

HOUSING AUTHORITY

of the City of Jefferson, Missouri

1040 Myrtle Ave Post Office Box 1029
FAX 573-635-9680 Zip Code 65102-1029
573-635-6163/Voice/TDD



Cynthia Quetsch
Executive Director

November 12, 2020

Mr. Larry Vincent, Commissioner
Mrs. Donna White, Commissioner
Mr. Dennis Mueller, Commissioner
Mr. Larry Kolb, Commissioner
Mr. Bob Weber, Commissioner
Ms. Dian Cain, Commissioner
Mr. Todd Miller, Legal Counsel

KLIK Radio Station
KRCG Television Station
KWOS Radio Station
KJMO Radio Station
KMIZ Television Station
KOMU Television Station
Jefferson City News Tribune

Dear Ladies and Gentlemen:

You are hereby notified of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri. This meeting is to be held **Tuesday November 17, 2020 at 7:30 a.m.** via zoom.

Join Zoom Meeting

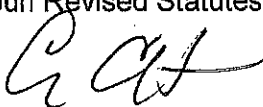
<https://us02web.zoom.us/j/6311355730?pwd=bSsvVG8zaXZCQktBcHQ3d29nOXZhUT09>

Meeting ID: 631 135 5730


Passcode: 940700

Dial in 1 312 626 6799 and use above meeting ID and password

There will also be an Executive Session to deal with matters of real estate, personnel and litigation pursuant to Section 610.021(1), (2), (3) and (8) RSMo, and other matters pursuant to the applicable provisions of Chapter 610, of the Missouri Revised Statutes, commonly referred to as the "Sunshine Law".


Cynthia Quetsch
Executive Director

I, Cynthia Quetsch, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of Jefferson, Missouri DO HEREBY CERTIFY that I caused the above and foregoing NOTICE dated November 12, 2020, to be delivered to each and every Commissioner of the Housing Authority of the City of Jefferson, Missouri, serving them with Notice of the Regular Meeting in the manner provided in the by-laws and have complied with applicable provisions of the Missouri Revised Statutes, Title XXXIX, Chapter 610, commonly referred to as the "Sunshine Law".


Cynthia Quetsch
Executive Director

COMMISSIONERS

Larry Vincent
Chairman

Larry Kolb
Vice Chair

Dennis Mueller

Donna White

Bob Weber

Dian Cain



***Jefferson City Housing Authority
Agenda for Open Session Meeting***

October 20, 2020
7:30 a.m.
Virtual meeting

The link for the meeting for Board members, staff and the public:

Join Zoom Meeting

<https://us02web.zoom.us/j/6311355730?pwd=bSsvVG8zaXZCQktBcHQ3d29nOXZhUT09>

Meeting ID: 631 135 5730

Passcode: 940700

To participate by phone Dial 1 312 626 6799 and use the ID and password above

1. Call meeting to Order
2. Election of Officers
3. Informational Items
4. Consent Agenda
 - a. Approval of Minutes October 20, 2020
 - b. List of Disbursements October, 2020
 - c. Occupancy Report October 2020
5. Resolution: Write-off (collection loss) of tenant accounts receivable October 2020
6. Approval of the 2021 Budget
7. Approval of the 5 year Capital Plan
8. Update on the Bolivar and McCarty lot development
9. Update on East Capitol Avenue Urban Renewal Plan
10. Update on Capital City Apartments
11. Update on the Dulle Tower renovations
12. Resolution approving roofing contractor for tax credit properties
13. Next meeting date
14. Move to closed/executive session under RSMo 610.021 (1) & (2) & (3) & (8)
15. Return to open session
16. Adjourn Meeting

ANNUAL MEETING

EXECUTIVE DIRECTOR'S REPORT BOARD OF COMMISSIONERS MEETING AGENDA PROLOGUE

November 17, 2020 Meeting

The Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, will be held electronically at 7:30 a.m., November 217, 2020 using a Zoom platform. The link for the meeting for Board members, staff and the public:

Join Zoom Meeting

<https://us02web.zoom.us/j/6311355730?pwd=bSsvVG8zaXZCQktBcHQ3d29nOXZhUT09>

Meeting ID: 631 135 5730

Passcode: 940700

To participate by phone Dial 1 312 626 6799 and use the ID and password above

ROLL CALL

Election of Officers

INFORMATIONAL ITEMS:

- A. Monthly Financial Statements for October 2020 (Exhibit A)
- B. October 2020 Family Self-Sufficiency (FSS) Report. (Exhibit B)
- C. MHAPCI requirements for Directors and Officers Insurance
- D. Herron CARES Act fund from the County check received

***1. CONSENT AGENDA**

- A. Approval of the Regular Meeting Minutes of October, 2020. (Exhibit 1-A)
- B. List of Disbursements* for the month of October 2020 (Exhibit 1-B)
- *Note: All checks regarding tenants or former tenants are shown in Executive Session
- C. Occupancy Report for the month of October 2020 (Exhibit 1-C)

***2. Resolution Approving the Write-off (Collection Loss) of Tenant Accounts Receivable.**

This is the monthly report of removing debt from former tenants from our books for the month of October 2020. (Exhibit 2)

***3. Approval of the 2021 Budget**

The proposed budget is attached. Cindy Reeves, CFO, is prepared to answer any questions. While the bottom line shows an overall loss to the Housing Authority that is misleading. The

proposal anticipates remodeling work in Hamilton which may necessitate a loan as Hamilton's reserves are not sufficient to both upgrade the elevator and replace the sewer lines and cabinets. In addition cash reserves do not show up in the budget, but are sufficient to permit the Authority to continue ongoing operations. (Exhibit 3)

***4. Approval of the 5 year Capital Plan**

HUD requires that Housing Authorities prepare a 5 year plan every year forecasting how the capital funds will be used. This is what we anticipate needing/using in public capital improvements over the next 5 years. (Exhibit 4)

5. Update Bolivar and McCarty lot development

Oakbrook Properties anticipates a delay in starting construction so that it will not be within the 6 months of closing. Delay caused by rezoning process. No action required at this time. (Exhibit 5)

6. Update on East Capitol Avenue Urban Renewal Plan

- **105 Jackson**

Sale from HCJ to LN Construction & Exteriors closed on November 2, 2020.

- **608 East State Street**

Dustin Long was sent the contract to be signed by the new owner prior to transfer. We have not seen the signed document yet. The City notified us that demolition had started without the required permits.

7 Update on Capital City Apartments

Still not complete due to health of the contractors. Mostly punch list items left.

8. Update on Dulle Tower Renovations

Still not at full capacity but are getting closer. Running a TV advertisement to see if we can get more applicants.

9. Update on the Housing Authority operations as adjusted to deal with COVID 19

We are seeing more positive COVID tests in public housing. Senior facilities have not had a positive case for several weeks. Number in the community are rising.

We have had some training on the new housing software which will enable staff to continue full operations even when the office is closed. The training was not as user friendly as we had anticipated and caused stress for the staff. The first week did not include sufficient hands on training. The old software contract expires December 31, 2020 so we need to get staff up to speed.

Instead of having a Thanksgiving potluck dinner for the senior facilities where the Housing Authority supplies the turkey, stuffing and potatoes, we are providing carry out meals from the Senior Nutrition to residents who replied to the invitation.

We have not scheduled a holiday party this year. If in January things are under control we may try and do something then.

***10. Resolution awarding the contract for roof replacement on the tax credit properties**

The insurance company assisted in the initial evaluation of the bids and approved two companies. The lowest bidder of the two is Construction Management. (Exhibit 10)

Regular Meeting: The third Tuesday in December is the 15th.

EXECUTIVE SESSION:

Litigation/confidential or privileged communications	610.021(1)
Real estate	610.021(2)
Personnel	610.021(3)
Welfare cases of identifiable individuals	610.021(8)

Adjourn Meeting

Housing Authority Funds
BALANCE SHEET
As of October 31, 2020 and 2019

Exhibit A

ASSETS

	<u>2020</u>	<u>2019</u>
ASSETS		
Cash and cash equivalents	\$ 2,475,482.62	\$ 2,381,977.29
Investments	4,944,335.05	4,211,933.11
Total cash and cash equivalents	<u>7,419,817.67</u>	<u>6,593,910.40</u>
Accounts receivable		
Interest receivable	166,992.08	149,982.91
Tenants	179,735.50	166,076.55
Other	1,384,359.90	1,261,444.31
Allowance for doubtful accounts	(413,745.26)	(397,332.46)
Due from other programs	274,236.31	148,123.86
Total account receivable	<u>1,591,578.53</u>	<u>1,328,295.17</u>
Inventories	77,335.95	83,756.78
Land, Structures and Equipment	11,402,957.06	11,497,925.85
Accumulated depreciation	(4,774,852.40)	(4,659,193.68)
Prepaid Insurance	44,530.81	37,128.35
TOTAL ASSETS	<u>\$ 15,761,367.62</u>	<u>\$ 14,881,822.87</u>

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES		
Vendors and contractors	\$ 305,961.12	\$ 190,587.76
Deposits held in trust	103,510.87	117,447.33
Accrued Compensated Balances	105,429.38	99,504.85
Total Current Liabilities	<u>514,901.37</u>	<u>407,539.94</u>
Prepaid - Participant	9,523.20	11,295.10
Total Liabilities	<u>524,424.57</u>	<u>418,835.04</u>
EQUITY		
Retained earnings	14,415,662.99	13,532,955.26
Net Income or (Loss)	821,280.06	930,032.57
Total Equity	<u>15,236,943.05</u>	<u>14,462,987.83</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 15,761,367.62</u>	<u>\$ 14,881,822.87</u>

Housing Authority Funds
INCOME STATEMENT
For the Period Ending October 31, 2020 and 2019

	Current YTD	Prior YTD	Total Budget 2021	Budget Variance	Percent of Budget
Revenues					
Rental Income	\$ 377,937.00	\$ 377,402.92	\$ 629,805.00	\$ 251,868.00	39.99
Housing Assistance	1,267,424.00	1,306,786.16	2,215,435.00	948,011.00	42.79
Subsidy	1,269,263.30	1,178,500.74	2,271,945.00	1,002,681.70	44.13
Management fees	130,889.84	127,603.52	236,577.00	105,687.16	44.67
Interest Income	2,027.75	44,038.01	85,661.00	83,633.25	97.63
Other Income	416,834.20	512,561.49	238,965.00	(177,869.20)	(74.43)
Total Revenues	3,464,376.09	3,546,892.84	5,678,388.00	2,214,011.91	38.99
Administration Expense					
Salaries	328,448.85	338,151.25	602,941.00	274,492.15	45.53
Legal	30,214.12	48,666.75	74,700.00	44,485.88	59.55
Training	1,197.96	2,688.53	9,150.00	7,952.04	86.91
Travel	99.08	145.68	350.00	250.92	71.69
Audit Expense	21,820.00	21,545.00	22,400.00	580.00	2.59
Fringe Benefits	163,419.30	175,529.42	281,093.00	117,673.70	41.86
Sundry	117,340.54	78,209.31	197,607.00	80,266.46	40.62
Total Administration	662,539.85	664,935.94	1,188,241.00	525,701.15	44.24
Management Fee	54,932.64	59,675.28	101,293.00	46,360.36	45.77
Tenant Services					
Salaries	4,518.61	4,319.13	7,734.00	3,215.39	41.57
Fringe Benefits	2,426.31	2,478.34	3,759.00	1,332.69	35.45
Contracts	42,000.00	40,471.62	57,810.00	15,810.00	27.35
Total Tenant Services	48,944.92	47,269.09	69,303.00	20,358.08	29.38
Utilities	197,219.16	201,751.11	439,650.00	242,430.84	55.14
Maintenance Expense					
Salaries	131,383.03	135,645.75	242,875.00	111,491.97	45.91
Fringe Benefits	71,762.38	77,506.94	127,850.00	56,087.62	43.87
Maintenance Materials	82,396.00	102,564.46	165,400.00	83,004.00	50.18
Maintenance Contracts	420,715.77	423,894.11	650,800.00	230,084.23	35.35
Total Maintenance	706,257.18	739,611.26	1,186,925.00	480,667.82	40.50
General Expense					
General Expense	2,396.99	1,913.48	3,400.00	1,003.01	29.50
Insurance	126,266.49	109,954.95	205,806.00	79,539.51	38.65
PILOT/Transfer out	185,749.00	172,639.00	177,640.00	(8,109.00)	(4.56)
Last FY Fringes	30.24	(471.46)	0.00	(30.24)	0.00
Total General	314,442.72	284,035.97	386,846.00	72,403.28	18.72
Non-Routine Expense	9,446.98	(23,978.95)	2,388,669.00	2,379,222.02	99.60
Housing Assistance payments	649,312.58	643,560.57	1,090,000.00	440,687.42	40.43
Total Expenses	2,643,096.03	2,616,860.27	6,850,927.00	4,207,830.97	61.42
Net Income (Loss)	\$ 821,280.06	\$ 930,032.57	\$ (1,172,539.00)	\$ (1,993,819.06)	170.04

**Managed Properties - Tax Credit
BALANCE SHEET
As of October 31, 2020 and 2019**

ASSETS

	<u>2020</u>	<u>2019</u>
ASSETS		
Cash and cash equivalents	\$ (46,238.19)	\$ 25,887.09
Reserves	1,454,124.57	1,494,129.43
Mortgage escrow	<u>64,839.74</u>	<u>65,937.26</u>
Total cash and cash equivalents	<u>1,472,726.12</u>	<u>1,585,953.78</u>
Accounts receivable		
Due from other programs	11,166.00	27,319.00
Other	<u>15,365.00</u>	<u>26,432.63</u>
Total account receivable	<u>26,531.00</u>	<u>53,751.63</u>
Fixed Assets		
Land, Structures and Equipment	22,492,171.47	22,312,301.52
Accumulated Depreciation	<u>(9,920,027.77)</u>	<u>(9,372,757.77)</u>
Total fixed assets	<u>12,572,143.70</u>	<u>12,939,543.75</u>
Ground Lease	693,114.00	699,227.00
Development Costs	210,417.70	222,677.70
Prepaid Insurance	<u>29,711.16</u>	<u>27,552.14</u>
Total other assets	<u>933,242.86</u>	<u>949,456.84</u>
TOTAL ASSETS	<u>\$ 15,004,643.68</u>	<u>\$ 15,528,706.00</u>

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES		
Vendors and contractors	\$ 863,180.68	\$ 857,374.51
Accrued interest payable	355,815.24	317,374.16
Deposits held in trust	76,795.11	79,407.53
Prepaid rents	9,328.00	8,456.83
Accrued Compensated Balances	<u>43,677.89</u>	<u>38,696.34</u>
Total Current Liabilities	<u>1,348,796.92</u>	<u>1,301,309.37</u>
Long Term Debt	6,979,440.72	7,175,367.56
Total Liabilities	<u>8,328,237.64</u>	<u>8,476,676.93</u>
EQUITY		
Retained earnings	6,412,187.61	6,885,296.06
Net Income or (Loss)	<u>264,218.43</u>	<u>166,733.01</u>
Total Equity	<u>6,676,406.04</u>	<u>7,052,029.07</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 15,004,643.68</u>	<u>\$ 15,528,706.00</u>

Managed Properties - Tax Credit
INCOME STATEMENT
For the Period Ending October 31, 2020 and 2019

	Current YTD	Prior YTD	Total Budget 2020	Budget Variance	Percent of Budget
Revenues					
Rental Income	\$ 745,291.00	\$ 749,608.00	\$ 952,422.00	\$ 207,131.00	21.75
Housing Assistance	905,120.00	909,189.00	1,161,908.00	256,788.00	22.10
Interest Income	10,311.40	14,056.84	11,940.00	1,628.60	13.64
Other Income	61,118.37	40,244.53	40,200.00	(20,918.37)	(52.04)
Total Revenues	<u>1,721,840.77</u>	<u>1,713,098.37</u>	<u>2,166,470.00</u>	<u>444,629.23</u>	<u>20.52</u>
Administration Expense					
Salaries	137,791.96	139,353.52	170,840.00	33,048.04	19.34
Legal	5,486.67	3,818.34	7,275.00	1,788.33	24.58
Training	405.57	2,499.22	6,700.00	6,294.43	93.95
Audit Expense	22,300.00	30,000.00	28,300.00	6,000.00	21.20
Fringe Benefits	67,889.07	73,715.98	101,275.00	33,385.93	32.97
Sundry	111,702.13	88,023.00	82,671.00	(29,031.13)	(35.12)
Total Administration	<u>345,575.40</u>	<u>337,410.06</u>	<u>397,061.00</u>	<u>51,485.60</u>	<u>12.97</u>
Management Fee	<u>102,030.00</u>	<u>90,336.00</u>	<u>127,312.00</u>	<u>25,282.00</u>	<u>19.86</u>
Tenant Services	<u>44,161.62</u>	<u>47,716.19</u>	<u>56,990.00</u>	<u>12,828.38</u>	<u>22.51</u>
Utilities	<u>195,559.77</u>	<u>198,849.08</u>	<u>283,250.00</u>	<u>87,690.23</u>	<u>30.96</u>
Maintenance Expense					
Salaries	103,119.28	110,430.33	130,463.00	27,343.72	20.96
Fringe Benefits	50,558.14	58,056.56	68,230.00	17,671.86	25.90
Maintenance Materials	76,863.24	119,560.79	151,575.00	74,711.76	49.29
Maintenance Contracts	240,648.72	256,199.15	320,475.00	79,826.28	24.91
Total Maintenance	<u>471,189.38</u>	<u>544,246.83</u>	<u>670,743.00</u>	<u>199,553.62</u>	<u>29.75</u>
General Expense					
General Expense	(18,090.62)	(28,584.12)	7.00	18,097.62	258,537.43
Property Insurance	75,322.29	69,322.80	84,430.00	9,107.71	10.79
Last FY Fringes	(247.84)	(278.59)	0.00	247.84	0.00
Interest Expense	200,318.53	207,472.34	233,712.00	33,393.47	14.29
Total General	<u>257,302.36</u>	<u>247,932.43</u>	<u>318,149.00</u>	<u>60,846.64</u>	<u>19.13</u>
Nonroutine Expenses	<u>41,803.81</u>	<u>79,874.77</u>	<u>325.00</u>	<u>(41,478.81)</u>	<u>(12,762.71)</u>
Total Expenses	<u>1,457,622.34</u>	<u>1,546,365.36</u>	<u>1,853,830.00</u>	<u>396,207.66</u>	<u>21.37</u>
Net Income (Loss)	<u>\$ 264,218.43</u>	<u>\$ 166,733.01</u>	<u>\$ 312,640.00</u>	<u>\$ 48,421.57</u>	<u>15.49</u>

Managed Properties - HAP Subsidized
BALANCE SHEET
As of October 31, 2020 and 2019

ASSETS

	<u>2020</u>	<u>2019</u>
ASSETS		
Cash and cash equivalents	\$ 36,696.26	\$ 43,131.73
Total cash and cash equivalents	<u>36,696.26</u>	<u>43,131.73</u>
Accounts receivable		
Tenants	75.00	0.00
Due from other programs	<u>0.00</u>	<u>(276.00)</u>
Total account receivable	<u>75.00</u>	<u>(276.00)</u>
Land, Structures and Equipment	1,169,885.88	1,172,888.88
Accumulated Depreciation	<u>(791,821.22)</u>	<u>(749,995.01)</u>
Total Fixed Assets	<u>378,064.66</u>	<u>422,893.87</u>
Prepaid Insurance	<u>1,067.49</u>	<u>1,245.75</u>
TOTAL ASSETS	<u>\$ 415,903.41</u>	<u>\$ 466,995.35</u>

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES		
Vendors and contractors	\$ 2,482.68	\$ 40,759.41
Prepaid Rents	5,093.00	3,529.00
Deposits held in trust	4,132.07	3,904.55
Accrued Compensated Balances	<u>1,506.13</u>	<u>0.00</u>
Total Current Liabilities	<u>13,213.88</u>	<u>48,192.96</u>
Total Liabilities	<u>13,213.88</u>	<u>48,192.96</u>
EQUITY		
Retained earnings	385,300.03	404,877.89
Net Income or (Loss)	<u>17,389.50</u>	<u>14,124.50</u>
Total Equity	<u>402,689.53</u>	<u>418,802.39</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 415,903.41</u>	<u>\$ 466,995.35</u>

Managed Properties - HAP Subsidized
INCOME STATEMENT
For the Period Ending October 31, 2020 and 2019

	Current YTD	Prior YTD	Total Budget 2021	Budget Variance	Percent of Budget
Revenues					
Rental Income	\$ 43,172.00	\$ 42,969.00	\$ 74,352.00	\$ 31,180.00	41.94
Housing Assistance	15,215.00	14,963.00	25,296.00	10,081.00	39.85
Interest Income	8.92	15.30	18.00	9.08	50.44
Total Revenues	58,395.92	57,947.30	99,666.00	41,270.08	41.41
Administration Expense					
Salaries	3,157.17	3,489.37	4,521.00	1,363.83	30.17
Training	0.00	0.00	500.00	500.00	100.00
Audit Expense	3,920.00	4,090.00	4,200.00	280.00	6.67
Fringe Benefits	1,709.81	1,997.32	3,008.00	1,298.19	43.16
Sundry	1,373.63	2,107.51	2,699.00	1,325.37	49.11
Total Administration	10,160.61	11,684.20	14,928.00	4,767.39	31.94
Management Fee	4,787.20	4,874.24	7,972.00	3,184.80	39.95
Utilities	13,238.81	13,599.23	28,750.00	15,511.19	53.95
Maintenance Expense					
Salaries	3,408.37	4,434.77	9,057.00	5,648.63	62.37
Fringe Benefits	14.00	27.27	717.00	703.00	98.05
Maintenance Materials	3,271.26	2,212.36	10,450.00	7,178.74	68.70
Maintenance Contracts	2,326.68	2,858.62	10,600.00	8,273.32	78.05
Total Maintenance	9,020.31	9,533.02	30,824.00	21,803.69	70.74
General Expense					
General Expense	0.00	0.00	4.00	4.00	100.00
Property Insurance	3,799.49	4,132.11	7,200.00	3,400.51	47.23
Total General	3,799.49	4,132.11	7,204.00	3,404.51	47.26
Total Expenses	41,006.42	43,822.80	89,678.00	48,671.58	54.27
Net Income (Loss)	\$ 17,389.50	\$ 14,124.50	\$ 9,988.00	\$ (7,401.50)	(74.10)

October 2020 Monthly Report
Family Self-Sufficiency Program
October 1-31, 2020
CURRENT FSS Participants: 30
Graduates: Total to date: 22

It seems the monthly report has begun with Money Smart for a while now and that is because it remains as our top class priority. Dana Alderman, Director of Business Development at River Region Credit Union and Advisory Board Member continues to facilitate this class and is doing an excellent job! The participants are doing very well and learning every aspect of their money.

As stated before, once Money Smart is completed, we will resume our regular class schedule. With the Covid virus and everything else that's going on in the lives of our families, we felt it was best to take advantage of this time and availability of Ms. Alderman to run the Money Smart classes until they were completed by all current families. That will happen in the next few months.

Social Distancing is being utilized as well as mandatory face coverings. Instead of setting up tables/chairs, we are utilizing chairs only for classes to maintain an acceptable distance between participants. We also utilize hand sanitizer and an air purifier with a hepa filter. Julie and I also sanitize the chairs and anything else used during class time to maintain the office and classroom area "as safe as possible".

Another rule we have re-enforced for class, is that children are not allowed as we simply do not have room to safely socially distance with extra bodies. We are paying for childcare for any participant that needs it during class time – and some are utilizing this.

During the month of October, we were able to help our families with food from our food pantry, clothing, bus passes, gas cards and childcare. We also worked with several other organizations, businesses, churches, and schools on behalf of our families. They each have different needs and we try to help meet those needs.

Our participants need the support of one another and look forward to "class" day each week. Personally, I look forward to it as well. Many of the participants do not have many friends or people they trust so having that support, friendship, and encouragement every week is particularly important to their mental and emotional wellbeing.

HUD continues to answer questions, provide great communication tips and program support. They have set up a site for any FSS Coordinator to ask questions, list situations and obtain support from peers. It has been great to visit with many of the others in this way.

We are providing our participants with free counseling for their mental, emotional, physical, and financial health as well as their spiritual well-being. We have counselors, pastors and other professionals who have stepped up and are providing their services pro-bono for us at this time. We are offering nutritional help, transportation, and other necessary things our participants need. We are also providing other things our participants needed...friendship, encouragement, support, and someone to keep them accountable.

REMINDER FROM LAST MONTH: Organizations that would normally help our families with Thanksgiving food, Christmas help and other holiday things are having to cut back drastically due to issues brought on primarily due to Covid. Therefore, at the Redeem Project, we are stepping up and hoping to provide Thanksgiving baskets to our FSS families and we are taking care of them for Christmas as well.

I've thought about this, prayed about it, and cried about the situation and I'm not sure how Redeem will make this work for our families, but I trust and have the faith that the money and items will come through so that our families can enjoy the blessing of the Thanksgiving holiday with their friends and family and not have to worry about food.

Please consider any help, advice, or donation you might be able to give toward this effort. Our families have worked so hard this year and it was a blow to them to hear many would not receive any help for Thanksgiving.

As always, we thank you for your support and encouragement! Everyone stay safe and keep in touch with your neighbors and loved ones. The participants and I are texting and calling a minimum of twice a week just to check up on each other. Thank you for all you do. Happy and blessed Thanksgiving to you and your family!

Respectfully submitted,

Vicki K Bullock

Vicki K Bullock FSS Coordinator

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
OCTOBER 20, 2020

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 7:30 a.m. on Tuesday, October 20, 2020, via in-person and Zoom meeting.

ROLL CALL: On roll call, the following were in attendance: Chairman Larry Vincent, Vice-Chairman Larry Kolb; Commissioners Dennis Mueller, Donna White, Bob Weber and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Michelle Wessler, Chief Housing Officer; Todd Miller, Legal Counsel; Diana Walters, and Amy VanOvershelde Administrative Assistants; Michael Lester, City Councilman; Carrie Tergin, Mayor, Holly Stitt, Dan Lester, Jim Wisch, Dustin Long and a member of the press.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	11-12	9-10
Mueller	12-12	9-10
Kolb	12-12	8-10
White	11-12	8-10
Weber	12-12	6-7
Cain	12-12	4-4

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets, and Income Statements for September 2020 was presented.
- B. The September 2020 Family Self Sufficiency program monthly report was presented.
- C. There has been a change in payment standards for the voucher program.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for September 17, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of September 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of September 2020. (Exhibit 1-C)

Commissioner White made the motion to approve the Consent Agenda. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4750

RESOLUTION APPROVING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of September for Hamilton, Hyder and Public Housing in the amount of \$15,840.51. Commissioner White seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 10/20/2020)

REQUEST FOR WATER LINE EASEMENT FROM CATHOLIC CHARITIES

There was discussion with Jim Wisch and Dan Lester regarding the need for a new water line to the Catholic Charities building. The current line runs under the LaSalette Apartments. The new line would be more accessible for repairs. Mr. Wisch also asked the Housing Authority to share 50% the cost with Catholic Charities. The cost of the new line is \$21,000.00. Vice Chair Kolb made a motion to approve the easement. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. Vice Chair Kolb also made the motion to approve up to \$10,000.00 of the cost for the new line and the metered cost will be Catholic Charities expense. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

105 Jackson Street

There was discussion regarding the transfer of the property to Chris Stepnoski. Todd Miller will discuss the Warranty Deed with the attorney for The Historic City of Jefferson (HCl) and make necessary changes.

103 Jackson Street

There was discussion regarding the location of tree that was blocking internet services to 103 Jackson Street. The owner has resolved the issue and no further action is needed at this time.

608 East State Street

Dustin Long has acquired an interested party to demolish the building at 608 East State Street. Discussion on the transfer of property was moved to closed session for legal advice on options to proceed.

UPDATE ON CAPITAL CITY APARTMENTS

There continues to be delays in occupying units at Capital City Apartments due to Covid affecting the construction crew.

The rent increase was approved in the appeal process by MHDC which will increase cash flow at the property.

UPDATE ON DULLE TOWER RENOVATIONS

Filling the vacant units at Dulle Tower has been a challenge due to Covid19. There are currently 30 vacant units. We will increase advertisement for the property with an ad to run on TV.

UPDATE ON HOUSING AUTHORITY OPERATIONS AS ADJUSTED TO DEAL WITH COVID 19

The administration office remains locked with only a few staff working in the building at one time. We have 50% in the office working every other day. Maintenance work each day doing all work orders. Maintenance has started performing preventive maintenance inspections which we adjusted to minimize contact in units. Social distancing, masks and hand washing are required when in units or meeting with tenants. Appointments with tenants and applicants are by appointment only. We applied for COVID assistance from Cole County but were not awarded in Phase 2. We will apply again in Phase 3.

RESOLUTION NO. 4751

RESOLUTION AWARDING THE CONTRACT FOR DECK REPLACEMENT IN PUBLIC HOUSING TO PETER WANSING-SPI ENTERPRISES

After a request for sealed bids to replace decks two bids were received. Commissioner Mueller made the motion to award the contract to Peter Wansing-SPI Enterprises for deck replacement in public housing. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #8 10/20/2020)

RESOLUTION NO. 4752

RESOLUTION AWARDING THE CONTRACT FOR ROOF REPLACEMENT IN PUBLIC HOUSING TO GUARANTEE ROOFING

After a request for sealed bids for roof replacement due to the hail storm 6 bids were received. MHAPCI (the insurance company) approved Guarantee Roofing for the roof replacement. Commissioner Weber made a motion to approve Guarantee Roofing for roof replacement. Vice Chair Kolb seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #9 10/20/20/20)

RESOLUTION NO. 4753

RESOLUTION AWARDING THE CONTRACT FOR HEALTH INSURANCE TO HOUSING BENEFITS PLAN VALUE PPO

After reviewing health insurance staff determined that Housing Benefits Plan Value PPO is the best option based on cost and no change to the benefits. Commissioner White made the motion to approve Housing Benefits Plan PPO Value for employee health benefits. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4754

RESOLUTION AWARDING THE CONTRACT FOR DENTAL INSURANCE TO HOUSING BENEFITS PLAN

After reviewing the proposal from Housing Benefits Plan and Delta Dental staff determined that Housing Benefits Plan is the best option as the benefits remain the same as last year. Commissioner White made the motion to approve Housing Benefits Plans for employee dental benefits. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Mayor Tergin thanked the Board for their work on the Capitol Avenue Urban Renewal. Mike Lester also thanked the Board for the work done on Urban Renewal.

NEXT MEETING: The regular meeting will be at 7:30 a.m. Tuesday November 17, 2020.

Commissioner Mueller made the motion to adjourn into Executive Session for the purpose of considering the following:

- Legal action involving the Housing Authority and confidential or privileged communication with its attorney, under Section 610.021(1) RSMO;
- Leasing, purchase or sale of real estate by the Housing Authority when public knowledge of the transaction might adversely affect the legal consideration therefore, under Section 610.021(2) RSMO;
- Hiring, firing, disciplining or promotion of particular employees when personal information about the employee is to be discussed or recorded, under Section 610.021(3)
- Welfare cases of identifiable individuals, under Section 610.021(8) RSMO.

Commissioner White seconded the motion. Upon roll call vote the motion was approved.

AYES:	Mueller, Cain, White, Kolb, Weber, Vincent
NAYS:	None
ABSENT	None

Commissioner Cain made the motion to adjourn the meeting. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

RESOLUTION NO. 4750

RESOLUTION APPROVING THE WRITE OFF (COLLECTION LOSS) OF TENANT
ACCOUNTS RECEIVABLE

WHEREAS, the Housing Authority has been unable after diligent effort to collect, or refund, rents and/or damage claims owed by certain tenants of Hamilton Tower, Hyder and Public Housing in the amount of \$15,840.51 for the month of September 2020, and

WHEREAS, such rental amounts must be cleared from the books by Resolution; and

WHEREAS, the Board of Commissioners adopted fiscal policy considers monthly write-offs in these cases to be in the best interest of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, that the write-offs in the amount of \$15,840.51 for Hamilton Tower, Hyder and Public Housing were authorized and approved by the Board of Commissioners.

This Resolution shall take effect immediately.

ADOPTED this 20th day of October 2020.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary

RESOLUTION NO. 4751

RESOLUTION AWARDING THE CONTRACT FOR DECK REPLACEMENT IN PUBLIC HOUSING TO PETER WANSING- SPI ENTERPRISES

WHEREAS, certain decks in public housing are in need of replacement; and

WHEREAS, the Housing Authority of the City of Jefferson, Missouri received two (2) bids for deck replacement; and

WHEREAS, the decks are in need of replacement; and

WHEREAS, the Jefferson City Housing Authority evaluated the bids and will award the contract to a responsible bidder who will be most advantageous to the Housing Authority and has the ability to perform successfully under the terms and conditions of the proposed contract; and

WHEREAS, the submitted proposal by Peter Wansing-SPI Enterprises in the amount of \$76,539.60 is deemed to be the best value received.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri that:

The bid from Peter Wansing-SPI Enterprises in the amount of \$76,539.60 be accepted and approved.

The Executive Director be directed to prepare and execute the necessary documents and contract, subject to Peter Wansing-SPI Enterprises meeting the necessary contractual requirements.

This Resolution shall take effect immediately.

ADOPTED this 20th day of October 2020.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary

RESOLUTION NO. 4752

RESOLUTION AWARDING THE CONTRACT FOR ROOF REPLACEMENT IN PUBLIC HOUSING TO GUARANTEE ROOFING

WHEREAS, the roofs in the public housing buildings are in need of replacement and staff obtained six (6) bids; and

WHEREAS, the Housing Authority of the City of Jefferson, Missouri received six (6) bids for re-roofing the public housing buildings; and

WHEREAS, the Jefferson City Housing Authority evaluated the bids and will award the contract to a responsible bidder who will be most advantageous to the Housing Authority and has the ability to perform successfully under the terms and conditions of the proposed contract; and

WHEREAS, the submitted proposal by Guarantee Roofing in the amount of \$888,120.28 is deemed to be the best value received; and

WHEREAS, the insurance company, MHAPCI concurs with the award to Guarantee Roofing; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri that:

The bid from Guarantee Roofing in the amount of \$888,120.28 be accepted and approved.

The Executive Director be directed to prepare and execute the necessary documents and contract, subject to Guarantee Roofing meeting the necessary contractual requirements.

This Resolution shall take effect immediately.

ADOPTED this 20th day of October 2020.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary

RESOLUTION NO. 4753

RESOLUTION AWARDING THE CONTRACT FOR HEALTH INSURANCE TO HOUSING BENEFITS PLAN VALUE PPO

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, previously approved providing medical coverage for employees of the Housing Authority and their families; and

WHEREAS, the Commissioners of the Housing Authority of the City of Jefferson, Missouri, desires to continue providing medical coverage for employees and their families; and

WHEREAS, the personnel policy provides that the current policy provides that the premium for the employee is paid in full by the Housing Authority and premium for family members is paid at 50%, and

WHEREAS, staff reviewed the renewal rates from Housing Benefit Plan and other proposals; and

WHEREAS, Housing Benefit Plan Value PPO provided the best benefit and cost for coverage; and

WHEREAS, the Commissioners unanimously voted to approve the proposal from Housing Benefit Plans premium and provide the Value PPO Plan to employees (100%) and family members (50%)

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, that the Executive Director is hereby authorized to execute the necessary documents to continue to provide health insurance for employees at 100% and 50 % for family members with the Housing Benefits Value PPO Plan.

This Resolution shall take effect immediately.

ADOPTED this 20th day of October 2020.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary

RESOLUTION NO. 4754

RESOLUTION AWARDING THE CONTRACT FOR DENTAL INSURANCE TO HOUSING BENEFITS PLAN

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, previously approved providing a dental plan for employees; and

WHEREAS, the Commissioners of the Housing Authority of the City of Jefferson, Missouri, desires to continue providing a dental plan for employees; and

WHEREAS, under the current plan the premium is paid by the Housing Authority; and

WHEREAS, two proposals were reviewed; and

WHEREAS, The Housing Benefit Dental Plan provides the best benefit and cost for coverage; and

WHEREAS, the Commissioners of the Housing Authority of the City of Jefferson, Missouri unanimously voted to approve Housing Benefits Plan (HBP) dental plan to retain the same level of benefits as employees currently receive.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, that the Executive Director is hereby authorized to execute the necessary documents to provide Housing Benefit Plan dental benefits to employees.

This Resolution shall take effect immediately.

ADOPTED this 20th day of October 2020.

Larry Vincent, Chairman

ATTEST: _____
Cynthia Quetsch, Secretary

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Open Session

Bank Acct	Check Number	Chk Date	Description	Amount of Check	Client
3873	10615	10/15/20	Brenda Stoll	1,523.23	10
3873	10615	10/15/20	Melanie R Benz	877.34	10
3873	10615	10/15/20	Amy M VanOverschelde	722.61	10
3873	10615	10/15/20	Susanne M Talken	866.89	10
3873	10615	10/15/20	Dorothy J Colter	1,284.25	10
3873	10615	10/15/20	Mitchell R Verslues	1,313.80	10
3873	10615	10/15/20	Cindy A Reeves	2,198.04	10
3873	10615	10/15/20	Rhonda S Watts	865.89	10
3873	10615	10/15/20	Craig F Ford	1,304.95	10
3873	10615	10/15/20	Vickey J Hawkins	981.15	10
3873	10615	10/15/20	Sandra Boillot	1,519.00	10
3873	10615	10/15/20	Kenneth R Brandt	1,722.08	10
3873	10615	10/15/20	David Cundiff	1,442.55	10
3873	10615	10/15/20	Diana L Walters	1,163.62	10
3873	10615	10/15/20	Clinton R Pogue	393.23	10
3873	10615	10/15/20	Tamara L Hellmann	688.87	10
3873	10615	10/15/20	Susan C Baker	1,000.81	10
3873	10615	10/15/20	Chera C McCoy	1,275.05	10
3873	10615	10/15/20	Cynthia A Quetsch	1,686.84	10
3873	10615	10/15/20	Timothy N Gardner	1,159.01	10
3873	10615	10/15/20	John R Schlueter	1,504.51	10
3873	10615	10/15/20	Calvin W Warren, JR	1,047.24	10
3873	10615	10/15/20	Michelle R Wessler	2,448.79	10
3873	10615	10/15/20	Patricia A Lockwood	945.69	10
3873	10615	10/15/20	Emily L Butler	959.13	10
3873	10615	10/15/20	Adam L Distler	958.71	10
3873	10615	10/15/20	Paul E Sullivan	1,479.58	10
3873	10615	10/15/20	Becky A Northeimer	1,472.49	10
3873	10615	10/15/20	Eric W Steinmetz	1,106.78	10
3873	10630	10/30/20	Brenda Stoll	1,523.19	10
3873	10630	10/30/20	Melanie R Benz	877.34	10
3873	10630	10/30/20	Amy M VanOverschelde	710.54	10
3873	10630	10/30/20	Susanne M Talken	866.90	10
3873	10630	10/30/20	Dorothy J Colter	1,284.23	10
3873	10630	10/30/20	Mitchell R Verslues	1,313.81	10
3873	10630	10/30/20	Cindy A Reeves	2,198.04	10
3873	10630	10/30/20	Rhonda S Watts	923.11	10
3873	10630	10/30/20	Craig F Ford	1,222.57	10
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3873	10630	10/30/20	Sandra Boillot	1,518.99	10
3873	10630	10/30/20	Kenneth R Brandt	1,717.29	10
3873	10630	10/30/20	David Cundiff	1,442.57	10
3873	10630	10/30/20	Diana L Walters	1,163.61	10
3873	10630	10/30/20	Clinton R Pogue	393.22	10
3873	10630	10/30/20	Tamara L Hellmann	688.88	10
3873	10630	10/30/20	Susan C Baker	1,000.83	10
3873	10630	10/30/20	Chera C McCoy	1,275.04	10
3873	10630	10/30/20	Cynthia A Quetsch	1,686.83	10
3873	10630	10/30/20	Timothy N Gardner	932.63	10

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Open Session

Bank Acct	Check Number	Chk Date	Description	Amount of Check	Client
3873	10630	10/30/20	John R Schlueter	1,090.80	10
3873	10630	10/30/20	Calvin W Warren, JR	1,035.37	10
3873	10630	10/30/20	Michelle R Wessler	2,448.78	10
3873	10630	10/30/20	Patricia A Lockwood	945.69	10
3873	10630	10/30/20	Emily L Butler	959.13	10
3873	10630	10/30/20	Adam L Distler	1,178.06	10
3873	10630	10/30/20	Paul E Sullivan	1,479.60	10
3873	10630	10/30/20	Becky A Northeimer	1,472.49	10
3873	10630	10/30/20	Eric W Steinmetz	1,271.09	10
Total For					
TOTAL				71,360.00	

* * * END OF REPORT * * *

10/30/20 07:29:55

Without Residents Names
Open Session

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Bank Acct	Check Number	Chk Date	Description	Amount of Check	Client
3873	71994	10/02/20	AMEREN UE	14,863.65	10
3873	71995	10/02/20	MISSOURI-AMERICAN WATER C	6,586.16	
3873	71996	10/02/20	CENTRAL MO. NEWSPAPERS, I	525.00	
3873	71996	10/31/20	CENTRAL MO. NEWSPAPERS, I	525.00-	
3873	71997	10/02/20	REPUBLIC SERVICES #035	7,053.06	
3873	71998	10/02/20	BROWN PRINTING	402.17	
3873	71999	10/02/20	TECH ELECTRONICS	4,851.16	
3873	72000	10/02/20	SOUTHWEST NAHRO SERVICE O	296.00	
3873	72001	10/02/20	SCHINDLER ELEVATOR CORPOR	5,283.39	
3873	72002	10/02/20	SCRUGGS LUMBER COMPANY	1,115.00	
3873	72003	10/02/20	MOWHA	1,250.00	
3873	72004	10/02/20	HOWELL'S CARPET	700.00	
3873	72005	10/02/20	SCHREIMANN, RACKERS, FRAN	1,369.00	
3873	72006	10/02/20	SUMMIT MECHANICAL, INC.	112.50	
3873	72007	10/02/20	BRADFORD SYSTEMS	36.40	
3873	72008	10/02/20	MONAHRO	200.00	
3873	72009	10/02/20	STI TECHNOLOGY SOLUTIONS	975.10	
3873	72010	10/02/20	KEN SANDBOTHE PLUMBING, I	328.00	
3873	72011	10/02/20	BRAUN AUTO REPAIR AND STO	80.00	
3873	72012	10/02/20	LAW OFFICE OF TODD MILLER	855.00	
3873	72013	10/02/20	C&S BUSINESS SERVICES, IN	460.79	
3873	72014	10/09/20	AMEREN UE	10,847.24	
3873	72015	10/09/20	MISSOURI-AMERICAN WATER C	4,297.62	
3873	72016	10/09/20	BRADY'S	798.44	
3873	72017	10/09/20	CENTRAL MO. NEWSPAPERS, I	421.39	
3873	72018	10/09/20	J.C. AREA CHAMBER OF COMM	530.00	
3873	72019	10/09/20	PUBLIC WATER SUPPLY DIST.	132.44	
3873	72020	10/09/20	RAM HOUSING SPECIALISTS	75.00	
3873	72021	10/09/20	JAMES F. JENKINS	50.00	
3873	72022	10/09/20	MISSOURI VALLEY ENVIRONME	690.00	
3873	72023	10/09/20	KAREN GRIGGS	5,355.00	
3873	72024	10/09/20	ATKINS BUILDING SERVICES	60.00	
3873	72025	10/09/20	DAN'S GROUNDS MAINTENANCE	13,204.76	
3873	72026	10/09/20	GOODIN & COMPANY CONSTRUC	10,220.00	
3873	72027	10/09/20	JEFFERSON CITY UTILITIES	9,726.02	
3873	72028	10/09/20	SUMMIT MECHANICAL, INC.	5,005.47	
3873	72029	10/09/20	GUARDSMAN SECURITY & INVE	4,524.00	
3873	72030	10/09/20	SCREENING REPORTS, INC.	314.00	
3873	72031	10/09/20	DOUG BRIOT	1,700.00	
3873	72032	10/09/20	TMI-AFTERMARKET SOLUTIONS	1,080.00	
3873	72033	10/09/20	ROBERT DIESBACH	1,065.00	
3873	72034	10/09/20	ECO WATER SYSTEMS MIRCLE	52.00	
3873	72035	10/09/20	COMO COMMERCIAL CLEANERS	2,940.00	
3873	72036	10/09/20	TERRACON CONSULTANTS, INC	650.00	
3873	72037	10/09/20	C&S BUSINESS SERVICES, IN	124.96	
3873	72038	10/09/20	RDJT, LLC DBA DS CONCRETE	86,193.00	
3873	72039	10/09/20	MARCO	515.50	
3873	72040	10/16/20	AMEREN UE	88.82	
3873	72041	10/16/20	MISSOURI-AMERICAN WATER C	3,275.04	

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Without Residents Names
Open Session

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Bank Acct	Check Number	Chk Date	Description	Amount of Check	Client
3873	72042	10/16/20	CENTURYLINK	134.49	10
3873	72043	10/16/20	CENTRAL MO. NEWSPAPERS, I	360.00	
3873	72044	10/16/20	TECH ELECTRONICS	954.00	
3873	72045	10/16/20	SCHINDLER ELEVATOR CORPOR	3,399.30	
3873	72046	10/16/20	CENTECH	77.42	
3873	72047	10/16/20	AT&T MOBILITY	582.74	
3873	72048	10/16/20	JASON BISHOP	1,045.00	
3873	72049	10/16/20	ROTTLER PEST & LAWN SOLUT	8,855.00	
3873	72050	10/16/20	CHERA MCCOY	13.74	
3873	72051	10/16/20	SUMMIT MECHANICAL, INC.	328.18	
3873	72052	10/16/20	MERCER H&B ADMIN-IOWA FID	26,170.18	
3873	72053	10/16/20	CENTURYLINK	371.56	
3873	72054	10/16/20	CINTAS CORPORATION #379	2,233.80	
3873	72055	10/16/20	SCHRIEFER'S OFFICE EQUIPM	699.00	
3873	72056	10/16/20	GRANITE TELECOMMUNICATION	4,230.34	
3873	72057	10/16/20	LAW OFFICE OF TODD MILLER	8,071.00	
3873	72058	10/16/20	C&S BUSINESS SERVICES, IN	206.97	
3873	72059	10/16/20	MARCO	1,136.06	
3873	72060	10/16/20	[REDACTED]	60.30	
3873	72061	10/16/20	ST FRANCIS XAVIER SCHOOL	50.00	
3873	72064	10/23/20	AMEREN UE	1,609.47	
3873	72065	10/23/20	MISSOURI-AMERICAN WATER C	51.50	
3873	72066	10/23/20	RAM HOUSING SPECIALISTS	22,445.00	
3873	72067	10/23/20	JAMES F. JENKINS	722.50	
3873	72068	10/23/20	CITY OF JEFFERSON/FINANCE	1,753.84	
3873	72069	10/23/20	HILLYARD/COLUMBIA	1,537.45	
3873	72070	10/23/20	ATKINS BUILDING SERVICES	1,469.68	
3873	72071	10/23/20	MIDWEST ELECTRONIC SYSTEM	45.00	
3873	72072	10/23/20	SIMON OSWALD ARCHITECTURE	2,065.00	
3873	72073	10/23/20	MEDIACOM	136.90	
3873	72074	10/23/20	CENTECH	252.00	
3873	72075	10/23/20	BANKCARD CENTER	8,633.89	
3873	72076	10/23/20	GOODIN & COMPANY CONSTRUC	24,712.00	
3873	72077	10/23/20	SUMMIT MECHANICAL, INC.	412.50	
3873	72078	10/23/20	BRAUN AUTO REPAIR AND STO	80.00	
3873	72079	10/23/20	LAW OFFICE OF TODD MILLER	90.00	
3873	72080	10/23/20	C&S BUSINESS SERVICES, IN	101.53	
3873	72081	10/23/20	[REDACTED]	27.00	
3873	72219	10/30/20	AMEREN UE	9,882.73	
3873	72220	10/30/20	MISSOURI-AMERICAN WATER C	7,444.95	
3873	72221	10/30/20	REPUBLIC SERVICES #035	7,809.81	
3873	72222	10/30/20	JAMES F. JENKINS	1,362.50	
3873	72223	10/30/20	PETTY CASH	236.98	
3873	72224	10/30/20	ASBESTOS REMOVAL SERVICES	700.00	
3873	72225	10/30/20	COLE COUNTY RESIDENTIAL S	4,500.00	
3873	72226	10/30/20	STANDARD-INSURANCE COMPAN	629.16	
3873	72227	10/30/20	HOUSING AGENCY RETIREMENT	14,886.43	
3873	72228	10/30/20	HART	799.31	
3873	72229	10/30/20	PRIME-LINK COMMUNICATIONS	5.35	

10/30/20 07:29:55

Without Residents Names
Open Session

PAGE 3

Bank Acct	Check Number	Chk Date	Description	Amount of Check	Client
3873	72230	10/30/20	MO VOCATIONAL ENTERPRISES	350.00	10
3873	72231	10/30/20	DAN'S GROUNDS MAINTENANCE	12,433.57	
3873	72232	10/30/20	BILL WARREN	120.00	
3873	72233	10/30/20	THE REDEEM PROJECT	6,000.00	
3873	72234	10/30/20	HOWELL'S CARPET	3,875.15	
3873	72235	10/30/20	CINTAS CORPORATION	36.27	
3873	72236	10/30/20	CK POWER PRODUCTS	1,997.45	
3873	72237	10/30/20	DOUG BRIOT	1,900.00	
3873	72238	10/30/20	VICKEY HAWKINS	23.88	
3873	72239	10/30/20	KEN SANDBOTHE PLUMBING, I	603.50	
3873	72240	10/30/20	C&S BUSINESS SERVICES, IN	124.96	
3873	72241	10/30/20	THE NETWORKS OF MID-MISSO	1,010.00	
3873	72242	10/30/20	WILD THINGS FERAL FELINE	30.00	
TOTAL				412,639.42	
Total For TOTAL				412,639.42	

* * * E N D O F R E P O R T * * *

HOUSING OCCUPANCY REPORT AS OF NOVEMBER 3, 2020

MO. 9-1, 9-3, 36, 9-4, 9-5 & Section 8 Existing

Mo. 9-1 (Multi-Family) is **97% OCCUPIED**

Mo. 9-3 (Dulle) is **89% OCCUPIED**

Mo.36 (Hamilton) is **86% OCCUPIED**

Mo. 9-4 (Single Family) is **97% OCCUPIED**

Mo. 9-5 (Linden Court Apartments) is **94% OCCUPIED**

Combined waiting list for all public housing: Mo. 9-1, 9-3, 36, 9-4 & 9-5: **285**

Section 8 Existing:

Vouchers: **185**

Waiting List: **273**

ROBERT L. HYDER

Hyder 1 is **94% OCCUPIED**

Hyder II is **92% OCCUPIED**

On Waiting List: **7**

Linden Elderly Campus (Formally Westminster, Congregate & LaSalette)

Kenneth Locke I is **95% OCCUPIED**

Kenneth Locke II is **92% OCCUPIED**

LaSalette **93% OCCUPIED**

On Waiting List: **54**

Capital City Apartments is **59% OCCUPIED**

On Waiting List: **45**

Herron Apartments is **84% OCCUPIED**

On Waiting List: **10**

Estes Apartment is **100% OCCUPIED**

On Waiting List: **2**

Exhibit 2

OCTOBER COLLECTION LOSS 2020									
Acct #	Rent	Damages	Utilities	Workorders	Late Fees	Attorney	Unreported	Total	
Lasalette									
03-10	122.00					323.75		445.75	
19-07	1,871.00	359.00				493.75		2,723.75	
Subtotal	1,993.00	359.00				817.50		3,169.50	
Linden									
101-02	271.00	360.00						631.00	
Subtotal	271.00	360.00						631.00	
Capital City									
04-08	882.00	1,045.00				Later		1,927.00	
Subtotal	882.00	1,045.00						1,927.00	
Hamilton Tower									
702-13	7.00	213.00						220.00	
Subtotal	7.00	213.00						220.00	
Hyder									
125-09		97.00						97.00	
Subtotal		97.00						97.00	
Westminster									
115-08		315.00						315.00	
Subtotal		315.00						315.00	
Public Housing									
30-20		471.00				568.75		1,039.75	
58-34	1,666.00	611.00				568.75		2,845.75	
61-30		837.00				598.75		1,535.75	
Subtotal	1,666.00	2,019.00				1,736.25		5,421.25	
TOTALS	4819.00	4408.00				2563.75		11,780.75	

Exhibit 9

Housing Authority of the City of Jefferson

Proposed Budget for Fiscal Year Ending
December 31, 2021 & March 31, 2022



Cynthia Quetsch
Executive Director

Cindy Reeves, CPA
Chief Financial Officer

HOUSING AUTHORITY

of the City of Jefferson, Missouri

1040 Myrtle Ave Post Office Box 1029
FAX 573-635-9680 Zip Code 65102-1029
573-635-6163/Voice/TDD



Cynthia Quetsch
Executive Director

November 12, 2020

To: Board of Commissioners

From: Cynthia Quetsch, Executive Director & Cindy Reeves, Chief Financial Officer

Re: Proposed Budget for Fiscal Year Ending March 31, 2022 and December 31, 2021.

The proposed budget is ready for your review and approval at the next meeting. Just a reminder that the HUD budgets ends March 31 of each year, and the low income tax credit properties are on a calendar year (December 31) basis.

We are projecting that the Net Loss from Operations will be \$1,069,097 for all funds. Any operating deficit will be funded from existing reserves. Revenues are projected at \$7,398,916 and expenses are projected at \$8,468,012. In addition to the loss from operations, our cash will also be decreased by Reserve account payments budgeted at \$191,042 and Mortgage payments of \$187,273. This will result in a decrease in cash of \$1,389,912 for this budget cycle. The decrease is attributable to the planned renovation at Hamilton Tower.

The proposed budget compared to 2019 and 2020 actual has Revenues decreasing by \$322,398 as a result of the Emergency Grant being utilized in the current year. This proposed budget projects an increase in rental amounts of around 2 % for the project based Section 8 properties (HAP): Hamilton, Linden Elderly, and Robert L. Hyder. The Public Housing Budget is based upon the current year's funding as funding levels by Congress are not available for next year. We continue to ask for the age waivers from HUD (to permit individuals age 55 to live in Ken Locke) to help keep the vacancy rate at Linden Elderly low. As a reminder, an increase in rental rates does not increase the tenant's rent, which remains at 30% of their income.

Capital City Apartments will request an increase of 2% on the non-HAP units (4 units). Capital City Elderly (Ted Herron) apartments are requesting an increase in rent of 2%. These 2 increases will be submitted to the Missouri Housing Development Commission (MHDC) for approval in November. MHDC will receive the submittal of the budgets for Capital City Apartments and Ted Herron Apartments in November. The budget for Linden Campus Apartments will be submitted in November to the investors/owners for their review.

COMMISSIONERS

Larry Vincent
Chairman

Larry Kolb
Vice Chair

Dennis Mueller

Donna White

Bob Weber

Dian Cain



The Housing Choice Voucher income and the administrative fee is based on the current years funding. HUD continues to revise the numbers, especially for the HAP payment and administrative fee. The Family Self Sufficient (FSS) Program received a grant for this past budget year. We are applying for the FSS grant for Fiscal Year 2022, but no approval has been received at this date.

Funding for major capital improvements for the developments/neighborhoods is projected from the respective property's reserve account, cash flow, and the Capital Project Fund. While the overall budgets for Hamilton Towers, Housing Choice Vouchers, and Urban Renewal are negative, the planned improvements/expenditures will be funded from existing reserves.

In the prior year for Hamilton Towers, we budgeted approximately \$1.5 million to pay for the new sewer lines, remodeled kitchens, elevators, and windows. Due to the extended timeline in the construction at Dulle Towers, we did not start any of these improvements, but are hopeful to have the new elevators completed by the end of this fiscal year, or early next fiscal year. The operating expenses for Hamilton Towers includes funding for the renovation of Kitchen/bathrooms, new sewer lines, and windows. We expect this project to cover two fiscal years. We anticipate using existing reserves and will seek your approval to apply for a construction loan for the remaining funds necessary to complete the renovation. We are anticipating the loan will not exceed \$500,000 (500,000 thousand). In subsequent years, we will generate sufficient revenues to cover the loan payment. The expenses budgeted for the current year are for a partial renovation. We expect the cash reserves to cover these costs and will begin the process to secure a loan for the remaining costs which will be expended in the next fiscal year.

In Housing Choice Vouchers the shortfall in the voucher program will be funded with cash reserves.

In Urban Renewal the costs are associated with the ongoing Capital Avenue/Urban Renewal Blight related expenses. There is very little income in this program, but it has strong reserves.

Capital City Apartments, with the newly approved market rents, is budgeted for a positive cash flow. This positive cash flow will begin to offset some of the Negative Cash balance of Capital City Apartments, keeping in mind that the project has no reserves. The negative budget for Ted Herron Apartments will be funded by not taking management fees. We hope to maintain a lower vacancy rate to improve cash flows at this property in 2021.

The proposed salary increases amounts to \$27,936 for 30 employees. This represents about 2% of the projected March 31, 2021 salary base for all employees, which is a decrease in last year's 4% increase. This year, we are budgeting raises at \$1000 for each individual. Our purpose in allocating a specific amount instead of a percentage of salary is to continue to distribute a larger salary increase percentage to lower paid employees. The Health Insurance is budgeted with an estimated 5% increase and the Dental Insurance with a 0% increase, based upon estimated amounts from the insurance companies, effective 1/1/2021. Disability and life insurance are budgeted to remain the same.

We are anticipating a 15% increase in property insurance for the tax credit properties and 5% for all other properties based upon information received from insurance carriers.

If you have any questions or require additional information, please feel free to contact Cindy Reeves and/or myself. Cindy 573.635.6163 ext 204 or Cindy@jchamo.org. Cynthia 573.635.6163 ext 216 or Cynthia@jchamo.org.

Housing Authority of the

City of Jefferson

Comparatives by Fund

Prior Years Actual to Proposed Budget

Year Ending March 31, 2022

And

December 31, 2021

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - REVOLVING FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income							
Subsidy							
Interest Income	19	131	143	150	140	1	2
Other Income							
Total Income	19	131	143	150	140	1	2
ADMINISTRATION:							
Salaries							
Fringe Benefits							
Legal							
Training							
Mileage							
Audit							
Management Fees							
Sundry							
Total Administration							
TENANT SERVICES:							
UTILITIES:							
MAINTENANCE:							
Salaries							
Fringe Benefits							
Materials							
Contracts							
Total Maintenance							
GENERAL:							
Other							
Insurance							
Payment in Lieu of Taxes							
Total General							
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:							
MORTGAGE INTEREST EXPENSE							
Total Operating Expense							
Net Income from Operations	19	131	143	150	140	1	2
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	19	131	143	150	140	1	2

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - GENERAL FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income							
Subsidy							
Interest Income	5,973	18,981	41,912	44,002	25,000	577	1,100
Other Income	229,792	220,884	217,905	242,697	249,277	117,139	259,262
Total Income	235,765	239,865	259,817	286,699	274,277	117,716	260,362
ADMINISTRATION:							
Salaries	74,545	139,579	108,109	94,104	91,812	46,882	84,070
Fringe Benefits	32,867	60,262	50,563	38,451	28,440	18,861	29,659
Legal	155	136	88	123	500	39	200
Training	3	25	24	32	150	223	400
Mileage	1	19	7	2	20	3	10
Audit	876	900	900	900	950	950	950
Management Fees							
Sundry	26,952	27,187	25,979	21,184	31,690	2,922	28,004
Total Administration	135,399	228,108	185,670	154,796	153,562	69,880	143,293
TENANT SERVICES:							
UTILITIES:							
MAINTENANCE:							
Salaries							
Fringe Benefits							
Materials							
Contracts							
Total Maintenance							
GENERAL:							
Other	44	36					
Insurance	2,566	1,972	1,439	2,529	2,285	1,992	4,315
Total General	2,610	2,008	1,439	2,529	2,285	1,992	4,315
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:							
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	138,009	230,116	187,109	157,325	155,847	71,872	147,608
Net Income from Operations	97,756	9,749	72,708	129,374	118,430	45,844	112,753
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	97,756	9,749	72,708	129,374	118,430	45,844	112,753

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - VOUCHERS FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income							
Subsidy	1,238,982	1,187,056	1,197,713	1,218,708	1,205,000	591,141	1,230,000
Interest Income	399	1,812	3,666	3,571	1,800	25	50
Other Income	52,691	20,179	86,053	71,752	69,780	72,817	87,050
Total Income	1,292,072	1,209,047	1,287,432	1,294,031	1,276,580	663,983	1,317,100
ADMINISTRATION:							
Salaries	58,896	48,617	69,249	76,733	72,860	21,547	82,452
Fringe Benefits	27,077	23,597	31,879	38,440	52,705	19,300	52,710
Legal	1,626	716	436	109	200	20	110
Training	959	2,826	3,993	257	2,000		1,000
Mileage		1	1	5	5	1	5
Audit	3,200	2,900	2,900	2,900	2,950	2,950	2,950
Management Fees							
Sundry	81,326	12,197	9,425	7,243	33,660	3,929	34,059
Total Administration	173,084	90,854	117,883	125,687	164,380	47,747	173,286
TENANT SERVICES:	0						
UTILITIES:							
MAINTENANCE:							
Salaries							
Fringe Benefits							
Materials							
Contracts							
Total Maintenance							
GENERAL:							
Other	1,946	49,539	72,621	74,103	61,210	56,784	91,200
Insurance	1,464	1,875	2,001	1,778	1,795	1,693	3,583
Payment in Lieu of Taxes							
Total General	3,410	51,414	74,622	75,881	63,005	58,477	94,783
HOUSING ASSIST. PAYMENTS:	1,115,134	1,078,285	1,093,532	1,090,764	1,090,000	556,147	1,110,000
NONROUTINE EXPENSES:							
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	1,291,628	1,220,553	1,286,037	1,292,332	1,317,385	662,371	1,378,069
Net Income from Operations	444	(11,506)	1,395	1,699	(40,805)	1,612	(60,969)
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	444	(11,506)	1,395	1,699	(40,805)	1,612	(60,969) *

* The deficit will be funded from reserves, but will not deplete the cash reserves of \$120,000 as of 9-30-2020.

NOTE: WE have received 51,800 of covid revenues. We anticipate only using approximately 36,800 in the current year, with the remaining funds being deferred for use through 12/31/2021. We have only incurred \$18,701 of covid expenses year to date.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - HAMILTON
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Proposed 2021	YTD 6 Mcs	Proposed 2022
INCOME:							
Rental Income	266,604	295,576	296,017	311,993	325,105	138,306	281,584
Subsidy	929,146	929,146	929,146	929,146	941,055	455,386	977,616
Interest Income	600	600	600	600	10,000	692	1,500
Other Income	15,530	11,949	25,622	82,498	11,700	6,675	16,300
Total Income	1,211,880	1,237,271	1,251,385	1,324,237	1,287,860	601,059	1,277,000
ADMINISTRATION:							
Salaries	193,250	154,617	144,854	134,055	134,942	68,579	119,209
Fringe Benefits	98,013	73,799	69,262	69,006	67,476	36,547	56,073
Legal	6,047	6,705	3,962	3,782	1,000	883	1,600
Training	1,929	1,414	2,177	1,487	2,000	49	1,500
Mileage	10	1	43	23	50	13	50
Audit	6,480	8,450	9,000	9,000	9,500	9,500	9,600
Management Fees	96,680	98,032	97,631	101,963	101,293	47,328	100,736
Sundry	65,252	65,546	62,545	90,913	41,612	17,737	51,410
Total Administration	467,661	408,564	389,474	410,229	357,873	180,636	340,177
TENANT SERVICES:	33,111	32,714	26,634	2,905	5,762	2,986	5,928
UTILITIES:	140,214	142,698	160,033	139,368	154,650	58,315	148,100
MAINTENANCE:							
Salaries	59,855	70,706	67,433	51,330	62,247	28,200	67,404
Fringe Benefits	27,418	33,664	33,953	27,445	30,577	15,409	39,390
Materials	43,404	51,536	51,069	48,912	50,850	24,426	51,575
Contracts	200,500	170,810	166,971	223,896	190,100	107,558	227,425
Total Maintenance	331,177	326,716	319,426	351,583	333,774	175,593	385,794
GENERAL:							
Other	183	289					
Insurance	38,854	47,446	48,598	51,589	54,751	29,364	60,000
Payment in Lieu of Taxes							
Total General	39,037	47,735	48,598	51,589	54,751	29,364	60,000
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:			(601)		1,500,000		1,800,000
MORTGAGE INTEREST EXPENSE:							
Total Operating Expense	1,011,200	958,427	943,564	955,674	2,406,810	446,894	2,739,999
Net Income from Operations	200,680	278,844	307,821	368,563	(1,118,950)	154,165	(1,462,999)
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	200,680	278,844	307,821	368,563	(1,118,950)	154,165	(1,462,999)

* The deficit will be funded from reserves, but will not completely deplete the cash reserves of \$2,000,000 as of 9-30-2020.
In the subsequent year a loan will need to be obtained to complete the renovation.

**Cost for first year renovations.

Nonroutine expenses are the expenses related to the renovation of the elevators and kitchens in 2021 & 2022. In 2019 the costs are the net of the bathroom insurance claim and expenses.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - URBAN RENEWAL FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income							
Subsidy							
Interest Income	5,737	16,598	28,081	24,117	41,000	324	652
Other Income			5,296	50,960		72,166	
Total Income	5,737	16,598	33,377	75,077	41,000	72,490	652
ADMINISTRATION:							
Salaries	611	27,006	26,673	36,270	36,280	19,064	37,492
Fringe Benefits	3,419	10,280	11,266	9,720	9,614	6,126	12,803
Legal	30,130	39,617	57,452	43,597	50,000	8,241	20,000
Training				13			
Mileage							
Audit	405	480	480	480	500	500	550
Management Fees							
Sundry	25,325	24,391	11,444	35,936	22,872	4,241	23,464
Total Administration	59,890	101,774	107,315	126,016	119,266	38,172	94,309
TENANT SERVICES:							
UTILITIES:							
MAINTENANCE:							
Salaries			228	1,104	7		1,019
Fringe Benefits			107	518	10		523
Materials			1,663	52		59	
Contracts	70,716	71,343	5,292	78,985	10,400	4,110	12,050
Total Maintenance	70,716	71,343	7,290	80,659	10,417	4,169	13,592
GENERAL:							
Other			425	340			
Insurance	1,671	1,010	1,952	3,980	4,375	1,142	2,850
Payment in Lieu of Taxes							
Total General	1,671	1,010	2,377	4,320	4,375	1,142	2,850
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:							
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	132,277	174,127	116,982	210,995	134,058	43,483	110,752
Net Income from Operations	(126,540)	(157,529)	(83,605)	(135,918)	(93,058)	29,007	(110,100)
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	(126,540)	(157,529)	(83,605)	(135,918)	(93,058)	29,007	(110,100) *

* The deficit will be funded from reserves, but will not deplete the cash reserves of \$1,400,000 as of 9-30-2020 .

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - CDBG FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income	0	0					
Subsidy							
Interest Income		2	2	2	1		1
Other Income	100	100	744	100	25		100
Total Income	100	102	746	102	26		101
ADMINISTRATION:							
Salaries							
Fringe Benefits							
Legal	155	136	22	5			
Training							
Mileage							
Audit							
Management Fees							
Sundry	586						
Total Administration	741	136	22	5			
TENANT SERVICES:							
UTILITIES:	390	353					
MAINTENANCE:							
Salaries							
Fringe Benefits							
Materials							
Contracts	25						
Total Maintenance	25						
GENERAL:							
Other							
Insurance		1,064					
Payment in Lieu of Taxes							
Total General		1,064					
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:		7,670					
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	1,156	9,223	22	5			
Net Income from Operations	(1,056)	(9,121)	724	97	26		101
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	(1,056)	(9,121)	724	97	26		101

Nonroutine expenses was the loss on the sale of the house on Edmonds street.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - PUBLIC HOUSING FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Proposed 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income	358,906	364,616	338,653	340,552	304,700	184,663	335,600
Subsidy	1,065,060	1,102,903	1,084,915	1,207,277	1,081,388	569,947	1,139,894
Interest Income	1,334	4,054	11,185	12,627	8,000	193	350
Other Income	176,848	161,398	534,598	605,665	214,140	277,288	225,120
Total Income	1,602,148	1,632,971	1,969,351	2,166,121	1,608,228	1,032,091	1,700,964
ADMINISTRATION:							
Salaries	204,788	169,048	190,115	212,196	220,676	100,383	217,071
Fringe Benefits	86,785	78,796	90,696	105,424	112,149	48,339	104,547
Legal	22,370	15,306	18,231	27,537	23,000	11,860	27,000
Training	9,790	5,262	8,466	4,257	5,000	975	4,500
Mileage	20	36	133	201	280	91	200
Audit	9,939	8,505	7,685	8,265	8,500	7,920	8,200
Management Fees							
Sundry	77,414	93,434	86,254	95,079	67,405	41,178	72,709
Total Administration	411,106	370,387	401,580	452,959	437,010	210,746	434,226
TENANT SERVICES:	2,667	1,022	1,402	5,677	5,731	2,989	5,895
UTILITIES:	264,772	270,492	285,246	248,682	285,000	103,593	261,000
MAINTENANCE:							
Salaries	155,175	158,209	174,207	184,638	180,621	86,358	185,261
Fringe Benefits	65,430	76,767	84,556	93,652	97,269	47,642	99,033
Materials	95,983	104,568	119,391	115,349	113,950	41,278	100,600
Contracts	323,198	408,261	366,521	455,284	379,100	186,356	436,950
Total Maintenance	639,786	747,805	744,675	848,923	770,940	361,634	821,844
GENERAL:							
Other	98,550	37,497	50,523			(7,514)	
Insurance	96,843	116,008	122,855	124,181	142,600	73,963	150,000
Payment in Lieu of Taxes	9,293	8,946	4,998	9,122	5,000		5,000
Total General	204,686	162,451	178,376	133,303	147,600	66,449	155,000
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:	10,506	7,270					
MORTGAGE INTEREST EXPENSE:							
Total Operating Expense	1,533,524	1,559,427	1,611,279	1,689,544	1,646,281	745,411	1,677,966
Net Income from Operations	68,624	73,544	358,072	476,577	(38,053)	286,680	22,998
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	68,624	73,544	358,072	476,577	(38,053)	286,680	22,998

NOTE: The YTD expenses include almost \$47,000 of covid revenues received and expenses incurred. We will receive a total of \$177,570 of covid revenue funds which can be drawn down when expenses are incurred through 12/31/2021. The nonroutine expenses relate to the linden court mold expenses in 2017 and net of numerous insurance claims and expenses in 2018.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - CAP FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income							
Subsidy	463,653	222,267	600,592	539,093	1,190,557	434,992	650,000
Interest Income							
Other Income	(111,895)	(114,570)	(179,409)	(172,639)	(172,640)	(184,720)	(184,720)
Total Income	351,758	107,697	421,183	366,454	1,017,917	250,272	465,280
ADMINISTRATION:							
Salaries	10,116	6,832	11,658	33,066	46,371	23,107	99,288
Fringe Benefits	3,425	2,542	5,399	15,139	10,709	11,897	34,342
Legal							
Training							
Mileage							
Audit							
Management Fees							
Sundry					368		791
Total Administration	13,541	9,374	17,057	48,205	57,448	35,004	134,421
TENANT SERVICES:							
UTILITIES:							
MAINTENANCE:							
Salaries							
Fringe Benefits							
Materials							
Contracts	67,137	49,995	76,762	69,055	71,800	60,075	71,800
Total Maintenance	67,137	49,995	76,762	69,055	71,800	60,075	71,800
GENERAL:							
Other							
Insurance							
Payment in Lieu of Taxes							
Total General							
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:	229,698				888,669		259,059
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	310,376	59,369	93,819	117,260	1,017,917	95,079	465,280
Net Income from Operations	41,382	48,328	327,364	249,194		155,193	0
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	41,382	48,328	327,364	249,194		155,193	0

Nonroutine expenses are the capital fund capital expenditures for roofs, and dulle tower renovations.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - TOTAL HOUSING AUTHORITY
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income	625,510	660,192	634,670	652,545	629,805	322,969	617,184
Subsidy	3,708,165	3,448,894	3,795,584	3,921,967	4,418,000	2,051,466	3,997,510
Interest Income	16,931	55,428	117,350	118,877	85,941	1,812	3,655
Other Income	379,285	316,745	703,626	881,033	372,282	361,365	408,612
Total Income	4,729,891	4,481,259	5,251,230	5,574,422	5,506,028	2,737,612	5,026,961
ADMINISTRATION:							
Salaries	542,206	545,699	550,658	586,424	602,941	279,562	639,582
Fringe Benefits	251,586	249,276	259,065	276,180	281,093	141,070	290,133
Legal	60,483	62,616	80,191	75,153	74,700	21,043	48,910
Training	12,681	9,527	14,660	6,046	9,150	1,247	7,400
Mileage	31	57	184	231	355	108	265
Audit	20,900	21,235	20,965	21,545	22,400	21,820	22,250
Management Fees	96,680	98,032	97,631	101,963	101,293	47,328	100,736
Sundry	276,855	222,755	195,647	250,355	197,607	70,007	210,437
Total Administration	1,261,422	1,209,197	1,219,001	1,317,897	1,289,539	582,185	1,319,713
TENANT SERVICES:	35,779	33,736	28,036	8,582	11,493	5,975	11,823
UTILITIES:	405,376	413,543	445,279	388,050	439,650	161,908	409,100
MAINTENANCE:							
Salaries	215,030	228,915	241,868	237,072	242,875	114,558	253,684
Fringe Benefits	92,848	110,431	118,616	121,615	127,856	63,051	138,946
Materials	139,387	156,104	172,123	164,313	164,800	65,763	152,175
Contracts	661,576	700,409	615,546	827,220	651,400	358,099	748,225
Total Maintenance	1,108,841	1,195,859	1,148,153	1,350,220	1,186,931	601,471	1,293,030
GENERAL:							
Other	100,061	86,676	123,569	74,443	61,210	49,270	91,200
Insurance	139,934	167,500	174,844	182,279	204,011	106,461	217,165
Payment in Lieu of Taxes	9,293	8,946	4,998	9,122	5,000		5,000
Total General	249,289	263,122	303,411	265,844	270,221	155,731	313,365
HOUSING ASSIST. PAYMENTS:	1,112,782	1,074,732	1,089,851	1,069,333	1,086,500	554,671	1,107,000
NONROUTINE EXPENSES:	240,204	14,940	(601)		2,388,669		2,059,059
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	4,413,692	4,205,129	4,233,130	4,399,926	6,673,003	2,061,941	6,513,090
Net Income from Operations	316,199	276,130	1,018,100	1,174,496	(1,166,975)	675,671	(1,486,129)
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:							
Total other Expense							
Net Profit or (Loss)	316,199	276,130	1,018,100	1,174,496	(1,166,975)	675,671	(1,486,129)

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - ROBERT L HYDER FUND
YEAR ENDING DECEMBER 31, 2021

Description	2016	2017	2018	2019	Budget 2020	YTD 9 Mos	Proposed 2021
INCOME:							
Rental Income	330,349	336,481	320,378	317,496	340,654	248,533	321,636
Subsidy	629,031	649,288	638,945	641,167	665,168	491,339	675,355
Interest Income	8,357	8,585	10,427	14,156	8,665	3,846	5,023
Other Income	31,582	18,001	24,493	20,456	19,500	15,518	19,800
Total Income	999,319	1,012,355	994,243	993,275	1,033,987	759,236	1,021,814
ADMINISTRATION:							
Salaries	94,104	89,844	80,457	89,646	91,733	65,807	96,666
Fringe Benefits	44,697	41,814	39,410	47,365	50,889	32,812	48,393
Legal	1,498	24,045	17,170	2,378	3,800	610	2,500
Training	1,889	997	1,117	2,594	3,500	406	3,000
Mileage	25	15	25	41	60	9	20
Audit	6,800	7,000	7,200	7,800	7,300	5,800	7,800
Management Fees	49,104	49,284	47,556	46,944	53,415	39,400	51,948
Sundry	32,239	27,839	39,809	37,195	33,864	29,910	33,852
Total Administration	230,356	240,838	232,744	233,963	244,561	174,754	244,178
TENANT SERVICES:	28,246	31,914	30,938	32,149	31,480	21,933	32,841
UTILITIES:	89,606	83,918	96,181	81,854	99,350	52,011	85,200
MAINTENANCE:							
Salaries	61,197	63,424	59,928	37,024	36,499	30,127	42,927
Fringe Benefits	27,152	27,819	30,589	19,364	18,145	15,480	27,164
Materials	45,737	72,409	76,445	64,002	84,200	23,734	60,000
Contracts	99,382	205,199	177,766	139,479	149,000	79,351	139,700
Total Maintenance	233,468	368,851	344,728	259,869	287,844	148,692	269,791
GENERAL:							
Other	873	29	15	5	5	4	5
Insurance	28,704	29,868	34,943	31,713	31,095	24,881	36,975
Payment in Lieu of Taxes							
Total General	29,577	29,897	34,958	31,718	31,100	24,885	36,980
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:							
MORTGAGE INTEREST EXPENSE	184,520	165,595	205,315	133,574	121,636	97,309	89,517
Total Operating Expense	795,773	921,013	944,864	773,127	815,971	519,584	758,506
Net Income from Operations	203,546	91,342	49,379	220,148	218,016	239,652	263,308
MORTGAGE PAYMENTS:	71,707	71,707	81,807	108,081	112,541	74,521	82,541
RESERVE PAYMENTS:	69,061	39,665	(38,710)	(6,628)	84,996	(2,852)	115,000
Total other Expense	(140,768)	(111,372)	(43,097)	(101,453)	(197,537)	(71,669)	(197,541)
Net Profit or (Loss)	62,778	(20,030)	6,282	118,695	20,479	167,983	65,767

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - CAPITAL CITY APARTMENTS FUND
YEAR ENDING DECEMBER 31, 2021

Description	2016	2017	2018	2019	Budget 2020	YTD 9 Mos	Proposed 2021
INCOME:							
Rental Income	139,775	129,065	100,581	85,820	106,474	41,550	202,516
Subsidy	85,536	100,730	134,657	100,745	142,052	59,526	151,678
Interest Income	760	805	989	1,030	705	455	570
Other Income	26,260	18,214	19,626	10,780	6,400	10,209	7,400
Total Income	252,331	248,814	255,853	198,375	255,631	111,740	362,164
ADMINISTRATION:							
Salaries	11,857	10,725	11,515	11,960	13,815	8,914	14,903
Fringe Benefits	5,298	4,666	5,385	6,064	6,982	4,318	6,604
Legal	5,994	2,692	960	1,658	800	1,441	2,000
Training	39	1,237	531	1,324	700	151	1,500
Mileage	75	85	52	93	75	14	100
Audit	6,800	7,000	7,200	7,400	7,000	5,500	7,200
Management Fees	15,300	15,090	15,120	12,690	20,305	8,520	28,761
Sundry	16,732	17,570	11,136	28,463	11,027	8,842	19,995
Total Administration	62,095	59,065	51,899	69,652	60,704	37,700	81,063
TENANT SERVICES:							
UTILITIES:	48,949	46,840	50,121	49,517	50,750	35,919	55,150
MAINTENANCE:							
Salaries	25,969	21,729	27,007	37,484	36,876	20,379	39,803
Fringe Benefits	11,129	10,399	13,167	19,461	18,270	9,724	19,188
Materials	28,718	23,484	22,733	35,690	20,355	13,384	36,075
Contracts	42,453	42,101	37,923	53,499	39,550	43,960	65,550
Total Maintenance	108,269	97,713	100,830	146,134	115,051	87,447	160,616
GENERAL:							
Other							
Insurance	13,885	15,220	16,517	17,777	19,150	14,907	21,464
Payment in Lieu of Taxes							
Total General	13,885	15,220	16,517	17,777	19,150	14,907	21,464
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:			10,513	37,902		(23,109)	
MORTGAGE INTEREST EXPENSE	8,185	7,889	7,590	7,289	7,010	5,286	6,391
Total Operating Expense	241,383	226,727	237,470	328,271	252,665	158,150	324,683
Net Income from Operations	10,948	22,087	18,383	(129,896)	2,966	(46,410)	37,481
MORTGAGE PAYMENTS:	29,416	29,711	29,711	30,311	30,615	22,933	31,234
RESERVE PAYMENTS:	16,500	17,155	5,471	(6,366)	2,671	2,933	3,685
Total other Expense	(45,916)	(46,866)	(35,182)	(23,945)	(33,286)	(25,866)	(34,919)
Net Profit or (Loss)	(34,968)	(24,779)	(16,799)	(153,841)	(30,320)	(72,276)	2,562

JCHA has worked with HUD to increase the contract rents which should be retroactive to 7/2020. As a result, in 2021 we are not projecting a modest income.

Nonroutine expenses are mold and insurance repairs in 2018 and for the tornado and water damage units 2019.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - TED HERRON APARTMENTS FUND
YEAR ENDING DECEMBER 31, 2021

Description	2016	2017	2018	2019	Budget 2020	YTD 9 mos	Proposed 2021
INCOME:							
Rental Income	197,284	197,710	203,105	206,189	211,890	150,652	213,275
Subsidy							
Interest Income	1,318	1,217	1,332	1,480	965	610	790
Other Income	3,995	3,214	4,027	7,646	3,500	19,359	3,250
Total Income	202,597	202,141	208,464	215,315	216,355	170,621	217,315
ADMINISTRATION:							
Salaries	10,854	10,375	9,951	15,194	13,892	11,746	15,056
Fringe Benefits	5,147	4,734	5,062	7,964	8,319	5,444	8,103
Legal	1,973	384	163	341	175	87	125
Training	27	293	87	856	75	157	200
Mileage		4	8	16	8	4	5
Audit	6,800	7,000	7,200	7,400	7,000	5,500	7,200
Management Fees	17,790	17,490	17,670	17,520	17,417	12,630	17,275
Sundry	15,176	11,524	12,769	14,034	12,856	27,016	11,951
Total Administration	57,767	51,804	52,910	63,325	59,742	62,584	59,915
TENANT SERVICES:	2,248	2,248	0	2,675	2,161	771	2,248
UTILITIES:	29,884	29,506	29,929	26,823	30,450	17,115	28,410
MAINTENANCE:							
Salaries	19,232	19,129	13,208	17,125	17,800	15,741	18,549
Fringe Benefits	8,055	8,592	6,976	9,091	8,716	7,213	9,327
Materials	18,059	28,061	12,553	10,338	10,960	9,410	9,395
Contracts	32,393	49,346	33,416	44,314	41,275	41,928	44,375
Total Maintenance	77,739	105,128	66,153	80,868	78,751	74,292	81,646
GENERAL:							
Other							
Insurance	12,746	12,697	13,160	13,824	14,360	11,073	16,200
Payment in Lieu of Taxes							
Total General	12,746	12,697	13,160	13,824	14,360	11,073	16,200
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:							
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	180,384	201,383	162,152	187,515	185,464	165,835	188,419
Net Income from Operations	22,213	758	46,312	27,800	30,891	4,786	28,896
MORTGAGE PAYMENTS:	17,750	17,750	17,750	17,750	17,750	13,313	17,750
RESERVE PAYMENTS:	16,860	17,197	7,855	(5,764)	12,570	(24,370)	12,570
Total other Expense	(34,610)	(34,947)	(25,605)	(11,986)	(30,320)	11,057	(30,320)
Net Profit or (Loss)	(12,397)	(34,189)	20,707	15,814	571	15,843	(1,424) *

* JCHA will not collect management fees while the property is in a deficit position.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - LINDEN ELDERLY CAMPUS
YEAR ENDING DECEMBER 31, 2021

Description	2016	2017	2018	2019	Budget 2020	YTD 9 Mos	Proposed 2021
INCOME:							
Rental Income	304,207	293,231	292,090	285,223	285,404	227,424	312,041
Subsidy	318,455	334,157	338,194	335,252	352,688	264,376	346,911
Interest Income	1,451	1,673	2,394	2,284	1,605	943	1,227
Other Income	18,714	14,958	22,410	16,853	20,800	17,300	15,400
Total Income	642,827	644,019	655,088	639,612	660,497	510,043	675,579
ADMINISTRATION:							
Salaries	55,535	56,943	48,545	50,727	51,400	37,405	54,654
Fringe Benefits	26,335	23,173	22,878	26,608	35,085	18,398	34,950
Legal	17,215	8,324	3,376	2,120	2,500	2,135	2,800
Training	732	2,560	1,565	2,687	2,500	331	2,500
Mileage	121	135	24	37	40	24	35
Audit	6,800	7,000	7,200	7,400	7,000	5,500	7,200
Management Fees	31,770	31,650	31,560	30,900	36,175	31,360	38,417
Sundry	23,455	24,398	22,477	24,624	24,666	22,902	24,550
Total Administration	161,963	154,183	137,625	145,103	159,366	118,055	165,106
TENANT SERVICES:	4,091	4,091		23,894	23,349	17,582	24,066
UTILITIES:	88,972	85,640	97,535	86,171	102,700	60,558	92,150
MAINTENANCE:							
Salaries	35,646	42,505	38,207	38,710	39,289	25,558	35,404
Fringe Benefits	15,981	19,269	18,997	20,515	23,099	12,451	21,280
Materials	22,997	41,853	37,621	24,907	31,235	13,416	26,575
Contracts	82,007	88,949	87,936	98,625	95,800	70,001	101,400
Total Maintenance	156,631	192,576	182,761	182,757	189,423	121,426	184,659
GENERAL:							
Other	74	66	2		2		2
Insurance	18,119	18,874	20,368	19,717	19,825	16,565	23,880
Payment in Lieu of Taxes							
Total General	18,193	18,940	20,370	19,717	19,827	16,565	23,882
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:							
MORTGAGE INTEREST EXPENSE	118,852	117,626	116,321	114,954	105,066	85,328	102,092
Total Operating Expense	548,702	573,056	554,612	572,596	599,731	419,514	591,954
Net Income from Operations	94,125	70,963	100,476	67,016	60,766	90,529	83,625
MORTGAGE PAYMENTS:	17,827	18,955	20,154	21,429	22,775	16,957	25,748
RESERVE PAYMENTS:	35,386	35,930	8,683	7,897	26,328	18,785	26,851
Total other Expense	(53,213)	(54,865)	(28,837)	(29,326)	(49,103)	(35,742)	(52,599)
Net Profit or (Loss)	40,912	16,078	71,639	37,690	11,663	54,787	31,026

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - TOTAL TAX CREDIT FUNDS
YEAR ENDING DECEMBER 31, 2021

Description	2016	2017	2018	2019	Budget 2020	YTD 9 Mos	Proposed 2021
INCOME:							
Rental Income	971,615	956,487	916,154	894,728	944,422	668,159	1,049,468
Subsidy	1,033,022	1,084,175	1,111,796	1,077,164	1,159,908	815,241	1,173,944
Interest Income	11,886	12,280	15,142	18,950	11,940	5,854	7,610
Other Income	80,551	54,387	70,556	55,735	50,200	62,386	45,850
Total Income	2,097,074	2,107,329	2,113,648	2,046,577	2,166,470	1,551,640	2,276,872
ADMINISTRATION:							
Salaries	172,350	167,887	150,468	167,527	170,840	123,872	181,279
Fringe Benefits	81,477	74,387	72,735	88,001	101,275	60,972	98,049
Legal	26,680	35,445	21,669	6,497	7,275	4,273	7,425
Training	2,687	5,087	3,300	7,461	6,775	1,045	7,200
Mileage	221	239	109	187	183	51	160
Audit	27,200	28,000	28,800	30,000	28,300	22,300	29,400
Management Fees	113,964	113,514	111,906	108,054	127,312	91,910	136,400
Sundry	87,602	81,331	86,191	104,225	82,413	88,625	90,348
Total Administration	512,181	505,890	475,178	511,952	524,373	393,048	550,262
TENANT SERVICES:	34,584	38,252	30,938	58,718	56,990	40,286	59,154
UTILITIES:	257,411	245,904	273,766	244,365	283,250	165,603	260,910
MAINTENANCE:							
Salaries	142,044	146,787	138,350	130,343	130,464	91,805	136,683
Fringe Benefits	62,317	66,079	69,729	68,431	68,230	44,868	76,958
Materials	115,511	165,807	149,352	134,937	146,750	59,944	132,045
Contracts	256,235	385,595	337,041	335,917	325,625	235,240	351,025
Total Maintenance	576,107	764,268	694,472	669,628	671,069	431,857	696,711
GENERAL:							
Other	947	95	17	5	7	4	7
Insurance	73,454	76,659	84,988	83,031	84,430	67,426	98,519
Payment in Lieu of Taxes							
Total General	74,401	76,754	85,005	83,036	84,437	67,430	98,526
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:			10,513	37,902		(23,109)	
MORTGAGE INTEREST EXPENSE	311,557	291,110	329,226	255,817	233,712	187,923	198,000
Total Operating Expense	1,766,241	1,922,178	1,899,098	1,861,418	1,853,831	1,263,038	1,863,562
Net Income from Operations	330,833	185,151	214,550	185,159	312,639	288,602	413,310
MORTGAGE PAYMENTS:	136,700	138,123	149,422	177,571	183,681	127,724	187,273
RESERVE PAYMENTS:	137,807	109,947	(16,701)	(10,861)	126,565	(5,504)	128,106
Total other Expense	(274,507)	(248,070)	(132,721)	(166,710)	(310,246)	(122,220)	(315,379)
Net Profit or (Loss)	56,326	(62,919)	81,829	18,449	2,393	166,382	97,931

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - LEWELLA ESTES FUND
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income	67,846	68,851	70,518	72,874	74,352	36,827	74,160
Subsidy	24,890	25,997	24,723	25,814	25,296	12,947	26,408
Interest Income	13	17	23	23	18	8	15
Other Income	87	2,170	430	1,604			
Total Income	92,836	97,035	95,694	100,315	99,666	49,782	100,583
ADMINISTRATION:							
Salaries	7,179	4,222	5,133	7,394	4,521	2,699	4,944
Fringe Benefits	3,266	2,784	2,492	3,083	3,008	1,485	2,668
Legal							
Training	3		1		500		1,000
Mileage			12	5	20	3	20
Audit	3,960	4,390	3,900	4,090	4,200	3,920	4,200
Management Fees	7,830	8,109	8,144	8,356	7,972	4,091	8,125
Sundry	3,259	2,687	1,968	3,208	2,679	577	3,313
Total Administration	25,497	22,192	21,650	26,136	22,900	12,775	24,270
TENANT SERVICES:							
UTILITIES:	21,487	22,730	22,850	21,934	28,750	9,810	24,800
MAINTENANCE:							
Salaries	1,158	115	6,378	9,903	9,057	2,866	11,040
Fringe Benefits	442	88	4	32	28	14	21
Materials	10,001	2,298	5,244	5,455	7,650	3,090	9,225
Contracts	23,515	18,295	4,656	4,488	13,700	2,178	14,800
Total Maintenance	35,116	20,796	16,282	19,878	30,435	8,148	35,086
GENERAL:							
Other	4	4	1		4	3	4
Insurance	6,047	6,190	6,712	6,915	7,200	3,202	7,200
Payment in Lieu of Taxes							
Total General	6,051	6,194	6,713	6,915	7,204	3,205	7,204
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:	480	1,289					
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	88,631	73,201	67,495	74,863	89,289	33,938	91,360
Net Income from Operations	4,205	23,834	28,199	25,452	10,377	15,844	9,223
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:	5,727	5,727	5,622	5,436	5,436	2,718	5,436
Total other Expense	(5,727)	(5,727)	(5,622)	(5,436)	(5,436)	(2,718)	(5,436)
Net Profit or (Loss)	(1,522)	18,107	22,577	20,016	4,941	13,126	3,787

The nonroutine expenses are related to payments to the residual receipts account for excess rent.

* Please note the YTD 6 months includes Housing Authority expenses for 6 months, but only 5 months of Lewella Estes expenses.

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
PROPOSED BUDGET - TOTAL MANAGED PROPERTY- HAP FUNDS
YEAR ENDING MARCH 31, 2022

Description	2017	2018	2019	2020	Budget 2021	YTD 6 Mos	Proposed 2022
INCOME:							
Rental Income	67,846	68,851	70,518	72,874	74,352	36,827	74,160
Subsidy	24,890	25,997	24,723	25,814	25,296	12,947	26,408
Interest Income	13	17	23	23	18	8	15
Other Income	87	2,170	430	1,604			
Total Income	92,836	97,035	95,694	100,315	99,666	49,782	100,583
ADMINISTRATION:							
Salaries	7,179	4,222	5,133	7,394	4,521	2,699	4,944
Fringe Benefits	3,266	2,784	2,492	3,083	3,008	1,485	2,668
Legal							
Training	3		1		500		1,000
Mileage			12	5	20	3	20
Audit	3,960	4,390	3,900	4,090	4,200	3,920	4,200
Management Fees	7,830	8,109	8,144	8,356	7,972	4,091	8,125
Sundry	3,259	2,687	1,968	3,208	2,679	577	3,313
Total Administration	25,497	22,192	21,650	26,136	22,900	12,775	24,270
TENANT SERVICES:							
UTILITIES:	21,487	22,730	22,850	21,934	28,750	9,810	24,800
MAINTENANCE:							
Salaries	1,158	115	6,378	9,903	9,057	2,866	11,040
Fringe Benefits	442	88	4	32	28	14	21
Materials	10,001	2,298	5,244	5,455	7,650	3,090	9,225
Contracts	23,515	18,295	4,656	4,488	13,700	2,178	14,800
Total Maintenance	35,116	20,796	16,282	19,878	30,435	8,148	35,086
GENERAL:							
Other	4	4	1		4	3	4
Insurance	6,047	6,190	6,712	6,915	7,200	3,202	7,200
Payment in Lieu of Taxes							
Total General	6,051	6,194	6,713	6,915	7,204	3,205	7,204
HOUSING ASSIST. PAYMENTS:							
NONROUTINE EXPENSES:	480	1,289					
MORTGAGE INTEREST EXPENSE							
Total Operating Expense	88,631	73,201	67,495	74,863	89,289	33,938	91,360
Net Income from Operations	4,205	23,834	28,199	25,452	10,377	15,844	9,223
MORTGAGE PAYMENTS:							
RESERVE PAYMENTS:	5,727	5,727	5,622	5,436	5,436	2,718	5,436
Total other Expense	(5,727)	(5,727)	(5,622)	(5,436)	(5,436)	(2,718)	(5,436)
Net Profit or (Loss)	(1,522)	18,107	22,577	20,016	4,941	13,126	3,787

HOUSING AUTHORITY OF THE CITY OF JEFFERSON
BUDGET - TOTAL COMBINED ALL FUNDS
YEAR ENDING DECEMBER 31, 2019 OR MARCH 31, 2020

Description	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	9 mos 6 mos	2021 2022
INCOME:							
Rental Income	1,664,971	1,685,530	1,621,342	1,620,147	1,648,579	1,027,955	1,740,812
Subsidy	4,766,077	4,559,066	4,932,103	5,024,945	5,603,204	2,879,654	5,197,862
Interest Income	28,830	67,725	132,515	137,850	97,899	7,674	11,280
Other Income	459,923	373,302	774,612	938,372	422,482	423,751	448,962
Total Income	6,919,801	6,685,623	7,460,572	7,721,314	7,772,164	4,339,034	7,398,916
ADMINISTRATION:							
Salaries	721,735	717,808	706,259	761,345	778,302	406,133	825,805
Fringe Benefits	336,329	326,447	334,292	367,264	385,376	203,527	390,850
Legal	87,163	98,061	101,860	81,650	81,975	25,316	56,335
Training	15,371	14,614	17,961	13,507	16,425	2,292	15,600
Mileage	252	296	305	423	558	162	445
Audit	52,060	53,625	53,665	55,635	54,900	48,040	55,850
Management Fees	218,474	219,655	217,681	218,373	236,577	143,329	245,262
Sundry	367,716	306,773	283,806	357,788	282,699	159,209	304,098
Total Administration	1,799,100	1,737,279	1,715,829	1,855,985	1,836,812	988,008	1,894,245
TENANT SERVICES:	70,363	71,989	58,974	67,300	68,483	46,261	70,977
UTILITIES:	684,274	682,177	741,895	654,349	751,650	337,321	694,810
MAINTENANCE:							
Salaries	358,232	375,817	386,596	377,318	382,396	209,229	401,407
Fringe Benefits	155,607	176,598	188,349	190,078	196,114	107,933	215,925
Materials	264,899	324,209	326,719	304,705	319,200	128,797	293,445
Contracts	941,326	1,104,299	957,243	1,167,625	990,725	595,517	1,114,050
Total Maintenance	1,720,064	1,980,923	1,858,907	2,039,726	1,888,435	1,041,476	2,024,827
GENERAL:							
Other	100,802	86,712	123,587	74,448	61,221	49,277	91,211
Insurance	219,435	250,349	266,544	272,225	295,641	177,089	322,884
Payment in Lieu of Taxes	9,293	8,946	4,998	9,122	5,000		5,000
Total General	329,531	346,007	395,129	355,795	361,862	226,366	419,095
HOUSING ASSIST. PAYMENTS:	1,112,782	1,074,732	1,089,851	1,069,333	1,086,500	554,671	1,107,000
NONROUTINE EXPENSES:	240,684	16,229	9,912	37,902	2,388,669	(23,109)	2,059,059
MORTGAGE INTEREST EXPENSE	311,557	291,110	329,226	255,817	233,712	187,923	198,000
Total Operating Expense	6,268,355	6,200,446	6,199,723	6,336,207	8,616,123	3,358,917	8,468,012
Net Income from Operations	651,446	485,177	1,260,849	1,385,107	(843,959)	980,117	(1,069,097)
MORTGAGE PAYMENTS:	136,700	138,123	149,422	177,571	183,681	127,724	187,273
RESERVE PAYMENTS:	143,534	115,674	(11,079)	(5,425)	132,001	(2,786)	133,542
Total other Expense	(280,234)	(253,797)	(138,343)	(172,146)	(315,682)	(124,938)	(320,815)
Net Profit or (Loss)	371,212	231,380	1,122,506	1,212,961	(1,159,641)	855,179	(1,389,912)

Housing Authority of the

City of Jefferson

Personnel Schedule

Full-Time Positions

Year Ending March 31, 2022

And

December 31, 2021

Housing Authority
City of Jefferson
Personnel Schedule of Authorized Full-Time Positions
1/1/2021 and 04/01/2022

Department	Pay Range	2018	2019	2020	2021	2022
Administration						
Executive Director	5	1	1	1	1	1
Deputy Director	5					
Chief Financial Officer	4	1	1	1	1	1
Chief Housing Officer	4	1	1	1	1	1
Secretary (part time)	2	0.67	0.50	0.50	0.50	0.50
		3.67	3.50	3.50	3.50	3.50
Accounting						
Accounting Supervisor	4					
Accounting Clerk	2	2	2	2	1.75	1.75
		2	2	2	2	2
Housing						
Lead Housing Manager	3	1	1	1	1	1
Assistant Housing Manager	2	6	6	6	6	6
Human resources/Administrative Assistant	2	1	1	1	1	1
Receipt Clerk/Receptionist/Waiting List	1	2	2	2	2	2
		10	10	10	10	10
Tenant Services						
Activity Services Assistant	1	1	1	1	1	1
Part time Activity Services Driver		0.40	0.40	0.40	0.40	0.40
		1.40	1.40	1.40	1.40	1.40
Tech. Services Admin.						
Technical Services Inspector	3	1	1	1	1	1
Housing Inspector	3	1	1	1	1	1
		2	2	2	2	2
Maintenance						
Maintenance Supervisor	4	1	1	1	1	1
Lead Maintenance Worker I	3	1	1	1	1	1
Work Order Specialist	1	1	1	1	1	1
Maintenance Worker	1	7	7	7	7	7.50
		10	10	10	10	11
Total Full-Time Positions		29.07	28.90	28.90	28.65	29.15

Housing Authority of the

City of Jefferson

Salary Ranges

Year Ending March 31, 2022
And December 31, 2021

Housing Authority
City of Jefferson
Salary Grade/Pay Table

Pay Range	Minimum	Maximum
	<u>2020-2021</u>	<u>2020-2021</u>
1	22,860	40,860
2	25,000	57,130
3	34,920	60,930
4	44,970	85,980
5	63,060	120,000

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part I: Summary

PHA Name : Housing Authority of the City of Jefferson

☒ Locality (City/County & State)
Original 5-Year Plan

☐ Revised 5-Year Plan (Revision No:)

PHA Number: MO009

A.	Development Number and Name	Work Statement for				
		Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025
	AUTHORITY-WIDE	\$221,226.00	\$248,226.00	\$241,226.00	\$216,226.00	\$221,892.00
	DULLE TOWERS APARTMENTS (MO009000003)	\$15,000.00				\$5,000.00
	HOUSING AUTHORITY OF JEFFERSON CITY (MO009000001)	\$222,055.00	\$200,055.00	\$217,055.00	\$242,055.00	\$231,389.00
	HOUSING AUTHORITY OF JEFFERSON CITY (MO009000005)		\$10,000.00			

Exhibit 4

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$221,226.00
ID0005	ba wide operations(Operations (1406))	to improve ba wide operations		\$114,570.00
ID0010	management improvements(Management Improvement (1408)-Other (1480)-Plumbing)	In accordance with the MOA, we are improving occupancy by reducing the number of days it takes to lease a unit. - 50 units		\$45,828.00
ID0015	admin(Administration (1410)-Other Administration (1410)-Salaries)	Administrative salaries and fringe benefits		\$45,828.00
ID0118	Repair and/or Replace drain lines (Dwelling Unit-Interior (1480)-Other Dwelling Unit-Interior (1480)-Plumbing)	Repair and/or drain lines including any floor repairs. Hope to complete 2 units.		\$10,000.00
ID0122	continue parking lot repairs(Contract Administration (1480)-Other Contract Administration (1480)-Other Fees and Costs, Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	repairs to parking lots - 1 lots		\$5,000.00
	DULLE TOWERS APARTMENTS (MO009000003)			\$15,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0052	continue to replace elevators in dille tower(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	replace existing aging elevators in dille tower - 1 elevator this year		\$5,000.00
ID0119	replace overhead and entrance door (Dwelling Unit-Exterior (1480)-Exterior Doors)	replace overhead door and entrance door in basement entrance		\$10,000.00
	HOUSING AUTHORITY OF JEFFERSON CITY (M00009000001)			\$222,055.00
ID0068	continue to repair/replace decks on 4-plexes and duplexes(Dwelling Unit-Exterior (1480)-Decks and Patios)	Hope to repair/replace 20 decks. Aging decks are on all duplexes and 4-plexes in our portfolio.		\$212,055.00
ID0069	continue to pump up concrete floors on all public housing portfolio(Dwelling Unit-Exterior (1480)-Foundations)	correct flooring issues in public housing by filling holes beneath the house with foam filling. Hope to complete 6 houses.		\$5,000.00
ID0094	Replace flooring, sub flooring and asbestos removal with emergency funds(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	replace flooring and subflooring and remove asbestos as necessary - 1 units		\$5,000.00
	Subtotal of Estimated Cost			\$458,281.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0021	HOUSING AUTHORITY OF JEFFERSON CITY (MO009000001)			\$200,055.00
ID0029	provide security cameras(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Other)	provide security cameras. Hope to complete up to 2 cameras.		\$22,000.00
ID0064	install HVAC system in existing buildings(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical)	to install HVAC in existing buildings which do not have AC - 2 units		\$59,389.00
ID0067	continue to pump up concrete floors on all public housing portfolio(Dwelling Unit-Exterior (1480)-Foundations)	correct flooring issues in public housing by filling holes beneath the house with foam filling. Hope to complete 6 houses.		\$20,000.00
ID0071	continue to repair/replace decks on 4-plexes and duplexes(Dwelling Unit-Exterior (1480)-Decks and Patios)	Hope to repair/replace 6 decks		\$64,666.00
ID0116	continue to replace aging plumbing in public housing portfolio(Dwelling Unit-Interior (1480)-Plumbing)	replace aging plumbing as necessary in the public housing portfolio		\$1,000.00
	continue to Replace flooring, sub flooring and asbestos removal with emergency funds(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	replace flooring and subflooring and remove asbestos as necessary - 1 units		\$5,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0117	Continue to convert houses from gas to electric(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Other,Interior (1480)-Other)	to improve utility efficiency we will be converting the house to all electric. We hope to do 1 houses.		\$18,000.00
ID0121	replace concrete steps throughout property(Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Other)	replace concrete steps throughout property		\$10,000.00
	AUTHORITY-WIDE (NAVASD)			\$248,226.00
ID0024	replace fencing(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Fencing)	Plan to replace one fence.		\$12,000.00
ID0028	repair/replace retaining walls(Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Contract Administration (1480)-Other,Non-Dwelling Site Work (1480)-Landscape)	repair or replace the existing retaining walls - 1 area/wall		\$5,000.00
ID0044	ha wide operations(Operations (1406))	to improve ha wide operations		\$114,570.00
ID0045	management improvements(Management Improvement (1408)-Other)	In accordance with the MOR, we are improving occupancy by reducing the number of days it takes to lease a unit. - 50 units		\$45,828.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0046	admin(Administration (1410)-Other,Administration (1410)-Salaries)	Administrative salaries and fringe benefits		\$45,828.00
ID0053	Repair/replace sidewalks and handicap ramps and stairs(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	to repair and/or replace sidewalks and handicap ramps and stairs		\$10,000.00
ID0070	Continue to replace tubs and showers in the public housing portfolio and in public towers(Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Continue to replace aging/cracked tubs and showers.		\$10,000.00
ID0120	replace stairs inside all duplexes(Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Other)	replace failing stairs in all duplexes		\$5,000.00
	HOUSING AUTHORITY OF JEFFERSON CITY (MCO09000005)			\$10,000.00
ID0050	install Dehumidifiers in ground level units(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical)	Install dehumidifier in ground level units to reduce moisture - 10 units		\$10,000.00
	Subtotal of Estimated Cost			\$458,281.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2023

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	HOUSING AUTHORITY OF JEFFERSON CITY (MO009000001)			\$217,055.00
ID0023	convert houses from gas to electric(Contract Administration (1480)-Other Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Other)	to improve utility efficiency we will be converting the house to all electric. We hope to do houses.		\$10,000.00
ID0072	continue to repair/replace decks on 4-plexes and duplexes(Dwelling Unit-Exterior (1480)-Decks and Patios)	Hope to repair/replace 2 decks.Aging decks are on all duplexes and 4-plexes in our portfolio.		\$20,000.00
ID0073	continue to pump up concrete floors on all public housing portfolio(Dwelling Unit-Exterior (1480)-Foundations)	correct flooring issues in public housing by filling holes beneath the house with foam filling. Hope to complete 6 houses.		\$20,000.00
ID0074	replace aging attic insulation in public housing portfolio(Dwelling Unit-Interior (1480)-Other)	replace damaged and aged insulation in attics in 3 public housing buildings (4-plex, duplex, or house)		\$15,000.00
ID0075	replace aging studs and fiber board sheeting in public housing portfolio(Dwelling Unit-Interior (1480)-Other)	replace aging studs and fiber board sheeting in 3 buildings		\$15,000.00
ID0076	rehab interior hallways in 4-plexes(Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	rehab interior hallways in 5 buildings including updating /replacing drywall, painting, hardwood, and lighting.		\$15,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0078	replace aging security cameras(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Construction - Mechanical (1480)-Other)	replace aging security cameras. We plan to replace 5 to 10 cameras.		\$50,000.00
ID0079	replace aging sewer lines in public housing portfolio(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Storm Drainage)	replace aging sewer lines in public housing portfolio to prevent collapse. We plan to replace 2 to 3 sewer lines.		\$15,000.00
ID0080	continue to replace aging tubs and showers in public housing portfolio(Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Plumbing)	Continue to replace aging tubs and showers in public housing portfolio. We hope to replace 6 showers/tubs.		\$17,890.00
ID0081	replace aging storm water drains in the middle courtyards in public housing portfolio(Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Storm Drainage)	replace aging storm water drains in public housing portfolio to ensure proper drainage. We plan to replace 2 drains.		\$19,165.00
ID0123	Replace outdoor lighting in common grounds(Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other)	Replace outdoor lighting in the common grounds around the near houses and duplexes		\$20,000.00
	AUTHORITY-WIDE (NAWASD)			\$241,226.00
ID0058	ba wide operations(Operations (1406))	to improve ba wide operations		\$114,570.00

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Work Statement for Year 3		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0059	management improvements(Management Improvement (1403)-Other)	In accordance with the MOR, we are improving occupancy by reducing the number of days it takes to lease a unit - 50 units		\$45,828.00
ID0062	admin(Administration (1410)-Salaries,Administration (1410)-Other)	administrative salaries and fringe benefits		\$45,828.00
ID0077	continue parking lot repairs(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	repairs to parking lots - 1 lots		\$30,000.00
ID0095	continue to replace electrical items(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Electrical)	replace electrical items as necessary - 10 times		\$5,000.00
Subtotal of Estimated Cost				\$458,281.00

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Work Statement for Year 4		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$216,226.00
ID0098	he wide operations(Operations (1406))	to improve ha wide operations		\$114,570.00
ID0099	management improvements(Management Improvement (1408)-Other)	In accordance with the MQR, we are improving occupancy by reducing the number of days it takes to lease a unit - 50 units		\$45,828.00
ID0100	admin(Administration (1410)-Other, Administration (1410)-Salaries)	administrative salaries and fringe benefits		\$45,828.00
ID0124	Repair and replace floors in dwelling unit(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Other)	Repair and replace floors in dwelling unit interiors - 2 floors		\$10,000.00
	HOUSING AUTHORITY OF JEFFERSON CITY (MO0090000001)			\$242,055.00
ID0111	continue to pump up concrete floors on all public housing portfolio(Dwelling Unit-Exterior (1480)-Foundations)	correct flooring issues in public housing by filling holes beneath the house with foam filling. Hope to complete 6 houses.		\$20,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (5)

Work Statement for Year 4		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0112	continue to repair/replace decks on 4-plexes and duplexes(Dwelling Unit-Exterior (1480)-Decks and Patios)	Hope to repair/replace 17 decks. Aging decks are on all duplexes and 4-plexes in our portfolio.		\$177,055.00
ID0113	continue to replace aging attic insulation in public housing portfolio(Dwelling Unit-Interior (1480)-Other)	replace damaged and aged insulation in attics in 3 public housing buildings (4-plex, duplex, or house)		\$15,000.00
ID0114	continue to replace aging studs and fiber board sheeting in public housing portfolio(Dwelling Unit-Interior (1480)-Other)	replace aging studs and fiber board sheeting in 3 buildings		\$15,000.00
ID0115	continue to rehab interior hallways in 4-plexes(Non-Dwelling Interior (1480)-Common Area Painting, Non-Dwelling Interior (1480)-Other)	rehab interior hallways in 5 buildings including updating /replacing drywall, painting, hardwood, and lighting.		\$15,000.00
	Subtotal of Estimated Cost			\$458,281.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$221,892.00
ID0030	replace appliances(Contract Administration (1480)-Other;Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Appliances)	replace appliances as necessary - 1 unit		\$1,666.00
ID0031	replace bathroom counters, sinks,toilets, flooring(Contract Administration (1480)-Other,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Commodes)	replace bathroom counters, sinks, toilets, flooring as necessary - 1 unit		\$2,000.00
ID0032	replace call for aid systems(Contract Administration (1480)-Other;Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Call-for-Aid Systems)	replace call for aid systems as necessary - 1 unit		\$1,000.00
ID0035	replace doors(Contract Administration (1480)-Other;Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Interior (1480)-Interior Doors)	replace doors as necessary - 1 unit		\$1,000.00
ID0036	replace drywall(Contract Administration (1480)-Other;Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Other)	replace drywall and paint - 2 unit		\$2,000.00
ID0037	replace kitchen sinks, cabinets, counters(Contract Administration (1480)-Other;Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	replace kitchen sinks, cabinets, counters, as needed - 1 unit		\$2,000.00

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Work Statement for Year 5		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0039	replace mechanical items (Contract Administration (1480)-Other, Contract Administration (1480)-Other Fees and Costs, Dwelling Unit-Interior (1480)-Mechanical)	replace mechanical items as necessary - 1 unit		\$1,000.00
ID0054	install AC system in unit (Contract Administration (1480)-Other, Contract Administration (1480)-Other Fees and Costs, Dwelling Unit-Interior (1480)-Mechanical, Dwelling Unit-Interior (1480)-Other)	to install AC in one unit		\$1,000.00
ID0055	replace washer/dryer hookups (Contract Administration (1480)-Other, Contract Administration (1480)-Other Fees and Costs, Dwelling Unit-Interior (1480)-Plumbing)	replace washer/dryer hookups in 1 unit		\$500.00
ID0056	install laundry room drainage pans (Contract Administration (1480)-Other, Contract Administration (1480)-Other Fees and Costs, Dwelling Unit-Interior (1480)-Other, Dwelling Unit-Interior (1480)-Plumbing)	to install drainage pans in laundry room - 1 unit		\$500.00
ID0057	install new doors for water heater access (Contract Administration (1480)-Other, Contract Administration (1480)-Other Fees and Costs, Dwelling Unit-Interior (1480)-Interior Doors, Dwelling Unit-Interior (1480)-Other)	to install new doors for water heater access - 1 unit		\$1,000.00
ID0108	admin/ Administration (1410)-Other, Administration (1410)-Salaries)	administrative salaries and fringe benefits		\$45,828.00
ID0109	management improvements (Management Improvement (1408)-Other)	In accordance with the MOR, we are improving occupancy by reducing the number of days it takes to lease a unit. - 50 units		\$45,828.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0110	ha wide operations(Operations (1406))	to improve ha wide operations		\$114,570.00
ID0127	repair and/or replace windows(Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Windows)	Repair and/or replace windows - 2 windows		\$2,000.00
	HOUSING AUTHORITY OF JEFFERSON CITY (MO009000001)			\$231,389.00
ID0101	continue to repair/replace decks on 4-plexes and duplexes(Dwelling Unit-Exterior (1480)-Decks and Patios)	Hope to repair/replace 3 decks. Aging decks are on all duplexes and 4-plexes in our portfolio.		\$20,000.00
ID0102	replace handrails throughout property(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Other)	replace rusted handrails throughout property		\$21,000.00
ID0103	replace stairs inside all duplexes(Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes)	replace falling stairs in all duplexes		\$18,389.00
ID0104	replace concrete steps throughout property(Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape)	replace concrete steps throughout property		\$25,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
DD0105	repair parking area adjacent to street(Dwelling Unit-Site Work (1480)-Parking)	repair aging parking surfaces adjacent to street		\$15,000.00
DD0106	replace accessible playground equipment(Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	replace accessible playground equipment an re-landscape as needed		\$50,000.00
DD0107	renovate washer/dryer location within unit(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	renovate washer/dryer location within unit to be more accessible		\$10,000.00
DD0125	Replace threshold on doors(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Interior Doors)	Replace threshold on doors in units - numerous doors		\$2,000.00
DD0128	replace aging hvac system in main office (Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	replace aging hvac system in main office		\$50,000.00
DD0129	construct carport and security fence (Non-Dwelling Construction-New Construction (1480)-Other,Non-Dwelling Construction-New Construction (1480)-Storage Area,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Site Work (1480)-Fencing)	Construct carport and security fence near maintenance building		\$20,000.00
	DULLE TOWERS APARTMENTS (NOC009000003)			\$5,000.00

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Work Statement for Year 5		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0126	replace entryway floors and elevator waiting area floors(Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Other)	replace entryway floors and elevator waiting area floors		\$5,000.00
	Subtotal of Estimated Cost			\$458,281.00

Cynthia Quetsch

From: Jeff <jwschae@hotmail.com>
Sent: Wednesday, November 4, 2020 4:17 PM
To: Cynthia Quetsch
Cc: Todd Miller
Subject: Update on Bolivar and McCarty

Cynthia: After our closing on July 15, we very shortly thereafter filed the application with the City for approval of the Preliminary PUD Plan for zoning purposes. On October 19, the City Council approved our preliminary plan. We are now working on the Final PUD plan for City staff approval, which I hope to get submitted by November 30. I am informed that the staff review of that can take 45-60 days after its submission, which will take us to middle to end of January.

I say all that to say this. Construction start is unlikely to happen within six months of our closing. The Agreement makes a provision for this, but I wanted to keep you up-to-date on our progress.

Please let me know if you have any questions.

Jeff

2020 Hail Damage Roof Replacement for Herron



Housing Authority of the City of Jefferson Bid Tabulation

Company	Herron	Days to complete	Evaluation of airflow as required by city code cost	Total cost of upgrades required by city code	Total	Required Documents
Cambridge Wilson & Co.	\$ 56,513.65	6	\$ 2,085.00	\$ 2,085.00	\$ 60,683.65	No- included only bid form and non-collusive
Dynamic Roofing	\$ 73,730.90	5	\$ -	\$ -	\$ 73,730.90	YES
Atlas Home Solutions	\$ 85,557.64	15	Not performed at time of bid	Not performed at time of bid	\$ 85,557.64	YES
Bull Exteriors	\$ 111,959.55	60	\$ -	\$ -	\$ 111,959.55	YES
Franklin Roofing	\$ 84,412.69	8	\$ -	\$ 36,199.54	\$ 120,612.23	YES
Construction Management	\$ 83,986.29	14	\$ -	\$ 8,777.20	\$ 92,763.49	YES

Exhibit
10

Nations Renovations	\$ 85,149.17	25	\$ 500.00	\$ 2,187.00	\$ 87,836.17	No-Missing page 2 of attachment 1
Checkmark Construction	\$ 77,794.47	5	\$ -	\$ 2,510.76	\$ 80,305.23	No-Missing attachment m

Sent: Tuesday, October 20, 2020 2:06 PM
To: Michelle Wessler <Michelle@ichamo.org>
Subject: RE: Bid Tabulation Roofing MF replacements-revisedins mw 10-2.xlsx

Good afternoon Michelle,

Hope you are well and feeling better. I have finally had a chance to look over the info for all 3 hail claims. I have basically removed the bids from Atlas, Bull Exteriors and Dynamic Roofing for all 3 claims. That leaves us with Construction Management and Franklin Roofing. Both seem to be very comparable but Franklin Roofing is still significantly higher in cost. You can certainly use whichever contractor you wish but we would ultimately elect to pay based off of the bids from Construction Management with the following numbers:

Linden Elderly - \$204,428.18

Hyder - \$204,251.96

Capital Elderly - \$92,763.49

Please let me know if there are any questions.

Thanks,