

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY AGENDA

September 20, 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 August 16, 2018.....	1-2
IV.	Approval of Bills for September 2018.....	3
V.	Hearing – Revisions to Capital Improvements Plan.....	4-6
	1. Open Hearing	
	2. Posting of Notice – 08/03/2018	
	3. Written Comments or Objections _____	
	4. Oral Comments or Objections _____	
	5. Motion to Close Hearing _____ Second _____	
	Vote: Ayes: _____	
	Nays: _____	
	6. Consider Resolution No. 08-18 Adoption of Revisions to Capital Improvement Plan	
	Discussion: _____	
	Vote: Ayes: _____	
	Nays: _____	
VI.	Communications .....	7-10
	1. Capital Fund Program Update	
	2. Rehab Update	
	3. Security Camera Update	
	4. Section 8 Funding/Utilization	
	5. Set Aside Funding	
	6. Office Cleaning Contract Update	
	7. Monthly Rental Status Update	
	8. End of Participation Tracker	
VII.	Old Business	
VIII.	New Business	
	1. Review Operating Reports .....	11-14
	2. Approve Resolution 9-18 to Approve Payment Standards.....	15-18
	3. Approve Purchase of Pick-Up.....	19
	4. Approve Resolution 10-18 to Retain Current Flat Rents .....	20-21
IX.	Executive Directors Report	
X.	Move to Adjourn	

Next regular meeting scheduled for **Thursday, October 18** at 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
August 16, 2018 at 7:00 a.m.

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

Call to Order. Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of July 19, 2018. Miller moved, Tyler seconded the motion to approve the minutes of July 19, 2018 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Board members reviewed the revised bill listing, and Nielsen pointed out the non-routine payments including the PILOT payment and partial payment for the windows. Miller moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$165,463.61. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken. Items discussed were the progress of the window project, an update on the security window in the reception area, plans for the repair of the roof at the NCT garage, and updates on the rehab program, security cameras, and Lawsuit with HUD.

Old Business. None

New Business.

Review Financial Reports. The reports were reviewed, and Nielsen reported that we are on track with the budget so far and that the PILOT payment was only paid once a year. The only other items that appeared to over-expended were the maintenance fees and utilities. Nielsen explained that the higher maintenance costs were due to a purchase of a large number of window shades for the new windows and the utility costs would average out in the fall when the electricity consumptions decreases. No motion was necessary.

Approve Contract for Office Cleaning. Nielsen reviewed the rationale for hiring a contractor to come and clean. The main reason being the lack of time. Nielsen explained that although the current staff are doing a good job it seems to be taking them longer than the old staff to get the same work done. In addition, trying to clean the office during office hours is a disruption. The board was told that efforts were being made to find additional training for the maintenance department to help them work more efficiently and it made more sense for them to spend the time they were cleaning to complete more repair and maintenance type of jobs in house. In addition Nielsen discussed efforts to obtain proposals from area contractors and discussed the proposals received from Gayle's Country Cleaning for \$1,600 a month and Cindy's Cleaning Management for \$525 per month. The board was told that due to the large cost difference Gayle lowered her proposed fees, but they were still more than twice the amount of Cindy's. Nielsen also discussed the implications to the existing budget, stating that a budget revision would more than likely be required from the additional expense. The terms of the budget were discussed, and Miller asked what would happen if we no longer had funding. Nielsen explained that even though the budget would be for two years, there would be an opportunity after one year to end the contract by either party and that there could be a clause in the contract addressing the government funding and allowing either party to end the contract at any time with a 30-day notice. Nielsen requested approval of the proposal from Cindy's, stating that their references had checked out. Miller mad a motion to approve the contract with Cindy's for \$525 a month including the 30-day opt out and government funding clause in the contract. Coulson seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Approve Architect Contract for Electrical Upgrades. Nielsen explained that to move ahead with the project, it is necessary to contract with an architect to prepare plans and procurement documents, and to monitor the construction. Nielsen stated that proposals were requested from several firms and that there were two proposals received. The board was given the proposed costs from Atura at \$12,900 and Skott and Anderson at \$11,900. Nielsen explained that both proposals were essentially the same and they both indicate the electronic engineering firm they are using, both proposals were not-to-exceed, and the only additional costs would be for sundry items like postage and copy costs. The board was also told that the agency has a good working relationship with both firms. The request was made to approve the proposal from Skott and Anderson. The question was asked if the City Council would be required to make the award? Nielsen stated that the recommendation would be given to the council on Monday and they would approve the contract. Miller made a motion to recommend award of the contract to Skott and Anderson. There was a second by Coulson. Ayes: 5, Nays: 0. Motion carried.

Approve Purchase of a Skid Loader Sweeper. Nielsen presented the three quotes received: Swartzrock (\$5,000), Ag Land (\$6,000), and BDS (\$4,210). The board discussed the advantages to the purchase and Nielsen stated that the funding was budgeted for the purchase in the current budget. Miller motioned to purchase the sweeper from BDS Equipment and noted that the cost was listed in the Agenda at \$4,199.00 and for \$4,210 (4,199.00 was verified as the correct cost). Klemesrud seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Director's Report. Nothing to report.

Being no further business, Miller moved, Klemesrud seconded the motion to adjourn. Ayes: 5. Nays: None. The meeting adjourned at 7:35 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  
 September 2018

Customer	Description	Amount
Amaris Muniz Colon	security deposit refund	200.00
BDS Equipment LLC	sweeper attachment to skid loader	4,249.00
Business Card	maintenance items/back up service	2,450.95
C.Naber & Associates	accounting fees	395.00
Carquest	truck maintenance	305.31
Cathy Ott	office cleaning	1.00
CenturyLink	phone service	48.54
Charles City Electronics	cell phone case for maintenance	19.99
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspection/exting	2,984.38
Don's Repair	mower maintenance	84.95
Floyd Co. Sheriff's Office	eviction notice service	33.50
HAPS	Sept payments	62,564.44
Hockenson Plumbing	monthly plumbing maintenance fees	162.80
Iowa Department of Transportation	fuel	81.19
Jendro Sanitation	trash service	790.00
John Deere Financial	theisens purchases for maintenance	29.94
Kwik Trip, Inc.	mower fuel	160.33
LEAF	copier lease payment	232.18
Marco, Inc.	final printer fee for previous account	25.67
Mediacom	internet fee for security cameras	144.65
Mehmen's Painting	contract painting	135.00
Mid American Energy	electric/gas/URP	6,268.23
Mills-INC.	additional plumbing maintenance	100.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	434.70
Pitney Bowes	meter lease	54.09
Productivity Plus Account	mower repairs	219.86
Schueth Ace Hardware	monthly maintenance items	1,532.52
Sherwin Williams	paint	176.45
Skyline Tree Service/Harken Brothe	tree removal	1,560.00
Superior Lumber	maintenance items	383.21
T-J Service	refrigerator, maintenance repairs	724.95
Teeter Specialty Company L.L.C.	CC Housing pens	243.68
Tibbetts, Garry	tenant referral	100.00
Titus Lock Services	lock repairs	70.00
US Cellular	cell phone bill	1.00
YARDI	criminal background checks	1.00
		<b>87,023.73</b>

Proof of Publication

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 Friday on the 3 day of August A.D., 2018 and ending with the issue of, August 3, 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 an opportunity to comment on amendments to the 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 September 20, 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. 18827  
08/03/18

Christopher J. Hall

Acknowledgement and charges

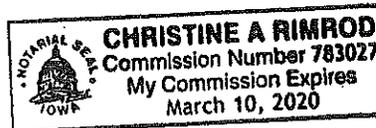
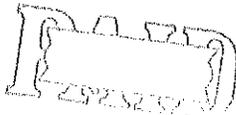
for above services

\$ 8.55

Subscribed and sworn to before me this 3 day of August A.D., 2018

Christine A Rimrod

Notary Public in and for the State of Iowa



## Capital Improvements Plan

2018	Cost Estimate	Funding Source
Architect Services	30,000	\$ 30,000-CFP 2018
Vent Caps – MS	5,000	\$ 5,000-FYE/18 Operating Budget
Purchase pick-up with plow (Operations)	30,000	\$ 30,000-FYE/18 Operating Budget
Electrical service updates at SCT/Surge Protection Clips	114,080	\$ 66,880-CFP 2017 \$ 47,170-CFP 2018
Camera Repairs/Updates (Operations)	15,000	\$ 15,000-FYE/19 Operating Budget
Garage Roof Repairs – NCT	7,000	\$ 7,000-CFP 2018
Dwelling Bldgs. Roof Repairs	10,000	\$ 10,000-FYE/19 Operating Budget
Door Locks-all sites	25,000	\$ 25,000-CFP 2018
Procurement consulting services (Operations)	10,000	\$ 10,000-FYE/18 Operating Budget
Landscaping/Sidewalk Repairs	10,000	\$ 10,000-CFP 2018
2019	Cost Estimate	Funding Source
Sidewalk/Parking Lot Repair	111,000	\$ 53,000-CFP 2018 \$ 58,000-CFP 2019
Bathroom and Kitchen Renovation MS	260,000	\$ 200,000-CFP 2019 \$ 60,000-FYE/20 Operating Budget
2020-2024	Cost Estimate	Funding Source
Update interior doors and trim NCT/SCT	150,000	\$ 150,000-CFP 2020
Replace Boilers & Water Heaters at SCT	220,000	\$ 220,000-CFP 2021
Operations	50,000	\$ 50,000-CFP 2020
Gutter/Fascia Repair/Replacement	100,000	\$ 100,000-CFP 2022
Parking Lot Updates	50,000	\$ 50,000-CFP 2020
NCT Kitchen Cabinets	75,000	\$ 75,000-CFP 2022
Demolish MS Storage Units	100,000	\$ 100,000-CFP 2023
Refrigerators – NCT/SCT	50,000	\$ 50,000-CFP 2023
Architectural Services	25,000	\$ 25,000-CFP 2023
SCT Kitchen Countertops	15,000	\$ 15,000-CFP 2023
Replace Flooring (Operations)	25,000	\$ 50,000-CFP 2024
Replace Roofs – MS	150,000	\$ 150,000-CFP 2024
Replace Roof – SCT Office	20,000	\$ 20,000-CFP 2024

## RESOLUTION NO. 08-18

### REVISION OF FIVE-YEAR PLAN FOR 2015-2020 & APPROVAL OF PLANNED CAPITAL IMPROVMENTS

#### 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, the United States Housing Act of 1937 including the Capital Fund Program statutory requirements (Section 9 of the United States Housing Act of 1937, as amended), and the Capital Fund Final regulation at 24 CFR Part 905 requires each qualified public housing agency to hold a public hearing to discuss any new proposed capital improvements; and

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

WHEREAS, the Public Meeting was held on September 20, 2018 where any comments received were taken into consideration; and

WHEREAS, as required by the Quality Housing and Work Responsibility Act of 1998, the Charles City Housing and Development Authority has prepared a Five-Year Plan beginning 2015 to capital improvements; and

WHEREAS, the Resident Advisory Board met as required on June 19, 2018 and reviewed proposed capital improvements and were provided the opportunity to comment on them;

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

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20<sup>th</sup> DAY OF SEPTEMBER, 2018.

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. We are working with the contractor to finalize the window project. All the items on the punch list have been completed. The only remaining issue is the improper fit of the screens in the kitchen windows. Once that is resolved and they submit all the warranty information, we can close out the project and pay the retainage.

The reception window has been ordered and hope to have an install date by the 20<sup>th</sup>.

We have the drawings for the roof repair to the garage at North Cedar Terrace. The specifications should be ready to go out by the end of September. We also plan on trying to get the roof replaced on apartments 109-112 at North Cedar Terrace and replace the vent caps on the roofs at Morningside before winter. This may be bid as a separate project or we may include it in the garage repairs.

2. Rehab Update. We still processing the initial applications. We received five updated applications from the original ten applicants. One of the five applicants is not the property owner because it is a life estate. We have contacted the family and provided them with the opportunity to put the applicant back on the deed. They will be discussing it with family members and get back with us on the decision. We have also had a new applicant submit an application. This would give us our six homeowners for the projects. If the applicant with the life estate doesn't follow through we will have to send out letters to the eligible homeowners to fill the sixth spot.

All the required policies have been updated and approved by the Council, so we are anticipating the release of funds to be in October. Once the initial applicant verifications are completed and we receive the release of funds, we can start meeting with the homeowners to determine the needed repairs.

3. Security Camera Update. The camera system is working, and we can access it remotely through the internet connection. There are a few bugs that we are working out with a couple of the cameras, which will hopefully be fixed soon.
4. Section 8 Funding/Utilization. See attachment for utilization rates.
5. Set-Aside Funding. We have been notified by HUD that we are eligible for some funding from their set-aside fund to cover our higher portability costs. If we need it, we can request up to \$60,948. It will not have an effect on our utilization rate if we don't use it.
6. Office Cleaning Contract Update. In August we selected Cindy's Cleaning Management to contract with to the clean the office and laundry rooms. However, when they received the contract and the HUD requirements they chose not to sign

the contract. They said that some of the requirements were in violation of their company policies. We were going to advertise in the paper for proposals; but didn't need to in the end. Another business that we use gave us the name of someone to contact. On September 5<sup>th</sup>, we signed a contract with Cathy Ott for approximately the same amount as the agreement with Cindy's Cleaning, with a start date of September 12<sup>th</sup>.

7. Monthly Rental Status Update.

<b>Month of August 2018</b>	<b>Total Leased 8/1/18</b>	<b>New Leases</b>	<b>Removed Or Moved</b>	<b>Total Leased 9/1/18</b>	<b>Total on Waiting List</b>	<b>Offered Assistance</b>	<b>Removed</b>
Terraces 132 Units	130	1	2	129	22	5	3
Morningside 16 Units	16	0	0	16	11	2	2
Section 8 197 Units	157	2	7	152	47	20	7

Declined Assistance (3) Over Income ( ) Denied (2) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (7) Criminal Background Check ( )  
 Voucher Expired ( ) Purged ( )  
 Terminations: PH (1) S8 (4)

8. End of Participation Tracker. See attachment

# HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
	HUD Held												
	NRA												
1	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 HAP Related Disbursement \$	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		D	E	F	H	K	L	M					
5	PHA# IA002												(K+L)-M
6													
7	CY 2017												
8	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$95	\$18,274		\$140,812	\$48,658	\$51,440	\$138,030
9	February	\$18,274	163	\$51,440	\$52,253	\$17,461	\$119	\$17,580		\$138,030	\$48,658	\$51,440	\$135,248
10	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$427	\$17,327		\$135,248	\$48,658	\$52,930	\$130,976
11	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$1,556	\$15,009		\$130,976	\$48,658	\$52,930	\$126,704
12	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$62	\$9,844		\$126,704	\$48,658	\$52,930	\$122,432
13	June	\$9,844	169	\$52,930	\$56,782	\$5,992	\$163	\$6,155		\$122,432	\$48,658	\$52,930	\$118,160
14	July	\$6,155	172	\$40,226	\$58,340	-\$11,959	\$25	-\$11,934		\$118,160	\$48,658	\$40,226	\$126,592
15	August	-\$11,934	170	\$65,382	\$62,882	-\$9,434	\$125	-\$9,309		\$126,592	\$46,709	\$65,382	\$107,919
16	September	-\$9,309	182	\$73,982	\$67,100	-\$2,427	\$32	-\$2,395		\$107,919	\$48,658	\$73,982	\$82,595
17	October	-\$2,395	180	\$69,382	\$67,048	-\$61	\$165	\$104		\$82,595	\$48,658	\$69,382	\$61,871
18	November	\$104	178	\$64,946	\$68,223	-\$3,173	\$28	-\$3,145		\$61,871	\$48,659	\$64,946	\$45,584
19	December	-\$3,145	176	\$65,007	\$65,407	-\$3,545	\$160	-\$3,385		\$45,584	\$48,658	\$65,007	\$29,135
20	Total			\$693,525	\$715,604	\$2,957	\$2,957			\$581,848	\$693,525	\$693,525	
21													
22	CY 2018												
23	January	-\$3,385	173	\$65,442	\$64,233	\$824	\$345	\$1,169		\$29,135	\$55,764	\$68,442	\$16,457
24	February	\$1,169	168	\$68,442	\$61,830	\$7,781	\$357	\$8,138		\$16,457	\$55,764	\$68,442	\$3,779
25	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697		\$3,779	\$65,809	\$62,441	\$7,147
26	April	\$9,697	160	\$59,663	\$57,221	\$11,139	\$210	\$11,349		\$7,147	\$70,046	\$58,663	\$18,530
27	May	\$11,349	158	\$72,169	\$59,677	\$23,841	\$259	\$24,100		\$18,530	\$59,261	\$72,169	\$5,622
28	June	\$24,100	158	\$65,518	\$60,908	\$28,710	\$691	\$29,401		\$5,622	\$67,878	\$65,518	\$7,982
29	July	\$29,401	153	\$65,518	\$59,252	\$35,667	\$310	\$35,977		\$7,982	\$60,739	\$65,518	\$3,203
30	August	\$35,977	160	\$59,712	\$57,835	\$37,854	\$47	\$37,901		\$3,203	\$56,612	\$59,712	\$103
31	September	\$37,901		\$59,712		\$97,613		\$97,613		\$103	\$56,612	\$59,712	-\$2,997
32	October	\$97,613		\$59,712		\$157,325		\$157,325		-\$2,997	\$60,888	\$59,712	-\$1,821
33	November	\$157,325		\$157,325		\$157,325		\$157,325		-\$1,821	\$60,929	\$0	\$59,108
34	December	\$157,325		\$157,325		\$157,325		\$157,325		\$59,108	\$60,847	\$0	\$119,955
35	Total			\$640,329	\$482,191	\$2,572	\$2,572			\$731,149	\$640,329	\$640,329	

END OF PARTICIPATION  
TRACKER  
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING			3										3
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			2										2
EVICTED	1												1
UNAUTHORIZED LIVE-IN		1	1										2
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY			1										1
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>7</b>	<b>0</b>	<b>18</b>								
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2	1	1										4
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED			1										1
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>2</b>	<b>0</b>	<b>5</b>								

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**MEETING DATE:** 9/20/18

**RE:** Review Operating Reports

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

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

**REVENUE & EXPENSE REPORT**  
**CALENDAR 8/2018, FISCAL 2/2019**

**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,800.00	386.61	769.80	42.77	1,030.20
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	94.00	713.00	14.26	4,287.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	59,712.00	125,230.00	16.70	624,770.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,224.00	16,448.00	14.95	93,552.00
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
	<b>SECTION 8 VOUCHER TOTAL</b>	<b>868,800.00</b>	<b>68,416.61</b>	<b>143,160.80</b>	<b>16.48</b>	<b>725,639.20</b>
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.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>
174-533-6010	SALARY - SEC 8	39,017.00	2,875.80	4,611.00	11.82	34,406.00
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	187.21	295.12	9.64	2,765.88
174-533-6130	IPERS -SECTION 8	3,778.00	271.47	435.26	11.52	3,342.74
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,583.91	3,167.82	16.67	15,839.18
174-533-6151	LIFE INS - SECTION 8	175.00	11.79	23.58	13.47	151.42
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	668.00	1,428.00	9.52	13,572.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	220.00	440.00	11.00	3,560.00
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	522.00	713.50	7.14	9,286.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,411.00	3,081.00	19.26	12,919.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	306.00	612.00	10.20	5,388.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	16,674.28	38,689.72	25.79	111,310.28
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	38,901.00	78,526.00	14.28	471,474.00
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	224.00	306.99	6.82	4,193.01
	<b>SECTION 8 VOUCHER TOTAL</b>	<b>837,151.00</b>	<b>63,856.46</b>	<b>132,329.99</b>	<b>15.81</b>	<b>704,821.01</b>
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.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>
	<b>SECTION 8 VOUCHER TOTAL</b>	<b>31,649.00</b>	<b>4,560.15</b>	<b>10,830.81</b>	<b>34.22</b>	<b>20,818.19</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 8/2018, FISCAL 2/2019**

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	45,000.00	5,928.08	11,803.67	26.23	33,196.33
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	22.00	22.00	.55	3,978.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	46,618.00	90,927.00	18.19	409,073.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	903.25	1,849.27	15.41	10,150.73
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	1,001.00	3,291.30	164.57	1,291.30-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	16,498.00	33,198.00	15.09	186,802.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>783,000.00</b>	<b>70,970.33</b>	<b>141,091.24</b>	<b>18.02</b>	<b>641,908.76</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	7,127.82	15,363.07	16.88	75,669.93
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	453.89	984.55	13.83	6,132.45
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	672.87	1,450.30	16.51	7,331.70
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,695.80	7,391.60	16.67	36,958.40
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.48	54.96	15.70	295.04
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	75.00	75.00	1.50	4,925.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	1,043.32	2,080.45	5.20	37,919.55
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,629.84	10,970.06	21.94	39,029.94
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,509.77	2,824.09	14.86	16,175.91
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,099.10	3,947.74	15.79	21,052.26
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	350.00	11.67	2,650.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	.00	.00	35,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	269.55	509.55	12.74	3,490.45
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	327.18	327.18	9.35	3,172.82
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	40,000.00	3,191.01	5,563.51	13.91	34,436.49
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	100.00	100.00	5.00	1,900.00
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	38,344.91	38,344.91	95.86	1,655.09
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	5,036.39	6,193.25	17.70	28,806.75
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	6,429.59	14,064.08	18.75	60,935.92
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	11,346.18	11,346.18	28.37	28,653.82
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>87,554.70</b>	<b>121,940.48</b>	<b>18.57</b>	<b>534,646.52</b>
173-536-6010	SALARY - PH MAINT	85,000.00	6,203.06	12,270.29	14.44	72,729.71
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	83.15	1.66	4,916.85

**REVENUE & EXPENSE REPORT**  
**CALENDAR 8/2018, FISCAL 2/2019**

**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,885.00	458.95	913.13	13.26	5,971.87
173-536-6130	IPERS - PH MAINT	8,496.00	587.76	1,169.87	13.77	7,326.13
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	1,556.20	16.46	7,900.80
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	29.40	18.38	130.60
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	.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	8,042.57	16,922.04	14.25	101,845.96
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	24,626.94-	2,228.72	29.15	5,416.28

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**REQUESTED ACTION:** Move to approve Resolution No. 9-18 Section 8 Payment Standards.

**Comments:** HUD has published the new Fair Market Rents that we use to determine the Payment standards for the Section 8 Voucher program. The Payment standards are used to calculate our portion of the rent to the owner. Participants also use the Payment standard as a guide to determine if a unit will meet the guidelines. The monthly rent plus the utility allowance, or gross rent, needs to be close to the payment standard in order for the unit to be approved.

The payment standards can be set between 90% - 110% of the Fair Market Rents. Allowing flexibility for agencies to determine the amount of the payment standard serves several purposes:

- 1) Does not cause a financial hardship on participants by paying rents too high. In some areas, adopting the 90% concept of the Standards could cause families to pay rents so high that it is a financial burden. Although the program already has a requirement that does not permit families to pay more than 40% of their income for rent at initial lease up, it is not meant that all participants face that dilemma as a result of low payment standards and high rental market. It is intended to provide some flexibility for families to have a broader selection of available housing.
- 2) Does not substantially limit participants access to safe, decent housing. If the payment standards are set too low in a community where the rents are high, families would have to select the least desirable housing units available. Such as units that may barely pass the inspection requirements. It is not the intent of this program for participants to live in the worst housing, nor is it intended that they live in the best housing.
- 3) Does not cause a financial burden on the housing agency. The rental market and the financial condition of the local Section 8 program requires discretion for the local agency to determine the appropriate Payment standards for the area.

Another criteria used in determining the appropriate Payment standard is to compare the Payment standards to the rent of unsubsidized units. We do not want the rents for units on the Section 8 program to set the standard throughout the community (especially in driving the rents higher).

In consideration of the statements above, we are proposing maintaining the current Payment standards at the following levels:

0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
450	500	625	825	850

The attached table shows the current payment standard compared to the new Fair Market Rents and the new proposed Standards. and shows the allowable range between 90% - 110% of the Fair Market Rents and the percentages of the proposed Standards. The table also shows the low and high gross rents currently being paid by program participants, the median rent, and average.

Payment Standards vs Fair Market Rents  
PS vs FMR

	0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
<b>Current PS</b>	425	500	625	825	850
Current Percentage of New FMR	88.36%	93.63%	94.13%	91.56%	94.03%
<b>Proposed PS</b>	450	500	625	850	850
Current Percentage of New FMR	93.56%	93.63%	94.13%	94.34%	94.03%
<b>New FMRs Effective 10/18</b>	481	534	664	901	904
90% of new FMR / minimum for PS	433	481	598	811	814
110% of new FMR / maximum for PS	529	587	730	991	994
<b>Current Gross Rents</b>					
Low	440	375	469	571	828
Median	440	500	573	808	890
High	483	582	782	947	952
Average	425	508	633	788	890

Effective December 1, 2018

RESOLUTION NO. 09-18

**SECTION 8 VOUCHER PAYMENT STANDARDS**

**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, the Department of Housing and Urban Development has published the Fair Market Rents (FMR) to be effective October 1, 2018 and requested all housing agencies to implement them within 90 days of effective date as required by program regulations; and

WHEREAS, the Department of Housing and Urban Development requires Payment Standards for the Section 8 Voucher program to be within 90% – 110% of the published FMRs it is necessary for this agency to make adjustments to the Payment Standards; and

WHEREAS, the Charles City Housing and Redevelopment Authority Board has been presented the new FMRs and supporting documentation for determination of the new Payment Standards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority approves the following Payment Standards effective December 1, 2018:

0 bedroom    1 bedroom    2 bedroom    3 bedroom    4 bedroom

425

500

625

825

850

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20TH DAY OF SEPTEMBER 2018.

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

**REQUESTED ACTION:** Approve purchase of pickup from Karl Chevrolet.

**Comments:** Our Dodge pickup is becoming unreliable. It was purchased in 2009 and while it has relatively few miles on it, there has been a lot of wear and tear. For the past 9 years it has seen many hours plowing snow and the multiple stops we make per day with it are also hard on the truck. We have had to make several major repairs to it in the last few months.

We will be piggy backing onto the State Vehicle Contracts for the purchase of the new truck. The truck being purchased is a 2019 Chevy Silverado, crew cab, 4WD at a cost of \$31,641.60 from Karl Chevrolet in Des Moines. We also contacted Mike Molstead Motors to see if they could provide us with a vehicle for the state pricing and they said that they cannot come down on price enough to be competitive with the state contract pricing. The total price may change slightly depending on delivery and licensing fees. We also plan to trade-in the Dodge pickup. We are not sure what they will offer us on the trade. They will be stopping in to look at the truck the next time they are in the area. The City is not interested in purchasing the truck from us.

The funding for the truck has been budgeted in the current year to cover the cost of the truck in addition to a new plow. With our other new truck recently purchased, we will be able to split the snow plowing between the two vehicles and reduce the amount of wear and tear. In addition, this will cut the time to plow out the parking lots in half. With the purchase of another new truck, we shouldn't need to purchase any additional vehicles for the next eight to ten years.

**REQUESTED ACTION:** Discuss proposed flat rents, approve Resolution 10-18.

**Comments:** HUD just published the new Fair Market Rent (FMR) amounts for Federal Fiscal Year 2019. The unadjusted rent is the FMR estimated directly from the American Community Survey (ACS) source data that HUD uses to calculate FMRs before HUD applies its state non-metropolitan minimum rent policy. The most recent directives from HUD require housing agencies to set flat rents at no less than 80% of the new FMR's or unadjusted rents within 90 days. We are to use the lesser of the two (FMR or unadjusted rents). The effective date for the rents will be December 1, 2018.

The following tables list the proposed amounts for the units. We have them split between units which include the utilities in the rent and those with tenant paid utilities.

Flat Rents for Apartments with Non-Tenant Paid Utilities  
(Apts. 1-80 SCT & Apts. 81-128 NCT)

Bedroom Size	Current Flat Rents as of December 1, 2017	Unadjusted Rent		Fair Market Rent		Proposed Flat Rent
		2019 Unadjusted Rent	80% of Unadjusted Rent	2019 FMR	80% of FMR	
1	410	474	379	534	427	410
2	505	589	471	664	531	505

Flat Rents for Apartment with Tenant Paid Utilities  
(Apts 129-132 NCT and all 16 units at Morningside Apts.)

Bdrm Size	Current Flat Rents as of 12/1/17	Unadjusted Rent		Fair Market Rent		Utility Allowance	Calculation	Proposed Flat Rent
		2019 Unadjusted Rent	80% of Unadjusted Rent	2019 FMR	80% of FMR			
1	290	474	379	534	427	132	379-137=242	290
2	350	589	471	664	531	164	471-172=299	350
3	510	800	640	901	720	194	640-209=431	510

Since HUD now requires us to use the lesser of 80% of the FMR or 80% of the unadjusted rent, the required flat rent is now less than the current flat rents being charged. It our recommendation to leave the flat rents at the current level. They are still lower than the market rate rents being charged for the area.

# RESOLUTION NO. 10-18

## RETAINING FLAT RENTS AT CURRENT LEVELS

### 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, the Sections 210 and 243 of Title II of P.L 113-76 of the Consolidated Appropriations Act of 2014, and HUD PIH Notice 2015-13 requires all Flat Rents to be set at no less than 80 percent of the applicable Fair Market Rent or 80% of the unadjusted rent; and

WHEREAS, the following flat rents have been set according to the preceding regulations to be implemented no later than 90 from the publication of the FMR or December 1, 2018:

#### Flat Rents for units 1-128 at North and South Cedar Terrace

1 Bedroom - \$410  
2 Bedroom - \$505

#### Flat Rents for units 129-132 at North Cedar Terrace and Morningside Apartments

1 Bedroom - \$290  
2 Bedroom - \$350  
3 Bedroom - \$510

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that they have reviewed the information and authorize their approval to retain the FMR's for 2018 at 2017 levels.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20TH DAY OF SEPTEMBER 2018.

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director