

# AGENDA

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***Presiding officer request staff confirmation that Kansas Open Meeting Act required notice has been properly provided.***

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Conference Room  
469 S. 5<sup>th</sup> Street – Salina, KS 67401  
Tuesday, September 22, 2020 – 4:30 PM

**AGENDA**

- I. CALL TO ORDER
- II. Presiding officer request staff confirmation that Kansas Open Meeting Act required notice has been properly provided
- III. APPROVAL OF AGENDA
- IV. OPEN FORUM
- V. ELECTION OF OFFICERS
  - a. Nomination of Board Chair and Vice-Chair
- VI. CONSENT AGENDA ITEMS
  - a. Approve the Meeting Minutes of August 25, 2020
  - b. Approve the Secretary & Operations Reports from August 2020
  - c. Approve the July and August 2020 Financials
  - d. Approve the Director's Report
- VII. OLD BUSINESS
  - a. Development Update
  - b. Search Committee Update
- VIII. NEW BUSINESS
  - a. Resolution 2020-1049 Utility Allowances for the Public Housing Program
  - b. Resolution 2020-1050 Utility Allowances for the Section 8 Program
  - c. Resolution 2020-1051 Hiring and Appointment of New Executive Director
- IX. EXECUTIVE SESSION
- X. COMMISSIONER'S COMMENTS
- XI. ADJOURNMENT

# OPEN FORUM

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

# **ELECTION OF OFFICERS**

# 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, August 25, 2020

4:30 PM

**MEMBERS PRESENT:**

Kimberly Trigg  
Susan Weis  
Eric Brown  
Beth Bosch  
Taylor DeHerrera

**CITY COMMISSION LIAISON:** None

**STAFF PRESENT:**

Tina Bartlett, Executive Director  
Jennifer Craft, Finance Manager  
Suzanne Smith, Property Manager

**I. CALL TO ORDER**

The regular meeting of the Board of Commissioners of the Housing Authority was called to order at 4:32 PM by Commission Chair Trigg.

**II. APPROVAL OF AGENDA**

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

**III. OPEN FORUM**

**IV. CONSENT AGENDA ITEMS**

Mr. Brown moved to approve the Consent Agenda Items a. through d. as submitted, consisting of the minutes of the July 28, 2020, regular meeting, July 2020 Secretary and Operations reports, July 2020 financials, and the Director's report. Ms. Bosch seconded the motion. Ms. Craft stated the July financial information was not available from the fee accountants at the time of the meeting. Generally, the FDS report is due 60 days from the end of fiscal year end which will hold up the production of the July financials but due to the CARES Act funding and the lack of guidance on the impact on the FDS the reporting has been extended 90 days. Ms. Craft explained this information was just released and it did not allow time to get the July information. Ms. Bartlett announced an update with her resignation as she has accepted a new position with Corpus Christi, Texas. She also explained more on the FDS extension to Oct 31, but we are still planning to have the audit on time like normal, which is the end of October beginning of November. At this time the audit is still planned to be in person we have not heard anything different. Ms. Bartlett has not heard anything further on NSpire Inspections and she does not expect REAC to come to Salina anytime soon, due to COVID-19. There being no further questions or comments, the motion carried 5-0.

**V. OLD BUSINESS**

- a. Update on development – Holly with BGC has been made aware of Ms. Bartlett’s resignation. BGC will wait to move forward any further with the City of Salina until we can get a new executive director hired and up to speed. Ms. Bartlett will work on the requested presentation as much as possible before her departure.

**VI. NEW BUSINESS**

- a. Search Committee Update – Ms. Weis gave an update of the executive director search committee. Ms. Weis, Ms. Trigg, and Ms. Natalie Fisher, HR with the City of Salina met to get a plan of action to move forward. As of this time only 2 resumes have come in since Aug 17. Mr. Brown offered to list the position on linked in as he has experience with this. He will also list on PHADA and SWNAHRO.
- b. Resolution No. 2020-1046 Interim Director – Ms. Bartlett requested Suzanne Smith be named interim director to be effective once she has vacated the position. There being no further discussion, Mr. Brown moved to approve Resolution 2020-1046 Interim Director. Ms. Weis seconded the motion. The motion carried 5-0.
- c. Resolution No. 2020-1047 Disposal of Assets - Ms. Craft requested approval to dispose of several fixed assets that are no longer in use and have outlived their useful lives. There being no further discussion, Mr. Brown moved to approve Resolution 2020-1047 Disposal of Property. Ms. Bosch seconded the motion. The motion carried 5-0.
- d. Resolution No. 2020-1048 FY2021 Payment Standards – Ms. Smith reviewed the examination of the proposed Payment Standards, highlighting the change from FY2020. After a brief discussion concerning HUD’s methodology in calculating fair market rents, Ms. Bosch moved to approve Resolution 2020-1048, approving the FY2021 Payment Standards. Ms. Weis seconded the motion. Motion carried 5-0.


**VII. COMMISSIONERS’ COMMENTS**

**VIII. ADJOURNMENT**

Mr. Brown moved to adjourn the meeting. Ms. Weis seconded the motion. Motion carried 5-0 and the meeting adjourned at 5:11 PM.

**Next regular meeting will be Tuesday, September 22, 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.**

  
\_\_\_\_\_  
Suzanne Smith, Interim Director

9/22/2020

  
\_\_\_\_\_  
Kimberly Trigg, Board Chair (Vice)

  
Susan Weis

9/22/2020



# SECRETARIAL REPORT

August 2020

## Administration

- The office is still closed to the public.
- Craig completed Rent Calculation and Eligibility on-line trainings on August 10.
- Suzanne attended a Nelrod Webinar on August 20
- Suzanne submitted renewal application for C-PHM certification on August 5.

## Tenant reports and activity

- Public Housing had 1 inspection in July (0 annual, 6 move-in, 0 transfer, 0 special and 0 move-outs). *SHA is not completing annual inspections at this time due to HUD waivers on this requirement.*
- Public Housing had 2 evictions in August.
- 0 HCV/Enhanced Tenant Protection/VASH/Shelter Plus Care/Mainstream annual inspections, 1 re-inspection, 11 move-in inspections, 0 TBRA inspection, 0 Quality Assurance inspections and 0 Special/Complaint inspection. *SHA is not completing annual inspections at this time due to HUD waivers on this requirement.*
- 2 HCV orientations, 0 Public Housing orientation, 0 Shelter Plus Care orientations, and 2 VASH orientation were held in August. During this time, HCV orientation have been limited to 6 people and PH orientation are not being held to comply with social distancing.
- 36 Notices for nonpayment of rent or security deposits were sent August 5<sup>th</sup> and 0 families were terminated for non-payment due to Covid restrictions. There are 2 families that have not paid their rent yet.
- 2 Public Housing Grievance Hearings and 0 Panels was held in August. 2 grievances were upheld and 0 were overturned. 7 HCV Grievances Hearings were held. 0 were upheld and 7 were overturned. 1 Shelter Plus hearings were held. 0 was upheld and 1 were overturned. 0 VASH Grievance Hearing were held. 0 were upheld and 0 were overturned.
- No Public Housing Resident Advisory Board Meeting was set for August.
- No “Wipeout Meeting” was set for August due to social distancing requirements. All tenants who need to attend will be invited at a later date.
- 0 vouchers from other Housing Authorities.

## Maintenance and Capital Improvements

- Maintenance received 39 total work orders, 34 routine work orders, 2 emergency work orders, and 3 other work orders. Of the 39 received, 32 had been processed by the end date of this report.
- Number of houses turned over in August was 6.
- The average turnaround time for maintenance in August was 17.67 days. The year to date net turnover time is 49.88 days with 20.86 days for lease up and 0.75 down time.
- Maintenance has completed additional work orders at Pioneer, and OJ properties

- **Completed CFP Projects:**
- **800 Choctaw:** This unit received 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, electrical upgrades to kitchen and bathroom and living room fan and lighting. This unit is complete.
- **469 S 5<sup>th</sup> :** The office replaced a rusting hollow metal entry door with a new door including a vision lite for exit safety
- **909 N 3<sup>rd</sup>:** This unit received a new water heater
- **418 Hazel:** This unit received a new water heater
- **2027 Tulnae:** The shop parking lot received two dump loads of base gravel

**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 extended estimated completion date of 9-31-20. This unit is currently progressing toward an end of the month completion complicated by loss of man hours due to covid.
- **469 S 5<sup>th</sup>:** The office will receive a partition wall with two additional interior doors to separate and provide security between the lobby and the balance of the building.

**FSS Grant**

- Due to the CoVID19 pandemic, we reduce face-to-face FSS meetings until further notice. I was able to meet with those who need more specific attention. Since we have access to webcam in conference room, I have been offering more Zoom meeting for participants.
- KState Extension Office performed Credit Repair course for FSS participants via Zoom.
- FSS will be presenting Coffee with the Coordinator at Pioneer Presidents Place to educate PPP tenants about FSS and Section 8.
- Offering Resume Workshop (one-on-one) in September.
- No orientations in August

FSS Program	# of Participants	# of Graduates	New Participants	
Public Housing	9	0	0	
Section 8	7	0	0	
VASH	1	0	0	
	17	0	0	Total Current Participants 17

**OPERATIONS REPORT  
8/31/2020**

**PUBLIC HOUSING**

**TURNOVERS:**

	<u>In August:</u>			
1 bedroom:	1		Move outs:	6
2 bedroom:	3		Terminations:	2
3 bedroom:	2		Evictions:	2
4 bedroom:	0		Transfers:	0
5 bedroom:	0		Skips:	1
			Lease-ups:	6

**RENTS:**

	<u>8/20</u>	<u>8/19</u>	<u>8/18</u>
Highest	\$884	\$1,138	\$766
Lowest:	(\$157)	(\$187)	(\$203)
Total:	\$26,071	\$30,028	\$21,908
Average:	\$174	\$191	\$142
Utility checks:	41	45	51

**WAITING LIST:**

	<u>8/20</u>	<u>8/19</u>	<u>8/18</u>
1 bedroom:	6	2	0
2 bedroom:	26	87	60
3 bedroom:	12	31	31
4 bedroom:	6	7	4
5 bedroom:	3	3	1
	53	130	96

**MOVE OUTS:**

	<u>MI date</u>	<u>MO date</u>	<u>Rent</u>	<u>SD paid</u>	<u>Owe</u>	<u>Refund</u>	<u>Reason</u>
HA	1/17/19	8/3/20	\$228	\$500	\$347.39		Skip
JB	5/29/98	8/31/20	\$199	\$75		\$75	Tenant Notice
AC	6/22/18	8/14/20	\$479	\$500	\$4,929.42		Lease Violations
DG	1/9/18	8/14/20	(\$127)	\$500	\$520		Lease Violations
CM	9/21/12	8/6/20	\$390	\$756		\$736	Tenant Notice
MTJ	7/11/12	8/21/20	\$758	\$950			Tenant Notice

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

**VOUCHERS:**

	<u>8/20</u>	<u>8/19</u>	<u>8/18</u>
Section 8 Baseline units	317	317	317
Total under lease effective 8/31/2020:	264	272	303
Total issued but not leased:	10	13	34
Total Shelter Plus under lease	15	14	17
Total VASH under lease	27	28	29
Total Mainstream under lease	36	22	0

**Voucher Turnover:**

		<u>8/20</u>	<u>8/19</u>	<u>8/18</u>
New Move-ins	Section 8	0	4	13
	Shelter Plus	0	1	1
	VASH	1	1	2
	NED	2	1	NA
Move-outs	Section 8	2	6	9

	Shelter Plus	1	2	0
	VASH	1	0	1
	NED	0	0	NA
Transfers	Section 8	2	1	2
	Shelter Plus	0	0	0
	VASH	0	0	0
	NED	0	0	NA
Waiting list:		223	405	233

Section 8 waiting list has been open since January 2, 2015

# FINANCIAL SUMMARY

July 2020

## COCC

YTD COCC revenue is under budget by \$3,440. Annual management fees from Public Housing of \$19,440 are budgeted monthly, but will be drawn down as a lump sum in March account for a \$1,620 decrease. CFP admin revenue is over budget by \$1,746. Interest revenue is under budget \$226. Management fee revenue based on PH and S8 occupancy are under budget by \$2,242.

YTD COCC expenses are under budget by \$6,988. Admin salaries and benefits are under budget by \$3,649. Staff training and travel are under budget by \$1,375.

## Public Housing

YTD Public Housing revenue is under budget by \$13,447, due to having several houses not leased.

YTD Public Housing expenses are under budget by \$16,789. The administrative asset management fee of \$19,440 is budgeted monthly, but will be drawn down as a lump sum in March account for a \$1,620 decrease. Administrative wages and benefits are under budget by \$1,308. Maintenance wages and benefits are under budget by \$694, and maintenance materials and contracts are under budget by \$9,375

## Section 8

YTD Section 8 administrative revenue is under budget by \$553.

YTD Section 8 administrative expenses are under budget by \$1,532. Administrative wages and benefits are under budget by \$1,031, and administrative contracts are over budget by \$2,327.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. The total loan balance is \$6,000 as of July 31. This loan is reflected on the balance sheet of both programs.

As of July 31, the Net Restricted Position is \$7,996. This does not include unspent Mainstream funding of \$26,133. These funds are held by the housing authority and restricted in use for future HAP expenses.

## Shelter Plus Care

There is a misclassification in Grant revenue showing \$2,700 for Shelter Plus Care in July. This was for FSS and will be reclassified in September. YTD Shelter Plus revenue is actually under budget \$1,157 due to the new grant not being available for admin revenue.

YTD Shelter Plus Care administrative expenses are over budget by \$317. 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. The total loan balance is \$7,200 as of July 31. This loan is reflected on the balance sheet of both programs.

## COCC - July 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Bookkeeping/Mgmt Fees	\$ 23,261	\$ 26,466	88%	\$ 23,261	\$ 26,466	88%	\$ 317,596
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 2,861	\$ 2,861	100%	\$ 34,330
Interest	\$ 107	\$ 333	32%	\$ 107	\$ 333	32%	\$ 4,000
Other Income	\$ 25	\$ 33	76%	\$ 25	\$ 33	76%	\$ 400
<b>Totals</b>	<b>\$ 26,254</b>	<b>\$ 29,694</b>	<b>88%</b>	<b>\$ 26,254</b>	<b>\$ 29,694</b>	<b>88%</b>	<b>\$ 356,326</b>
<b>Expenses</b>							
Administrative	\$ 16,777	\$ 23,292	72%	\$ 16,777	\$ 23,292	72%	\$ 279,500
Utilities	\$ -	\$ 138	0%	\$ -	\$ 138	0%	\$ 1,650
Maintenance	\$ (7)	\$ 267	-3%	\$ (7)	\$ 267	-3%	\$ 3,200
Protective Services	\$ -	\$ 17	0%	\$ -	\$ 17	0%	\$ 200
General/Insurance	\$ 271	\$ 317	86%	\$ 271	\$ 317	86%	\$ 3,800
<b>Total Expenses</b>	<b>\$ 17,041</b>	<b>\$ 24,029</b>	<b>71%</b>	<b>\$ 17,041</b>	<b>\$ 24,029</b>	<b>71%</b>	<b>\$ 288,350</b>
<b>Profit or (Loss) for Year</b>	<b>9,213</b>	<b>5,665</b>		<b>9,213</b>	<b>5,665</b>		<b>67,976</b>
	Profit	Profit		Profit	Profit		Profit

## Public Housing - July 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Rental Income	\$ 25,270	\$ 26,667	95%	\$ 25,270	\$ 26,667	95%	\$ 320,000
Other Income	\$ 13,903	\$ 17,019	82%	\$ 13,903	\$ 17,019	82%	\$ 204,223
Interest	\$ 87	\$ 542	16%	\$ 87	\$ 542	16%	\$ 6,500
Operating Subsidy	\$ 31,520	\$ 40,000	79%	\$ 31,520	\$ 40,000	79%	\$ 480,000
<b>Totals</b>	<b>\$ 70,780</b>	<b>\$ 84,227</b>	<b>84%</b>	<b>\$ 70,780</b>	<b>\$ 84,227</b>	<b>84%</b>	<b>\$ 1,010,723</b>
<b>Expenses</b>							
Administrative	\$ 28,068	\$ 27,315	103%	\$ 28,068	\$ 27,315	103%	\$ 327,785
Tenant Services	\$ -	\$ 292	0%	\$ -	\$ 292	0%	\$ 3,500
Utilities	\$ 424	\$ 1,198	35%	\$ 424	\$ 1,198	35%	\$ 14,370
Maintenance	\$ 19,936	\$ 29,958	67%	\$ 19,936	\$ 29,958	67%	\$ 359,500
General/Insurance/Coll Loss	\$ 7,524	\$ 13,977	54%	\$ 7,524	\$ 13,977	54%	\$ 167,725
Casualty Loss/Grant Receipt	\$ -	\$ -		\$ -	\$ -		\$ -
<b>Total Expenses</b>	<b>\$ 55,951</b>	<b>\$ 72,740</b>	<b>77%</b>	<b>\$ 55,951</b>	<b>\$ 72,740</b>	<b>77%</b>	<b>\$ 872,879</b>
<b>Profit or (Loss) for Year</b>	<b>14,829</b>	<b>11,487</b>		<b>14,829</b>	<b>11,487</b>		<b>137,843</b>
	Profit	Profit		Profit	Profit		Profit

## Section 8 - July 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Admin Fees Earned	\$ 15,177	\$ 15,535	98%	\$ 15,177	\$ 15,535	98%	\$ 186,416
Interest	\$ 12	\$ 4		\$ 12	\$ 4		\$ 50
Shelter Plus/TBRA Fees	\$ -	\$ 197	0%	\$ -	\$ 197	0%	\$ 2,363
Fraud Recovery	\$ 285	\$ 292	98%	\$ 285	\$ 292	98%	\$ 3,500
<b>Totals</b>	<b>\$ 15,474</b>	<b>\$ 16,027</b>	<b>97%</b>	<b>\$ 15,474</b>	<b>\$ 16,027</b>	<b>97%</b>	<b>\$ 192,329</b>
<b>Expenses</b>							
Administrative	\$ 15,848	\$ 17,380	91%	\$ 15,848	\$ 17,380	91%	\$ 208,564
<b>Total Expenses</b>	<b>\$ 15,848</b>	<b>\$ 17,380</b>	<b>91%</b>	<b>\$ 15,848</b>	<b>\$ 17,380</b>	<b>91%</b>	<b>\$ 208,564</b>

**Profit or (Loss) for Year**  
 Loss (374)      Loss (1,353)      Loss (374)      Loss (1,353)      Loss (16,236)

### VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ -	\$ -	0%	\$ 9,997	\$ -	0%	\$ -
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 26,003</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>

## Shelter Plus Care - July 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Grant Revenue	\$ 2,700	\$ 1,157	233%	\$ 2,700	\$ 1,157	233%	\$ 13,888
Admin Fees Earned	\$ -	\$ -		\$ -	\$ -		\$ -
Other Misc Revenue	\$ -	\$ -		\$ -	\$ -		\$ -
Interest	\$ 0	\$ -		\$ 0	\$ -		\$ -
<b>Totals</b>	<b>\$ 2,700</b>	<b>\$ 1,157</b>	<b>233%</b>	<b>\$ 2,700</b>	<b>\$ 1,157</b>	<b>233%</b>	<b>\$ 13,888</b>
<b>Expenses</b>							
Administrative	\$ 769	\$ 1,086	71%	\$ 769	\$ 1,086	71%	\$ 13,038
<b>Total Expenses</b>	<b>\$ 769</b>	<b>\$ 1,086</b>	<b>71%</b>	<b>\$ 769</b>	<b>\$ 1,086</b>	<b>71%</b>	<b>\$ 13,038</b>

**Salina Housing Authority at July 31, 2020**  
**Balance Sheet after 1 Month of Fiscal Year**

Assets:	COCC		Section 8		TBRA-Security Deposits		Shelter Plus Care		Total
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Checking & other cash	662,683		606,875	122,685	1,012		4,232	1,397,486	
Investments	65,279		558,859					624,138	
<b>Total Cash &amp; Invests</b>	<b>727,962</b>		<b>1,165,734</b>	<b>122,685</b>	<b>1,012</b>		<b>4,232</b>	<b>2,021,624</b>	
Tenant Acct Rec			3,710					3,710	
Tenant Acct Rec-Fraud			737					737	
Tenant Acct Rec-Sec Dep									
Allow for Doubt Acct			(1,800)					(1,800)	
Acct Rec Other Pgms	15,261		51,754	16,254				83,269	
Acct Rec Other	1,403		3,582					4,985	
Prepaid Insurance	112		34,185					34,297	
Material Inventory			31,898					31,898	
Pension Deferred Outflows	5,560		10,934	2,039				18,532	
Subsequent Pension Pmts	14,260		22,341	2,310				38,910	
Miscellaneous									
<b>Total Current Assets</b>	<b>764,557</b>		<b>1,323,075</b>	<b>143,286</b>	<b>1,012</b>		<b>4,232</b>	<b>2,236,162</b>	
<b>Liabilities:</b>									
Security Deposits			91,502					91,502	
Payroll Deductions			664					664	
Acct Pay Other Pgms	68,008		1,061	6,000	1,000		7,200	83,269	
Acct Pay Other			2,500					2,500	
Compensated Absence	9,258		21,022	392			14	30,686	
Accrued Payroll	12,097		22,413	4,461			186	39,158	
Accrued Payroll Taxes	869		1,579	328			13	2,789	
Pension Deferred Inflows	7,634		15,014	2,799				25,447	
Miscellaneous			3,283	111				3,394	
PILOT: Prior Year			33,192					33,192	
Current Year									
FSS Escrow			49,025	16,254				65,279	
<b>Total Current Liabilities</b>	<b>0.13</b>	<b>97,866</b>	<b>0.18</b>	<b>30,344</b>	<b>0.99</b>	<b>1,000</b>	<b>1.75</b>	<b>377,880</b>	

**Income Statement after 1 Month of Fiscal Year**

Revenues:	COCC		Section 8		TBRA-Security Deposits		Shelter Plus Care		Totals	
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD
Admin Fees Earned				15,177					15,177	15,177
Bookkeeping/Mgmt Fees	23,261	23,261	6,871	6,871					30,132	30,132
Total Rents	2,862	2,862	25,270	25,270			0	0	28,132	28,132
Interest	107	107	87	87	12	12	0	0	206	206
Misc	25	25	7,032	7,032	285	285	2,700	2,700	10,042	10,042
Subsidy			31,520	31,520					31,520	31,520
Gain/Loss on Sale										
<b>Total Revenues</b>	<b>26,255</b>	<b>26,255</b>	<b>70,780</b>	<b>70,780</b>	<b>15,474</b>	<b>15,474</b>	<b>2,701</b>	<b>2,701</b>	<b>115,209</b>	<b>115,209</b>
<b>Expenses</b>										
Administrative	16,777	16,777	28,068	28,068	15,628	15,628	766	766	61,239	61,239
Tenant Services										
Utilities			424	424					424	424
Maintenance	(7)	(7)	19,936	19,936					19,929	19,929
Insurance/General/Bad Debt	271	271	7,524	7,524	220	220	3	3	8,017	8,017
Other Expenditures										
Casualty Loss/Grant receipt			(16,191)	(16,191)					(16,191)	(16,191)
<b>Total Expenses</b>	<b>17,041</b>	<b>17,041</b>	<b>39,760</b>	<b>39,760</b>	<b>15,848</b>	<b>15,848</b>	<b>769</b>	<b>769</b>	<b>73,417</b>	<b>73,417</b>
<b>Depreciation Expense</b>										
<b>Profit or (Loss) for Year</b>	<b>9,214</b>	<b>9,214</b>	<b>31,020</b>	<b>31,020</b>	<b>(374)</b>	<b>(374)</b>	<b>1,932</b>	<b>1,932</b>	<b>41,792</b>	<b>41,792</b>
	Profit	Profit	Profit	Profit	Loss	Loss	Profit	Profit	Profit	Profit
<b>PHA Payments to LL</b>										
<b>HUD Payments to PHA</b>										
<b>Units Leased</b>										



**Investments & Pledged Amounts**

July 2020

	Bennington State Bank	First Bank Kansas	Total by Program
<b>LOW RENT:</b>			
Petty Cash	\$ 47.45		
Checking	\$ 200,666.10		
Money Market	\$ 401,834.22		
Checking-Cafeteria Plan	\$ 4,327.13		
CD #100014931	\$ 158,571.59		
CD #6710111		\$ 113,348.66	
CD #6713580		\$ 107,151.98	
CD # 6710214		\$ 112,960.95	
CD #600006188	\$ 66,826.06		\$ 1,165,734.14
<b>COCC:</b>			
Checking	\$ 662,682.81		
Money Market FSS Escrow		\$ 65,278.70	\$ 727,961.51
<b>SECTION 8/VASH:</b>			
Checking	\$ 97,992.34		
Checking - VASH EAF	\$ 24,692.43		\$ 122,684.77
<b>HOME:</b>			
Checking	\$ -		
CD #6710324		\$ -	
CD #101395		\$ -	\$ -
<b>SHELTER PLUS CARE:</b>			
Checking	\$ 4,231.57		\$ 4,231.57
<b>TBRA:</b>			
Checking	\$ 1,012.37		\$ 1,012.37
SHA Assets:	\$ 1,622,884.07	\$ 398,740.29	\$ 2,021,624.36
Percentage of Total Invest:	80%	20%	100%
			<b>\$ 2,021,624.36</b>
<b>AMOUNTS PLEDGED:</b>	\$ 1,690,000.00	\$ 566,897.27	
<b>PLUS MINIMUM FDIC:</b>	\$ 250,000.00	\$ 250,000.00	
	\$ 1,940,000.00	\$ 816,897.27	
Over (Under ) Pledged	\$ 317,115.93	\$ 418,156.98	
Date of pledge:	7/31/2020	5/31/2020	

# FINANCIAL SUMMARY

August 2020

## COCC

YTD COCC revenue is under budget by \$2,102. Annual management fees from Public Housing of \$19,440 are budgeted monthly, but are drawn down as a lump sum which accounts for a \$3,240 decrease. CFP admin revenue is over budget by \$3,492. Management fee revenue based on PH and S8 occupancy are under budget by \$3,154.

YTD COCC expenses are under budget by \$4,274. Most of this variance is in salaries and benefits and accounting fees.

## Public Housing

YTD Public Housing revenue is over budget by \$17,819, due to draw downs of CARES funding.

YTD Public Housing expenses are under budget by \$1,497. The administrative asset management fee of \$19,440 is budgeted monthly, but drawn down as a lump sum, accounting for a \$3,240 decrease. Maintenance materials and contracted services are under budget by \$4,337 and \$5,306, respectively. Net collection loss expenses are under budget by \$7,046.

## Section 8

YTD Section 8 administrative revenue is under budget by \$111.

YTD Section 8 administrative expenses are under budget by \$1,328. This variance is due to employee benefits under budget by \$1,861 and admin contracts over budget by \$2,668.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. No loan transactions were made in August. The total loan balance was \$6,000 on August 31. This loan is reflected on the balance sheet of both programs.

As of August 31, the Net Restricted Position is \$16,299. This does not include unspent Mainstream funding of \$19,533. These funds are held by the housing authority and restricted in use for future HAP expenses.

## Shelter Plus Care

There is a misclassification in Grant revenue showing \$2,700 for Shelter Plus Care in July. This was for FSS and will be reclassified in September. YTD Shelter Plus revenue is actually under budget \$2,315 due to the new grant not being available for admin revenue.

Shelter Plus Care administrative expenses are under budget by 201.

COCC continues to loan funds to Shelter Plus Care to cover the administrative expense shortage. No loan transactions were made in August. The total loan balance is \$7,200 on August 31. This loan is reflected on the balance sheet of both programs.

### COCC - August 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Bookkeeping/Mgmt Fees	\$ 24,592	\$ 26,466	93%	\$ 47,853	\$ 52,933	90%	\$ 317,596
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 5,721	\$ 5,722	100%	\$ 34,330
Interest	\$ 109	\$ 333	33%	\$ 216	\$ 667	32%	\$ 4,000
Other Income	\$ 30	\$ 33	91%	\$ 56	\$ 67	84%	\$ 400
<b>Totals</b>	<b>\$ 27,592</b>	<b>\$ 29,694</b>	<b>93%</b>	<b>\$ 53,846</b>	<b>\$ 59,388</b>	<b>91%</b>	<b>\$ 356,326</b>
<b>Expenses</b>							
Administrative	\$ 17,802	\$ 23,292	76%	\$ 34,579	\$ 46,583	74%	\$ 279,500
Utilities	\$ 315	\$ 138	229%	\$ 315	\$ 275	114%	\$ 1,650
Maintenance	\$ 511	\$ 267	192%	\$ 504	\$ 533	94%	\$ 3,200
Protective Services	\$ 265	\$ 17	1587%	\$ 265	\$ 33	794%	\$ 200
General/Insurance	\$ 862	\$ 317	272%	\$ 1,134	\$ 633	179%	\$ 3,800
<b>Total Expenses</b>	<b>\$ 19,755</b>	<b>\$ 24,029</b>	<b>82%</b>	<b>\$ 36,796</b>	<b>\$ 48,058</b>	<b>77%</b>	<b>\$ 288,350</b>
<b>Profit or (Loss) for Year</b>	<b>7,837</b>	<b>5,665</b>		<b>17,050</b>	<b>11,329</b>		<b>67,976</b>
	Profit	Profit		Profit	Profit		Profit

### Public Housing - August 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Rental Income	\$ 24,762	\$ 26,667	93%	\$ 50,032	\$ 53,333	94%	\$ 320,000
Other Income	\$ 43,912	\$ 17,019	258%	\$ 57,815	\$ 34,037	170%	\$ 204,223
Interest	\$ 1,852	\$ 542	342%	\$ 1,940	\$ 1,083	179%	\$ 6,500
Operating Subsidy	\$ 31,520	\$ 40,000	79%	\$ 63,039	\$ 80,000	79%	\$ 480,000
<b>Totals</b>	<b>\$ 102,046</b>	<b>\$ 84,227</b>	<b>121%</b>	<b>\$ 172,826</b>	<b>\$ 168,454</b>	<b>103%</b>	<b>\$ 1,010,723</b>
<b>Expenses</b>							
Administrative	\$ 29,818	\$ 27,315	109%	\$ 57,886	\$ 54,631	106%	\$ 327,785
Tenant Services	\$ -	\$ 292	0%	\$ -	\$ 583	0%	\$ 3,500
Utilities	\$ 2,964	\$ 1,198	247%	\$ 3,387	\$ 2,395	141%	\$ 14,370
Maintenance	\$ 29,273	\$ 29,958	98%	\$ 49,209	\$ 59,917	82%	\$ 359,500
General/Insurance/Coll Loss	\$ 9,188	\$ 13,977	66%	\$ 16,711	\$ 27,954	60%	\$ 167,725
Casualty Loss/Extraordinary	\$ -	\$ -		\$ -	\$ -		\$ -
<b>Total Expenses</b>	<b>\$ 71,243</b>	<b>\$ 72,740</b>	<b>98%</b>	<b>\$ 127,194</b>	<b>\$ 145,480</b>	<b>87%</b>	<b>\$ 872,879</b>
<b>Profit or (Loss) for Year</b>	<b>30,803</b>	<b>11,487</b>		<b>45,632</b>	<b>22,974</b>		<b>137,843</b>
	Profit	Profit		Profit	Profit		Profit

### Section 8 - August 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Admin Fees Earned	\$ 15,613	\$ 15,535	101%	\$ 30,790	\$ 31,069	99%	\$ 186,416
Interest	\$ 14	\$ 4		\$ 26	\$ 8		\$ 50
TBRA and Other Fees	\$ 135	\$ 197	69%	\$ 135	\$ 394	34%	\$ 2,363
Fraud Recovery	\$ 155	\$ 292	53%	\$ 440	\$ 583	75%	\$ 3,500
<b>Totals</b>	<b>15,916</b>	<b>16,027</b>	<b>99%</b>	<b>31,390</b>	<b>32,055</b>	<b>98%</b>	<b>192,329</b>
<b>Expenses</b>							
Administrative	\$ 16,052	\$ 17,380	92%	\$ 31,900	\$ 34,761	92%	\$ 208,564
<b>Total Expenses</b>	<b>16,052</b>	<b>17,380</b>	<b>92%</b>	<b>31,900</b>	<b>34,761</b>	<b>92%</b>	<b>208,564</b>

**Profit or (Loss) for Year**  
 Loss (136)    Loss (1,353)    Loss (510)    Loss (2,706)    Loss (16,236)

### VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ 225	\$ -	0%	\$ 10,222	\$ -	0%	\$ -
<b>Balance</b>	<b>\$(225)</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 25,778</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>

### Shelter Plus Care - August 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Grant Revenue	\$ -	\$ 1,157	0%	\$ 2,700	\$ 2,315	117%	\$ 13,888
Admin Fees Earned	\$ -	\$ -		\$ -	\$ -		\$ -
Other Misc Revenue	\$ -	\$ -		\$ -	\$ -		\$ -
Interest	\$ 0	\$ -		\$ 1	\$ -		\$ -
<b>Totals</b>	<b>0</b>	<b>1,157</b>	<b>0%</b>	<b>2,701</b>	<b>2,315</b>	<b>117%</b>	<b>13,888</b>
<b>Expenses</b>							
Administrative	\$ 885	\$ 1,086	81%	\$ 1,654	\$ 2,173	76%	\$ 13,038
<b>Total Expenses</b>	<b>885</b>	<b>1,086</b>	<b>81%</b>	<b>1,654</b>	<b>2,173</b>	<b>76%</b>	<b>13,038</b>

**Profit or (Loss) for Year**  
 (885)    71    1,046    142    851

**Salina Housing Authority at August 31, 2020  
Balance Sheet after 2 Months of Fiscal Year**

	COCC	Low Rent/Grants	Section 8	TBRA-Security Deposits	Shelter Plus Care	Total
<b>Assets:</b>						
Checking & other cash	668,883	607,867	169,545	1,012	3,477	1,450,784
Investments	67,814	560,622	-	-	-	628,437
<b>Total Cash &amp; Invests</b>	<b>736,698</b>	<b>1,168,490</b>	<b>169,545</b>	<b>1,012</b>	<b>3,477</b>	<b>2,079,221</b>
Tenant Acct Rec		6,112				6,112
Tenant Acct Rec-Fraud		1,197				1,197
Tenant Acct Rec-Sec Dep		(1,800)				(1,800)
Allow for Doubt Acct		53,425	17,589			86,715
Acct Rec Other Prgms	15,701	3,127	-			6,030
Acct Rec Other	2,903	84				25,208
Prepaid Insurance		25,124				30,954
Material Inventory		30,954				22,035
Pension Deferred Outflows	5,560	14,437	2,039			36,896
Subsequent Pension Pmts	14,260	20,327	2,310			-
Miscellaneous						
<b>Total Current Assets</b>	<b>775,204</b>	<b>1,321,393</b>	<b>191,482</b>	<b>1,012</b>	<b>3,477</b>	<b>2,292,568</b>
<b>Liabilities:</b>						
Security Deposits		97,009				97,009
Payroll Deductions		(8)				(8)
Acct Pay Other Prgms	70,544	1,826	6,000	1,000	7,345	86,715
Acct Pay Other		2,500				2,500
Compensated Absence	9,258	17,737	392		14	27,400
Accrued Payroll	12,298	22,089	5,072		172	39,632
Accrued Payroll Taxes	942	1,582	375		12	2,911
Pension Deferred Inflows	7,634	10,778	2,799			21,211
Miscellaneous		4,148	111			4,259
PILOT: Prior Year		33,300				33,300
Current Year		4,334				4,334
FSS Escrow		35,048				52,312
<b>Total Current Liabilities</b>	<b>0.13</b>	<b>100,676</b>	<b>0.17</b>	<b>0.99</b>	<b>2.17</b>	<b>0.16</b>

**Income Statement after 2 Months of Fiscal Year**

	COCC	Low Rent/Grants	Section 8	TBRA-Security Deposits	Shelter Plus Care	Totals
	This Month	This Month	This Month	This Month	This Month	This Month
<b>Revenues:</b>						
Admin Fees Earned		-	15,613	450	-	16,063
Bookkeeping/Mgmt Fees	24,592	556	30,790	-	-	55,280
Total Rents	2,861	24,762	-	-	0	27,623
Interest	109	1,852	14	0	1	55,755
Misc	30	43,356	290	575	2,700	43,676
Subsidy		31,520	-	-	-	53,718
Gain/Loss on Sale		-	-	-	-	31,520
<b>Total Revenues</b>	<b>27,592</b>	<b>102,046</b>	<b>15,916</b>	<b>450</b>	<b>2,701</b>	<b>146,005</b>
<b>Expenses</b>						
Administrative	17,802	29,818	15,511	450	871	64,452
Tenant Services		-	-	-	-	-
Utilities	315	2,964	-	-	-	3,278
Maintenance	511	29,273	43	-	1	29,828
Insurance/General/Bad Debt	862	9,188	499	-	14	10,563
Other Expenditures	265	-	-	-	-	265
Casualty Loss/Grant receipt		(22,102)	-	-	-	(22,102)
<b>Total Expenses</b>	<b>19,755</b>	<b>49,141</b>	<b>16,052</b>	<b>450</b>	<b>1,654</b>	<b>86,284</b>
<b>Depreciation Expense</b>						
<b>Profit or (Loss) for Year</b>	<b>7,837</b>	<b>52,904</b>	<b>(136)</b>	<b>0</b>	<b>(885)</b>	<b>59,721</b>
	Profit	Profit	Loss	Profit	Loss	Profit
<b>PHA Payments to LL</b>			108,709	215,565	6,571	115,280
<b>HUD Payments to PHA</b>			118,899	229,256	6,611	125,510
<b>Units Leased</b>			329	664	16	345

**Investments & Pledged Amounts**

August 2020

	Bennington State Bank	First Bank Kansas	Total by Program
<b>LOW RENT:</b>			
Petty Cash	\$ 47.45		
Checking	\$ 201,942.96		
Money Market	\$ 401,902.48		
Checking-Cafeteria Plan	\$ 3,974.39		
CD #100014931	\$ 159,442.91		
CD #6710111		\$ 113,348.66	*
CD #6713580		\$ 107,461.87	
CD # 6710214		\$ 113,369.31	**
CD #600006188	\$ 66,999.55		\$ 1,168,489.58
<b>COCC:</b>			
Checking	\$ 668,883.06		
Money Market FSS Escrow		\$ 67,814.45	\$ 736,697.51
<b>SECTION 8/VASH:</b>			
Checking	\$ 145,102.28		
Checking - VASH EAF	\$ 24,442.43		\$ 169,544.71
<b>HOME:</b>			
Checking	\$ -		
CD #6710324		\$ -	
CD #101395		\$ -	\$ -
<b>SHELTER PLUS CARE:</b>			
Checking	\$ 3,476.83		\$ 3,476.83
<b>TBRA:</b>			
Checking	\$ 1,012.47		\$ 1,012.47
SHA Assets:	\$ 1,677,226.81	\$ 401,994.29	\$ 2,079,221.10
Percentage of Total Invest:	81%	19%	100%
			\$ 2,079,221.10
AMOUNTS PLEDGED:	\$ 1,690,000.00	\$ 725,024.35	
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00	
	\$ 1,940,000.00	\$ 975,024.35	
Over (Under ) Pledged	\$ 262,773.19	\$ 573,030.06	
Date of pledge:	8/31/2020	8/31/2020	

AMOUNTS PLEDGED:	\$ 1,690,000.00	\$ 725,024.35
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00
	\$ 1,940,000.00	\$ 975,024.35
Over (Under ) Pledged	\$ 262,773.19	\$ 573,030.06
Date of pledge:	8/31/2020	8/31/2020

\* CD matures 9/21/20 will be renewed until the end of the year. Will be renewed with new signatures once new ED is hired.  
 \* CD matures 9/30/20 will be renewed until the end of the year. Will be renewed with new signatures once new ED is hired.

# SALINA HOUSING AUTHORITY

## September 2020

SUZANNE SMITH, CS-PHM  
INTERIM EXECUTIVE DIRECTOR

### **Personnel**

Nothing new to report.

### **Financial:**

The Salina Housing Authority received \$31,519.67 in Operating Subsidy in September for Public Housing. We received \$117,793 for September HAP funding for the Section 8 programs, which includes \$10,451 restricted for Mainstream vouchers. We have approximately \$28,909 remaining Net Restricted Assets for Section 8 vouchers and an additional \$18,189 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$15,613 for September. 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 Aug 31 is \$6,000.

### **Program Updates:**

Nothing new to report.

### **HUD Regulation/Legislative**

On September 1, 2020, the Centers for Disease Control (CDC) and Department of Health and Human Service (HHS) announced an order to stop residential evictions to halt the spread of COVID-19. The order was also published in the Federal Register on September 4. It became effective on publication and will last until December 31, 2020, unless extended. At this time, this will replace the previous order from Kansas Gov. Laura Kelly that was signed as short-term limit on evictions and foreclosures prohibiting residents from being evicted. Evictions can still be processed for other lease violations, but not for non-payment of amounts owed, if the household is in default due to a financial hardship resulting from COVID-19.

### **Management**

The SHA office continues to be closed to the public as we see an uptick in Salina cases. We are working on a remodel of the front office and conference room remodel which will provide additional protections to guests and staff. The front will remain closed until the remodel is

complete. We are staffed and doing as much business as possible by mail, phone, and other communication. We are scheduling appointments with anyone that has to meet in person to reduce the number of individuals in the front at one time and to help allow us to properly sanitize and avoid spreading the virus or being exposed to the virus.

### **Training**

Kansas NAHRO hosted an online conference for September 15-17. Due to several staff being out of the office and other obligations at the time, only one staff member attend trainings during the conference.



# OLD BUSINESS

a. DEVELOPMENT UPDATE

b. SEARCH COMMITTEE UPDATE

# NEW BUSINESS

- a. RESOLUTION 2020-1049 UTILITY ALLOWANCES FOR THE PUBLIC HOUSING PROGRAM
- b. RESOLUTION 2020-1050 UTILITY ALLOWANCES FOR THE SECTION 8 PROGRAM

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEMO

September 18, 2020

**From:** Suzanne Smith, PHM, Interim Executive Director  
**Meeting:** September 22, 2020  
**Subject:** Utility Allowance Review / Revision Public Housing, Section 8  
Housing Choice Vouchers.

**BACKGROUND**

The Salina Housing Authority is responsible for establishing allowances for utilities (natural gas, electricity, water, sewer, etc.) purchased directly by program participants from utility companies. These allowances represent fixed dollar amounts that are deducted from program participants' monthly Total Tenant Payment.

The Housing Authority is required to review utility rates on an annual basis, and determine if an increase or decrease in Utility Allowances is necessary. The last Utility Allowance full review occurred in August & September 2016 and the last update occurred in December 2018 for Public Housing. The last update for Section 8 occurred in January 2017.

**DISCUSSION**

The utility allowance study utilizes an engineering-based methodology to determine monthly utility consumptions; the consumptions are based upon a reasonable consumption of an energy conservative family of modest circumstances that provide for the basic essentials needed for a living environment that is safe, sanitary and healthful. The utility allowance review and calculation was performed based on averages from actual sampling of units. In the Section 8 program, these rates were reviewed in August and September 2020 and adjustment is necessary. In the Public Housing program, rates were reviewed in August and September 2020 and adjustment is necessary.

The Salina Housing Authority reviewed the data used in the studies for electric, natural gas, water, sewer, and trash based on bedroom size, fuel types, construction materials, window types, and mechanicals.

When the Utility Allowance exceeds the TTP and results in a negative rent amount, the Salina Housing Authority is required to refund the credit amount to the program participant. Utility Allowances are not designed to cover the entire utility costs for program participants; they are provided as an allowance from the Total Tenant Payment (TTP) in order to make more household income available to assist in the payment of utility costs.

**Public Housing Program**

Upon completion of the utility allowance studies, the Salina Housing Authority has determined that it is necessary to revise its Utility Allowance schedules for the Public Housing Program. The

revision is not due to a cumulative change of more than 10% in utility costs (electricity, natural gas, water and sewer, and trash collection) as is required by HUD. However, when the last Utility Allowance was adopted, the rates for each utility were considerably different. At this time, electric service and water rates have both increased, but the gas rate has decreased. The new Utility Allowances will more accurately reflect current costs.

### **Housing Choice Voucher Program**

The Salina Housing Authority has recognized the need to revise its Utility Allowance schedules for the Housing Choice Voucher Program. This revision is necessary due to a cumulative increase in certain utility costs greater than 10%. This is different than the Public Housing adjustment as the previous Utility Allowances were approved at different times and rates were different. Housing Choice Voucher residents are responsible for paying utilities as designated by their lease. The Housing Choice Voucher program Utility Allowance does not allow for air conditioning. The Housing Choice Voucher allowances do however provide a deduction for participants who are required to supply their own appliances (i.e. stove and refrigerator).

The Salina Housing Authority is required to provide residents with 30-days' notice of any changes to the utility allowances that affect the amount of rent the resident pays. The proposed effective date of the 2020 utility allowance revisions is December 1, 2020.

### **ALTERNATIVES**

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

1. Approve Resolution No. 2020-1049, adopting the revised Utility Allowances for the Public Housing and Resolution No. 2020-1050 Housing Choice Voucher programs effective December 1, 2020.
2. Do not approve Resolution No. 2020-1049, adopting the revised Utility Allowances for the Public Housing and Resolution No. 2020-1050 Housing Choice Voucher program.
3. Table the request

### **RECOMMENDATION**

The Housing Authority staff recommends the Board of Commissioners approve Resolution No. 2020-1049, adopting the revised Utility Allowances for the Public Housing and Resolution No. 2020-1050 Housing Choice Voucher program effective December 1, 2020.

### **POSSIBLE MOTION**

Approve Resolution No. 2020-1049, adopting the revised Utility Allowances for the Public Housing and Resolution No. 2020-1050 Housing Choice Voucher program effective December 1, 2020.

Enclosures:

1. Schedule of Proposed Utility Allowance Revisions for the Public Housing and Housing Choice Voucher
2. Resolution No. 2020-1049 (Public Housing) and Resolution 2020-1050 (Housing Choice Voucher).

**RESOLUTION NO. 2020-1049**

**UTILITY ALLOWANCES FOR THE PUBLIC HOUSING PROGRAM  
SALINA HOUSING AUTHORITY**

**WHEREAS**, in accordance with 24 CFR 965.517, the Department of Housing and Urban Development requires an annual review of utility allowance provided to residents occupying low-income units; and

**WHEREAS**, based on information provided by independent study on the part of the Salina Housing Authority, it was determined that the utility allowances should be modified due to a cumulative increase of 10% or more in utility rates.

**NOW, THEREFORE, BE IT RESOLVED**, by the Salina Housing Authority Board of Commissioners, that the attached schedule of utility allowances be adopted to become effective December 1, 2020. The following guidelines will be adopted and will supersede all previously adopted:

2020	1BR	2BR	3BR	4BR	5BR
	127	160	185	231	329

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

AYES 7 NAYS 0

The chairman declared such motion carried and the Resolution finally adopted. Adopted this 22<sup>nd</sup> day of September 2020.

ATTEST:

  
Suzanne Smith, Interim Executive Director

  
Kimberly Trigg, Board Chair (Vice)  
Susan Wei

**Current since 2018**

	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity	\$60.00	\$78.00	\$98.00	\$124.00	\$217.00
Natural Gas	\$36.00	\$37.00	\$40.00	\$44.00	\$98.00
W/S/T	\$42.00	\$62.00	\$69.00	\$93.00	\$89.00
<b>Totals</b>	<b>\$138.00</b>	<b>\$177.00</b>	<b>\$207.00</b>	<b>\$261.00</b>	<b>\$404.00</b>

**Proposed 2020**

	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity	\$47.00	\$59.00	\$73.00	\$90.00	\$150.00
Natural Gas	\$35.00	\$35.00	\$38.00	\$41.00	\$83.00
W/S/T	\$45.00	\$66.00	\$74.00	\$100.00	\$96.00
<b>Totals</b>	<b>\$127.00</b>	<b>\$160.00</b>	<b>\$185.00</b>	<b>\$231.00</b>	<b>\$329.00</b>

Sept 2020

**RESOLUTION NO. 2020-1050**

**UTILITY ALLOWANCES FOR THE SECTION 8 PROGRAM  
SALINA HOUSING AUTHORITY**

**WHEREAS**, in accordance with 24 CFR 965.517, the Department of Housing and Urban Development requires an annual review of utility allowance provided to residents occupying low-income units; and

**WHEREAS**, based on information provided by independent study on the part of the Salina Housing Authority, it was determined that the utility allowances should be modified due to a cumulative increase of 10% or more in utility rates.

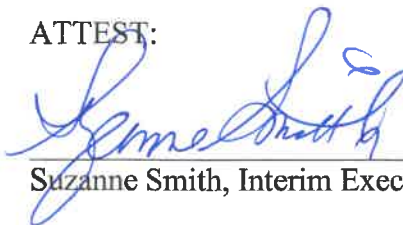
**NOW, THEREFORE, BE IT RESOLVED**, by the Salina Housing Authority Board of Commissioners, that the attached schedule of utility allowances be adopted to become effective December 1, 2020. The following guidelines will be adopted and will supersede all previously adopted:


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

AYES 3 NAYS 0

The chairman declared such motion carried and the Resolution finally adopted. Adopted this 22<sup>nd</sup> day of September, 2020.

ATTEST:

  
Suzanne Smith, Interim Executive Director

  
~~Kimberly Trigg~~, Board Chair (Vic)  
Susan Weis

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Salina Housing Authority		Apartment					12/1/2020	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	28	33	38	44	51	59	
	Bottled Gas							
	Electric	27	32	38	40	46	53	
	Electric – Heat Pump							
	Fuel Oil							
	Other							
Cooking	Natural Gas	6	7	9	8	9	11	
	Bottled Gas							
	Electric	10	12	13	13	15	18	
	Other							
Other Electric		28	33	34	36	37	41	
Air Conditioning								
Water Heating	Natural Gas	9	10	11	13	15	17	
	Bottled Gas							
	Electric	14	17	20	22	26	30	
	Fuel Oil							
Water		13	15	23	38	44	56	
Sewer		16	19	27	43	50	58	
Trash Collection		17	17	17	17	17	17	
Other – specify								
Range/Microwave		12	12	12	12	12	12	
Refrigerator		13	13	13	13	13	13	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
					Water			
Number of Bedrooms					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			



The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Salina Housing Authority		Attached					12/1/2020	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	34	40	43	56	61	71	
	Bottled Gas							
	Electric	31	36	39	40	51	59	
	Electric – Heat Pump							
	Fuel Oil							
	Other							
	Cooking	Natural Gas	6	7	9	8	9	11
Bottled Gas								
Electric		12	14	23	34	41	47	
Other								
Other Electric		33	38	65	95	116	133	
Air Conditioning								
Water Heating	Natural Gas	10	12	13	17	18	21	
	Bottled Gas							
	Electric	18	21	22	22	30	55	
	Fuel Oil							
Water		13	15	23	38	44	56	
Sewer		16	19	27	43	50	58	
Trash Collection		17	17	17	17	17	17	
Other – specify								
Range/Microwave		12	12	12	12	12	12	
Refrigerator		13	13	13	13	13	13	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type						Date (mm/dd/yyyy)
Salina Housing Authority		Detached						12/1/2020
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	37	43	42	56	63	73	
	Bottled Gas							
	Electric	21	24	18	101	63	72	
	Electric – Heat Pump							
	Fuel Oil							
	Other							
Cooking	Natural Gas	4	5	5	6	7	8	
	Bottled Gas							
	Electric	9	11	18	22	30	34	
	Other							
Other Electric		49	58	75	93	127	146	
Air Conditioning								
Water Heating	Natural Gas	11	13	12	17	19	22	
	Bottled Gas							
	Electric	9	11	8	45	38	45	
	Fuel Oil							
Water		13	15	23	38	44	56	
Sewer		16	19	27	43	50	58	
Trash Collection		17	17	17	17	17	17	
Other – specify								
Range/Microwave		12	12	12	12	12	12	
Refrigerator		13	13	13	13	13	13	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
					Other Electric			
Unit Address					Air Conditioning			
					Water Heating			
					Water			
					Sewer			
					Trash Collection			
Number of Bedrooms					Other			
					Range/Microwave			
					Refrigerator			
					Total			

# NEW BUSINESS

c. RESOLUTION 2020-1051 HIRING AND  
APPOINTMENT OF NEW EXECUTIVE  
DIRECTOR

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEMO  
September 18, 2020

**From:** Jennifer Craft, Finance Manager

**Meeting:** September 22, 2020

**Subject:** New Executive Director

**BACKGROUND**

The previous Executive Director, Tina Bartlett, submitted her letter of resignation on August 11, 2020 to the Board of Commissioners. Her last day of employment with the Housing Authority was September 11, 2020. Suzanne Smith was appointed to act as Interim Director until such time as a new Executive Director has been appointed and able to start employment.

**DISCUSSION**

The Board of Directors under the direction of the appointed search committee has conducted a search for a qualified individual to fill the position of Executive Director. They have completed a series of zoom interviews and follow up in person interviews. The search committee has performed their due diligence and have selected a candidate, Phil Nix, that they feel meets the requirements of the job description and is a good personal fit within the Salina Housing Authority's current staff.

**RECOMMENDATION**

The search committee recommends hiring and appointing Phil Nix as the Executive Director of the Salina Housing Authority.

**ALTERNATIVES**

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

1. Approve Resolution No. 2020-1051 to hire and appoint Phil Nix as the Executive Director.
2. Deny approval of Resolution No. 2020-1051 to hire and appoint Phil Nix as the Executive Director.
3. Modify Resolution No. 2020-1051 to meet the needs of the Commission.
4. Table the Request

**POSSIBLE MOTION**

Approve Resolution No. 2020-1051, to hire and appoint Phil Nix as the Executive Director of the Salina Housing Authority.

Attachments:

1. Resolution No 2020-1051

**RESOLUTION 2020-1051**

**SALINA HOUSING AUTHORITY**

**HIRING AND APPOINTMENT OF NEW EXECUTIVE DIRECTOR**

**WHEREAS**, Tina Bartlett's last day as Executive Director was September 11, 2020 and Suzanne Smith has been acting as Interim Director since that time; and

**WHEREAS**, the search committee has performed their due diligence to find a candidate that meets the job description and is a good personal fit within the Salina Housing Authority; and

**WHEREAS**, Housing Authority of Salina, Kansas, has embarked upon the administration of the public housing program within the City of Salina, Kansas, and;

**WHEREAS**, the Department of Housing and Urban Development requires the Local Housing Authority to maintain oversight and management of its various HUD funded programs.


**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Salina Housing Authority of Salina, Kansas, hereby approves the hiring and appointment of Phil Nix as the Executive Director and to have the power and authority of Executive Director granted in the Bylaws and all resolution of the Board.


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

AYES 3  
NAYS 0

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 22nd day of September, 2020.

ATTEST:

  
Suzanne Smith, Interim Director

  
Kim Trigg, Board Chair (v.a)  
Susan Weis

# **EXECUTIVE SESSION**

# COMMISSIONER'S COMMENTS

## ADJOURNEMENT