

# Clay Center Housing February 2017

## Office Hours:

**9 AM—Noon Monday—Friday**

**1 PM—4 PM Monday & Wednesday**

Newsletters and statements are available at the office the last week of each month, after the 25th. **Each household is responsible for picking these up and READING the information provided.** ONLY during window hours— Tuesday & Friday mornings from 9 AM to Noon—may tenants purchase stamps, get change and pay rent in person. Checks and money orders may be placed in the drop box slot on the office door.

**Outside of window hours, tenants should call before coming to the office to verify that someone is available to speak with you.** Tuesday, Thursday & Friday afternoons are set aside for interviews and paperwork, therefore we may not answer the phone or door at these times. Please make arrangements to pickup packages between 8 AM and Noon.

If you have a lock-out call 785-632-2100 or come to the office. Only in the evenings or on weekends, in an emergency, should you call 785-447-9352. For a work order, CALL the office. It is NOT necessary to come to the office, just call. Leave a message stating unit number, nature of problem and whether maintenance has permission to enter. Your needs will be addressed as soon as possible in the order of urgency.

330 West court Street, Clay Center, KS

Telephone: 785-632-2100 Fax: 785-632-6363

Website: [claycenterhousing.com](http://claycenterhousing.com)

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KS Relay Center TDD 800-766-3777



# 2016 ANNUAL REPORT

## CURRENT PROPERTIES MANAGED

Apollo Towers 27 1-BR units/24 2-BRunits	Parkview Plaza 50 1-BR Units	Tolin Terrace 16 1-BR/4 BR
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## DEMOGRAPHICS

	<u>Apollo Towers</u>		<u>Parkview Plaza</u>		<u>Tolin Terrace</u>	
	2016	2006	2016	2006	2016	2006
Age 0-18	6	0	0	0	0	0
Age 19-30	2	0	3	0	0	0
Age 31-45	10	3	1	3	2	0
Age 46-61	9	4	11	2	5	0
Age 62 and above	40	45	36	45	13	22
Native Hawaiian/ Other Pacific Island	0	0	0	0	0	0
Black	1	0	0	0	1	0
Hispanic	0	0	2	0	1	0
White	64	52	51	50	18	22
Disabled	18	11	17	10	5	0

As you can see from the numbers above, there were no families with children living in any of our properties in 2006. That is not unusual in small rural towns. Now we currently have 6 residents (4%) who are under age 18 and an increase from 21 to 40 disabled residents (29%). We now serve families with children. This has resulted in a 96.3% occupancy rate this year compared to 74% in 2006. We have not been below 93% occupancy since we completed the redevelopment of Apollo Towers in 2011. 18% of our current residents are employed. 28% are between age 31 and 61 (216% increase over 2006) and 64% are seniors (20% less than 2006). So, while we have experienced some significant changes in our resident demographics over the past decade, we have strengthened our occupancy level at the same time.

We currently serve 116 very low, low, and moderate income households consisting of 138 residents. Today the average household income at our properties is \$15,102. 88% of our tenant households are under 60% of area medium income and 27% are under 30% of area medium income. This meets one of our primary organizational objectives.

## ACCOMPLISHMENTS SUMMARY

- Reorganized operations to increase productivity while reducing costs by reducing full-time staff from 8 to 4 and part-time staff from 4 to 3, eliminating the fee accountant and bringing all financial accounting in house, changing to more productive management software, and increasing staff productivity through improved hiring procedures, improved training, and improved performance monitoring.
- Relocated hazardous electric lines next to buildings to an underground duct bank enhancing health and safety.
- Significantly reduced energy costs through heating-on-demand water heating systems (\$432,000 savings over the 20 year life), installation of heat pump heating and cooling systems, purchasing new energy star appliances, upgrading to thermal windows at Tolin Terrace, replacing laundry room appliances to energy star and front load washers, and purchasing new energy star lighting throughout our properties.
- Contracted and partnered with Housing Solutions Alliance, LLC to build our capacity as a developer for the Apollo Towers Redevelopment and Parkview Plaza Renovation, and to successfully complete a RAD Conversion from the Public Housing Program to Project Based Vouchers adding financial stability to Apollo Towers and Parkview Plaza.
- Leveraged nearly \$7 million from Low Income Housing Tax Credits, FHL Bank Topeka AHP funds, HUD Weatherization funds, USDA Rural Development PILOT Modernization Program, and debt to completely redevelop Apollo Towers, a 40-year old 8-story high rise with 51 units, major renovations to Tolin Terrace, a 30-year old, 20 unit complex, and needed improvements to Parkview Plaza, a 30-year old, 5-story high rise with 50 units.
- Survived the federal budget sequestration through a RAD conversion of our Public Housing Stock to Project Based Vouchers resulting in an initial increase of 15.1% in federal subsidy for 2015 and restoring our financial viability in the foreseeable future (3 to 5 years).
- An added bonus to the RAD conversion is access to additional capital through sources not available to Public Housing Properties such as HOME, Weatherization, FHA 221(d)(4), etc.
- Increased total operating reserves from \$205,823 in 2006 to \$733,357 in 2014.
- Partnered with North Central Flint Hills Area Agency on Aging, Big Lakes Development Center, 3 Rivers Residential Service, Inc.,

Pawnee Mental Health Services, Manhattan Rescue Mission, Clay Center Area Chamber of Commerce, HCCI, Inc., and Clay County Health Department to enable our residents to live fulfilling lives through homeless transition, job skills training, personal financial management training, raised gardens, social activities and more.

Created new revenue sources in FY 2016 including \$5,663 from a new laundry lease/maintenance agreement (projects to \$9,467 in 2017), \$824 net from vending machines (projects to \$1,650 in 2017), \$1,048 from Advisory Services (no cap on future income), and \$1,407 cash back from paying more of our bills with the credit card.

### **Fiscal Year 2016 Accomplishments**

At the beginning of 2013 I really wondered how we were going to keep this organization alive beyond another decade. The U.S. Congress had just passed a sequestration bill and our subsidy had not increased since 2008. We had survived by cutting costs in every place we could find and had built up our reserves through the developer fees we received from the Apollo Towers project but there did not appear to be any other sources of operating funds or expense items that could be cut and I am convinced that, if we stayed in Public Housing, we would run out of funds to sustain the Towers within 10 years.

Now, four years later, after going through 18 months of administration nightmares and depleting nearly all of the replacement reserves we had diligently built up, we finally found a spring of flowing water. Not only did our operating funding increase by 15% in FY 2016, but we received a 2.2% COLA for FY 2016, 2.7% for FY 2017 and are eligible to receive an additional 2.0% increase for FY 2018. That has not happened at all in Public Housing since I began in January of 2006. So, how did we do it?

Our combined Net Operating Income before depreciation, capital expenditures, and reserve contributions was \$131,392 for FY 2016. We deposited \$83,124 in replacement reserves but capital expenditures of \$167,958 required us to use some of our replacement reserves resulting in a combined reserves balance of \$295,328, down \$15,578 from last year.

Despite ending the year with less replacement reserves, the FY 2016 Net Operating Income was the largest in our 51-year history and FY 2017 promises to be even better. We have been hesitant to pursue Low Income Housing Tax Credits (LIHTC) to completely upgrade Parkview Plaza Apartments because of the 60% of Area Median Income Ceiling

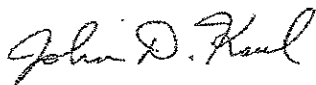
that has been a problem at Apollo Towers since 2011. However, with the Housing Trust Fund (HTF) becoming available for the first time since its creation in 2008, and promising legislation to replace the current LIHTC household income ceiling with income averaging, The Board just passed a resolution to raise \$3 to \$4 million in capital over the next 2 to 3 years to preserve Parkview Plaza. This would also allow our replacement reserves to increase at a faster rate and provide much needed resources to address some pressing capital needs at Apollo Towers and Tolin Terrace.

## SUMMARIZATION

Since 2006, through careful study we were able to define problems, find alternative solutions and then formulate a plan to organize the human resources and leverage the financial resources by partnering with other consultants, organizations, and contractors to provide the capacity to modernize existing properties and purchase and develop new and existing properties necessary to continue the mission of providing accessible affordable housing to very low income working families, senior citizens, and persons with disabilities.

From January 2006 through 2011 Clay Center Housing Authority downsized our operations cutting our total annual budget by 10.6% while updating the operating policies and procedures, increasing productivity, and restoring the structural integrity and market viability of our 3 properties. We have now completed our second year after successfully converting our 2 Public Housing properties with 101 units to Section 8 Project Based Vouchers resulting in an immediate 15.1% increase in revenue and deregulation along with annual cost of living increases in contract rents. This addresses the current government funding shortages and stabilizes our financial viability for at least the next 3 to 5 years. An added bonus of leaving Public Housing is the opening of doors to other capital sources not available to Public Housing Projects. We have just begun utilizing that opportunity. We have also adapted our marketing strategy to bring more underserved households to Clay Center from other communities. Today Clay Center Housing Authority is serving a broader, more diverse population of very low income families in our community and is positioned to continue this for years to come.

Respectfully,



John D. Kaul

# APARTMENT LIVING SAFETY TIPS

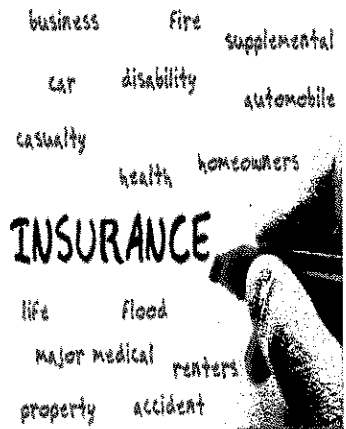
## #1: Lock Your Door

Believe it or not, this is one of the most important apartment safety tips. Remember, most burglars are looking for the easiest opportunity. We've all left a door unlocked while we get the second load of groceries out of the car or to grab the mail. You think you'll just be gone for a minute, and you don't want to have to fumble with the key again. You can always set the groceries down beside your door, unlock it, and pick them up again. Also, don't leave a hidden key in a plant, under the mat, in a fake rock, or anywhere near your door. NEVER, ever leave your apartment door open, even if you are expecting company.



## #2: Purchase Renters Insurance

Buying renters insurance is more urgent than you might assume. Think your apartment's landlord is responsible if the stuff in your apartment gets stolen or damaged? Think again. Their responsibility is only for the building itself, which won't matter much to you if your new laptop or flat screen TV gets stolen or damaged. You also may need the personal liability coverage for any damage your household may cause to the property. It doesn't cost that much and is a very good idea.



## #3: Security

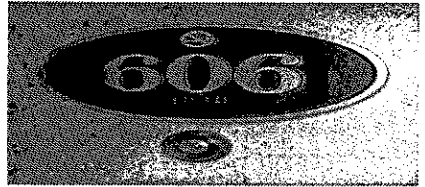
Cameras and security doors are provided to protect many properties but it is not the responsibility of the management personnel to

protect you from criminal acts. Most owners and management personnel have no more experience, training or ability to prevent criminal acts than you do. You should never rely upon the owner or management personnel to secure you from the criminal acts of third parties. If you are in need of security services, call the police. In the event of an emergency, call 911. If you have questions regarding security issues in your neighborhood, contact the local PD and discuss your concerns with the officers patrolling the neighborhood. Also, DO NOT let strangers into your building after hours. If they are visiting, their friends or family can let them in.



#### **#4: Be Careful When Answering the Door**

Don't just open your apartment door to anyone, especially when you're not expecting them. Use that peephole.

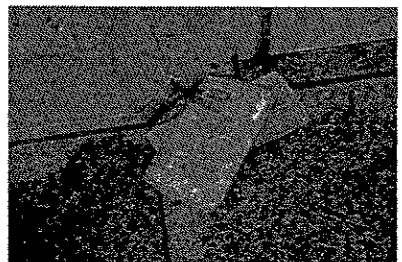


#### **#5: Get to Know Your Neighbors**

Find an apartment neighbor who can be a friend. You can look out for each other. Also, if you should have an emergency, strangers in your apartment complex may ignore you out of fear, but if they know you, chances are they'll open the door or at least try and get some help.

#### **#6: Vacation**

When you plan on being gone for more than a day, let your apartment friend know and notify management. It's always a good idea for someone to keep an eye on what is going on around your place, especially if there is an emergency. Make arrangements for your mail, newspapers and packages.





## February Monthly Observations

American Health Month

National Snack Food Month

Great American Pie Month

Bird Feeding Month

Adopt a Rescued Rabbit  
Month

Bake For Family Fun Month

National Cherry Month

International Friend Month

Potato Lovers Month

International Boost Self-  
Esteem Month

Canned Food Month

American History Month

National Children's Dental Health  
Month

Cat Health Month

Sinus Pain Awareness Month

Responsible Pet Owners Month

National Grapefruit Month

International Expect Success Month

Chocolate Lovers Month

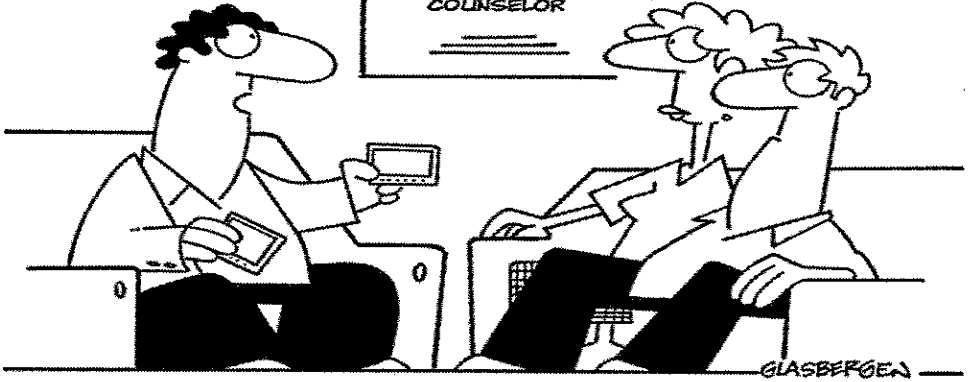
Creative Romance Month

National Embroidery Month

National Weddings Month



MARRIAGE  
COUNSELOR



"I have a GPS device for each of you. The next time you drift apart, these will help you find your way back to each other."

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Valentine  
Word Search

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| ADMIRER   | ENAMORED   |
| ADORE     | ENDEARMENT |
| AFFECTION | ENVELOPE   |
| AMOROUS   | FEBRUARY   |
| ANGEL     | FLAME      |
| BALLOONS  | FLIRT      |
| BELOVED   | FLOWERS    |
| BOUQUET   | FONDNESS   |
| CANDY     | FRIEND     |
| CARD      | GIFT       |
| CARNATION | HEART      |
| CHARMED   | HEARTTHROB |
| CHERISH   | HOLIDAY    |
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| CHOCOLATE | HUG        |
| COURTING  | KISS       |
| COURTSHIP | LIKE       |
| CRAZY     | LOVE       |
| CRUSH     | LOVEBIRDS  |
| CUPID     | POEM       |
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| DEAR      | ROMANCE    |
| DECORATE  | SWEETHEART |
| DESIRE    | SWEETS     |
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| DOVES     | VALENTINE  |
| EMBRACE   |            |

## TENANT NOTICES

**Laundry Rooms**—Please leave the washers OPEN, especially the front load machines when finished. This will prevent mildew and help with any musty smells. Double check the machines when removing the load, making sure you didn't leave something behind and wipe out the washer if necessary. Make sure you clean the lint trap after EVERY load and close the dryer door.

**Smoking**—Just a reminder that all of our housing properties are still smoke free. We can and will evict you if you smoke inside. Please make sure you let all your visitors know as you are responsible for their actions. You can only smoke outside in designated areas clearly marked as such. The benches in front of Apollo by the gazebo are NOT a smoking area nor is the picnic area. Do not light-up on your way down the stairs or in the lobbies as you exit the building.

**Respect your fellow tenants**—Remember your neighbors may not want to hear what you are watching on TV nor be a innocent bystander to your video game. Slamming doors should not be necessary as ours doors all work quite well and hang on to stairwell doors to prevent it banging shut. Be mindful of others late at night or early mornings and turn down the volume or use headphones. Please don't disturb the peaceful living of our properties.

**Trash**—All cardboard should be broken down and carried outside to the dumpsters along with all glass, grease and liquids. Please don't leave your broken and/or unwanted electronics and furniture sitting in any of the common areas. You are responsible for disposing of unwanted

items, not maintenance.

**Late Charges**—Your rent payment is late if it isn't paid by the 10th of each month. Tenants receiving weekly or bi-weekly paychecks, half of your rent statement must be paid by the 10th with the balance paid in full by the last day of the month. When you are late you will find a \$25 late fee on your statement the following month along with receiving an eviction notice if not paid. Remember communication with the office is a must if you want to remain a tenant.

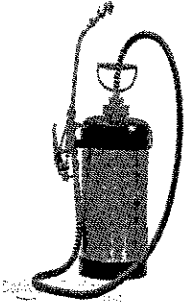
**Package pick-up**— Please make arrangements to pick up your packages before noon each day. This continues to be an issue as some wait till late afternoon of the days the office is closed. Waiting in the hallway till someone returns from lunch isn't a good idea either. If you can't get here by noon on the day you are notified, come down the next morning. The office is open every morning, Monday through Friday. Your package isn't going anywhere; you could have to go to the post office and we do have other things to do.

**Accounting Principles Class**—Starts **March 2nd from 7 PM—9 PM** and continues for 15 additional weeks. John Kaul will be teaching this class and attendance is required. There will be tests and you will receive a certificate upon successful completion. There is a non-refundable fee of \$25 which must be paid when registering for this class. If interested, enroll at the housing office at least 7 days prior to March 2.

**Fair Housing Presentation**—A meeting for persons interested in or needing information on Fair Housing will be held in the **Apollo Towers Community Room March 27th at 7 PM.**



**Monday Feb. 20th** (Presidents' Day) the office will be closed. If you have an emergency call 447-9352, otherwise leave a message. We will address your issues after the holiday.

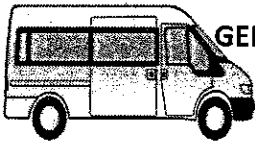


**SPRAY DAY - Wednesday February 8th** is bug spray day for Parkview & Tolin. Parkview & Tolin are the even months and Apollo the odd, usually on the second Wednesday of each month. This is your advance notice and we will spray **ALL** units.

**UNIT INSPECTIONS**—Tolin Terrace units 11—20 are scheduled for inspection on **Thursday February 9th**. You do not have to be present for this inspection.



**FRIENDSHIP MEALS**—For information or questions please call 785-632-5767 or contact Amber in the Nutrition Office located next to the south entrance of Apollo Towers.



**GENERAL PUBLIC TRANSPORTATION MINI-BUS SERVICE**

Call 785-632-2447 and schedule your ride today!

*Beauty Shop—Arlene Stewart*

*Located on first floor of Apollo Towers  
by the community room.*

*For an appointment call 785-630-0742*

