

**CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA**

May 21, 2020, 7:00 a.m. at 501 Cedar Terrace South, Charles City, IA 50616

* Meeting is open to the public and you may attend the meeting in-person or on-line. Join Zoom Meeting to attend the meeting on-line at <https://us04web.zoom.us/j/540502497>, Meeting ID: 299 505 9646 or call in at 312-626-6799

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of April 21, 2020 1-2
- IV. Approval of Bills for May 2020..... 3
- V. Communications..... 4-7
 - 1. Capital Fund Update
 - 2. Rehab Update
 - 3. Shortfall
 - 4. HUD Lawsuit
 - 5. Section 8 Funding/Utilization
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 8-12
 - 2. Approve Security Camera Purchase 13
 - 5. Discuss COVID-19 14-15
- VIII. Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, June 18, 2020, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 16, 2020 7:00 a.m.

Members Present, Joel Farnham, Jeremy Heyer, Beth Diers(Phone), and Linda Klemesrud. Absent: Eric Miller. Others present: Heidi Nielsen, staff. Due to technical issues, Phil Knighton was unable to attend by Zoom.

Call to Order. Chairperson Heyer called the meeting to order at 7:08 a.m.

Public Comment. None

Amend-Approve Minutes of March 19, 2020 and April 2, 2020. On motion by Klemesrud and second by Diers, the minutes of March 19, 2020 and April 2, 2020 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. The bills were reviewed and Diers motioned to approve, Farnham seconded the motion to approve payment of the revised bill listing totaling \$131,581.94. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed, which included discussion on the effects of the Coronavirus and HUD's response. Also discussed were the capital improvements and maintenance, and program utilization, funding, and lease up. Nielsen also discussed the potential funding shortfall in Section 8 Funding and the cost saving measures. The Board was informed that there would be no more vouchers issued until agency shows adequate funding through to the end of the year. Nielsen stated that three of the agencies billing for portable vouchers have agreed to absorb resulting in a monthly savings of \$3,000. No action was necessary,

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2020 were presented to the board for their review. Nielsen stated that the necessary budget revisions have been identified and sent to City Hall. No action necessary

Approve Resolution No. 4-20 to Revise 2019/2020 Budget. Nielsen identified the accounts for the proposed revisions and discussed the reason for each. There were no concerns or questions. A motion by Diers was made to approve Resolution 4-20. Klemesrud seconded the motion. Roll call: Ayes: Farnham, Heyer, Diers, and Klemesrud. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 5-20 Public Housing Budget 2020/2021. Nielsen explained that the budget was the same as the budget previously approved for the City Budget. It was transferred to the HUD accounts and format as required by HUD. A motion by Diers was made to approve Resolution 5-20. Farnham seconded the motion. Roll call: Ayes: Klemesrud, Heyer, Diers, and Farnham. Nays: None. Motion carried on roll call vote.

Executive Director Report. Nothing to report

Being no further business, Klemesrud moved, Diers seconded the motion to adjourn. Ayes: 4.
Nays: 0. Meeting Adjourned at 7:50 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 May 2020

Customer	Description	Amount
Business Card	back up fees, office supplies	
Catherine Marie Ott	office cleaning	720.00
CenturyLink	phone bill	160.96
CenturyLink	shared line phone bill	12.60
Charles City Press	legal notice	47.27
City of Charles City	water/sewer/URP/S8 inspections	3,307.24
HAPS	May 1 HAPs	73,640.95
Hillegas Flooring, LLC	floor covering expenses	4,231.67
Hockenson Plumbing	plumbing repairs	372.79
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Jendro Sanitation	trash service	790.00
John Deere Financial	maintenance supplies	50.91
Koch Office Group	copy costs	5.15
Kwik Trip, Inc.	fuel	
Larson Printing Co.	envelopes	69.95
LEAF	copier lease	
Mid American Energy	electric/gas/urps	6,471.91
MRI Software, LLC	software annual support fees	12,046.00
Otto's Oasis	flowers for office outside planter	49.98
Schueth Ace Hardware	maintenance supplies	514.16
Sherwin Williams	paint	224.95
Short Elliott Hendrickson, Inc.	payment on parking lot project	5,011.40
Staples Advantage	office items	23.30
Staples Advantage	office items	141.78
Superior Lumber	maintenance supplies	290.39
T-J Service	maintenance repairs	713.97
The PI Company	back ground check fees	178.50
True Green	lawn service	796.00
US Cellular	cell service	148.75
		110,520.58

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The sidewalk/parking lot project was started on May 7th. They plan to have the all the sidewalks substantially complete by June 1st and parking lot overlay at South Cedar Terrace done by June 30th. The three parking lots at North Cedar Terrace should be done by July 28th.

The Electric Update Project at South Cedar Terrace should be closed out in the next two weeks. The only work items remaining are painting the electrical boxes and conduit mounted on the decorative exterior brick and the seeding. The balance remaining to be paid to close it out is around \$25,000. The remaining projects are still on hold until we can safely enter the resident's units again.

2. Rehab Update. The second project is closed out finally. The work on the third and fourth projects is continuing. The third projects homeowner will be relocated soon so the interior painting can be done. The family from the fourth project is currently relocated. The interior painting is done, and we are waiting for the lead test results so they can move back home. We should be able to start the initial work on the final two project by the end of the summer. COVID-19 still has not impacted the program or work.
3. Funding Shortfall. Looking at our numbers for May 1st, it looks like will still be in a shortfall situation by the end of the year. We have a triage conference call with HUD on the 19th. The purpose of the call is to discuss the cost saving measures we have undertaken to reduce our HAP costs. To date, we have stopped issuing vouchers, which should be enough. We have also sent in a request for additional funds. HUD does a funding set-aside each year available to qualifying housing authorities. This year we requested funds for increased portability costs and unforeseen circumstances. We qualify for the portability costs because our average per unit month costs for our portable vouchers is approximately \$950 a month and the other vouchers are approximately \$385 a month. We requested the unforeseen circumstance funding and listed the closing of Simply Essentials and COVID-19 as the rationale for our increased expenses. Due to COVID-19 HUD extended the submission date to July 15th, so we will not know for a while if we will be awarded the additional funding.
4. HUD Lawsuit. We received update on the progress of the lawsuit with HUD. According the to attorneys, the Government filed its brief and we must wait for the Court to schedule an oral argument. They stated that the oral arguments are usually scheduled three to four months following the briefing submission. They will notify us once the argument is scheduled.
5. Section 8 Funding/Utilization. See attachment for utilization.

6. Monthly Rental Status Update.

Month of April 2020	Total Leased 4/1/20	New Leases	Removed Or Moved	Total Leased 5/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	127	1	1	127	N-33	N-3	N-2
					S-52	S-2	S-1
Morningside 16 Units	16	0	0	16	47	0	0
Section 8 197 Units	188	9	5	192	171	7	2

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

7. End of Participation Tracker. See attachment

HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	HUD Held												
4	NRA												
5	PHA Name	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 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# IA002	D		E	F	E-F	H	D+G+H	K	L	M	(K+L)-M	
7	CY 2019												
8	January	\$25,193	140	\$63,602	\$49,861	\$38,934	\$40	\$38,974	\$85,696	\$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	\$58,766	\$48,418	\$64,419	\$273	\$64,692	\$78,924	\$60,216	\$58,766	\$80,374	
11	April	\$64,692	135	\$58,766	\$47,332	\$76,126	\$63	\$76,189	\$80,374	\$60,216	\$58,766	\$81,824	
12	May	\$76,189	135	\$51,577	\$47,461	\$80,305	\$1,045	\$81,350	\$81,824	\$60,216	\$51,577	\$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	\$2,997	\$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	158	\$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	\$50,423	\$1,429	\$153	\$1,582	\$211,851	\$60,216	\$60,219	\$211,848	
20	Total			\$596,440	\$623,588		\$3,537			\$722,592	\$596,440		
21													
22	CY 2020												
23	January	\$1,582	174	\$64,757	\$64,626	\$1,713	\$124	\$1,837	\$211,848	\$51,966	\$64,757	\$199,057	
24	February	\$1,837	179	\$65,257	\$65,780	\$1,314	\$255	\$1,579	\$199,057	\$51,966	\$65,257	\$185,766	
25	March	\$1,579	182	\$68,706	\$68,824	\$1,461	\$618	\$2,079	\$185,766	\$51,966	\$68,706	\$169,026	
26	April	\$2,079	188	\$72,231	\$73,675	\$635		\$635	\$169,026	\$51,966	\$72,231	\$148,761	
27	May	\$635	192	\$72,931	\$73,519	\$47		\$47	\$148,761	\$51,966	\$72,931	\$127,796	
28	June	\$47				\$47		\$47	\$127,796	\$51,966	\$0	\$179,762	
29	July	\$47				\$47		\$47	\$179,762	\$51,966	\$0	\$231,728	
30	August	\$47				\$47		\$47	\$231,728	\$51,966	\$0	\$283,694	
31	September	\$47				\$47		\$47	\$283,694	\$51,965	\$0	\$335,659	
32	October	\$47				\$47		\$47	\$335,659	\$51,965	\$0	\$387,624	
33	November	\$47				\$47		\$47	\$387,624	\$51,965	\$0	\$439,589	
34	December	\$47				\$47		\$47	\$439,589	\$51,965	\$0	\$491,554	
35	Total			\$343,882	\$346,424		\$3,537			\$623,588	\$343,882		

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	1	2	1					1		8
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						3			8
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	1		3
TOTALS	7	3	5	2	7	2	1	6	3	2	5	0	43
PUBLIC HOUSING													
LEFT IN GOOD STANDING	3		2	3	1	4		2		2			17
DECEASED										1			3
MOVED IN VIOLATION											1		1
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	1	0	24

MEETING DATE: 5/21/20

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The April 2020 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	1,319.09	40,095.34	57.28	29,904.66
173-532-4504	FRAUD-PUBLIC HOUSING	6,000.00	321.00	3,349.02	55.82	2,650.98
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	44,418.75	434,248.86	86.85	65,751.14
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,073.75	8,814.75	73.46	3,185.25
173-532-4518	BAD DEBT COLLECTIONS	.00	.00	155.00	.00	155.00-
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	12,000.00	.00	1,385.30	11.54	10,614.70
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	19,511.00	208,467.00	94.76	11,533.00
	PUBLIC HOUSING TOTAL	820,000.00	66,643.59	696,515.27	84.94	123,484.73
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	10,037.04	80,991.07	86.58	12,548.93
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	653.78	5,146.85	70.42	2,162.15
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	947.47	7,645.20	84.77	1,373.80
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	3,882.00	38,820.00	82.76	8,088.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	33.40	334.24	95.50	15.76
173-532-6152	DENTAL INSURANCE	.00	34.16	355.42	.00	355.42-
173-532-6160	WORK COMP - PUBLIC HOUSING	4,840.00	2,046.40	2,043.60	42.22	2,796.40
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	449.00	.00	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	2,543.51	17,964.26	44.91	22,035.74
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,747.40	49,387.63	98.78	612.37
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,595.86	15,791.05	83.11	3,208.95
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,292.71	22,946.49	91.79	2,053.51
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	200.00	3,149.50	104.98	149.50-
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	32,155.00	38,876.05	111.07	3,876.05-
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	688.00	3,284.20	82.11	715.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	241.64	2,406.94	68.77	1,093.06
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	46,000.00	1,278.76	26,955.12	58.60	19,044.88
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.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	1,951.91	30,605.71	87.44	4,394.29
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	80,000.00	2,460.19	67,075.49	83.84	12,924.51
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	.00	31,809.95	31.81	68,190.05
	PUBLIC HOUSING TOTAL	713,915.00	68,789.23	512,844.27	71.84	201,070.73

REVENUE & EXPENSE REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	9,211.20	72,120.47	84.85	12,879.53
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	1,208.12	24.16	3,791.88
173-536-6110	FICA - PH MAINT	6,885.00	690.15	5,498.00	79.85	1,387.00
173-536-6130	IPERS - PH MAINT	8,496.00	873.67	6,680.68	78.63	1,815.32
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	8,170.10	82.55	1,726.90
173-536-6151	LIFE INS - PH MAINT	176.00	17.22	154.68	87.89	21.32
173-536-6152	DENTAL INSURANCE	.00	22.65	215.87	.00	215.87-
173-536-6160	WORK COMP - PH MAINT	3,080.00	3,069.60	3,065.40	99.53	14.60
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	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	14,701.50	98,159.58	81.89	21,702.42
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-	16,847.14-	95,561.42	26.27-	459,338.42-

REVENUE & EXPENSE REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	86.02	2,801.88	140.09	801.88-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	2,383.50	6,136.50	122.73	1,136.50-
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	72,231.00	543,606.00	72.48	206,394.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,398.00	75,871.00	68.97	34,129.00
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	82,098.52	628,812.38	72.36	240,187.62
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	5,381.66	32,262.87	80.48	7,826.13
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	355.04	2,071.87	65.92	1,071.13
174-533-6130	IPERS -SECTION 8	3,879.00	508.04	3,052.91	78.70	826.09
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	16,637.10	82.76	3,465.90
174-533-6151	LIFE INS - SECTION 8	147.00	14.32	143.27	97.46	3.73
174-533-6152	DENTAL INSURANCE	.00	15.72	143.38	.00	143.38-
174-533-6160	WORK COMP - SECTION 8	2,462.00	.00	.00	.00	2,462.00
174-533-6170	UNEMPLOYMENT - SECTION 8	193.00	.00	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	.00	488.59	12.21	3,511.41
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,713.00	10,088.00	67.25	4,912.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	300.00	3,367.50	84.19	632.50
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	722.19	7,829.58	78.30	2,170.42
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	14,175.00	88.59	1,825.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	488.00	4,685.00	78.08	1,315.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	6,753.40	79,087.70	32.95	160,912.30
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	63,660.00	500,795.00	91.05	49,205.00
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	72.70	2,565.25	57.01	1,934.75
	SECTION 8 VOUCHER TOTAL	931,816.00	82,941.78	679,050.27	72.87	252,765.73
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 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

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-	843.26-	50,237.89-	79.98	12,578.11-

12

REQUESTED ACTION: Approve purchase of security cameras for Morningside Apartments from Iowa Surveillance Team.

Comments: We have been working with Iowa Surveillance Team to keep the cameras and system going. For the past several months, the existing cameras have not been working consistently. We had them change out the power supplies, and they have indicated that the cameras need to be replaced. They had given us a quote a few months ago of approximately \$13,000 to replace the ten existing cameras and we have attempted to get some additional quotes. However, due to COVID-19 have not been able to.

We have asked them to come out to look at the cameras again to make sure that nothing has changed since their last quote. If it is close to the same amount of the original quote, we would like to accept the quote and have them do the work. We have been happy with the service and quick response we have gotten from them.

While the cameras are not proprietary, each security company we have worked with has their own preferred way to set up the systems and the system software they use. Each time we contract with a different company we have to learn how to operate a new system again. Being able to continue with them will allow us to get up and going again quicker. Not having a fully functional system has put us at a disadvantage and does not allow us to manage the property as well to ensure the safety of the residents.

There are funds for the cameras in the current operating budget.

REQUESTED ACTION: Discuss and develop future plans to operate safely and respond to the threat of COVID-19.

Comments: To provide regulatory and statutory relief HUD has provided several blanket waivers to allow us to safely administer the programs. They have issued the following waivers:

1. Extend due date of 5-Year Plan from May 15 to December 31. *Ours had already been submitted.*
2. Delay Annual Re-examinations due for 2020 until December 31. *We will be conducting them when due, completing the process by mail.*
3. Income verifications can be done by self-certification. *We have implemented this waiver.*
4. EIV Monitoring requirements are waived. *We will continue the monitoring to reduce backlog at year-end.*
5. Requirement to publish notice of waiting list openings is waived. *Our waiting list isn't closed.*
6. Housing Choice Voucher inspections:
 - a. HA can accept owner certification that unit meets requirements prior to executing HAP contract until July 31, then all these inspections must be completed before October 31. *We will be accepting certifications when the unit is not vacant.*
 - b. HA can delay biennial inspections until October 31. *We have delayed inspections.*
 - c. HA can offer one 30-day extension for non-life-threatening repairs. *We will provide extension as needed.*
7. Requirement to secure Board approval prior to implementing changes to the Administrative Plan is waived until July 31. *We will make changes if necessary.*
8. Requirement to hold voucher briefings orally is waived until July 31. *When necessary voucher briefings will be by phone.*
9. Requirement to execute HAP contract within 60 days of lease signing is extended to 120 days or until July 31. *We will extend if necessary*
10. HA has until December 31 to review and update Utility Schedules. *We plan to update prior to this.*
11. Families will not be required to attend homeownership counseling prior to receive assistance until July 31. *We will offer waiver if necessary.*
12. Requirement to terminate HAP contract is unit is vacant for more than 180 days is waived. *We will not grant extension.*
13. Requirement to terminate Hap contracts 180 days after last payment is made is waived until December 31. *We will grant extensions.*
14. Increased payment standard may be applied prior to regular recertification. *We will wait until regular recert.*
15. Capital Fund Grant closeout can be extended 6 months. *We will close out when originally due.*

16. Changes in ACOP will not require prior board approval if these changes become Board approved prior to July 31. *We will make changes as required.*
17. Community Service Requirement is suspended until March 31, 2021. *We will suspend the requirement.*
18. Deadline for Energy Audits due in 2020 are extended one-year. *Our Energy Audit was submitted in 2019.*
19. Tenant notification of changes to property rules 30 days prior to change is waived until July 31. *We will provide notification as soon as reasonably possible not to exceed thirty days after change.*
20. No new SEMAP and PHAS scores will be issued in 2020 and no REAC inspections will be conducted.
21. Audited financial submission deadline extended to September 30. *Audited financials already submitted and accepted by HUD.*
22. Submission of participant information (50058's) is extended until 90 days after effective date. *We will continue to submit as normal when possible.*

HUD will also be providing additional operating funds to help with COVID-19 related expenses. We have an additional \$34,100 for the Public Housing Program and \$19,806 for the Section 8 Program. The Public Housing Funds uses are limited to expenses related to preventing, preparing for, and responding to coronavirus. This money can only be drawn down as used. The Section 8 funds are to be used to supplement regular admin expenses and HUD would like this funding used before normal admin. HUD will be developing processes to report uses of these funds and both must be expended prior to December 31.

Even though the Governor is relaxing restrictions, it is difficult to know how to proceed with reopening the office and getting back to business as usual. Our office is still closed to the public and we are only doing emergency work orders. Staff will be discussing options to determine the safest way to proceed and will bring them to the Board Meeting to discuss and make a decision.