



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

Resident Advisory Board

Open Meeting Notice

CHA Resident Advisory Board Meeting Agenda

Date: Wednesday, October 20, 2021

Time: 5:00 p.m.

Place: Paquin Tower Community Room, 1201 Paquin Street

- I. Call to Order and Introductions: Randy Cole, CEO
- II. Approval of Meeting Agenda
- III. Introduction of City Council Member Andrea Waner
- IV. Review of the draft FY 2022 CHA Budget
- V. Discussion of Future Meeting Topics
- VI. Schedule of Next Meeting – TBD
- VII. Adjournment

*** RAB Members needing transportation assistance should call Charline Johns at (573) 443-2556 ext. 1122 before 12:00 Noon on Wednesday, October 20, 2021.**

A light meal will be available for RAB members at 4:45 p.m.

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Charline Johns, Executive Assistant at (573) 443-2556, extension 1122, or (800) 735-2966 (TTY) at least one working day prior to the meeting.

Media Contact: Randy Cole, CEO

Phone: (573) 443-2556

E-mail: ColumbiaHA.info@gmail.com

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

“It is the mission of the CHA Resident Advisory Board to facilitate positive communication and understanding among residents and administrators of CHA in order to create opportunities to continually improve affordable housing and the environment of the community.”



Resident Advisory Board Housing Authority of the City of Columbia, Missouri

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Office: (573) 443-2556 ♦ TTY: Relay 800-735-2966 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

August 19, 2021 Meeting Minutes

The Resident Advisory Board (RAB) met on Thursday, August 19, 2021, at Paquin Towers in the Community Room beginning at 5:00 p.m.

RAB Members Present: Max Wilkey, Tom Van Booven, Ellen Hayes, Robert Smith, Johnny Dunbar, Paul Tumminia, Linda Mitchell, William Turpin, Ruthy Chatman, Andrew Snider, Yvette Cowans, Daniel Jones, David Wilson, Ellen Stockton and Fred Givens

Present from CHA: Randy Cole, CEO
Laura Lewis, Director of Affordable Housing Operations
Jeff Forck, Director of Safety

I. Call to Order and Introductions

Mr. Cole called the meeting to order and made introductions.

II. Approval of Meeting Agenda

Mr. Cole asked for a motion to approve the meeting agenda. A motion was made by Mr. Dunbar and second by Mr. Turpin. All members voted "aye". Mr. Cole declared the agenda adopted.

III. Introduction of New CHA Director of Safety

Mr. Cole introduced Mr. Jeff Forck, New CHA Director of Safety. Mr. Forck introduced himself to the RAB members and informed them of his new role in CHA and shared that he would love to take any questions. Mr. Snider asked Mr. Forck to tell them a little about what he will be doing. Mr. Forck shared that he would be monitoring any trespassed vehicles on CHA property, mediating any disagreements between residents, lease violations and trespassed individuals. Mr. Forck explained that safety's main goal was to make sure that all CHA property were safe for the residents and staff to continue to keep the properties crime-free.

IV. Review of the draft FY 2022 Annual and Five-Year Plan

Mr. Cole shared that he recommended that RAB members focus on goals stated within the 5-Year Plan, as these are the most important items that will guide the work of CHA. Also, CHA has been in the process of updating its mission, vision and values, therefore staff has included that updates as well. Mr. Cole reviewed the following:

Mission: Provide quality affordable housing opportunities with supportive and economic resources to eligible households in Columbia, Boone County.

Vision: To be our community's leading affordable housing provider with a diverse and expanding portfolio of safe, energy efficient and affordable housing options connected to supportive resources and partnerships that foster stability and upward mobility.

Values:

Integrity: We act honestly and ethically in all aspects of our organization and will continue to strengthen our policies and standards to best serve our mission.

Accountability: We are responsible, committed and answerable to each other, those we serve and those who have entrusted us with resources to carry out our mission.

Respect: We have respect for CHA residents, CHA staff and community partners by giving dignity and value to all.

Diversity, Equity and Inclusion: We are committed to diversity, equity and inclusion in our staff, board, and services to residents. We recognize and value everyone's life experience, perspective and culture.

Safety: We establish partnerships with CHA residents, CHA staff and other stakeholders to help create a safe environment.

Mr. Cole explained that the PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations and strategies for meeting local housing needs and goals. The 5-Year Plan outlines goals and activities the PHA plans to undertake for the next 5-Years and the 1-Year Plan provides any policy updates, new activities and progress on previous submitted goals.

Mr. Cole reviewed highlights from the CHA 5-Year Plan goals.

- Renovate CHA's remaining public housing and expand CHA's affordable housing portfolio through additional development.
- Expand the portfolio of CHA affordable housing units and partnerships.
- Identify policies and procedures to ensure maximum utilization of CHA voucher programs and properties.
- Ensure CHA Safety Officers foster a safe and supportive environment for CHA housing units.
- Promote and expand programs providing supportive and economic resources.

- Promote organizational policies to increase efficiency and capacity of CHA operations.

RAB members agreed that they believed these were good goals for CHA.

V. Discussion of Future Meeting Topics:

VI. Schedule of Next Meeting: TBD

VII. Adjournment:

Mr. Cole thanked everyone for coming and called for a motion to adjourn the meeting. A motion was made by Ms. Chatman. Second by Mr. Dunbar. Mr. Cole called the meeting adjourned at 6:00 PM.

Respectfully submitted,

Charline Johns

Charline Johns, Executive Assistant
Columbia Housing Authority



Housing Authority of the City of Columbia, Missouri

Budget Report - Staff Memo

To: Resident Advisory Board

From: Randy Cole

Date: September 30, 2021

RE: First Draft of Budget for Fiscal Year of January 1, 2022 – December 31, 2022

Acronyms in this Report

RAD – Rental Assistance Demonstration Program

LIHTC – Low-Income Housing Tax Credit Program

HAP – Housing Assistance Payments

HCV – Housing Choice Voucher Program (Section 8)

PBV – Project-Based Voucher Program

COCC – CHA Central Office Cost Center

FSS – Family Self-Sufficiency

There are several assumptions built into this budget that may change as we receive additional information. For all programs the basic assumptions are as follows:

- A 2% COLA effective January 2022. This does not include grant employees. Grant employee salaries are based on their individual grant award.
- Employee health insurance January 2022 renewal is estimated with a 10% increase.
- Employer matching retirement contributions are calculated at 6% of salaries.
- Workers Comp Insurance is based on 2% of salaries.
- 3% inflation factor for Administrative and Maintenance materials.
- 2% increase of Maintenance contractors except a 3% for exterminations.
- Property Insurance is based on a 2% increase in property replacement values and a 3% increase in rates.
- 2% inflation factor for Utilities.

Housing Choice Voucher Rental Assistance Programs

Revenues

- Administrative Fees earned are budgeted for an average of 966 HCV vouchers which includes Homeownership & Port-Out vouchers; 110 VASH vouchers and 622 Project Based Vouchers (PBV) prorated at 80%.

Housing Choice Voucher Rental Assistance Programs (continued)

- Housing Assistance Payment revenue is based on 2021 estimated expenditures with a 2% inflation factor and a 100% pro-ration.

Expenditures

- Administrative salaries are based on 9 employees. This includes a portion of the LIHTC property managers that are managing the PBV vouchers for their projects.
- Inspections were based on year to date expenses with a 6% inflation factor as the current 3 year contract ends in December.
- Utilities and Maintenance expenses have been increased based on an estimate of increase due to the building addition.
- HAP expenses are based on year to date average monthly HAP for each voucher type increased .5% for inflation. HAP expenses are budgeted for more than HAP revenue based of an excess of prior year HAP funds awarded but not expended.

Emergency Housing Vouchers

Revenue is based on 43 vouchers leased per month. A Voucher Specialist is budgeted for 10 hours/week. Tenant Services and Lease up assistance for deposits are included in the grant. The monthly average assistance per voucher is budgeted for \$485.

811 Mainstream Vouchers

Revenue is based on 19 vouchers leased per month. A Voucher Specialist is budgeted for 3 hours/week. The monthly average assistance per voucher is budgeted for \$485.

Continuum of Care Rental Assistance Program

A Voucher Specialist is budgeted for 10 hours/week for the Continuum of Care caseload. The monthly average assistance per voucher is budgeted for \$587.50 including security deposits. The average vouchers leased is budgeted at 55 vouchers per month. All direct program expenses are reimbursed by the grant.

Tenant Based Rental Assistance (TBRA) Program

A Voucher Specialist is budgeted for 4 hours/week. The monthly average assistance per voucher is budgeted for \$587.50 including security deposits. The average vouchers leased is budgeted at 20 vouchers per month. All direct program expenses are reimbursed by the grant.

Public Housing - Downtown

Revenue

Gross Potential Rent

- For Public Housing's 120 units the Gross Potential Rent is based on the current average rents of each unit size.

Vacancy Losses

- Vacancy Losses for the 120 is budgeted for 5%.

Non-Dwelling Rental Income

- Two dwelling units taken off-line during the Bryant Walkway RAD conversion are budgeted for rent.

Other Income

- Laundry Income is estimated based on the past 12 months income.
- Work Order income are estimated based on historical data.

The Public Housing Operating Subsidy funding is based on the occupancy from July 2020 thru June 2021 which is the time frame that will be used for the 2022 subsidy calculations. Per unit expenses for the calculation were the 2020 rates with a 2% inflation factor. Rental income was subtracted based on 2020 audited which will be used in the 2022 subsidy calculations. A pro-ration of 100% was used.

The Capital Fund grant income is based on the 2021 Capital Fund grant award. 10% of this grant will be used for the COCC Capital Fund management fees.

Administrative Expenses

- Administrative salaries:
Downtown has one Public Housing Manager to manage the 84 Public Housing units.
8% of the full-time Intake Specialist is charged to public housing.
- Management Fees are based on 95% occupancy:
Management fees are \$48.46 per month per unit leased.
Bookkeeping fees are \$7.50 per month per unit leased.
- A 3% inflation factor was used for administrative expenses.

Resident Services Expenses

- Resident services salaries are based on:
A part-time employee that works 20 hours per week at the Downtown Food Bank is split between Downtown; the Bryant Walkway projects; and the family units of Stuart Parker.
- Resident participation funds are budgeted at \$25 x 120 units.

Utility Expenses

- Utility Expenses are based on the past 12 month's expenses times a 2% inflation factor.

Public Housing – Downtown (continued)

Maintenance Expenses

- Downtown has five maintenance staff.
- Maintenance materials are budgeted based on the last 12 months expenses with a 3% inflation factor.
- Maintenance contracts are budgeted based on the last 12 months expenses with a 2% inflation factor. Except for extermination which was budgeted for 3% increase due to rebidding of the services later this fall.

Protective Services

Protective service expenses are split between the seven properties.

- Protective Services has 1 Safety Director, 2 full-time and 1 part-time Safety Officers.

Insurance Expenses

- The Property and Liability insurance are based on Downtown's assets with a 2% increase in property values and 3% rate increase.

Other General Expenses

- Other General Expenses are expenses related to the Ameresco Energy Performance Contract.
- Payment in lieu of taxes are calculated on 10% of Tenant Revenue less utility expenses.
- Bad Debt is based on the average written-off over the past 3 years.
- Extra Ordinary Maintenance is budgeted for larger maintenance repairs that may be needed due to the age of the property.

Fixed Asset Additions

- A maintenance vehicle and trailer are scheduled for replacement.

CHA Administration

CHA Administration is split between the Central Office Cost Center (COCC) for the HUD programs and CHA Business Activities (CHA BA) for the LIHTC and non-HUD programs.

Revenue

- Non-Dwelling Rental income is from the sub-leases CHA has for Paquin Tower's roof-top leases and the non-dwelling spaces at Bear Creek.
- Management Revenue is based on the fees each program is expected to owe.
- Investment Income is the seller financing and bond interest income. 20% of the seller financing interest income is budgeted as unrestricted. The remaining 80% is budgeted as restricted as it is to be placed in replacement and development

reserves for future use. 100% of the bond interest income is restricted it is equal to the bond interest payable.

- No developer fees are expected in 2022 for CHA Affordable Housing Development is will use operating reserves from previous years' fees earned.

Expenses

- Administrative salaries and benefits are allocated based on each employee's program responsibilities. Six months of salary and benefits have been included for the succession of the CFO.
- Our current housing software was bought out and will no longer be supported in 2022. In anticipation of a conversion in 2021, IT Expenses are based on the cost of the new software.
- Other General Expenses is for the non-dwelling lease agreements with Stuart Parker and Bear Creek.

Housing Authority of the City of Columbia, Missouri
Voucher Program Budgets
Fiscal Year January 1, 2022 - December 31, 2022
FIRST DRAFT 9/30/2021

	Choice Vouchers Administration	HCV Housing Assistance Payments	Emergency Housing Vouchers	Mainstream Vouchers	Continuum of Care	TBRA	Housing Assistance Programs
Grant Revenue							
Housing Assistance Revenue		9,730,615	197,832	110,580	384,225	141,000	10,564,252
FSS Escrow Forfeitures		11,000					11,000
Administrative Fees Earned	1,052,870		26,006	11,491	13,615	5,544	1,109,526
Supportive Service Revenue			100,000				100,000
Total Grant Revenue	1,052,870	9,741,615	323,838	122,071	397,840	146,544	11,784,778
			45				
Other Revenue							
Investment income - unrestricted	6,000						6,000
Fraud recovery-unrestricted	1,200						1,200
Fraud recovery-restricted		1,200					1,200
Total Revenue	1,060,070	9,742,815	323,883	122,071	397,840	146,544	11,793,178
Administrative Expenditures							
Administrative Salaries	324,745		5,251	2,101	5,251	2,889	340,237
FICA/MEDICARE	24,843		402	161	402	222	26,030
Employee-Health Ins.	61,906		1,698	680	1,698	934	66,916
Employee-Retirement	19,485		316	127	316	174	20,418
Auditing fees	40,000		-				40,000
Management Fee	240,252		-				240,252
Bookkeeping Fees	150,158		-				150,158
Advertising and Marketing	2,000		-				2,000
Office Supplies	2,100		200	100	200	50	2,650
Telephone	3,210		-	-			3,210
Postage	13,950		400	100	400	50	14,900
Computer/IT Expense	40,000		900	325	900	160	42,285
Memberships & Dues	500		-	-			500
Sundry, Miscellaneous	42,000		1,864	100	993	457	45,414
Staff Training	6,500		-	-			6,500
Port-Out Admin Fees	5,600		-	-			5,600
Inspections & Utility Updates	74,255		3,350	1,100	3,350	550	82,605
Total Administrative Expenditures	1,051,504	-	14,381	4,794	13,510	5,486	1,089,675
Tenant services - salaries			10,000				10,000
FICA/MEDICARE			765				765
Employee-Health Ins.							-

Housing Authority of the City of Columbia, Missouri
Voucher Program Budgets
Fiscal Year January 1, 2022 - December 31, 2022
FIRST DRAFT 9/30/2021

Employee-Retirement			600				600
Tenant Services - Other			100,000				100,000
Total Tenant Services			111,365				111,365

Water	1,200						1,200
Electricity	4,500						4,500
Gas	1,500						1,500
Sewer	240						240
Total Utilities	7,440	-	-	-	-	-	7,440

Maintenance - Materials	1,200						1,200
Maint.- Garbage and Trash Removal Contracts	800						800
Maint.- Landscape & Grounds Contracts	900						900
Maint. - Janitorial Contracts	7,000						7,000
Maint. - Misc Contracts	600						600
Total Maintenance	10,500	-	-	-	-	-	10,500

Insurance							
Property Insurance	3,200						3,200
Liability Insurance	6,540						6,540
Workmen's Compensation	6,495		305	42	105	58	7,005
Total Insurance Premium	16,235	-	305	42	105	58	13,545

Total Operating Expenditures	\$ 1,085,679	\$ -	\$ 126,051	\$ 4,836	\$ 13,615	\$ 5,544	\$ 1,230,181
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Excess Revenue Over Operating Expenditures	\$ (25,609)	\$ 9,742,815	\$ 197,832	\$ 117,235	\$ 384,225	\$ 141,000	\$ 10,416,498
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Housing Assistance Payments		9,717,132	197,832	110,580	384,225	141,000	10,550,769
FSS Escrow Deposits		150,000					150,000
Depreciation expense		-					-
Total Expenditures	\$ 1,085,679	\$ 9,867,132	\$ 323,883	\$ 115,416	\$ 397,840	\$ 146,544	\$ 11,789,950

Excess (Deficiency) of Revenue Over (Under) Expenditures	(25,609)	(124,317)	-	6,655	-	-	(143,271)
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Beginning Balances Operating & HAP reserves	90,000	1,029,500			-		1,119,500
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Ending Balance of operating cash & HAP reserves	64,391	905,183			-		969,574
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Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
January 1, 2022 - December 31, 2022
FIRST DRAFT 9/30/2021

Description	Downtown
Gross Potential Rent	322,027
Vacancy Loss- Rent	(17,121)
Non-Dwelling Rentals	20,400
Laundry Income	11,023
Other Income-Work Orders	6,509
Total Tenant Revenue	342,838
HUD PHA operating grant	418,487
Capital grants	280,000
Net Operating & Capital Grants	698,487
Investment Income	4,051
Other revenue (Fees for Service)	5,336
Total Other Revenue	9,387
TOTAL REVENUE	1,050,713
Administrative salaries	47,994
FICA/MEDICARE	3,672
Employee-Health Ins.	10,508
Employee-Retirement	2,880
Auditing fees	4,800
Management Fees	66,293
Management Fees CFP	28,000
Book-Keeping Fee	10,260
Advertising and Marketing	-
Office Supplies	1,635
Telephone	3,574
Postage	1,229
Computer/IT Expense	5,129
Memberships & Dues	130
Legal Expense	1,500
Staff Training	4,300
Sundry, Miscellaneous	9,840
Total Operating-Administrative	201,743
Asset Management Fee	14,400
Tenant services - salaries	4,750
FICA/MEDICARE	364
Resident Participation Funds	3,000
Tenant Services - Programs	1,200
Total Tenant Services	9,314
Water	31,160
Sewer	29,528
Electricity	17,175
Gas	12,466
Total Utilities	90,329
Maintenance - Labor	209,722
FICA/MEDICARE	16,044
Employee-Health Ins.	43,592

Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
January 1, 2022 - December 31, 2022
FIRST DRAFT 9/30/2021

Description	Downtown
Employee-Retirement	12,584
Maintenance - Materials	61,072
Maint.-Tools & Equipment	1,545
Maint.-Gasoline	6,180
Maint. - Misc Contracts	1,295
Maint.-Trash Removal Contracts	26,905
Maint.-Heating & Cooling Contracts	1,530
Maint.-Landscape/Grounds Contracts	15,606
Maint.- Unit Turnaround / Restoration Contracts	-
Maint.- Electrical Contracts	5,100
Maint.- Plumbing Contracts	5,100
Maint.- Extermination Contracts	13,332
Maint. - Janitorial Contracts	5,814
Maint.-Vehicles & Equipment	16,091
Total Maintenance	441,512
Protective services - Labor	27,472
FICA/MEDICARE	2,102
Employee-Health Ins.	4,633
Employee-Retirement	1,649
Protective services supplies	240
Total Protective Services	36,096
Property Insurance	38,429
Liability Insurance	5,407
Workmen's Compensation	5,799
All other Insurance	3,213
Total Insurance Premiums	52,848
Other General Expenses	22,279
Payments in lieu of taxes	21,460
Bad debt - tenant rents	4,673
Extra Ordinary Maintenance	6,000
Interest Expense	4,210
Total Other General Expenses	58,622
Total Operating Expenses	904,864
Excess Revenue Over Operating Expenditures	145,848
Depreciation expense	162,273
Principal payments on EPC Loan	20,194
Excess (Deficiency) of Revenue Over (Under) Expenditures	125,654
Vehicles & Maint. Equipment	33,000
Total Fixed Asset Additions	33,000
Cash Flow After Debt Service & Reserves	92,654

Housing Authority of the City of Columbia, Missouri

Administration Budget

Fiscal Year January 1, 2022 - December 31, 2022

FIRST DRAFT 9/30/2021

Description	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center
Non-Dwelling Rentals		90,407	
Other Income		10,630	-
Total tenant revenue	-	101,037	-
Management Fees PHA			66,293
Management Fees CFP			28,000
Management Fees HCV			240,252
Mgmt Fees CHALIS & Component Units		261,111	
Asset Management Fee			14,400
Book-Keeping Fees PHA			10,260
Book-Keeping Fees HCV			150,158
Total Fee Revenue	-	261,111	509,363
Investment income - unrestricted	3,285	49,927	5,280
Investment income - restricted		736,403	
Other revenue		3,720	15,000
Total Other Revenue	3,285	790,050	20,280
Total Revenue	\$ 3,285	\$ 1,152,198	\$ 529,643
Administrative salaries	258,840	197,483	358,533
FICA/MEDICARE	19,802	15,108	27,428
Employee-Health Ins.	27,308	37,311	40,045
Employee-Retirement	15,531	11,849	21,512
Auditing Fees	-	4,500	4,500
Advertising and Marketing	200	200	625
Office Supplies	1,000	5,409	7,163
Telephone	1,325	2,560	2,375
Publications			1,150
Postage	100	100	775
Computer/IT Expense	3,288	32,295	33,878
Memberships & Dues	1,000	1,700	2,000
Legal Expense	1,500		500
Staff Training	2,000	1,000	2,000
Sundry, Miscellaneous	1,000	3,835	11,138
Total Operating-Administrative	332,894	313,350	513,621
Water	240	480	480
Electricity	900	1,800	1,800
Gas	300	600	600
Sewer	48	96	96
Total Utilities	1,488	2,976	2,976
Maintenance - Materials	240	480	480
Maintenance- Trash Removal Contracts	160	320	320
Maintenance- Landscape & Grounds	180	360	360
Maintenance - Janitorial Contracts	700	2,800	2,800
Maintenance - Misc Contracts	120	240	240
Maintenance-Vehicles	600	600	600
Total Maintenance	2,000	4,800	4,800

Housing Authority of the City of Columbia, Missouri

Administration Budget

Fiscal Year January 1, 2022 - December 31, 2022

FIRST DRAFT 9/30/2021

Description	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center
Property Insurance		825	825
Liability Insurance			
Workmen's Compensation	5,177	3,950	7,171
All other Insurance	250	16,500	250
Total Insurance Premiums	5,427	21,275	8,246
Other General Expenses	-	73,394	
Interest Expense		316,419	-
Total Other General Expenses	-	389,813	-
Total Operating Expenses	341,809	732,213	529,643
Excess Revenue Over Operating	(338,524)	419,985	-
Depreciation expense		7,120	
Total Expenses	\$ 341,809	739,333	529,643
Net Operating Income/(Loss)	\$ (338,524)	412,865	-
Replacement Reserve Deposits		419,985	
Total other financing sources (uses)	-	419,985	-
Cash Flow After Debt Service & Other Financing Sources (Uses)	(338,524)	-	-