

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
7/25/2017  
10:00 a.m.

---

<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 06-2017 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 06-2017 Financial Report	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 06-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 51,255.02
<input type="checkbox"/> Jared Hawkinson	Moon Towers:	\$ 63,721.11
<input type="checkbox"/> Paula Sanford	Family:	\$ 75,534.18
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 24,640.84
<u>Excused:</u>	HCV:	\$ 11,364.04
	Brentwood:	\$ 23,425.17
<u>Others Present:</u>	Prairieland:	\$ 22,515.13
	Capital Fund 2015:	\$ 0.00
	Capital Fund 2016:	\$ 0.00

---

<b>Old Business</b>	None	
---------------------	------	--

---

<b>New Business</b>	Review/Approve Resolution 2017-09 for Collection Loss Charge-Off for Period Ending 06/30/2017	Derek Antoine
	Review/Approve Pay Request #8 from Hein Construction for 504 Renovations at Moon Towers and Bluebell Tower	Derek Antoine
	Review/Approve Pay Request #9 from Hein Construction for 504 Renovations at Moon Towers and Bluebell Tower	Derek Antoine

---

<b>Reports</b>	Executive Director's Report – 07/2017	Derek Antoine
	KCHA Legal Counsel Report – 07/2017	Jack Ball

# board agenda

---

**Other Business**

Prairieland Roof Replacement

Derek Antoine

Financial Audit Recap

Derek Antoine

Preliminary PHAS Score Report FYE  
03/31/2017

Derek Antoine

---

**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
June 27, 2017**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William H. Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT:           Wayne Allen  
                      Ben Burgland  
                      Tom Dunker  
                      Lomac Payton  
                      Paula Sanford  
                      Paul H. Stewart

EXCUSED:

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Legal Counsel; and Jared Hawkinson.

Chairperson Payton called the meeting to order at 10:00 a.m.

Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Chairperson Payton then declared the May meeting minutes approved as received.

Chairperson Payton then requested the Board review and ratify the April 2017 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for April 2017 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Dunker - aye  
Commissioner Payton - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

April 2017 claims against the HA Administration in the sum of \$265,770.80; Central Office Cost Center in the sum of \$35,744.46; Moon Towers in the sum of \$45,642.25; Family in the sum of \$58,881.06; Bluebell in the sum of \$15,194.67; Housing Choice Voucher Program in the sum of \$74,187.48; Brentwood (A.H.P.) in the sum of \$20,317.81; Prairieland (A.H.P.) in the sum of \$15,803.07; Capital Fund '14 in the sum of \$0.00; Capital Fund '15 in the sum of \$0.00; and Capital Fund '16 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Dunker - aye  
Commissioner Payton - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Chairperson Payton then requested the Board review and ratify the May 2017 financial reports and committee notes. Commissioner Stewart asked what Talx Corp payments were; Mr. Antoine replied that was the service used for tenant employment verification. Commissioner Stewart also asked about the air conditioners and refrigerators that were purchased from operating funds; Mr. Antoine replied that Capital Fund monies have been set aside for the 504 projects so the AMPs have been purchasing from the operating funds. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for May 2017 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Dunker - aye  
Commissioner Payton - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

May 2017 claims against the HA Administration in the sum of \$349,173.81; Central Office Cost Center in the sum of \$43,749.41; Moon Towers in the sum of \$78,379.17; Family in the sum of \$73,379.55; Bluebell in the sum of \$21,530.72; Housing Choice Voucher Program in the sum of \$78,851.93; Brentwood (A.H.P.) in the sum of \$25,392.72; Prairieland (A.H.P.) in the sum of \$26,790.31; Capital Fund '14 in the sum of \$1,100.00; Capital Fund '15 in the sum of \$0.00; and Capital Fund '16 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Dunker - aye  
Commissioner Payton - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Mr. Antoine asked Mr. Ball to oversee the nominations and election for the KCHA Board of Commissioners Vice Chairperson. Commissioner Stewart nominated Commissioner Dunker. No other nominations were made. After brief discussion, Commissioner Stewart made a motion to a nominate and approve unanimously Commissioner Dunker to be Vice Chairperson for the Board of Commissioners; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Dunker - abstain  
Commissioner Sanford - aye  
Commissioner Payton - aye

Commissioner Stewart - aye  
Motion Carried, 5-0-1.

Next, Mr. Antoine asked the Board to approve the Modification to the Memorandum of Understanding with WCHA - S8 Portability. Mr. Antoine said that the Warren County Housing Authority (WCHA) has asked to port six housing choice vouchers to KCHA and that the vouchers continue to be administered in Warren County. The reason for this request is to eliminate a conflict of interest due to the newly hired WCHA Executive Director owning voucher rental properties. Commissioner Dunker asked why KCHA would want to do this to which Mr. Antoine replied that this would help grow the agency's voucher program thereby assisting more families and that adding vouchers brings in more administrative fees to the agency. Commissioner Dunker also asked if Legal Counsel had an opinion on the matter. Mr. Ball states that there were no issues with this arrangement. After brief discussion, Commissioner Allen made a motion to approve the modification to the Memorandum of Understanding with WCHA - S8 Portability; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Dunker - aye  
Commissioner Sanford - aye  
Commissioner Payton - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

## **REPORTS**

Mr. Antoine presented the Executive Director's Report. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resource Development Department. A copy of the report was included in the Board packet. Mr. Antoine pointed out that a June employee of the month had not yet been selected but would be included in next month's report. Commissioner Sanford asked how agency job openings were posted. Mr. Antoine replied that they are now posted on the agency website and Facebook pages. Commissioner Stewart highlighted the grant received for Prairieland by the resource development position. Mr. Antoine said that the resource development position was under review and a decision would be made soon as its future.

Mr. Ball referenced the Legal Counsel Report that was included in the Board packet. The report shows the cases filed during the month and items reviewed for the agency.

## **OTHER BUSINESS**

Mr. Antoine reported Commissioner Dunker was hosting a reception at his home for retiring Board Member Roger Peterson on Thursday, June 29, 2017 from 5:00 p.m. to 7:00 p.m. Email invites were sent last week; a plaque has been ordered for former Commissioner Peterson.

Commissioner Sanford inquired about the housing email addresses as well

as the Knox County Board website information updates.

**EXECUTIVE SESSION & ADJOURNMENT**

Commissioner Stewart made a motion to go into Executive Session at 10:46 a.m. for Personnel Discussion; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Commissioner Allen made a motion to go return to regular session at 11:16 a.m.; Commissioner Burgland seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Commissioner Dunker made a motion to extend a 5% percent salary increase retroactive to the beginning of the year to the Executive Director; Commissioner Sanford seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Sanford - aye
- Commissioner Stewart - no

Motion Carried, 5-1.

Commissioner Dunker made a motion to adjourn the meeting at 11:20 a.m.; Commissioner Sanford seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Respectfully submitted,

---

Secretary

**MINUTES OF THE MONTHLY MEETING  
OF THE FINANCE COMMITTEE  
OF THE KNOX COUNTY HOUSING AUTHORITY**

**July 20, 2017**

**ROLL CALL - 10:30 am**

The meeting of the Finance Committee for the Knox County Housing Authority was called today by Commissioner Tom Dunker.

**ATTENDANCE - 10:31 am**

KCHA Commissioners:

Present: Ben Burgland and Tom Dunker  
Excused: Wayne Allen

Housing Authority Members:

Present: Lee Lofing  
Excused: Derek Antoine

**FINANCIAL REPORT - 10:32 am**

The only item on the agenda for this month's meeting was to review June's 2017 Financial Reports. The committee was emailed copies of June's income statements for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher. The statements & notes were provided by Lee Lofing.

**ACCOUNTS PAYABLE - 10:51 am**

There were no outstanding accounts payables to review.

**ADJOURN - 10:52 am**

Respectfully submitted,



Finance Coordinator, KCHA

## COCC

	<u>June-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$51,355.65	\$154,087.21	Majority of IAHA & PHADA training costs came due on credit card statement in June.
Operating Expenses	\$52,406.40	\$132,713.59	
<b>Net Revenue Income/(Loss)</b>	<b>(\$1,050.75)</b>	<b>\$21,373.62</b>	

*Operated with a deficit for the month, remains in the black YTD.*

COCC's Cash, Investments, A/R, & A/P \$899,645.68

## MOON TOWERS

	<u>June-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$62,586.73	\$193,314.66	Received Garden Grant for \$1,200 from Hy-Vee for garden supplies. Majority of IAHA training costs came due on credit card statement. Paid ServiceMaster for fire cleanup in unit 212. Paid JP Benbow to install a new mixing valve on the boiler. Paid Four Seasons for bed bug treatments.
Operating Expenses	\$63,721.11	\$187,742.53	
<b>Net Revenue Income/(Loss)</b>	<b>(\$1,134.38)</b>	<b>\$5,572.13</b>	

*Operated with a deficit for the month, remains in the black YTD.*

Moon Towers' Cash, Investments, A/R, & A/P \$510,396.19 **\$250,323.37** *minimum reserve position*

## FAMILY

	<u>June-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$83,588.10	\$244,803.24	Majority of IAHA training costs came due on credit card statement. Paid ServiceMaster for fire cleanup at 1575 McKnight.
Operating Expenses	\$75,534.18	\$207,794.79	
<b>Net Revenue Income/(Loss)</b>	<b>\$8,053.92</b>	<b>\$37,008.45</b>	

*Gained revenue for the month and is in the black YTD.*

Family's Cash, Investments, A/R, & A/P \$451,621.43 **\$277,059.72** *minimum reserve position*

## BLUEBELL

	<u>June-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$19,777.52	\$60,143.74	Majority of IAHA training costs came due on credit card statement. Paid Erik Carder his exit pay.
Operating Expenses	\$24,640.84	\$61,366.23	
<b>Net Revenue Income/(Loss)</b>	<b>(\$4,863.32)</b>	<b>(\$1,222.49)</b>	

*Had loss for month and is in the red YTD.*

Bluebell's Cash, Investments, A/R, & A/P \$93,716.07 **\$81,821.64** *minimum reserve position*



## BRENTWOOD

	<u>June-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$32,072.42	\$94,649.32	Nothing outstanding to report.
Operating Expenses	\$23,425.17	\$69,523.70	
<b>Net Revenue Income/(Loss)</b>	<b>\$8,647.25</b>	<b>\$25,125.62</b>	

*Gained revenue for the month and is in the black YTD.*

Brentwood's Cash, Investments, A/R, & A/P \$182,513.73

## PRAIRIELAND

	<u>June-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$27,566.72	\$81,062.72	Received Garden Grant for \$800 from Hy-Vee for garden supplies.
Operating Expenses	\$22,515.13	\$65,108.51	
<b>Net Revenue Income/(Loss)</b>	<b>\$5,051.59</b>	<b>\$15,954.21</b>	

*Gained revenue for the month and is in the black YTD.*

Prairieland's Cash, Investments, A/R, & A/P \$83,426.43

*Restricted - Security Deposits (\$25,000.00)*

*Restricted - Replacement Reserve (\$88,490.79)*

*Restricted - Residual Receipts (\$54,491.05)*

**PL's Total Cash (\$84,555.41)**

*These are held out to cover Prairieland Security Deposits.*

*These funds are held in the Replacement Reserve Savings Account.*

*These funds are held in the Residual Receipts Savings Account.*

## HOUSING CHOICE VOUCHERS

### ADMINISTRATIVE

	<u>June-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$8,780.44	\$26,316.42	Paid Salaries, Inspections, and admin. Expenses.
Operating Expenses	\$11,373.41	\$32,602.06	
<b>Net Revenue Income/(Loss)</b>	<b>(\$2,592.97)</b>	<b>(\$6,285.64)</b>	

*Deficit covered by the UNP.*

<b>Unrestricted Net Position (UNP)</b>	<b>\$171,169.33</b>	<i>5/31/2017 Balance</i>
Investment in Fixed Assets	\$0.00	
Monthly Net Revenue Income/(Loss)	(\$2,592.97)	
	\$0.00	<i>Year End Adjustment</i>
<b>UNP Ending Balance</b>	<b>\$168,576.36</b>	<b>For Admin Expenses and HAP (if needed)</b>
<i>Pre 2004 Balance</i>	<i>\$121,830.26</i>	
<i>Post 2013 Balance</i>	<i>\$46,633.74</i>	
<i>Investment in Fixed Assets</i>	<i>\$112.49</i>	
<i>Total UNP as of</i>	<b>\$168,576.49</b>	<b>6/30/2017</b>

### HAP

	<u>Jun-17</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$61,123.50	\$194,583.90	HAP payments
Operating Expenses	\$68,469.00	\$200,298.50	
<b>Net Revenue Income/(Loss)</b>	<b>(\$7,345.50)</b>	<b>(\$5,714.60)</b>	

*Deficit covered by the RNP.*

<b>Net Restricted Position (NRP)</b>	<b>\$37,138.00</b>	<i>5/31/2017 Balance</i>
	\$0.00	<i>Year End Adjustment</i>
Monthly VMS Net Revenue - Income/(Loss)	(\$7,854.00)	
<b>NRP Ending Balance for HAP</b>	<b>\$29,284.00</b>	<b>For HAP Expenses (Only)</b>

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**June 30, 2017**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	51,355.65	57,256.00	154,087.21	171,768.00	-17,680.79	687,072.00
<b>TOTAL OPERATING INCOME</b>	<b>51,355.65</b>	<b>57,256.00</b>	<b>154,087.21</b>	<b>171,768.00</b>	<b>-17,680.79</b>	<b>687,072.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	50,949.60	44,179.15	131,753.06	132,537.45	-784.39	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	154.22	495.84	-3,150.17	1,487.52	-4,637.69	5,950.00
Total Maintenance Expenses	17.06	645.83	254.14	1,937.49	-1,683.35	7,750.00
General Expense	1,285.52	1,391.67	3,856.56	4,175.01	-318.45	16,700.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>52,406.40</b>	<b>46,712.49</b>	<b>132,713.59</b>	<b>140,137.47</b>	<b>-7,423.88</b>	<b>560,550.00</b>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	10,543.50	0.00	31,630.50	-31,630.50	126,522.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>52,406.40</b>	<b>57,255.99</b>	<b>132,713.59</b>	<b>171,767.97</b>	<b>-39,054.38</b>	<b>687,072.00</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<b>-1,050.75</b>	<b>0.01</b>	<b>21,373.62</b>	<b>0.03</b>	<b>21,373.59</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	49.83	152.08	149.49	456.24	-306.75	1,825.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-1,100.58</b>	<b>-152.07</b>	<b>21,224.13</b>	<b>-456.21</b>	<b>21,680.34</b>	<b>-1,825.00</b>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**June 30, 2017**

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	62,586.73	57,264.61	193,314.66	171,793.83	21,520.83	687,175.00
<b>TOTAL OPERATING INCOME</b>	<b>62,586.73</b>	<b>57,264.61</b>	<b>193,314.66</b>	<b>171,793.83</b>	<b>21,520.83</b>	<b>687,175.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	24,562.68	25,059.92	72,789.73	75,179.76	-2,390.03	300,719.00
Total Tenant Services	548.25	93.74	564.91	281.22	283.69	1,125.00
Total Utilities Expenses	5,462.35	7,916.67	15,924.67	23,750.01	-7,825.34	95,000.00
Total Maintenance Expenses	26,667.09	22,060.42	79,425.35	66,181.26	13,244.09	264,725.00
General Expense	6,480.74	8,254.18	19,037.87	24,762.54	-5,724.67	99,050.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>63,721.11</b>	<b>63,384.93</b>	<b>187,742.53</b>	<b>190,154.79</b>	<b>-2,412.26</b>	<b>760,619.00</b>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-6,120.33	0.00	-18,360.99	18,360.99	-73,444.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>63,721.11</b>	<b>57,264.60</b>	<b>187,742.53</b>	<b>171,793.80</b>	<b>15,948.73</b>	<b>687,175.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-1,134.38</b>	<b>0.01</b>	<b>5,572.13</b>	<b>0.03</b>	<b>5,572.10</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	28,257.74	33,333.33	84,773.22	99,999.99	-15,226.77	400,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-29,392.12</b>	<b>-33,333.32</b>	<b>-79,201.09</b>	<b>-99,999.96</b>	<b>20,798.87</b>	<b>-400,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**June 30, 2017**

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	83,588.10	77,999.98	244,803.24	233,999.94	10,803.30	936,000.00
<b>TOTAL OPERATING INCOME</b>	<b>83,588.10</b>	<b>77,999.98</b>	<b>244,803.24</b>	<b>233,999.94</b>	<b>10,803.30</b>	<b>936,000.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	31,717.66	32,758.57	92,667.94	98,275.71	-5,607.77	393,103.00
Total Tenant Services	485.08	845.83	838.69	2,537.49	-1,698.80	10,150.00
Total Utilities Expenses	1,509.31	2,329.17	-3,325.42	6,987.51	-10,312.93	27,950.00
Total Maintenance Expenses	36,111.15	43,229.17	105,844.78	129,687.51	-23,842.73	518,750.00
General Expense	5,710.98	9,185.00	11,768.80	27,555.00	-15,786.20	110,220.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>75,534.18</b>	<b>88,347.74</b>	<b>207,794.79</b>	<b>265,043.22</b>	<b>-57,248.43</b>	<b>1,060,173.00</b>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-10,347.75	0.00	-31,043.25	31,043.25	-124,173.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>75,534.18</b>	<b>77,999.99</b>	<b>207,794.79</b>	<b>233,999.97</b>	<b>-26,205.18</b>	<b>936,000.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>						
	<b>8,053.92</b>	<b>-0.01</b>	<b>37,008.45</b>	<b>-0.03</b>	<b>37,008.48</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
	22,181.52	27,083.33	66,544.56	81,249.99	-14,705.43	325,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-14,127.60</b>	<b>-27,083.34</b>	<b>-29,536.11</b>	<b>-81,250.02</b>	<b>51,713.91</b>	<b>-325,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**June 30, 2017**

<b>BLUEBELL - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>Year To Date Bud</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	19,777.52	18,595.83	60,143.74	55,787.49	4,356.25	223,150.00
<b>TOTAL OPERATING INCOME</b>	<b>19,777.52</b>	<b>18,595.83</b>	<b>60,143.74</b>	<b>55,787.49</b>	<b>4,356.25</b>	<b>223,150.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	10,019.37	10,209.84	29,365.17	30,629.52	-1,264.35	122,518.00
Total Tenant Services	0.00	20.83	239.76	62.49	177.27	250.00
Total Utilities Expenses	3,661.44	2,083.34	3,005.18	6,250.02	-3,244.84	25,000.00
Total Maintenance Expenses	8,717.50	6,527.09	21,252.60	19,581.27	1,671.33	78,325.00
General Expense	2,242.53	2,890.83	7,503.52	8,672.49	-1,168.97	34,690.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>24,640.84</b>	<b>21,731.93</b>	<b>61,366.23</b>	<b>65,195.79</b>	<b>-3,829.56</b>	<b>260,783.00</b>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,136.08	0.00	-9,408.24	9,408.24	-37,633.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>24,640.84</b>	<b>18,595.85</b>	<b>61,366.23</b>	<b>55,787.55</b>	<b>5,578.68</b>	<b>223,150.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>						
	<b>-4,863.32</b>	<b>-0.02</b>	<b>-1,222.49</b>	<b>-0.06</b>	<b>-1,222.43</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	13,730.60	12,291.67	41,191.80	36,875.01	4,316.79	147,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-18,593.92</b>	<b>-12,291.69</b>	<b>-42,414.29</b>	<b>-36,875.07</b>	<b>-5,539.22</b>	<b>-147,500.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**June 30, 2017**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	217,308.00	211,116.42	652,348.85	633,349.26	18,999.59	2,533,397.00
<b>TOTAL OPERATING INCOME</b>	<b>217,308.00</b>	<b>211,116.42</b>	<b>652,348.85</b>	<b>633,349.26</b>	<b>18,999.59</b>	<b>2,533,397.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	117,249.31	112,207.48	326,575.90	336,622.44	-10,046.54	1,346,490.00
Total Tenant Services	1,033.33	960.40	1,643.36	2,881.20	-1,237.84	11,525.00
Total Utilities Expenses	10,787.32	12,825.02	12,454.26	38,475.06	-26,020.80	153,900.00
Total Maintenance Expenses	71,512.80	72,462.51	206,776.87	217,387.53	-10,610.66	869,550.00
General Expense	15,719.77	21,721.68	42,166.75	65,165.04	-22,998.29	260,660.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>216,302.53</b>	<b>220,177.09</b>	<b>589,617.14</b>	<b>660,531.27</b>	<b>-70,914.13</b>	<b>2,642,125.00</b>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-9,060.66	0.00	-27,181.98	27,181.98	-108,728.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>216,302.53</b>	<b>211,116.43</b>	<b>589,617.14</b>	<b>633,349.29</b>	<b>-43,732.15</b>	<b>2,533,397.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>1,005.47</b>	<b>-0.01</b>	<b>62,731.71</b>	<b>-0.03</b>	<b>62,731.74</b>	<b>0.00</b>
Total Depreciation Expense	64,219.69	72,860.41	192,659.07	218,581.23	-25,922.16	874,325.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-63,214.22</b>	<b>-72,860.42</b>	<b>-129,927.36</b>	<b>-218,581.26</b>	<b>88,653.90</b>	<b>-874,325.00</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**June 30, 2017**

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	32,072.42	31,233.33	94,649.32	93,699.99	949.33	374,800.00
<b>TOTAL OPERATING INCOME</b>	<b><u>32,072.42</u></b>	<b><u>31,233.33</u></b>	<b><u>94,649.32</u></b>	<b><u>93,699.99</u></b>	<b><u>949.33</u></b>	<b><u>374,800.00</u></b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,131.62	4,516.67	10,539.27	13,550.01	-3,010.74	54,200.00
Total Fee Expenses	5,760.72	5,322.17	17,282.16	15,966.51	1,315.65	63,866.00
Total Utilities Expenses	1,164.42	2,179.16	1,538.00	6,537.48	-4,999.48	26,150.00
Total Maintenance Expenses	7,383.88	16,562.92	25,268.04	49,688.76	-24,420.72	198,755.00
Total Taxes & Insurance Expense	2,672.74	2,638.51	8,008.63	7,915.53	93.10	31,662.00
Total Financial Expenses	2,311.79	2,333.33	6,887.60	6,999.99	-112.39	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b><u>23,425.17</u></b>	<b><u>33,552.76</u></b>	<b><u>69,523.70</u></b>	<b><u>100,658.28</u></b>	<b><u>-31,134.58</u></b>	<b><u>402,633.00</u></b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,502.75	0.00	-10,508.25	10,508.25	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-10,508.25	10,508.25	-42,033.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b><u>23,425.17</u></b>	<b><u>30,050.01</u></b>	<b><u>69,523.70</u></b>	<b><u>90,150.03</u></b>	<b><u>-20,626.33</u></b>	<b><u>360,600.00</u></b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b><u>8,647.25</u></b>	<b><u>1,183.32</u></b>	<b><u>25,125.62</u></b>	<b><u>3,549.96</u></b>	<b><u>21,575.66</u></b>	<b><u>14,200.00</u></b>
<b>Total Depreciation Expense</b>						
	6,308.17	5,291.67	18,924.51	15,875.01	3,049.50	63,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b><u>2,339.08</u></b>	<b><u>-4,108.35</u></b>	<b><u>6,201.11</u></b>	<b><u>-12,325.05</u></b>	<b><u>18,526.16</u></b>	<b><u>-49,300.00</u></b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**June 30, 2017**

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	27,566.72	27,098.75	81,062.72	81,296.25	-233.53	325,185.00
<b>TOTAL OPERATING INCOME</b>	<b>27,566.72</b>	<b>27,098.75</b>	<b>81,062.72</b>	<b>81,296.25</b>	<b>-233.53</b>	<b>325,185.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,000.48	4,637.50	9,512.86	13,912.50	-4,399.64	55,650.00
Total Fee Expenses	5,120.64	5,103.17	15,361.92	15,309.51	52.41	61,238.00
Total Utilities Expenses	502.39	2,148.33	3,052.36	6,444.99	-3,392.63	25,780.00
Total Maintenance Expenses	8,144.03	9,233.34	23,097.63	27,700.02	-4,602.39	110,800.00
Total Taxes & Insurance Expense	2,435.80	2,386.67	7,196.14	7,160.01	36.13	28,640.00
Total Financial Expenses	2,311.79	2,333.33	6,887.60	6,999.99	-112.39	28,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>22,515.13</b>	<b>25,842.34</b>	<b>65,108.51</b>	<b>77,527.02</b>	<b>-12,418.51</b>	<b>310,108.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	89.75	0.00	269.25	-269.25	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	269.25	-269.25	1,077.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>22,515.13</b>	<b>25,932.09</b>	<b>65,108.51</b>	<b>77,796.27</b>	<b>-12,687.76</b>	<b>311,185.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>5,051.59</b>	<b>1,166.66</b>	<b>15,954.21</b>	<b>3,499.98</b>	<b>12,454.23</b>	<b>14,000.00</b>
<b>Total Depreciation Expense</b>						
	6,789.88	6,375.00	20,369.64	19,125.00	1,244.64	76,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-1,738.29</b>	<b>-5,208.34</b>	<b>-4,415.43</b>	<b>-15,625.02</b>	<b>11,209.59</b>	<b>-62,500.00</b>



**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**June 30, 2017**

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	59,639.14	58,332.08	175,712.04	174,996.24	715.80	699,985.00
<b>TOTAL OPERATING INCOME</b>	<b>59,639.14</b>	<b>58,332.08</b>	<b>175,712.04</b>	<b>174,996.24</b>	<b>715.80</b>	<b>699,985.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	8,132.10	9,154.17	20,052.13	27,462.51	-7,410.38	109,850.00
Total Fee Expenses	10,881.36	10,425.34	32,644.08	31,276.02	1,368.06	125,104.00
Total Utilities Expenses	1,666.81	4,327.49	4,590.36	12,982.47	-8,392.11	51,930.00
Total Maintenance Expenses	15,527.91	25,796.26	48,365.67	77,388.78	-29,023.11	309,555.00
Total Taxes & Insurance Expense	5,108.54	5,025.18	15,204.77	15,075.54	129.23	60,302.00
Total Financial Expenses	4,623.58	4,666.66	13,775.20	13,999.98	-224.78	56,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>45,940.30</b>	<b>59,395.10</b>	<b>134,632.21</b>	<b>178,185.30</b>	<b>-43,553.09</b>	<b>712,741.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,413.00	0.00	-10,239.00	10,239.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-10,239.00	10,239.00	-40,956.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>45,940.30</b>	<b>55,982.10</b>	<b>134,632.21</b>	<b>167,946.30</b>	<b>-33,314.09</b>	<b>671,785.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>13,698.84</b>	<b>2,349.98</b>	<b>41,079.83</b>	<b>7,049.94</b>	<b>34,029.89</b>	<b>28,200.00</b>
<b>Total Depreciation Expense</b>						
	13,098.05	11,666.67	39,294.15	35,000.01	4,294.14	140,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>600.79</b>	<b>-9,316.69</b>	<b>1,785.68</b>	<b>-27,950.07</b>	<b>29,735.75</b>	<b>-111,800.00</b>

**Knox County Housing Authority  
BOARD - HCV CASH FLOW STATEMENT  
June 30, 2017**

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	9,401.94	9,020.82	27,961.32	27,062.46	898.86	108,250.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>9,401.94</b>	<b>9,020.82</b>	<b>27,961.32</b>	<b>27,062.46</b>	<b>898.86</b>	<b>108,250.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	7,100.43	7,962.49	20,975.11	23,887.47	-2,912.36	95,550.00
Total Fees Expenses	3,705.00	3,665.83	11,056.50	10,997.49	59.01	43,990.00
Total General Expenses	558.61	606.26	542.34	1,818.78	-1,276.44	7,275.00
<b>TOTAL OPERATING EXPENSES</b>	<b>11,364.04</b>	<b>12,234.58</b>	<b>32,573.95</b>	<b>36,703.74</b>	<b>-4,129.79</b>	<b>146,815.00</b>
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>11,364.04</b>	<b>12,234.58</b>	<b>32,573.95</b>	<b>36,703.74</b>	<b>-4,129.79</b>	<b>146,815.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-1,962.10</b>	<b>-3,213.76</b>	<b>-4,612.63</b>	<b>-9,641.28</b>	<b>5,028.65</b>	<b>-38,565.00</b>
Total Depreciation Expense	9.37	18.75	28.11	56.25	-28.14	225.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-1,971.47</b>	<b>-3,232.51</b>	<b>-4,640.74</b>	<b>-9,697.53</b>	<b>5,056.79</b>	<b>-38,790.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	61,123.50	55,164.41	194,583.90	165,493.23	29,090.67	661,973.00
<b>TOTAL HAP INCOME</b>	<b>61,123.50</b>	<b>55,164.41</b>	<b>194,583.90</b>	<b>165,493.23</b>	<b>29,090.67</b>	<b>661,973.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	68,469.00	62,833.33	201,329.00	188,499.99	12,829.01	754,000.00
Total General HAP Expenses	0.00	83.33	-1,030.50	249.99	-1,280.49	1,000.00
<b>TOTAL HAP EXPENSES</b>	<b>68,469.00</b>	<b>62,916.66</b>	<b>200,298.50</b>	<b>188,749.98</b>	<b>11,548.52</b>	<b>755,000.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>-7,345.50</b>	<b>-7,752.25</b>	<b>-5,714.60</b>	<b>-23,256.75</b>	<b>17,542.15</b>	<b>-93,027.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*June, 2017*

	<b>Current Period</b>	<b>Last Year Same P</b>	<b>Variance</b>	<b>Current Year</b>
<b>AMP001 - MOON TOWERS</b>				
Salaries	20,958.52	21,438.61	-480.09	63,470.97
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,509.25	14,779.92	729.33	47,063.28
Administrative Expenses	1,855.16	-2,841.61	4,696.77	3,975.77
Teneant Services	548.25	86.15	462.10	564.91
Utilities	5,462.35	3,083.13	2,379.22	15,924.67
Maintenance Supplies/Contracts	12,906.84	2,875.14	10,031.70	37,705.06
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,480.74	5,973.91	506.83	19,037.87
Non-Routine Expense	0.00	859.04	-859.04	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>63,721.11</b>	<b>46,254.29</b>	<b>17,466.82</b>	<b>187,742.53</b>
<b>AMP002 - FAMILY</b>				
Salaries	38,903.45	40,601.37	-1,697.92	114,247.81
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,738.39	15,723.04	1,015.35	50,058.15
Administrative Expenses	3,840.93	-21.47	3,862.40	9,020.94
Teneant Services	0.00	37.06	-37.06	0.00
Utilities	1,509.31	1,317.78	191.53	-3,325.42
Maintenance Supplies/Contracts	8,831.12	3,876.76	4,954.36	26,024.51
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,710.98	5,037.95	673.03	11,768.80
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>75,534.18</b>	<b>66,572.49</b>	<b>8,961.69</b>	<b>207,794.79</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	11,668.85	8,837.79	2,831.06	28,656.98
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,514.01	3,984.24	529.77	13,542.03
Administrative Expenses	1,104.69	1,388.05	-283.36	2,592.77
Teneant Services	0.00	0.00	0.00	239.76
Utilities	3,661.44	1,018.41	2,643.03	3,005.18
Maintenance Supplies/Contracts	1,449.32	261.77	1,187.55	5,825.99
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,242.53	2,346.12	-103.59	7,503.52
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>24,640.84</b>	<b>17,836.38</b>	<b>6,804.46</b>	<b>61,366.23</b>
<b>COCC</b>				
Salaries	36,833.04	35,479.78	1,353.26	105,295.52
Employee W/H Payments	-1,151.40	-98.82	-1,052.58	-1,964.72
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	14,116.56	6,985.82	7,130.74	26,457.54
Teneant Services	0.00	0.00	0.00	0.00
Utilities	154.22	248.79	-94.57	-3,150.17
Maintenance Supplies/Contracts	17.06	623.34	-606.28	254.14
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,285.52	817.89	467.63	3,856.56
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>51,255.00</b>	<b>44,056.80</b>	<b>7,198.20</b>	<b>130,748.87</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	108,363.86	106,357.55	2,006.31	311,671.28
Employee W/H Payments	-1,151.40	-98.82	-1,052.58	-1,964.72
Management Fees	36,761.65	34,487.20	2,274.45	110,663.46
Administrative Expenses	20,917.34	5,510.79	15,406.55	42,047.02
Teneant Services	548.25	123.21	425.04	804.67
Utilities	10,787.32	5,668.11	5,119.21	12,454.26
Maintenance Supplies	23,204.34	7,637.01	15,567.33	69,809.70
Mileage	0.00	0.00	0.00	0.00
General Expenses	15,719.77	14,175.87	1,543.90	42,166.75
Non-Routine Expenses	0.00	859.04	-859.04	0.00
<b>TOTAL LOW RENT CLAIMS</b>	<b>215,151.13</b>	<b>174,719.96</b>	<b>40,431.17</b>	<b>587,652.42</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*June, 2017*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	8,219.44	8,228.39	-8.95
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,760.72	5,430.24	330.48
Administrative Expenses	1,191.35	-1,259.21	2,450.56
Utilities	1,164.42	706.75	457.67
Maintenance Supplies/Contracts	2,104.71	2,471.12	-366.41
Tax & Insurance Expenses	2,672.74	2,558.90	113.84
Finacial Expenses	2,311.79	2,416.73	-104.94
<b>TOTAL BRENTWOOD CLAIMS</b>	<b><u>23,425.17</u></b>	<b><u>20,552.92</u></b>	<b><u>2,872.25</u></b>
<b>PRAIRIELAND</b>			
Salaries	8,219.21	8,228.17	-8.96
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,120.64	4,826.88	293.76
Administrative Expenses	1,060.27	-1,347.24	2,407.51
Utilities	502.39	976.41	-474.02
Maintenance Supplies/Contracts	2,865.03	2,662.07	202.96
Taxes & Insurance Expenses	2,435.80	2,220.12	215.68
Financial Expenses	2,311.79	2,416.72	-104.93
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b><u>22,515.13</u></b>	<b><u>19,983.13</u></b>	<b><u>2,532.00</u></b>
<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	16,438.65	16,456.56	-17.91
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,881.36	10,257.12	624.24
Administrative Expenses	2,251.62	-2,606.45	4,858.07
Utilities	1,666.81	1,683.16	-16.35
Maintenance Supplies	4,969.74	5,133.19	-163.45
Taxes & Insurance Expenses	5,108.54	4,779.02	329.52
Financial Expenses	4,623.58	4,833.45	-209.87
<b>TOTAL AHP CLAIMS</b>	<b><u>45,940.30</u></b>	<b><u>40,536.05</u></b>	<b><u>5,404.25</u></b>
<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	6,318.97	6,514.42	-195.45
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,705.00	3,237.00	468.00
Administrative Expenses	781.46	2,544.89	-1,763.43
General Expense-Admin	558.61	-2,518.24	3,076.85
<b>Total HCV Expenses</b>	<b>11,364.04</b>	<b>9,778.07</b>	<b>1,585.97</b>
HAP Expenses	68,469.00	57,541.00	10,928.00
General Expenses	0.00	-2,808.88	2,808.88
<b>Total HAP Expenses</b>	<b>68,469.00</b>	<b>54,732.12</b>	<b>13,736.88</b>
<b>TOTAL HCV CLAIMS</b>	<b><u>79,833.04</u></b>	<b><u>64,510.19</u></b>	<b><u>15,322.85</u></b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*June, 2017*

	Current Period	Last Year Same	Current Year	Cumulative
<b>CFG 2016 - \$608,598</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2016 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2015 - \$598,801</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	500,738.85
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non Dwelling Equipment	0.00	0.00	0.00	42,724.90
<b>TOTAL CFG 2015 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>564,071.07</b>
<b>CFG 2014 - \$619,889</b>				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	5,300.00	1,100.00	76,196.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	17,087.58	0.00	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>22,387.58</b>	<b>1,100.00</b>	<b>619,889.00</b>
<b>CFG 2013 - \$584,976</b>				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	6,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	466,718.89
Dwelling Equipment	0.00	0.00	0.00	12,002.27
Non-Dwelling Equipment	0.00	0.00	0.00	1,756.84
<b>TOTAL CFG 2013 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>584,976.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>0.00</b>	<b>22,387.58</b>	<b>1,100.00</b>	<b>1,768,936.07</b>

**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*June, 2017*

	<b>Current Period</b>	<b>Last Year Same P</b>	<b>Variance</b>	<b>Current Year</b>
<b>TOTALS</b>				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	63,721.11	46,254.29	17,466.82	187,742.53
AMP002 - FAMILY	75,534.18	66,572.49	8,961.69	207,794.79
AMP003 - BLUEBELL	24,640.84	17,836.38	6,804.46	61,366.23
COCC	51,255.02	44,150.82	7,104.20	130,748.93
<b>TOTAL LOW RENT</b>	<b>215,151.15</b>	<b>174,813.98</b>	<b>40,337.17</b>	<b>587,652.48</b>
<u>A.H.P.</u>				
BRENTWOOD	23,425.17	20,552.92	2,872.25	69,523.70
PRAIRIELAND	22,515.13	19,983.13	2,532.00	65,108.51
<b>TOTAL A.H.P.</b>	<b>45,940.30</b>	<b>40,536.05</b>	<b>5,404.25</b>	<b>134,632.21</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,364.04	9,778.07	1,585.97	32,573.95
<b>TOTAL HCV</b>	<b>11,364.04</b>	<b>9,778.07</b>	<b>1,585.97</b>	<b>32,573.95</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '15	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '14	0.00	22,387.58	-22,387.58	1,100.00
CAPITAL FUND GRANT '13	0.00	0.00	0.00	0.00
<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>22,387.58</b>	<b>-22,387.58</b>	<b>1,100.00</b>
<hr/>				
<b>TOTAL CLAIMS FOR MONTH</b>	<b>272,455.49</b>	<b>247,515.68</b>	<b>24,939.81</b>	<b>755,958.64</b>

## **RESOLUTION 2017-09**

7/25/2017

Board of Commissioners

Derek Antoine, Executive Director

**RE: Approval of Bad Debt Charge-Offs for the period ending June 30, 2017**

### **Article I. Background**

It is the policy of the Knox County Housing Authority to write-off all uncollectable debt owed from previous program participants. An effective asset management program includes activities that enable the Knox County Housing Authority to accurately reflect the value of its receivables and other assets and ensure that resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the KCHA's assets. Therefore, the write-off process is a critical component of the financial management activities.

Write-off recommendations should be made by each program manager upon the determination that the program area or accounting operation, despite its best recovery efforts, cannot recover the asset. Write-offs may also be appropriate when the general ledger account balances are insupportable, or other auditors have identified the need to adjust the records and management has agreed with the auditors.

Write-offs occur when the KCHA removes the corresponding amount of an uncollectible, un-reconciled, or unsubstantiated asset from the general ledger. On a quarterly basis, each program should evaluate the recoverability of its assets to quantify and recognize amounts to be written off. Each quarter, the program managers will report to the finance coordinator the level of actual write-offs vs. its original estimated write-offs.

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to the Illinois Debt Recovery Offset Portal (IDROP) for collection attempt. Additionally at this point, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

### **Article II. Recommendation**

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$6,239.82 effective for the period ending June 30, 2017.

RE: Approval of Bad Debt Charge-Offs for the period ending June 30, 2017

<b>AHP 1st Qtr Bad Debt Write-Offs</b>			
First Name	Last Name	KCHA's Debt Identifier	Debt Owed
Ron	Gilbreath	BW H3-4	\$309.00
Andrea	Smith	BW G7-5	\$527.00
Natalie	Moore	PL 17-5	\$1,197.00
Tabitha	Hutson	PL 17-5	\$0.00
<b>AHP 1st Qtr Bad Debt Write-Off Total</b>			<b>\$2,033.00</b>

<b>Family's 1st Qtr Bad Debt Write-Offs</b>			
First Name	Last Name	KCHA's Debt Identifier	Debt Owed
Caprice	McKinney	FAM227-17	\$428.25
Shirley	Kruger	FAM238-25	\$1,168.25
Samantha	Lee	FAM251-15	\$61.00
Earl	Boone	FAM283-15	\$200.75
Kakou	Kaho	FAM325-26	\$257.37
Marcus	Turner	FAM337-19	\$535.70
<b>Family's 1st Qtr Bad Debt Write-Off Total</b>			<b>\$2,651.32</b>

<b>Moon Towers' 1st Qtr Bad Debt Write-Offs</b>			
First Name	Last Name	KCHA's Debt Identifier	Debt Owed
Tammi	Hindahl	MT095-15	\$1,521.50
Conlin	Sallie	MT196-10	\$34.00
<b>Moon Towers' 1st Qtr Bad Debt Write-Off Total</b>			<b>\$1,555.50</b>

<b>HCV 1st Qtr Bad Debt Write-Offs</b>			
First Name	Last Name	KCHA's Debt Identifier	Debt Owed
<b>HCV 1st Qtr Bad Debt Write-Off Total</b>			<b>\$0.00</b>

<b>Total 1st Qtr Bad Debt Write-Offs</b>	<b>\$6,239.82</b>
--	-------------------





## RESOLUTION 2017-09

7/25/2017

Board of Commissioners

Derek Antoine, Executive Director

### Approval of Bad Debt Charge-Offs for the period ending June 30, 2017

**NOW, THEREFORE, BE IT RESOLVED BY THE KNOX COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS (BOARD) THAT:**

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$6,239.82 for the period ending June 30, 2017.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of June 30, 2017.

**RESOLVED: July 25, 2017**

\_\_\_\_\_  
Lomac Payton, Chairperson

\_\_\_\_\_  
Roger Peterson, Vice-Chairperson

\_\_\_\_\_  
Paula Sanford, Resident Commissioner

\_\_\_\_\_  
Paul Stewart, Commissioner

\_\_\_\_\_  
Wayne Allen, Commissioner

\_\_\_\_\_  
Thomas Dunker, Commissioner

\_\_\_\_\_  
Ben Burgland, Commissioner

\_\_\_\_\_  
Derek Antoine, Secretary/Executive Director (Attest)

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/25/2017

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/25/2017

**SUBJECT:** Application for Payment #8 – Hein Construction

---

### Executive Summary

At the 04/26/2016 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at Moon Towers and Bluebell Tower. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Moon Towers: Minor renovations to 10 handicapped units and 4 visual/hearing impaired units.
- Blue Bell Tower: Significant renovations to 3 handicapped units, minor renovations to 2 visual/hearing impaired units, replacement of cabinets at the community room kitchen and installation of a new intercom system.

Phase 3 of the construction was completed on 11/16/2016 and the hearing/visually impaired unit work was completed 07/07/2017. Alliance Architects has reviewed the work performed under this contract and found it to be substantially complete. This application for payment amount includes the balance to finish and retainage.

Alliance Architects has reviewed and signed approval for the present pay request.

### Fiscal Impact

This application for payment will be paid from Capital Funds, as approved at the 04/26/2016 Regular Meeting of the Board.

### Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #8 from Hein Construction in the amount of \$91,466.31 for the period to 02/28/2017.

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA® DOCUMENT G732™ - 2009

TO OWNER: **Knox County Housing Authority** PROJECT: 504 Modifications  
 216 W Simmons St Moon Towers & Bluebell Tower  
 Galesburg IL 61401 KCHA-Galesburg IL

FROM VIA CONTRACTOR: **Hein Construction Co., Inc.**  
 Sub-Contractor 56 N Cedar St  
 Galesburg IL 61401

CONTRACT FOR: **General Contractor** VIA ARCHITECT: **Alliance Architects**

APPLICATION NO: ~~8-final~~  
 PERIOD TO: 2/28/2017  
 CONTRACT DATE: April 28, 2016  
 PROJECT NO: 16-1736

Distribution to:  
 OWNER  
 CONSTRUCTION  
 MANAGER  
 ARCHITECT  
 CONTRACTOR  
 FIELD  
 OTHER

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	754,000.00
2. NET CHANGES IN THE WORK	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	754,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	754,000.00
5. RETAINAGE:		
a. 0 % of Completed Work	\$	0.00
(Column D + E on G703)		
b. % of Stored Material	\$	
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$	754,000.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	662,533.69
8. CURRENT PAYMENT DUE	\$	91,466.31
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$
Total approved this month including Construction Change Directives - CO#06	\$0.00	\$
TOTALS	\$0.00	\$0.00
NET CHANGES IN THE WORK	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: HEIN CONSTRUCTION CO., INC.

By: *[Signature]*  
 State of: Illinois County of: \_\_\_\_\_  
 Subscribed and sworn to before me this 22nd day of February  
 Notary Public: *Angela M Edmund*  
 My Commission expires: 7/21/19



**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 91,466.31

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER: \_\_\_\_\_ Date: \_\_\_\_\_  
 ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)  
 By: *[Signature]* **Alliance Architecture** Date: 07-19-2017  
 929 Lincolnway East, Suite 200  
 South Bend, Indiana 46601

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CC CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: ~~3-10001~~  
 APPLICATION DATE: 2/22/17  
 PERIOD TO: 2/28/17  
 PROJECT NO: 16-1736

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE) 10 %
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	<b>Division #1-General Requirements</b>								
	Perf & Pymt Bond/Bldrs Risk Ins	11,330.00	11,330.00	0.00		11,330.00	100.00%	0.00	
	General Conditions	29,155.00	29,155.00	0.00		29,155.00	100.00%	0.00	
	Overhead/Profit	96,802.00	96,802.00	0.00		96,802.00	100.00%	0.00	
	General Requirements-Allow 1 & 2	0.00		0.00		0.00	#DIV/0!	0.00	
	C.O.#2 Deduct Corner Guards	(4,700.00)		(4,700.00)		(4,700.00)	100.00%	0.00	
	C.E. #1-Benbow	1,632.81	1,632.81			1,632.81	100.00%	0.00	
	C.E. #2-Amp	1,664.79	1,664.79	0.00		1,664.79	100.00%	0.00	
	C.E. #3-Scott/Hein	2,456.79	2,456.79	0.00		2,456.79	100.00%	0.00	
	C.E. #4-Scott/Amp/Hein	2,623.81	2,623.81	0.00		2,623.81	100.00%	0.00	
	C.E. #6-Amp	903.79	903.79	0.00		903.79	100.00%	0.00	
	C.E. #7-Benbow	431.05	431.05	0.00		431.05	100.00%	0.00	
	C.E. #8-Hein/CJ	395.50	395.50	0.00		395.50	100.00%	0.00	
	C.E. #9-Central IL Flooring	2,040.00	2,040.00	0.00		2,040.00	100.00%	0.00	
	C.E. #10-Benbow	1,582.90	0.00	1,582.90		1,582.90	100.00%	0.00	
	C.E. #11-Scott/Hein	5,462.16		5,462.16		5,462.16	100.00%	0.00	
	C.E. #12-Amp	1,860.00		1,860.00		1,860.00	100.00%	0.00	
	C.E. #13-Central IL Flooring	1,876.13		1,876.13		1,876.13	100.00%	0.00	
	C.E. #15-Central IL Flooring	1,174.00		1,174.00		1,174.00	100.00%	0.00	
	C.E. #17-Amp	556.18		556.18		556.18	100.00%	0.00	
	C.E. #18-Amp	536.90		536.90		536.90	100.00%	0.00	
	C.E. #19-Amp	671.14		671.14		671.14	100.00%	0.00	
	C.E. #20-Amp	805.37		805.37		805.37	100.00%	0.00	
	C.E. #21-Hein	1,040.48		1,040.48		1,040.48	100.00%	0.00	
	C.E. #22-Amp	361.35		361.35		361.35	100.00%	0.00	
	C.E. #23-Amp	865.52		865.52		865.52	100.00%	0.00	
	C.E. #24-Scott	829.00		829.00		829.00	100.00%	0.00	
	C.E. #25-Central IL Flooring	4,930.33		4,930.33		4,930.33	100.00%	0.00	
2	<b>Division #2 - Site Construction</b>								
	Demolition - Phase 1 Labor	13,760.00	13,760.00	0.00		13,760.00	100.00%	0.00	
	Demolition - Phase 2 Labor	18,800.00	18,800.00			18,800.00	100.00%	0.00	
	Demolition - Phase 3 Labor	18,800.00	18,800.00	0.00		18,800.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
3	<b>Division #6 - Carpentry</b>								
	Carpentry - Phase 1 L & M	8,900.00	8,900.00	0.00		8,900.00	100.00%	0.00	
	Carpentry - Phase 2 L & M	9,200.00	9,200.00	0.00		9,200.00	100.00%	0.00	
	Carpentry - Phase 3 L & M	9,200.00	9,200.00	0.00		9,200.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								

# CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: ~~8-1111~~

APPLICATION DATE: 2/22/17

PERIOD TO: 2/28/17

PROJECT NO: 16-1736

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 10%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	<b>Division #8 - Doors</b>								
	Phase 1 L & M	18,900.00	18,900.00	0.00		18,900.00	100.00%	0.00	
	Phase 2 L & M	9,450.00	9,450.00	0.00		9,450.00	100.00%	0.00	
	Phase 3 L & M	9,450.00	9,450.00	0.00		9,450.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
	<b>Division #9 - Finishes</b>								
	Wall Assemblies-Phase 1 L & M	4,000.00	4,000.00	0.00		4,000.00	100.00%	0.00	
	Wall Assemblies-Phase 2 L & M	7,000.00	7,000.00	0.00		7,000.00	100.00%	0.00	
	Wall Assemblies-Phase 3 L & M	7,000.00	7,000.00	0.00		7,000.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
	Flooring - Phase 1 L & M	18,300.00	18,300.00	0.00		18,300.00	100.00%	0.00	
	Flooring - Phase 2 L & M	30,500.00	30,500.00	0.00		30,500.00	100.00%	0.00	
	Flooring - Phase 3 L & M	30,500.00	30,500.00	0.00		30,500.00	100.00%	0.00	
	<i>Central Illinois Floorcovering</i>								
	Painting - Phase 1 L & M	13,150.00	13,150.00	0.00		13,150.00	100.00%	0.00	
	Painting - Phase 2 L & M	20,150.00	20,150.00	0.00		20,150.00	100.00%	0.00	
	Painting - Phase 3 L & M	20,150.00	\$20,150.00	0.00		20,150.00	100.00%	0.00	
	<i>W F Scott Decorating</i>								
6	<b>Division #10 - Specialties</b>								
	Phase 1 L & M	12,800.00	12,800.00	0.00		12,800.00	100.00%	0.00	
	Phase 2 L & M	18,600.00	18,600.00	0.00		18,600.00	100.00%	0.00	
	Phase 3 L & M	18,600.00	18,600.00	0.00		18,600.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
7	<b>Division #12 - Furnishings</b>								
	Phase 1 L & M	21,600.00	21,600.00	0.00		21,600.00	100.00%	0.00	
	Phase 2 L & M	13,400.00	13,400.00	0.00		13,400.00	100.00%	0.00	
	Phase 3 L & M	13,400.00	13,400.00	0.00		13,400.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
8	<b>Division #22 - Plumbing</b>								
	Phase 1 L & M	35,803.00	35,803.00	0.00		35,803.00	100.00%	0.00	
	Phase 2 L & M	33,200.00	33,200.00	0.00		33,200.00	100.00%	0.00	
	Phase 3 L & M	33,200.00	33,200.00	0.00		33,200.00	100.00%	0.00	
	<i>J P Benbow Plumbing</i>								

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 4 OF 4 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: ~~8-1736~~

APPLICATION DATE: 2/22/17

PERIOD TO: 2/28/17

PROJECT NO: 16-1736

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 10 %
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
9	<b>Division #26 -Electrical</b>								
	Phase 1 L & M	28,875.00	28,875.00	0.00		28,875.00	100.00%	0.00	
	Phase 2 L & M	18,300.00	18,300.00	0.00		18,300.00	100.00%	0.00	
	Phase 3 L & M	18,300.00	18,300.00	0.00		18,300.00	100.00%	0.00	
	Phase 4 L & M	39,665.00	39,665.00	0.00		39,665.00	100.00%	0.00	
	Phase 5 L & M	13,760.00	13,760.00	0.00		13,760.00	100.00%	0.00	
	<i>Amp Electric</i>								
	<b>GRAND TOTALS</b>	\$754,000.00	\$736,148.54	\$17,851.46	\$0.00	\$754,000.00	100.00%	\$0.00	\$0.00

**CERTIFICATE OF  
SUBSTANTIAL  
COMPLETION**

Owner x  
Architect x  
Contractor x



PROJECT: 504 Modifications  
Moon Towers & Bluebell Tower  
Knox County Housing Authority  
Galesburg, Illinois

DATE: July 13, 2017

OWNER: Knox County Housing Authority  
216 West Simmons Street  
Galesburg, IL 61401

CONTRACTOR: Hein Construction Co., Inc.  
9130 N. Industrial Road  
Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 4/28/16

The Work performed under this Contract has been reviewed and found to be substantially complete. The Dates of Substantial Completion of the Project or portions thereof designated below are hereby established as follows:

All Work Except Change Order No. 3 ..... February 28, 2017  
Work Noted in Change Order No. 3 ..... June 30, 2017

These are also the dates of commencement of applicable warranties required by the Contract Documents, except as stated below.

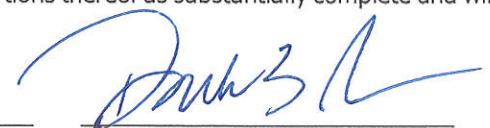
DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Dates of Substantial Completion of the Work or designated portions thereof are the Dates certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portions thereof for the use for which it is intended, as expressed in the Contract Documents.

Alliance Architecture \_\_\_\_\_  \_\_\_\_\_ July 13, 2017  
ARCHITECT BY: Mark A. Burrell DATE

Hein Construction Co., Inc. \_\_\_\_\_  \_\_\_\_\_ 7/13/17  
CONTRACTOR BY: David Marshall DATE

The Owner accepts the Work or designated portions thereof as substantially complete and will assume full possession thereof as noted above.

Knox County Housing Authority \_\_\_\_\_  \_\_\_\_\_ 7/13/2017  
OWNER BY: DATE



## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/25/2017

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/25/2017

**SUBJECT:** Application for Payment #9 FINAL– Hein Construction

---

### Executive Summary

At the 04/26/2016 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at Moon Towers and Bluebell Tower. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Moon Towers: Minor renovations to 10 handicapped units and 4 visual/hearing impaired units.
- Blue Bell Tower: Significant renovations to 3 handicapped units, minor renovations to 2 visual/hearing impaired units, replacement of cabinets at the community room kitchen and installation of a new intercom system.

Phase 3 of the construction was completed on 11/16/2016 which included the major unit renovations. However, there was a delay in the completion of the work in the visually/hearing impaired units at both Moon Towers and Blue Bell Tower. The agency selected different units at Moon Towers than originally identified, so this resulted in additional required equipment including power supplies, batteries and modules. This in turn created a contract change order of \$2,960.00. This is the final pay request for this project.

[NOTE: The visually/hearing impaired units were changed from two sets of side by side units to four scattered units. This change was made so that current residents with visual/hearing needs could benefit immediately from the equipment installation. As noted above, this resulted in the need for additional equipment and created the additional contract expense.]

Alliance Architects has reviewed and signed approval for the present pay request.

### Fiscal Impact

This application for payment will be paid from Capital Funds as approved at the 04/26/2016 Regular Meeting of the Board.

**Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #7 from Hein Construction in the amount of \$2,960.00 for the period to 07/10/2017.

**CHANGE ORDER**

Owner x  
Architect x  
Contractor x



PROJECT: 504 Modifications  
Moon Towers & Bluebell Tower  
Knox County Housing Authority  
Galesburg, Illinois

CHANGE ORDER NO. 3

DATE: June 15, 2017

CONTRACTOR: Hein Construction Co., Inc.  
9130 N. Industrial Road  
Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 4/28/16

You are hereby directed to make the following changes:

- 1. Due to relocating hearing- and visually-impaired units, Contractor shall furnish labor and material to install three (3) additional 120-volt power supplies, six (6) additional 12V batteries, and three (3) additional addressable mini modules/flash scan. All to be in accordance with Hein Construction's Proposed Cost Event No. 1736-27 dated 6/12/17. . . . . ADD \$ 2,960.00
- 2. Contract time for the above item only will be extended by 122 calendar days. . . . . NO COST CHANGE

NET CHANGE . . . . . \$ 2,960.00

The original Contract Sum was . . . . . \$ 754,000.00  
 Net Change by previous Change Orders . . . . . \$ 0.00  
 The Contract Sum prior to this Change Order was . . . . . \$ 754,000.00  
 The Contract Sum will be **INCREASED** by this Change Order . . . . . \$ 2,960.00  
 The Contract Sum including this Change Order . . . . . \$ 756,960.00  
 The Contract Time for all work except this Change Order No. 3 will be **UNCHANGED**.  
 The Date of Completion for all work except this Change Order No. 3 as of the date of this Change Order therefore is . . . . . February 28, 2017  
 The Contract Time for this Change Order No. 3 will be **INCREASED** by . . . . . 122 Days  
 The Date of Completion for this Change Order No. 3 therefore is . . . . . June 30, 2017

ALLIANCE ARCHITECTURE  
Architect

HEIN CONSTRUCTION CO., INC.  
Contractor

KNOX COUNTY  
HOUSING AUTHORITY  
Owner

929 Lincolnway East, Suite 200

9130 N. Industrial Road

255 West Tompkins Street

South Bend, IN 46601

Peoria, IL 61615

Galesburg, Illinois 61401

By:   
Mark W. Leblang

By:   
David Marshall

By:   
Date: 6/15/2017

Date: June 15, 2017

Date: 6/15/17

Date: 6/15/2017

# Hein Construction Co., Inc

Proposed Cost Event 1736-27

JOB: Knox County Housing Authority-ADA JOB # 16-1736 DATE: 6/12/2017  
DESCRIPTION OF CHANGE Install equipment per the attached.

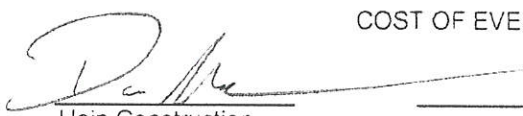
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
FOR \_\_\_\_\_

### COST OF EVENT FORM BREAKDOWN

1.) Materials .....	\$ -	9.) Equipment Rental .....	\$ -
2.) Equipment & Specialties ....	\$ -	10.) Permits & Misc. Expense .	\$ -
3.) Sales Tax .....	\$ -	11.) Sub Contracts .....	\$ 2,960.00
4.) Labor .....	\$ -	12.) Total Direct Job Cost .....	\$ 2,960.00
5.) Supervision .....	w/labor	13.) Profit 0% of #11 .....	\$ -
6.) Travel & Subsistence .....	w/labor	14.) Total Cost .....	\$ 2,960.00
7.) W.C., Ins. & P.R. Expense .	w/labor	15.) Profit 0% of #8.....	
8.) Sub Total .....	\$ -	16.) Total.....	\$ 2,960.00

   A Time Extension Of   0   Days Is Requested

COMMENTS: Please see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COST OF EVENT SUBMITTED BY:  
  
Hein Construction \_\_\_\_\_ Architect \_\_\_\_\_ Owner \_\_\_\_\_





3075 Grand Ave., Galesburg, IL 61401  
Phone: (309) 343-3532 Fax: (309) 343-3538

June 8, 2017

Hein Construction  
Attn: Dave Marshall

Re: Knox County Housing Authority  
504 Modifications  
Extra Parts & Labor for Hearing Impaired Rooms

**PROPOSAL**

We offer our proposal to furnish the necessary labor and material to complete the items listed below.

**SCOPE OF WORK**

- Provide (3) 120-volt power supplies
- Provide (6) 12V batteries
- Provide (3) addressable mini modules/flash scan

Proposal Price ..... \$2,960.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Thank you for the opportunity to quote your project. Please call with any questions.

Sincerely,

*Garvin Phillips*

Vice President  
AMP Electrical, Inc.

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

PAGE ONE OF 3 PAGES

TO OWNER: **Knox County Housing Authority** PROJECT: 504 Modifications  
 216 W Simmons St Moon Towers & Blucbell Tower  
 Galesburg IL 61401 KCHA-Galesburg IL

FROM VIA CONTRACTOR: Hein Construction Co., Inc.  
 Sub-Contractor 56 N Cedar St  
 Galesburg IL 61401

CONTRACT FOR: General Contractor VIA ARCHITECT: Alliance Architects

APPLICATION: 9 Final  
 PERIOD TO: 7/10/2017  
 CONTRACT DATE: April 28, 2016  
 PROJECT NO: 16-1736

Distribution to:  
 OWNER  
 CONSTRUCTION MANAGER  
 ARCHITECT  
 CONTRACTOR  
 FIELD  
 OTHER

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
 AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	754,000.00
2. NET CHANGES IN THE WORK	\$	2,960.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	756,960.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	756,960.00
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	0.00
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$	756,960.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	754,000.00
8. CURRENT PAYMENT DUE	\$	2,960.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$2,960.00	\$
Total approved this month including Construction Change Directives - CO#06	\$0.00	\$
TOTALS	\$2,960.00	\$0.00
NET CHANGES IN THE WORK	\$2,960.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: HEIN CONSTRUCTION CO., INC.

By: [Signature] Date: 7/10/17

State of: Illinois  
 Subscribed and sworn to before me this 10th  
 Notary Public [Signature]  
 My Commission expires: 11-6-2017

County of: Knox  
 day of July 2017



## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 2,960.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)  
 By: [Signature] Date: 07-19-2017

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 4 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO: 9 Final

APPLICATION DATE: 7/10/17

PERIOD TO: 7/10/17

PROJECT NO: 16-1736

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 10%
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G : C)		
1	<b>Division #1-General Requirements</b>									
	Perf & Pymt Bond/Bldrs Risk Ins	11,330.00	11,330.00		0.00		11,330.00	100.00%	0.00	
	General Conditions	29,155.00	29,155.00		0.00		29,155.00	100.00%	0.00	
	Overhead/Profit	96,802.00	96,802.00		0.00		96,802.00	100.00%	0.00	
	General Requirements-Allow 1 & 2	0.00			0.00		0.00	#DIV/0!	0.00	
	C.O.#2 Deduct Corner Guards	(4,700.00)	(4,700.00)		0.00		(4,700.00)	100.00%	0.00	
	C.E. #1-Benbow	1,632.81	1,632.81				1,632.81	100.00%	0.00	
	C.E. #2-Amp	1,664.79	1,664.79		0.00		1,664.79	100.00%	0.00	
	C.E. #3-Scot/Hein	2,456.79	2,456.79		0.00		2,456.79	100.00%	0.00	
	C.E. #4-Scot/Amp/Hein	2,623.81	2,623.81		0.00		2,623.81	100.00%	0.00	
	C.E. #6-Amp	903.79	903.79		0.00		903.79	100.00%	0.00	
	C.E. #7-Benbow	431.05	431.05		0.00		431.05	100.00%	0.00	
	C.E. #8-Hein/CJ	395.50	395.50		0.00		395.50	100.00%	0.00	
	C.E. #9-Central IL Flooring	2,040.00	2,040.00		0.00		2,040.00	100.00%	0.00	
	C.E. #10-Benbow	1,582.90	1,582.90		0.00		1,582.90	100.00%	0.00	
	C.E. #11-Scot/Hein	5,462.16	5,462.16		0.00		5,462.16	100.00%	0.00	
	C.E. #12-Amp	1,860.00	1,860.00		0.00		1,860.00	100.00%	0.00	
	C.E. #13-Central IL Flooring	1,876.13	1,876.13		0.00		1,876.13	100.00%	0.00	
	C.E. #15-Central IL Flooring	1,174.00	1,174.00		0.00		1,174.00	100.00%	0.00	
	C.E. #17-Amp	556.18	556.18		0.00		556.18	100.00%	0.00	
	C.E. #18-Amp	536.90	536.90		0.00		536.90	100.00%	0.00	
	C.E. #19-Amp	671.14	671.14		0.00		671.14	100.00%	0.00	
	C.E. #20-Amp	805.37	805.37		0.00		805.37	100.00%	0.00	
	C.E. #21-Hein	1,040.48	1,040.48		0.00		1,040.48	100.00%	0.00	
	C.E. #22-Amp	361.35	361.35		0.00		361.35	100.00%	0.00	
	C.E. #23-Amp	865.52	865.52		0.00		865.52	100.00%	0.00	
	C.E. #24-Scott	829.00	829.00		0.00		829.00	100.00%	0.00	
	C.E. #25-Central IL Flooring	4,930.33	4,930.33		0.00		4,930.33	100.00%	0.00	
2	<b>Division #4 - Site Construction</b>									
	Demolition - Phase 1 Labor	13,760.00	13,760.00		0.00		13,760.00	100.00%	0.00	
	Demolition - Phase 2 Labor	18,800.00	18,800.00		0.00		18,800.00	100.00%	0.00	
	Demolition - Phase 3 Labor	18,800.00	18,800.00		0.00		18,800.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>									
3	<b>Division #6 - Carpentry</b>									
	Carpentry - Phase 1 L & M	8,900.00	8,900.00		0.00		8,900.00	100.00%	0.00	
	Carpentry - Phase 2 L & M	9,200.00	9,200.00		0.00		9,200.00	100.00%	0.00	
	Carpentry - Phase 3 L & M	9,200.00	9,200.00		0.00		9,200.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>									



# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:  
 APPLICATION DATE:  
 PERIOD TO:  
 PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 10 %
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	<b>Division #8 - Doors</b>								
	Phase 1 L & M	18,900.00	18,900.00	0.00		18,900.00	100.00%	0.00	
	Phase 2 L & M	9,450.00	9,450.00	0.00		9,450.00	100.00%	0.00	
	Phase 3 L & M	9,450.00	9,450.00	0.00		9,450.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
	<b>Division #9 - Finishes</b>								
	Wall Assemblies-Phase 1 L & M	4,000.00	4,000.00	0.00		4,000.00	100.00%	0.00	
	Wall Assemblies-Phase 2 L & M	7,000.00	7,000.00	0.00		7,000.00	100.00%	0.00	
	Wall Assemblies-Phase 3 L & M	7,000.00	7,000.00	0.00		7,000.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
	Flooring - Phase 1 L & M	18,300.00	18,300.00	0.00		18,300.00	100.00%	0.00	
	Flooring - Phase 2 L & M	30,500.00	30,500.00	0.00		30,500.00	100.00%	0.00	
	Flooring - Phase 3 L & M	30,500.00	30,500.00	0.00		30,500.00	100.00%	0.00	
	<i>Central Illinois Floorcovering</i>								
	Painting - Phase 1 L & M	13,150.00	13,150.00	0.00		13,150.00	100.00%	0.00	
	Painting - Phase 2 L & M	20,150.00	20,150.00	0.00		20,150.00	100.00%	0.00	
	Painting - Phase 3 L & M	20,150.00	\$20,150.00	0.00		20,150.00	100.00%	0.00	
	<i>W F Scott Decorating</i>								
6	<b>Division #10 - Specialties</b>								
	Phase 1 L & M	12,800.00	12,800.00	0.00		12,800.00	100.00%	0.00	
	Phase 2 L & M	18,600.00	18,600.00	0.00		18,600.00	100.00%	0.00	
	Phase 3 L & M	18,600.00	18,600.00	0.00		18,600.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
7	<b>Division #12 - Furnishings</b>								
	Phase 1 L & M	21,600.00	21,600.00	0.00		21,600.00	100.00%	0.00	
	Phase 2 L & M	13,400.00	13,400.00	0.00		13,400.00	100.00%	0.00	
	Phase 3 L & M	13,400.00	13,400.00	0.00		13,400.00	100.00%	0.00	
	<i>Hein Construction Co., Inc.</i>								
8	<b>Division #22 -Plumbing</b>								
	Phase 1 L & M	35,803.00	35,803.00	0.00		35,803.00	100.00%	0.00	
	Phase 2 L & M	33,200.00	33,200.00	0.00		33,200.00	100.00%	0.00	
	Phase 3 L & M	33,200.00	33,200.00	0.00		33,200.00	100.00%	0.00	
	<i>J P Benbow Plumbing</i>								

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 4 OF 4 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:  
 APPLICATION DATE:  
 PERIOD TO:  
 PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 10 %
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
9	<b>Division #26 -Electrical</b>									
	Phase 1 L & M	28,875.00	28,875.00	0.00		28,875.00	100.00%	0.00		
	Phase 2 L & M	18,300.00	18,300.00	0.00		18,300.00	100.00%	0.00		
	Phase 3 L & M	18,300.00	18,300.00	0.00		18,300.00	100.00%	0.00		
	Phase 4 L & M	39,665.00	39,665.00	0.00		39,665.00	100.00%	0.00		
	Phase 5 L & M	13,760.00	13,760.00	0.00		13,760.00	100.00%	0.00		
	<i>Amp Electric</i>									
	Change Order #3	\$2,960.00		\$2,960.00		\$2,960.00	100.00%			
	<b>GRAND TOTALS</b>	\$756,960.00	\$754,000.00	\$2,960.00	\$0.00	\$756,960.00	100.00%	\$0.00	\$0.00	

**FINAL WAIVER OF LIEN**

STATE OF Ill  
 COUNTY OF Knox s.s.  
 TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Knox County Housing Authority to furnish materials and labor  
 for the premises known as Moon Towers & Blue Bell of which KCHA is the owner.

The undersigned, for and in consideration of Seven Hundred Fifty Six Thousand -Nine Hundred Sixty and no/100 Dollars  
756,960.00 ) Dollars and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby  
 waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect  
 to and on said above-described premises, and the improvements thereon, and the material, fixtures, apparatus or machinery furnished, and on the  
 moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery,  
 heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises,  
 INCLUDING EXTRAS.\*

DATE 7/10/17 COMPANY NAME Hein Construction Co., Inc  
 ADDRESS 56 N. Cedar St  
Galesburg, IL 61401  
 SIGNATURE AND TITLE [Signature]

**CONTRACTOR'S AFFIDAVIT**

STATE OF Illinois  
 COUNTY OF Knox S.S.  
 TO WHOM IT MAY CONCERN:

The undersigned, being duly sworn, deposes and says that he is Vice President of  
Hein Construction Co., Inc who is the contractor for the labor and material  
 work on the building located at Moon Towers & Bluebell owned by Knox Co Housing Authority  
 That the total amount of the contract including extras is \$0.00 on which he has received payment of \$  
\$0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no  
 claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor,  
 or both for said work and all parties who have furnished material entering into the construction thereof and the amount due or to become due to each,  
 and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMT. PAID	THIS PYMT.	BAL. DUE
Hein Construction	Lbr/Mtl	756,960.00	756,960.00	0.00	0.00
Total Labor/Mat'l To Complete		756,960.00	0.00	0.00	0.00

That there are no other contracts for said work outstanding, and that there is nothing due to any person for material, labor or other work of any kind done or in connection with said work other than above stated.

DATE 7/10/17 SIGNATURE [Signature]  
 Subscribed and sworn to before me this 10 day of July, 2017

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

[Signature]  
 NOTARY PUBLIC



# EXECUTIVE DIRECTOR'S REPORT JULY 2017

*Building Community, People, and Partnerships.  
We are the Knox County Housing Authority.*



# EXECUTIVE SUMMARY

## Executive Summary

### REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, July 25, 2017  
Moon Towers Conference Room  
255 W. Tompkins St.  
Galesburg, IL 61401

### TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of June 2017:

Staff	Date	Training
D. Antoine	07/19/2017	Maintenance Plans (Trainer)

### POLICY/OPERATIONS

#### Accounting and Finance

- The Finance Department finalized financials for June 2017.
- Worked with Zenk and Associates to conduct the audit of FYE 03/31/2017 financial statements
- The Finance Committee meeting was held on 07/20/2017 at 10:30 AM.

#### IDROP update as of June 26, 2017:

- Knox County Housing Authority has submitted \$176,526.47 of bad debt to IDROP since January 2012.
- IDROP has collected \$44,418.17 in offsets of the above total.
- KCHA is recovering at a rate of just over 25% of bad debt submitted to IDROP.

#### Human Resources

Lee Lofing, Finance Coordinator for the Knox County Housing Authority, has been selected as the July 2017 Employee of the Month. Lee has worked conscientiously to develop processes and procedures to

## EXECUTIVE SUMMARY

make certain the agency is compliant in the presentation of agency financials. Throughout the course of each fiscal year, Lee works with the program managers to ensure they understand the impact of program performance and financial reporting on the agency as a whole. During the month of July, Lee worked with Zenk and Associates to conduct the annual audit of agency financial statements. He worked ahead of the auditor's arrival, during the audit, and in the days after, to provide the information and support necessary for an accurate review of our financial statements and position. Due in large part to Lee's understanding of accounting principles and diligence in working with agency staff, the KCHA once again submits a financial position with no findings.

### Facilities

No report this period.

### Legislative/Advocacy Update

No report this period.

### Public Relations

No report this period.

# PUBLIC HOUSING PROGRAM

## Public Housing Program

### Moon Towers

Tenant Receivables for Moon Towers for June 2017:

- Average rent collected for Moon Towers is \$174.20 per unit per month.
- 31 vacant unit days for a total vacancy loss of \$250.07 in *desired* rent, and a vacancy loss of \$271.43 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$28.87 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.96 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
  - \$5,605.41 outstanding tenant accounts
  - 1.44% to projected annual tenant revenue

Here is a snapshot of the occupancy at Moon Towers for June, 2017 :

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
0-BR	76	2280	0	2280	31	2249	98.6	1.4
1-BR	99	2970	0	2970	0	2970	100.0	0.0
2-BR	2	60	0	60	0	60	100.0	0.0
<b>TOTAL</b>	<b>177</b>	<b>5310</b>	<b>0</b>	<b>5310</b>	<b>31</b>	<b>5279</b>	<b>99.4</b>	<b>0.6</b>

Here is a snapshot of the occupancy based on *months* leased at Moon Towers for June, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	75	98.68	1.32
1-BR	99	99	100.0	0.0
2-BR	2	2	100.0	0.0
<b>TOTAL</b>	<b>177</b>	<b>176</b>	<b>99.4</b>	<b>0.6</b>

PHAS is calculated utilizing unit months leasing rate.

# PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

## Moon Towers Waiting List

Month	Applicants	Total
FYE 03/31/2017	-	105
April 2017	12	92
May 2017	9	103
June 2017	4	105
July 2017	12	111
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	37	102.75

Here is the PHAS Dashboard for Moon Towers for June 2017:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	39.4	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>98.95</b>	<b>100.0</b>

Based on the PHAS scores, Moon Towers achieved a “**High Performer**” designation during the reporting period.



# PUBLIC HOUSING PROGRAM

## Scattered Family Sites

*Woodland Bend, Whispering Hollow, Cedar Creek Place*

Tenant Receivables for the Family Sites for May 2017:

- Average rent collected for the Family Sites is \$83.07 per unit per month.
- 136 vacant unit days for a total vacancy loss of \$1,100.24 in *desired rent*, and a vacancy loss of \$263.27 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$20.54 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$6.91 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
  - \$25,647.60 outstanding tenant accounts
  - 10.40% to projected annual tenant revenue

Here is a snapshot of the occupancy at the Family Sites for June, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
2-BR	80	2480	0	2480	66	2414	97.3	2.7
3-BR	80	2480	0	2480	70	2379	97.1	2.9
4-BR	22	682	0	682	0	682	100.0	0.0
5-BR	8	248	0	248	0	248	100.0	0.0
<b>TOTAL</b>	<b>190</b>	<b>5890</b>	<b>0</b>	<b>5890</b>	<b>136</b>	<b>5754</b>	<b>97.7</b>	<b>2.3</b>

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for June, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0	0.0
3-BR	80	80	100.0	0.0
4-BR	22	22	100.0	0.0
5-BR	8	8	100.0	0.0
<b>TOTAL</b>	<b>190</b>	<b>190</b>	<b>100.0</b>	<b>0.0</b>

*PHAS is calculated utilizing unit months leasing rate.*

# PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

<b>Family Sites Waiting List</b>		
Month	Applicants	Total
FYE 03/31/2017	-	156
April 2017	8	166
May 2017	12	122
June 2017	11	167
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
<b>Totals/Avg. List</b>	<b>31</b>	<b>151.67</b>

Here is the PHAS Dashboard for the Family Sites for May 2017:

<b>PHAS Dashboard</b>	<b>Family Sites</b>	<b>Total Points Possible</b>
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	17.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>87.89</b>	<b>100.0</b>

Based on the PHAS scores, and with rounding, the Family Sites achieved a “**Standard Performer**” designation during the reporting period.

# PUBLIC HOUSING PROGRAM

## Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for June 2017:

- Average rent collected for Blue Bell Tower is \$276.39 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$0.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$21.47 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.36 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
  - \$695.34 outstanding tenant accounts
  - 0.40% to projected annual tenant revenue

Here is a snapshot of the occupancy based on *days* leased at the Family Sites for June, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
1-BR	50	1500	0	1500	0	1500	100.0	0.0
2-BR	1	30	0	30	0	30	100.0	0.0
<b>TOTAL</b>	<b>51</b>	<b>1530</b>	<b>0</b>	<b>1530</b>	<b>0</b>	<b>1530</b>	<b>100.0</b>	<b>0.0</b>

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for June, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
1-BR	50	50	100.0	0.0
2-BR	1	1	100.0	0.0
<b>TOTAL</b>	<b>51</b>	<b>51</b>	<b>100.0</b>	<b>0.0</b>

*PHAS is calculated utilizing unit months leasing rate.*

# PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

<b>Blue Bell Tower Waiting List</b>		
Month	Applicants	Total
FYE 03/31/2017	-	22
April 2017	9	23
May 2017	5	23
June 2017	4	24
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	18	23.33

Here is the PHAS Dashboard for the Blue Bell Tower for June 2017:

<b>PHAS Dashboard</b>	<b>Blue Bell</b>	<b>Total Points Possible</b>
Physical Assessment Subsystem (PASS)	39.9	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>99.92</b>	<b>100.0</b>

Based on the PHAS scores, the Blue Bell Tower achieved a “**High Performer**” designation during the reporting period.

# PUBLIC HOUSING PROGRAM

## Public Housing Program Occupancy

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 97.0%. Below is a snapshot of PH program occupancy for June, 2016.

### Knox County Housing Authority Public Housing Program

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	98.7	1.3
Scattered Family Sites	190	190	100.0	0.0
Blue Bell Tower	51	51	100.0	0.0
<b>Total PH Program</b>	<b>418</b>	<b>417</b>	<b>99.7</b>	<b>0.3</b>

## Public Housing Assessment System (PHAS)

The following table represents the overall PHAS score for the Public Housing Program. The scores below reflect the composite scoring for each property (AMP) within the agency's public housing property portfolio. Each property carries different weighting on the overall score, based on unit count.

The weighting for each AMP is approximated below:

- Moon Towers: 42.3%
- Family Sites: 45.5%
- Blue Bell Tower: 12.2%

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	23.18	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
<b>Overall Property PHAS Score</b>	<b>95.86</b>	<b>100.0</b>

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 95.86, which would qualify the agency as a **High Performer**.

# HOUSING CHOICE VOUCHER PROGRAM

## Housing Choice Voucher Program

### Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2018	443	0	13
February 2018	447	0	18
June 2018	462	0	26
April 2018	414	0	19
May 2018	385	48	8
June 2018	326	0	0
July 2018			
August 2018			
September 2018			
October 2018			
November 2018			
December 2018			

### Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2018	11	180	6	3
February 2018	13	179	5	0
June 2018	15	183	5	1
April 2018	24	185	4	2
May 2018	27	192	5	3
June 2018	22	191	6	1
July 2018				
August 2018				
September 2018				
October 2018				
November 2018				
December 2018				

# HOUSING CHOICE VOUCHER PROGRAM

## Voucher Portability Impact

	Vouchers Knox Co.	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP) Total	Percent of HAP
January 2018	180	6	\$3,861.00	\$60,062.00	6.43%
February 2018	179	5	\$3,430.00	\$59,461.00	5.77%
June 2018	183	5	\$3,968.00	\$62,237.00	6.38%
April 2018	185	4	\$3,400.00	\$64,440.00	5.28%
May 2018	192	5	\$3,391.00	\$68,207.00	4.97%
June 2018	191	6	\$5,730.00	\$68,776.00	8.33%
July 2018					
August 2018					
September					
October 2018					
November					
December 2018					
CY 12/31/2018	-	-	\$23,780.00	\$383,183.00	6.21%

## Voucher Utilization

	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	Percent Utilization
January 2018	\$60,062.00	\$66,882.00	\$6,820.00	\$2,019.00	97.07%
February 2018	\$59,461.00	\$66,882.00	\$7,421.00	\$10,389.00	92.79%
June 2018	\$62,237.00	\$60,502.00	\$(1,735.00)	\$37,054.00	83.98%
April 2018	\$64,400.00	\$60,502.00	\$(3,938.00)	\$38,824.00	87.97%
May 2018	\$68,207.00	\$71,935.00	\$3,728.00	\$38,745.00	89.40%
June 2018	\$68,776.00	\$60,502.00	\$(8,274.00)	\$37,139.00	91.25%
July 2018					
August 2018					
September					
October 2018					
November					
December 2018					
CY 12/31/2018					

# AFFORDABLE HOUSING PRESERVATION (A.H.P.)

## Affordable Housing Preservation (A.H.P.)

### Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for June 2017:

- Average rent collected for Prairieland Townhouses is \$404.62 per unit per month.
- Vacancy loss - \$0.00 (0 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$5,004.00
  - \$3,230.00 in dwelling rent
  - \$1,774.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for June 2017 – \$5,051.59
- Net cash flow YTD 2017 – \$15,954.21
- Replacement Reserve Balance - \$88,490.00
- Residual Receipt Reserve Balance - \$54,491.00

### Brentwood Manor

Key Financial Data for Brentwood Manor for June 2017:

- Average rent collected for Prairieland Townhouses is \$429.13 per unit per month.
- Vacancy loss - \$72.00 (5 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$8,554.00
  - \$6,086.00 in dwelling rent
  - \$2,468.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for June 2017 – \$8,647.25
- Net cash flow YTD 2017 – \$25,125.62

Here is a snapshot of the occupancy at the AHP properties as of July 21, 2017:

A.H.P. Properties			
<b>Brentwood Manor</b>			
	0	Vacancies	Total: 0
<b>72 Units</b>			Occupied: 100.0%
<b>Prairieland Townhomes</b>			
	0	Vacancies	Total: 0
<b>66 Units</b>			Occupied: 100.0%



# RESOURCE DEVELOPMENT

## Resource Development

The Resource Development Manager completed the following:

- Participated in Clinton Health Matters Initiative Food Insecurity Forum as a panelist and breakout group leader. Shared information on all KCHA initiatives and collaborations that are in place to address food insecurity and nutrition for KCHA tenants. Discussed items such as community gardens, Knox College meal donations, Rescue Mission donations, Quad Cities Area Children's Food Program, etc.
- Securing donations for Back to School Party, which include backpacks, school supplies, and cash donations to assist with the purchase of supplies. Have received commitments from Lions Club and multiple individuals in addition to tentative donations dependent on manager approval.
- Investigating the option of adding Aquaponics gardens to KCHA properties currently without community gardens. Was approached by individual who is part of initiative to establish Aquaponics gardens throughout the community.
- Continuing to work with Lowes on the Hometown Heroes project which is being planned for September 2017. Lowes estimates the complete build of an event shelter at Prairieland, including amenities and landscaping, will take less than one week from start to finish.
- Searching funding opportunities for educational programs that could potentially cover After-School Program expenses. Galesburg Community Foundation grant was designated to Summer Camp 2017, leaving After-School Program 2017-18 currently without grant funding.
- Photographed Summer Camp activities.
- Created flyers for the following programs: Woodland Bend Community Garden Meeting and Healthy Lives for Kids Day.
- Attended two Chamber of Commerce events and one Lions Club meeting.

The Resource Development Manager continues to:

- Seek and research funding opportunities for KCHA programs, services, and improvements.
- Identify opportunities for new funding, local partnerships, and sponsorships of KCHA programs.
- Set meetings with KCHA tenants to obtain their stories and photos for promotional purposes.
- Photograph KCHA properties and events for promotional purposes.
- Research ideas for website improvement.
- Make regular posts to Facebook and Twitter that not only promote KCHA, but also promote other community agencies and opportunities.

---

190 S. Kellogg St.  
P.O. Box 308  
Galesburg, Illinois 61402-0308  
Phone (309) 345-2255  
Fax (309) 345-2258

---

July 21, 2017

Knox County Housing Authority  
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases<sup>1</sup>:

Brandon Broadfield & Tanya Wyman (512 Michigan)	1 <sup>st</sup> Appr. - CD
Alexa Pearson (1083 W. Berrien)	1 <sup>st</sup> Appr. - CD
Diane & Dylan Kemp (481 Iowa Ave.)	1 <sup>st</sup> Appr. - ASTI for 7/25/17
Michelle Akpore (451 Iowa Ave.)	1 <sup>st</sup> Appr. - CD
Thresia Kuhlman (532 Michigan)	1 <sup>st</sup> Appr. - CD
Michael Smith (433 Iowa Ct.)	1 <sup>st</sup> Appr. - CD
Danielle Garcia & Ian Warfield (563 Iowa Ct.)	Trial - JD
Jasmine Cunningham (954 W. South St.)	1 <sup>st</sup> Appr. - JD
Tasha Morris & Teresa Ricks (1089 W. Berrien St.)	1 <sup>st</sup> Appr. - JD
Aaron Poole (528 Iowa Ave.)	1 <sup>st</sup> Appr. - ASTI for 08/01/17
Kristi Anderson (435 Iowa Ave.)	1 <sup>st</sup> Appr. - C to 08/01/17
Paris Abren (155 W. Tompkins)	1 <sup>st</sup> Appr. - CD
Casey Buffum (170 S. West St.)	1 <sup>st</sup> Appr. - CD
Shauntia Cunningham (170 S. West St. #714)	1 <sup>st</sup> Appr. - ASTI for 08/01/17
Sedeerah Williams (170 S. West St. #419)	1 <sup>st</sup> Appr. - JD
William Wolfe (170 S. West St. #520)	1 <sup>st</sup> Appr. - CD
Ladarius Washington (255 W. Tompkins St.)	1 <sup>st</sup> Appr. - CD

2. Prep monthly report.

3. Review meeting packet and attend monthly meeting.

Jack P. Ball, Esq.

---

<sup>1</sup> Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, C for continued, STI for summons to issue and ASTI for alias summons to issue and TLM for Prairie State Legal Services attorney Tracey L. Mergener.

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/21/2017

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/25/2017

**SUBJECT:** Roof Replacement – A.H.P. Properties

---

### Executive Summary

As a result of severe storms in Knox County this past spring, several roofs at Prairieland Townhouse Apartments and Brentwood Manor sustained considerable damage. AHRMA, the agency's property insurance carrier, authorized the agency to seek bids for the repair/replacement of affected roofs.

Attached is the bid tabulation for the roof replacement project at BW and PL. Dowers Roofing submitted the lowest bid. AHRMA has approved the bid submission (with changes I will highlight below) and has authorized us to contract with Dowers Roofing. Below is a recap of the solicitation:

- Conducted via eProcurement from 05/31/2017 through 06/21/2017
- Ad placed with the Register-Mail
- 757 potential bidders notified
- 17 views of the solicitation
- 3 bids received

The F building estimate was much higher than what the AHRMA adjuster indicated on his report. In part, the adjuster called out replacing the roof with like materials which means that the pricing was for a bitumen roof replacement. However, the scope of work in the bid package called for replacing with a membrane roof after complete tear off of the bitumen roof. After discussing this with AHRMA, Dowers Roofing was contacted for pricing on the F building for bitumen replacement including complete tear off. The bitumen roof bid was actually higher. Additionally, a price was requested Dowers Roofing for membrane roofing without complete tear off. After receiving the requested pricing, it was determined the agency will opt to have Dowers Roofing complete a membrane roof without tear off for \$62,999.00. When the roof insulation was tested at the pre-bid meeting, there was no indication that a complete tear off was necessary.

This results in an overall project cost total changing from \$291,809.00 to \$246,308.00. AHRMA will pay \$223,789.00 of this total, as the mansard roofs at

Brentwood Manor totaling \$22,519.00 are not included in the insurance claim. AHP will be responsible for the \$22,519.00 plus the \$5,000.00 deductible.

Work on the roof replacement will commence in the near future.

**Fiscal Impact**

Cost for this project will be funded from AHP accounts – Brentwood Manor’s operating reserves and Prairieland Townhouse Apartment’s replacement reserves.

**Recommendation**

Work on the roof replacement will commence in the near future. The Board of Commissioners shall be kept apprised of all progress.

PROJECT: Roof Replacement at Brentwood Manor & Prairieland Townhouse Apartments  
Knox County Housing Authority  
Galesburg, IL 61401

DATE: June 21, 2017

<b>Bidders</b>	Dowers Roofing	CAD Construction	Riddell Roofing
<b>Base Bid Submitted</b>	\$291,809.00	\$355,129.00	\$384,005.00
<b>Acknowledgement of Addenda:</b> Addendum No. 1 (06/12/2017) Addendum No. 2 (06/15/2017)	Yes	Yes	Yes

①

**Specification:** Brentwood Manor, B building membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#29,250.00~~

2

1 Each

**Specification:** Brentwood Manor, E building mansard shingled roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#6029.00~~

3

1 Each

**Specification:** Brentwood Manor, F building membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#108,500.00~~

~~#62,999.00~~

4

1 Each

**Specification:** Brentwood Manor, F building mansard shingled roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#11,990.00~~

5

1 Each

**Specification:** Brentwood Manor, Maintenance/Laundry building mansard shingled roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#9500.00~~ membrane

6

1 Each

**Specification:** Brentwood Manor, Maintenance/Laundry building mansard shingled roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#4500.00~~

7

1 Each

**Specification:** Prairieland, 4-plex #5 membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#13,500.00~~

8

1 Each

**Specification:** Prairieland, 4-plex #21 membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#13,500.00~~

9

1 Each

**Specification:** Prairieland, 4-plex #33 membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

~~#13,500.00~~

10

1 Each

**Specification:** Prairieland, 4-plex #37 membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

\$20,250.00

11

1 Each

**Specification:** Prairieland, 4-plex #43 membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

\$13,500.00

12

1 Each

**Specification:** Prairieland, 4-plex #47 membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

\$13,500.00

13

1 Each

**Specification:** Prairieland, 4-plex #51 membrane roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

\$27,000.00

14

1 Each

**Specification:** Prairieland, garage shingled roof, or equal.

**Vendor SKU:** NOT REQUIRED for this item.

**No Bid:** NOT ALLOWED for this item. You must bid this item.

**No Charge:** ALLOWED for this item.

\$7290.00

TOTAL = \$246,308.00

END OF Solicitation #18-0001 06/20/2017 01:14:14 PM CDT

Contact

Customer Support: 1-866-526-9266

© Copyright 2017, Economic Engine

Mansard Roofs - \$22,519.00

AHRMA - \$223,789.00

AHP - \$22,519.00 Mansard  
\$5000.00 Deductible

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/21/2017

**FROM:** Derek Antoine  
Executive Director



**BOARD MEETING:** 07/25/2017

**SUBJECT:** Financial Data Statement – Audit Recap

---

### Executive Summary

The Knox County Housing Authority recently had its annual Financial Data Submission audit conducted by Zenk & Associates on 07/12/2017 and 07/13/2017. An exit meeting was held on 07/13/2017, which was attended by Executive Director Derek Antoine and Finance Coordinator Lee Lofing.

Early indications are the audit went very well, and the agency is compliant in financial presentation. The auditor made a few suggestions, but once again found the agency to have strong policy and internal control in place to ensure the financial viability of agency operations. According to the auditor, there will be no findings for the audit conducted on agency finances for the fiscal year ended 03/31/2017.

The audited financial data statement (FDS) submission is required to be completed no later than 12/31/2017. The agency should receive the Zenk & Associates' full audit report by 10/01/2017, which provides adequate time for the required HUD filing.

### Fiscal Impact

None

### Recommendation

A full report from Zenk and Associates will be provided to the Board upon receipt, and discussion will be placed on the agenda for the next applicable meeting.



## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/21/2017

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/25/2017

**SUBJECT:** PHAS Score Report FYE 03/31/2017 – Preliminary Score

---

### Executive Summary

The purpose of the Public Housing Assessment System (PHAS) is to improve the delivery of services in public housing and enhance trust in the public housing system among public housing agencies (PHAs), public housing residents, and the general public, by providing a management tool for effectively and fairly measuring the performance of a PHA in essential housing operations of projects, on a program-wide basis and individual project basis, and providing rewards for high performers and remedial requirements for poor performers. PHAS is a strategic measure of the essential housing operations of projects and PHAs. HUD will assess and score the performance of projects and PHAs based on physical condition (PASS, 40 points), financial condition (FASS, 25 points), management operations (MASS, 25 points), and the Capital Fund program (CFP, 10 points). A total of 100 points is possible.

On 07/11/2017, the Real Estate Assessment Center (REAC) issued a score of **95** to the agency, thus designating the Knox County Housing Authority as a High Performer. A copy of the Score Report is attached to this memo. Here's a breakdown of how the agency scored in each category:

- PASS Physical Indicator: 38/40
- FASS Financial Indicator: 25/25
- MASS Management indicator: 22/25
- CFP Capital Fund: 10/10
- Total 95/100

This is a preliminary score, as the audited financial statement has not yet been submitted to REAC. However, based on the discussions with the auditor, there is no reason to believe the score will change.

The following chart shows agency PHAS scores for each year dating back to 2000. Agencies were not issued new scores for the 2009 and 2010 PHAS scoring cycles.

KCHA PHAS Scores (By Year)					
2000	72	2006	91	2012	83
2001	93	2007	85	2013	85
2002	94	2008	86	2014	86
2003	97	2009	N/A	2015	91
2004	94	2010	N/A	2016	96
2005	90	2011	88	2017	95

HUD is working on a new format to assess the performance of public housing programs. The Board will be apprised once the new assessment methodology is codified by final rule.

**Fiscal Impact**

In recognition of achieving a High Performer designation, the agency will receive approximately \$18,000.00 in additional funding to the CY 2018 Capital Fund.

**Recommendation**

None



**U.S. Department of Housing and Urban**  
 OFFICE OF PUBLIC AND INDIAN HOUSING  
 REAL ESTATE ASSESSMENT CENTER

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

Report Date: 07/11/2017

PHA Code:	IL085
PHA Name:	Knox County Housing Authority
Fiscal Year End:	03/31/2017

PHAS Indicators	Score	Maximum Score
Physical	38	40
Financial	25	25
Management	22	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>
<b>Designation Status:</b>	<b>High Performer</b>	

Published 07/11/2017

Initial published 07/11/2017

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	98.35	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>