

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

June 21, 2018, 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 May 17, 2018..... 1-2
- IV. Approval of Bills for June, 2018 3
- V. Communications 4-7
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Camera System Update
 - 4. Status on Capital Improvements Study
 - 5. Section 8 Funding/Utilization
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
 - 1. Approve Purchase and Installation of Reception Window..... 8
 - 2. Approve Purchase of Server.....9-12
- VII. New Business
 - 1. Review Financial Reports..... 13-16
 - 2. Consider Approval of Resolution 06-18, Writing Off Accounts Receivables..... 17-18
 - 3. Consider Approval of Resolution 07-18, Removal of Assets from Depreciation..... 19-20
 - 4. Consider Approval of Contract for Routine Plumbing Repairs..... 21
 - 5. Consider Approval of Contract for Routine Heating/Cooling Repairs..... 22
 - 6. Consider Approval of Contract for Routine Electrical Repairs..... 23
 - 7. Consider Approval of Internet Installation for Cameras..... 24
- VIII. Director’s Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, July 19, 2018, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
May 17, 2018 7:00 a.m.

Members Present: Stewart Coulson, Jeremy Heyer, Linda Klemesrud, Carol Tyler, and Eric Miller.
Absent: None. Others Present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. None.

Amend-Approve Minutes of April 16, 2018. Tyler moved, Coulson seconded the motion to approve the minutes of April 16, 2018 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. The bills were reviewed and Miller inquired about the payment to HAPPY Software for the support and Nielsen explained that staff regularly contacted them with software issues and questions. Miller moved, Tyler seconded the motion to approve the revised bill listing totaling \$138,697.05. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications which were reviewed included updates on the window project, review of status of rehab grant and request from a prior participant to forgive the balance on her loan, update to the status of the HUD lawsuit regarding operating reserves offset, report on Offset Program, funding and utilization updates and current occupancy.

Old Business. None.

New Business.

Review Operating Reports. Nielsen stated that it may be easier to look at the proposed budget revisions in conjunction with the budget revisions.

Review Revisions and Approve Resolution 04-18 Approving Public Housing Budget Revisions for FYE 06/2017. Nielsen explained that City Hall did not make all the budget revisions requested due to some suggestions made by their software vendor. They suggested that they only look at the bottom line and not each individual line item or account and only adjust those with substantial increases. Nielsen listed the revisions which were to be approved by the City Council including increases to the Section 8 portability and regular vouchers, and Public Housing Capital Improvements line items and administrative fees to City Hall. The board was informed that when the May 31 financial reports were received they will be reviewed to ensure that the total expenses do not go over budgeted amount. Miller motioned to approve Resolution 04-18 Approving Budget Revisions, it and was seconded by Tyler. Ayes: Heyer, Miller, Klemesrud, Coulson, and Tyles. Nays: 0. Motion carried on roll call vote.

Approve Purchase and Installation of Reception Window. Nielsen stated that the three quoted window systems were presented to the City Council and they suggested looking at the options installed to determine if the voice transmission was adequate. Nielsen explained how the different systems were set up and reviewed the costs. The board agreed that they should each be evaluated in person if possible and Nielsen told them that the system being proposed by Allied Glass was seen at the Courthouse in Mason City and the sound transfer was not good. Nielsen suggested that the Board might table the decision until more information was available on the other systems. Coulson made a motion to table the purchase and installation of the window. Klemesrud seconded the motion. Ayes: 5. Nays: 0. Motion carried.

Approve Software Upgrade. Nielsen explained to the board that the current software being used will no longer be supported by the vendor in 2019. The board was informed of the benefits to the upgrade. The request was made also to purchase the WaitListCheck module. Nielsen listed the benefits to the module with staff time being the biggest benefit. The board also discussed whether to contract with HAPPY Software to host the upgraded software in the Cloud at a cost of \$2,000 per year or to purchase a server for local hosting. Nielsen explained that Trent Parker was working on two different options to consider and had not completed them yet. The costs of each were considered. Coulson motioned to proceed with the purchase of the WaitListCheck module and upgrade with the contract amended to remove the hosting service. The motion was seconded by Miller. Ayes: 5. Nays: 0. Motion carried

Review Utility Allowance Tables and Approve Resolution 05-18 Approving Allowances for 2018/2019. Nielsen explained the purpose of the allowances and how they are calculated and how to read the tables. Klemesrud asked why there was no amount included under air conditioner and Nielsen explained that the usage for the A/C was included in the regular electricity usage. Also discussed was the calculation for garbage with the new tote system for pick up with the total increase for a two-bedroom home increasing 3%. Miller had to leave meeting and voiced his approval. Coulson motioned to approve Resolution 05-18 and Kemesrud seconded. Roll Call: Ayes: Heyer, Klemesrud, Coulson, Tyler. Nays: Motion Carried on roll call vote.

Directors Report

Nielsen reported that the cameras at Morningside which face the front of buildings will be up and operational by the 18th. The cameras in the back will require trenching to run new wires and because of the cost associated with it, two more quotes will be required. Also discussed was Iowa NAHRO's trip to the Washington Legislative Conference and the report that they presented on the difficulties portability created for small rural agencies and the issues encountered with the Section 3 requirements.

Klemesrud asked about the building types for the utility allowances and Nielsen explained that the garden apartments had separate entrances and multi-family had common hallways.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Meeting Adjourned at 7:58.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
Monthly Bill Listing
June 2018

Customer	Description	Amount
Andy Wegner	truck upholstery repair	203.02
Arnold Motor Supply	truck maintenance	31.41
Atura Architecture	profession fee payment	2,810.00
Business Card	maintenance items, back up fee	188.04
C.Naber & Associates	accounting fees	395.00
Carquest	truck repair	439.00
CenturyLink	shared long distance fee	37.67
CenturyLink	phone bill	126.80
Charles City Press	advertisements	852.00
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections	
Consumer Credit Counseling Service	home ownership counseling fee	150.00
Don's Repair	maintenance repairs	27.98
HAPS	June HAPS	60,246.12
Hillegas Flooring, LLC	flooring	3,131.85
Hockenson Plumbing	monthly maintenance fees	448.71
Hometown Sales & Service	plow repairs	142.49
Iowa Department of Transportation	fuel	201.77
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisen's purchases	75.07
Kwik Trip, Inc.	fuel	85.35
Linderman Heating & Air, LLC	monthly maintenance fees	1.00
Marco, Inc.	copy costs	96.52
Mehmen's Painting	painting fee	130.00
Mic's Plumbing & Heating, Inc.	clogged toilet repair charge	307.00
Michaels Band Box	carpet cleaning fee	438.74
Mid American Energy	electric/gas/urp	142.00
Mike's C & O Tire	tire disposal	6.00
Nan McKay	admin plan update fee	199.00
Noah, Smith & Schuknecht, P.L.C.	legal fee	272.00
O'Reilly Auto Parts	maintenance parts	36.09
Otto's Oasis	flowers for outdoor planters	29.31
Petty Cash	replenish fund	78.15
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	annual service fee	1,926.82
Schueth Ace Hardware	monthly maintenance items	1,288.21
Sherwin Williams	paint	176.45
Sisson & Associates	insurance	707.00
Skyline Tree Service	removal of 2 trees	1,238.00
Superior Lumber	maintenance items	480.78
T-J Service	washer maintenance	53.50
Titus Lock Services	lock repair	70.00
US Cellular	cell phones	138.68
Wells Fargo Vendor FIN Serv	copier lease	252.02
YARDI	criminal background fees	42.00
		78,600.86

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. On the window project, the contractor ordered windows for two apartments to see how they would go in before ordering the rest of the windows. The windows that they installed in the kitchens and bedrooms were only single-hung windows and not the double-hung windows specified. They also do not want to replace all the aluminum around the outside of the windows as specified. We are requiring them to replace them with double-hung and replace all the flashing around the windows with new bent-to-fit aluminum coil stock. The last notice we got was that the rest of the windows were going to be ordered and they would be able to meet the original time-line.

We also have received notice of the 2018 Capital Fund awards. This year our grant is \$228,408.00, which is roughly \$80,000 more than last year. The reduced cost of the window project, in addition to the anticipated reduction to the electrical service to South Cedar Terrace, and extra funding should allow us to move up the timeline and get more of the projects finished than we originally planned. HUD has made the process to accept and access the funds much easier this year. Basically, we had to have a HUD approved budget entered into their system and submit two documents, which has already been done.

At this time, it looks like the Capital Fund Program is not subject to the Rescission package proposed by the President and they are not looking at recapture of funds already awarded.

2. Rehab Update. We are anticipating hearing about the preliminary awards for the grant around mid-August.
3. Security Camera Update. We have four cameras up and operational. We were also able to bring them up on the server in the office. Due to the wet weather, we are still waiting for the ground behind Morningside to dry out, so they can get a lift back there to install the cameras. Once they are installed and the wires are run to the recorder in the garage, we should be able to access all cameras out there.
4. Status on Capital Improvements Study. Atura Architects are working on getting the costs together for the study. We have met with Mid American Energy and a local electrician on the work that needs to be done on the transformers at South Cedar Terrace. At this point it looks like Mid American Energy will be absorbing most of the costs. They will be replacing the main utility pole feeding the site and run new wiring up to the transformers and will be replacing the transformers and breaker boxes. The wiring from the breakers/transformers to the buildings was also looked at and it appears that it is copper wires and with the load testing that was done indicates it will be able to handle a higher load. We may possibly have to run new wires into the buildings, though. We have also met with Central Lock to have them get us some estimates on the cost of new door locks and master lock system, and Mick Gage Plumbing to give us costs for new boilers for South Cedar Terrace. The other

projects being looked at include, kitchen and bathroom remodels at Morningside and repairs to parking lots and sidewalks.

5. Section 8 Funding/Utilization. We have been removed from being identified by HUD as a "shortfall agency". However, we still have about 14 families searching with portable vouchers in high cost areas and we anticipate being billed for about ten of the families if they successfully lease up. But as we discussed last month, as the portability costs increase we must reduce the families being assisted locally, which reduces the amount of administrative funding that we receive as the level of admin fee is determined by the number of vouchers leased. In addition, we also must give the receiving agency some of our admin fees to compensate them for the administration of the vouchers. See attachment for utilization rates. As you can see, after June expenses, we only have \$5,439 in HUD-held reserves and \$25,196 in reserves being held by our agency. Because of this, we could fall back into shortfall again. We have applied for additional funding from HUD's set back reserves for the increased portability costs. We should find out by August how much we will qualify for.

6. Monthly Rental Status Update.

Month of May 2018	Total Leased 5/1/18	New Leases	Removed Or Moved	Total Leased 6/1/18	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	3	2	130	11	1	1
Morningside 16 Units	14	1	0	15	3	1	2
Section 8 197 Units	156	4	5	155	52	0	11

Declined Assistance (6) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (8) Criminal Background Check ()
 Voucher Expired (1) Purged ()
 Terminations: PH () S8 (1)

7. 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		1	1	1		3		2					11
ZERO HAP		1				1		2					5
MUTUAL RECISSION		1				1		1					4
ANNUAL RE-EXAM SEARCHING		1		2	1	1	1	1					6
PORT-OUT ABSORBED				1		1	3			2			8
PORT-OUT SEARCHING		1		1				2	1	2			7
PORT-OUT BILLING				1									1
DECEASED													0
MOVED IN VIOLATION		1	2	2	2	2	1	1	1	1	3		14
EVICTED													0
UNAUTHORIZED LIVE-IN		1	1	1		1		1					5
VIOLATION OF FAMILY OBLIGATION				2									2
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW									1				3
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO								1					1
FAILURE TO FOLLOW THROUGH													0
FRAUD						1							1
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION					1								1
VOUCHER EXPIRED						7							9
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD		1	1	1	4	1	1	2					10
TOTALS		4	8	5	8	11	16	6	8	7	7	4	89
PUBLIC HOUSING													
LEFT IN GOOD STANDING		2	3	2		1							14
DECEASED							1						2
MOVED IN VIOLATION								1					0
TERMINATED FOR LEASE VIOLATIONS		1						1					3
EVICTED						1							3
UNAUTHORIZED LIVE-IN			1					2					3
FAILURE TO RENEW													1
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	2	24
TOTALS		1	3	3	2	1	1	2	3	4	0	2	24

HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	NRA												
	HUD Held												
3	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16 NRA	Number of Units Leased on the First of the Month	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 12/31/16	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)
4	PHA# IA002	D		E	F	E-F	H	D+G+H		K	L	M	(K+L)-M
5													
6	CY 2017									CY 2017			
7	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$95	\$18,274	January	\$140,812	\$48,658	\$51,440	\$138,030
8	February	\$18,274	163	\$51,440	\$52,253	\$17,461	\$119	\$17,580	February	\$138,030	\$48,658	\$51,440	\$135,248
9	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$427	\$17,327	March	\$135,248	\$48,658	\$52,930	\$130,976
10	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$1,556	\$15,009	April	\$130,976	\$48,658	\$52,930	\$126,704
11	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$62	\$9,844	May	\$126,704	\$48,658	\$52,930	\$122,432
12	June	\$9,844	169	\$52,930	\$56,782	\$5,992	\$163	\$6,155	June	\$122,432	\$48,658	\$52,930	\$118,160
13	July	\$6,155	172	\$40,226	\$58,340	-\$11,959	\$25	-\$11,934	July	\$118,160	\$48,658	\$40,226	\$126,592
14	August	-\$11,934	170	\$65,382	\$62,882	-\$9,434	\$125	-\$9,309	August	\$126,592	\$46,709	\$65,382	\$107,919
15	September	-\$9,309	182	\$73,982	\$67,100	-\$2,427	\$32	-\$2,395	September	\$107,919	\$48,658	\$73,982	\$82,595
16	October	-\$2,395	180	\$69,382	\$67,048	-\$61	\$165	\$104	October	\$82,595	\$48,658	\$69,382	\$61,871
17	November	\$104	178	\$64,946	\$68,223	-\$3,173	\$28	-\$3,145	November	\$61,871	\$48,659	\$64,946	\$45,584
18	December	-\$3,145	176	\$65,007	\$65,407	-\$3,545	\$160	-\$3,385	December	\$45,584	\$48,558	\$65,007	\$29,135
19	Total			\$693,525	\$715,604		\$2,957		Total		\$581,848	\$693,525	
20													
21													
22	CY 2018								CY 2018				
23	January	-\$3,385	173	\$68,442	\$64,233	\$824	\$345	\$1,169	January	\$29,135	\$60,888	\$68,442	\$21,581
24	February	\$1,169	168	\$68,442	\$62,947	\$6,684	\$357	\$7,021	February	\$21,581	\$60,888	\$68,442	\$14,027
25	March	\$7,021	165	\$62,441	\$61,235	\$8,227	\$353	\$8,580	March	\$14,027	\$60,888	\$62,441	\$12,474
26	April	\$8,580	161	\$58,653	\$57,689	\$9,554	\$210	\$9,764	April	\$12,474	\$60,888	\$58,653	\$14,699
27	May	\$9,764	157	\$65,518	\$56,136	\$19,146	\$259	\$19,405	May	\$14,699	\$60,888	\$65,518	\$10,069
28	June	\$19,405	155	\$65,518	\$59,727	\$25,196		\$25,196	June	\$10,069	\$60,888	\$65,518	\$6,327
29	July	\$25,196				\$25,196		\$25,196	July	\$5,439	\$60,888	\$0	\$66,327
30	August	\$25,196				\$25,196		\$25,196	August	\$66,327	\$60,889	\$0	\$127,216
31	September	\$25,196				\$25,196		\$25,196	September	\$127,216	\$60,889	\$0	\$188,105
32	October	\$25,196				\$25,196		\$25,196	October	\$188,105	\$60,889	\$0	\$248,994
33	November	\$25,196				\$25,196		\$25,196	November	\$248,994	\$60,889	\$0	\$309,883
34	December	\$25,196				\$25,196		\$25,196	December	\$309,883	\$60,889	\$0	\$370,772
35	Total			\$389,024	\$361,967		\$1,524		Total		\$730,661	\$389,024	

REQUESTED ACTION: Approve the purchase of the reception window from Mason City Glass for \$12,800 for the baffle security window system.

Comments: Last month we considered the following three proposals for the purchase and install of the security window in the reception area:

Mason City Glass: \$9,095.00 for system with voice ports and speakers to amplify sound transfer and recessed passthrough trays.

Elite Glass: \$13,017.00 for system with a sound baffle system and counter mounted pass through trays

Allied Glass: \$14,270.00 for system with a 6" speaker hole with a backer plate an counter mounted pass through

As discussed in the May 17 meeting, the proposals were presented to the City Council at the planning session on April 25th and they requested that we go and look at similar systems to determine the best sound transfer. The only system that was within a reasonable travel distance was the system proposed by both Mason City Glass and Allied Glass. This particular system did not provide adequate sound transfer. We contacted the Polk County Sheriffs Dept. to ask about their security window, which is the baffle system proposed by Elite Glass. They said that under normal circumstances there was not an issue with voice transfer, but they also said that during jail visitation when there were a lot of visitors and children the background noise could sometimes make it hard to hear. Due to the uncertainty of which system was the best, we tabled the decision to allow for more time to research different options.

We discussed our concerns the Mason City Glass and they said that they would research some additional options including some sort of a voice amplifier. Their research resulted in them proposing the same system in Polk County. They quoted an installed cost of \$12, 800, which is slightly lower than the Elite Glass quote.

REQUESTED ACTION: Consider approval to purchase new server to accommodate software upgrade.

Comments: Attached is a proposal prepared by Trent Parker to determine which route to go with the new server. His recommendation is option #2, Standalone Server with Terminal Services (Hyper-V). It will cost more initially because the install is more labor intensive. However, we should see a payback in a reduction in future technical labor because updates can all be done on the server. In addition, we are currently paying about \$20 a month to back-up the data on my computer because of the number of working files that I have on my desk top. In option #2, this cost will be eliminated. In addition, our desktop computers will have a longer useful life because all the daily work will be done on the server.

We are thinking that we will either put the computer currently serving as the server in the lobby for applicants to apply on-line, or at the reception desk for use at the second window.

Charles City Housing
Authority
Recommendations and
Estimates

May 17

2018

Server Upgrade for Charles City Housing Authority.

Charles City Housing Authority Recommendations and Estimates

The following will provide recommendations and estimates to the best of my knowledge after working on and examining the current peer-to-peer network at Charles City Housing Authority in Charles City, Iowa. The Major recommendations include purchasing a server to meet the new requirements put in place by the software vender Housing Pro. There are two solutions outlined in this document, both meet the needs of the Housing Pro software, the differences will be explained and charted below.

Standalone Server

A standalone server will be purchased. On the server a operating system will be installed such as Windows Server 2016, Housing Pro and File Shares will be moved on to this server to meet the requirements of the Housing Pro software. Since this is the main program that helps in the operation of Charles City Housing Authority, the server will be setup with a RAID. Meaning there will be physical redundancy in the server itself if a drive were to go bad. This solution provides nothing more than the current setup, except that it would be running on a server grade operating system and hardware.

Pros

- Familiar Setup
- Meets Requirements

Cons

- Does not use full potential of server
- Server and Clients are updated separately
- Each client requires setup of peripheral devices
- PC Hardware must meet requirements of software (not only server)

Standalone Server with Terminal Services (Hyper-V)

This solution will also require a standalone server with the same operating system installed. Microsoft Server comes with other services for free that could also be utilized to enhance the Server-to-Client setup required by Housing Pro. The first would be Hyper-V which is a virtualization software. This software allows for one server to run multiple instances of a server environment. The other service that would be used to complete the upgrade would be Terminal Services. Terminal Services allows for multiple people to utilize the server, each having their own environment.

Pros

- Utilizes more of the Server Software
- One central spot of management (Only install updates and other programs in one location, instead of on each client's computer)
- Allows for all user data to be backed up (Currently only items that exists on the server are backed up)
- Allows for snapping sessions (User can jump on any computer and immediately have their stuff)
- Clients computer hardware has longer life expectancy due to heavier use on the server (Servers are meant to have this kind of workload)
- Better security using a domain with group policies

Cons

- Longer setup process
- Users need to learn new system

*Both solutions will meet all requirements needed for Housing Pro

*Only one price will be estimated for hardware as each setup requires the same hardware

Pricing

Hardware	Price
Dell/HP/Lenovo Server	\$1700
Server Operating System	\$882
Total	\$2582

*Believe with TechSoup.com we can get Operating System cost lower.

*If purchasing a newer server life expectancy is usually 8 years.

MEETING DATE: 6/21/18

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The May 2018 operating reports are attached for your review. These include the revisions included in the budget amendment approved in May.

REVENUE & EXPENSE REPORT
CALENDAR 5/2018, FISCAL 11/2018

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	40,000.00	5,608.92	47,836.90	119.59	7,836.90-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	1,550.67	5,667.01	141.68	1,667.01-
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	40,914.00	455,560.04	91.11	44,439.96
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	648.50	8,316.25	69.30	3,683.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	93.72	11,429.06	571.45	9,429.06-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	30,826.00	174,073.00	79.12	45,927.00
	PUBLIC HOUSING TOTAL	778,000.00	79,641.81	702,882.26	90.34	75,117.74
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	9,573.30	83,231.90	93.73	5,570.10
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	89.36	4.47	1,910.64
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,947.00	649.83	5,525.91	79.54	1,421.09
173-532-6130	IPERS - PUBLIC HOUSING	8,109.00	854.94	7,410.58	91.39	698.42
173-532-6150	HEALTH INS - PUBLIC HOUSING	40,052.00	3,214.79	35,362.69	88.29	4,689.31
173-532-6151	LIFE INS - PUBLIC HOUSING	326.00	23.56	314.40	96.44	11.60
173-532-6160	WORK COMP - PUBLIC HOUSING	3,025.00	.00	1,960.80	64.82	1,064.20
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	51.09	8.52	548.91
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	1,089.28	7,340.40	146.81	2,340.40-
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	2,970.28	31,007.35	77.52	8,992.65
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	4,919.96	49,691.32	103.52	1,691.32-
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,479.74	17,023.14	89.60	1,976.86
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,990.96	19,858.65	79.43	5,141.35
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,830.00	94.33	170.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	35,000.00	929.00	34,069.95	97.34	930.05
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	999.39	24.98	3,000.61
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	2,772.22	89.43	327.78
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	35,000.00	12,686.24	36,764.08	105.04	1,764.08-
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	100.00	266.81	13.34	1,733.19
173-532-6442	PILOT-PUBLIC HOUSING	41,000.00	.00	37,840.52	92.29	3,159.48
173-532-6490	OTHER PROFESSIONAL SERV	68,000.00	34,000.00	68,000.00	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	1,613.19	29,363.11	83.89	5,636.89
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	8,237.46	78,689.27	104.92	3,689.27-
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	65,000.00	.00	52,723.00	81.11	12,277.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	20,000.00	.00	15,891.73	79.46	4,108.27
	PUBLIC HOUSING TOTAL	673,961.00	84,759.55	619,087.67	91.86	54,873.33
173-536-6010	SALARY - PH MAINT	98,643.00	9,080.97	109,378.54	110.88	10,735.54-
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	496.80	3,209.01	64.18	1,790.99

14

REVENUE & EXPENSE REPORT
CALENDAR 5/2018, FISCAL 11/2018

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,929.00	719.68	8,288.79	104.54	359.79-
173-536-6130	IPERS - PH MAINT	8,899.00	845.23	9,276.50	104.24	377.50-
173-536-6150	HEALTH INS - PH MAINT	36,750.00	676.61	15,928.22	43.34	20,821.78
173-536-6151	LIFE INS - PH MAINT	200.00	14.70	875.06	437.53	675.06-
173-536-6160	WORK COMP - PH MAINT	2,181.00	.00	2,941.20	134.86	760.20-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	97.27	17.69	452.73
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	11,833.99	151,119.59	93.25	10,932.41
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	58,013.00-	16,951.73-	67,325.00-	116.05	9,312.00

REVENUE & EXPENSE REPORT
CALENDAR 5/2018, FISCAL 11/2018

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,500.00	301.56	2,168.02	144.53	668.02-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	518.00	4,113.00	82.26	887.00
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	65,518.00	702,431.00	111.50	72,431.00-
174-533-4509	ADMIN FEE/HTH-SEC 8	100,000.00	8,224.00	94,949.00	94.95	5,051.00
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	74,561.56	804,683.02	108.96	66,183.02-
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	5,064.31	34,275.12	90.06	3,782.88
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	348.64	2,305.70	77.17	682.30
174-533-6130	IPERS -SECTION 8	3,488.00	452.22	3,051.53	87.49	436.47
174-533-6150	HEALTH INS - SECTION 8	17,165.00	1,377.77	15,155.47	88.29	2,009.53
174-533-6151	LIFE INS - SECTION 8	250.00	15.71	174.02	69.61	75.98
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	34.04	8.51	365.96
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	109.72	3,497.06	233.14	1,997.06-
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,094.00	14,119.00	94.13	881.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,610.00	74.57	890.00
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	5,208.69	11,565.53	144.57	3,565.53-
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	18,593.00	116.21	2,593.00-
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	300.00	3,585.00	59.75	2,415.00
174-533-6444	PORTABILITY VOUCHER	180,000.00	11,641.04	150,209.46	83.45	29,790.54
174-533-6445	HC VOUCHER PAY-SEC 8	580,000.00	41,913.00	515,164.06	88.82	64,835.94
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	5,000.00	10,000.00	200.00	5,000.00-
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,000.00	150.00	3,078.39	76.96	921.61
	SECTION 8 VOUCHER TOTAL	885,684.00	74,565.10	787,417.38	88.91	98,266.62
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	147,184.00-	3.54-	17,265.64	11.73-	164,449.64-

16

MEETING DATE: 6/21/18 **RE:** Approve Resolution No 06-18 Writing Off Accounts Receivables

REQUESTED ACTION: Approve Resolution No. 06-18 to remove uncollectible accounts from the records.

Comments: Every year we review our outstanding accounts receivable accounts and determine which ones appear to be uncollectible. It is recommended that the "uncollectible" accounts should be written off the books to reflect a better financial position. It is important to note that even though accounts are written off, effort is made to continue to collect the debt. Also, if an account is written off and the person reapplies for assistance, they are not eligible until the debt is paid in full or we can no longer collect due to the statute of limitations. Anyone who owes us money is entered into a nationwide database that all housing agencies can check. We are also continuing to utilize the Iowa Offset Program to recover debts owed from state tax refunds.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 06-18

RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY AS REQUIRED BY DHUD FOR FYE 06/30/18

WHEREAS, the Charles City Housing and Redevelopment Authority makes efforts to collect on accounts as a result of damage claims, unreported income and other actions that result in payment made on behalf of program participants or other debts claimed due to the Housing Authority, and

WHEREAS, a listing of uncollectible past due accounts has been prepared totaling \$17,750.87, and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that the following accounts be written off, however, all collection efforts will continue where possible:

Public Housing

Dorsey	Morningside, fraud, damages	\$ 5,407.26
Climer	SCT, damages	\$ 168.33
Frazer	Morningside, damages	\$ 314.66
Mahan	Morningside, damages	\$ 1,320.62
Sheffner	Morningside, damages	\$ 495.97
Sibbits	Morningside, damages	<u>\$ 1,272.03</u>
		\$ 8,978.87

Section 8

Bell	Section 8, unreported income	\$ 1,985.00
Blassingame	Section 8, unreported income	\$ 349.00
Franklin	Section 8, unreported income	\$ 656.00
Frazier	Section 8, unreported income	\$ 1,096.00
Hartman	Section 8, unreported income	\$ 366.00
Magnolia/Hill	Section 8, unreported income	\$ 900.00
Williams	Section 8, unreported income	<u>\$ 3,420.00</u>
		\$ 8,772.00

Total \$ 17,582.54

June 21, 2018

Jeremy Heyer, Chairperson

Heidi Nielsen, Director

MEETING DATE: 6/21/18

RE: Consider Approval of Resolution No. 07-18
Removal of Assets from Depreciation Report

REQUESTED ACTION: Consider approval of Resolution No. 07-18 Removal of Assets from Depreciation Report

Comments: As required by HUD, at least annually we must review and update the inventory list of depreciable items. Removal of items requires a board resolution. The only items disposed of or sold this year to be removed from the depreciation schedule were the old security camera system and components, the Dodge Nitro, and two of the old mower/tractors. There is about \$10,176.96 of depreciation remaining on the books. However, we will be adding the water heaters at Morningside, the sidewalk repairs, new mowers, new truck/plow, and the office renovation to the Depreciation Report. The resolution is being done as a record to verify that the schedule was reviewed.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 07-18

RESOLUTION APPROVING THE REMOVAL OF ASSETS FROM THE DEPRECIATION REPORT FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY FOR FYE 6/30/18

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 Department of Housing and Urban Development; and

WHEREAS, HUD requirements necessitate the review of the Depreciation Report on an annual basis to make certain it accurately reflects the inventory of the Authority and indicates removal of assets that are no longer in service, have been disposed of or traded in or assets added to the inventory;

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the Depreciation Report indicates that the following assets shall be removed from the general ledger and additions to the report by the items indicated:

GENERAL LEDGER NUMBER 110140016: CF16 SITE IMPROVEMENT

ADDITION: 149 – Sidewalk Repairs \$10,551.00

GENERAL LEDGER NUMBER 112140017: CF16 BUILDING IMPROVEMENT

ADDITION: 150 – Water Heaters \$5,853.39
151 – Office Renovations \$9,704.23

GENERAL LEDGER NUMBER 140009: NONDEWLLING EQUIPMENT

ADDITION: 148 - Lawn Mowers \$15,000.00
152 – Ford Truck/plow \$ 37,723.00

GENERAL LEDGER NUMBER 140009: NONDEWLLING EQUIPMENT

REMOVED: 18 – Security Equipment
96 – Security Camera
98 – Tractor/Snowblower
105 – Dodge Nitro
115 – Camera Parts & Installation
129 – Computer Equipment (Camera System)
135 – Digital Video Recorder (Camera System)

June 21, 2018

Jeremy Heyer, Chairperson

Heidi Nielsen, Director

MEETING DATE: 6/21/18

RE: Consider Approval of Contract for Routine Plumbing Repairs

REQUESTED ACTION: Consider approval of plumbing contract with Hockenson Plumbing effective July 1, 2018 through June 30, 2021.

Comments: Every three years we have been reviewing our contracted expenses to determine we are receiving services at a reasonable price. The current plumbing contract with Hockenson Plumbing will expire June 30th. The work done under this contract is only routine maintenance.

Information and spec sheets were sent to the following contractors: Mick Gage Plbg. and Htg., Mills, Inc., Hockenson Plumbing, Friedrich Plumbing & Heating, and Pederson Plumbing. Only one quote was received from Hockenson Plumbing with the following rates:

	Monday-Friday 8:00 a.m. – 5:00 p.m.	Saturday	Sunday	Holidays
Previous Rates	\$50.00	\$75.00	\$75.00	\$75.00
Hockenson Plumbing	\$60.00	\$90.00	\$90.00	\$90.00

Even though the hourly rates have increased, this is the first increase since 2013.

MEETING DATE: 6/21/18

RE: Consider Approval of Contract for Routine Heating Repairs

REQUESTED ACTION: Consider approval of heating contract with Linderman Heating & Air effective July 1, 2018 through June 30, 2021.

Comments: Every three years we have been reviewing our contracted expenses to determine we are receiving services at a reasonable price. The current heating contract with Linderman Heating & Air will expire June 30th. The work done under this contract is only routine maintenance.

Information and spec sheets were sent to the following contractors: Mick Gage Plbg. and Htg., Mills, Inc., Linderman Heating & Air, Friedrich Plumbing & Heating, and Pederson Plumbing. One quote was received from Linderman Heating & Air with the following rates:

	Monday-Friday 8:00 a.m. – 5:00 p.m.	Saturday	Sunday	Holidays
Previous Rates	\$60.00	\$90.00	\$90.00	\$90.00
Linderman Heating & Air	\$66.00	\$99.00	\$99.00	\$99.00

The last hourly rate increase we have had was in 2013. There are times when we have a heating emergency and Linderman's can't respond fast enough, we will contact another company to do the work. The contractor is chosen based on availability.

MEETING DATE: 6/21/18

RE: Consider Approval of Contract for Routine
Electrical Repairs

REQUESTED ACTION: Consider approval of electrical contract with Bluhm's Cedar Valley Electric effective July 1, 2018 through June 30, 2021.

Comments: Every three years we have been reviewing our contracted expenses to determine we are receiving services at a reasonable price. The current heating contract with Bluhm's Cedar Valley Electric will expire June 30th. The work done under this contract is only routine maintenance.

Information and spec sheets were sent to the following contractors: Bluhm's Cedar Valley Electric, Hobert Electric, Jensen Electric, Sullivan Electric and Perry Novak Electric. We received the following four quotes:

	Monday-Friday 8:00 a.m. – 5:00 p.m.	Nights and Weekends	Holidays
Current Rates	\$35.00	\$35.00/\$45.00	\$45.00
Bluhm's Cedar Valley Electric	\$45.00	\$55.00	\$55.00
Jensen Electric	\$52.00	\$60.00	\$60.00
Sullivan Electric	\$55.00	\$82.50/\$110.00	\$110.00
Perry Novak Electric	\$60.00	\$90.00/\$120.00	\$120.00

Our current contract is with Bluhm's Cedar Valley Electric and have found them to be very accommodating and have been happy with the quality of their work.

MEETING DATE: 6/21/18

RE: Consider Approval of Internet Installation of
Cameras

REQUESTED ACTION: Approve installation of Mediacom Internet in the garage at Morningside to allow us to view the video and provide remote control of the system at the office .

Comments: Our current radio system we have used to view and operate the cameras remotely from the PD and our office is no longer adequate for the new system. There is about a ten second time delay between every command and the camera system response. This might seem like a trivial amount of time, but if you want to change positions on the camera and you have several commands required to accomplish that change it can result in a minute or more of idle time. This is especially an issue if we seen something that we need to track in real time. By the time the camera responds, due to the delay, we will have missed the opportunity to record what is needed. There was a small delay with the old equipment, but the new cameras and system are digital and are causing a longer delay. In addition, one of the radios on top of City Hall was struck by lightening last week and we have an estimate of approximately \$2,000 to replace the radio and repair the wiring.

We have looked into the monthly cost of installation of internet service and have been told it will be approximately \$150 a month. This will eliminate the time delay and the other issues we have had with the radio links going down. Because there are so many links between the recorder and the office, a lot of time was spent trouble shooting the system. At this point, once the camera system is fully operational, we will not be able to utilize it to its fullest potential.