

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

March 15, 2018, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of February 15, 2018 1-3
- IV. Approval of Bills for March 2018 4
- V. Hearing – Approval of Revised Five-Year Plan & Agency Plan 5-9
 - 1. Open Hearing
 - 2. Filing of Affidavit of Publication – 01/30/2018
 - 3. Written Comments or Objections _____
 - 4. Oral Comments or Objections _____
 - 5. Motion to Close Hearing _____ Second _____
Vote: Ayes: _____
Nayes: _____
 - 6. Consider Resolution No. 02-18 Revision of Five-Year Action Plan & Agency Plan
Discussion: _____
Vote: Ayes: _____
Nayes: _____
- VI. Communications 10-12
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Section 8 Funding/Utilization
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VII. Old Business
- VIII. New Business
 - 1. Review Financial Statements..... 13-16
 - 2. Change April Board Meeting Date 17
 - 3. Approve Plans for SCT Window Project..... 18-19
- IX. Move to Adjourn

Next regular meeting scheduled for Monday, April 16, 2018

7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 15, 2018 7:00 a.m.

Members Present: Carol Tyler, Jeremy Heyer, Eric Miller, and Linda Klemesrud.
Absent: Stewart Coulson. Others present: Heidi Nielsen, staff; and Steve Merrill and Matt Ross, Home Town Security.

Call to Order. Board Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comments. None

Board Chair Heyer requested that the Old Business be discussed first so Steve and Matt didn't have to sit through the meeting.

Old Business.

Approve Installation of New Camera System. Staff presented three quotes for the updated system, and the Board was updated on the project and progress to date. Steve Merrill and Matt Ross were present to review their proposal answer any questions. Nielsen asked about installation of the two additional cameras on the ends of the buildings. Merrill suggested that we ask permission to install one on the Edgewood Apts. Ross explained that the camera would use minimal power and it would benefit them because the camera would also cover their parking lot. Matt and Steve left because there were no more questions. Tyler made a motion to accept the quote from Home Town Security and Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Amend-Approve Minutes of January 18, 2018. On motion by Miller and a second by Tyler, the minutes of January 18, 2018 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that other than the Business Card bill, which was for conference expenses and lights for the truck, all other bills were routine. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$99,911.94. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Board heard a report on the status of capital improvement and maintenance projects, rehab grant application, PHAS score, lawsuit with HUD, new community resource officer, public housing vacancies, and Section 8 utilization. No action was required.

New Business

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

Approve Resolution 02-18 Annual Civil Rights Certification. Nielsen explained that we are required by HUD to submit this certification on an annual basis to ensure that we are complying with all the fair housing laws. This is required in lieu of an Annual Plan. Miller made a motion to approve resolution 02-18 Annual Civil Rights Certification. Tyler seconded the motion. Ayes: Klemesrud, Miller, Tyler, and Heyer. Nays: 0. Motion carried on roll call vote.

Review and Approve City Budgets. Nielsen reviewed the proposed budgets for next fiscal year. She explained that once approved the budgets will be sent to our fee accountant to prepare the Public Housing Budget in the HUD prescribed format. Other than minor adjustments, the only major changes from the current budget were to budget for some capital expenditures, increase the contracted services, and reduce the maintenance payroll expenses. Miller motioned to approve the budget and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Contract for Office Renovation. Nielsen stated that out of the four contractors interested in the project, there was only one quote submitted for the renovation. The reasons given were lack of time and Davis Bacon requirements. Nielsen requested award of the contract to Do It All Services for \$9,413.73 because the cost was acceptable, and they committed to completing the renovation the first full week of March. Miller moved to approve the contract and Tyler seconded the motion. Ayes: 4, Nays: 0, Motion carried.

Review Proposals for New Copier and Tech Support. The proposals, from Marco, Advanced Systems, and Koch Brothers, were presented to the Board. Nielsen pointed out that all three were offering a 60-month lease and that the lease amounts for the copiers were all approximately the same and when you add the contracts for support for the printers, the monthly costs change. The board was informed that the plan was to pick the two best proposals and demo the machines to see which was best. However, Nielsen explained that because the proposal from Advanced Systems is much better than the others the plan has changed to demo only the machine from Advanced Systems. Nielsen said that the Board will be asked to award a contract to Advanced Systems in April if the copier performs well.

Approve Triennial Reexams. Nielsen reviewed the request to approve the triennial reexams and stated that the purpose is to reduce the burden on the housing authorities. Nielsen explained that even though the files of those with fixed income must still be calculated on an annual basis, the families would only need to come into the office for an appointment every three years. Since this would apply to about 25% of program participants, it would simplify the process. The board was also told that because the rule is only interim and will not be finalized until March, it would not go into effect until April 1st. Nielsen also told the board that because this change is a significant deviation from the current rent calculation policies, there will need to be a public hearing, which is scheduled for March 15th.

Election of Officers

Chairperson: Miller moved to nominate Heyer as Chairperson. Klemesrud seconded the motion. Miller moved that all nominations cease, and Tyler seconded the motion. Roll call: Ayes: Heyer, Klemesrud, Miller, and Tyler. Nays: None. Motion carried.

Vice-Chairperson: Miller moved to nominate Tyler as Vice-Chairperson. Heyer seconded the motion. Klemesrud moved that all nominations cease, and Miller seconded the motion. Roll call: Ayes: Tyler, Klemesrud, Miller, and Heyer. Nays: None. Motion carried.

Review of By-Laws for Revision.

The by-laws were reviewed, and it was agreed that no changes were needed. Miller motioned to approve the By-Laws as presented and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen informed the board she would be attending the Iowa NAHRO Conference with Russ and Adam in April.

Being no further business, Tyler motioned to adjourn, and Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried, and the meeting adjourned at 8:02 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 March 2018

| Customer | Description | Amount |
|--|-----------------------------------|------------------|
| Andy Wegner | maintenance repairs | 485.14 |
| Arnold Motor Supply | parts | 33.46 |
| Asbestrol, Inc. | tile removal from 2 apts. SCT | 4,941.00 |
| Business Card | materials for office remodel | 3,239.00 |
| Business Card | back up fee | 19.98 |
| C.Naber & Associates | accouting fees | 395.00 |
| CenturyLink | phone bill | |
| Charles City Press | fees for waiting list ads | 880.00 |
| Cintas | rug service | 53.76 |
| City of Charles City | water/sewer/URP/S8 inspections | 266.62 |
| HAPS | March 1 payments | 61,754.12 |
| Hockenson Plumbing | materials for month | 422.93 |
| Iowa Department of Inspections & Appeals | fraud investigation fees | 938.48 |
| Iowa Department of Transportation | fuel | |
| Jendro Sanitation | trash service | 762.00 |
| John Deere Financial | Theisens purchases-maintenance | 153.38 |
| Kwik Trip, Inc. | fuel | 35.64 |
| Lessin Supply Co. | parts | 6.30 |
| Mid American Energy | electric/gas/URP | |
| NAHRO | membership dues | 485.04 |
| Olsgard Auto Sales & Service | snow plow maintenance parts | 140.00 |
| Petty Cash | replenish fund | |
| Plunkett's Pest Control | apartment treatments | 1,520.00 |
| Schueth Ace Hardware | maintenance items for month | 1,131.03 |
| Sherwin Williams | paint | 210.91 |
| Superior Lumber | maintenance items for month | 97.33 |
| T-J Service | stock purchase of stove drip pans | 699.60 |
| US Cellular | cell phone bill | |
| Wells Fargo Vendor FIN Serv | copier lease payment | 252.02 |
| | | 78,922.74 |

STATE OF IOWA

Floyd County,

I, Christopher J. Hall, Publisher, (Editor) of the CHARLES CITY PRESS, in said county, do hereby state that I certify under penalty of perjury and pursuant to the laws of the State of Iowa that a notice, which is a true copy, has been printed and published each week for 1 consecutive weeks in the regular daily issues of said paper commencing with the issue of Tuesday on the 30 day of January A.D., 2018 and ending with the issue of, January 30, 2018.

Legal Notice

**NOTICE
PUBLIC HEARING**

The Charles City Housing and Re-development Authority will be holding a public hearing in compliance with the Quality Housing and Work Responsibility Act of 1998. The purpose of the hearing is to allow the public to comment on the policies of the agency and budget amendments to the 5-Year Capital Improvement Plan. The information is available for review at the Housing Office, 501 Cedar Terrace South, Charles City, IA 50616. The hours of operation are 8:00 a.m. - 4:30 p.m., M-F. The public hearing will be held at the housing office on March 15, 2018 at 7:00 a.m. The public is invited to attend to comment or may submit written comments to the housing office prior to the hearing.

No. 18554
01/30/18

Christopher J. Hall

Acknowledgement and charges
for above services \$ 8.78

Subscribed and sworn to before me this 30 day
of January A.D., 2018

Christine Rimrod
Notary Public in and for the State of Iowa



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 | |
|---|---------------------------------------|--|---------------------------------------|---------------------------------------|--|--|
| 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 | Annual Statement | 47,596.75 | 145,962 | 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 | | 86,718.56 | | | 25,000 | |
| I. Development | | | | | | |
| J. Capital Fund Financing -- Debt Service | | | | | | |
| K. Total CFP Funds | | | | | | |
| L. Total Non-CFP Funds | | 140,480 | 145,962 | 150,000 | 150,000 | |
| M. Grand Total | | | | | | |

RESOLUTION NO. 02-18

REVISION OF FIVE YEAR ACTION PLAN FOR 2015-2019 & AGENCY PLAN

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, Section 2072 of Title VII of Division B of HERA requires each qualified public housing agency to hold an annual public hearing to discuss changes to goals, objectives, and policies of the agency; and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of qualified agency as defined by the act; and

WHEREAS, a Public Hearing was held on March 15, 2018 to allow an opportunity for public comment and where any comments received were taken into consideration; and

WHEREAS, the Resident Advisory Board met as required on March 13, 2018 and reviewed the revisions to the Capital Five-Year Action Plan and were provided the opportunity to comment on the plan;

WHEREAS, the recommendation has been made to revise Agency Plan to incorporate the following changes effective April 1, 2018:

- Triennial recertifications for fixed-income participants
- Updated Emergency Transfer Plan
- Conduct interim re-exams when the increase is over \$100.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the changes to the Five-Year Action Plan and Agency Plan and has taken into consideration any recommendations of the Resident Advisory Board and public comment, and; authorize their approval for plan revision.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15th DAY OF MARCH 2018.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

- 1. Capital Fund/Maintenance Update. An update on the window project will be available at the March meeting. The office renovations should be almost complete by March 15, 2018. The only remaining item to complete should be the installation of the glass.
- 2. Rehab Update. The required public hearing was held on March 5, 2018. The Temporary Relocation Policy and Administrative Plan are being presented to the Council for approval at the March 19, 2018 meeting.
- 3. Section 8 Funding/Utilization. See attachment
- 4. Monthly Rental Status Update.

| Month of February 2018 | Total Leased 2/1/18 | New Leases | Removed Or Moved | Total Leased 3/1/18 | Total on Waiting List | Offered Assistance | Removed |
|-------------------------|---------------------|------------|------------------|---------------------|-----------------------|--------------------|---------|
| Terraces 132 Units | 131 | 2 | 3 | 130 | 11 | 2 | 1 |
| Morningside 16 Units | 13 | 0 | 1 | 12 | 1 | 3 | 3 |
| Section 8 197 Units | 168 | 4 | 7 | 165 | 42 | 12 | 7 |

Declined Assistance (6) Over Income () Denied (1) Insufficient Address ()
 Did not attend Briefing/Information Not Returned (4) Criminal Background Check ()
 Voucher Expired (1) Purged ()
 Terminations: PH () S8 (2)

- 5. End of Participation Tracker. See attachment

END OF PARTICIPATION
TRACKER
2017-2018

| | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | TOTALS |
|----------------------------------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|--------|
| LEFT IN GOOD STANDING | | | | | | | | | | | | | |
| ZERO HAP | 1 | 1 | 1 | 1 | | 3 | | 2 | | | | | 8 |
| MUTUAL RECISSION | | 1 | | | | | | | 1 | | | | 3 |
| ANNUAL RE-EXAM SEARCHING | | 1 | | | | | | 1 | | | | | 4 |
| PORT-OUT ABSORBED | | 1 | | 2 | 1 | | 1 | | | | | | 6 |
| PORT-OUT SEARCHING | | | 1 | | | | 3 | | | | | | 5 |
| PORT-OUT BILLING | 1 | | | | | | | 2 | | 1 | | | 5 |
| DECEASED | | | | 1 | | | | | | | | | 0 |
| MOVED IN VIOLATION | 1 | 2 | | 2 | 2 | 2 | | 1 | | 1 | | | 11 |
| EVICTED | | | | | | | | | | | | | 0 |
| UNAUTHORIZED LIVE-IN | | | | | | | | | | | | | 1 |
| VIOLATION OF FAMILY OBLIGATION | 1 | 1 | 1 | | 1 | | | 1 | | | | | 5 |
| GAVE UP ASSISTANCE BEFORE 1 YEAR | | | | 2 | | | | | | | | | 2 |
| FAILURE TO RENEW | | | | | | | | | | | | | 0 |
| FAILURE TO REPAY | | | | | | | | | 1 | | | | 2 |
| FAILURE TO PROVIDE INFO | | | | | | | | | | | | | 0 |
| FAILURE TO FOLLOW THROUGH | | | | | | | | | | | | | 1 |
| FRAUD | | | | | | | | | | | | | 0 |
| UNREPORTED INCOME-2ND TIME | | | | | | 1 | | | | | | | 1 |
| UTILITIES DISCONNECTED | | | | | | | | | | | | | 0 |
| CRIMINAL CONVICTION | | | | | 1 | | | | | | | | 0 |
| VOUCHER EXPIRED | | | | | | | | | | | | | 1 |
| VOUCHER REVOKED | | | | | | | | | | | | | 7 |
| LEASED W/NEW LANDLORD | | 1 | | | | | | | | | | | 1 |
| TOTALS | 4 | 8 | 5 | 8 | 11 | 16 | 6 | 8 | 7 | 0 | 0 | 0 | 72 |
| PUBLIC HOUSING | | | | | | | | | | | | | |
| LEFT IN GOOD STANDING | | 2 | 3 | 2 | | 1 | | | 2 | | | | 10 |
| DECEASED | | | | | | | 1 | | | | | | 2 |
| MOVED IN VIOLATION | | | | | | | | | | | | | 0 |
| TERMINATED FOR LEASE VIOLATIONS | 1 | | | | 1 | | 1 | 1 | | | | | 3 |
| EVICTED | | | | | | | | 2 | | | | | 3 |
| 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 |
| UTILITIES DISCONNECTED | 1 | 3 | 3 | 2 | 1 | 1 | 2 | 3 | 4 | 0 | 0 | 0 | 20 |

MEETING DATE: 3/15/18

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The February 2018 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 2/2018, FISCAL 8/2018

PCT OF FISCAL YTD 66.6%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|------------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|
| 173-532-4300 | INTEREST-PUBLIC HOUSING | 40,000.00 | 4,287.85 | 31,854.35 | 79.64 | 8,145.65 |
| 173-532-4504 | FRAUD-PUBLIC HOUSING | 4,000.00 | 226.00 | 1,605.34 | 40.13 | 2,394.66 |
| 173-532-4506 | DWELLING RENT-PUBLIC HOUSING | 500,000.00 | 44,305.00 | 330,849.00 | 66.17 | 169,151.00 |
| 173-532-4507 | EXCESS UTILITY-PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| 173-532-4508 | CONTRIB-OTHER-PUBLIC HOUSING | 12,000.00 | .00 | 5,864.25 | 48.87 | 6,135.75 |
| 173-532-4710 | REIMBURSED EXP-PUBLIC HOUSING | 2,000.00 | 88.09 | 596.34 | 29.82 | 1,403.66 |
| 173-532-4781 | OPER SUBSIDY-PUBLIC HOUSING | 220,000.00 | 13,155.00 | 118,050.00 | 53.66 | 101,950.00 |
| | PUBLIC HOUSING TOTAL | 778,000.00 | 62,061.94 | 488,819.28 | 62.83 | 289,180.72 |
| 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 | 88,802.00 | 6,784.53 | 59,669.50 | 67.19 | 29,132.50 |
| 173-532-6040 | OVERTIME SALARY-PUBLIC HOUSING | 2,000.00 | .00 | .00 | .00 | 2,000.00 |
| 173-532-6070 | LABOR/MAINT-PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| 173-532-6110 | FICA - PUBLIC HOUSING | 6,947.00 | 436.13 | 3,961.29 | 57.02 | 2,985.71 |
| 173-532-6130 | IPERS - PUBLIC HOUSING | 8,109.00 | 605.88 | 5,298.41 | 65.34 | 2,810.59 |
| 173-532-6150 | HEALTH INS - PUBLIC HOUSING | 40,052.00 | 3,214.79 | 25,718.32 | 64.21 | 14,333.68 |
| 173-532-6151 | LIFE INS - PUBLIC HOUSING | 326.00 | 23.56 | 243.72 | 74.76 | 82.28 |
| 173-532-6160 | WORK COMP - PUBLIC HOUSING | 3,025.00 | .00 | .00 | .00 | 3,025.00 |
| 173-532-6170 | UNEMPLOYMENT - PUBLIC HOUSING | 600.00 | .00 | 16.57 | 2.76 | 583.43 |
| 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 | 4,290.61 | 4,700.80 | 94.02 | 299.20 |
| 173-532-6370 | GAS - PUBLIC HOUSING | 40,000.00 | 8,664.28 | 19,908.40 | 49.77 | 20,091.60 |
| 173-532-6371 | UTILITIES - PUBLIC HOUSING | 48,000.00 | 1,532.44 | 33,121.90 | 69.00 | 14,878.10 |
| 173-532-6374 | WATER - PUBLIC HOUSING | 19,000.00 | 1,552.76 | 12,563.54 | 66.12 | 6,436.46 |
| 173-532-6379 | OTH UTIL-PUBLIC HOUSING -SEWER | 25,000.00 | 1,931.14 | 14,267.09 | 57.07 | 10,732.91 |
| 173-532-6401 | ACCOUNTING FEES-PUBLIC HOUSING | 3,000.00 | 325.00 | 2,205.00 | 73.50 | 795.00 |
| 173-532-6408 | TORT LIABILITY - PUBLIC HOUSING | 35,000.00 | .00 | 6,710.95 | 19.17 | 28,289.05 |
| 173-532-6411 | LEGAL FEES - PUBLIC HOUSING | 4,000.00 | 128.00 | 352.00 | 8.80 | 3,648.00 |
| 173-532-6415 | COPIER LEASE - PUBLIC HOUSING | 3,100.00 | .00 | 1,764.14 | 56.91 | 1,335.86 |
| 173-532-6420 | CONTRACT SERVICES - PUBLIC HOUSING | 35,000.00 | 5,551.68 | 17,912.11 | 51.18 | 17,087.89 |
| 173-532-6441 | TENANT SERVICES-PUBLIC HOUSING | 2,000.00 | .00 | 166.81 | 8.34 | 1,833.19 |
| 173-532-6442 | PILOT-PUBLIC HOUSING | 41,000.00 | .00 | 37,840.52 | 92.29 | 3,159.48 |
| 173-532-6490 | OTHER PROFESSIONAL SERV | 34,000.00 | .00 | 34,000.00 | 100.00 | .00 |
| 173-532-6516 | REFUNDS-PUBLIC HOUSING | 1,000.00 | .00 | 10.00 | 1.00 | 990.00 |
| 173-532-6518 | SUNDRY-OFF EXP-PUBLIC HOUSING | 35,000.00 | 5,520.26 | 22,399.70 | 64.00 | 12,600.30 |
| 173-532-6599 | MAINT MATERIALS-PUBLIC HOUSING | 75,000.00 | 6,466.11 | 56,574.91 | 75.43 | 18,425.09 |
| 173-532-6725 | CAP OUTLAY-EQUI-PUBLIC HOUSING | 40,000.00 | .00 | 15,000.00 | 37.50 | 25,000.00 |
| 173-532-6750 | CAP IMPR BLDG-PUBLIC HOUSING | .00 | 3,239.00 | 3,239.00 | .00 | 3,239.00 |
| | PUBLIC HOUSING TOTAL | 594,961.00 | 50,266.17 | 377,644.68 | 63.47 | 217,316.32 |
| 73-536-6010 | SALARY - PH MAINT | 98,643.00 | 6,292.30 | 87,152.11 | 88.35 | 11,490.89 |
| 73-536-6040 | OVERTIME SALARY - PH MAINT | 5,000.00 | 151.80 | 1,773.81 | 35.48 | 3,226.19 |

REVENUE & EXPENSE REPORT
CALENDAR 2/2018, FISCAL 8/2018

PCT OF FISCAL YTD 66.6%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|-------------|-------------------|------------|
| 173-536-6110 | FICA - PH MAINT | 7,929.00 | 479.03 | 6,519.51 | 82.22 | 1,409.49 |
| 173-536-6130 | IPERS - PH MAINT | 8,899.00 | 555.51 | 7,241.89 | 81.38 | 1,657.11 |
| 173-536-6150 | HEALTH INS - PH MAINT | 36,750.00 | .00 | 13,898.39 | 37.82 | 22,851.61 |
| 173-536-6151 | LIFE INS - PH MAINT | 200.00 | 691.31 | 830.96 | 415.48 | 630.96- |
| 173-536-6160 | WORK COMP - PH MAINT | 2,181.00 | .00 | .00 | .00 | 2,181.00 |
| 173-536-6170 | UNEMPLOYMENT - PH MAINT | 550.00 | .00 | 40.05 | 7.28 | 509.95 |
| 173-536-6181 | UNIFORM ALLOWANCE - PH MAINT | 900.00 | .00 | 1,125.00 | 125.00 | 225.00- |
| 173-536-6412 | HEALTH SERVICES- PH MAINT | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| | PUBLIC HOUSING MAINTENANC TOTA | 162,052.00 | 8,169.95 | 118,581.72 | 73.18 | 43,470.28 |
| 173-910-6910 | TRANSFER OUT - PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| | TRANSFERS IN/OUT TOTAL | .00 | .00 | .00 | .00 | .00 |
| | PUBLIC HOUSING TOTAL | 20,987.00 | 3,625.82 | 7,407.12- | 35.29- | 28,394.12 |

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REVENUE & EXPENSE REPORT
CALENDAR 2/2018, FISCAL 8/2018

PCT OF FISCAL YTD 66.6%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|-------------|-------------------|------------|
| 174-533-4300 | INTEREST - SECTION 8 | 1,500.00 | 182.46 | 1,308.74 | 87.25 | 191.26 |
| 174-533-4440 | STATE GRANT-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-4504 | FRAUD-SEC 8 | 5,000.00 | 714.00 | 2,470.00 | 49.40 | 2,530.00 |
| 174-533-4505 | HUD CONTRIB-SEC 8 | 630,000.00 | 68,442.00 | 515,809.00 | 81.87 | 114,191.00 |
| 174-533-4509 | ADMIN FEE/HTH-SEC 8 | 100,000.00 | 10,369.00 | 70,489.00 | 70.49 | 29,511.00 |
| 174-533-4710 | REIMBURSED EXP-SEC 8 | 1,000.00 | .00 | 1,022.00 | 102.20 | 22.00- |
| 174-533-4715 | REFUNDS-SEC 8 | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| | SECTION 8 VOUCHER TOTAL | 738,500.00 | 79,707.46 | 591,098.74 | 80.04 | 147,401.26 |
| 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 | 38,058.00 | 2,973.89 | 23,683.09 | 62.23 | 14,374.91 |
| 174-533-6040 | OVERTIME SALARY - SECTION 8 | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| 174-533-6110 | FICA - SECTION 8 | 2,988.00 | 194.77 | 1,591.79 | 53.27 | 1,396.21 |
| 174-533-6130 | IPERS -SECTION 8 | 3,488.00 | 265.56 | 2,105.68 | 60.37 | 1,382.32 |
| 174-533-6150 | HEALTH INS - SECTION 8 | 17,165.00 | 1,377.77 | 11,022.16 | 64.21 | 6,142.84 |
| 174-533-6151 | LIFE INS - SECTION 8 | 250.00 | 15.71 | 126.89 | 50.76 | 123.11 |
| 174-533-6160 | WORK COMP - SECTION 8 | 2,035.00 | .00 | .00 | .00 | 2,035.00 |
| 174-533-6170 | UNEMPLOYMENT - SECTION 8 | 400.00 | .00 | 11.03 | 2.76 | 388.97 |
| 174-533-6199 | EMPLOYEE BEN-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6230 | STAFF TRAINING - SECTION 8 | 1,500.00 | .00 | 3,267.34 | 217.82 | 1,767.34- |
| 174-533-6380 | UTILITY ALLOT - SECTION 8 | 15,000.00 | 1,208.00 | 11,037.00 | 73.58 | 3,963.00 |
| 174-533-6401 | ACCOUNTING FEES - SECTION 8 | 3,500.00 | 220.00 | 1,950.00 | 55.71 | 1,550.00 |
| 174-533-6411 | LEGAL-SEC 8 | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| 174-533-6420 | CONTRACT SERVICES - SECTION 8 | 8,000.00 | 282.00 | 4,857.32 | 60.72 | 3,142.68 |
| 174-533-6423 | SPECIAL SERVICE - SECTION 8 | 300.00 | .00 | .00 | .00 | 300.00 |
| 174-533-6440 | ENHANCED VOUCHER | 16,000.00 | 1,670.00 | 13,583.00 | 84.89 | 2,417.00 |
| 174-533-6443 | HOME OWNERSHIP VOUCHER | 6,000.00 | 300.00 | 2,685.00 | 44.75 | 3,315.00 |
| 174-533-6444 | PORTABILITY VOUCHER | 40,000.00 | 14,571.42 | 112,883.34 | 282.21 | 72,883.34- |
| 174-533-6445 | HC VOUCHER PAY-SEC 8 | 503,000.00 | 45,869.00 | 384,976.06 | 76.54 | 118,023.94 |
| 174-533-6490 | OTHER PROF SERVICES-SECTION 8 | 5,000.00 | .00 | 5,000.00 | 100.00 | .00 |
| 174-533-6516 | REFUND INTEREST-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6518 | SUNDRY-OFF EXP-SEC 8 | 4,000.00 | 1,500.00 | 2,863.69 | 71.59 | 1,136.31 |
| | SECTION 8 VOUCHER TOTAL | 668,684.00 | 70,448.12 | 581,643.39 | 86.98 | 87,040.61 |
| 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 | 69,816.00 | 9,259.34 | 9,455.35 | 13.54 | 60,360.65 |

16

MEETING DATE: 3/15/18

RE: Change Date for April Board Meeting

REQUESTED ACTION: Change the date of the April 2018 Board Meeting.

Comments: Due to the timing of the Iowa NAHRO Conference, I am requesting that the regular meeting be moved to Monday, April 16, 2018, at 7:00 a.m.

MEETING DATE: 03/15/2018

RE: Approve Plans for SCT Window Project

REQUESTED ACTION: Review timeline and cost estimate for the project and approve plans pending City Council approval.

Comments: Attached is a copy of the proposed schedule for the window replacement project at South Cedar Terrace. A cost estimate and draft copy of the specifications will be available at the meeting.



15 South Federal Avenue
 Mason City, IA 50401
 641.423.4165
 www.wwa-architects.com

February 26, 2018
Revised

**CHARLES CITY HOUSING &
 REDEVELOPMENT AUTHORITY -
 SOUTH CEDAR TERRACE WINDOW REPLACEMENT
 CHARLES CITY, IA PROJECT NO. 18-102**

PROJECT SCHEDULE

| | |
|--|------------------------|
| REVIEW PROJECT SCOPE & LETTING SCHEDULE...6:00 p.m. (City Council Planning Session) | Wed...Mar. 14, 2018 |
| CCHRA BOARD REVIEW.....7:00 a.m. | Thurs...Mar. 15, 2018 |
| SET HEARING & LETTING DATES.....6:00 p.m. (City Council Meeting) | Mon....Mar. 19, 2018 |
| ISSUE BID DOCUMENTS..... | Tues. Mar. 20, 2018 |
| ADVERTISEMENT FOR BIDS..... | Tues....Mar. 20, 2018 |
| PRE-BID MEETING.....2:00 p.m. | Thurs...Mar. 29, 2018 |
| NOTICE OF PUBLIC HEARING..... | Thurs...Mar. 29, 2018 |
| RECEIPT OF BIDS.....2:00 p.m. | Thurs....Apr. 12, 2018 |
| REVIEW OF BIDS.....7:00 a.m. (Housing Board Meeting) | Mon...Apr. 16, 2018 |
| AWARD OF CONSTRUCTION CONTRACT.....6:00 p.m. (City Council Meeting) | Mon...Apr. 16, 2018 |
| PRECONSTRUCTION MEETING.....2:00 p.m. | To Be Determined |
| APPROVE CONTRACT & BOND.....6:00 p.m. (City Council Meeting) | Mon. May 7, 2018 |
| BEGIN CONSTRUCTION..... | Wed...May. 9, 2018 |
| SUBSTANTIAL COMPLETION ... (latest)..... | Fri.... Jul. 20, 2018 |
| FINAL COMPLETION..... (latest)..... | Fri....Jul. 27, 2018 |

- WWA will send the Notice to Bidders to Master Builders for posting on their website. CCHRA will post Notice to Bidders on their website. WWA will send the Notice of Public Hearing to the Charles City Press newspaper. The newspaper will bill CCHRA.