



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

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

Open Meeting Notice

CHA Board of Commissioners Meetings

Date: Wednesday, November 1, 2023

Time: 5:30 p.m. – Columbia Housing Authority Regular Meeting

Place: CHA Administration Building, 201 Switzler

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of October 4, 2023, Open Meeting Minutes and Closed Meeting Minutes
- V. Public Comment (Limited to 5 minutes per speaker)

PUBLIC HEARINGS

- VI. Proposed FY 2024 CHA Budget: January 1, 2024 – December 31, 2023
 - a. FY 2024 CHA Employee Benefits Package-Sundvold Financial
 - b. Budget Highlights
 - c. FY 2024 COLA
 - d. LIHTC Budgets
 - e. PHA Budget
 - f. CHALIS Budget
 - g. Agency Wide Budget
 - h. Board Discussion
 - i. Public Comment

RESOLUTIONS

- VII. **Resolution 2933:** A Resolution to Approve the Submission of the FY 2024 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.
- VIII. **Resolution 2934:** To Approve the Columbia Housing Authority's Agency-Wide Budget for FY 2024 Including the FY 2024 Annual Budgets for the Columbia Housing Authority's Low-Income Housing Tax Credit Properties and the Columbia Housing Authority's 501(c)3 Nonprofit, CHA Low-Income Services, Inc.
- IX. **Resolution 2935:** A Resolution to Approve the Columbia Housing Authority Employee Benefits Package for January 1, 2024, through December 31, 2024.

- X. **Resolution 2936:** A Resolution to approve updates to Appendix 3 Range and Salary Plan of the Columbia Housing Authority Personnel Policy.
- XI. **Resolution 2937:** Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with McCright and Associates for inspection services for the Columbia Housing Authority.
- XII. **Resolution 2938:** Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Rubin Brown audit services for the Columbia Housing Authority and for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.
- XIII. **Resolution 2939:** Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Woodley Building Maintenance for Janitorial Services for the Columbia Housing Authority.
- XIV. **Resolution 2940:** Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Evans and Dixon, LLC for legal services for the Columbia Housing Authority.
- XV. **Resolution 2941:** Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Jones, Powell, Stevens, LLC for landlord and tenant legal services for the Columbia Housing Authority.
- XVI. **Resolution 2942:** Authorizing CHA staff to submit a request to the U.S. Department of Housing and Urban Development to utilize 120% fair market rent rate payment standards in FY 2024 for all CHA voucher programs.

REPORTS

- XVII. **Director Reports:** Resident Services, Affordable Housing Operations, Affordable Housing Development and Compliance, and Safety.
- XVIII. Current Events

PUBLIC AND COMMISSIONER COMMENT

- XIX. Public Comment (Limited to 5 minutes per speaker)
- XX. Commissioner Comment
- XXI. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Michelle Betz, Executive Assistant at (573) 443-2556, extension 1122 or TTY Relay

800.735.2966, at least one working day prior to the meeting. You can contact Ms. Betz by email at the following address: www.info@columbiaha.com

Media Contact: Randy Cole, CEO
Phone: (573) 443-2556
E-mail: www.info@columbiaha.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.



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING October 4, 2023, BOARD MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on October 4, 2023, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:34 p.m.

II. Roll Call:

Present: Bob Hutton, Chair Commissioner
Robin Wenneker, Vice Chair Commissioner – By Zoom 5:49p.m.
Rigel Oliveri, Commissioner
Steve Calloway, Commissioner – By Zoom

CHA Staff: Randy Cole, CEO
Michelle Betz, Executive Assistant
Dana Harris, HR Manager
Laura Lewis, Director of Affordable Housing Operations
Justin Anthony, Director of Resident Services – By Zoom
Jeff Forck, Director of Safety

III. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda. A motion was made by Ms. Oliveri and second by Mr. Calloway. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted.

IV. Approval of September 13, 2023, Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of October 4, 2023. Mr. Hutton noted that this was a regular meeting. A motion was made by Mr. Hutton and second by Ms. Oliveri. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

V. Approval of September 13, 2023 Closed Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the closed meeting of September 13, 2023. A motion was made by Mr. Calloway and second by Ms. Rahn. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

VI. Public Comment.

There were no public comments.

PUBLIC HEARINGS

1. FY 2024 PHA Plan, 5-Year, Annual Plan, Administrative Plan

Mr. Cole shared that CHA is required to submit a PHA Plan consisting of a 5-Year Plan and 1-Year Plan to qualify for annual programs funded through HUD. The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. Public Housing Authorities are also required to provide a 45-day notice for public input, input opportunities for CHA Resident Advisory Board and hold a public hearing. The PHA Plan is due 75 days prior to the commencement of a public housing authority's (PHA) fiscal year, which results in CHA's PHA Plan being due October 17, 2023.

Mr. Cole shared CHA's FY 2022 and FY 2023 PHA Plans included 5-year goals based upon these various inputs. The FY 2024 Plan includes an update to CHA's 5-year goals and objectives, due to significant progress achieved on the existing 5-year goals in 2022 and 2023. The updates to the FY 2024 goals and objectives were formulated by CHA Senior Staff for the years 2024-2028. CHA staff plans to conduct a more in-depth process during calendar year 2024, similar to efforts in 2021 to inform the FY 2025 PHA Plan.

Mr. Cole reviewed some of CHA's proposed updated 5-year goals:

1. Ensure successful financial closing on Kinney Point and Park Avenue redevelopment projects and secure funding for Providence Walkway.
2. Continue to expand CHA housing portfolio through the CCHT.
3. Continue to strengthen partnerships with homeless services providers to assist homeless individuals identify affordable housing units or special voucher programs.
4. Ensure CHA program requirements, operations and priorities are considered during collaboration.
5. Update CHA Administration Plans and Admissions and continued Occupancy Policy (ACOP) with HOTMA, landlord incentives, preferences, homeownership, grievance procedures and safety.
6. Continue and expand the Movin Ahead After School & Sumer Program, Healthy Homes Connection, Independent Living Programs, and homeless outreach.
7. Make Blind Boone center more kid friendly with renovations.
8. Review and update CHA procurement policies and conduct procurement training and staff.
9. Formulate CHA budget policies and procedures.
10. Identify contracted service for implementing new ERP system.

Mr. Cole shared about the Landlord Incentive Program. The PHA will offer Owner incentives made as a single payment at the beginning of the lease term. Owner incentive payments are not housing assistance payments, nor can they effectively serve to supplement ongoing, monthly assistance

payments. Owner incentive payments are not a part of the rent to the owner, nor are they taken into consideration when determining whether the rent for the unit is reasonable.

- One-time payment of \$1,000.00 to Owners that agree to lease their unit to an HCV/Mainstream/VASH participants initial move in when unit is in low poverty neighborhoods.
- One-time payment of \$500.00 to Owners that agree to lease their unit to an HCV/Mainstream/VASH participant mover when unit is in high poverty neighborhoods.

RESOLUTIONS

- VII. Resolution 2932:** Approving the FY 2024 PHA Plan, 5-Year Plan, Annual Plan and Updates to the Administrative Plan.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2932 as presented. A motion was made by Mr. Calloway. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway, Rahn

No: None

REPORTS

- VIII. Monthly Financial Report FY 2023 Budget Update**

Mr. Cole reviewed highlights from the August report sharing that the LIHTC YTD revenues are \$3,110,156 exceeding budget by \$84,552, total LIHTC YTD Cash Flow is \$614,720 exceeding budget by \$119,140. AMP 1 (Public Housing) Operating subsidy \$18K greater than budget; Capital fund \$146K under budget Investment income \$39K greater than budget; Tenant revenue \$27K under budget. Net Gain is \$271K exceeding budget by \$27K. HCV (Voucher Programs) total HCV Revenues are \$7,473,262 under budget by \$571,008 and the total HCV Expenses are \$7,409,519 under budget by \$617,617; actual revenue over expenses is \$63,743.

- IX. Director Reports: Resident Services, Affordable Housing Operations, Affordable Housing Programs, Affordable Housing Development and Compliance, and Safety.**

Resident Services:

Mr. Anthony reviewed highlights from the ROSS Program, FSS Program, Healthy Home Connections Program with County funding, Independent Living Program and Moving Ahead Program (MAP).

Affordable Housing Operations Report:

Ms. Lewis reviewed highlights from the Property Management Report for the month of August 2023, noting 7 families moved in and 12 families moved out or transferred units (1 households transferred, 2 passed away, 2 household moved in with family, 1 household was terminated, 4 households moved to the private sector and 2 households abandoned their unit.).

Ms. Lewis shared out of 622 LIHTC/PBV units, 20 were vacant as of August 31, 2023, which is an overall occupancy rate of 96.80%. Of the 20 vacant LIHTC/PBV units, 6 were vacant over 60 days. Amp 1 had 21 vacant units which is an occupancy rate of 82.50% (17 intents to vacate and 9 terminations were issued for reasons other than non-payment).

Affordable Housing Programs:

Ms. Edwards shared Columbia Housing Authority is responsible for establishing and maintaining a utility allowance schedule that provides reasonable allowances for tenant paid utilities. The Utility allowance is intended to enable participating families to pay typical costs for utilities and services paid by energy-conserving households occupying units of similar size and type in the same locality.

Affordable Housing Development Report:

Mr. Cole shared CHA staff have been working with several important deadlines for each of CHA's affordable housing development priorities. CHA's Park Avenue project has a firm submission deadline to MHDC of October 31, 2023, Kinney Point has a firm submission deadline of October 15, 2023.

Safety:

Mr. Forck shared that there were 33 CHA Safety Department Reports in August and 241 Joint Communication Logs for June. The Safety department had 10 lease violations, 6 trespass person's, 4 welfare checks and 3 assaults/arrest of residents. Safety had 7 new residents move in meetings. Safety assisted CPD with drone activity off property.

X. Public Comment

There was no public comment.

XI. Commissioner Comment

There was no commissioner comment.

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Oliveri. Second by Ms. Wenneker. Mr. Hutton called the meeting adjourned at 6:58 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on October 2, 2023, I posted public notice of the October 4, 2023, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING October 4, 2023, CLOSED MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in closed session on October 4, 2023, at the CHA Administration Building. Mr. Hutton, Chair, called the meeting to order at 7:05 p.m.

The following Commissioners and Staff were present for the closed session:

Present: Bob Hutton, Chair Commissioner
 Robin Wenneker, Vice Chair Commissioner - Via Zoom
 Steve Calloway, Commissioner – Via Zoom
 Rigel Oliveri, Commissioner

CHA Staff: Randy Cole, CEO

II. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda. A motion was made by Ms. Oliveri and a second by Ms. Wenneker. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted.

III. Adoption of Minutes

Mr. Hutton called for a motion to approve the agenda. A motion was made by Ms. Wenneker and a second by Mr. Calloway. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted.

IV. Roll Call:

Mr. Hutton asked for a motion and a roll call to go into CLOSED SESSION PURSUANT TO SECTION 610.021(3) RSMo. – Pertaining to the hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

Yes: Hutton, Wenneker, Oliveri, Calloway

No: None

Discussion:

The CHA Board of Commissioners and the CEO discussed personnel matters pertaining to the hiring, firing, disciplining, or promoting of employees.

Mr. Hutton called for a motion to go out of closed meeting. Mr. Calloway made a motion to go out of closed session. A second was made by Ms. Rahn. Upon a roll call vote, the motion was passed by unanimous vote as follows:

Yes: Hutton, Wenneker, Oliveri, Calloway

No: None

V. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Mr. Calloway. Mr. Hutton called the meeting adjourned at 8:00 p.m.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on October 2, 2023, I posted public notice of the October 4, 2023, Closed Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

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

Randy Cole, Chief Executive Officer

Date



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Public Hearing:** FY 2024 Columbia Housing Authority Budget

Executive Summary

The Columbia Housing Authority (CHA) adopts an annual budget each year to guide the following year's activities and expenditure of funds. The U.S. Department of Housing and Urban Development's (HUD) Annual Contributions Contract (ACC) requires public housing authority entities to prepare an annual budget. Other federal, state, and local funding sources also require annual budget as part of receiving awards for funds. CHA is required to conduct a public hearing to accept public comment.

CHA staff presented the draft FY 2024 budget to the CHA Resident Advisory Board (RAB) on October 26, 2023. RAB members expressed support for funding an additional Safety Department FTE and asked clarifying questions regarding plans for redevelopment.

Discussion

CHA's Agency Wide Budget includes 14 different funding sources and entities that include each of the LIHTC properties, public housing, voucher programs, ROSS grants, CHALIS, Columbia Community Housing Trust (CCHT), CHA Affordable Housing Development, CHA Business Activities and the Central Office Cost Center. CHA's FY 2024 Agency Wide Budget totals over \$20,315,701 in estimated expenses for operations, and capital expenditures. CHA staff worked to formulate a budget that also aligned with organizational needs and strategic priorities. Budget highlights and items that address organizational needs and strategic priorities are as follows:

- Increased funding for staff training:
 - FY 2023 budget was \$29,727, FY 2024 increased to \$57,641.
- Increased funding for IT and computers.
 - FY 2024 includes funds to replace the remaining 21 computers in needs of replacement.
- \$1 per hour cost of living adjustment to assist in maintaining competitive pay rates for frontline staff.
- Increase in Safety staff by 1 FTE.
 - Addresses priorities expressed by the CHA Resident Advisory Board (RAB) and CHA residents.
- Increase in Moving Ahead Program (MAP) staff by 2 full-time staff and an increase in part-time hours for 2 additional staff.
 - Increases capacity of MAP to both expand programming and for continuous improvement of business operations.
- Changing Housing Ambassador and Homeless Service Coordinator pay allocations to HCV Administrative fees to expand efforts from EHV and to all CHA voucher programs.
 - Addresses priority to increase lease ups.
 - Builds off successful efforts with the Emergency Housing Vouchers (EHV).



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- Additional capital improvements in CHA properties.

CHA finance staff will be presenting an overview of the budget and answering questions at the November 1, 2023, meeting. CHA staff intends to present an overview of the Agency Wide Budget to include all component units. Further details of budget assumptions, and estimated expenditure details can be found in supplementary Finance Department memos for the LIHTC Budgets, Agency Wide Budget, and CHALIS Budget. Each of these memos are included in the Board meeting packet.

Recommended Commission Action

Open the hearing to accept public comment.

Housing Authority of the City of Columbia, Missouri
Agency Wide Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown Public Housing	Total LIHTC Properties	LIHTC General Partners	Housing Choice Vouchers	Emergency Housing Vouchers	Mainstream Vouchers	Continuum of Care	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center	Elimination	Total
Net tenant rental revenue	\$ 415,354	\$ 2,227,049								\$ 31,632	14,760					\$ 2,688,794
HAP Assistance	\$ -	\$ 2,420,782													\$ (2,420,782)	\$ -
Vacancy Loss- Rent	(43,575)	(54,909)														(98,484)
Loss to Lease		(61,280)														(61,280)
Non-Dwelling Rentals	20,400	77,914											106,780		(77,914)	127,180
Other Income	-	12,300											15,537		(15,537)	12,300
Laundry Income	11,521	50,000														61,521
Other Income-Work Orders	7,000	36,800														43,800
Total tenant revenue	410,700	4,708,656	-	-	-	-	-	-	-	31,632	14,760	-	122,317	-	(2,514,233)	2,773,831
Housing assistance payments				10,817,934	343,963	212,813	346,806	126,527								11,848,044
Ongoing administrative fees earned				1,359,544	25,723	19,843	14,809	2,727								1,422,646
Other Federal Grants				146,000						623,633						769,633
HUD PHA operating grants	488,891								201,191							690,081
Capital grants	343,130															343,130
Total Federal Grants	832,021	-	-	12,323,478	369,686	232,656	361,615	129,255	201,191	623,633	-	-	-	-	-	15,073,534
Management Fees PHA														62,804	(62,804)	-
Management Fees CFP														34,313	(34,313)	-
Management Fees HCV														255,984	(255,984)	-
Mgmt Fees CHALIS & Component Units													283,586		(283,586)	-
Asset Management Fee														14,400	(14,400)	-
Book-Keeping Fees PHA														9,720	(9,720)	-
Book-Keeping Fees HCV														163,140	(163,140)	-
Fees for Service	23,032	8,400														(31,432)
Total Fee Revenue	23,032	8,400	-	-	-	-	-	-	-	-	-	-	283,586	540,361	(855,379)	-
Other Grants/Income										463,298						463,298
Investment income - unrestricted	54,184	77,500		20,000								75,000	7,958	273,612	8,675	(258,483)
Investment income - restricted		100,000												299,088		(299,088)
Fraud recovery-unrestricted				1,200												1,200
Fraud recovery-restricted				1,200												1,200
Other revenue			214,683							52,965			3,720		(214,683)	56,685
Total Other Revenue	54,184	177,500	214,683	22,400	-	-	-	-	-	516,263	75,000	7,958	576,420	8,675	(772,254)	880,829
Total Revenue	\$ 1,319,936	\$ 4,894,556	\$ 214,683	\$ 12,345,878	\$ 369,686	\$ 232,656	\$ 361,615	\$ 129,255	\$ 201,191	\$ 1,171,528	\$ 89,760	\$ 7,958	\$ 982,323	\$ 549,036	\$ (4,141,866)	\$ 18,728,194
Administrative salaries	89,804	291,243		698,683	-	3,827	9,568	5,262		59,474	-	97,775	416,063	390,217		2,061,917
FICA/MEDICARE	6,989	16,619		51,640	-	293	732	403		4,550	-	7,480	31,829	29,852		150,386
Employee-Health Ins.	1,313	3,848		9,107	-	2	4	2		9,544	-	1,396	4,938	5,008		35,162
Employee-Retirement	3,356	9,180		31,612	-	115	287	158		3,568	-	5,055	21,479	19,117		93,926
Auditing Fees	4,800	93,900		36,419						3,500	3,500		4,500	12,500		159,119
Management Fees-COCC	62,804	280,905		255,984	5,040					1,500	1,181				(607,414)	-
Management Fees -Others	34,313	56,345													(34,313)	56,345
Accounting/Book-Keeping Fees	9,720	-		159,990	3,150										(169,710)	3,150
Advertising and Marketing	-	300		500									200	75		1,075
Office Supplies	5,125	7,150		9,135	-	100	1,000	100	820	2,802	-	500	5,000	5,000		36,733
Telephone	1,532	8,851		1,410	-				600	1,000	-	60	2,500	1,300		17,253
Publications	-	-		-										200		200
Postage	976	1,945		13,470	-	100	1,300	100	-		50	200	100	4,000		22,241
Computer/IT Expense	15,000	66,882		67,500	-	-	-	160	3,480	40,850	-	2,500	40,000	35,000		271,371
Memberships & Dues	250	1,371		300									300	10,000		12,221

Housing Authority of the City of Columbia, Missouri
Agency Wide Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown Public Housing	Total LIHTC Properties	LIHTC General Partners	Housing Choice Vouchers	Emergency Housing Vouchers	Mainstream Vouchers	Continuum of Care	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center	Elimination	Total
Office Furniture & Equipment	-	600		-					-		-					600
Legal Expense	1,500	5,000		-							-	1,500		2,000		10,000
Staff Training	2,500	8,000		8,000	-		-	-	1,000	8,641	-	2,000	7,500	20,000		57,641
Travel	5,000	-		-	-		-	-	1,000	12,556	-	2,000	2,500	2,500		25,556
Sundry, Miscellaneous	6,094	10,050		31,286	-	100	500	75	1,568	10,009	100	1,500	8,500	15,000		84,782
Port-Out Admin Fees	-	-		6,463	-											6,463
Professional Services (compliance/inspectio	-	6,750		70,338	-	1,000	2,000	450								80,538
Total Operating-Administrative	251,077	868,938	-	1,451,836	8,190	5,536	15,391	6,710	8,468	157,993	4,831	121,966	545,408	551,769	(811,437)	3,186,678
Asset Management Fee	14,400														(14,400)	-
Tenant services - salaries	7,249	111,977			-				147,171	610,712	-				-	877,108
FICA/MEDICARE	555	8,566			-				11,258	46,721	-				-	67,100
Employee-Health Ins.	-	3,848							23,020	61,971	-				-	88,838
Employee-Retirement	-	9,180							8,831	26,683	-				-	44,694
TV Cable Services & Computer Labs	-	4,000													-	4,000
Resident Participation Funds	3,000	14,925													-	17,925
Tenant Services - Other	1,200	75,950							-	240,624	-				-	317,774
Total Tenant Services	12,003	228,445	-	-	-	-	-	-	190,280	986,710	-	-	-	-	-	1,417,439
Water	29,431	152,182		84							75		800	450		183,021
Electricity	29,178	108,125		7,148							200		3,600	2,300		150,551
Gas	20,120	287,022		2,543							-		2,750	1,000		313,435
Sewer	12,273	47,893		471							75		500	200		61,411
Total Utilities	91,001	595,221	-	10,246	-	-	-	-	-	-	350	-	7,650	3,950	-	708,418
Maintenance - labor	238,853	402,172									-					641,025
FICA/MEDICARE	17,077	28,753									-					45,830
Employee-Health Ins.	9,820	6,700									-					16,521
Employee-Retirement	12,083	9,180									-					21,263
Maintenance - Materials	53,989	625,500		1,039						500	1,000		4,000	1,250		687,278
Maintenance - Tools & Equipment	6,537	5,450									-					11,987
Maintenance - Gasoline	3,866	3,750								1,270	-		50	1,250		10,186
Maintenance- Trash Removal Contracts	6,678	95,000		-							75		1,250			103,003
Maintenance- Heating & Cooling Contracts	25,015	9,400									-					34,415
Maintenance- Snow Removal Contracts	8,703	-								-	-					8,703
Maintenance- Elevator Maintenance	-	35,000									-					35,000
Maintenance- Landscape & Grounds	-	42,700		352						1,600	6,000		5,000	3,000		58,652
Maint.- Unit Turnaround/Restoration	21,329	-									-					21,329
Maintenance- Electrical Contracts	-	800									-					800
Maintenance- Plumbing Contracts	5,100	6,850									-					11,950
Maintenance- Extermination Contracts	12,592	88,200									125					100,917
Maintenance - Janitorial Contracts	20,220	-		12,708						1,000	-		4,500	4,200		42,628
Maintenance - Misc Contracts	5,430	94,500		1,518							2,000		5,500	500	(31,432)	78,016
Maintenance-Vehicles	10,568	2,450								1,000	-		1,000	1,500	(15,537)	981
Total Maintenance	457,862	1,456,405	-	15,616	-	-	-	-	-	5,370	9,200	-	21,300	11,700	(46,969)	1,930,485
Protective services - labor	40,419	12,401	176,835													229,655
FICA/MEDICARE	3,092	949	13,528													17,569
Employee-Health Ins.	346	106	1,513													1,965
Employee-Retirement	1,259	386	5,509													7,155
Protective services - other	500	-	1,318													1,818
Total Protective Services	45,616	13,842	198,703	-	-	-	-	-	-	-	-	-	-	-	-	256,343

Housing Authority of the City of Columbia, Missouri
Agency Wide Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown Public Housing	Total LIHTC Properties	LIHTC General Partners	Housing Choice Vouchers	Emergency Housing Vouchers	Mainstream Vouchers	Continuum of Care	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center	Elimination	Total
Property Insurance	60,258	311,333		4,953						2,440	779		1,340	1,340		382,444
Liability Insurance	6,473	-		6,639						4,967	100					18,179
Workmen's Compensation	5,410	11,686	3,537	10,480	-	57	144	79	2,443	10,053	-	1,467	5,853	5,853		57,063
All other Insurance	4,000	7,738		-						200	-	250	500	300		12,988
Total Insurance Premiums	76,142	330,757	3,537	22,073	-	57	144	79	2,443	17,660	879	1,717	7,693	7,493	-	470,674
Other General Expenses	21,813	-									-	-	77,914		(99,464)	263
Payments in lieu of taxes	28,080	44,691								3,162	1,441					77,374
Real Estate Taxes		150,809														150,809
Bad debt - tenant rents	5,684	22,428									-					28,112
Extraordinary Maintenance/Other	6,000	-									-					6,000
Interest Expense payable from cash flow		490,066									-				(490,066)	-
Interest Expense	-	314,577											311,924	-	(311,924)	314,577
Total Other General Expenses	61,577	1,022,570	-	-	-	-	-	-	-	3,162	1,441	-	389,838	-	(901,454)	577,135
Total Operating Expenses	\$ 1,009,679	\$ 4,516,180	\$ 202,240	\$ 1,499,771	\$ 8,190	\$ 5,594	\$ 15,535	\$ 6,789	201,191	\$ 1,170,896	16,701	123,683	971,890	574,913	\$ (1,774,260)	\$ 8,547,172
Excess Revenue Over Operating	\$ 310,257	\$ 378,376	\$ 12,443	\$ 10,846,107	\$ 361,496	\$ 227,062	\$ 346,081	\$ 122,465	-	\$ 632	73,059	(115,725)	10,433	(25,876)	\$ (2,367,607)	\$ 10,181,023
Housing Assistance Payments	-	-		10,817,934	343,963	212,813	346,806	126,527							(2,420,782)	9,427,262
FSS Escrow Deposits				146,000												146,000
Amortization of Tax Credit Fees		39,116														39,116
Depreciation expense	166,500	1,919,706		20,412						18,888	3,400		26,664	582		2,156,152
Total Other	166,500	1,958,822		10,984,346	343,963	212,813	346,806	126,527	-	18,888	3,400	-	26,664	582	(2,420,782)	11,768,530
Total Expenses	\$ 1,176,179	\$ 6,475,002	\$ 202,240	\$ 12,484,117	\$ 352,153	\$ 218,407	\$ 362,341	\$ 133,316	\$ 201,191	\$ 1,189,784	\$ 20,101	\$ 123,683	998,554	575,495	\$ (4,195,042)	\$ 20,315,701
Net Operating Income/(Loss)	\$ 143,757	\$ (1,580,446)	\$ 12,443	\$ (138,239)	\$ 17,533	\$ 14,249	\$ (726)	\$ (4,062)	\$ -	\$ (18,256)	\$ 69,659	\$ (115,725)	(16,231)	(26,458)	\$ 53,176	\$ (1,587,507)
Debt Payments	-	(194,553)														(194,553)
Replacement Reserve Deposits	-	(266,504)														(266,504)
Replacement Reserve Withdrawals		475,500														
Total other financing sources (uses)	-	14,443		-	-	-	-	-	-	-	-	-	-	-	-	14,443
Cash Flow After Debt Service & Other Financing Sources (Uses)	\$ 310,257	\$ 392,819	\$ 12,443	\$ (117,827)	\$ 17,533	\$ 14,249	\$ (726)	\$ (4,062)	-	\$ 632	73,059	(115,725)	10,433	(25,876)	\$ 53,176	\$ 763,198
Land Purchases	400,000	-									1,317,600					1,717,600
Dwelling Building Enhancements	-	-														-
Non-Dwelling Building Enhancements	-	-														-
Furniture & Equip.-Dwelling	-	-														-
Furniture & Equipment-Non-Dwelling	-	-														-
Furniture & Equipment-Administrative	-	-														-
504 Enhancements, Dwelling	-	-														-
Infrastructure Purchases	-	-														-
Vehicles & Maint. Equipment	60,000	-														60,000
Total Assets Additions	460,000	-	-	-	-	-	-	-	-	-	1,317,600	-	-	-	-	1,777,600
Net Change in Operating Funds	(149,743)	392,819	12,443	(117,827)	17,533	14,249	(726)	(4,062)	-	632	(1,244,541)	(115,725)	10,433	(25,876)	53,176	(1,014,402)
Beginning Operating	\$ 1,320,000	\$ -	\$ -	\$ 543,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	1,612,216	124,887	93,557	222,643	\$ -	\$ 3,956,884
Ending Operating	1,170,257	392,819	12,443	425,754	17,533	14,249	(726)	(4,062)	-	40,632	367,675	9,162	103,990	196,766	\$ -	\$ 2,942,482

Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown
Gross Potential Rent	415,354
Vacancy Loss- Rent	(43,575)
Non-Dwelling Rentals	20,400
Laundry Income	11,521
Other Income-Work Orders	7,000
Total Tenant Revenue	410,700

HUD PHA operating grant	488,891
Capital grants	343,130
Net Operating & Capital Grants	832,021

Investment Income	54,184
Other revenue (Fees for Service)	23,032
Total Other Revenue	77,216
TOTAL REVENUE	1,319,936

Administrative salaries	89,804
FICA/MEDICARE	6,989
Employee-Health Ins.	1,313
Employee-Retirement	3,356
Auditing fees	4,800
Management Fees	62,804
Management Fees CFP	34,313
Book-Keeping Fee	9,720
Advertising and Marketing	-
Office Supplies	5,125
Telephone	1,532
Postage	976
Computer/IT Expense	15,000
Memberships & Dues	250
Office Furniture	
Office Equipment	
Legal Expense	1,500
Staff Training	5,000
Travel	2,500
Sundry, Miscellaneous	6,094
Professional Services	-
Total Operating-Administrative	251,077

Asset Management Fee	14,400
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Tenant services - salaries	7,249
FICA/MEDICARE	555
Resident Participation Funds	3,000
Tenant Services - Programs	1,200
Total Tenant Services	12,003

Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown
Water	29,431
Sewer	29,178
Electricity	20,120
Gas	12,273
Total Utilities	91,001
Maintenance - Labor	238,853
FICA/MEDICARE	17,077
Employee-Health Ins.	9,820
Employee-Retirement	12,083
Maintenance - Materials	53,989
Maint.-Tools & Equipment	6,537
Maint.-Gasoline	3,866
Maint. - Misc Contracts	6,678
Maint.-Trash Removal Contracts	25,015
Maint.-Heating & Cooling Contracts	8,703
Maint.-Landscape/Grounds Contracts	21,329
Maint.- Unit Turnaround / Restoration Contracts	-
Maint.- Electrical Contracts	5,100
Maint.- Plumbing Contracts	12,592
Maint.- Extermination Contracts	20,220
Maint. - Janitorial Contracts	5,430
Maint.-Vehicles & Equipment	10,568
Total Maintenance	457,862
Protective services - Labor	40,419
FICA/MEDICARE	3,092
Employee-Health Ins.	346
Employee-Retirement	1,259
Protective services supplies	500
Total Protective Services	45,616
Property Insurance	60,258
Liability Insurance	6,473
Workmen's Compensation	5,410
All other Insurance	4,000
Total Insurance Premiums	76,142
Other General Expenses	21,813
Payments in lieu of taxes	28,080
Bad debt - tenant rents	5,684
Extra Ordinary Maintenance	6,000
Interest Expense	-
Total Other General Expenses	61,577
Total Operating Expenses	1,009,679

Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown
Excess Revenue Over Operating Expenditures	310,257
Depreciation expense	166,500
Principal payments on EPC Loan	-
Excess (Deficiency) of Revenue Over (Under) Expenditures	310,257
Vehicles & Maint. Equipment	60,000
Total Fixed Asset Additions	60,000
Cash Flow After Debt Service & Reserves	250,257

Housing Authority of the City of Columbia, Missouri
Voucher Program Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Voucher Program/Fees	Housing Choice Vouchers Administration	HCV Housing Assistance Payments	EHV Vouchers	Mainstream Vouchers	Continuum of Care	TBRA	Total Housing Assistance Programs
Grant Revenue (FSS HAP)		\$ 146,000					
Housing Assistance Revenue		\$ 10,817,934	\$ 343,963	\$ 212,813	\$ 346,806	\$ 126,527	\$ 11,848,044
FSS Escrow Forfeitures							\$ -
Administrative Fees Earned	\$ 1,359,544		\$ 25,723	\$ 19,843	\$ 14,809	\$ 2,727	\$ 1,422,646
Supportive Service Revenue							\$ -
Total Grant Revenue	\$ 1,359,544	\$ 10,963,934	\$ 369,686	\$ 232,656	\$ 361,615	\$ 129,255	\$ 13,270,690

Other Revenue

Investment income - unrestricted	20,000						20,000
Fraud recovery-unrestricted	1,200						1,200
Fraud recovery-restricted		1,200					1,200
Total Revenue	1,380,744	10,965,134	369,686	232,656	361,615	129,255	13,293,090

Administrative Expenditures

Administrative Salaries	698,683			3,827	9,568	5,262	717,341
FICA/MEDICARE	51,640			293	732	403	53,067
Employee-Health Ins.	9,107			2	4	2	9,115
Employee-Retirement	31,612			115	287	158	32,171
Auditing fees	36,419						36,419
Management Fee	255,984		5,040				261,024
Bookkeeping Fees	159,990		3,150				163,140
Advertising and Marketing	500						500
Office Supplies	9,135			100	1,000	100	10,335
Telephone	1,410			-			1,410
Postage	13,470			100	1,300	100	14,970
Computer/IT Expense	67,500					160	67,660
Memberships & Dues	300						300
Sundry, Miscellaneous	31,286			100	500	75	31,961
Staff Training	8,000						8,000
Port-Out Admin Fees	6,463						6,463
Inspections & Utility Updates	70,338			1,000	2,000	450	73,788
Total Administrative Expenditures	1,451,836	-	8,190	5,536	15,391	6,710	1,487,664

Tenant services - salaries							-
FICA/MEDICARE							-
Employee-Health Ins.							-
Employee-Retirement							-
Tenant Services - Other							-
Total Tenant Services	-	-	-	-	-	-	-

Water	84						84
Electricity	7,148						7,148
Gas	2,543						2,543
Sewer	471						471
Total Utilities	10,246	-	-	-	-	-	10,246

Maintenance - Materials	1,039						1,039
Maint.- Garbage and Trash Removal Contracts	-						-
Maint.- Landscape & Grounds Contracts	352						352
Maint. - Janitorial Contracts	12,708						12,708
Maint. - Misc Contracts	1,518						1,518
Total Maintenance	15,616	-	-	-	-	-	15,616

Insurance							
Property Insurance	4,953						4,953
Liability Insurance	6,639						6,639
Workmen's Compensation	10,480			57	144	79	10,760
Total Insurance Premium	22,073	-	-	57	144	79	22,352

Total Operating Expenditures	\$ 1,499,771	\$ -	\$ 8,190	\$ 5,594	\$ 15,535	\$ 6,789	\$ 1,535,878
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Housing Authority of the City of Columbia, Missouri
Voucher Program Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Excess Revenue Over Operating Expenditures	\$	(119,027)	\$	10,965,134	\$	361,496	\$	227,062	\$	346,081	\$	122,465	\$	11,903,212
Housing Assistance Payments				10,817,934		343,963		212,813		346,806		126,527		11,848,044
FSS Escrow Deposits				146,000										146,000
Depreciation expense		20,412												20,412
Total Expenditures	\$	1,520,183	\$	10,963,934	\$	352,153	\$	218,407	\$	362,341	\$	133,316	\$	13,550,334
Excess (Deficiency) of Revenue Over (Under) Expenditures		(139,439)		1,200		17,533		14,249		(726)		(4,062)		(111,244)
Beginning Balances Operating & HAP reserves		453,581		95,142		48,048		32,117		-		-		628,888
Ending Balance of operating cash & HAP reserves		314,142		96,342		65,581		46,366		(726)		(4,062)		517,644

Housing Authority of the City of Columbia, Missouri
Low-Income Housing Tax Credit Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Gross Potential Rent	392,557	240,156	602,892	1,149,540	2,051,136	211,550	4,647,831
Vacancy Loss- Rent	(3,926)	(4,803)	(12,058)	(11,495)	(20,511)	(2,116)	(54,909)
Loss to Lease	(7,851)	(2,402)	(6,029)	(17,243)	(25,639)	(2,116)	(61,280)
Non-Dwelling Rentals			21,540		56,374		77,914
Other Income	500	500	500	3,500	6,000	1,300	12,300
Laundry Income			3,000	18,500	26,500	2,000	50,000
Other Income-Work Orders	3,500	1,200	12,500	9,500	8,800	1,300	36,800
Total Tenant Revenue	384,780	234,651	622,345	1,152,302	2,102,660	211,918	4,708,656
Other Fees (Fees for Service)	400	-	1,600	2,800	3,600	-	8,400
Total Fee Revenue	400	-	1,600	2,800	3,600	-	8,400
Investment income - unrestricted	5,500	4,000	8,000	12,000	45,000	3,000	77,500
Investment income - restricted	1,000	1,000	12,000	20,000	62,000	4,000	100,000
Total Other Revenue	6,500	5,000	20,000	32,000	107,000	7,000	177,500
TOTAL REVENUE	391,680	239,651	643,945	1,187,102	2,213,260	218,918	\$ 4,894,556
Administrative salaries	33,344	22,105	30,873	74,156	120,474	10,291	291,243
FICA/MEDICARE	2,022	1,339	1,693	4,280	6,721	564	16,619
Employee-Health Ins.	239	157	420	1,059	1,832	140	3,848
Employee-Retirement	572	377	1,606	4,193	1,896	535	9,180
Auditing fees	8,152	5,435	11,473	22,192	42,874	3,774	93,900
Management Fees-CHA BA	23,111	14,079	37,437	69,306	126,376	10,596	280,905
Management Fees-Other	8,956	8,956	9,226	9,226	9,502	9,502	55,369
Trustee Fee	-	-	292	309	375	-	976
Advertising and Marketing	50	50	50	50	50	50	300
Office Supplies	500	100	2,000	750	3,300	500	7,150
Telephone	637	274	253	1,776	3,166	2,745	8,851
Postage	267	131	570	234	671	72	1,945
Computer/IT Expense	5,000	3,000	7,500	20,000	30,000	1,382	66,882
Memberships & Dues	117	63	180	333	615	64	1,371
Office Furniture	100	100	100	100	100	100	600
Legal Expense	500	500	500	1,500	1,500	500	5,000
Staff Training	695	463	977	1,891	3,653	322	8,000
Sundry, Miscellaneous	600	600	1,250	2,000	5,000	600	10,050
Professional Services (compliance)	500	500	500	1,500	2,500	1,250	6,750
Total Operating-Administrative	85,362	58,228	106,901	214,855	360,605	42,987	868,938
Tenant services - salaries	3,359	2,122	-	47,840	58,656	-	111,977
FICA/MEDICARE	257	162	-	3,660	4,487	-	8,566
Employee-Health Ins.	239	157	420	1,059	1,832	140	3,848
Employee-Retirement	572	377	1,606	4,193	1,896	535	9,180
Computer Labs	-	-	-	2,000	2,000	-	4,000
Resident Participation Funds	1,350	900	1,900	3,675	7,100	-	14,925
Tenant Services	10,928	6,558	17,482	9,913	30,969	100	75,950
Total Tenant Services	16,705	10,277	21,408	72,340	106,941	775	228,445
Water	13,620	12,002	24,558	24,533	73,041	4,428	152,182
Sewer	12,175	10,037	18,826	14,787	49,747	2,553	108,125
Electricity	4,275	2,265	8,845	106,535	152,653	12,449	287,022
Gas	2,432	1,430	4,851	11,955	21,275	5,950	47,893
Total Utilities	32,502	25,734	57,080	157,809	296,716	25,380	595,221

Housing Authority of the City of Columbia, Missouri
Low-Income Housing Tax Credit Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Maintenance - Labor	38,209	12,737	39,894	111,237	186,797	13,298	402,172
FICA/MEDICARE	2,732	911	2,852	7,953	13,355	951	28,753
Employee-Health Ins.	719	240	720	1,659	3,124	240	6,700
Employee-Retirement	572	377	1,606	4,193	1,896	535	9,180
Maintenance - Materials	30,000	35,000	136,000	105,000	259,500	60,000	625,500
Maint.-Tools & Equipment	50	150	200	1,000	4,000	50	5,450
Maint.-Gasoline	500	250	1,000	300	1,500	200	3,750
Maint. - Misc Contracts	7,000	7,500	30,000	15,000	23,000	12,000	94,500
Maint.-Trash Removal Contracts	6,500	7,500	15,000	27,000	34,000	5,000	95,000
Maint.-Heating & Cooling Contracts	2,000	100	1,500	700	5,000	100	9,400
Maint.-Snow Removal Contracts	-	-	-	-	-	-	-
Maint.-Elevator Maintenance Contracts	-	-	-	15,000	20,000	-	35,000
Maint.-Landscape/Grounds Contracts	6,000	10,000	6,500	2,200	16,000	2,000	42,700
Maint.- Electrical Contracts	50	50	150	50	200	300	800
Maint.- Plumbing Contracts	50	100	3,500	2,500	500	200	6,850
Maint.- Extermination Contracts	6,000	4,000	10,000	30,000	37,000	1,200	88,200
Maint.-Vehicles & Equipment	50	50	2,000	50	250	50	2,450
Total Maintenance	100,431	78,965	250,922	323,842	606,122	96,124	1,456,405
Protective services - Labor						12,401	12,401
FICA/MEDICARE						949	949
Employee-Health Ins.						106	106
Employee-Retirement						386	386
Protective services supplies						-	-
Total Protective Services	-	-	-	-	-	13,842	13,842
Property Insurance	46,160	29,825	79,458	40,692	100,090	15,109	311,333
Workmen's Compensation	1,086	542	1,022	3,389	5,306	341	11,686
All other Insurance	275	770	1,383	2,572	2,467	270	7,738
Total Insurance Premiums	47,521	31,137	81,863	46,654	107,863	15,720	330,757
Amortized Loan Cost	626	525	15,642	10,171	11,404	6,323	44,691
Taxes	19,588	13,443	22,284	29,349	58,698	7,446	150,809
Bad debt - tenant rents	1,655	939	3,886	3,855	10,099	1,994	22,428
Interest Expense payable from cash flow	15,215	32,108	80,562	110,583	251,598	-	490,066
Interest Expense-Mortgage	7,403	-	41,018	64,383	193,688	8,086	314,577
Total Other General Expenses	44,487	47,015	163,391	218,341	525,487	23,849	1,022,570
Total Operating Expenses	327,009	251,356	681,565	1,033,841	2,003,732	218,676	\$ 4,516,180
Excess Revenue Over Operating Expenditures	64,671	(11,705)	(37,620)	153,261	209,528	242	\$ 378,376
Amortization of Tax Credit Fees	5,691	2,724	4,323	8,645	15,888	1,845	39,116
Depreciation expense	297,743	143,685	225,293	486,336	643,325	123,324	1,919,706
Total Other	303,434	146,409	229,616	494,981	659,213	125,169	1,958,822
Deficiency) of Revenue Under Expenditures	(238,763)	(158,114)	(267,236)	(341,720)	(449,685)	(124,927)	\$ (1,580,446)

Housing Authority of the City of Columbia, Missouri
Low-Income Housing Tax Credit Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Principal Payments	(5,653)	-	(39,217)	(63,037)	(75,000)	(11,646)	(194,553)
Replacement Reserve Deposits	(25,669)	(17,221)	(40,081)	(71,606)	(102,496)	(9,432)	(266,504)
Replacement Reserve Withdrawals	25,000	20,000	106,000	68,000	206,500	50,000	475,500
Operating Reserves Deposits							-
Operating Reserves Withdrawals							-
Total other financing sources (uses)	(669)	2,779	65,919	(3,606)	104,004	40,568	208,996
Cash Flow After Debt Service and other source (uses)	58,350	(8,926)	(10,919)	86,618	238,531	29,164	392,819
Cash Flow After Debt Service (add back interest payable from cash flow)	73,565	23,182	69,643	197,201	490,129	29,164	882,884
Security Services to be paid from cash flow							
Salaries	4,593	2,297	18,832	52,361	98,752		176,835
FICA/MEDICARE	351	176	1,441	4,006	7,555		13,528
Employee-Health Ins.	39	20	161	448	845		1,513
Employee-Retirement	143	72	587	1,631	3,077		5,509
Workmen's Compensation	69	34	282	785	1,481		2,653
Protective services supplies	156	100	200	294	568		1,318
Security Services paid from cash flow	5,352	2,698	21,503	59,525	112,277		201,355
Projected Interest Expense payable from cash flow	15,215	20,484	48,140	110,583	251,598		446,020

CHA Low-Income Services, Inc.
 Calendar Year Budget January 01,2024 - December 31, 2024
 First Draft 11-01-2023

	21st CCLC (2023-2024)		MAP-CPS ESSER III (2023-2024)	MAP County	City MAP	Heart of MO United Way	Child & Adult Care Food Program CACFP	Summer Food Service Program SFSP	Healthy Home Connections HHC	City Independent Living Program	LIHTC	McBaine	CHALIS General	Elimination	Totals
	40-23-412	40-24-412	40-24-413	40-24-130	40-24-051	40-24-201	40-24-415	40-24-425	40-24-120	40-24-061	40-00-000-42%%	40-00-090	40-00-000		
Income Summary															
Federal Grants	287,339	176,119	85,900				56,275	18,000							623,633
County Grants				130,660						185,648					316,308
City Grants					58,660					31,533					90,193
Local Grants						56,797									56,797
Rental Income												31,632			31,632
Other Income											52,965		55,896	(55,896)	52,965
Total Revenues	287,339	176,119	85,900	130,660	58,660	56,797	56,275	18,000	185,648	31,533	52,965	31,632	55,896	(55,896)	1,171,528
Expense Summary															
Salaries, FT	74,402	49,221	21,985	45,401	10,913	6,528	3,876	554	134,776	23,784	-	-	59,474	-	430,914
Salaries, PT	103,072	28,033	22,748	28,951	22,748	16,544	12,882	4,294							239,272
Payroll Taxes, FT	5,692	3,765	1,682	3,473	835	499	297	42	10,310	1,819			4,550		32,964
Payroll Taxes, PT	7,885	2,148	1,740	2,215	1,740	1,266	985	328	-	-					18,307
Benefits, FT	16,089	16,871	8,123	5,206	3,087	2,427	937	134	18,683	5,109	10,266	-	14,004		100,938
Benefits, PT	2,061	1,093	455	769	3,614	1,515	1,031	344							10,881
Indirect Cost	9,519	9,519	7,500	-	6,372	10,746	1,200	625	-	-	10,416	-		(55,896)	-
Contracted Services	8,350	8,350	-	13,516	-	-	-	-	-	-	-	-	-	-	30,216
Telephone	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
Computer/IT Expense	-	-	8,300	3,900	2,000	7,000	-	816	1,501	821	13,158	-	3,354	-	40,850
Travel Expense	6,778	5,778	-	-	-	-	-	-	-	-	-	-	-	-	12,556
Professional Development	-	5,100	-	2,041	-	-	-	-	-	-	-	-	1,500	-	8,641
Office Supplies	-	-	-	-	1,802	-	-	-	500	-	-	-	500	-	2,802
Sundry, Miscellaneous	-	-	-	1,130	1,000	5,000	200	100	1,079	-	-	500	1,000	-	10,009
Program Expenses	53,491	46,242	13,367	23,058	4,549	5,272	34,867	10,763	18,799	-	-	-	-	-	210,408
Program Expenses			-	-	-	-		-							-
Management fees												1,500			1,500
Vehicle Fuel/Maintenance													1,270		1,270
Maintenace exp												4,100			4,100
PILOT												3,162			3,162
Audit expense													3,500		3,500
Property Insurance												2,440			2,440
Liability Insurance												265	4,902		5,167
TOTAL	287,339	176,119	85,900	130,660	58,660	56,797	56,275	18,000	185,648	31,533	33,840	11,967	94,054	(55,896)	1,170,896
Excess (Deficiency) of Revenue over Expenditures	-	-	-	-	-	-	-	-	-	-	19,125	19,665	(38,158)	-	632



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2933**: Authorizing Submission of FY 2024 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.

Executive Summary

Approval of Resolution 2933 authorizes the CEO of the Columbia Housing Authority to submit FY 2024 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.

Discussion

Acronyms in this Report

LIHTC – Low-Income Housing Tax Credit Program

OCAF – Operating Cost Adjustment Factor

HUD – U.S. Department of Housing and Urban Development

PBV – Project-Based Voucher Program

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

- A \$1.00 COLA effective January 2024. This does not include grant employees. Grant employee salaries are based on their individual grant award. Once grant awards are identified in October 2023, CHA will work to implement COLA in alignment with CHA policy for all employees.
- Employee health and dental insurance – the January 2024 renewal is estimated with a 8% increase for health insurance and a 8% increase for dental insurance.
- Retirement expenses are calculated at 6% of salaries.
- Workers Comp Insurance is calculated at a rate of 1.5% of salaries.
- Property Insurance is based on a 33% increase in rates.
- 6.9% inflation factor for Utilities.

Gross Potential Rent



Housing Authority of the City of Columbia, Missouri

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- Is based on the current rents with a 2% Operating Cost Adjustment Factor (OCAF), effective on each property's annual. The 2024 OCAF will be announced by HUD later this year and rents will be adjusted on the mid-2024 budget revision.

Vacancy Losses

- Range from 1% to 2%.

Other Income

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

Administrative Expenses

- Computer/IT expenses are increased to help fund new computers across the LIHTC properties. A total increase in this area of \$16,000 will help achieve this purpose.
- Training and Travel totals \$8,000 for all LIHTC locations allocated based upon units in each development.

Other Administrative Expenses

- Management Fees are based on a percentage of each property's tenant revenue, as stated in their respective Management Agreements, as follows:
Stuart Parker, Oak Towers, and the two Bryant Walkway projects – 6%
Bear Creek – 5% from operations and 1% from net cash flow (if available)
Patriot Place – 5%
- Staff training includes the annual certification cost for four employees who must hold LIHTC certifications to perform their duties. It also includes required training for public housing and all LIHTC management staff, as well as training to increase the productivity of CHA staff, as needed.

Resident Services Staff:

- Two full-time Resident Services Coordinators - one at Oak Towers and one at Paquin Towers.
- Three Resident Services Coordinators that are also funded by the County Healthy Home Connections grant – one will also serve the Stuart Parker residents, one will serve the Bear Creek residents, and the other will serve the residents of the two Bryant Walkway locations. These services are provided via contract agreements with CHA Low-Income Services (CHALIS) staff and the cost is reflected on the Tenant Services line.
- A full time Resident Services Coordinator for the Family units that is shared with the ROSS Grant that serves the AMP 1 public housing residents.
- A part-time employee that works 20 hours per week at the Downtown Food Bank is split between Downtown; the two Bryant Walkway locations; and the family units of Stuart Parker.

Other Resident Services Expenses:

- Resident participation funds are budgeted at \$25 per unit.

Utility Expenses

- Utility Expenses are based on the past 12 month's expenses times 6.9%.



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Planned Maintenance Projects Funded by Replacement Reserves:

<u>Project Description</u>	<u>Priority</u>	<u>Property/CHA Entity</u>	<u>Budgeted Spend</u>
Foundation Repair	High	Bear Creek	50,000.00
Roofs 4-6	High	Bear Creek	38,000.00
Fix Playground	High	Bear Creek	8,000.00
Replace shower grab bars and backing	High	Bear Creek	2,500.00
replace hot water tanks	Low	Bear Creek	5,000.00
Door opener for office with buzzers	Low	Bear Creek	2,500.00
		Bear Creek Total	106,000.00
Replace Sidewalks	High	Bryant WW 1	25,000.00
		Bryant WW 1 Total	25,000.00
Foundation Rrepair	High	Bryant WW 2	20,000.00
		Bryant WW 2 Total	20,000.00
Patriot Place Paint and Stairs	High	MMV/Patriot Place	50,000.00
		MMV/Patriot Place Tota	50,000.00
4 Heat pumps	High	Oak Tower	15,000.00
Stucco Veneer	High	Oak Tower	20,000.00
Resurface parking lot	Low	Oak Tower	15,000.00
Oak Towers Furniture	Medium	Oak Tower	10,000.00
Picnic tabels	Medium	Oak Tower	8,000.00
		Oak Tower Total	68,000.00
Lobby furniture	Low	Paquin Tower	10,000.00
Replace Laundry equipment	Low	Paquin Tower	45,000.00
4 new heatpumps	Medium	Paquin Tower	15,000.00
Enzyme sprayer	Medium	Paquin Tower	2,000.00
pumps for heatpumps	Medium	Paquin Tower	5,000.00
		Paquin Tower Total	77,000.00
Flooring in units that's is failing 10ish units	High	Stuart Parker	45,000.00
Flooring In office	Low	Stuart Parker	8,500.00
Exterior Paint	Low	Stuart Parker	16,000.00
Roofs	Medium	Stuart Parker	50,000.00
Resurface playground	Medium	Stuart Parker	10,000.00
		Stuart Parker Total	129,500.00
		Grand Total	475,500.00

Insurance Expenses

- Property insurance is based on a 33% rate increase.

Other General Expenses

- Property Taxes are based on 2023's estimated tax assessments with a 3% increase.
- Bad Debt Expense is based on each project's average write-offs over the last 3 years

Suggested Commission Action

Approve the attached resolution authorizing the submission of CHA's FY 2024 LIHTC Budgets.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2933

A Resolution to Approve the Submission of the FY 2024 Budgets for the following Limited Partnerships of the Low-Income Housing Tax Credit Properties Managed by the Columbia Housing Authority: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.

WHEREAS, The Columbia Housing Authority (CHA) is the management agent for the following low-income housing tax credit properties: The Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP.; and

WHEREAS, As the Management Agent, the CHA is responsible for developing and submitting the annual budgets for these properties to the Missouri Housing Development Commission and the federal and state tax credit investors; and

WHEREAS, The Board of Commissioners of the Columbia Housing Authority is also the Board of Directors of the Columbia Community Housing Trust, which is the sole member of the General Partnership of each of the Limited Partnerships whose budgets are being approved; and

WHEREAS, A number of budget assumptions have been presented to the CHA Board which include the annual Cost of Living Adjustment, employee health insurance costs, retirement expenses, insurance costs, and inflations factors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri does hereby adopt the Resolution approving the submission of the FY 2024 budgets for the following limited partnerships of the low-income housing tax credit properties managed by the Columbia Housing Authority: the Mid-Missouri Veterans Housing Development Group, LP; Stuart Parker Housing Development Group, LP; Bear Creek Housing Development Group, LP; Oak Towers Housing Development Group, LP; Bryant Walkway Housing Development Group, LP; and Bryant Walkway II Housing Development Group, LP as attached hereto and made a part hereof.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023

Housing Authority of the City of Columbia, Missouri
Low-Income Housing Tax Credit Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Gross Potential Rent	392,557	240,156	602,892	1,149,540	2,051,136	211,550	4,647,831
Vacancy Loss- Rent	(3,926)	(4,803)	(12,058)	(11,495)	(20,511)	(2,116)	(54,909)
Loss to Lease	(7,851)	(2,402)	(6,029)	(17,243)	(25,639)	(2,116)	(61,280)
Non-Dwelling Rentals			21,540		56,374		77,914
Other Income	500	500	500	3,500	6,000	1,300	12,300
Laundry Income			3,000	18,500	26,500	2,000	50,000
Other Income-Work Orders	3,500	1,200	12,500	9,500	8,800	1,300	36,800
Total Tenant Revenue	384,780	234,651	622,345	1,152,302	2,102,660	211,918	4,708,656
Other Fees (Fees for Service)	400	-	1,600	2,800	3,600	-	8,400
Total Fee Revenue	400	-	1,600	2,800	3,600	-	8,400
Investment income - unrestricted	5,500	4,000	8,000	12,000	45,000	3,000	77,500
Investment income - restricted	1,000	1,000	12,000	20,000	62,000	4,000	100,000
Total Other Revenue	6,500	5,000	20,000	32,000	107,000	7,000	177,500
TOTAL REVENUE	391,680	239,651	643,945	1,187,102	2,213,260	218,918	\$ 4,894,556
Administrative salaries	33,344	22,105	30,873	74,156	120,474	10,291	291,243
FICA/MEDICARE	2,022	1,339	1,693	4,280	6,721	564	16,619
Employee-Health Ins.	239	157	420	1,059	1,832	140	3,848
Employee-Retirement	572	377	1,606	4,193	1,896	535	9,180
Auditing fees	8,152	5,435	11,473	22,192	42,874	3,774	93,900
Management Fees-CHA BA	23,111	14,079	37,437	69,306	126,376	10,596	280,905
Management Fees-Other	8,956	8,956	9,226	9,226	9,502	9,502	55,369
Trustee Fee	-	-	292	309	375	-	976
Advertising and Marketing	50	50	50	50	50	50	300
Office Supplies	500	100	2,000	750	3,300	500	7,150
Telephone	637	274	253	1,776	3,166	2,745	8,851
Postage	267	131	570	234	671	72	1,945
Computer/IT Expense	5,000	3,000	7,500	20,000	30,000	1,382	66,882
Memberships & Dues	117	63	180	333	615	64	1,371
Office Furniture	100	100	100	100	100	100	600
Legal Expense	500	500	500	1,500	1,500	500	5,000
Staff Training	695	463	977	1,891	3,653	322	8,000
Sundry, Miscellaneous	600	600	1,250	2,000	5,000	600	10,050
Professional Services (compliance)	500	500	500	1,500	2,500	1,250	6,750
Total Operating-Administrative	85,362	58,228	106,901	214,855	360,605	42,987	868,938
Tenant services - salaries	3,359	2,122	-	47,840	58,656	-	111,977
FICA/MEDICARE	257	162	-	3,660	4,487	-	8,566
Employee-Health Ins.	239	157	420	1,059	1,832	140	3,848
Employee-Retirement	572	377	1,606	4,193	1,896	535	9,180
Computer Labs	-	-	-	2,000	2,000	-	4,000
Resident Participation Funds	1,350	900	1,900	3,675	7,100	-	14,925
Tenant Services	10,928	6,558	17,482	9,913	30,969	100	75,950
Total Tenant Services	16,705	10,277	21,408	72,340	106,941	775	228,445
Water	13,620	12,002	24,558	24,533	73,041	4,428	152,182
Sewer	12,175	10,037	18,826	14,787	49,747	2,553	108,125
Electricity	4,275	2,265	8,845	106,535	152,653	12,449	287,022
Gas	2,432	1,430	4,851	11,955	21,275	5,950	47,893
Total Utilities	32,502	25,734	57,080	157,809	296,716	25,380	595,221

Housing Authority of the City of Columbia, Missouri
Low-Income Housing Tax Credit Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Maintenance - Labor	38,209	12,737	39,894	111,237	186,797	13,298	402,172
FICA/MEDICARE	2,732	911	2,852	7,953	13,355	951	28,753
Employee-Health Ins.	719	240	720	1,659	3,124	240	6,700
Employee-Retirement	572	377	1,606	4,193	1,896	535	9,180
Maintenance - Materials	30,000	35,000	136,000	105,000	259,500	60,000	625,500
Maint.-Tools & Equipment	50	150	200	1,000	4,000	50	5,450
Maint.-Gasoline	500	250	1,000	300	1,500	200	3,750
Maint. - Misc Contracts	7,000	7,500	30,000	15,000	23,000	12,000	94,500
Maint.-Trash Removal Contracts	6,500	7,500	15,000	27,000	34,000	5,000	95,000
Maint.-Heating & Cooling Contracts	2,000	100	1,500	700	5,000	100	9,400
Maint.-Snow Removal Contracts	-	-	-	-	-	-	-
Maint.-Elevator Maintenance Contracts	-	-	-	15,000	20,000	-	35,000
Maint.-Landscape/Grounds Contracts	6,000	10,000	6,500	2,200	16,000	2,000	42,700
Maint.- Electrical Contracts	50	50	150	50	200	300	800
Maint.- Plumbing Contracts	50	100	3,500	2,500	500	200	6,850
Maint.- Extermination Contracts	6,000	4,000	10,000	30,000	37,000	1,200	88,200
Maint.-Vehicles & Equipment	50	50	2,000	50	250	50	2,450
Total Maintenance	100,431	78,965	250,922	323,842	606,122	96,124	1,456,405
Protective services - Labor						12,401	12,401
FICA/MEDICARE						949	949
Employee-Health Ins.						106	106
Employee-Retirement						386	386
Protective services supplies						-	-
Total Protective Services	-	-	-	-	-	13,842	13,842
Property Insurance	46,160	29,825	79,458	40,692	100,090	15,109	311,333
Workmen's Compensation	1,086	542	1,022	3,389	5,306	341	11,686
All other Insurance	275	770	1,383	2,572	2,467	270	7,738
Total Insurance Premiums	47,521	31,137	81,863	46,654	107,863	15,720	330,757
Amortized Loan Cost	626	525	15,642	10,171	11,404	6,323	44,691
Taxes	19,588	13,443	22,284	29,349	58,698	7,446	150,809
Bad debt - tenant rents	1,655	939	3,886	3,855	10,099	1,994	22,428
Interest Expense payable from cash flow	15,215	32,108	80,562	110,583	251,598	-	490,066
Interest Expense-Mortgage	7,403	-	41,018	64,383	193,688	8,086	314,577
Total Other General Expenses	44,487	47,015	163,391	218,341	525,487	23,849	1,022,570
Total Operating Expenses	327,009	251,356	681,565	1,033,841	2,003,732	218,676	\$ 4,516,180
Excess Revenue Over Operating Expenditures	64,671	(11,705)	(37,620)	153,261	209,528	242	\$ 378,376
Amortization of Tax Credit Fees	5,691	2,724	4,323	8,645	15,888	1,845	39,116
Depreciation expense	297,743	143,685	225,293	486,336	643,325	123,324	1,919,706
Total Other	303,434	146,409	229,616	494,981	659,213	125,169	1,958,822
Deficiency) of Revenue Under Expenditures	(238,763)	(158,114)	(267,236)	(341,720)	(449,685)	(124,927)	\$ (1,580,446)

Housing Authority of the City of Columbia, Missouri
Low-Income Housing Tax Credit Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Bryant Walkway	Bryant Walkway II	Bear Creek	Oak Towers	Stuart Parker / Paquin	Patriots Place	TOTAL LIHTC
Principal Payments	(5,653)	-	(39,217)	(63,037)	(75,000)	(11,646)	(194,553)
Replacement Reserve Deposits	(25,669)	(17,221)	(40,081)	(71,606)	(102,496)	(9,432)	(266,504)
Replacement Reserve Withdrawals	25,000	20,000	106,000	68,000	206,500	50,000	475,500
Operating Reserves Deposits							-
Operating Reserves Withdrawals							-
Total other financing sources (uses)	(669)	2,779	65,919	(3,606)	104,004	40,568	208,996
Cash Flow After Debt Service and other source (uses)	58,350	(8,926)	(10,919)	86,618	238,531	29,164	392,819
Cash Flow After Debt Service (add back interest payable from cash flow)	73,565	23,182	69,643	197,201	490,129	29,164	882,884
Security Services to be paid from cash flow							
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Employee-Health Ins.	39	20	161	448	845		1,513
Employee-Retirement	143	72	587	1,631	3,077		5,509
Workmen's Compensation	69	34	282	785	1,481		2,653
Protective services supplies	156	100	200	294	568		1,318
Security Services paid from cash flow	5,352	2,698	21,503	59,525	112,277		201,355
Projected Interest Expense payable from cash flow	15,215	20,484	48,140	110,583	251,598		446,020



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2934**: Approval of the CY2024 CHA Agency-Wide Budget

Executive Summary

This memo pertains to CHA's agency wide budget that encompasses all programs, departments, and component units of the Columbia Housing Authority. Rental revenues and related expenditures are presented by program. Salaries and benefits for 61 full-time and 17 part-time employees in the areas of administration, resident services, maintenance, and protective services are included.

FY 2024 Budget Highlights include the following strategic alignments with CHA's 5-Year PHA Plan:

- Increase in funding for staff training.
- Increase in funding for IT and computers.
- \$1 per hour cost of living adjustment to assist in maintaining competitive pay rates for front line staff.
- Increase in Safety staff by 1 FTE under the updated funding allocation model.
- Increase in Moving Ahead Program (MAP) staff by 2 full-time staff and an increase in part-time hours for 2 additional staff.
- Changing Housing Ambassador and Homeless Service Coordinator pay allocations to HCV Administrative fees to expand efforts from EHV and to all CHA voucher programs.
- Additional capital improvements in CHA properties.

Details of the various programs and the underlying assumptions are described below.

Discussion

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

FSS – Family Self-Sufficiency

OCAF – Operating Cost Adjustment Factor

COCC – Central Office Cost Center

CHA BA – CHA Business Activities

CHA AHD – CHA Affordable Housing Development

CHALIS – CHA Low-Income Services

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:



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

- A \$1.00 COLA effective January 2024. This does not include grant employees. Grant employee salaries are based on their individual grant award.
- Employee health and dental insurance – the January 2024 renewal is estimated with an 8% increase for health insurance and an 8% increase for dental insurance.
- Retirement expenses are calculated at 6% of salaries.
- Workers Comp Insurance is calculated at a rate of 1.5% of salaries.
- Property Insurance is based on a 33% increase in rates.
- 6.9% inflation factor for Utilities.
- Computer/IT Expense increased this year to help remediate the replacement of older computers. CHA staff will endeavor to replace a total of 21 personal computers that are older than 9 years. Organizationally, the total amount of this effort is estimated to be a cost of \$37,750 in operating costs.

Housing Choice Voucher Rental Assistance Programs

Revenues

- Administrative fees are budgeted for an average of 1,044 HCV vouchers, 5 Homeownership vouchers and 11 Port-Out vouchers; 92 VASH vouchers, and 622 Project-Based vouchers (PBV) with a 2% inflation rate prorated at 89.5%.
- Housing Assistance payment revenue is based on the latest estimate from HUD's review of our 2023 estimated expenditures.

Expenditures

- HAP revenues and HAP expenditures are closely matched to maintain a low restricted net position. However, Voucher Program Administrative expenses are increased mostly in personnel cost allocation formulas to better utilize the growing balance of administrative fee revenue. This year's budget decreases the Voucher Program unrestricted net position by around \$140,000.

EHV Vouchers

- Revenue is based on 35 vouchers leased per month. The monthly average assistance per voucher is budgeted for \$819.

Mainstream Vouchers

- Revenue is based on 35 vouchers leased per month. The monthly average assistance per voucher is budgeted for \$657.

Continuum of Care Rental Assistance Program

- Revenue is derived from a direct contract with HUD awarded through competitive application. All direct program expenses are reimbursed by the grant. The monthly average assistance per voucher is \$656.83 including security deposits. The average voucher leased is budgeted at 44 per month.

Tenant Based Rental Assistance (TBRA) Program



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- Revenue is based on the extension of a CY2022-2023 grant program with the City of Columbia. There may be added funds in this program to spend pending an additional funding award. All direct program expenses are reimbursed by the grant. The monthly average assistance per voucher is budgeted at \$703 including security deposits. The average voucher leased is budgeted at 15 vouchers per month.

Public Housing – Downtown

Revenues

Gross Potential Rent

- Rental revenue is based on the current average rents of each unit size for the 120 public housing units.

Vacancy Losses

- Budgeted at 10% of the revenue for the 120 units and two non-dwelling rental units.

Non-Dwelling Rental Income

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

Other Income

- Laundry Income and Work Order Income are estimated based on the CY2023 annualized income.

The Public Housing Operating Subsidy is based on the occupancy from January 2023 through August 2023.

The Capital Fund grant income is based on the 2023 grant award amount.

Administrative Expenses

Administrative salaries

- Downtown has one Public Housing Manager to manage the 120 units. An Assistant Housing Manager is split between the 120 public housing units and the 90 LIHTC units in Bryant Walkway I and II. The Intake Coordinator is allocated for three hours per week to public housing efforts.

Management fees are based on 90% occupancy:

- Management fees are \$48.46 per month per unit leased.
- Bookkeeping fees are \$7.50 per month per unit leased.

Resident Services Expenses

- Resident services salaries are based on a part-time Food Pantry employee that works 20 hours per week to serve the tenants of the 120 Public Housing units, the 90 units of Bryant Walkway I and II, and the 84 family units of Stuart Parker.
- Resident participation funds are budgeted at \$25 per unit.

Protective Services



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- Protective service expenses are split between the public housing properties and the six LIHTC properties. Public Housing is currently paying approximately 18% of the total Protective Services Budget.
- The Protective Services department has one Safety Director, three full-time and one part-time Safety Officers. Protective Services will increase slightly due to the addition of a full-time safety officer.

Other General Expenses

- Payment in lieu of taxes is calculated as 10% of Tenant Revenue less utility expenses.
- Bad Debts is estimated at 1.5% of net rental revenue less Laundry Income and Non-Dwelling Rent.

Fixed Asset Additions

- A new vehicle is budgeted for Public Housing along with an upgrade for our Public Housing snow-removal tractor. Both items total \$60,000.

ROSS Grants

- CHA holds two ROSS grants directly funded through HUD for the purpose of coordinating supportive services for CHA tenants.

ROSS Resident Services Coordinator

- One coordinator works with the public housing residents to coordinate services to assist them in achieving self-sufficiency.

ROSS Combined FSS Coordinators

- Two coordinators assist public housing, PBV and HCV residents to remove barriers to self-sufficiency and enroll interested tenants in a program which allows participants to build an escrow balance from increased earnings.

CHALIS

- CHALIS is a 501(c)3 organization which runs several supportive services programs for CHA residents. These programs are funded through grants and donations from Federal, State, County, City, and local organizations.

Columbia Community Housing Trust (CCHT)

- CCHT holds two Neighborhood Stabilization Program homes which are rented to qualified affordable housing residents.
- CCHT is also a non-profit 501(c)3 organization which receives donations for continued affordable housing construction and renovation.

CHA Administration

CHA Administration is split between the Central Office Cost Center (COCC) for the HUD programs, CHA Business Activities (CHA BA) for the LIHTC and non-HUD programs and CHA Affordable Housing Development (CHA AHD) for development activities.



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Revenue

- Non-Dwelling Rental Income is from subleases that CHA holds for Paquin Tower’s roof-top leases and the non-dwelling spaces at Bear Creek.
- Management Fees Revenue is based on the fees each program (Housing Choice Vouchers, Public Housing, Capital Fund, and LIHTC) is expected to owe.
- Other Income is generated by equipment leases that CHA BA holds with the various LIHTC properties.
- 100% of the seller financing interest (\$299,088) has been presented as unrestricted Investment Income and will be used to cover operational expenses. 100% of the bond interest income is restricted to pay the interest payable on the CHA-held bonds payable.

Expenses

- Administrative salaries and benefits are allocated based on each employee’s program responsibilities. The Administration area has 15 staff. One new position has been budgeted to increase the Finance Department staff to allow for additional organizational responsibilities to be carried out.
- Other General Expenses includes amounts due on the non-dwelling lease agreements with Stuart Parker and Bear Creek (see Administration Revenues above).

LIHTC Budgets (please see LIHTC staff memo)

Recommended Commission Action

Approve the CY2024 CHA agency-wide budget through Resolution 2934.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2934

To Approve the Columbia Housing Authority's Agency-Wide Budget for FY 2024 Including the FY 2024 Annual Budgets for the Columbia Housing Authority's Low-Income Housing Tax Credit (LIHTC) Properties and the Columbia Housing Authority's 501(c)3 Nonprofit, and CHA Low-Income Services, Inc.

WHEREAS, The Columbia Housing Authority (CHA) has developed an agency-wide budget for FYE2024; and

WHEREAS, The CHA has also developed annual FY 2024 budgets for its six low-income housing tax credit properties; and

WHEREAS, The CHA Board of Commissioners also serves as the Board of Directors for the CHA's 501(c)3 nonprofit organization, CHA Low-Income Services, Inc. and as such has also developed the annual budget for FYE2024 for CHA Low-Income Services, Inc.

WHEREAS, The Columbia Housing Authority (CHA) has developed the CHA's Operating Fund Budget and Capital Fund Budget for the CHA's remaining 120 units of Public Housing; and

WHEREAS, The Columbia Housing Authority (CHA) has developed the CHA's Housing Choice Voucher Budget; and

WHEREAS, The attached budgets for FY 2024 include the CHA's Agency-Wide Budget, budgets for the CHA's low-income housing tax credit properties, and the budget for CHA Low-Income Services, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution #2934 approving the Columbia Housing Authority's Agency-Wide Budget for FY 2024 including the FY 2024 annual budgets for the Columbia Housing Authority's low-income housing tax credit properties and the Columbia Housing Authority's 501(c)3 nonprofit, CHA Low-Income Services, Inc. as attached hereto and made a part hereof.

Bob Hutton, Chair

Randy Cole, Secretary
Adopted November 1, 2023

Housing Authority of the City of Columbia, Missouri
Agency Wide Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown Public Housing	Total LIHTC Properties	LIHTC General Partners	Housing Choice Vouchers	Emergency Housing Vouchers	Mainstream Vouchers	Continuum of Care	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center	Elimination	Total
Net tenant rental revenue	\$ 415,354	\$ 2,227,049								\$ 31,632	14,760					\$ 2,688,794
HAP Assistance	\$ -	\$ 2,420,782													\$ (2,420,782)	\$ -
Vacancy Loss- Rent	(43,575)	(54,909)														(98,484)
Loss to Lease		(61,280)														(61,280)
Non-Dwelling Rentals	20,400	77,914											106,780		(77,914)	127,180
Other Income	-	12,300											15,537		(15,537)	12,300
Laundry Income	11,521	50,000														61,521
Other Income-Work Orders	7,000	36,800														43,800
Total tenant revenue	410,700	4,708,656	-	-	-	-	-	-	-	31,632	14,760	-	122,317	-	(2,514,233)	2,773,831
Housing assistance payments				10,817,934	343,963	212,813	346,806	126,527								11,848,044
Ongoing administrative fees earned				1,359,544	25,723	19,843	14,809	2,727								1,422,646
Other Federal Grants				146,000						623,633						769,633
HUD PHA operating grants	488,891								201,191							690,081
Capital grants	343,130															343,130
Total Federal Grants	832,021	-	-	12,323,478	369,686	232,656	361,615	129,255	201,191	623,633	-	-	-	-	-	15,073,534
Management Fees PHA														62,804	(62,804)	-
Management Fees CFP														34,313	(34,313)	-
Management Fees HCV														255,984	(255,984)	-
Mgmt Fees CHALIS & Component Units													283,586		(283,586)	-
Asset Management Fee														14,400	(14,400)	-
Book-Keeping Fees PHA														9,720	(9,720)	-
Book-Keeping Fees HCV														163,140	(163,140)	-
Fees for Service	23,032	8,400														(31,432)
Total Fee Revenue	23,032	8,400	-	-	-	-	-	-	-	-	-	-	283,586	540,361	(855,379)	-
Other Grants/Income										463,298						463,298
Investment income - unrestricted	54,184	77,500		20,000								75,000	7,958	273,612	8,675	(258,483)
Investment income - restricted		100,000												299,088		(299,088)
Fraud recovery-unrestricted				1,200												1,200
Fraud recovery-restricted				1,200												1,200
Other revenue			214,683							52,965			3,720		(214,683)	56,685
Total Other Revenue	54,184	177,500	214,683	22,400	-	-	-	-	-	516,263	75,000	7,958	576,420	8,675	(772,254)	880,829
Total Revenue	\$ 1,319,936	\$ 4,894,556	\$ 214,683	\$ 12,345,878	\$ 369,686	\$ 232,656	\$ 361,615	\$ 129,255	\$ 201,191	\$ 1,171,528	\$ 89,760	\$ 7,958	\$ 982,323	\$ 549,036	\$ (4,141,866)	\$ 18,728,194
Administrative salaries	89,804	291,243		698,683	-	3,827	9,568	5,262		59,474	-	97,775	416,063	390,217		2,061,917
FICA/MEDICARE	6,989	16,619		51,640	-	293	732	403		4,550	-	7,480	31,829	29,852		150,386
Employee-Health Ins.	1,313	3,848		9,107	-	2	4	2		9,544	-	1,396	4,938	5,008		35,162
Employee-Retirement	3,356	9,180		31,612	-	115	287	158		3,568	-	5,055	21,479	19,117		93,926
Auditing Fees	4,800	93,900		36,419						3,500	3,500		4,500	12,500		159,119
Management Fees-COCC	62,804	280,905		255,984	5,040					1,500	1,181					(607,414)
Management Fees -Others	34,313	56,345														(34,313)
Accounting/Book-Keeping Fees	9,720	-		159,990	3,150											(169,710)
Advertising and Marketing	-	300		500									200	75		1,075
Office Supplies	5,125	7,150		9,135	-	100	1,000	100	820	2,802	-	500	5,000	5,000		36,733
Telephone	1,532	8,851		1,410	-				600	1,000	-	60	2,500	1,300		17,253
Publications	-	-		-										200		200
Postage	976	1,945		13,470	-	100	1,300	100	-		50	200	100	4,000		22,241
Computer/IT Expense	15,000	66,882		67,500	-	-	-	160	3,480	40,850	-	2,500	40,000	35,000		271,371
Memberships & Dues	250	1,371		300									300	10,000		12,221

Housing Authority of the City of Columbia, Missouri
Agency Wide Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown Public Housing	Total LIHTC Properties	LIHTC General Partners	Housing Choice Vouchers	Emergency Housing Vouchers	Mainstream Vouchers	Continuum of Care	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center	Elimination	Total
Office Furniture & Equipment	-	600		-					-		-					600
Legal Expense	1,500	5,000		-							-	1,500		2,000		10,000
Staff Training	2,500	8,000		8,000	-		-	-	1,000	8,641	-	2,000	7,500	20,000		57,641
Travel	5,000	-		-	-		-	-	1,000	12,556	-	2,000	2,500	2,500		25,556
Sundry, Miscellaneous	6,094	10,050		31,286	-	100	500	75	1,568	10,009	100	1,500	8,500	15,000		84,782
Port-Out Admin Fees	-	-		6,463	-											6,463
Professional Services (compliance/inspectio	-	6,750		70,338	-	1,000	2,000	450								80,538
Total Operating-Administrative	251,077	868,938	-	1,451,836	8,190	5,536	15,391	6,710	8,468	157,993	4,831	121,966	545,408	551,769	(811,437)	3,186,678
Asset Management Fee	14,400														(14,400)	-
Tenant services - salaries	7,249	111,977			-				147,171	610,712	-				-	877,108
FICA/MEDICARE	555	8,566			-				11,258	46,721	-				-	67,100
Employee-Health Ins.	-	3,848							23,020	61,971	-				-	88,838
Employee-Retirement	-	9,180							8,831	26,683	-				-	44,694
TV Cable Services & Computer Labs	-	4,000													-	4,000
Resident Participation Funds	3,000	14,925													-	17,925
Tenant Services - Other	1,200	75,950							-	240,624	-				-	317,774
Total Tenant Services	12,003	228,445	-	-	-	-	-	-	190,280	986,710	-	-	-	-	-	1,417,439
Water	29,431	152,182		84							75		800	450		183,021
Electricity	29,178	108,125		7,148							200		3,600	2,300		150,551
Gas	20,120	287,022		2,543							-		2,750	1,000		313,435
Sewer	12,273	47,893		471							75		500	200		61,411
Total Utilities	91,001	595,221	-	10,246	-	-	-	-	-	-	350	-	7,650	3,950	-	708,418
Maintenance - labor	238,853	402,172									-					641,025
FICA/MEDICARE	17,077	28,753									-					45,830
Employee-Health Ins.	9,820	6,700									-					16,521
Employee-Retirement	12,083	9,180									-					21,263
Maintenance - Materials	53,989	625,500		1,039						500	1,000		4,000	1,250		687,278
Maintenance - Tools & Equipment	6,537	5,450									-					11,987
Maintenance - Gasoline	3,866	3,750								1,270	-		50	1,250		10,186
Maintenance- Trash Removal Contracts	6,678	95,000		-							75		1,250			103,003
Maintenance- Heating & Cooling Contracts	25,015	9,400									-					34,415
Maintenance- Snow Removal Contracts	8,703	-								-	-					8,703
Maintenance- Elevator Maintenance	-	35,000									-					35,000
Maintenance- Landscape & Grounds	-	42,700		352						1,600	6,000		5,000	3,000		58,652
Maint.- Unit Turnaround/Restoration	21,329	-									-					21,329
Maintenance- Electrical Contracts	-	800									-					800
Maintenance- Plumbing Contracts	5,100	6,850									-					11,950
Maintenance- Extermination Contracts	12,592	88,200									125					100,917
Maintenance - Janitorial Contracts	20,220	-		12,708						1,000	-		4,500	4,200		42,628
Maintenance - Misc Contracts	5,430	94,500		1,518							2,000		5,500	500	(31,432)	78,016
Maintenance-Vehicles	10,568	2,450								1,000	-		1,000	1,500	(15,537)	981
Total Maintenance	457,862	1,456,405	-	15,616	-	-	-	-	-	5,370	9,200	-	21,300	11,700	(46,969)	1,930,485
Protective services - labor	40,419	12,401	176,835													229,655
FICA/MEDICARE	3,092	949	13,528													17,569
Employee-Health Ins.	346	106	1,513													1,965
Employee-Retirement	1,259	386	5,509													7,155
Protective services - other	500	-	1,318													1,818
Total Protective Services	45,616	13,842	198,703	-	-	-	-	-	-	-	-	-	-	-	-	256,343

Housing Authority of the City of Columbia, Missouri
Agency Wide Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown Public Housing	Total LIHTC Properties	LIHTC General Partners	Housing Choice Vouchers	Emergency Housing Vouchers	Mainstream Vouchers	Continuum of Care	TBRA Vouchers	ROSS Grants	CHALIS	Columbia Community Housing Trust	CHA Affordable Housing Development	CHA Business Activities	Central Office Cost Center	Elimination	Total
Property Insurance	60,258	311,333		4,953						2,440	779		1,340	1,340		382,444
Liability Insurance	6,473	-		6,639						4,967	100					18,179
Workmen's Compensation	5,410	11,686	3,537	10,480	-	57	144	79	2,443	10,053	-	1,467	5,853	5,853		57,063
All other Insurance	4,000	7,738		-						200	-	250	500	300		12,988
Total Insurance Premiums	76,142	330,757	3,537	22,073	-	57	144	79	2,443	17,660	879	1,717	7,693	7,493	-	470,674
Other General Expenses	21,813	-									-	-	77,914		(99,464)	263
Payments in lieu of taxes	28,080	44,691								3,162	1,441					77,374
Real Estate Taxes		150,809														150,809
Bad debt - tenant rents	5,684	22,428									-					28,112
Extraordinary Maintenance/Other	6,000	-									-					6,000
Interest Expense payable from cash flow		490,066									-				(490,066)	-
Interest Expense	-	314,577											311,924	-	(311,924)	314,577
Total Other General Expenses	61,577	1,022,570	-	-	-	-	-	-	-	3,162	1,441	-	389,838	-	(901,454)	577,135
Total Operating Expenses	\$ 1,009,679	\$ 4,516,180	\$ 202,240	\$ 1,499,771	\$ 8,190	\$ 5,594	\$ 15,535	\$ 6,789	201,191	\$ 1,170,896	16,701	123,683	971,890	574,913	\$ (1,774,260)	\$ 8,547,172
Excess Revenue Over Operating	\$ 310,257	\$ 378,376	\$ 12,443	\$ 10,846,107	\$ 361,496	\$ 227,062	\$ 346,081	\$ 122,465	-	\$ 632	73,059	(115,725)	10,433	(25,876)	\$ (2,367,607)	\$ 10,181,023
Housing Assistance Payments	-	-		10,817,934	343,963	212,813	346,806	126,527							(2,420,782)	9,427,262
FSS Escrow Deposits				146,000												146,000
Amortization of Tax Credit Fees		39,116														39,116
Depreciation expense	166,500	1,919,706		20,412						18,888	3,400		26,664	582		2,156,152
Total Other	166,500	1,958,822		10,984,346	343,963	212,813	346,806	126,527	-	18,888	3,400	-	26,664	582	(2,420,782)	11,768,530
Total Expenses	\$ 1,176,179	\$ 6,475,002	\$ 202,240	\$ 12,484,117	\$ 352,153	\$ 218,407	\$ 362,341	\$ 133,316	\$ 201,191	\$ 1,189,784	\$ 20,101	\$ 123,683	998,554	575,495	\$ (4,195,042)	\$ 20,315,701
Net Operating Income/(Loss)	\$ 143,757	\$ (1,580,446)	\$ 12,443	\$ (138,239)	\$ 17,533	\$ 14,249	\$ (726)	\$ (4,062)	\$ -	\$ (18,256)	\$ 69,659	\$ (115,725)	(16,231)	(26,458)	\$ 53,176	\$ (1,587,507)
Debt Payments	-	(194,553)														(194,553)
Replacement Reserve Deposits	-	(266,504)														(266,504)
Replacement Reserve Withdrawals		475,500														
Total other financing sources (uses)	-	14,443		-	-	-	-	-	-	-	-	-	-	-	-	14,443
Cash Flow After Debt Service & Other Financing Sources (Uses)	\$ 310,257	\$ 392,819	\$ 12,443	\$ (117,827)	\$ 17,533	\$ 14,249	\$ (726)	\$ (4,062)	-	\$ 632	73,059	(115,725)	10,433	(25,876)	\$ 53,176	\$ 763,198
Land Purchases	400,000	-									1,317,600					1,717,600
Dwelling Building Enhancements	-	-														-
Non-Dwelling Building Enhancements	-	-														-
Furniture & Equip.-Dwelling	-	-														-
Furniture & Equipment-Non-Dwelling	-	-														-
Furniture & Equipment-Administrative	-	-														-
504 Enhancements, Dwelling	-	-														-
Infrastructure Purchases	-	-														-
Vehicles & Maint. Equipment	60,000	-														60,000
Total Assets Additions	460,000	-	-	-	-	-	-	-	-	-	1,317,600	-	-	-	-	1,777,600
Net Change in Operating Funds	(149,743)	392,819	12,443	(117,827)	17,533	14,249	(726)	(4,062)	-	632	(1,244,541)	(115,725)	10,433	(25,876)	53,176	(1,014,402)
Beginning Operating	\$ 1,320,000		\$ -	\$ 543,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	1,612,216	124,887	93,557	222,643		\$ 3,956,884
Ending Operating	1,170,257	392,819	12,443	425,754	17,533	14,249	(726)	(4,062)	-	40,632	367,675	9,162	103,990	196,766		\$ 2,942,482

Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown
Gross Potential Rent	415,354
Vacancy Loss- Rent	(43,575)
Non-Dwelling Rentals	20,400
Laundry Income	11,521
Other Income-Work Orders	7,000
Total Tenant Revenue	410,700

HUD PHA operating grant	488,891
Capital grants	343,130
Net Operating & Capital Grants	832,021

Investment Income	54,184
Other revenue (Fees for Service)	23,032
Total Other Revenue	77,216
TOTAL REVENUE	1,319,936

Administrative salaries	89,804
FICA/MEDICARE	6,989
Employee-Health Ins.	1,313
Employee-Retirement	3,356
Auditing fees	4,800
Management Fees	62,804
Management Fees CFP	34,313
Book-Keeping Fee	9,720
Advertising and Marketing	-
Office Supplies	5,125
Telephone	1,532
Postage	976
Computer/IT Expense	15,000
Memberships & Dues	250
Office Furniture	
Office Equipment	
Legal Expense	1,500
Staff Training	5,000
Travel	2,500
Sundry, Miscellaneous	6,094
Professional Services	-
Total Operating-Administrative	251,077

Asset Management Fee	14,400
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Tenant services - salaries	7,249
FICA/MEDICARE	555
Resident Participation Funds	3,000
Tenant Services - Programs	1,200
Total Tenant Services	12,003

Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown
Water	29,431
Sewer	29,178
Electricity	20,120
Gas	12,273
Total Utilities	91,001
Maintenance - Labor	238,853
FICA/MEDICARE	17,077
Employee-Health Ins.	9,820
Employee-Retirement	12,083
Maintenance - Materials	53,989
Maint.-Tools & Equipment	6,537
Maint.-Gasoline	3,866
Maint. - Misc Contracts	6,678
Maint.-Trash Removal Contracts	25,015
Maint.-Heating & Cooling Contracts	8,703
Maint.-Landscape/Grounds Contracts	21,329
Maint.- Unit Turnaround / Restoration Contracts	-
Maint.- Electrical Contracts	5,100
Maint.- Plumbing Contracts	12,592
Maint.- Extermination Contracts	20,220
Maint. - Janitorial Contracts	5,430
Maint.-Vehicles & Equipment	10,568
Total Maintenance	457,862
Protective services - Labor	40,419
FICA/MEDICARE	3,092
Employee-Health Ins.	346
Employee-Retirement	1,259
Protective services supplies	500
Total Protective Services	45,616
Property Insurance	60,258
Liability Insurance	6,473
Workmen's Compensation	5,410
All other Insurance	4,000
Total Insurance Premiums	76,142
Other General Expenses	21,813
Payments in lieu of taxes	28,080
Bad debt - tenant rents	5,684
Extra Ordinary Maintenance	6,000
Interest Expense	-
Total Other General Expenses	61,577
Total Operating Expenses	1,009,679

Housing Authority of the City of Columbia, Missouri
Public Housing - AMP 1 Budget
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Description	Downtown
Excess Revenue Over Operating Expenditures	310,257
Depreciation expense	166,500
Principal payments on EPC Loan	-
Excess (Deficiency) of Revenue Over (Under) Expenditures	310,257
Vehicles & Maint. Equipment	60,000
Total Fixed Asset Additions	60,000
Cash Flow After Debt Service & Reserves	250,257

Housing Authority of the City of Columbia, Missouri
Voucher Program Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Voucher Program/Fees	Housing Choice Vouchers Administration	HCV Housing Assistance Payments	EHV Vouchers	Mainstream Vouchers	Continuum of Care	TBRA	Total Housing Assistance Programs
Grant Revenue (FSS HAP)		\$ 146,000					
Housing Assistance Revenue		\$ 10,817,934	\$ 343,963	\$ 212,813	\$ 346,806	\$ 126,527	\$ 11,848,044
FSS Escrow Forfeitures							\$ -
Administrative Fees Earned	\$ 1,359,544		\$ 25,723	\$ 19,843	\$ 14,809	\$ 2,727	\$ 1,422,646
Supportive Service Revenue							\$ -
Total Grant Revenue	\$ 1,359,544	\$ 10,963,934	\$ 369,686	\$ 232,656	\$ 361,615	\$ 129,255	\$ 13,270,690

Other Revenue

Investment income - unrestricted	20,000						20,000
Fraud recovery-unrestricted	1,200						1,200
Fraud recovery-restricted		1,200					1,200
Total Revenue	1,380,744	10,965,134	369,686	232,656	361,615	129,255	13,293,090

Administrative Expenditures

Administrative Salaries	698,683			3,827	9,568	5,262	717,341
FICA/MEDICARE	51,640			293	732	403	53,067
Employee-Health Ins.	9,107			2	4	2	9,115
Employee-Retirement	31,612			115	287	158	32,171
Auditing fees	36,419						36,419
Management Fee	255,984		5,040				261,024
Bookkeeping Fees	159,990		3,150				163,140
Advertising and Marketing	500						500
Office Supplies	9,135			100	1,000	100	10,335
Telephone	1,410			-			1,410
Postage	13,470			100	1,300	100	14,970
Computer/IT Expense	67,500					160	67,660
Memberships & Dues	300						300
Sundry, Miscellaneous	31,286			100	500	75	31,961
Staff Training	8,000						8,000
Port-Out Admin Fees	6,463						6,463
Inspections & Utility Updates	70,338			1,000	2,000	450	73,788
Total Administrative Expenditures	1,451,836	-	8,190	5,536	15,391	6,710	1,487,664

Tenant services - salaries							-
FICA/MEDICARE							-
Employee-Health Ins.							-
Employee-Retirement							-
Tenant Services - Other							-
Total Tenant Services	-	-	-	-	-	-	-

Water	84						84
Electricity	7,148						7,148
Gas	2,543						2,543
Sewer	471						471
Total Utilities	10,246	-	-	-	-	-	10,246

Maintenance - Materials	1,039						1,039
Maint.- Garbage and Trash Removal Contracts	-						-
Maint.- Landscape & Grounds Contracts	352						352
Maint. - Janitorial Contracts	12,708						12,708
Maint. - Misc Contracts	1,518						1,518
Total Maintenance	15,616	-	-	-	-	-	15,616

Insurance							
Property Insurance	4,953						4,953
Liability Insurance	6,639						6,639
Workmen's Compensation	10,480			57	144	79	10,760
Total Insurance Premium	22,073	-	-	57	144	79	22,352

Total Operating Expenditures	\$ 1,499,771	\$ -	\$ 8,190	\$ 5,594	\$ 15,535	\$ 6,789	\$ 1,535,878
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Housing Authority of the City of Columbia, Missouri
Voucher Program Budgets
Fiscal Year January 1, 2024 - December 31, 2024
FINAL BUDGET
10/27/2023

Excess Revenue Over Operating Expenditures	\$	(119,027)	\$	10,965,134	\$	361,496	\$	227,062	\$	346,081	\$	122,465	\$	11,903,212
Housing Assistance Payments				10,817,934		343,963		212,813		346,806		126,527		11,848,044
FSS Escrow Deposits				146,000										146,000
Depreciation expense		20,412												20,412
Total Expenditures	\$	1,520,183	\$	10,963,934	\$	352,153	\$	218,407	\$	362,341	\$	133,316	\$	13,550,334
Excess (Deficiency) of Revenue Over (Under) Expenditures		(139,439)		1,200		17,533		14,249		(726)		(4,062)		(111,244)
Beginning Balances Operating & HAP reserves		453,581		95,142		48,048		32,117		-		-		628,888
Ending Balance of operating cash & HAP reserves		314,142		96,342		65,581		46,366		(726)		(4,062)		517,644

CHA Low-Income Services, Inc.
 Calendar Year Budget January 01,2024 - December 31, 2024
 First Draft 11-01-2023

	21st CCLC (2023-2024)		MAP-CPS ESSER III (2023-2024)	MAP County	City MAP	Heart of MO United Way	Child & Adult Care Food Program CACFP	Summer Food Service Program SFSP	Healthy Home Connections HHC	City Independent Living Program	LIHTC	McBaine	CHALIS General	Elimination	Totals
	40-23-412	40-24-412	40-24-413	40-24-130	40-24-051	40-24-201	40-24-415	40-24-425	40-24-120	40-24-061	40-00-000-42%%	40-00-090	40-00-000		
Income Summary															
Federal Grants	287,339	176,119	85,900				56,275	18,000							623,633
County Grants				130,660						185,648					316,308
City Grants					58,660					31,533					90,193
Local Grants						56,797									56,797
Rental Income												31,632			31,632
Other Income											52,965		55,896	(55,896)	52,965
Total Revenues	287,339	176,119	85,900	130,660	58,660	56,797	56,275	18,000	185,648	31,533	52,965	31,632	55,896	(55,896)	1,171,528
Expense Summary															
Salaries, FT	74,402	49,221	21,985	45,401	10,913	6,528	3,876	554	134,776	23,784	-	-	59,474	-	430,914
Salaries, PT	103,072	28,033	22,748	28,951	22,748	16,544	12,882	4,294							239,272
Payroll Taxes, FT	5,692	3,765	1,682	3,473	835	499	297	42	10,310	1,819			4,550		32,964
Payroll Taxes, PT	7,885	2,148	1,740	2,215	1,740	1,266	985	328	-	-					18,307
Benefits, FT	16,089	16,871	8,123	5,206	3,087	2,427	937	134	18,683	5,109	10,266	-	14,004		100,938
Benefits, PT	2,061	1,093	455	769	3,614	1,515	1,031	344							10,881
Indirect Cost	9,519	9,519	7,500	-	6,372	10,746	1,200	625	-	-	10,416	-		(55,896)	-
Contracted Services	8,350	8,350	-	13,516	-	-	-	-	-	-	-	-	-	-	30,216
Telephone	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
Computer/IT Expense	-	-	8,300	3,900	2,000	7,000	-	816	1,501	821	13,158	-	3,354	-	40,850
Travel Expense	6,778	5,778	-	-	-	-	-	-	-	-	-	-	-	-	12,556
Professional Development	-	5,100	-	2,041	-	-	-	-	-	-	-	-	1,500	-	8,641
Office Supplies	-	-	-	-	1,802	-	-	-	500	-	-	-	500	-	2,802
Sundry, Miscellaneous	-	-	-	1,130	1,000	5,000	200	100	1,079	-	-	500	1,000	-	10,009
Program Expenses	53,491	46,242	13,367	23,058	4,549	5,272	34,867	10,763	18,799	-	-	-	-	-	210,408
Program Expenses															
Management fees												1,500			1,500
Vehicle Fuel/Maintenance													1,270		1,270
Maintenace exp												4,100			4,100
PILOT												3,162			3,162
Audit expense													3,500		3,500
Property Insurance												2,440			2,440
Liability Insurance												265	4,902		5,167
TOTAL	287,339	176,119	85,900	130,660	58,660	56,797	56,275	18,000	185,648	31,533	33,840	11,967	94,054	(55,896)	1,170,896
Excess (Deficiency) of Revenue over Expenditures	-	-	-	-	-	-	-	-	-	-	19,125	19,665	(38,158)	-	632



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2935**: Approving the FY 2024 CHA Employee Benefits Package

Executive Summary

The attached resolution adopts the attached FY 2024 benefits package for health, dental, and life insurance.

Discussion

CHA's CEO, CFO and HR Manager met with Sundvold Financial Services on Tuesday October 17, 2023 to discuss annual rates and coverages for CHA's health insurance, dental, vision and basic life coverages for FY 2024. Initial quoted costs for health insurance included a 12% increase for CHA's current PPO Plan. Sundvold Financial staff did indicate this price was negotiated down to 8%.

CHA has historically provided one plan option for CHA employees; however, CHA implemented a High Deductible Health Care Plan (HDHP) with an Health Care Savings Account (HSA) and employer contributions in FY 2023, in order to increase employee choice in plans and assist in potentially increasing employee retention and recruitment.

Sundvold provided several options (1 thru 5) for supporting CHA's existing PPO and HDHP plans with a variety of costs to CHA, and different costs/benefits to the employee. Option 3's PPO and HDHP Plan provides a continuation of CHA's current support of the PPO plan with the 8% increase in costs. Option 3 incentivizes the HDHP in an incremental manner to assist in lowering monthly premiums for CHA staff enrolled in the HDHP. Option 3 increases CHA's contribution to 95% of employee insurance and to 45% for dependents. This change would reduce monthly premiums for CHA staff enrolled in the HDHP.

CHA staff recommends Option 3 Renewal I PPO (CPZV RxV3) and Renewal I HSA (DJRB RxV3). CHA staff are recommending no change with all remaining benefits. The remaining benefits include 0.0% increased costs to CHA for dental and for Basic Life. Sundvold Financial staff will attend the CHA Board of Commissioners meeting to present the recommended benefits and answer Commissioner questions.

Recommended Commission Action

Approve Resolution 2935 approving the Columbia Housing Authority Employee Benefits Package for January 1, 2024, thru December 31st, 2024.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2935

To Approve the CHA Employee Benefits Package for FY January 1, 2024, through December 31, 2024

WHEREAS, As part of the Columbia Housing Authority's (CHA) annual budgeting process, an employee benefits package is finalized once the CHA has received competitive quotes for the employee insurance benefits package; and

WHEREAS, the benefits package for FY 2024 is focused on priorities involving managing increasing costs for benefits; retaining a strong benefit plan for employees; valuing employee health care plan choice and controlling the rising employee contribution for their portion of any insurance costs; and

WHEREAS, The proposed medical group plans with United Health Care option 3 Renewal I PPO (CPZV RxV3) and Renewal I HSA (DJRB RxV3) results in a 8.89% increase in costs over our current plan, and provides two plan choices for current CHA employees and new hires; and

WHEREAS, the recommended benefit packages address the established priorities for this fiscal year by managing the inflationary costs of health insurance and other benefits; and

WHEREAS, the result is a very competitive health benefits package, an additional health care plan choice and other employee ancillary insurance benefits for CHA employees that help to maintain high job satisfaction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution #2935 approving the CHA Employee Benefits Package for FY 2024 provided by United Health Care and Guardian and authorizing the selection of the United Health Care Option 3 Renewal I PPO (CPZV RxV3) and Renewal I HSA (DJRB RxV3), and the other employee ancillary insurance benefits offered by Guardian for all full-time CHA employees as attached and incorporated by reference.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023

2024 RENEWAL MEETING

For Columbia Housing Authority

October 17, 2023

Medical Renewal

UHC Renewal (12% increase negotiated down to 8%)

HDHP (HSA) deductible increases to \$3,200 individual/\$6,400 family due to IRS indexing the minimum HSA embedded deductible for 2024.

Premium Strategies

Guardian

No increases for any line of coverage

Other Items

- HSA limits increased to \$4,150 individual / \$8,300 family
 - FSA – 2024 limits have not been released yet
 - Open Enrollment Meetings – Scheduled for Monday November 13th 9am
-

Columbia Housing Authority

January 1, 2024 Renewal Premium Strategies

All Assumptions below are based on the Current Enrollments

Current Contributions - 90% EE and 40% DEP											ER HSA Contribution (Monthly)	ER HSA Contribution (Annually)	Diff CHA Pays for HDHP over PPO (Monthly)	Diff CHA Pays for HDHP over PPO (Annually)
	# enrolled	Current PPO	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pays (Per Pay Period)	# enrolled	Current HDHP	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pays (Per Pay Period)				
EE	40	\$682.26	\$614.03	\$68.23	\$34.11	6	\$621.26	\$559.13	\$62.13	\$31.06	\$52.95	\$635.40	-\$1.95	-\$23.40
ES	1	\$1,432.74	\$914.23	\$518.51	\$259.26	2	\$1,304.65	\$832.49	\$472.16	\$236.08	\$79.79	\$957.43	-\$1.95	-\$23.40
EC	6	\$1,228.08	\$832.36	\$395.72	\$197.86	1	\$1,118.28	\$757.94	\$360.34	\$180.17	\$72.47	\$869.64	-\$1.95	-\$23.40
FAM	0	\$2,046.78	\$1,159.84	\$886.94	\$443.47	0	\$1,863.78	\$1,056.14	\$807.64	\$403.82	\$101.75	\$1,221.00	-\$1.95	-\$23.40
	Total PPO Premiums	Total CHA pays PPO					Total HDHP Premiums	Total CHA pays HSA			Total HSA Contributions			
Total Monthly by Plan	\$36,091.62	\$30,469.76	84.42%				\$7,455.14	\$5,777.73			\$549.74			
Total Annually by Plan	\$433,099.44	\$365,637.10					\$89,461.68	\$69,332.71			\$6,596.90			
	Total PPO & HDHP Premiums	Total CHA pays PPO & HDHP Premiums	Total CHA pays premiums + HSA Contrib											
Total Monthly	\$43,546.76	\$36,247.48	\$36,797.23											
Total Annually	\$522,561.12	\$434,969.81	\$441,566.71											
% of cost paid by CHA		83.24%	84.50%											

Option 1) Current Strategy - CHA contributes 90% EE/40% DEP to each plan. Difference from HDHP contribution to PPO contribution is contributed to HSA accounts (minus LivelyHSA fee of \$1.95 PEPM). This results in same employer contribution for ALL employees and budget neutral to CHA.

	Renewal PPO CPZV	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pays (Per Pay Period)	EE Difference from current (Per Pay Period)	Renewal HDHP CPYQ	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pay (Per Pay Period)	EE Difference from current (Per Pay Period)	ER HSA Contribution (Monthly)	ER HSA Contribution (Annually)	EE PPO vs HDHP (Monthly)	EE PPO vs HDHP (Annually)	Diff CHA Pays for HDHP over PPO (Monthly)	Diff CHA Pays for HDHP over PPO (Annually)
EE	\$736.84	\$663.16	\$73.68	\$36.84	\$2.73	\$670.96	\$603.86	\$67.10	\$33.55	\$2.49	\$57.34	\$688.10	\$6.59	\$79.06	-\$1.95	-\$23.40
ES	\$1,547.36	\$987.36	\$560.00	\$280.00	\$20.74	\$1,409.02	\$899.09	\$509.93	\$254.97	\$18.89	\$86.33	\$1,035.91	\$50.06	\$600.77	-\$1.95	-\$23.40
EC	\$1,326.32	\$898.95	\$427.37	\$213.69	\$15.83	\$1,207.74	\$818.58	\$389.16	\$194.58	\$14.41	\$78.42	\$941.06	\$38.21	\$458.50	-\$1.95	-\$23.40
FAM	\$2,210.52	\$1,252.63	\$957.89	\$478.95	\$35.48	\$2,012.88	\$1,140.63	\$872.25	\$436.12	\$32.31	\$110.05	\$1,320.55	\$85.64	\$1,027.73	-\$1.95	-\$23.40
	Total PPO Premiums	Total CHA pays PPO	Total CHA pays PPO & HDHP	Total CHA pays premiums + HSA Contrib	TOTAL Difference from Current	Total HDHP Premiums	Total CHA pays HDHP	Total CHA pays from Current pd by CHA	Total HSA Contributions	Total Difference from Current pd by CHA						
Total Monthly by Plan	\$38,978.88	\$32,907.29	8.00%			\$8,051.54	\$6,239.94	8.00%	\$595.13	8.26%						
Total Annually by Plan	\$467,746.56	\$394,887.50				\$96,618.48	\$74,879.23		\$7,141.51							
Total Monthly	\$47,030.42	\$39,147.23	\$39,742.35	TOTAL Current	\$2,945.13											
Total Annually	\$564,365.04	\$469,766.74	\$476,908.25	TOTAL Current	\$35,341.54											
% of cost paid by CHA		83.24%	84.50%	TOTAL Current	8.00%											

Option 2) Basing premium contribution on PPO 90% EE and 40% DEP no matter which plan picked. Continue similar HSA contributions as current (rounded down).

	Renewal PPO CPZV	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pays (Per Pay Period)	EE Difference from current (Per Pay Period)	Renewal HDHP CPYQ	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pay (Per Pay Period)	EE Difference from current (Per Pay Period)	ER HSA Contribution (Monthly)	ER HSA Contribution (Annually)	EE PPO vs HDHP (Monthly)	EE PPO vs HDHP (Annually)	Diff CHA Pays for HDHP over PPO (Monthly)	Diff CHA Pays for HDHP over PPO (Annually)
EE	\$736.84	\$663.16	\$73.68	\$36.84	\$2.73	\$670.96	\$663.16	\$7.80	\$3.90	-\$27.16	\$50.00	\$600.00	\$65.88	\$790.56	\$50.00	\$600.00
ES	\$1,547.36	\$987.36	\$560.00	\$280.00	\$20.74	\$1,409.02	\$987.36	\$421.66	\$210.83	-\$25.25	\$75.00	\$900.00	\$138.34	\$1,660.08	\$75.00	\$900.00
EC	\$1,326.32	\$898.95	\$427.37	\$213.69	\$15.83	\$1,207.74	\$898.95	\$308.79	\$154.40	-\$25.77	\$70.00	\$840.00	\$118.58	\$1,422.96	\$70.00	\$840.00
FAM	\$2,210.52	\$1,252.63	\$957.89	\$478.95	\$35.48	\$2,012.88	\$1,252.63	\$760.25	\$380.13	-\$23.69	\$100.00	\$1,200.00	\$197.64	\$2,371.68	\$100.00	\$1,200.00
	Total PPO Premiums	Total CHA pays PPO	Total CHA pays PPO & HDHP	Total CHA pays premiums + HSA Contrib	TOTAL Difference from Current	Total HDHP Premiums	Total CHA pays HDHP	Total CHA pays from Current pd by CHA	Total HSA Contributions	Total Difference from Current pd by CHA						
Total Monthly by Plan	\$38,978.88	\$32,907.29	8.00%			\$8,051.54	\$6,852.61	18.60%	\$520.00	-5.41%						
Total Annually by Plan	\$467,746.56	\$394,887.50				\$96,618.48	\$82,231.34		\$6,240.00							
Total Monthly	\$47,030.42	\$39,759.90	\$40,279.90	TOTAL Current	\$3,482.68											
Total Annually	\$564,365.04	\$477,118.85	\$483,358.85	TOTAL Current	\$41,792.14											
% of cost paid by CHA		84.54%	85.65%	TOTAL Current	9.46%											

Columbia Housing Authority

January 1, 2024 Renewal Premium Strategies

All Assumptions below are based on the Current Enrollments

Option 3) Keep PPO Contribution at 90% EE and 40% DEP. Increase HDHP to 95% EE and 45% DEP. Continue similar HSA contributions as current (rounded down).

	Renewal PPO CPZV	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pays (Per Pay Period)	EE Difference from current (Per Pay Period)	Renewal HDHP CPYQ	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pay (Per Pay Period)	EE Difference from current (Per Pay Period)	ER HSA Contribution (Monthly)	ER HSA Contribution (Annually)	EE PPO vs HDHP (Monthly)	EE PPO vs HDHP (Annually)	Diff CHA Pays for HDHP over PPO (Monthly)	Diff CHA Pays for HDHP over PPO (Annually)
EE	\$736.84	\$663.16	\$73.68	\$36.84	\$2.73	\$670.96	\$637.41	\$33.55	\$16.77	-\$14.29	\$50.00	\$600.00	\$40.14	\$481.63	\$24.26	\$291.07
ES	\$1,547.36	\$987.36	\$560.00	\$280.00	\$20.74	\$1,409.02	\$969.54	\$439.48	\$219.74	-\$16.34	\$75.00	\$900.00	\$120.52	\$1,446.18	\$57.18	\$686.10
EC	\$1,326.32	\$898.95	\$427.37	\$213.69	\$15.83	\$1,207.74	\$878.96	\$328.78	\$164.39	-\$15.78	\$70.00	\$840.00	\$98.59	\$1,183.14	\$50.01	\$600.18
FAM	\$2,210.52	\$1,252.63	\$957.89	\$478.95	\$35.48	\$2,012.88	\$1,241.28	\$771.60	\$385.80	-\$18.02	\$100.00	\$1,200.00	\$186.29	\$2,235.46	\$88.65	\$1,063.78
	Total PPO Premiums	Total CHA pays PPO	% Difference from Current pd by CHA			Total HDHP Premiums	Total CHA pays HDHP	% Difference from Current pd by CHA			Total HSA Contributions	% Difference from Current pd by CHA				
Total Monthly by Plan	\$38,978.88	\$32,907.29	8.00%			\$8,051.54	\$6,642.51	14.97%			\$520.00	-5.41%				
Total Annually by Plan	\$467,746.56	\$394,887.50				\$96,618.48	\$79,710.16				\$6,240.00					
	Total PPO & HDHP Premiums	Total CHA pays PPO & HDHP Premiums	Total CHA pays premiums + HSA Contrib	TOTAL Difference from Current												
Total Monthly	\$47,030.42	\$39,549.81	\$40,069.81	\$3,272.58												
Total Annually	\$564,365.04	\$474,597.66	\$480,837.66	\$39,270.95												
% of cost paid by CHA		84.09%	85.20%	8.89%												

Option 4) Change contributions to 85% PPO and 95% HDHP EE and 40% DEP to each plan. Increased HSA Contributions.

	Renewal PPO CPZV	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pays (Per Pay Period)	EE Difference from current (Per Pay Period)	Renewal HDHP CPYQ	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pay (Per Pay Period)	EE Difference from current (Per Pay Period)	ER HSA Contribution (Monthly)	ER HSA Contribution (Annually)	EE PPO vs HDHP (Monthly)	EE PPO vs HDHP (Annually)	Diff CHA Pays for HDHP over PPO (Monthly)	Diff CHA Pays for HDHP over PPO (Annually)
EE	\$736.84	\$626.31	\$110.53	\$55.26	\$21.15	\$670.96	\$637.41	\$33.55	\$16.77	-\$14.29	\$83.34	\$1,000.08	\$76.98	\$923.74	\$94.44	\$1,133.26
ES	\$1,547.36	\$950.52	\$596.84	\$298.42	\$39.16	\$1,409.02	\$932.64	\$476.38	\$238.19	\$2.11	\$100.00	\$1,200.00	\$120.45	\$1,445.45	\$82.11	\$985.37
EC	\$1,326.32	\$862.11	\$464.21	\$232.11	\$34.25	\$1,207.74	\$852.12	\$355.62	\$177.81	-\$2.36	\$100.00	\$1,200.00	\$108.60	\$1,303.18	\$90.02	\$1,080.22
FAM	\$2,210.52	\$1,215.79	\$994.73	\$497.37	\$53.90	\$2,012.88	\$1,174.18	\$838.70	\$419.35	-\$15.53	\$125.00	\$1,500.00	\$156.03	\$1,872.41	\$83.39	\$1,000.73
	Total PPO Premiums	Total CHA pays PPO	% Difference from Current pd by CHA			Total HDHP Premiums	Total CHA pays HDHP	% Difference from Current pd by CHA			Total HSA Contributions	% Difference from Current pd by CHA				
Total Monthly by Plan	\$38,978.88	\$31,175.72	2.32%			\$8,051.54	\$6,541.87	13.23%			\$800.04	45.53%				
Total Annually by Plan	\$467,746.56	\$374,108.62				\$96,618.48	\$78,502.42				\$9,600.48					
	Total PPO & HDHP Premiums	Total CHA pays PPO & HDHP Premiums	Total CHA pays premiums + HSA Contrib	TOTAL Difference from Current												
Total Monthly	\$47,030.42	\$37,717.59	\$38,517.63	\$1,720.40												
Total Annually	\$564,365.04	\$452,611.03	\$462,211.51	\$20,644.80												
% of cost paid by CHA		80.20%	81.90%	4.68%												

Option 5) Decrease PPO Contribution to 85% EE and 35% DEP. Increase HDHP to 95% EE and 50% DEP. Continue similar HSA contributions as current (rounded down).

	Renewal PPO CPZV	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pays (Per Pay Period)	EE Difference from current (Per Pay Period)	Renewal HDHP CPYQ	CHA Pays (Monthly)	EE Pays (Monthly)	EE Pay (Per Pay Period)	EE Difference from current (Per Pay Period)	ER HSA Contribution (Monthly)	ER HSA Contribution (Annually)	EE PPO vs HDHP (Monthly)	EE PPO vs HDHP (Annually)	Diff CHA Pays for HDHP over PPO (Monthly)	Diff CHA Pays for HDHP over PPO (Annually)
EE	\$736.84	\$626.31	\$110.53	\$55.26	\$21.15	\$670.96	\$637.41	\$33.55	\$16.77	-\$14.29	\$50.00	\$600.00	\$76.98	\$923.74	\$61.10	\$733.18
ES	\$1,547.36	\$910.00	\$637.36	\$318.68	\$59.43	\$1,409.02	\$1,006.44	\$402.58	\$201.29	-\$34.79	\$75.00	\$900.00	\$234.79	\$2,817.43	\$171.45	\$2,057.35
EC	\$1,326.32	\$832.63	\$493.69	\$246.84	\$48.99	\$1,207.74	\$905.80	\$301.94	\$150.97	-\$29.20	\$70.00	\$840.00	\$191.75	\$2,301.00	\$143.17	\$1,718.04
FAM	\$2,210.52	\$1,142.10	\$1,068.42	\$534.21	\$90.74	\$2,012.88	\$1,308.37	\$704.51	\$352.25	-\$51.56	\$100.00	\$1,200.00	\$363.91	\$4,366.92	\$266.27	\$3,195.24
	Total PPO Premiums	Total CHA pays PPO	% Difference from Current pd by CHA			Total HDHP Premiums	Total CHA pays HDHP	% Difference from Current pd by CHA			Total HSA Contributions	% Difference from Current pd by CHA				
Total Monthly by Plan	\$38,978.88	\$30,958.35	1.60%			\$8,051.54	\$6,743.16	16.71%			\$520.00	-5.41%				
Total Annually by Plan	\$467,746.56	\$371,500.18				\$96,618.48	\$80,917.90				\$6,240.00					
	Total PPO & HDHP Premiums	Total CHA pays PPO & HDHP Premiums	Total CHA pays premiums + HSA Contrib	TOTAL Difference from Current												
Total Monthly	\$47,030.42	\$37,701.51	\$38,221.51	\$1,424.28												
Total Annually	\$564,365.04	\$452,418.07	\$458,658.07	\$17,091.36												
% of cost paid by CHA		80.16%	81.27%	3.87%												

Columbia Housing Authority

January 1, 2024 Renewal Comparison

Medical	Current				Renewal I - REVISED				
	UHC - fully insured				UHC - fully insured				
	Core		Core		Core		Core		
	PPO CPZV RxV3		HSA CPYQ RxV3		PPO CPZV RxV3		HSA DJRB RxV3		
	In	Out	In	Out	In	Out	In	Out	
Individual Deductible	\$1,000	\$5,000	\$3,000	\$7,500	\$1,000	\$5,000	\$3,200	\$7,500	
Family Deductible	\$2,000	\$10,000	\$6,000	\$15,000	\$2,000	\$10,000	\$6,400	\$15,000	
Coinsurance	20%	50%	0%	30%	20%	50%	0%	30%	
Individual Out of Pocket Max	\$7,150	\$10,000	\$6,250	\$15,000	\$7,150	\$10,000	\$6,250	\$15,000	
Family Out of Pocket Max	\$14,300	\$20,000	\$12,500	\$30,000	\$14,300	\$20,000	\$12,500	\$30,000	
Virtual Visits	No copay		deductible		No copay		deductible		
Office Visit Co-pay (PCP)	\$15 / \$0 under age 19	deductible, then 50%	deductible, then \$35	deductible, then 30%	\$15 / \$0 under age 19	deductible, then 50%	deductible, then \$35	deductible, then 30%	
Office Visit Co-pay (SCP)	DDP - \$50/Other In Network \$100		deductible, then \$70		DDP - \$50/Other In Network \$100		deductible, then \$70		
Preventive Care	Covered at 100%		Covered at 100%		Covered at 100%		Covered at 100%		
Urgent Care Co-pay	\$25		deductible, then \$100		\$25		deductible, then \$100		
ER Co-pay	\$300 + deductible, then 20%		deductible, then \$300		\$300 + deductible, then 20%		deductible, then \$300		
Lab Testing	DDP - ded, then 20%; Other In Network - ded, then 50%	deductible, then 50%	DDP - deductible; Other In Network - ded, then 50%	deductible, then 30%	DDP - ded, then 20%; Other In Network - ded, then 50%	deductible, then 50%	DDP - deductible; Other In Network - ded, then 50%	deductible, then 30%	
Major Diagnostic & Imaging	DDP - ded, then 20%; Other In Network - \$500 + ded, then 50%		DDP - ded; Other In Network - \$500 + ded, then 50%		DDP - ded, then 20%; Other In Network - \$500 + ded, then 50%		DDP - ded; Other In Network - \$500 + ded, then 50%		
Hospital Co-pay	deductible, then 20%		deductible		deductible, then 20%		deductible		
Rx Network/Formulary	National/Advantage		National/Advantage		National/Advantage		National/Advantage		
Rx Co-pays - tier one	\$15		deductible, then \$15		\$15		deductible, then \$15		
tier two	\$40		deductible, then \$40		\$40		deductible, then \$40		
tier three	\$75		deductible, then \$75		\$75		deductible, then \$75		
tier four	\$200		deductible, then \$200		\$200		deductible, then \$200		
	Fully Insured Rates set by UHC				Fully Insured Rates set by UHC				
	Rate	# Enrolled	Rate	# Enrolled	Rate	# Enrolled	Rate	# Enrolled	
	Employee cost	\$682.26	40	\$621.26	6	\$736.84	40	\$670.96	6
	Employee + Spouse	\$1,432.74	1	\$1,304.65	2	\$1,547.36	1	\$1,409.02	2
	Employee + Child	\$1,228.08	6	\$1,118.28	1	\$1,326.32	6	\$1,207.74	1
Family	\$2,046.78	0	\$1,863.78	0	\$2,210.52	0	\$2,012.88	0	
Total Premiums	Monthly Total		\$43,546.76		Monthly Total		\$47,030.42		
	Annual Total		\$522,561.12		Annual Total		\$564,365.04		
Changes from Current Premiums						% Change		8.00%	
						Monthly		\$3,483.66	
						Annual		\$41,803.92	

UHC - DDP=Designated Diagnostic Providers. If employees use these providers for labs and imaging, they will have a lower cost share than if they see any other in network provider.



**It's renewal
time!**

**Guardian is
here to help.**

RENEWAL INFORMATION FOR

**HOUSING AUTHORITY OF THE CITY OF COLUMBIA DBA
COLUMBIA HOUSI
GROUP PLAN # 00581321**

RENEWAL PERIOD

January 1, 2024 - December 31, 2024



guardiananytime.com

The Guardian Life Insurance Company of America, New York, NY.

What you'll find in this package

RENEWAL INFORMATION	PAGE
Renewal Rates At-a-Glance	3

Please note:

If your group plan includes multiple lines of coverage, a multi-line discount was used in the pricing. If you do not wish to renew all lines of coverage, please contact us for revised pricing.



guardiananytime.com
The Guardian Life Insurance Company of America, New York, NY.

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1

DENTAL PLAN RATES - PPO WD					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	38	\$32.32	\$14,738	\$32.32	\$14,738
EE/SP	6	\$71.12	\$5,121	\$71.12	\$5,121
EE/CH	4	\$67.91	\$3,260	\$67.91	\$3,260
FAMILY	4	\$106.50	\$5,112	\$106.50	\$5,112
TOTAL	52		\$28,230		\$28,230

If you have determined that your group is subject to ACA regulations which require you to include pediatric dental essential health benefits, Guardian can provide these benefits. Please contact your local Sales Office for options.

This plan is currently offered for Insurance Class 1

VOLUNTARY VISION PLAN RATES - VSP K56					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	26	\$8.58	\$2,677	\$8.58	\$2,677
EE/SP	4	\$17.15	\$823	\$17.15	\$823
EE/CH	4	\$17.59	\$844	\$17.59	\$844
FAMILY	3	\$26.16	\$942	\$26.16	\$942
TOTAL	37		\$5,286		\$5,286

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1

VOLUNTARY STD PLAN RATES				
Volume	CURRENT		RENEWAL	
	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
\$6,756	\$0.600/\$10	\$4,864	\$0.600/\$10	\$4,864

This plan is currently offered for Insurance Class 1

LTD PLAN RATES				
Volume	CURRENT		RENEWAL	
	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
\$227,938	\$0.450/\$100	\$12,309	\$0.450/\$100	\$12,309

This plan is currently offered for Insurance Class 1

BASIC LIFE PLAN RATES					
Coverage	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
BASIC LIFE	\$1,160,000	\$0.230/\$1000	\$3,202	\$0.230/\$1000	\$3,202

This plan is currently offered for Insurance Class 1

AD&D PLAN RATES					
Coverage	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
AD&D	\$1,160,000	\$0.020/\$1000	\$278	\$0.020/\$1000	\$278

This plan is currently offered for Insurance Class 1

VOLUNTARY LIFE PLAN RATES			
EMPLOYEES	CURRENT		RENEWAL
Employee Age	Monthly Rate	Annual Premium	Monthly Rate
15-29	\$0.100/\$1000		\$0.100/\$1000
30-34	\$0.136		\$0.136

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1

VOLUNTARY LIFE PLAN RATES (Continued)		
EMPLOYEES	CURRENT	RENEWAL
35-39	\$0.178	\$0.178
40-44	\$0.256	\$0.256
45-49	\$0.412	\$0.412
50-54	\$0.616	\$0.616
55-59	\$1.306	\$1.306
60-64	\$2.080	\$2.080
65-69	\$3.558	\$3.558
70-74	\$6.600	\$6.600
75-79	\$6.600	\$6.600
80-84	\$6.600	\$6.600
85-89	\$6.600	\$6.600
90-94	\$6.600	\$6.600
95-99	\$6.600	\$6.600

This plan is currently offered for Insurance Class 1

VOLUNTARY LIFE PLAN RATES		
SPOUSE	CURRENT	RENEWAL
Employee Age	Monthly Rate	Monthly Rate
15-29	\$0.100/\$1000	\$0.100/\$1000
30-34	\$0.136	\$0.136
35-39	\$0.178	\$0.178
40-44	\$0.256	\$0.256
45-49	\$0.412	\$0.412
50-54	\$0.616	\$0.616
55-59	\$1.306	\$1.306
60-64	\$2.080	\$2.080
65-69	\$3.558	\$3.558
70-74	\$6.600	\$6.600
75-79	\$6.600	\$6.600
80-84	\$6.600	\$6.600
85-89	\$6.600	\$6.600
90-94	\$6.600	\$6.600
95-99	\$6.600	\$6.600

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1

VOLUNTARY LIFE PLAN RATES		
CHILD(REN)	CURRENT Monthly Rate	RENEWAL Monthly Rate
CHILD(REN)	\$0.166/\$1000	\$0.166/\$1000

This plan is currently offered for Insurance Class 1

VOLUNTARY AD&D PLAN RATES					
		CURRENT		RENEWAL	
Tier	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	\$2,100,000	\$0.034/\$1000	\$857	\$0.034/\$1000	\$857
SPOUSE	\$475,000	\$0.034	\$194	\$0.034	\$194
CHILD(REN)	\$150,000	\$0.034	\$61	\$0.034	\$61



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2936**: Authorizing Changes to job descriptions, salary ranges, and Appendix 3 Range and Salary Plan to the CHA Personnel Policy pertaining to CHA's Human Resources Manager position.

Executive Summary

This resolution is for CHA Board of Commissioner consideration of authorizing changes to job descriptions, salary ranges, and Appendix 3 Range and Salary Plan to the CHA Personnel Policy pertaining to CHA's Human Resources Manager position.

Discussion

The current range of pay for the Human Resources Manager position is \$19.50 to \$25 per hour. The position and supervisory duties of the Human Resources Manager position has increased over the past two years, and the current budget for the Human Resources Manager position fits within the range of CHA director positions for FY 2024. The CHA CEO recommends raising the pay range and upgrading the position to Director of Human Resources, which will fall within the Directors salary range of \$24.50 to \$38.46 per hour, to assist in obtaining competitive applicants during the hiring process.

The Director of Human Resources position is currently open, and several applications have been received. The CHA CEO prioritized seeking board approval of this specific job description and salary range change due to the priority in filling this position. The FY 2024 budget includes additional FTE in the Resident Services Department, Moving Ahead Program (MAP), therefore CHA staff anticipates seeking CHA Board of Commissioner approval of further updates to job descriptions, salary ranges, and corresponding information at the December 6, 2023, regular meeting.

Recommended Commission Action

Approve the resolution authorizing a new description and salary range for the Director of Human Resources position.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2936

To Authorize changes to job descriptions, salary ranges, and Appendix 3 Range and Salary Plan to the CHA Personnel Policy.

WHEREAS, the Housing Authority of the City of Columbia, Missouri maintains job descriptions, Appendix 3- Range and Salary Plan to the CHA Personnel Policy to help foster effective and efficient operations of CHA; and

WHEREAS, the Board of Commissioners has reviewed the proposed amended job description, range of pay for the Director of Human Resources as recommended by the Chief Executive Officer to maximize efficiency in CHA-wide operations to achieve high performance results; and

WHEREAS, the Board of Commissioners has reviewed the proposed amended job description, range of pay for the Director of Human Resources as recommended by the Chief Executive Officer to maximize efficiency in CHA-wide operations to achieve high performance results; and

WHEREAS, the Board of Commissioners has reviewed the corresponding revised Appendices 1 and 3 to the Personnel Policy; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts the amended position of the Director of Human Resources position and adopts the corresponding revisions to the CHA Personnel Policy including the job description, Appendix 1 - Personnel Organization Plan, and Appendix 3 - Range and Salary Plan, effective November 1, 2023, as attached hereto and made a part hereof.

Bob Hutton, Chairman

Randy Cole, Secretary

Adopted November 1, 2023



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

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

Director of Human Resources

DEPARTMENT/DIVISION: Administration

POSTING: Internal and External

Salary Range	Minimum	Maximum
Annual	\$50,960.00	\$80,000.00
Monthly	4,246.67	6,666.67
Weekly	980.00	1,538.46
Hourly	24.50	38.46

STARTING SALARY: As Shown Above, Plus Excellent Fringe Benefit Package

APPLICATION DEADLINE:

STARTING DATE:

REPORTS TO: Chief Executive Officer

SUMMARY OF POSITION:

This is an advanced director level position that is performed under the direction of the Chief Executive Officer (CEO).

This position is for all of CHA's Human Resource Management, Payroll and Support Services staffing positions.

Basic requirements of this position are attention to detail, organization skills, supervisory skills, interpersonal skills, and the ability to work with minimal supervision in the completion of multiple complex tasks. The ability to supervise, direct and oversee tasks and operations for Support staff. This employee performs a variety of professional tasks relating to the administration of CHA's employee benefits, payroll, records, training, and other personnel services. Must be able to maintain strict confidentiality.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

- Process payroll on a bi-weekly basis using payroll software for CHA and CHALIS
- Processes employee benefit enrollment and changes, problem resolution and acts as a resource for benefits questions.
- Coordinates meeting of new enrollees with retirement representative bi-annually.

Employment applications are available at 201 Switzler Street or on the web at www.columbiaha.com

For accommodations related to disability please call 573.443.2556 ext. 1120 or TTY Relay 800.735.2966

The Housing Authority of the City of Columbia, Missouri Is an equal opportunity employer.

- Assists employees with regular retirement disbursement forms and assists with requests for disability coverage.
- Processes and monitors worker compensation and unemployment claims.
- Coordinates the employment process, including advertisement of vacant positions, interview, and selection procedures; reviews and edit job descriptions written by others, interview materials, previews applicants for minimum requirements, checks references and responds to benefit questions.
- New employee orientation and processes all required new hire documentation, including all background checks, drug testing, benefit forms, verification of valid driver's license and compliance with E-Verify program.
- Maintains employee permanent personnel files.
- Maintains and distributes employee performance evaluation schedule.
- Plans employee meetings including preparing or copying handouts and coordinating location and any food or refreshments to be provided.
- Under the supervision and direction of the CEO, advises Senior Staff on disciplinary actions and terminations.
- Performs exit interviews, verifies return of all CHA equipment, and keys and provides exiting employee with all required COBRA and retirement information. Follows up and monitors the payment for any continued insurance coverage under COBRA.
- Collects and compiles wage and benefits information for salary surveys requested by the CEO to present to the Board of Commissioners.
- Serves as the agency's lead staff person on matters involving persons with disabilities and other protected classes.
- Coordinates compliance with the ADA, FMLA, INS, EEO, USERRA, HIPAA, COBRA and FLSA laws including preparing and submitting any required reporting.
- Identifies recommendations for revisions and updates to the Personnel Policy.
- Maintain employee information in payroll software.
- Process any garnishments or child support notifications as instructed by court orders for withholdings.
- Work with the Finance department to assist their needs for labor allocations associated with payroll.
- Assists with professional development of CHA employees by assisting managers with the assessment of training needs and coordination of training for CHA employees.
- Assist staff in making their travel arrangements and processing all necessary documentation and authorizations.
- Supervise, oversee, manage, provide instruction and guidance for IT Systems Administrator, Executive Assistant and Receptionist positions.
- Coordinate and organize staff wide events.
- Performs other duties as assigned by the CEO.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent written and oral communication skills.
- Superior knowledge of contemporary office practices, procedures and equipment including fax, telephone, and copy machine.
- Excellent interpersonal, customer service and leadership skills.
- Superior ability to organize workload and manage multiple tasks to meet deadlines.
- Ability to prepare and process employee requisitions.
- Ability to establish and maintain an effective personnel record keeping system.
- Demonstrate ability to make independent judgments and provide knowledgeable evaluations and opinions to all levels within the organization.
- Considerable knowledge of the principles, theories and practices of public human resource management.
- Considerable knowledge of research methods and practices, including statistical analysis and the ability to prepare analyses and reports for management.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Considerable knowledge of state and federal employment laws relevant to proper human resource management.
- Considerable knowledge of employee benefits.

EDUCATION AND EXPERIENCE:

- Required: Bachelors in Human Resource Management or Business Administration, or five years of experience managing a human resource department working with employee benefits and other employee records.
- Considerable knowledge of general office procedures and processes considerable knowledge of computer operations/applications and those specific to human resources.
- Five years of experience with word processing & spreadsheet software. Must be able to do complex spreadsheets for allocations of payroll costs and analysis of wage surveys.
- Human Resource Professional Certification from HRCI (PHR) and/or from SHRM (SHRM-CP).
- Prior experience in supervision of staff.

PREFERRED EDUCATION AND EXPERIENCE:

- Advanced Human Resource Professional Certification from HRCI (SPHR) and/or from SHRM (SHRM SCP).
- Master's Degree in Human Resource Management or Business Administration

SPECIAL REQUIREMENTS:

- Must have a valid Missouri driver's license.
- Must be bondable and insurable.

- Must be able to interface effectively with all levels of management.
- Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops.
- Must be able obtain and maintain a bank account.
- Must be able to pass a pre-employment drug screen and pre-employment background check.



**FY 2023 Housing Authority of the City of Columbia, Missouri
Personnel Organization Plan
Appendix 3 - Range and Salary Plan**

Range	Amount	Position	
A	Grant/HUD Based (\$14-\$18)	Part-Time, Temporary	Grant Employees
B	\$31,200 to \$41,600 (\$15-\$20)	Receptionist Clerk/Administrative Assistant I	
		Maintenance I	
		Grounds Keeper, Custodian	
C	\$33,280 to \$43,680 (\$16-\$22)	Maintenance II	
		Assistant Public Housing Manager	
D	\$35,360 to \$45,760 (\$16.50-\$24)	Executive Assistant	
		Financial Assistant I	Maintenance Mechanic I
		Affordable Housing Manager I	
		HCV/PBV Housing Intake Coordinator	
E	\$37,440 to \$47,840 (\$18-\$25)	Maintenance Mechanic II	Safety Officer
		Financial Assistant II	Affordable Housing Manager II
		Special Programs Specialist	LIHTC Specialist
		Systems Administrator	HCV Specialist
F	\$39,520 to \$56,160 (\$19.50-\$27.00)	Accountant	Housing Choice Voucher Case Manager/Portability Specialist
		LIHTC Compliance Manager	Affordable Housing Operations Manager
G	\$50,960 to \$80,000 (\$24.50-38.46)	Director of Affordable Housing Operations	Director of Modernization and Maintenance
		Director of Affordable Housing Development and Compliance	Director of Housing Programs
		Director of Resident Services	Director of Safety
		Director of Human Resources	
H	\$75,000 to \$100,000	Chief Financial Officer	
I	\$80,000 to \$130,000	Chief Executive Officer	



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2937**: Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with McCright and Associates for Physical Inspection services for the Columbia Housing Authority.

Executive Summary

The Columbia Housing Authority (CHA) previously solicited proposals for Physical Inspection services in 2016. CHA enters into inspection agreements for a term of three (3) years with the option of extending the agreements for an additional two (2) years on a year-to-year basis, therefore CHA staff solicited proposals for physical inspection services in 2023. CHA's current provider of Inspection services is McCright and Associates.

Discussion

The CHA issued a Request for Proposals (RFP's) for Physical Inspection Services on Wednesday, July 12, 2023. The RFP was advertised on the CHA web site and through the Columbia Daily Tribune on July 16, 19 and 23. Proposals were due no later than 4:00 p.m. on Wednesday, August 16, 2023.

The following Inspection Services submitted proposals:

- McCright and Associates

Selection Process

The proposal submitted was evaluated by a Selection Committee comprised of selected CHA personnel. The evaluation included a review and evaluation of the responsive proposal based upon the criteria outlined within the RFP which included:

- Contractor Requirements
- Inspection Requirements
- Initial (Move-in), Annual, and Re-inspections
- Inspection Reports
- Special Considerations
- Contract Period and conditions – (3 year initial, fixed-rate with two 1-year renewal options. Renewal rates may not exceed 5% of the previous contract rates)
- Required compensation
- Insurance requirements
- Section 3 Clause



Housing Authority of the City of Columbia, Missouri

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With approval of the CHA Board of Commissioners, the CHA will renew its inspection services contract with McCright and Associates effective November 15, 2023.

Recommended Commission Action

Adopt Resolution 2937 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with McCright and Associates for Physical Inspection services for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2937

A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with McCright and Associates for Physical Inspection Services for the Columbia Housing Authority

WHEREAS, The Columbia Housing Authority requested proposals from qualified inspection companies to perform physical inspection services for CHA under a three year contract with the option of two additional year to year renewals and;

WHEREAS, One proposal was received, reviewed and evaluated based on the criteria defined in the Request for Proposals (RFP) packet that was issued on July 12, 2023; and

WHEREAS, The Columbia Housing Authority desires to award a contract to the responsive and responsible firm that is most advantageous to the Columbia Housing Authority in providing inspection services; and

WHEREAS, After reviewing the proposal for inspection services that was received, CHA staff recommends formally awarding the Inspection contract to McCright and Associates to provide the Columbia Housing Authority's physical inspection services for three years with two year to year renewal options at Columbia Housing Authority's discretion.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2937 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with McCright and Associates for physical inspections services for the Columbia Housing Authority.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Finance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2938**: Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with RubinBrown, LLP for audit and tax services for the Columbia Housing Authority.

Executive Summary

The Columbia Housing Authority (CHA) previously solicited proposals for audit and tax services in 2014. CHA enters into banking services and depository agreements for a term of three (3) years with the option of extending the agreements for an additional two (2) years on a year-to-year basis, therefor CHA staff solicited proposals for audit and tax services in 2023. CHA’s current provider of audit and tax services is RubinBrown, LLP.

Discussion

The CHA issued a Request for Proposals (RFP’s) for Audit and Tax Services on Wednesday, August 16, 2023. The RFP was advertised on the CHA web site and through the Columbia Daily Tribune beginning Sunday August 20th, 2023. Proposals were due no later than 4:00 p.m. on Friday, September 15, 2023.

The following banking institutions requested and submitted proposals:

- RubinBrown, LLP
- CliftonLarsonAllen, LLP
- Aprio, LLP

Selection Process

The proposals submitted were evaluated by a Selection Committee comprised of selected CHA personnel. The evaluation included a review and evaluation of all responsive proposals. The Selection Committee scored each proposal based upon the criteria outlined within the proposal as follows:

Firm: RubinBrown LLP					
		Score	Score	Total	Total
<u>Evaluation Criteria</u>	<u>Weight</u>	<u>Debbi</u>	<u>Tim</u>	<u>Debbi</u>	<u>Tim</u>
1. Auditing expertise	5.0	8	9	40.0	45.0
2. Past experience	3.0	8	9	24.0	27.0
3. Mandatory elements	1.5	7	8	10.5	12.0
4. Fee proposal	0.5	6	9	3.0	4.5
Total				77.5	88.5
					166.0



Housing Authority of the City of Columbia, Missouri

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Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Firm: CliftonLarsonAllen LLP					
		Score	Score	Total	Total
Evaluation Criteria	Weight	Debbi	Tim	Debbi	Tim
1. Auditing expertise	5.0	8	9	40.0	45.0
2. Past experience	3.0	8	8	24.0	24.0
3. Mandatory elements	1.5	8	8	12.0	12.0
4. Fee proposal	0.5	7	8	3.5	4.0
Total				79.5	85.0
					164.5

Firm: Aprio LLP					
		Score	Score	Total	Total
Evaluation Criteria	Weight	Debbi	Tim	Debbi	Tim
1. Auditing expertise	5.0	6	7	30.0	35.0
2. Past experience	3.0	6	5	18.0	15.0
3. Mandatory elements	1.5	6	8	9.0	12.0
4. Fee proposal	0.5	5	7	2.5	3.5
Total				59.5	65.5
					125.0

Pricing Summary						
	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>Total</u>
CLA	173,920	180,210	186,755	193,550	200,560	934,995
RubinBrown	168,900	168,900	177,100	177,100	177,100	869,100
Aprio	174,169	177,652	182,982	186,644	192,239	913,686
Total	516,989	526,762	546,837	557,294	569,899	2,717,781

Recommended Commission Action

Adopt Resolution 2938 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with RubinBrown, LLP for audit and tax services for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2938

A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with RubinBrown, LLP for Audit and Tax Services for the Columbia Housing Authority

WHEREAS, the Annual Contributions Contract with the U.S. Department of Housing and Urban Development (HUD) and the Missouri Housing Authorities Law requires that an annual audit be performed by an independent public accounting firm; and

WHEREAS, the Single Audit Act of 1984 requires comprehensive single audits for state and local governments that receive Federal assistance; and

WHEREAS, the Housing Authority of the City of Columbia, Missouri, receives Federal assistance in the form of Public Housing operating subsidies, Section 8 rental assistance, and various Federal grants; and

WHEREAS, the Housing Authority of the City of Columbia, Missouri distributed a Request for Proposals for Financial Auditing Services on August 20th, 2023, which was widely distributed to qualified accounting firms, advertised in the Columbia Daily Tribune, and posted to the housing authorities web site; and

WHEREAS, three accounting firms submitted responsive proposals for providing financial auditing and tax services as stipulated in the Request For Proposals; and

WHEREAS, all responsive proposals were evaluated by criteria stipulated in the Request For Proposals by a two member evaluation committee of the Columbia Housing Authority Finance Department.

WHEREAS, the proposal submitted by RubinBrown, LLP was ranked highest by the evaluation committee based on the stipulated criteria; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri, hereby adopts Resolution 2938 approving a three-year contract with RubinBrown, LLP to conduct an annual financial audit and tax services of the Columbia Housing Authority for Fiscal Years 2024-2026, with possible option years of 2027 and 2028.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Resident Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2939**: Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Woodley Building Maintenance for Janitorial services for the Columbia Housing Authority.

Executive Summary

The Columbia Housing Authority (CHA) has been operating under a month-to-month agreement for janitorial service since March 2023. CHA enters into janitorial services for a term of one (1) year with the option of extending the agreements for up to an additional two (2) years on a year-to-year basis, therefore CHA staff solicited proposals for janitorial services in 2023. CHA's current provider of janitorial services is Deep Kleen and Maintenance, LLC. The janitorial service covers both the administration building and the Blind Boone Community Center.

Discussion

The CHA issued a Request for Proposals (RFP's) for janitorial Services on Friday, August 18, 2023. The RFP was advertised on the CHA web site and through the Columbia Daily Tribune on August 20, 23, 27 and 30th. Proposals were due no later than 12:00 p.m. on Wednesday, September 20th, 2023.

The following Janitorial companies submitted proposals:

- Woodley Building Maintenance (WBM)
- Spic' N Span Custodial
- C.E. Berry

Selection Process

The proposals submitted were evaluated by CHA personnel. The evaluation included a review and evaluation of all responsive proposals. The proposals were evaluated for adherence to RFP guidelines, cost, and services to be provided.

Adherence to RFP guidelines

Out of the three proposals WMB and Spic & Span were the only companies that adhered to guidelines for the mandatory pre bid meeting. C.E. Berry showed up after the end of the meeting.

Cost

WMB- \$2,368.00 Monthly

Spic & Span- \$2,850.00

C.E. Berry- \$2,380.00



Housing Authority of the City of Columbia, Missouri

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All three submittals were comparable in services to be provided, therefor CHA staff is recommending proceeding with WMP due to its lower cost.

With approval of the CHA Board of Commissioners, the CHA will end its month-to-month janitorial services with Deep Kleen and Maintenance, LLC and enter into a contract with Woodley Building Maintenance effective January 1, 2024.

Recommended Commission Action

Adopt Resolution 2939 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Woodley Building Maintenance for janitorial services for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2939

A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with Woodley Building Maintenance for Janitorial Services for the Columbia Housing Authority

WHEREAS, The Columbia Housing Authority requested proposals from qualified Business' to perform Janitorial services for CHA under a one year contract with the option of up-to two additional annual renewals; and

WHEREAS, Three proposals were received, reviewed and evaluated based on adherence to RFP guidelines, cost and services to be provided; and

WHEREAS, The Columbia Housing Authority desires to award a contract to the responsive and responsible business that is most advantageous to the Columbia Housing Authority in providing janitorial services; and

WHEREAS, After reviewing the proposals for janitorial services that were received, CHA staff recommends formally awarding the janitorial contract to Woodley Building Maintenance to provide the Columbia Housing Authority's janitorial service for one year with up-to two one year renewal options at Columbia Housing Authority's discretion.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2939 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Woodley Building Maintenance for janitorial services for the Columbia Housing Authority.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2940**: Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Evans and Dixon, LLC for Business and Property Legal Services for the Columbia Housing Authority.

Executive Summary

The Columbia Housing Authority (CHA) previously solicited proposals for Business and Property legal Services in 2016. CHA enters into inspection agreements for a term of three (3) years with the option of extending the agreements for an additional two (2) years on a year-to-year basis, therefore CHA staff solicited proposals for business and property legal services in 2023. CHA's current provider of Business and Property legal services is Evans and Dixon, LLC.

Discussion

The CHA issued a Request for Proposals (RFP's) for Business and Property legal Services in July of 2023. The RFP was advertised on the CHA website and through the Columbia Daily Tribune on July 1, July 5, and July 8th. Proposals were due no later than 4:00 p.m. on Wednesday, July 28, 2023. CHA also solicited local firms directly that had submitted proposals on previous RFPs.

The following firms were solicited directly:

- Evans and Dixon, LLC
- Bush & Patchett, LLC
- Ford, Parshall & Baker
- Smith Lewis, LLP
- Walther, Antel, Stamper & Fischer
- Lathrop GPM LLP
- Rogers, Ehrhardt, Weber & Howard
- Ron Sweet, Attorney

The following firms submitted proposals:

- Evans and Dixon, LLC

Selection Process

The proposal submitted was evaluated by a Selection Committee comprised of selected CHA personnel. The evaluation included a review and evaluation of the responsive proposal based upon the criteria outlined within the RFP.

With approval of the CHA Board of Commissioners, the CHA will renew its business and property legal services contract with Evans and Dixon, LLC effective prior to January 1, 2024.



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Recommended Commission Action

Adopt Resolution 2940 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Evans and Dixon LLC for Business and Property legal services for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2940

A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with Evans and Dixon for Business and Property Legal Services for the Columbia Housing Authority

WHEREAS, The Columbia Housing Authority requested proposals from qualified Business' to perform business and property legal services for CHA under a three year contract with the option of up-to two additional annual renewals; and

WHEREAS, One proposal was received, reviewed and evaluated based on adherence to RFP guidelines, cost and services to be provided; and

WHEREAS, The Columbia Housing Authority desires to award a contract to the responsive and responsible business that is most advantageous to the Columbia Housing Authority in providing business and property legal services; and

WHEREAS, After reviewing the proposal for business and property legal services that was received, CHA staff recommends formally awarding the contract to Evans and Dixon, LLC to provide the Columbia Housing Authority's janitorial service for three years with up-to two one year renewal options at Columbia Housing Authority's discretion.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2940 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Evans and Dixon, LLC for the Columbia Housing Authority.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2941**: Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Jones, Powell and Stevens, LLC for Landlord and Tenant Legal Services for the Columbia Housing Authority.

Executive Summary

The Columbia Housing Authority (CHA) previously solicited proposals for Landlord and Tenant Legal Services in 2016. CHA enters into service agreements for a term of three (3) years with the option of extending the agreements for an additional two (2) years on a year-to-year basis, therefore CHA staff solicited proposals for landlord and tenant legal services in 2023. CHA's current provider of Inspection services was the Scott Law firm, however the owner retired in June of 2023. CHA has been utilizing Jones, Powell, and Stevens LLC since June of 2023.

Discussion

The CHA issued a Request for Proposals (RFP's) in July of 2023. The RFP was advertised on the CHA website and through the Columbia Daily Tribune on July 1, July 5, and July 8th. Proposals were due no later than 4:00 p.m. on Wednesday, July 28, 2023. CHA staff sent the RFP directly to local firms that had previously submitted proposals.

The following firms were solicited directly:

- Jones, Powell and Stevens, LLC
- Evans and Dixon, LLC
- Bush & Patchett, LLC
- Ford, Parshall & Baker
- Chris Kespohl

The following firms submitted proposals:

- Jones, Powell and Stevens, LLC

Selection Process

The proposal submitted was evaluated by a Selection Committee comprised of selected CHA personnel. The evaluation included a review and evaluation of the responsive proposal based upon the criteria outlined within the RFP.

With approval of the CHA Board of Commissioners, the CHA will enter into a services agreement for landlord and tenant services with Jones, Powell and Stevens, LLC prior to January 1, 2024.



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Recommended Commission Action

Adopt Resolution 2941 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Jones, Powell and Stevens, LLC for landlord and tenant legal services for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2941

A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with Jones, Powell and Stevens, LLC for Landlord and Tenant Legal Services for the Columbia Housing Authority

WHEREAS, The Columbia Housing Authority requested proposals from qualified Business' to perform landlord and tenant legal services for CHA under a three year contract with the option of up-to two additional annual renewals; and

WHEREAS, One proposal was received, reviewed and evaluated based on adherence to RFP guidelines, cost and services to be provided; and

WHEREAS, The Columbia Housing Authority desires to award a contract to the responsive and responsible business that is most advantageous to the Columbia Housing Authority in providing landlord and tenant law legal services; and

WHEREAS, After reviewing the proposal for landlord and tenant legal services that was received, CHA staff recommends formally awarding the contract to Jones, Powell and Stevens, LLC to provide the Columbia Housing Authority's janitorial service for three years with up-to two one year renewal options at Columbia Housing Authority's discretion.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2941 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with Jones, Powell and Stevens, LLC for the Columbia Housing Authority.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023



Housing Authority of the City of Columbia, Missouri

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Department Source: HCV Programs

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: **Resolution 2942**: Housing Choice Vouchers & Special Programs – 2024 Payment Standards

Executive Summary

To adopt new payment standards for the Housing Choice Voucher Program based on the new FY2024 Fair Market Rents for the Columbia Metropolitan Area.

Discussion

Each year in late fall, the U.S. Department of Housing and Urban Development (HUD) issues updated Fair Market Rents (FMR's) for housing markets across the country. These FMR's are based on a survey of rents in that market area and are designed so participants on the Section 8 Housing Choice Voucher Program can access an adequate selection of decent housing throughout the market area. The adjustment of FMR's on an annual basis according to the rental market of the area also helps to ensure that persons using Section 8 Housing Choice Vouchers are not presented with limited choices or concentrated in one area.

HUD allows local Public Housing Authorities (PHA's) to adjust their payment standards for various voucher sizes up to 110% of the FMR's without HUD approval. This allows the PHA to adjust their payment standard to better fit the local market and adjust for variations in the availability of various housing sizes.

In Columbia, there is a shortage of affordable housing. Therefore, CHA staff is recommending utilizing the payment standard for all unit sizes at 110% of the FY2024 FMR. Increasing the payment standard will ensure that participants of the Housing Choice Voucher Program are not presented with limited choices or concentration in one area.

PHA's are allowed to increase the payment standards up to 120% annually with HUD's approval. CHA has submitted a request to HUD to increase the 2024 Payment Standards to 120%. This request would take place in early 2024. A copy of the payment standards is included in the packet.

Suggested Commission Action

Approve Resolution 2942 adopting new payment standards for the Section 8 Housing Choice Voucher Program based on the new FY 2024 fair market rent for the Columbia Housing Authority.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2942

To Adopt Updated Payment Standards for the Section 8 Housing Choice Voucher Program Based on the FY 2024 Fair Market Rents for the Columbia Metropolitan Statistical Area.

WHEREAS, Each year in late fall, the U.S. Department of Housing and Urban Development (HUD) issues updated Fair Market Rents (FMR's) for housing markets across the country; and

WHEREAS, These FMR's are based on a survey of rents in that market area and are designed so all participants on the Section 8 Housing Choice Voucher Program are able to rent an adequate selection of decent housing throughout the market area; and

WHEREAS, HUD allows local Public Housing Authorities (PHA's) to adjust their payment standards for various voucher sizes up to 110% of the FMR's without HUD approval. This allows the PHA to adjust their payment standard to better fit the local market and adjust for variations in the availability of various housing sizes.

WHEREAS, In Columbia and Boone County, there is a shortage of affordable housing requiring many tenants to pay additional rent outside of CHA's current payment standards; and

WHEREAS, The CHA desires to improve the access of participants in the Section 8 Housing Choice Voucher Program to affordable housing choices by increasing the payment standard 120% of the FMR as detailed in the FY 2024 CHA Payment Standards Chart for Columbia and Boone County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2941 approving new payment standards for the Section 8 Housing Choice Voucher Program Based on 110% and 120% FY 2024 fair market rents for the Columbia Metropolitan Statistical Area as attached hereto and made a part hereof.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted November 1, 2023

City of Columbia

Voucher Payment Standard

Effective January 2024

	0 Bedroom		1 Bedroom		2 Bedrooms		3 Bedrooms		4 Bedrooms		5 Bedrooms	
Total Available Based on Number of Bedrooms	\$ 772.00		\$ 947.00		\$ 1,138.00		\$ 1,524.00		\$ 1,782.00		\$ 2,049.00	
Use if all utilities are paid by landlord	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT
Single Family Detached												
Gas Heat, Gas Range, Gas Water Heater	191	581	205	742	250	888	296	1228	343	1439	391	1658
Gas Heat, Electric Range, Gas Water Heater	192	580	207	740	253	885	300	1224	347	1435	397	1652
Gas Heat, Electric Range, Electric Water Heater	198	574	213	734	260	878	307	1217	355	1427	405	1644
Electric Heat, Electric Range, Electric Water Heater	187	585	204	743	253	885	301	1223	351	1431	402	1647
Gas Heat, Gas Range, Electric Water Heater	197	575	211	736	257	881	303	1221	351	1431	399	1650
Apartment												
Gas Heat, Gas Range, Gas Water Heater	175	597	186	761	218	920	253	1271	290	1492	325	1724
Gas Heat, Electric Range, Gas Water Heater	176	596	188	759	221	917	257	1267	294	1488	331	1718
Gas Heat, Electric Range, Electric Water Heater	180	592	193	754	227	911	262	1262	300	1482	337	1712
Electric Heat, Electric Range, Electric Water Heater	159	613	171	776	207	931	244	1280	284	1498	324	1725
Gas Heat, Gas Range, Electric Water Heater	179	593	191	756	224	914	258	1266	296	1486	331	1718
Mobile Home												
Gas Heat, Gas Range, Gas Water Heater			190	757	236	902	284	1240	331	1451		
Gas Heat, Electric Range, Gas Water Heater			192	755	238	900	287	1237	335	1447		
Gas Heat, Electric Range, Electric Water Heater			197	750	244	894	293	1231	341	1441		
Electric Heat, Electric Range, Electric Water Heater			209	738	253	885	298	1226	343	1439		
Gas Heat, Gas Range, Electric Water Heater			195	752	242	896	290	1234	337	1445		
Duplex												
Gas Heat, Gas Range, Gas Water Heater	186	586	200	747	240	898	280	1244	323	1459	365	1684
Gas Heat, Electric Range, Gas Water Heater	187	585	202	745	243	895	284	1240	327	1455	371	1678
Gas Heat, Electric Range, Electric Water Heater	193	579	208	739	250	888	291	1233	335	1447	379	1670
Electric Heat, Electric Range, Electric Water Heater	173	599	186	761	232	906	275	1249	323	1459	370	1679
Gas Heat, Gas Range, Electric Water Heater	192	580	206	741	247	891	287	1237	331	1451	373	1676
Row/Townhouse												
Gas Heat, Gas Range, Gas Water Heater	186	586	200	747	240	898	280	1244	323	1459	365	1684
Gas Heat, Electric Range, Gas Water Heater	187	585	202	745	243	895	284	1240	327	1455	371	1678
Gas Heat, Electric Range, Electric Water Heater	193	579	208	739	250	888	291	1233	335	1447	379	1670
Electric Heat, Electric Range, Electric Water Heater	173	599	186	761	232	906	275	1249	323	1459	370	1679
Gas Heat, Gas Range, Electric Water Heater	192	580	206	741	247	891	287	1237	331	1451	373	1676
If the following utilities are furnished, add to rent column:												
Water - Municipal	37		38		47		57		67		77	
Sewer - Municipal (only choice)	36		37		42		47		53		58	
Trash - Municipal	17		17		17		17		17		17	
If the following are not furnished, subtract from rent column:												
Range	11		11		11		11		11		11	
Refrigerator	12		12		12		12		12		12	
Tenant provided A/C: add appropriate amount to rent (see Section 8 Specialist)												

(Payment Standards @ 120% of FMR depending on bedroom size)

(Fair Market Rents Effective January FY 2024)

Boone County Electric

Voucher Payment Standard

Effective January 2024

	0 Bedroom		1 Bedroom		2 Bedrooms		3 Bedrooms		4 Bedrooms		5 Bedrooms	
Total Available Based on Number of Bedrooms	\$ 772.00		\$ 947.00		\$ 1,138.00		\$ 1,524.00		\$ 1,782.00		\$ 2,049.00	
Use if all utilities are paid by landlord	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT
Single Family Detached												
Gas Heat, Gas Range, Gas Water Heater	231	541	245	702	295	843	1136	388	395	1387	446	1603
Gas Heat, Electric Range, Gas Water Heater	232	540	247	700	297	841	1139	385	399	1383	451	1598
Gas Heat, Electric Range, Electric Water Heater	237	535	252	695	303	835	1145	379	405	1377	456	1593
Electric Heat, Electric Range, Electric Water Heater	226	546	242	705	294	844	1136	388	398	1384	449	1600
Gas Heat, Gas Range, Electric Water Heater	236	536	250	697	301	837	1142	382	401	1381	451	1598
Apartment												
Gas Heat, Gas Range, Gas Water Heater	215	557	227	720	266	872	306	1218	346	1436	387	1662
Gas Heat, Electric Range, Gas Water Heater	216	556	229	718	268	870	309	1215	350	1432	392	1657
Gas Heat, Electric Range, Electric Water Heater	219	553	233	714	273	865	313	1211	355	1427	397	1652
Electric Heat, Electric Range, Electric Water Heater	198	574	210	737	253	885	295	1229	339	1443	382	1667
Gas Heat, Gas Range, Electric Water Heater	218	554	231	716	271	867	310	1214	351	1431	392	1657
Mobile Home												
Gas Heat, Gas Range, Gas Water Heater			190	757	236	902	284	1240	331	1451		
Gas Heat, Electric Range, Gas Water Heater			192	755	238	900	287	1237	335	1447		
Gas Heat, Electric Range, Electric Water Heater			197	750	244	894	293	1231	341	1441		
Electric Heat, Electric Range, Electric Water Heater			209	738	253	885	298	1226	343	1439		
Gas Heat, Gas Range, Electric Water Heater			195	752	242	896	290	1234	337	1445		
Duplex												
Gas Heat, Gas Range, Gas Water Heater	226	546	241	706	286	852	332	1192	377	1405	424	1625
Gas Heat, Electric Range, Gas Water Heater	227	545	243	704	288	850	335	1189	381	1401	429	1620
Gas Heat, Electric Range, Electric Water Heater	232	540	248	699	294	844	341	1183	387	1395	434	1615
Electric Heat, Electric Range, Electric Water Heater	211	561	226	721	275	863	324	1200	373	1409	422	1627
Gas Heat, Gas Range, Electric Water Heater	231	541	246	701	292	846	338	1186	383	1399	429	1620
Row/Townhouse												
Gas Heat, Gas Range, Gas Water Heater	226	546	241	706	286	852	332	1192	377	1405	424	1625
Gas Heat, Electric Range, Gas Water Heater	227	545	243	704	288	850	335	1189	381	1401	429	1620
Gas Heat, Electric Range, Electric Water Heater	232	540	248	699	294	844	341	1183	387	1395	434	1615
Electric Heat, Electric Range, Electric Water Heater	211	561	226	721	275	863	324	1200	373	1409	422	1627
Gas Heat, Gas Range, Electric Water Heater	231	541	246	701	292	846	338	1186	383	1399	429	1620
If the following utilities are furnished, add to rent column:												
Water - Consolidated	32		33		42		51		59		68	
Sewer - Municipal (only choice)	58		60		72		875		98		111	
Trash - Independent	20		20		20		20		20		20	
If the following are not furnished, subtract from rent column:												
Range	11		11		11		11		11		11	
Refrigerator	12		12		12		12		12		12	
Tenant provided A/C: add appropriate amount to rent (see Section 8 Specialist).												

Locality Utility or Service	Columbia Housing Au Unit Type Single					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	30	35	40	46	51	57
b. Electric - Columbia	34	41	48	55	62	69
c. Electric - Boone	34	40	46	52	59	65
d. Heat Pump - Columbia	19	22	26	29	33	36
e. Heat Pump - Boone	18	22	26	29	32	35
f. Propane	65	74	86	98	110	122
g. Wood						
Air Conditioning						
a. Columbia	5	6	14	22	30	38
b. Boone	5	5	12	19	26	32
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	25	29	41	53	65	78
b. Electric - Boone	23	27	38	49	59	70
Water Heating						
a. Natural Gas	8	10	14	18	22	27
b. Electric - Columbia	14	16	21	25	30	35
c. Electric - Boone	13	15	20	24	28	32
d. Propane	18	22	29	39	47	57
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	875	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15

Locality	Columbia Housing Au Unit Type Apartment					
Utility or Service	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	21	25	28	32	36	40
b. Electric - Columbia	15	18	23	29	35	42
c. Electric - Boone	15	17	23	29	35	40
d. Heat Pump - Columbia	13	15	18	21	23	25
e. Heat Pump - Boone	13	15	18	20	22	25
f. Propane	45	53	61	69	76	86
g. Wood						
Air Conditioning						
a. Columbia	7	8	11	14	17	21
b. Boone	6	7	10	12	15	18
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	17	20	27	35	44	52
b. Electric - Boone	16	19	26	33	40	48
Water Heating						
a. Natural Gas	7	8	11	15	18	21
b. Electric - Columbia	11	13	17	20	24	27
c. Electric - Boone	10	12	16	19	23	26
d. Propane	16	18	24	31	39	45
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	85	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15

Locality Utility or Service	Columbia Housing Au Unit Type Mobile Home					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	0	30	34	39	44	0
b. Electric - Columbia	0	43	45	46	47	0
c. Electric - Boone	0	42	43	44	46	0
d. Heat Pump - Columbia	0	19	22	25	28	0
e. Heat Pump - Boone	0	18	22	25	27	0
f. Propane	0	65	73	84	94	0
g. Wood	0					0
Air Conditioning						
a. Columbia	0	8	13	18	24	0
b. Boone	0	7	11	16	21	0
Cooking						
a. Natural Gas	0	3	5	6	8	0
b. Electric - Columbia	0	5	8	10	12	0
c. Electric - Boone	0	5	7	9	12	0
d. Propane	0	6	10	14	18	0
Other Electric						
a. Electric - Columbia	0	29	41	53	65	0
b. Electric - Boone	0	27	38	49	59	0
Water Heating						
a. Natural Gas	0	10	14	18	22	0
b. Electric - Columbia	0	16	21	25	30	0
c. Electric - Boone	0	15	20	24	28	0
d. Propane	0	22	29	39	47	0
Water						
a. Columbia	0	38	47	57	67	0
b. Consolidated District	0	33	42	51	59	0
Sewer						
a. Columbia	0	37	42	47	53	0
b. Other	0	60	72	85	98	0
Trash Collection						
a. Columbia	0	17	17	17	17	0
b. Other	0	20	20	20	20	0
Range	0	11	11	11	11	0
Refrigerator	0	12	12	12	12	0
City						
Monthly Electric Fee	0	15	15	15	15	0
Monthly Gas Fee	0	15	15	15	15	0
Boone						
Monthly Electric Fee	0	37	37	37	37	0
Monthly Gas Fee	0	15	15	15	15	0

Locality Utility or Service	Columbia Housing Au Unit Type Duplex					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	27	32	36	41	45	50
b. Electric - Columbia	22	25	33	40	48	56
c. Electric - Boone	21	25	32	39	46	53
d. Heat Pump - Columbia	16	19	22	25	28	30
e. Heat Pump - Boone	16	18	22	25	27	30
f. Propane	57	69	76	88	96	108
g. Wood						
Air Conditioning						
a. Columbia	7	8	14	19	25	31
b. Boone	6	7	12	17	22	27
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	21	25	35	45	56	66
b. Electric - Boone	20	24	33	42	51	60
Water Heating						
a. Natural Gas	8	10	14	18	22	27
b. Electric - Columbia	14	16	21	25	30	35
c. Electric - Boone	13	15	20	24	28	32
d. Propane	18	22	29	39	47	57
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	85	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15

Locality Utility or Service	Columbia Housing Au Unit Type Row/Townhouse					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	27	32	36	41	45	50
b. Electric - Columbia	22	25	33	40	48	56
c. Electric - Boone	21	25	32	39	46	53
d. Heat Pump - Columbia	16	19	22	25	28	30
e. Heat Pump - Boone	16	18	22	25	27	30
f. Propane	57	69	76	88	96	108
g. Wood						
Air Conditioning						
a. Columbia	7	8	14	19	25	31
b. Boone	6	7	12	17	22	27
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	21	25	35	45	56	66
b. Electric - Boone	20	24	33	42	51	60
Water Heating						
a. Natural Gas	8	10	14	18	22	27
b. Electric - Columbia	14	16	21	25	30	35
c. Electric - Boone	13	15	20	24	28	32
d. Propane	18	22	29	39	47	57
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	85	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15

City of Columbia

Voucher Payment Standard

Effective January 2024

	0 Bedroom		1 Bedroom		2 Bedrooms		3 Bedrooms		4 Bedrooms		5 Bedrooms	
Total Available Based on Number of Bedrooms	\$ 842.00		\$ 1,033.00		\$ 1,242.00		\$ 1,663.00		\$ 1,944.00		\$ 2,235.00	
Use if all utilities are paid by landlord	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT
Single Family Detached												
Gas Heat, Gas Range, Gas Water Heater	191	651	205	828	250	992	296	1367	343	1601	391	1844
Gas Heat, Electric Range, Gas Water Heater	192	650	207	826	253	989	300	1363	347	1597	397	1838
Gas Heat, Electric Range, Electric Water Heater	198	644	213	820	260	982	307	1356	355	1589	405	1830
Electric Heat, Electric Range, Electric Water Heater	187	655	204	829	253	989	301	1362	351	1593	402	1833
Gas Heat, Gas Range, Electric Water Heater	197	645	211	822	257	985	303	1360	351	1593	399	1836
Apartment												
Gas Heat, Gas Range, Gas Water Heater	175	667	186	847	218	1024	253	1410	290	1654	325	1910
Gas Heat, Electric Range, Gas Water Heater	176	666	188	845	221	1021	257	1406	294	1650	331	1904
Gas Heat, Electric Range, Electric Water Heater	180	662	193	840	227	1015	262	1401	300	1644	337	1898
Electric Heat, Electric Range, Electric Water Heater	159	683	171	862	207	1035	244	1419	284	1660	324	1911
Gas Heat, Gas Range, Electric Water Heater	179	663	191	842	224	1018	258	1405	296	1648	331	1904
Mobile Home												
Gas Heat, Gas Range, Gas Water Heater			190	843	236	1006	284	1379	331	1613		
Gas Heat, Electric Range, Gas Water Heater			192	841	238	1004	287	1376	335	1609		
Gas Heat, Electric Range, Electric Water Heater			197	836	244	998	293	1370	341	1603		
Electric Heat, Electric Range, Electric Water Heater			209	824	253	989	298	1365	343	1601		
Gas Heat, Gas Range, Electric Water Heater			195	838	242	1000	290	1373	337	1607		
Duplex												
Gas Heat, Gas Range, Gas Water Heater	186	656	200	833	240	1002	280	1383	323	1621	365	1870
Gas Heat, Electric Range, Gas Water Heater	187	655	202	831	243	999	284	1379	327	1617	371	1864
Gas Heat, Electric Range, Electric Water Heater	193	649	208	825	250	992	291	1372	335	1609	379	1856
Electric Heat, Electric Range, Electric Water Heater	173	669	186	847	232	1010	275	1388	323	1621	370	1865
Gas Heat, Gas Range, Electric Water Heater	192	650	206	827	247	995	287	1376	331	1613	373	1862
Row/Townhouse												
Gas Heat, Gas Range, Gas Water Heater	186	656	200	833	240	1002	280	1383	323	1621	365	1870
Gas Heat, Electric Range, Gas Water Heater	187	655	202	831	243	999	284	1379	327	1617	371	1864
Gas Heat, Electric Range, Electric Water Heater	193	649	208	825	250	992	291	1372	335	1609	379	1856
Electric Heat, Electric Range, Electric Water Heater	173	669	186	847	232	1010	275	1388	323	1621	370	1865
Gas Heat, Gas Range, Electric Water Heater	192	650	206	827	247	995	287	1376	331	1613	373	1862
If the following utilities are furnished, add to rent column:												
Water - Municipal	37		38		47		57		67		77	
Sewer - Municipal (only choice)	36		37		42		47		53		58	
Trash - Municipal	17		17		17		17		17		17	
If the following are not furnished, subtract from rent column:												
Range	11		11		11		11		11		11	
Refrigerator	12		12		12		12		12		12	
Tenant provided A/C: add appropriate amount to rent (see Section 8 Specialist)												

Boone County Electric

Voucher Payment Standard

Effective January 2024

	0 Bedroom		1 Bedroom		2 Bedrooms		3 Bedrooms		4 Bedrooms		5 Bedrooms	
Total Available Based on Number of Bedrooms	\$ 842.00		\$ 1,033.00		\$ 1,242.00		\$ 1,663.00		\$ 1,944.00		\$ 2,235.00	
Use if all utilities are paid by landlord	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT
Single Family Detached												
Gas Heat, Gas Range, Gas Water Heater	231	611	245	788	295	947	1136	527	395	1549	446	1789
Gas Heat, Electric Range, Gas Water Heater	232	610	247	786	297	945	1139	524	399	1545	451	1784
Gas Heat, Electric Range, Electric Water Heater	237	605	252	781	303	939	1145	518	405	1539	456	1779
Electric Heat, Electric Range, Electric Water Heater	226	616	242	791	294	948	1136	527	398	1546	449	1786
Gas Heat, Gas Range, Electric Water Heater	236	606	250	783	301	941	1142	521	401	1543	451	1784
Apartment												
Gas Heat, Gas Range, Gas Water Heater	215	627	227	806	266	976	306	1357	346	1598	387	1848
Gas Heat, Electric Range, Gas Water Heater	216	626	229	804	268	974	309	1354	350	1594	392	1843
Gas Heat, Electric Range, Electric Water Heater	219	623	233	800	273	969	313	1350	355	1589	397	1838
Electric Heat, Electric Range, Electric Water Heater	198	644	210	823	253	989	295	1368	339	1605	382	1853
Gas Heat, Gas Range, Electric Water Heater	218	624	231	802	271	971	310	1353	351	1593	392	1843
Mobile Home												
Gas Heat, Gas Range, Gas Water Heater			190	843	236	1006	284	1379	331	1613		
Gas Heat, Electric Range, Gas Water Heater			192	841	238	1004	287	1376	335	1609		
Gas Heat, Electric Range, Electric Water Heater			197	836	244	998	293	1370	341	1603		
Electric Heat, Electric Range, Electric Water Heater			209	824	253	989	298	1365	343	1601		
Gas Heat, Gas Range, Electric Water Heater			195	838	242	1000	290	1373	337	1607		
Duplex												
Gas Heat, Gas Range, Gas Water Heater	226	616	241	792	286	956	332	1331	377	1567	424	1811
Gas Heat, Electric Range, Gas Water Heater	227	615	243	790	288	954	335	1328	381	1563	429	1806
Gas Heat, Electric Range, Electric Water Heater	232	610	248	785	294	948	341	1322	387	1557	434	1801
Electric Heat, Electric Range, Electric Water Heater	211	631	226	807	275	967	324	1339	373	1571	422	1813
Gas Heat, Gas Range, Electric Water Heater	231	611	246	787	292	950	338	1325	383	1561	429	1806
Row/Townhouse												
Gas Heat, Gas Range, Gas Water Heater	226	616	241	792	286	956	332	1331	377	1567	424	1811
Gas Heat, Electric Range, Gas Water Heater	227	615	243	790	288	954	335	1328	381	1563	429	1806
Gas Heat, Electric Range, Electric Water Heater	232	610	248	785	294	948	341	1322	387	1557	434	1801
Electric Heat, Electric Range, Electric Water Heater	211	631	226	807	275	967	324	1339	373	1571	422	1813
Gas Heat, Gas Range, Electric Water Heater	231	611	246	787	292	950	338	1325	383	1561	429	1806
If the following utilities are furnished, add to rent column:												
Water - Consolidated	32		33		42		51		59		68	
Sewer - Municipal (only choice)	58		60		72		875		98		111	
Trash - Independent	20		20		20		20		20		20	
If the following are not furnished, subtract from rent column:												
Range	11		11		11		11		11		11	
Refrigerator	12		12		12		12		12		12	
Tenant provided A/C: add appropriate amount to rent (see Section 8 Specialist).												

Locality Utility or Service	Columbia Housing Au Unit Type Single					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	30	35	40	46	51	57
b. Electric - Columbia	34	41	48	55	62	69
c. Electric - Boone	34	40	46	52	59	65
d. Heat Pump - Columbia	19	22	26	29	33	36
e. Heat Pump - Boone	18	22	26	29	32	35
f. Propane	65	74	86	98	110	122
g. Wood						
Air Conditioning						
a. Columbia	5	6	14	22	30	38
b. Boone	5	5	12	19	26	32
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	25	29	41	53	65	78
b. Electric - Boone	23	27	38	49	59	70
Water Heating						
a. Natural Gas	8	10	14	18	22	27
b. Electric - Columbia	14	16	21	25	30	35
c. Electric - Boone	13	15	20	24	28	32
d. Propane	18	22	29	39	47	57
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	875	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15

Locality	Columbia Housing Au Unit Type Apartment					
Utility or Service	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	21	25	28	32	36	40
b. Electric - Columbia	15	18	23	29	35	42
c. Electric - Boone	15	17	23	29	35	40
d. Heat Pump - Columbia	13	15	18	21	23	25
e. Heat Pump - Boone	13	15	18	20	22	25
f. Propane	45	53	61	69	76	86
g. Wood						
Air Conditioning						
a. Columbia	7	8	11	14	17	21
b. Boone	6	7	10	12	15	18
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	17	20	27	35	44	52
b. Electric - Boone	16	19	26	33	40	48
Water Heating						
a. Natural Gas	7	8	11	15	18	21
b. Electric - Columbia	11	13	17	20	24	27
c. Electric - Boone	10	12	16	19	23	26
d. Propane	16	18	24	31	39	45
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	85	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15

Locality Utility or Service	Columbia Housing Au Unit Type Mobile Home					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	0	30	34	39	44	0
b. Electric - Columbia	0	43	45	46	47	0
c. Electric - Boone	0	42	43	44	46	0
d. Heat Pump - Columbia	0	19	22	25	28	0
e. Heat Pump - Boone	0	18	22	25	27	0
f. Propane	0	65	73	84	94	0
g. Wood	0					0
Air Conditioning						
a. Columbia	0	8	13	18	24	0
b. Boone	0	7	11	16	21	0
Cooking						
a. Natural Gas	0	3	5	6	8	0
b. Electric - Columbia	0	5	8	10	12	0
c. Electric - Boone	0	5	7	9	12	0
d. Propane	0	6	10	14	18	0
Other Electric						
a. Electric - Columbia	0	29	41	53	65	0
b. Electric - Boone	0	27	38	49	59	0
Water Heating						
a. Natural Gas	0	10	14	18	22	0
b. Electric - Columbia	0	16	21	25	30	0
c. Electric - Boone	0	15	20	24	28	0
d. Propane	0	22	29	39	47	0
Water						
a. Columbia	0	38	47	57	67	0
b. Consolidated District	0	33	42	51	59	0
Sewer						
a. Columbia	0	37	42	47	53	0
b. Other	0	60	72	85	98	0
Trash Collection						
a. Columbia	0	17	17	17	17	0
b. Other	0	20	20	20	20	0
Range	0	11	11	11	11	0
Refrigerator	0	12	12	12	12	0
City						
Monthly Electric Fee	0	15	15	15	15	0
Monthly Gas Fee	0	15	15	15	15	0
Boone						
Monthly Electric Fee	0	37	37	37	37	0
Monthly Gas Fee	0	15	15	15	15	0

Locality Utility or Service	Columbia Housing Au Unit Type Duplex					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	27	32	36	41	45	50
b. Electric - Columbia	22	25	33	40	48	56
c. Electric - Boone	21	25	32	39	46	53
d. Heat Pump - Columbia	16	19	22	25	28	30
e. Heat Pump - Boone	16	18	22	25	27	30
f. Propane	57	69	76	88	96	108
g. Wood						
Air Conditioning						
a. Columbia	7	8	14	19	25	31
b. Boone	6	7	12	17	22	27
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	21	25	35	45	56	66
b. Electric - Boone	20	24	33	42	51	60
Water Heating						
a. Natural Gas	8	10	14	18	22	27
b. Electric - Columbia	14	16	21	25	30	35
c. Electric - Boone	13	15	20	24	28	32
d. Propane	18	22	29	39	47	57
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	85	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15

Locality Utility or Service	Columbia Housing Au Unit Type Row/Townhouse					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	27	32	36	41	45	50
b. Electric - Columbia	22	25	33	40	48	56
c. Electric - Boone	21	25	32	39	46	53
d. Heat Pump - Columbia	16	19	22	25	28	30
e. Heat Pump - Boone	16	18	22	25	27	30
f. Propane	57	69	76	88	96	108
g. Wood						
Air Conditioning						
a. Columbia	7	8	14	19	25	31
b. Boone	6	7	12	17	22	27
Cooking						
a. Natural Gas	3	3	5	6	8	9
b. Electric - Columbia	4	5	8	10	12	15
c. Electric - Boone	4	5	7	9	12	14
d. Propane	6	6	10	14	18	20
Other Electric						
a. Electric - Columbia	21	25	35	45	56	66
b. Electric - Boone	20	24	33	42	51	60
Water Heating						
a. Natural Gas	8	10	14	18	22	27
b. Electric - Columbia	14	16	21	25	30	35
c. Electric - Boone	13	15	20	24	28	32
d. Propane	18	22	29	39	47	57
Water						
a. Columbia	37	38	47	57	67	77
b. Consolidated District	32	33	42	51	59	68
Sewer						
a. Columbia	36	37	42	47	53	58
b. Other	58	60	72	85	98	111
Trash Collection						
a. Columbia	17	17	17	17	17	17
b. Other	20	20	20	20	20	20
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12
City						
Monthly Electric Fee	15	15	15	15	15	15
Monthly Gas Fee	15	15	15	15	15	15
Boone						
Monthly Electric Fee	37	37	37	37	37	37
Monthly Gas Fee	15	15	15	15	15	15



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Department Source: Resident Services

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: Monthly Resident Services Report

Executive Summary

This report summarizes the Resident Services Department’s activities for September 2023.

Discussion

The CHA Resident Services Department continued to provide supportive services in each of the separate programs corresponding properties or populations served. Updated data on services provided and populations served is provided in the tables below:

ROSS Service Coordinator Program (ROSS) – Serving Active ROSS Participants in Public Housing

The ROSS coordinator continues to provide referrals services to AMP 1 tenants. The ROSS coordinator also arranged a class with the University of Missouri for healthy eating and cooking classes. CHA will continue to see the number of Qualifying households drop with the vacancies in AMP 1. The ROSS coordinator has been also working on Grant reporting. The ROSS coordinator also went to the NAHRO Conference.

Total Households that Qualify for ROSS	96
Total ROSS Participants	62

Family Self Sufficiency Program (FSS) – Serving Active FSS Participants from all CHA Housing Programs

FSS coordinators completed holiday program signups for VAC and submitted CHA's family data. Three interim escrow withdrawals were requested by participants to financially assist them with their various goals; partnered with the Bank of Missouri to put together a financial education class series for residents; assisted Resident Services Director with the revision of the Homeownership section of the admin plan; continued meeting with clients to discuss goals and connect them with resources. FSS workers also participated in NAHRO training.

	Participants						
	Current Participants	Escrowing	Employed	New Enrolls	Trans	Exits	Grads
Housing Choice Vouchers	72	32	44	2	0	1	0
Public Housing / Project-Based Vouchers	61	19	25	0	0	0	0



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Healthy Home Connections Program (HHC) - Serving Families with Children 19 and Under, PBV & HCV

In the month of September Family Support Specialists connected with clients to discuss the DESE Close the Gap Grant and how this could help families with school-age children. Family Support Specialists assisted families in enrolling in the Moving Ahead Program. Staff also provided assistance to clients in budgeting and connection to resources for rental assistance, to maintain housing. HHC Staff supported families in meeting their household needs by providing transportation to the food pantry, providing hygiene supplies, cleaning supplies, and diapers, and creating plans for household chores in the family. HHC Specialists went door to door to speak with tenants about the Medicaid renewal process and assisted tenants with questions on how to do so.

Breakdown by Description -

Description	Units		
	Tennille Chiles	Hattie Haerr	Hannah Elliott
CM Address Food Barrier	20	22	0
CM Address Personal/Household Supply Needs	191	83	22
CM Assist with Financial Concerns/Budgeting/Employment	17	41	102
CM Develop/Follow Up Family Service Pledge-Needs Assessment	99	50	0
CM Assist with Obtaining Documentation	22	32	0
CM Assist with Housing Sanitary Conditions	18	33	0
CM Follow Up/Prep Checking in on Clients	18	38	38
CM Program Coordination/Preparation	47	77	17
CM Flyer Distribution	0	12	12

Independent Living Program (ILP) – Serving 55 & Over and Persons with Disabilities, All sites

ILP workers have been providing case management to residents by helping with paperwork, addressing food insecurities and assistance with accessing mental health services and diabetes clinics. Workers have had BBQs, pancakes and coffee and doughnuts. Case workers have had group activities such as bingo and arts and crafts.

	People			# of Individuals Receiving Ea. Service			
	Units of Service	Total # of Contacts	MTHLY Undup. Ind.	Basic Needs	Removing Barriers	Health & Wellness	Household Development
Paquin Tower	496	651	0	223	150	43	0
Oak Towers	534	489	0	192	205	28	109
Other Residents	163	56	0	0	0	0	0



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Food Distribution

CHA staff continues to help address food insecurities through the Annie Fischer food pantry and senior boxes and food trucks at the towers.

Location	Individuals Served	Households Served	Pounds of Food
Annie Fisher	252	108	1,842
Paquin Tower	90	90	3,404
Oak Towers	77	75	2,709

Moving Ahead Program (MAP) - Afterschool and Summer Program for Students and their Parents

MAP has continued to push for new enrollments since receiving the new 21st century grant. MAP staff held open enrollment at Bear Creek. MAP had Family Development events including Parent Café 1 and Parent Café 2 with Dr. Woods.

Total Units of Service	Total Attendance	Family Development	Family Education
14169	90	44	0

The CEO and Resident Services Director have also been working with MAP staff to help facilitate additional improvements to MAP business operations. The following improvements have been identified:

- Continued utilization of CHA HR processes for hiring and onboarding all MAP staff.
- Reduction of MAP staff to 1 credit card to streamline monthly reconciliations.
- Implementation of annual “Service Contract/MOU” process with outside entities providing supplemental programming to MAP. Includes development annual work scope and schedule of fees, tax information, insurance certificate, MOU, CHA Services Agreement, and set up with CHA AP for payment (no use of credit card).
- Addition of tablet in kitchen for meal count tracking.
- Administrative access in Brightwheel for Michaela to assist with minimizing and correcting entry errors.
- Additional training for MAP staff Brightwheel entry.
- Additional formalized communication of monthly budget and tracking.
- Additional staff capacity in FY 2024 budget.

Recommended Commission Action

Read and review Monthly Report.



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Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: Affordable Housing Report – CHA Public Housing, Project Based Vouchers and LIHTC

Executive Summary

This report provides a summary of statistics for CHA Public Housing, Project Based Vouchers and LIHTC units for the month of September 2023.

Discussion

In September, eight (8) families moved in, and twenty-one (21) families moved out or transferred units. Of the twenty-one (21) families that moved out, one (1) family purchased a home, three (3) household were transferred to another property, two (2) tenants passed away, two (2) households moved in with family, two (2) households were terminated, five (5) households moved to the private sector, two (2) households moved to long term care facilities, and four (4) households abandoned their unit. Out of 622 LIHTC/PBV units there were thirty-five (35) vacant as of September 30, 2023, which is an overall occupancy rate of 94.40%. This is a 2.4% decrease from 96.80% occupancy on August 31, 2023. Of the 35 vacant LIHTC/PBV units, seven (7) were vacant over 60 days. As of 9/30/2023 Amp. 1 had twenty-three (23) vacant units, which is an occupancy rate of 80.80%. eleven (11) intents to vacate were submitted by participants. Two (2) terminations were issued for reasons other than non-payment.

Recommended Commission Action

Review and consider the monthly report.

Property Management Report for September 2023

Property	Total units	Occupancy for September 30, 2022	Occupancy for Sept 30, 2023	YTD Occupancy as of 9/30/2023	#Vacant units under 0-60 days as of 9/30/23	#Vacant units over 61 days as of 9/30/23	Move-in September	Move-outs September	Total number of Work Orders for September	Unit restores (Sept)	Avg. cost per restore	Total \$ Amount billed in September
Amp 1 - PH	120	96.70%	80.80%	87.80%	3	20	0	2	43	0	N/A	\$1,067.23
Bear Creek	76	97.40%	96.10%	96.20%	1	2	0	0	53	1	\$2,264.40	\$157.75
Oak Tower	147	99.30%	95.20%	97.76%	6	1	1	4	57	2	\$473.75	\$416.68
Paquin Tower	200	100.00%	95.00%	97.60%	8	2	2	7	120	2	\$812.46	\$467.00
Stuart Parker	84	96.40%	94.00%	98.16%	4	1	1	2	19	0	N/A	\$430.83
BWW	54	94.40%	94.40%	95.51%	2	1	2	2	14	0	N/A	\$0.00
BWWII	36	97.20%	91.70%	92.20%	3	0	2	0	4	0	N/A	\$0.00
Patriot Place	25	92.00%	84.00%	96.93%	4	0	0	4	19	3	\$905.24	\$240.73

Property	Total units	TARS uncollected for Sept	delinquent 31-60	delinquent 61-90	delinquent 90+	# Accts. with deposit due (Aug)	total Security deposit due (Aug)	# Accts. with deposit due (Sept)	Total security deposit due (Sept)	# Non-pymnt termination issued in Sept	# other termination issued in Sept	# Intent to vacate submitted for Sept
Amp 1 - PH	120	\$3,901.30	\$1,189.53	\$1,315.65	\$4,348.21	19	\$6,993.28	20	\$7,343.28	4	0	2
Bear Creek	76	\$4,705.81	\$44.00	\$461.80	\$2,441.27	11	\$5,129.97	12	\$5,849.97	0	0	1
Oak Tower	147	\$6,363.66	\$1,155.83	\$1,926.25	\$2,806.99	15	\$4,344.37	14	\$4,594.98	0	1	3
Paquin Tower	200	\$4,722.58	\$833.96	\$856.20	\$1,478.50	20	\$6,597.26	20	\$6,554.80	7	0	3
Stuart Parker	84	\$6,027.16	\$2,366.89	\$572.00	\$7,500.26	3	\$1,128.00	3	\$1,085.00	0	0	0
BWW	54	\$6,999.49	\$1,658.01	\$1,756.00	\$5,014.00	14	\$4,226.50	12	\$3,800.50	1	1	1
BWWII	36	\$1,117.26	\$204.90	\$497.37	\$1,602.00	3	\$953.32	5	\$1,943.96	1	0	1
Patriot Place	25	\$1,489.03	\$332.00	\$0.00	\$192.65	N/A	N/A	N/A	N/A	0	4	0



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: Affordable Housing Development and Compliance Report

Executive Summary

This report provides an update of CHA's Affordable Housing Development activities.

Discussion

CHA staff have been working with several important pieces for each of CHA's affordable housing development priorities. A summary of recent and current efforts by each project is as follows.

Kinney Point:

- CHA staff is working with Fulson Housing Group and EM Harris on the bid process for sub-contractors after receiving approval from DED.
- Red Stone has begun working with parties involved in the closing of Kinney Point, setting up bi-weekly calls reviewing the Due Diligence Checklist for items needed.
- City final consideration of the HOME ARP funding agreement is scheduled for the November 6th City Council meeting.
- Firm Submission to MHDC is scheduled for November 15, 2023.

Park Avenue:

- CHA staff is working to submit the RAD financing Plan and the MHDC Firm Submission, as the RAD Conversion will take extra time, firm submission and closing will likely be late in the first quarter of 2024.
- CHA staff also submitted a parking reduction variance request and associated data to the City of Columbia, Director of Community Development, and received informal approval.

Providence Walkway:

- Providence Walkway CHAP application was submitted on 10/24/2023.
- MHDC will likely make an announcement of LIHTC awards in December. The application submitted required no clarifying or follow up information, indicating a thorough application. If CHA has received notice of a CHAP award and also awarded LIHTC from MHDC, immediately will work on next steps for MHDC and RAD Financing Plan.

CHA Affordable Housing Development and RAD Conversion Team

- A core CHA staff team has been meeting to discuss various aspects of development for all CHA projects including, firm submission, RAD conversion, relocation, waitlists, financial pro forma, etc...
- The team consists of the Director of Affordable Housing Development and Compliance, Housing Coordinator, Affordable Housing Operations, Director of Resident Services, and the CEO. Additional staff will be included for various phases of project planning.



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- The Housing Coordinator is developing project management timelines that includes due dates and key milestones for each of CHA's development projects.

Recommended Commission Action

Review and consider the report.



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Department Source: Safety

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: November 1, 2023

Re: Safety Report

Executive Summary

This report provides a summary of September Safety Department reports and calls.

Discussion

Yearly Totals for CHA Safety Reports:

	January	February	March	April	May	June	July	August	September	October	November	December
	2023	2023	2023		2023	2023	2023	2023	2023	2022	2022	2022
Bear Creek	3	3	7		6	6	4	2	4	7	3	1
Bryant Walk	4	1	4		3	6	5	4	1	3	1	1
Downtown	4	3	5		5	5	8	6	3	10	4	4
Oak Towers	11	15	10		14	9	7	6	4	10	7	3
Patriot Place	0	1	4		2	8	9	1	2	1	3	3
Paquin Towers	13	15	15		15	19	14	9	17	17	14	8
Stuart Parker	2	1	0		1	7	5	2	6	3	4	1
misc										0	0	
Total	37	39	45		46	60	52	30	33	51	36	20

Joint Communications log:

	January	February	March	April	May	June	July	August	September	October	November	December
	2023	2023	2023		2023	2023	2023	2023	2022	2022	2022	2022
Columbia Police Response	92	94	82		129	121	122	129	122	134	90	87
Columbia Police Reports	6	5	13		16	16	12	12	16	19	14	12
Fire/Ems	91	93	106		67	97	115	100	103	87	72	60
Total	189	192	201		212	234	249	241	241	240	176	159

7 Lease Violations

8 Trespass person reports

8 Check Welfare

6 Property crimes

Safety Department New Resident Move

5 New residents move in meetings by S.O. Forck

Safety Department other activities:

Recommended Commission Action

Review and consider Report

