

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

October 18, 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. Approve Minutes of September 20, 2018..... 1-2
- IV. Approval of Bills for October 2018..... 3
- V. Communications..... 4-7
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. Reception Window
  - 4. Section 8 Funding/Utilization
  - 5. Monthly Rental Status Update
  - 6. End of Participation Report
- VI. Old Business
- VII. New Business
  - 1. Review Operating Reports..... 8-11
  - 2. Award Contract for Topography Study..... 12
  - 3. Approve Agreement for Participant Verifications..... 13
- VIII. Executive Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, November 15, 2018 at 7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
September 20, 2018 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:00 a.m.

Public Comments. None

Amend-Approve Minutes of August 16, 2018. Miller moved, Tyler seconded the motion to approve the minutes of August 16, 2018 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills for September 2018. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$91,630.80. Ayes: 4, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.  
Board Chairperson Heyer declared the meeting open.

Filing of Affidavit of Publication. The notice of public hearing was confirmed with the posting date as 08/03/2018.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Tyler moved to close the hearing and Klemesrud seconded the motion. Roll call: Ayes: Heyer, Tyler, Klemesrud, Miller. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 08-18 Adoption of Revisions to Capital Improvement Plan. Nielsen reviewed the proposed capital improvements, there were no questions. A motion by Tyler was made to approve Resolution 08-18. Klemesrud seconded the motion. Roll call: Ayes: Tyler, Heyer, Miller, and Klemesrud. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed including Capital Fund Program, rehab program update, security camera update, Section 8 utilization/funding and public housing unit vacancies, set-aside funding, update on office cleaning contract, and program attrition. No action taken.

Old Business.

New Business.

Review Financial Reports. Nielsen reported that we were on track with the budget, there were no questions. No motion was necessary.

Approve Resolution 9-18 to Update Payment Standards. Nielsen reviewed HUD's requirements for payment standards based on the new Fair Market Rents (FMRs). Nielsen reviewed the current payment standards in relation to the increased FMRs and explained that the with all other factors being considered it was not necessary to increase the payment standards for all unit sizes, only the payment standards for the 0-bedroom and 3-bedroom. The board was informed that the data used to

determine the payment standard included the current unit rents on the program. Nielsen explained that the proposed standards were comparable to the average and median program rents. Miller made a motion to approve Resolution 9-18 to update payment standards. Klemesrud seconded the motion. Roll Call: Ayes: Heyer, Miller, Klemesrud, and Tyler. Nays: none. Motion carried on roll call vote.

Approve Purchase of Pick-up. Nielsen explained that the old Dodge truck was starting to require extensive repairs and due to the uncertain funding in the future, it was necessary to purchase a new truck sooner than planned. She also stated that the maintenance department had picked a truck from Karl Chevrolet because they felt it had all the required features and was the best value. Miller asked if there was a list of vehicles from the state, Nielsen explained that there was a list on the State of Iowa's website. Molstead Motors was also given an opportunity to bid but declined. Nielsen also informed the board that the city was not interested in purchasing the truck, however, Karl Chevrolet was willing to take it as a trade for approximately \$12,389. Nielsen said that the cost is covered under the current operating budget and does not include the purchase of a new plow. In addition, the board was told that due to manufacturing issues, it may be several months before the truck is received. Miller motioned to approve the purchase from Karl Chevrolet and was seconded by Tyler. Ayes: 4, Nays: none. Motion carried.

Approve Resolution 10-18 to Retain Current Flat Rents. Nielsen explained the HUD requirement to set flat rents based on the published payment standard. The board was also told that the flat rent be set at no less than 80% of the FMRs or the unadjusted rents. Nielsen requested to keep the flat rents at the 2018 levels even though 80% of the unadjusted rents are lower than the current rents. She stated that keeping the rents at the higher level would allow a cushion, so the rents wouldn't have to increase for several years. Miller made a motion to approve resolution 10-18 to retain the current flat rents. Tyler seconded the motion. Roll Call, Ayes: Heyer, Klemesrud, and Tyler. Nays: none. Motion carried on roll call vote.

Executive Director's Report. Nothing to report

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:43 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  
 October 2018

Charles City Housing  
 Invoices for All Customers

Customer	All Transactions	Amount
Bluhms Cedar Valley Electric 2008	electrical maintenance	275.00
Business Card	back up fee/	
C.Naber & Associates	accounting fees	395.00
Carquest	truck maintenance	356.30
Cathy Ott	office cleaning	240.00
Cathy Ott	office cleaning	247.50
CenturyLink	phone bill	156.56
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections/postage/fire extinguisher service	2,837.77
Don's Repair	tractor maintenance	97.67
HAPS	Oct 1 HAPS	57,723.95
Heidi Nielsen	mileage	56.24
Hockenson Plumbing	plumbing maintenance	440.35
Houdek Floorcovering	MS carpet replacement	680.00
Iowa Department of Transportation	fuel	152.99
Jendro Sanitation	trash service	862.50
John Deere Financial	Theisen's maintenance items	151.73
Koch Office Group	copy costs	6.80
Kwik Trip, Inc.	fuel	97.97
LEAF	copier lease payment	232.18
Lessin Supply Co.	maintenance items	119.61
Linderman Heating & Air, LLC	heating/cooling maintenance	184.97
Mediacom	internet service for cameras at MS	135.90
Mehmen's Painting	painted 2 units	270.00
Michaels Band Box	clean carpet @ MS	261.35
Mid American Energy	electric/gas/URP	6,231.57
Mike's C& O Tire	maintenance items	63.13
Nan McKay	master book revision	224.00
O'Reilly Auto Parts	maintenance items	44.11
On-Site Information Destruction	shredding fee	45.00
Otto's Oasis	landscaping fee SCT	2,269.00
Pitney Bowes	meter lease	54.09
Schueth Ace Hardware	maintenance items	1,107.16
Sherwin Williams	paint	176.45
Sisson & Associates	workman's comp insurance fees	1,014.00
Superior Lumber	maintenance items	905.69
T-J Service	maintenance repairs/replace refrig	956.89
Titus Lock Services	lock repairs/replacement	983.15
US Cellular	cell phone service	139.05
YARDI	criminal background fees	63.00
		<b>80,313.85</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. We have encountered more difficulty with the new windows, so the project close out has been delayed again. The frames on the screens in the slider windows in the living rooms were too tight and were bowed out in the middle causing a gap. The window manufacturer came and removed all the screens and repaired them. The day they were reinstalled a resident called to tell us that the screen material was not pulled tight. It appears that almost all the repaired screens have the same issue. We have contacted the architect to report the problem and are waiting on an answer from them.

The reception window is in production and we should have a tentative install date by the 18<sup>th</sup>.

The drawings for the roof repair to the garage at North Cedar Terrace are being reworked. They called for a post in the center of the beam for support. Since we store the skid loader in there, this is not an acceptable fix. The specifications will go out once we receive a revised design. We are working on quotes to get the roof replaced on apartments 109-112 at North Cedar Terrace. We were going to replace the vents on the roof at Morningside; however, we were able to repair them and want to see if the repair will hold until we replace the roof. The roof is about thirteen years old and will probably need to be replaced in the next five years.

2. Rehab Update. We have five applicants processed and have verified their eligibility. We are working on ranking the applicants to determine which phase their projects will fall. We are anticipating having the project complete in about eighteen months.
3. Security Camera Update. The camera system is still working; but are having connectivity issues with the internet. It seems to be an issue with the modem and we are working with Mediacom to fix the issue.
4. Section 8 Funding/Utilization. See attachment for utilization rates.
5. Monthly Rental Status Update.

Month of September 2018	Total Leased 9/1/18	New Leases	Removed Or Moved	Total Leased 10/1/18	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	2	5	126	12	11	4
Morningside 16 Units	16	0	1	15	7	3	2
Section 8 197 Units	151	3	5	149	41	15	4

Declined Assistance (5) Over Income ( ) Denied (2) Insufficient Address ( )  
Did not attend Briefing/Information Not Returned (3) Criminal Background Check ( )  
Voucher Expired (1) Purged ( )  
Terminations: PH (3) S8 ( )

6. 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												
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 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 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)		
	D		E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
7	CY 2017												
8	January	161	\$51,440	\$48,998	\$18,179	\$95	\$18,274	\$140,812	\$48,658	\$51,440	\$138,030	\$138,030	
9	February	163	\$51,440	\$52,253	\$17,461	\$119	\$17,580	\$138,030	\$48,658	\$51,440	\$135,248	\$135,248	
10	March	165	\$52,930	\$53,610	\$16,900	\$427	\$17,327	\$135,248	\$48,658	\$52,930	\$130,976	\$130,976	
11	April	169	\$17,327	\$56,804	\$13,453	\$1,556	\$15,009	\$130,976	\$48,658	\$52,930	\$126,704	\$126,704	
12	May	171	\$15,009	\$58,157	\$9,782	\$62	\$9,844	\$126,704	\$48,658	\$52,930	\$122,432	\$122,432	
13	June	169	\$9,844	\$56,782	\$5,992	\$163	\$6,155	\$122,432	\$48,658	\$52,930	\$118,160	\$118,160	
14	July	172	\$6,155	\$58,340	\$-11,934	\$25	\$-11,934	\$118,160	\$48,658	\$40,226	\$126,592	\$126,592	
15	August	170	\$-11,934	\$52,882	\$-9,434	\$125	\$-9,309	\$126,592	\$46,709	\$55,382	\$107,919	\$107,919	
16	September	182	\$9,309	\$67,100	\$-2,427	\$32	\$-2,395	\$107,919	\$48,658	\$73,982	\$82,595	\$82,595	
17	October	180	\$-2,395	\$61,048	\$-61	\$165	\$104	\$82,595	\$48,658	\$69,382	\$61,871	\$61,871	
18	November	178	\$104	\$68,223	\$-3,173	\$28	\$-3,145	\$61,871	\$48,659	\$64,946	\$45,584	\$45,584	
19	December	176	\$-3,145	\$65,407	\$-3,545	\$160	\$-3,385	\$45,584	\$48,558	\$65,007	\$29,135	\$29,135	
20	Total		\$693,525	\$715,604	\$-3,545	\$2,957	\$-3,385	\$45,584	\$581,848	\$693,525	\$693,525	\$693,525	
22	CY 2018												
23	January	173	\$68,442	\$64,233	\$824	\$345	\$1,169	\$29,135	\$55,764	\$68,442	\$16,457	\$16,457	
24	February	168	\$68,442	\$61,830	\$7,781	\$357	\$8,138	\$16,457	\$55,764	\$68,442	\$3,779	\$3,779	
25	March	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697	\$3,779	\$65,809	\$62,441	\$7,147	\$7,147	
26	April	160	\$58,663	\$57,221	\$11,139	\$210	\$11,349	\$7,147	\$70,046	\$58,663	\$18,530	\$18,530	
27	May	158	\$11,349	\$59,677	\$23,841	\$259	\$24,100	\$18,530	\$59,261	\$72,169	\$5,622	\$5,622	
28	June	158	\$24,100	\$60,908	\$28,710	\$691	\$29,401	\$5,622	\$67,878	\$65,518	\$7,982	\$7,982	
29	July	153	\$29,401	\$59,252	\$35,667	\$310	\$35,977	\$7,982	\$60,739	\$65,518	\$3,203	\$3,203	
30	August	160	\$35,977	\$57,835	\$37,854	\$47	\$37,901	\$3,203	\$56,612	\$59,712	\$103	\$103	
31	September	151	\$37,901	\$62,355	\$35,258	\$187	\$35,445	\$103	\$56,612	\$59,712	\$-2,997	\$-2,997	
32	October		\$59,712		\$95,157		\$95,157	\$-2,997	\$60,888	\$59,712	\$-1,821	\$-1,821	
33	November		\$95,157		\$95,157		\$95,157	\$-1,821	\$60,929	\$0	\$59,108	\$59,108	
34	December		\$95,157		\$95,157		\$95,157	\$59,108	\$60,847	\$0	\$119,955	\$119,955	
35	Total		\$640,329	\$544,546	\$95,157	\$2,759	\$95,157	\$59,108	\$731,149	\$640,329	\$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	1									4
ZERO HAP													0
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED				3									3
PORT-OUT SEARCHING	1	2		1									4
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>5</b>	<b>0</b>	<b>23</b>							
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2	1	1	2									6
DECEASED				1									1
MOVED IN VIOLATION				2									2
TERMINATED FOR LEASE VIOLATIONS				1									1
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>6</b>	<b>0</b>	<b>11</b>							

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**MEETING DATE:** 10/18/18

**RE:** Review Operating Reports

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

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

**REVENUE & EXPENSE REPORT**  
**CALENDAR 9/2018, FISCAL 3/2019**

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	45,000.00	5,864.72	17,668.39	39.26	27,331.61
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	300.00	322.00	8.05	3,678.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	38,268.00	129,195.00	25.84	370,805.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	.00	1,849.27	15.41	10,150.73
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	3,291.30	164.57	1,291.30-
173-532-4781	OPER SUBSTDY-PUBLIC HOUSING	220,000.00	16,440.00	49,638.00	22.56	170,362.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>783,000.00</b>	<b>60,872.72</b>	<b>201,963.96</b>	<b>25.79</b>	<b>581,036.04</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	7,170.63	22,533.70	24.75	68,499.30
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	456.30	1,440.85	20.25	5,676.15
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	676.89	2,127.19	24.22	6,654.81
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,695.80	11,087.40	25.00	33,262.60
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	28.81	83.77	23.93	266.23
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	.00	.00	.00	4,400.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	20.08	20.08	36.51	34.92
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	150.42	225.42	4.51	4,774.58
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	968.22	3,048.67	7.62	36,951.33
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,300.01	16,270.07	32.54	33,729.93
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,397.96	4,222.05	22.22	14,777.95
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,934.42	5,882.16	23.53	19,117.84
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	730.00	1,080.00	36.00	1,920.00
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	434.70	944.25	23.61	3,055.75
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	.00	327.18	9.35	3,172.82
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	40,000.00	4,048.16	9,611.67	24.03	30,388.33
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	100.00	200.00	10.00	1,800.00
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	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	3,059.88	9,253.13	26.44	25,746.87
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	5,694.78	19,758.86	26.35	55,241.14
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	4,249.00	15,595.18	38.99	24,404.82
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>40,116.06</b>	<b>162,056.54</b>	<b>24.68</b>	<b>494,530.46</b>
173-536-6010	SALARY - PH MAINT	85,000.00	6,174.74	18,445.03	21.70	66,554.97
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	56.58	139.73	2.79	4,860.27

**REVENUE & EXPENSE REPORT**  
**CALENDAR 9/2018, FISCAL 3/2019**

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,885.00	471.41	1,384.54	20.11	5,500.46
173-536-6130	IPERS - PH MAINT	8,496.00	591.75	1,761.62	20.73	6,734.38
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	2,334.30	24.68	7,122.70
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	44.10	27.56	115.90
173-536-6160	WORK COMP - PH MAINT	2,800.00	.00	.00	.00	2,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	29.93	29.93	42.76	40.07
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	8,117.21	25,039.25	21.08	93,728.75
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	12,639.45	14,868.17	194.48	7,223.17-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 9/2018, FISCAL 3/2019**

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,800.00	249.56	1,019.36	56.63	780.64
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	373.00	1,086.00	21.72	3,914.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	59,712.00	184,942.00	24.66	565,058.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,224.00	24,672.00	22.43	85,328.00
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	68,558.56	211,719.36	24.37	657,080.64
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	2,833.00	7,444.00	19.08	31,573.00
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	184.80	479.92	15.68	2,581.08
174-533-6130	IPERS -SECTION 8	3,778.00	267.45	702.71	18.60	3,075.29
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,583.91	4,751.73	25.00	14,255.27
174-533-6151	LIFE INS - SECTION 8	175.00	12.35	35.93	20.53	139.07
174-533-6160	WORK COMP - SECTION 8	2,238.00	.00	.00	.00	2,238.00
174-533-6170	UNEMPLOYMENT - SECTION 8	75.00	13.39	13.39	17.85	61.61
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	1,267.00	2,695.00	17.97	12,305.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	410.00	850.00	21.25	3,150.00
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	442.00	1,155.50	11.56	8,844.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	2,822.00	5,903.00	36.89	10,097.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	612.00	1,224.00	20.40	4,776.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	41,571.39	80,261.11	53.51	69,738.89
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	74,016.00	152,542.00	27.73	397,458.00
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	.00	306.99	6.82	4,193.01
	SECTION 8 VOUCHER TOTAL	837,151.00	126,035.29	258,365.28	30.86	578,785.72
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	57,476.73-	46,645.92-	147.39-	78,294.92

**REQUESTED ACTION:** Award Contract for the topological survey for the electrical transformer replacement.

**Comments:** Part of the project requires boring the electrical service primary loop and secondaries to each building, which requires location of the underground utilities. According to the electrical engineer, the contractors also need to know the topography/elevations to establish the depths of their borings. Because the site plans don't accurately reflect the location of some of the underground utilities, the survey can be utilized on future projects.

Ed Wineinger, from Skott & Anderson has prepared a Request for Proposal (RFP) with the scope and requirements of the survey. This has been sent to Ryken Engineering, Ackley; HRS, New Hampton; V&K, Mason City, and WHKS, Mason City.

It is anticipated that the survey will cost as much as \$10,000. There is money budgeted in the 2018 Capital Fund for architectural and engineering fees.

The proposals are due back by October 16<sup>th</sup> and will available at the meeting.

**REQUESTED ACTION:** Approve agreement with Tenant PI for participant verifications.

**Comments:** Up until a month ago we were able to utilize “The Work Number”, a service to get income verifications for our applicants and participants. Many of our employers in the area use this service and some are not willing to fill out any forms that we send to them. Sometimes we are able to have the employee give us check stubs, but this is not ideal. The information from The Work Number is more detailed and it will have the hire date. This service used to be offered at no charge, but now we must sign an agreement and pay a fee to pull reports.

We have looked at some other options to get third party income verification. We found that there are services that combine many of the verifications that we require into a single service. The following options:

	One-Time Registration Fee	Annual Fee	Landlord History	Criminal Background (Nation Wide)	Evictions	Employer History Per Report	Wage Report Per Report
The Work Number	\$125	\$179	N/A	N/A	N/A	\$3.75	\$12.45
Yardi	N/A	N/A	N/A	\$10.50	N/A	N/A	N/A
Tenant PI	N/A	\$300	Free	\$13.00	\$7.00	\$3.00	\$9.50

With the Work Number the only verifications available to us are employer and wage history. The criminal background reports from Yardi are less expensive than Tenant PI. With each of the services we are only charged for the reports that we request.

Tenant PI provides a more extensive service and if we were to go with them we would only have to utilize one service. The criminal background checks are higher with Tenant PI, but we don't run a lot of background checks. If the applicant has only lived in the state of Iowa, we don't pay for a nation- wide report. We look them up on Iowa Courts Online to access any criminal history. We can also do a free search of the Sex Offender Registry.

Tenant PI offers an even more extensive service for an additional \$700 per year. This would give us access to some debt tracking tools and they would submit our tenant files electronically to HUD. We don't feel that we need the additional services. HUD is working on a system that would automatically submit the tenant files as they are updated; and the Iowa Offset program is a more helpful debt collection tool that what they are proposing. They might be able to find addresses for those who owe us money, but if they are already in default, they likely will ignore any additional letters sent to them.

A few of the other area housing authorities are using Tenant PI and have recommended it to us.