

**PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 2023
EXECUTIVE DIRECTOR'S REPORT**

| Revenue | December | January |
|--|-----------------|----------------|
| HUD Subsidy – Bohlmann (AMP 1) | 68,689 | 68,615 |
| HUD Subsidy – All other sites (AMP 2) | 63,947 | 55,080 |
| Proceeds from Capital Funds/ROSS Grant | 11,425 | 16,020 |
| Shortfall Funds | 0 | 26,755 |
| Total HUD Revenue | 144,061 | 166,469 |
| Other Revenue– Non-Federal | | |
| Laundry Commissions | 2,971 | 2,390 |
| CAP Office | 0 | 900 |
| Health Center | 1,481 | 0 |
| Verizon | 318 | 300 |
| Interest | 361 | 333 |
| Total | 5,131 | 3,923 |
| TENANT CHARGES | December | January |
| Rent | 154,148 | 155,221 |
| Retro Rent (unreported income)/adjustment | 0 | 0 |
| Parking | 1,835 | 1,875 |
| Late Fees | 2,056 | 2,372 |
| Misc. (key cards, maintenance charges, legal fees) | 250 | 755 |
| Air Conditioners | 130 | 190 |
| Write offs, AJE's, Move outs | 0 | 0 |
| TOTAL TENANT CHARGES | 158,419 | 160,413 |
| Collected from Tenants thru 5th | 66,839 | 77,056 |
| Total Collected | 114,715 | 103,489 |
| Prepaid Rent | 7,453 | 6,435 |
| Change in Prepaid rent | (351) | (1,018) |
| Unpaid Tenant Balance | 39,433 | 56,924 |
| Reclassification from TAR to Vacated TAR | (0) | (0) |
| All Outstanding Tenant Charges | 837,510 | 894,434 |

Financial

BILLS PAID

| | December | January |
|---|------------------|------------------|
| Payroll (M) | 68,558 | 70,617 |
| Elevator (Q) | 5,595 | 0 |
| Exterminator (M) | 794 | 94 |
| Trash – Dumpsters | 0 | 0 |
| City Trash Collection (Q) | 21,060 | 0 |
| City Water (Q) | 0 | 51,562 |
| Sewer Tax (Semi-Annual) | 0 | 0 |
| Robison Fuel Oil (M) | 21,400 | 27,078 |
| Electric (M) | 20,560 | 19,465 |
| Gas (M) | 28,955 | 40,865 |
| Propane (M) | 1,869 | 2,635 |
| Legal – PHA Attorney (M) | 3,200 | 0 |
| Legal – Labor Attorney | 0 | 220 |
| Lawsuit Deductibles | 947 | 0 |
| Health Insurance/Dental Insurance(M) | 26,602 | 26,995 |
| Process Server – Evictions (M) | 220 | 0 |
| Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q) | 61,302 | 20,341 |
| Credit Card (M) | 10,397 | 10,235 |
| Maintenance Supplies/Contracts(M) | 7,760 | 2,401 |
| Office Expenses (M) | 1,715 | 1,169 |
| PILOT (SA) | 39,112 | 0 |
| NYS Retirement Contribution (A) | 0 | 0 |
| Medicare Part B Reimbursement | 2,041 | 4,082 |
| Unit Turnaround Contracts | 0 | 5,800 |
| | | |
| TOTAL EXPENSES | \$313,367 | \$283,559 |
| | | |
| ROSS Grant (Salary, expenses and training) | 11,425 | 14,408 |
| CAPITAL FUND PROJECTS – Dunbar Heights & Turnkeys Exterior (Architect fees) | 6,019 | 1,613 |

COURT PROCEEDINGS

| MONTH | # RESIDENTS | BALANCE | # PAID | AMOUNT PAID | COURT STIPS/COMMENTS |
|---------------------|--------------------|----------------|---------------|--------------------|---|
| January 2019 | 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) |
| January 2020 | 16 | 18,860 | 16 | 18,860 | |
| February | 14 | 13,734 | 13 | 11,848 | 1 – Skipped – 3,207 |
| March-December | 0 | 0 | 0 | 0 | |
| January 2021 | 0 | 0 | 0 | 0 | |
| February - December | 0 | 0 | 0 | 0 | |
| January 2022 | 0 | 0 | 0 | 0 | |
| February | 0 | 0 | 0 | 0 | |
| March | 0 | 0 | 0 | 0 | |
| April | 0 | 0 | 0 | 0 | |
| May | 0 | 0 | 0 | 0 | |
| June | 0 | 0 | 0 | 0 | |
| July | 0 | 0 | 0 | 0 | |
| August | 0 | 0 | 0 | 0 | |
| September | 0 | 0 | 0 | 0 | |
| October | 0 | 0 | 0 | 0 | |
| November | 0 | 0 | 0 | 0 | |
| December | 23 | 46,628 | 0 | 0 | 5-Court 2-Evictions 1-Stipulation |
| January 2023 | 4 | 60,069 | 0 | 0 | 4-Court 1-Eviction |
| TOTAL | 335 | 551,086 | 289 | 472,046 | Outstanding Balance 79,040 |
| | | | | | Skip/Evicted Balance 103,846 |
| | | | | | |

TENANT PAYMENT AGREEMENT LISTING

| Tenant Code | Start Month | End Month | Agreement Amount | Received Amount | Remaining Amount | Comments |
|-----------------------|-------------|------------|------------------|------------------|------------------|----------|
| BOHLMANN | | | | | | |
| p00117 | 06/2021 | 12/31/2022 | 3,093.34 | 1,166.00 | 1,927.34 | |
| t0000138 | 04/2022 | 12/31/2024 | 918.00 | 300.00 | 643.00 | |
| t0000035 | 05/2021 | 12/31/2024 | 2,524.05 | 100.00 | 2,424.05 | |
| t0000186 | 05/2021 | 12/31/2022 | 424.25 | 167.00 | 257.25 | |
| t0001284 | 11/2021 | 12/31/2022 | 613.00 | 539.00 | 74.00 | |
| t0000243 | 11/2021 | 12/31/2022 | 2,718.80 | 2,571.00 | 147.80 | |
| t0000795 | 05/2021 | 12/31/2030 | 3,067.00 | 1,028.00 | 2,039.00 | |
| t0000270 | 05/2021 | 12/31/2022 | 7,757.00 | 6,258.00 | 1,499.00 | |
| t0000176 | 05/2021 | 12/31/2026 | 5,302.92 | 140.00 | 5,162.92 | |
| t0000835 | 10/2022 | 12/31/2026 | 4,251.00 | 855.50 | 3,395.50 | |
| t0000674 | 08/2022 | 12/31/2022 | 2,158.00 | 400.00 | 1,758.00 | |
| t0000275 | 05/2021 | 12/31/2023 | 2,083.00 | 1,550.00 | 533.00 | |
| t0000259 | 09/2021 | 12/31/2022 | 646.00 | 508.00 | 138.00 | |
| t0000390 | 10/2022 | 01/31/2067 | 28,105.00 | 1,200.00 | 26,905.00 | |
| t0001273 | 01/2023 | 12/31/2027 | 1,860.12 | 150.00 | 1,710.12 | |
| t0001253 | 06/2021 | 12/31/2022 | 2,050.00 | 1,900.00 | 150.00 | |
| t0000739 | 05/2021 | 12/31/2024 | 13,971.00 | 550.00 | 13,421.00 | |
| p00121 | 05/2021 | 12/31/2024 | 2,561.20 | 386.00 | 2,175.20 | |
| t0000970 | 05/2021 | 12/31/2022 | 4,539.00 | 2,250.00 | 2,289.00 | |
| Total Bohlmann | | | 88,642.68 | 21,993.50 | 66,649.18 | |
| DUNBAR | | | | | | |
| t0000107 | 07/2021 | 12/31/2028 | 12,939.00 | 5,966.00 | 6,042.00 | |
| t0000230 | 05/2021 | 12/31/2023 | 3,953.00 | 1,700.00 | 2,253.00 | |
| t0000042 | 08/2021 | 12/31/2023 | 4,669.00 | 1,295.00 | 3,374.00 | |
| t0000165 | 02/2022 | 12/31/2022 | 1,617.70 | 585.00 | 1,032.70 | |
| t0000022 | 05/2021 | 12/31/2023 | 1,800.00 | 1100.00 | 700.00 | |
| t0000134 | 08/2022 | 12/31/2023 | 1,463.00 | 425.00 | 1,038.00 | |
| p00088 | 12/2022 | 12/31/2023 | 5,434.12 | 3,374.00 | 2,060.12 | |
| t0000154 | 06/2021 | 12/31/2041 | 6,257.25 | 451.00 | 5,806.25 | |
| t0000493 | 08/2021 | 12/31/2025 | 6,053.00 | 601.00 | 5,452.00 | |
| Total Dunbar | | | 44,186.07 | 15,497.00 | 24,689.07 | |

| TURNKEY | | | | | | |
|----------------------|---------|------------|-------------------|------------------|-------------------|-------------|
| t0000256 | 04/2022 | 12/31/2024 | 1,267.50 | 1260.00 | 7.50 | |
| b0000026 | 06/2021 | 12/31/2029 | 11,118.96 | 400.00 | 10,718.96 | Stipulation |
| t0000082 | 07/2021 | 12/31/2022 | 2,581.00 | 2,500.00 | 81.00 | |
| t0000027 | 09/2021 | 12/31/2024 | 2,364.02 | 850.00 | 1,514.02 | |
| Total Turnkey | | | 17,331.48 | 5,010.00 | 12,321.48 | |
| | | | | | | |
| | | | 150,159.55 | 42,500.50 | 107,659.05 | |

WORK ORDERS

| MONTH | CALLS | COMPLETE | OUTSTANDING OR COMMENTS |
|---------------------|--------------|-----------------|--------------------------------|
| 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 | 105 | |
| October | 125 | 125 | |
| November | 127 | 127 | |
| December | 129 | 129 | |
| January 2022 | 123 | 123 | |
| February | 81 | 81 | |
| March | 112 | 112 | |
| April | 104 | 104 | |
| May | 114 | 114 | |
| June | 117 | 117 | |
| July | 113 | 113 | |
| August | 109 | 109 | |
| September | 91 | 91 | |
| October | 105 | 105 | |
| November | 126 | 126 | |
| December | 129 | 129 | |
| January 2023 | 124 | 124 | |

UNIT TURNOVER

| SITE/UNIT | SIZE | VACANT | COMPLETE | LEASED | COMMENT |
|---------------------|----------|----------|----------|----------|---------|
| BT 1-J | 1 | 02/28/22 | 03/25/22 | 04/01/22 | |
| BT 1-L | 1 | 03/24/21 | 08/03/21 | 08/03/21 | |
| BT 1-P | 1 | 02/28/22 | 03/09/22 | 03/14/22 | |
| BT 1-U | 1 | 01/11/23 | | | |
| BT 1-W | 1 | 10/01/21 | 01/14/22 | 01/21/22 | |
| BT 2-A | 0 | 08/01/22 | 9/2/2022 | 12/01/22 | |
| BT 3-B | 3 | 04/16/21 | 06/02/21 | 06/08/21 | |
| BT 3-M | 1 | 02/23/22 | 04/27/22 | 06/06/22 | |
| BT 4-A | 0 | 03/15/22 | 05/19/22 | 09/02/22 | |
| BT 4-L | 1 | 01/21/22 | 04/19/22 | 10/17/22 | |
| BT 4-R | 3 | 10/17/22 | 01/20/23 | 01/24/23 | |
| BT 5-G | 3 | 01/10/23 | | | |
| BT 5-L | 1 | 01/19/21 | 04/06/21 | 05/24/21 | |
| BT 6-U | 2 | 06/01/22 | 06/06/22 | 10/14/22 | |
| BT 6-V | 1 | 04/30/21 | 08/12/21 | 09/01/21 | |
| BT 7-D | 4 | 12/21/22 | | | |
| 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 | 03/01/22 | |
| BT 8-N | 3 | 07/02/21 | 09/28/21 | 10/08/21 | |
| DH 2-B | 2 | 04/15/21 | 07/26/21 | 08/09/21 | |
| 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 3-B | 3 | 10/14/22 | | | |
| DH 7-C | 2 | 12/01/22 | | | |
| DH 8-D | 2 | 11/18/21 | 03/03/22 | 04/01/22 | |
| DH 13-C | 2 | 02/10/21 | 06/28/21 | 08/09/21 | |
| DH 13-F | 2 | 04/27/22 | 05/19/22 | 06/06/22 | |
| DH 24-B | 2 | 02/11/21 | 06/18/21 | 06/25/21 | |
| TK 1431A-3M | 1 | 03/31/22 | 04/19/22 | 05/03/22 | |
| TK 1719A-1M | 4 | 08/09/21 | 10/29/21 | 11/19/21 | |
| TK 1719A-5M | 4 | 07/06/22 | 07/22/22 | 08/15/22 | |
| TOTAL VACANT | 5 | | | | |

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

| | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Comment |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|------------|---------|
| January | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | |
| February | 0 | 0 | 1 | 1 | 0 | 0 | 0 | | |
| March | 0 | 0 | 3 | 0 | 0 | 1 | 0 | | |
| April | 0 | 2 | 0 | 0 | 0 | 0 | 0 | | |
| May | 1 | 1 | 0 | 2 | 0 | 0 | 0 | | |
| June | 2 | 0 | 0 | 0 | 0 | 1 | 0 | | |
| July | 2 | 1 | 1 | 0 | 1 | 0 | 0 | | |
| August | 3 | 4 | 3 | 1 | 1 | 1 | 0 | | |
| September | 2 | 3 | 0 | 1 | 3 | 0 | 0 | | |
| October | 3 | 1 | 0 | 1 | 0 | 0 | 0 | | |
| November | 0 | 1 | 1 | 1 | 0 | 2 | 0 | | |
| December | 1 | 1 | 0 | 0 | 0 | 1 | 0 | | |
| TOTAL | 14 | 15 | 9 | 10 | 5 | 6 | 0 | 0 | |
| COST | \$4,841 | \$9,880 | \$2,980 | \$6,086 | \$1,075 | \$2,245 | \$0 | \$0 | |

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

| SITE | # Units | Late | Not At All | Past Due December 2022 | Past Due January 2023 |
|-----------------|------------|----------------|----------------|------------------------------|------------------------------|
| Bohlmann Towers | 144 | (45) 36 | (42) 41 | 135 owed \$407,178 | 137 owed \$431,033 |
| Dunbar Heights | 96 | (25) 29 | (30) 38 | 89 owed \$313,021 | 91 owed \$332,052 |
| Turnkey | 33 | (12) 8 | (10) 9 | 25 owed \$117,310 | 26 owed \$131,348 |
| Totals | 273 | (72) 73 | (82) 88 | 249 (91%) - \$837,509 | 254 (93%) - \$894,433 |

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

| PHA Activity Jan 10-16, 2023 | Total Visits | Patrol/Follow-up | Other |
|---|--------------|------------------|-------|
| Bohlmann Towers | 27 | 24 | 3* |
| Dunbar Heights | 30 | 27 | 3* |
| *BT – Other (parking complaint, dispute, larceny) *DH – Other (dispute, unwanted party, suspicious activity) | | | |
| PHA Activity Jan 24-30,2023 | Total Visits | Patrol/Follow-up | Other |
| Bohlmann Towers | 27 | 20 | 7* |
| Dunbar Heights | 29 | 26 | 3* |
| *BT – Other (2 parking complaints, domestic, disorderly group, noise, dispute, suspicious activity) *DH – Other (traffic stop, EDP, suspicious activity) | | | |

REQUEST FOR PROPOSALS – LEGAL COUNCIL

On December 30th, PHA began advertising for regular Legal Counsel. Proposals were due at the PHA office January 31,2023.

Only one response was received from our current attorney as follows:

| RESPONDENT | MONTHLY | ANNUAL |
|--|-------------------------------------|----------|
| Pierro & Kamensky | \$3,200 | \$38,400 |
| Hourly outside scope \$175, \$75 for staff | Three previous PHAs, 3 current PHAs | |

PHA took the option to renew the existing contract for one year with the option to renew one additional year.

REQUEST FOR QUALIFICATION (RFQ)-INDEPENDENT AUDITOR

On December 30th, PHA began advertising for Independent Auditor Services. Proposals were due at the PHA office January 31,2023.

Minimum criteria for consideration:

1. Mandatory Requirements
2. Technical Capabilities
3. Technical Approach
4. Experience with Housing Authorities
5. Audit Approach
6. Fees for Service

| Responders | Criteria 1 5 Points | Criteria 2 10 Points | Criteria 3 15 Points | Criteria 4 25 Points | Criteria 5 15 Points | Criteria 6 30 Points | Total |
|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------|
| Malcolm Johnson, CPAs | 5 | 10 | 15 | 25 | 15 | 30 | 100 |
| Patrick Buel, CPA | 5 | 10 | 15 | 25 | 15 | 20 | 90 |
| EFPR Group CPAs | 5 | 10 | 15 | 25 | 15 | 25 | 95 |
| RBT | 5 | 10 | 15 | 25 | 15 | 15 | 85 |

PHAs recommendation is to accept Malcolm Johnson, CPAs for audit services for two (2) years with the option to extend the contract for one additional year; three years maximum.

REQUEST FOR PROPOSALS – PEST CONTROL

On December 30th, PHA began advertising for Pest Control services. Proposals were due at the PHA office January 31,2023.

Responders were asked to address the following:

- Initial intensive clean out service for all household vermin; specifically, roaches, bedbugs, and rodents for all units and common areas. Responses were to specify all approved applications and chemicals to be used to eliminate and prevent household vermin including costs for the service.
- Periodic services to maintain vermin control and prevention, emergency services, bait stations, regular reports of pest control activity and costs.
- Guidelines on proper unit preparation for effective extermination service. Guidelines must be consistent with industry standards and be provided to PHA ten days prior to start of service.

Rating Criteria:

- ✓ Proper credentials and staffing
- ✓ Process and procedures for services
- ✓ Cost for recurring services
- ✓ Prior Success
- ✓ Experience with similar entities

Both respondents are comparable in Rating Criteria except monthly process and cost for recurring services:

| Responders | Monthly Operations 20 Points | Monthly Process 20 Points | Weekly/Monthly Costs 20 Points | Prior Pest Experience 20 Points | Prior PHA Experience 20 Points | Total |
|------------------------|---|--------------------------------------|---|--|---|--------------|
| Pestech Pest Solutions | 20 | 20 | 20 | 20 | 20 | 100 |
| Pestmaster Services | 20 | 15 | 15 | 20 | 20 | 90 |

Recommend Board Resolution to accept Pestech Pest Solutions to provide one year of pest control services with the option to extend the contract for up to two additional years; three years maximum.

PROCUREMENT POLICY UPDATE

According to the updated HUD 2 CFR 200.317-326 Uniform administrative requirements on small purchase thresholds, the PHA has reflected this change in its Procurement Policy.

Previous small purchase threshold was \$150,000; Updated Small Purchases threshold to \$250,000.

The Policy is enclosed for your review and is advertised for public comment for 30 days beginning February 10th,2023.

Affirmative vote to implement changes to follow at next board meeting.

CONTRACTS / SERVICE REQUESTS SCHEDULED

- Fee Accountant
- Answering Service
- Lead Based Paint Testing
- Admissions and Occupancy Policy Update
- Elevator Replacement
- Dunbar Heights Oil Tank Replacement
- Bohlmann Towers Partial Boiler Replacement
- Administration Office Air Conditioner Replacement

Emergency Solutions Grant (ESG) Public Housing Authority Eviction Prevention

Human Development Services of Westchester, Inc. (HDSW) is a Westchester County based Not-for-Profit agency, which has been asked by Westchester County to assist Tenants to determine eligibility, establish payment plans with the Public Housing Authority and support Tenants throughout the Repayment Plan. The HDSW Neighborhood Preservation staff will be available to meet with you on-site at the Public Housing Authority offices. This program is time limited and has limited funding.

To be eligible for this program you must:

1. Be at Risk of Homelessness (Have a pending eviction)
2. Have an Annual Household Income below 30% of the Area Median Income (AMI)

| | | | | | |
|----------|----------|----------|----------|----------|----------|
| 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person |
| \$29,150 | \$33,300 | \$37,450 | \$41,600 | \$44,950 | \$48,300 |

3. Provide proof of Income
4. Agree to a Payment Plan for any additional arrears owed after the Grant is Received
5. The PHA must agree to waive all fees associated with the three-month payment.
6. By participating in the program, the PHA must agree to no eviction for six months.
7. Payment assistance is specific and applied to the oldest balance.
8. Must provide proof of maintaining rent going forward.

PHA sent notices of eligibility and release of information forms to the 134 households that are eligible. Fifty-two (52) have responded and returned the release of information forms. All documents requested by HDSW were submitted. HDSW will contact the 52 residents with further instructions.

RENTCAFE CONTEST

Beginning January 1,2023, new & existing tenants using RentCafe will be entered to win a \$50 gift card. One resident from each development; Bohlmann, Dunbar and Turnkeys will be in the drawing. A total of 85 residents are in the drawing for February.

ROSS Coordinator, Kim McIver drew names for the raffle at the tenant meeting at Dunbar on February 8th and will draw Bohlmann Towers names on February 15th.

RENTCAFE CONTEST CONT'D

At the tenant meeting at Dunbar on February 8th, the winners were:

Dunbar- Washeka Staggers

Turnkey- Yanessa Wilson

Next drawings will be held in March and April. Tenants do not have to be present to win.

If sign-up assistance is needed, tenants can contact Ms. McIver at 914-535-0543 or kmciver@peekskillha.com.

FINANCIAL HIGHLIGHTS 2022/2023

DECEMBER

JANUARY

PHA REVENUE

| | | |
|-----------------------|-----------|-----------|
| Tenant Rent Charged | \$154,148 | \$155,221 |
| Tenant Rent Collected | \$114,715 | \$103,489 |

HUD REVENUE

Operating Subsidy 116,666 budgeted for January 123,694 received in January

Capital Funds

| | | |
|---|---------|---------|
| Dunbar/Turnkey Architect & Construction costs | 0 | 0 |
| Legal Repositioning fees | 0 | 1,613 |
| ROSS Grant Administrative & Expense Costs | 11,425 | 14,407 |
| Shortfall Funds | 0 | 26,755 |
| Total Hud Revenue | 144,061 | 166,469 |

OTHER INCOME 5,131 3,923

(Double rent paid-Health Center in December)

EXPENSES

Administrative expenses are under budget due to lower staff salaries

Utilities-Monthly budget \$65,416 JANUARY Actual \$141,606
January included Water and Sewer quarterly payment (\$51,562).
PHA continues to utilize HUD Shortfall Grant funds to offset extraordinary utility costs

Maintenance costs are under budget

Extraordinary Items:

Park Street channel drain, \$6,030;

Bohlmann Towers boiler valve replacement and rebuilt leaking copper pipeline, \$5,739;

EXPENSES CONT'D

Dunbar Heights oil tank rental deposit, \$3,750.
Total: \$15,519

Although there is an unfavorable budget variance currently, PHA is hoping to have a year-to-date budget surplus due to strong HUD funding by the end of the fiscal year.

PENDING GRANTS

Dunbar Heights bathrooms: CDBG \$200,000 for each of 3 years. Total \$600,000- Environmental review is completed and PHA is awaiting the contract from the county to begin next phase.

Dunbar Heights kitchens: State Funding: \$310,000. Environmental review is completed and PHA is awaiting HUD approval to begin the next phase.

TENANT PORTAL (RENT CAFÉ) UPDATE

| | |
|-----------------------|----------|
| Registered in January | 2 |
| Rent Café payments | 36 |
| Amount paid | \$18,175 |

| | |
|------------------------|----------|
| Registered in December | 2 |
| Rent Café payments | 30 |
| Amount paid | \$14,799 |

| | |
|-----------------------------|-----------|
| Registered by site to date: | |
| BT | 31 |
| DH | 29 |
| 1431 Park St. | 15 |
| 1719 Park St. | 8 |
| 1227 Howard St. | 2 |
| Total | 85 |

Wait List Applicants Registered 69

Activity to date:

Eight (8) work orders have been placed

Three Hundred and thirty-four (334) requests for balances due

One Hundred and fifteen (115) updated personal information (including waiting list)

No activity for:

- Uploaded recertification documents
- Communication with staff

Respectfully Submitted,

P Holden Croslan

P Croslan

Executive Director