



Oklahoma City Housing Authority

BOARD PACK

for

Regular Meeting of the Board of Commissioners REVISED

Wednesday, January 24, 2024

9:00 AM (CST)

Held at:

Default Location

1700 NE 4th Street, Board Room

INDEX

Cover Page

Index

Agenda

Attached Documents:

3.1 a	OCHA-Minutes of Regular Meeting 12-20-23.docx.....	8
4.1 a	Accent.pdf.....	11
4.1 b	OCHA Res 01-24 (janitorial services) - [modification for price] (01969647x7A25A).docx...	12
4.1 c	Amend 3 Accent.pdf.....	14
4.2 a	Landscape AMP 111.pdf.....	15
4.2 b	OCHA Resolution _02_-24(accepting bid of Whitworth Lawn and Landscape, LLC for lan	16
4.2 c	CONTRACT Whitworth.doc.....	19
4.3 a	OCHA UDA CNI - Board Memo_2024.pdf.....	21
4.3 b	Resolution no. 3-24.DOCX.....	23
7.1 a	Financial Statements December 2023.doc.....	26
7.1 b	Draft COCC Inc Stmt Dec 2023.pdf.....	27
7.1 c	Draft PH Inc Stmt Dec 2023.pdf.....	30
7.1 d	Draft FSS Inc Stmt Dec 2023.pdf.....	33
7.1 e	Draft ROSS21 Inc Stmt Dec 2023.pdf.....	34
7.1 f	Draft RSDE Inc Stmt Dec 2023.pdf.....	35
7.1 g	Draft HCVP Inc Stmt Dec 2023.pdf.....	36
7.1 h	Draft Mainstream Inc Stmt Dec 2023.pdf.....	38
7.1 i	Draft Mod Rehab Inc Stmt Dec 2023.pdf.....	40
7.1 j	Draft EHV Inc Stmt Dec 2023.pdf.....	42
7.1 k	Draft MAPS4 Inc Stmt Dec 2023.pdf.....	44
7.1 l	Draft CDBG Inc Stmt Dec 2023.pdf.....	45

7.2 a	6 months summary memo.docx.....	46
7.2 b	Slides JAN BOARD.pptx.....	47
7.2 c	Coordination 6 Months Summary Pg.1.xlsx.....	**
7.2 d	Coordination 6 Months Summary Pg.2.xlsx.....	**
7.3 a	Forfeiture - Unallocated Plan Asset Account - January 2023.pdf.....	63

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS REVISED



Name:	Oklahoma City Housing Authority
Date:	Wednesday, January 24, 2024
Time:	9:00 AM to 11:00 AM (CST)
Location:	Default Location, 1700 NE 4th Street, Board Room
Board Members:	Alex Yaffe, Annette Jacobi, Lillie Swope, Rocky Chavez, Wayland Cubit
Attendees:	Adelola Taiwo, Alana Facello, Ben Steffer, Carol Rattigan, Charles Parks, Darcy Raines, David Calvert, Debi Martin, Frank Miller, Greg Shinn, Heather Hintz, Julia Davidoff, Kassy Malone, Kevin Bradbury, Lacy McClain, Laura Gregory, Marc Edwards, Mark Gillett, Matt Greeson, Matt Mills, Nikki Nice, Paula Churchill, Richard Marshall, Rick Toney, Spencer Matheny, Steve Holmquist, Tabitha Pope, Thomas Henderson, Trish Bryant, Patricia Alexander

1. Opening Meeting/Call to Order

1.1 Announcement

Patricia Alexander

Announcement of Filing of Meeting Notice and Posting of Agenda in Accordance with the Oklahoma Open Meeting Act.

1.2 Roll Call

Patricia Alexander

2. Citizens to be Heard

3. Consent Docket

3.1 Minutes of Regular Meeting of December 20, 2023

Rocky Chavez

Supporting Documents:

3.1.a	OCHA-Minutes of Regular Meeting 12-20-23.docx	8
-------	---	---

4. Action Items

4.1 Amendment No.3-Janitorial Services

Spencer Matheny

Supporting Documents:

4.1.a	Accent.pdf	11
-------	------------	----

Supporting Documents:

4.1.b	OCHA Res 01-24 (janitorial services) - [modification for price] (01969647x7A25A).docx	12
4.1.c	Amend 3 Accent.pdf	14

4.2 Landscaping, Fencing, Lighting AMP 111 McGuire and Jeltz

Supporting Documents:

4.2.a	Landscape AMP 111.pdf	15
4.2.b	OCHA Resolution _02_-24(accepting bid of Whitworth Lawn and Landscape, LLC for landscaping, perimeter fencing and exterior security (01969645-2x7A25A).docx	16
4.2.c	CONTRACT Whitworth.doc	19

4.3 Stockyards/Rotary Park CNI-Urban Design Associates, LTD.

Kassy Malone

Supporting Documents:

4.3.a	OCHA UDA CNI - Board Memo_2024.pdf	21
4.3.b	Resolution no. 3-24.DOCX	23

4.4 Executive Session

Rocky Chavez

Proposed Executive Session to discuss and possible vote on personnel actions related to Executive Director terms of employment, compensation and performance evaluation process.

4.5 Proposed Vote to Resolve into Executive Session

Rocky Chavez

4.6 Vote to Reconvene into Regular Session

Rocky Chavez

4.7 Discussion and/or Vote on Matters Within Proposed Executive Session

Rocky Chavez

5. Information Report

6. Report of Legal Counsel

6.1 Lawsuits

Steve Holmquist

6.2 Legal Request

Steve Holmquist

7. Reports of the Executive Director

7.1 Financial Report

Mark Gillett

Supporting Documents:

7.1.a	Financial Statements December 2023.doc	26
7.1.b	Draft COCC Inc Stmt Dec 2023.pdf	27
7.1.c	Draft PH Inc Stmt Dec 2023.pdf	30
7.1.d	Draft FSS Inc Stmt Dec 2023.pdf	33
7.1.e	Draft ROSS21 Inc Stmt Dec 2023.pdf	34
7.1.f	Draft RSDE Inc Stmt Dec 2023.pdf	35
7.1.g	Draft HCVP Inc Stmt Dec 2023.pdf	36
7.1.h	Draft Mainstream Inc Stmt Dec 2023.pdf	38
7.1.i	Draft Mod Rehab Inc Stmt Dec 2023.pdf	40
7.1.j	Draft EHV Inc Stmt Dec 2023.pdf	42
7.1.k	Draft MAPS4 Inc Stmt Dec 2023.pdf	44
7.1.l	Draft CDBG Inc Stmt Dec 2023.pdf	45

7.2 Six Months Summary of Operations

Mark Gillett

Supporting Documents:

7.2.a	6 months summary memo.docx	46
7.2.b	Slides JAN BOARD.pptx	47
7.2.c	Coordination 6 Months Summary Pg.1.xlsx	
7.2.d	Coordination 6 Months Summary Pg.2.xlsx	

7.3 Forfeiture/Unallocated Plan Asset Account

Thomas Henderson

Supporting Documents:

7.3.a	Forfeiture - Unallocated Plan Asset Account - January 2023.pdf	63
-------	--	----

8. New Business

8.1 New Business

"New Business" means "any matter not known about or which could not have been reasonably foreseen prior to the time of the posting" of this agenda, 25 O.S. 2021, § 311(A)(10).

9. Comments

10. Adjournment

10.1 Adjournment

Next meeting: Regular Meeting of the Board of Commissioners - - Feb 28, 2024, 9:00 AM

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
OKLAHOMA CITY HOUSING AUTHORITY

December 20, 2023

The Board of Commissioners of the Oklahoma City Housing Authority met on Wednesday, December 20, 2023, at 9:00 a.m.

The Agenda for this meeting was filed with the Secretary of State and City Clerk for the 2023 meetings on November 30, 2022. A copy of the agenda was posted at 1700 and 1800 Northeast Fourth Street on December 15, 2023, at 5:30 p.m. in accordance with Oklahoma Open Meeting Statutes, posted on the Authority's general website www.ochanet.org as required by Section 3106.2 of Oklahoma Statute Titles 74, and written notice via the Agenda was delivered to each Commissioner on December 15, 2023.

Item 1, Meeting was called to order by Chair Rocky Chavez, who presided.

Item 1.1, Announcement of Filing of Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act, was announced by Patricia Alexander.

Item 1.2, Patricia Alexander, Executive Office Administrator performed roll call, those present were as follows:

PRESENT: Rocky Chavez, Chair
Annette Wisk Jacobi, Vice Chair
Wayland Cubit

ABSENT: Lillie Swope
Alex Yaffe

Item 2. Citizens to be heard.

Council Woman Nikki Nice spoke before the Board to address several issues. She expressed concern regarding fairness for some contractors in the bidding process. She voiced concern over the lack of information provided to the community regarding the recent purchase of Motel 6. She communicated that she was recently informed of a tenant with pests living in Jeltz Tower.

Item 3, Consent Docket was introduced by Chair Chavez which included:

Item 3.1, Minutes of the Regular Meeting of the Board of Commissioners for November 15, 2023.

Motion: Jacobi. Second: Cubit.

AYES: Jacobi, Cubit, Chavez. NAYES: None.

Item 3.2, Renewal of Fire and Extended Insurance with HAPI for 1/1/2024 to 12/31/2024 at a premium of \$724,680.00.

Motion: Jacobi. Second: Cubit.
AYES: Jacobi, Cubit, Chavez NAYES: None.

Item 3.3, Renewal of Vehicle Fleet Insurance with Travelers Insurance Company for 1/1/2024 to 12/31/2024 at a premium of \$276,982.00.

Motion: Jacobi. Second: Cubit.
AYES: Jacobi, Cubit, Chavez NAYES: None.

Item 3.4, Renewal of General Liability Insurance with HARRG for 1/1/2024 to 12/31/2024 at a premium of \$254,828.00.

Motion: Cubit. Second: Jacobi.
AYES: Jacobi, Cubit, Chavez NAYES: None.

Item 3.5, Resolution 48-23 approving the 2024 Operating Budgets for each AMP for year ending December 31, 2024, and the execution of the PHA Board Resolution Form HUD-52574. Mr. Thomas Henderson explained how figures were obtained for Operating Budgets.

Motion: Jacobi. Second: Cubit.
AYES: Jacobi, Cubit, Chavez NAYES: None

The following Action items were introduced by Chair Chavez:

Item 4.1, Resolution No. 42-23 approving Extension No. 3 with Sodexo Operations, LLC for supportive services at six (6) of the Senior Citizen developments for the period of 1/1/2024 to 12/31/2024 in the amount of \$291,223.00.

Motion: Cubit. Second: Jacobi.
AYES: Jacobi, Cubit, Chavez. NAYES: None.

Item 4.2, Resolution No. 43-23 approving award of contract to Holland Construction, LLC for Exterior Repairs and Painting at AMP 111, Marie McGuire Plaza, in the amount of \$511,337.00 and 120 days contract completion time.

Motion: Cubit. Second: Jacobi.
AYES: Jacobi, Cubit, Chavez. NAYES: None.

Item 4.3, Resolution No. 44-23 approving award of contract to Poseidon Design Concepts, LLC for Exterior Repairs and Painting at AMP 111, Wyatt F. Jeltz Senior Center, in the amount of \$390,000.00 and 120 days contract completion time.

Motion: Cubit. Second: Jacobi.
AYES: Jacobi, Cubit, Chavez. NAYES: None.

Item 4.4, Resolution No. 49-23 approving award of contract to RC Platinum Enterpriz, Inc. for Exterior Repairs and Painting at AMP 114, Shartel Towers, in the amount of \$141,000.00 and 115 days contract completion time.

Motion: Cubit. Second: Jacobi.
AYES: Jacobi, Cubit, Chavez. NAYES: None.

Item 4.5, Chair Chavez stated Executive Session to approve Executive Director, Mark W. Gillett's employment contract will be postponed until the next Board meeting, January 24, 2024.

Item 5. Information Report.

There was none.

Item 6. Report of Legal Counsel

Item 6.1, Lawsuits.

There was nothing to report.

Item 6.2, Legal Requests.

There was nothing to report.

Item 7, Reports of the Executive Director. Mark W. Gillett stated the Financial Statements and Six Months Summary of Operation slides were emailed to them and shown on the screen as he discussed.

Item 8. New Business.

Vice Chair Jacobi informed that her son has been working for the last 2 months as a paralegal for Legal Aid Services of Oklahoma, Inc. His duties include processing evictions at the courthouse. She stated that she did not believe this would not be a problem but wanted to Inform the Board.

Item 9. Comments.

There were no comments.

Item 11. Adjournment.

Item 11.1 Adjournment.

Motion: Chair Chavez

AYES: Jacobi, Cubit, Chavez. NAYES: None.

This meeting was adjourned at 9:35 a.m.

The next meeting of this Board will convene at 9:00 a.m. CDST January 24, 2024, at the Oklahoma City Housing Authority Central Office, 1700 Northeast Fourth Street, Oklahoma City, Oklahoma.

Mark W. Gillett, Secretary

ATTEST:

Rocky Chavez, Chair



MEMORANDUM

Date

January 24, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Amendment No. 3 – Janitorial Services
Accent Cleaning Services, Inc.

DISCUSSION: A contract for Janitorial Services was executed with Accent Cleaning Services, Inc., on August 1, 2021 for after hours cleaning at Central Office, Annex building, Maintenance Shop, Marie McGuire Plaza, Wyatt F. Jeltz Center, and The Towers, with quarterly window washing for Central Office, Maintenance Shop and the Annex building.

Accent Cleaning is requesting an increase of three percent (3%) to cover the increase in costs of material and labor. Accent Cleaning has performed satisfactory over the years and staff recommends approval.

Funding is available in the Operating Budget.

RECOMMENDATION: Adopt the attached resolution approving Amendment No. 3 with Accent Cleaning Services, Inc., for Janitorial Services at six (6) location with a three percent (3%) increase beginning January 1, 2024.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Mark W. Gillett".

Mark W. Gillett
Executive Director

MWG:SM:cr

Attachments:

Resolution No. 01-24
Amendment No. 3

RESOLUTION NO. __-24

RESOLUTION AMENDING CONTRACT WITH ACCENT CLEANING SERVICES, INC. TO PROVIDE JANITORIAL SERVICES AT CENTRAL OFFICE AND MAINTENANCE SHOP, THE OCHA ANNEX, AND AMP 111, MARIE MCGUIRE PLAZA AND WYATT F. JELTZ CENTER, AND THE TOWERS

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, the Authority entered into a contract, effective August 1, 2021 with renewals, for the provision of janitorial services at the Central Office and Maintenance Shop, the OCHA Annex, and AMP 111, Marie McGuire Plaza and Wyatt F. Jeltz Center, and the Towers, with Accent Cleaning Services, Inc.; and

WHEREAS, Accent Cleaning Services, Inc. has requested an increase of three percent (3%) to cover the increase in costs of material and labor, and Accent Cleaning Services, Inc. has performed satisfactorily over the years since this contract was entered into, such that staff has reviewed and recommends approval of this increase effective January 1, 2024; and

WHEREAS, funds are available in the Operating Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the increased contract price of 3% to Accent Cleaning Services, Inc. is accepted, effective January 1, 2024; and

BE IT FURTHER RESOLVED that the Chair is authorized and directed to execute such documents as may be appropriate to carry out the award contained in this Resolution.

ADOPTED this 24th day of January, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By: _____
Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. __-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 24th day of January, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

Amendment No. Three of the Janitorial Services Contract

November 28, 2023

The execution of a Janitorial Service Contract dated August 1, 2021, between Accent Cleaning Services, Inc. (Contractor) and the Oklahoma City Housing Authority, hereinafter called the Local Authority, for Janitorial Services shall be amended as follows: 1) Contractor shall provide janitorial services at 3% price increase which includes labor, materials, travel, costs, conditions, overhead taxes and permits of this Contract for the total sum as follows:

Development	Price
Wyatt Jeltz Senior Facility	\$3,558.95
Marie McGuire Senior Facility	\$3,568.95
Housing Authority Main office & Maintenance Shop	\$2,325.22
Annex Building	\$1,346.47
Quarterly Window Cleaning Services	
1700 NE 4th Street	\$378.52
1800 NE 4th Street	\$270.88

All other original requirements, conditions and provisions of the original contract shall be maintained for the remaining time period outlined in the contract.

In Witness Whereof, the parties hereto have cause this instrument to be executed in original and one (1) counterpart the day and year above.

Accent Cleaning Services, Inc.

(Contractor)

By: 
Cheryl Rayburn

Title: President

Date: 12/02/2023

Business Address:

P.O. Box 1743

Oklahoma City, Oklahoma 73101

Oklahoma City Housing Authority

By: _____
Mark W. Gillett

Title: Executive Director

Business Address:

1700 Northeast Fourth Street

Oklahoma City, Oklahoma



MEMORANDUM

Date

January 24, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Landscaping, Perimeter Fencing and Exterior Security Lighting
AMP 111, Marie McGuire Plaza and Wyatt F. Jeltz Senior Center

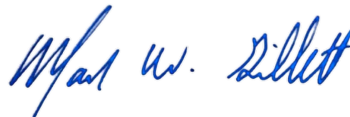
DISCUSSION: Plans and specifications were prepared by ADG, Architects, for Landscaping, Perimeter Fencing and Exterior Security Lighting at AMP 111, Marie McGuire Plaza and Wyatt F. Jeltz Senior Center.

A bid opening was held on January 4, 2024 with two (2) bids received. The apparent low bid is Whitworth Lawn and Landscape, LLC for a cost of \$657,469.00 and forty-five (45) days completion time. Bid documents were submitted to legal counsel.

Funding is available in the 2022 Capital Fund Program budget.

RECOMMENDATION: Adopt the attached resolution approving award of contract to Whitworth Lawn and Landscape, LLC, for Landscaping, Perimeter Fencing and Exterior Security Lighting at AMP 111, Marie McGuire Plaza and Wyatt F. Jeltz Senior Center, for a cost of \$657,469.00 and forty-five (45) days completion time.

Respectfully submitted,



Mark W. Gillett
Executive Director

MWG:SM:cr

Attachments:

Resolution No. XX-24
Contract

RESOLUTION NO. __-24

RESOLUTION ACCEPTING PROPOSAL OF WHITWORTH LAWN AND LANDSCAPE, LLC FOR LANDSCAPING, PERIMETER FENCING AND EXTERIOR SECURITY LIGHTING AT AMP 111, WYATT F. JELTZ SENIOR CENTER AND MARIE MCGUIRE PLAZA

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, plans and specifications were prepared by ADG, Architects, for landscaping, perimeter fencing and exterior security lighting at AMP 111, Wyatt F. Jeltz Senior Center and Marie McGuire Plaza; and

WHEREAS, a bid opening was held on January 4, 2024, with two contractors submitting bids; and

WHEREAS, bid documents having been reviewed, staff recommends awarding the contract to Whitworth Lawn and Landscape, LLC for providing landscaping, perimeter fencing and exterior security lighting at AMP 111, Wyatt F. Jeltz Senior Center and Marie McGuire Plaza, in the amount of \$657,469.00, with a completion time of 45-days; and

WHEREAS, funds for the work set out in the bid documents and proposal are available in the 2022 Capital Fund Program budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that the proposal of Whitworth Lawn and Landscape, LLC for providing landscaping, perimeter fencing and exterior security lighting at AMP 111, Wyatt F. Jeltz Senior Center and Marie McGuire Plaza, in the amount of \$657,469.00, with a completion time of 45-days, as recommended by staff, is hereby accepted; and

BE IT FURTHER RESOLVED that the Authority's Chair and Executive Director shall be and hereby are authorized and directed to prepare and execute the documents necessary to accept the proposal of Whitworth Lawn and Landscape, LLC as set out in the bid documents and memorandum attached hereto.

ADOPTED this 24th day of January, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____

Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. __-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 24th day of January, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFE			

CONSTRUCTION CONTRACT

This Agreement made this 24 day of January in year 2024 by and between Whitworth Lawn and Landscape, LLC a company incorporated and existing under the laws of the State of Oklahoma, hereinafter called the "Contractor" and the Oklahoma City Housing Authority (a Public Body created by the Housing Authorities Act of the State of Oklahoma) hereinafter called the "Local Authority".

WITNESSETH, that the Contractor and the Local Authority, for the consideration stated herein, mutually agree as follows:

Article 1. Statement of Work. The Contractor shall furnish all labor, material, costs, conditions, overhead, equipment, fees and taxes to perform and complete all work required for **Landscaping, Perimeter Fencing, and Exterior Security Lighting, AMP 111, Marie McGuire Plaza and Wyatt F. Jeltz, 1316 N.E.12th St./ 1225 N. Kate Ave., Oklahoma City, Oklahoma.** Construction shall be completed in accordance with the terms and conditions of this Contract and all applicable State and local laws, codes, ordinances, and regulations applicable to the City of Oklahoma City, Oklahoma County, and State of Oklahoma and conform to applicable HUD-FHA Minimum Property Standards and Low Rent Design Criteria in effect on the date of this Agreement.

Article 2. The Contract Price.

(a) The Contract Price submitted by the Contractor and accepted by the Local Authority for the performance of all of the terms and conditions of this Contract shall be the sum of Six Hundred Fifty-Seven Thousand Four Hundred Sixty Nine Dollars and 00/100 (\$0.00).

(b) All work shall be fully completed within Forty-Five (45) consecutive calendar days after receipt of a Notice to Proceed from the Local Authority.

Article 3. Contract Documents. This Contract consists of the following component parts:

- A. This Instrument;
- B. General Conditions of the Contract for Construction (HUD Form 5370);
- C. Representations, Certifications, and Other Statement of Bidders;
- D. General Requirements (Specifications);
- E. Plans and Specifications.

This instrument, together with the other documents enumerated in this Article 3, which are incorporated into this Contract by reference, form this Contract. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated. The various provisions in addenda shall be construed in the order of preference of the component parts of this Contract which each modifies.

Article 4. Personnel. The Contractor, Subcontractor(s), and their personnel shall not possess and/or use any controlled substance, whether legal or illegal, on Oklahoma City Housing Authority property. Nor shall any personnel working on Oklahoma City Housing Authority property be under the influence of any substance that impairs their judgement or ability to work under safe conditions.

The Contractor, Subcontractor(s), and their personnel shall not participate in any criminal conduct on Oklahoma City Housing Authority property.

Notification of such use/condition/conduct shall be grounds for termination of this contract.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in original and three (3) counterparts the day and year above written.

ATTEST:

(SEAL)

ATTEST:

Mark W. Gillett, Secretary

(SEAL)

Print or type the names underneath all signatures.

Certification:

I, _____ certify that I am the _____ of the corporation named as Contractor herein; that _____ who signed this contract on behalf of the Contractor, was then _____ of said corporation; that said Contract was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(SEAL)

Whitworth Lawn and Landscape, LLC

(Contractor)

By: _____

Date: _____

Title: _____

Business Address:

14512 Chambery Court

Yukon, Oklahoma

(City and State)

Oklahoma City Housing Authority

By: _____

Mr. Rocky Chavez

Date: _____

Title: Chairman

Business Address

1700 Northeast Fourth Street

Oklahoma City, Oklahoma 73117

(City and State)



MEMORANDUM

January 24, 2024

TO: Chairperson and Members, Board of Commissioners

FROM: Executive Director

SUBJECT: Stockyards/Rotary Park Choice Neighborhood Initiative (CNI) Planning Coordinator – Urban Design Associates, LTD.

DISCUSSION: The Oklahoma City Housing Authority (OCHA) received a Choice Neighborhoods Planning Grant award as a result of an application submitted in response to the fiscal year (FY) 2023 Notice of Funding Opportunity (NOFO), for the creation of a Transformation Plan for the Stockyards/Rotary Park Neighborhood.

This grant agreement is made by and between the United States Department of Housing and Urban Development (HUD) and the OCHA “Lead” and City of Oklahoma City “Co-Applicant”.

Oklahoma City’s downtown area has experienced a renaissance in recent years which has yielded many benefits but has also led to drastic rises in rent and a decrease in low-income housing. The Stockyards/Rotary Park neighborhood is situated strategically near the bustling downtown but has not benefitted from the recent improvements and investments. Will Rogers Courts, which is the target housing development situated within Stockyards/Rotary Park, is the oldest public housing development owned by the Oklahoma City Housing Authority.

The units at Will Rogers Courts are severely distressed, with serious structural, building and site design deficiencies. With a \$500,000 Choice Neighborhoods grant, the Oklahoma City Housing Authority plans to build upon momentum and investment in the nearby Wheeler District as well as existing neighborhood assets such as parks, commercial corridors, and schools.

The CNI Transformation Plan will develop the vision and plan to create a vibrant multigenerational community with first-class mixed-income housing, retail and green space; with equitable access to economic opportunities, neighborhood assets; and high performing neighborhood schools.

As detailed in the application OCHA issued a Request for Proposal (RFP) with the intent to solicit proposals for a Choice Neighborhood Planning Grant Coordinator.

A Planning Grant Coordinator is a person or entity separate from the Lead Applicant (OCHA) or Co-Applicant (the City of Oklahoma City) procured to help the grantee coordinate the planning process. The proposed Planning Coordinator will lead the development of a comprehensive neighborhood revitalization plan in accordance with the requirements and terms and conditions of the HUD NOFA and grant agreement.

The Planning Coordinator will provide technical assistance to OCHA in developing the Stockyards/Rotary Park Transformation Plan and work in partnership with other participating parties (including governmental agencies and key community stakeholders, such as businesses and civic organization representatives, and especially the residents of the target housing and neighborhood) and help to hold these parties accountable for implementation and sustained commitments.

To achieve these core goals of the CNI Program, the Planning Coordinator will lead the development and implementation of a comprehensive neighborhood revitalization strategy, or Transformation Plan. This Transformation Plan will become the guiding document for the revitalization of the public housing units at Will Rogers Courts Apartments, while simultaneously directing the transformation of the surrounding Stockyards/Rotary Park neighborhood and positive outcomes for families.

Urban Design Associates, LTD. (UDA) submitted their proposal in response to the October 1, 2023 OCHA Request for Proposals (RFP) HUD Choice Neighborhood Initiative (CNI) Planning Coordinator issued by OCHA.

UDA was founded in 1964 to involve citizens in decision-making about their cities, districts, neighborhoods, and communities. Ensuring that all people have access to equitable opportunities and a voice in the process is part of UDA's DNA. In the past century, UDA has worked with cities and housing authorities around the country to envision more equitable futures for the housing, neighborhoods, and people living in and near public housing communities.

UDA's team includes:

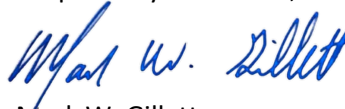
- Urban Design Associates, Lead Consultant, Planning Coordinator, Urban Design, Community Engagement
- CVR Associates, Choice Neighborhoods Expertise and Implementation Guidance

Together, the UDA team has worked on dozens of successful HUD Choice Neighborhoods Planning and Implementation grants. They bring in-depth knowledge of the Choice Neighborhoods program and creative best practices that other communities have used to transform their neighborhoods, forge partnerships, and successfully secure funding.

RECOMMENDATION:

Adopt the attached resolution approving the contract between OCAH and UDA for UDA to act as Planning Coordinator for the FY 2023 Choice Neighborhoods Planning Grant; subject to the negotiation of additional acceptable terms is in the best interests of OCHA.

Respectfully submitted,



Mark W. Gillett
Executive Director

MWG:km

Attachment:

Resolution No. 03-24

RESOLUTION NO. 3-24

RESOLUTION AUTHORIZING AGREEMENT WITH URBAN DESIGN ASSOCIATES,
LTD TO ACT AS HUD CHOICE INITIATIVE PLANNING COORDINATOR TO
FACILITATE THE PLANNING PROCESS FOR IMPLEMENTATION OF CHOICE
NEIGHBORHOODS PLANNING GRANT AWARD FOR TRANSFORMATION PLAN FOR
STOCKYARDS/ROTARY PARK NEIGHBORHOOD, SUBJECT TO NEGOTIATION OF
ACCEPTABLE FINAL TERMS

WHEREAS, the Oklahoma City Housing Authority (the “Authority”) is a public body corporate created pursuant to the Oklahoma Housing Act, 63 O.S. § 1051, et seq. (the “Act”), authorized to exercise its powers pursuant to resolution of the City Council of the City of Oklahoma City; and

WHEREAS, on April 4, 2023 the U.S .Department of Housing and Urban Development (“HUD”) issued the Choice Neighborhoods Planning Grant Notice of Funding Opportunity under Funding Opportunity number FRN-6700-N-38 for fiscal year 2023; Choice Neighborhoods Planning Grants being two-year grants designed to assist communities with severely distressed public and/or HUD-assisted housing in developing a successful neighborhood transformation plan, and building the support needed for successful transition from planning to implementation; and

WHEREAS, the Authority’s application (made with the City of Oklahoma City serving as co-applicant) for the Choice Neighborhoods Planning Grant (for the creation of a Transformation Plan for the Stockyards/Rotary Park Neighborhood) was approved, and the Authority accepted the award and approved entry into a grant agreement on October 25, 2023, by Res. No. 39-23 (the “Grant”); and

WHEREAS, the Authority issued an October 1, 2023 Request for Proposal (RFP) to solicit proposals for a Choice Neighborhood Planning Grant Coordinator to assist in coordination of the planning process in implementation of the projects contemplated under the Grant, as set out in more detail in the memorandum attached hereto; and

WHEREAS, Urban Design Associates, LTD (UDA) submitted a proposal in response to RFP; and

WHEREAS, the UDA team has worked on dozens of successful HUD Choice Neighborhoods Planning and Implementation grants, and would bring in-depth knowledge of the Choice Neighborhoods program and creative best practices that other communities have used to transform their neighborhoods, forge partnerships, and successfully secure funding; and

WHEREAS, Authority staff recommends entering into an agreement with UDA to serve as Choice Neighborhood Planning Grant Coordinator, subject to further negotiation of acceptable terms.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Housing Authority that accepting the proposal and approving an agreement with Urban Design Associates, LTD to act as Planning Coordinator for the FY 2023 Choice Neighborhoods Planning Grant Agreement, subject to the negotiation of additional acceptable terms is in the best interests of the Authority; and

BE IT FURTHER RESOLVED that the Executive Director and staff are authorized to negotiate the final terms of the Agreement with Urban Design Associates, LTD to act as Planning Coordinator in accordance with the Authority’s Bylaws, and subject to review and ratification by the Board.

ADOPTED this 24th day of January, 2024.

OKLAHOMA CITY HOUSING AUTHORITY

By _____
Rocky Chavez, Chairman

I, Mark W. Gillett, Secretary of the Board of Commissioners of the Oklahoma City Housing Authority, certify that the foregoing Resolution No. 3-24 was duly adopted at a regular meeting of the Board of Commissioners of the Oklahoma City Housing Authority, held at 1700 NE 4th St, Oklahoma City, Oklahoma 73117 on the 24th day of January, 2024; that said meeting was held in accordance with the By-Laws of the Oklahoma City Housing Authority and the Oklahoma Open Meeting Act; that a quorum was present at all times during said meeting; and that the resolution was duly adopted by a majority of those Commissioners present.

Secretary

	AYE	NAY	NOT PRESENT
LILLIE SWOPE			
ANNETTE WISK JACOBI			
ROCKY CHAVEZ			
WAYLAND CUBIT			
ALEX YAFFEE			



MEMORANDUM

Date

January 24, 2024

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Financial Statements – December 2023

Attached are December 2023 unaudited financial statements for the Central Office Cost Center (COCC), Public Housing (PH), Housing Choice Voucher (HCV) Programs and MAPS4 Programs.

The COCC, PH, HCV and MAPS4 programs had net year-to-date increases and/or (decreases) in retained earnings of (\$137,149.88), \$401,120.18, (\$1,652,996.17) and (\$4,752,130.64) respectively.

Respectfully submitted,

Mark W. Gillett
Executive Director

MWG:TH:pc

Attachments:

December 2023 Financial Statements

OKLAHOMA CITY HOUSING AUTHORITY
Central Office Cost Center
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
INCOME		
FEES		
Maint Fee For Service	61,591.43	1,111,095.80
Bookkeeping Fees	32,592.00	381,540.20
Property Mgmt Fees	170,902.52	2,034,075.42
Asset Management Fees	27,110.00	325,310.00
CFP Mgmt Fees	68,793.36	2,293,119.53
Resident Services Fees	16,828.00	202,678.00
TOTAL FEES	377,817.31	6,347,818.95
OTHER INCOME		
Investment Income	4,034.00	48,466.95
Misc Income - Other	0.00	38,235.70
Misc Income - Vending	0.00	4,373.25
TOTAL OTHER INCOME	4,034.00	91,075.90
TOTAL INCOME	381,851.31	6,438,894.85
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	328,874.53	2,538,900.07
Compensated Absences	1,786.35	-21,222.19
Legal Expenses	9,479.63	162,454.85
Staff Training	3,473.00	43,887.37
Travel	4,046.18	81,611.16
Accounting Fees	0.00	3,766.11
Auditing Fees	509.24	9,557.97
Other Professional Fees	8,275.60	220,759.52
EBC - Admin	58,697.52	584,930.29
Miscellaneous - Admin	50,605.50	605,260.91
TOTAL ADMINISTRATIVE EXPENSES	465,747.55	4,229,906.06
TENANT SERVICES EXPENSES		
Public & Other Transportation	700.00	700.00
TOTAL TENANT SERVICES EXPENSES	700.00	700.00
UTILITY EXPENSES		
Water	135.59	1,797.71
Electricity	2,077.97	40,791.80
Gas	1,051.07	7,608.11
Other Utilities	114.52	1,508.63
TOTAL UTILITY EXPENSES	3,379.15	51,706.25
MAINTENANCE AND OPERATIONS EXPENSES		

OKLAHOMA CITY HOUSING AUTHORITY
Central Office Cost Center
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
Maintenance Salaries	111,125.21	1,104,224.34
Materials	16,339.17	199,224.11
Maintenance Agreements - Equipment	18,895.45	207,029.38
Vehicle Mileage	45.85	1,763.30
HVAC Repair - Contracts	0.00	830.00
Elevator Repair	0.00	1,078.78
Equipment Repair	0.00	5,822.58
Unit Turnaround	0.00	-76.00
Rehab Materials	0.00	8,211.06
Landscaping & Grounds	287.50	5,043.75
OCHA Vehicle Repairs	4,639.44	26,554.06
Electrical Contracts	0.00	495.98
Janitorial - Contracts	2,768.75	30,945.90
Miscellaneous - Contracts	1,893.04	77,128.85
Fee For Service	0.00	1,476.38
Contract Labor	0.00	44,878.18
Leased Vehicles	173.35	18,672.94
Garbage & Trash Removal - Contracts	37.37	663.38
EBC - Maintenance	22,755.77	303,728.84
TOTAL M & O EXPENSES	178,960.90	2,037,695.81
SECURITY EXPENSES		
Security Salaries	0.00	177.60
Security Uniform Allowances	0.00	1,036.10
Security - Maint - Comm Eqpt	0.00	2,123.54
Security Vehicles	0.00	1,648.29
Security Misc Maint Materials	591.42	2,541.54
Alarm Services	289.70	3,827.96
Security Contract Services	0.00	16.00
EBC - Security	0.00	34.72
TOTAL SECURITY EXPENSES	881.12	11,405.75
INSURANCE EXPENSES		
Workers Comp Insurance	14,187.75	165,116.96
Property Insurance	626.50	7,513.82
Vehicle Insurance	10,640.53	124,708.81
General Liability Insurance	640.60	7,431.84
TOTAL INSURANCE EXPENSES	26,095.38	304,771.43
DEPRECIATION EXPENSE		
Depreciation Expense	9,705.62	118,690.18
TOTAL DEPRECIATION EXPENSES	9,705.62	118,690.18

OKLAHOMA CITY HOUSING AUTHORITY
Central Office Cost Center
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
NON-OPERATING ITEMS		
Gain or Loss on Disposal of F/A	0.00	-45,722.28
TOTAL NON-OPERATING ITEMS	0.00	-45,722.28
TOTAL EXPENSES	685,469.72	6,709,153.20
Operating Transfer In	15,075.00	180,900.00
Operating Transfer Out	-2,500.00	-30,000.00
CHANGE TO RETAINED EARNINGS	-291,043.41	-137,149.88
Depreciation Add-Back		
NET INCOME	-291,043.41	-137,149.88

OKLAHOMA CITY HOUSING AUTHORITY
Public Housing
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
INCOME		
TENANT INCOME		
Dwelling Rent	506,162.38	5,787,527.44
MF - Rent	0.00	-345.00
Retro Rent	1,542.00	10,636.00
Other Tenant Income	0.00	28,430.29
TOTAL TENANT INCOME	507,704.38	5,826,248.73
OPERATING SUBSIDY - PH		
Operating Subsidy - PH	1,137,892.00	13,672,199.00
TOTAL OPERATING SUBSIDY - PH	1,137,892.00	13,672,199.00
OTHER INCOME		
Tenant Damages	11,812.38	102,614.30
Misc Tenant Charges	19,934.64	256,554.06
Cleaning/Misc Tenant Chgs Clearing Acct	557.00	5,492.65
Misc Income - Other	0.00	166,591.58
Discounts Earned	0.00	32.41
TOTAL OTHER INCOME	32,304.02	531,285.00
TOTAL INCOME	1,677,900.40	20,029,732.73
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	28,037.89	302,291.27
Compensated Absences	1,456.06	-8,816.46
Legal Expenses	1,957.50	29,506.60
Staff Training	40.00	6,915.02
Travel	0.00	2,938.77
Accounting Fees	0.00	11,829.71
Auditing Fees	2,368.33	39,439.84
Other Professional Fees	18,908.48	19,291.48
EBC - Admin	6,857.56	83,375.09
Miscellaneous - Admin	59,816.60	496,339.33
Bookkeeping Fees - Admin	18,030.00	217,155.00
Property Management Fees	138,542.52	1,668,619.02
Asset Management Fees - Admin	27,110.00	325,310.00
Resident Services Fees	19,026.99	204,893.49
TOTAL ADMINISTRATIVE EXPENSES	322,151.93	3,399,088.16
TENANT SERVICES EXPENSES		
Tenant Services Salaries	156,611.12	1,375,629.23
Tenant Services - Other	138.96	14,367.06
Public & Other Transportation	0.00	93.62

OKLAHOMA CITY HOUSING AUTHORITY
Public Housing
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
Resident Participation Expenses	8,674.47	25,813.92
EBC - Tenant Services	33,781.69	339,216.50
Tenant Services - Contract Costs	20,694.68	209,366.81
TOTAL TENANT SERVICES EXPENSES	219,900.92	1,964,487.14
UTILITY EXPENSES		
Water	46,536.58	555,104.31
Electricity	70,838.11	1,183,569.42
Gas	27,288.03	262,793.58
Other Utilities	47,360.56	544,126.46
TOTAL UTILITY EXPENSES	192,023.28	2,545,593.77
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Salaries	202,181.60	1,713,468.68
Materials	65,607.05	803,104.39
Maintenance Agreements - Equipment	16,249.62	172,332.83
Vehicle Mileage	412.01	6,310.76
HVAC Repair - Contracts	10,486.49	271,314.46
Elevator Repair	3,764.45	50,682.93
Equipment Repair	0.00	47.68
Unit Turnaround	2,521.00	174,909.25
Rehab Fee for Service	0.00	202,485.00
Landscaping & Grounds	24,930.80	350,534.74
OCHA Vehicle Repairs	2,916.68	8,086.98
Plumbing - Contracts	20,339.21	344,599.32
Electrical Contracts	7,584.00	114,200.09
Extermination - Contracts	15,486.10	208,267.30
Janitorial - Contracts	13,436.40	182,064.64
Miscellaneous - Contracts	63,759.53	659,667.31
Fee For Service	0.00	3,836.19
Contract Labor	14,512.10	195,948.95
Leased Vehicles	99.89	20,962.95
Garbage & Trash Removal - Contracts	17,745.99	256,733.39
EBC - Maintenance	40,780.51	438,161.04
TOTAL M & O EXPENSES	522,813.43	6,177,718.88
SECURITY EXPENSES		
Security Salaries	171,305.44	1,508,265.39
Security Uniform Allowances	0.00	24,318.53
Security - Maint - Comm Eqpt	0.00	14,669.91
Security Vehicles	0.00	18,815.33
Security Misc Maint Materials	0.00	6,598.26
Alarm Services	1,574.56	14,162.44

OKLAHOMA CITY HOUSING AUTHORITY
Public Housing
INCOME STATEMENT

For the period of December 2023

Draft Version

	Period to Date	Year to Date
EBC - Security	35,145.72	372,301.81
TOTAL SECURITY EXPENSES	208,025.72	1,959,131.67
INSURANCE EXPENSES		
Workers Comp Insurance	11,689.74	156,671.15
Property Insurance	47,114.83	552,488.12
Vehicle Insurance	6,141.16	74,983.94
General Liability Insurance	17,024.89	207,395.38
Boiler & Machinery Insurance	1,554.51	15,822.00
TOTAL INSURANCE EXPENSES	83,525.13	1,007,360.59
OTHER GENERAL EXPENSES		
Payments in Lieu of Taxes	12,120.61	151,011.49
Bad Debt Expense - Tenants	13,500.00	828,902.07
TOTAL OTHER GENERAL EXPENSES	25,620.61	979,913.56
HOUSING ASSISTANCE PAYMENTS		
URP - PH Payments	33,721.00	343,624.00
TOTAL HOUSING ASSIST PMTS	33,721.00	343,624.00
DEPRECIATION EXPENSE		
Depreciation Expense	95,350.58	1,143,613.85
Depreciation Expense - Mod	122,859.40	1,549,128.53
Depr Expense - 2016 CFP	55.89	670.68
Depr Expense - 2017 CFP	12.90	154.74
Depr Expense - 2018 CFP	2,745.71	32,948.43
TOTAL DEPRECIATION EXPENSES	221,024.48	2,726,516.23
NON-OPERATING ITEMS		
Interest on Notes & Bonds Payable	5,567.09	66,805.08
Casualty Loss	0.00	-173,398.00
TOTAL NON-OPERATING ITEMS	5,567.09	-106,592.92
TOTAL EXPENSES	1,834,373.59	20,996,841.08
Operating Transfer In		
Operating Transfer Out	-15,075.00	-180,900.00
CHANGE TO RETAINED EARNINGS	-171,548.19	-1,148,008.35
Depreciation Add-Back	122,859.40	1,549,128.53
NET INCOME	-48,688.79	401,120.18

OKLAHOMA CITY HOUSING AUTHORITY
FSS Coordinator
INCOME STATEMENT

For the period of December 2023

Draft Version

	Period to Date	Year to Date
INCOME		
Grant Income	7,264.90	53,668.01
TOTAL INCOME	7,264.90	53,668.01
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	5,162.48	41,438.60
Staff Training	0.00	609.34
EBC - Admin	1,063.07	10,016.31
Miscellaneous - Admin	33.78	300.32
TOTAL ADMINISTRATIVE EXPENSES	6,259.33	52,364.57
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Agreements - Equipment	-80.63	0.00
TOTAL M & O EXPENSES	-80.63	0.00
INSURANCE EXPENSES		
Workers Comp Insurance	1,086.20	1,303.44
TOTAL INSURANCE EXPENSES	1,086.20	1,303.44
TOTAL EXPENSES	7,264.90	53,668.01
NET INCOME	0.00	0.00

OKLAHOMA CITY HOUSING AUTHORITY
ROSS 2021
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
INCOME		
Grant Income	11,725.21	101,574.59
TOTAL INCOME	11,725.21	101,574.59
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	9,197.98	79,578.80
Staff Training	0.00	1,338.68
EBC - Admin	1,626.22	12,118.39
Office Supplies	0.00	612.27
Postage	0.00	1.80
Telephone	267.51	2,816.43
Miscellaneous - Admin	66.72	2,237.26
TOTAL ADMINISTRATIVE EXPENSES	11,158.43	98,703.63
TENANT SERVICES EXPENSES		
Resident Participation Expenses	411.34	1,003.89
TOTAL TENANT SERVICES EXPENSES	411.34	1,003.89
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Agreements - Equipment	155.44	815.13
Vehicle Mileage	0.00	833.18
TOTAL M & O EXPENSES	155.44	1,648.31
INSURANCE EXPENSES		
Workers Comp Insurance	0.00	218.76
TOTAL INSURANCE EXPENSES	0.00	218.76
TOTAL EXPENSES	11,725.21	101,574.59
NET INCOME	0.00	0.00

OKLAHOMA CITY HOUSING AUTHORITY
Resident Services Division Enhancement Grant
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
INCOME		
Grant Income	863.04	16,966.97
TOTAL INCOME	863.04	16,966.97
EXPENSES		
ADMINISTRATIVE EXPENSES		
Staff Training	0.00	300.00
Travel	0.00	213.86
H/L/D - Admin	33.14	397.68
EBC - Admin	33.14	397.68
Forms	0.00	198.69
Office Supplies	0.00	2,512.64
Classified Ads	0.00	439.85
Telephone	780.18	9,314.52
Miscellaneous - Admin	0.00	1,067.43
TOTAL ADMINISTRATIVE EXPENSES	813.32	14,444.67
TENANT SERVICES EXPENSES		
TENANT SERVICES - OTHER		
Resident Participation Expenses	0.00	1,840.41
TOTAL TENANT SERVICES EXPENSES	0.00	1,840.41
MAINTENANCE AND OPERATIONS EXPENSES		
Maintenance Agreements - Equipment	1.55	33.81
Vehicle Mileage	0.00	166.38
TOTAL M & O EXPENSES	1.55	200.19
DEPRECIATION EXPENSE		
Depreciation Expense	48.17	481.70
TOTAL DEPRECIATION EXPENSES	48.17	481.70
TOTAL EXPENSES	863.04	16,966.97
NET INCOME	0.00	0.00

OKLAHOMA CITY HOUSING AUTHORITY
All Housing Choice Voucher Program
INCOME STATEMENT

For the period of December 2023

Draft Version

	Period to Date	Year to Date
INCOME		
Management Fees - CL/DF	0.00	20,000.00
Fraud Recovery - S8	2,942.50	62,858.59
Misc Income - Other	0.00	21,993.54
FSS Forfeiture	0.00	24,485.05
Admin Fees - S8	251,065.00	2,969,938.01
HAP Income	2,265,115.00	25,941,837.00
TOTAL INCOME	2,519,122.50	29,041,112.19
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	165,452.73	1,338,048.76
Compensated Absences	1,344.12	8,499.07
Legal Expenses	1,922.00	19,682.76
Staff Training	4.00	484.00
Travel	220.99	2,875.26
Accounting Fees	0.00	15,838.76
Auditing Fees	2,554.18	42,534.75
Other Professional Fees	1,350.60	1,419.60
EBC - Admin	33,813.65	353,611.24
Miscellaneous - Admin	15,039.63	190,538.63
FSS Expense	25.47	566.32
Bookkeeping Fees - Admin	13,680.00	153,208.80
Property Management Fees	30,400.00	340,464.00
TOTAL ADMINISTRATIVE EXPENSES	265,807.37	2,467,771.95
UTILITY EXPENSES		
Water	111.74	780.71
Electricity	722.67	13,166.29
Gas	276.71	2,366.77
Other Utilities	95.23	662.28
TOTAL UTILITY EXPENSES	1,206.35	16,976.05
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	834.53	16,929.17
Maintenance Agreements - Equipment	23,084.07	236,541.91
Vehicle Mileage	0.00	329.13
HVAC Repair - Contracts	102.95	564.02
Landscaping & Grounds	976.98	8,027.33
OCHA Vehicle Repairs	702.96	3,248.56
Plumbing - Contracts	0.00	739.25
Electrical Contracts	287.48	1,683.82
Extermination - Contracts	0.00	304.44

OKLAHOMA CITY HOUSING AUTHORITY
All Housing Choice Voucher Program
INCOME STATEMENT

For the period of December 2023

Draft Version

	Period to Date	Year to Date
Janitorial - Contracts	1,230.25	12,718.10
Miscellaneous - Contracts	3,815.78	14,405.84
Fee For Service	99.88	2,155.56
Contract Labor	20,818.70	143,504.06
Leased Vehicles	42.20	5,435.16
Garbage & Trash Removal - Contracts	0.00	21.77
TOTAL M & O EXPENSES	51,995.78	446,608.12
SECURITY EXPENSES		
Alarm Services	235.72	1,575.68
TOTAL SECURITY EXPENSES	235.72	1,575.68
INSURANCE EXPENSES		
Workers Comp Insurance	2,300.88	39,497.64
Property Insurance	282.22	3,273.34
Vehicle Insurance	1,401.63	16,450.56
General Liability Insurance	2,641.06	31,492.70
TOTAL INSURANCE EXPENSES	6,625.79	90,714.24
OTHER GENERAL EXPENSES		
Port-Out Admin Fee	1,052.41	13,900.71
TOTAL OTHER GENERAL EXPENSES	1,052.41	13,900.71
HOUSING ASSISTANCE PAYMENTS		
Occupied Units - HAP	2,467,762.00	26,684,566.00
Port-Out HAP/URP Payments	28,510.00	413,019.00
HAP URP	47,952.00	537,919.61
HAP FSS Escrow - S8	5,457.00	57,530.34
HAP Agreement Expense Recovery	-2,942.49	-62,849.54
TOTAL HOUSING ASSIST PMTS	2,546,738.51	27,630,185.41
DEPRECIATION EXPENSE		
Depreciation Expense	3,007.25	37,087.06
TOTAL DEPRECIATION EXPENSES	3,007.25	37,087.06
TOTAL EXPENSES	2,876,669.18	30,704,819.22
NET INCOME	-357,546.68	-1,663,707.03

OKLAHOMA CITY HOUSING AUTHORITY
5 Year Mainstream
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
INCOME		
Misc Income - Other	0.00	1,229.16
Admin Fees - S8	18,066.00	227,476.00
HAP Income	145,211.00	1,630,959.00
TOTAL INCOME	163,277.00	1,859,664.16
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	9,040.62	74,040.14
Compensated Absences	75.12	475.00
Accounting Fees	0.00	1,095.44
Auditing Fees	142.75	2,377.20
EBC - Admin	1,871.94	19,696.89
Office Supplies	0.00	29.46
Postage	311.67	2,669.98
Telephone	284.45	2,437.32
Miscellaneous - Admin	60.14	948.96
Bookkeeping Fees - Admin	831.60	10,731.60
Property Management Fees	1,848.00	23,848.00
TOTAL ADMINISTRATIVE EXPENSES	14,466.29	138,349.99
UTILITY EXPENSES		
Electricity	40.39	1,335.53
TOTAL UTILITY EXPENSES	40.39	1,335.53
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	0.00	434.74
Maintenance Agreements - Equipment	1,125.89	11,554.41
HVAC Repair - Contracts	0.52	2.84
Landscaping & Grounds	3.45	93.25
Plumbing - Contracts	0.00	3.73
Electrical Contracts	1.45	8.49
Miscellaneous - Contracts	55.02	212.11
Fee For Service	1.84	39.64
Leased Vehicles	2.80	63.59
TOTAL M & O EXPENSES	1,190.97	12,412.80
INSURANCE EXPENSES		
Workers Comp Insurance	189.30	2,268.18
Property Insurance	15.77	182.92
Vehicle Insurance	78.33	919.34
General Liability Insurance	147.60	1,760.02
TOTAL INSURANCE EXPENSES	431.00	5,130.46

OKLAHOMA CITY HOUSING AUTHORITY
5 Year Mainstream
INCOME STATEMENT

For the period of December 2023

Draft Version

	Period to Date	Year to Date
HOUSING ASSISTANCE PAYMENTS		
Occupied Units - HAP	139,071.00	1,665,966.00
HAP URP	315.00	4,113.00
TOTAL HOUSING ASSIST PMTS	139,386.00	1,670,079.00
TOTAL EXPENSES	155,514.65	1,827,307.78
NET INCOME	7,762.35	32,356.38

OKLAHOMA CITY HOUSING AUTHORITY
Mod Rehab Program
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
INCOME		
Misc Income - Other	0.00	58.65
Admin Fees - S8	114.40	7,203.50
HAP Income	405.60	21,550.78
TOTAL INCOME	520.00	28,812.93
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	431.33	3,532.47
Compensated Absences	3.58	22.66
Accounting Fees	0.00	431.31
Auditing Fees	6.81	113.41
EBC - Admin	89.32	939.75
Postage	14.87	127.40
Telephone	13.57	116.30
Miscellaneous - Admin	2.87	33.27
Bookkeeping Fees - Admin	50.40	493.20
Property Management Fees	112.00	1,096.00
TOTAL ADMINISTRATIVE EXPENSES	724.75	6,905.77
UTILITY EXPENSES		
Electricity	1.93	68.62
TOTAL UTILITY EXPENSES	1.93	68.62
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	0.00	57.20
Maintenance Agreements - Equipment	53.71	551.26
HVAC Repair - Contracts	0.31	1.71
Landscaping & Grounds	2.07	13.63
Plumbing - Contracts	0.00	2.24
Electrical Contracts	0.87	5.10
Miscellaneous - Contracts	2.63	11.52
Fee For Service	0.31	6.62
Leased Vehicles	0.13	16.28
TOTAL M & O EXPENSES	60.03	665.56
INSURANCE EXPENSES		
Workers Comp Insurance	9.03	108.20
Property Insurance	0.75	7.50
Vehicle Insurance	3.74	37.40
General Liability Insurance	7.04	70.40
TOTAL INSURANCE EXPENSES	20.56	223.50

OKLAHOMA CITY HOUSING AUTHORITY
Mod Rehab Program
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
HOUSING ASSISTANCE PAYMENTS		
Occupied Units - HAP	1,514.00	15,104.00
TOTAL HOUSING ASSIST PMTS	1,514.00	15,104.00
TOTAL EXPENSES	2,321.27	22,967.45
NET INCOME	-1,801.27	5,845.48

OKLAHOMA CITY HOUSING AUTHORITY
Emergency Housing Vouchers
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
INCOME		
EHV Services Fees	0.00	100.00
EHV Issuance Fees	700.00	1,500.00
Misc Income - Other	0.00	175.94
Admin Fees - S8	2,812.00	31,417.00
HAP Income	26,150.00	248,093.00
TOTAL INCOME	29,662.00	281,285.94
EXPENSES		
ADMINISTRATIVE EXPENSES		
Administrative Salaries	1,293.98	10,597.36
Compensated Absences	10.75	67.99
Accounting Fees	0.00	14.56
Auditing Fees	20.43	340.21
EBC - Admin	267.93	2,819.14
Postage	44.61	382.16
Telephone	19.83	223.56
Miscellaneous - Admin	8.61	98.21
TOTAL ADMINISTRATIVE EXPENSES	1,666.14	14,543.19
TENANT SERVICES EXPENSES		
EHV Service Fee Expense	0.00	1,272.50
TOTAL TENANT SERVICES EXPENSES	0.00	1,272.50
UTILITY EXPENSES		
Electricity	5.78	110.11
TOTAL UTILITY EXPENSES	5.78	110.11
MAINTENANCE AND OPERATIONS EXPENSES		
Materials	0.00	58.27
Maintenance Agreements - Equipment	182.03	1,779.03
Landscaping & Grounds	0.00	10.95
Miscellaneous - Contracts	7.88	30.01
Contract Labor	456.71	23,251.40
Leased Vehicles	0.40	5.64
TOTAL M & O EXPENSES	647.02	25,135.30
INSURANCE EXPENSES		
Workers Comp Insurance	27.09	324.60
Property Insurance	2.26	22.60
Vehicle Insurance	11.22	131.68
General Liability Insurance	21.13	251.96
TOTAL INSURANCE EXPENSES	61.70	730.84

OKLAHOMA CITY HOUSING AUTHORITY
Emergency Housing Vouchers
INCOME STATEMENT
For the period of December 2023
Draft Version

	Period to Date	Year to Date
HOUSING ASSISTANCE PAYMENTS		
Occupied Units - HAP	24,109.00	260,025.00
HAP URP	570.00	6,960.00
TOTAL HOUSING ASSIST PMTS	24,679.00	266,985.00
TOTAL EXPENSES	27,059.64	308,776.94
NET INCOME	2,602.36	-27,491.00

1/19/2024 4:00 PM

**OKLAHOMA CITY HOUSING AUTHORITY
MAPS 4**

INCOME STATEMENT

For the period of December 2023

Draft Version

	Period to Date	Year to Date
INCOME		
Grant Income	4,719,945.64	4,752,130.64
Interest Income	195.00	195.00
TOTAL INCOME	4,720,140.64	4,752,325.64
EXPENSES		
ADMINISTRATIVE EXPENSES		
Miscellaneous - Admin	0.00	195.00
TOTAL ADMINISTRATIVE EXPENSES	0.00	195.00
TOTAL EXPENSES	0.00	195.00
NET INCOME	4,720,140.64	4,752,130.64
EXCESS CASH TRANSFERS		
Operating Tsf Out	-4,719,945.64	-4,752,130.64
TOTAL EXCESS CASH TRANSFERS	-4,719,945.64	-4,752,130.64

OKLAHOMA CITY HOUSING AUTHORITY
Community Development Block Grant
INCOME STATEMENT

For the period of December 2023

Draft Version

	Period to Date	Year to Date
INCOME		
Grant Income	24,175.00	256,541.00
TOTAL INCOME	24,175.00	256,541.00
EXPENSES		
MAINTENANCE AND OPERATIONS EXPENSES		
Miscellaneous - Contracts	24,175.00	256,541.00
TOTAL M & O EXPENSES	24,175.00	256,541.00
TOTAL EXPENSES	24,175.00	256,541.00
NET INCOME	0.00	0.00



MEMORANDUM

Date

December 20, 2023

TO: Chair and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Six Months Summary

A detailed analysis of the attached Six Months Summary of Operations will be included in the Secretary's Report at the Board meeting.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Mark W. Gillett".

Mark W. Gillett
Executive Director

MWG:ad

Attachments:

Six Months Summary



Oklahoma City Housing Authority

Six-Months Summary of Operations

July – December, 2023



Income Statement

	2022 Actual YTD	2023 Actual YTD
Central Office Cost Center Net Income <Loss>	\$ <1,160,225.82>	\$ <137,149.88>
Public Housing Net Income <Loss>	\$ 1,393,783.51	\$ 401,120.18
Sec 8 Mod. Rehab Net Income <Loss>	\$ 3,183.06	\$ 5,845.48
Sec 8 – 5 Yr. Mainstream Vouchers Net Income <Loss>	\$ 42,064.82	\$ 32,356.38
Sec 8 HC Voucher:		
Net Admin Fee Income <Loss>	\$ 329,380.95	\$ 24,641.38
Net HAP Income <Loss>	\$ 1,280,037.82	\$ <1,688,348.41>
Net Income <Loss>	\$ 1,609,418.77	\$ <1,663,707.03>



Six-Month Summary

Public Housing

The following four slides contain six-month summary information on:

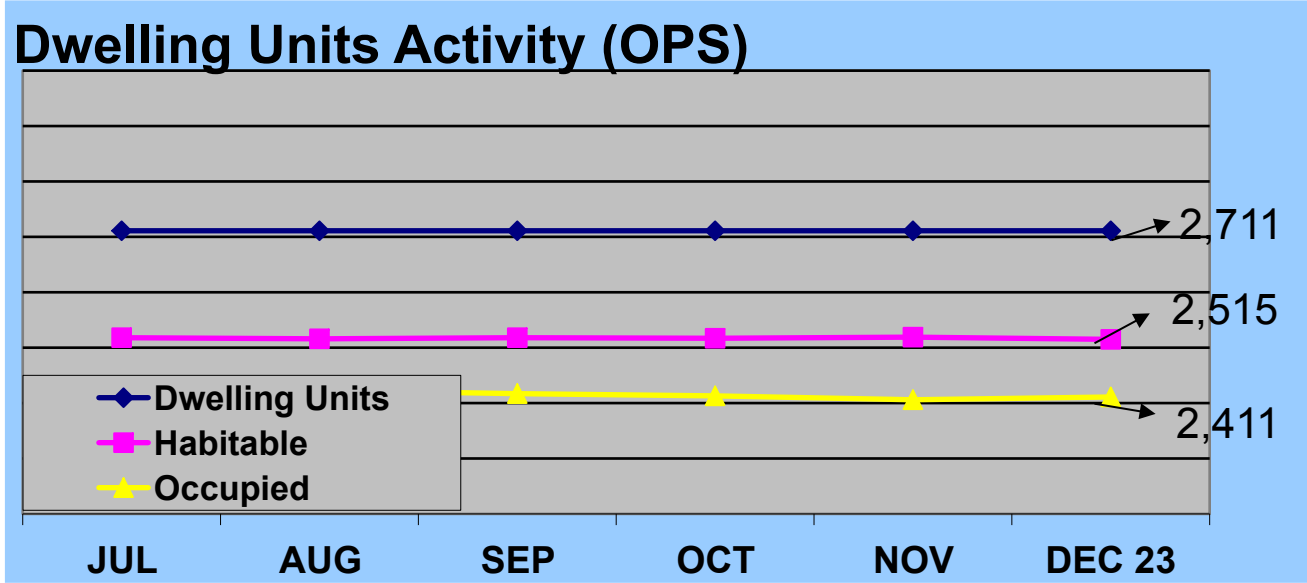
- Dwelling Unit Activity July – December, 2023
- Collections Activity July – December, 2023



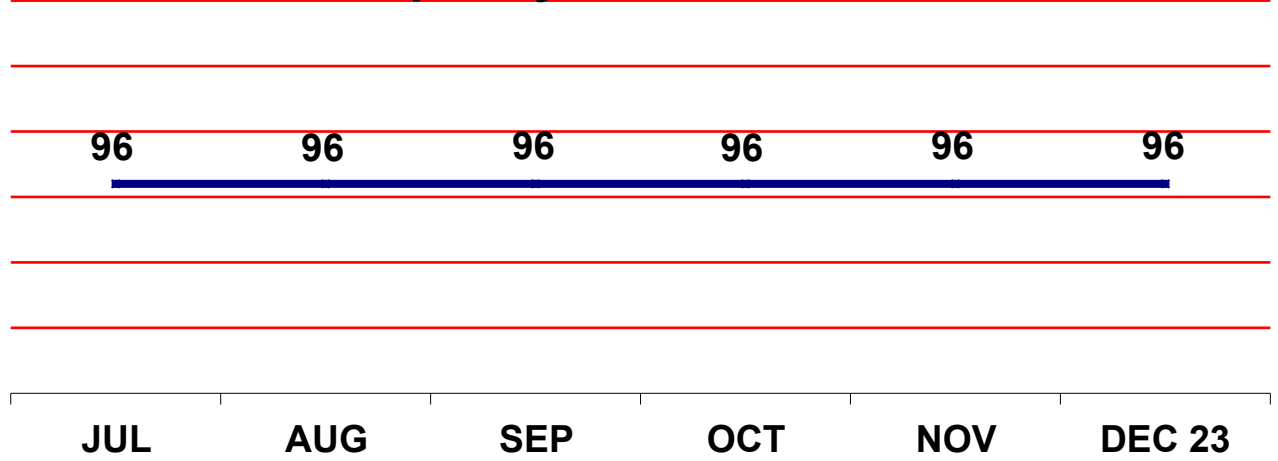
Six-Month Summary

PUBLIC HOUSING

DWELLING UNIT ACTIVITY (OPS)



Occupancy Percentile

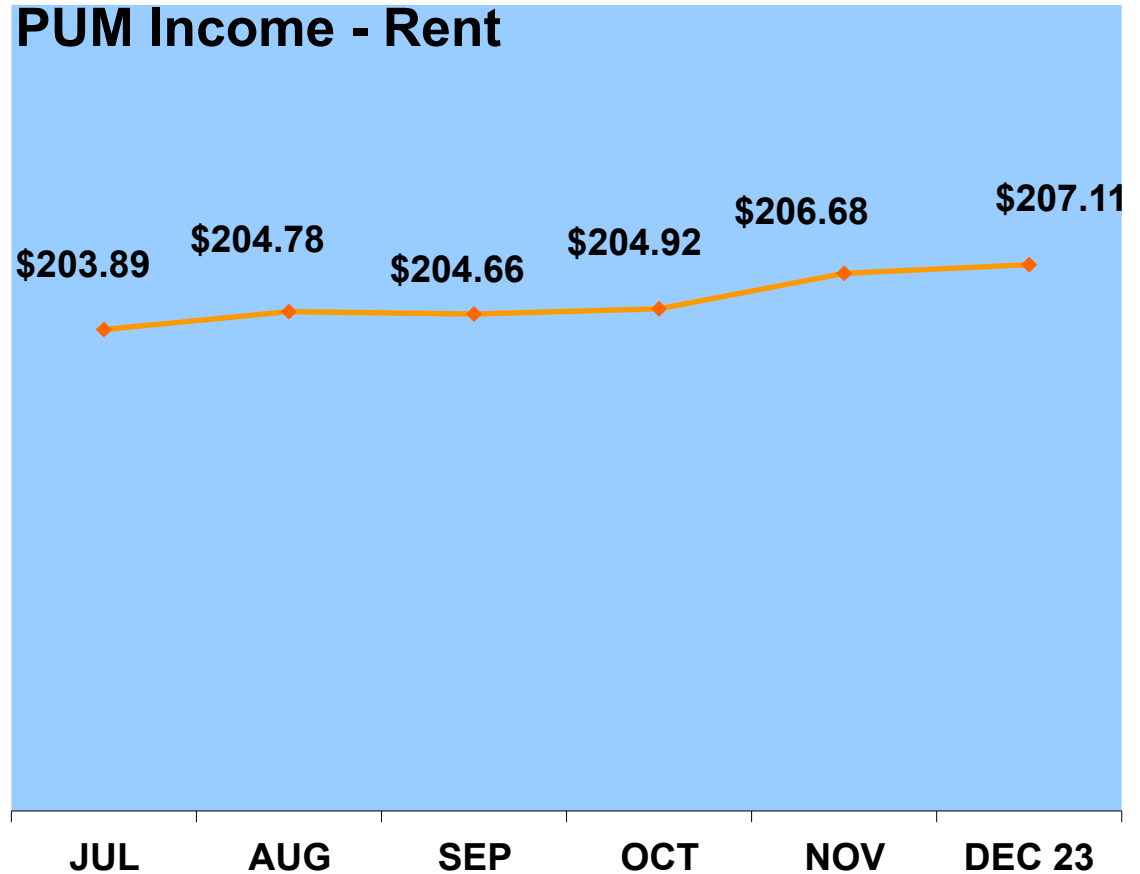




Six-Month Summary

PUBLIC HOUSING

COLLECTIONS
(FIN/OPS)



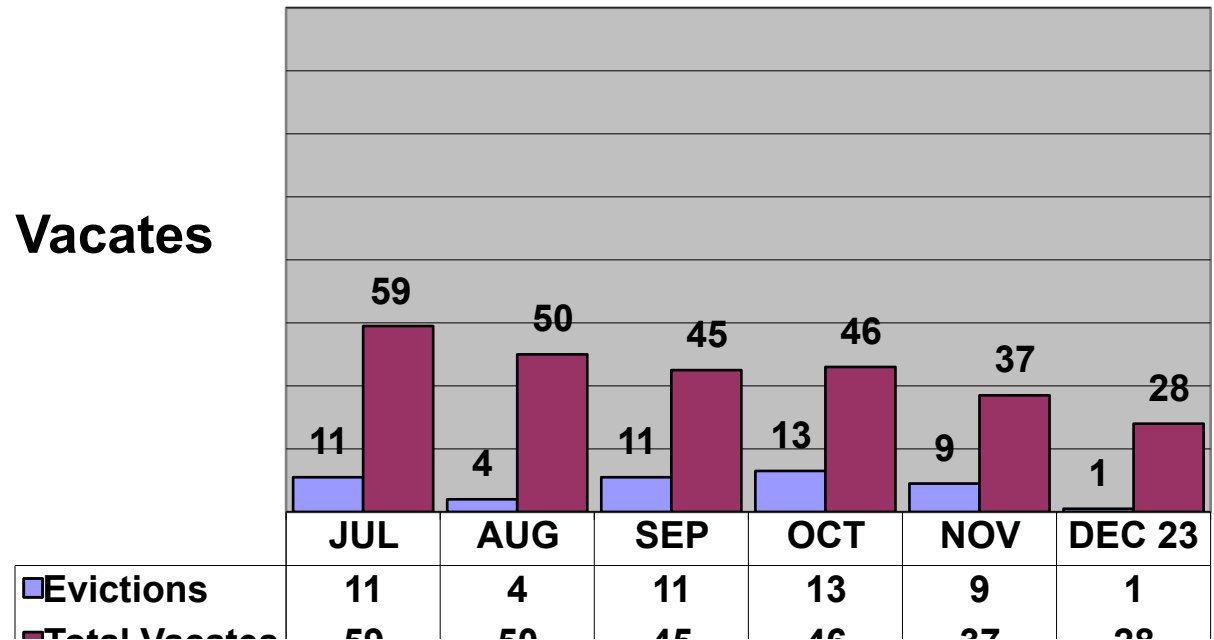


Six-Month Summary

PUBLIC HOUSING

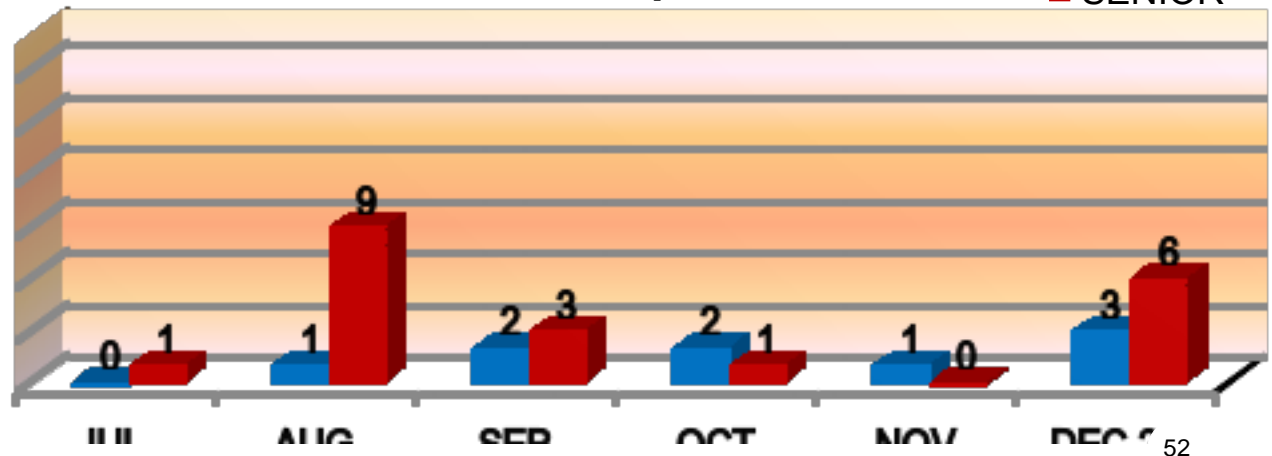
DWELLING UNIT ACTIVITY (OPS)

Vacates



Preference Lease-ins Effective April 27, 2016

■ FAMILY
■ SENIOR



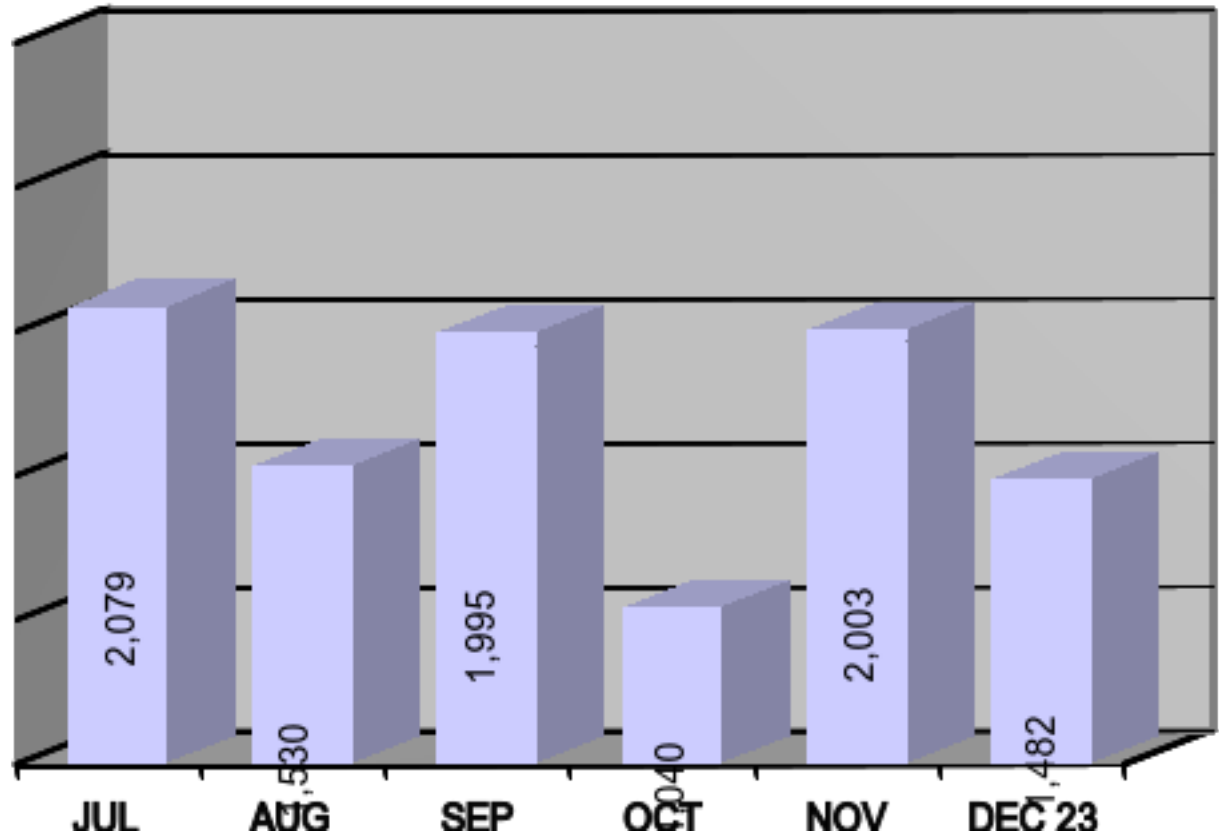


Six-Month Summary

PUBLIC HOUSING

DWELLING UNIT ACTIVITY (OPS)

Work Orders Performed





Six-Month Summary

Housing Choice Voucher Program

The following two slides contain six-month summary information on:

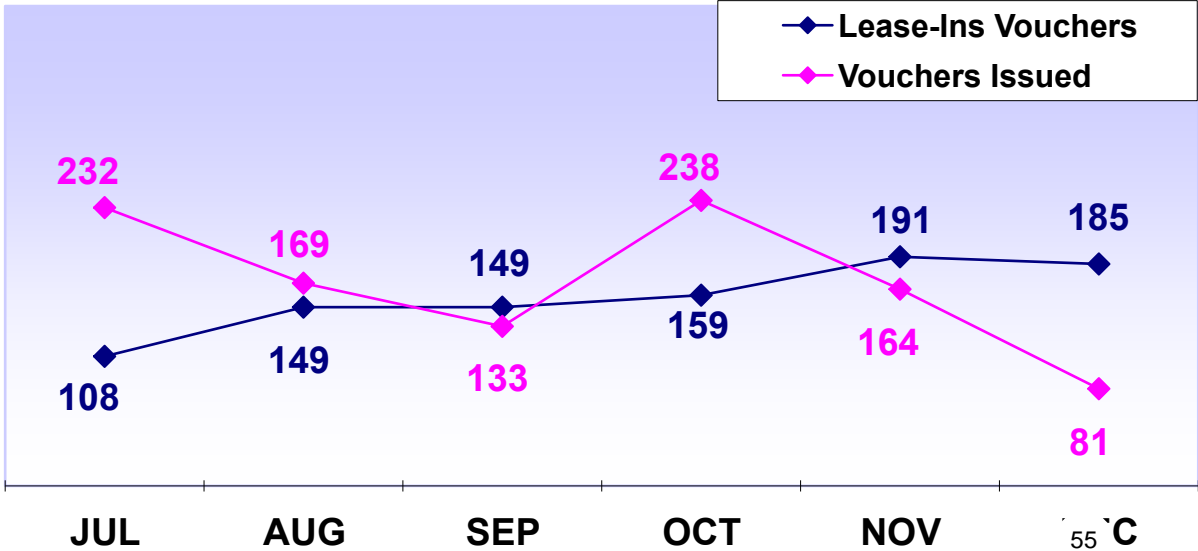
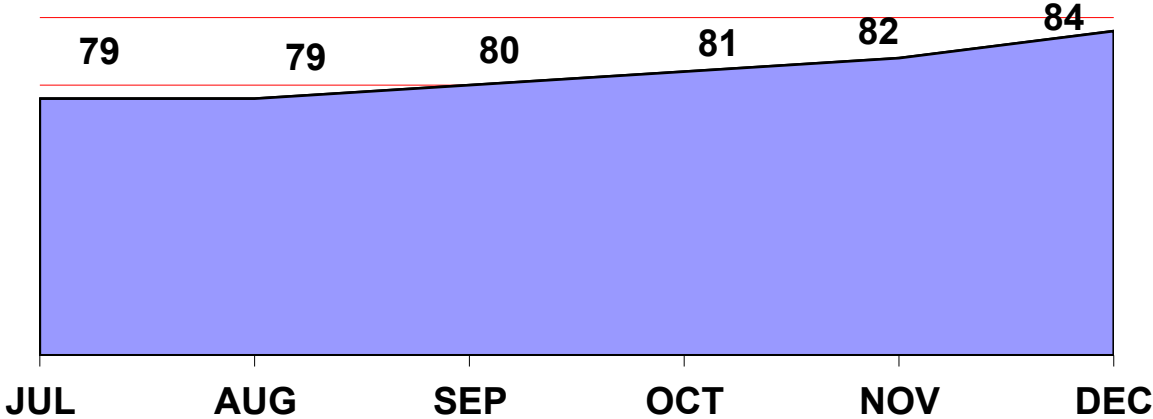
- Occupancy July – December, 2023
- Voucher Activity July – December, 2023
- Program Utilization July – December, 2023



Six-Month Summary

HOUSING CHOICE VOUCHER PROGRAM

Occupancy Percentile End of Month

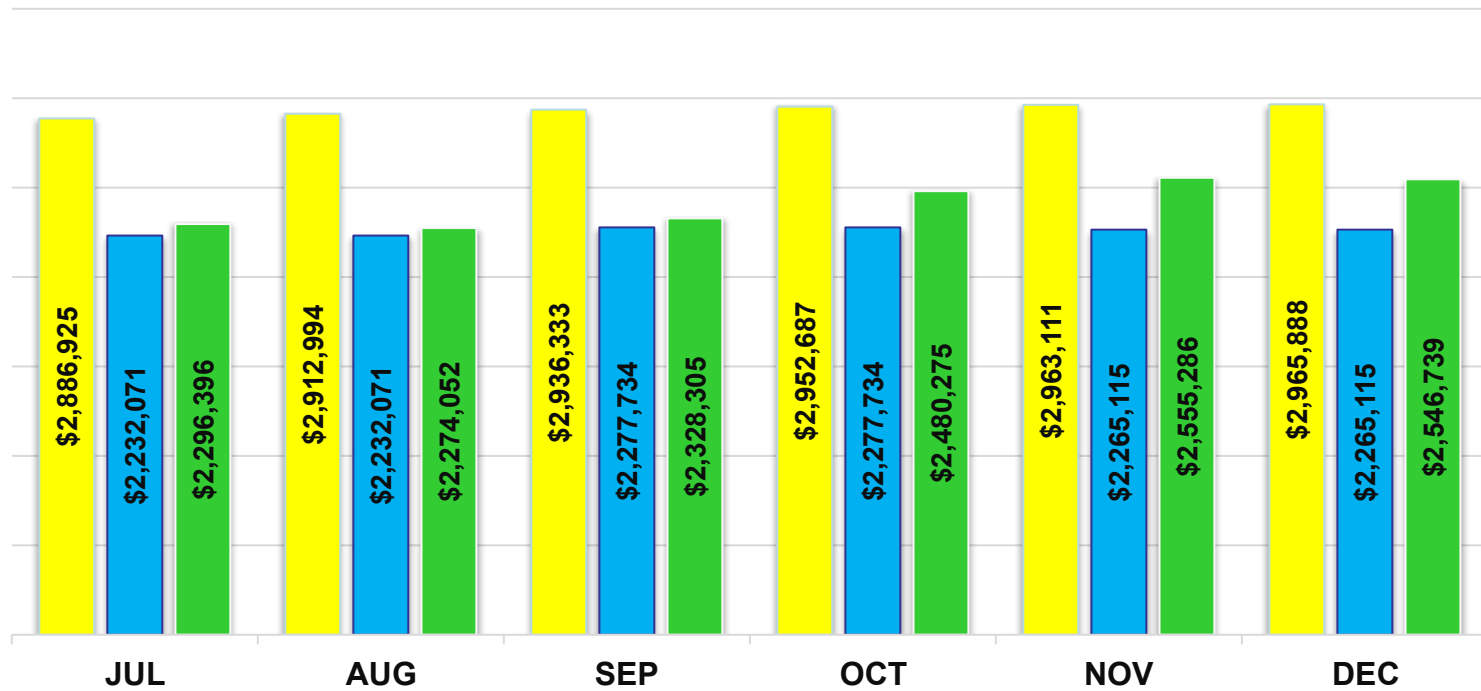




Six-Month Summary

HOUSING CHOICE VOUCHER PROGRAM

■ Available HAP ■ HAP Income ■ HAP Expense





Six-Month Summary

Personnel

The following slide contains six-month summary information on:

- Total Employee Positions July – December, 2023
 Filled and Vacant



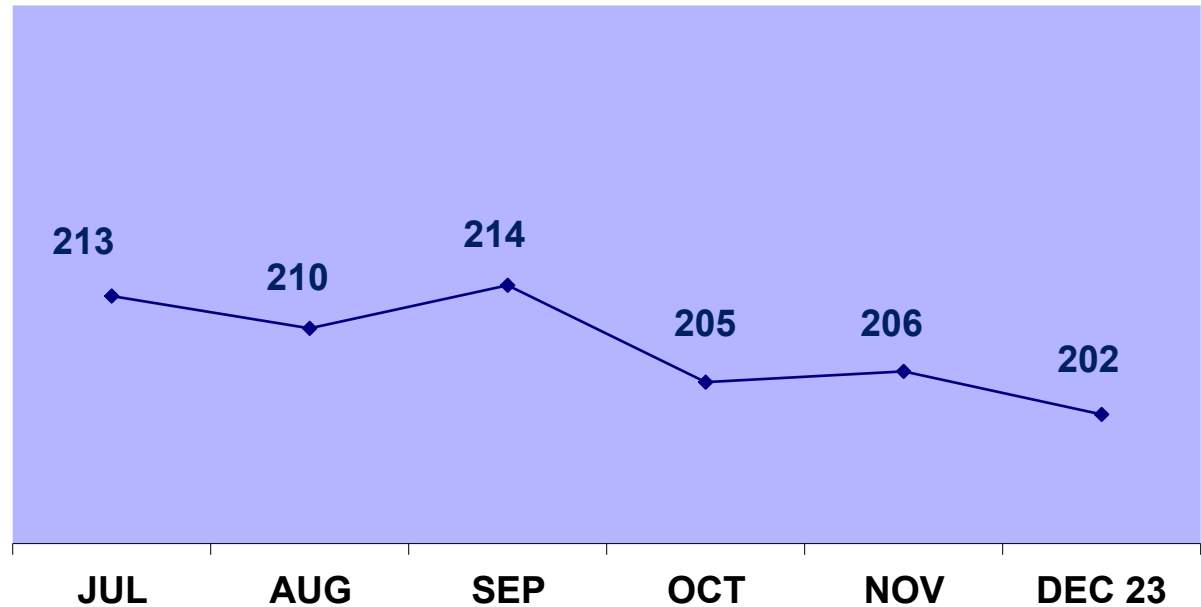
Six-Month Summary

PERSONNEL
(ADMIN.)

**Total Current
Vacancies**

38

Total Employee Positions Filled





Six-Month Summary

Security

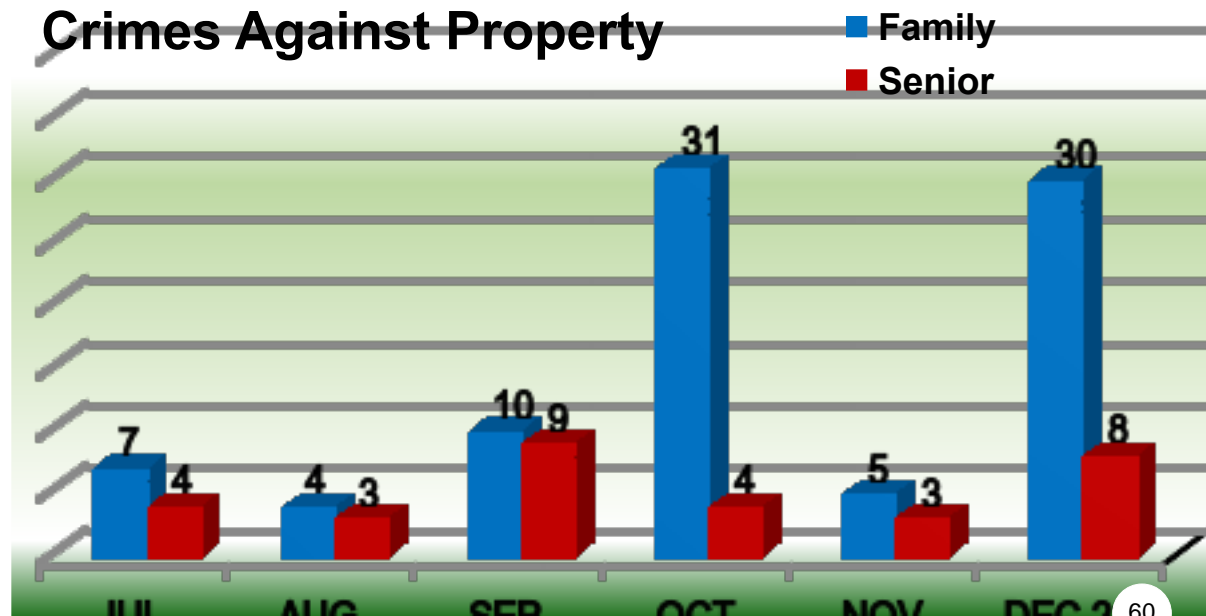
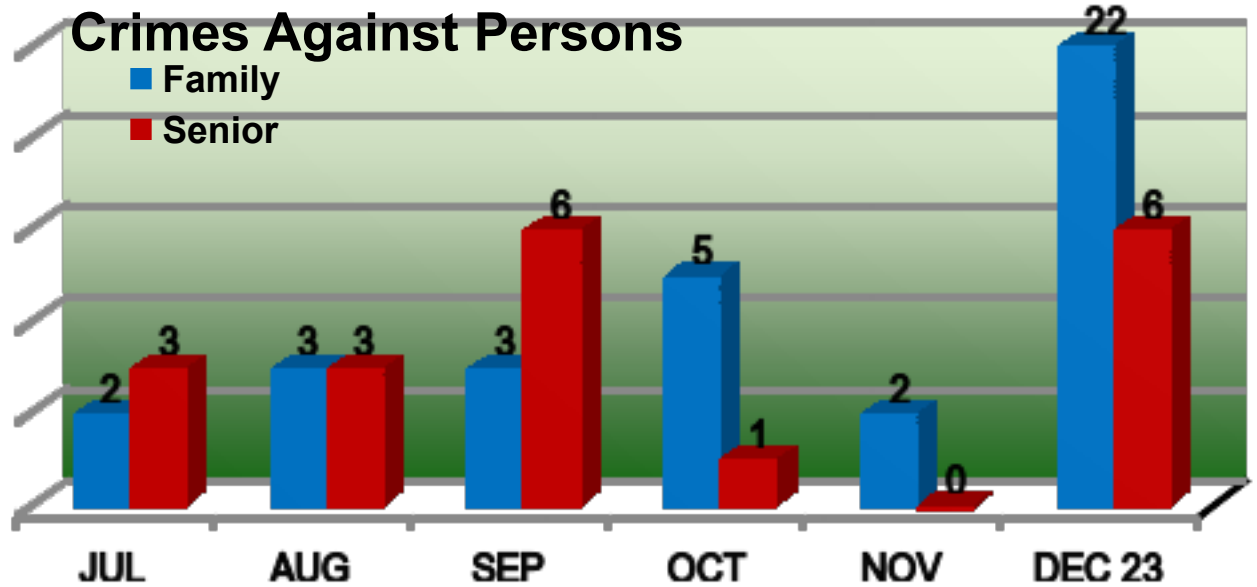
The following three slides contains six-month summary information on:

- Crimes Against Persons July – December, 2023
- Crimes Against Property July – December, 2023
- Drug Offenses July – December, 2023
- Fires July – December, 2023
- Lease Violations July – December, 2023



Six-Month Summary

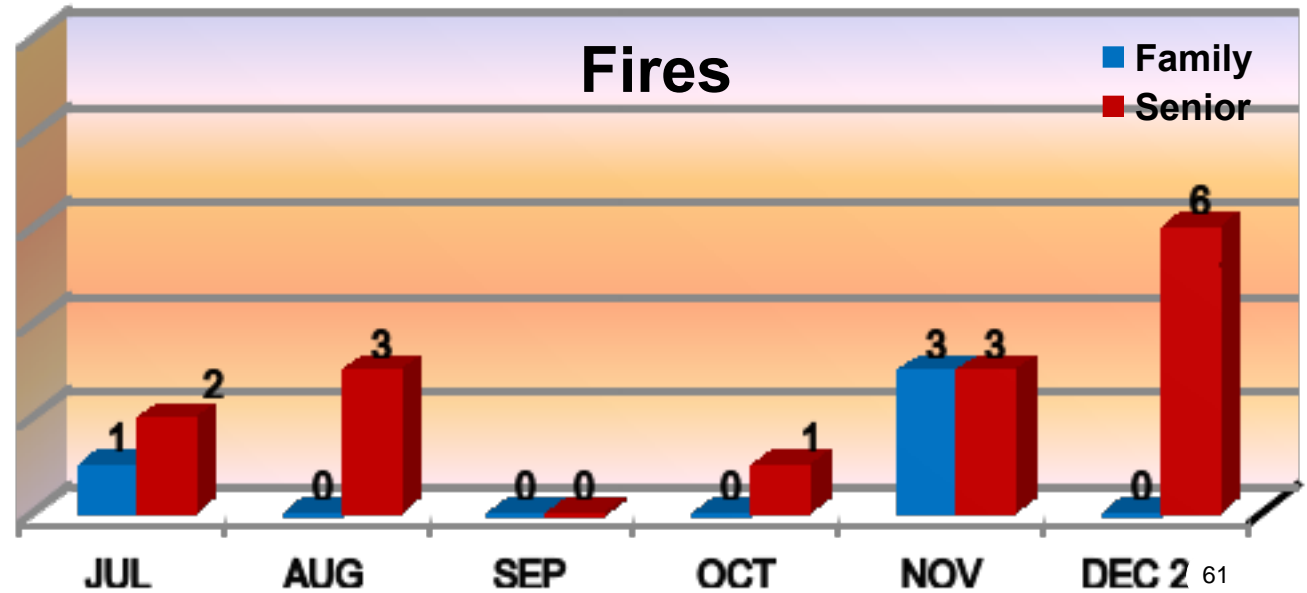
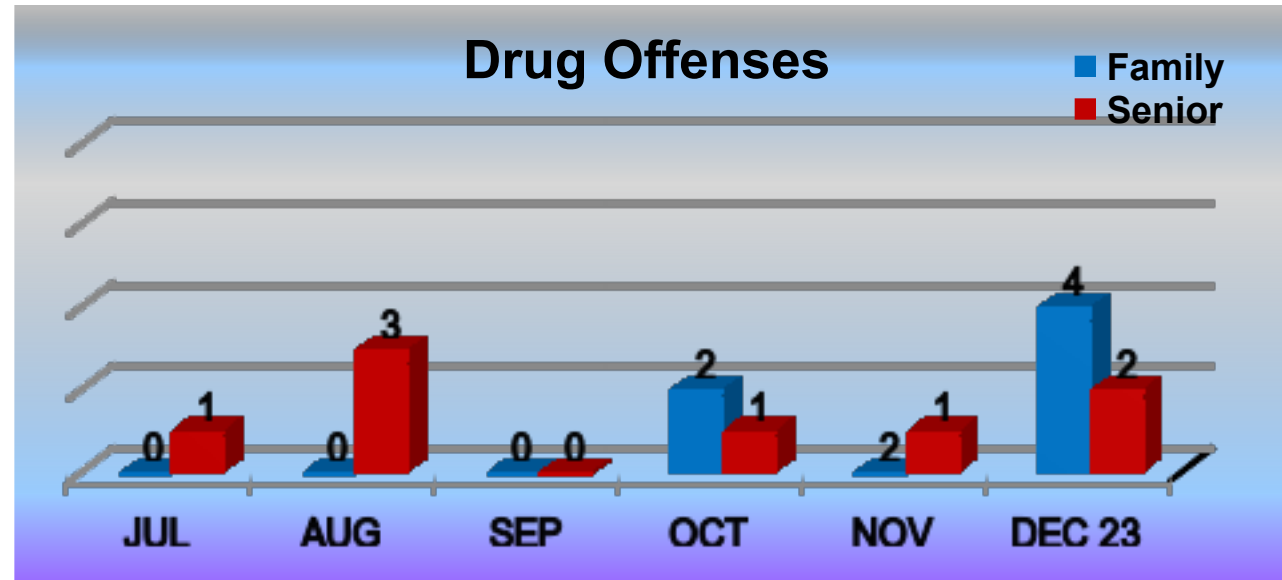
SECURITY
ACTIVITY (SEC.)





Six-Month Summary

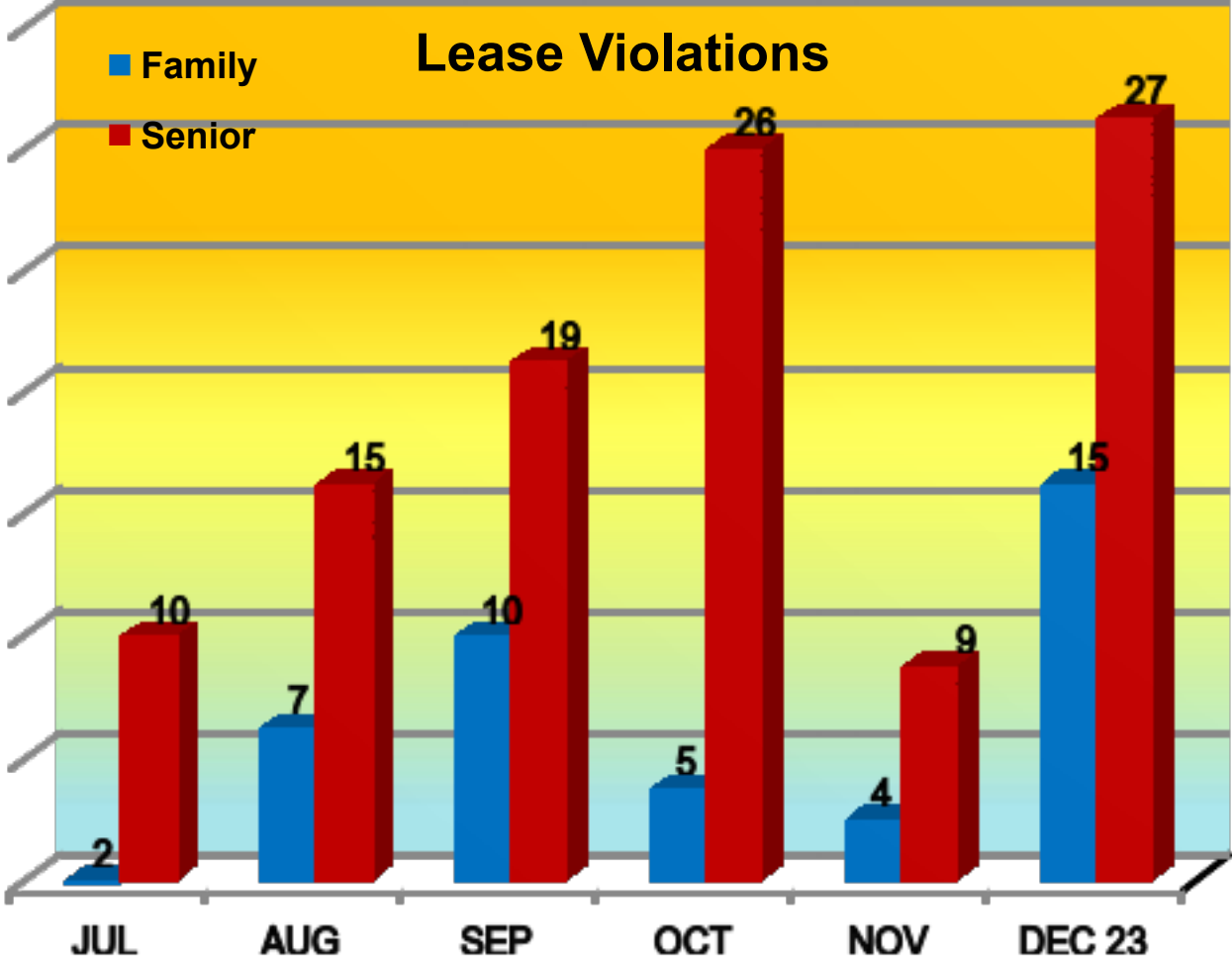
SECURITY ACTIVITY (SEC.)





Six-Month Summary

SECURITY
ACTIVITY (SEC.)





MEMORANDUM

Date

January 30, 2023

TO: Chairman and Members of the Board of Commissioners

FROM: Executive Director

SUBJECT: Forfeiture/Unallocated Plan Asset Account

EMPOWER GENERAL ACCOUNT

Balance Forward, December 31, 2021	6,015.28	
Interest Earned & Other	9,157.78	
Funds used for Employer Match	<u>(13,647.65)</u>	
Balance at December 31, 2022		<u>\$1,525.41</u>

Respectfully submitted,

Mark W. Gillett
Executive Director

MWG:TH:pc