

Vermilion Housing Authority




Board of Commissioners

September 15, 2022

Board Packet



TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director 

DATE: September 12, 2022

SUBJECT: Board of Commissioners Monthly Meeting

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for **Thursday, September 15, 2022 at 4:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois or via teleconference.**

Join Zoom Meeting

<https://us02web.zoom.us/j/84839179799?pwd=ek1vaVgyb0V5eEN4cWlTQXdaQW9Zdz09>

Meeting ID: 848 3917 9799

Passcode: 724722

One tap mobile

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Dial by your location

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+1 301 715 8592 US (Washington DC)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

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Meeting ID: 848 3917 9799

Passcode: 724722


Find your local number: <https://us02web.zoom.us/j/kcShlg8mi0>

JV:sh



1607 Clyman Lane
Danville, IL 61832
P: (217) 443-0621 F: (217) 431-7059
Jaclyn Vinson, Executive Director

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: September 12, 2022

SUBJECT: Board of Commissioners Monthly Meeting

The next regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for **Thursday, September 15, 2022 at 4:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois or via teleconference.**

Copies of information and business items are enclosed. Please contact me at (217) 444-3101 if you have any questions.

JV:sh
Enclosures

**BOARD OF COMMISSIONERS
REGULAR MEETING
FAIR OAKS ADMINISTRATION BUILDING
BOARD ROOM OR VIA TELECONFERENCE
THURSDAY, SEPTEMBER 15, 2022
AGENDA**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda [voice vote]
4. Public and Resident Comments:
Comments will be accepted on items listed on the agenda for action at the September Board of Commissioners meeting with a 3 minute limit or with an authorized form signed and turned in prior to the meeting-ED
5. Approval of August 18, 2022 - VHA Board Minutes (pages 1- 6)
6. Police Reports (pages 7-8)
7. Department Reports:
 - (a) Public Housing (pages 9-10)
 - (b) HCV (pages 11-12)
 - (c) Finance (pages 13-30)
 - (d) Personnel (page 31)
8. New Business [all the below items – roll call vote]
 - * (a) A/E Project Management for Centennial Manor Roof Repairs (pages 32-38)
 - * (b) Project Change Order- Ramey Court (pages 39-41)
 - * (c) Infrastructure Improvement Project- AMP 101- Redden Court Parking Lot (pages 42-44)

* (d) A/E Project Management for Fair Oaks Waterline Replacement
(pages 45-53)

9. Other Business
 - (a) Project Updates
10. Chairman/Commissioner Comments
11. Adjournment

***NEED BOARD APPROVAL AND/OR RESOLUTION**

-The next regularly scheduled meeting of the Board of Commissioners is October 20, 2022 at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL or via teleconference. We will begin at 4:00 p.m. The Annual Meeting will start at 4:00 with the election of officers.

MINUTES OF
AUGUST 18, 2022
REGULAR BOARD MEETING

The Board of Commissioners of the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority met in regular session on August 18, 2022 at 4:10 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois and via Zoom. Chairman O'Shaughnessy asked that everyone stand and recite the "Pledge of Allegiance." Upon roll call requested by Chairman O'Shaughnessy, those present and absent were:

PRESENT: Harsha Gurujal, Vice Chairman – Gary Miller, Chairman – Pat O'Shaughnessy and Lindsay VanFleet
ABSENT: Carla Boyd, Courtney Watson and Deanna Witzel
ALSO PRESENT: Executive Director, Jaclyn Vinson; Chief Financial Officer, Amber McCoy and Director of Housing Operations, Brittany Savalick

Chairman O'Shaughnessy called for any additions or deletions to item number 3 on the agenda. None were presented. Chairman O'Shaughnessy then called for a motion to approve the agenda as presented. Vice Chairman Miller moved that the agenda be approved as presented. Commissioner VanFleet seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the agenda which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy and L. VanFleet
NAYES: None
ABSENT: C. Boyd, C. Watson and D. Witzel

Chairman O'Shaughnessy opened the floor to public and resident comments, item number 4 on the agenda. None were presented.

Chairman O'Shaughnessy asked for any additions or deletions to the minutes from the July 21, 2022 Regular Board Meeting Minutes and Closed Session Minutes item number 5 on the agenda. None were presented. Chairman O'Shaughnessy stated that if there were no additions or corrections, he needs a motion to approve the minutes. Vice Chairman Miller made a motion that the minutes from the July 21, 2022 Regular Board Meeting Minutes and Closed Session Minutes be approved. Commissioner Gurujal seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the

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minutes of the July 21, 2022 Regular Board Meeting Minutes and Closed Session Minutes which produced the following:

AYES: G. Miller, P. O'Shaughnessy, L. VanFleet and H. Gurujal
NAYES: None
ABSENT: C. Watson, D. Witzel and C. Boyd

Chairman O'Shaughnessy asked for item number 6 on the agenda – Police Reports. Mrs. Vinson stated there were 12 police calls for July.

Chairman O'Shaughnessy asked for item number 7 on the agenda – Director's reports.

(a) **Public Housing** – Brittany Savalick went over the July report. She stated they were at 97% occupancy for July at all AMPs. She also went over the ROSS Grant report.

(b) **HCV/Section 8** – Brittany Savalick went over the July report. She stated they were at 423.

(c) **Finance** – Amber McCoy went over the Finance, TAR's and Expenditures Report for July.

(d) **Personnel** – Amber McCoy went over the July report.

Chairman O'Shaughnessy asked if there were any other questions regarding the reports. None were presented.

Chairman O'Shaughnessy asked for item number 8 on the agenda – Pest Control Services for all AMPs and IT Services.

(a) **Pest Control Services for all AMPs** – Mrs. Vinson went over the proposals. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Gurujal made a motion to approve Terminix for Pest Control Services for all AMPs. Vice Chairman Miller seconded it.

RESOLUTION NO. 2022-26

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve Terminix for pest control services from August 1, 2022 to July 31, 2024; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of Terminix for pest control services from August 1, 2022 to July 31, 2024.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve Terminix for Pest Control Services for all AMPs which produced the following:

AYES: P. O'Shaughnessy, L. VanFleet, H. Gurujal and G. Miller
NAYES: None
ABSENT: C. Watson, D. Witzel and C. Boyd

Chairman O'Shaughnessy thereupon declared said motion carried.

(b) IT Services – Mrs. Vinson went over the proposals. Chairman O'Shaughnessy asked if there were any questions. None were presented. Vice Chairman Miller made a motion to approve CTS of Danville for IT Services. Commissioner Gurujal seconded it.

RESOLUTION NO. 2022-27

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS, d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve CTS of Danville for IT Support and Maintenance; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

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Section 2. Approval of CTS of Danville for IT Support and Maintenance.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve CTS of Danville for IT Services produced the following:

AYES: L. VanFleet, H. Gurujal, G. Miller and P. O'Shaughnessy
NAYES: None
ABSENT: C. Watson, C. Boyd and D. Witzel

Chairman O'Shaughnessy thereupon declared said motion carried.

(a) Project Updates – Mrs. Vinson went over the project updates.

Chairman O'Shaughnessy asked for item 10 on the agenda – Closed Session Pursuant to the IL Open Meetings Act – None were presented

Chairman O'Shaughnessy as for item 11 on the agenda - Chairman/Commissioner Comments. None were presented.

Chairman O'Shaughnessy stated that with the agenda items satisfied he would entertain a motion to adjourn the meeting. Commissioner Gurujal made the motion to adjourn. Vice Chairman Miller seconded the motion. Chairman O'Shaughnessy called for a roll call vote to adjourn the meeting which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy and L. VanFleet
NAYES: None
ABSENT: C. Watson, D. Witzel and C. Boyd

The meeting was adjourned at 4:50 p.m.

_____ Date: _____

Chairman
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

_____ Date: _____

Secretary/Treasurer
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

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Monthly Occupancy August 2022

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	153	158	97%
AMP 102-Beeler, Churchill, Madison Ct.	108	108	100%
AMP 103- Mer Che	91	93	98%
AMP 104- County Sites	176	185	95%
GRAND TOTAL THIS MONTH	528	544	97%
GRAND TOTAL LAST MONTH	527	544	97%

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AUGUST 2022 Board Report

Resident Opportunity & Self Sufficiency (ROSS)

Meetings:

- ROSS Brainstorming Sessions
- Housing Department tour of Fair Hope

Trainings:

- Global Leadership Summit
- Hoarding Behaviors in Older Adults
- HUD Training: Recruiting and Retaining Residents
- ROSS/Communities of Practice Training III – Your Money, Your Goals
- DACC Mental Health Series: Anxiety, Worry and Concern

Referrals:

- Referrals made to Community Organizations/Services
 - 0

Program:

- ROSS assessments/appointments
 - 2 scheduled/ 0 attended
- Transportation
 - 0
- Assisted residents with job search and referral
 - 0
- Housekeeping Class
 - 14 PH residents scheduled/ 3 attended
 - 3 HCV participants scheduled/0 attended

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**Housing Choice Voucher
August 2022 Board Report**

UTILIZATION

- New Admissions: 9
- Terminations: 2
 - 1-Program Compliance
 - 1-Voluntary

Mon.	2021	2022									Total
	FUP	Reg.	DEMO II	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII		
1	466	6	294	20	3	40	52	6	17	7	445
2	468	5	289	20	3	39	56	7	17	7	443
3	468	5	287	18	3	38	54	8	16	7	436
4	476	5	282	17	3	38	55	9	6	7	422
5	480	5	277	17	3	37	55	9	6	8	417
6	475	5	285	15	3	37	56	9	7	8	425
7	475	5	285	14	3	37	55	9	8	8	423
8	478	5	294	14	3	38	53	8	6	8	429
9	473										0
10	462										0
11	455										0
12	453										0
Grand Total	5629	46	2585	135	24	304	436	65	83	60	3737

*Numbers reflect retroactive terminations and delays port-outs.

Legend:

FUP- Family Unification

Reg.- Regular

VASH- Veteran Administration Supportive Housing

VASH16- Cannon Place (Project-Based)

CP- Crosspoint Referral

Port-Out- Payable Port-Outs

PMII- Prairie Meadows Phase II (Project-Based)

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FUNDING

Month	UMA	UML	Leasing %
JAN	910	445	49%
FEB	910	442	49%
MAR	910	436	48%
APR	910	422	46%
MAY	910	419	46%
JUNE	910	423	46%
JULY	910	428	47%
YTD	6370	3015	47%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$241,142	\$221,028	92%	\$496.69
FEB	\$241,142	\$217,001	90%	\$490.95
MAR	\$241,142	\$213,130	88%	\$488.83
APR	\$235,416	\$199,065	85%	\$471.72
MAY	\$239,420	\$204,544	85%	\$488.17
JUNE	\$239,420	\$210,172	88%	\$494.52
JULY	\$239,420	\$211,932	89%	\$495.17
YTD	\$1677,102	\$1,476,872	88%	\$489.84

UMA- Unit Months Available

UML- Unit Months Leased

ABA- Annual Budget Authority

HAP- Housing Assistance Payment

PUC- Per Unit Cost (Average)

Vermilion Housing Authority
Balance Sheet - Detail
 Reporting for periods as of 8/31/2022

Assets	Total Public Housing	100 COCC	101 Fair Oaks	102 Beeler CH Madison	103 Merche	104 County	800 HCV
111101 Gen Op Fund	4,421,578.67	4,421,578.67	0.00	0.00	0.00	0.00	0.00
111106 HCV Fund	0.00	0.00	0.00	0.00	0.00	0.00	403,757.67
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	812.26	(3,986,269.13)	2,733,074.67	275,417.21	192,018.05	786,571.46	(572.58)
112200 AR Tenants	32,357.35	0.00	27,108.61	71.50	365.74	4,811.50	192,018.00
112265 Allow Doubtful /	(23,850.49)	0.00	(12,515.47)	(2,203.00)	(3,622.50)	(5,509.52)	(192,018.00)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	21,222.36	21,222.36	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	64,228.76	191.36	25,172.64	10,447.55	8,562.16	19,855.05	1,944.24
121102 Prepaid Soft	0.00	0.00	0.00	0.00	0.00	0.00	1,746.26
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
140001 Vehicles	301,135.68	0.00	242,714.68	18,772.00	18,492.00	21,157.00	23,073.00
140002 Equipment	1,105,038.01	99,051.00	409,280.70	179,183.60	33,047.71	384,475.00	0.00
140003 Development	17,061,887.86	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	10,670,229.04	0.00
140004 Structures	24,604,036.92	854,399.97	10,704,077.90	8,695,118.10	3,914,337.91	436,103.04	0.00
140005 Accum Deprec	(39,648,562.39)	(1,262,574.68)	(13,282,530.62)	(11,609,396.27)	(4,807,260.56)	(8,686,800.26)	(11,151.95)
140006 Land	914,591.00	36,160.55	397,766.05	151,874.31	137,410.09	191,380.00	0.00
140100 EPC	4,844,122.24	0.00	1,937,648.90	1,937,648.90	968,824.44	0.00	0.00
Total Assets	\$ 13,699,098.23	\$ 509,705.00	\$ 5,343,137.98	\$ 2,200,040.90	\$ 1,823,942.04	\$ 3,822,272.31	\$ 420,296.64
Liability							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	62,719.00	0.00	22,850.00	9,049.00	4,100.00	26,720.00	0.00
211704 Health Ins	(32,980.83)	(32,980.83)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(2,345.28)	(2,345.28)	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	(1,738.53)	(1,738.53)	0.00	0.00	0.00	0.00	0.00
211717 Garnishments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211725 Vision	(135.27)	(135.27)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(244.19)	(244.19)	0.00	0.00	0.00	0.00	0.00
211906 Res Training	19,861.82	0.00	734.88	5,322.24	2,480.65	11,324.05	0.00
211913 Scrap	1,206.48	1,206.48	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	18,851.77	4,514.46	5,639.96	2,502.02	1,701.99	4,493.34	2,627.32
212001 Accrued Tax	1,442.16	345.36	431.46	191.40	130.20	343.74	200.99
213301 EPC M V	8,072.66	0.00	3,632.62	2,421.84	2,018.20	0.00	0.00
213302 EPC Replace	1,675.83	0.00	651.04	340.43	684.36	0.00	0.00
213700 PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224000 Prepaid Rents	18,228.87	0.00	2,483.92	3,219.58	1,317.77	11,207.60	0.00
230000 Loan EPC	1,590,662.68	0.00	714,616.31	477,789.75	398,256.62	0.00	0.00
Total Liability	\$ 1,685,277.17	\$ (31,377.80)	\$ 751,040.19	\$ 500,836.26	\$ 410,689.79	\$ 54,088.73	\$ 2,828.31
Equity							
280200 Net Fix Assets	7,546,384.81	52,481.98	1,769,688.97	1,066,349.27	1,388,031.64	3,269,832.95	18,458.40
280600 Unrestricted	5,040,609.77	345,043.07	3,512,561.68	879,734.41	39,129.06	264,141.55	225,049.46
281000 Unreserved	(1,467,999.58)	0.00	(970,793.63)	(394,945.27)	(102,260.68)	0.00	0.00
282602 Restrict HAP	0.00	0.00	0.00	0.00	0.00	0.00	106,134.67
Total	\$ 11,118,995.00	\$ 397,525.05	\$ 4,311,457.02	\$ 1,551,138.41	\$ 1,324,900.02	\$ 3,533,974.50	\$ 349,642.53
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 35,823.00
Current Year Oper +/-	\$ 894,826.06	\$ 143,557.75	\$ 280,640.77	\$ 148,066.23	\$ 88,352.23	\$ 234,209.08	\$ 32,002.80
Current Year Net Assets	\$ 894,826.06	\$ 143,557.75	\$ 280,640.77	\$ 148,066.23	\$ 88,352.23	\$ 234,209.08	\$ 67,825.80
Total Equity	\$ 12,013,821.06	\$ 541,082.80	\$ 4,592,097.79	\$ 1,699,204.64	\$ 1,413,252.25	\$ 3,768,183.58	\$ 417,468.33
Liabilities & Net Assets	\$ 13,699,098.23	\$ 509,705.00	\$ 5,343,137.98	\$ 2,200,040.90	\$ 1,823,942.04	\$ 3,822,272.31	\$ 420,296.64

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Vermillion Housing Authority
Operating Statement - Public Housing - Public Housing Combined
August 2022

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 885,288.00	\$ 73,391.50	\$ 375,470.30	42%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 7,226.00	\$ 2,833.35	\$ 7,253.73	100%
Other Income	\$ 906,327.00	\$ 8,000.64	\$ 648,422.83	72%
Subsidy	\$ 2,916,028.00	\$ 268,125.00	\$ 1,480,477.00	51%
Total Revenue	\$ 4,714,869.00	\$ 352,350.49	\$ 2,511,623.86	53%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 627,152.00	\$ 42,857.13	\$ 224,503.87	36%
Legal	\$ 14,952.00	\$ 2,435.00	\$ 12,590.00	84%
PBA Mngt. Exp.	\$ -	\$ (8,346.00)	\$ (41,203.50)	0%
Mileage/Travel/Training	\$ 9,626.00	\$ 187.81	\$ 5,025.68	52%
Other Administrative Exp	\$ 83,385.00	\$ 8,907.97	\$ 39,701.39	48%
Total Administrative Expense	\$ 735,115.00	\$ 46,041.91	\$ 240,617.44	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,635.00	\$ 1,156.33	\$ 5,672.70	45%
Total Tenant Services Expenses	\$ 12,635.00	\$ 1,156.33	\$ 5,672.70	
Total Utility Expenses	\$ 616,444.00	\$ 42,312.81	\$ 234,294.26	38%
<i>Maintenance</i>				
Salaries	\$ 765,845.00	\$ 47,387.06	\$ 243,782.58	32%
Materials	\$ 232,851.00	\$ 19,810.08	\$ 96,453.14	41%
Contracts	\$ 384,779.00	\$ 37,670.03	\$ 180,136.01	47%
Total Maintenance Expenses	\$ 1,383,475.00	\$ 104,867.17	\$ 520,371.73	
<i>General Expenses</i>				
Insurance	\$ 192,687.00	\$ 16,057.17	\$ 80,285.85	42%
Employee Benefits	\$ 677,091.00	\$ 41,462.80	\$ 223,926.96	33%
Depreciation Expense	\$ 323,639.00	\$ 24,347.19	\$ 121,735.95	38%
PILOT	\$ 29,742.00	\$ -	\$ -	0%
Casualty Losses	\$ 16,000.00	\$ -	\$ 56,095.53	0%
Collection Losses	\$ 100,414.00	\$ 19,467.10	\$ 64,511.23	64%
Energy Perf Cont Expense	\$ 145,563.00	\$ 5,080.34	\$ 69,286.15	48%
Total General Expenses	\$ 1,485,136.00	\$ 106,414.60	\$ 615,841.67	
Total Expenses	\$ 4,232,805.00	\$ 300,792.82	\$ 1,616,797.80	38%
Surplus - (Deficit)	\$ 482,064.00	\$ 51,557.67	\$ 894,826.06	

Percent of Budget Month 5 of 12

42%

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Vermillion Housing Authority
 Operating Statement - Public Housing - COCC Fund 100
 August 2022

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ -	\$ -	\$ -	0%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ -	\$ -	\$ -	0%
Other Income	\$ 320,590.00	\$ -	\$ 128,263.40	40%
Subsidy	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 320,590.00	\$ -	\$ 128,263.40	40%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 374,515.00	\$ 21,142.67	\$ 115,296.35	31%
Legal	\$ 3,874.00	\$ 2,025.00	\$ 10,320.00	266%
PBA Mngt. Exp.	\$ (502,200.00)	\$ (49,266.00)	\$ (246,423.50)	49%
Mileage/Travel/Training	\$ 9,626.00	\$ 151.69	\$ 4,957.19	51%
Other Administrative Exp	\$ 19,638.00	\$ 1,661.95	\$ 9,209.22	47%
Total Administrative Expense	\$ (94,547.00)	\$ (24,284.69)	\$ (106,640.74)	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
Total Tenant Services Expenses	\$ -	\$ -	\$ -	
Total Utility Expenses	\$ 16,310.00	\$ 4,538.18	\$ 9,824.22	60%
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 2,327.00	\$ -	\$ 300.43	13%
Contracts	\$ 12,191.00	\$ 279.21	\$ 34,494.05	283%
Total Maintenance Expenses	\$ 14,518.00	\$ 279.21	\$ 34,794.48	
<i>General Expenses</i>				
Insurance	\$ 574.00	\$ 47.81	\$ 239.05	42%
Employee Benefits	\$ 185,871.00	\$ 8,723.99	\$ 46,488.64	25%
Depreciation Expense	\$ -	\$ -	\$ -	0%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 1,000.00	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
Total General Expenses	\$ 187,445.00	\$ 8,771.80	\$ 46,727.69	
Total Expenses	\$ 123,726.00	\$ (10,695.50)	\$ (15,294.35)	-12%
Surplus - (Deficit)	\$ 196,864.00	\$ 10,695.50	\$ 143,557.75	73%

Percent of Budget Month 5 of 12

42%

00000016

Vermilion Housing Authority
Operating Statement - Public Housing - Fair Oaks AMP 101
August 2022

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 210,336.00	\$ 11,082.00	\$ 79,342.00	38%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,818.00	\$ 850.01	\$ 2,176.11	77%
Other Income	\$ 52,947.00	\$ 3,587.88	\$ 17,842.62	34%
Subsidy	\$ 1,542,567.00	\$ 141,839.00	\$ 822,685.00	53%
Total Revenue	\$ 1,808,668.00	\$ 157,358.89	\$ 922,045.73	51%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 84,298.00	\$ 8,165.58	\$ 41,076.57	49%
Legal	\$ 4,000.00	\$ 410.00	\$ 2,830.00	71%
PBA Mngt. Exp.	\$ 143,220.00	\$ 11,857.50	\$ 59,907.50	42%
Mileage/Travel/Training	\$ -	\$ -	\$ -	0%
Other Administrative Exp	\$ 28,420.00	\$ 1,150.98	\$ 7,198.24	25%
<i>Total Administrative Expense</i>	<i>\$ 259,938.00</i>	<i>\$ 21,584.06</i>	<i>\$ 111,012.31</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,610.00	\$ 330.38	\$ 1,620.78	45%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,610.00</i>	<i>\$ 330.38</i>	<i>\$ 1,620.78</i>	
<i>Total Utility Expenses</i>	<i>\$ 234,794.00</i>	<i>\$ 9,069.90</i>	<i>\$ 62,482.09</i>	<i>27%</i>
<i>Maintenance</i>				
Salaries	\$ 324,632.00	\$ 19,645.79	\$ 94,668.41	29%
Materials	\$ 104,713.00	\$ 14,356.48	\$ 48,191.97	46%
Contracts	\$ 182,959.00	\$ 17,192.12	\$ 55,753.84	30%
<i>Total Maintenance Expenses</i>	<i>\$ 612,304.00</i>	<i>\$ 51,194.39</i>	<i>\$ 198,614.22</i>	
<i>General Expenses</i>				
Insurance	\$ 75,518.00	\$ 6,293.16	\$ 31,465.80	42%
Employee Benefits	\$ 151,254.00	\$ 11,407.20	\$ 58,724.01	39%
Depreciation Expense	\$ 131,454.00	\$ 9,008.99	\$ 45,044.95	34%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ 56,095.53	0%
Collection Losses	\$ 47,670.00	\$ 19,128.15	\$ 44,288.83	93%
Energy Perf Cont Expense	\$ 65,503.00	\$ 2,286.15	\$ 32,056.44	49%
<i>Total General Expenses</i>	<i>\$ 481,399.00</i>	<i>\$ 48,123.65</i>	<i>\$ 267,675.56</i>	
Total Expenses	\$ 1,592,045.00	\$ 130,302.38	\$ 641,404.96	40%
Surplus - (Deficit)	\$ 216,623.00	\$ 27,056.51	\$ 280,640.77	

Percent of Budget Month 5 of 12

42%

00000017

Vermilion Housing Authority
Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102
August 2022

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 198,924.00	\$ 17,921.50	\$ 85,765.30	43%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,156.00	\$ 566.67	\$ 1,450.75	125%
Other Income	\$ 166,904.00	\$ 1,428.88	\$ 164,092.77	98%
Subsidy	\$ 428,673.00	\$ 39,420.00	\$ 206,189.00	48%
Total Revenue	\$ 795,657.00	\$ 59,337.05	\$ 457,497.82	57%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 43,784.00	\$ 3,700.57	\$ 18,621.49	43%
Legal	\$ 480.00	\$ -	\$ (250.00)	0%
PBA Mngt. Exp.	\$ 100,440.00	\$ 8,370.00	\$ 41,695.00	42%
Mileage/Travel/Training	\$ -	\$ -	\$ -	0%
Other Administrative Exp	\$ 9,514.00	\$ 2,903.53	\$ 9,992.94	105%
<i>Total Administrative Expense</i>	<i>\$ 154,218.00</i>	<i>\$ 14,974.10</i>	<i>\$ 70,059.43</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,565.00	\$ 234.74	\$ 1,151.59	45%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,565.00</i>	<i>\$ 234.74</i>	<i>\$ 1,151.59</i>	
<i>Total Utility Expenses</i>	<i>\$ 101,020.00</i>	<i>\$ 7,770.93</i>	<i>\$ 47,351.38</i>	<i>47%</i>
<i>Maintenance</i>				
Salaries	\$ 123,825.00	\$ 8,382.58	\$ 43,108.28	35%
Materials	\$ 35,447.00	\$ 1,166.79	\$ 12,800.89	36%
Contracts	\$ 64,761.00	\$ 5,556.86	\$ 23,321.32	36%
<i>Total Maintenance Expenses</i>	<i>\$ 224,033.00</i>	<i>\$ 15,106.23</i>	<i>\$ 79,230.49</i>	
<i>General Expenses</i>				
Insurance	\$ 31,343.00	\$ 2,611.90	\$ 13,059.50	42%
Employee Benefits	\$ 86,324.00	\$ 6,593.43	\$ 33,752.02	39%
Depreciation Expense	\$ 103,487.00	\$ 8,073.54	\$ 40,367.70	39%
PILOT	\$ 7,436.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 10,669.00	\$ (666.69)	\$ 4,112.44	39%
Energy Perf Cont Expense	\$ 43,669.00	\$ 1,524.11	\$ 20,347.04	47%
<i>Total General Expenses</i>	<i>\$ 282,928.00</i>	<i>\$ 18,136.29</i>	<i>\$ 111,638.70</i>	
Total Expenses	\$ 764,764.00	\$ 56,222.29	\$ 309,431.59	40%
Surplus - (Deficit)	\$ 30,893.00	\$ 3,114.76	\$ 148,066.23	

Percent of Budget Month 5 of 12

42%

00000018

Vermilion Housing Authority
 Operating Statement - Public Housing - Merche AMP 103
 August 2022

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 164,988.00	\$ 15,549.00	\$ 73,924.00	45%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 1,012.00	\$ 481.67	\$ 1,233.14	122%
Other Income	\$ 126,680.00	\$ 1,418.13	\$ 114,179.02	90%
Subsidy	\$ 296,410.00	\$ 27,253.00	\$ 137,498.00	46%
Total Revenue	\$ 589,090.00	\$ 44,701.80	\$ 326,834.16	55%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 41,497.00	\$ 3,386.02	\$ 17,026.45	41%
Legal	\$ 880.00		\$ 120.00	14%
PBA Mngt. Exp.	\$ 86,490.00	\$ 7,052.50	\$ 35,495.00	41%
Mileage/Travel/Training	\$ -	\$ 3.00	\$ 5.69	0%
Other Administrative Exp	\$ 9,022.00	\$ 1,324.60	\$ 5,567.25	62%
<i>Total Administrative Expense</i>	<i>\$ 137,889.00</i>	<i>\$ 11,766.12</i>	<i>\$ 58,214.39</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 199.97	\$ 981.00	45%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,185.00</i>	<i>\$ 199.97</i>	<i>\$ 981.00</i>	
<i>Total Utility Expenses</i>	<i>\$ 87,332.00</i>	<i>\$ 7,090.60</i>	<i>\$ 46,306.13</i>	<i>53%</i>
<i>Maintenance</i>				
Salaries	\$ 78,982.00	\$ 5,142.35	\$ 26,953.07	34%
Materials	\$ 18,471.00	\$ 2,150.85	\$ 11,795.60	64%
Contracts	\$ 39,261.00	\$ 4,067.36	\$ 20,748.19	53%
<i>Total Maintenance Expenses</i>	<i>\$ 136,714.00</i>	<i>\$ 11,360.56</i>	<i>\$ 59,496.86</i>	
<i>General Expenses</i>				
Insurance	\$ 25,687.00	\$ 2,140.55	\$ 10,702.75	42%
Employee Benefits	\$ 67,163.00	\$ 3,578.15	\$ 18,577.39	28%
Depreciation Expense	\$ 49,037.00	\$ 4,036.77	\$ 20,183.85	41%
PILOT	\$ 8,030.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 11,187.00	\$ 860.00	\$ 7,136.89	64%
Energy Perf Cont Expense	\$ 36,391.00	\$ 1,270.08	\$ 16,882.67	46%
<i>Total General Expenses</i>	<i>\$ 197,495.00</i>	<i>\$ 11,885.55</i>	<i>\$ 73,483.55</i>	
Total Expenses	\$ 561,615.00	\$ 42,302.80	\$ 238,481.93	42%
Surplus - (Deficit)	\$ 27,475.00	\$ 2,399.00	\$ 88,352.23	

Percent of Budget Month 5 of 12

42%

00000019

Vermilion Housing Authority
Operating Statement - Public Housing - County Properties AMP 104
August 2022

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 311,040.00	\$ 28,839.00	\$ 136,439.00	44%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 2,240.00	\$ 935.00	\$ 2,393.73	107%
Other Income	\$ 239,206.00	\$ 1,565.75	\$ 224,045.02	94%
Subsidy	\$ 648,378.00	\$ 59,613.00	\$ 314,105.00	48%
Total Revenue	\$ 1,200,864.00	\$ 90,952.75	\$ 676,982.75	56%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 83,058.00	\$ 6,462.29	\$ 32,483.01	39%
Legal	\$ 5,718.00	\$ -	\$ (430.00)	-8%
PBA Mngt. Exp.	\$ 172,050.00	\$ 13,640.00	\$ 68,122.50	40%
Mileage/Travel/Training	\$ -	\$ 33.12	\$ 62.80	0%
Other Administrative Exp	\$ 16,791.00	\$ 1,866.91	\$ 7,733.74	46%
Total Administrative Expense	\$ 277,617.00	\$ 22,002.32	\$ 107,972.05	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,275.00	\$ 391.24	\$ 1,919.33	45%
Total Tenant Services Expenses	\$ 4,275.00	\$ 391.24	\$ 1,919.33	
Total Utility Expenses	\$ 176,988.00	\$ 13,843.20	\$ 68,330.44	39%
<i>Maintenance</i>				
Salaries	\$ 238,406.00	\$ 14,216.34	\$ 79,052.82	33%
Materials	\$ 71,893.00	\$ 2,135.96	\$ 23,364.25	32%
Contracts	\$ 85,607.00	\$ 10,574.48	\$ 45,818.61	54%
Total Maintenance Expenses	\$ 395,906.00	\$ 26,926.78	\$ 148,235.68	
<i>General Expenses</i>				
Insurance	\$ 59,565.00	\$ 4,963.75	\$ 24,818.75	42%
Employee Benefits	\$ 186,479.00	\$ 11,160.03	\$ 66,384.90	36%
Depreciation Expense	\$ 39,661.00	\$ 3,227.89	\$ 16,139.45	41%
PILOT	\$ 14,276.00	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 30,888.00	\$ 145.64	\$ 8,973.07	29%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
Total General Expenses	\$ 335,869.00	\$ 19,497.31	\$ 116,316.17	
Total Expenses	\$ 1,190,655.00	\$ 82,660.85	\$ 442,773.67	37%
Surplus - (Deficit)	\$ 10,209.00	\$ 8,291.90	\$ 234,209.08	

Percent of Budget Month 5 of 12

42%

00000020

Vermilion Housing Authority
 Operating Statement - HCV - Section 8
 August 2022

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Fraud Recovery	\$ 25,000.00	\$ 1,426.51	\$ 9,427.88	38%
Interest Income	\$ 500.00	\$ 249.78	\$ 663.69	133%
Administrative Fees	\$ 290,685.00	\$ 28,063.00	\$ 153,745.00	53%
Total Revenue	\$ 316,185.00	\$ 29,739.29	\$ 163,836.57	52%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 138,763.00	\$ 10,747.76	\$ 53,333.82	38%
Legal	\$ 2,500.00	\$ 40.00	\$ 40.00	0%
Mileage/Travel/Training	\$ 1,640.00	\$ -	\$ 895.00	0%
Other Administrative Exp	\$ 44,453.00	\$ 2,362.89	\$ 15,957.97	36%
Book-Keeping/Program Management Fee	\$ 66,528.00	\$ 8,346.00	\$ 41,203.50	62%
<i>Total Administrative Expense</i>	<i>\$ 253,884.00</i>	<i>\$ 21,496.65</i>	<i>\$ 111,430.29</i>	
<i>General Expenses</i>				
Insurance	\$ 5,833.00	\$ 486.08	\$ 2,430.40	42%
Employee Benefits	\$ 42,201.00	\$ 3,231.72	\$ 16,050.33	38%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 1,922.75	42%
<i>Total General Expenses</i>	<i>\$ 52,649.00</i>	<i>\$ 4,102.35</i>	<i>\$ 20,403.48</i>	
Total Expenses	\$ 306,533.00	\$ 25,599.00	\$ 131,833.77	43%
Surplus - (Deficit)	\$ 9,652.00	\$ 4,140.29	\$ 32,002.80	

Percent of Budget Month 5 of 12

42%

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August 31, 2022

CAPITAL FUND 2019 - DANVILLE

Obligation Date: 4/15/2023
 Close Out Date: 4/15/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	8/31/2022 Obligation
Operations 1406	\$ 239,749.00	\$ -	\$ 239,749.00	\$ -	0.0%	\$ 239,749.00
Mgmt. Improvements 1408						
IT Improvements	\$ 59,441.31	\$ -	\$ 59,441.31	\$ -		
Cameras	\$ 32,737.12	\$ -	\$ 25,190.00	\$ 7,547.12		
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		
Staff/Resident Council/Board Training	\$ 13,206.15	\$ -	\$ 13,206.15	\$ -		
Background Check Information	\$ 9,553.02	\$ -	\$ 9,553.02	\$ -		
	\$ 114,937.60	\$ -	\$ 107,390.48	\$ 7,547.12	6.6%	\$ 114,937.00
Administration 1410						
Administration Costs-PHA Wide	\$ 119,874.00	\$ -	\$ 119,874.00	\$ -	0.0%	\$ 119,874.00
Contract Administration 1480						
Architecture and Engineering Fees	\$ 90,000.00	\$ -	\$ 74,810.46	\$ 15,189.54		\$ 90,000.00
	\$ 90,000.00	\$ -	\$ 74,810.46	\$ 15,189.54	16.9%	\$ 90,000.00
Non-Dwelling Construction - Mechanical 1480						
Door Replacement	\$ 10,490.00	\$ -	\$ 10,490.00	\$ -		
	\$ 10,490.00	\$ -	\$ 10,490.00	\$ -	0.0%	\$ 10,490.00
Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 305,674.21	\$ -	\$ 305,674.21	\$ -		
Security Fencing - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Landscape Upgrades	\$ 104,944.64	\$ -	\$ 104,944.64	\$ -		
	\$ 410,618.85	\$ -	\$ 410,618.85	\$ -	0.0%	\$ 410,618.85
Dwelling Unit - Demolition 1480						
Demolition - Fair Oaks	\$ 213,078.55	\$ -	\$ 213,078.55	\$ -		
	\$ 213,078.55	\$ -	\$ 213,078.55	\$ -	0.0%	\$ 213,078.55
Total	\$ 1,198,748.00	\$ -	\$ 1,176,011.34	\$ 22,736.66	1.9%	\$ 1,198,748.00

Percent Obligated 100.0%

00000022

August 31, 2022

CAPITAL FUND 2020 - DANVILLE

Obligation Date: 3/25/2024
 Close Out Date: 3/25/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	8/31/2022 Obligation
Operations 1406	\$ 256,526.80	\$ -	\$ 256,526.80	\$ -	0.0%	\$ 256,526.80
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 3,000.00	\$ -	\$ 163.24	\$ 2,836.76		
Background Check Information	\$ 8,000.00	\$ 311.55	\$ 2,204.55	\$ 5,795.45		
	\$ 11,000.00	\$ 311.55	\$ 2,367.79	\$ 8,632.21	78.5%	\$ 8,163.24
Administration 1410						
Administration Costs	\$ 128,263.40	\$ -	\$ 128,263.40	\$ -	0.0%	\$ 128,263.40
Non-Dwelling Interior 1480						
Replace Ceiling Tiles and Flooring - Merche Manor Hallways	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -		
	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -	0.0%	\$ 146,890.99
Dwelling Unit - Exterior 1480						
Window Replacement - Churchill Tower	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -		\$ -
Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 8,318.53	\$ -	\$ 8,318.53	\$ -		
Roadway Patching	\$ 89,940.01	\$ -	\$ 10,105.00	\$ 79,835.01		
	\$ 98,258.54	\$ -	\$ 18,423.53	\$ 79,835.01	81.2%	\$ 18,423.53
Dwelling Unit - Demolition 1480						
Demolition and Relocation - Fair Oaks	\$ 648,843.27	\$ -	\$ 367,757.55	\$ 281,085.72		
	\$ 648,843.27	\$ -	\$ 367,757.55	\$ 281,085.72	43.3%	\$ 648,843.27
Total	\$ 1,289,783.00	\$ 311.55	\$ 920,230.06	\$ 369,552.94	29.7%	\$ 1,207,111.23

Percent Obligated 93.6%

00000023

August 31, 2022

CAPITAL FUND 2020 - COUNTY

Obligation Date: 3/25/2024
 Close Out Date: 3/25/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	8/31/2022 Obligation
Operations 1406	\$ 79,829.80	\$ -	\$ 79,829.80	\$ -	0.0%	\$ 79,829.80
Mgmt. Improvements 1408						
Management Improvements	\$ 12,224.00	\$ -	\$ 12,224.00	\$ -		
	\$ 12,224.00	\$ -	\$ 12,224.00	\$ -	0.0%	\$ 12,224.00
Administration 1410						
Administration Costs	\$ 39,914.90	\$ -	\$ 39,914.90	\$ -	0.0%	\$ 39,914.90
Non-Dwelling Site Work						
Crack seal, sealcoat, and line stripe	\$ -	\$ -	\$ -	\$ -		\$ -
	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Non-Dwelling Construction - Mechanical						
Replace Trash Compactor - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Dwelling Unit - Interior 1480						
Centennial Manor Corridor Renovation	\$ 137,502.25	\$ -	\$ 137,502.25	\$ -		
	\$ 137,502.25	\$ -	\$ 137,502.25	\$ -	0.0%	\$ 137,502.25
Dwelling Unit - Interior 1480						
Appliances - Refrigerators and Stoves	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Dwelling Unit - Exterior 1480						
Roof Replacement - Kennedy Court	\$ 9,714.60	\$ -	\$ 9,714.60	\$ -		
	\$ 9,714.60	\$ -	\$ 9,714.60	\$ -	0.0%	\$ 9,714.60
Dwelling Unit - Demolition 1480						
Demolition and Relocation - Ramey Court	\$ 122,187.45	\$ -	\$ 78,438.92	\$ 43,748.53		
	\$ 122,187.45	\$ -	\$ 78,438.92	\$ 43,748.53	35.8%	\$ 122,187.45
Total	\$ 401,373.00	\$ -	\$ 357,624.47	\$ 43,748.53	10.9%	\$ 401,373.00

Percent Obligated 100.0%

00000024

August 31, 2022

CAPITAL FUND 2021 - Vermilion Housing Authority

Obligation Date: 2/22/2023
Close Out Date: 2/22/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	8/31/2022 Obligation
Operations 1406	\$ 392,598.60	\$ -	\$ 392,598.60	\$ -	0.0%	\$ 392,598.60
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00		
Servellance System - Beeler, Fair Oaks	\$ 120,000.00	\$ -	\$ 52,188.80	\$ 67,811.20		\$ 120,000.00
Staff Training	\$ 10,000.00	\$ -	\$ 2,625.77	\$ 7,374.23		\$ 2,625.77
IT Improvements	\$ 35,000.00	\$ -	\$ 30,337.06	\$ 4,662.94		\$ 30,337.06
Background Check Information	\$ 5,000.00	\$ 153.45	\$ 1,080.45	\$ 3,919.55		\$ 5,000.00
	\$ 190,000.00	\$ 153.45	\$ 86,232.08	\$ 103,767.92	54.6%	\$ 157,962.83
Administration 1410						
Administration Costs	\$ 196,299.30	\$ -	\$ -	\$ 196,299.30	100.0%	\$ 196,299.30
Contract Administration 1480						
A/E Services	\$ 52,500.00	\$ -	\$ 16,751.51	\$ 35,748.49		\$ 52,500.00
	\$ 52,500.00	\$ -	\$ 16,751.51	\$ 35,748.49	68.1%	\$ 52,500.00
Dwelling Unit - Interior/Exterior 1480						
Unit Modernization - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Replace Lock Sets - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Richie, Hubbard Trail, Hillcrest	\$ 236,890.52	\$ -	\$ -	\$ 236,890.52		
Appliances - Boiler, Furnaces	\$ 142,885.25	\$ -	\$ 47,495.25	\$ 95,390.00		\$ 142,885.25
Roof Replacement - Beeier	\$ 81,364.61	\$ -	\$ -	\$ 81,364.61		\$ 81,364.61
Roof Painting - Centennial Manor	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 511,140.38	\$ -	\$ 47,495.25	\$ 463,645.13	90.7%	\$ 224,249.86
Non-Dwelling/Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 21,109.48	\$ 4,741.26	\$ 12,909.85	\$ 8,199.63		\$ 21,109.48
Roadway Paving - AMP 102 + 104	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00		
Infrastructure Investment - Fair Oaks, Ramey	\$ -	\$ -	\$ -	\$ -		
Landscape Upgrades	\$ 22,830.22	\$ -	\$ 22,830.22	\$ -		\$ 22,830.22
	\$ 173,939.70	\$ 4,741.26	\$ 35,740.07	\$ 138,199.63	79.5%	\$ 43,939.70
Dwelling Unit - Demolition 1480						
Demolition - Fair Oaks, Ramey	\$ 446,515.02	\$ 150,114.87	\$ 157,627.37	\$ 288,887.65		
	\$ 446,515.02	\$ 150,114.87	\$ 157,627.37	\$ 288,887.65	64.7%	\$ 290,165.15
Total	\$ 1,962,993.00	\$ 155,009.58	\$ 736,444.88	\$ 1,226,548.12	62.5%	\$ 1,337,715.44

Percent Obligated 69.2%

00000025

ROSS Grant - Vermilion Housing Authority
ROSS211574
August 2022

Start Date: 6/1/2021
Close Out Date: 5/31/2024

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
Project Coordinator 1168					
Project Coordinator	\$ 137,616.00	\$ 4,270.40	\$ 57,167.20	\$ 80,448.80	58.5%
Training Costs 1268					
Training Costs	\$ 6,000.00	\$ -	\$ 1,674.00	\$ 4,326.00	
	\$ 6,000.00	\$ -	\$ 1,674.00	\$ 4,326.00	72.1%
Administrative Costs 1868					
Administrative Costs	\$ 14,340.00	\$ -	\$ 1,121.00	\$ 13,219.00	
	\$ 14,340.00	\$ -	\$ 1,121.00	\$ 13,219.00	92.2%
Total	\$ 157,956.00	\$ 4,270.40	\$ 59,962.20	\$ 97,993.80	62.0%

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Vermilion Housing Authority
First Financial Bank - Authority Account
August 2022

Balance Sheet

Assets

111105 Cash	320,668.13
Total Assets	320,668.13

Liabilities

2111 Accounts Payable	0.00
Total Liabilities	0.00

Equity

2820 Operating Reserves - Retained Earnings	320,627.80
Current Year Operating - Gain/(Loss)	40.33
Total Liabilities & Equity	320,668.13

Income Statement

	Current Month	Year to Date
Operating Revenue		
Interest Income	8.17	40.33
Other Income	0.00	0.00
Total Revenue	8.17	40.33
Operating Expenses		
Other Administrative Expenses	0.00	0.00
Total Expenses	0.00	0.00
Surplus - (Deficit)	8.17	40.33

00 0000 27

Vermilion Housing Authority
Tenant Receivables Outstanding
PHAS Financial Indicator
August 2022

Definition: This subindicator measures the tenant accounts receivable of a project against the tenant charges for the project's fiscal year.

IF the ratio is less than 1.5 - the agencies score is 5.

IF the ratio is equal to or greater than 1.5 and less than 2.5 - the agencies score is 2.

IF the ratio is equal to or greater than 2.5 - the agencies score is 0.

**Ratio is based on a pro-rated calculation of annualized rental income.

March-22	\$	58,507.92	6.60%
April-22	\$	59,163.96	6.69%
May-22	\$	51,297.12	5.80%
June-22	\$	46,463.14	5.25%
July-22	\$	52,814.65	5.97%
August-22	\$	32,357.35	3.66%
September-22			0.00%
October-22			0.00%
November-22			0.00%
December-22			0.00%
January-23			0.00%
February-23			0.00%
March-23			0.00%

00 0000 28

Vermilion Housing Authority

AP Expenditures

Aug 2022

Adonis D. Woods	\$200.00
Ameren Ip	\$18,312.96
American Eagle Auto Glass	\$161.50
Anker Florist	\$72.00
Aqua Illinois Inc	\$10,791.34
Better NOI	\$660.00
Blaine Window Hardware	\$70.90
Botts Locksmith	\$1,012.50
Brickyard Disposal & Recycling Inc	\$1,060.84
Brittany Savalick	\$36.12
Bruens & Son Inc	\$175.00
Canady Laboratories, Inc.	\$980.80
Central Illinois Bank	\$420.00
Citibank, N.A.	\$89.99
City of Danville	\$7,003.47
City of Hoopeston	\$1,947.72
Comcast Cable	\$666.45
Commercial News	\$347.26
Constellation NewEnergy, Inc.	\$397.07
Danville Area Community College	\$683.00
Danville's Flooring Warehouse Inc.	\$2,572.47
Evans, Froehlich, Beth & Chamley	\$2,025.00
Fastenal	\$871.66
Frank J. Strahl & Sons Inc	\$1,005.00
Frank's House Of Color Inc.	\$112.99
Georgetown Waterworks	\$2,595.03
Gibson Teldata, Inc.	\$493.77
Good n Wright	\$975.00
Grainger, Inc	\$295.92
Guys Who Clean	\$8,800.00
Hd Supply Facilities Maintenance	\$8,902.05
Health Alliance	\$26,604.81
Housing-Renewal & Local Agency Retirement	\$10,502.78
Huber & Mudd LLC	\$700.00
Illini FS	\$2,590.03
Illinois Landfill	\$342.00
Jaclyn Vinson	\$151.69
Kone Inc.	\$891.91
Lahne Lawncare	\$385.00
Lansing Housing Products Inc	\$398.20
Lowe's	\$3,425.72
Menards - Menards Of Danville	\$124.87
Merrell Pest Solutions LLC	\$755.00
Mervis Industries, Inc	\$500.00
Metropolitan Life Insurance Company	\$2,128.98
Midwest Mailing & Shipping Inc.	\$40.12
Municipal Water Utility	\$115.00
Murry L. Jefferson	\$864.00
MyTana Mfg Co Inc	\$571.24
Nakeisha R Roan	\$159.00
Napa Auto Parts	\$312.98
NUSO, LLC	\$354.17
Olympic Hardware	\$11.97
Owens Excavating & Trucking LLC	\$153,329.37
Peerless Network	\$2,066.96
Petty Cash, Amber McCoy Custodial	\$284.08
Quadient Finance USA, Inc	\$2,071.13

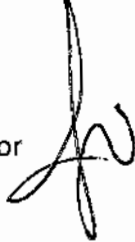
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Quicklube Hoopston	\$53.21
Quicklube South	\$117.73
Quill	\$859.95
Republic Services	\$8,980.25
Santanna Energy Services	\$364.55
Smithereen Pest Management Services	\$800.00
Sparklight Business	\$613.19
Terminix Company	\$7,928.00
The Lincoln National Life Insurance Co.	\$207.25
Verizon Wireless	\$268.27
Vermilion Advantage	\$60.00
Village of Fairmount	\$199.00
Village of Rossville	\$586.67
Vision Service Plan	\$191.96
Wagner Communications Inc.	\$443.11
Watson Tire & Automotive Inc.	\$171.00
Watts Copy System	\$630.76
Total for all Vendors	307,420.48

00 0000 30

Memorandum

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: September 6, 2022

RE: Personnel Monthly Report for the Month of August 2022

1. The following personnel action was taken in August 2022:

Jonathan Moreno – Maintenance Mechanic – Resigned

2. Staff/Commissioners attended the following training through the Executive Office in August 2022:

HCV Financial Accounting and Reporting
Danville, IL

Tamra Hartman
Assistant Director of Finance

Global Leadership Summit – Danville, IL

Jaclyn Vinson, Amber McCoy, Brittany Savalick, Melissa Welker, Tamera Forthenberry, Sue Harden, Jim Booher, Chad Holmes, Michele Pataki, Kim Spangler, Tamra Hartman

Hoarding Behaviors in Older Adults
Danville, IL

Tamera Forthenberry, Kim Spangler, Jim Booher, Samantha Bruens



TASK ORDER

Centennial Manor Metal Roof Repairs

Vermilion Housing Authority

August 31, 2022

00 0000 32

TASK ORDER #5

This Task Order (this "**TO**") is entered into as of the 31 day of August, 2022, between Vermilion Housing Authority ("**Client**") and Farnsworth Group, Inc. ("**Farnsworth Group**") for the project described below. This task order is entered into pursuant to, and shall be subject to, the terms and conditions of that certain Master Professional Services Agreement (including its attached General Conditions and Schedule of Charges as amended from time to time) dated March 11, 2022 (the "**Agreement**") between Company and Service Provider. Capitalized terms used and not defined in this task order will have the meanings ascribed to them in the Agreement.

PROJECT OVERVIEW /

Our understanding of the project is based on our meeting with you on March 1, 2022 and August 1, 2022.

The existing paint finish on the metal roofing / wall panels on the south façade of Centennial Manor is flaking and peeling leaving the base metal exposed. VHA would like to recoat the panels to restore the finish.

This task order covers the initial site visit to investigate the metal panel composition, design a solution, produce bidding documents, bid the project, and then help administer the construction process.

SCOPE OF PROFESSIONAL SERVICES /

SCOPE OF WORK

Farnsworth Group's scope of work includes a full-service approach within the parameters set by the scope identified within this proposal. We have included architecture design services, as well as necessary interface with the Owner, review agencies, and other owner retained consultants and vendors. The scope of work includes the services generally described as follows:

A. Architecture

1. Project Management
 - A. Coordinate the project team and act as a single point of contact.
2. Construction Documents
 - A. One site visit to measure the existing metal panels and obtain information about their composition.
 - B. Develop architectural drawings that show the metal panels in elevation to describe the scope of work.
 - C. Prepare technical specifications to describe the scope of work.
 - D. Prepare front end specifications (Division 00 & 01 sections).
 - E. Prepare independent cost opinion.

3. Bidding Assistance
 - A. Distribute bidding documents to contractors via Farnsworth Group's online plan distribution website.
 - B. Answer questions from prospective bidders and provide clarifications as required.
 - C. Conduct one pre-bid meeting for prospective bidders.
 - D. Conduct one bid opening.
 - E. Prepare recommendation to VHA Board based upon bid results.
 - F. Issue Notice of Intent to Award Construction Contract.
 - G. Assist VHA with the preparation of a contract with prospective contractor.
4. Construction Administration
 - A. Answer questions from contractors. Issue clarifications as required.
 - B. Attend preconstruction meeting.
 - C. Review contractor's submittals.
 - D. Review contractor's pay requests.
 - E. Up to two site visits to the project site at key intervals during the project to observe progress and status of the project.
 - F. One site visit to prepare and issue a punch list.
 - G. One site visit to determine if the punch list is complete.

DELIVERABLES

The scope of work includes 8.5 x 11 specification manual. Our deliverable will also include 24 x 36 drawings that show the project scope of work.

- A. Architectural drawings shall include demolition elevations, building elevations, and details.

MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this Project will be:

Scott Burge, AIA
2211 West Bradley Avenue
Champaign, IL 61821
(217) 352-7408
sburge@f-w.com

PROJECT TIMELINE /

We understand that you need to have the funding allocated to a contractor by the beginning of February 2023. This means that a contractor shall be selected and have a contract in place to do the work. Upon your notice to proceed, we are prepared to begin work within 1-2 weeks. We expect the construction documents will take approximately 3-4 weeks to complete. Assuming we obtain authorization in mid-September, we will have this stage complete in the beginning of October. The project will then be ready for bidding in October. If weather is suitable for applying paint, construction could begin in late October or early November.

PROFESSIONAL FEES /

Farnsworth Group proposes to provide the described services for a fixed fee of \$14,500 (Fourteen thousand, five hundred dollars), plus normal reimbursable expenses. Additional details regarding payment terms and related policies are included in the attached General Conditions.

ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

A. General

1. The number of meetings, site visits or travel included in this proposal are mentioned in the scope of services section. Additional meetings, site visits or travel may be requested on an hourly basis.
2. Design revisions required as a result of code changes adopted after delivery of 100% construction documents are not included.
3. This work is expected to commence in September 2022. Significant delays in start date may require reassessing necessary services, schedule, and fees.
4. Schedule relies on timely receipt of information to support design efforts.
5. Life cycle cost analysis on equipment not included.
6. Record as-built drawings are not included; nor are Record As-Built drawing revisions and reformatting based on contractor provided as-built markups.
7. Detailed construction schedule is not included in the scope.
8. Readily available access to the project site will be provided.
9. Value engineering exercises are not included.
10. Multiple design alternatives finalized after Design Development phase are not included.
11. Revisions caused by Owner, Tenants, Authority Having Jurisdiction (AHJ), other governmental review agencies or any other entity that causes work already performed to be revised is excluded.

ADDITIONAL SERVICES /

The following services are not included in the fees for this proposal, but may be relevant to the project and can be provided at your request for an additional fee:

- Multiple revisions and changes of scope both during and after each phase of service.
- Preparation of plans or specifications not specifically defined by this agreement.
- Value Engineering exercises.
- Meetings and/or hearings with Planning and Zoning or City Council.
- Attendance at additional meetings or site visits requested by the CLIENT.
- Assistance with material testing.
- Architectural renderings or special presentation graphics.
- Design of building signage.
- Postings, notifications, and other related services are not included in the proposed scope of work. Farnsworth Group can provide these services as an additional service upon request.

OWNER RESPONSIBILITIES /

The following services or items are required to be provided by you in order to allow Farnsworth to complete the scope of services outlined above.

- Provide access to the project site.
- Timely feedback to questions throughout the duration of the project.
- Provide any available hard copy, PDF, or AutoCAD drawings of existing surveys, site plan, base drawings, mapping, and exhibits.
- All required notifications that originate with the owner (signs, public announcements, etc).
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.

AGREEMENT /

Please indicate your acceptance and agreement of this task order, which is subject to and incorporates by reference all terms of the Agreement between Farnsworth Group and VHA dated March 11, 2022 by signing and returning a copy of this task order for our records. In the event any terms of this task order conflict with a term in the Agreement, you agree and acknowledge that the terms of the Agreement shall control. Again, we appreciate the opportunity and look forward to working with you on this exciting project.

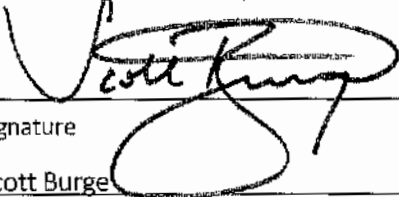
Sincerely,

FARNSWORTH GROUP, INC.



Scott Burge, AIA
Senior Architectural Manager

FARNSWORTH GROUP, INC.



Signature
Scott Burge

Typed Name

Senior Architectural Manager

Title

August 31, 2022

Date

VERMILION HOUSING AUTHORITY

Signature
Jaclyn Vinson

Typed Name

Executive Director

Title

Date

RESOLUTION NO. 2022-28

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the project management with Farnsworth Group for Centennial Manor Roof Repairs for \$14,500.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the project management with Farnsworth Group for Centennial Manor Roof Repairs for \$14,500.00.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 15th day of September, 2022.

Ayes _____ Nays _____ Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

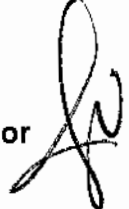
By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: September 9, 2022

RE: Change Order for Ramey Court Demolition Project

Three items changed the scope of work for the Ramey Court Demolition Project:

1. ITEM 1: Demolish, remove from site, and backfill two sets of concrete stairs along the south side of the property. This change results in a total added cost of \$1,000
2. ITEM 2: 6 extra manholes were discovered during construction. Demolish manhole structure to a level of 3' 0" below grade and backfill. This change resulted in a total added cost of \$3,360.00
3. ITEM 3: Fuel to operate required demolition equipment increased significantly due to the delay between bid submittals and time required to complete the project. This change results in a total added cost of \$9,468.30.

Total change order for the Ramey Court Demolition Project is \$13,828.30. We are asking for your approval.

00000039

RESOLUTION NO. 2022-29

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve a change order for our contract with Shafer Excavating for Ramey Court Demolition Project not to exceed \$13,828.30; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of a change order for our contact with Shafer Excavating for Ramey Court Demolition Project not to exceed \$13,828.30.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 15th day of September, 2022.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

00 0000 41

MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: September 9, 2022

RE: Fair Oaks Redden Court Parking Lot Improvement Project

We asked for quotes from three (3) companies to complete a scope of work including, removing existing asphalt and concrete surfaces, stabilizing the base, and pouring a concrete parking lot and curbing system along the Redden Court parking area. This parking lot is currently asphalt with concrete curbs. The weight of the garbage trucks has seriously deteriorated areas of the roadway and parking surface. To prevent the deterioration from occurring again, we have asked for increased subbase depths, and the inclusion of reinforcement into the concrete itself around the dumpster areas.

We received three (3) quotes for the work, as depicted below:

Company	Cost
Schomburg and Schomburg	\$152,256.97
Owens Excavating and Trucking	\$102,000.00
Midwest Asphalt	\$137,500.00

At this time we are recommending approval to accept the quote from Owens Excavating and Trucking, at a cost not to exceed \$102,000.00.

RESOLUTION NO. 2022-30

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with Owens Excavating for Fair Oaks Redden Court Parking Lot Improvement not to exceed \$102,000.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the contract with Owens Excavating for Fair Oaks Redden Court Parking Lot Improvement not to exceed \$102,000.00.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 15th day of September, 2022.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer



TASK ORDER

Fair Oaks Waterline Replacement

Vermilion Housing Authority

September 9, 2022

00 0000 45

TASK ORDER #6

This Task Order (this "**TO**") is entered into as of the 9 day of September 2022, between Vermilion Housing Authority ("**Client**") and Farnsworth Group, Inc. ("**Farnsworth Group**") for the project described below. This TO is entered into pursuant to, and shall be subject to, the terms and conditions of that certain Master Professional Services Agreement (including its attached General Conditions and Schedule of Charges as amended from time to time) dated March 11, 2022 (the "**Agreement**") between Company and Service Provider. Capitalized terms used and not defined in this TO will have the meanings ascribed to them in the Agreement.

PROJECT OVERVIEW /

Our understanding of the project is based on the in-person meeting between Jaclyn Vinson and Scott Burge on August 4, 2022.

VHA would like to replace the underground domestic waterline that serves the apartment building located at 1601-1615 Fairchild Street – refer to the enclosed image. The line is degraded and has reached the end of its service life. VHA has made repairs in the past, but additional issues arise each time the line is exposed.

The waterline branch that serves 1601-1615 Fairchild Street extends from the water shut-off pit along Redden Court to the apartment building located at 901-905 Hubbard Lane. This branch line will be replaced. From this branch line, there are additional service lines that extend to each apartment. These service lines will also be replaced.

It is our understanding that all waterlines that will be replaced are owned by VHA. The main service line running under Fairchild Street is owned by Aqua Illinois. We will coordinate the project with Aqua to ensure our design follows their standards and details.

This proposal covers the design, bidding assistance, and construction administration services.

SCOPE OF PROFESSIONAL SERVICES /**SCOPE OF WORK**

Farnsworth Group's scope of work includes a full-service approach within the parameters set by the scope identified within this proposal. We have included architecture and civil engineering design services, as well as necessary interface with the Owner, review agencies, and other owner retained consultants and vendors. The scope of work includes the services generally described as follows:

- A. Architecture
 - 1. Project Management
 - A. Coordinate the project team and act as a single point of contact.
 - 2. Construction Documents
 - A. Prepare front end specifications (Division 00 & 01).
 - B. Prepare independent cost opinion.

3. Bidding Assistance
 - A. Distribute the bidding documents to contractors via Farnsworth Group's online plan distribution website.
 - B. Answer questions from prospective bidders and provide clarifications as required.
 - C. Conduct one pre-bid meeting for prospective bidders.
 - D. Conduct one bid opening meeting.
 - E. Prepare recommendation to VHA Board pertaining to bid results.
 - F. Issue Notice of Intent to Award Construction Contract.
 - G. Assist VHA with the preparation of a contract with prospective contractor.
 4. Construction Administration
 - A. Answer questions from contractors. Issue clarifications as required.
 - B. Attend preconstruction meeting.
 - C. Review contractor's submittals.
 - D. Review contractor's pay requests.
- B. Civil Engineering
1. Construction Documents
 - A. One site visit to perform field reconnaissance and field measurements.
 - B. Utilize Google Earth or high-resolution aerial photography to create an existing conditions drawing.
 - C. Coordination with Aqua to ensure details and standards are followed.
 - D. Prepare waterline demolition drawings.
 - E. Prepare waterline replacement proposed drawings.
 - F. One meeting with VHA to review the drawings.
 - G. Prepare technical specifications.
 - H. Prepare permit application for required site permits.
 - I. Prepare independent cost opinion.
 2. Bidding Assistance
 - A. Answer questions from prospective bidders and provide clarifications as required.
 3. Construction Administration
 - A. Answer questions from contractors. Issue clarifications as required.
 - B. Attend preconstruction meeting.
 - C. Review contractor's submittals.
 - D. Up to two site visits at key intervals during the project to observe progress and overall status of the project.
 - E. Prepare a punch list of items left to be completed by the contractor.

DELIVERABLES

The scope of work includes an 8.5 x 11 specification manual. Our deliverable will also include 24 x 36 drawings that show the project scope of work.

MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this Project will be:

Scott Burge, AIA
Senior Architectural Manager
2211 West Bradley Avenue
Champaign, IL 61821
(217) 352-7408
sburge@f-w.com

PROFESSIONAL FEES /

Farnsworth Group proposes to provide the described services for a fixed fee of \$16,900 (Sixteen thousand, nine hundred dollars), plus normal reimbursable expenses. Additional details regarding payment terms and related policies are included in the attached General Conditions.

PROJECT TIMELINE /

Upon your notice to proceed, we are prepared to begin work in 1-2 weeks. We anticipate the project taking approximately 4-6 weeks to complete construction documents. The bidding phase will take approximately 4-5 weeks and completion will be dependent upon alignment with the VHA Board meeting schedule.

ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

A. General

1. VHA has shared drawings prepared by Berns, Clancy, and Associates that depict the location of the underground utilities including the waterline. We will utilize these drawings in combination with field reconnaissance to determine the approximate extents of the waterline that will be replaced.
2. Replacement of the service line feeding each apartment will stop approximately 1-2 feet outside of the foundation wall.
3. The number of meetings, site visits or travel included in this proposal are mentioned in the scope of services section. Additional meetings, site visits or travel may be requested on an hourly basis.
4. Design revisions required as a result of code changes adopted after submitting deliverables are not included.
5. This work is expected to commence in September 2022. Significant delays in start date may require reassessing necessary services, schedule, and fees.
6. Schedule relies on timely receipt of information to support design efforts.
7. Life cycle cost analysis on equipment not included.
8. Record as-built drawings are not included; nor are Record As-Built drawing revisions and reformatting based on contractor provided as-built markups.

9. Detailed construction schedule is not included in the scope.
10. Readily available access to the project site will be provided.
11. During our site visit, we intend to document existing conditions based on the visible conditions. We have not included any destructive testing or deconstruction to evaluate existing conditions.
12. Revisions caused by Owner, Tenants, Authority Having Jurisdiction (AHJ), other governmental agencies or any other entity that causes work already performed to be revised is excluded.

ADDITIONAL SERVICES /

The following services are not included in the fees for this proposal, but may be relevant to the project and can be provided at your request for an additional fee:

- Multiple revisions and changes of scope both during and after each phase of service.
- Preparation of plans or specifications not specifically defined by this agreement.
- Value Engineering exercises.
- Meetings and/or hearings with Planning and Zoning or City Council.
- Attendance at additional meetings or site visits requested by the VHA.
- Site surveying.
- Mechanical, Electrical, and Plumbing Engineering.
- Postings, notifications, and other related services are not included in the proposed scope of work. Farnsworth Group can provide these services as an additional service upon request.
- Environmental engineering for identification of hazardous materials and abatement design.

OWNER RESPONSIBILITIES /

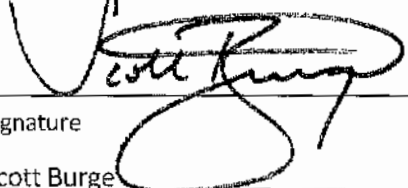
The following services or items are required to be provided by you in order to allow Farnsworth to complete the scope of services outlined above.

- Assist field reconnaissance staff locate service lines extending from the branch waterline into each apartment.
- Timely responses to questions throughout the project duration.
- Provide access to the project site.
- Provide any available hard copy, PDF, or AutoCAD drawings of existing surveys, site plan, base drawings, mapping, and exhibits.
- All required notifications that originate with the owner (signs, public announcements, etc).
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.

AGREEMENT /

Please indicate your acceptance and agreement of this TO, which is subject to and incorporates by reference all terms of the Agreement between Farnsworth Group and VHA dated March 11, 2022, by signing and returning a copy of this TO for our records. In the event any terms of this TO conflict with a term in the Agreement, you agree and acknowledge that the terms of the Agreement shall control. Again, we appreciate the opportunity and look forward to working with you on this exciting project.

FARNSWORTH GROUP, INC.



Signature

Scott Burge

Typed Name

Senior Architectural Manager

Title

September 9, 2022

Date

VERMILION HOUSING AUTHORITY

Signature

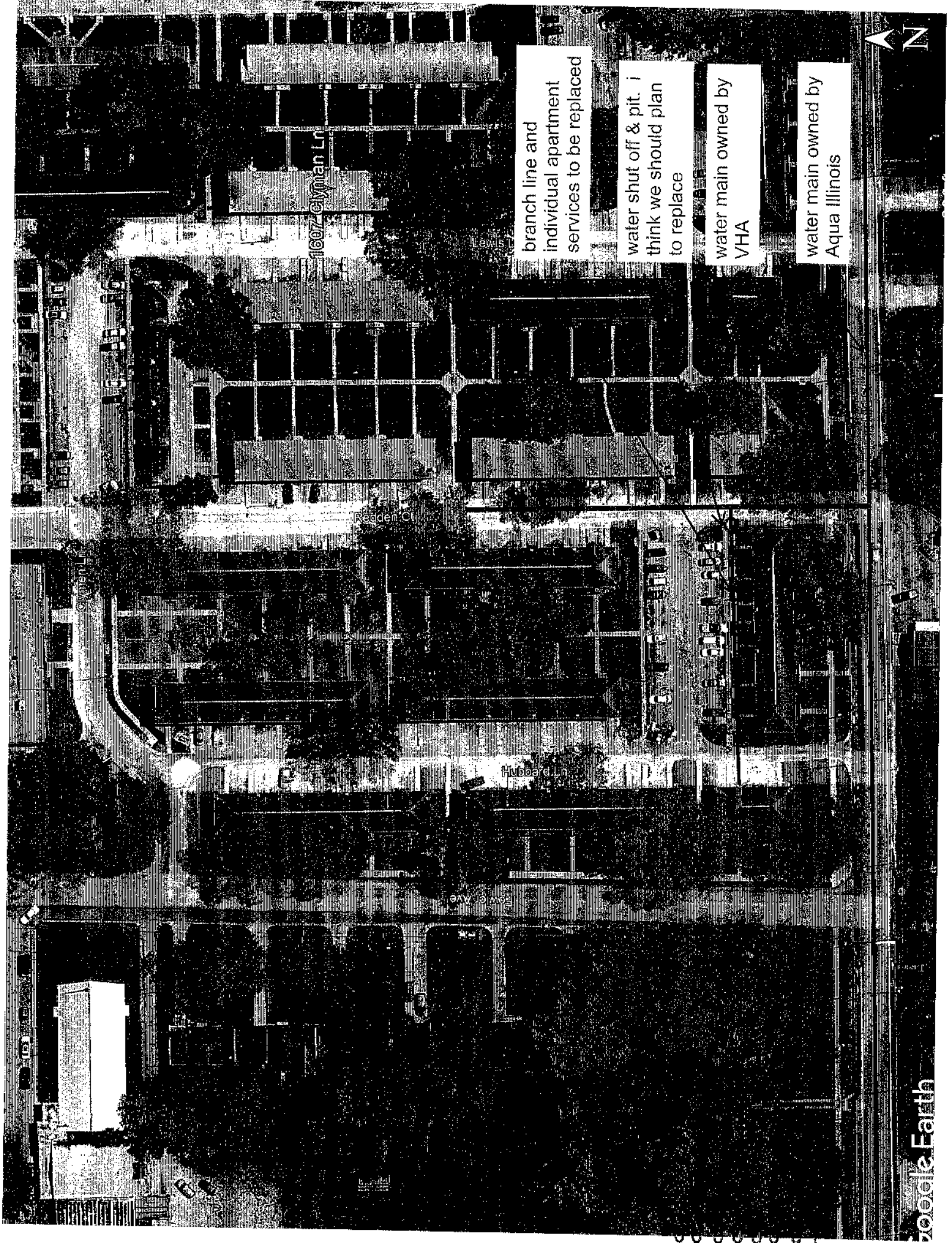
Jaclyn Vinson

Typed Name

Executive Director

Title

Date



branch line and individual apartment services to be replaced

water shut off & pit. i think we should plan to replace

water main owned by VHA

water main owned by Aqua Illinois



RESOLUTION NO. 2022-31

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the project management with Farnsworth Group for Fair Oaks Waterline Replacement for \$16,900.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the project management with Farnsworth Group for Fair Oaks Waterline Replacement for \$16,900.00.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 15th day of September, 2022.

Ayes _____ Nays _____ Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

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