

# Clay Center Housing February 2018

## Office Hours:

**9 AM—Noon Monday—Friday**

**Afternoons By Appointment ONLY**

ONLY during window hours— Tuesday & Friday 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. Newsletters and statements are available at the office the last week of each month, after the 25th. **Each household is responsible for picking up the newsletter and READING the information provided.**

Outside of window hours, **please call before coming to the office, to verify that someone is available to speak with you.** The afternoons are when we schedule interviews and work on 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, if you have an emergency, should you call 785-447-9352. For a work order, **CALL THE OFFICE, NOT** the emergency number. 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)

Like us on Facebook!

KS Relay Center TDD 800-766-3777



# CLAY CENTER HOUSING 2017 ANNUAL REPORT

Apollo Towers 27 1-Bedroom/24 2-Bderoom Units  
Parkview Plaza 50 1-Bedroom Units  
Tolin Terrace 16 1-Bedroom/4 2-Bedroom Units

	<u>Apollo</u>		<u>Parkview</u>		<u>Tolin</u>	
	2017	2006	2017	2006	2017	2006
Age 0-18	6	0	0	0	0	0
Age 19-61	22	7	14	5	7	0
Age 62 & above	37	45	38	45	13	22
Native Hawaiian/ Other Pacific Island	0	0	0	0	0	0
Black	1	0	0	0	1	0
Hispanic	0	0	3	0	1	0
White	62	52	52	50	18	22
Disabled	20	11	19	10	6	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 45 disabled residents (33%). We now serve families with children. This has resulted in a 96.0% 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. 20% of our current residents are employed. 31% are between age 31 and 61 (358% increase over 2006) and 64% are seniors (21.5% 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 115 very low, low, and moderate income households consisting of 137 residents. Today the average household income at our properties is about \$15,000. 90% of our tenant households are under 60% of area medium income and 28% 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 thermo 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, FHLBank Topeka AHP funds, HUD Weath-

erization 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.
- Continued new revenue sources in FY 2017 including \$21,156 from the new laundry lease/maintenance agreement, \$1,881 net from vending machines, and \$1,349 (1.5% on all transactions) cash back from paying more of our bills with the credit card.

### **Fiscal Year 2017 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.

Our combined rental income for the Towers since 2012 confirm this fact. In FY 2012 we received \$775,775 in combined rental income, \$519,097 in FY2014 (our last year in Public Housing), and \$594,004 in FY 2017. Rental income drops annually in Public Housing while our rents have increased annu-

ally since 2014. Our contract Section 8 rents just increased 2.0% December 1 and will increase 2.3% next December 1. So, how did we do it?

Our combined Net Operating Income before depreciation, capital expenditures, and reserve contributions was \$169,412 for FY 2017. We deposited \$123,060 in replacement reserves increasing our combined balance after capital expenditures to \$390,609, up \$95,281 from last year.

Once again our FY 2017 Net Operating Income set a new milestone as the largest in our 51-year history. This is in spite of the fact that our combined rental revenue in the towers is \$181,771 less than FY 2012. We are not done yet. We are applying for over \$6 million in Low Income Housing Tax Credits on February 2, 2018 to complete an extensive modernization of Parkview Plaza. Once this project is completed we will have modernized all of our properties in a decade.

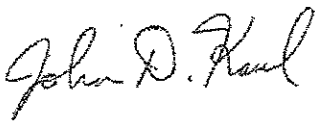
## **SUMMARIZATION**

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 third year after successfully converting

our 2 Public Housing properties with 101 units to Section 8 Project Based Vouchers resulting in an immediate 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  
Executive Director



**PERSONAL FINANCE CLASS** - Sunday March 18th at 3 PM

**FAIR HOUSING MEETING** - 3 PM on Sunday April 15th.

**PRINCIPLES OF ACCOUNTING CLASS** - \$25 fee  
Classes will be Monday evenings June through September at 7 PM. Enrollment closes on May 11th.

**BUDGET MEETINGS** - for all properties will be held in the Apollo Towers community room on Sunday July 29th at 3 PM.

# ♥ Happy Valentines Day ♥

## The Month of February Quiz

from FUN TRIVIA - The Trivia & Quiz Company

1. At one time February was the last month of the year. True or false?
2. February get its name from the word februa. What language does this word come from?  
\_Greek    \_French    \_Latin    \_Sanskrit
3. What is the meaning of the word "februa"?
4. Augustus Caesar took a day from February to make August the same length as July. True or false?
5. Which of these flowers do many people consider February's flower? It's not the one you'd think!  
\_snowdrop    \_primrose    \_anemone    \_crocus
6. What is the birthstone for February?
7. How often does February have twenty-nine days?
8. Was 1900 a leap year? Yes or No?
9. The second of February is Groundhog Day. It is also a special day for Roman Catholics. What is it?  
\_St. Andrew's Day    \_Michaelmas Day



\_Ascension Day

\_Candlemas Day

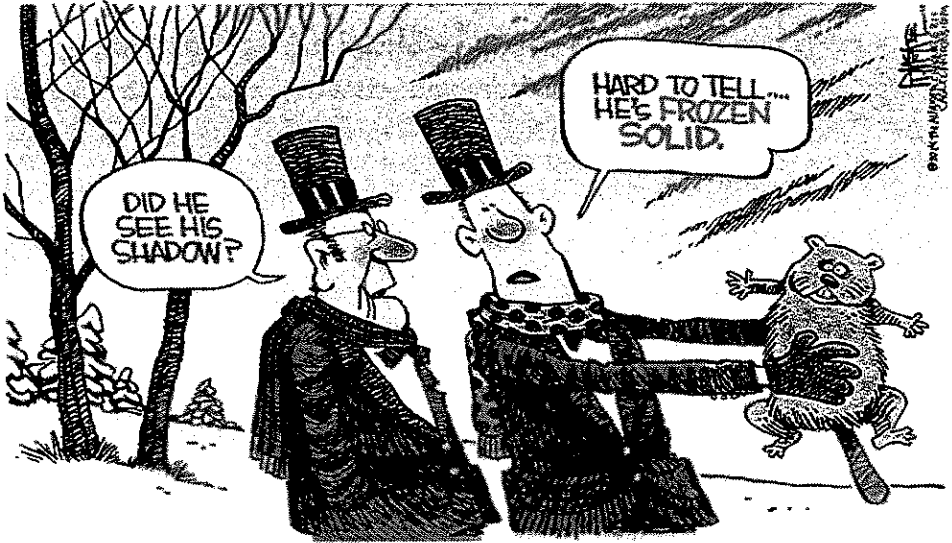
10. Complete this quote: 'The most serious charge which can be brought against New England is not \_\_\_\_\_ but February'.

\_socialism

\_puritanism

\_racism

\_snobbishness



The trouble with weather forecasting is that it's right too often for us to ignore it and wrong too often for us to rely on it. ~ Patrick Young

**GROUNDHOG HISTORY** - The legend of Groundhog Day is based on an old saying: 'If Candlemas Day is bright and clear, there'll be two winters in the year.'

The great, great, great, great grandfather of Punxsutawney Phil first made his prediction in 1887. Today's Phil weights in at about 1 stone (14lbs). Whereas his wild groundhog (woodchuck) cousins eat grass with the occasional treat of a dandelion or clover; Punxsutawney Phil is pampered with ice cream and dog food.

On the big day - February the 2nd, Phil is taken to special heated burrow underneath the artificial tree stump Gobbler's Knob. After he performs his duty of checking his shadow, Phil is taken to his home in the Punxsutawney Library.

## TENANT NOTICES

**RENT PAYMENTS DUE BY THE 10TH OF EACH MONTH** - It doesn't matter when you get paid, your rent is past due if not paid by the 10th. The only exception is if social security is your ONLY income and you don't receive your deposit till the 2nd or 3rd Wednesday of the month. You need to plan ahead and pay your rent on time. A late charge is \$25.

**ELECTRONIC PAYMENTS** - Simplify paying your rent and write one less check every month. You may already have your monthly insurance premiums automatically deducted from your checking account so why not do the same with rent your statement. If interested, please see Kim at the housing office and start your auto-pay next month.

**SMOKING** - It matters not what the outside temperature may be. No one, not tenant, not family, not friend, may smoke inside any building. Smoking is only allowed where designated. You can and will be evicted if you fail to follow housing policies. And yes we can tell when you smoke in your apartment so DON'T do it!

**PLUMBING** - Our kitchen and bathroom drains are not made to handle anything other than water. Do NOT pour grease, food scraps, etc. down these drains. Run hot water after washing dishes, brushing your teeth or taking a shower and clean out any hair from all sinks and showers, as that is the worst culprit for blocking drains. Do not flush anything but toilet paper and human waste. No food, paper towels, feminine hygiene products or facial tissues should ever be put in the toilet. Tenants will be charged for the cost of overtime for maintenance or the bill from the plumber on any plumbing issue caused by improper use of the properties' plumbing.

**LAUNDRY** - There have been some issues with residents not removing their laundry from the machines in a timely manner. If it sits in any machine for more than 15 minutes you may find your clothing piled on a table. Also, remember that there is a schedule for the home care workers use of the laundry rooms. Please observe the times!

**SNOW** - Do NOT push the snow off your vehicle onto the sidewalks. Don't make more work for the maintenance staff, push it off to the side into the parking lot, not on the sidewalk unless you plan on cleaning the sidewalk yourself.

**PARKING** - Please make sure when you park near a sidewalk to NOT pull up so far that you block the sidewalk. This is especially important when there is snow on the ground or it is muddy. First, you leave no where for people to walk. Second, it is difficult to clear the walkway of snow if a car or truck is blocking the sidewalk. Remind your friends and family not to block walkways and driveways. Also, if you live at Parkview and have more than one vehicle, please don't park both in the lot. Leave some parking space for your fellow residents.

**TRIP HAZARDS** - Freezing temperatures cause the ground to swell. This can cause concrete around the properties to shift and rise which could create a trip hazard. These are only temporary so nothing maintenance can address without creating additional problems when the surface returns to normal. Please stay alert to changes in your walking surfaces, even indoors, ex. main floor hallways.

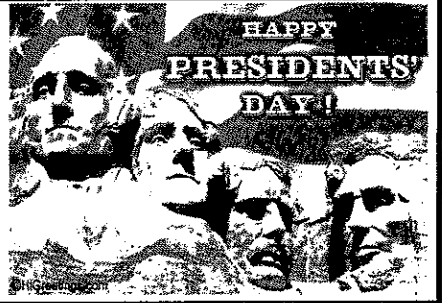
**EXERCISE PROGRAM** - This is lead by Jericho from Angel Care Home Health and will be every Tuesday morning at 9:45 in the Apollo Towers Community Room. If interested please arrive a few minutes before, ready to start.

**POTLUCK** - Join your fellow tenants at 6 PM Friday February 9th in the Apollo Community Room for some shared food, fun and friendship. Pot-luck is the second Friday of each month.

**TAI CHI PROGRAM** - February 16th in the Apollo Community Room from 10 - 10:45 AM. The program will be presented by Jacquie Mack of Angel Care Home Health and is held the third Friday of each month.

**NEEDLEWORK CLASSES** - Interested in learning how to knit, crochet, hand embroider or brush up your skills? Tenant Shirley Murray will be in the Apollo Towers Community Room at 10:30 every Tuesday morning.

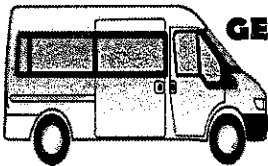
The office will be closed on February 19th for Presidents' Day. If you have an emergency call 785.447.9352, otherwise, leave a message at 632-2100 and your needs will be addressed after the holiday weekend.



**UNIT INSPECTIONS—Thursday February 8th** units 1 - 20 at Tolin Terrace will be inspected whether you are home or not. It will take a little longer since the weather did not permit the scheduled inspection in January.

**SPRAY DAY - Wednesday February 14th** 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.**

**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**

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*

