

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

April 16, 2020, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of March 19, 2020 and April 2, 2020..... 1-3
- IV. Consider Approval of Bills for April 2020. 4
- V. Communications 5-7
 - 1. CFP Update
 - 2. Rehab Update
 - 3. COVID-19
 - 4. Voucher Funding/Utilization
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 8-12
 - 2. Approve Resolution 4-20 to revise 2019/2020 Budget..... 13-14
 - 3. Approve Resolution 5-20 Public Housing Budget 2020/2021..... 15-26
 - 4. Approve Agreement with SEH, Inc. for Construction Administration..... 27-32
- VIII. Executive Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, May 21, 2020, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 19, 2020 7:00 a.m.

Members Present: Linda Klemesrud, Joel Farnham, Beth Diers, and Jeremy Heyer. Absent: Eric Miller. Others present: Phillip Knighten, Council Liaison, and Heidi Nielsen, staff.

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

Public Comment. None

Amend-Approve Minutes of February 18, 2020. On motion by Diers and second Klemesrud, the minutes of February 18, 2020 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that the bills were routine except payments to Short, Elliot, Hendrickson, Inc. for engineering services, Otto's Oasis for maintenance on plantings by signs, and Complete Appliance Demo to dispose of televisions. Diers moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$109,905.38. Ayes: 4, Nays: 0. Motion carried.

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

Filing of Affidavit of Publication. Nielsen confirmed the posting date of the notice as 02/3/2020, which meets the 45-day notification requirement.

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. Klemesrud moved to close the hearing and Diers seconded the motion. Roll call: Ayes: 4. Nays: None. Motion carried.

Consider Resolution No. 02-20 Approval of Five-Year Plan.
Nielsen reviewed the proposed plan, which included the addition of repurposing, development, and disposition options for Public Housing, and preferences for vulnerable populations. A motion by Diers was made to approve Resolution 02-20. Klemesrud seconded the motion. Roll call: Ayes: Diers, Heyer, Klemesrud, and Farnham. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 03-20 Approval of Capital Improvement Five-Year Action Plan.
Nielsen reviewed the work items, which included security lighting and cameras, roof repairs, interior doors and trim, refrigerators, heating/cooling, bathroom/kitchen renovations, exterior doors/windows, and sidewalks/parking lots. A motion by Klemesrud was made to approve Resolution 03-20. Diers seconded the motion. Roll call: Ayes: Farnham, Heyer, Klemesrud, and Diers. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed. The Sidewalk/Parking Lot project was discussed. The board was also updated on the rehabilitation program and were updated on vacancy and program utilization. No action was taken.

Old Business. None

New Business.

Review Operating Reports. Board reviewed the reports and there were no questions. The Board discussed possible budget revisions. No action was required.

Set Special Meeting Date/Time. Nielsen explained the purpose of the meeting and stated it was necessary due to timing of City Council meetings so there were no delays. Nielsen stated that the engineering firm requested the meeting be set on April 2, 2020 at 7:30 a.m. All Board members agreed with the date and time. A suggestion was made to inform Eric Miller of the date and time. No action was required

Executive Director's Report. None

Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and meeting adjourned at 7:35 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 2, 2020 7:30 a.m.
SPECIAL MEETING

Members Present: Jeremy Heyer, Joel Farnham, and Beth Diers (Zoom), and Linda Klemesrud. Absent: Eric Miller. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:36 a.m.

New Business. Review Parking Lot/Sidewalk bids and make recommendation to City Council. Nielsen explained that there was an addendum sent to the plan holders. The board reviewed the addendum which included adding an alternate option of Asphalt parking lots, additional areas of overlay, and alternate bid submission procedures. The advantages/disadvantages of Asphalt vs. concrete were discussed. Board members received a tabulation of the bid submitted by Heartland Asphalt including the base bid of \$197,076.20, Option 1 of \$81,620.07, Option 2 of \$48,586.80, and Option 3 of \$36,415.84 for a total bid of \$363,698.91. The Board was told that the project was structured with the base bid for all repairs of existing sidewalks/parking lots, and each additional option was for the additional lots at North Cedar Terrae. With it being structured that way, if the bids came in too high some of the options could be dropped without having to re-bid the project. Because there was adequate funding for the entire project, Nielsen requested that the board recommend approval of the bid from Heartland and include all additional options. Diers moved to recommend approval of the bid from Heartland. Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn. Ayes: 4. Nays: 0. Meeting Adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

**Charles City Housing
Monthly Bill Listing
April 2020**

Customer	Description	Amount
Arnold Motor Supply	maintenance items	91.66
Business Card	backup fee/	61.06
Catherine Marie Ott	office cleaning	480.00
CenturyLink	phone bill	161.60
Charles City Press	advertising	996.00
Charles City Press	advertising	16.98
Cintas	rug service	56.22
City of Charles City	water/sewer/URP/S8 inspection	716.50
Corey Hanley	security deposit refund	200.00
Estate of Lois Alton	security deposit refund	250.00
HAPS	April HAPS	73,908.40
Hockenson Plumbing	plumbing maintenance	1,570.96
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Iowa Department of Transportation	maintenance items	36.00
Jendro Sanitation	trash service	843.25
John Deere Financial	Theisens maintenance items	35.98
Koch Office Group	copy costs	25.04
LEAF	copier lease	241.64
Mediacom	internet for security cameras	164.40
Mehmen's Painting	painted #124	135.00
Mid American Energy	electric/gas/URP	8,290.91
NCRC NAHRO	membership dues	275.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	688.00
North Iowa Lawn & Sports	maintenance items	10.99
Schueth Ace Hardware	maintenance items	457.58
Sherwin Williams	paint	193.40
Shred-it	shred service	45.00
Sisson & Associates	annual insurance	32,155.00
Sisson & Associates	workman's comp insurance	5,116.00
Staples Advantage	office items	100.98
Stock Glass	window repairs	312.00
Superior Lumber	maintenance items	189.34
T-J Service	maintenance items	99.98
The PI Company	background checks	1.00
US Cellular	cell phone bill	1.00
		128,426.87

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The sidewalk/parking lot project will be underway soon. The remaining projects will be placed on hold until we can enter the resident's units again.
2. Rehab Update. We still have not been able to close out the second project. Most of the electrical work has been done and we hope to close out the project soon. The work on the third and fourth projects is continuing. We should have the verifications back for the fifth project by the end of the week and the final project is still on hold due to the eligibility issues the homeowner is having. As of now concerns with COVID-19 have not impacted the program or work.
3. COVID-19. The office continues to be closed to walk-in traffic. We have suspended all annual inspections for public housing and section 8 programs. We are still doing new inspections for lease-ups in both programs. Only emergency work orders are being done and all renewals or lease up appointments are being conducted by phone and mail to the extent possible. HUD has promised some guidance and blanket waivers to regulatory and statutory requirements soon. The Cares Act is providing additional funding for program administration and rental payments. Hopefully things will go life as usual soon.
4. Section 8 Funding/Utilization. See attachment for utilization.
5. Monthly Rental Status Update.

Month of March 2020	Total Leased 3/1/20	New Leases	Removed Or Moved	Total Leased 4/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	2	4	127	N-33	N-2	N-2
					S-47	S-2	S-1
Morningside 16 Units	16	0	0	16	41	0	0
Section 8 197 Units	182	7	1	188	152	31	9

Declined Assistance (4) Over Income () Denied () Insufficient Address (3)
 Did not attend Briefing/Information Not Returned (5) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH () S8 ()

6. 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 Held												
4	NRA												
5	PHA#	D	E	F	H	D+G+H	K	L	M	(K+L)-M			
6	IA002	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds)	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	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)	
7	CY 2019												
8	January	\$25,193	140	\$63,602	\$49,861	\$38,934	\$40	\$38,974	\$65,696	\$60,216	\$63,602	\$82,310	
9	February	\$38,974	141	\$63,602	\$49,354	\$53,222	\$849	\$54,071	\$82,310	\$60,216	\$63,602	\$78,924	
10	March	\$54,071	137	\$68,766	\$48,418	\$64,419	\$273	\$64,692	\$78,924	\$60,216	\$68,766	\$80,374	
11	April	\$64,692	135	\$68,766	\$47,332	\$76,126	\$63	\$76,189	\$80,374	\$60,216	\$68,766	\$81,824	
12	May	\$76,189	135	\$61,577	\$47,461	\$80,305	\$1,045	\$81,350	\$81,824	\$60,216	\$61,577	\$90,463	
13	June	\$81,350	138	\$27,472	\$48,653	\$60,169	\$395	\$60,564	\$90,463	\$60,216	\$27,472	\$123,207	
14	July	\$60,564	138	\$51,708	\$52,758	\$59,514	\$83	\$59,597	\$123,207	\$60,216	\$51,708	\$131,715	
15	August	\$59,597	144	\$51,708	\$52,997	\$58,308	\$145	\$58,453	\$131,715	\$60,216	\$51,708	\$140,223	
16	September	\$58,453	148	\$48,410	\$52,708	\$54,155	\$141	\$54,296	\$140,223	\$60,216	\$48,410	\$152,029	
17	October	\$54,296	188	\$48,410	\$55,970	\$46,736	\$247	\$46,983	\$152,029	\$60,216	\$48,410	\$163,835	
18	November	\$46,983	161	\$12,200	\$57,653	\$1,530	\$103	\$1,633	\$163,835	\$60,216	\$12,200	\$211,851	
19	December	\$1,633	166	\$60,219	\$60,423	\$1,429	\$153	\$1,582	\$211,851	\$60,216	\$60,219	\$211,848	
20	Total			\$596,440	\$623,588	\$1,429	\$3,537	\$1,582	\$211,851	\$722,592	\$596,440	\$211,848	
22	CY 2020												
23	January	\$1,582	174	\$64,757	\$64,816	\$1,523	\$124	\$1,647	\$211,848	\$51,966	\$64,757	\$199,057	
24	February	\$1,647	179	\$65,257	\$65,780	\$1,124	\$265	\$1,389	\$199,057	\$51,966	\$65,257	\$185,766	
25	March	\$1,389	182	\$68,706	\$68,824	\$1,271	\$618	\$1,889	\$185,766	\$51,966	\$68,706	\$169,026	
26	April	\$1,889	188	\$72,231	\$73,675	\$445	\$445	\$445	\$169,026	\$51,966	\$72,231	\$148,761	
27	May	\$445				\$445		\$445	\$148,761	\$51,966	\$0	\$200,727	
28	June	\$445				\$445		\$445	\$200,727	\$51,966	\$0	\$252,693	
29	July	\$445				\$445		\$445	\$252,693	\$51,966	\$0	\$304,659	
30	August	\$445				\$445		\$445	\$304,659	\$51,966	\$0	\$356,625	
31	September	\$445				\$445		\$445	\$356,625	\$51,965	\$0	\$408,590	
32	October	\$445				\$445		\$445	\$408,590	\$51,965	\$0	\$460,555	
33	November	\$445				\$445		\$445	\$460,555	\$51,965	\$0	\$512,520	
34	December	\$445				\$445		\$445	\$512,520	\$51,965	\$0	\$564,485	
35	Total			\$270,951	\$273,095	\$445	\$3,537	\$445	\$512,520	\$623,688	\$270,951	\$564,485	

END OF PARTICIPATION
TRACKER
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	1		1	2	1							7
ZERO HAP					1			1					2
MUTUAL RESCISION									1				1
ANNUAL RE-EXAM SEARCHING	1	1	1	1	1	1			1				6
PORT-OUT ABSORBED	1	2	1	1									5
PORT-OUT SEARCHING		1				1							2
DECEASED						1							1
MOVED IN VIOLATION								2	1				3
EVICTED													0
UNAUTHORIZED LIVE-IN	1				1								2
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW							1						1
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			1										1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED										1			1
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1									1			2
TOTALS	7	3	5	2	7	2	1	6	3	2	0	0	38
PUBLIC HOUSING													
LEFT IN GOOD STANDING	3	2	2	3	1	4	2	2		2			17
DECEASED					1		1			1			3
MOVED IN VIOLATION													0
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)						1							1
UTILITIES DISCONNECTED													0
TOTALS	4	0	3	3	2	5	1	2	0	3	0	0	23

MEETING DATE: 4/16/2020

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The March 2020 operating reports are attached for your review. All necessary budget revisions have been identified and submitted for approval.

REVENUE & EXPENSE REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	2,256.86	38,776.25	55.39	31,223.75
173-532-4504	FRAUD-PUBLIC HOUSING	6,000.00	42.00	3,028.02	50.47	2,971.98
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	43,857.00	389,830.11	77.97	110,169.89
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	689.75	7,741.00	64.51	4,259.00
173-532-4518	BAD DEBT COLLECTIONS	.00	.00	155.00	.00	155.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	12,000.00	395.56	1,385.30	11.54	10,614.70
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	19,512.00	188,956.00	85.89	31,044.00
	PUBLIC HOUSING TOTAL	820,000.00	66,753.17	629,871.68	76.81	190,128.32
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	10,050.00	.00	10,050.00
	TRANSFERS IN/OUT TOTAL	.00	.00	10,050.00	.00	10,050.00
173-532-6010	SALARY - PUBLIC HOUSING	93,540.00	7,433.82	70,954.03	75.85	22,585.97
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	162.36	8.12	1,837.64
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,309.00	458.83	4,493.07	61.47	2,815.93
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	701.74	6,697.73	74.26	2,321.27
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	3,882.00	34,938.00	74.48	11,970.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	33.40	300.84	85.95	49.16
173-532-6152	DENTAL INSURANCE	.00	34.93	321.26	.00	321.26
173-532-6160	WORK COMP - PUBLIC HOUSING	4,840.00	.00	2.80	.06	4,842.80
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	449.00	105.76	209.38	46.63	239.62
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	9,375.62	187.51	4,375.62
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	2,953.50	15,420.75	38.55	24,579.25
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,814.04	43,640.23	87.28	6,359.77
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,555.94	14,195.19	74.71	4,804.81
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,119.02	20,653.78	82.62	4,346.22
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	537.50	2,949.50	98.32	50.50
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	6,721.05	19.20	28,278.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	128.00	2,596.20	64.91	1,403.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	241.64	2,165.30	61.87	1,334.70
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	46,000.00	2,503.97	25,676.36	55.82	20,323.64
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	525.00	609.64	30.48	1,390.36
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	42,066.50	105.17	2,066.50
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	22.00	2.20	978.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	864.72	28,653.80	81.87	6,346.20
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	80,000.00	3,209.61	64,615.30	80.77	15,384.70
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	14,810.00	37.03	25,190.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	6,820.22	31,809.95	31.81	68,190.05
	PUBLIC HOUSING TOTAL	713,915.00	39,923.64	444,055.04	62.20	269,859.96

REVENUE & EXPENSE REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	6,426.80	62,909.27	74.01	22,090.73
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	231.99	1,208.12	24.16	3,791.88
173-536-6110	FICA - PH MAINT	6,885.00	493.71	4,807.85	69.83	2,077.15
173-536-6130	IPERS - PH MAINT	8,496.00	619.03	5,807.01	68.35	2,688.99
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	7,353.09	74.30	2,543.91
173-536-6151	LIFE INS - PH MAINT	176.00	17.22	137.46	78.10	38.54
173-536-6152	DENTAL INSURANCE	.00	24.03	193.22	.00	193.22-
173-536-6160	WORK COMP - PH MAINT	3,080.00	.00	4.20-	.14-	3,084.20
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	140.72	322.26	75.29	105.74
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	274.00	.00	274.00-
	PUBLIC HOUSING MAINTENANC TOTA	119,862.00	8,770.51	83,458.08	69.63	36,403.92
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	350,000.00	.00	.00	.00	350,000.00
	TRANSFERS IN/OUT TOTAL	350,000.00	.00	.00	.00	350,000.00
	PUBLIC HOUSING TOTAL	363,777.00-	18,059.02	112,408.56	30.90-	476,185.56-

REVENUE & EXPENSE REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	121.33	2,715.86	135.79	715.86-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	1,233.50	3,753.00	75.06	1,247.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	68,706.00	471,375.00	62.85	278,625.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,398.00	68,473.00	62.25	41,527.00
174-533-4518	BAD DEBT COLLECTIONS	.00	.00	.00	.00	.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	397.00	39.70	603.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	869,000.00	77,458.83	546,713.86	62.91	322,286.14
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	40,089.00	2,845.34	26,881.21	67.05	13,207.79
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	132.84	13.28	867.16
174-533-6110	FICA - SECTION 8	3,143.00	176.24	1,716.83	54.62	1,426.17
174-533-6130	IPERS -SECTION 8	3,879.00	268.60	2,544.87	65.61	1,334.13
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	14,973.39	74.48	5,129.61
174-533-6151	LIFE INS - SECTION 8	147.00	14.32	128.95	87.72	18.05
174-533-6152	DENTAL INSURANCE	.00	14.95	127.66	.00	127.66-
174-533-6160	WORK COMP - SECTION 8	2,462.00	.00	.00	.00	2,462.00
174-533-6170	UNEMPLOYMENT - SECTION 8	193.00	70.51	139.59	72.33	53.41
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	295.00	488.59	12.21	3,511.41
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,336.00	8,375.00	55.83	6,625.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	300.00	3,067.50	76.69	932.50
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	420.50	7,107.39	71.07	2,892.61
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,294.00	12,881.00	80.51	3,119.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	488.00	4,197.00	69.95	1,803.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	6,753.40	72,334.30	30.14	167,665.70
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	59,186.00	437,135.00	79.48	112,865.00
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	1,384.82	.00	1,384.82-
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	950.00	2,492.55	55.39	2,007.45
	SECTION 8 VOUCHER TOTAL	931,816.00	76,076.57	596,108.49	63.97	335,707.51
174-536-6152	DENTAL INSURANCE	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	.00	.00	.00	.00	.00
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 3/2020, FISCAL 9/2020

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	62,816.00-	1,382.26	49,394.63-	78.63	13,421.37-

MEETING DATE: 4/16/20

RE: Consider Approval of Resolution No. 4-20
to Revise 2019/2020 Budget

REQUESTED ACTION: Approve Resolution No. 04-20 to make budget revisions for the Public Housing budget for FY 2019/2020.

Comments: The following budget item revisions have been submitted for approval in the current budget:

173-532-6230 \$12,000 (New employee and HUD Repositioning)

173-532-6518 \$55,000 (Increased software support)

173-532-6599 \$105,000 (Higher than anticipated turnover)

174-533-6445 \$885,000 (Increased program utilization caused by the closing of Simply Essentials and COVID-19)

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Charles City Housng

PHA Code: IA002

PHA Fiscal Year Beginning: 2019

Board Resolution Number: 4-20

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

04/16/2020

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Jeremy Heyer	Signature:	Date: 4/16/2020
---	------------	--------------------

MEETING DATE: 4/16/20

RE: Consider Approval of Resolution No. 05-20 to
Approve Public Housing Budget for FYE 6/30/21

REQUESTED ACTION: Approve Resolution No. 5-20 for the Public Housing budget for FYE 06/30/20.

Comments: HUD requires a board resolution be submitted approving the annual budget. The attached budget is the same budget previously approved. It is just organized differently to comply with program requirements.

Operating Budget

Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:		Fiscal year ending 6/30/2021	No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify)		Type of HUD 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/>
Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) Charles City HRA					
Address (city, state, zip code) 501 Cedar Terrace South Charles City, IA 50616					
ACC Number KC-9056		PAS/LOCCS Project No. IA002050616			HUD Field Of
No. of Dwelling Units 148		No. of Unit Months Available 1776		No. of Projects 1	
FDS Line No.	Acct. No.	Description	Actuals Last FYE 6/30/2019 ACTUAL \$\$	<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual Current Budget Year 2020	PUM
Operating Receipts					
70300	3110	Net Tenant Dwelling Revenue	524,787	500,000	295.61
70400	3120/3690	Tenant Revenue- (Excess Utilities/Other)	7,464	18,000	4.50
70500	Total	Rental Income	532,251	518,000	300.11
70600	3401.1	HUD PHA Operating Grant-CFP Draw to Operations	-	-	-
70600	3401.2	HUD PHA Operating Grant-Operating Subsidy	211,417	220,000	126.69
70700	Total	Fee Revenue	211,417	220,000	126.69
70750	3610	Interest on General Fund Investments	73,515	70,000	39.41
71500	3190/3690.1	Other Revenue	21,486	12,000	12.39
70000	Total	Revenue	838,669	820,000	478.60
Operating Expenditures - Administration					
91100	4110	Administrative Salaries	94,386	95,540	69.28
91200	4171	Auditing Fees	3,800	5,000	4.62
91400	4190.6	Advertising and Marketing	6,040	6,100	2.70
91500	4182	Employee Benefits-Admin	60,419	64,040	44.04
91600	4190	Office Expenses	53,128	37,750	22.67
91700	4130	Legal Expense	2,232	4,000	7.88
91800	4150	Travel	673	1,000	0.56
91810	4190	Allocated Overhead	-	-	-
91900	4170	Other (Accounting Fees)	3,812	3,000	2.82
91000	Total	Operating-Administrative	224,490	216,430	154.58
Tenant Services					
92100	4210	Salaries	-	-	-
92200	4215	Relocation Costs	-	-	-
92400	4220	Rec., Publ., & Other Services	200	2,000	1.13
92400	4230	Contract Costs - Cable TV	-	-	-
92500	Total	Tenant Services	200	2,000	1.13
Utilities					
93100	4310	Water	16,445	19,000	11.26
93200	4320	Electricity	58,378	50,000	34.91
93300	4330	Gas	29,299	40,000	22.52
93400	4340	Fuel	-	-	-
93500	4350	Labor	-	-	-
93600	4360	Sewer	15,317	16,000	16.89
93800	Total	Utilities Expense	119,439	125,000	85.59

Name of PHA/IHA Charles City HRA				Fiscal Year Ending 06/30/21	
FDS Line No.	Acct. No.	Description	Actuals Last FYE 6/30/2018 ACTUAL \$\$	<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual Current Budget Year 2020	
				PUM	
Ordinary Maintenance and Operation					
94100	4410	Labor	87,085	90,000	52.11
94200	4420	Materials	66,335	80,000	51.42
94300	4430	Contract Costs	115,325	60,947	50.68
94500	4433	Employee Benefits-Maint.	25,334	26,780	16.18
94000	Total	Maintenance	294,079	257,727	170.39
Protective Services					
95100	4460	Labor	-	-	-
95200	4462	Contract Costs	-	-	-
95300	4480	Other	25,000	16,000	1.67
95500	4461	Employee Benefits-Protective Services	-	-	-
95000	Total	Protective Services	25,000	16,000	1.67
General Expense					
96100	4510	Total Insurance Premiums	23,819	35,920	30.96
96200	4590	Other General Expense	-	-	-
96210	4550	Compensated Absences	5,901	-	-
96300	4520	Payments in Lieu of Taxes	42,066	40,000	24.77
96400	4570	Bad Debt-Tenant Rents	1,527	-	-
96000	Total	Other General Expenses	73,313	75,920	55.73
96900	Total	Operating Expenses	736,521	693,077	469.08
97000	Excess	Operating Revenue over Operating Expenses	102,148	126,923	9.52
Nonroutine Expenditures					
97100	4610	Extraordinary Maintenance	-	-	-
97200	4620	Casualty Losses-Non Capitalized	-	-	-
90000	Total	Expenses	736,521	693,077	469.08
Prior Year Adjustments					
11040	6010	Prior Year Adjust. Affecting Operating Reserve	3,541	-	-
Memo Expenditures					
11620	7520	Replacement of Equipment	-	-	-
11630	7540	Nondwelling Equipment-Admin	-	40,000	22.52
11640	7540	Building/Site Improvements	137,110	450,000	124.44
10000	Net	Change in Operating Reserve	(38,503)	(363,077)	(137.44)

Unrestricted Net Assets	
Provision for and Estimated or Actual Unrestricted Net Assets at Fiscal Year End	
Unrestricted Net Assets at End of Previous Fiscal Year-Actual for FYE (date)	6/30/2019
Change in Unrestricted Net Assets - Current Budget year (check one)	
<input checked="" type="checkbox"/> Estimated for FYE	6/30/2020
<input type="checkbox"/> Actual for FYE	
Unrestricted Net Assets at End of Current Budget year (check one)	
<input checked="" type="checkbox"/> Estimated for FYE	6/30/2020
<input type="checkbox"/> Actual for FYE	
Net Change in Unrestricted Net Assets-Requested Budget year Estimated for FYE	6/30/2021
Unrestricted Net Assets at End of Requested Budget Year Estimated for FYE	6/30/2021

assisted projects(s)
 PHA/IHA-Owned Rental Housing
 IHA Owned Mutual Help Homeownership
 PHA/IHA Leased Rental Housing
 PHA/IHA Owned Turnkey III Homeownership
 PHA/IHA Leased Homeownership

Office
 Kansas City, KS

PHA Budget Estimates
 06/30/21

Amount
 (to nearest \$10)

525,000
8,000
533,000
-
225,000
225,000
70,000
22,000
850,000
123,050
8,200
4,800
78,220
40,265
14,000
1,000
-
5,000
274,535
-
-
2,000
-
2,000
20,000
62,000
40,000
-
-
30,000
152,000

PHA Budget Estimates
06/30/21

Amount
(to nearest \$10)

92,550
91,328
90,000
28,730
302,608
-
-
2,960
-
2,960
54,985
-
-
44,000
-
98,985
833,088
16,912
-
-
833,088
-
-
40,000
221,000
(244,088)

PHA/IHA Estimates

2,359,132
(363,077)
1,996,055
(244,088)
1,751,967

Operating Budget

Schedule of All Positions and Salaries

Name of Housing Authority: Charles City HRA		501 Cedar Terrace South Charles City, IA 50616				Fiscal Year End 6/30/2021			
Position Title and Name By Organizational Unit and Function	Present Salary Rate as of (date)	Requested Budget Year			Allocation of Salaries by Program				
		Salary/Wage Rate	Estimated Payment		Low Rent Public Housing	Section 8 Programs	Other Programs CFP	Longevity	Method of Allocation
No. Months	Amount								
<u>ADMINISTRATIVE POSITIONS</u>									
Various Positions					121,045				
Overtime					2,000				
TOTAL ADMINISTRATIVE SALARIES/WAGES					123,045	-	-	-	
<u>TENANT SERVICES POSITIONS</u>									
TOTAL TENANT SERVICES SALARIES/WAGES					-	-	-	-	
<u>MAINTENANCE LABOR</u>									
Various Positions					87,550				
Overtime					5,000				
TOTAL MAINTENANCE SALARIES/WAGES					92,550	-	-	-	

Operating Budget

Schedule of Nonroutine Expenditures

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority Charles City HRA			Locality 501 Cedar Terrace South Charles City, IA 50616				Fiscal Year End 6/30/2021			
Extraordinary Maintenance and Building Improvements(Excluding Equipment Additions)						Equipment Requirements				
Work Project Number	Description of Work Project	Housing Project Number	Total Estimated Cost	Percent Complete Current Budget Year End	Requested Budget Year		Description of Equipment Items	Requested Budget		
					Estimated Expenditure in Year	Percent Complete Year End		No. of Items	Item Cost	Estimated Expenditure in Year
	<u>EXTRAORDINARY MAINTENANCE</u>						<u>FURNITURE AND EQUIPMENT ADMINISTRATIVE</u>			
							Miscellaneous Purchases			40,000
	TOTAL EXTRAORDINARY MAINT.		0		0		TOTAL ADMINISTRAVE EQUIP	0	0	40,000
	<u>BUILDING/SITE IMROVEMENTS</u>						<u>FURNITURE AND EQUIPMENT DWELLINGS</u>			
	Miscellaneous Projects				221,000					
	TOTAL BUILDING IMPROVEMENTS		0		221,000		TOTAL DWELLING EQUIP	0	0	0

Operating Budget

Schedule of Administrative Expenses
Other than Salaries

Name of Housing Authority Charles City HRA			Locality 501 Cedar Terrace South Charles City, IA 50616		Fiscal Year End 6/30/2021		
FDS Line #	Acct #	Description	Total	Low Rent Public Housing			
91200	4171	Auditing Fees	8,200	8,200	-	-	-
91400	4190.6	Advertising & Marketing	4,800	4,800	-	-	-
91600	Office Expenses						
	4140	Staff Training	10,000	10,000	-	-	-
	4172	City Management	9,000	9,000			
	4185	Telephone/Internet	6,000	6,000	-	-	-
	4190.1	Publications	-	-	-	-	-
	4190.2	Membership Dues and Fees (list organization and amount)	-	-	-	-	-
	4190.3	Administrative Services Contracts (list and provide justification)	7,400	7,400	-	-	-
	4190.4	Forms, Stationary and Office Supplies	2,500	2,500	-	-	-
	4190.5	Other Sundry Expense (provide breakdown)	5,365	5,365	-	-	-
	4190.7	Collection Agent Fees and Court Costs	-	-	-	-	-
91600	Total	Office Expenses	40,265	40,265	-	-	-
91700	4140	Legal Expenses	14,000	14,000	-	-	-
91800	4150	Travel	1,000	1,000	-	-	-
91900	4170	Other (Accounting Fees)	5,000	5,000	-	-	-
		TOTAL ADMINISTRIVE EXPENSES OTHER THAN SALARIES	73,265	73,265	-	-	-

Justification / Breakdown:

Membership Dues & Fees:

Administrative Service Contracts:

Other Sundry :

Accounting Fees:

Operating Budget

Summary of Budget Data And Justifications

Name of Housing Authority Charles City HRA	Locality 501 Cedar Terrace South Charles City, IA 50616	Fiscal Year Ending 06/30/21
---	---	--------------------------------

Operating Receipts

Dwelling Rental

148 Units Available		PUM	303.02
		x Change Factor	1.03%
142 Avg Units Occupied as of:	2/28/2020		312.11
		x Occupancy %	96%
43,030 Avg Rent Roll			306.82
		x UMA	1776
303.02 Avg Monthly Dwelling Rent Per Unit		Dwelling Rental	<u>525,000</u>

Excess Utilities

Utility Services Surcharged:	<input type="checkbox"/> Electricity	<input type="checkbox"/> Other	
		Specify	
Comments:	- Misc. Utility Charges to Tenants		

Interest on General Fund Investments

Estimated Investment Income 70,000

Other Revenue

Nondwelling Rental	900	a/c 3190
Tenant Income-Other	8,000	a/c 3690
Non-Tenant Income	21,100	a/c 3690.1
Total	<u>30,000</u>	

Comments:

Operating Expenditures

Utilities

Water	20,000
Electricity	62,000
Gas	40,000
Sewer	30,000
Total	<u>152,000</u>

Ordinary Maintenance & Operation-Materials

Estimated Materials 91,328

Operating Budget

Summary of Budget Data And Justifications

Name of Housing Authority Charles City HRA	Locality 501 Cedar Terrace South Charles City, IA 50616	Fiscal Year Ending 6/30/2021
---	---	---------------------------------

Operating Expenditures

Ordinary Maintenance & Operation-Contract Costs

Acct	Description	
4430.01	Garbage Removal	10,000
4430.02	Heating and Cooling	5,000
4430.03	Snow Removal	2,000
4430.04	Elevator	-
4430.05	Landscape & Grounds	8,000
4430.06	Unit Turnaround	8,500
4430.07	Electrical	4,500
4430.08	Plumbing	5,500
4430.09	Exterminating	5,500
4430.10	Janitorial	7,500
4430.11	Routine	2,500
4430.12	Misc. Contracts	31,000
		<u>90,000</u>
4480	Police Security	<u>2,960</u>

Insurance

All Insurance	54,985
---------------	--------

54,985

Employee Benefit Contributions

	Total	Admin	Maint
Fica	18,163	9,413	8,750
IPERS	20,365	11,615	8,750
Health Insurance	66,267	55,973	10,294
Life Insurance	607	400	207
Dental Insurance	720	420	300
Unemployment	826	398	428
		<u>78,219</u>	<u>28,729</u>
Compensated Absences Estimate	-		

Collection Losses

Estimated Adjustment to Allowance for Doubtful Accts	<u>-</u>
---	----------

Tenant Services/ Other General

Tenant Services	2,000	Acct 4220
Tenant Contracts-Cable TV	-	Acct 4230
Total Tenant Services	<u>2,000</u>	
Other General Expenses	<u>-</u>	Acct 4590

MEETING DATE: 4/16/2020

RE: Approve Agreement with SEH, Inc. for
construction Administration.

REQUESTED ACTION: Approve extended contract with SEH, Inc. to manage the construction administration for the Parking Lot/Sidewalk Project

Comments: We had contracted with SEH, Inc. to design and procure contractors to repair or replace all deteriorated asphalt and cement at all three sites, eliminate any tripping hazards, and add additional parking at North Cedar Terrace.

With the contract being awarded to Heartland Asphalt, we are at the point where we need to extend the agreement with SEH to administer the project through to completion. They have submitted a proposal for \$22,500. It is important to have them visit the work sites during the construction and repairs to ensure that the work is in compliance with the specifications.

The services for the construction administration will be paid out of the 2019 and 2020 Capital Fund Grants.

Supplemental Letter Agreement No. 1

In accordance with the Agreement for Professional Services between City of Charles City ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 20, 2019, this Supplemental Letter Agreement dated April 9, 2020 authorizes and describes the scope, and payment conditions for Consultant's work on the Project described as: **Sidewalk/Parking Lot Improvements.**

Client's Authorized Representative: Heidi Nielsen – Executive Director

Address: 501 Cedar Terrace South
Charles City, Iowa 50616

Telephone: 641.228.6661 **email:** director@charlescityhousing.org

Project Manager: Michael L. Danburg, P.E.

Address: 215 North Adams Avenue
Mason City, IA 50401

Telephone: 641.420.2653 **email:** mdanburg@sehinc.com

Short Elliott Hendrickson, Inc. (SEH) is providing the City this supplemental agreement to the original contract dated May 20, 2019 for the above referenced project. The original agreement included preliminary design, final design and bidding services. This supplemental agreement includes professional services associated with construction administration, project observation and construction staking for the project.

Scope: The Basic Services to be provided by Consultant:

1) Construction Services Phase

- Arrange for and conduct a preconstruction conference
- Review Contractor submittals (construction materials)
- Construction Administration by Project Engineer (estimated 30 hours)
- Resident Project Representative (RPR) on-site observation (estimated 80 hours)
- Perform and/or coordinate required on-site testing needs
 - Fees for independent testing lab services are not included
- Provide construction staking for storm sewer and parking lot pavement (3 trips)
- Prepare monthly payment certificates (contractor payments) for City action
- Prepare change orders, as required
- Conduct punch list inspection of completed work (including 1 follow up visit)
- Provide certificate of completion and recommendation for final acceptance

Resident Project Representative Services: RPR services to be provided in accordance with attached Exhibit B.

Schedule: Consultant's proposes to initiate the services noted herein immediately upon authorization to proceed. The Contractor has indicated that construction would be initiated as soon as contracts are signed and weather permits.

Payment: The fee is hourly with a not-to-exceed amount of **\$22,500** including expenses.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Should conditions arise, or a change in scope be requested such that the above fee would be exceeded, a supplemental agreement will be submitted for approval. No additional work will begin without authorization.

Services by Client: It is understood that the following work will be performed by the City.

- Conduct all activities associated with HUD funding and Davis-Bacon Wage requirements

Other Terms and Conditions: Other or additional terms contrary to the original Agreement for Professional Services, dated May 20, 2019, that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: **None.**

Short Elliott Hendrickson Inc.

City of Charles City

By: Michael L. Danburg
Michael L. Danburg
Title: Project Manager

By: _____
Title: _____

p:\aetlcharc\15124211-gen\10-setup-cont\03-proposal\charc-ochra parking lot & sidewalk imp supplemental agreement no 1 - additional services.docx

Exhibit A-1
to Supplemental Letter Agreement
Between City of Charles City (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 9, 2020

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
3. Plots, Reports, plan and specification reproduction expenses.
4. Postage, handling and delivery.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

p:\aet\charc\151242\1-gen\10-setup-cont\03-proposals\supplemental agreement no 1 - exhibit a1.docx

Exhibit B
to Supplemental Letter Agreement
Between City of Charles City (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 9, 2020

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

p:\aet\charc\151242\1-gen\10-setup-cont\03-proposal\supplemental agreement no 1 - exhibit b.docx