



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, March 16, 2017 - 12:00 p.m.

**Administration Building
1124 N. 9th Street, KCK**

- I. Roll Call**
- II. Approval of the Minutes**
 - Regular Board Meeting - February 16, 2017
- III. Executive Director's Report**
- IV. Committee Reports**
- V. New Business Consent Items**
 - A. Resolution No. 3335 Collection Loss Write-Off**
- VI. New Business Discussion Items**
 - A. Resolution No. 3336 Approval of Operating Budget - Fiscal Year Ending March 31, 2018**
- VII. Executive Session**
- VIII. Adjournment**

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, February 16, 2017
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 16th day of February 2017 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Biscanin, and upon roll call, the following members of the body were present:

John P. Biscanin, Chairman
Rev. Jimmie L. Banks, Vice-Chairman
Jacques Barber, Commissioner
John Breitenstein, Commissioner
Robert G. Frey, Commissioner
Tyrone Garner, Commissioner
P. Anne McDonald, Commissioner
Alvin Sykes, Commissioner
Timothy J. Rhodes, Commissioner
Linda Warner, Commissioner
Matt Watkins, Commissioner
Charles Wilson, Commissioner

ABSENT: None

ALSO PRESENT: Milton Scott, Interim Executive Director
Paula K. Draves, Director of Section 8
Cherrie Escobar, Section 8 Coordinator
Gregory T. Gibson, Director of Finance
Gerald Glavin, Superintendent
Melinda Linnell, Director of Housing Management
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Assistant Director of Finance
Jacqueline Randle, Executive Services Manager
Elaine Stroud, Asst. Director of Housing Management
Theresa A. Duke, Outgoing Resident Commissioner
Jennifer Myers, District Court Judge
Loretta Heath, St. Margaret's Park
Carla Eckley

Chairman Biscanin called the meeting to order and roll call was taken. *Commissioner Barber arrived after roll call was taken.*

Judge Jennifer Myers administered the oath of office to Charles Wilson. Chairman Biscanin acknowledged that Carla Eckley was present in support of Commissioner Wilson.

Chairman Biscanin asked if everyone had read the minutes and if there were any corrections. Commissioner Sykes noted that he was unable to call in to the board meeting last month as he was in Washington, D.C. However, he is listed as present and voting. Additionally, the minutes list Charles Wilson at Bethany Towers and Loretta Heath at Douglas Heights. This should be corrected to read Charles Wilson at Glanville Towers and Loretta Heath at St. Margaret's Park. Ms. Randle apologized and noted that the corrections would be made.

With those corrections, Vice-Chairman Banks made a motion to approve the minutes of the regular meeting held January 19, 2017. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Brietenstein, Frey, Garner, McDonald, Rhodes, Sykes, Warner, Watkins

NAYS: None

ABSENT: None

ABSTAIN: Wilson

Motion carried.

Interim Executive Director's Report

- Mr. Scott, Ms. Davis-Mays and Commissioner Rhodes met with Kathy Sidden of US Bank regarding educational outreach programs for our residents.
- KCKHA senior staff met with HUD staff on January 23, 2017 to continue to work together on HUD directives. Our occupancy was identified as an area of concern. We have agreed to provide HUD with an occupancy report by April 2017. A timeline was provided in the Board handouts. Staff is also working on a comprehensive action plan to address outreach and retention, the results will be provided to HUD and the board.
- Staff participated in Sexual Harassment training January 31 and February 1, 2017. Staff was provided with information on our policies governing harassment as well a bookmark outlining multiple ways to report harassment. A follow-up session will be held on February 23, 2017 for

those unable to attend the two earlier sessions. Mr. Scott noted that Ms. Linnell designed the bookmark. Ms. Randle can be contacted to follow-up with complaints as we want to be able to investigate and address any form of harassment. Vice-Chairman Banks asked what the recommended action was if a board member is notified of harassment. Mr. Scott suggested that he is contacted and we would go through the process with Ms. Randle to address the issue. Vice-Chairman Banks noted that board members have gotten actively involved and may do things that are counter to what the Board would recommend. Mr. Scott noted there is a process in place that requires Ms. Randle to follow-up and investigate the complaint and we should stay within this process. Commissioner Garner asked if there was a Code of Ethics. Commissioner Barber noted that we do have a Code of Ethics and he and Commissioner McDonald were discussing this yesterday. Commissioner Garner noted it was important to have a Code of Ethics for Board members and staff; and that we have an EEOC Compliance Officer, he asked was that Ms. Randle's official title. Mr. Scott noted that her official title is Executive Services Manager and she would address complaints. Commissioner Garner noted that while it is good to educate staff, is there any information for the residents concerning processes they need to take to file a complaint. Mr. Scott noted this information is passed out at the resident council meetings and they will be distributed as part of the application process. Vice-Chairman Biscanin asked that the bookmarks be handed out at recertification. Ms. Linnell explained that the managers have the bookmarks available in their offices to be handed out at anytime.

- The agency submitted a letter of support for the Greater Kansas City Healthcare Foundation on behalf of Kim Wilson Housing, Inc. (KWH). We will be partnering with KWH to work on resident retention.
- On February 2, 2017 Mr. Scott and Ms. Draves met with Greg Talkin and Rachel Miskec with the UG Neighborhood Resource Center to discuss how the UG and KCKHA can better communicate on the rental inspection process. This will be brought back to the board concerning how the Section 8 process can be enhanced by working with the UG.

Commissioner Garner asked about working with the Mayor's office on homelessness. Ms. Draves noted that she followed up with this and right now we have 48 of our 50 VASH slots filled. We are at zero homeless for our area. We have not received more veterans as they are going to other areas of the city.

Commissioner Garner noted there are units on Second Street that are boarded up. He asked if there was an update on what would happen with these units. Mr. Scott indicated these units were being looked at and would be disposed of. Commissioner Watkins added that we are waiting on the OIG Environmental audit before we do anything with these units. In regard to homelessness, the Greater Kansas City Homelessness will submit something next month to say we are at functional zero for veteran's homelessness. Commissioner Watkins

expressed this is a big announcement and significant step for this community and that he would get this information to Mr. Scott once it is available.

Commissioner Warner asked if there was a threshold that HUD is looking at for occupancy. Mr. Scott relayed that HUD did not say specifically as it was mainly a Meet and Greet and occupancy was discussed. Mr. Scott indicated that he will meet with Fran Cleary next week and will follow-up with this further. There is an issue with occupancy across the country and there are a lot of issues with vacant properties as it relates to our subsidy and so forth.

Committee Reports

Bylaws

Commissioner Barber indicated this was an informal report. He noted the original task was to look at the election of Board officers, in doing so they were to look at the bylaws. In an effort to do this, they have looked at other organization's bylaws. In a recent meeting they addressed the Conflict of Interest policy as it relates to Board and staff and they will look at if this should be separated for Board and staff. Getting back to the original task, there was not a specific process as to how the elections should take place. There was mention of an election of officers at the annual meeting. There is mention of advance notice of meetings and what would be on the agenda. Lawrence's bylaws listed a five-day notice for a meeting, but nothing more specific. The Kansas state statues and UG ordinances were reviewed, again there was nothing specific. A step-by-step voting process was not there. The committee plans to draft a report and present it to the Board for acceptance. Commissioner Sykes asked if Robert's Rules of Order was reviewed. Commissioner Barber indicated he has reviewed Robert's Rules for other purposes, but would take a look at this again. Chairman Biscanin reasoned that Robert's Rule would not have anything to do with the voting procedures.

Development

Commissioner Watkins noted the RFP for broker services was passed out and a timeline is in place. The scoring sheet needs to go to Mr. Scott by next Friday at noon. A meeting will be held on February 28, 2017 at 2:30pm to go over the scoring. The scoring will be tabulated and decisions would be made at that time.

Finance

Commissioner McDonald noted that the finance committee met on February 8, 2017 to discuss the budget process. She indicated we were getting operating

subsidy at 90 percent. Currently we are at 85 percent and there is concern about what this will work out to during the course of the year. PHAS scoring was also discussed. Gibson noted that while the PHAS score was low and needs improvement, it was not a factor in us receiving the preliminary management substandard score. An appeal is in the process which could push up our numbers to the standard range. Commissioner McDonald indicated the analysis of bank accounts was the last thing discussed and Mr. Gibson has provided a written report to the board. Vice-Chairman Banks noted that it has been 20 years since we have done a RFP. Mr. Gibson stated that was correct. Vice-Chairman Banks suggested it was good business practice to develop a RFP and see what responses we receive. Commissioner Rhodes suggested that if it's not broke there is no need to fix. Accounts would be the same at other banks. The big difference would be service. He indicated that if we are getting what we need, we should not just put it out there, just to see what we get. Everything is regulated and it would be the same as where we are now, or if we went somewhere else. Commissioner Sykes agreed with Vice-Chairman Banks that a RFP should be put out as a good business practice to keep the banks on their toes and provide us with information we may not have known. Chairman Biscanin asked if money held at different banks was bid out on a regular basis and Mr. Gibson noted that Certificates of Deposit (CD's) are bid out each time they come due. CD's are generally due in six months or one year terms, but have not exceeded two years. Mr. Gibson noted that he was told to deal with local banks since he started 26 years ago. He added that banking is service driven and we are getting good service. Mr. Gibson advised that we may go to payment cards for utility reimbursement payments and payroll and we would need to have a bank assist us with this. Our current banks can provide these services. We have banked with Brotherhood, Liberty, UMB, and Guaranteed Security. We have good relationships with both our current banks. Mr. Gibson noted that he has looked at sample RFP's and we can go through the process. Chairman Biscanin indicated that 20 years is certainly long enough and we could do some primarily work, but at least, the money is bid when the CD's come due. The services may be exactly the same, but let's find out and bring it back to the Board. Mr. Gibson asked if he should stay in Kansas City, Kansas or with banks that have a presence in Kansas City, Kansas. Commissioner Rhodes noted there are no banks with headquarters in Kansas City, Kansas. Chairman Biscanin suggested taking this question up when the Finance Committee meets. The next Finance Committee meeting would be held on March 1, 2017 at 3pm. Vice-Chairman Banks noted that we have to do this in case someone questions the process that we use. We need to do what is in the best interest of the Housing Authority and 20 years is not a good response if someone raises the question. Commissioner McDonald suggested pushing this 3-6 months out as the Finance staff is thinking of implementing those cards. She noted that the landscape may be different in a few months. Chairman Biscanin suggested putting these thoughts together and showing the Board what our options may be. Commissioner Frey asked what services we would require. Chairman Biscanin

noted that Mr. Gibson provided a detailed list of required services. Commissioner Frey asked what is most desirable from a bank. Mr. Gibson noted that our funds are fluid other than the CD investments. Tenants can make payments at the bank and this works out well. We have ACH capabilities with Brotherhood Bank which is transitioning to Bank of Labor. We make withdrawals from tenant accounts on the 5th and 22nd of each month. We are looking at offering online payments. There are several ways that tenants can make payments. One of the banks provides a courier service for picking up payment at no charge. Mr. Scott noted that we should have a process to periodically access our banking needs. He noted we should work with the finance committee to come up with this process.

The following committees did not provide a report: Executive, Minority Participation, and Personnel.

Chairman Biscanin noted there are no new business consent items.

Old Business Discussion Item

Resolution No. 3334, recognizing KCKHA Resident Commissioner Theresa Duke, was introduced.

Chairman Biscanin noted the Ms. Duke has served on the Board as our Resident Commissioner for a number of years. She has done an excellent job working with staff to implement new things. She is also a nice lady and person. He then took the opportunity to present a token of appreciation to Ms. Duke. She thanked the Board. Ms. Duke noted that it has be a pleasure, challenging and educational for her. It has helped her spiritual life as well. She grew up a shy child and this has brought her out. She thanked everybody, noting that some are very special to her. She thanked Pastor Banks, as she has watched him over the years, and after being appointed as assistant pastor, watching him has meant a lot to her.

Commissioner Wilson noted that he had a report (*Resident Participation*). Chairman Biscanin apologized for the oversight as he did not mean to overlook him. Commissioner Wilson noted that they met at Bethany Parks Towers. Mr. Scott, Ms. Linnell and Commissioner Rhodes were in attendance. Commissioner

Rhodes discussed identity theft, Mr. Scott dealt with retention and Ms. Heath pointed out that, despite the stigma of public housing, her children all graduated from high school and college. Commissioner Wilson then provided the board with his written report which provided additional information. Chairman Biscanin thanked Commissioner Wilson for his participation.

Commissioner Rhodes made a motion to approve Resolution No. 3334. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: None

ABSTAIN: None

RESOLUTION NO. 3334—RECOGNIZING KCKHA RESIDENT COMMISSIONER THERESA DUKE.

Chairman Biscanin called for a motion to go into Executive Session for 15 minutes to discuss a personnel matter. Commissioner Rhodes made the motion. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried. *Executive Session lasted from 1:30pm—1:45pm.*

Commissioner Watkins made the motion to extend Executive Session for another 15 minutes. Mr. Scott and Mr. Gibson were present during this portion of the Executive Session. Commissioner Rhodes seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried. *Executive Session lasted from 1:50pm—2:05pm.*

Chairman noted the Board was back in Regular Session. He reminded the Board that matters discussed in Executive Session are extremely confidential. He asked for a motion regarding the position of the Executive Director noting that Mr. Scott has served as Deputy, Acting and Interim Director.

Commissioner Garner made the motion to appoint Mr. Milton Scott as Executive Director of the Kansas City, Kansas Housing Authority. Commissioner Sykes seconded the motion. Commissioner Watkins amended the motion and asked that a compensation package be submitted to Mr. Scott for his consideration and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: None.

ABSTAIN: None

Motion carried.

Chairman Biscanin announced that Mr. Scott was the new Executive Director and he would be given an opportunity to review his contract. Commissioner Garner asked for a timeline on the amendment. Commissioner Watkins differed to the Personnel Committee. Chairman Biscanin added that compensation would be within the relevant range for the Executive Director, taking into account previous service as Interim Executive Director, a possible recapture of funds and taking into account our financial position. Commissioner Garner asked to have a date entered into the record. Vice-Chairman Banks gave the date as by the next board meeting (*March 16, 2017*). Commissioner Garner asked would there be a public announcement. Mr. Scott noted he would get with Ms. Randle. Chairman Biscanin asked if something could be published with K.C. Star, online with the Kansas City, Kansas, The Call, Dos Mundos, Wyandotte Daily News and any other publications that we use. Commissioner McDonald asked would the Unified Government would be notified. Chairman Biscanin noted that they have access to our minutes, but we could send something over. He expressed that he could help. Ms. Randle suggested doing a press release.

Mr. Scott noted that he was pleased and blessed to be here. It has been a good experience in which he is learning new things and been given an opportunity to share what he has learned. He told the Board that the Kansas City, Kansas

Housing Authority has a good staff and that he tries to recognize them. Mr. Scott stressed that we want to be the first choice for affordable housing as opposed to the last choice. We are trying to change the face of public housing and lose some myths. He noted we are looking toward being financially self-sufficient and have additional resources coming in. He would like to listen to tenants and gain insight into what they need. He would like to improve our relationship with the UG. He would like to develop a young professional network within our agency to get staff to network and learn more. Overall, it's been a really great opportunity. He is blessed to be here and grateful that the Board has confidence in him.

Commissioner Barber disclosed that a year and a half ago he and his wife, Linda, purchased a painting company. Because of his position on the Board he has intentionally not looked at Housing Authority business due to a conflict of interest, although our policies do not prevent a Board member from contracting. Our policy talks about staff members and giving full disclosure. However, due to the appearances, they have not looked at work for the Housing Authority. Nevertheless, Commissioner Barber noted that they were at a home show and while he was out doing something else, his wife was approached by someone. They did not know each other. After the discussion, that evening or the next day his wife received a call and the caller's husband asking her if she knew any painters. As it turned out, they learned it was Tom Walker who works at Delaware Highlands. Commissioner Barber went with his wife on the appointment yesterday. Mr. Walker noted that he did not make the final decision, and it lies with Jeremy (*Whitt*). Commissioner Barber stated that he wanted to bring this up in the interest of full disclosure. He has also talked with Commissioner McDonald as part of the Bylaws meeting and also our Chairman. He asked for comments and input. To complicate things a little bit more, his wife received a text from Mr. Walker that he had received from Jeremy, stating DHAL could not entertain a bid from them because of his position with the KCKHA board.

Chairman Biscanin noted that CHIG and Delaware Highland are separate from the Housing Authority. He and Mr. Scott serve on the board of CHIG, but it's a separate entity. Therefore, he does not see this as a conflict of interest. Secondly, it's a bid process and it would be fine if he is the low bidder. He asked why DHAL did not accept the bid as they have not called him or Mr. Scott. Commissioner Watkins did not see a problem with having multiple options for bids. Vice-Chairman Banks noted that Daniels Security use to have a contract with the Housing Authority. *Daniels Security is owned by Vice-Chairman Banks and his wife.* They still get information to bid housing authority work, but he was told by Mr. Tom Scott that they could not bid this work. Chairman Biscanin noted that might be correct, but CHIG is a step removed. Vice-Chairman Banks noted that while he understands this, he asked, how would you separate this for the

people on the outside looking in. Chairman Biscanin noted that he already provided his reasoning. Commissioner Warner noted that this happens when there is no established policy. Commissioner Frey mentioned that it is common to avoid even the appearance of a conflict of interest. Chairman Biscanin added that bringing this up clears the air. Vice-Chairman Banks suggested there should be some language regarding this. Chairman Biscanin stressed that this Board does not make policy for CHIG. Commissioner Rhodes suggested it be kicked back to the Bylaws Committee as Commissioner Barber noted it only applies to staff. Commissioner McDonald read the following: *I pledge to refuse to represent special interests or partisan politics or to use this position for personal gain or for the gain of friends and supporters. My responsibility is to the entire community.* She noted that Commissioner Barber did not use his position and they did not know this, when his wife was approached. Commissioner Barber noted it does not prevent staff from contracting; it just talks about making full disclosure. Chairman Biscanin thanked Commissioner Barber for bringing this to the Board. He noted it would have to be taken up by the CHIG Board as it is a separate entity. Vice-Chairman Banks noted that right now Commissioner Barber has been disqualified. Commissioner Barber agreed, according to Jeremy, by way of Tom Walker. DHAL would still like them to bid the work to use as a comparison bid. Chairman Biscanin noted that Commissioner Barber's painting company bid would be subject to review. Mr. Scott stated he would check with HUD to see if there are federal regulations that guide us with Board members and our non-profit entity. Commissioner Barber noted that he does not recall anything like that having been on the Bylaws Committee, but it is certainly worth looking at.

Commissioner Rhodes made a motion to adjourn. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Frey, Garner, McDonald, Rhodes, Sykes, Warner, Watkins, Wilson

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried.

John P. Biscanin, Chairman

Milton Scott, Executive Director

EXECUTIVE DIRECTOR'S REPORT

March 2017

1. February 10, 2017 I attended the YouthBuild Advisory Board meeting. The Advisory Board received program updates from the various YouthBuild departments. Also, Pendulum Studio, a local architectural firm, did a presentation about their firm and discussed future involvement with YouthBuild.
2. February 15, 2017 Section 8 staff Paula Draves and Cherrie Escobar, and I met with Anita Cash, Chief Court Services Officer and her staff, Regina Scherzer, Jim Draves, and Vickie Ford. KCKHA initiated a meeting with Wyandotte Court Services Office to see if there is a need to fill a gap in the community for Children Aging out of Foster Care, establishing a Re-Entry program and a Victims of Domestic Violence program. Wyandotte Court Services will serve as a referral entity. We discussed ways that the Section 8 Housing Choice Voucher program could provide rental assistance to meet such a need in the community. We are in the initial stages of discussion and will bring to the Board any potential program opportunities.
3. February 17, 2017 Sharron Davis-Mays and I met with Alicia R. Hooks, Executive Director, Entrepreneurship & Workforce Center and Dr. Marisa Crawford Gray, Executive Director, Continuing Education, Kansas City Kansas Community College regarding an educational outreach program with our residents. KCKHA wants to partner with KCKCC to establish a GED program at Juniper Gardens and Chalet Manor. This will be done in conjunction with the KCKHA Section 3 program.
4. February 21, 2017 KCKHA staff Jerry Glavin, Elaine Stroud and I met with and toured some of our properties with Velma Navarro, Regional Public Housing Director for the Midwest Network, Regions VII and VIII and Southeast Network, Region IV; and Fran Cleary and Julie Miles from the regional field office. Ms. Navarro was in town visiting with HUD and local housing authorities. We took a driving tour of Wyandotte Towers, Glanville Towers, Juniper Gardens, Westgate Towers and Bethany Park Towers. We toured inside Glanville Towers, Juniper Gardens and viewed the last phase of the modernization worked performed at Westgate Towers.
5. February 28, 2017 Jackie Randle, Sharron Mays-Davis and I attended a program at the Regional HUD office celebrating Black History Month. The speaker was Dr. Dave Tell who did a presentation on "The Emmett Till Murder."

Additionally, the KCKHA Development Committee met with staff to review Realtor RFP's. We received seven bids. Based on the rating scale the committee selected Newmark Grubb Zimmer (NGZ). The firm is represented by Mark Long, Nick Suarez and Kirk Sherman.

6. The following monthly reports are attached:


- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements Over \$1,000
- D. Operating Receipts and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Modernization Report
- H. Resident Initiative Report
- I. Section 8 Report
- J. Monthly Move-ins and Move-outs
- K. UPC Activity Report (*not provided*)

**Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended February 28, 2017**

| Description | Rate ^(a) | Maturity Date | Amount | Bank |
|-------------------------------|---------------------|---------------|----------------|---------------|
| General Fund Account | 0.15% | | \$337,536.27 | Liberty |
| Payroll Account | 0.00% | | \$8,349.65 | Liberty |
| ACH Pymt Account | 0.15% | | \$2,408.66 | Liberty |
| Rent Depository Account (NEW) | 0.00% | | \$1,408,067.85 | Brotherhood |
| Rent Bank Deposit Accounts | 0.75% | | \$69,591.38 | Various |
| Homeless Prevention Program | 0.75% | | \$5,488.27 | Brotherhood |
| Sponsorship Program | 0.75% | | \$20,944.41 | Brotherhood |
| Section 8 Checking (NEW) | 0.00% | | \$238,775.65 | Brotherhood |
| EPC Replacement Reserve Acct | 0.15% | | \$38,571.73 | Liberty |
| Community Hsg Inv Group | | | \$227,143.53 | Liberty |
| KCKHA Debt Service Account | | | \$652,175.40 | Deutsche Bank |
| CD#333674 | 0.77% | 02/27/18 | \$500,000.00 | Liberty |
| CD#120245349 | 0.50% | 08/26/17 | \$500,000.00 | Brotherhood |

(a) Represents Rates as of March 9, 2017 provided by Banks.

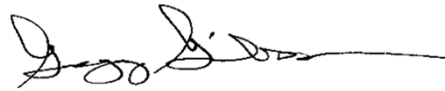
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Gregg Gibson
Director of Finance

**Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of February 2017**

| | Rent & Other Charges | Repayment Agreements | Net Total |
|---|-------------------------------------|---------------------------------|----------------------|
| Accounts Receivable (Amounts Delinquent) | \$42,471.14 | (\$18,765.22) | \$23,705.92 |
| Total Charges to Tenants for Month | | | \$409,027.90 |
| Delinquency Ratio | | | 5.80% |
| Petitioned to Court Last Month (<i># of Summons Issued</i>) | | | 49 |
| Praecipes Issued (<i># on Setout List</i>) | | | 13 |
| Evictions (<i># Set Out</i>) | | | 6 |
| Pending Evictions (<i># Placed on Hold</i>) | | | 2 |



Gregg Gibson
Director of Finance

Kansas City, Kansas Housing Authority
Payments Over \$1,000.00
For The Month of February '17

CONTRACT COSTS

| | |
|------------------------------------|------------|
| Allied Universal Security Services | \$2,503.20 |
| Allied Universal Security Services | \$1,788.00 |

MAINTENANCE COSTS

| | |
|--|-------------|
| Carpet Corner Inc. | \$3,264.75 |
| Comfort Products Distributing | \$1,038.48 |
| Cummins Central Power, LLC | \$1,100.81 |
| Deffenbaugh Industries Inc. | \$4,763.55 |
| Fire & Security Solutions | \$2,854.50 |
| Home Depot Supply | \$2,863.10 |
| Johnson County Landfill | \$1,234.88 |
| Lippert Mechanical Serv Corp | \$2,872.15 |
| Lowes | \$1,571.67 |
| Massco Inc | \$1,122.40 |
| Midwest Bed Bug Services | \$2,000.00 |
| National Fire Suppression | \$1,435.73 |
| Oscar's Maintenance Service Corp., LLC | \$2,245.00 |
| Oscar's Maintenance Service Corp., LLC | \$1,820.00 |
| Oscar's Maintenance Service Corp., LLC | \$1,585.00 |
| Oscar's Maintenance Service Corp., LLC | \$1,580.00 |
| PCS | \$1,831.12 |
| PCS | \$1,784.35 |
| Sherwin-Williams Co. | \$5,097.58 |
| Stanion Wholesale Electric | \$5,045.87 |
| Supplyworks | \$2,539.98 |
| Supplyworks | \$1,120.87 |
| The Fence Repair Co. | \$1,271.00 |
| Three Sons Construction | \$13,290.00 |
| Three Sons Construction | \$10,025.00 |
| Three Sons Construction | \$7,300.00 |
| Three Sons Construction | \$5,675.00 |
| Total Filtration Services | \$2,274.62 |
| Total Filtration Services | \$1,185.88 |
| United Laboratories | \$1,091.02 |
| Worldwide Window Fashions | \$1,442.88 |

Kansas City, Kansas Housing Authority
Payments Over \$1,000.00
For The Month of February '17

MISCELLANEOUS COSTS

| | |
|-----------------------------|------------|
| Alexander Open Systems | \$3,706.25 |
| Barbara Huppee | \$2,332.08 |
| HAB Inc | \$3,529.77 |
| Mike Price | \$2,381.25 |
| NAHRO | \$4,954.74 |
| Postmaster | \$5,000.00 |
| Staples Advantage | \$3,988.50 |
| The PI Company | \$1,525.00 |
| U.S. Bank Equipment Finance | \$1,792.24 |
| United States Treasury | \$2,500.00 |
| WEX Bank | \$3,741.13 |

OTHER GRANT COSTS

| | |
|----------------------------|-------------|
| Frye Construction Co., Inc | \$94,224.60 |
|----------------------------|-------------|

PAYROLL COSTS

| | |
|--------------------------|-------------|
| AETNA | \$90,359.28 |
| AFLAC Premium Holding | \$2,728.74 |
| Colonial Life & Accident | \$4,864.18 |
| Delta Dental | \$4,575.02 |
| Kansas Payment Center | \$1,034.34 |
| Kansas Payment Center | \$1,034.33 |
| KPERS Retirement System | \$28,375.84 |
| KPERS Retirement System | \$28,102.14 |
| Nationwide Retirement | \$3,129.08 |
| Nationwide Retirement | \$3,129.08 |
| UMB Health Savings Acct. | \$3,793.50 |
| UMB Health Savings Acct. | \$3,718.50 |
| W. H. Griffin Trustee | \$1,077.24 |

INTERBANK TRANSFERS

| | |
|--|--------------|
| Liberty Gen Fund to Payroll Transfers | \$113,200.00 |
| Liberty Gen Fund to Payroll Transfers | \$177,000.00 |
| Bank of Labor Gen Fund to Liberty Gen Fund | \$500,000.00 |
| Bank of Labor Gen Fund to Liberty Gen Fund | \$200,000.00 |
| Liberty Gen Fund to ACH Transfers | \$35,300.00 |
| Liberty Gen Fund to ACH Transfers | \$35,000.00 |
| Liberty Gen Fund to ACH Transfers | \$5,000.00 |

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of February '17

UTILITIES COSTS

| | |
|---------------------------|-------------|
| Atmos Energy | \$3,435.14 |
| Board of Public Utilities | \$82,520.96 |
| Board of Public Utilities | \$42,791.60 |
| Board of Public Utilities | \$32,310.77 |
| Board of Public Utilities | \$21,172.40 |
| Kansas Gas Service | \$31,575.55 |
| Kansas Gas Service | \$19,249.10 |
| Kansas Gas Service | \$7,192.58 |



Gregg Gibson
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending January 31, 2017

| | CEN OFFICE | % | CEN OFFICE | PUBLIC HSG | % | PUBLIC HSG | SECTION 8 | % | SECTION 8 |
|--------------------------------|----------------|------|----------------|-----------------|------|-----------------|--------------|------|---------------|
| | YR TO DATE | 83% | BUDGET | YR TO DATE | 83% | BUDGET | YR TO DATE | 83% | BUDGET |
| OPERATING INCOME: | | | | | | | | | |
| Dwelling Rent | | | | \$3,847,645.22 | 87% | \$4,414,512.00 | | | |
| Fraud Recovery Income | | | | | | | \$1,097.00 | | |
| Interest Income | \$1,598.51 | 307% | \$520.00 | \$1,763.51 | 203% | \$870.00 | | | |
| Tenant Income | | | | \$213,626.91 | 76% | \$281,397.00 | | | |
| Other Income | | | \$10,500.00 | \$106,217.17 | 85% | \$124,739.00 | \$4,305.38 | 130% | \$3,300.00 |
| Fee for Services - COCC | \$1,493,865.97 | 75% | \$1,987,498.00 | | | | | | |
| Management Fees | \$1,662,639.41 | 80% | \$2,081,604.00 | | | \$443,094.00 | | | |
| Total Operating Income | \$3,158,103.89 | 77% | \$4,080,122.00 | \$4,169,252.81 | 79% | \$5,264,612.00 | \$5,402.38 | 164% | \$3,300.00 |
| Operating Subsidy | | | | \$6,458,471.00 | 87% | \$7,383,526.00 | | | |
| Prior Year Subsidy | | | | | | | | | |
| Section 8 Admin Fees | | | | | | | \$693,977.00 | 84% | \$831,074.00 |
| Total Operating Receipts | \$3,158,103.89 | 77% | \$4,080,122.00 | \$10,627,723.81 | 84% | \$12,648,138.00 | \$699,379.38 | 84% | \$834,374.00 |
| OPERATING EXPENSES: | | | | | | | | | |
| Administrative Salaries | \$815,931.11 | 89% | \$912,894.00 | \$834,284.50 | 78% | \$1,067,618.00 | \$261,828.40 | 85% | \$306,853.00 |
| Management Fees | | | | \$1,191,142.54 | 82% | \$1,451,521.00 | \$279,357.00 | 79% | \$351,780.00 |
| Other Admin Expenses | \$146,538.90 | 71% | \$206,298.00 | \$168,906.31 | 102% | \$165,850.00 | \$17,921.26 | 57% | \$31,484.00 |
| Tenant Service Salaries | | | | | | | | | |
| Resident Assoc Expenses | | | | \$7,260.00 | 29% | \$24,862.00 | | | |
| Other T/S Expenses | | | | \$9,337.04 | 56% | \$16,599.00 | | | |
| Utilities | \$22,939.44 | 81% | \$28,232.00 | \$1,932,888.54 | 74% | \$2,597,846.00 | | | |
| Maintenance Salaries | \$1,236,455.72 | 93% | \$1,329,044.00 | \$1,091,054.10 | 75% | \$1,445,779.00 | | | |
| Maint Materials | \$496,996.50 | 88% | \$565,547.00 | \$104,091.22 | 45% | \$233,460.00 | \$1,169.18 | 37% | \$3,200.00 |
| Fee for Services - COCC | | | | \$1,493,865.97 | 75% | \$1,987,498.00 | | | |
| Other Maint Contracts | \$115,099.43 | 89% | \$129,000.00 | \$955,214.37 | 97% | \$983,642.00 | \$824.02 | 34% | \$2,400.00 |
| Security Salaries | | | | | | | | | |
| Other Security Expense | \$1,897.80 | 47% | \$4,031.00 | \$183,961.40 | 135% | \$136,613.00 | | | |
| Insurance | \$96,578.70 | 89% | \$108,841.00 | \$344,006.30 | 83% | \$412,999.00 | \$16,086.51 | 80% | \$20,098.00 |
| Terminal Leave Payments | | | | | | | | | |
| Employee Benefit Contributions | \$674,979.30 | 87% | \$780,310.00 | \$667,960.55 | 78% | \$854,129.00 | \$102,164.18 | 98% | \$104,278.00 |
| Collection Losses | | | | \$86,602.01 | 91% | \$95,230.00 | | | |
| Interest Expense | | | | \$566,295.86 | 83% | \$678,531.00 | | | |
| Other General Expense | \$4,508.90 | 60% | \$7,500.00 | \$2,469.84 | 29% | \$8,641.00 | \$20,062.52 | 79% | \$25,550.00 |
| Total Routine Expenses | \$3,611,925.80 | 89% | \$4,071,697.00 | \$9,639,340.55 | 79% | \$12,160,818.00 | \$699,413.07 | 83% | \$845,643.00 |
| Extraordinary Maintenance | | | | | | | | | |
| Depreciation Expense | | | | | | | | | |
| Proceeds from Sale of Equip | | | | | | | | | |
| Casualty Losses - Net | | | | | | | | | |
| Total Operating Expenses | \$3,611,925.80 | 89% | \$4,071,697.00 | \$9,639,340.55 | 79% | \$12,160,818.00 | \$699,413.07 | 83% | \$845,643.00 |
| Prior Year Adjustments | | | | | | | | | |
| Total Operating Expenditures | \$3,611,925.80 | 89% | \$4,071,697.00 | \$9,639,340.55 | 79% | \$12,160,818.00 | \$699,413.07 | 83% | \$845,643.00 |
| Gain/(Loss) from Operations | (\$453,821.91) | | \$8,425.00 | \$988,383.26 | | \$487,320.00 | (\$33.69) | | (\$11,269.00) |

NOTE: February statements are not complete as of the board packet preparation date. Therefore, we are including the January 2017 statement.

February statements, if completed, will be distributed at the meeting.



Gregg Gibson
Director of Finance

Report F- Occupancy Report

March 10, 2017

| PROJECT | TOTAL UNITS | OCCUPIED UNITS | VACANT UNITS | % OCCUPIED CURRENT | % OCCUPIED PRIOR |
|--|--------------|----------------|--------------|--------------------|------------------|
| K1-1 JUNIPER GARDENS | 265 | 240 | 25 | 91% | 88% |
| K1-2 ST. MARGARETS PARK | 100 | 94 | 6 | 94% | 97% |
| K1-3 CYRUS K. HOLIDAY | 60 | 59 | 1 | 98% | 98% |
| K1-4 WYANDOTTE TOWERS | 302 | 284 | 18 | 94% | 95% |
| K1-5 BELROSE MANOR | 90 | 89 | 1 | 99% | 97% |
| K1-6 Elderly DOUGLAS HEIGHTS | 101 | 97 | 4 | 96% | 99% |
| K1-6 Family DOUGLAS HEIGHTS | 99 | 88 | 11 | 89% | 89% |
| K1-7 SCATTERED SITES | 24 | 18 | 6 | 75% | 79% |
| K1-9 SCATTERED SITES | 30 | 30 | - | 100% | 100% |
| K1-10 SCATTERED SITES | 42 | 40 | 2 | 95% | 93% |
| K1-11 GRANDVIEW PARK | 39 | 36 | 3 | 92% | 92% |
| K1-12 CHALET MANOR | 66 | 61 | 5 | 92% | 92% |
| K1-13 WELBORN VILLA | 80 | 78 | 2 | 98% | 99% |
| K1-14 BETHANY PARK TOWERS | 153 | 145 | 8 | 95% | 95% |
| K1-15 SCATTERED SITES | 20 | 17 | 3 | 85% | 80% |
| K1-17 GLANVILLE TOWERS | 108 | 102 | 6 | 94% | 94% |
| K1-18 ROSEDALE TOWERS | 122 | 121 | 1 | 99% | 99% |
| K1-20* WESTGATE TOWERS | 163 | 124 | 39 | 76% | 75% |
| K1-21 SCATTERED SITES | 8 | 7 | 1 | 88% | 75% |
| K1-22 WESTGATE VILLA | 20 | 19 | 1 | 95% | 90% |
| K1-23 SCATTERED SITES | 38 | 38 | - | 100% | 100% |
| K1-24 PLAZA TOWERS | 115 | 113 | 2 | 98% | 97% |
| K1-25 SCATTERED SITES | 12 | 11 | 1 | 92% | 92% |
| Sub-Total before Adjustments | 2,057 | 1,911 | 146 | 93% | 93% |
| Less: # of Deprogrammed Units | 21 | | 21 | | |
| Less: # of Units Under Modernization | 15 | | 45 | | |
| Total Units Available for Occupancy | 2,021 | 1,911 | 80 | 95% | 94% |

MODERNIZATION AND DEVELOPMENT REPORT MARCH 2017

CAPITAL FUND PROGRAM 2011

The funding amount for this program is \$2,827,316. The public hearing and final budget were presented to the residents on December 9, 2010. The Capital Fund Program 2011 was approved at the December 16, 2010 Board meeting. Approval of the CFP 2011 plan by HUD was received. The ACC amendment was received from HUD and executed by the Housing Authority. Architect and Engineering Request for Proposal were received on February 29, 2012. Architectural/Engineering firms have been selected to complete work under this program.

The following projects are complete: K1-22 Westgate Villa Roof Replacement, Repair, Painting and Gutter Replacement, K1-4 Wyandotte Tower, K1-17 Glanville Tower, K1-20 Westgate Tower Building Surge Suppression, and K1-3 Cyrus K. Holiday, K1-5 Belrose Manor, K1-12 Chalet Manor Community Center HVAC Improvements, High-rise and Main Office Development Signs, K1-17 Glanville Tower Exterior Repair and Sealing, K1-4 Wyandotte Tower Parking Lot Expansion, K1-20 Westgate Tower Interior Repair (Phase I Floors 10, 11, & 12), K1-13 Welborn Villa Exterior Repair & Painting.

All funds in the 2011 Capital Fund Program have been obligated and expended. The Actual Modernization Cost Certificate has been prepared and sent to HUD to close out this program.

CAPITAL FUND PROGRAM 2012

The funding amount for this program is \$2,555,880.00. The public hearing and final budget were presented to the residents on December 7, 2011. The Capital Fund Program 2012 was approved at the December 15, 2011 Board Meeting. Approval of the 2012 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority. Architect and Engineering firms have been selected to complete work under this program.

The following projects are completed: K1-4 Wyandotte Tower Domestic Water Booster Pump Systems, K1-18 Rosedale Tower Exterior Repair and Painting, High Rise Elevator Cab Improvements, K1-1 Juniper Gardens, K1-2 St. Margaret's Park and K1-6 Douglas Heights Community Centers HVAC Improvements, K1-10 Scattered Site Exterior Repair, Painting and Gutter Replacement, K1-20 Westgate Tower Interior Modernization, Phase II, Floors 7, 8 & 9.

All funds in the 2012 Capital Fund Program have been obligated and expended. The Actual Modernization Cost Certificate has been prepared and sent to HUD to close out this program.

CAPITAL FUND PROGRAM 2013

The funding amount for this program is \$2,404,182.00. The public hearing and final budget were presented to the residents on December 5, 2012. The Capital Fund Program 2013 was approved at the December 20, 2012 Board Meeting. Approval of the 2013 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following projects are completed: K1-7 Scattered Sites Exterior Repair, Painting, and Gutter Replacement (3 Buildings), K1-21 Scattered Sites HVAC Replacement, K1-14 Bethany Park Tower Retaining Wall Replacement, K1-6HR Douglas Heights High Rise, K1-24 Bethany Park Tower, K1-18 Rosedale Tower, K1-24 Plaza Tower Surge Suppression, K1-14 Bethany Park Tower Domestic Water Pump Booster. K1-9 Scattered sites parking lot improvements. K1-23 Scattered Sites exterior repair, painting and lighting. K1-20 Westgate Tower Interior Modernization (Phase III, Floors 4, 5 and 6).

CAPITAL FUND PROGRAM 2014

The funding amount for this program is \$2,735,146.00. The public hearing and final budget were presented to the residents on December 4, 2013. The Capital Fund Program 2014 was approved at the December 19, 2013 Board Meeting. Approval of the 2014 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is underway.

The following project is complete: K1-4 Wyandotte Tower Carpet Replacement.

K1-20 WESTGATE TOWER INTERIOR MODERNIZATION (PHASE IV, FINAL PHASE, FLOORS 3, 2 AND 1)

Bids closed on March 30th, 2016. The Board authorized the contract at the April 21st, 2016 meeting. Pre-construction meeting was held on April 22, 2016. Notice to Proceed was given on April 22, 2016. The replacement, installation and insulation of the HVAC stack piping is complete on the first floor. 3rd floor is complete. 2nd floor is complete. Final inspection was held for the 1st floor on 02.17.17. Punch items have been repaired. Phase IV is complete. Final closeout is pending.

K1-54 SCATTERED SITES(15), PLAYGROUND REPLACEMENT

Bids closed on March 29th, 2016. The Board rejected the bid received for this project at the April 21st, 2016 meeting. This project was divided into the concrete work and the playground equipment purchase and installation. Three bids were received for the concrete work and three bids were received for the playground equipment purchase and installation. The low bidder for the concrete work is McConnell & Associates Corp., with a bid of \$27,157.00. The low bidder for the playground equipment purchase and installation is Fry & Associates Inc., with a bid of \$36,735.00. Both bids were below \$75,000 and therefore did not require board approval. Contracts were awarded. Pre-construction meeting was held on 7.14.16. Playground equipment, surface installation and concrete sidewalk installation is complete and has been inspected. Sodding of disturbed area is pending weather permitting.

CAPITAL FUND PROGRAM 2015

The funding amount for this program is \$2,783,028.00. The public hearing and final budget were presented to the residents on December 3, 2014. The Capital Fund Program 2015 was approved at the December 18, 2014 Board Meeting. Approval of the 2015 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is underway.

The following project is complete: K1-57 Westgate Tower(20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements

2015 Emergency Safety and Security Grant

The Housing Authority applied for and was awarded an Emergency Safety and Security Grant. The funding amount for this grant is \$297,750.00. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. This funding will be used for security camera improvements at four of our tower developments: Wyandotte Tower, Bethany Park Tower, Douglas Heights, and Westgate Tower.

K1-55, Wyandotte Tower, K1-56 Bethany Park Tower and Douglas Heights High-rise, and K1-57, Westgate Tower Security Camera Improvement.

Bids closed on May 3rd, 2016. The Board authorized the contract at the May 19th, 2016 meeting. Preconstruction meeting was held on June 6th, 2016. Notice to Proceed was issued on September 12th, 2016. Equipment/conduit installation is complete. Punch items are pending. Training has been scheduled for mid March, 2017. Final closeout is pending.

CAPITAL FUND PROGRAM 2016

The funding amount for this program is \$2,910,265.00. The public hearing and final budget were presented to the residents on December 2nd, 2015. The Capital Fund Program 2016 was approved at the December 17th, 2015 Board meeting. Approval of the 2016 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD.

RESIDENT INITIATIVE REPORT

MARCH 2017

SUBMITTED BY

SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On February 2, 2017 I met with Mr. Richard Mabion, President of the NAACP, regarding the clean air project. Mr. Mabion will provide training to the residents of Grandview Park on how to help keep their children healthy.

I also met with Mr. Krost of K. C. Cultivate regarding how to distribute produce from the garden. He wants to ensure that Juniper Gardens' pantry benefits from this effort.

On Friday, February 3, 2017 Juniper Gardens kicked off its Free Food Fridays. It is located in the resident council office from 3pm—5pm each Friday.

On February 7, 2017 the Public Housing Resident Council (PHRC) met at Bethany Park Towers. There were a total of 18 residents in attendance. KCKHA Commissioner Tim Rhodes; Melinda Linnell, Director of Housing Management and Milton Scott, Executive Director, who was the Interim Executive Director at that time, were also present. The topic was retention and how the resident councils could assist the agency in keeping residents from being evicted. Each resident council was charged with the task of devising a plan for their resident council to help with resident retention.

On February 8, 2017 I met with the residents of Westgate Towers to work on re-establishing its resident council. There were a total of 25 residents that attended the meeting. All the residents were interested in having a council. We will schedule another meeting in March.

On February 14, 2017 flyers were distributed for both the Section 3 and Harvesters Program.

On February 17, 2017 Executive Director, Milton Scott and I met with Kansas City, Kansas Community College staff, Mrs. Alicia Hooks, Director of Workforce and Dr. Marisa Gray, Executive Director, Continuing Education. The topic of discussion was how to bring the GED program onsite to a few of our housing developments and working in conjunction with the Section 3 Program.

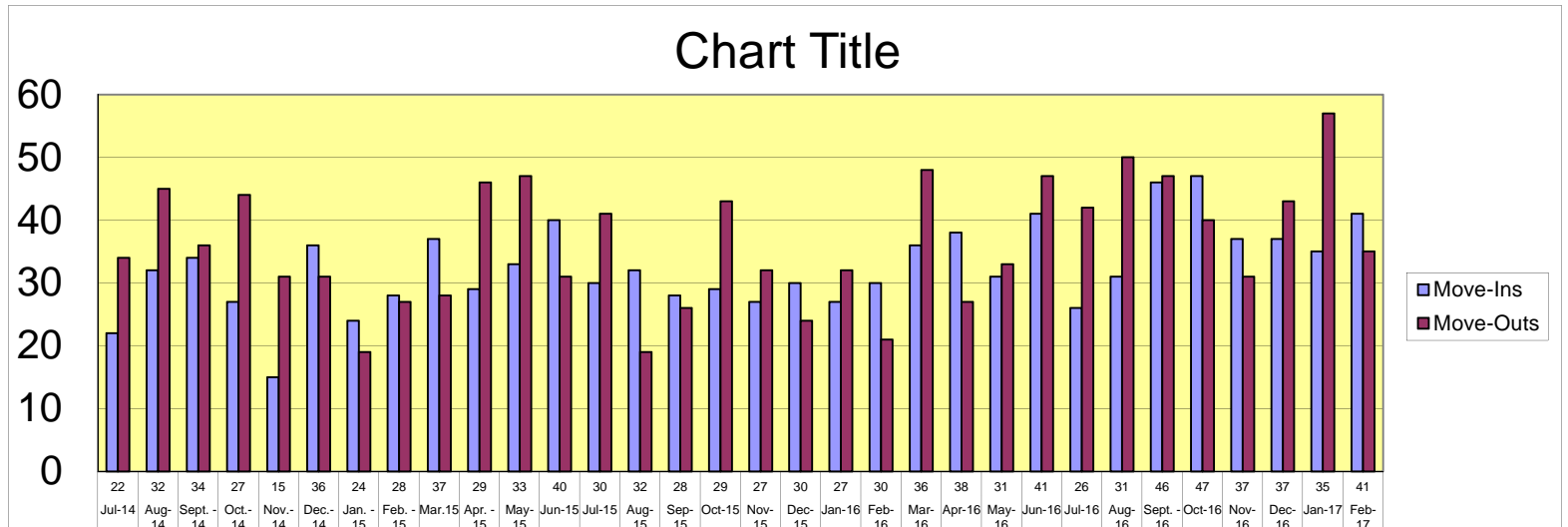
On February 21st and February 22nd recruitment efforts were made at both Juniper Gardens and Chalet Manor to sign residents up for the Section 3 Program.

Report I**Section 8 Monthly Units and HAP Payments**

| Month | Year | Units | HAP |
|--------------|-------------|--------------|------------|
| January | 2015 | 1377 | 681,315 |
| February | 2015 | 1364 | 672,291 |
| March | 2015 | 1359 | 670,315 |
| April | 2015 | 1355 | 672,090 |
| May | 2015 | 1366 | 687,573 |
| June | 2015 | 1382 | 717,840 |
| July | 2015 | 1419 | 753,465 |
| August | 2015 | 1467 | 786,044 |
| September | 2015 | 1458 | 770,764 |
| October | 2015 | 1458 | 784,914 |
| November | 2015 | 1455 | 790,383 |
| December | 2015 | 1436 | 782,547 |
| January | 2016 | 1443 | 795,396 |
| February | 2016 | 1423 | 794,625 |
| March | 2016 | 1425 | 797,410 |
| April | 2016 | 1427 | 796,418 |
| May | 2016 | 1424 | 806,373 |
| June | 2016 | 1432 | 816,641 |
| July | 2016 | 1423 | 817,456 |
| August | 2016 | 1428 | 842,513 |
| September | 2016 | 1425 | 835,530 |
| October | 2016 | 1424 | 842,208 |
| November | 2016 | 1436 | 847,693 |
| December | 2016 | 1459 | 867,016 |
| January | 2017 | 1464 | 878,579 |
| February | 2017 | 1474 | 883,557 |
| March | 2017 | 1462 | 891,001 |

Kansas City, Kansas Housing Authority
Move-Ins and Move-Outs - July 2014-Feb. 2017

| Month | Move-Ins | Move-Outs |
|-----------|----------|-----------|
| Jul-14 | 22 | 34 |
| Aug-14 | 32 | 45 |
| Sept. -14 | 34 | 36 |
| Oct.-14 | 27 | 44 |
| Nov.-14 | 15 | 31 |
| Dec.-14 | 36 | 31 |
| Jan. - 15 | 24 | 19 |
| Feb. - 15 | 28 | 27 |
| Mar.15 | 37 | 28 |
| Apr. - 15 | 29 | 46 |
| May-15 | 33 | 47 |
| Jun-15 | 40 | 31 |
| Jul-15 | 30 | 41 |
| Aug-15 | 32 | 19 |
| Sep-15 | 28 | 26 |
| Oct-15 | 29 | 43 |
| Nov-15 | 27 | 32 |
| Dec-15 | 30 | 24 |
| Jan-16 | 27 | 32 |
| Feb-16 | 30 | 21 |
| Mar-16 | 36 | 48 |
| Apr-16 | 38 | 27 |
| May-16 | 31 | 33 |
| Jun-16 | 41 | 47 |
| Jul-16 | 26 | 42 |
| Aug-16 | 31 | 50 |
| Sept. -16 | 46 | 47 |
| Oct-16 | 47 | 40 |
| Nov-16 | 37 | 31 |
| Dec-16 | 37 | 43 |
| Jan-17 | 35 | 57 |
| Feb-17 | 41 | 35 |



RESOLUTION NO. 3335

COLLECTION LOSS WRITE-OFF

WHEREAS, the aged vacated tenants' accounts balances have been reviewed and certain balances have been determined to be uncollectible;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the total amount of \$123,713.43 be written off as collection loss, as summarized by project on the attached schedule.

Kansas City, Kansas Housing Authority
Collection Loss Recap - March 2017

| Project | Rent | Other | Total |
|---------------------------|---------------------------|---------------------------|----------------------------|
| K1-01 Juniper Gardens | \$9,831.76 | \$21,156.31 | \$30,988.07 |
| K1-02 St. Margaret's | \$6,942.87 | \$5,398.32 | \$12,341.19 |
| K1-03 Cyrus K. Holliday | \$1,581.57 | \$4,428.73 | \$6,010.30 |
| K1-04 Wyandotte Towers | \$14,038.07 | \$4,451.34 | \$18,489.41 |
| K1-05 Belrose Manor | \$1,506.13 | \$2,173.72 | \$3,679.85 |
| K1-06E Douglas Heights | | | \$0.00 |
| K1-06F Douglas Heights | \$7,761.53 | \$4,511.85 | \$12,273.38 |
| K1-07 Scattered Site | \$1,543.00 | \$4,610.57 | \$6,153.57 |
| K1-10 Scattered Site | \$2,177.76 | \$2,996.82 | \$5,174.58 |
| K1-11 Grandview Park | \$70.00 | \$1,927.66 | \$1,997.66 |
| K1-12 Chalet Manor | \$55.14 | \$2,758.38 | \$2,813.52 |
| K1-13 Welborn Villa | \$152.00 | \$1,443.48 | \$1,595.48 |
| K1-14 Bethany Park Towers | \$2,096.00 | \$1,441.13 | \$3,537.13 |
| K1-15 Scattered Site | | | \$0.00 |
| K1-17 Glanville Towers | \$1,507.00 | \$2,329.23 | \$3,836.23 |
| K1-18 Rosedale Towers | \$1,050.26 | \$486.95 | \$1,537.21 |
| K1-20 Westgate Towers | \$1,341.00 | \$7,177.21 | \$8,518.21 |
| K1-21 Scattered Site | \$16.00 | \$1,711.53 | \$1,727.53 |
| K1-22 Westgate Villa | | | \$0.00 |
| K1-24 Plaza Towers | \$1,487.41 | \$1,452.06 | \$2,939.47 |
| K1-25 Scattered Site | (\$18.00) | \$118.64 | \$100.64 |
| Total | <u>\$53,139.50</u> | <u>\$70,573.93</u> | <u>\$123,713.43</u> |

AMP

| | | | |
|----|---------------------------|---------------------------|----------------------------|
| 51 | \$9,831.76 | \$21,156.31 | \$30,988.07 |
| 52 | \$8,519.00 | \$9,499.70 | \$18,018.70 |
| 53 | \$1,636.71 | \$7,187.11 | \$8,823.82 |
| 54 | \$3,718.76 | \$9,437.56 | \$13,156.32 |
| 55 | \$14,038.07 | \$4,451.34 | \$18,489.41 |
| 56 | \$12,414.79 | \$8,769.16 | \$21,183.95 |
| 57 | \$2,980.41 | \$10,072.75 | \$13,053.16 |
| | <u>\$53,139.50</u> | <u>\$70,573.93</u> | <u>\$123,713.43</u> |

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: Kansas City, Kansas Housing Authority PHA Code: KS001

PHA Fiscal Year Beginning: 04/01/2017 Board Resolution Number: 3336

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 for all projects approved by Board resolution on: 03/16/2017
- 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: John P. Biscanin | Signature: | Date: |
|--|------------|-------|

| | A | E | G | H | I | J | L | V | W | X | Y | Z | AA |
|----|---|----------------------------|------------------|-------------------|----------------|-------------------|------------------|----------------|-------------------|------------------|------------------------|---------------------|---------------------|
| 1 | | | | | | | | | | | | | |
| 2 | Operating Budget - <i>Project-Based</i> | | | | | | | | | | | | |
| 3 | For the Fiscal Year Ending March 31, 2018 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | 01 | 02,05,11 | 03,06,12 |
| 5 | | Current Year Budget | | | | Agency | COCC | Sec 8 | Pub Hsg | Family | Juniper Gardens | Family North | Family South |
| 6 | | Agency | COCC | Pub Hsg | Sec 8 | Total | Total | HCV | Total | Total | 51 | 52 | 53 |
| 7 | DEMOGRAPHIC DATA | | | | | | | | | | | | |
| 8 | Family / Elderly | | | | | | | | | | F | F | F |
| 9 | Scattered Sites | | | | | | | | | | | | |
| 10 | Age | | | | | | | | | | 08/31/62 | 07/31/63 | 01/31/67 |
| 11 | Units | | | | 1,632 | 2,058 | | 1,634 | 2,058 | 894 | 265 | 230 | 225 |
| 12 | Bedrooms | | | | | 3,434 | | | 3,434 | 2,312 | 540 | 635 | 656 |
| 13 | Avg Bedroom Size | | | | | 1.7 | | | 1.7 | 2.6 | 2.0 | 2.8 | 2.9 |
| 14 | REVENUE | | | | | | | | | | | | |
| 15 | Dwelling Rental Income | 4,414,512 | | 4,414,512 | | 4,591,366 | | | 4,591,366 | 1,694,847 | 239,380 | 514,310 | 473,253 |
| 16 | Excess Utilities | | | | | | | | | | | | |
| 17 | Nondwelling Rental | | | | | | | | | | | | |
| 18 | Interest Income | 1,390 | 520 | 870 | | 2,860 | 930 | | 1,930 | 1,360 | | 580 | 590 |
| 19 | Other Income | 419,936 | 10,500 | 406,136 | 3,300 | 376,050 | 2,116 | 6,500 | 367,434 | 221,069 | 75,081 | 49,271 | 49,646 |
| 20 | Fee for Services - Central Office | 1,987,498 | 1,987,498 | | | 2,078,416 | 2,078,416 | | | | | | |
| 21 | Management Fees & CFP Operations & Admin | 2,524,698 | 2,081,604 | 443,094 | | 2,352,461 | 2,142,461 | | 210,000 | 120,000 | 30,000 | 30,000 | 30,000 |
| 22 | Total Operating Income | 9,348,034 | 4,080,122 | 5,264,612 | 3,300 | 9,401,153 | 4,223,923 | 6,500 | 5,170,730 | 2,037,276 | 344,461 | 594,161 | 553,489 |
| 23 | HUD Contributions (Operations) | 8,214,600 | | 7,383,526 | 831,074 | 7,663,823 | | 827,206 | 6,836,617 | 3,800,806 | 1,158,735 | 1,046,095 | 907,117 |
| 24 | Total Income | 17,562,634 | 4,080,122 | 12,648,138 | 834,374 | 17,064,976 | 4,223,923 | 833,706 | 12,007,347 | 5,838,082 | 1,503,196 | 1,640,256 | 1,460,606 |
| 27 | | | | | | | | | | | | | |
| 28 | Administrative Salaries | | | | | | | | | | | | |
| 29 | Salaries - Administration/Operations | 250,748 | 250,748 | | | 213,720 | 213,720 | | | | | | |
| 30 | Salaries - Finance | 377,926 | 288,833 | 89,093 | | 388,190 | 297,773 | | | 39,277 | 11,643 | 10,105 | 9,885 |
| 31 | Salaries - Property Mgmt | 338,424 | 210,719 | 127,705 | | 349,024 | 219,440 | | 129,584 | 56,292 | 16,686 | 14,482 | 14,167 |
| 32 | Salaries - Housing Mgmt | 903,576 | 152,724 | 750,852 | | 911,778 | 160,618 | | 751,160 | 373,516 | 147,593 | 101,731 | 90,628 |
| 33 | Salaries - Elderly Services | 99,967 | | 99,967 | | 100,321 | | | 100,321 | | | | |
| 34 | Salaries - Section 8 | 316,723 | 9,870 | | 306,853 | 320,819 | | 320,819 | | | | | |
| 35 | Salaries - Total Administrative | 2,287,364 | 912,894 | 1,067,617 | 306,853 | 2,283,852 | 891,551 | 320,819 | 1,071,482 | 469,085 | 175,921 | 126,318 | 114,681 |
| 36 | Legal Expense | 66,475 | 45,000 | 17,609 | 3,866 | 43,500 | 19,500 | 3,500 | 20,500 | 13,000 | 4,000 | 3,500 | 3,000 |
| 37 | Staff Training | 6,796 | 4,530 | 1,133 | 1,133 | 900 | 675 | 113 | 113 | 113 | 113 | | |
| 38 | Board Training | 8,100 | 8,100 | | | 1,500 | 1,500 | | | | | | |
| 39 | Travel | 11,828 | 1,345 | 10,408 | 75 | 10,048 | 500 | 75 | 9,473 | 4,889 | 137 | 2,412 | 1,940 |
| 40 | Auditing Fees | 16,386 | 1,928 | 12,851 | 1,607 | 19,281 | 1,928 | 1,607 | 15,746 | 6,827 | 2,030 | 1,755 | 1,724 |
| 41 | Data Processing Costs | 42,193 | 26,964 | 13,349 | 1,880 | 50,970 | 33,971 | 1,880 | 15,119 | 4,929 | 1,054 | 1,630 | 2,045 |
| 42 | Office Supplies | 42,000 | 20,456 | 14,725 | 6,819 | 32,100 | 12,755 | 6,377 | 12,968 | 6,377 | 1,701 | 1,701 | 1,701 |
| 43 | Court Costs | | | | | 1,000 | | | 1,000 | 1,000 | 400 | 300 | 300 |
| 44 | Postage | 40,000 | 19,482 | 14,024 | 6,494 | 37,000 | 14,702 | 7,351 | 14,947 | 7,351 | 1,960 | 1,960 | 1,960 |
| 45 | Printing | 26,999 | 13,150 | 9,466 | 4,383 | 26,000 | 10,331 | 5,166 | 10,503 | 5,166 | 1,377 | 1,377 | 1,377 |
| 46 | Telephone | 92,929 | 23,715 | 67,054 | 2,160 | 93,557 | 23,920 | 2,160 | 67,477 | 21,412 | 5,496 | 4,580 | 10,640 |
| 47 | Advertising | 1,200 | 1,000 | | 200 | 7,638 | 6,760 | 878 | | | | | |
| 48 | Publications | 1,300 | 1,000 | | 300 | 969 | 300 | 200 | 469 | 206 | 61 | 53 | 52 |
| 49 | Membership Dues & Fees | 9,500 | 4,627 | 3,331 | 1,542 | 10,000 | | 4,426 | 5,574 | 2,421 | 718 | 623 | 609 |
| 50 | Fiscal Agent Fees | | | | | | | | | | | | |
| 51 | Other Sundry | 37,926 | 35,000 | 1,901 | 1,025 | 52,887 | 50,000 | 800 | 2,087 | 1,018 | 220 | 337 | 311 |
| 52 | Management Fees | 1,803,301 | | 1,451,521 | 351,780 | 1,851,434 | | 351,800 | 1,499,635 | 632,941 | 160,856 | 166,314 | 168,970 |
| 53 | Total Administrative Expenses | 2,206,933 | 206,298 | 1,617,371 | 383,264 | 2,238,785 | 176,843 | 386,332 | 1,675,610 | 707,650 | 180,123 | 186,542 | 194,630 |
| 54 | Total Administration Expenses | 4,494,297 | 1,119,192 | 2,684,988 | 690,117 | 4,522,637 | 1,068,394 | 707,151 | 2,747,092 | 1,176,735 | 356,044 | 312,861 | 309,311 |

| | A | E | G | H | I | J | L | V | W | X | Y | Z | AA |
|-----|---|---------------------|-----------|-----------|-------|-----------|-----------|-------|-----------|---------|-----------------|--------------|--------------|
| 1 | | | | | | | | | | | | | |
| 2 | Operating Budget - <i>Project-Based</i> | | | | | | | | | | | | |
| 3 | For the Fiscal Year Ending March 31, 2018 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | 01 | 02,05,11 | 03,06,12 |
| 5 | | Current Year Budget | | | | Agency | COCC | Sec 8 | Pub Hsg | Family | Juniper Gardens | Family North | Family South |
| 6 | | Agency | COCC | Pub Hsg | Sec 8 | Total | Total | HCV | Total | Total | 51 | 52 | 53 |
| 55 | | | | | | | | | | | | | |
| 56 | Tenant Service Salaries | | | | | | | | | | | | |
| 57 | Tenant Service Materials | | | | | | | | | | | | |
| 58 | Tenant Service Contract Costs | 16,599 | | 16,599 | | 16,036 | | | 16,036 | 6,784 | 1,908 | 1,806 | 1,709 |
| 59 | Resident Ass'n Cost | 24,862 | | 24,862 | | 24,054 | | | 24,054 | 10,177 | 2,861 | 2,708 | 2,563 |
| 60 | Total Tenant Service Expenses | 41,461 | | 41,461 | | 40,090 | | | 40,090 | 16,961 | 4,769 | 4,514 | 4,271 |
| 61 | | | | | | | | | | | | | |
| 62 | Water | 526,185 | 3,685 | 522,500 | | 490,539 | 3,790 | | 486,749 | 303,488 | 93,467 | 80,000 | 85,010 |
| 63 | Electricity | 1,283,243 | 21,099 | 1,262,144 | | 1,224,578 | 21,371 | | 1,203,207 | 125,060 | 37,641 | 30,950 | 40,320 |
| 64 | Gas | 470,771 | 2,540 | 468,231 | | 230,933 | 3,324 | | 227,609 | 158,729 | 50,450 | 42,617 | 45,000 |
| 65 | Other Utilities | 345,879 | 908 | 344,971 | | 350,927 | 1,200 | | 349,727 | 203,362 | 65,972 | 51,500 | 53,824 |
| 66 | Total Utilities Expenses | 2,626,078 | 28,232 | 2,597,846 | | 2,296,977 | 29,685 | | 2,267,292 | 790,639 | 247,530 | 205,067 | 224,154 |
| 67 | | | | | | | | | | | | | |
| 68 | Maintenance Labor | 2,774,823 | 1,329,044 | 1,445,779 | | 2,752,700 | 1,415,548 | | 1,337,152 | 145,287 | 14,322 | 61,886 | 59,675 |
| 69 | Plumbing | 103,090 | 80,000 | 23,090 | | 96,469 | 82,300 | | 14,169 | 8,969 | 2,835 | 1,835 | 1,039 |
| 70 | Paint & Supplies | 66,267 | 65,000 | 1,267 | | 77,156 | 76,300 | | 856 | 513 | 161 | 23 | 92 |
| 71 | Glass, Windows, Doors | 79,641 | 50,898 | 28,743 | | 85,843 | 70,000 | | 15,843 | 6,322 | 1,011 | 2,017 | 1,104 |
| 72 | Janitorial Supplies | 57,661 | 54,933 | 2,728 | | 75,300 | 75,000 | | 300 | | | | |
| 73 | Lawn Mowers/Tractors | 1,821 | 1,058 | 763 | | 368 | 108 | | 260 | | | | |
| 74 | Lawn Supplies | 5,423 | 4,163 | 1,260 | | 3,803 | 3,085 | | 718 | 488 | 270 | 38 | 180 |
| 75 | Gas and Oil | 52,622 | 51,822 | | 800 | 39,201 | 38,000 | 1,201 | | | | | |
| 76 | Trucks and Auto Parts | 21,491 | 21,439 | 52 | | 18,224 | 18,000 | | 224 | | | | |
| 77 | Refrigerators/Ranges | 27,180 | 21,543 | 5,637 | | 39,644 | 28,355 | | 11,289 | 279 | 279 | | |
| 78 | Heating & A/C | 76,923 | 30,462 | 46,461 | | 70,974 | 33,600 | | 37,374 | 8,250 | 1,300 | | 1,950 |
| 79 | Tools | 13,855 | 11,030 | 2,825 | | 17,710 | 17,180 | | 530 | | | | |
| 80 | Electrical | 55,738 | 48,945 | 6,793 | | 51,559 | 41,000 | | 10,559 | 24 | 24 | | |
| 81 | Carpentry | 21,346 | 20,448 | 898 | | 25,817 | 22,745 | | 3,072 | | | | |
| 82 | Flooring | 17,600 | 12,689 | 4,911 | | 13,070 | 13,070 | | | | | | |
| 83 | Extermination | 19,241 | 19,241 | | | 21,530 | 21,105 | | 425 | 25 | | 25 | |
| 84 | Expendable Equipment | 161,100 | 55,200 | 103,500 | 2,400 | 167,060 | 46,400 | 1,000 | 119,660 | 79,600 | 34,963 | 14,879 | 14,879 |
| 85 | Discounts Taken | | | | | | | | | | | | |
| 86 | Other Materials | 21,208 | 16,676 | 4,532 | | 23,316 | 17,000 | | 6,316 | 2,069 | 1,300 | 629 | 50 |
| 87 | Total Material Expenses | 802,207 | 565,547 | 233,460 | 3,200 | 827,044 | 603,248 | 2,201 | 221,595 | 106,539 | 42,143 | 19,446 | 19,294 |
| 88 | Plumbing | 30,202 | 200 | 30,002 | | 46,000 | 7,400 | | 38,600 | 11,200 | 1,600 | 2,900 | 2,000 |
| 89 | Glass/Door Repair | 6,721 | 1,000 | 5,721 | | 8,100 | 1,400 | | 6,700 | 2,500 | 600 | 100 | 300 |
| 90 | Janitorial/Cleaning | 92,144 | 7,000 | 85,144 | | 91,300 | 2,300 | | 89,000 | 79,300 | 24,500 | 21,800 | 19,500 |
| 91 | Mower/Tractor Repair | 300 | 300 | | | 300 | 300 | | | | | | |
| 92 | Automotive | 11,200 | 10,000 | | 1,200 | 11,340 | 10,800 | 200 | 340 | | | | |
| 93 | Appliances | 500 | 500 | | | 200 | 200 | | | | | | |
| 94 | Heating & A/C | 49,360 | 2,600 | 46,760 | | 69,360 | 700 | | 68,660 | 3,260 | 60 | 100 | 100 |
| 95 | Tool/EQ Rent/Repair | 10,400 | 10,000 | 400 | | 12,400 | 12,000 | | 400 | 150 | 150 | | |
| 96 | Electrical | 15,700 | 200 | 15,500 | | 30,000 | 400 | | 29,600 | 2,200 | 600 | 100 | 100 |
| 97 | Water Meter Repair | | | | | | | | | | | | |
| 98 | Carpet Replacement | 25,500 | | 25,500 | | 31,790 | | | 31,790 | 2,990 | 40 | 50 | 1,500 |
| 99 | Extermination | 93,637 | 100 | 93,537 | | 107,020 | 120 | | 106,900 | 8,600 | 2,400 | 1,500 | 3,700 |
| 100 | Elevator | 55,900 | | 55,900 | | 69,000 | | | 69,000 | | | | |

| | A | E | G | H | I | J | L | V | W | X | Y | Z | AA |
|-----|---|---------------------|-----------|------------|----------|-------------|-----------|-----------|-------------|-----------|-----------------|--------------|--------------|
| 1 | | | | | | | | | | | | | |
| 2 | Operating Budget - <i>Project-Based</i> | | | | | | | | | | | | |
| 3 | For the Fiscal Year Ending March 31, 2018 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | 01 | 02,05,11 | 03,06,12 |
| 5 | | Current Year Budget | | | | Agency | COCC | Sec 8 | Pub Hsg | Family | Juniper Gardens | Family North | Family South |
| 6 | | Agency | COCC | Pub Hsg | Sec 8 | Total | Total | HCV | Total | Total | 51 | 52 | 53 |
| 101 | Garbage | 71,000 | 17,000 | 54,000 | | 98,700 | 17,000 | | 81,700 | 32,500 | 6,700 | 8,400 | 5,400 |
| 102 | Communications | 7,245 | 5,000 | 2,145 | 100 | 4,650 | 3,600 | 50 | 1,000 | 250 | 50 | 50 | 50 |
| 103 | Typewriters | | | | | | | | | | | | |
| 104 | Copier Maintenance | 20,000 | 8,000 | 11,000 | 1,000 | 17,600 | 7,200 | 900 | 9,500 | 4,200 | 800 | 1,800 | 800 |
| 105 | Computer Hardware | 61,200 | 54,000 | 7,100 | 100 | 52,500 | 50,000 | 100 | 2,400 | 400 | 100 | 100 | 100 |
| 106 | Other Office Maintenance | 3,000 | 3,000 | | | 3,500 | 3,500 | | | | | | |
| 107 | Water Improvements | 9,500 | 2,000 | 7,500 | | 8,900 | 2,000 | | 6,900 | | | | |
| 108 | Other Bldg Maintenance | 335,000 | 3,000 | 332,000 | | 302,500 | 500 | | 302,000 | 284,200 | 65,000 | 84,000 | 103,000 |
| 109 | Travel - Maintenance | 2,853 | 1,000 | 1,853 | | 1,200 | 100 | | 1,100 | 300 | 100 | 100 | 100 |
| 110 | Other Grounds Maintenance | 209,680 | 2,500 | 207,180 | | 185,500 | 3,500 | | 182,000 | 136,000 | 25,000 | 16,000 | 55,000 |
| 111 | Fee for Services - Central Office | 1,987,498 | | 1,987,498 | | 2,078,416 | | | 2,078,416 | 1,463,523 | 415,989 | 375,506 | 403,383 |
| 112 | Other Contract Costs | 4,000 | 1,600 | 2,400 | | 3,300 | 3,000 | | 300 | 100 | | | |
| 113 | Total Contract Expenses | 3,102,540 | 129,000 | 2,971,140 | 2,400 | 3,233,576 | 126,020 | 1,250 | 3,106,306 | 2,031,673 | 543,689 | 512,506 | 595,033 |
| 114 | Total Maintenance Expenses | 6,679,570 | 2,023,591 | 4,650,379 | 5,600 | 6,813,320 | 2,144,816 | 3,451 | 4,665,053 | 2,283,499 | 600,154 | 593,838 | 674,002 |
| 115 | | | | | | | | | | | | | |
| 116 | Protective Services Labor | | | | | | | | | | | | |
| 117 | Protective Services Materials | | | | | | | | | | | | |
| 118 | Protective Services Contract | 140,644 | 4,031 | 136,613 | | 178,298 | 3,000 | | 175,298 | 58,000 | 17,000 | 17,000 | 14,000 |
| 119 | Total Prot Serv Expenses | 140,644 | 4,031 | 136,613 | | 178,298 | 3,000 | | 175,298 | 58,000 | 17,000 | 17,000 | 14,000 |
| 120 | Terminal Leave Payments | | | | | | | | | | | | |
| 121 | Insurance (Prop, Liability, Work Comp, Other) | 541,937 | 108,841 | 412,998 | 20,098 | 539,067 | 103,328 | 20,332 | 415,407 | 192,963 | 60,232 | 42,340 | 42,819 |
| 123 | Employee Benefit Contributions | 1,738,717 | 780,310 | 854,129 | 104,278 | 1,698,137 | 787,652 | 107,018 | 803,468 | 204,941 | 63,461 | 62,781 | 58,161 |
| 124 | Collection Losses | 95,230 | | 95,230 | | 159,810 | | | 159,810 | 76,390 | 23,170 | 15,520 | 9,890 |
| 125 | Other General Expenses | 39,621 | 7,500 | 6,571 | 25,550 | 39,471 | 7,500 | 25,580 | 6,391 | 1,895 | 508 | 551 | 487 |
| 126 | Interest Expense on Notes Payable | 678,531 | | 678,531 | | 649,983 | | | 649,983 | 278,918 | 61,894 | 103,152 | 62,039 |
| 127 | Interest on Security Deposits | 2,071 | | 2,071 | | 2,071 | | | 2,071 | 795 | 168 | 211 | 177 |
| 128 | Total General Expenses | 3,096,107 | 896,651 | 2,049,530 | 149,926 | 3,088,540 | 898,479 | 152,931 | 2,037,130 | 755,902 | 209,433 | 224,555 | 173,574 |
| 129 | Total Routine Expenses | 17,078,157 | 4,071,697 | 12,160,817 | 845,643 | 16,939,861 | 4,144,374 | 863,532 | 11,931,954 | 5,081,736 | 1,434,930 | 1,357,834 | 1,399,312 |
| 130 | | | | | | | | | | | | | |
| 139 | | 17,078,157 | 4,071,697 | 12,160,817 | 845,643 | 16,939,861 | 4,144,374 | 863,532 | 11,931,954 | 5,081,736 | 1,434,930 | 1,357,834 | 1,399,312 |
| 140 | Net Income (Deficit) | 484,477 | 8,425 | 487,321 | (11,269) | 125,115 | 79,549 | (29,826) | 75,393 | 756,346 | 68,266 | 282,422 | 61,294 |
| 141 | | | | | | | | | | | | | |
| 142 | Unrestricted Net Assets (Reserve): | | | | | | | | | | | | |
| 143 | FYE 03/31/2016 Balance | | | | | (1,695,406) | (79,381) | (246,304) | (1,369,721) | 401,866 | (1,374,398) | 736,794 | 814,995 |
| 144 | Adjust for GASB 68 Expense | | | | | 4,229,159 | 2,024,045 | 243,822 | 1,961,292 | 557,743 | 188,689 | 192,744 | 86,790 |
| 145 | Projected Income/Deficit - FYE 03/31/2017 | | | | | 481,583 | 8,425 | (11,269) | 484,427 | 827,460 | 102,960 | 301,691 | 333,479 |
| 146 | FYE 03/31/2017 Estimated Balance | | | | | 3,015,336 | 1,953,089 | (13,751) | 1,075,998 | 1,787,069 | (1,082,749) | 1,231,229 | 1,235,264 |
| 147 | Budgeted Income/Deficit - FYE 03/31/2018 | | | | | 125,115 | 79,549 | (29,826) | 75,393 | 756,346 | 68,266 | 282,422 | 61,294 |
| 148 | Estimated Reserve - New Budget Year | | | | | 3,140,451 | 2,032,638 | (43,577) | 1,151,391 | 2,543,415 | (1,014,483) | 1,513,651 | 1,296,558 |
| 149 | | | | | | | | | | | | | |
| 150 | | | | | | | | | | | | | |
| 151 | | | | | | | | | | | | | |

| | A | AB | AC | AD | AE | AF | AG |
|----|---|-----------------|-----------|-----------|--------------|--------------|----|
| 1 | | | | | | | |
| 2 | Operating Budget - <i>Project-Based</i> | | | | | | |
| 3 | For the Fiscal Year Ending March 31, 2018 | | | | | | |
| 4 | | 07,10,15,21,25 | | 04 | 14,16,17,18 | 13,20,22,24 | |
| 5 | | Scattered Sites | Elderly | Wyandotte | Elderly East | Elderly West | |
| 6 | | 54 | Totals | 55 | 56 | 57 | |
| 7 | DEMOGRAPHIC DATA | | | | | | |
| 8 | Family / Elderly | F | | E | E | E | |
| 9 | Scattered Sites | | | | | | |
| 10 | Age | 10/31/68 | | 04/30/69 | 08/31/74 | 08/31/76 | |
| 11 | Units | 174 | 1,164 | 302 | 484 | 378 | |
| 12 | Bedrooms | 481 | 1,122 | 242 | 479 | 401 | |
| 13 | Avg Bedroom Size | 2.8 | 1.0 | 0.8 | 1.0 | 1.1 | |
| 14 | REVENUE | | | | | | |
| 15 | Dwelling Rental Income | 467,904 | 2,896,519 | 621,282 | 1,253,226 | 1,022,010 | |
| 16 | Excess Utilities | | | | | | |
| 17 | Nondwelling Rental | | | | | | |
| 18 | Interest Income | 190 | 570 | | 180 | 390 | |
| 19 | Other Income | 47,071 | 146,365 | 42,334 | 52,682 | 51,349 | |
| 20 | Fee for Services - Central Office | | | | | | |
| 21 | Management Fees & CFP Operations & Admin | 30,000 | 90,000 | 30,000 | 30,000 | 30,000 | |
| 22 | Total Operating Income | 545,165 | 3,133,454 | 693,616 | 1,336,088 | 1,103,749 | |
| 23 | HUD Contributions (Operations) | 688,859 | 3,035,811 | 999,783 | 1,257,055 | 778,973 | |
| 24 | Total Income | 1,234,024 | 6,169,265 | 1,693,399 | 2,593,143 | 1,882,722 | |
| 27 | | | | | | | |
| 28 | Administrative Salaries | | | | | | |
| 29 | Salaries - Administration/Operations | | | | | | |
| 30 | Salaries - Finance | 7,645 | 51,140 | 13,268 | 21,264 | 16,607 | |
| 31 | Salaries - Property Mgmt | 10,956 | 73,292 | 19,016 | 30,476 | 23,801 | |
| 32 | Salaries - Housing Mgmt | 33,564 | 377,644 | 86,370 | 166,550 | 124,724 | |
| 33 | Salaries - Elderly Services | | 100,321 | 35,090 | 35,468 | 29,763 | |
| 34 | Salaries - Section 8 | | | | | | |
| 35 | Salaries - Total Administrative | 52,164 | 602,397 | 153,744 | 253,758 | 194,895 | |
| 36 | Legal Expense | 2,500 | 7,500 | 5,000 | 1,500 | 1,000 | |
| 37 | Staff Training | | | | | | |
| 38 | Board Training | | | | | | |
| 39 | Travel | 400 | 4,584 | | 3,506 | 1,078 | |
| 40 | Auditing Fees | 1,318 | 8,919 | 2,315 | 3,709 | 2,895 | |
| 41 | Data Processing Costs | 200 | 10,190 | 2,398 | 5,638 | 2,154 | |
| 42 | Office Supplies | 1,275 | 6,590 | 1,701 | 2,338 | 2,551 | |
| 43 | Court Costs | | | | | | |
| 44 | Postage | 1,470 | 7,596 | 1,960 | 2,695 | 2,940 | |
| 45 | Printing | 1,033 | 5,338 | 1,377 | 1,894 | 2,066 | |
| 46 | Telephone | 696 | 46,065 | 3,480 | 23,898 | 18,687 | |
| 47 | Advertising | | | | | | |
| 48 | Publications | 40 | 263 | 70 | 103 | 90 | |
| 49 | Membership Dues & Fees | 471 | 3,153 | 818 | 1,311 | 1,024 | |
| 50 | Fiscal Agent Fees | | | | | | |
| 51 | Other Sundry | 150 | 1,069 | 300 | 444 | 325 | |
| 52 | Management Fees | 136,801 | 866,693 | 199,931 | 365,465 | 301,297 | |
| 53 | Total Administrative Expenses | 146,355 | 967,960 | 219,350 | 412,502 | 336,108 | |
| 54 | Total Administration Expenses | 198,519 | 1,570,357 | 373,094 | 666,260 | 531,003 | |

| | A | AB | AC | AD | AE | AF | AG |
|-----|---|-----------------|-----------|-----------|--------------|--------------|----|
| 1 | | | | | | | |
| 2 | Operating Budget - <i>Project-Based</i> | | | | | | |
| 3 | For the Fiscal Year Ending March 31, 2018 | | | | | | |
| 4 | | 07,10,15,21,25 | | 04 | 14,16,17,18 | 13,20,22,24 | |
| 5 | | Scattered Sites | Elderly | Wyandotte | Elderly East | Elderly West | |
| 6 | | 54 | Totals | 55 | 56 | 57 | |
| 55 | | | | | | | |
| 56 | Tenant Service Salaries | | | | | | |
| 57 | Tenant Service Materials | | | | | | |
| 58 | Tenant Service Contract Costs | 1,363 | 9,252 | 2,415 | 3,974 | 2,862 | |
| 59 | Resident Ass'n Cost | 2,044 | 13,877 | 3,623 | 5,961 | 4,294 | |
| 60 | Total Tenant Service Expenses | 3,407 | 23,129 | 6,039 | 9,934 | 7,156 | |
| 61 | | | | | | | |
| 62 | Water | 45,011 | 183,261 | 53,905 | 79,604 | 49,752 | |
| 63 | Electricity | 16,149 | 1,078,147 | 441,743 | 410,682 | 225,722 | |
| 64 | Gas | 20,662 | 68,880 | 15,160 | 30,238 | 23,482 | |
| 65 | Other Utilities | 32,066 | 146,365 | 41,319 | 68,788 | 36,258 | |
| 66 | Total Utilities Expenses | 113,888 | 1,476,653 | 552,127 | 589,312 | 335,214 | |
| 67 | | | | | | | |
| 68 | Maintenance Labor | 9,404 | 1,191,865 | 393,744 | 381,701 | 416,420 | |
| 69 | Plumbing | 3,260 | 5,200 | 1,000 | 2,600 | 1,600 | |
| 70 | Paint & Supplies | 237 | 343 | 170 | 75 | 98 | |
| 71 | Glass, Windows, Doors | 2,190 | 9,521 | 1,980 | 4,532 | 3,009 | |
| 72 | Janitorial Supplies | | 300 | 300 | | | |
| 73 | Lawn Mowers/Tractors | | 260 | 60 | | 200 | |
| 74 | Lawn Supplies | | 230 | 120 | 110 | | |
| 75 | Gas and Oil | | | | | | |
| 76 | Trucks and Auto Parts | | 224 | 52 | 15 | 157 | |
| 77 | Refrigerators/Ranges | | 11,010 | 6,520 | 1,060 | 3,430 | |
| 78 | Heating & A/C | 5,000 | 29,124 | 12,500 | 11,000 | 5,624 | |
| 79 | Tools | | 530 | 200 | 300 | 30 | |
| 80 | Electrical | | 10,535 | 1,300 | 8,035 | 1,200 | |
| 81 | Carpentry | | 3,072 | 772 | 2,300 | | |
| 82 | Flooring | | | | | | |
| 83 | Extermination | | 400 | | 400 | | |
| 84 | Expendable Equipment | 14,879 | 40,060 | 15,174 | 16,443 | 8,443 | |
| 85 | Discounts Taken | | | | | | |
| 86 | Other Materials | 90 | 4,247 | 2,875 | 1,161 | 211 | |
| 87 | Total Material Expenses | 25,656 | 115,056 | 43,023 | 48,031 | 24,002 | |
| 88 | Plumbing | 4,700 | 27,400 | 2,900 | 18,000 | 6,500 | |
| 89 | Glass/Door Repair | 1,500 | 4,200 | 700 | 2,500 | 1,000 | |
| 90 | Janitorial/Cleaning | 13,500 | 9,700 | 3,000 | 3,700 | 3,000 | |
| 91 | Mower/Tractor Repair | | | | | | |
| 92 | Automotive | | 340 | | 340 | | |
| 93 | Appliances | | | | | | |
| 94 | Heating & A/C | 3,000 | 65,400 | 10,400 | 25,000 | 30,000 | |
| 95 | Tool/EQ Rent/Repair | | 250 | | 250 | | |
| 96 | Electrical | 1,400 | 27,400 | 4,700 | 15,000 | 7,700 | |
| 97 | Water Meter Repair | | | | | | |
| 98 | Carpet Replacement | 1,400 | 28,800 | | 23,400 | 5,400 | |
| 99 | Extermination | 1,000 | 98,300 | 32,000 | 32,100 | 34,200 | |
| 100 | Elevator | | 69,000 | 14,000 | 32,000 | 23,000 | |

| | A | AB | AC | AD | AE | AF | AG |
|-----|---|-----------------|-------------|-------------|--------------|--------------|----|
| 1 | | | | | | | |
| 2 | Operating Budget - <i>Project-Based</i> | | | | | | |
| 3 | For the Fiscal Year Ending March 31, 2018 | | | | | | |
| 4 | | 07,10,15,21,25 | | 04 | 14,16,17,18 | 13,20,22,24 | |
| 5 | | Scattered Sites | Elderly | Wyandotte | Elderly East | Elderly West | |
| 6 | | 54 | Totals | 55 | 56 | 57 | |
| 101 | Garbage | 12,000 | 49,200 | 17,000 | 19,000 | 13,200 | |
| 102 | Communications | 100 | 750 | 50 | 300 | 400 | |
| 103 | Typewriters | | | | | | |
| 104 | Copier Maintenance | 800 | 5,300 | 800 | 2,500 | 2,000 | |
| 105 | Computer Hardware | 100 | 2,000 | 900 | 1,000 | 100 | |
| 106 | Other Office Maintenance | | | | | | |
| 107 | Water Improvements | | 6,900 | 600 | 2,700 | 3,600 | |
| 108 | Other Bldg Maintenance | 32,200 | 17,800 | 5,400 | 9,200 | 3,200 | |
| 109 | Travel - Maintenance | | 800 | 100 | 500 | 200 | |
| 110 | Other Grounds Maintenance | 40,000 | 46,000 | 15,000 | 16,000 | 15,000 | |
| 111 | Fee for Services - Central Office | 268,645 | 614,893 | 464,119 | 85,742 | 65,032 | |
| 112 | Other Contract Costs | 100 | 200 | | 150 | 50 | |
| 113 | Total Contract Expenses | 380,445 | 1,074,633 | 571,669 | 289,382 | 213,582 | |
| 114 | Total Maintenance Expenses | 415,505 | 2,381,554 | 1,008,436 | 719,114 | 654,004 | |
| 115 | | | | | | | |
| 116 | Protective Services Labor | | | | | | |
| 117 | Protective Services Materials | | | | | | |
| 118 | Protective Services Contract | 10,000 | 117,298 | 59,076 | 34,751 | 23,470 | |
| 119 | Total Prot Serv Expenses | 10,000 | 117,298 | 59,076 | 34,751 | 23,470 | |
| 120 | Terminal Leave Payments | | | | | | |
| 121 | Insurance (Prop, Liability, Work Comp, Other) | 47,572 | 222,444 | 47,692 | 96,280 | 78,472 | |
| 123 | Employee Benefit Contributions | 20,538 | 598,527 | 182,630 | 211,975 | 203,921 | |
| 124 | Collection Losses | 27,810 | 83,420 | 26,340 | 45,170 | 11,910 | |
| 125 | Other General Expenses | 349 | 4,496 | 1,237 | 1,624 | 1,635 | |
| 126 | Interest Expense on Notes Payable | 51,833 | 371,065 | 93,677 | 160,552 | 116,836 | |
| 127 | Interest on Security Deposits | 239 | 1,276 | 257 | 484 | 535 | |
| 128 | Total General Expenses | 148,341 | | 351,833 | 516,085 | 413,310 | |
| 129 | Total Routine Expenses | 889,660 | | 2,350,604 | 2,535,457 | 1,964,157 | |
| 130 | | | | | | | |
| 139 | | 889,660 | 6,850,218 | 2,350,604 | 2,535,457 | 1,964,157 | |
| 140 | Net Income (Deficit) | 344,364 | (680,953) | (657,205) | 57,686 | (81,435) | |
| 141 | | | | | | | |
| 142 | Unrestricted Net Assets (Reserve): | | | | | | |
| 143 | FYE 03/31/2016 Balance | 224,475 | (1,771,587) | (2,073,185) | (175,337) | 476,935 | |
| 144 | Adjust for GASB 68 Expense | 89,520 | 1,403,549 | 425,492 | 552,823 | 425,234 | |
| 145 | Projected Income/Deficit - FYE 03/31/2017 | 89,330 | (343,033) | (268,012) | 4,345 | (79,366) | |
| 146 | FYE 03/31/2017 Estimated Balance | 403,325 | (711,071) | (1,915,705) | 381,831 | 822,803 | |
| 147 | Budgeted Income/Deficit - FYE 03/31/2018 | 344,364 | (680,953) | (657,205) | 57,686 | (81,435) | |
| 148 | Estimated Reserve - New Budget Year | 747,689 | (1,392,024) | (2,572,910) | 439,517 | 741,368 | |
| 149 | | | | | | | |
| 150 | | | | | | | |
| 151 | | | | | | | |