

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

August 16, 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 July 19, 2018..... 1-2
- IV. Approval of Bills for August 2018 ..... 3
- V. Communications ..... 4-7
  - 1. Capital Fund/Maintenance Update
  - 2. Rehab Update
  - 3. Security Camera Update
  - 4. HUD Lawsuit Update
  - 5. Section 8 Utilization/Funding Update
  - 6. Monthly Rental Status Update
  - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Operating Reports ..... 8-11
  - 2. Approve Contract for Office Cleaning..... 12
  - 3. Approve Contract for Architecture Services..... 32
  - 4. Approve Purchase of Skid Loader Sweeper..... 14
- VIII. Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for September 20, 2018, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
July 19, 2018 7:00 a.m.

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

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

Public Comments. None

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

Approval of Bills. Nielsen reviewed some of the non-routine expenses for the month. There were no questions. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$211,900.53. Ayes:5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed, which included discussion on the progress of the window project, award of funding for the rehabilitation program, progress on the installation of cameras, and an update on funding and leasing. No action was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that we ended within the budget for both Section 8 and the Public Housing Programs. There were no other comments and no action was necessary.

Certification of Net Restricted Assets for FYE 06/30/2018. Nielsen explained that housing authorities are required to track the amount of interest earned on net restricted assets (excess funding for housing assistance payments) and pay everything more than \$500 to HUD after the end of the fiscal year. HUD has provided the certification, so the auditors can determine program compliance. For the past fiscal year, the amount of interest earned was only \$192.00. Miller motioned to approve the certification. Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Director's Report. Nielsen reported on the status of the reception window and a requested extension for submission of the unaudited financial submission.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn.  
Ayes: 5, Nays: 0. Motion carried, and meeting adjourned at 7:22 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  
 August 2018

Customer	Description	Amount
Business Card	back up service, maintenance items	1,115.45
C.Naber & Associates	accounting fees	413.80
CenturyLink	phone service	141.42
Charles City Electronics	cell phone supply	29.99
Charles City Press	advertisement fees	1,308.55
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections	
Floyd County Treasurer	payment in lieu of taxes	38,344.91
Hockenson Plumbing	maintenance fees	642.80
Home Town Security LLC	security cameras/install @ MS	11,346.18
Iowa Department of Inspections & Appeals	fraud investigations	68.25
Iowa Department of Transportation	fuel	223.38
Jendro Sanitation	trash service	805.00
John Deere Financial	maintenance items from Theisens	123.50
Kwik Trip, Inc.	fuel	106.31
Larson Printing Co.	office envelopes	206.00
LEAF	copier lease payment	327.18
Lessin Supply Co.	maintenance supplies	32.62
Linderman Heating & Air, LLC	maintenance repairs	1,287.00
Marco, Inc.	final payment on old printers	366.08
Mediacom	internet service for security cameras	260.85
Mehmen's Painting	contract paint fee	135.00
Mic's Plumbing & Heating, Inc.	central air @ office service	112.50
Mid American Energy	electric/gas/URP	
Mike Molstead Motors	truck maintenance	166.50
Nan McKay	PIH alert update/admin book revision	573.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	261.00
Pitney Bowes	meter lease	54.09
Productivity Plus Account	mower maintenance	219.86
Robert Loftus	security deposit refund	211.34
Samantha Springer	tenant referall bonus	100.00
Schueth Ace Hardware	maintenance items for month	981.11
Sherwin Williams	paint	176.45
Staples Advantage	office/maintenance items	208.77
Superior Lumber	maintenance items	250.17
T-J Service	maintenance repair fees	
Titus Lock Services	lock repairs/replacement	170.00
YARDI	criminal background checks	52.50
		<b>60,876.78</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The window project is almost complete. The contractor has a punch list to finish up and we still haven't met with the window rep. The meeting should be the week of the 13<sup>th</sup>. The main concern is an issue with the screens in the kitchen windows. They don't seem to fit properly, and they gap at the bottom.

The reception window has been ordered and the last field measurements were just taken on August 8<sup>th</sup>. Once it is delivered, it shouldn't take too long to install. We also had to take down one of the light fixtures to allow enough room for the window. In the plans, we had left a clearance of four inches for the light. However, to change the bulbs in the fixture we needed about 12-18 inches, and this did not allow for enough height for the window. We ultimately installed four can lights, two over the work station in the office and two over the counter in the reception area.

We have signed a contract with Atura Architects to prepare the plans for the structural repairs to the garage roof at North Cedar Terrace. They will be doing the work for \$1,600. We felt that it was better to have a set of plans drawn so it would be easier for the contractors to bid and make sure that we would have a better end-product.

2. Rehab Update. We have started the preliminary work on verifying the original applicant's income and assets to determine eligibility status. We can't start work on the individual projects until the release of funds. We will know more after the recipient workshop scheduled for August 15<sup>th</sup>.
3. Security Camera Update. All the cameras are up, and they are working on the last one to get it going. We are anticipating having the internet connection working by the board meeting on the 16<sup>th</sup>. We ended up with some additional costs which increased the project cost by \$1,432.23 with the final cost of \$11,346.18. Most of the additional expense was labor to troubleshoot the issues that we were having with the existing wiring and underground cable.
4. HUD Lawsuit Update. We have received word that there was an Opposition to the Government's motion to dismiss filed. The Government has until August 10<sup>th</sup> to file a response to the Opposition. The law firm is expecting the Government to file an extension of its current deadline for response to the Opposition. Once this is received they expect the judge to decide the case.
5. Section 8 Funding/Utilization. See attachment for utilization rates.

6. Monthly Rental Status Update.

Month of July 2018	Total Leased 7/1/18	New Leases	Removed Or Moved	Total Leased 8/1/18	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	2	1	130	18	1	0
Morningside 16 Units	15	1	0	16	9	0	0
Section 8 197 Units	155	6	3	158	43	20	12

Declined Assistance (4) Over Income (1) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (7) Criminal Background Check ( )  
 Voucher Expired (2) Purged ( )  
 Terminations: PH ( ) S8 (1)

7. End of Participation Tracker. See attachment

# HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
HUD Held													
NRA													
2	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16	Number of Units Leased on the First of the Month	Plus: HUD Actual or Planned 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 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													
7	CY 2017									CY 2017			
8	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$95	\$18,274		January	\$48,658	\$51,440	\$138,030
9	February	\$18,274	163	\$51,440	\$52,253	\$17,461	\$119	\$17,580		February	\$48,658	\$51,440	\$135,248
10	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$427	\$17,327		March	\$48,658	\$52,930	\$130,976
11	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$1,556	\$15,009		April	\$48,658	\$52,930	\$126,704
12	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$62	\$9,844		May	\$48,658	\$52,930	\$122,432
13	June	\$9,844	169	\$52,930	\$56,782	\$5,982	\$163	\$6,155		June	\$48,658	\$52,930	\$118,160
14	July	\$6,155	172	\$40,226	\$58,340	\$11,959	\$25	\$11,934		July	\$48,658	\$40,226	\$126,592
15	August	\$11,934	170	\$55,382	\$62,882	\$9,434	\$125	\$9,309		August	\$46,709	\$65,382	\$107,919
16	September	\$9,309	182	\$73,982	\$67,100	\$2,427	\$32	\$2,395		September	\$48,658	\$73,982	\$82,595
17	October	\$2,395	180	\$69,382	\$67,048	-\$61	\$165	\$104		October	\$48,658	\$69,382	\$61,871
18	November	\$104	178	\$54,946	\$68,223	\$3,173	\$28	\$3,145		November	\$48,658	\$64,946	\$45,584
19	December	\$3,145	176	\$65,007	\$65,407	\$3,545	\$160	\$3,385		December	\$48,658	\$65,007	\$29,135
20	<b>Total</b>			<b>\$693,525</b>	<b>\$715,604</b>	<b>\$2,957</b>				<b>Total</b>	<b>\$581,848</b>	<b>\$693,525</b>	
21													
22	CY 2018									CY 2018			
23	January	\$3,385	173	\$68,442	\$64,233	\$624	\$345	\$1,169		January	\$60,929	\$68,442	\$21,622
24	February	\$1,169	168	\$68,442	\$61,830	\$7,781	\$357	\$8,138		February	\$60,929	\$68,442	\$14,109
25	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697		March	\$60,929	\$62,441	\$12,597
26	April	\$9,697	161	\$58,663	\$57,689	\$10,671	\$210	\$10,881		April	\$60,929	\$58,663	\$14,863
27	May	\$10,881	158	\$72,169	\$59,677	\$23,373	\$259	\$23,632		May	\$60,929	\$72,169	\$3,623
28	June	\$23,632	158	\$65,518	\$60,908	\$28,242	\$691	\$28,933		June	\$60,929	\$65,518	-\$966
29	July	\$28,933	153	\$55,518	\$59,709	\$34,742	\$310	\$35,052		July	\$60,929	\$65,518	-\$5,555
30	August	\$35,052		\$59,712	\$59,712	\$94,764		\$94,764		August	\$60,929	\$59,712	-\$4,338
31	September	\$94,764		\$59,712	\$59,712	\$154,476		\$154,476		September	\$60,929	\$59,712	-\$3,121
32	October	\$154,476		\$59,712	\$59,712	\$214,188		\$214,188		October	\$60,929	\$59,712	-\$1,904
33	November	\$214,188				\$214,188		\$214,188		November	\$60,929	\$0	\$59,025
34	December	\$214,188				\$214,188		\$214,188		December	\$60,930	\$0	\$119,955
35	<b>Total</b>			<b>\$640,329</b>	<b>\$425,281</b>	<b>\$2,525</b>				<b>Total</b>	<b>\$731,149</b>	<b>\$640,329</b>	

END OF PARTICIPATION  
TRACKER  
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING													0
ZERO HAP													0
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING	1	2											3
PORT-OUT BILLING	1												1
DECEASED													0
MOVED IN VIOLATION													0
EVICTED	1												1
UNAUTHORIZED LIVE-IN		1											1
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME	1												1
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	2												2
<b>TOTALS</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>11</b>									
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2	1											3
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>									

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**MEETING DATE:** 8/16/18

**RE:** Review Operating Reports

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

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

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2018, FISCAL 1/2019**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	45,000.00	5,875.59	5,875.59	13.06	39,124.41
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	.00	.00	.00	4,000.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	44,309.00	44,309.00	8.86	455,691.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	946.02	946.02	7.88	11,053.98
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	2,290.30	2,290.30	114.52	290.30-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	16,700.00	16,700.00	7.59	203,300.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>783,000.00</b>	<b>70,120.91</b>	<b>70,120.91</b>	<b>8.96</b>	<b>712,879.09</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	91,033.00	8,235.25	8,235.25	9.05	82,797.75
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	7,117.00	530.66	530.66	7.46	6,586.34
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	777.43	777.43	8.85	8,004.57
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,695.80	3,695.80	8.33	40,654.20
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.48	27.48	7.85	322.52
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	.00	.00	.00	4,400.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	.00	.00	.00	55.00
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	.00	.00	5,000.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	1,037.13	1,037.13	2.59	38,962.87
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,340.22	5,340.22	10.68	44,659.78
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,314.32	1,314.32	6.92	17,685.68
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,848.64	1,848.64	7.39	23,151.36
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	175.00	5.83	2,825.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	35,000.00	.00	.00	.00	35,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	240.00	240.00	6.00	3,760.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	.00	.00	.00	3,500.00
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	40,000.00	2,372.50	2,372.50	5.93	37,627.50
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
173-532-6490	OTHER PROFESSIONAL SERV	21,000.00	.00	.00	.00	21,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	1,156.86	1,156.86	3.31	33,843.14
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	7,634.49	7,634.49	10.18	67,365.51
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	60,000.00	.00	.00	.00	60,000.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>656,587.00</b>	<b>34,385.78</b>	<b>34,385.78</b>	<b>5.24</b>	<b>622,201.22</b>
173-536-6010	SALARY - PH MAINT	85,000.00	6,067.23	6,067.23	7.14	78,932.77
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	83.15	83.15	1.66	4,916.85

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2018, FISCAL 1/2019**

PCT OF FISCAL YTD 8.3%

AL NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,885.00	454.18	454.18	6.60	6,430.82
173-536-6130	IPERS - PH MAINT	8,496.00	582.11	582.11	6.85	7,913.89
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	778.10	8.23	8,678.90
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	14.70	9.19	145.30
173-536-6160	WORK COMP - PH MAINT	2,800.00	.00	.00	.00	2,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	.00	.00	.00	70.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	900.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	118,768.00	8,879.47	8,879.47	7.48	109,888.53
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	7,645.00	26,855.66	26,855.66	351.28	19,210.66-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2018, FISCAL 1/2019**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,800.00	383.19	383.19	21.29	1,416.81
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	619.00	619.00	12.38	4,381.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	65,518.00	65,518.00	8.74	684,482.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,224.00	8,224.00	7.48	101,776.00
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	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	868,800.00	74,744.19	74,744.19	8.60	794,055.81
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	39,017.00	1,735.20	1,735.20	4.45	37,281.80
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,061.00	107.91	107.91	3.53	2,953.09
174-533-6130	IPERS -SECTION 8	3,778.00	163.79	163.79	4.34	3,614.21
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,583.91	1,583.91	8.33	17,423.09
174-533-6151	LIFE INS - SECTION 8	175.00	11.79	11.79	6.74	163.21
174-533-6160	WORK COMP - SECTION 8	2,238.00	.00	.00	.00	2,238.00
174-533-6170	UNEMPLOYMENT - SECTION 8	75.00	.00	.00	.00	75.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	2,000.00	.00	.00	.00	2,000.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	760.00	760.00	5.07	14,240.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	220.00	220.00	5.50	3,780.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	191.50	191.50	1.92	9,808.50
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	1,670.00	10.44	14,330.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	306.00	306.00	5.10	5,694.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	22,015.44	22,015.44	14.68	127,984.56
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	39,625.00	39,625.00	7.20	510,375.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	82.99	82.99	1.84	4,417.01
	SECTION 8 VOUCHER TOTAL	837,151.00	68,473.53	68,473.53	8.18	768,677.47
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	31,649.00	6,270.66	6,270.66	19.81	25,378.34

**REQUESTED ACTION:** Approve Contract for office cleaning services from Cindy's cleaning for \$525.00 per month.

**Comments:** This year we have had unusually high turnover this year and maintenance has been having trouble keeping up with the daily work. The yard work and other seasonal maintenance has been neglected. I have been looking for some training to help them reduce the amount of time it is taking them to turnover an apartment. I have someone lined up to do the training. However, I need a minimum of 20 participants and after contacting the other housing authorities in the area, I only have 7 people interested. I have contacted Iowa NAHRO and asked them to put out an email to the other agencies in the state. They were going to discuss it at their Board Meeting on August 9<sup>th</sup> and they have not made a decision yet.

The one area that we can help is to have a cleaning company come in and clean the office and laundry rooms. Another advantage to having a company come in and clean for us is that we will get a more thorough cleaning. The guys just don't have the time to do more than vacuum and clean the restrooms and laundry rooms.

We contacted several cleaning companies in the area and we had three come and look at the areas to be cleaned and we only got two quotes back. One issue that we had was the fact that we require them to be insured and registered with the State. We received the following two quotes:

Gale's County Cleaning: \$1,600 per month

Cindy's Cleaning Management: \$525 per month

We also asked them for a quote for a one-time deep cleaning the first time. Cindy's quoted an additional \$200 the first time and Gale's quoted an additional \$280.00. We will be contacting Cindy's references prior to the board meeting. Our recommendation is to accept the proposal from Cindy's Cleaning Management for \$525 per month. We anticipate entering into a two-year contract with them.

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**MEETING DATE:** 8/16/2018

**RE:** Approve Architect Contract for Electrical Upgrades

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**REQUESTED ACTION:** Approve Contract with architecture firm to prepare plans and project administration for the transformer and electrical upgrades at South Cedar Terrace.

Comments: There was also a Request for Proposals sent out to several architect firms to provide a proposal on the transformer and electrical updates to South Cedar Terrace. Atura Architects have submitted a proposal for \$12,900 and our Procurement Policy requires more than one proposal, preferably three, and City Council approval on contracts over \$10,000.00.

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

**REQUESTED ACTION:** Approve the purchase of a sweeper for the skid loader for \$4,199.00 from BDS Equipment.

**Comments:** Our maintenance department has expressed interest in purchasing a sweeper attachment for the skid loader. They have gotten the following quotes:

Swartzrock Implement (Charles City): \$5,000.00

Ag Land Implement (New Hampton): \$6,000.00

BDS Equipment (Jesup): \$4,210.00

They would like to use it to remove snow from the sidewalks, remove dirt and sand from the parking lots and sidewalks, and remove debris/dirt from grass after snow season. They feel that it will cut down on the labor time for snow removal and there will be less wear and tear on the skid loader using it for snow removal instead of the snow blower.

We have money budgeted for the purchase in our operating budget.