

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Riverview Manor, 625 N. Main St., River Falls**  
**Wednesday, May 8, 2019 at 6:30 pm**

ROLL CALL

MINUTES OF REGULAR MEETING – March 13, 2019

April meeting was cancelled due to weather conditions. April Agenda items are carried over for action at the May meeting.

TENANT REPRESENTATIVES

MISSION STATEMENT

River Falls Housing Authority manages, maintains and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

CONSENT ITEMS

1. Approve Satellite Dish Policy – April carryover

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report
2. Review and Approve FY 2020 Budgets and Rent Changes for Edgewater/Briarwood, Oakpark and 4-Plex - April carryover
3. Review and approve HUD budget

REPORTS

1. Vacancy and Re-rental Report
2. Contracts awarded in March - April carryover
3. Portfolio Brochure - April carryover
4. 607 & 605 N Main - April carryover
5. Edgewater & Briarwood Renovation
6. Management of 300 River St.

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD  
ADJOURN

MEMO

TO: Board of Commissioners  
FROM: Anne McAlpine, Executive Director  
RE: May Commissioners Meeting  
DATE: 5/2/2019

**I have not included any of the information that was on the April Agenda. Please call me or Peggy if you need a hard copy of the April Board Packet.**

ACTION ITEM

#3 Review and approve HUD budget – Attached is the proposed HUD budget and capital improvements for FY 2020. Attachment 1

REPORTS

#5 Edgewater & Briarwood Renovation – Kitchens and bathrooms are complete in Briarwood. Work will begin on the second floor of Edgewater the week of May 6<sup>th</sup>. Remodeling will start on the second floor to avoid a conflict with upgrades to the elevator scheduled for late May. The elevator jack and control boards will be replaced.

#6 Management of 300 River St. - Since 2012 River Falls Housing Authority has been managing this 8 unit apartment building for the City of River Falls. Last fall, the City informed me that the property was sold to develop new housing. All of the tenants were given notice to move out by March 31, 2019. They moved out on or around the first of April. The building, and its contents, has been turned over to the City. The rental property earned \$149,977 while we managed the building. We will continue to manage two houses owned by the City.

HOUSING AUTHORITY BUDGET REPORT FOR March					
Year Ending June 2019					
Mar		8	Months at:		67%
	HUD/RVM	E/B	OAKPK	4PLX	WMP FYE 12/2019 25%
<b>Income</b>					
Budget	398,724.00	463,502.00	142,394.00	31,683.00	241,080.00
To Date	290,971.00	355,589.00	132,547.00	25,183.00	67,054.00
Percent	<b>72.98%</b>	<b>76.72%</b>	<b>93.08%</b>	<b>79.48%</b>	<b>27.81%</b>
<b>Utilities</b>					
Budget	101,500.00	90,000.00	19,200.00	8,180.00	23,000.00
To Date	103,902.00	61,783.00	14,006.00	5,487.00	5,297.00
Percent	<b>102.37%</b>	<b>68.65%</b>	<b>72.95%</b>	<b>67.08%</b>	<b>23.03%</b>
<b>Maint</b>					
Budget	208,480.00	120,910.00	30,900.00	9,225.00	44,600.00
To Date	141,824.00	81,908.00	15,617.00	2,489.00	6,042.00
Percent	<b>68.03%</b>	<b>67.74%</b>	<b>50.54%</b>	<b>26.98%</b>	<b>13.55%</b>
<b>Ins/Taxes</b>					
Budget	40,341.00	49,055.00	15,100.00	2,660.00	15,275.00
To Date	29,876.00	36,949.00	11,247.00	1,798.00	2,406.00
Percent	<b>74.06%</b>	<b>75.32%</b>	<b>74.48%</b>	<b>67.59%</b>	<b>15.75%</b>
<b>Admin</b>					
Budget	148,484.00	144,488.00	45,930.00	8,102.00	39,630.00
To Date	97,118.00	97,173.00	30,415.00	4,692.00	15,010.00
Percent	<b>65.41%</b>	<b>67.25%</b>	<b>66.22%</b>	<b>57.91%</b>	<b>37.88%</b>
<b>Mortgage &amp; Fees</b>					
Budget		30,980.00	2,546.00	4,868.00	85,000.00
To Date		20,653.33	1,697.33	3,245.33	21,250.00
Percent		<b>66.67%</b>	<b>66.67%</b>	<b>66.67%</b>	<b>25.00%</b>
<b>Trx to Reserves</b>					
Budget		28,000.00	24,924.00	1,914.60	7,829.00
To Date		18,666.67	16,616.00	1,276.40	1,957.25
Percent		<b>66.67%</b>	<b>66.67%</b>	<b>66.67%</b>	<b>25.00%</b>
<b>Net</b>	(81,749.00)	38,456.00	42,948.67	6,195.27	15,091.75
<b>Investments</b>					
Reserves		53,140.00	33,625.00	8,866.00	95,989.00
Sec Dep	25,834.00	26,961.00	8,610.00	2,651.00	8,000.00
PILOT	7,249.00	31,044.00	9,533.00	1,459.00	
CFP 2018	84,100.00				
Mgmt Fund	324,304.81				

<b>HUD Budget - Riverview Manor &amp; RiverTown Homes</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
Rental Income	257,860	260,700	247,500
Excess utilities	1,780	2,000	6,100
Laundry	4,320	4,300	4,470
Operating Subsidy	115,774	111,426	134,691
Capital Fund -soft costs	10,444	10,444	21,020
Capital fund - Hard costs	57,170	55,000	55,000
Interest Income	125	125	
Other income	9,960	14,000	12,000
Vacancy loss			
<b>TOTAL Income</b>	<b>457,433</b>	<b>457,995</b>	<b>480,781</b>
Admin Salaries	84,742	78,276	80,800
Audit Fee	5,400	5,400	5,500
Marketing	1,440	1,500	1,500
Admin Benefits	26,868	29,383	27,000
Office Exp	11,792	11,500	11,500
Legal	522	2,000	2,000
Travel	1,415	2,000	1,500
Training	892	500	500
Accounting	6,981	7,500	8,000
Other Admin	1,441	1,000	2,900
Telephone	1,923	2,200	2,200
Van Driver & Res. Assistant	2,694	2,500	2,400
<b>TOTAL Admin</b>	<b>146,110</b>	<b>143,759</b>	<b>145,800</b>
Water/sewer	26,808	28,000	28,000
Electricity	41,685	43,000	43,200
Gas	20,157	23,000	21,500
Other	7,022	7,500	7,050
<b>TOTAL Utilities</b>	<b>95,672</b>	<b>101,500</b>	<b>99,750</b>
Maint Salary/wages	79,306	85,915	87,725
Maint Materials	17,034	14,000	15,000
Maint Contracts	52,233	62,500	61,500
Maint Benefits	23,437	25,000	25,000
<b>TOTAL Maintenance</b>	<b>172,010</b>	<b>187,415</b>	<b>189,225</b>
Prop & Liab Insurance	22,650	20,500	21,500
Work Comp Ins	3,500	3,500	4,050
Other (Vehicle, Fidelity, D&O)	1,000	1,000	1,000
PILOT	16,420	15,341	14,775
<b>TOTAL Taxes &amp; Insurance</b>	<b>43,570</b>	<b>40,341</b>	<b>41,325</b>
<b>Total Expenditures</b>	<b>457,362</b>	<b>473,015</b>	<b>476,100</b>
<b>Net</b>	<b>71</b>	<b>-15,020</b>	<b>4,681</b>

	FY2018	FY 2019	FY2020
Cap Improvements	Completed	Budget	Budget
RiverTown front porch		16,000	16,000
RVM parking lot repair	19,390		
RiverTownwaterproof basment	4,100		
RVM community room remodel	1,520		
RVM & RT sidewalk replacement	2,430		
office paint & carpet	3,440	6,500	
RiverTown sheds	1,000	7,800	9,000
Appliance replacement	10,039	5,000	33,000
RiverTown waterheaters		35,200	
Elevator load test		1,500	
paint RVM halls		2,880	
Smoking shelters		9,800	
RVM kitchen cabinets & vanities			29,000
Landscaping & tree trimming			2,000
Workstation upgrade	1,200	1,200	1,200
Non-routine maintenance	15,045		
<b>Total</b>	<b>58,164</b>	<b>85,880</b>	<b>90,200</b>

## **Capital Improvements 2020**

### **RiverTown Homes**

Complete 4<sup>th</sup> triplex front door remodel  
Shed replacement 16 units  
Replace appliances as needed

### **Riverview Manor**

Replace kitchen cabinets  
Replace appliances as needed

### **Oakpark**

Upgrade elevator cab  
Replace 6 windows (coupled with the grant from WHEDA Foundation window in 12 units will be replaced)  
Replace appliances as needed

### **4Plex**

Repair sheds  
Replace toilets with low-flow toilets  
Replace bathroom flooring

Vacancy and Re-Rental Activity Report April 2019						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
	BW 108	1E	12/09/18		HOLD for renovation	
	EW 103	2E	12/15/18		HOLD for renovation	
	BW 103	2E	12/31/18		HOLD for renovation	
	EW 230	1E	03/15/19		HOLD for renovation	
	BW 214	1E	02/28/19	HOLD for ren	1 approved	for 6/1
Keys in	RVM 219	1E	03/31/19	04/30/19	3	
Keys in	437 G	3F	04/05/19	04/30/19	5	
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	19-Jan	19-Feb	19-Mar	19-Apr
38	31	15	2 (3 on hold)	7 (3 on hold)	6 (4 on hold)	7 (5 on hold)
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	19-Jan	19-Feb	19-Mar	19-Apr
10	8	11	1	1	1	1
VOUCHER LEASING BY MONTH						
FY 2016	FY 2017	FY 2018	19-Jan	19-Feb	19-Mar	19-Apr
4	13	9	0	0	0	1
HUD VACANT UNITS BY MONTH (RVM & Family)						
18-Oct	18-Nov	18-Dec	19-Jan	19-Feb	19-Mar	19-Apr
1	2	2	3	2	2	2
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
97%	97%	96%	91%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	101	108	104	96		
Denied	0	0	0	0		
Approved for move in		0	0	0		
Non-disabled - RVM only	26					
In Process		0	2	3		
Housed	1	0	0	0		
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	NA	14	9	10	119	
Approved		0	0	0	0	
In Process		0	0	0	0	
Housed		1		0		
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	26	137	51	24		
Denied	0	0	0	0		
Approved	0	0	2	0		
In Process	0	0	5	0		
Housed		0	1	0		
VOUCHER						
WAITING LIST	244		UNDER CONTRACT			54
ISSUED & SEARCHING	7		NUMBER FUNDED			62