

Regular Meeting of the Board of
Commissioners
Thursday, January 9, 2020 8:30 AM
First Floor Boardroom
1823 Harney Street
Omaha, NE 68102

1. ROLL CALL
2. ANNOUNCEMENT OF OPEN MEETINGS LAW
3. PUBLIC COMMENTS
4. REPORT OF CHIEF EXECUTIVE OFFICER
5. ACTION ITEMS
 - 5.1. CONSENT AGENDA ITEMS FOR CONSIDERATION
 - 5.1.1. Minutes of Previous Special Board Meeting
 - 5.1.2. Minutes of Previous Annual Board Meeting
 - 5.1.3. Finance/Procurement/Operations
 - 5.1.3.1. Resolution 2020-01 Surveillance System Upgrade
 - 5.1.3.2. Resolution 2020-02 Access Control System Upgrade
 - 5.1.3.3. Resolution 2020-03 Revisions to ACOP Chapter 12
 - 5.1.4. Development/External Affairs/Public Relations
 - 5.2. ADDITIONAL ITEMS FOR CONSIDERATION
 - 5.2.1. Resolution 2020-04 T. Veland Appointment to HIO Board of Directors
6. STAFF AND COMMITTEE UPDATES
 - 6.1. Housing Choice Voucher Program
 - 6.2. Asset Management (Public Housing)

Reporting Date: November 31, 2019

PROJECT	OCCUPANCY			TENANT ACCOUNTS RECEIVABLE			NET OPERATING INCOME									
	Units (#)	Operating Reserves	Project Zone	Occupancy Benchmark	Occupancy (Current Month)	Occupancy (2019 YTD)	Occupancy (2018 YTD)	TAR Benchmark	TAR Collected (Current Month)	TAR Collected (Prior Month)	NOI - ACTUAL (Current Month)	NOI - BUDGET (Current Month)	NOI - VARIANCE (Current Month)	NOI - ACTUAL (YTD) Before Non-Cash Items	NOI - BUDGET (YTD) Before Non-Cash Items	NOI - VARIANCE (YTD)
Evans Tower	110	-\$28,375	1	98%	92%	95%	95%	90%	85%	79%	-\$6,271	-\$9,250	\$2,979	-\$2,211	-\$101,752	49,542
Florence Tower	106	\$149,410	1	98%	96%	97%	97%	85%	80%	75%	-\$16,766	\$1,223	-\$17,989	-\$112,233	13,453	-\$125,686
Underwood Tower	104	\$72,081	1	98%	97%	97%	98%	90%	79%	84%	-\$13,644	-\$2,014	-\$11,630	-\$28,463	-\$22,153	-\$6,310
Benson Tower	143	\$229,139	2	98%	96%	97%	98%	80%	81%	78%	-\$16,232	-\$9,357	-\$6,875	-\$74,702	-\$102,930	28,229
Crown Tower	149	\$354,156	2	99%	97%	97%	97%	90%	88%	89%	\$35,411	-\$30,204	-\$5,207	-\$328,533	-\$332,241	3,708
Jackson Tower	207	-\$127,873	3	98%	96%	91%	90%	80%	78%	71%	\$25,410	-\$23,734	-\$1,676	-\$158,388	-\$261,070	102,682
Kay Jay Tower	117	\$54,786	3	98%	97%	94%	94%	90%	87%	85%	-\$16,834	-\$9,633	-\$7,202	-\$62,639	-\$105,958	43,320
Highland Tower	106	\$218,600	4	98%	99%	99%	99%	80%	72%	76%	-\$15,826	-\$3,069	-\$12,214	-\$26,214	-\$33,758	7,544
Park North Tower	105	-\$630,336	4	99%	98%	99%	99%	80%	64%	68%	-\$23,487	-\$5,614	-\$17,873	-\$105,492	-\$61,752	-\$43,739
Park South Tower	116	\$11,545	4	98%	99%	99%	99%	80%	75%	74%	-\$30,289	-\$5,302	-\$24,987	-\$97,455	-\$58,322	-\$39,133
Pine Tower	143	\$167,330	5	98%	98%	99%	98%	85%	75%	80%	-\$12,850	-\$8,841	-\$4,008	-\$82,613	-\$97,252	14,639
Scattered Site Southeast	156	\$310,134	5	94%	94%	95%	94%	85%	76%	85%	-\$12,151	\$144,774	-\$156,924	973,670	1,042,510	-\$68,840
Scattered Site Monroe	1	\$14,149	5	100%	100%	100%	100%	100%	100%	100%	-\$249	-\$321	\$72	-\$2,191	-\$3,530	1,339
Southside Terrace	359	\$97,728	6	98%	92%	93%	94%	80%	77%	84%	-\$55,360	-\$38,892	-\$16,468	-\$149,835	-\$427,814	277,979
Scattered Site KCC	3	\$43,949	7	100%	100%	100%	100%	80%	50%	50%	\$1,104	-\$33	\$1,137	9,189	-\$360	9,549
Scattered Site Northwest	112	\$426,877	7	98%	92%	94%	95%	90%	77%	70%	-\$3,560	-\$4,653	-\$1,092	-\$16,948	-\$51,179	34,231
Scattered Site Southwest	75	\$96,528	7	98%	93%	97%	94%	90%	83%	82%	-\$4,646	-\$3,372	-\$1,274	-\$50,115	-\$37,094	-\$13,021
Spencer Homes	111	\$1,220	7	98%	96%	95%	97%	80%	69%	66%	-\$2,418	-\$9,603	\$7,184	26,754	-\$105,628	132,382
Scattered Site Northeast	247	\$315,674	8	98%	95%	93%	95%	85%	77%	81%	-\$21,593	\$4,682	-\$26,275.00	-\$156,016.00	\$51,502.00	-\$207,518.00
Public Housing Units (Sub-Total)	247															
+ HIO Public Housing Units	188															
+ Timbercreek	45															
TOTAL UNITS	480	\$1,776,722														
Bayview	12	-\$52,862	9	100%	100%	77%	71%	80%	100%	63%	-\$8,699	-\$3,873	-\$4,826	-\$132,055	-\$42,783	-\$89,271
Crown I	16	\$80,783	9	100%	81%	84%	86%	80%	81%	78%	-\$8,933	-\$2,992	-\$5,941	-\$83,292	-\$33,150	-\$50,142
Crown II	12	\$93,406	9	100%	83%	90%	90%	80%	83%	88%	-\$8,488	-\$3,125	-\$5,363	-\$58,882	-\$34,565	-\$24,317
Ernie Chambers Court	32	-\$16,722	9	100%	85%	80%	80%	80%	82%	84%	-\$45,827	\$39,421	-\$6,406	-\$498,735	-\$438,024	-\$60,710
Farnam	20	-\$137,585	9	100%	45%	64%	75%	80%	55%	76%	-\$26,692	-\$23,701	-\$2,991	-\$300,168	-\$261,159	-\$39,009
Keystone Crown Creek	37	\$34,407	9	100%	97%	97%	97%	80%	97%	83%	-\$30,836	-\$30,362	-\$474	-\$393,416	-\$341,365	-\$52,052
North Omaha Homes	24	\$7,974	9	100%	88%	89%	88%	90%	100%	69%	-\$18,672	-\$19,481	\$809	-\$275,120	-\$221,566	-\$53,554
Securities	35	\$2,578	9	100%	69%	70%	84%	80%	69%	76%	-\$10,867	-\$11,420	\$552	-\$217,157	-\$126,144	-\$91,013
Total Units	188	1,859,517														
Chambers Tax Credit	38															
Farnam 10-Home Units	10															
Sub-Total	48															
HIO 56 Properties:																
Arbor Villa	18															
Binney Villa	4															
Emmet Villa	6															
Park Villa	24															
Pinkney Villa	4															
Sub-Total:	56	\$128,298														
Total Units	104	1,591,982														
Total HIO Operating Reserves																

Memorandum



To: The Board of Commissioners

From: Property Management

Date: January 9, 2020

Re: HIO Occupancy Report November 30, 2019

HIO PUBLIC HOUSING UNITS							
AMP Number	Public Housing Property	Total Units	11/30/2019 Vacancies	11/30/2019 % Vacant	Units Rented	Units Vacated	Positive or Negative for the Month
21	Chambers Court	32	6	18.75%	0	0	0
22	Keystone Crown Creek	37	1	2.70%	0	0	0
23	North Omaha Homes	0	3	0.00%	0	0	0
24	Securities	35	11	31.43%	0	1	-1
25	Crown I	16	3	18.75%	1	0	1
26	Crown II	12	2	16.67%	0	1	-1
27	Bayview	0	0	0.00%	2	0	2
28	Farnam	20	9	45.00%	0	0	0
	Total	152	35	23.03%	3	2	1
HIO NON-PUBLIC HOUSING UNITS							
	Property	Total Units	11/30/2019 Vacancies	11/30/2019 % Vacant	Units Rented	Units Vacated	Positive or Negative for the Month
	Chambers Tax Credit	38	6	15.79%	3	1	2
	Farnam 10-Home Units	10	3	30.00%	0	0	3
	HIO 56 Properties						
	Arbor Villa	18	6	33.33%	0	0	0
	Binney Villa	4	2	50.00%	0	0	0
	Emmet Villa	6	2	33.33%	0	1	-1
	Park Villa	24	4	16.67%	0	1	-1
	Pinkney Villa	4	2	50.00%	0	0	0
	Total	104	25	24.04%	3	3	3

Memorandum



To: The Board of Commissioners

From: Property Management

Date: January 9, 2020

Re: Occupancy Report November 30, 2019

Public Housing Property	Total Units	11/30/2018 Vacancies	11/30/2019 Vacancies	11/30/2019 % Vacant	Units Rented	Units Vacated	Positive or Negative for the Month
Southside	359	15	23	8.08%	6	3	3
Spencer	111	9	4	3.60%	1	0	1
Kay Jay Tower	117	12	4	3.42%	4	2	2
Evans Tower	110	8	9	8.18%	0	4	-4
Park North Tower	105	1	2	1.90%	1	2	-1
Park South Tower	116	0	1	0.86%	2	2	0
Benson Tower	143	3	6	4.20%	3	2	1
Pine Tower	143	1	3	2.10%	3	4	-1
Florence Tower	106	3	4	3.77%	3	2	1
Highland Tower	106	0	1	0.94%	1	2	-1
Jackson Tower	207	27	9	4.35%	7	2	5
Underwood Tower	104	1	3	2.88%	0	0	0
Crown Tower	149	5	4	2.68%	3	0	3
Scat-Site North East	247	9	13	5.26%	5	0	5
Scat-Site South East	145	10	9	6.21%	1	2	-1
Scat-Site North West	112	5	9	8.04%	0	1	-1
Scat-Site South West	75	3	5	6.67%	0	2	-2
Timber Creek	45	0	3	6.67%	0	0	0
Chambers Court	32	6	5	15.63%	0	0	0
Keystone Crown Creek	37	6	1	2.70%	0	0	0
North Omaha Homes	24	5	3	12.50%	0	0	0
Securities	35	5	11	31.43%	0	1	-1
Crown I	16	1	3	18.75%	1	0	1
Crown II	12	2	2	16.67%	0	1	-1
Bayview	12	4	0	0.00%	2	0	2
Farnam	20	6	9	45.00%	0	0	0
SCKC RHF	3	0	0	0.00%	0	0	0
3619 Monroe St.	1	0	0	0.00%	0	0	0
Total	2703	147	146	5.40%	43	32	11

Vacant units 143 less 0 HUD Approved Vacant units = 96% Occupancy Rate

HUD Delinquency Reporting Rate: 94.60%		Evictions	
		EV	2
		PN	1
Total Public Housing Units		HL	2
Total Number of Vacant Units	146	SCSW	1
Total Number of Leased Units	43	JT	1
Total Number of Move Outs	32	PT	3
Total Number of Evictions	15	SCSE	2
		SS	1
		PS	1
		KJ	1
		Total	15

Memorandum



To: The Board of Commissioners

From: Property Management

Date: January 9, 2020

Re: PHAS Occupancy Report November 30, 2019

PHAS Occupancy Report:		November 30, 2019	
11/30/2019			
		Unit Months Available	Units Months Leased
Property Sites	Occupancy %		
Southside	93.04%	3949	3674
Spencer	95.41%	1221	1165
Scat-North East	93.45%	2717	2539
Scat-South East	95.26%	1710	1629
Scat-North West	93.99%	1232	1158
Scat-South West	97.07%	825	801
Benson	97.08%	1573	1527
Crown	97.38%	1639	1596
Evans	95.45%	1210	1155
Florence	97.26%	1166	1134
Highland	99.40%	1166	1159
Jackson	91.30%	2277	2079
Kay Jay	93.86%	1287	1208
Park North	98.96%	1155	1143
Park South	99.37%	1276	1268
Pine	98.60%	1430	1410
Underwood	96.54%	1040	1004
Bayview Building	77.27%	132	102
Chambers Court	80.40%	352	283
Crown 1	83.52%	176	147
Crown 11	90.15%	132	119
Farnam Building	63.64%	220	140
Keystone Crown Creek	96.89%	407	394
NOAH	89.02%	264	235
Securities Building	70.13%	385	270
SCMO	100.00%	11	11
SCKC	100.00%	33	33
Timber Creek	92.93%	495	460
TOTAL =	94.45%	29480	27843

6.3. Compliance

6.4. Financials

Memorandum



To: Board of Commissioners
From: Rhonda Hodge-Mason, CFO
Date: January 4, 2020
Re: Finance Report

AGENCY BALANCE SHEET

November 2019

Cash decreased (\$352,201) MTD and (\$1,344,222) YTD

- **Public Housing (PH):** decreased MTD by (\$164,819) and increased by \$662,256 YTD
 - Cash MTD decrease is due to the increase of Asset in November by \$104,650 and the November's NOL, of (\$32,751)
- **HIO:** decreased MTD by (\$1,813) and increased by \$40,374
 - Cash MTD decrease is due to NOL OF (\$47,562).
- **Section 8:** decreased MTD by (\$173,193) and YTD by (\$705,515)
 - Admin & HAP had a MTD NOL of (\$244,530) and a YTD NOL of (\$130,928)
- **Central Office:** decreased MTD by (\$12,376) and YTD by (\$1,342,081)
 - MTD Inter-fund receivables increased by \$239,393, fixed assets increased by \$63,831 for Contract Work in Progress at 1823 Harney. The YTD cash decrease is due to the Inter-fund receivables increase by \$1,514,484 and HUD repayment agreements YTD of \$150,000.

Balance Sheet Variance Summary:

Prepaid Expenses decreased by \$116,467 of which \$69.8k is prepaid insurance.

AGENCY BUDGET COMPARISON

Revenue are favorable to budget YTD by \$2,589,430

Expense are unfavorable to budget YTD by (\$606,755)

Transfers (CFP Operations and Administration Funds) are favorable to budget by \$1,754,535

November 2019

Adjusted Net Operating Income/Loss MTD is \$349,702 / YTD \$2,683,830

- **Public Housing** Adjusted NOI/NOL MTD is (\$32,751) / YTD \$2,069,249
- **HIO** Adjusted NOL MTD is (\$47,562) and YTD (\$780,169)
- **Central Office** Adjusted NOI MTD is \$28,678 and YTD \$400,311
- **Section 8 HAP** Adjusted NOL MTD is (\$220,744) and YTD (\$33,797)
- **Section 8 Admin** Adjusted NOL MTD is (\$23,786) and YTD (\$97,131)
 - MTD & YTD revenue is favorable to budget; however, total operating expenses are unfavorable to budget

Memorandum



To: Board of Commissioners
From: Rhonda Hodge-Mason, CFO
Date: January 4, 2020
Re: Finance Report

Admin Expenses: Agency YTD is unfavorable to budget by (\$245,334). Admin salaries are unfavorable due to the additional staff hired. Other Admin expenses continue to be unfavorable to budget due to increased expenses associated with network connection lease (Cox), temporary staffing, HR consulting, and IT support & software.

Resident Service Expenses: Unfavorable to budget YTD by (\$160,135), mostly due to interagency fee for service (transfers). Fee Revenue is favorable to budget and offsetting the increased expense.

Utility Expenses: YTD is favorable to budgeted amount by \$56,813.

Maintenance Expenses: YTD is unfavorable to budget by (\$578,183)

Approximately \$352,699 of the YTD maintenance expenses were covered by capital funds, which are not fully represented in the maintenance revenue and expense budget, thus reducing the YTD variance.

Protective Services Expenses: YTD is favorable to budgeted by \$9,993.

General Expenses: YTD is unfavorable to budget by (\$215,738). Bad debt is the primary driver of the variance. Bad debt was budgeted based on the expectation that tenant receivables would be sent to a collection agency thereby reducing the bad debt amount.

6.5. Development

6.6. Procurement/Contracting/Capital Budgets

6.7. Human Resources

6.8. Family and Community Services

6.9. Legal

6.10. Housing in Omaha, Inc.

7. NEW BUSINESS

8. EXECUTIVE SESSION

9. ADJOURNMENT