



# Housing Authority

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of the City of Clay Center  
[www.claycenterhousing.com](http://www.claycenterhousing.com)



Equal Housing Opportunity  
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## Executive Director's Report January 7, 2021

### **OCCUPANCY**

December brought some stability as we ended the year with a combined occupancy rate of 80%. We certainly hope to move that figure back to the 90's by the end of FY 2021.

### **PARKVIEW REDEVELOPMENT**

Two change orders caught me by surprise with James Threatt changing the paint color and replacing the vinyl plank with carpet in the bedrooms. Dan discovered the paint color and then I sent the painters home and demanded the changes be rescinded. They were and, thanks to our talented foreman, they have actually picked up the pace while having to repaint 6 apartments. The general contractor's project delivery schedule is:

Phase 1 Oct 26, 2020	Delivered Nov 5 <sup>th</sup>
Phase 2 Dec 17, 2020	Current Projection Jan 19 <sup>th</sup>
Phase 3 Feb 15, 2021	
Phase 4 Apr 12, 2021	
Phase 5 Jun 10, 2021	

### **PPP LOAN FORGIVENESS**

The loan was forgiven.

### **MORE UNEXPECTED CHANGES**

In December, we were informed that Yardi Beacon would be discontinued sometime in 2021. We jumped on board with Yardi in 2014 as they promoted this management software for accounting and compliance as affordable for small housing agencies. Now they came out with Yardi Breeze and it certainly is impressive. However, the affordability went out the door with a 170% price increase. After extensive shopping for competitors and payroll software since none of the management software vendors include

payroll with their accounting, I decided to go back to Management Computer Services PHA-Web Software. It is very similar to Yardi Breeze for half the price. We anticipate we will be up and running with them March 1, 2021. I will terminate our services with Qbooks once we have completed the conversion. I also evaluated 6 payroll software packages and chose OnPay. I have already begun using the new payroll software. Following is the cost breakdown.

<b>Current Cost</b>		<b>Yardi Proposal</b>		<b>New Contracted Cost</b>	
Yardi Beacon	\$1,600	Yardi Breeze	\$4,356	PHA-Web	\$2,230
Qbooks	<u>\$2,037</u>	Qbooks	<u>\$2,037</u>	OnPay	<u>\$ 912</u>
Total	\$3,637	Total	\$6,393	Total	\$3,142

As you can see, while we forced into this situation we are actually going to save \$3,251 annually plus \$156.00 in ACH bank fees as the direct deposit payroll is included in the total software price. In eliminating Qbooks, I will be able to pay all of our bills in CCHA and reimburse them from the 3 properties in one entry. With Qbooks, I have to enter and pay the checks and the corresponding reimbursement deposits in CCHA company, close the company and open each of the other 3 companies and enter the reimbursement transactions. The payroll software will eliminate filling out a form, faxing it to the bank, and then logging into the bank portal and entering and submitting the employees' net pay every payroll. It will also automatically submit all of the payroll tax liability payments, create and file the Federal and State payroll tax forms and create file the W-2 forms with the SSA. The employees will be able to download their paystubs and W-2 forms through an online portal and they can update their W-3 forms and KW-3 forms. That does not include all of the functions that will be easier for Kim as well. In addition, we purchased 3 computers for \$1,600 compared to \$2,400 for 2 computers 5 years ago. They are Chromebooks that use Google OS, eliminating time consuming Microsoft reboots (15 to 30 minutes), adding more security (you cannot receive a virus on your computer if the software, files, and operating system are not on your hard drive), and Google Suite will replace Office 365 (word, excel, publisher, powerpoint, etc.) saving another \$330 +. The only downside is \$3,500.00 to setup the PHA-Web software. However, that includes database setup, data conversion, training, and implementation.