



Board of Commissioners Regular Meeting
Tuesday May 14, 2024, at 12 pm
Housing Authority of St. Louis County
8865 Natural Bridge Rd.
St. Louis, MO 63121

AGENDA

Item	Individual	Action
1. Call to Order	Chair	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Approval of Minutes Regular Meeting March 12, 2024	Chair	Motion, 2 nd , Vote
4. Public Comments	Chair	Informational
5. Executive Director's Report	Shannon Koenig	Informational
6. Reports of Officers and Employees		
A. Financial Reports for period ending February 29, 2024	Carolyn Riddle	Motion, 2 nd , Vote
B. Housing Choice Voucher Program Report	Nicole Alexander	Informational
C. Housing Administration Report	Kawanna Tate	Informational
D. Facilities and Maintenance Report	Katrina Sommer	Informational
E. Real Estate Development Report	Kurt Schulte	Informational
7. Unfinished Business	Chair	Informational
8. New Business	Chair	Informational
9. Executive Session	Chair	Motion, 2 nd , Vote
Subject to an affirmative vote of the Board of Commissioners, an Executive Session may be held to discuss personnel issues, real estate, or litigation matters pursuant to RSMo Sections 610.021 to 610.022.		
10. Announcements Next Meeting September 10, 2024	Chair	Informational
11. Adjournment	Chair	Motion, 2 nd , Vote

**HOUSING AUTHORITY OF ST. LOUIS COUNTY
BOARD OF COMMISSIONERS MEETING
TUESDAY, MARCH 12, 2024
MEETING MINUTES**

ATTENDANCE:

COMMISSIONERS:

David Nehrt-Flores, Chair
Joan Kelly Horn, Commissioner
LaToya Scott, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Katrina Sommer, Interim Chief Operating Officer
Judy Ricks, Chief Administrative Officer
Carolyn Riddle, Interim Finance Director
Nicole O'Dell, Director, Housing Choice Voucher Program
Erin Fisher, Manager, Housing Quality Inspections
Kawanna Tate, Director, Housing Administration
Kurt Schulte, Development Officer
Walker Gafney, Development Manager
Pete Wells, IT Business Analyst

ABSENT:

Lora Gulley, Vice Chair
Reverend Gabrielle N.S. Kennedy, Commissioner

Reading and Approval of Minutes of Regular Board Meeting held Tuesday, January 9, 2024:

Chair David Nehrt-Flores asked for a motion to approve the minutes of the regular board meeting held Tuesday, January 9, 2024. Commissioner Joan Kelly Horn motioned for approval, Commissioner LaToya Scott seconded the motion and upon roll call the "Ayes" and "Nays" were as follows:

AYES

D. Nehrt-Flores
J. Kelly Horn
L. Scott

NAYS

None

The Chair declared the motion passed.

PUBLIC COMMENTS:

An employee raised a personnel matter. The board took the comments under advisement and referred the issue to the appropriate personnel.

REPORT OF THE EXECUTIVE DIRECTOR:

Ms. Koenig greeted everyone and thanked them for attending the meeting.

Ms. Koenig updated the board on the new County Housing brand and website launch. She stated the new County Housing website (countyhousing.org), launched Monday, March 11. She said staff mailed letters and sent emails to residents notifying them of the change. Staff also emailed landlords and partners about the change.

Ms. Koenig informed the board of a compliance monitoring review that was performed by the US Department of Housing and Urban Development (HUD) in January 2024. She stated overall, the visit was very positive, and the HUD team was very enthusiastic about our agency's performance. She said

HUD's report from their visit indicated that County Housing is performing well in the areas of governance, public housing, and certain voucher programs.

Ms. Koenig updated the board on staff training. She stated in February, the Authority's leadership team attended Crossroads Anti-Racism training. She also stated that discussions are underway about how and when to provide this training for the rest of the staff.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports for the period ending December 31, 2023:

Ms. Riddle reviewed the Financial Reports for the period ending December 31, 2023. After discussion, Chair David Nehrt-Flores asked for a motion to approve the December 31, 2023 Financial Reports as read. Commissioner LaToya Scott moved for approval, Commissioner Joan Kelly Horn seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn L. Scott	None

The Chair declared the motion passed.

B. Housing Choice Voucher Program Report, Administration Plan Update, Resolution No. 1435:

Ms. Alexander presented Resolution No. 1435 amending section 20.12.1 of the Administrative Plan, entitled "HAP Abatement."

After discussion, Chair David Nehrt-Flores asked for a motion to approve Resolution No. 1435, amending section 20.12.1 of the Administrative Plan, entitled "HAP Abatement." Commissioner Joan Kelly Horn motioned for approval, Commissioner LaToya Scott seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn L. Scott	None

The Chair declared the motion passed.

C. Housing Administration Report:

Ms. Tate reviewed the Housing Administration Report.

D. Facilities and Maintenance Report:

Ms. Sommer reviewed the monthly maintenance and supply costs for County Housing public housing from January 1 through February 29, 2024.

E. Real Estate Development Report:

Mr. Schulte provided an overview of current development activities. He gave an update on the Wellington Family Homes redevelopment. He stated this project is underway and construction is progressing on schedule.

Mr. Schulte updated the Board on the Arbor Hill Apartments redevelopment. He stated the Authority has made significant progress with the RAD and HUD loan processes. Mr. Schulte said

permit ready plans are being reviewed by the city and once approvals have been given, he will proceed with firm commitment. County Housing is pushing to get this closed by the end of Q2 2024.

Mr. Schulte discussed other development projects. He stated County Housing may resubmit the Peace Place and Weinman Center applications to MHDC this fall. He also stated that County Housing is actively exploring other possible partnership opportunities.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

Chair David Nehrt-Flores asked for a motion to end the Regular Session and enter an Executive Session. Commissioner LaToya Scott motioned to enter. Commissioner Joan Kelly Horn seconded the motion to end the Regular Session, and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn L. Scott	None

The Chair declared the motion passed.

The Executive Session concluded without a formal vote. The Chair determined that the matters discussed had been sufficiently addressed, and the board returned to regular session.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, May 14, 2024.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chair David Nehrt-Flores adjourned.

Chair

Secretary

Date



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Carolyn Riddle, Interim Finance Director

Date: May 14, 2024

Subject: *Financial Summary*

This memo provides a narrative explanation of the financial reports for the period ending February 29, 2024.

I. Recommendation

Staff recommend the Board approve the financial statements and accompanying narrative, as prepared.

II. Highlights

A. Revenue

The total operating revenue exceeded the budget by \$14,146. This is due to increased voucher grants and tenant rents. The Housing Choice Voucher program received \$1,165,700 in HUD funds from the HUD held reserves. This amount was recorded as accounts receivable in 2023. The request was initiated in December 2023 and funds were released February 2024.

B. Expense

Total operating expense is over budget by \$774,682. This variance is primarily due to increased tenant rent payments and utility reimbursements due to a planned initiative to increase the number of voucher family leases. The total insurance, outside services, and contract costs are more than anticipated. Contract costs are over budget by \$286,199. This is attributed to unit repairs and duct cleaning at the main office.

C. Net Income/Loss

The total net operating loss is (\$754,871).

D. Cash

- i. As of February 29, 2024, the cash balance in the USB Agency Disbursing operating bank account was \$1,560,523 of which \$251,583 is restricted.
- ii. HCV cash balance was \$2,102,170, with \$1,029,214 restricted. The total HAP received was \$6,610,818. The total HAP expenses were \$5,450,081.

III. Attachments

- A. Budgeted Income Statement
- B. Cash Report

**County Housing
Budgeted Income Statement
SUMMARY - ALL
As of February 29, 2024**

County Housing

Budgeted Income Statement

SUMMARY - ALL

As of February 29, 2024

	HCV - ALL			BA		
	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance
OPERATING ITEMS						
Total Voucher Grants	10,893,494	10,697,693	195,801	-	-	-
Total Operating Subsidy	-	-	-	-	-	-
Total Capital Grants	-	-	-	-	-	-
Total Tenant Charges	149	-	149	3,610	3,718	(108)
Total Fraud Recovery	1,378	-	1,378	-	-	-
Total Investment Income	9,235	-	9,235	4,988	63,644	(58,655)
Total Miscellaneous Other Income	15,565	9,534	6,031	5,762	6,847	(1,086)
Total Internal Income	-	-	-	-	-	-
Total Income	10,919,821	10,707,227	212,594	14,360	74,209	(59,849)
Total Rents and Utility Reimbursements	10,479,946	9,694,297	785,649	-	-	-
Total Salaries	325,172	376,505	(51,333)	11,529	26,616	(15,086)
Total Benefits and Taxes	107,599	96,480	11,119	2,641	6,471	(3,829)
Total Other Employee Costs	-	-	-	-	-	-
Total Training, Seminars, Conferences	-	7,124	(7,124)	-	1,272	(1,272)
Total Admin Expenses	10,912,717	10,174,407	738,310	14,171	34,358	(20,188)
Total Utilities	-	3,987	(3,987)	250	497	(246)
Total Materials	-	-	-	-	-	-
Total Contract Costs	-	33	(33)	294,652	1,132	293,520
Total Tenant Services Expense	11,210	49,335	(38,125)	-	-	-
Total Other Maintenance Expenses	-	-	-	-	-	-
Total Outside Services	-	-	-	-	-	-
Total Other Occupancy Expenses	11,452	19,787	(8,334)	1,023	207	816
Total Occupancy Expenses	22,662	73,142	(50,480)	295,925	1,836	294,089
Total Insurance	6,008	2,400	3,608	568	244	324
Total Outside Services	33,377	-	33,377	3,391	14	3,377
Total Professional Fees	-	39,540	(39,540)	-	7,061	(7,061)
Total Other Fees	12,405	26,399	(13,995)	15	1	14
Total Telephone and Technology	35,033	46,930	(11,897)	276	7,845	(7,569)
Total Other Administrative Expenses	13,725	14,568	(843)	130	137	(7)
Total Internal Charges	270,298	317,997	(47,699)	450	450	-
Total Other General Expenses	370,845	447,834	(76,989)	4,830	15,751	(10,922)
Total Expenses	11,306,224	10,695,383	610,841	314,925	51,946	262,980
Total Operating Income (Loss)	(386,403)	11,844	(398,247)	(300,566)	22,264	(322,829)
NON-OPERATING ITEMS						
Investment Gain/ Loss on Treasury Strips	-	-	-	120.38	91.02	29.36
Total Depreciation Expense	-	-	-	(8,320.94)	(8,383.56)	62.62
Total Non- Operating Items	-	-	-	(8,200.56)	(8,292.54)	91.98
Net Income (Loss)	(386,403)	11,844	(398,247)	(308,766)	13,971	(322,737)

**County Housing
Cash Report
February 2024**

	USB Agency Disbursing	HCV Cash	AMP 1 OPERATING	AMP 2 SFH OPERATING	WCP OPERATING ACCOUNT	MARKET RATE UNITS OPERATING	NSP OPERATING	COUNTY HOUSING TOTAL
BEGINNING BOOK CASH BALANCE 2/1/2024	\$ 1,735,569.41	\$ 679,922.85	\$ 491,991.00	\$ 35,958.85	\$ 6,354.79	\$ 9,187.36	\$ 29,852.44	\$ 2,988,836.70
ADD:								
Tenant Rent	\$ -	\$ -	\$ 27,322.11	\$ 22,179.86	\$ 725.00	\$ 1,710.00	\$ 6,175.00	\$ 58,111.97
Security Deposits	\$ -	\$ -						\$ -
FSS Deposits	\$ -	\$ -						\$ -
Other Deposits	\$ 18,276.86	\$ 114,530.00						\$ 132,806.86
HAP Income	\$ -	\$ 6,610,818.00						\$ 6,610,818.00
Operating Subsidy / Admin Fee	\$ 725,718.00							\$ 725,718.00
Interest	\$ 368.67	\$ 185.41	\$ 40.82	\$ 2.62	\$ 0.49	\$ 0.81	\$ 2.62	\$ 601.44
Transfer	\$ -	\$ 315,901.00	\$ 32,592.00	\$ 72,313.92				\$ 420,806.92
Other Revenue - Housing Enterprise Insurance								\$ -
TOTAL DEPOSITS	\$ 744,363.53	\$ 7,041,434.41	\$ 59,954.93	\$ 94,496.40	\$ 725.49	\$ 1,710.81	\$ 6,177.62	\$ 7,948,863.19
LESS:								
Other Transfers	\$ (97,108.70)	\$ (5,311,018.12)						\$ (5,408,126.82)
Manual Checks	\$ -							\$ -
Checks	\$ (55,634.96)	\$ (139,063.13)	\$ (15,315.48)	\$ (27,404.13)	\$ (375.33)	\$ (277.49)	\$ (954.31)	\$ (239,024.83)
Payroll/Payroll Benefits Payment	\$ (376,725.83)							\$ (376,725.83)
HAP payments	\$ -							\$ -
Withdraws/Other Deductions	\$ (342,110.22)	\$ -	\$ (13,421.42)	\$ (79,197.29)	\$ (735.88)	\$ -	\$ (60.78)	\$ (435,525.59)
Operating Subsidy Out	\$ -	\$ -						\$ -
TOTAL PAYMENTS	\$ (871,579.71)	\$ (5,450,081.25)	\$ (28,736.90)	\$ (106,601.42)	\$ (1,111.21)	\$ (277.49)	\$ (1,015.09)	\$ (6,459,403.07)
ENDING BOOK CASH BALANCE 2/29/2024	\$ 1,608,353.23	\$ 2,271,276.01	\$ 523,209.03	\$ 23,853.83	\$ 5,969.07	\$ 10,620.68	\$ 35,014.97	\$ 4,478,296.82
	USB Agency Disbursing	HCV Cash	AMP 1 OPERATING	AMP 2 SFH OPERATING	AMP 2 SFH OPERATING	AMP 2 SFH OPERATING	AMP 2 SFH OPERATING	
Ending Bank Balance 2/29/2024	\$ 1,608,353.23	\$ 2,271,276.01	\$ 523,209.03	\$ 23,853.83	\$ 5,969.07	\$ 10,620.68	\$ 35,014.97	\$ 4,478,296.82
Outstanding Checks	\$ (36,688.86)	\$ (183,496.97)	\$ (15,523.28)	\$ (3,446.52)	\$ -	\$ (9.05)		\$ (239,164.68)
ACH in Transit	\$ 6,311.30	\$ 13,648.59	\$ 2,512.00	\$ 3,536.00	\$ 1,825.00	\$ -		\$ 35,690.89
Other Items	\$ (17,451.05)	\$ 742.00	\$ 459.40	\$ (7.90)	\$ -	\$ (0.13)	\$ (2,400.00)	\$ (18,657.68)
Adjusted Bank Balance 2/29/2024	\$ 1,560,524.62	\$ 2,102,169.63	\$ 510,657.15	\$ 23,935.41	\$ 7,794.07	\$ 10,611.50	\$ 40,472.97	\$ 4,256,165.35
Unrestricted Cash	1,308,941.54	1,072,955.63	478,901.29	(10,350.59)	4,694.07	7,986.50	26,956.47	\$ 2,890,084.91
Unrestricted Cash - Bentwood sale	\$ -	\$ -						\$ -
Security Deposit Cash	\$ -	\$ -	\$ 31,755.86	\$ 34,286.00	\$ 3,100.00	\$ 2,625.00	\$ 13,516.50	\$ 85,283.36
Restricted Cash	\$ 251,583.08	\$ 1,029,214.00						\$ 1,280,797.08
	\$ 1,560,524.62	\$ 2,102,169.63	\$ 510,657.15	\$ 23,935.41	\$ 7,794.07	\$ 10,611.50	\$ 40,472.97	\$ 4,256,165.35

* - Other Small Bank Accounts include: Bentwood Social Services, Scholarship Account, Wellston HA Security Deposits, and Windfall Trace



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Nicole Alexander, Director, Housing Choice Voucher Program

Date: May 14, 2024

Subject: *Housing Choice Voucher Program Report*

Below are updates on the Housing Choice Voucher Program, including the lobby's reopening, 2023 SEMAP score, additional funding requests, and reconstruction of HCV's Administrative Plan.

I. **Lobby Reopening**

At the end of January 2024, County Housing fully reopened the lobby. At the time of this transition, County Housing hired two HCV generalists to assist with walk-in customers. The generalists went through the HCV caseworker training to gain skills in troubleshooting common HCV-related issues, including landlord and tenant disputes, case review and recommendations, collection of required documents, and assistance with annual recertifications.

Four months into re-opening, County Housing has seen great success with customer service efforts. Staff placed a QR code in the lobby and send follow up emails to walk in customers asking for a quick survey to be completed. This survey asks guests what program they are participants in, whether they are satisfied with the service they received, to rate their overall service, how County Housing can improve, and if any of our team members provided exceptional service that day. This survey provides real-time feedback and provides a mechanism to recognize high performing employees.

Attached is a summary of feedback received January through April. Results show that nearly 75% of customers were satisfied or very satisfied with the customer service they received when visiting our main building. In addition, we found that almost 80% of our customers identify the quality of service as high quality or very high quality.

II. **2023 Finalized SEMAP Score**

HUD issued our final 2023 SEMAP score, which agreed with our own self-assessment as Standard Performer (with a score of 89%). Staff are working diligently to achieve a high performer ranking for 2024.

III. HCV Additional Funding Requests

County Housing applied for two new HUD administrative funding opportunities this year: Veterans Affairs Supportive Housing (VASH) and Housing Mobility-Related Services Plan. Funding decisions have not yet been made.

The increased VASH administrative fees would assist our existing 135 VASH families by providing various forms of assistance that we do not currently have. Funds can be used to help Veterans pay for a security deposit or application fees. Landlord recruitment, housing search activities, and retention payments to hold available units are also eligible activities. This grant would provide tremendous benefits to our existing program.

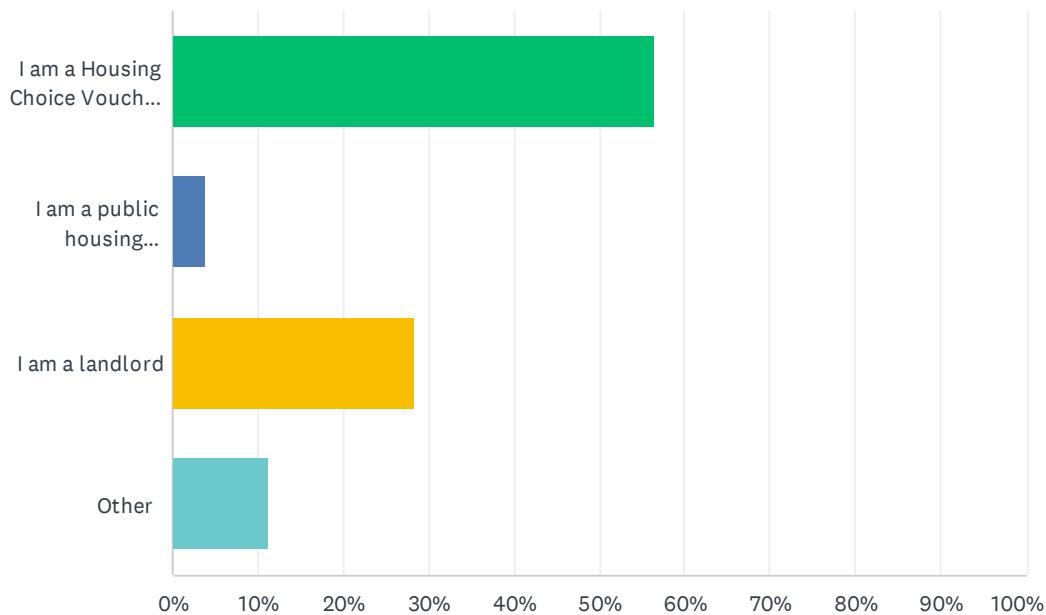
The Housing Mobility-Related Services Plan grant is a one-time special opportunity for PHA's to create and develop an actionable mobility plan. Grant funds cover the cost of developing a functional and permanent mobility plan for our agency. Previously County Housing participated in a MDRC mobility research study and anecdotally found that mobility programs are useful and successful for participants who want to relocate to high opportunity areas within the St. Louis Metropolitan area. This research study ended in April 2023. If awarded these funds, we will continue to build on the success of previous efforts.

IV. Administrative Plan Reconstruction

Over the past few months, staff have been working on updating and reconstructing the HCV Administrative Plan. We are currently reviewing each chapter and making HUD mandated changes, along with County Housing specific changes. Major changes include the new NSPIRE requirements and HOTMA changes related to income calculation. This newly updated Administrative Plan will be presented to the Board of Commissioners this fall for approval.

Q1 Please select the option that describes you:

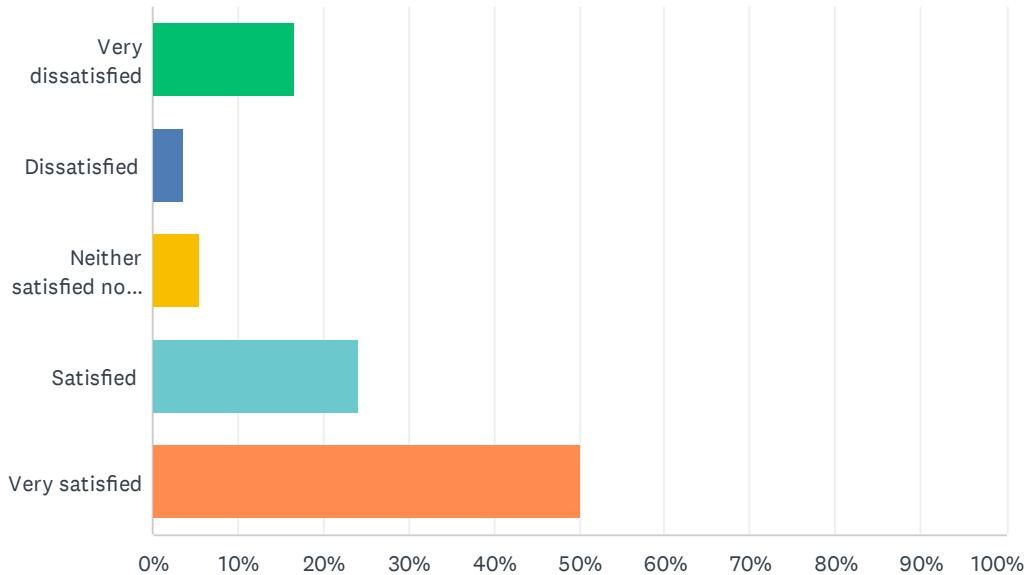
Answered: 53 Skipped: 1



ANSWER CHOICES	RESPONSES	
I am a Housing Choice Voucher resident	56.60%	30
I am a public housing resident	3.77%	2
I am a landlord	28.30%	15
Other	11.32%	6
TOTAL		53

Q2 How satisfied are you with the service you received from County Housing today?

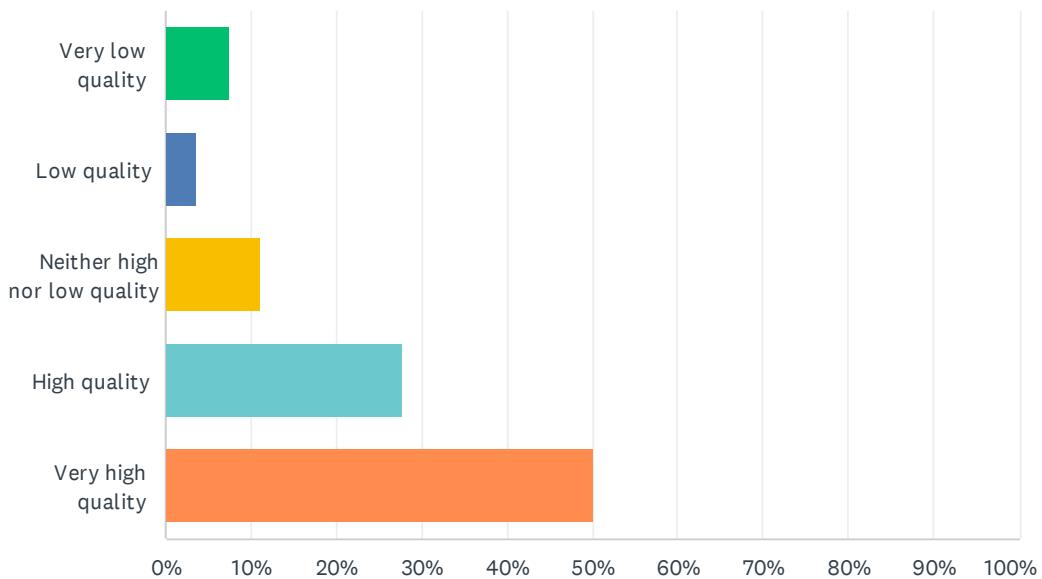
Answered: 54 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very dissatisfied	16.67%	9
Dissatisfied	3.70%	2
Neither satisfied nor dissatisfied	5.56%	3
Satisfied	24.07%	13
Very satisfied	50.00%	27
TOTAL		54

Q3 Please rate the overall quality of the service you received today.

Answered: 54 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very low quality	7.41%	4
Low quality	3.70%	2
Neither high nor low quality	11.11%	6
High quality	27.78%	15
Very high quality	50.00%	27
TOTAL		54

Q4 What is one thing we could do to improve your experience in the future?

Answered: 49 Skipped: 5

- Im very happy with my visit today
- Not a thing
- I guess have a waiting list open
- My experience was very good
- There's nothing to do. The service was fast and Mrs. D. Curry- Harris was right out.
- I would like to make sure i get all information regarding my tenant on a timely manner.
- Nothing comes to mind right now!!
- I can't say right now, because everything went well and I don't know what the furture holds, but i hope things always go well
- Nothing! Perfect set up!
- Increase Staff
- I was satisfied with the results I received
- Take in consideration people situation
- Speaking to a caseworker
- Explain how to go on the website to gain the information that i need because i was running into road blocks

Q5 Did any of our team members provide exceptional service today?
Please feel free to mention their name and share your kudos! We'd love to
recognize them for their dedication to our clients.

Answered: 43 Skipped: 11

-Mr. Rashon Jackson did a great job at my recertification visit, he answered all of my questions to my satisfaction & tried to get the computer to work properly. Our first time actually meeting in person was a huge success. Thanks Mr. Jackson for a job well done

-The folks at the front were very helpful

-I was satisfied with my visit

- yes i didn't get her name, but she was very helpful young lady and she didnt have an attitude she was very helpful and kind. thank you

-Nettie Todd was exceptionally professional and helpful

-The young lady behind the window was pleasant as well as Mrs. D. Curry-Harris

-Everyone i spoke to was extremely nice

-I'm not sure what her name was but she was very helpful, kind, friendly, patient, and informative

-Ms. T. Armour and the receptionist

-Mornay was kind, patient, and concerned. She deserves a raise some of the best customer service i received in a long time

-Yes Nettie, Mornay, and also my caseworker Fitima Ricks



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: May 14, 2024

Subject: *Housing Administration Report*

At our last meeting, we discussed our performance projections for the Management Assessment Sub-System (MASS) of the Public Housing Assessment System (PHAS). Today, I will cover our current projections and other programmatic updates.

I. Current MASS Performance

Below is a snapshot of our current performance for each of the sub-indicators of the MASS.

Sub-Indicator	Performance	Projected Points	Max Points
Occupancy	98.98	16	16
Accounts Payable Ratio	0.11	4	4
Tenant Accounts Receivable	0.73	0	5
Current Snapshot	Standard Performer	20	25

II. Public Housing Updates

A. Staffing Update

We have hired two members for our County Housing property management team. Shonna Stewart and Joyce Agboola are our new property managers.

B. Tenant Repayment Agreements

Tenant repayment agreement letters have been sent out. We are currently in the third and final round of letters.

C. NSPIRE Inspections

NSPIRE inspections for Fee Fee Manor will occur on June 3, 2024. This annual inspection is required by HUD to ensure that we meet the quality standards of safety and sanitary living conditions for our residents. Residents were notified by mail of the upcoming inspection date and time. Management will send a follow-up notice one week before the inspection date.



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: William Barry, Director, Maintenance and Facilities

Date: May 14, 2024

Subject: *Maintenance Report*

This memo summarizes the monthly maintenance and supply costs of public housing from March 1 through April 30, 2024.

I. Maintenance Supply Costs

The following are repair, replacement, and supply costs for janitorial, electrical, window, floor, door, plumbing, appliance, and heating and cooling repairs to ensure the units meet NSPIRE Standards.

March	\$ 23,067
April	\$ 34,021
TOTAL	\$ 57,088

A. Attachment: Work Orders from March – April 2024.

II. Contracted Repair Costs

These costs include pest control, janitorial and alarm monitoring, unit rehab, trash, electrical, heating, mold mitigation, lawn care, and plumbing contractor services.

March	\$ 20,078
April	\$ 29,828
TOTAL	\$ 49,906

III. Other Maintenance Costs

These costs include vehicle maintenance and vehicle fuel costs.

March	\$ 1,889
April	\$ 2,722
TOTAL	\$ 4,611

IV. Completed Capital Fund Projects (CFP)

Below is a list of 2021 CFP projects completed in 2024.

Fee Fee Manor, Villa Lago

- Range and refrigerator replacement in 120 units: \$252,600
- Range hood replacement in 100 units: \$37,180

Fee Fee Manor

- Kitchen cabinet replacements in 20 units: \$163,000
- Heating and cooling system replacement in 15 units: \$158,895

Single-Family Homes

- Heating and cooling systems duct cleaning in 119 units: \$65,500



Work Order Detail

Arbor Hill, Fee Fee Manor, Villa Lago, and Single Family Homes

Work Orders active between 03/01/2024 and 04/30/2024

Unit	WO	WO Category	WO Brief Description	Call Date	Date Completed	Days open in Period	
						Days to Complete	Reported
FF186A	37429	Plumbing	shut valve	02/20/2024	03/01/2024	10	1
MP2802	37438	Walls-Ceilings	Wall in hallway between kitche	02/20/2024	03/01/2024	10	1
PLU172	37484	Doors		02/27/2024	03/11/2024	13	11
APP185	37492	Electrical	Needing some light bulbs for kit	02/28/2024	03/10/2024	11	9
APP149	37507			03/01/2024	03/11/2024	10	10
BAR661	37524	Doors		03/05/2024	03/26/2024	21	21
APP197	37529	HVAC	need filter	03/05/2024	03/10/2024	5	5
APP193	37580	Electrical	light bulb	03/13/2024	03/14/2024	1	1
FF166D	37593	Windows		03/14/2024	04/10/2024	27	27
PLU150	37627	Plumbing	toilet seat	03/21/2024	03/26/2024	5	5
REN1038	37633	Doors	screen door	03/25/2024	04/25/2024	31	31
A14534	37639	Doors	door tighten	03/25/2024	04/05/2024	11	11
PLU125	37650			03/27/2024	03/28/2024	1	1
PLU125	37655	Electrical	light bulbs	03/28/2024	03/28/2024	1	1
A14511	37796		Address and Signage - Def 1	04/16/2024		15	15
PLU192	37842			04/24/2024	04/25/2024	1	1
APP151	37870	Electrical	ceiling light bulb	04/30/2024	04/30/2024	1	1
FF170B	37279	Doors	doors	01/25/2024	03/21/2024	56	20
FF166E	37481	Plumbing	bathroom sink	02/27/2024	03/17/2024	19	16
FF170D	37485			02/27/2024	03/01/2024	3	1
FF162C	37505	Flooring-Steps	kitchen floor	03/01/2024	03/26/2024	25	25
FF170B	37520	Electrical	light bulb	03/04/2024	03/10/2024	6	6
FFBLDG3	37526	Appliance	washer	03/05/2024	03/29/2024	24	24
FFBLDG1	37576	Electrical	light fixture	03/13/2024	03/18/2024	5	5
FF166E	37584	Appliance	holes in walls	03/13/2024	03/17/2024	4	4
FF170B	37609	Doors		03/18/2024	03/22/2024	4	4
FF170B	37610	Doors		03/19/2024	03/29/2024	10	10
FF194D	37638	Doors	door	03/25/2024	04/11/2024	17	17
FF166B	37666	Doors	weather stipes	03/28/2024	04/11/2024	14	14
FF166E	37676	Plumbing	Address and Signage - Def 1	03/29/2024	03/29/2024	1	1
FF182B	37687	Windows	window screen	04/01/2024	04/02/2024	1	1
FF166J	37712	Plumbing	Repair kitchen faucet.	04/04/2024	04/04/2024	1	1
FF190B	37728	Grounds	retaining wall	04/08/2024	04/11/2024	3	3
	37781	Grounds	Bathtub and Shower - Def 1	04/15/2024	04/15/2024	1	1
	37782		Lighting - Auxiliary - Def 1	04/15/2024	04/15/2024	1	1
FF162B	37795	Doors	Address and Signage - Def 1	04/16/2024		15	15
FF178C	37820	Electrical	light bulb	04/19/2024	04/25/2024	6	6
FFBLDG4	37826	Appliance	washer door broken	04/19/2024		12	12
FF194G	37843	General	amg kitchen cabinet	04/24/2024	04/25/2024	1	1
FF166J	37852	Doors	door	04/29/2024	04/29/2024	1	1
V12338	37487	Electrical	doorbell	02/28/2024	03/10/2024	11	9
V12352	37533	Doors	doors	03/06/2024	03/11/2024	5	5
VD1534	37547			03/08/2024	03/11/2024	3	3
VD1516	37606			03/18/2024	03/26/2024	8	8
V12366	37668	Electrical		03/29/2024	04/05/2024	7	7
VD1561	37680	Doors	window/door	04/01/2024	04/25/2024	24	24
V12350	37700	Janitorial	gutter	04/03/2024	04/11/2024	8	8
V12355	37706	Appliance	stove	04/03/2024	04/11/2024	8	8
V12366	37708	Electrical		04/04/2024	04/05/2024	1	1
VD1514	37764	Flooring-Steps	wood floor	04/12/2024	04/25/2024	13	13
VD1533	37810	Doors	Screen front door	04/24/2024		7	7
VD1515	37811		floor	04/24/2024		7	7
VD1561	37816	Windows	window screen	04/24/2024		7	7
V12284	37817		New Hood	04/24/2024	04/25/2024	1	1
V12326	37847	Doors	Screen Door Closure	04/26/2024		5	5
E11140	37407	Walls-Ceilings	Walls/Hallway/livingroom/bedr	02/14/2024	03/01/2024	16	1

ATT432	37488	Building Exterior	Something is crawling in ceiling	02/28/2024	03/15/2024	16	14
MP2806	37504	HVAC	No heat	03/01/2024	03/01/2024	1	1
WP2865	37511	Electrical	Needing a bulb.	03/04/2024	03/06/2024	2	2
E11108	37512	Electrical	Needing a light bulb	03/04/2024	03/06/2024	2	2
D10453	37518	Appliance	Needing a new stove and refrigerator	03/04/2024	03/11/2024	7	7
WS1455	37519	HVAC	No Hot water	03/04/2024	03/06/2024	2	2
WS1438	37522	Appliance	Refrigerator is not cooling	03/05/2024	03/07/2024	2	2
WP2812	37530	HVAC	Needing a filter	03/06/2024	03/06/2024	1	1
WS1470	37540	Plumbing	Vanity in master bath is leaking	03/07/2024	03/07/2024	1	1
WP2881	37548	HVAC	No hot water in the unit.	03/11/2024	03/11/2024	1	1
	37549	HVAC	Needing a air filter	03/11/2024	03/11/2024	1	1
NEW317	37550	HVAC	No heat	03/11/2024	03/12/2024	1	1
C10516	37552	General	Bathroom faucet	03/11/2024	03/12/2024	1	1
NEW404	37553	Doors	Check front door and garage door	03/11/2024	03/14/2024	3	3
NEW404	37554	Plumbing	Kitchen sink leaking downstairs	03/11/2024	03/14/2024	3	3
NEW404	37555	Appliance	Refrigerator door nor closing	03/11/2024	03/14/2024	3	3
NEW404	37556	Doors	Problem with bathroom door	03/11/2024	03/14/2024	3	3
NEW404	37557	Plumbing	Showerhead, water not coming	03/11/2024	03/14/2024	3	3
NEW404	37558	Windows	All windows has cracks	03/11/2024	03/14/2024	3	3
NEW404	37559	Walls-Ceilings	Ceiling is coming apart from wall	03/11/2024	03/14/2024	3	3
MP2806	37564	General	Replace hose for washer	03/12/2024	03/12/2024	1	1
GV8704	37566	Plumbing	Toilet in 2nd floor bath	03/12/2024	03/12/2024	1	1
CHI309	37571	Doors	Front door weatherstrip	03/12/2024	03/14/2024	2	2
WP2840	37572	Plumbing	Pipe under the sink leaking	03/13/2024	03/13/2024	1	1
WP2840	37573	Appliance	burners out on stove	03/13/2024	03/13/2024	1	1
MP2802	37581	Plumbing	Kitchen faucet/mold	03/13/2024	03/14/2024	1	1
WP2835	37588	Plumbing	Water press in kitchen is very low	03/14/2024	03/14/2024	1	1
EL1460	37589	Flooring-Steps	Banister going into the basement	03/14/2024	03/15/2024	1	1
CHI325	37590	Appliance	Pick-up old stove and refrigerator	03/14/2024	03/15/2024	1	1
MP2802	37594	Electrical	Outlet in back bedroom is not working	03/14/2024	03/18/2024	4	4
MP2802	37595	Walls-Ceilings	Hole in wall/hallway near living	03/14/2024	04/01/2024	18	18
W10136	37596	Electrical	Outlet in kitchen	03/15/2024	03/18/2024	3	3
W10136	37598	Doors	Front door lock	03/15/2024	03/18/2024	3	3
WP2862	37599	Electrical	Needing a battery for smoke detector	03/15/2024	03/15/2024	1	1
WP2862	37600	Walls-Ceilings	Cove base in hallway	03/15/2024	03/15/2024	1	1
WP2865	37603	Electrical	Smoke detector in bedroom not working	03/15/2024	03/15/2024	1	1
MP2818	37605	Doors	Key not working for the front door	03/15/2024	03/18/2024	3	3
WP2835	37608	Plumbing	Toilet in hallway running	03/18/2024	03/19/2024	1	1
MEA406	37611	HVAC	No heat	03/19/2024	03/19/2024	1	1
MEA406	37612	Appliance	Needing a new stove and refrigerator	03/19/2024	03/20/2024	1	1
MEA406	37613	Walls-Ceilings	Water leaking in basement	03/19/2024	03/20/2024	1	1
MEA406	37614	Doors	Back door, key	03/19/2024	03/19/2024	1	1
WP2823	37615	Appliance	Oven will not come on.	03/19/2024	03/20/2024	1	1
HE4647	37616	Plumbing	Basement drain backing up	03/19/2024	03/20/2024	1	1
CHI313	37620	Plumbing	Water leaking downstairs main line	03/20/2024	03/22/2024	2	2
CHI313	37621	Electrical	replace string for pull light in bathroom	03/20/2024	03/28/2024	8	8
E11124	37622	Appliance	Burning smell coming from refrigerator	03/20/2024	03/21/2024	1	1
WP2865	37626	Electrical	Detector in hallway still going off	03/21/2024	03/22/2024	1	1
WS1423	37628	Plumbing	Toilet not filling up.	03/22/2024	03/26/2024	4	4
MP2813	37629	Plumbing	Vanity and tub drain stopped up	03/22/2024	03/25/2024	3	3
EL1460	37640	Plumbing	Can still here water running in vanity	03/25/2024	03/27/2024	2	2
EL1460	37641	Appliance	No exhaust fan in kitchen over range	03/25/2024	03/27/2024	2	2
WP2869	37642	Appliance	Cannot close the door	03/25/2024	03/26/2024	1	1
WP2869	37643	Walls-Ceilings	Mold in master bedroom.	03/25/2024	03/29/2024	4	4
BRO705	37644	Doors	Back screen door closer is broken	03/25/2024	03/26/2024	1	1
NEW404	37645	HVAC	No hot water	03/26/2024	03/26/2024	1	1
NEW404	37646	Plumbing	Still leaking under kitchen sink	03/26/2024	03/26/2024	1	1
EL1436	37651	General	Sump pump is not working	03/28/2024	03/28/2024	1	1
MP2818	37654	Walls-Ceilings	Hold in wall behind the kitchen	03/28/2024	03/29/2024	1	1
MEA412	37656	Plumbing	Pipe has come apart under kitchen sink	03/28/2024	03/29/2024	1	1
MEA412	37657	Electrical	Smoke detectors beeping	03/28/2024	03/29/2024	1	1
MEA412	37658	Electrical	Light in hallway, basement	03/28/2024	03/29/2024	1	1
MP2802	37659	Plumbing	Faucet not working in front	03/28/2024	04/01/2024	4	4
MP2802	37660	Building Exterior	Shingles coming off	03/28/2024	04/01/2024	4	4
MP2802	37661	Windows	Windows, livingroom, bedroom	03/28/2024	04/01/2024	4	4
MP2802	37662	Electrical	Carbon monoxide detector beeping	03/28/2024	04/01/2024	4	4

MP2802	37663	Electrical	Outlet in livingroom	03/28/2024	04/01/2024	4	4
WP2835	37685	Flooring-Steps	Missing tile in kitchen and both	04/01/2024	04/22/2024	21	21
E11125	37690	Electrical	Outlet in 3rd bedroom is out	04/01/2024	04/02/2024	1	1
WP2873	37702	Electrical	None of the outlets in livin	04/03/2024	04/03/2024	1	1
E11116	37705	General	Water leaking in the utility roon	04/03/2024	04/08/2024	5	5
MP2817	37717	Appliance	Oven is out.	04/05/2024	04/08/2024	3	3
WP2820	37718	HVAC	No hot water in unit.	04/05/2024	04/06/2024	1	1
WP2820	37719	Walls-Ceilings	Ceiling leaking in bedroom	04/05/2024	04/09/2024	4	4
E11136	37720	Plumbing	vanity sink is stopped up.	04/05/2024	04/08/2024	3	3
WP2869	37726	Plumbing	Low water pressure	04/08/2024	04/12/2024	4	4
WS1486	37729	Electrical	Light switch in bathroom	04/08/2024	04/09/2024	1	1
MP2821	37730	Plumbing	Toilet stopped up	04/08/2024	04/10/2024	2	2
MP2817	37734	Appliance	Oven is clicking but not coming	04/09/2024	04/09/2024	1	1
WS1455	37735	Doors	Door knobs have come off.	04/09/2024	04/12/2024	3	3
SAR302	37736	Plumbing	Toilet stopped up.	04/09/2024	04/10/2024	1	1
JL7930	37739	Electrical	Replace bulbs	04/09/2024	04/11/2024	2	2
JL7930	37740	Plumbing	Toilet is running/water won't sh	04/09/2024	04/11/2024	2	2
CHI313	37745	Plumbing	Leaking under the vanity	04/11/2024	04/12/2024	1	1
SAR302	37746	HVAC	No hot water.	04/11/2024	04/12/2024	1	1
WP2812	37747	Doors	Front door latch has come off.	04/11/2024	04/11/2024	1	1
WP2812	37748	Grounds	The gate the damaged	04/11/2024	04/11/2024	1	1
WP2812	37749	General	Tub is cracking	04/11/2024	04/11/2024	1	1
WP2807	37750	Doors	Needing a front screen door	04/11/2024	04/19/2024	8	8
WP2807	37751	General	Bahtub, paint is chipping	04/11/2024	04/19/2024	8	8
CHI340	37752	Electrical	Needing a carbon monoxide de	04/11/2024	04/12/2024	1	1
CHI340	37753	HVAC	no hot water	04/11/2024	04/12/2024	1	1
HE4647	37755	Plumbing	drain in basement is backing up	04/11/2024	04/15/2024	4	4
JL7930	37766	Plumbing	Re-caulk around tub.	04/12/2024	04/15/2024	3	3
JL7930	37768	Walls-Ceilings	Paint chip	04/12/2024	04/15/2024	3	3
C10516	37769	Plumbing	Very low water pressure /entire	04/12/2024	04/15/2024	3	3
EL1476	37771	Flooring-Steps	Steps in the back	04/12/2024	04/17/2024	5	5
NEW317	37773	HVAC	A/C is not coming on	04/15/2024	04/15/2024	1	1
AR1114	37775	HVAC	No A/C	04/15/2024	04/16/2024	1	1
WP2873	37776	Doors	Screen popped out of door.	04/15/2024	04/19/2024	4	4
ALK404	37777	Plumbing	Black pipe downstairs in basen	04/15/2024	04/16/2024	1	1
ALK404	37778	General	Cabinet drawer has come apar	04/15/2024	04/16/2024	1	1
NEW333	37786	HVAC	No cooling	04/16/2024	04/16/2024	1	1
WP2862	37787	HVAC	No hot water	04/16/2024	04/16/2024	1	1
SAR444	37789	Walls-Ceilings	Mold on livingroom wall	04/16/2024	04/16/2024	1	1
SAR444	37790	Doors	Front door is not locking.	04/16/2024	04/16/2024	1	1
WS1407	37792	HVAC	Unit not cooling	04/16/2024	04/16/2024	1	1
WP2889	37798	Flooring-Steps	Floor tile are coming up	04/16/2024	04/19/2024	3	3
BRO705	37804	Plumbing	Water is running around the fur	04/18/2024	04/18/2024	1	1
NEW318	37818	Plumbing	Repair outside faucet	04/19/2024	04/22/2024	3	3
NEW318	37819	Building Exterior	Gutter is missing in back.	04/19/2024	04/22/2024	3	3
WP2804	37825	General	Mold on wall	04/19/2024	04/21/2024	2	2
MP2821	37829	Plumbing	Water not going down in toilet	04/22/2024	04/22/2024	1	1
MP2821	37830	Doors	Screen door handle is off.	04/22/2024	04/22/2024	1	1
WP2869	37833	Appliance	Rubber has come off around dc	04/22/2024	04/30/2024	8	8
WP2869	37834	Grounds	Mailbox is down	04/22/2024	04/26/2024	4	4
MP2818	37835	Plumbing	Very hard for them to get into th	04/22/2024		9	9
VI6401	37839	Electrical	outlet & light fixture	04/23/2024	04/26/2024	3	3
VI6401	37840	Doors	change front door locks	04/23/2024	04/26/2024	3	3
VI6401	37841	Flooring-Steps	steps in the back of the house	04/23/2024	04/26/2024	3	3
EL1436	37851	Plumbing	Leaking under sink	04/29/2024	04/30/2024	1	1
GV8704	37857	General	Garbage disposer not working	04/29/2024	04/30/2024	1	1
GV8704	37858	Grounds	Gate in back and side is not wo	04/29/2024		2	2
ATT432	37867	Plumbing	leaking	04/30/2024	04/30/2024	1	1
ATT432	37868	General	hood over stove	04/30/2024	04/30/2024	1	1
WP2893	37875	Walls-Ceilings	base boards	04/30/2024		1	1
WS1487	37876	Doors	door handle	04/30/2024		1	1
DOM4066	37797	General	mailbox	04/24/2024		7	7
ELLI814	37490	Building Exterior	roof	02/28/2024	03/06/2024	7	5
HUI9184	37586	Doors	door knob	03/14/2024	03/17/2024	3	3
OCT8524	37587	Plumbing	drain clogged	03/14/2024	03/18/2024	4	4
ELLI814	37853	Flooring-Steps	floor	04/29/2024	04/29/2024	1	1

SAR324	37625	Building Exterior	squirrel	03/21/2024	03/26/2024	5	5	189
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Total number of work orders:	189
Average completion days:	4.78
Average completion days for reporting period 2 years prior:	10.00
Reduction in average completion days over the past three years:	5.22



MEMORANDUM

To: County Housing Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kurt Schulte, Development Officer

Date: May 14, 2024

Subject: *Development Report*

This memo provides an overview of current development activities as well as future development plans.

I. **Recommendation**

No Board action is required.

II. **Discussion**

A. **Wellington Family Homes**

- i. Project is underway and construction is progressing on schedule.
- ii. Four units are going through final inspections.
- iii. Management and staff continue the qualifying process for residents and notifications of former Wellston Housing Authority residents about right to return. Knight has hired a relocation specialist to ensure residents with right to return are prioritized.
- iv. Bi-weekly calls continue with County Housing and the development team to ensure construction remains on schedule.

B. **Arbor Hill Apartments Redevelopment**

- i. County Housing has made significant progress with the RAD and HUD loan process.
- ii. Final plans for the off-site detention area have been completed and are being priced.
- iii. County Housing will be meeting with the City to finalize permit approval.
- iv. Once approvals have been given, we will proceed with firm commitment.
- v. County Housing is pushing to get this closed by the end of Q3 2024.

C. **Future Development Plans**

County Housing plans to resubmit the Peace Place and Weinman Center applications to MHDC this fall. We are also actively exploring other possible partnership opportunities.