



Peekskill Housing Authority  
Board of Commissioners  
Monthly Board Meeting

Date: February 17, 2022

Time: 7:00 PM

Location:

**ZOOM**

Join by webinar:

<https://zoom.us/j/92138028702>

By Phone:

Dial In US: +1 646 558 8656 Webinar ID: 921 3802 8702

# PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan  
Executive Director

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## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING – FEBRUARY 17, 2022 ZOOM MEETING AGENDA

### I. ROLL CALL

### II. TENANTS' COMMENTS AND CONCERNS

### III. APPROVAL OF MINUTES:

- a) Resolution – 02/01/2022 – January 20, 2021 – Regular Meeting Minutes

### VI. CORRESPONDENCE: None

### V. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – February 2022
- b) Financial Report – January 2022

### VI. COUNSEL'S REPORT

### VII. UNFINISHED BUSINESS

### VIII. NEW BUSINESS

- a) Resolution – 02/02/2022 – January Monthly Bills
- b) Resolution – 02/03/2022- Approval for point of contact on behalf of the board related to the Repositioning
- c) Resolution- 02/04/2022- Approving Operating Budget for the Fiscal Year April 1, 2022 to March 31, 2023

### XI. TENANTS' COMMENTS AND CONCERNS

### X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING  
JANUARY 20,2022 REGULAR MEETING MINUTES**

**WHEREAS**, The Board of Commissioners have reviewed the minutes of January 20,2022 regular meeting; and

**WHEREAS**, The Board of Commissioners find the minutes to accurately reflect the comments and statements made by the public and the Commissioners.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority approve the minutes of January 20,2022 meeting.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

| <b>VOTE</b>                         | <b>YES</b> | <b>NO</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|-------------------------------------|------------|-----------|---------------|----------------|
|                                     |            |           |               |                |
| Chairman Luis A. Segarra            |            |           |               |                |
| Commissioner Dwight H. Douglas      |            |           |               |                |
| Commissioner Jacqueline Simpkins    |            |           |               |                |
| Commissioner Nicola Smith-DeFreitas |            |           |               |                |
|                                     |            |           |               |                |
|                                     |            |           |               |                |

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: February 17,2022

\_\_\_\_\_  
P. Holden Crosland, Executive Director

Date:

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Executive Director

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## **PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES January 20, 2022**

### **ROLL CALL:**

Commissioner Segarra, Chairman  
Commissioner Hanson, Vice Chairman - Absent  
Commissioner Douglas  
Commissioner Simpkins  
Commissioner Timms - Absent  
Commissioner DeFreitas

P Holden Croslan, Executive Director  
Jeffrey Scully, Esq., Counsel

### **CHAIRMAN SEGARRA- WELCOMED NEWLY APPOINTED MAYOR MCKENZIE**

Chairman Segarra welcomed newly appointed Mayor of Peekskill, Vivian McKenzie.

Mayor McKenzie thanked the board and Ms. Croslan for being a part of the board of Commissioners and is here to observe how the meetings go.

### **TENANT COMMENTS AND CONCERNS**

#### **Tina**

Comment about security guards at Bohlman Towers. There has been a stabbing and a shooting. Security shouldn't be a matter of money, which is the answer she was given the last time. Urged tenants to view lack of security guards as a violation of their lease.

Concerned that the Moratorium on Evictions is now over and tenants' inability to pay their rent.

Chairman Segarra responds that the budget still does not allow for security. Chairman Segarra then asked for Executive Directors Croslan's input. Executive Director Croslan responds that she does not have any updates regarding security and added that HUD does not provide funding for security. Chairman Segarra then added if the funds become available, they can revisit the conversation.

Tina stated that she will continue advocating for security guards at Bohlman Towers. Tina responds that they have money to get RAD consultant.

Executive Director Croslan responds that the RAD consultant is from different funding.

Chairman Segarra then asked Executive Director Croslan for an update on the Moratorium. Executive Director Croslan responds that the Moratorium has not been extended.

**Beth**

Stated that PHA should consider forgiving the debt of all clients as it stands and start anew.

Legal Counsel Sculley responds that under HUD regulations PHA is not allowed to offer debt forgiveness or amnesty, they do offer payment agreements.

Chairman Segarra added that he will continue to have conversations regarding this with Counsel and the Executive Director.

**Chairman Segarra then asked if there were any additional questions or concerns: None**

Chairman Segarra welcomes the newest council member Scott to the PHA Monthly Board Meeting and asked that we move onto resolutions.

**Resolution – 01/01/2022 – November 18, 2021 – Regular Meeting Minutes**

Chairman Segarra asked for a motion to pass Resolution 01/01/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded. Chairman Segarra asked if there were any comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra -Aye, Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Defreitas -Aye. Resolution passes.

**Resolution – 01/02/2022- December 20,2021- Executive Session Summary**

Chairman Segarra asked for a motion for Resolution 01/02/2022. Commissioner Simpkins made the motion. Commissioner Douglas responds that he missed quite a bit of it, but he was able to watch the entire video and he seconded the motion. Chairman Segarra asked if there were any comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra --Aye, Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Defreitas -Aye. Resolution passes.

**EXECUTIVE DIRECTOR'S REPORT**

**Revenue** – HUD subsidy for November \$107,665; December \$119,195.

**Other Revenue** – For November \$4,941; December \$4,769

**Tenant Charges**

Rent Charges for November \$132,604; December \$141,687

Total tenant charges for November \$134,921; December \$143,557

Total Collected for November \$105,329; December \$117,742

Unpaid Tenant Balance for November \$29,592; December \$25,815

All Outstanding Tenant Charges for November \$398,824; December \$424,639

**Bills Paid** –The Executive Director reviewed the November and December bills

Total expenses for November \$210,999; December \$342,466

Significant differences between the two months reflect quarterly bill payments; end of year pension contributions and unit turn around contracts to reduce vacancies to single digits.

**Court Proceedings** – The eviction moratorium ended on January 15<sup>th</sup>, 2022. Legal proceedings will resume in February.

**Work Orders** – November, 127 work orders; December, 126 completed; 3 outstanding.

**Unit Turnovers** – 3 vacancies as of December 31<sup>st</sup>.

**Tenants Account Receivable (TAR)**

Total past due for December, 177 residents (65%) owed \$424,639.

**Police Report**

**Police Activity PHA Dec 7-13, 2021**– 32 visits to Bohlmann Towers, 28 routine, 4 others (medical, altercation, dispute, disorderly group); 24 visits to Dunbar Heights, 22 routine, 2 other (medical aid).

**Police Activity PHA Dec 14-20, 2021**– 32 visits to Bohlmann Towers, 28 routine, 4 others (harassment, traffic stop, dispute, parking complaint); 36 visits to Dunbar Heights, 32 routine, 4 other (2 domestics, parking complaint, suspicious activity).

**LEGAL SERVICES**

PHA solicited Requests for Proposals for Legal Services. Four responses were received:

Recommendation was to accept Pierro & Kaminsky for a one-year contract with the option to renew annually for two additional years at the discretion of the PHA.

**REQUEST FOR QUALIFICATION (RFQ)**

**Architectural/Engineering Services**

PHA solicited Requests for Proposals for A/E services. Six responses were received.

PHAs recommendation was to accept LAN for A/E services for two (2) years with the option to extend the contract for one additional year

**INDEPENDENT AUDIT**

**FEDERAL FISCAL YEAR (FFY) ENDING MARCH 31, 2021**

PHA received results of the most recent independent financial audit.

The purpose of the audit is to ensure that the agency's financial statements are sound and to present an accurate picture of financial conditions.

**OPINIONS**

If the auditing firm finds no problems, they will give an "unmodified" opinion.

**FINDINGS**

A "finding" is a condition or monetary irregularity that is not in compliance with statutory or regulatory requirements.

**CONCERNS OR OBSERVATIONS**

A "concern or observation" is a deficiency that needs to be brought to the attention of the housing authority but is **not** in noncompliance with statutory requirements.

**Executive Director summarized the Audit Report**



## **SUMMARY OF AUDITORS' RESULTS OPINION**

**"In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of March 31, 2021, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the USA." (Page 1)**

## **OPINION ON EACH MAJOR PROGRAM:**

**"In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have direct and material effect on each of its major Federal programs for the year ended March 31, 2021." (Page 41)**

**Type of report issued: UNMODIFIED (page 42)**

## **FINDINGS**

- 1. There were no Basic Financial Statement Findings (page 44)**
- 2. Deficiencies noted in the examination of 25 Low Rent Public Housing Tenant Files. Finding 2021-1. (Page 45)**
- 3. 1 file lacked documented 30-day notice of rent increase**
- 4. 8 files lacked timely FY 2020 Annual Recertification**

## **HUD'S RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY (ROSS) SERVICE COORDINATOR GRANT**

HUD states that "the purpose of the ROSS Service Coordinator (ROSS-SC) program is to provide funding to hire and maintain Service Coordinators who will assess the needs of residents of conventional Public Housing or Indian housing and coordinate available resources in the community to meet those needs".

The application was submitted September 17<sup>th</sup>.

**PHA RECEIVED NOTICE THAT \$245,850 FOR THE ROSS-SC HAS BEEN GRANTED!**

## **HUD'S SHORTFALL FUNDING GRANT**

**"Purpose: To assist housings authorities with readily available funds. Requested and approved; \$245,158**

Desired outcome: Long Term Solvency

## **PENDING GRANTS**

Dunbar Heights bathrooms: CDBG \$200,000 for each of 3 years. Total \$600,000  
Dunbar Heights kitchens: State Funding, \$310,000

## **EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) UPDATE**

83 eligible to apply households at PHA

27 PHA households applied

PHA ERAP payments received to date: \$14,778

NYS ERAP advised that if funds paid on behalf of a tenant were incorrect, they will request for repayment and amount added back to the tenant's account.  
PHA has received one such notification so far.

### **TENANT COMMISSIONER ELECTIONS**

The following information was delivered to each household on January 3, 2022.  
There are two (2) vacancies for Tenant Commissioners for the PHA Board.

A nominating petition will be available at the PHA Office from January 31<sup>st</sup>, 2022 to February 15<sup>th</sup> at 3pm.

**Chairman Segarra thanked Executive Director Crosland for a thorough report and stated that he is happy that they have improved from 17 to 3 vacancies. Chairman Segarra commented that 65% that have not paid or in back rent is the highest that he has seen and asked Executive Director Crosland if she has seen higher to which Executive Director responded, no.**

**Chairman Segarra then asked if there are any questions regarding the report.**

Commissioner Douglas responded that he would like to congratulate Executive Director Crosland on securing two grants and thinks they will be beneficial to the tenants. Commissioner Douglas asked if it's going to be a 2 years grant and Executive Director Crosland said 3 years.

**Commissioner Simpkins then asked when will the interview process for the two grants start.**

Executive Director Crosland responded that someone currently working within PHA is interested.

**Chairman Segarra then asked if there were any additional questions or concerns: None**

### **COUNSEL'S REPORT**

- 1) Moratorium ended on January 15<sup>th</sup> and there was no extension, however there was a court order on January 11<sup>th</sup> that ordered the ERAP program to reopen and begin accepting applications, but our tenants may not be eligible.
- 2) Over the last month we worked on a Human Resource matter.
- 3) On Landlord/Tenant matters. One pre-pandemic matter was stayed. Notice of hearing for March 29<sup>th</sup>.
- 4) One notice served for drug related activities.
- 5) One squatter seized possession of an apartment and was served the proper notices to demand surrender of the apartment.

### **UNFINISHED BUSINESS-None**

### **NEW BUSINESS**

#### **Resolution – 01/03/2022 – November Monthly Bills**

Chairman Segarra asked for a motion to pass Resolution 01/03/2022. Commissioner Douglas made the motion and Commissioner Smith-Defreitas seconded. Chairman Segarra asked if there were any comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

#### **Resolution – 01/04/2022- December Monthly Bills**

Chairman Segarra asked for a motion to pass Resolution 01/04/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded. Chairman Segarra asked if there were any comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.



### **Resolution- 01/05/2022- Approving Legal Services**

Chairman Segarra asked for a motion to pass Resolution 01/05/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded. Chairman Segarra asked if there were any comments, concerns or questions. Commissioner Douglas thanked Executive Director Crosland for sending out all of the proposals and thinks this is the best option. Commissioner Segarra seconded his comments and added that the firm has the experience and fit our budget.

### **Commissioner Simpkins asked how long would the old counsel remain on the budget?**

Executive Director Crosland responded that the transition should take place within a month.

The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins - Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

### **Resolution- 01/06/2022- Approving Architect and Engineering**

Chairman Segarra asked for a motion to pass Resolution 01/06/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded.

Chairman Segarra asked if there were any comments, concerns or questions. Commissioner Douglas commented that there was a needed change. It is the best choice after reviewing all the proposals submitted by Ms. Crosland. Chairman Segarra agreed, it almost seemed that they made it just for us because they touched on all the things we need.

The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

### **Resolution- 01/07/2022- Extended Approval of Partial Payments**

Chairman Segarra asked for a motion to pass Resolution 01/07/2022. Commissioner Simpkins made the motion and Commissioner Douglas seconded.

Chairman Segarra asked if there were any comments, concerns or questions. Commissioner Douglas commented that accepting partial payments and repayment agreements are great ways to help the tenants not to be behind on their rent, but it's still not adding up as tenants remain behind on their rent. If people aren't going to pay, we aren't going to be able to keep the Housing Authority in fair condition and we have people on the waiting list that are going to pay the rent. Commissioner Segarra agreed.

The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

### **Resolution-01/08/2022-Approval of WBP Development, LLC. as Development Partner**

Chairman Segarra asked for a motion to pass Resolution 01/08/2022. Commissioner Douglas made the motion and Commissioner Smith-Defreitas seconded.

Chairman Segarra asked if there were any comments, concerns or questions. Commissioner Douglas commented that these were both very good firms. Chairman Segarra added that he is also pleased with the WBP as they seem to understand what needs to be done in the city not just the Housing Authority.

The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

## **TENANTS QUESTIONS COMMENTS AND CONCERNS**

### **Question from Dunbar**

Will the tenants be able to involved in the hiring process of the Self-Sufficiency Coordinator?

### **Executive Director Crosland**

Maybe.

### **Tina**

Minutes should reflect that its federal funding. My suggestion is to outreach a Social Worker or Case Manager too

### **Question from unidentified person**

This development partner is chosen without tenant representation?

Chairman Segarra responded that there is no tenant representation because there are no tenant commissioners. Elections are being held, it's up to the tenant to get the votes and get on the board.

### **Tina**

I am very concerned about this lack of tenant participation and outreach to the tenants in general with the whole development process. There are two tenants who had problem with the propane last night. A lot of tenants feel that they were not involved in the Boys and Girls club decisions.

### **Chairman Segarra**

We get it. We do give tenants the opportunities, whether we have the in-person meeting or the zoom meeting, to raise their concerns. Picking the developers is a function of the board. We do take the tenants considerations. As far as the Boys and Girls Club, they presented a couple of times. We can only do so much to get them involved. We have to keep moving forward. We do the things we do, to get them involved, but at some point, we have to move forward and that's where we are right now.

### **Tina**

At one point the tenants wanted to have an election and that wasn't allowed to happen. Why weren't there advocates or anybody on the board to step forward and say, let's get the tenants involved? I'm more concerned about the propane at Dunbar.

### **Chairman Segarra**

Do you know if it was reported to the office?

### **Tina**

Absolutely, Ms. Crosland can speak to it

### **Executive Director Crosland**

What I know about propane is that the tank was empty today. Automatic delivery failed. But service was restored within hours and they went to every unit to check the stove for safety before any propane was turned on.

### **Tina**

Ok, thank you.

### **Executive Director Crosland**

I don't know anything about tenants smelling gas last night. This happened today.

### **Chairman Segarra**

Any other thoughts or comments?

None

Motion to end the meeting was made by Commissioner Douglas, seconded by Commissioner Simpkins. All in favor; none opposed.

The meeting adjourned at 8:13 PM

**PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
February 17, 2022  
EXECUTIVE DIRECTOR'S REPORT**

**Financial**

| <b>Revenue</b>                                     | <b>December</b> | <b>January</b> |
|--|-----------------|----------------|
| HUD Subsidy – Bohlmann (AMP 1))                    | 59,347          | 55,529         |
| HUD Subsidy – All other sites (AMP 2)              | 59,848          | 53,667         |
| Proceeds from Capital Funds                        | 0               | 126,000        |
| <b>Total HUD Revenue</b>                           | <b>119,195</b>  | <b>235,196</b> |
| <b>Other Revenue– Non-Federal</b>                  |                 |                |
| Laundry Commissions                                | 2,963           | 3,159          |
| CAP Office   | 900             | 900            |
| Health Center                                      | 740             | 740            |
| Verizon  | 130             | 137            |
| Interest   | 6               | 6              |
| <b>Total</b>                                       | <b>4,769</b>    | <b>4,942</b>   |
| <b>TENANT CHARGES</b>                              | <b>December</b> | <b>January</b> |
| Rent   | 141,687         | 139,853        |
| Retro Rent (unreported income)/adjustment          | 0               | 0              |
| Parking  | 1,800           | 1,905          |
| Late Fees  | 0               | 0              |
| Misc. (key cards, maintenance charges, legal fees) | 60              | 0              |
| Air Conditioners                                   | 10              | 10             |
| Write offs, AJE's, Move outs                       | 0               | 0              |
| <b>TOTAL TENANT CHARGES</b>                        | <b>143,557</b>  | <b>141,768</b> |
| <b>Collected from Tenants thru 5th</b>             | <b>57,030</b>   | <b>49,595</b>  |
| <b>Total Collected</b>                             | <b>117,742</b>  | <b>103,451</b> |
| <b>Prepaid Rent</b>                                | <b>12,727</b>   | <b>12,802</b>  |
| <b>Change in Prepaid rent</b>                      | <b>3,909</b>    | <b>75</b>      |
| <b>Unpaid Tenant Balance</b>                       | <b>25,815</b>   | <b>38,317</b>  |
| <b>Reclassification from TAR to Vacated TAR</b>    | <b>(0)</b>      | <b>(0)</b>     |
| <b>All Outstanding Tenant Charges</b>              | <b>424,639</b>  | <b>462,956</b> |

**BILLS PAID**

|   | December         | January          |
|---|------------------|------------------|
| Payroll (M)   | 41,006           | 66,060           |
| Elevator (Q)  | (1,595)          | 0                |
| Exterminator (M)  | 1,094            | 994              |
| Trash – Dumpsters   | 0                | 0                |
| City Trash Collection (Q)                                   | 21,060           | 0                |
| City Water (Q)  | 0                | 3,593            |
| Sewer Tax (Semi-Annual)                                     | 0                | 0                |
| Robison Fuel Oil (M)  | 10,873           | 12,987           |
| Electric (M)  | 15,248           | 19,484           |
| Gas (M)   | 14,745           | 29,187           |
| Propane (M)   | 2,095            | 2,099            |
| Legal – PHA Attorney (M)                                    | 2,017            | 0                |
| Legal – Labor Attorney                                      | 0                | 276              |
| Lawsuit Deductibles   | 0                | 0                |
| Health Insurance/Dental Insurance(M)                        | 25,041           | 33,369           |
| Process Server – Evictions (M)                              | 0                | 0                |
| Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q) | 61,015           | 19,140           |
| Credit Card (M)   | 0                | 3,799            |
| Maintenance Supplies/Contracts(M)                           | 4,620            | 6,563            |
| Office Expenses (M)   | 1,780            | 2,332            |
| PILOT (SA)  | 48,226           | 0                |
| NYS Retirement Contribution (A)                             | 93,459           | 0                |
| Medicare Part B Reimbursement                               | 1,782            | 10,710           |
| Unit Turnaround Contracts                                   | 0                | 0                |
|   |                  |                  |
| <b>TOTAL EXPENSES</b>                                       | <b>\$342,466</b> | <b>\$210,593</b> |
|   |                  |                  |
|   |                  |                  |
| <b>CAPITAL FUND PROJECTS -</b>                              | <b>0</b>         | <b>0</b>         |
|   |                  |                  |
| A/E   | 0                | 0                |

**COURT PROCEEDINGS**

| <b>MONTH</b>         | <b># RESIDENTS</b> | <b>BALANCE</b> | <b># PAID</b> | <b>AMOUNT PAID</b> | <b>COURT STIPS/COMMENTS</b>               |
|----------------------|--------------------|----------------|---------------|--------------------|---|
| <b>November 2013</b> | 1                  | 12,195         | 0             | 9,093              | 1 Stipulation                             |
| <b>January 2018</b>  | 12                 | 25,031         | 10            | 20,266             | 1 Skipped – 8,062, 1 Eviction 7,222       |
| February             | 11                 | 23,014         | 10            | 19,000             | 1 Stipulation                             |
| March                | 11                 | 22,437         | 11            | 22,437             |   |
| April                | 11                 | 11,874         | 9             | 7,754              | 2 Eviction 24,854                         |
| May                  | 13                 | 28,201         | 12            | 28,111             | 1 Stipulation                             |
| June                 | 8                  | 7,809          | 7             | 6,510              | 1 Eviction – 4,478                        |
| July                 | 9                  | 14,375         | 9             | 14,375             |   |
| August               | 10                 | 13,088         | 10            | 13,088             |   |
| September            | 12                 | 26,403         | 11            | 24,793             | 1 Eviction – 4,595                        |
| October              | 11                 | 15,709         | 11            | 26,877             |   |
| November             | 11                 | 18,102         | 11            | 18,102             |   |
| December             | 11                 | 21,571         | 10            | 19,051             | 1 – Skipped 5,114                         |
| <b>January 2019</b>  | 0                  | 0              | 0             | 0                  |   |
| February             | 12                 | 34,017         | 11            | 30,151             | 1 – Eviction – 9,755                      |
| March                | 10                 | 12,158         | 10            | 12,158             |   |
| April                | 10                 | 15,472         | 9             | 14,256             | 1 – Eviction – 3,157                      |
| May                  | 7                  | 8,974          | 7             | 8,974              |   |
| June                 | 1                  | 3,061          | 1             | 3,061              |   |
| July                 | 20                 | 44,574         | 18            | 41,466             | 1 – Court, 1 Skipped 18,956               |
| August               | 8                  | 11,367         | 8             | 11,367             |   |
| September            | 4                  | 1,639          | 4             | 1,639              |   |
| October              | 45                 | 64,700         | 39            | 56,667             | 3 – Court, 1-Skip 5,841, 1-Eviction 4,309 |
| November             | 15                 | 18,117         | 14            | 16,354             | 1 – Skipped 4,296                         |
| December             | 19                 | 17,976         | 18            | 15,788             | 1 – Skipped (See July 2019)               |
| <b>January 2020</b>  | 16                 | 18,860         | 16            | 18,860             |   |
| February             | 14                 | 13,734         | 13            | 11,848             | 1 – Skipped – 3,207                       |
| March-December       | 0                  | 0              | 0             | 0                  |   |
| <b>January 2021</b>  | 0                  | 0              | 0             | 0                  |   |
| February – September | 0                  | 0              | 0             | 0                  |   |
| October-December     | 0                  | 0              | 0             | 0                  |   |
| <b>January 2022</b>  | 0                  | 0              | 0             | 0                  |   |
| <b>TOTAL</b>         | <b>312</b>         | <b>504,458</b> | <b>289</b>    | <b>472,046</b>     | <b>Outstanding Balance 32,412</b>         |
|                      |                    |                |               |                    | <b>Skip/Evicted Balance 103,846</b>       |

### Tenant Payment Agreement Listing

| Tenant Code           | Start Month | End Month  | Agreement Amount | Received Amount  | Remaining Amount | Comments |
|-----------------------|-------------|------------|------------------|------------------|------------------|----------|
|                       |             |            |                  |                  |                  |          |
| <b>BOHLMANN</b>       |             |            |                  |                  |                  |          |
|                       |             |            |                  |                  |                  |          |
| p00117                | 06/2021     | 12/31/2022 | 3,093.34         | 212.00           | 2,881.34         |          |
| t0000035              | 05/2021     | 12/31/2024 | 2,524.05         | 100.00           | 2,424.05         |          |
| t0000186              | 05/2021     | 12/31/2022 | 424.25           | 120.00           | 304.25           |          |
| t0001284              | 11/2021     | 12/31/2022 | 613.00           | 125.00           | 488.00           |          |
| t0000243              | 11/2021     | 12/31/2022 | 2,718.80         | 400.00           | 2,318.80         |          |
| t0000795              | 05/2021     | 12/31/2030 | 3,067.00         | 1,028.00         | 2,039.00         |          |
| t0000270              | 05/2021     | 12/31/2022 | 7,757.00         | 2,700.00         | 5,057.00         |          |
| t0000176              | 05/2021     | 12/31/2026 | 5,302.92         | 140.00           | 5,162.92         |          |
| t0000275              | 05/2021     | 12/31/2023 | 2,083.00         | 836.00           | 1,247.00         |          |
| t0000259              | 09/2021     | 12/31/2022 | 646.00           | 118.00           | 528.00           |          |
| t0001253              | 06/2021     | 12/31/2022 | 2,050.00         | 815.00           | 1,235.00         |          |
| t0000739              | 05/2021     | 12/31/2024 | 9,396.00         | 0.00             | 9,396.00         |          |
| p00121                | 05/2021     | 12/31/2024 | 2,561.20         | 186.00           | 2,375.20         |          |
| t0000970              | 05/2021     | 12/31/2022 | 4,539.00         | 1,800.00         | 2,739.00         |          |
| <b>Total Bohlmann</b> |             |            | <b>46,775.56</b> | <b>13,324.00</b> | <b>38,195.56</b> |          |
|                       |             |            |                  |                  |                  |          |
| <b>DUNBAR</b>         |             |            |                  |                  |                  |          |
|                       |             |            |                  |                  |                  |          |
| t0000107              | 07/2021     | 12/31/2028 | 12,939.00        | 4,566.00         | 8,373.00         |          |
| t0001636              | 06/2021     | 12/31/2023 | 3,223.05         | 400.00           | 2,823.05         |          |
| t0000230              | 05/2021     | 12/31/2023 | 3,953.00         | 800.00           | 3,153.00         |          |
| b0000026              | 06/2021     | 12/31/2029 | 11,118.96        | 400.00           | 10,718.96        |          |
| t0000088              | 06/2021     | 12/31/2021 | 780.40           | 450.00           | 330.40           |          |
| t0000042              | 08/2021     | 12/31/2023 | 4,669.00         | 1,022.00         | 3,647.00         |          |
| p00036                | 05/2021     | 12/31/2021 | 218.30           | 150.00           | 68.30            |          |
| t0000022              | 05/2021     | 12/31/2023 | 1,800.00         | 450.00           | 1,350.00         |          |
| t0000442              | 10/2021     | 12/31/2021 | 724.00           | 200.00           | 524.00           |          |
| t0000154              | 06/2021     | 12/31/2041 | 6,257.25         | 153.00           | 6,104.25         |          |
| t0000072              | 05/2021     | 12/31/2021 | 2,548.00         | 159.00           | 2,389.00         |          |
| t0000072              | 05/2021     | 10/31/2021 | 1,302.00         | 0.00             | 1,302.00         |          |
| p00032                | 05/2021     | 05/31/2021 | 30.00            | 0.00             | 30.00            |          |
| p00032                | 05/2021     | 07/31/2021 | 364.55           | 0.00             | 364.55           |          |
| t0000158              | 05/2021     | 12/31/2021 | 1,189.10         | 567.00           | 622.10           |          |
| t0000493              | 08/2021     | 12/31/2025 | 6,053.00         | 601.00           | 5,452.00         |          |
| t0000004              | 05/2021     | 12/31/2021 | 1,222.00         | 200.00           | 1,022.00         |          |
| t0000740              | 05/2021     | 12/31/2023 | 2,068.43         | 50.00            | 2,018.43         |          |
| t0000740              | 05/2021     | 12/31/2023 | 1,726.43         | 158.00           | 1,568.43         |          |
| t0000107              | 07/2021     | 12/31/2028 | 12,939.00        | 4,566.00         | 8,373.00         |          |
| t0001636              | 06/2021     | 12/31/2023 | 3,223.05         | 400.00           | 2,823.05         |          |
| t0000230              | 05/2021     | 12/31/2023 | 3,953.00         | 800.00           | 3,153.00         |          |
| b0000026              | 06/2021     | 12/31/2029 | 11,118.96        | 400.00           | 10,718.96        |          |
| <b>Total Dunbar</b>   |             |            | <b>62,186.47</b> | <b>10,326.00</b> | <b>51,860.47</b> |          |
|                       |             |            |                  |                  |                  |          |



| TURNKEY              |         |            |                   |                  |                   |             |
|----------------------|---------|------------|-------------------|------------------|-------------------|-------------|
|                      |         |            |                   |                  |                   |             |
| t0001031             | 05/2021 | 12/31/2021 | 743.20            | 147.00           | 596.20            | Stipulation |
| t0000082             | 07/2021 | 12/31/2022 | 2,581.00          | 1,200.00         | 1,381.00          |             |
| b0000038             | 06/2021 | 12/31/2023 | 4,979.50          | 450.00           | 4,529.50          |             |
| t0000084             | 05/2021 | 12/31/2021 | 909.75            | 350.00           | 559.75            |             |
| t0000086             | 10/2021 | 12/31/2021 | 3,512.12          | 2,955.00         | 557.12            |             |
| t0000069             | 05/2021 | 08/31/2021 | 374.00            | 200.00           | 174.00            |             |
| t0000027             | 09/2021 | 12/31/2024 | 2,364.02          | 150.00           | 2,214.02          |             |
| <b>Total Turnkey</b> |         |            | <b>15,463.59</b>  | <b>5,452.00</b>  | <b>10,011.59</b>  |             |
|                      |         |            |                   |                  |                   |             |
|                      |         |            | <b>124,425.62</b> | <b>29,102.00</b> | <b>100,067.62</b> |             |

#### WORK ORDERS

| MONTH        | CALLS | COMPLETE | OUTSTANDING OR COMMENTS |
|--------------|-------|----------|-------------------------|
| January 2020 | 94    | 94       |                         |
| February     | 103   | 103      |                         |
| March        | 114   | 114      |                         |
| April        | 89    | 89       |                         |
| May          | 139   | 139      |                         |
| June         | 140   | 140      |                         |
| July         | 158   | 158      |                         |
| August       | 112   | 112      |                         |
| September    | 127   | 127      |                         |
| October      | 114   | 114      |                         |
| November     | 117   | 117      |                         |
| December     | 115   | 115      |                         |
| January 2021 | 110   | 110      |                         |
| February     | 86    | 86       |                         |
| March        | 130   | 130      |                         |
| April        | 144   | 144      |                         |
| May          | 140   | 140      |                         |
| June         | 146   | 146      |                         |
| July         | 142   | 142      |                         |
| August       | 151   | 151      |                         |
| September    | 105   | 103      |                         |
| October      | 125   | 125      |                         |
| November     | 127   | 127      |                         |
| December     | 129   | 129      |                         |
| January 2022 | 123   | 119      | 4                       |

#### UNIT TURNOVER

| SITE/UNIT | SIZE | VACANT   | COMPLETE | LEASED   | COMMENT |
|-----------|------|----------|----------|----------|---------|
| BT 1-L    | 1    | 03/24/21 | 08/03/21 | 08/03/21 |         |
| BT 1-P    | 1    | 04/30/21 | 08/12/21 | 09/03/21 |         |
| BT 1-S    | 0    | 12/31/20 | 04/30/21 | 04/30/21 |         |
| BT 1-W    | 1    | 10/1/21  | 01/14/22 | 01/21/22 |         |
| BT 2-A    | 0    | 05/24/20 | 06/30/21 | 06/30/21 |         |
| BT 3-B    | 3    | 04/16/21 | 06/02/21 | 06/08/21 |         |
| BT 4-L    | 1    | 01/21/22 |          |          |         |

|                     |          |          |          |            |  |
|---------------------|----------|----------|----------|------------|--|
| BT 5-L              | 1        | 01/19/21 | 04/06/21 | 05/24/21   |  |
| BT 6-J              | 4        | 11/06/20 | 06/02/21 | 06/25/21   |  |
| BT 6-U              | 2        | 06/23/21 | 09/28/21 | 10/13/2021 |  |
| BT 6-V              | 1        | 04/30/21 | 08/12/21 | 09/01/21   |  |
| BT 7-L              | 1        | 03/15/21 | 06/02/21 | 06/04/21   |  |
| BT 7-N              | 3        | 09/01/21 | 11/15/21 | 11/18/21   |  |
| BT 7-R              | 3        | 11/19/21 | 01/28/22 |            |  |
| BT 8-N              | 3        | 07/02/21 | 09/28/21 | 10/08/2021 |  |
| DH 2-B              | 2        | 04/15/21 | 07/26/21 | 08/09/21   |  |
| DH 2-C              | 2        | 11/30/20 | 04/07/21 | 04/23/21   |  |
| DH 2-D              | 2        | 06/25/21 | 09/01/21 | 09/03/21   |  |
| DH 3-A              | 2        | 06/14/21 | 09/01/21 | 09/01/21   |  |
| DH 4-A              | 0        | 11/09/20 | 05/04/21 | 05/14/21   |  |
| DH 6-A              | 0        | 12/31/20 | 03/16/21 | 04/15/21   |  |
| DH 7-A              | 2        | 08/05/20 | 04/09/21 | 04/09/21   |  |
| DH 8-D              | 2        | 11/18/21 |          |            |  |
| DH 13-C             | 2        | 02/10/21 | 06/28/21 | 08/09/21   |  |
| DH 22-B             | 2        | 02/20/20 | 04/07/21 | 04/16/21   |  |
| DH 24-B             | 2        | 02/11/21 | 06/18/21 | 06/25/21   |  |
| DH 31-A             | 2        | 09/08/20 | 03/31/21 | 04/01/21   |  |
| TK 1227-2M          | 3        | 12/04/20 | 05/18/21 | 05/24/21   |  |
| TK 1431A-1M         | 3        | 09/03/20 | 06/18/21 | 06/24/21   |  |
| TK 1431B-5M         | 4        | 12/24/20 | 05/10/21 | 06/14/21   |  |
| TK 1719A-1L         | 3        | 09/04/20 | 04/16/21 | 04/22/21   |  |
| TK 1719A-1M         | 4        | 08/09/21 | 10/29/21 | 11/19/21   |  |
| <b>TOTAL VACANT</b> | <b>3</b> |          |          |            |  |

#### EXTERMINATION SUMMARY – BEDBUGS - # Treatments

|              | 2015           | 2016           | 2017           | 2018           | 2019           | 2020           | 2021           | 2022       | Comment |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|---------|
| January      | 2              | 0              | 1              | 0              | 3              | 0              | 0              | 0          |         |
| February     | 3              | 0              | 0              | 1              | 1              | 0              | 0              |            |         |
| March        | 1              | 0              | 0              | 3              | 0              | 0              | 1              |            |         |
| April        | 1              | 0              | 2              | 0              | 0              | 0              | 0              |            |         |
| May          | 0              | 1              | 1              | 0              | 2              | 0              | 0              |            |         |
| June         | 2              | 2              | 0              | 0              | 0              | 0              | 1              |            |         |
| July         | 0              | 2              | 1              | 1              | 0              | 1              | 0              |            |         |
| August       | 0              | 3              | 4              | 3              | 1              | 1              | 1              |            |         |
| September    | 4              | 2              | 3              | 0              | 1              | 3              | 0              |            |         |
| October      | 0              | 3              | 1              | 0              | 1              | 0              | 0              |            |         |
| November     | 0              | 0              | 1              | 1              | 1              | 0              | 2              |            |         |
| December     | 0              | 1              | 1              | 0              | 0              | 0              | 1              |            |         |
| <b>TOTAL</b> | <b>13</b>      | <b>14</b>      | <b>15</b>      | <b>9</b>       | <b>10</b>      | <b>5</b>       | <b>6</b>       | <b>0</b>   |         |
| <b>COST</b>  | <b>\$4,860</b> | <b>\$4,841</b> | <b>\$9,880</b> | <b>\$2,980</b> | <b>\$6,086</b> | <b>\$1,075</b> | <b>\$2,245</b> | <b>\$0</b> |         |

# TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

| SITE            | # Units | Late    | Not At All | Past Due<br>December 2021 | Past Due<br>January 2022 |
|-----------------|---------|---------|------------|---------------------------|--------------------------|
|                 |         |         |            |                           |                          |
| Bohlmann Towers | 144     | (43) 38 | (45) 42    | 102 owed \$216,035        | 145 owed \$227,863       |
| Dunbar Heights  | 96      | (33) 34 | (24) 31    | 57 owed \$149,419         | 69 owed \$169,942        |
| Turnkey         | 33      | (10) 14 | (8) 11     | 18 owed \$59,185          | 26 owed \$65,181         |
|                 |         |         |            |                           |                          |
|                 |         |         |            |                           |                          |
| Totals          | 273     | (86) 86 | (77) 84    | 177 (65%) - \$424,639     | 240 (87%) - \$462,956    |

Parenthesis ( ) represents the previous month

## PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

| PHA Activity Jan 4-10, 2021  | Total Visits | Patrol/Follow-up | Other |
|--|--------------|------------------|-------|
| Bohlmann Towers  | 37           | 33               | 4*    |
| Dunbar Heights   | 37           | 34               | 3*    |
| *BT – Other (medical, welfare check, domestic, fire)   |              |                  |       |
| *DH – Other (noise, agency assist, domestic)   |              |                  |       |
|  |              |                  |       |
| PHA Activity Jan 11-17, 2021   | Total Visits | Patrol/Follow-up | Other |
| Bohlmann Towers  | 42           | 31               | 11*   |
| Dunbar Heights   | 31           | 33               | 1*    |
| *BT – Other (2 domestics, 2 medicals, welfare check, 2 unwanted parties, hazardous condition, 2 disputes, parking complaint) |              |                  |       |
| *DH – Other (follow-up investigation)  |              |                  |       |

## PROPOSED BUDGET 2023

In your package is the proposed budget for Federal Fiscal Year ending 3/31/2023. Summary follows:

|                            | Proposed<br>2023 | Proposed<br>2022 | Actual<br>2021     | Actual<br>2020     | Actual<br>2019     | Actual<br>2018     |
|----------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
|                            |                  |                  |                    |                    |                    |                    |
| <b>INCOME</b>              |                  |                  |                    |                    |                    |                    |
|                            |                  |                  |                    |                    |                    |                    |
| Rental                     | \$1,732,840      | \$1,655,700      | \$1,675,036        | \$1,674,110        | \$1,627,295        | \$1,563,829        |
| Investment                 | 100              | 100              | 75                 | 785                | 1,117              | 1,025              |
| HUD Subsidy                | 1,400,000        | 1,212,000        | 1,450,294          | 1,333,074          | 1,256,680          | 976,095            |
| CFP Operating              | 160,00           | 310,000          | 319,000            | 146,000            | 0                  | 95,000             |
| Other*                     | 60,000           | 80,000           | 71,808             | 109,070            | 131,806            | 115,560            |
|                            |                  |                  |                    |                    |                    |                    |
| <b>TOTAL INCOME</b>        | <b>3,352,940</b> | <b>3,257,800</b> | <b>\$3,516,213</b> | <b>\$3,263,039</b> | <b>\$3,016,898</b> | <b>\$2,751,509</b> |
|                            |                  |                  |                    |                    |                    |                    |
| <b>EXPENDITURES</b>        |                  |                  |                    |                    |                    |                    |
|                            |                  |                  |                    |                    |                    |                    |
| Administration             | 549,400          | \$580,549        | 626,451            | \$499,551          | \$469,630          | \$460,681          |
| Tenant Services            | 5,000            | 10,000           | 5,409              | 8,937              | 13,110             | 1,962              |
| Utilities                  | 785,000          | 736,500          | 710,514            | 703,091            | 724,657            | 673,607            |
| Maintenance,<br>Operations | 1,033,610        | 997,347          | 977,666            | 1,065,156          | 973,805            | 809,256            |

|                               |                  |                    |                    |                    |                    |                    |
|-------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Protective Services           | 0                | 0                  | 17,304             | 197,899            | 51,112             | 1,113              |
| General Expenses              | 946,920          | 977,958            | 1,109,587          | 822,063            | 883,713            | 771,778            |
| Non-routine,<br>Equipment     | 0                | 0                  | 0                  | 0                  | 2,500              | 5,000              |
| <b>TOTAL<br/>EXPENDITURES</b> | <b>3,332,240</b> | <b>3,362,354</b>   | <b>\$3,446,931</b> | <b>\$3,296,697</b> | <b>\$3,118,527</b> | <b>\$2,713,397</b> |
| <b>SURPLUS (DEFICIT)</b>      | <b>\$20,700</b>  | <b>(\$104,554)</b> | <b>\$69,282</b>    | <b>(\$33,658)</b>  | <b>(\$101,629)</b> | <b>\$38,112</b>    |
| <b>BUDGET<br/>HIGHLIGHTS</b>  |                  |                    |                    |                    |                    |                    |
| <b>UTILITIES</b>              |                  |                    |                    |                    |                    |                    |
| Water/Sewer                   | \$280,000        | \$235,000          | \$195,000          | \$175,000          | \$185,000          | \$130,000          |
| Electric                      | 210,000          | 165,000            | 185,000            | 220,000            | 200,000            | 185,000            |
| Gas/Propane                   | 160,000          | 142,500            | 160,000            | 135,000            | 125,000            | 120,000            |
| Fuel                          | 135,000          | 155,000            | 170,000            | 170,000            | 125,000            | 160,000            |
| <b>TOTAL</b>                  | <b>\$785,000</b> | <b>\$697,500</b>   | <b>\$710,000</b>   | <b>\$700,000</b>   | <b>\$635,000</b>   | <b>\$595,000</b>   |
| <b>CONTRACT COSTS</b>         |                  |                    |                    |                    |                    |                    |
| Garbage Removal               | \$90,000         | \$87,740           | \$87,740           | \$87,740           | \$91,000           | \$90,000           |
| Elevator                      | 18,500           | 18,500             | 23,000             | 13,000             | 12,500             | 12,200             |
| Alarm/Fire<br>Extinguishers   | 6,000            | 6,000              | 10,000             | 6,000              | 7,000              | 6,000              |
| Exterminating                 | 30,000           | 30,200             | 34,200             | 25,200             | 22,200             | 20,200             |
| Auditor                       | 10,000           | 9,860              | 8,860              | 8,860              | 8,860              | 8,860              |
| Legal                         | 66,000           | 72,000             | 43,000             | 47,000             | 48,000             | 48,000             |
| Unit Turnover                 | 100,000          | 100,000            | 70,000             |                    |                    |                    |
| Misc./Other<br>Contracts**    | 40,000           | 40,000             | 60,000             | 25,000             | 45,450             | 30,000             |

\*Other Income: tenant charges, laundry, Verizon, office rentals, grants

\*\*Other Contracts: Heating/cooling, landscape, snow, plumbing

**Misc. Contracts and Other Costs:** Web hosting, office equipment, bank fees, GASB45, computer services, water coolers, postage, advertising, membership dues, court costs, office supplies, etc.

#### **INSURANCE**

Commercial Liability - \$155,000 / Property - \$97,000 Auto – \$5,000 Boiler and Machinery – \$7,200  
Workman's Comp-30,000 Deductibles - \$10,000

**TOTAL \$304,200**

#### **EMPLOYEE BENEFITS**

FICA - \$70,216 Health - \$240,000 Retirement - \$95,000 Dental/Optical - \$22,000  
Retiree Medical - \$18,500 Clothing Allowance (maintenance) - \$3,500

**TOTAL \$449,216**

## **A BOARD RESOLUTION IS REQUIRED TO APPROVE THE FEDERAL FISCAL YEAR 2023 BUDGET**

### **FINANCIAL HIGHLIGHTS FOR JANUARY 2022**

#### **Revenue**

- Rentals - Tenant rents billed were a little under budget but similar to this time last year. Mainly due to the redetermination of Dunbar Heights utility credits in October
- January collections decreased about \$14,000 less than in December.

#### **Other Income**

- The Capital Fund “subsidy” was drawn down in January and is substantially less than budget. The CFP money drawn down in the prior year came from two separate CFP grant years. The current budget was based on this doubling up and is therefore not correct.

#### **Operating Subsidy**

- Operating subsidy is ahead of budget but is less than the same time last year because of CARES Act funding.

#### **Expenses**

##### **Administrative**

- Salaries are nicely under budget and less than the prior year.
- Accounting and office/sundry expenses are over budget largely related to software renewals and grant writing fees.

##### **Utilities**

- Total utilities are under budget, but this will likely change over the remaining winter months.

##### **Maintenance**

- Labor is under budget and less than the prior year.
- Materials and contract costs are overbudget and more than the prior year. Unit turnaround costs alone are \$145,000 this year.

##### **General**

- Insurance costs rose as the Authority paid \$29,000 in reimbursable deductible charges to its carrier.
- Employee benefits are nicely under budget and less than the prior year.
- Collection loss is being accrued monthly, reflecting much higher rates of tenant rent nonpayment.

The replacement of two heating lines at TK and roof slope repair at BT are reflected in extraordinary items.

### **TENANT PORTAL SOFTWARE IS READY**

PHA’s software upgrade has a tenant portal called Rent Café and after many months, it is ready for tenant use.

Last week, every tenant received information about how to log into the portal and register. They will have the ability to:

- pay rent online

- create maintenance requests
- check balances
- upload recertification documents
- communicate with staff

The minimum service fees are:

\$1.95 per transaction to pay rent from a bank account

2.5 % per transaction to pay by credit or debit cards

Payers are notified of the actual fee at the time of transaction

Tenants can continue have their banks send rent directly to PHA, or pay by check or money order at the office.

Applicants on the wait list have also been notified of how they can log in and register to use the portal for the following:

- check their status on the waitlist
- update personal contact information

If tenants have any questions, they were advised to call the office for assistance.

### **COVID 19 TEST KITS**

Peekskill City School District and Chairman Segarra distributed COVID test kits at Bohlmann Towers on January 31 and Dunbar Heights February 8.

Last week, Westchester County Department of Emergency Services supplied PHA with 600 COVID 19 test kits. They will be distributed to tenants next month.

Respectfully Submitted,

P Holden Crosland

*Pat C*

Executive Director



807 Main Street  
Peekskill, New York 10566  
Phone: 914-739-1700  
Fax: 914-739-1787

# **FINANCIAL**

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- 1. Year-to-Date Financial Statement - Operating**
- 2. Balance Sheet**
- 3. Profit & Loss – Operating**



**Peekskill Housing Authority**  
**Summary Operating Statement - Budget and Actual**  
**Ten Months Ended January 31, 2022**

|  | Prior Year<br>Year-to-Date<br>Actual | Annual<br>Budget<br>(Dollars) | Year-to-Date<br>Budget | Year-to-Date<br>Actual | Variance -<br>Favorable<br>(Unfavorable) |
|--|--------------------------------------|-------------------------------|------------------------|------------------------|--|
| <b>Revenue</b>                                 |                                      |                               |                        |                        |  |
| Operating Receipts                             |                                      |                               |                        |                        |  |
| Dwelling Rentals                               | 1,344,299                            | 1,633,200                     | 1,361,000              | 1,338,965              | (22,035)                                 |
| Nondwelling Rent                               | 18,525                               | 22,500                        | 18,750                 | 18,560                 | (190)                                    |
| Interest Income                                | 61                                   | 100                           | 83                     | 70                     | (13)                                     |
| Other Income                                   | 74,186                               | 80,000                        | 66,667                 | 67,994                 | 1,327                                    |
| HUD Operating Subsidy                          | 1,101,614                            | 1,212,000                     | 1,010,000              | 1,057,745              | 47,745                                   |
| CFP Operations Subsidy                         | 0                                    | 310,000                       | 258,333                | 165,000                | (93,333)                                 |
| Total Operating Receipts - Including HUD Contr | 2,538,685                            | 3,257,800                     | 2,714,833              | 2,648,334              | (66,499)                                 |
| <b>Expenses</b>                                |                                      |                               |                        |                        |  |
| Operating Expenditures                         |                                      |                               |                        |                        |  |
| Administrative:                                |                                      |                               |                        |                        |  |
| Administrative Salaries                        | 328,004                              | 412,000                       | 343,333                | 291,746                | 51,587                                   |
| Legal Expense                                  | 48,067                               | 72,000                        | 60,000                 | 45,904                 | 14,096                                   |
| Training                                       | 0                                    | 2,000                         | 1,667                  | 0                      | 1,667                                    |
| Travel   | 0                                    | 0                             | 0                      | 0                      | 0  |
| Accounting Fees                                | 0                                    | 0                             | 0                      | 18,000                 | (18,000)                                 |
| Auditing Fees                                  | 0                                    | 9,860                         | 8,217                  | 8,217                  | (0)                                      |
| Telephone, Office Supplies, Miscellaneous      | 59,470                               | 84,690                        | 70,575                 | 117,421                | (46,846)                                 |
| Total Administrative Expenses                  | 435,541                              | 580,550                       | 483,792                | 481,288                | 2,504                                    |
| Tenant Services:                               |                                      |                               |                        |                        |  |
| Contracts                                      | 5,409                                | 0                             | 0                      | 2,237                  | (2,237)                                  |
| Relocation and other                           | 0                                    | 10,000                        | 8,333                  | 669                    | 7,664                                    |
| Total Tenant Services Expenses                 | 5,409                                | 10,000                        | 8,333                  | 2,906                  | 5,427                                    |
| Utilities:                                     |                                      |                               |                        |                        |  |
| Water/Sewer                                    | 272,732                              | 235,000                       | 195,833                | 191,109                | 4,724                                    |
| Electricity                                    | 138,014                              | 165,000                       | 137,500                | 174,475                | (36,975)                                 |
| Gas  | 86,195                               | 142,500                       | 118,750                | 125,191                | (6,441)                                  |
| Fuel   | 5,469                                | 194,000                       | 161,667                | 84,816                 | 76,851                                   |
| Total Utilities Expenses                       | 502,410                              | 736,500                       | 613,750                | 575,591                | 38,159                                   |
| Ordinary Maintenance & Operation:              |                                      |                               |                        |                        |  |
| Labor-Maintenance                              | 533,603                              | 532,906                       | 444,088                | 425,152                | 18,936                                   |
| Materials - Maintenance                        | 107,577                              | 120,000                       | 100,000                | 131,916                | (31,916)                                 |
| Maint Contract Costs                           | 169,904                              | 344,440                       | 287,033                | 320,129                | (33,096)                                 |
| Total Maintenance Expenses                     | 811,084                              | 997,346                       | 831,122                | 877,197                | (46,075)                                 |
| Protective Services:                           |                                      |                               |                        |                        |  |
| Contracts                                      | 18,372                               |                               | 0                      | 6,048                  | (6,048)                                  |
| Total Protective Services                      | 18,372                               | 0                             | 0                      | 6,048                  | (6,048)                                  |
| General Expense:                               |                                      |                               |                        |                        |  |
| Insurance                                      | 182,637                              | 269,400                       | 224,500                | 250,095                | (25,595)                                 |
| Payments in Lieu of Taxes                      | 89,928                               | 91,920                        | 76,600                 | 79,363                 | (2,763)                                  |
| Employee Benefit Contributions                 | 440,168                              | 516,638                       | 430,532                | 374,075                | 56,457                                   |
| Collection Losses                              | 118                                  | 100,000                       | 83,333                 | 83,034                 | 299                                      |
| Total General Expenses                         | 712,851                              | 977,958                       | 814,965                | 786,567                | 28,398                                   |
| Nonroutine Items:                              |                                      |                               |                        |                        |  |
| Extraordinary Items                            | 0                                    | 0                             | 0                      | 49,942                 | (49,942)                                 |
| Total Operating Expenses                       | 2,485,667                            | 3,302,354                     | 2,751,962              | 2,779,539              | 22,365                                   |
| Net Income/(Loss)                              | 53,018                               | (44,554)                      | (37,128)               | (131,205)              | (94,077)                                 |

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02/06/22

Accrual Basis

**Peekskill Housing Authority**  
**Balance Sheet**  
As of February 6, 2022

|                                       | Feb 6, 22           |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| Current Assets                        |                     |
| Checking/Savings                      |                     |
| 1111.2 Cash - Operating Account       | 221,358.59          |
| 1111.5 Cash - Payroll Account         | 41,223.33           |
| 1112 Chase - Nonfederal               | 549,043.75          |
| 1114 Security Deposit Fund            | 75,813.20           |
| 1117 Petty Cash Fund                  | 1,000.00            |
| Total Checking/Savings                | 888,438.87          |
| Other Current Assets                  |                     |
| 1122 TAR                              | 100.00              |
| 1123 Allowance for Doubt. Accts       | -379,253.38         |
| 1125 AR HUD                           | 33,947.98           |
| 1211 Prepaid Insurance                | 28,912.28           |
| 1260 Material Inventory               | 29,793.00           |
| 1261 Obsolete Inventory               | -1,490.00           |
| 1122.1 · 1122.1 TAR Bohlmann          | 200,175.70          |
| 1122.2 · 1122.2 TAR Dunbar            | 138,536.98          |
| 1122.3 · 1122.3 TAR Turnkey           | 63,995.06           |
| 1122.7 · 1122.7 TAR Repays Bohlmann   | 41,899.02           |
| 1122.8 · 1122.8 TAR Repays Dunbar     | 35,554.48           |
| 1122.9 · 1122.9 TAR Repays Turnkey    | 7,200.34            |
| 1262 · 1262 Fuel Oil Inventory        | 16,803.00           |
| Total Other Current Assets            | 216,174.46          |
| Total Current Assets                  | 1,104,613.33        |
| Fixed Assets                          |                     |
| 1400.10 Leasehold Improvements        | 3,318,689.76        |
| 1400.12 Building Improvements         | 2,826,518.82        |
| 1400.5 Accumulated Depreciation       | -22,289,598.60      |
| 1400.6 Land                           | 131,611.00          |
| 1400.7 Buildings                      | 20,491,074.11       |
| 1400.8 Equipment - Dwellings          | 2,272.00            |
| 1400.9 Equipment - Admin              | 911,327.67          |
| Total Fixed Assets                    | 5,391,894.76        |
| Other Assets                          |                     |
| 1400.39 CFP 2018                      | 20,200.00           |
| 1420 · 1420 Deferred Outflows GASB-68 | 456,881.00          |
| 1421 · 1421 Deferred Outflows OPEB    | 1,240,844.00        |
| Total Other Assets                    | 1,717,925.00        |
| <b>TOTAL ASSETS</b>                   | <b>8,214,433.09</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| Liabilities                           |                     |
| Current Liabilities                   |                     |
| Other Current Liabilities             |                     |
| 2111 Accounts Payable                 | 65,025.93           |
| 2114 Tenant Security Deposits         | 75,793.20           |
| 2117.2 NY State W/H                   | -1,539.90           |
| 2117.3 Pension Payable                | 2,283.48            |
| 2117.4 FICA Payable                   | 474.27              |
| 2117.5 Group Insurance                | 1.20                |
| 2117.7 CSEA Dues                      | -71.41              |
| 2117.9 Misc W/H                       | 3,918.52            |
| 2133 Accrued utilities                | 109,269.25          |
| 2135 Accrued Payroll                  | 39,971.09           |
| 2136 Accrued Pension                  | -14,919.00          |
| 2137 Payments in Lieu of Taxes        | -0.02               |
| 2138 Accrued Comp. Absences           | 227,281.88          |
| 2240 Tenant Prepaid Rents             | -1.70               |

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02/06/22

Accrual Basis

**Peekskill Housing Authority**  
**Balance Sheet**  
**As of February 6, 2022**

|                                 | <u>Feb 6, 22</u>           |
|---------------------------------|----------------------------|
| 2240.1 · Prepaid Rent Bohlmann  | 3,339.42                   |
| 2240.2 · Prepaid Rent Dunbar    | 4,149.50                   |
| 2240.3 · Prepaid Rent Turnkey   | <u>1,329.11</u>            |
| Total Other Current Liabilities | <u>516,304.82</u>          |
| Total Current Liabilities       | 516,304.82                 |
| Long Term Liabilities           |                            |
| 2134 Accrued OPEB               | 4,698,212.00               |
| 2140 Net Pension Liability      | 621,300.00                 |
| 2400 Deferred Inflows GASB-68   | 45,524.00                  |
| 2410 Deferred Inflows OPEB      | <u>1,904,334.00</u>        |
| Total Long Term Liabilities     | <u>7,269,370.00</u>        |
| Total Liabilities               | 7,785,674.82               |
| Equity                          |                            |
| 2803 Invested in Capital Assets | 5,391,894.76               |
| 2807 Unrestricted Net Assets    | -4,931,492.19              |
| Net Income                      | <u>-31,644.30</u>          |
| Total Equity                    | <u>428,758.27</u>          |
| TOTAL LIABILITIES & EQUITY      | <u><u>8,214,433.09</u></u> |

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Accrual Basis

# Peekskill Housing Authority

## Profit & Loss

### January 2022

|                                 | Jan 22     |
|---------------------------------|------------|
| Ordinary Income/Expense         |            |
| Income                          |            |
| 3110 Dwelling Rental            |            |
| 3110.1 Bohlmann Towers          | 69,017.00  |
| 3110.2 Dunbar Heights           | 48,576.00  |
| 3110.4 Turnkey                  | 22,260.00  |
| Total 3110 Dwelling Rental      | 139,853.00 |
| 3120.1 Excess Utilities BT      | 10.00      |
| 3190 Nondwelling Rental         |            |
| 3190.1 Bohlmann Towers          | 840.00     |
| 3190.2 Dunbar Heights           | 795.00     |
| 3190.4 Turnkey                  | 270.00     |
| Total 3190 Nondwelling Rental   | 1,905.00   |
| 3610 Interest on Gen. Fund Inv. | 5.69       |
| 3690 Other Income               |            |
| 3690.1 Laundry Room Income      | 3,158.75   |
| 3690.2 CAP Office Rent          | 900.00     |
| 3690.3 Health Center Rent       | 740.16     |
| 3690.4 Verizon Commission       | 136.61     |
| 3690 Other Income - Other       | -1.01      |
| Total 3690 Other Income         | 4,934.51   |
| 3691 Other Income CFP Subsidy   | -67,499.98 |
| 8020 Operating Subsidy          |            |
| 8020.1 AMP 1                    | 55,528.50  |
| 8020.2 AMP2                     | 53,667.00  |
| Total 8020 Operating Subsidy    | 109,195.50 |
| Total Income                    | 188,403.72 |
| Expense                         |            |
| 4110 Administrative Salaries    | 20,868.06  |
| 4130 Legal Expense              | 276.00     |
| 4170 Accounting Fees            | 1,800.00   |
| 4171 Auditing Fees              | 821.67     |
| 4190.3 Telephone                | 328.73     |
| 4190.5 Forms, Station. & Office | 236.33     |
| 4190.6 All Other Sundry         | 892.69     |
| 4190.7 Admin. Service Contracts | 1,000.00   |
| 4190.9 Advertising              | 874.00     |
| 4220 Recreation, Publications   | 164.35     |
| 4310 Water & Sewer              | 3,593.46   |
| 4320 Electricity                | 19,483.95  |
| 4330 Gas                        | 29,186.85  |
| 4335 Propane                    | 2,099.47   |
| 4340 Fuel                       | 12,987.02  |
| 4410 Labor                      | 45,192.34  |
| 4420 Materials                  |            |
| 4420.01 Supplies - Grounds      | 6,562.81   |
| 4420 Materials - Other          | 3,798.86   |
| Total 4420 Materials            | 10,361.67  |
| 4430.9 Exterminating Contracts  | 994.00     |
| 4510 Insurance Expense          | 19,140.00  |
| 4520 Payments in Lieu of Taxes  | 7,440.00   |
| 4540 Employee Benefits          |            |
| 4540.1 Employee Ben - Admin     | 9,029.71   |
| 4540.2 Employee Ben - Maint     | 24,339.08  |
| 4540.6 GASB-68 Admin            | 7,854.00   |
| Total 4540 Employee Benefits    | 41,222.79  |

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02/06/22

Accrual Basis

Peekskill Housing Authority  
**Profit & Loss**  
January 2022

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|                        | Jan 22     |
|------------------------|------------|
| 4570 Collection Losses | 8,333.34   |
| Total Expense          | 227,296.72 |
| Net Ordinary Income    | -38,893.00 |
| Net Income             | -38,893.00 |

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
PAYMENT OF MONTHLY BILLS AS LISTED  
JANUARY 2022**

**WHEREAS**, The Board of Commissioners of the Peekskill Housing Authority administer their responsibility of monitoring the PHA's expenditures; and

**WHEREAS**, The bills for the period January 2022 are listed in the Bills List (attached); and

**WHEREAS**, The Board of Commissioners have reviewed the Bills List; and

**WHEREAS**, The Board of Commissioners questions and/or concerns regarding certain bills in the list have been resolved.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority approve payment of the bills as listed in the Bills List January 2022.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

| <b>VOTE</b>                         | <b>YES</b> | <b>NO</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|-------------------------------------|------------|-----------|---------------|----------------|
|                                     |            |           |               |                |
| Chairman Luis A. Segarra            |            |           |               |                |
| Commissioner Dwight H. Douglas      |            |           |               |                |
| Commissioner Jacqueline Simpkins    |            |           |               |                |
| Commissioner Nicola Smith-DeFreitas |            |           |               |                |
|                                     |            |           |               |                |
|                                     |            |           |               |                |

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: February 17,2022

\_\_\_\_\_  
P. Holden Crosland, Executive Director

Date:

**Peekskill Housing Authority**  
**Transaction List by Vendor**  
 January 2022

| Type   | Date       | Num      | Memo                                | Account                         | Amount     |
|--|------------|----------|-------------------------------------|---------------------------------|------------|
| <b>Arthur J McDonough</b>                        |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 |          | Medicare Part B Reimbursement 20... | 20000 · Accounts Payable        | -1,782.00  |
| Bill Pmt -Check                                  | 01/20/2022 | 16551    | Medicare Part B Reimbursement 20... | 1111.2 Cash - Operating Account | -1,782.00  |
| <b>Arvisse Spence</b>                            |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | 9        | November website maintenance        | 20000 · Accounts Payable        | -500.00    |
| Bill Pmt -Check                                  | 01/06/2022 | 16536    | November website maintenance        | 1111.2 Cash - Operating Account | -500.00    |
| Bill   | 01/20/2022 |          | December website Maintenance        | 20000 · Accounts Payable        | -500.00    |
| Bill Pmt -Check                                  | 01/20/2022 | 16552    | December website Maintenance        | 1111.2 Cash - Operating Account | -500.00    |
| <b>Avaya Financial Services</b>                  |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | 39112... | Office Phones                       | 20000 · Accounts Payable        | -135.27    |
| Bill Pmt -Check                                  | 01/06/2022 | 16537    | Office Phones                       | 1111.2 Cash - Operating Account | -135.27    |
| <b>Bond, Schoeneck &amp; King, PLLC</b>          |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | 19895... | Labor Attorney Fees                 | 20000 · Accounts Payable        | -276.00    |
| Bill Pmt -Check                                  | 01/06/2022 | 16538    | Labor Attorney Fees                 | 1111.2 Cash - Operating Account | -276.00    |
| <b>Brenda Godbee</b>                             |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 |          | Medicare Part B Reimbursement 20... | 20000 · Accounts Payable        | -1,782.00  |
| Bill Pmt -Check                                  | 01/20/2022 | 16553    | Medicare Part B Reimbursement 20... | 1111.2 Cash - Operating Account | -1,782.00  |
| <b>Chase Card</b>                                |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 |          |                                     | 20000 · Accounts Payable        | -3,798.86  |
| Bill Pmt -Check                                  | 01/06/2022 | 16550    |                                     | 1111.2 Cash - Operating Account | -3,798.86  |
| <b>City of Peekskill (cpw)</b>                   |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 |          | Acct#4565-0 for 1227 Howard and ... | 20000 · Accounts Payable        | -3,593.46  |
| Bill Pmt -Check                                  | 01/20/2022 | 16554    | Acct#4565-0 for 1227 Howard and ... | 1111.2 Cash - Operating Account | -3,593.46  |
| <b>CSEA</b>                                      |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 |          |                                     | 20000 · Accounts Payable        | -263.76    |
| Bill Pmt -Check                                  | 01/06/2022 | 16539    |                                     | 1111.2 Cash - Operating Account | -263.76    |
| Bill   | 01/20/2022 |          |                                     | 20000 · Accounts Payable        | -263.76    |
| Bill Pmt -Check                                  | 01/20/2022 | 16555    |                                     | 1111.2 Cash - Operating Account | -263.76    |
| <b>CSEA Employee Benefit Fund</b>                |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 |          |                                     | 20000 · Accounts Payable        | -1,306.53  |
| Bill Pmt -Check                                  | 01/20/2022 | 16556    |                                     | 1111.2 Cash - Operating Account | -1,306.53  |
| <b>Dalerie Beard</b>                             |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 |          | Payroll Correction                  | 20000 · Accounts Payable        | -630.26    |
| Bill Pmt -Check                                  | 01/06/2022 | 16540    | Payroll Correction                  | 1111.2 Cash - Operating Account | -630.26    |
| <b>DEC Office Leasing</b>                        |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | 74882... | Office Copier Lease                 | 20000 · Accounts Payable        | -149.00    |
| Bill Pmt -Check                                  | 01/06/2022 | 16541    | Office Copier Lease                 | 1111.2 Cash - Operating Account | -149.00    |
| Bill   | 01/20/2022 | 215636   | Copier Meter Overage                | 20000 · Accounts Payable        | -87.33     |
| Bill Pmt -Check                                  | 01/20/2022 | 16557    | Copier Meter Overage                | 1111.2 Cash - Operating Account | -87.33     |
| <b>Eileen McDonough</b>                          |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 |          | Medicare Part B Reimbursement 20... | 20000 · Accounts Payable        | -1,782.00  |
| Bill Pmt -Check                                  | 01/20/2022 | 16558    | Medicare Part B Reimbursement 20... | 1111.2 Cash - Operating Account | -1,782.00  |
| <b>Employee Benefits Division</b>                |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 |          |                                     | 20000 · Accounts Payable        | -20,042.94 |
| Bill Pmt -Check                                  | 01/20/2022 | 16559    |                                     | 1111.2 Cash - Operating Account | -20,042.94 |
| <b>Endicott Comm, Inc.</b>                       |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | 21120... | Answering Service                   | 20000 · Accounts Payable        | -193.46    |
| Bill Pmt -Check                                  | 01/06/2022 | 16542    | Answering Service                   | 1111.2 Cash - Operating Account | -193.46    |
| <b>HD Supply Facilities Maintenance Ltd.</b>     |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | 91985... | Maintenance Supplies                | 20000 · Accounts Payable        | -1,044.80  |
| Bill Pmt -Check                                  | 01/06/2022 | 16543    | Maintenance Supplies                | 1111.2 Cash - Operating Account | -1,044.80  |
| <b>Home Depot Credit Services</b>                |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 |          |                                     | 20000 · Accounts Payable        | -5,327.11  |
| Bill Pmt -Check                                  | 01/06/2022 | 16544    |                                     | 1111.2 Cash - Operating Account | -5,327.11  |
| <b>Housing Insurance Services Inc.</b>           |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | HP00...  | Fidelity Insurance                  | 20000 · Accounts Payable        | -1,722.00  |
| Bill Pmt -Check                                  | 01/06/2022 | 16545    | Fidelity Insurance                  | 1111.2 Cash - Operating Account | -1,722.00  |
| <b>John G. Cruikshank</b>                        |            |          |                                     |                                 |            |
| Bill   | 01/06/2022 | 4859     | Accounting Services December 2021   | 20000 · Accounts Payable        | -1,800.00  |
| Bill Pmt -Check                                  | 01/06/2022 | 16546    | Accounting Services December 2021   | 1111.2 Cash - Operating Account | -1,800.00  |
| <b>New York Power Authority</b>                  |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 |          | Electricity                         | 20000 · Accounts Payable        | -19,483.95 |
| Bill Pmt -Check                                  | 01/20/2022 | 16560    | Electricity                         | 1111.2 Cash - Operating Account | -19,483.95 |
| <b>NYS Office of Temporary Disability Assist</b> |            |          |                                     |                                 |            |
| Bill   | 01/20/2022 | ERAP...  | Application #NAVVE ERAP Overag...   | 20000 · Accounts Payable        | -711.00    |
| Bill Pmt -Check                                  | 01/20/2022 | 16561    | Application #NAVVE ERAP Overag...   | 1111.2 Cash - Operating Account | -711.00    |



**Peekskill Housing Authority**  
**Transaction List by Vendor**  
 January 2022

| Type                        | Date       | Num      | Memo                                | Account                         | Amount    |
|-----------------------------|------------|----------|-------------------------------------|---------------------------------|-----------|
| <b>NYSIF</b>                |            |          |                                     |                                 |           |
| Bill                        | 01/20/2022 | 61071... | Workers Comp                        | 20000 · Accounts Payable        | -1,898.67 |
| Bill Pmt -Check             | 01/20/2022 | 16562    | Workers Comp                        | 1111.2 Cash - Operating Account | -1,898.67 |
| <b>Pestech</b>              |            |          |                                     |                                 |           |
| Bill                        | 01/20/2022 |          | Monthly and DH 11-B & 13C           | 20000 · Accounts Payable        | -994.00   |
| Bill Pmt -Check             | 01/20/2022 | 16563    | Monthly and DH 11-B & 13C           | 1111.2 Cash - Operating Account | -994.00   |
| <b>Petty Cash</b>           |            |          |                                     |                                 |           |
| Bill                        | 01/20/2022 |          | Replenish Petty Cash                | 20000 · Accounts Payable        | -276.39   |
| Bill Pmt -Check             | 01/20/2022 | 16569    | Replenish Petty Cash                | 1111.2 Cash - Operating Account | -276.39   |
| <b>Ready Refresh</b>        |            |          |                                     |                                 |           |
| Bill                        | 01/06/2022 | 21L06... | Office Water Cooler Delivery        | 20000 · Accounts Payable        | -150.39   |
| Bill Pmt -Check             | 01/06/2022 | 16547    | Office Water Cooler Delivery        | 1111.2 Cash - Operating Account | -150.39   |
| <b>Robison Oil</b>          |            |          |                                     |                                 |           |
| Bill                        | 01/06/2022 |          | Fuel Delivery 12/24                 | 20000 · Accounts Payable        | -5,325.19 |
| Bill Pmt -Check             | 01/06/2022 | 16548    | Fuel Delivery 12/24                 | 1111.2 Cash - Operating Account | -5,325.19 |
| Bill                        | 01/20/2022 |          | Oil Delivery 1/14/22                | 20000 · Accounts Payable        | -7,661.83 |
| Bill Pmt -Check             | 01/20/2022 | 16564    | Oil Delivery 1/14/22                | 1111.2 Cash - Operating Account | -7,661.83 |
| <b>Sam Bailey</b>           |            |          |                                     |                                 |           |
| Bill                        | 01/20/2022 |          | Medicare Part B Reimbursement 20... | 20000 · Accounts Payable        | -1,782.00 |
| Bill Pmt -Check             | 01/20/2022 | 16565    | Medicare Part B Reimbursement 20... | 1111.2 Cash - Operating Account | -1,782.00 |
| <b>Sherwin-Williams Co.</b> |            |          |                                     |                                 |           |
| Bill                        | 01/20/2022 | 42885    | PO #149                             | 20000 · Accounts Payable        | -190.90   |
| Bill Pmt -Check             | 01/20/2022 | 16566    | PO #149                             | 1111.2 Cash - Operating Account | -190.90   |
| <b>Suburban Propane</b>     |            |          |                                     |                                 |           |
| Bill                        | 01/20/2022 |          | 12-09-21 Delivery                   | 20000 · Accounts Payable        | -2,099.47 |
| Bill Pmt -Check             | 01/20/2022 | 16567    | 12-09-21 Delivery                   | 1111.2 Cash - Operating Account | -2,099.47 |
| <b>The Journal News</b>     |            |          |                                     |                                 |           |
| Bill                        | 01/06/2022 | 42972... | December advertising fee's          | 20000 · Accounts Payable        | -874.00   |
| Bill Pmt -Check             | 01/06/2022 | 16549    | December advertising fee's          | 1111.2 Cash - Operating Account | -874.00   |
| <b>Willie Godbee</b>        |            |          |                                     |                                 |           |
| Bill                        | 01/20/2022 |          | Medicare Part B Reimbursement 20... | 20000 · Accounts Payable        | -1,782.00 |
| Bill Pmt -Check             | 01/20/2022 | 16568    | Medicare Part B Reimbursement 20... | 1111.2 Cash - Operating Account | -1,782.00 |

**PEEKSKILL HOUSING AUTHORITY  
APPROVING BOARD POINT OF CONTACT  
REGARDING REPOSITIONING**

**WHEREAS,** The Peekskill Housing Authority has approved WB Housing Partners as its Development Partner, and

**WHEREAS,** The board must have a point of contact on their behalf for any immediate decisions regarding Repositioning.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority accept Chairman Segarra along with Commissioner Douglas to be appointed as the point of contact and convene when necessary for immediate decisions that need to be made on behalf of the board related to the Repositioning.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

| <b>VOTE</b>                         | <b>YES</b> | <b>NO</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|-------------------------------------|------------|-----------|---------------|----------------|
| Chairman Luis A. Segarra            |            |           |               |                |
| Commissioner Dwight H. Douglas      |            |           |               |                |
| Commissioner Jacqueline Simpkins    |            |           |               |                |
| Commissioner Nicola Smith-DeFreitas |            |           |               |                |
|                                     |            |           |               |                |

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: February 17,2022

\_\_\_\_\_  
P. Holden Crosland, Executive Director

Date:

**PEEKSKILL HOUSING AUTHORITY**  
**Resolution Approving Operating Budget Request for the Fiscal Year**  
**April 1, 2022 to March 31, 2023**

**WHEREAS**, The Peekskill Authority Board of commissioners have reviewed the proposed Annual Operating Budget for submission to HUD for the fiscal year April 1, 2022 to March 31, 2023 and

**WHEREAS**, The PHA Proposed Budget expenditures are based on the past experience and the planned expenditures necessary for the efficient and economical operation of the Housing Authority in order to serve the Peekskill Housing Authority's low-income families for the fiscal year 2023, reflect a surplus of \$20,700.

**NOW, THEREFORE BE IT RESOLVED** that the Peekskill Housing Authority Board of Commissioners approved the Operating Budget for submission to HUD for the fiscal year April 1, 2022 to March 31, 2023.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

| <b>VOTE</b>                         | <b>YES</b> | <b>NO</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|-------------------------------------|------------|-----------|---------------|----------------|
|                                     |            |           |               |                |
| Chairman Luis A. Segarra            |            |           |               |                |
| Commissioner Dwight H. Douglas      |            |           |               |                |
| Commissioner Jacqueline Simpkins    |            |           |               |                |
| Commissioner Nicola Smith-DeFreitas |            |           |               |                |
|                                     |            |           |               |                |

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: February 17, 2022

\_\_\_\_\_  
P. Holden Crosland, Executive Director

Date:

**Peekskill Housing Authority**  
**Proposed Budget Executive Summary**  
**March 31, 2023**

|                              | <u>Actual<br/>3/31/20</u> | <u>Actual<br/>3/31/21</u> | <u>Budget<br/>3/31/22</u> | <u>Proposed<br/>Budget<br/>3/31/23</u> |
|------------------------------|---------------------------|---------------------------|---------------------------|--|
| <b>Income</b>                |                           |                           |                           |  |
| Rental income                | 1,674,110                 | 1,675,036                 | 1,655,700                 | 1,732,840                              |
| Investment income            | 785                       | 75                        | 100                       | 100                                    |
| Other income                 | 109,070                   | 71,808                    | 80,000                    | 60,000                                 |
| CFP operating                | 146,000                   | 319,000                   | 310,000                   | 160,000                                |
| Operating subsidy            | <u>1,333,074</u>          | <u>1,450,294</u>          | <u>1,212,000</u>          | <u>1,400,000</u>                       |
| <b>Total Income</b>          | <u>3,263,039</u>          | <u>3,516,213</u>          | <u>3,257,800</u>          | <u>3,352,940</u>                       |
| <b>Expenditures</b>          |                           |                           |                           |  |
| Administration               | 499,551                   | 626,451                   | 580,549                   | 549,400                                |
| Tenant services              | 8,937                     | 5,409                     | 10,000                    | 5,000                                  |
| Utilities                    | 703,091                   | 710,514                   | 736,500                   | 785,000                                |
| Maintenance & operation      | 1,065,156                 | 977,666                   | 997,347                   | 1,033,610                              |
| Protective services          | 197,899                   | 17,304                    |                           |  |
| General expense              | 822,063                   | 1,109,587                 | 977,958                   | 966,920                                |
| Nonroutine & equipment       |                           |                           |                           |  |
| Prior year adjustments       |                           |                           |                           |  |
| <b>Total Expenditures</b>    | <u>3,296,697</u>          | <u>3,446,931</u>          | <u>3,302,354</u>          | <u>3,339,930</u>                       |
| <b>Net Surplus (Deficit)</b> | <u>(33,658)</u>           | <u>69,282</u>             | <u>(44,554)</u>           | <u>13,010</u>                          |

# Operating Budget

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

|   |  |   |   |                                       |                                     |   |  |  |
|---|--|---|---|---------------------------------------|-------------------------------------|---|--|--|
| a. Type of Submission<br><input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. |  | b. Fiscal Year Ending<br>March 31, 2023     | c. No. of months (check one)<br><input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) |                                       | d. Type of HUD assisted project(s)  |   |  |  |
| e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA)<br>Peekskill Housing Authority        |  |   |   | 01                                    | <input checked="" type="checkbox"/> | PHA/IHA-Owned Rental Housing            |  |  |
|   |  |   |   | 02                                    | <input type="checkbox"/>            | IHA Owned Mutual Help Homeownership     |  |  |
|   |  |   |   | 03                                    | <input type="checkbox"/>            | PHA/IHA Leased Rental Housing           |  |  |
|   |  |   |   | 04                                    | <input type="checkbox"/>            | PHA/IHA Owned Turnkey III Homeownership |  |  |
|   |  |   |   | 05                                    | <input type="checkbox"/>            | PHA/IHA Leased Homeownership            |  |  |
| f. Address (city, State, zip code)<br>807 Main Street<br>Peekskill, N.Y. 10566                              |  |   |   | i. HUD Field Office<br>New York, N.Y. |                                     |   |  |  |
| g. ACC Number<br>NY 611   |  | h. PAS / LOCCS Project No.<br>NY082 002 23M |   |                                       |                                     |   |  |  |
| j. No. of Dwelling Units<br>282   |  | k. No. of Unit Months Available<br>3,384    | m. No. of Projects<br>3   |                                       |                                     |   |  |  |

| Line No.  | Acct. No.  | Description<br>(1)                          | Actuals<br>Last Fiscal<br>Year<br>2021<br>PUM<br>(2) | [ X ] Estimates<br>[ ] or Actual<br>Current Budget<br>Yr. 2022<br>PUM<br>(3) | Requested Budget Estimates |                                    |                   |                                    |
|---|--|---|--|--|----------------------------|------------------------------------|-------------------|------------------------------------|
|   |  |   |  |  | PHA/IHA Estimates          |                                    | HUD Modifications |                                    |
|   |  |   |  |  | PUM<br>(4)                 | Amount<br>(to nearest \$10)<br>(5) | PUM<br>(6)        | Amount<br>(to nearest \$10)<br>(7) |
| <b>Homebuyers Monthly Payments for:</b>         |  |   |  |  |                            |                                    |                   |                                    |
| 010   | 7710   | Operating Expense                           |  |  |                            |                                    |                   |                                    |
| 020   | 7712   | Earned Home Payments                        |  |  |                            |                                    |                   |                                    |
| 030   | 7714   | Nonroutine Maintenance Reserve              |  |  |                            |                                    |                   |                                    |
| 040   | Total Break-Even Amount (sum of lines 010, 020, and 030)       |   |  |  |                            |                                    |                   |                                    |
| 050   | 7716   | Excess (or deficit) in Break-Even           |  |  |                            |                                    |                   |                                    |
| 060   | 7790   | Homebuyers Monthly Payments - Contra        |  |  |                            |                                    |                   |                                    |
| <b>Operating Receipts</b>                       |  |   |  |  |                            |                                    |                   |                                    |
| 070   | 3110   | Dwelling Rental                             | 500.87   | 498.53   | 502.43                     | 1,700,240                          |                   |                                    |
| 080   | 3120   | Excess Utilities                            | 3.77   |  | 3.25                       | 11,000                             |                   |                                    |
| 090   | 3190   | Nondwelling Rental                          | 6.67   | 6.87   | 6.38                       | 21,600                             |                   |                                    |
| 100   | Total Rental Income (sum of lines 070, 080, and 090)           |   | 511.31   | 505.40   | 512.07                     | 1,732,840                          |                   |                                    |
| 110   | 3610   | Interest on General Fund Investments        | 0.02   | 0.03   | 0.03                       | 100                                |                   |                                    |
| 120   | 3690   | Other Income                                | 119.29   | 119.05   | 65.01                      | 220,000                            |                   |                                    |
| 130   | Total Operating Income (sum of lines 100, 110, and 120)        |   | 630.62   | 624.48   | 577.11                     | 1,952,940                          |                   |                                    |
| <b>Operating Expenditures - Administration:</b> |  |   |  |  |                            |                                    |                   |                                    |
| 140   | 4110   | Administrative Salaries                     | 141.78   | 125.76   | 105.72                     | 357,750                            |                   |                                    |
| 150   | 4130   | Legal Expense                               | 15.90  | 21.98  | 19.50                      | 66,000                             |                   |                                    |
| 160   | 4140   | Staff Training                              |  | 0.61   |                            |                                    |                   |                                    |
| 170   | 4150   | Travel                                      |  |  |                            |                                    |                   |                                    |
| 180   | 4170   | Accounting Fees                             | 0.55   |  | 6.38                       | 21,600                             |                   |                                    |
| 190   | 4171   | Auditing Fees                               | 2.86   | 3.01   | 2.77                       | 9,360                              |                   |                                    |
| 200   | 4190   | Other Administrative Expenses               | 30.14  | 25.85  | 27.98                      | 94,690                             |                   |                                    |
| 210   | Total Administrative Expense (sum of line 140 thru line 200)   |   | 191.23   | 177.21   | 162.35                     | 549,400                            |                   |                                    |
| <b>Tenant Services:</b>                         |  |   |  |  |                            |                                    |                   |                                    |
| 220   | 4210   | Salaries                                    |  |  |                            |                                    |                   |                                    |
| 230   | 4220   | Recreation, Publications and Other Services | 1.65   | 3.05   | 1.48                       | 5,000                              |                   |                                    |
| 240   | 4230   | Contract Costs, Training and Other          |  |  |                            |                                    |                   |                                    |
| 250   | Total Tenant Services Expense (sum of lines 220, 230, and 240) |   | 1.65   | 3.05   | 1.48                       | 5,000                              |                   |                                    |
| <b>Utilities:</b>                               |  |   |  |  |                            |                                    |                   |                                    |
| 260   | 4310   | Water                                       | 82.05  | 71.73  | 67.97                      | 230,000                            |                   |                                    |
| 270   | 4320   | Electricity                                 | 52.19  | 50.37  | 62.06                      | 210,000                            |                   |                                    |
| 280   | 4330   | Gas   | 41.27  | 43.50  | 41.37                      | 140,000                            |                   |                                    |
| 290   | 4340   | Fuel  | 41.39  | 47.31  | 45.80                      | 155,000                            |                   |                                    |
| 300   | 4350   | Labor                                       |  |  |                            |                                    |                   |                                    |
| 310   | 4390   | Other utilities expense                     |  | 11.90  | 14.78                      | 50,000                             |                   |                                    |
| 320   | Total Utilities Expense (sum of line 260 thru line 310)        |   | 216.90   | 224.81   | 231.97                     | 785,000                            |                   |                                    |

Name of PHA/IHA  
Peekskill Housing Authority

Fiscal Year Ending  
March 31, 2023

| Line No.                            | Acct. No. | Description<br>(1)  | Actuals<br>Last Fiscal<br>Year<br>2021<br>PUM<br>(2) | [X] Estimates<br>( ) or Actual<br>Current Budget<br>Yr. 2022<br>PUM<br>(3) | Requested Budget Estimates |                                    |                   |                                    |
|-------------------------------------|-----------|---|--|--|----------------------------|------------------------------------|-------------------|------------------------------------|
|                                     |           |   |  |  | PHA/IHA Estimates          |                                    | HUD Modifications |                                    |
|                                     |           |   |  |  | PUM<br>(4)                 | Amount<br>(to nearest \$10)<br>(5) | PUM<br>(6)        | Amount<br>(to nearest \$10)<br>(7) |
| Ordinary Maintenance and Operation: |           |   |  |  |                            |                                    |                   |                                    |
| 330                                 | 4410      | Labor   | 175.98   | 162.67   | 185.52                     | 560,110                            |                   |                                    |
| 340                                 | 4420      | Materials   | 42.98  | 36.63  | 36.94                      | 125,000                            |                   |                                    |
| 350                                 | 4430      | Contract Costs  | 79.47  | 105.14   | 102.98                     | 348,500                            |                   |                                    |
| 360                                 | Total     | Ordinary Maintenance & Operation Expense (lines 330 to 350)   | 298.43   | 304.44   | 305.44                     | 1,033,610                          |                   |                                    |
| Protective Services:                |           |   |  |  |                            |                                    |                   |                                    |
| 370                                 | 4460      | Labor   |  |  |                            |                                    |                   |                                    |
| 380                                 | 4470      | Materials   |  |  |                            |                                    |                   |                                    |
| 390                                 | 4480      | Contract Costs  | 5.28   |  |                            |                                    |                   |                                    |
| 400                                 | Total     | Protective Services Expense (sum of lines 370 to 390)   | 5.28   |  |                            |                                    |                   |                                    |
| General Expense:                    |           |   |  |  |                            |                                    |                   |                                    |
| 410                                 | 4510      | Insurance   | 71.17  | 82.23  | 89.89                      | 304,200                            |                   |                                    |
| 420                                 | 4520      | Payments in Lieu of Taxes   | 29.44  | 28.06  | 28.01                      | 94,780                             |                   |                                    |
| 430                                 | 4530      | Terminal Leave Payments   |  | 6.11   | 5.81                       | 20,000                             |                   |                                    |
| 440                                 | 4540      | Employee Benefit Contributions  | 191.55   | 151.60   | 132.37                     | 447,940                            |                   |                                    |
| 450                                 | 4570      | Collection Losses   | 46.55  | 30.53  | 29.55                      | 100,000                            |                   |                                    |
| 460                                 | 4590      | Other General Expense   |  |  |                            |                                    |                   |                                    |
| 470                                 | Total     | General Expense (sum of lines 410 to 460)   | 338.71   | 298.53   | 285.73                     | 966,920                            |                   |                                    |
| 480                                 | Total     | Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)   | 1,052.20   | 1,008.04   | 986.98                     | 3,339,930                          |                   |                                    |
| Rent for Leased Dwellings:          |           |   |  |  |                            |                                    |                   |                                    |
| 490                                 | 4710      | Rents to Owners of Leased Dwellings   |  |  |                            |                                    |                   |                                    |
| 500                                 | Total     | Operating Expense (sum of lines 480 and 490)  | 1,052.20   | 1,008.04   | 986.98                     | 3,339,930                          |                   |                                    |
| Nonroutine Expenditures:            |           |   |  |  |                            |                                    |                   |                                    |
| 510                                 | 4610      | Extraordinary Maintenance   |  |  |                            |                                    |                   |                                    |
| 520                                 | 7520      | Replacement of Nonexpendable Equipment  |  |  |                            |                                    |                   |                                    |
| 530                                 | 7540      | Property Betterments and Additions  |  |  |                            |                                    |                   |                                    |
| 540                                 | Total     | Nonroutine Expenditures (sum of lines 510, 520, and 530)  |  |  |                            |                                    |                   |                                    |
| 550                                 | Total     | Operating Expenditures (sum of lines 500 and 540)   | 1,052.20   | 1,008.04   | 986.98                     | 3,339,930                          |                   |                                    |
| Prior Year Adjustments:             |           |   |  |  |                            |                                    |                   |                                    |
| 560                                 | 6010      | Prior Year Adjustments Affecting Residual Receipts  |  |  |                            |                                    |                   |                                    |
| Other Expenditures:                 |           |   |  |  |                            |                                    |                   |                                    |
| 570                                 |           | Deficiency in Residual Receipts at End of Preceding Fiscal Year   |  |  |                            |                                    |                   |                                    |
| 580                                 | Total     | Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570) | 1,052.20   | 1,008.04   | 986.98                     | 3,339,930                          |                   |                                    |
| 590                                 |           | Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)           | (421.58)   | (383.56)   | (409.87)                   | (1,386,990)                        |                   |                                    |
| HUD Contributions:                  |           |   |  |  |                            |                                    |                   |                                    |
| 600                                 | 8010      | Basic Annual Contribution Earned - Leased Projects: Current Year  |  |  |                            |                                    |                   |                                    |
| 610                                 | 8011      | Prior Year Adjustments - (Debit) Credit   |  |  |                            |                                    |                   |                                    |
| 620                                 | Total     | Basic Annual Contribution (line 600 plus or minus line 610)   |  |  |                            |                                    |                   |                                    |
| 630                                 | 8020      | Contributions Earned - Operating Subsidy: Current Year (before year-end adjustments)  | 442.70   | 369.96   | 413.71                     | 1,400,000                          |                   |                                    |
| 640                                 |           | Mandatory PFS Adjustments (net):  |  |  |                            |                                    |                   |                                    |
| 650                                 |           | Other (specify):  |  |  |                            |                                    |                   |                                    |
| 660                                 |           | Other (specify):  |  |  |                            |                                    |                   |                                    |
| 670                                 |           | Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)   |  |  |                            |                                    |                   |                                    |
| 680                                 | 8020      | Total Operating Subsidy - current year (line 630 plus or minus line 670)  | 442.70   | 369.96   | 413.71                     | 1,400,000                          |                   |                                    |
| 690                                 | Total     | HUD Contributions (sum of lines 620 and 680)  | 442.70   | 369.96   | 413.71                     | 1,400,000                          |                   |                                    |
| 700                                 |           | Residual Receipts (or Deficit) (sum of line 590 plus line 690)  |  |  |                            |                                    |                   |                                    |
|                                     |           | Enter here and on line 810  | 21.12  | (13.60)  | 3.84                       | 13,010                             |                   |                                    |

|   |      |   |   |
|---|------|---|---|
| Name of PHA/IHA<br><b>Peekskill Housing Authority</b> |      | Fiscal Year Ending<br><b>March 31, 2023</b>   |   |
|   |      | <b>Operating Reserve</b>  | <b>PHA/IHA Estimates      HUD Modifications</b> |
|   |      | <b>Part I - Maximum Operating Reserve - End of Current Budget Year</b>                    |   |
| 740   | 2821 | PHA/IHA-Leased Housing - Section 23 or 10(c)<br>50% of Line 480, column 5, form HUD-52564 |   |

|     |  |  |             |
|-----|--|--|-------------|
|     |  | <b>Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End</b>                                    |             |
| 780 |  | Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): March 31, 2021                                       | (4,931,492) |
| 780 |  | Provision for Operating Reserve - Current Budget Year (check one)<br>[ X ] Estimated for FYE 3/31/2022<br>[   ] Actual for FYE | (44,554)    |
| 800 |  | Operating Reserve at End of Current Budget Year (check one)<br>[ X ] Estimated for FYE 3/31/2022<br>[   ] Actual for FYE       | (4,976,046) |
| 810 |  | Provision for Operating Reserve - Requested Budget Year Estimated for FYE 3/31/2023<br>Enter Amount from line 700              | 13,010      |
| 820 |  | Operating Reserve at End of Requested Budget Year Estimated for FYE 3/31/2023<br>(Sum of lines 800 and 810)                    | (4,963,036) |
| 830 |  | Cash Reserve Requirement - 50% of line 480   | 1,669,965   |

Comments:

---

|                              |           |                          |            |
|------------------------------|-----------|--------------------------|------------|
| <b>PHA/IHA Approval</b>      | Name      | <u>0</u>                 |            |
|                              | Title     | <u>Board Chairperson</u> |            |
|                              | Signature | _____                    | Date _____ |
| <b>Field Office Approval</b> | Name      | _____                    |            |
|                              | Title     | _____                    |            |
|                              | Signature | _____                    | Date _____ |

**Operating Budget**  
Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0026 (exp. 10/31/97)

| Name of Housing Authority<br>Peekskill Housing Authority  |                   |      | Locality<br>Peekskill, NY                           |                       |   |                                   | Fiscal Year End<br>March 31, 2023          |             |                       |                    |       |                      |
|---|-------------------|------|---|-----------------------|---|-----------------------------------|--|-------------|-----------------------|--------------------|-------|----------------------|
| Position Title and Name<br>By Organizational Unit and Function  |                   |      | Present<br>Salary<br>Rate<br>As of (date)<br>1/1/22 | Requested Budget Year |   | Allocation of Salaries by Program |  |             |                       |                    |       |                      |
|   |                   |      |   | Salary<br>Rate        | Estimated Payment<br>No.<br>Months Amount | Management                        | Modernization                              | Development | Section 8<br>Programs | Tenant<br>Services | Other | Method of Allocation |
| (1)   | (1a)              | (2)  | (3)   | (4)                   | (5)                                       | (6)                               | (7)  | (8)         | (9)                   | (10)               | (11)  | (12)                 |
| <b>ADMINISTRATION</b>   |                   |      |   |                       |   |                                   |  |             |                       |                    |       |                      |
| Executive Director  | PHC               | AN-T | 161,977   | 12                    | 167,646                                   | 167,646                           |  |             |                       |                    |       |                      |
| Assistant Director  | Jannelyn Phalen   | AN-T | 63,000  | 12                    | 64,890                                    | 64,890                            |  |             |                       |                    |       |                      |
| TRA   | Nicole Spencer    | AN-T |   | 12                    | 52,968                                    | 52,968                            |  |             |                       |                    |       |                      |
| Sr. Office Asst   | Tatum Williams    | AN-T |   | 12                    | 57,244                                    | 57,244                            |  |             |                       |                    |       |                      |
| Overtime, out of title pay, health buyout   |                   | AN-T |   |                       | 10,000                                    | 10,000                            |  |             |                       |                    |       |                      |
| Compensated absences  |                   | AN-T |   | 12                    | 5,000                                     | 5,000                             |  |             |                       |                    |       |                      |
|   |                   |      |   |                       | 357,748                                   | 357,748                           |  |             |                       |                    |       |                      |
| <b>MAINTENANCE</b>  |                   |      |   |                       |   |                                   |  |             |                       |                    |       |                      |
| Maintenance Foreperson  | Kristopher Travis | M    | 92,368  | 12                    | 95,139                                    | 95,139                            |  |             |                       |                    |       |                      |
| Maintenance Laborer   | Michael Belanich  | M    | 64,631  | 12                    | 72,081                                    | 72,081                            |  |             |                       |                    |       |                      |
| Maintenance Laborer   | Gerardo Pizzaro   | M    | 64,631  | 12                    | 72,081                                    | 72,081                            |  |             |                       |                    |       |                      |
| Maintenance Laborer   | Stephen Hamilton  | M    | 64,631  | 12                    | 72,081                                    | 72,081                            |  |             |                       |                    |       |                      |
| Maintenance Laborer   | Michael Anderson  | M    | 61,666  | 12                    | 68,570                                    | 68,570                            |  |             |                       |                    |       |                      |
| Maintenance Laborer   | Dylan Turner      | M    | 58,696  | 12                    | 63,515                                    | 63,515                            |  |             |                       |                    |       |                      |
| Laborer   | Preston Whidbee   | M    | 61,784  | 12                    | 63,638                                    | 63,638                            |  |             |                       |                    |       |                      |
| Cleaner   | Sharon Vogt       | M    |   | 12                    | 7,500                                     | 7,500                             |  |             |                       |                    |       |                      |
| Cleaner   |                   | M    |   | 12                    | 7,500                                     | 7,500                             |  |             |                       |                    |       |                      |
| Overtime, out of title pay, health buyout   |                   | M    |   | 12                    | 25,000                                    | 25,000                            |  |             |                       |                    |       |                      |
| Compensated absences  |                   | M    |   | 12                    | 15,000                                    | 15,000                            |  |             |                       |                    |       |                      |
|   |                   |      |   |                       | 560,105                                   | 560,105                           |  |             |                       |                    |       |                      |
| To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.              |                   |      |   |                       |   |                                   | Executive Director or Designated Official: |             |                       | Date:              |       |                      |
| Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802) |                   |      |   |                       |   |                                   |  |             |                       |                    |       |                      |



**Operating Budget**  
**Schedule of Administration**  
**Expense Other Than Salary**

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

OMB Approval No. 2577-0028 (Exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0028), Washington, D.C. 20503. Do not send the completed form to either of the above addressees.

| Name of Housing Authority:<br><b>Peekskill Housing Authority</b>      |              | Locality:<br><b>Peekskill, NY</b> |                    | Fiscal Year End:<br><b>March 31, 2023</b> |              |
|---|--------------|-----------------------------------|--------------------|---|--------------|
| (1)<br>Description  | (2)<br>Total | (3)<br>Management                 | (4)<br>Development | (5)<br>Section 8                          | (6)<br>Other |
| 1 Legal Expense (see Special Note in Instructions)                    | 66,000       | 66,000                            |                    |   |              |
| 2 Training (list and provide justification)                           |              |                                   |                    |   |              |
| 3 Travel  |              |                                   |                    |   |              |
| Trips To Conventions and Meetings (list and provide justification)    |              |                                   |                    |   |              |
| 4 Other Travel:   |              |                                   |                    |   |              |
| Outside Area of Jurisdiction  |              |                                   |                    |   |              |
| 5 Within Area of Jurisdiction   |              |                                   |                    |   |              |
| 6 Total Travel  |              |                                   |                    |   |              |
| 7 Accounting  | 21,600       | 21,600                            |                    |   |              |
| 8 Auditing  | 9,360        | 9,360                             |                    |   |              |
| Sundry  |              |                                   |                    |   |              |
| 9 Rental of Office Space  |              |                                   |                    |   |              |
| 10 Publications   |              |                                   |                    |   |              |
| 11 Membership Dues and Fees (list organization and amount)            | 2,890        | 2,890                             |                    |   |              |
| 12 Telephone, Fax, Electronic Communications                          | 12,000       | 12,000                            |                    |   |              |
| 13 Collection Agent Fees and Court Costs                              | 12,000       | 12,000                            |                    |   |              |
| 14 Administrative Services Contracts (list and provide justification) | 14,300       | 14,300                            |                    |   |              |
| 15 Forms, Stationary and Office Supplies                              | 25,000       | 25,000                            |                    |   |              |
| 16 Other Sundry Expense (provide breakdown)                           | 28,500       | 28,500                            |                    |   |              |
| 17 Total Sundry   | 94,890       | 94,890                            |                    |   |              |
| 18 Total Administration Expense Other Than Salaries                   | 191,650      | 191,650                           |                    |   |              |

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

**Justification/Breakdown:**

|   | No. of Persons<br>Attending<br>All Staff/Comm. | Aggregate<br>Days of Travel | Total Cost of<br>Each Trip | Total Cost    |
|---|--|-----------------------------|----------------------------|---------------|
| <b>2. Training:</b>                                   |  |                             |                            |               |
| Accounting  |  |                             |                            |               |
| UPC Training  | 7  |                             |                            |               |
|   |  |                             |                            |               |
| <b>3. Travel - Trips to conventions and meetings:</b> |  |                             |                            |               |
| NAHRO and other conventions / training                |  |                             |                            |               |
| Various HUD seminars & workshops                      |  |                             |                            |               |
|   |  |                             |                            |               |
| <b>11. Membership Dues and Fees:</b>                  |  |                             |                            |               |
| NAHRO   |  |                             |                            | 600           |
| PHADA   |  |                             |                            | 600           |
| AICPA   |  |                             |                            | 515           |
| NYSSCPA   |  |                             |                            | 480           |
| NYSPHADA  |  |                             |                            | 300           |
| HVAHA   |  |                             |                            | 200           |
| Chase Mastercard                                      |  |                             |                            | 195           |
|   |  |                             |                            | <b>2,890</b>  |
| <b>14. Administrative Service Contracts:</b>          |  |                             |                            |               |
| Computer equipment                                    |  |                             |                            | 3,000         |
| Computer software                                     |  |                             |                            | 5,000         |
| BT Intercom   |  |                             |                            | 1,500         |
| Website hosting                                       |  |                             |                            | 1,800         |
| OPEB report   |  |                             |                            | 3,000         |
|   |  |                             |                            | <b>14,300</b> |
| <b>16. Other Sundry Expense:</b>                      |  |                             |                            |               |
| Bank fees   |  |                             |                            | 3,000         |
| Classified advertising                                |  |                             |                            | 3,000         |
| Water cooler  |  |                             |                            | 1,500         |
| Postage & overnight service                           |  |                             |                            | 6,000         |
| All other - sundry                                    |  |                             |                            | 15,000        |
|   |  |                             |                            | <b>28,500</b> |

**Instructions for Preparation of Form HUD-52571**

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

**1. Legal Expense:** Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

**Special Note:** The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

**2. Training:** List and provide justification for all training.

**Travel Expense:** Justification must be provided for travel.

**3. Trips to Conventions and Meetings:** Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

**4. Other Travel Outside Area of Jurisdiction:** Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

**5. Other Travel: Within Area of Jurisdiction:** Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

**6. Total Travel:** Sum Lines 3, 4 and 5 for Columns (2) through (7) and enter total for each on line 6 "Total Travel."

**7 thru 16. Accounting, Auditing and Sundry:** Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts show in Column (2) chargeable to all programs administered by the Housing Authority.

**14. Administrative Services Contracts:** List and provide justification for all contracts (excluding accounting contracts).

**16. All Other Sundry Expense:** List all items identified under this expense.

**18. Total Administration Expense Other Than Salaries:**

Add the amounts on the following Lines:

|         |               |
|---------|---------------|
| Line 1  | Legal Expense |
| Line 2  | Training      |
| Line 6  | Total Travel  |
| Line 7  | Accounting    |
| Line 8  | Auditing      |
| Line 17 | Total Sundry  |

On Line 18 enter the appropriate totals in Columns (2) through (8). The amount shown in Column (3), lines 1, 2, 6, 7, 8 and 17 should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

# Operating Budget

## Summary of Budget Data and Justifications

# U.S. Department of Housing and Urban Development

## Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 0.75 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3800 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send the completed form to either of the above addressees.

|                                  |               |                     |
|----------------------------------|---------------|---------------------|
| Name of Local Housing Authority: | Locality:     | Fiscal Year Ending: |
| Peekskill Housing Authority      | Peekskill, NY | March 31, 2023      |

### Operating Receipts

**Dwelling Rental:** Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

December 2021 rent roll 141,687

X 12

1,700,244

**Excess Utilities:** (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other." Under item 2, explain basis for determining excess utility consumption. For example, Gas: individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas ☐ Electricity ☐ Other ☐ (Specify) \_\_\_\_\_

2. Comments

Estimated, charged during the summer 11,000

**Nondwelling Rent:** (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

| 1. | Space Rented | To Whom | Rental Terms |
|----|--------------|---------|--------------|
|    | _____        | _____   | _____        |
|    | _____        | _____   | _____        |
|    | _____        | _____   | _____        |
|    | _____        | _____   | _____        |

2. Comments

December 2021 rent roll parking 1,800

X 12

21,600

**Interest on General Fund Investments:** State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated Investment income

100

**Other Comments on Estimates of Operating Receipts:** Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Capital Fund "subsidy"

160,000

Charges to tenants and miscellaneous income - commissions (laundry, telephone), etc.

60,000

220,000

## Operating Expenditures

### Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

**Column (1)** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.

**Column (2)** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50%, respectively. Thus, the equivalent full-time positions is two.  $(8/10 + 7/10 + 5/10)$ .

**Column (3)** Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.

**Column (4)** Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.

**Column (5)** Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).

**Column (6)** Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

**Note:** The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

| Account Line                                 | Total Number of Positions (1) | HUD-Aided Management Program       |                |                                |                            |                       |
|--|-------------------------------|------------------------------------|----------------|--------------------------------|----------------------------|-----------------------|
|  |                               | Equivalent Full-Time Positions (2) | Management (3) | Sec 23 Leased Housing Only (4) | Modernization Programs (5) | Section 8 Program (6) |
| Administration - Nontechnical Salaries 1     | 4                             | 4                                  | 357,748        |                                | 0                          |                       |
| Administration - Technical Salaries 1        |                               |                                    |                |                                |                            |                       |
| Ordinary Maintenance and Operation - Labor 1 | 9                             | 7                                  | 560,105        |                                |                            |                       |
| Utilities - Labor 1                          |                               |                                    | 0              |                                |                            |                       |
| Other (Specify) - Tenant Services 1          |                               |                                    | 0              |                                |                            |                       |
| Extraordinary Maintenance Work Project 2     |                               |                                    |                |                                |                            |                       |
| Betterments and Additions Work Project: 2    |                               |                                    |                |                                |                            |                       |

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Increases provided at 3. % per contract.

**Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry:** In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

|                                    |                |
|------------------------------------|----------------|
| Increased for fee accounting costs | <u>191,650</u> |
|------------------------------------|----------------|

**Utilities:** Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

|             |                |
|-------------|----------------|
| Water       | 230,000        |
| Electricity | 210,000        |
| Gas         | 140,000        |
| Propane     | 20,000         |
| Fuel        | 135,000        |
| Sewer       | 50,000         |
|             | <u>785,000</u> |

**Ordinary Maintenance & Operation - Materials:** Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

|                                       |                |
|---------------------------------------|----------------|
| Increased \$5,000 over current budget | <u>125,000</u> |
|---------------------------------------|----------------|

**Ordinary Maintenance & Operation - Contract Costs:** List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

|                         |         |                               |        |
|-------------------------|---------|-------------------------------|--------|
| Garbage & trash removal | 90,000  |                               |        |
| Heating & cooling       | 10,000  | Alarm/extinguisher            | 6,000  |
| Snow removal            | 2,000   |                               |        |
| Elevator                | 18,500  | Routine maintenance contracts | 20,000 |
| Landscaping & grounds   | 30,000  | Other misc. contracts         | 40,000 |
| Unit turnaround         | 100,000 |                               |        |
| Electrical              | 0       |                               |        |
| Plumbing                | 2,000   |                               |        |
| Exterminating           | 30,000  |                               |        |

348,500

**Insurance:** Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

|                      |                |
|----------------------|----------------|
| Commercial property  | 97,000         |
| Commercial liability | 155,000        |
| Deductibles          | 10,000         |
| Auto                 | 5,000          |
| Workers compensation | 30,000         |
| Boiler & machinery   | 7,200          |
|                      | <u>304,200</u> |

**Employee Benefit Contributions:** List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

|  |                |
|--|----------------|
| FICA   | 70,216         |
| Health insurance                                   | 240,000        |
| Retirement   | 95,000         |
| Dental & optical insurance                         | 22,000         |
| Retirees' medicare                                 | 18,500         |
| Unemployment                                       |                |
| Uniform allowance (\$500 per maintenance employee) | 3,500          |
|  | <u>449,216</u> |
| FICA savings on ED                                 | <u>(1,280)</u> |
|  | <u>447,936</u> |

**Collection Losses:** State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

|  |                |
|--|----------------|
| Anticipated write-off of vacated arrears, adjust allowance for doubtful accounts | <u>100,000</u> |
|--|----------------|

**Extraordinary Maintenance, Replacement of Equipment, and Betterments** Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52587 need not be repeated here.

|                |                           |                   |
|----------------|---------------------------|-------------------|
| See HUD-52567. | Extraordinary maintenance | <u>          </u> |
|                | Replacement of equipment  | <u>          </u> |
|                | Betterments and additions | <u>          </u> |

**Contracts:** List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

None.