

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

March 21, 2019, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of February 21, 2019 1-3
- IV. Approval of Bills for March 2019 4
- V. Hearing – Approval of Revised Five-Year Plan & Agency Plan 5-7
 - 1. Open Hearing
 - 2. Filing of Affidavit of Publication – 02/4/2019
 - 3. Written Comments or Objections _____
 - 4. Oral Comments or Objections _____
 - 5. Motion to Close Hearing _____ Second _____
Vote: Ayes: _____
Nayes: _____
 - 6. Consider Resolution No. 02-19 Revision of Five-Year Action Plan & Agency Plan
Discussion: _____
Vote: Ayes: _____
Nayes: _____
- VI. Communications 8-10
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Section 8 Funding/Utilization
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VII. Old Business
- VIII. New Business
 - 1. Review Financial Statements..... 11-14
 - 2. Review Quotes for Lock/Handle Replacement..... 15
- IX. Executive Directors Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, April 18, 2019
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 21, 2019 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of January 17, 2019. On motion by Miller and a second by Tyler, the minutes of January 17, 2019 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated the bills were routine. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$81,501.61. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. There was nothing to update the board on capital projects and maintenance projects. Nielsen reported the status on the rehab grant project, Section 8 utilization, public housing vacancies, and program end of participations. No action was required.

Old Business. None

New Business

Review Financial Reports. Board reviewed the reports and there were no questions. Nielsen stated that there would likely only be a few budget revisions made. The accounts included in the potential revisions were the maintenance, sundry and portability expense accounts. No action was required.

Discuss Changes in Scope of Transformer Project and Make Recommendation to Council. Nielsen informed the board of the change to the project which requires new secondary lines from the transformers to the buildings. In addition, Nielsen explained to the board that the electrical engineer and architect are also recommending using directional boring to lay the new conduit instead of trenching. The advantage cited was the boring would allow the lines to be run under the buildings and other structures. The board was informed that the changes would increase the project cost to approximately \$350,000. Nielsen said that in order to utilize the funds there would be a transfer out of the public housing budget into a capital fund. This would allow us to use the reserves without increasing our per unit expense. The board discussed use of the operating reserves and felt that with the uncertainty of the proposed funding changes at HUD it would be better to use them if needed. Nielsen also told the board that as a result of the project, Mid American Energy said that the cost of using each of the lights was

going to increase and that over the next five years we would be paying \$23,000 was suggesting that we put in our own security lights. Nielsen explained that the cost estimate to install those lights would be about \$70,000 increasing the costs of the project to \$420,000. The board was told that if MidAmerican Energy would install five transformers instead of three, we could see a potential cost savings of about \$100,000, but still need to get approval from MidAmerican Energy. Nielsen also told the board that MidAmerican said that they could no longer get a transformer like the ones at SCT and if one should fail there aren't enough units in town to relocate the residents, and they also can't get the style of security lights we have and went on to say that even though the project is expensive it is necessary. The board was asked for their input on the project and their recommendation on how they wish to proceed once the plans are ready to present to the City Council. The board agreed that the project was necessary and would recommend that the City Council approve the plans. No action was necessary.

Set Special Meeting for Transformer Project. The special meeting date was tabled due to a potential change in the transformer project schedule.

Review and Approve City Budgets. Nielsen reviewed the proposed budgets for next fiscal year. Only minor adjustments would be made to the maintenance account, capital expenses. Nielsen pointed out the transfer out of the public housing fund and the resulting reduction in the fund balance at the end of 2020. Miller asked if the \$353,00 deficit was due to the transfer from the reserves. Nielsen replied that most of it was, however, there is usually a small deficit budgeted, but at year end there is normally a positive cash flow. Miller motioned to approve the budget and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Election of Officers

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

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

Review of By-Laws for Revision.

The by-laws were reviewed, and it was agreed that no changes were needed. Miller motioned to approve the By-Laws as presented and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Executive Director's Report.

Nothing to report

Being no further business, Miller motioned to adjourn, and Coulson seconded the motion. Ayes: 5, Nays: 0. Motion carried, and the meeting adjourned at 7:49 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 March 21, 2019

Customer	Description	Amount
Arnold Motor Supply	maintenance items	33.59
Arnold Motor Supply	maintenance items	104.36
Arnold Motor Supply	maintenance items	52.58
Automatic Door Group Inc.	replacement stickers for door	27.37
Business Card	back up fees, light bulbs, PHADA conf.	1,341.98
C.Naber & Associates	accounting fees	395.00
Carquest	truck maintenance	36.37
Catherine Marie Ott	office cleaning	375.00
CenturyLink	phone bill	157.24
Charles City Housing	held security deposit-R.Wells	5.00
Charles City Press	advertisement	352.00
Cintas	rug service	55.22
City of Charles City	shared phone line bill	19.65
City of Charles City	water/sewer/URP/S8 inspection	2,604.65
Connie Lacey	security deposit refund	200.00
Don's Repair	maintenance repairs	15.63
Estate of Rose Wiggins	security deposit refund	122.84
Happy Software, An MRI Software Company	utility allowance schedule update fee	400.00
HAPS	March 1 HAPS	46,807.71
Hockenson Plumbing	plumbing maintenance	208.07
Iowa Department of Transportation	fuel	87.51
Iowa Department of Transportation	fuel	11.96
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisen's purchases-maintenance	143.98
Kwik Trip, Inc.	fuel	259.31
L&J Industries, Inc.	parts maintenance	221.45
Larson Printing Co.	letter head/printed envelopes	339.95
LEAF	copier lease payment	232.18
Lessin Supply Co.	maintenance parts	57.82
Mediacom	internet for security cameras	180.67
Mediacom	internet for security cameras	144.40
Mid American Energy	electri/gas/URP	10,926.49
O'Reilly Auto Parts	maintenance parts	113.99
Pitney Bowes	postage meter lease	54.09
Productivity Plus Account	skid loader parts/repairs	1,280.32
R&S Mowing LLC	snow removal	490.00
Schueth Ace Hardware	maintenance items for month	556.67
Secretary of State	notary renewal for Heidi	30.00
Sherwin Williams	paint	186.15
Superior Lumber	maintenance items	20.53
T-J Service	maintenance parts, supplies	779.92
Teeter Specialty Company L.L.C.	office folders	725.17
The PI Company	back ground checks	106.00
US Cellular	cell phone bill	143.16
		71,195.98

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 Monday on the 4 day of February A.D., 2019 and ending with the issue of, February 4, 2019.

Legal Notice

**NOTICE
PUBLIC HEARING**

Pursuant to the Department of Housing and Urban Development (HUD) requirements under definition of "Substantial Deviation" and "Significant Amendment or Modification" Final Rule 903.7(c)(2), the Charles City Housing and Redevelopment Authority (CCHRA) plans to amend the 2015 Five-Year Plan, approved by HUD. This amendment represents a "Significant Amendment or Modification" which includes a revision to the agency's waiting list process. Plan amendments are available to the public for a review and comment period, beginning February 4, 2019 through March 20, 2019 from 8:00 AM until 4:30 PM, Monday thru Friday, at the CCHRA main office at Cedar Terrace South, Charles City, IA 50616. The Charles City Housing and Redevelopment Authority will be holding a public hearing in compliance with the Quality Housing and Work Responsibility Act of 1998. The purpose of the hearing is to allow the public to comment on the policies of the agency and amendments to the 5-Year Plan. Any comments concerning the amendment to The Plan must be in writing and submitted to the above address by 4:30 PM, on March 20, 2019.

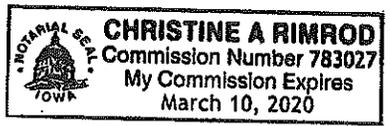
A public hearing regarding the 2015 Five-Year Plan Amendment is scheduled for 7:00 AM Thursday, March 21, 2019 at the CCHRA main office at the above address. If you have any questions, contact the office at 641-228-6661. Date Posted: February 4, 2019
No. 19067
02/04/19

Christopher J. Hall

Acknowledgement and charges
for above services \$ 17.55

Subscribed and sworn to before me this 4 day
of February A.D., 2019

Christine A Rimrod
Notary Public in and for the State of Iowa



MEETING DATE: 04/21/2019

RE: Resolution No. 02-19, Revisions to Five-Year
and Agency Plan

REQUESTED ACTION: Consider approval of Resolution No. 04-17 Revising the Five-Year Plan and Agency Plan.

Comments: The attached resolution outlines that changes that we feel would be in the best interest of the agency, program participants, and applicants.

RESOLUTION NO. 02-19

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

Charles City Housing and Redevelopment Authority

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

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

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

WHEREAS, a Public Hearing was held on March 21, 2019 to allow an opportunity for public comment and where any comments received were taken into consideration; and

WHEREAS, the Resident Advisory Board met as required on March 20, 2019 and reviewed the revisions to the Capital Five-Year Action Plan and were provided the opportunity to comment on the plan;

WHEREAS, the recommendation has been made to revise Agency Plan to incorporate the following changes effective April 1, 2019:

- Application process revised to allow for on-line application
- Permitted reasons for denial was revised to include termination for any family member terminated in prior three years
- The required thermal environment was revised to set an acceptable minimum temperature
- The mandatory felony termination was revised to review each on a case-by-case basis
- Ineligibility periods were reduced when there was a program violation which didn't involve fraud
- Repayment policy was revised to reduce the use of repayment agreements when the amount owed is less than \$100.

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

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 21st DAY OF MARCH 2019.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. Due to increased cost of the transformer project the scope is being reworked a bit. They are proposing the installation of four transformers instead of three. A large part of the cost increase is from running the wires to the buildings. So, if there is fourth transformer, the distance would be reduced to some of the buildings, reducing the cost. In addition, the purchase and installation of the replacement security lights and poles may be bid as an alternate.
2. Rehab Update. The contractor open houses were held on March 6th for the first two projects. They were not well attended. We have two heating/cooling plumbing contractors and one electrician attend. An additional heating/cooling contractor and one general contractor picked up the specifications. We have attempted to contact the general contract and they have not returned emails or phone calls. The bids are due March 27th and if we do not receive any bids the plan is to ask IEDA for permission to use Sole Source bidding and contact a contractor and offer them the project as long as their bid is within 10% of the cost estimate. Once we get these projects under contract, we will be starting the next two projects. We will try to locate additional contractor to add to our list. The contractors are notified of the project by publishing a notice in the paper and direct invite. The largest obstacle is that the contractor or one of their employees must be state-certified as a lead safe renovator and there are not many in the area.
3. Section 8 Funding/Utilization. The worksheet has been updated to reflect HUD's estimated funding for 2019. See attachment for utilization.
4. Monthly Rental Status Update.

Month of February 2019	Total Leased 2/1/19	New Leases	Removed Or Moved	Total Leased 3/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	1	2	130	N-15	N-2	N-2
					S-18	S-5	S-2
Morningside 16 Units	16	0	0	16	7	0	3
Section 8 197 Units	141	1	5	137	41	0	12

Declined Assistance (7) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (12) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH () S8 (1)

5. End of Participation Tracker. See attachment

HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	HUD Heid												
4	NRA												
5	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)	
6	PHA#	D		E	F	E-F	H	D+G+H	K	L	M	(K+L)-M	
7	CY 2019												
8	January	\$3,385	173	\$68,442	\$64,233	\$824	\$345	\$1,169	\$29,136	\$55,764	\$68,442	\$16,457	
9	February	\$1,169	168	\$68,442	\$61,830	\$7,781	\$357	\$8,138	\$16,457	\$55,764	\$68,442	\$3,779	
10	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697	\$3,779	\$65,809	\$62,441	\$7,147	
11	April	\$9,697	160	\$58,663	\$57,221	\$11,139	\$210	\$11,349	\$7,147	\$70,046	\$58,663	\$18,530	
12	May	\$11,349	158	\$72,169	\$69,677	\$23,841	\$259	\$24,100	\$18,530	\$59,261	\$72,169	\$5,622	
13	June	\$24,100	158	\$65,518	\$60,908	\$28,710	\$691	\$29,401	\$5,622	\$67,878	\$65,518	\$7,982	
14	July	\$29,401	152	\$65,518	\$59,541	\$35,378	\$310	\$35,688	\$7,982	\$60,739	\$65,518	\$3,203	
15	August	\$35,688	161	\$59,712	\$60,484	\$34,916	\$47	\$34,963	\$3,203	\$56,612	\$59,712	\$103	
16	September	\$34,963	151	\$59,712	\$62,823	\$31,852	\$187	\$32,039	\$103	\$56,612	\$59,712	-\$2,997	
17	October	\$32,039	150	\$59,712	\$57,614	\$34,137	\$35	\$34,172	-\$2,997	\$60,888	\$59,712	-\$1,821	
18	November	\$34,172	143	\$34,770	\$55,591	\$13,351	\$48	\$13,399	-\$1,821	\$60,929	\$34,770	\$24,338	
19	December	\$13,399	142	\$60,437	\$50,566	\$23,270	\$30	\$23,300	\$24,338	\$121,795	\$60,437	\$85,696	
20	Total			\$735,536	\$50,566	\$23,270	\$2,872	\$23,300		\$792,097	\$735,536		
22	CY 2019												
23	January	\$23,300	140	\$63,602	\$60,668	\$36,234	\$40	\$36,274	\$85,696	\$60,047	\$63,602	\$82,141	
24	February	\$36,274	141	\$63,602	\$50,694	\$49,182	\$849	\$50,031	\$82,141	\$60,047	\$63,602	\$78,586	
25	March	\$50,031		\$58,766		\$108,797		\$108,797	\$78,586	\$60,048	\$58,766	\$79,888	
26	April	\$108,797		\$58,766		\$167,563		\$167,563	\$79,888	\$60,048	\$58,766	\$81,150	
27	May	\$167,563		\$0		\$167,563		\$167,563	\$81,150	\$60,048	\$0	\$141,198	
28	June	\$167,563		\$0		\$167,563		\$167,563	\$141,198	\$60,048	\$0	\$201,246	
29	July	\$167,563		\$0		\$167,563		\$167,563	\$201,246	\$60,048	\$0	\$261,294	
30	August	\$167,563		\$0		\$167,563		\$167,563	\$261,294	\$60,048	\$0	\$321,342	
31	September	\$167,563		\$0		\$167,563		\$167,563	\$321,342	\$60,048	\$0	\$381,390	
32	October	\$167,563		\$0		\$167,563		\$167,563	\$381,390	\$60,048	\$0	\$441,438	
33	November	\$167,563		\$0		\$167,563		\$167,563	\$441,438	\$60,048	\$0	\$501,486	
34	December	\$167,563		\$0		\$167,563		\$167,563	\$501,486	\$60,048	\$0	\$561,534	
35	Total			\$244,735	\$101,362	\$167,563	\$889	\$167,563		\$720,574	\$244,735		

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			1		1				6
ZERO HAP								2	1				3
MUTUAL RECISION	1				1								3
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED	1			3	5	3	1	3					16
PORT-OUT SEARCHING	1	2		1	1			2					7
DECEASED													0
MOVED IN VIOLATION			2										2
EVICTED	1												1
UNAUTHORIZED LIVE-IN		1	1			1			1				4
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW						1	1	1					3
FAILURE TO REPAY			1										1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME	1						1		1				3
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	2				1		1	1	1				6
TOTALS	8	3	7	5	8	6	5	9	5	0	0	0	56
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	1	1	2	1	4	1	1	1				14
DECEASED				1					1				2
MOVED IN VIOLATION				2				1					3
TERMINATED FOR LEASE VIOLATIONS				1									1
EVICTED			1		1								2
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)						1							1
UTILITIES DISCONNECTED													0
TOTALS	2	1	2	6	2	5	1	2	2	0	0	0	23

MEETING DATE: 3/21/19

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The February 2019 operating reports are attached for your review.

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

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	45,000.00	5,808.51	48,834.49	108.52	3,834.49-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	48.00	1,652.61	41.32	2,347.39
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	47,158.00	346,119.00	69.22	153,881.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,244.00	6,116.77	50.97	5,883.23
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	991.00	4,729.30	236.47	2,729.30-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	13,707.00	129,910.00	59.05	90,090.00
	PUBLIC HOUSING TOTAL	783,000.00	68,956.51	537,362.17	68.63	245,637.83
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	91,033.00	7,146.37	63,586.68	69.85	27,446.32
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	452.37	4,114.87	57.82	3,002.13
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	657.07	5,966.59	67.94	2,815.41
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,695.80	29,566.40	66.67	14,783.60
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.93	223.42	63.83	126.58
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	.00	405.60	9.22	3,994.40
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	.00	32.16	58.47	22.84
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	399.15	7.98	4,600.85
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	4,019.08	17,672.76	44.18	22,327.24
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,524.15	36,873.23	73.75	13,126.77
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,367.84	10,984.72	57.81	8,015.28
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,960.88	15,833.72	63.33	9,166.28
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	1,955.00	65.17	1,045.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	35,000.00	.00	6,721.05	19.20	28,278.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	144.00	1,829.43	45.74	2,170.57
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	232.18	1,515.48	43.30	1,984.52
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	40,000.00	6,284.21	29,591.82	73.98	10,408.18
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	309.85	15.49	1,690.15
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	2,230.84	29,365.43	83.90	5,634.57
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	7,958.75	64,696.85	86.26	10,303.15
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	15,595.18	38.99	24,404.82
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	60,000.00	.00	14,165.02	23.61	45,834.98
	PUBLIC HOUSING TOTAL	656,587.00	41,876.47	389,749.32	59.36	266,837.68
173-536-6010	SALARY - PH MAINT	85,000.00	7,598.31	54,624.29	64.26	30,375.71
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	509.22	1,172.32	23.45	3,827.68

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

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,885.00	603.63	4,152.54	60.31	2,732.46
173-536-6130	IPERS - PH MAINT	8,496.00	689.19	5,175.72	60.92	3,320.28
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	6,224.80	65.82	3,232.20
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	117.60	73.50	42.40
173-536-6160	WORK COMP - PH MAINT	2,800.00	.00	608.40	21.73	2,191.60
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	.00	32.49	46.41	37.51
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	10,193.15	73,008.16	61.47	45,759.84
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	16,886.89	74,604.69	975.86	66,959.69-

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

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,800.00	446.81	3,119.93	173.33	1,319.93-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	1,698.00	3,089.00	61.78	1,911.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	63,602.00	467,065.00	62.28	282,935.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,454.00	66,712.00	60.65	43,288.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	6.00	.60	994.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	868,800.00	74,200.81	539,991.93	62.15	328,808.07
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	3,077.89	21,852.25	56.01	17,164.75
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	196.20	1,413.13	46.17	1,647.87
174-533-6130	IPERS -SECTION 8	3,778.00	287.27	2,057.18	54.45	1,720.82
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,583.91	12,671.28	66.67	6,335.72
174-533-6151	LIFE INS - SECTION 8	175.00	11.97	95.78	54.73	79.22
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	21.42	28.56	53.58
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	2,000.00	.00	89.73	4.49	1,910.27
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,034.00	6,026.00	40.17	8,974.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	220.00	1,950.00	48.75	2,050.00
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	545.50	3,700.00	37.00	6,300.00
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	11,547.00	72.17	4,453.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	420.00	2,790.00	46.50	3,210.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	7,884.65	130,871.19	87.25	19,128.81
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	38,913.00	298,125.00	54.20	251,875.00
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	250.00	5,521.84	122.71	1,021.84-
	SECTION 8 VOUCHER TOTAL	837,151.00	55,835.39	498,731.80	59.57	338,419.20
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	18,365.42	41,260.13	130.37	9,611.13-

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REQUESTED ACTION: Review bids received for deadbolts and door handles and make recommendation to accept quote from Strauss Security Solutions.

Comments: The existing door hardware is starting to wear out, and we have had to call a locksmith multiple times to install and rekey new locks to the master system. In addition, the design of the locks makes it easy for the residents to lock themselves out of their apartments. Due to this, we plan to install deadbolts in the doors with a non-locking passage handle. In addition, we will be having them set up a new master key system. It also includes rekeying the deadbolts at Morningside to the new master system and the patio doors at North Cedar Terrace. Installing the deadbolts will reduce the calls to the locksmith and the monthly expenses. However, the biggest advantage to the new lock system will be the elimination of lockouts because the residents will only be able to lock their apartment from the outside when leaving. Typically, when the residents are locked out on nights or weekends, the Police Department will open their doors. So, this will reduce the number of their calls to the apartments as well.

We did look at other options like a key fob or card scan locking system. However, due to the expense and maintenance required for those types of systems, chose to stay with the key lock.

We have gotten the following quotes:

<u>Vendor</u>	<u>Total Quote</u>
Polk's Lock Service Cedar Falls	\$22,838.00
Strauss Security Solutions-Urbandale	\$16,847.58
Central Lock Security Mason City	\$41,134.00

The biggest difference between the quotes appears to be due to the labor charges. We have worked with Strauss in the past and have a good working relationship with them. There are adequate funds in the operating budget to cover the costs.