

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

May 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 April 18, 2017 ..... 1-2
- IV. Approval of Bills for May 2017..... 3
- V. Communications..... 4-8
  - 1. Capital Fund Update
  - 2. Rehab Update
  - 3. Resident “Smoke-Free” Survey
  - 4. Status on Lease Update
  - 5. Section 8 Funding/Utilization
  - 6. Monthly Rental Status Update
  - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Operating Reports and Approve Budget Revisions  
for FYE 06/2017..... 9-12
  - 2. Review Revisions to CFP – Five Year Action Plan..... 13-17
  - 3. Approve Purchase of Lawn Mowers..... 18
  - 4. Approve Contract for Sidewalk Project..... 19
- VIII. Director’s Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, June 15, 2017, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
April 18, 2017 7:00 a.m.

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

Call to Order. Director Nielsen called the meeting to order at 7:03 a.m.

Public Comment. None

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

Approval of Bills. Nielsen noted that other than routine expenses there were payments made for the purchase of the replacement smoke detectors and pest control. Miller motioned, Coulson seconded the motion to approve payment of the revised bill listing totaling \$77,198.52. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2017 were presented to the board for their review. Nielsen stated that the necessary budget revisions have been identified and sent to City Hall. Most of the revisions were due to the addition of a third maintenance employee. The remaining revisions were to the Section 8 budget due to the addition of some new account codes.

Consider Resolution No. 03-17 Approving Public Housing Budget for FYE 06/30/2018. Nielsen explained that the budget was the same budget previously approved for the City. It was just broken down in more detail. A motion by Coulson was made to approve Resolution 03-17. Miller seconded the motion. Roll call: Ayes: Klemesrud, Miller, and Coulson. Nays: None. Motion carried on roll call vote.

Approve Procurement of Consultant to Review Agency Procurement Files. Nielsen explained that it would benefit the agency to have someone come in and review the procurement files for compliance. In addition, staff informed the board that recent reports of compliance checks with other agencies has resulted in reimbursement to HUD if the procurement actions and files were not in compliance with HUD regulations. Nielsen also discussed with the board the Section 3 requirement and maintenance wage rates. Milled made a motion to allow the agency to proceed with a request of proposals for review of procurement files. The motion was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Discuss remodel of Office Reception Area. Nielsen discussed with the board the merits of providing a more secure working environment and explained that the office staff did not feel that the current office configuration provided a safe working environment. Miller motioned to approve staff to research different options and to obtain cost estimates for the work. Klemesrud seconded the motion. Ayes: 3, Nays: None. Motion carried.

Discuss Changes to the Rent Collection Policy. Nielsen explained that a request was made to no longer allow rent to be paid by cash. Nielsen cited that the rationale behind the request was the inability to make change and lack of adequate security. The elimination of cash payments was discussed with each resident who pays cash and only two of them had issues with it. The board discussed different options for rent payments available to residents other than cash payments. Miller made a motion to change the rent collection policy to no longer accept cash payments provided the residents had enough notice and to combine the lease amendment with the change in the smoking policy. A second was made by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Approve Lawn Maintenance Contract. Nielsen cited several reasons for the request to contract with TruGreen for lawn maintenance which included lack of time and failure of current methods. The board was also informed that due to different chemicals and application schedules in the proposals they were given to an area contractor to review and made recommendation. The recommendation made was to accept the proposal from TruGreen but to eliminate the late summer application because it would cause excessive fertilization. Coulson made a motion to accept the proposal from TruGreen as revised to eliminate the late summer application. The motion was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Approve Sending Staff to Training. A request was made to have Adam and Russ trained to do the Section 8 HQS inspections. Nielsen stated that the September training was chosen because they need to understand the Public Housing side of things before being introduced to the Section 8 side. Miller asked if the City would be okay with the decision not to contract with their staff for the inspections. Nielsen replied that at one time we were going to do the inspections ourselves and due to budget cuts resulting in staff reduction, the City continued doing the inspections. It was also pointed out that since we have two full time maintenance staff; there should be enough time to do the inspections and it would save us the inspection fee of \$40 per inspection. Miller made a motion to approve the training pending approval from City Hall, and Klemesrud seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Executive Director Report. Nothing to report

Being no further business, Klemesrud moved, Miller seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and meeting adjourned at 7:50 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 May 2017

Customer	Description	Amount
Business Card	hotel for NAHRO	556.52
C.Naber & Associates	accounting fees	395.00
Carnette Starr	refund for laundry key tag replacement	10.00
Carquest	truck maintenance	134.51
CDW-G	computer software	1,859.33
Cintas	rug service	134.36
City of Charles City	water/sewer/URP/S8 inspections	288.00
Don's Repair	mower maintenance	129.85
Happy Software	software support fees	8,548.00
HAPS	May 1 HAP	55,951.28
Hillegas Flooring, LLC	tile	1,087.43
Houdek Floorcovering	replace carpet #2224	324.00
Iowa Department of Transportation	fuel	39.80
Jendro Sanitation	trash service	923.20
Mehmen's Painting	painted unit	165.00
Michaels Band Box	carpet cleaning #2224	164.36
Mid American Energy	electric/gas/urp	6,948.32
Mike Molstead Motors	truck repairs	1,471.04
Pitney Bowes	meter lease payment	54.09
Quality Auto Service	tire disposal fee	13.00
Schueth Ace Hardware	maintenance items	1,108.57
Sisson & Associates	insurance premiums	31,751.00
Stacy Cleveland	meal reimbursement NAHRO	44.34
Staples Direct	office/maintenance items	460.76
Superior Lumber	doors	178.00
T-J Service	stove/refrigerator replacement/repairs	1,049.98
Trent Parker	computer support	137.50
True Green	lawn treatment	796.00
Wells Fargo Vendor FIN Serv	copier lease	252.02
YARDI	criminal background check	21.00
		<b>114,996.26</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. Will be addressed under new business.
2. Rehab Update. Due to delays in funding, the grants are not being awarded until July 2017. As time allows, the homeowners will be sent a letter notifying them of the delay.
3. Resident "Smoke Free" Survey. A survey was sent to each of the residents requesting their input on HUD's new "Smoke-Free" housing initiative. The following table contains the responses:

Ban Smoking from the Entire Property	Ban Smoking but Allow E-Cigarettes Indoors	Ban Smoking but allow E-Cigarettes outside	Ban E-Cigarettes from the Entire Property
29	0	3	26
Allow Smoking at least 25' from Buildings	Allow Smoking at least 25' from Buildings and Allow E-Cigarettes Indoors	Allow Smoking at least 25' from Buildings and Allow E-Cigarettes Outdoors	Allow Smoking at least 25' from Buildings but Ban E-Cigarettes from Property
53	27	23	3

Eighty-two surveys were returned. Of those 29 wanted smoking banned from the property and 53 wanted to allow smoking 25' from the buildings. Those who wanted smoking banned, twenty-six wanted e-Cigarettes also banned, none wanted to allow e-Cigarettes indoors, and only three wanted to allow e-Cigarettes outdoors. Of those who wanted to restrict smoking 25' from buildings, twenty-seven wanted to allow e-Cigarettes indoors, twenty-three wanted to allow e-cigarettes only outdoors, and three wanted e-cigarettes banned from the property.

4. Status on Lease Update. The residents were sent a notice of the lease revisions, which included the updated smoking policy and the elimination of cash payments. This notice will allow them the opportunity to submit comments prior to the June Board Meeting. Pending board approval, the residents will then receive a 60- day notice of the adopted changes. The lease addendum will be sent out by August 1, 2017 with an effective date of September 1, 2017.
5. Section 8 Funding/Utilization. See attachments

6. Monthly Rental Status Update.

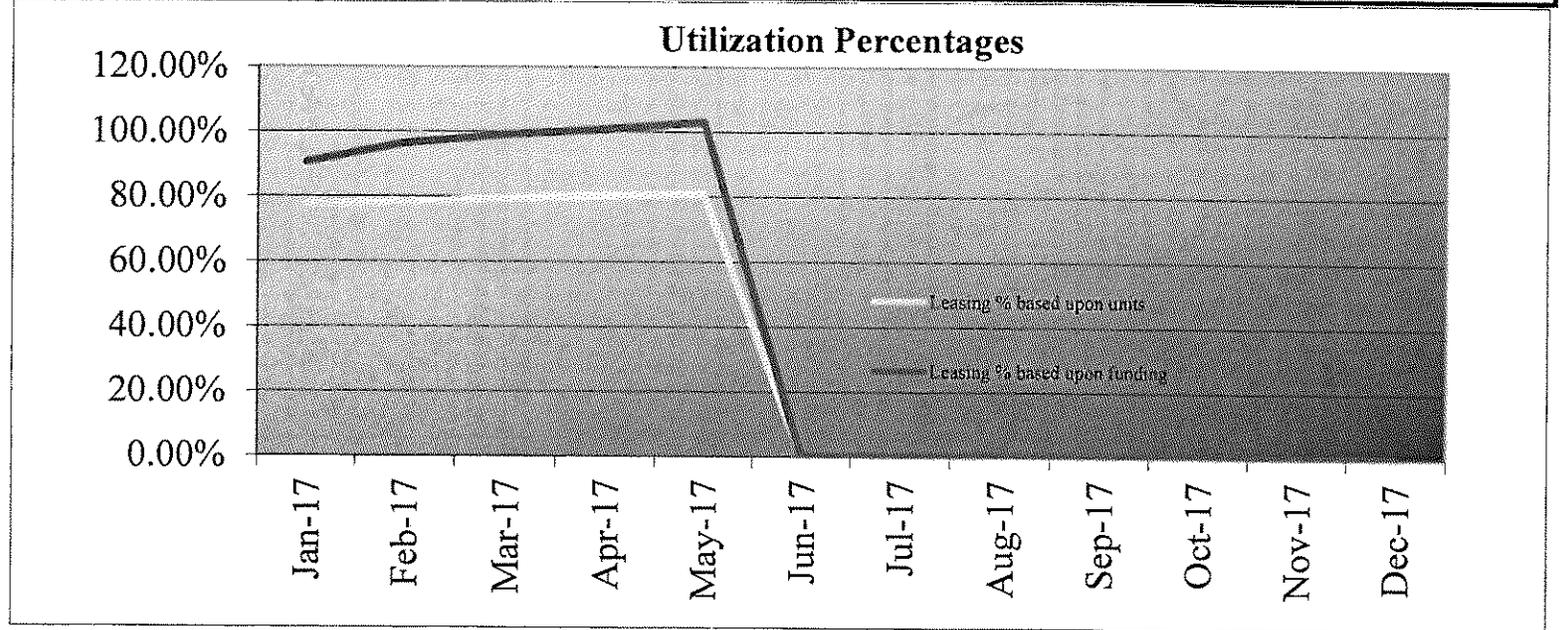
Month of April 2017	Total Leased 4/1/17	New Leases	Removed Or Moved	Total Leased 5/1/17	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	2	2	131	14	2	1
Morningside 16 Units	15	1	1	15	6	0	0
Section 8 197 Units	167	5	4	168	26	15	5

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

7. End of Participation Tracker. See attachment



	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	168	80.77%	\$ 52,930.00	\$ 54,170	\$ 55,806	103.02%	\$ 332.18
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%	
<b>YTD</b>	<b>2,496</b>	<b>824</b>	<b>33.01%</b>	<b>\$ 261,670.00</b>	<b>\$ 650,040</b>	<b>\$ 265,237</b>	<b>40.80%</b>	<b>\$ 321.89</b>



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594		
HAP Funding YTD:	\$ 650,040		
HAP Expenditures YTD:	\$ 265,237	Current Year Funding:	171
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,354		
Current Remaining NRA / Prog Reserve:	\$ 542,751		
Current Monthly Funding (a)	\$ 52,171	Current Year Funding and reserves:	241
Current Average HAP Payment (b)	\$ 322		
# of Units the Current Monthly Funding Would Support (a)/(b)	162		
# of Units Currently Leased	168		
Excess Units Leased, Current Month	6		
Current Year-to-Date Funding (a)	\$ 650,040		
Current Year-to-Date Average HAP Payment (b)	\$ 322		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	2,019		
# of Unit-Mos Leased Year-to-Date	824		
Remaining Unit-Mos to Lease Year-to-Date	1,195		
Estimate of next years funding:			
YTD HAP expense	\$ 265,237		
Months to date	7		

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	1		13
ZERO HAP			1	1		1							3
MUTUAL RESCISION	2			1	1	1							5
ANNUAL RE-EXAM SEARCHING	1	1					1						2
PORT-OUT ABSORBED								2	2		1		1
PORT-OUT SEARCHING	3	2											9
DECEASED							1	1	1		1		0
MOVED IN VIOLATION	1	1	1	1	2								9
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				1		3
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
<b>TOTALS</b>	<b>12</b>	<b>6</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>67</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	1	1	2	2	4		2	2			2		16
DECEASED					2	1		2					5
MOVED IN VIOLATION			1	3	1					1			7
TERMINATED FOR LEASE VIOLATIONS					1								1
EVICTED													0
UNAUTHORIZED LIVE-IN											1		1
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
<b>TOTALS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>32</b>

**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The April 2017 operating reports are attached for your review. Based on spending projections, the following table contains the planned revisions.

Public Housing

Account Code	Account Description	Revision Amount	New Total	Reason
173-532-6371	Utilities	\$ 2,000	\$ 50,000	Increased Costs
173-532-6442	PILOT	\$ 2,203	\$ 39,203	Increased Costs
173-532-6518	Sundry - Off Exp	\$10,000	\$ 35,000	Audit Fees, Software
<b>Maintenance - PH</b>				
173-536-6040	Overtime Salary	\$ 1,000	\$ 6,000	Additional Employee
173-536-6010	Salary	\$22,000	\$112,000	Additional Employee
173-536-6110	FICA	\$ 1,232	\$ 8,500	Additional Employee
173-536-6130	IPERS	\$ 516	\$ 9,000	Additional Employee
173-536-6150	Health Ins	\$ 3,000	\$ 38,000	Additional Employee
173-536-6151	Life Ins	\$ 50	\$ 250	Additional Employee
173-536-6160	Work Comp	\$ 53	\$ 2,000	Additional Employee
173-536-6412	Health Services	\$ 500	\$ 500	New Account

Section 8

174-533-5411	Legal	\$ 4,000	\$ 4,000	Unforeseen Expenses
174-533-6440	Enhanced Voucher Homeownership	\$17,300	\$ 17,300	New Account
174-533-6443	Voucher	\$ 5,000	\$ 5,000	New Account
174-533-6444	Portability Voucher	\$35,000	\$ 35,000	New Account
174-533-6518	Sundry – Off Exp	\$ 3,000	\$ 6,000	Audit Fees, Software

Once the revisions are approved by the City Council, the fee accountant will make the necessary revisions to the public housing budget and the Board will have the opportunity to comment and approve the revisions during the June 2017 meeting.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 4/2017, FISCAL 10/2017**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	28,000.00	4,130.16	33,813.79	120.76	5,813.79-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	1,974.00	4,742.00	118.55	742.00-
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	39,692.00	403,318.16	80.66	96,681.84
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	.00	5,026.00	52.91	4,474.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	670.00	7,750.00	64.58	4,250.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	50.00	1,450.82	72.54	549.18
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	7,764.00	167,292.00	85.79	27,708.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>750,500.00</b>	<b>54,280.16</b>	<b>623,392.77</b>	<b>83.06</b>	<b>127,107.23</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
173-532-6010	SALARY - PUBLIC HOUSING	87,000.00	6,652.22	71,812.94	82.54	15,187.06
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	440.73	4,857.29	71.34	1,951.71
173-532-6130	IPERS - PUBLIC HOUSING	7,948.00	594.05	6,383.45	80.32	1,564.55
173-532-6150	HEALTH INS - PUBLIC HOUSING	38,145.00	3,062.08	30,620.80	80.27	7,524.20
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	30.79	299.25	96.53	10.75
173-532-6160	WORK COMP - PUBLIC HOUSING	2,704.00	3,719.00	3,719.00	137.54	1,015.00-
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	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	2,923.58	21,571.05	53.93	18,428.95
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	4,680.09	46,447.92	96.77	1,552.08
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,387.58	14,300.95	79.45	3,699.05
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,698.53	17,403.22	72.51	6,596.78
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	2,472.08	61.80	1,527.92
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	25,542.00	25,338.00	32,048.95	125.48	6,506.95-
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	64.00	2,099.00	52.48	1,901.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	2,598.26	83.81	501.74
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	26,000.00	3,648.58	18,774.30	72.21	7,225.70
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	2,254.47	30,010.41	120.04	5,010.41-
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	3,917.01	58,650.89	78.20	16,349.11
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
	<b>PUBLIC HOUSING TOTAL</b>	<b>517,158.00</b>	<b>60,837.73</b>	<b>406,289.04</b>	<b>78.56</b>	<b>110,868.96</b>
173-536-6010	SALARY - PH MAINT	90,000.00	7,804.64	68,580.87	76.20	21,419.13
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	291.25	4,671.80	93.44	328.20

**REVENUE & EXPENSE REPORT**  
**CALENDAR 4/2017, FISCAL 10/2017**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,268.00	591.52	5,277.76	72.62	1,990.24
173-536-6130	IPERS - PH MAINT	8,484.00	716.99	6,438.53	75.89	2,045.47
173-536-6150	HEALTH INS - PH MAINT	35,000.00	1,454.30	17,603.85	50.30	17,396.15
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	2,694.00	2,694.00	138.37	747.00-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	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	410.00	708.00	.00	708.00-
	PUBLIC HOUSING MAINTENANC TOTA	149,349.00	13,962.70	106,576.22	71.36	42,772.78
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	20,520.27-	110,527.51	131.59	26,534.51-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 4/2017, FISCAL 10/2017**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	700.00	175.75	1,631.62	233.09	931.62-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	3,112.00	5,911.00	118.22	911.00-
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	52,930.00	508,076.00	84.68	91,924.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	8,410.00	78,680.00	87.42	11,320.00
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	64,627.75	594,483.62	85.21	103,216.38
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	2,845.05	28,301.97	72.57	10,698.03
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	189.09	1,920.71	62.77	1,139.29
174-533-6130	IPERS -SECTION 8	3,572.00	254.05	2,524.99	70.69	1,047.01
174-533-6150	HEALTH INS - SECTION 8	16,348.00	1,312.32	13,123.20	80.27	3,224.80
174-533-6151	LIFE INS - SECTION 8	200.00	13.20	140.65	70.33	59.35
174-533-6160	WORK COMP - SECTION 8	1,817.00	.00	.00	.00	1,817.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	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	1,332.00	10,399.00	69.33	4,601.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,390.00	68.29	1,110.00
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	823.13	5,267.70	65.85	2,732.30
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	.00	1,565.00	14,167.00	.00	14,167.00-
174-533-6443	HOME OWNERSHIP VOUCHER	.00	351.00	3,860.00	.00	3,860.00-
174-533-6444	PORTABILITY VOUCHER	.00	3,168.96	27,950.62	.00	27,950.62-
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	48,262.00	436,774.24	72.80	163,225.76
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	12.11	4,299.81	143.33	1,299.81-
	SECTION 8 VOUCHER TOTAL	701,697.00	60,347.91	554,723.34	79.05	146,973.66
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-	4,279.84	39,760.28	994.75-	43,757.28-

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**REQUESTED ACTION:** Review updated Five-Year Action Plan.

**Comments:** The attached schedule outlines the projects with their associated costs and the projected timeline. Due to construction delays, budgetary revisions, and some unanticipated needs, we need to revise the existing action plan which is part of our approved 5-Year Plan. These changes constitute a substantial deviation from the existing plan and require board approval and a public hearing. These changes are included in the public hearing that has been scheduled for June 15, 2017. The board will vote to approve the changes after the public hearing. The revised action plan will be submitted to HUD for approval.

## Revised Capital Improvements Plan

2017	Cost Estimate	Funding Source
Replace living room windows at South Cedar Terrace (approx. 324 windows)	161,500	\$110,000-CFP 2017 \$ 51,500-FYE/18 Operating Budget
Replace Boilers at SCT (19 boilers)	87,000	\$ 87,000-CFP 2016
Replace Water heaters at SCT (20 WH)	16,000	\$ 16,000-CFP 2017
Install surge protection on units at SCT	8,000	\$ 8,000-FYE/17 Operating Budget
Purchase pick-up with plow	40,000	\$ 40,000-FYE/18 Operating Budget
Electrical service updates at SCT	24,000	\$ 20,000-CFP 2017
Replace Mowers (3 units)	15,000	\$ 15,000-FYE/18 Operating Budget
Sidewalk update/repair	17,000	\$ 20,000-CFP 2016
Procurement consulting services	10,000	\$ 10,000-FYE/18 Operating Budget
2018	Cost Estimate	Funding Source
Replace kitchen cabinets, sinks, faucets and countertops at Morningside	50,000	\$ 50,000-CFP 2018
Replace kitchen flooring at Morningside	10,000	\$ 10,000-CFP 2018
Replace bathroom vanities/sinks at Morningside	10,000	\$ 10,000-CFP 2018
Replace toilets at Morningside	7,500	\$ 7,000-CFP 2018
Resurface bathtubs at Morningside	15,000	\$ 15,000-CFP 2018
Replace bathroom flooring at Morningside	8,000	\$ 8,000-CFP 2018
2019	Cost Estimate	Funding Source
Parking lot updates	75,000	\$ 50,000-CFP 2018 \$ 25,000-CFP 2019
Update interior doors and trim	50,000	\$ 50,000-CFP 2019

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Part I: Summary**

PHA Name/Number IA002 – Charles City Housing & Redevelopment Authority		Locality (City/County & State) Charles City, Floyd County, Iowa			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1	
A.	Development Number and Name	Work Statement for Year 1 FFY ____ 2015 ____	Work Statement for Year 2 FFY ____ 2016 ____	Work Statement for Year 3 FFY ____ 2017 ____	Work Statement for Year 4 FFY ____ 2018 ____	Work Statement for Year 5 FFY ____ 2019 ____
B.	Physical Improvements Subtotal	Approved: \$666,666	134,315.31	150,000	150,000	120,000
C.	Management Improvements		6,164.69			
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					5,000
F.	Other					
G.	Operations					
H.	Demolition					25,000
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		140,480	150,000	150,000	150,000

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**REQUESTED ACTION:** Approve purchase of mowers from Swartzrock for \$15,000.

**Comments:** Our existing tractors were purchased in 2010. Recently we have been having to make frequent repairs to the lawn tractors. The repairs also include countless broken belts, making them unreliable. We have gotten the following quotes for new mowers:

Swartzrock: (3) Exmark Zero Turn \$15,000

Cal's Auto: (3) Ferris Zero Turn \$18,600

Don's Repair: (3) Toro Titan \$19,198.08

All three of them have a 52" mower deck. We will not be getting tractors with snow blowers this time because the walk behind snow blowers clear the snow better. We also plan to keep one of the mowers that is in the best condition as a backup. If the snow was more than the walk behind could handle we would have the old tractor/blower in addition to the skid loader. The plan is to take the remaining two tractors to one of the auctions.

**REQUESTED ACTION:** Approve Contract to repair sidewalks.

**Comments:** We have several deteriorated sidewalks and sidewalks which have heaved and need to be leveled. John Fallis has prepared a request for quotes, which are due Tuesday, May 16. The scope of work involves removing the most deteriorated sidewalks and pouring new sidewalks. The remaining sidewalks will be leveled using the Poly-lift system. It is estimated that the work can be done for \$10,000.

The quotes will be tabulated and will be presented for consideration at the meeting.