



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, March 19, 2025

Time: 5:30 p.m.

Place: Columbia Housing Authority, 201 Switzler St.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of Minutes
- V. Commissioner Comment
- VI. Public Comment (Limited to 5 minutes per speaker)

PUBLIC HEARINGS

RESOLUTIONS

- VII. **Resolution 2976:** A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with EM Harris Construction for General Contracting Services for the Repair of 27 Bryant Walkway for the Columbia Housing Authority.
- VIII. **Resolution 2977:** A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with Central Missouri Community Action for Bear Creek Facilities Located at 1400 Elleta Boulevard and 1306-1308 Elleta Boulevard.

REPORTS

- IX. FY 2024 CHA Year-end Report
- X. **Department Reports:** Affordable Housing Development, Facilities and Modernization, Public Housing & Affordable Housing Properties, Section 8 Housing Choice Voucher Program, Resident Services, Safety, Human Resources
- XI. Current Events

PUBLIC AND COMMISSIONER COMMENT

- XII. Public Comment (Limited to 5 minutes per speaker)
- XIII. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Darcie Hamilton, CEO at (573) 443-2556, extension 7035 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can contact Ms. Hamilton by email at the following address: dhamilton@columbiaha.com.

Media Contact: Randy Cole, CEO
Phone: (573) 443-2556
E-mail: rcole@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 February 19, 2025, 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 February 19, 2025, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Ms. Wenneker, Vice-Chair, called the meeting to order at 5:30 p.m.

II. Roll Call:

Present: Robin Wenneker, Vice-Chair-Via Zoom
Rigel Oliveri, Commissioner-Via Zoom
Steve Calloway, Commissioner
Olivia Sinclair, Commissioner

Excused: Bob Hutton, Chair

CHA Staff: Randy Cole, CEO
Justin Anthony, Director of Facilities and Modernization
Laura Lewis, Director of Affordable Housing Operations
Jeff Forck, Director of Safety
Kendra Jackson, Director of Housing Programs
Jamica Lawson, HCV Specialist
Meghan Williams, HCV Specialist
Darcie Hamilton, Housing Development Coordinator

III. Adoption of Agenda:

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

IV. Approval of the Minutes

Approval of January 15, 2025 Open Meeting Minutes:

Ms. Wenneker called for a motion to approve the minutes from the open meeting that occurred on January 15, 2025. A motion was made by Ms. Oliveri. A second motion was made by Mr. Calloway. All other Commissioners voted “aye” and Ms. Wenneker declared the motion approved.

V. Public Comment

None.

SPECIAL ITEM

VI. CHA Staff Recognition-HCV Certifications

Ms. Lawson and Ms. Williams, HCV Specialists were recognized and presented certificates in recognition of completing their HCV certifications after a week weeklong training.

RESOLUTIONS

VII. Resolution 2974: A Resolution to Approve the Submission of the Annual Section Eight Management Assessment Program (SEMAP) Report to the U.S. Department of Housing and Urban Development (HUD) for the Fiscal Year Ending December 31, 2024.

Ms. Jackson reviewed the performance indicators submitted within the SEMAP report noting some of the highlights for the past fiscal year including reasonable rents paid, Housing Quality Standards and timely Annual Reexaminations. Mr. Cole shared that the 2024 SEMAP is up to par with years past and CHA should continue to be high performing.

Ms. Wenneker called for a Motion to approve Resolution 2974. A motion was made by Mr. Calloway. A second motion was made by Ms. Sinclair. Upon Roll Call the following vote was recorded.

Yes: Wenneker, Oliveri, Sinclair, Calloway

VIII. Resolution 2975: Authorizing the Chief Executive Officer to Execute all Necessary Documents to Renew the Columbia Housing Authority's Line of Credit with First Mid Bank and Trust.

Mr. Cole reviewed Resolution 2975 and explained that the N Eighth property being sold does not impact the line of credit. Mr. Calloway asked Mr. Cole what the interest rate was for the line of credit. Mr. Cole explained that the rate fluctuates with the market and at the time that the line of credit was secured the rate was 8%. He shared that the rate is likely a bit higher but still competitive.

Ms. Wenneker called for a Motion to approve Resolution 2975. A motion was made by Ms. Oliveri. A second motion was made by Ms. Sinclair. Upon Roll Call the following vote was recorded.

Yes: Wenneker, Oliveri, Sinclair, Calloway

REPORTS

IX. Department Reports: Affordable Housing Development, Facilities and Modernization, Resident Services, Affordable Housing Operations, Affordable Housing Programs, Human Resources, Safety, and Finance

Affordable Housing Development

Ms. Hamilton reviewed the report sharing updates regarding the administrative tasks required for Kinney Point, Park Avenue, Providence Walkway and Blind Boone Apartments. Mr. Calloway asked if there had been any delays with the changes within the Federal Government. Mr. Cole shared that staff have continued to have positive feedback from the RAD Transaction Manager for Park Avenue but there is potential to have some delays in other areas sharing that the St. Louis HUD field office has had several staff persons let go.

Facilities and Modernization

Mr. Anthony reviewed the Facilities and Modernization report, sharing that work orders for the Maintenance Department were not out of the ordinary. Mr. Anthony discusses the new boiler system that was put in Oak Towers and the further upgrades to be done to the system. Mr. Anthony goes on to discuss the construction at Kinney Point including some of the delays due to weather. Mr. Anthony shares that the RFP for a moving contractor for the Park Avenue Relocation resulted in selecting Premier Moving, the same company that had been utilized in past projects.

Resident Services

Mr. Cole reviewed the report and explained that there was good production across all programs and shares that staff received notification of the Veterans United Foundation grant.

Affordable Housing Operations

Ms. Lewis reviewed the report and shared that the properties continue to perform well noting there were 19 vacancies across the LIHTC properties.

Affordable Housing Programs

Ms. Jackson reviewed the report sharing that required documents had been submitted to the auditors Rubin Brown. Ms. Jackson goes on to share that two HCV Specialist participated in Project Homeless Connect.

Human Resources

Mr. Cole reviewed the report sharing that the search for a CFO is ongoing, but a consulting company had been identified and he had several meetings with potential candidates scheduled as well.

Mr. Calloway asked if there were any staff that may be affected by the changes with immigration and ICE actions. Mr. Cole shared that it was not believed that staff would be affected but discussed that staff recommend that persons needing legal advice or support relating to immigration status are directed to Mid Mo Legal Services and City of Refuge but would discuss further supports with CHAs attorney.

Safety

Mr. Forck reviewed the report sharing that there were no big surprises for the month of December other than an incident at Paquin Tower previously discussed with the board.

Finance

Mr. Cole reviewed the finance report and bank accounts sharing that the finance department's primary focus had been the audit. Mr. Cole goes on to share that the former finance Director Mary Harvey has been back in the office part time working on specific projects to support the CEO and finance team.

X. Current Events

Mr. Cole reviewed the current events highlighting that Fulson Housing Group and EM Harris will be on site on the 20th to review projects, and Veterans United will be hosting directors for a team culture workshop on the 26th. Mr. Cole also discussed his visit to the St. Louis County Housing Authority sharing some of the challenges that their PHA had experienced.

PUBLIC AND COMMISSIONER COMMENT

XI. Public Comment
None.

XII. Commissioner Comment
Ms. Wenneker requests that commission members have their availability by the following Friday for a commissioner meeting.

XIII. Adjournment
Ms. Wenneker called for a motion to adjourn the meeting. A motion was made by Mr. Calloway. Seconded by Ms. Oliveri. Ms. Wenneker called the meeting adjourned at 6:21 pm.

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 February 14, 2025, I posted public notice of the February 19, 2025, 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: Maintenance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: March 19, 2025

Re: **Resolution 2976**: Authorizing the Chief Executive Officer to execute the appropriate documents and agreements with EM Harris Construction for General Contracting services for the Columbia Housing Authority.

Executive Summary

The Columbia Housing Authority's (CHA) had a fire occur at 27 Bryant Walkway on January 17, 2025. Staff are required by investor Red Stone to ensure that the damaged unit is back online and occupied by the end of the calendar year, December 31, 2025. Staff worked with the insurance provided adjuster to draft a scope of work.

Discussion

CHA solicited bids throughout the month of February 2025 for General Contracting services and received two bids from the three solicited.

The following companies submitted proposals:

- EM Harris Construction
- Servpro

CHA staff contacted three General Contracting Companies and received responses from two companies.

Contractor Evaluations:

1. Contractor A:
 - Status: Declined to provide a price for the project.
2. EM Harris Construction:
 - Initial Price: \$144,001.00
 - Revised Price: \$123,051.47 (after allowing the CHA to perform some work in-house)
 - Timeline: 6-8 weeks
 - Notes: EM Harris has provided a comprehensive scope of work and has agreed to a reduced price by allowing the CHA to handle certain tasks internally. Their proposed timeline is the shortest among the contractors.
3. Servpro:
 - Price: \$132,585.62
 - Timeline: 6 months
 - Notes: Servpro's proposal was found to have omissions in the scope of work, which could potentially lead to additional costs. Their timeline for project completion is significantly longer compared to EM Harris.



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Based on the evaluations, staff recommend proceeding with EM Harris Construction for the fire damage repairs at 27 Bryant Walkway. EM Harris has provided a competitive price of \$123,051.47, a detailed scope of work, and a favorable timeline of 6-8 weeks. This decision is made in the best interest of the CHA to ensure timely and cost-effective repairs.

With approval of the CHA Board of Commissioners CHA will enter into a contract with EM Harris Construction.

Recommended Commission Action

Adopt Resolution 2976 authorizing the Chief Executive Officer to execute the appropriate documents and agreement with EM Harris Construction for the repairs of 27 Bryant Walkway.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2976

A Resolution to Authorize the Chief Executive Officer to Execute the Appropriate Documents and Agreements with EM Harris Construction for General Contracting Services for the Repair of 27 Bryant Walkway for the Columbia Housing Authority

WHEREAS, The Columbia Housing Authority requested proposals from qualified Business' to perform General Contracting Services for CHA for the completion of necessary repairs to the damaged unit due to a fire at 27 Bryant Walkway; and

WHEREAS, two proposals were received, reviewed and evaluated based on adherence to repairs outlined and included in the scope of work, cost, timelines 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 General Contracting Services; and

WHEREAS, after reviewing the proposals for General Contracting Services that were received, CHA staff recommends formally awarding the General Contracting contract to EM Harris Construction. to provide the Columbia Housing Authority's General Contracting for the repairs 27 Bryant Walkway 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 2976 authorizing the Chief Executive Officer to execute the appropriate documents and agreements with EM Harris Construction for General Contracting services for the Columbia Housing Authority.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted March 19, 2025



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Department Source: Maintenance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: March 19, 2025

Re: **Resolution 2977**: Authorizing the Chief Executive Officer to Execute a Lease Agreement and Appropriate Documents with Central Missouri Community Action for Bear Creek Facilities Located at 1400 Elleta Boulevard and 1306-1308 Elleta Boulevard.

Executive Summary

The attached resolution authorizes a new lease agreement with Central Missouri Community Action to continue access to space located at Bear Creek for Head Start and Early Head Start Programming.

Discussion

The Columbia Housing Authority (CHA) maintains a Master Lease Agreement with the Bear Creek Housing Development Group, LP for facilities located at 1400 Elleta Boulevard and 1306-1308 Elleta Boulevard for approved uses. The space is currently utilized by Central Missouri Community Action to provide Head Start and Early Head Start Programming Services to also include eligible Columbia Housing Authority residents.

CHA indicated a desire to move CMCA to an alternate location due to increased costs associated with insurance and inflation, and low utilization of the programming by eligible Bear Creek children. CHA's insurance provider indicated the activities account for roughly \$20,000 in Bear Creek insurance costs, which exceeds rent revenue. CMCA was providing \$600 per month in rent until 2022, when rent was raised to \$1,500 per month.

Since beginning discussions, CMCA has increased the number of CHA enrolled children to 5, which is higher than each of the 5 previous years. CMCA also indicated an openness to increasing their monthly rent to \$2,000, as well as agreeing to \$100 annual increases for the proposed 5-year period. CMCA did indicate a desire for CHA to be a more active property manager, including repairing entry way steps and concrete. CHA staff has plans for making these repairs in 2025 and recommends continuing CHA's partnership with CMCA at Bear Creek, given their increased commitment to the partnership.

Recommended Commission Action

Adopt Resolution 2977 authorizing the Chief Executive Officer to Execute a Lease Agreement and Appropriate Documents with Central Missouri Community Action for Bear Creek Facilities Located at 1400 Elleta Boulevard and 1306-1308 Elleta Boulevard.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION 2977

Authorizing the Chief Executive Officer to Execute a Lease Agreement and Appropriate Documents with Central Missouri Community Action for Bear Creek Facilities Located at 1400 Elleta Boulevard and 1306-1308 Elleta Boulevard.

WHEREAS, the Columbia Housing Authority maintains a Master Lease with the Bear Creek Housing Development Group, LP for facilities located at 1400 Elleta Boulevard and 1306-1308 Elleta Boulevard for approved uses including Head Start programming to include eligible Columbia Housing Authority residents; and

WHEREAS, Central Missouri Community Action desires to continue operating its Head Start and Early Head Start Programming in Bear Creek facilities and has made significant efforts to increase Bear Creek resident participation in programming and services; and

WHEREAS, the Central Missouri Community Action has indicated an agreement to pay up to \$2,000 per month, along with annual increased of \$100 for the next 5 years to help cover inflationary costs associate with CHA management of Bear Creek facilities; and

WHEREAS, The CHA Board of Commissioners desires to continue CHA's partnership with Central Missouri Community Action.

NOW, THEREFORE, BE IT RESOLVED that the CHA Board of Commissioners hereby adopts Resolution 2977 authorizing a lease agreement for Bear Creek Facilities Located at 1400 Elleta Boulevard and 1306-1308 Elleta Boulevard. The CHA Board of Commissioners further authorizes the Chief Executive Officer to execute the lease agreement and appropriate associated documents.

Bob Hutton, Chair

Randall Cole, Secretary

Adopted March 19, 2025

LEASE AGREEMENT

THIS LEASE AGREEMENT (“this Lease” or “this Agreement”) is made and entered into effective the First day of March, 2025 by **the Housing Authority of the City of Columbia, Missouri**, a Housing Authority organized under the laws of the State of Missouri (“Lessor” or “Landlord”) and **Central Missouri Community Action**, a private not-for-profit corporation located at 807-B North Providence Road, Columbia, MO 65203 (“Lessee” or “Tenant”).

WITNESSETH:

BACKGROUND RECITALS [“Recitals”]

This Lease is made and entered into by Lessor and Lessee in view of the following facts, matters and circumstances:

Lessor leases certain premises within the Bear Creek Housing Development (“Development”) from Bear Creek Housing Development Group, LP, a Missouri limited partnership (“Owner”). Such premises consist of two buildings (“Buildings”) located on Elleta Boulevard in the City of Columbia, Missouri commonly known and described as follows:

1. The Bear Creek Head Start Early Childhood Learning Center located at 1400 Elleta Boulevard; and
2. The Bear Creek Child and Family Development Center located at, 1306-1308 Elleta Boulevard. Both Buildings are located in the City of Columbia, Missouri.

Lessee is a private not-for-profit corporation doing business as Central Missouri Community Action that administers Head Start and Early Head Start Programs including childcare, training and educational activities for teachers, parents, and children.

Lessee desires to sublease the Buildings hereinabove described to operate two programs (“the Programs”) as follows:

1. A Head Start Child Care Program providing child care and early childhood education to children from low-moderate income families.
2. An Early Head Start comprehensive childcare program while also providing teacher and parent education through a program known as the Bear Creek Child and Family Development Center.

It is believed that such programs will benefit residents of the Development, and residents of other housing projects owned or operated by Lessor. It is also believed that such programs will serve the public interest and target services for affordable housing residents, participants in the Housing Choice Voucher Program (Section 8), and low-moderate income persons.

Lessor and Lessee, accordingly, enter into this Agreement.

NOW, THEREFORE, in view of the foregoing Recitals, and in consideration of the mutual promises, covenants and agreements of Lessor and Lessee hereinafter set forth, Lessor and Lessee hereby promise, covenant, declare, state and agree as follows:

FIRST. Definitions. For purposes of this Lease Agreement, the following terms shall have the following meanings:

- A. “The Buildings” shall mean and refer to the following Buildings located in the City of Columbia, Missouri.
 - a. The Bear Creek Community Center located at, 1400 Elleta Boulevard; and
 - b. The Bear Creek Child and Family Development Center located at, 1306-1308 Elleta Boulevard.
- B. “This Lease” or “this Contract” or “this Agreement” shall mean this Lease Agreement.
- C. “The Term” or “the Lease Term” shall mean the entire period of time during which this Lease Agreement is to be in effect, in accordance with the following provisions of this Agreement.
- D. “Leased Premises” shall mean all of the buildings and grounds commonly known as the following addresses:
 - a. The Bear Creek Community Center located at, 1400 Elleta Boulevard; and
 - b. The Bear Creek Child and Family Development Center located at, 1306-1308 Elleta Boulevard.

SECOND. Leasing of Leased Premises. Subject to the terms, covenants, conditions and provisions of this Agreement, Lessor hereby leases and lets the Leased Premises to Lessee, and Lessee hereby leases the Leased Premises from Lessor, for the Lease Term hereinafter described.

THIRD. As Is Premises. Lessee has inspected the Leased Premises and all parts and components thereof, and agrees to accept the Leased Premises in their presently existing “AS IS” condition, without any warranties or representations being made by Lessor to Lessee as to any condition, quality or characteristic of the Leased Premises or any part or component of the Leased Premises.

FOURTH. Lease Term. This Lease is in effect for an initial Lease Term , commencing on the First day of March, 2025 (“the Commencement Date”) and ending on the 31ST day of December, 2030 (such period hereinafter “the Lease Term”). The Lease Term will automatically renew for one additional One (1) Year Lease Term unless the lease is terminated as provided herein .

This lease may be terminated at the end of the initial Lease Term following the giving by either Lessor or Lessee to the other Party of written notice that the Lease Term shall not be renewed. Such written notice must be given by either Party to the other Party to this Lease Agreement, at least Six (6) Months prior to the end of the initial Lease Term.

In the event of a lease termination, the Lessee shall peaceably vacate the Leased Premises, by the termination date. Lessee shall remove all of its property from the Leased Premises, and shall leave the Leased Premises in a clean and neat condition by such date. That period of time during which the Lease is to be in effect pursuant to this paragraph FOURTH, and any extension of same that is agreed to, in writing, may be referred to herein as “the Lease Term.” All terms and conditions of this Lease shall be in effect during the entire Lease Term. The term “Lease Year” shall mean a twelve (12) month period commencing on the Commencement Date, and each twelve (12) month period thereafter during the Lease Term.

FIFTH. Use of Leased Property. Lessee shall use the Leased Premises, for operating a Head Start Program and an Early Head Start Program. Lessee shall not use the Leased Premises for any other purposes whatsoever. Lessee further agrees as follows:

a. Lessee will maintain in good condition all interior surfaces and to make no renovation to the Leased Premises without first submitting in writing the proposed changes to the Lessor for the purpose of obtaining Lessor’s consent. It is understood that Lessor specifically retains the right to approve materials to be used in any renovations which have been submitted to and approved by Lessor.

b. Lessee will not place any signs upon the Leased Premises without the prior written consent of Lessor first obtained.

c. Lessee will be responsible for making reasonable repairs to the Premises.

d. Lessee must report all needed and completed repairs to Lessor.

e. Lessee agrees to permit Lessor to enter the Leased Premises at reasonable times for the purposes of making repairs, performing inspections and performing other tasks necessary of the maintenance, safety or improvement of the Leased Premises.

f. Lessee will maintain the Leased Premises in a decent, safe and sanitary condition in compliance with all local, state and federal laws, rules, regulations and ordinances.

g. Lessee will submit Annual Program reports to the Lessor no later than by February 28th of each calendar year. Annual Program reports shall list and describe the Program activities conducted by the Lessee on the Leased Premises and include information on the number of public housing residents, Section 8 tenants, low-moderate income persons, and other persons served by the Lessee on the Leased Premises or through the Program(s) offered by the Lessee through the use of the Leased Premises. The Annual Program reports will also provide documentation of the Lessee’s efforts to inform families living in the Columbia Housing Authority’s housing developments about their eligibility to participate in the Head Start programs offered on the Premises. Lessee and Lessor shall work in partnership in June of each Lease Year to conduct a reasonable level of marketing and outreach efforts at the Development to ensure each Head Start eligible Bear Creek household is made aware of Head Start programs and services at Bear Creek.

h. Lessee shall submit to the Lessor, Lessee’s annual audited financial reports within six (6) months of the end of the Lessee’s fiscal year. Upon request, the Lessee shall grant the

Lessor access to review all financial and Program records pertaining to the Lessee's Program provided through the Leased Premises.

i. Lessee also agrees to use its best efforts to provide the Bear Creek Head Start and Early Head Start Programs to residents of the various housing developments of the Housing Authority of the City of Columbia.

SIXTH. Rent. Rent for the initial Lease Year shall be Two Thousand Dollars (\$2,000) per month. Monthly rent shall increase by one hundred dollars (\$100) at the end of each Lease Year. Lessee agrees to and shall pay rent to Lessor as provided in this paragraph SIXTH.

SEVENTH. Maintenance and Utilities by Lessee and Lessor. Lessee shall, during the Lease Term, provide heat, lights, electrical power, water and other utilities for the Leased Premises. Lessee shall also provide all maintenance, repairs, replacements, servicing and upkeep of the Building. In the event that there are any major repairs necessary to maintain the Leased Premises in a condition that meets standards of the U.S. Department of Housing and Urban Development, the Lessor will work with the Lessee to secure the necessary capital funding for any repairs estimated to cost over Ten Thousand Dollars (\$10,000.00) through grants or loans or other financing options.

If a Building, or any of its parts or components, or any part of the Leased Premises, shall be damaged by the intentional or negligent act of Lessee, or any persons who are participating in the Program, or any persons who are teaching, coaching, supervising or working in or in connection with such Program, the Lessee shall be responsible for repairing such damage and providing notice to the Lessor that the repairs have been completed. Lessee shall provide general cleaning and upkeep of the interior of the Leased Premises. Lessee shall be responsible for maintaining the Leased Premises in a decent, safe and sanitary condition and in condition that is in compliance with all City Ordinances, City Building Codes, and other governmental regulations for its operation.

EIGHTH. Fire and Casualty Insurance on Buildings on the Premises. During the Lease Term, Lessor shall, at Lessor's expense, procure and keep in full force and effect, fire and extended coverage casualty insurance on the Buildings and Leased Premises and other insurable Improvements making up the Leased Premises, for the full insurable replacement value thereof. Lessor shall be the sole owner of such insurance and shall be entitled to all proceeds by reason of such insurance, should the Building be damaged by fire or other casualty. Lessee shall provide such insurance as Lessee desires on Lessee's equipment, furniture, furnishing, personal property and any improvements Lessee makes to the Leased Premises.

NINTH. Liability Insurance Coverage. At all times during the Lease Term, Lessee shall procure, and keep in full force and effect, at Lessee's expense, general liability insurance and public liability insurance, with an insurance company or companies acceptable to Lessor, upon the Leased Premises, and upon the Program, and upon the activities of the Program, which provides coverage of not less than the following limits:

- For personal injuries or death of any one person – Two Million Dollars (\$2,000,000);
- For personal injuries or deaths arising out of any one occurrence – Two Million Dollars (\$2,000,000.00);

- For property damage, including fire damage to the Building – Not less than One Million Dollars (\$1,000,000.00).
- For legal liability of any participant in the Head Start Program, for personal injuries or death – Two Million Dollars (\$2,000,000.00).

Such insurance shall provide coverage against all liability, which might reasonably be expected to occur out of Lessee's use of the Leased Premises or the conducting of the Program, and shall include:

- a. Contractual liability insurance, covering Lessee's obligation to indemnify Lessor and Owner, in accordance with paragraph TWENTY-THIRD of this Lease;
- b. All other liability insurance coverages which can practicably be provided.

Lessee shall cause Lessor and Owner to be named as additional insureds upon all insurance obtained by Lessee pursuant to the provisions of this paragraph NINTH. Before commencing any activities within the Leased Premises, Lessee shall provide to Lessor a certificate of insurance indicating that the insurance required by this paragraph NINTH is in full force and effect, and that Lessor and Owner are named as additional insured parties with respect to such insurance, and that such insurance cannot be canceled without ten (10) days written notice to Lessor.

Notwithstanding the foregoing, nothing contained herein shall constitute a waiver of any kind of defenses or limitation of sovereign immunity, governmental or official immunity. Furthermore, Lessee shall cause its insurers to include language substantially as follows in all policies of insurance issued pursuant to this paragraph NINTH:

Coverage is expressly disclaimed for any claim barred by the doctrines of sovereign immunity, official immunity or governmental immunity, except attorneys' fees and other litigation costs incurred in defending a claim. This policy and any coverages associated therewith including this endorsement does not constitute a waiver of whatever kind of these defenses of sovereign, official and governmental immunity available to any Insured, whether based upon statute(s), common law or otherwise, including [Missouri Revised Statute Section 537.610](#) or any amendments; or [Missouri Revised Statute Section 71.185](#) or any amendments.

TENTH. Equipment. Lessee shall provide all equipment that is reasonably required to properly and safely carry out the activities of the Program, and shall keep such equipment in good repair and condition. Lessee shall have the sole responsibility for its equipment. Lessor shall not, under any circumstances whatsoever, be responsible for any damage to, destruction of, loss of or theft of any of Lessee's equipment or tangible personal property.

ELEVENTH. Improvements and Alterations. Lessee shall have no right to make any alterations, improvements, decorations, remodeling, extensions, additions or redecoration of the Leased Premises or the Buildings, without Lessor's written consent first obtained.

TWELFTH. Damage or Destruction. In the event the Buildings or the Leased Premises or any part thereof are substantially damaged by fire or other casualty during the Lease Term, and the damage or destruction is of such character or extent as reasonably renders the Leased Premises unsuitable for use by Lessee for the Program, then this Lease shall, effective immediately upon the occurrence of the damage or destruction, be canceled, terminated and rendered of no further force or effect.

THIRTEENTH. Risks for Property. All personal property placed within the Leased Premises by Lessee shall be at the risk of Lessee only, and Lessor shall not be liable for any damage thereto or theft thereof, under any circumstances whatsoever.

FOURTEENTH. Damages. Neither Lessor nor Owner shall be liable to Lessee or any other person, firm or corporation, including Lessee's employees, invitees, agents, servants, or any participants in the Program, for any damage to person or property caused by any of the following causes: water, rain, snow, frost, ice, fire, storm or accident, or breakage, stoppage or leakage of water, gas, heating or sewer pipes or plumbing upon or adjacent to the Leased Premises, or stoppage of heating or cooling or of any utilities.

FIFTEENTH. Inspections and Entry. Lessor may enter the Leased Premises and the Buildings at any time during the Hours of Operation, to inspect the Leased Premises, and to observe the Program, and the manner in which the Program is being conducted.

SIXTEENTH. Safety of Head Start and Early Head Start Programs. Lessee shall conduct the Head Start and Early Head Start Programs only in a reasonable, safe and wholly appropriate fashion, taking into account the reasonable needs for safety and health of the participants in the Head Start and Early Head Start Programs, and for the health and safety of other persons, and the need to utilize the Leased Premises, in a reasonable fashion, and without damage to the Leased Premises. Lessee shall have on-hand at the Leased Premises at all times during the Hours of Operation an adequate number of teachers, aides, other staff as appropriate, and supervisors, who are reasonably capable of conducting the Head Start and Early Head Start Programs and the activities associated therewith. Lessee agrees to maintain its Certificate of Accreditation awarded by the Missouri Center for Accreditation of Early Childhood Education and School Age Child Care Programs. Lessee will provide to Lessor a copy of said Accreditation certification.

SEVENTEENTH. Default Remedies. All of Lessee's duties and obligations under this Lease shall be of the essence of this Lease. If Lessee shall fail to perform any of Lessee's duties or obligations under this Lease, and such failure continues to be uncorrected for ten (10) days following the giving by Lessor to Lessee of written notice of such failure, then Lessor may elect to terminate this Lease, in which event Lessee shall immediately and peaceably surrender the Leased Premises to Lessor and this Lease and the Lease Term shall cease and terminate.

EIGHTEENTH. Personal Property of Lessee. If Lessee shall not remove all of Lessee's personal property from the Leased Premises at any termination of this Lease, Lessor may, at Lessor's option, remove, store or sell for Lessor's account and benefit, all or part of said effects in any manner that Lessor shall choose, and Lessee shall be liable to Lessor for all expenses incurred in such removal, storage or sale, and shall have waived all claims against Lessor which may arise out of such removal, storage or sale.

NINETEENTH. Subletting and Assignment. Lessee may not, without the prior written consent of Lessor, assign this Lease, or any interest hereunder, or sublet the Leased Premises or any part thereof, or permit the use of the Leased Premises by any party other than Lessee and the participants in the Program.

TWENTIETH. Nuisances/Reasonable Use. Lessee shall use the Leased Premises only in a reasonable fashion, and in such fashion as is calculated not to in any manner or respects damage the Leased Premises, or cause injury to persons or property. Lessee shall keep and preserve the Leased Premises, during the Hours of Operation, free from nuisances, and shall not use or permit the use of the Leased Premises or any part thereof for any purpose forbidden by law or by this Lease Agreement.

TWENTY-FIRST. No Waiver. No failure of Lessor to exercise any power given Lessor hereunder, or to insist upon strict compliance of any obligations of Lessee hereunder, and no custom or practice of the parties at variance with the terms of this Lease Agreement, shall constitute a waiver of Lessor's rights to demand exact compliance with all terms and conditions of this Lease Agreement, including, but not limited to, those terms and conditions as to which Lessor has previously failed to insist upon strict compliance. No waiver by Lessor of any breach by Lessee shall waive any right of or in regard to said breach or any subsequent breach.

TWENTY-SECOND. Tenancy. This Agreement shall create only the relationship of landlord and tenant between Lessor and Lessee.

TWENTY-THIRD. Indemnity. Lessee agrees to indemnify, defend, save and hold harmless Lessor and Owner from and against any and all suits, claims, actions, causes of action, demands, losses or responsibilities or liabilities of any kind or nature whatsoever arising out of any failure by Lessee to perform Lessee's duties and obligations under this Lease Agreement, or out of Lessee's use of the Leased Premises, or out of the conduct of Lessee's Program within the Leased Premises, or out of the conducting of the Program within the Leased Premises, or out of any activity, work or thing done or permitted to be done by Lessee in or about the Leased Premises, or arising from any intentional act or act of negligence of Lessee or any of Lessee's agents, servants or employees or any participant in the Program; and in case any action or proceeding shall be brought against Lessor or Owner as to which Lessee is required to provide indemnity in accordance with this paragraph TWENTY-THIRD, Lessee, upon notice from Lessor, covenants to defend, at Lessee's expense, such action or claim or proceeding by counsel reasonably satisfactory to Lessor. Lessee shall cause the liability insurance to be maintained by Lessee in accordance with paragraph NINTH of this Lease to provide contractual liability insurance, which extends to Lessee's obligation to Lessor and Owner, as such obligation is stated in this paragraph TWENTY-THIRD. Notwithstanding the foregoing, nothing contained herein shall constitute a waiver of any kind of defenses or limitation of sovereign immunity, governmental or official immunity. Furthermore, Lessee shall cause its insurers to include language to such effect in policies of insurance required by this paragraph TWENTY-THIRD as provided in paragraph NINTH.

TWENTY-FOURTH. Counterparts. This Lease Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original; provided, however, that all such counterparts shall constitute one and the same instrument.

TWENTY-FIFTH. Attorney's Fees. If either Party to this Lease shall seek to enforce this Lease Agreement against the other Party to this Lease Agreement, by legal or equitable proceedings, or shall seek to enforce against the other Party to this Lease Agreement any rights, duties or obligations provided for by this Lease Agreement, by such proceedings, or shall seek by such proceedings to recover for a breach of this Agreement, then the prevailing Party in such legal or equitable proceedings (whether such prevailing Party prevails in whole or in part, and whether such prevailing Party is a plaintiff or defendant), shall be entitled to recover from the other Party, in addition to all rights and remedies to which such prevailing Party shall be entitled, all of such prevailing Party's reasonable costs and expenses incurred in connection with such legal or equitable proceedings, including reasonable attorney's fees, and shall receive judgment therefor.

TWENTY-SIXTH. Entire Agreement. This Lease Agreement contains the entire agreement of the parties with respect to the subject matter of this Lease Agreement. No representations or agreements, oral or otherwise, between the parties, not set forth herein, shall be of any force or effect whatsoever.

TWENTY-SEVENTH. Amendments. This Lease Agreement can be amended only by a written amendment, executed by both Lessor and Lessee.

TWENTY-EIGHTH. Service of Notice. Service of any notice to be served on Lessor or Lessee shall be sufficient if served, by mailing to such party, by certified mail, with or without return receipt requested, with sufficient postage attached, addressed to the party at the addresses hereinafter set forth (or at any other address to which the other party is so given notice). Any notice so given by mail shall be deemed to have been given when mailed. Notice may also be personally served, and shall be deemed to have been given when so personally served. The addresses of Lessor and Lessee, for purposes of this Lease Agreement, until changed by the giving to the other of notice in accordance with the above provisions of this paragraph TWENTY-EIGHTH, shall be as follows:

Lessor: The Housing Authority of the City of Columbia, Missouri
Attn: Chief Executive Officer
201 Switzler Street
Columbia, MO 65203

Lessee: Central Missouri Community Action
Attn: Executive Director
807-B North Providence Road
Columbia, MO 65203

TWENTY-NINTH. Governing Law. This Lease Agreement shall be deemed to be a Missouri contract, and shall be governed and interpreted and construed in accordance with the laws of the State of Missouri.

IN WITNESS WHEREOF, this Lease has been executed on the day and year first above written by Lessor and Lessee.

LESSOR: The Housing Authority of the City of Columbia,
Missouri

(Corporate Seal)

By: _____

Name Printed: _____

Title _____

ATTEST:

By: _____

Name Printed: _____

Title: _____

LESSEE: Central Missouri Community Action

(Corporate Seal)

By: _____

Name Printed: _____

Title: _____

ATTEST:

By: _____

Name Printed: _____

Title: _____

Attachments

The following documentation is to be provided on an annual basis and incorporated by reference into the terms of the Lease for the Premises.

- Documentation of general liability insurance and public liability insurance in the following amounts (Reference Paragraph Ninth.) Coverage of not less than the following limits:
 - For personal injuries or death of any one person – Two Million Dollars (\$2,000,000);
 - For personal injuries or deaths arising out of any one occurrence – Two Million Dollars (\$2,000,000.00);
 - For property damage, including fire damage to the Building – Not less than One Million Dollars (\$1,000,000.00).
 - For legal liability of any participant in the Head Start Program, for personal injuries or death – Two Million Dollars (\$2,000,000.00).

Such insurance shall provide coverage against all liability, which might reasonably be expected to occur out of Lessee's use of the Leased Premises or the conducting of the Program, and shall include:

- Contractual liability insurance, covering Lessee's obligation to indemnify Lessor and Owner, in accordance with paragraph TWENTY-THIRD of this Lease;
 - All other liability insurance coverages which can practicably be provided, subject however, to the provisions against waiver of immunity as provided in paragraph; NINTH and TWENTY-THIRD.
- Certificate of Accreditation awarded by the Missouri Center for Accreditation of Early Childhood Education and School Age Child Care Programs



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

Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: March 19, 2025

Re: FY 2024 Year End Report

Executive Summary

This report provides an overview of CHA accomplishments from January 1, 2024, thru December 31, 2024 and is intended for CHA Board of Commissioner review of CHA performance. The report format and materials is intended to be a technical report to inform the board of performance strengths and challenges for 2024. Upon CHA board review and consideration of the report, CHA staff will work with a local marketing firm to formulate materials more appropriate for highlighting accomplishments to external stakeholders.

Discussion

The Columbia Housing Authority experienced significant impacts across each program area and operations in 2024. CHA served 2,227 households including 4,563 persons with affordable housing in FY 2024, which is in-line with 2,237 households and 4,542 individuals served in FY 2023. 87 CHA households moved up and into market rate housing in FY 2024, which aligns with 95 in FY 2023 and 98 in FY 2022. CHA increased training for new and existing staff, increased or maintained occupancy rates across properties, maintained utilization of vouchers, and secured approximately \$20 million in additional funding commitments for preservation and expansion of CHA properties. CHA invested further in its operations, strengthened relations with strategically aligned partners, and grew its connections to CHA residents. A summary of highlights from each Department is as follows:

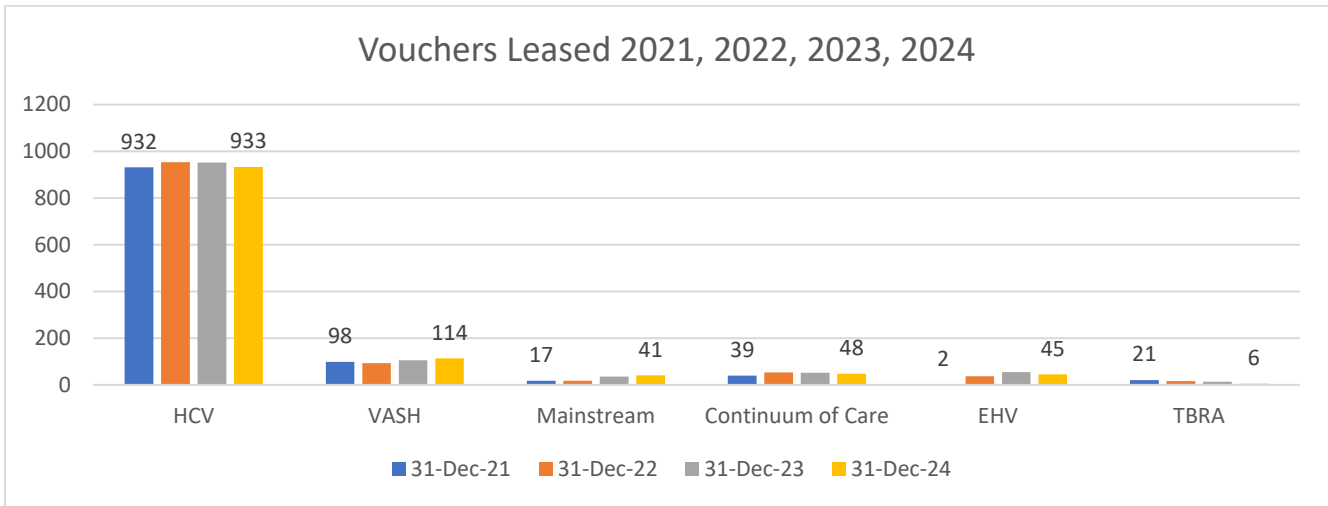
Affordable Housing Programs (Voucher Programs)-FY 2024 Performance

- 1,428 total households served in all CHA tenant-based voucher programs, which is an increase from 1,412 in FY 2023.
- 3,089 total persons served across all CHA tenant-based voucher programs.
 - 564 total households served included children.
- 156 lease ups with an attrition of 161 Section 8 participants.
- 2024 Section 8 HAP expense: \$8,734,487.90, up from \$7,776,546.12 in 2023.
 - Increase of \$957,941.78 in impact.
- 49 households moved off CHA vouchers and into market rate housing.



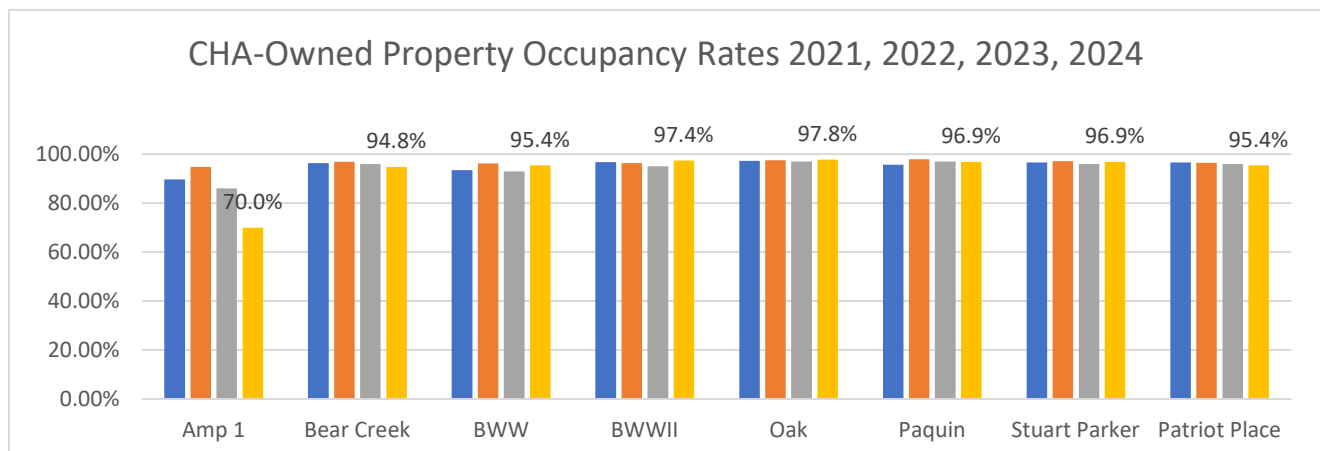
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Affordable Housing Operations (CHA-owned Properties)-FY 2024 Performance

- 799 total households served in all CHA-owned properties.
- 1,415 people served across all CHA-owned properties.
 - 203 families with children.
 - 475 total children.
- 38 households moved up to market rate housing.
- CHA had 43 units with vacancies over 60 days.
- Maintenance staff work orders increased from 3,816 in FY 2023 to 4,478 in FY2024.
- Unit restores decreased from 132 in FY2023 to 117 in FY 2024.
- Occupancy rates remained steady or increased across CHA-owned properties at 96.39% for the year.
 - BWW I and BWW II increased from 93% in 2023 to 96% in 2024.
 - CHA is not refilling AMP 1 due to HUD approval of RAD Conversion; therefore, occupancy will continue to decrease until redevelopment is complete.



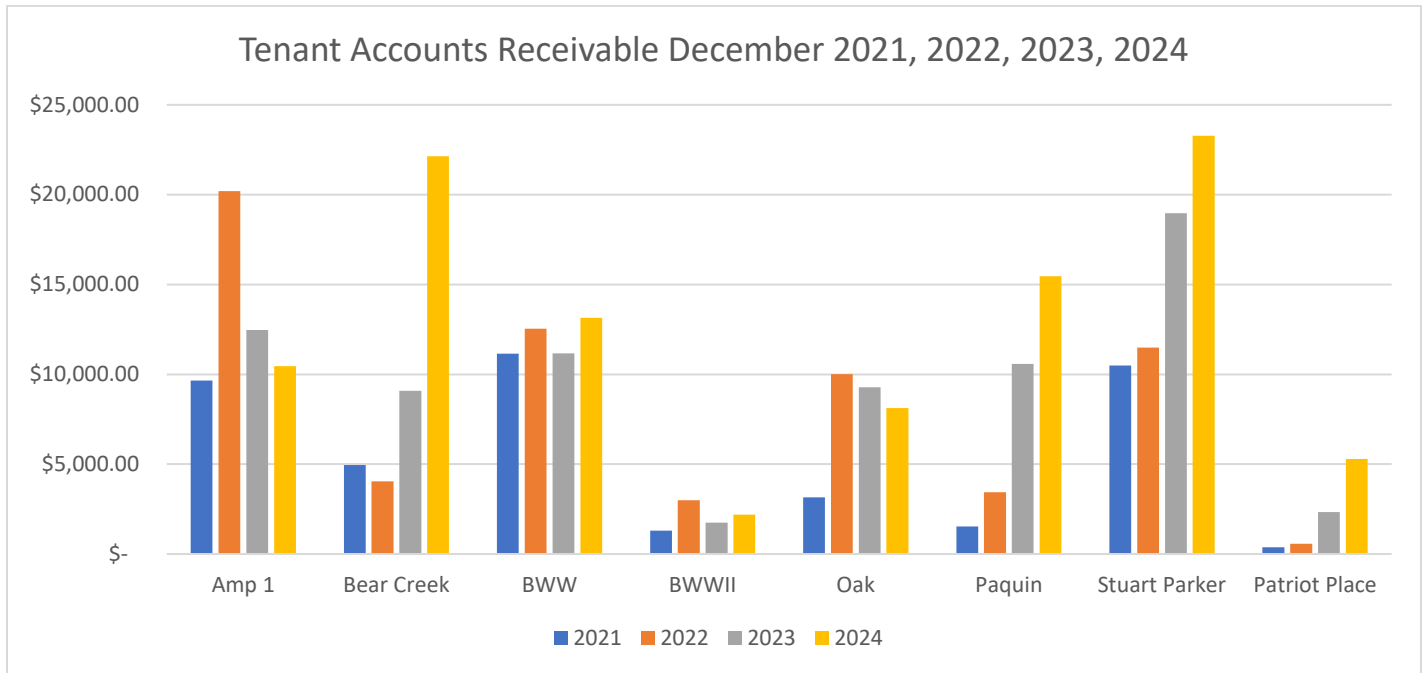
CHA properties did experience continued increases in tenant accounts receivable (TARS) from \$75,596.03 in FY 2023 to \$100,075.48 in FY 2024. By property, CHA experienced a decrease in TARS at Amp 1, Bryant Walkway



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I & II, and Oak Towers. CHA experienced an increase in TARS at Paquin, Stuart Parker, Bear Creek, and Patriot Place. TARS for each of CHA’s properties is as follows:



CHA properties and programs issued 272 terminations due to lease violations in FY 2024, which is an increase from 251 in FY 2023. CHA suspended 186 terminations in FY 2024 resulting from tenants accepting services and/or correcting the related lease violation and closely aligns with FY 2023 totals at 190. A termination suspension is identified as a termination issued that did not move forward. A summary of terminations for FY 2024 is as follows:

Affordable Housing Terminations Report FY 2024									
Property	Failure to pay	Criminal	Unauthorized Guest	Other	Total Terminations	Suspended Terminations	Total Vacated Units	Unlawful Detainers	Unresolved Terminations
Downtown	47	0	0	1	48	13	2	1	0
Oak Tower	46	8	3	12	69	41	5	4	0
Bear Creek	8	0	0	1	9	2	0	0	0
Patriot Place	1	0	1	0	2	0	0	1	1
Stuart Parker	5	1	0	1	6	4	1	0	1
Paquin	30	5	0	16	51	42	7	15	2
BWW	62	1	0	6	69	66	0	1	0
BWWII	16	0	0	2	18	18	0	0	0
Totals	215	15	4	39	272	186	15	22	4

Resident Services

Moving Ahead Program (MAP)

- 277 unduplicated parents and children served; 161 children and 116 parents
- Completed 149,905 out-of-school programming units, an increase from 142,789 in 2023
- Secured grant funding from the City of Columbia Social Service Fund, Boone County Children’s Services Fund, Heart of Missouri United Way, and the Veteran’s United Foundation, resulting in an annual funding increase of \$86,431 from the previous funding cycle.
- Expanded the program staff for two new part-time positions



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- Raised \$6,886 in the ComoGives fundraising campaign and highest annual CHA amount on record.

Family Self-Sufficiency (FSS)

- 151 participants were served through the program.
- 16 new enrollees in 2024.
- 10 total graduates in 2024.
- Average escrow take home per graduate \$8,910.
- Total escrow dollars in participant accounts \$280,262.
- Increased program participation to qualify for third coordinator and secured renewal grant funding.

Independent Living Program (ILP)

- 451 unduplicated individuals served.
- Completed 23,194 case management units of service.
- Established a partnership with Aging Best to provide residents with \$50 Farmers Market vouchers. Coordinators transport residents to the market, where the vouchers are matched each month, doubling their value.

Resident Opportunity Self-Sufficiency (ROSS)

- 63 families served.
- Secured MOUs with Services of Independent Living, ProsperU, For Columbia/Crossing Church, and the Voluntary Action Center. A total in-kind donation match of \$91,860.
- Expanded grant application to include services for Bryant Walkway I & II and AMP I.

Health Homes Connections (HHC)

- Served a total of 656 individuals, an increase of 50 from the previous year.
- Completed 15,186 units of service, an increase from 12,516 units the previous year.
- Obtained \$2,300 from the Horizon Housing Foundation to pay for resident engagement events

Affordable Housing Development and Compliance

CHA received approximately \$21 million in funding commitments from the City of Columbia, Boone County, Veterans United Foundation (VUF), and the Missouri Housing Development Commission in FY 2024 for the preservation and expansion of CHA's affordable housing portfolio. Funding Commitments and highlights are as follows:

- Awarded \$1,006,638 in Community Development Block Grant (CDBG) for the demolition of Park Avenue, ensuring continued project viability due to interest rate cost increases.
- Firm Submission completed for Park Avenue.
- Hosted groundbreaking event and started construction on Kinney Point.
- Financing Plan submitted to HUD for RAD Conversion to initiate final review process.
- Awarded \$350,000 in City ARPA, \$350,000 in County ARPA and \$175,000 in Veterans United Foundation Funding for the Blind Boone Apartments.
- Received a 4% LIHTC Award for the rehabilitation and new construction of units at Providence Walkway.
- Received a 9% LIHTC Award for the demolition and new construction of the Blind Boone Apartments (currently a portion of Providence Walkway).
- Received \$835,000 in County ARPA for renovations at Bear Creek.
- Hired a new Housing Development Coordinator with a focus on relocation.



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- Hosted two resident engagement meetings for Blind Boone Apartments and Providence Walkway Apartments in partnership with Resident Services at the Moving Ahead Center.

Facilities and Modernization

CHA staff completed a significant number of capital projects and on-going maintenance projects throughout CHA-owned properties. Projects by site and costs are as follows:

Paquin Tower

- New Geo Well field Valves
- New 6" Domestic water line
- New 6" Fire Line
- Six new HVAC heat pumps
- New Laundry Equipment
- New Compressor in Air Handler

Oak Tower

- Reseal and striping of the parking lot

BWW 1

- New subfloor in one unit

BWW II

- New roof on Building 73-1
- Remodel of 320 Pendelton Walkway
- Polly Jacking in two units
- Secured all of the ceilings
- New HVAC in one unit

Public Housing/AMP 1

- Two new HVAC units

Bear Creek

- Polly jacking in three units
- Foundation piers in building 31

Blind Boone Building

- Kitchen and outside building remodel/landscape wall and drainage with CDBG funds

207 Lynn

- Construction of 207 Lynn

Contract Administration

- Site Wide lawn care (two contractors)



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- Pest Control
- Cleaning Service
- Property Wide
- Tree Grant

Financial Summary

- Extraordinary Maintenance Total (Including potential Replacement & Reserve): \$209,521.49
- Total Grant Expenditures (CDBG, ARPA, MDC): \$106,100.00
- Capital purchases (terrain and tractor): \$74,725.86
- 207 Lynn Construction: \$165,992.08
- Total: \$556,339.43

Safety Department

The Safety Department continued to respond to calls at each property in 2024. CHA Safety also assisted Resident Services and Housing Managers with barbecues/special events/Holiday gatherings/Chili cooks, at Paquin Towers, Oak Towers, Blind Boone Center (MAP), and Patriot Place. CHA Safety also made further efforts to improve remote camera access to all CHA property camera sites in 2024.

Special Events:

- CHA safety cared for residents' pet for two weeks at Patriot Place, while resident was sick.
- CHA Safety completed more than 250 hours at the **Anie Fisher food pantry**.
- Safety Officer Kevin Keith completed more than 200 hours driving for **Moving Ahead program**.
- CHA Safety Officer Kevin Keith won Oak Towers Chili cook, while Hawkins took 2nd, and Forck took 3rd.
- CHA assisted with two funeral services at Patriot Place residents.
- Assisted with Back-to-School events at Stuart Parker and Blind Boone Center.
- Hosted fish Fry for Patriot Place residents and staff.
- Smoked three Turkeys for Holiday Party for Oak Towers Residents.
- Assisted with Thanksgiving meals at Paquin Towers in January.
- Assisted with two Holiday meals at Paquin Towers in December.

Assist CPD with **video surveillance** for the following:

- Serious injury accident at Providence and Park, non-resident.
- Shooting at 18 Bryant Walkway, suspect arrested, non-resident.
- Robbery Providence and Park Ave, non-residents.
- Shooting at 408 LaSalle, three non-residents arrested.
- Assisted with arrest of three juveniles involved in auto theft near Park Ave and Trinity, residents.
- Assisted with felony assault on Lincoln, resident arrested.
- Missing resident child on Elleta Blvd. located quickly as result of video surveillance.
- Assisted with search Warrant 27 Bryant Walkway for child sexual assault, resulting in arrest.
- Continuing to work to improve existing video and developing plans to renovate existing video systems on property.



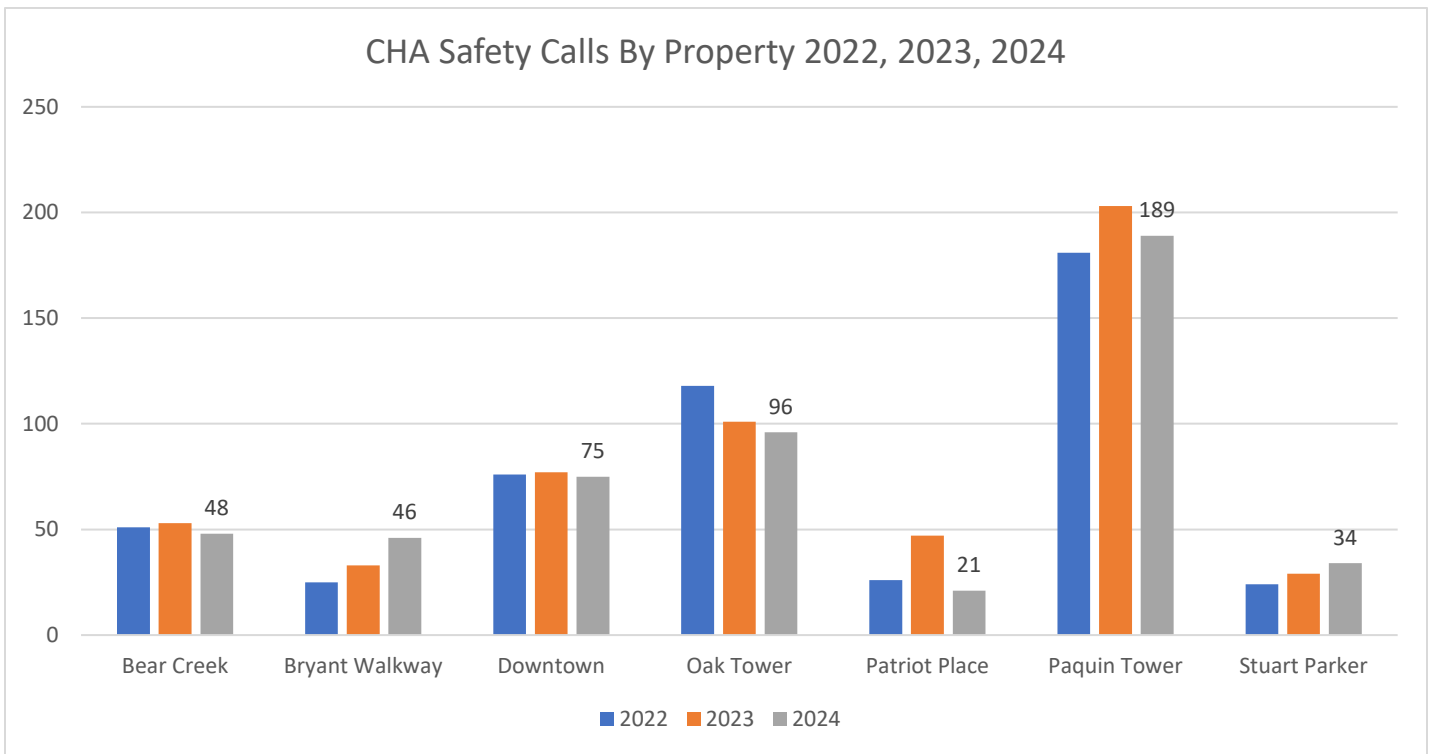
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2024 incidents in review:

- Check Welfare 44
- Death investigations 9
- Disturbances with individuals 23
- Lease Violations 78
- Lock outs 19
- Larcenies 25
- Parking violations 43/6 vehicle towed
- Trespass warnings 90/8 arrests
- Weapon violations 2



Human Resources

Staff Separation Data for FY 2021 to FY 2024				
	FY 2024	FY 2023	FY 2022	FY 2021
Staff Turnover Rate	39.2%	33.3%	44.9%	63.3%
Involuntary/Voluntary	10% / 90%	19.4% / 80.6%	30% / 70%	35% / 65%
Average Time of Service (of separated staff)	2.8 years	1.6 years	2.4 years	2.1 years
# Separated Staff w/ <1 year of service	10	15	20	26



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Staff Separation Data for FY 2024 - Excluding MAP Staff	
Staff Turnover Rate	31%
Involuntary/Voluntary	11% / 89%
Average Time of Service (of separated staff)	2.9 years
# of Separated Staff w/ <1 year of service	6

General Staff Data	FY 2024	FY 2023
Re-Hires	4	6
New Hires	22	28
Total Employees at Year End	74	72
Performance Review Completion	100%	100%

Computers/Laptops Purchases 2024:

- 21 new computers purchased for staff members to replace obsolete machines.
- 5 new laptops: 2 new shared laptops for staff to check out, 3 laptops for specific positions: CFO, ROSS Coordinator, and HCV Director.
- 3 Computer Labs Ordered (6 Computers Total) - 2 computers each, Paquin and Oak Towers and MAP Teen Center.
 - These have been set up with Microsoft Office Suite and there will be a printer in each lab.
 - Website restrictions put in place to block adult and illegal content.

Internet Upgrade process started for Admin and Oak Tower in 2024

- Admin internet speeds will be doubled from 100/100mbps to 200/200mbps, which will improve the Administration Building, AMP 1, and Blind Boone center as they all share the same internet connection.
- Oak Tower went from 100/5mbps to 50/50mbps. The upload speed of 5mbps was the main issue that caused lags in the security cameras and staff computer usage. Even though the download speed went down from 100 to 50, having a symmetrical connection of 50mbps for both download and upload speeds will help significantly.

Recommended Commission Action

Review and consider the report.



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 Development
To: CHA Board of Commissioners
From: CEO & Staff
CHA Board of Commissioners Meeting Date: March 19, 2025
Re: Affordable Housing Development and Compliance Report

Executive Summary

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

Discussion

Affordable Housing Development

Kinney Point:

- 7th construction draw meeting occurred March 6th.

Park Avenue:

- HUD Transaction Manager notified staff on March 4th that the RAD Conversion had been approved. The RAD Conversion Commitment (RCC) was officially issued on March 11th.
- The Fully Executed RCC is due by April 10th and the Draft Closing Document Submission is due by May 10th.
- Staff have plans to hold a resident meeting on April 2nd to inform residents of the conversion approval and upcoming temporary relocation.
- The Development Team is preparing for closing on or around April 30th.

Providence Walkway:

- The CHA Development team met with Rosemann Architects on March 7th to review preliminary plans for both Providence Walkway and Blind Boone Apartments. Meetings will continue every two weeks and include CHA, Fulson Housing Group, Rosemann Architects, Crockett Engineering and E.M. Harris until plans are finalized for Firm Submission.
- Firm Submission due April 15th.

Blind Boone Apartments:

- Lead and Asbestos Testing scheduled with New Horizons for the week of March 24th.
- Firm Submission currently scheduled for May 31st.

207 Lynn

- There have been three showings in the past month.
- An open house was held on March 8th and approximately six households attended.

Recommended Commission Action

Review and consider the report.



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: Modernization

To: CHA Board of Commissioners

From: CEO & Staff

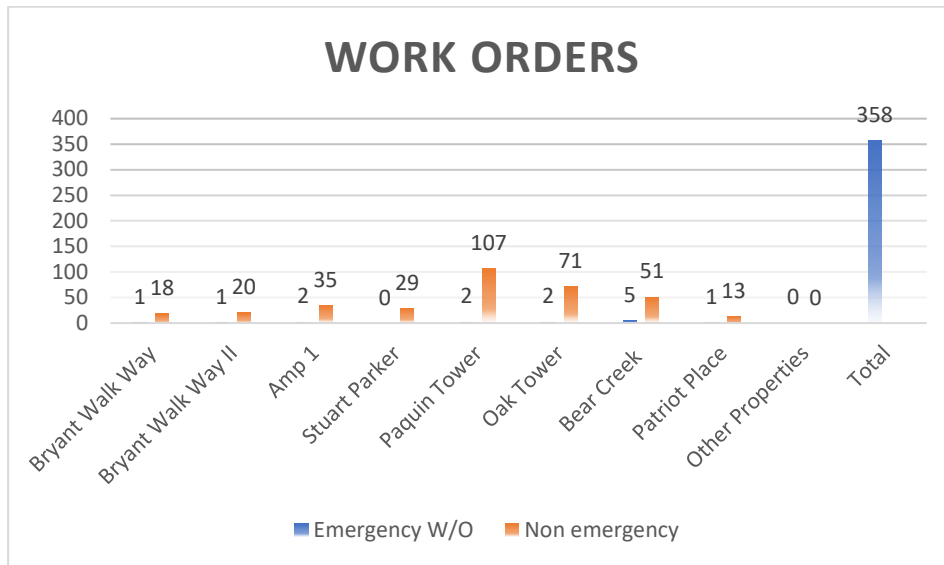
CHA Board of Commissioners Meeting Date: March 19, 2025

Re: Modernization Monthly Report

Executive Summary

This report provides a summary of work orders for January 2025.

Discussion



A summary of further Facilities and Modernization activities is as follows:

Maintenance

- Total work orders have been consistent.
- Staff have been working to salvage materials from Park Avenue.
- CHA is currently experiencing external inspections from MHDC, City Fire and McCright.

Modernization

- Staff have been working on contacting services as well as trying to capture additional funds from insurance on 27 Bryant Walkway.
- Kinney point solar RFP is out with a bid deadline of March 25th.
- Construction Management RFP for the Bear Creek ARPA renovations is out with a bid deadline of April 10th.

Development Construction

- *Kinney Point*
 - Drywall and paint are complete on buildings 9 and 10.

- MEP contractors are moving into buildings 11,7 and 8.
- Framing is complete on building 1.
- Underground plumbing is going in at buildings 5 and 6.
- The Concrete floor is complete in buildings 2 and 3 and are ready for framing.
- *Park Avenue*
 - Staff and the General Contractor are working to gain current pricing and timelines.
- *Providence Walkway*
 - CHA staff continue to work with Crocket Engineering and Rosemann Architects for the platting and design.

Recommended Commission Action

Review and consider the report.



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Department Source: Affordable Housing Operations

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: March 19, 2025

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 January 2025.

Discussion

In January, six (6) families moved in or transferred units, and eleven (11) families moved out or transferred units. Of the eleven (11) families that moved out or transferred units, three (3) tenants passed away, three (3) households were terminated, four (4) households moved to the private sector and one (1) tenant moved in with family. Out of 622 LIHTC/PBV units there were eighteen (18) vacant as of January 31, 2025, which is an overall occupancy rate of 97.10%. This is a slight decrease from 97.74% occupancy on December 31, 2024. Of the eighteen (18) vacant LIHTC/PBV units, four (4) were vacant over 60 days. As of 1/31/2025 Amp. 1 had forty-one (41) vacant units, which is an occupancy rate of 65.8%. Seven (7) intents to vacate were submitted by participants. Thirty-six (36) non-payment terminations were issued and one (1) termination was issued for reasons other than non-payment.

Recommended Commission Action

Review and consider the monthly report.

Property Management Report for January 2025

Property	Total units	Occupancy for December 31, 2024	Occupancy for Jan. 2025	Occupancy as of 3/12/2025	#Vacant units ≤ 60 days as of 1/31/25	#Vacant units > 61 days as of 1/31/25	Move-in Jan. 2024	Move-outs Jan. 2025	Rent unpaid for Jan 2025	Rents delinquent 31-60	Rents delinquent 61-90	Rents delinquent 90+	Retro Rents (repayment agreements)
Amp 1 - PH	120	65.83%	65.55%	65.55%	0	41	n/a	0	\$6,120.99	\$3,332.48	\$545.00	\$ 2,927.47	\$511.38 (4)
Bear Creek	76	99%	99%	100.00%	0	0	1	8	\$13,038.67	\$2,737.33	\$50.00	\$ 2,919.00	\$7320.83 (12)
Oak Tower	147	96.59%	96.38%	96.90%	5	0	3	2	\$7,108.79	\$857.87	\$1,184.72	\$ 1,368.91	\$1913.74 (6)
Paquin Tower	200	98.50%	96.68%	93.50%	7	0	2	0	\$8,311.70	\$2,448.71	\$1,131.82	\$ 4,109.70	\$8919.64 (18)
Stuart Parker	84	98.83%	98.81%	100.00%	0	1	0	0	\$7,341.56	\$2,095.76	\$861.00	\$ 15,481.77	\$9298.47 (7)
BWW	54	94.44%	94.44%	96.30%	1	2	0	0	\$4,602.69	\$1,446.99	\$1,528.00	\$ 5,582.51	\$2884.16 (6)
BWWII	36	97.22%	97.22%	100.00%	0	1	0	0	\$656.68	\$0.00	\$0.00	\$ 1,440.37	\$1277.85 (3)
Patriot Place	25	100%	100%	96%	1	0	0	1	\$1,706.00	\$798.65	\$0.00	\$0.00	\$0.00



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: HCV Programs

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: March 19, 2025

Re: Housing Choice Vouchers & Special Programs

Executive Summary

This memo provides a monthly report of Housing Choice Voucher (HCV) and Special Program activities.

Discussion

Housing Choice Voucher (HCV) Program

This memo provides a report of the Housing Choice Voucher (HCV) and Special Program activities. The attached HCV Program Report is contingent on the number of vouchers leased, which is the primary measurement of this program's success. There were 0 voucher issuances per month, due to full voucher utilization. CHA added 5 new HCV lease ups for the month. There were 4 attritions for a gain of 1 new participant for the month of January. As of January 31, 2025, CHA had 12 voucher holders searching for homes.

HCV EOP Reasons:

Terminated/ Non-Compliance – 1

Deceased – 1

Zero Hap – 1

Terminated/Moved Without a Voucher- 1

Veteran Affairs Supportive Housing (VASH) Program

The VA has shown an increase in providing chronically homeless Veterans within the community the opportunity to receive program subsidy. The VA continues to work towards utilizing the remaining VASH vouchers in providing housing for the community's homeless veterans. As of January 31, 2025, there are 114 households receiving VASH program assistance - 89 HCV + 25 PBV (Patriot Place). CHA currently has 9 HCV VASH voucher holders searching for homes.

HUD VASH EOP Reasons:

Removed Self – 1

Mainstream Vouchers

Mainstream Vouchers are reserved for non-elderly disabled individuals. CHA has been awarded 49 Mainstream Vouchers. As of January 31, 2025, CHA has 40 vouchers leased with 0 voucher holders searching for a home.

Mainstream EOP Reasons: Termination/Criminal-1



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Continuum of Care (CoC) Program

CHA continues to provide Continuum of Care Program vouchers to the most vulnerable chronically homeless individuals within our community. Each year CHA experiences an increase in homeless individuals and families needing safe, decent, and sanitary housing. As of January 31, 2025, CHA had 42 households receiving COC program assistance. As with all CHA voucher programs, a lack of affordable housing remains the most significant barrier.

The applicants must be added to the waitlist through the BCCEH via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. As the applicants are homeless, there are often additional barriers such as locating individuals for processing. There are currently 0 voucher holders searching for a home. CHA has not requested additional referrals due to funding and the current number of leased families.

Continuum of Care (CoC) EOP Reasons:

Deceased -1

Emergency Housing Vouchers (EHV) Program

CHA currently has 45 Emergency Housing Vouchers leased and 0 other with vouchers looking for housing. Just as required with the CoC program, the applicants must be added to the waitlist through the Boone County Coalition to End Homelessness (BCCEH) via a “coordinated entry” system as prescribed by the MO Balance of State, Continuum of Care. CHA is no longer accepting referrals for Emergency Housing Vouchers.

Emergency Housing Vouchers (EHV) Program EOP Reasons:

N/A

Tenant-Based Rental Assistance (TBRA) Program

CHA currently has 5 participants leased on this program. The “Target Number of Vouchers” can be misleading due to the factors in the “target” calculation: (1) remaining funding available (2) remaining number of months, and (3) the current month’s HAP payment.

Much like CoC and EHV, TBRA applicants must be referred to CHA from local agencies and receive supportive services to be eligible for assistance.

Move Out Reasons:

Moved to HCV Program-1

Recommended Commission Action

Review and consider the report

Section 8 - Housing Choice Voucher (HCV) Program - Monthly Management Report

January 31, 2025

HOUSING CHOICE VOUCHER = HCV + VASH + MAINSTREAM + PORT-INS																		ATTRITION RATE				
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Average HAP Payment	Total HAP Payment (includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/Under Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased
Jan-25	\$ 7,909,344	\$ 659,112	\$ 224.48	\$ 723	\$ 804,919	\$ 145,807	1,113	1,212	1,113	893	220	220	5	21	Utilization		YTD Utilization					
															92%	122%	92%	122%	7	0.6%	7	0.6%

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1212

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has over authorized or under authorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

Homeownership: Current number of homeownership vouchers

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.

Section 8 - RAD Project Based Voucher (RAD-PBV) Program - Monthly Management Report

January 31, 2025

RAD PROJECT BASED VOUCHER (RAD-PBV)																		ATTRITION RATE				
Month	Funds Available Through the End of the Calendar Year	Project Monthly Funds Available	Average Tenant Payment	Average HAP Payment	Total HAP Payment (includes Actual & Anticipated)	HAP Over/(Under) Authorized	Current Vouchers in Lease	Total Vouchers Available per Month	YTD Vouchers Leased	Target Number of Vouchers	Number of Vouchers Over/(Under) Authorized	YTD Number of Vouchers Over/(Under) Authorized	Newly Leased this Month	Current Vouchers (Looking)	Vouchers	Funding	Vouchers	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Percent of Total Vouchers Leased
															Utilization		YTD Utilization					
Jan-25	\$ 2,300,000	\$ 191,667	\$ 292.51	\$ 351	\$ 209,555	\$ 17,888	583	597	583	597	(14)	(14)	6	-	97.7%	109.3%	97.7%	109.3%	11	1.9%	11	1.9%
Feb-25	\$ 2,090,445	\$ 190,040		\$ 336	\$ 200,350	\$ 10,310	578	597	1,161	597	(19)	(33)		-	96.8%	105.4%	97.2%	107.4%		0.0%	6	0.9%
Mar-25	\$ 1,890,095	\$ 189,009		\$ 335	\$ 199,847	\$ 10,838	578	597	1,739	597	(19)	(52)		-	96.8%	105.7%	97.1%	106.8%		0.0%	4	0.6%
Apr-25	\$ 1,690,248	\$ 187,805		\$ 328	\$ 195,520	\$ 7,715	561	597	2,300	597	(36)	(88)		-	94.0%	104.1%	96.3%	106.1%		0.0%	3	0.5%
May-25	\$ 1,494,728	\$ 186,841		\$ 339	\$ 202,463	\$ 15,622	562	597	2,862	597	(35)	(123)		-	94.1%	108.4%	95.9%	106.6%		0.0%	2	0.4%
Jun-25	\$ 1,292,265	\$ 184,609		\$ 332	\$ 198,356	\$ 13,746	571	597	3,433	597	(26)	(149)		-	95.6%	107.4%	95.8%	106.7%		0.0%	2	0.3%
Jul-25	\$ 1,093,909	\$ 182,318		\$ 334	\$ 199,194	\$ 16,876	580	597	4,013	597	(17)	(166)		-	97.2%	109.3%	96.0%	107.1%		0.0%	2	0.3%
Aug-25	\$ 894,715	\$ 178,943		\$ 338	\$ 202,027	\$ 23,084	584	597	4,597	597	(13)	(179)		-	97.8%	112.9%	96.3%	107.8%		0.0%	1	0.2%
Sep-25	\$ 692,687	\$ 173,172		\$ 330	\$ 196,724	\$ 23,552	590	597	5,187	597	(7)	(186)		-	98.8%	113.6%	96.5%	108.5%		0.0%	1	0.2%
Oct-25	\$ 495,963	\$ 165,321		\$ 341	\$ 203,866	\$ 38,545	587	597	5,774	597	(10)	(196)		-	98.3%	123.3%	96.7%	109.9%		0.0%	1	0.2%
Nov-25	\$ 292,098	\$ 146,049		\$ 343	\$ 204,769	\$ 58,720	591	597	6,365	597	(6)	(202)		-	99.0%	140.2%	96.9%	112.7%		0.0%	1	0.2%
Dec-25	\$ 87,329	\$ 87,329		\$ 348	\$ 207,821	\$ 120,492	586	597	6,951	597	(11)	(213)		-	98.2%	238.0%	97.0%	123.1%		0.0%	1	0.2%

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

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Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1132

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

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Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.



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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: January 15th, 2025

Re: Monthly Resident Services Report

Executive Summary

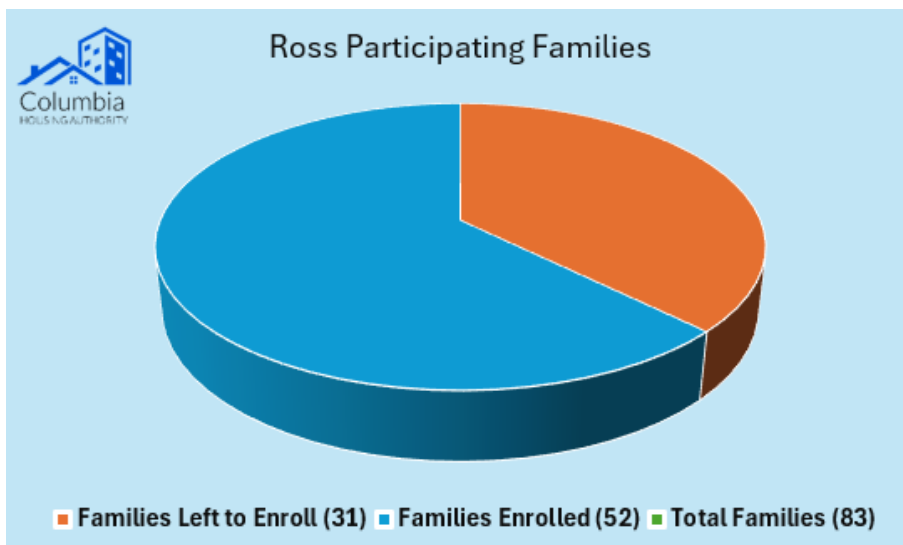
This report summarizes the Resident Services Department’s activities for November 2024.

Discussion

The CHA Resident Services Department continued to provide supportive services in each of the separate programs, corresponding properties, and 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

In November, the ROSS Coordinator connected families with Thanksgiving meal supplies. The coordinator also linked families to essential resources, such as hats, gloves, and coats to help them prepare for the colder months ahead. To further support residents, the coordinator began creating moving supply baskets to assist Amp I families with their upcoming relocation.





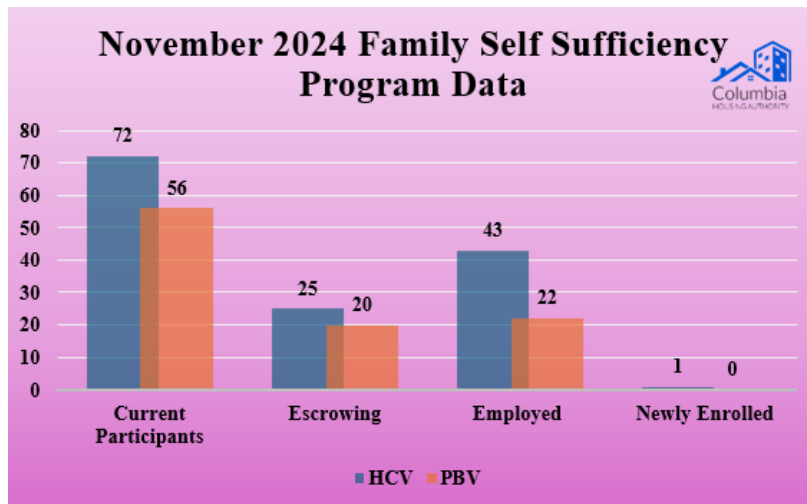
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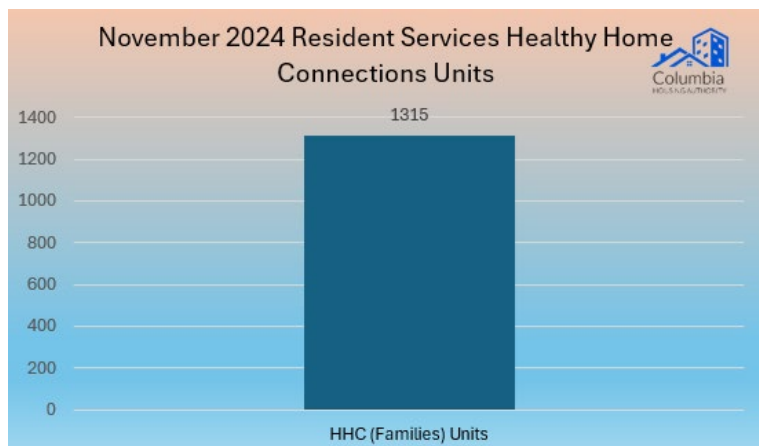
Family Self Sufficiency Program (FSS) – Serving Active FSS Participants from all CHA Housing Programs

In November, the program had one new enrollment and two graduations. One graduate took home over \$6,000, and the other took home more than \$26,000. Additionally, the coordinators supported the Annie Fisher food pantry by assisting with operations and preparing for its upcoming relocation, including organizing and cleaning the space.



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

In the month of November, with the help of funding from the Horizon Housing Foundation, HHC created and distributed 75 Thanksgiving meal baskets to families. In addition to the baskets, the team was also able to purchase basic needs supplies for families including hygiene products and cleaning supplies.





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November 2024 HHC Family Development Units

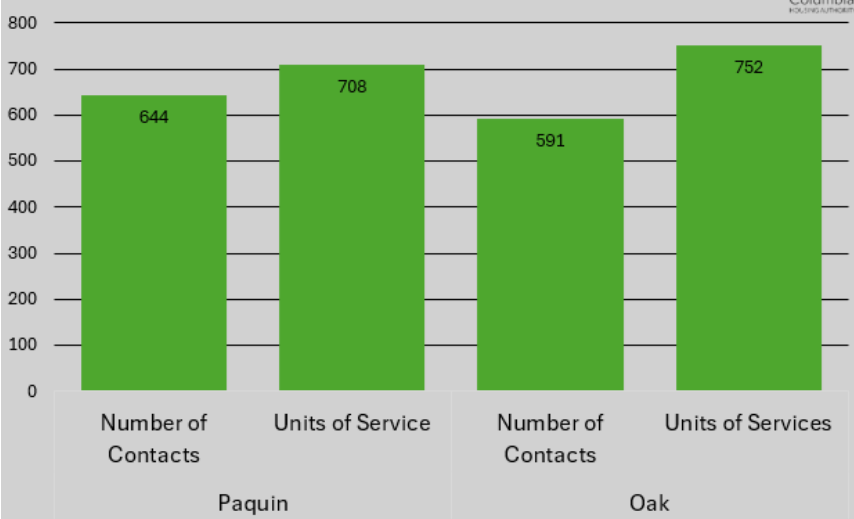


● HHC Family Development Units (44)

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

In November, the Independent Living Coordinators hosted Thanksgiving meals at Paquin and Oak Towers. They also coordinated efforts to decorate the lobbies of both buildings in preparation for the upcoming holiday season. With December being a busy time for housing recertifications, the coordinators focused on helping residents gather income and asset documentation. Additionally, the City of Columbia renewed the contract for the Independent Living Program grant for 2025.

November 2024 ILP Tracking, Paquin and Oak Towers





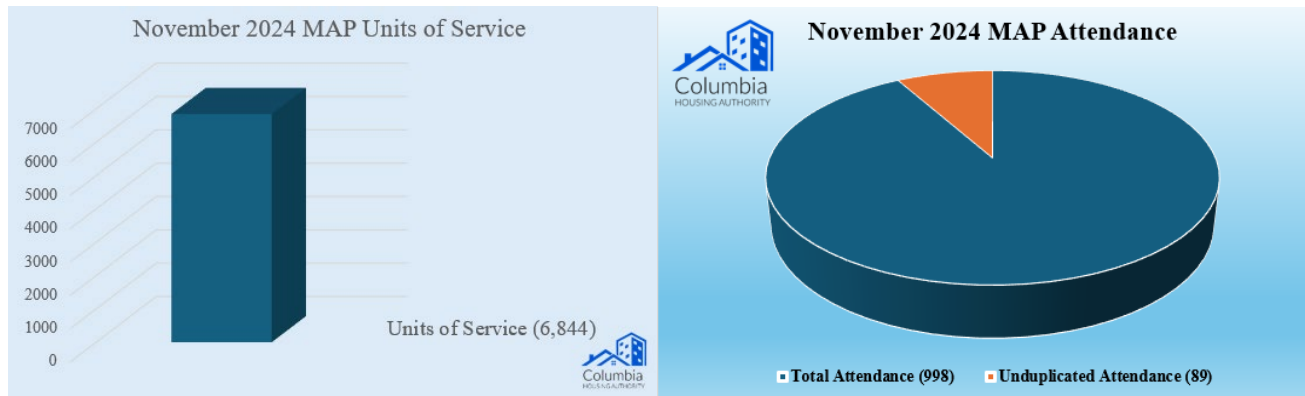
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Moving Ahead Program (MAP) - Afterschool and Summer Program

In November, the Moving Ahead team organized a Feast of Gratefulness to celebrate the Thanksgiving holiday. The team also attended the Missouri School Age Community Coalition (MOSAC) Conference held at the Lake of the Ozarks. A highlight of the conference was a workshop led by Michaela Flores, who facilitated a session on the Expressive Art Experience. The workshop explored the Expressive Therapies Continuum (ETC)—a dynamic approach that supports behavioral, emotional, and social regulation through creative and therapeutic art processes.





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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: March 19, 2025

Re: Safety Report

Executive Summary

This report provides a summary of January 2025, Safety Department reports and calls.

Discussion

Yearly Totals for CHA Safety Report:

	January 2025	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024
Bear Creek	1	8	7	4	4	4	6	3	4	2	1	21
Bryant Walk	4	4	4	4	4	4	4	4	7	4	6	3
Downtown	1	6	5	6	7	2	4	8	4	10	5	4
Oak Towers	16	8	10	9	5	7	8	6	13	7	7	8
Patriot Place	4	4	4	1	6	1	2	1	0	1	1	2
Paquin Towers	18	18	15	15	10	11	18	16	15	8	8	23
Stuart Parker	0	2	0	3	1	2	11	3	4	3	1	2
misc												
Total	44	50	45	48	37	33	50	41	42	36	46	50

CHA Safety most notable reports:

- Weapons violations: 1 Nonresident arrested for Robbery 1st of a resident.
- Lease Violations: 6
- Trespass Warnings: 5 1 repeat offender arrest
- Information reports 14
- Check Welfare 2
- Lock outs 2

Joint Communications log:

	January 2025	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024
Columbia Police Response	92	133	82	94	118	131	227	115	135	162	135	147
Columbia Police Reports	8	13	13	12	14	12	15	15	11	17	8	16
Fire/Ems	102	96	106	110	63	84	84	106	94	131	102	88
Total	202	242	201	216	195	227	326	236	240	293	245	251

Safety Department New Resident Move in:

- 4

2025 incidents in review:

- Check Welfare 44
- Death investigations 9

- Disturbances with individuals 23
- Lease Violations 78
- Lock outs 19
- Larcenies 25
- Parking violations 43 with 6 vehicles towed
- Trespass warnings 90 with 8 resulting in arrests
- Weapon violations 2

Recommended Commission Action

Review and consider the report.



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201 Switzler Street, Columbia, Missouri 65203

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

Department Source: Human Resources

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: March 19, 2025

Re: Human Resources Monthly Report

Executive Summary

This report provides a monthly account of Human Resources and I.T. functions.

Discussion

Current Open Positions:

- CFO
- Director of Human Resources
- Affordable Housing Manager II – BC/PP
- HCV Specialist
- PT Van Driver – Youth Program

February Staff Anniversary's:

- March 11th: Katrina Colon – 1yr
- March 13th: Ronald Thornton – 25yrs
- March 16th: Vernon Platero – 14yrs
- March 19th: Kendra Jackson – 1yr
- March 27th: Michaela Flores – 8yrs

HR Activities:

- Attended Cyber Security Insurance Coverage webinar from Great American Insurance Group.

I.T. Activities:

- Internet Upgrades: Oak Towers has been completed, Admin Building to be completed in March.
- Finalizing computer lab installations at Oak Tower, Paquin Tower, and MAP.
- Upgraded staff cell phones to newer models.
- Replacing maintenance staff computers with newer models.
- Prepared estimated 2025 IT Budget for finance department.

Recommended Commission Action

Review and consider the report.



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Department Source: CEO

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: March 19, 2025

Re: Current Events

Executive Summary

This memo provides a summary of both recent and future current events.

Discussion

2/26: VUF Team Culture Workshop-Directors

3/4: Cosmopolitan's Breakfast Club-Randy

3/7: Columbia Public Schools Partners in Education Breakfast-Moving Ahead Staff

3/10-3/13: NAHRO Conference, Washington D.C.-Randy and Kendra

3/17: CPS Consulting CFO Kick-off Call

3/19: Paquin Tower Early Voting-Laura and Paquin Staff

3/20: Candidate Tour-Ron Graves, Barb Buffaloe, Jacque Sample, Nick Foster

3/21: Meeting with Becky Thompson, City Housing and Neighborhood Services Director-Randy

3/25: Candidate Tour-Blair Murphy

4/10: United Way Give 5-Randy

Recommended Commission Action

Review and consider the report.