

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

April 18, 2017, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of March 16, 2017..... 1
- IV. Consider Approval of Bills for April 2017. 2
- V. Communications 3-6
 - 1. CFP Update
 - 2. New Employees
 - 3. Voucher Funding/Utilization
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Financial Statements..... 7-10
 - 2. Approve Resolution 03-17 Approving the Public Housing Budget for
FYE 06/30/2018 11-22
 - 3. Approve Procurement of Consultant to Review Agency Procurement Files.. 23
 - 4. Discuss Remodel of Office Reception Area..... 24
 - 5. Discuss Changes to the Rent Collection Policy..... 25
 - 6. Approve Lawn Maintenance Contract..... 26
 - 7. Approve Sending Staff to Training..... 27-29
- VIII. Executive Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, May 18, 2017, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 16, 2017 7:00 a.m.

Members Present: Linda Klemesrud, Carol Tyler, and Jeremy Heyer. Absent: Eric Miller, and Stewart Coulson. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:04 a.m.

Public Comment. None

Amend-Approve Minutes of February 16, 2017. On motion by Tyler and second Klemesrud, the minutes of February 16, 2017 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$81,190.42. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Review Operating Reports. Board reviewed the reports and there were no questions. No action was required.

Change April Meeting Date. Nielsen stated that the April meeting conflicted with the Iowa NAHRO Conference in April and the 18th was selected as the alternate date to ensure that the bills were paid on time. All members present agreed that the 18th of April would work in their schedules. No action was required.

Executive Director's Report.

Nielsen updated the Board on the maintenance position. Also discussed were the results of the lease compliance inspections done at Morningside.

Being no further business, Klemesrud moved, Tyler seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and meeting adjourned at 7:28 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 April 2017

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical maintenance	602.28
Business Card	back up service, vacuum for office, smoke detectors	1,705.37
C.Naber & Associates	accounting fees	395.00
CenturyLink	phone bill	187.97
Charles City Family Health Center	new employee physicals	410.00
Charles City Press	apt. advertising	1,148.00
Cintas	rug service	134.36
City of Charles City	water/sewer/URP/S8 inspections/quarterly postage	2,887.22
Happy Software	utility allowance schedule update	400.00
HAPS	April HAPS	54,678.96
Iowa Department of Inspections & Appeals	fees for fraud investigation	307.13
Iowa Department of Transportation	fuel	104.23
Jendro Sanitation	trash service	611.00
Linderman Heating & Air, LLC	maintenance fees	424.77
Marco, Inc.	copy fees	113.55
Mehmen's Painting	painting service	290.00
Michaels Band Box	carpet cleaning @ Morningside	179.82
Mid American Energy	electric/gas/URP	7,603.67
Noah, Smith & Schuknecht, P.L.C.	legal fees	64.00
Pitney Bowes	meter lease	54.09
Pitney Bowes Supplies	meter supplies-ink	122.38
Plunkett's Pest Control	pest control treatment service fees	1,450.00
Reserve Account	prepaid postage for meter	500.00
Schueth Ace Hardware	maintenance items for month	806.80
Sherwin Williams	paint	168.20
T-J Service	maintenance repair fees	234.98
Trent Parker	computer support	935.00
US Cellular	cell phone bill	91.60
Wells Fargo Vendor FIN Serv	copier lease payment	252.02
YARDI	criminal background checks	63.00
		76,925.40

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. John Fallis is working to obtain quotes for the sidewalk repairs. We will also be working on determining how many of the apartments have the old asbestos tiles. We plan to contract with an abatement contractor and have them remove the tiles as the affected units are turned over. We anticipate that this will be an on-going initiative for many years. As long as the tile are intact and not broken, they are not a health risk.
2. New employees. We have hired two new maintenance employees. One will fill the vacant position and the other will fill Steve's position after he retires. Having them start now will allow for a seamless transition after Steve retires. Adam Wygle is from the New Hampton area and Russ Bornstein is from Charles City. They both bring strong skill sets and will be a great asset to the agency.
3. Section 8 Funding/Utilization. See attachments
4. **Monthly Rental Status Update.**

Month of March 2017	Total Leased 3/1/17	New Leases	Removed Or Moved	Total Leased 4/1/17	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	3	1	131	8	5	3
Morningside 16 Units	16	0	1	15	4	1	1
Section 8 197 Units	165	8	6	167	25	13	3

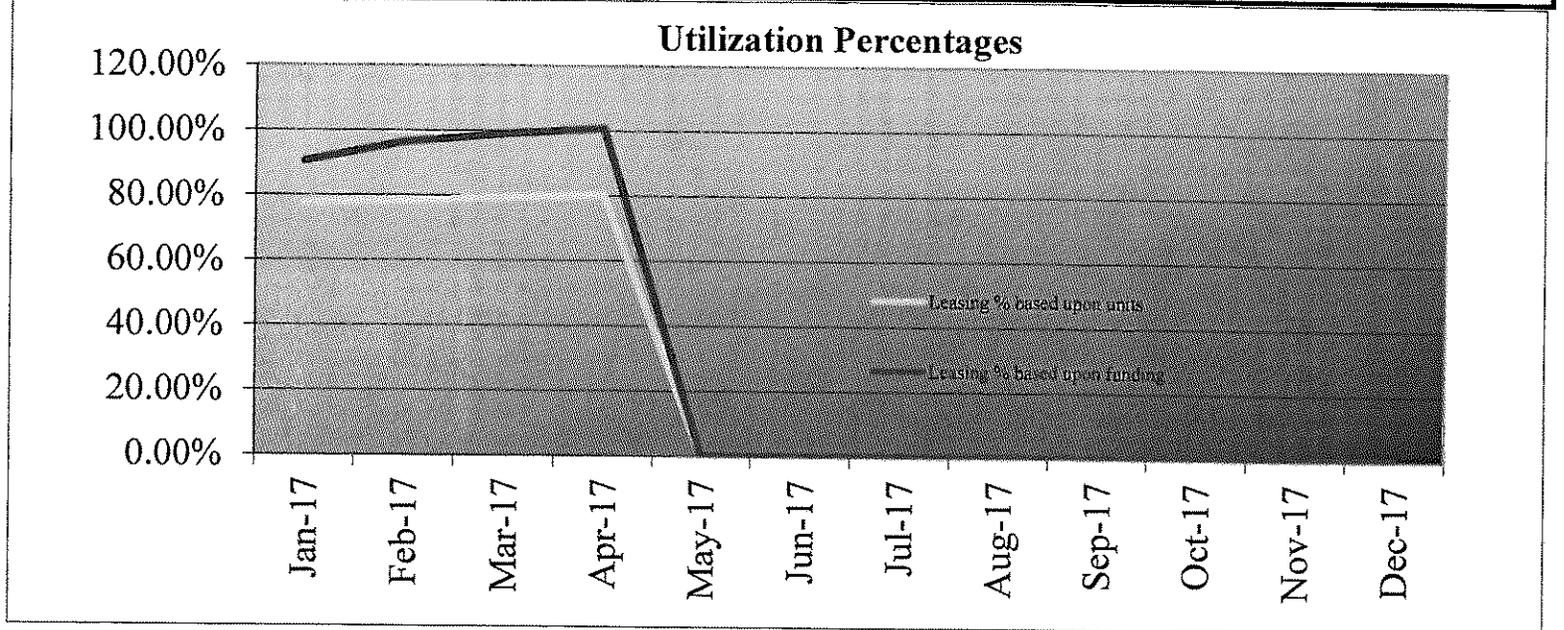
Declined Assistance (4) Over Income () Denied (1) Insufficient Address ()
 Did not attend Briefing/Information Not Returned (2) Criminal Background Check ()
 Voucher Expired () Purged (3)
 Terminations: PH (1) S8 (3)

5. End of Participation Tracker. See attachment

HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L
2	HUD Held											
3	NRA											
4	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related; not administrative funds) beginning with 12/31/14 NRA	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)		Beginning monthly HUD Held Balance starting 12/31/14	Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)
5	PHA#	D	E	F	E:F	H	D+G+H		K	L	M	(K+L)-M
6	IA002											
7	CY 2016											
8	January	\$21,118	\$50,180	\$42,876	\$28,422	\$65	\$28,487	CY 2016	\$95,094	\$49,010	\$50,180	\$93,924
9	February	\$28,487	\$39,175	\$46,671	\$20,991	\$117	\$21,108	January	\$93,924	\$49,010	\$39,175	\$103,759
10	March	\$21,108	\$49,210	\$47,421	\$22,897	\$405	\$23,302	February	\$103,759	\$49,010	\$49,210	\$103,559
11	April	\$23,302	\$45,452	\$49,301	\$19,453	\$976	\$20,429	March	\$103,559	\$49,010	\$45,452	\$107,117
12	May	\$20,429	\$47,604	\$47,428	\$20,605	\$13	\$20,618	April	\$107,117	\$49,010	\$47,604	\$108,523
13	June	\$20,618	\$27,244	\$47,889	\$27	\$38	\$11	May	\$108,523	\$49,010	\$27,244	\$130,289
14	July	\$11	\$47,604	\$45,821	\$1,794	\$49	\$1,843	June	\$130,289	\$49,010	\$47,604	\$131,685
15	August	\$1,843	\$50,762	\$48,111	\$4,494	\$3	\$4,497	July	\$131,685	\$52,168	\$50,762	\$133,101
16	September	\$4,497	\$51,537	\$47,333	\$8,701	\$226	\$8,927	August	\$133,101	\$52,170	\$51,537	\$133,734
17	October	\$8,927	\$51,537	\$46,728	\$13,736	\$106	\$13,842	September	\$133,734	\$52,170	\$51,537	\$134,367
18	November	\$13,842	\$47,999	\$48,794	\$13,047	\$207	\$13,254	October	\$134,367	\$52,170	\$47,999	\$138,538
19	December	\$13,254	\$49,897	\$47,540	\$15,611	\$126	\$15,737	November	\$138,538	\$52,171	\$49,897	\$140,812
20	Total		\$558,201	\$565,913		\$2,331		December		\$603,919	\$558,201	
21								Total				
22	CY 2017											
23	January	\$15,737	\$51,440	\$48,998	\$18,179	\$95	\$18,274	CY 2017	\$140,812	\$52,171	\$51,440	\$141,543
24	February	\$18,274	\$51,440	\$52,253	\$17,461	\$119	\$17,580	January	\$141,543	\$52,171	\$51,440	\$142,274
25	March	\$17,580	\$52,930	\$53,610	\$16,900	\$427	\$17,327	February	\$142,274	\$52,171	\$52,930	\$141,515
26	April	\$17,327	\$52,930	\$54,570	\$15,687		\$15,687	March	\$141,515	\$52,171	\$52,930	\$140,756
27	May	\$15,687	\$15,687		\$15,687		\$15,687	April	\$140,756	\$52,171	\$0	\$192,927
28	June	\$15,687	\$15,687		\$15,687		\$15,687	May	\$192,927	\$52,171	\$0	\$245,098
29	July	\$15,687	\$15,687		\$15,687		\$15,687	June	\$245,098	\$52,171	\$0	\$297,269
30	August	\$15,687	\$15,687		\$15,687		\$15,687	July	\$297,269	\$52,171	\$0	\$349,440
31	September	\$15,687	\$15,687		\$15,687		\$15,687	August	\$349,440	\$52,171	\$0	\$401,611
32	October	\$15,687	\$15,687		\$15,687		\$15,687	September	\$401,611	\$52,171	\$0	\$453,782
33	November	\$15,687	\$15,687		\$15,687		\$15,687	October	\$453,782	\$52,171	\$0	\$505,953
34	December	\$15,687	\$15,687		\$15,687		\$15,687	November	\$505,953	\$52,171	\$0	\$558,124
35	Total		\$208,740	\$209,431		\$641		December		\$626,052	\$208,740	
36								Total				

	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-17	208	161	77.40%	\$ 51,440.00	\$ 54,170	\$ 48,998	90.45%	\$ 304.34
Feb-17	208	163	78.37%	\$ 51,440.00	\$ 54,170	\$ 52,253	96.46%	\$ 320.57
Mar-17	208	165	79.33%	\$ 52,930.00	\$ 54,170	\$ 53,610	98.97%	\$ 324.91
Apr-17	208	167	80.29%	\$ 52,930.00	\$ 54,170	\$ 54,570	100.74%	\$ 326.77
May-17	208		0.00%		\$ 54,170		0.00%	
Jun-17	208		0.00%		\$ 54,170		0.00%	
Jul-17	208		0.00%		\$ 54,170		0.00%	
Aug-17	208		0.00%		\$ 54,170		0.00%	
Sep-17	208		0.00%		\$ 54,170		0.00%	
Oct-17	208		0.00%		\$ 54,170		0.00%	
Nov-17	208		0.00%		\$ 54,170		0.00%	
Dec-17	208		0.00%		\$ 54,170		0.00%	
YTD	2,496	656	26.28%	\$ 208,740.00	\$ 650,040	\$ 209,431	32.22%	\$ 319.25



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594		
HAP Funding YTD:	\$ 650,040		
HAP Expenditures YTD:	\$ 209,431	Current Year Funding:	173
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,354		
Current Remaining NRA / Prog Reserve:	\$ 598,557		
Current Monthly Funding (a)	\$ 52,171	Current Year Funding and reserves:	234
Current Average HAP Payment (b)	\$ 319		
# of Units the Current Monthly Funding Would Support (a)/(b)	163		
# of Units Currently Leased	163		
Excess Units Leased, Current Month	(0)		
Current Year-to-Date Funding (a)	\$ 650,040		
Current Year-to-Date Average HAP Payment (b)	\$ 319		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	2,036		
# of Unit-Mos Leased Year-to-Date	656		
Remaining Unit-Mos to Lease Year-to-Date	1,380		
Estimate of next years funding:			
YTD HAP expense	\$ 209,431		
Months to date	8		

END OF PARTICIPATION
TRACKER
2016-2017

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	3	1	1	1	2			1	1			12
ZERO HAP			1	1									3
MUTUAL RESCISON	2				1	1							5
ANNUAL RE-EXAM SEARCHING	1		1				1						2
PORT-OUT ABSORBED								2					0
PORT-OUT SEARCHING	3	2							2				9
DECEASED													0
MOVED IN VIOLATION	1		1	1	2		1	1	1				8
EVICTED													0
UNAUTHORIZED LIVE-IN				1					1	2			4
VIOLATION OF FAMILY OBLIGATION					1								1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW							1	1					2
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO				1									1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION						1				1			2
VOUCHER EXPIRED	3	1	1	2		2	1						10
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD				3		1							4
TOTALS	12	6	5	10	5	8	4	4	3	6	0	0	63
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	4		2	2					14
DECEASED						1		2					5
MOVED IN VIOLATION			1	1	3	1				1			7
TERMINATED FOR LEASE VIOLATIONS					1								1
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)						1			1				2
UTILITIES DISCONNECTED													0
TOTALS	1	2	3	5	8	2	2	4	1	1	0	0	29

MEETING DATE: 4/18/17

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The March 2017 operating reports are attached for your review. Any necessary budget revisions will be given to City Hall by the end of April.

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	28,000.00	3,928.76	29,683.63	106.01	1,683.63-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	215.28	2,768.00	69.20	1,232.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	41,046.00	363,626.16	72.73	136,373.84
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	112.00	5,026.00	52.91	4,474.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,187.75	7,080.00	59.00	4,920.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	903.50	1,400.82	70.04	599.18
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	12,853.00	159,528.00	81.81	35,472.00
	PUBLIC HOUSING TOTAL	750,500.00	60,246.29	569,112.61	75.83	181,387.39
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	87,000.00	6,597.14	65,160.72	74.90	21,839.28
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	31.12	1.56	1,968.88
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,809.00	436.01	4,416.56	64.86	2,392.44
173-532-6130	IPERS - PUBLIC HOUSING	7,948.00	589.12	5,789.40	72.84	2,158.60
173-532-6150	HEALTH INS - PUBLIC HOUSING	38,145.00	3,062.08	27,558.72	72.25	10,586.28
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	30.79	268.46	86.60	41.54
173-532-6160	WORK COMP - PUBLIC HOUSING	2,704.00	.00	.00	.00	2,704.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	16.63	34.23	5.71	565.77
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	1,712.42	34.25	3,287.58
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	3,846.59	18,647.47	46.62	21,352.53
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	5,272.62	41,767.83	87.02	6,232.17
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,363.36	12,913.37	71.74	5,086.63
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,598.87	15,704.69	65.44	8,295.31
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	2,297.08	57.43	1,702.92
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	25,542.00	.00	6,710.95	26.27	18,831.05
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	416.00	2,035.00	50.88	1,965.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	2,346.24	75.69	753.76
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	26,000.00	765.45	15,125.72	58.18	10,874.28
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	895.81	44.79	1,104.19
173-532-6442	PILOT-PUBLIC HOUSING	37,000.00	.00	39,202.70	105.95	2,202.70-
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	343.00	34.30	657.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	2,608.24	27,755.94	111.02	2,755.94-
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	3,464.76	54,733.88	72.98	20,266.12
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	517,158.00	30,494.68	345,451.31	66.80	171,706.69
73-536-6010	SALARY - PH MAINT	90,000.00	4,568.52	60,776.23	67.53	29,223.77
73-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	851.13	4,380.55	87.61	619.45

REVENUE & EXPENSE REPORT
CALENDAR 3/2017, FISCAL 9/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,268.00	386.79	4,686.24	64.48	2,581.76
173-536-6130	IPERS - PH MAINT	8,484.00	453.09	5,721.54	67.44	2,762.46
173-536-6150	HEALTH INS - PH MAINT	35,000.00	648.81	16,149.55	46.14	18,850.45
173-536-6151	LIFE INS - PH MAINT	200.00	.00	117.18	58.59	82.82
173-536-6160	WORK COMP - PH MAINT	1,947.00	.00	.00	.00	1,947.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	16.70	34.23	6.22	515.77
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	298.00	.00	298.00
	PUBLIC HOUSING MAINTENANC TOTA	149,349.00	6,925.04	92,613.52	62.01	56,735.48
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	83,993.00	22,826.57	131,047.78	156.02	47,054.78

REVENUE & EXPENSE REPORT
CALENDAR 3/2017, FISCAL 9/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	700.00	167.18	1,455.87	207.98	755.87-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	854.00	2,799.00	55.98	2,201.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	52,930.00	455,146.00	75.86	144,854.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,110.00	70,270.00	78.08	19,730.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	185.00	18.50	815.00
	SECTION 8 VOUCHER TOTAL	697,700.00	61,061.18	529,855.87	75.94	167,844.13
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	39,000.00	2,900.13	25,456.92	65.27	13,543.08
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	34.09	3.41	965.91
174-533-6110	FICA - SECTION 8	3,060.00	193.80	1,731.62	56.59	1,328.38
174-533-6130	IPERS -SECTION 8	3,572.00	258.98	2,270.94	63.58	1,301.06
174-533-6150	HEALTH INS - SECTION 8	16,348.00	1,312.32	11,810.88	72.25	4,537.12
174-533-6151	LIFE INS - SECTION 8	200.00	13.20	127.45	63.73	72.55
174-533-6160	WORK COMP - SECTION 8	1,817.00	.00	.00	.00	1,817.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	11.08	22.82	5.71	377.18
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	546.54	36.44	953.46
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,188.00	9,067.00	60.45	5,933.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,170.00	62.00	1,330.00
174-533-6411	LEGAL-SEC 8	.00	.00	3,000.00	.00	3,000.00-
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	126.00	4,444.57	55.56	3,555.43
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	.00	1,565.00	12,602.00	.00	12,602.00-
174-533-6443	HOME OWNERSHIP VOUCHER	.00	351.00	3,509.00	.00	3,509.00-
174-533-6444	PORTABILITY VOUCHER	.00	3,168.96	24,781.66	.00	24,781.66-
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	47,446.24	388,512.24	64.75	211,487.76
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	.00	.00	5,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	1,980.00	4,287.70	142.92	1,287.70-
	SECTION 8 VOUCHER TOTAL	701,697.00	60,734.71	494,375.43	70.45	207,321.57
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	3,997.00-	326.47	35,480.44	887.68-	39,477.44-

td

MEETING DATE: 4/18/17

RE: Consider Approval of Resolution No. 03-17 to
Approve Public Housing Budget for FYE 6/30/18

REQUESTED ACTION: Approve Resolution No. 03-17 for the Public Housing budget for
FYE 06/30/18.

Comments: HUD requires a board resolution be submitted approving the annual budget.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: CHARLES CITY IA HOUSING AUTHORITY PHA Code: IA002

PHA Fiscal Year Beginning: 7/01/17 Board Resolution Number: 03-17

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certification and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budgets (*for COCC and all Projects*) approved by Board resolution on: 4/18/2017
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operating of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <u>Jeremy Heyer</u>	Signature: _____	Date: <u>4/18/17</u>
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Operating Budget

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

*OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.:		b. Fiscal Year Ending 06/30/18	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)		d. Type of HUD assisted project(s)	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CHARLES CITY HOUSING AUTHORITY					01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing	
f. Address (city, State, zip code) 501 CEDAR TERRACE SOUTH CHARLES CITY, IA 50616					02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership	
g. ACC Number KC-9056					03 <input type="checkbox"/> PHA/IHA Leased Rental Housing	
h. PAS/LOCCS Project No. IA00200118J					04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership	
					05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
i. HUD Field Office						
j. No. of Dwelling Units 148		k. No. of Unit Months Available 1776		m. No. of Projects ONE		

Line No.	Acct. No.	Description (1)	Actual		Requested Budget Estimates		HUD Modifications		
			Last Fiscal Yr. 06/30/16	Current Budget yr. 06/30/17	PHA/IHA Estimates		Amount		
					PUM (2)	PUM (3)	PUM (4)	(to nearest \$10) (5)	PUM (6)
Homebuyers Monthly Payments for:									
010	7710	Operating Expense			0.00				
020	7712	Earned Home Payments			0.00				
030	7714	Nonroutine Maintenance Reserve			0.00				
Operating Receipts									
070	3110	Dwelling Rental	271.31	281.53	281.53		500,000		
080	3120	Excess Utilities	4.97	5.35	0.00		0		
090	3190	Nondwelling Rental			0.00		0		
100	Total	Rental income (sum of lines 070, 080, and 090)	276.28	286.88	281.53		500,000		
110	3610	Interest on General Fund Investments	18.37	15.77	22.52		40,000		
120	3690	Other Income	11.69	10.14	10.70		19,000		
130	Total	Rental Income (sum of lines 100, 110, and 120)	306.34	312.79	314.75		559,000		
Operating Expenditures - Administration:									
140	4110	Administrative Salaries	48.51	50.11	51.13		90,802		
145	411045	Administrative Benefits	24.91	30.30	31.55		56,035		
150	4130	Legal Expense	2.91	2.25	2.25		4,000		
160	4140	Staff Training	1.91	2.82	2.82		5,000		
170	4150	Travel	1.25	0.00	0.00		0		
180	4170	Accounting Fees	1.53	2.25	1.69		3,000		
	4171	Auditing Fees	4.53	3.94	5.07		9,000		
190	4195	City Mgmt / Accounting	5.07	5.07	5.07		9,000		
200	4190	Office Expense	8.02	7.88	8.95		15,900		
200	4192	Advertising & Marketing	2.35	1.13	1.13		2,000		
200	4194	Other Admin Expense	4.49	3.43	4.56		8,100		
210	Total	Administrative Expense (sum of line 140 thru line 200)	105.48	109.18	114.21		202,837		
Tenant Services:									
220	4210	Salaries			0.00		0		
225	421045	Tenant Services Benefits			0.00				
230	4220	Recreation, Publications and Other Services	1.20	1.13	1.13		2,000		
240	4230	Contract Costs, Training and Other			0.00				
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	1.20	1.13	1.13		2,000		
Utilities:									
260	4310	Water	9.97	10.14	10.70		19,000		
270	4320	Electricity	25.27	27.03	27.03		48,000		
280	4330	Gas	12.41	22.52	22.52		40,000		
290	4340	Fuel			0.00		0		
300	4390	Other Utilities Expense	7.90	6.76	7.32		13,000		
310	4431	Garbage Removal	5.16	6.76	6.76		12,000		
320	Total	Utilities Expense (sum of line 260 thru line 310)	60.71	73.21	74.32		132,000		
					0.00				

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Name of PHA/IHA
CHARLES CITY HOUSING AUTHORITY

Fiscal Year Ending
06/30/18

Line No.	Acct. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates	HUD Modifications				
			Last Fiscal Yr.	<input type="checkbox"/> or Actual					
			06/30/16	Current Budget Yr. 06/30/17	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)	
			PUM (2)	PUM (3)					
Ordinary Maintenance and Operation:									
330	4410	Labor	45.35	53.49	58.36		103,643		
335	441045	Maintenance Benefits	17.31	29.51	31.66		56,230		
340	4420	Materials	15.67	42.23	42.23		75,000		
350	4430	Misc contract Costs	5.19	4.22	4.22		7,500		
	4431	with Utilities			0.00				
350	4432	Heating & Cooling Contracts	3.90	0.00	4.22		7,500		
350	4433	Snow Removal Contracts		0.00	0.00		0		
350	4434	Elevator Maintenance Contracts		0.00	0.00		0		
350	4435	Landscape & Grounds Contracts		0.28	0.28		500		
350	4436	Unit Turnaround Contracts	7.32	2.82	3.66		6,500		
350	4437	Electrical Contracts		0.00	0.00		0		
350	4438	Plumbing Contracts	3.33	1.13	1.13		2,000		
350	4439	Extermination Contracts	3.80	2.53	2.53		4,500		
350	4440	Janitorial Contracts	2.51	2.53	2.53		4,500		
	4441	Routine Maintenance Contracts	5.28	1.13	1.13		2,000		
350	4480	Security Contract Cost	14.08	14.08	19.14		34,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	123.74	153.95	171.10		303,873		
General Expense:									
410	4510	Insurance - All	14.12	14.08	18.02		32,000		
410	4512	Insurance - Work Comp	3.33	2.62	2.93		5,205		
410	4510	Insurance - Flood			1.69		3,000		
420	4520	Payments in Lieu of Taxes	22.07	20.83	23.09		41,000		
450	4570	Collection Losses	1.90		0.00		0		
	Total	General Expense (sum of lines 410 to 460)	41.42	37.53	45.72		81,205		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	332.55	375.00	406.48		721,915.00		
550	Total	Operating Expenditures (sum of lines 500 and 540)	332.55	375.00	406.48		721,915.00		
Prior Year Adjustments:									
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00				
Other Expenditures:									
570		Capital Outlays			22.52		40,000		
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	332.55	375.00	429.01		761,915		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(26.21)	(62.21)	#####		(202,915)		
HUD Contributions:									
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year			0.00				
610	8011	Prior Year Adjustments - (Debit) Credit			0.00				
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00		0		
630	8020	Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj)	117.36	109.80	123.87		220,000		
640		Mandatory PFS Adjustments (net):			0.00				
650		Other (specify):			0.00				
660		Other (specify):			0.00				
670		Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	0.00		0		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	109.09	109.80	123.87		220,000		
690	Total	HUD Contributions (sum of lines 620 and 680)	109.09	109.80	123.87		220,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)							
		Enter here and on line 810	82.88	47.59	9.62		17,085		

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Name of PHA/IHA
CHARLES CITY HOUSING AUTHORITY

Fiscal Year Ending
06/30/18

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

		Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):		
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE		
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	N/A	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700		0
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)		0
830		Cash Reserve Requirement- 25 % Of line 480		0

Comments

PHA / IHA Approval

Name _____

Title _____

Signature _____ Date _____

Field Office Approval

Name _____

Title _____

Signature _____ Date _____

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Operating Budget
Summary of Budget Data and Justifications

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

"OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budget receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
CHARLES CITY HOUSING AUTHORITY	CHARLES CITY, IA	06/30/18

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total H/A monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

500,000.00

TOTAL 500,000.00

TOTAL: 500,000

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas Electricity Other (Specify) _____

2. Comments

Excess electric 0

TOTAL: 0

Non-dwelling Rent: (Not for Section 23 Leased Housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1	Space Rented	To Whom	Rental Terms

2. Comments

TOTAL: 0

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distributions of interest income between housing programs.

ESTIMATED	40,000

TOTAL:	40,000

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear and understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

FRAUD	4,000
MISC CHARGES	12,000
REIMBURSEMENTS	2,000
REFUNDS	1,000
TOTAL:	19,000

Operating Expenditures

Summary of Staffing and Salary Data

- Complete the summary of information below on the basis of information shown on form HUD-52566, Schedule of all Positions and salaries, as follows:
- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
 - Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time position is two. (8/10 + 7/10 + 5/10).
 - Column (3) Enter the portion of total salary expenses shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing
 - Column (4) Enter the portion of total salary expenses shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
 - Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or comprehensive Grant Program).
 - Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expenses for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation- Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of positions (1)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Salary Expenses			
			Management (3)	Section 23 leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries 1						
Administration--Technical Salaries 1						
Ordinary Maintenance and Operation--Labor 1						
Utilities--Labor 1						
Other (Specify) (Legal, etc.) 1						
Extraordinary Maintenance Work Projects 2						
Betterments and Additions Work Projects 2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

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**Operating Budget
Schedule of All Positions and Salaries**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

See back page for instructions and Public reporting burden statement

Name of Housing Authority	Locality	Position Title and Name By Organizational Unit and Function	Present Salary Rate As of (date)	Requested Budget Year		Allocation of Salaries by Program					Fiscal Year End			
				Salary Rate	No. Months	Estimated Payment Amount	Management	Administration	Development	Section 8 Programs		Other Programs	Longevity	
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Administrative:														
		ADMIN STAFF OVERTIME	87,000		12	88,802 2,000	88,802 2,000	0 0 0						
						90,802								
						0								
						0								
			90,000 5,000		12 12	98,643 5,000	98,643 5,000	0 0 0						
		MAINTENANCE STAFF OVERTIME												
						103,643								
Total Administrative:														
Tenant Services:														
Total Tenant Services:														
Maintenance:														
Total Maintenance:														
NO PHA EMPLOYEE REFLECTED IN THE PROPOSED OPERATING BUDGET IS SERVING IN A VARIETY OF POSITIONS WHICH WILL EXCEED 100 PERCENT ALLOCATION OF HIS/HER TIME.														

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Executive Director or Designated Official

Date

REQUESTED ACTION: Approve staff to prepare a Request for Proposal (RFP) to solicit consulting services to review procurement files.

Comments: To ensure that all procurement transactions are compliant with all regulations, the agency feels that it is necessary to have the procurement procedures and files reviewed. The procurement seminars and guidebooks published by HUD are tailored to larger agencies and many times it can be difficult to apply the same regulations to procurement transactions at small agencies. For instance, the Section 3 requirement is close to impossible to achieve in a rural area. Section 3 requires us to the greatest extent possible to hire low income workers and contract with companies that are Section 3 employers. If we only contracted with contractors who employ 51% or more low income employees, many times we would have no one to contract with. This is especially true of the contractors who perform the work themselves, and have no employees. Another component of Section 3 is to provide training opportunities for the public housing residents. This is not feasible for us because we do not have enough residents who are not either elderly or disabled.

We are also required to ensure that all maintenance contractors are paying their employees at least the minimum wage rate set by HUD. When the contractor is performing the work themselves and don't pay themselves an hourly wage, it can be difficult to document compliance.

If the procurement files are not in compliance and lack supporting documentation, HUD can require the agency to reimburse HUD for all noncompliant purchases and contracts. Due to this, it is better to be proactive rather than reactive because funds used to reimburse HUD must be from a non-HUD source. Because all our funding comes from HUD, the City would be required to reimburse HUD.

Since the cost is unknown, the RFP would give us the flexibility to negotiate with the consultants to provide us with the services that will fit our needs. If approved, we anticipate having someone here by late summer.

REQUESTED ACTION: Discuss remodel of Office Reception Area and authorize agency to develop specifications.

Comments: Because of the violence being reported in the news on a daily basis, we would like to remodel the reception area to provide for more security for our staff. If we were to ever experience an active shooter incident, the office layout does not allow for the staff to follow the defense tactics taught in active shooter training. During an active shooter incident, we are told to run, hide or fight and with the hallway that goes from the front of the office to the back; the layout of the office does not provide us any options. While the likelihood of experiencing an active shooter incident is low, it is possible and it is our responsibility to provide the safest working environment possible.

What we would like to do is to enclose the reception area with a wall where Julie currently sits. Then move her desk to face the front door and give her some sort of window for her to use when she meets with the clients. We would also like to put in a full height door and restrict access to the individual offices and not allow the public to gain entry unless they are escorted back by an employee.

If the project is approved, plans and a cost estimate will be prepared and presented to the board in the future for approval to procure a contractor. The method of procurement will depend on the dollar amount of the project.

REQUESTED ACTION: Discuss changes to the rent collection policy to disallow cash payments.

Comments: We have been discussing eliminating the ability to pay rent or other payments by cash. There are times when due to the cash rent payments, we will have thousands of dollars in the office. We don't do bank deposits every day because for the most part there are only a few days in the month where we collect payments. Another reason for eliminating the cash payments is because the residents do not bring us the exact amount and we have to find the cash in the correct denominations to give them their change. We have asked them multiple times to bring the correct amount and there are many residents who still do not. A contributing factor is that the residents are going to an ATM to get their access their Social Security payments and ATM's only provide money in \$20 increments. This also leads to the fact that trying to count several thousand dollars in twenties with multiple interruptions is very frustrating.

The residents already have other options available to them for paying their rent, such as the ability to withdraw the funds directly from their bank accounts. We have about 70 residents who pay their rent automatically, about 29 who pay cash and 49 who pay by check or money order. Julie spoke with each resident who pays cash when they came in to pay April's rent and there were only two who didn't want to pay any other way then cash.

There are other payments options that we could use, such as credit/debit card or on-line payment sites. However, there is typically a fee and we shouldn't pass the costs for these to the residents and the fees may not be an allowable cost for us. We have had some residents in the past ask to pay by credit card, however, there just isn't enough demand right now.

This would be an addendum to the lease. Currently the lease does not address acceptable forms of payment. We could wait until later this summer when we do the lease addendum for the smoking updates and only have the existing residents sign one addendum.

REQUESTED ACTION: Accept proposal from TruGreen as amended.

Comments: We sent out a request for proposals for chemical treatment of our lawns at all three sites. I had asked TruGreen to prepare a schedule and listing of chemicals to be used. I sent the schedule and chemical list to all companies so I could compare the costs among the proposals. One of the companies suggested that what TruGreen had proposed was excessive and would result in overfertilization. So, I asked the other responding companies to quote what they felt was a more reasonable application schedule. We received proposals from three companies.

Company	Late Spring	Early Summer	Late Summer	Early Fall	Total
TruGreen	796.00	796.00	796.00	796.00	\$3,184.00
C & E Lane	1,620.02	1,620.02	1,620.02	1,620.02	\$6,480.08
Corey's Lawn Care	1,500.00	800.00	950.00	950.00	\$4,200.00

Since none of the companies suggested using the same chemicals, we asked Romaine Wells to look at them to let us know which of the proposals would be the best. He had indicated that he was not interested in submitting a proposal because he did not want to take on a job as large as ours. He suggested that we go with the proposal from TruGreen but eliminate the late summer application because he felt it was unnecessary.

All three of the companies appear to have met the requirements requested in the proposal and we are checking the references provided for TruGreen. If the references come back fine and they have not been barred by HUD, we are requesting approval of the contract with TruGreen and eliminating the late summer application.

MEETING DATE: 4/18/17

RE: Approve Sending Staff to HQS Training

REQUESTED ACTION: Approve sending Russ Bornstein and Adam Wygle to Housing Quality Standards (HQS) training in Minneapolis in September from the 12th through the 14th.

Comments: We would like to transition from having the City do our Section 8 inspections to doing them ourselves. Therefore, we must have both Russ and Adam certified as HQS Inspectors. Each initial inspection takes about a half an hour and the City charges us \$40 for each inspection. Doing our own inspections will not only save us money, but it will also give us more flexibility with the scheduling. We have chosen to wait until fall to have them take on the Section 8 inspections because they will have a few months to learn the public housing side of things first.

The cost for both of them to attend the training is \$2,772.00. This includes the cost of the training, the lodging and meals.



HCV Housing Quality Standards

An HCV Seminar

SEMINAR NUMBER: 101-027

Schedule

Day One: 8:00 A.M. Registration
Day Three: 12:00 P.M. End of seminar
3:30 P.M. End of exam

Materials

- * Housing Quality Standards workbook
- * HQS Quick Check Guide
- * HUD inspection form (HUD-52580-a)
- * NMA pen, pencil, flashlight and bag

Certification Exam

A certification exam is available for \$150 unless otherwise stated on the order form

Delivery Method

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook, Quick Check Guide), brainstorming, and Q&A.

Length

Three days

Audience

HQS staff and inspection supervisors.

Credits

CPE units = 22 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.9 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: Maintain strong ties with owners and the community by ensuring inspectors thoroughly understand the required elements of HQS. This 3-day training provides information on general room standards, kitchens, bathrooms, electricity, plumbing, and security, including the lead-based paint regulations. Day 3 involves a site inspection and analysis of inspection results focusing on the four SEMAP indicators that relate to HQS inspections. This class includes a discussion of UPCS-V.

LEARNING OUTCOMES: Upon completion of HCV Housing Quality Standards (HQS), you should have the skills needed to be an effective and efficient HQS inspector:

- * Recognize the HQS requirements for electricity, including the number of outlets required for each room, how outlets and fixtures must be installed, their workability, and identification of electrical hazards, and inspect and rate according to these requirements
- * Identify the minimum general security requirements in terms of accessibility and lockability, and inspect and rate according to these requirements
- * Define, inspect, and rate kitchens following the basic requirements, including what constitutes "fail" or "pass with comment" ratings for each aspect of the kitchen
- * Inspect and rate bathrooms, building exterior, water and cooling system, and plumbing
- * Identify and appropriately address lead-based paint hazards and indoor air quality hazards
- * Recognize and apply the Section Eight Management Assessment Program (SEMAP) indicators that apply to the HQS function
- * Conduct an on-site inspection

*All classes are subject to change. Please plan ahead by purchasing refundable airfare.

For more information about this class, please call us at 800.783.3100, email sales@nanmckay.com, or visit our online store at nanmckay.com for current seminar locations and dates.



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HCV Housing Quality Standards

Seminar Registration Form

For more information about this class including current seminar locations and dates, please call us at **800.783.3100** email sales@nanmckay.com, or visit our online store at nanmckay.com

Seminar Schedule

Day One: 8:00 A.M. Registration
 Day Three: 12:00 P.M. End of seminar
 3:30 P.M. End of exam

Registration Options

- 10% off when you register 45+ days in advance \$742.50
- Seminar Fee #101-027 **\$825**
- In-class Certification Exam #100-027 **\$150**
- Online Certification Exam #12005-EXAM **\$150**

Seminar Dates and Locations

Please mark the session you will attend.

- September 12-14 ~ Minneapolis, MN
 *Save 10% before: 07/29/2017
 Crowne Plaza Minneapolis Northstar Downtown
 618 Second Avenue South
 Minneapolis, MN 55402
 Phone: (612) 338-2288
 Rate: \$179 single
 Book hotel by: 08/21/2017

Attendance Information

Print names as you would like the name to appear on the certificate.

- Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

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Email Address (Required): _____

Attendee 2 Full Name: _____

Email Address (Required): _____

Attendee 3 Full Name: _____

Email Address (Required): _____

Attendee 4 Full Name: _____

Email Address (Required): _____

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City: _____ State: _____ Zip: _____

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Policies

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03/27/17