

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
AGENDA

June 18, 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: 299 212 9646 or call in at 312-626-6799

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of May 21, 2020 ..... 1-2
- IV. Approval of Bills for June 2020 ..... 3
- V. Communications ..... 4-7
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. Funding Shortfall
  - 4. Reasonable Accommodation Requests
  - 5. Office Updates
  - 6. Raised Gardens
  - 7. Section 8 Funding/Utilization
  - 8. Monthly Rental Status Update
  - 9. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Operating Reports..... 8-12
  - 2. Consider Approval of Resolution 06-20, Writing Off Accounts Receivables..... 13-14
  - 3. Consider Approval of Resolution 07-20, Removal of Assets from Depreciation... 15-16
  - 4. Consider Approval of Resolution 8-20, Updated Utility Allowances..... 17-24
  - 5. Set Public Hearing for Sale of Vacant Lot..... 25
  - 6. Contract Award for Painting..... 26
  - 7. Purchase of Portable Cameras..... 27
- VIII. Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, July 16, 2020, 7:00 a.m., CCHRA Office. Zoom will still be available for those who would like to attend remotely.

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
May 21, 2020 7:00 a.m.

Members Present: Linda Klemesrud, Joel Farnham, Jeremy Heyer, and Eric Miller(Zoom).

Absent: Beth Diers. Others Present: Heidi Nielsen, staff

Call to Order. Co-Chairperson Miller called the meeting to order at 7:05 a.m.

Public Comments. None.

Amend-Approve Minutes of April 21, 2020. Klemesrud moved, Farnham seconded the motion to approve the minutes of April 21, 2020 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. The bills were reviewed. Nielsen stated that the bills were routine and updated Miller on the revisions. Miller moved, Klemesrud seconded the motion to approve the revised bill listing totaling \$111,495.54 Ayes:4, Nays: 0. Motion carried.

Communications. Items under Communications which were reviewed included information on progress of sidewalk/parking lot updates, completion of the electrical updates, review of status of rehab grant, funding and utilization updates and current occupancy.

Old Business. None.

New Business.

Review Operating Reports. Reports were reviewed and there were no questions.

Approve Security Camera Purchase. Nielsen explained the limitations with the existing camera system and the importance of the system to property management. Nielsen stated that there was only one quote due to COVID-19 and due to the importance of the system, requested approval of the quote from Iowa Surveillance Team. Nielsen informed the Board that the agency had been working with them regarding system repairs for the past couple of years and would like to continue using them for the updates and system maintenance. Miller made a motion to approve the purchase. Farnham seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Discuss COVID-19. The Board discussed agency operations under COVID-19. Nielsen reviewed plan to transition operations back to pre-pandemic levels. Specifically, Nielsen stated that the plan was to open the office lobby to the public, but continue restriction of in person face-to face meetings with participants, have staff return to office to work, implement personal safety precautions for both maintenance and residents, and to resume inspections and workorders. Nielsen also informed the board of additional administrative funding from HUD, and restrictions placed on them.

Directors Report

Nielsen reported on upcoming inventory management training and initiative to use down time to take advantage of some training opportunities.

Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn. Ayes: 4.  
Nays: 0. Meeting Adjourned at 7:36 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 June 2020

Customer	Description	Amount
Business Card	training, backup fees	355.13
Catherine Marie Ott	office cleaning	480.00
CenturyLink	phone bill	160.96
CenturyLink	shared line expense	31.14
Charles City Housing	held security deposit	200.00
Cintas	rug rental	56.22
City of Charles City	water/sewer/URP/S8 inspections	2,902.69
HAPS	June HAPS	73,996.25
Hockenson Plumbing	plumbing maintenance	303.60
Housing Authority Acctg. Spec, Inc.	accounting fees	635.00
Iowa Surveillance Team	security camera maintenance	499.99
Jendro Sanitation	trash service	877.50
John Deere Financial	Theisen's purchases maintenance	69.97
Kwik Trip, Inc.	fuel	151.03
LEAF	copier lease	243.43
Linderman Heating & Air, LLC	heating/air maintenance	133.06
Lois Nevers	security deposit refund	250.00
Mediacom	internet for security cameras (2 months)	321.30
Mehmen's Painting	apartment painting	150.00
Mid American Energy	electric/gas/URP	5,305.07
MRI Software, LLC	software purchase	1,150.00
Nan McKay	staff training	239.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	406.00
Pitney Bowes	meter lease quarterly payment	153.75
Plunkett's Pest Control	yearly contract, service treatment	2,029.56
Regroup Mass Notification	contracted notification service-2 years	6,400.00
Schueth Ace Hardware	maintenance items	246.60
Short Elliott Hendrickson, Inc.	parking lot project payment	751.32
Skott & Anderson Architets	architect fees for projects	500.00
Staples Advantage	office items	
Superior Lumber	maintenance items	527.84
T-J Service	maintenance repairs	224.98
The PI Company	background checks/employment verifications	78.50
Trent Parker	computer support	
US Cellular	cell phone bill	148.75
		<b>99,978.64</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The sidewalk/parking lot project is still progressing. There are still a few sidewalks to pour, but they should be done within the next week. The parking lot overlay at South Cedar Terrace was started on June 10, 2020. The three parking lots at North Cedar Terrace should still be done by July 28<sup>th</sup>.

The Electric Update Project at South Cedar Terrace was closed out on June 15<sup>th</sup> and the remaining projects are still on hold until we can safely enter the resident's units again.

2. Rehab Update. The third and fourth projects are close to being completed and should be done by the first part of July. We still have not qualified the sixth homeowner. She was told that she needed to have everything current by the first of July or we were going to have to reject her application for failure to meet eligibility requirements. If we need to find another applicant, we will not be able to get the last phase under way as soon as planned.
3. Funding Shortfall. Looking at our numbers for June 1<sup>st</sup>, it looks like will still be in a shortfall situation by the end of the year. We have another triage conference call with HUD on the 19<sup>th</sup> to discuss the cost saving measures we have undertaken to reduce our HAP costs and any additional cost saving measures. We are not issuing vouchers and are denying portability to higher cost areas. We have been losing a couple of voucher each month and that should normally be enough to reduce costs. But with so many people's employment still being affected by COVID-19 our average per unit cost is higher overall.
4. Reasonable Accommodation Requests. We have been working with two residents at North Cedar Terrace regarding requests to provide them with an accessible route to their apartments. Their requests seem to have met the requirements for granting the accommodations. They both have a disability or limitation which prohibits them from equal opportunity to use their dwelling. The requests do not create an undue financial burden or administrative burden or fundamentally alter the program. We have explored alternate options such as moving them to a different unit. However, this is not an option for them. The complicating factor is that in granting them the accommodation we need to install accessible sidewalks in the City right of way adjacent to Wisconsin Street. This has been discussed with the City Council at a recent workshop and the City is hesitant to allow this due to code and design issues. Brad Slotter is consulting with an attorney who is more versed in reasonable accommodations to help determine the course of action. We hope to have this resolved while the contractors are here working on the sidewalks. We can issue a change order and have them do the work, which would cost less than having a contractor come back and do such small job.
5. Office Updates. Day to day business is almost back to normal. The office is still closed to the public, but we plan to reopen either next week or when they have the parking lot repairs finished. It does not make sense to open the office if no one can get here because the parking lot is closed.

The extra admin funding we received for COVID-19 has allowed us to make some changes in how we run the office. We have subscribed to a service which will allow us to notify the residents by email, text, or phone. We are almost ready to roll this out. Not only will it allow us the ability to notify the residents more efficiently it frees up the staff time normally spent preparing and delivering the notices. We also plan to incorporate this into our Emergency Preparedness Plan. The inability to get signatures while the office has been closed also caused us to look for alternative solutions. We have subscribed to a service with our

software vendor to enable us to get e-signatures. We have received training and plan to introduce this option to our landlords to see how well it works before offering it to the program participants. We are also looking into adding an inventory module to our software and going paperless. It would have been more convenient working from home if we were using electronic files.

- 6. Raised Gardens. In a collaborative effort by many groups, including DECAT, County Extension, Community Revitalization, FFA, AmeriCorps, and DHS the residents at Morningside will have an opportunity to learn about gardening. These groups will be installing small raised gardens (2'x4') for the residents who would like them and teach those who need it how to garden. They also were able to acquire donated plants for the gardens. While many people made this happen Erika Chick was the primary force behind this. The FFA kids built and installed the gardens, which were funded by grants and donations.
- 7. Section 8 Funding/Utilization. See attachment for utilization.
- 8. Monthly Rental Status Update.

Month of May 2020	Total Leased 5/1/20	New Leases	Removed Or Moved	Total Leased 6/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	127	1	1	127	N-42	N-0	N-0
					S-64	S-1	S-0
Morningside 16 Units	16	0	0	16	51	1	1
Section 8 197 Units	192	2	4	190	198	0	0

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

- 9. 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												
3	NRA												
4	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 (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)
5	PHA# IA002	D		E	F	E-F	H	D+G+H		K	L	M	(K+L)-M
6	CY 2019												
8	January	\$25,193	140	\$63,602	\$49,861	\$38,934	\$40	\$38,974	\$85,696	\$60,216	\$63,602	\$82,310	\$82,310
9	February	\$38,974	141	\$63,602	\$49,354	\$53,222	\$849	\$54,071	\$82,310	\$60,216	\$63,602	\$78,924	\$78,924
10	March	\$54,071	137	\$58,766	\$48,418	\$64,419	\$273	\$64,692	\$78,924	\$60,216	\$58,766	\$80,374	\$80,374
11	April	\$64,692	135	\$58,766	\$47,332	\$76,126	\$63	\$76,189	\$80,374	\$60,216	\$58,766	\$81,824	\$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	\$90,463
13	June	\$81,350	138	\$27,472	\$48,653	\$60,169	\$395	\$60,564	\$90,463	\$60,216	\$27,472	\$123,207	\$123,207
14	July	\$60,564	138	\$51,708	\$62,758	\$59,514	\$83	\$59,597	\$123,207	\$60,216	\$51,708	\$131,715	\$131,715
15	August	\$59,597	144	\$51,708	\$52,997	\$58,308	\$145	\$58,453	\$131,715	\$60,216	\$51,708	\$140,223	\$140,223
16	September	\$58,453	148	\$48,410	\$52,708	\$54,155	\$141	\$54,296	\$140,223	\$60,216	\$48,410	\$152,029	\$152,029
17	October	\$54,296	158	\$48,410	\$55,970	\$46,736	\$247	\$46,983	\$152,029	\$60,216	\$48,410	\$163,835	\$163,835
18	November	\$46,983	161	\$12,200	\$57,653	\$1,530	\$103	\$1,633	\$163,835	\$60,216	\$12,200	\$211,851	\$211,851
19	December	\$1,633	166	\$60,219	\$60,423	\$1,429	\$153	\$1,582	\$211,851	\$60,216	\$60,219	\$211,848	\$211,848
20	Total			\$596,440	\$623,588	\$3,537	\$3,537	\$1,582	\$211,851	\$722,592	\$596,440	\$596,440	\$596,440
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	\$199,057
24	February	\$1,837	179	\$65,780	\$65,780	\$1,314	\$265	\$1,579	\$199,057	\$51,966	\$65,257	\$185,766	\$185,766
25	March	\$1,579	182	\$68,706	\$68,824	\$1,461	\$618	\$2,079	\$185,766	\$51,966	\$68,706	\$169,026	\$169,026
26	April	\$2,079	188	\$72,231	\$73,675	\$635	\$1,192	\$1,827	\$169,026	\$51,966	\$72,231	\$148,761	\$148,761
27	May	\$1,827	192	\$72,931	\$73,519	\$1,239		\$1,239	\$148,761	\$51,966	\$72,931	\$127,796	\$127,796
28	June	\$1,239	190	\$72,596	\$73,793	\$42		\$42	\$127,796	\$51,966	\$72,596	\$107,166	\$107,166
29	July	\$42		\$65,514	\$73,793	\$65,566		\$65,566	\$107,166	\$51,966	\$65,514	\$93,618	\$93,618
30	August	\$65,566		\$67,096		\$132,652		\$132,652	\$93,618	\$51,966	\$67,096	\$78,468	\$78,468
31	September	\$132,652				\$132,652		\$132,652	\$78,468	\$51,965	\$0	\$130,453	\$130,453
32	October	\$132,652				\$132,652		\$132,652	\$130,453	\$51,965	\$0	\$182,418	\$182,418
33	November	\$132,652				\$132,652		\$132,652	\$182,418	\$51,965	\$0	\$234,383	\$234,383
34	December	\$132,652				\$132,652		\$132,652	\$234,383	\$51,965	\$0	\$286,348	\$286,348
35	Total			\$549,088	\$420,217	\$3,537	\$3,537	\$132,652	\$234,383	\$623,588	\$549,088	\$549,088	\$549,088

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					1		8
ZERO HAP					1		1						2
MUTUAL RESCISION									1			1	2
ANNUAL RE-EXAM SEARCHING	1	1	1		1	1			1				6
PORT-OUT ABSORBED	1		2	1	1					3			8
PORT-OUT SEARCHING		1					1					1	3
DECEASED							1						1
MOVED IN VIOLATION								2	1				3
EVICTED													0
UNAUTHORIZED LIVE-IN	1				1								2
VIOLATION OF FAMILY OBLIGATION												1	1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW							1					1	2
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
<b>TOTALS</b>	<b>7</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>47</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	3		2	3	1	4		2		2		1	18
DECEASED					1		1			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
<b>TOTALS</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>25</b>

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**MEETING DATE:** 6/18/20

**RE:** Review Operating Reports

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

**Comments:** The May 2020 operating reports are attached for your review. These include the revisions included in the budget amendment approved in May.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2020, FISCAL 11/2020**

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	1,377.28	41,472.62	59.25	28,527.38
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	574.00	3,923.02	98.08	76.98
173-532-4506	DWELLING RENT-PUBLIC HOUSING	515,000.00	41,145.25	475,394.11	92.31	39,605.89
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	759.00	9,573.75	79.78	2,426.25
173-532-4518	BAD DEBT COLLECTIONS	2,000.00	.00	155.00	7.75	1,845.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	1,385.30	69.27	614.70
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	19,590.00	228,057.00	103.66	8,057.00-
	PUBLIC HOUSING TOTAL	825,000.00	63,445.53	759,960.80	92.12	65,039.20
173-910-4830	TRANSFER IN - PUBLIC HOUSING	10,000.00	.00	10,050.00	100.50	50.00-
	TRANSFERS IN/OUT TOTAL	10,000.00	.00	10,050.00	100.50	50.00-
173-532-6010	SALARY - PUBLIC HOUSING	93,540.00	6,893.62	87,884.69	93.95	5,655.31
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	423.56	5,570.41	76.21	1,738.59
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	650.73	8,295.93	91.98	723.07
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	.00	38,820.00	82.76	8,088.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	3,915.40	4,249.64	1,214.18	3,899.64-
173-532-6152	DENTAL INSURANCE	.00	34.86	390.28	.00	390.28-
173-532-6160	WORK COMP - PUBLIC HOUSING	4,840.00	.00	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	12,000.00	.00	9,375.62	78.13	2,624.38
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	1,853.37	19,817.63	56.62	15,182.37
173-532-6371	UTILITIES - PUBLIC HOUSING	60,000.00	4,618.54	54,006.17	90.01	5,993.83
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,573.90	17,364.95	91.39	1,635.05
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	27,000.00	2,203.34	25,149.83	93.15	1,850.17
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	5,000.00	200.00	3,349.50	66.99	1,650.50
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	41,146.00	.00	38,876.05	94.48	2,269.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	3,284.20	82.11	715.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	243.43	2,650.37	75.72	849.63
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	90,000.00	9,094.37	36,049.49	40.05	53,950.51
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	609.64	30.48	1,390.36
173-532-6442	PILOT-PUBLIC HOUSING	42,066.00	.00	42,066.50	100.00	.50-
173-532-6490	OTHER PROFESSIONAL SERV	3,000.00	.00	.00	.00	3,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	22.00	2.20	978.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	55,000.00	964.38	31,570.09	57.40	23,429.91
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	105,000.00	2,173.20	69,248.69	65.95	35,751.31
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	4,231.67	36,041.62	36.04	63,958.38
	PUBLIC HOUSING TOTAL	809,127.00	39,074.37	551,918.64	68.21	257,208.36

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2020, FISCAL 11/2020**

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	6,211.92	78,332.39	92.16	6,667.61
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	460.50	5,958.50	86.54	926.50
173-536-6130	IPERS - PH MAINT	8,496.00	587.84	7,268.52	85.55	1,227.48
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	8,987.11	90.81	909.89
173-536-6151	LIFE INS - PH MAINT	176.00	17.22	171.90	97.67	4.10
173-536-6152	DENTAL INSURANCE	240.00	22.58	238.45	99.35	1.55
173-536-6160	WORK COMP - PH MAINT	4,000.00	.00	3,065.40	76.64	934.60
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	322.26	75.29	105.74
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	600.00	.00	450.00	75.00	150.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	274.00	.00	274.00-
	PUBLIC HOUSING MAINTENANC TOTA	120,722.00	8,117.07	106,276.65	88.03	14,445.35
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	371,000.00	.00	.00	.00	371,000.00
	TRANSFERS IN/OUT TOTAL	371,000.00	.00	.00	.00	371,000.00
	PUBLIC HOUSING TOTAL	465,849.00-	16,254.09	111,815.51	24.00-	577,664.51-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2020, FISCAL 11/2020**

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	3,500.00	89.82	2,891.70	82.62	608.30
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	6,136.00	3,369.50	9,506.00	154.92	3,370.00-
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	72,931.00	616,537.00	82.20	133,463.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	27,204.00	103,075.00	93.70	6,925.00
174-533-4518	BAD DEBT COLLECTIONS	3,000.00	.00	.00	.00	3,000.00
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	433.00	433.00	43.30	567.00
	SECTION 8 VOUCHER TOTAL	874,636.00	104,027.32	732,839.70	83.79	141,796.30
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	3,385.53	35,648.40	88.92	4,440.60
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	211.51	2,283.38	72.65	859.62
174-533-6130	IPERS -SECTION 8	3,879.00	319.61	3,372.52	86.94	506.48
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	18,300.81	91.04	1,802.19
174-533-6151	LIFE INS - SECTION 8	160.00	14.32	157.59	98.49	2.41
174-533-6152	DENTAL INSURANCE	158.00	15.02	158.40	100.25	.40-
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	1,745.00	11,833.00	78.89	3,167.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,702.00	300.00	3,667.50	78.00	1,034.50
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	12,000.00	5,312.50	13,142.08	109.52	1,142.08-
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	15,469.00	96.68	531.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	488.00	5,173.00	86.22	827.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	3,658.95	82,746.65	34.48	157,253.35
174-533-6445	HC VOUCHER PAY-SEC 8	885,000.00	66,455.00	567,250.00	64.10	317,750.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	.00	.00	.00	.00	.00
174-533-6516	REFUND INTEREST-SEC 8	1,500.00	.00	1,384.82	92.32	115.18
174-533-6518	SUNDRY-OFF EXP-SEC 8	5,000.00	.00	2,565.25	51.31	2,434.75
	SECTION 8 VOUCHER TOTAL	1,261,689.00	84,863.15	763,913.42	60.55	497,775.58
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	10,000.00	.00	.00	.00	10,000.00

REVENUE & EXPENSE REPORT  
CALENDAR 5/2020, FISCAL 11/2020

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	10,000.00	.00	.00	.00	10,000.00
	SECTION 8 VOUCHER TOTAL	397,053.00-	19,164.17	31,073.72-	7.83	365,979.28-

**REQUESTED ACTION:** Approve Resolution No. 06-20 to remove uncollectible accounts from the records.

**Comments:** Every year we review our outstanding accounts receivable accounts and determine which ones appear to be uncollectible. It is recommended that the "uncollectible" accounts should be written off the books to reflect a better financial position. It is important to note that even though accounts are written off, effort is made to continue to collect the debt. Also, if an account is written off and the person reapplies for assistance, they are not eligible until the debt is paid in full or we can no longer collect due to the statute of limitations. Anyone who owes us money is entered into a nationwide database that all housing agencies can check. We are also continuing to utilize the Iowa Offset Program to recover debts owed from state tax refunds. So far this year we have recovered about \$5,000 from the Offset Program with about 2/3 of it coming from accounts previously written off.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 06-20**

**RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY AS REQUIRED BY DHUD FOR FYE 06/30/20**

WHEREAS, the Charles City Housing and Redevelopment Authority makes efforts to collect on accounts as a result of damage claims, unreported income and other actions that result in payment made on behalf of program participants or other debts claimed due to the Housing Authority, and

WHEREAS, a listing of uncollectible past due accounts has been prepared totaling \$9,908.82 , and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that the following accounts be written off, however, all collection efforts will continue where possible:

Section 8

Carey	Section 8, fraud	\$ 1,396.00
Owens	Section 8, fraud	\$ 2,052.00
High Bear	Section 8, fraud	\$ 896.00
		\$ 4,344.00

Public Housing

Bailey	Morningside, damages	\$ 755.55
Chapman	Morningside, damages/fraud	\$ 918.32
Cooper	Morningside, damages	\$ 433.56
Fairholm	Morningside, damages	\$ 316.44
Kemp	NCT, damages	\$ 225.00
Brandt	Morningside damages	\$ 2,656.45
Marvin	NCT, damages	\$ 259.50
		\$ 5,564.82

Total \$ 9,908.82

June 18, 2020

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

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

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**MEETING DATE:** 6/18/20

**RE:** Consider Approval of Resolution No. 07-20  
Removal of Assets from Depreciation Report

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**REQUESTED ACTION:** Consider approval of Resolution No. 07-20 Removal of Assets from Depreciation Report

**Comments:** As required by HUD, at least annually we must review and update the inventory list of depreciable items. Removal of items requires a board resolution. There were no assets disposed of during the year.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 07-20**

**RESOLUTION APPROVING THE REMOVAL OF ASSETS FROM THE DEPRECIATION REPORT FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY FOR FYE 6/30/19**

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 Department of Housing and Urban Development; and

WHEREAS, HUD requirements necessitate the review of the Depreciation Report on an annual basis to make certain it accurately reflects the inventory of the Authority and indicates removal of assets that are no longer in service, have been disposed of or traded in;

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the Depreciation Report indicates that the following assets shall be removed from the general ledger as listed below:

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GENERAL LEDGER NUMBER

REMOVED:     None

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June 18, 2020

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Jeremy Heyer, Chairperson

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Heidi Nielsen, Director

**REQUESTED ACTION:** Approve updated utility allowances effective 08/01/2020

**Comments:** We have reviewed the current utility rates and compared them against last year's rates. The water and sewer rates have increased 3.5% this year, the garbage rates have increased anywhere from 15% to 21%, depending on the size of garbage tote. The gas rate has increased by 5%, and the electric rate has increased by 1%. HUD requires us to change the utility allowances whenever there is a change of more than 10%.

HAPPY Software, our software vendor, supplies us with the consumption and rate information for the gas and electric. We use information from the City to determine the rates for the water, sewer, and trash. We will be incorporating all changes again this year. Using the current rates provides us with a more accurate allowance. With all other variables being the same other than updated rates, the utility allowance for a two-bedroom single family home under the existing schedule is \$187 a month. The revised schedule would be \$195 a month.

Under the Section 8 Program, the increase in utility allowance would increase the gross rent for the unit by \$8 a month. If the gross rent is under the payment standard, we would absorb the increased cost. However, if the gross rent is over the payment standard, the tenant would pay for the increase. Under the Public Housing Program, an increased utility allowance would reduce the amount of rent the tenant pays if they were to choose the income-based rent calculation. If the resident chooses the flat rent option, they are not entitled to a utility allowance.

We are required to provide the public housing residents who pay utilities with updated schedules and give them a 60-day notice and an opportunity to comment on the revised schedules. The Morningside residents and the residents at North Cedar Terrace in units 129-132 were sent copies of their schedules and were given the opportunity to comment. The remainder of the residents were not sent the revised schedules because they do not pay for utilities.

The updated allowances are scheduled to be effective as of 8/01/2020. Copies of the schedules are attached for your review.

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp 4/30/2018)

Locality		Unit Type					Effective
Mid American / Mid American Energy Company -7/1/20		Single family detached Single Family Detached					08/01/2020
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	29	40	48	60	68	79
	b. Electric	37	50	60	76	86	100
	c. Bottle Gas	92	125	149	188	213	247
	d. Oil	86	117	140	176	199	232
Cooking	a. Natural Gas	3	4	5	6	8	9
	b. Electric	5	7	9	12	14	16
	c. Bottle Gas	9	12	16	20	25	27
Other Electricity		19	24	32	40	50	54
Air Conditioning		6	8	11	14	16	18
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	14	18	19
	c. Bottle Gas	12	15	20	25	31	33
	d. Oil	11	14	18	22	28	30
Water		25	30	36	41	47	52
Sewer		26	35	44	53	62	71
Trash Collection		16	16	20	20	20	24
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating  
Cooking  
Other Electric  
Air Conditioning  
Water Heating  
Water  
Sewer  
Trash Collection  
Range/Microwave  
Refrigerator  
Other

Total \$

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp 4/30/2018)

Locality		Unit Type					Effective
Mid American / Mid American Energy Company -7/1/20		Semi-detached Older Home Converted, Two/Three Family (Duplex)					08/01/2020
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	26	33	44	55	65	73
	b. Electric	32	42	56	69	82	92
	c. Bottle Gas	80	103	138	171	204	229
	d. Oil	75	97	129	160	191	214
Cooking	a. Natural Gas	3	4	5	6	8	9
	b. Electric	5	7	9	12	14	16
	c. Bottle Gas	9	12	16	20	25	27
Other Electricity		19	24	32	40	50	54
Air Conditioning		4	5	6	8	9	11
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	14	18	19
	c. Bottle Gas	12	15	20	25	31	33
	d. Oil	11	14	18	22	28	30
Water		25	30	36	41	47	52
Sewer		26	35	44	53	62	71
Trash Collection		16	16	20	20	20	24
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
<b>Total</b>	<b>\$</b>

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp 4/30/2018)

Locality		Unit Type					Effective
Mid American / Mid American Energy Company -7/1/20		Rowhouse/townhouse Row House/Garden Apt.					08/01/2020
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	22	30	40	50	61	71
	b. Electric	28	38	51	63	77	89
	c. Bottle Gas	70	93	126	157	190	221
	d. Oil	65	87	118	147	178	207
Cooking	a. Natural Gas	3	4	5	6	8	9
	b. Electric	5	7	9	12	14	16
	c. Bottle Gas	9	12	16	20	25	27
Other Electricity		19	24	32	40	50	54
Air Conditioning		4	5	6	8	9	11
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	14	18	19
	c. Bottle Gas	12	15	20	25	31	33
	d. Oil	11	14	18	22	28	30
Water		25	30	36	41	47	52
Sewer		26	35	44	53	62	71
Trash Collection		16	16	20	20	20	24
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
<b>Total</b>	<b>\$</b>

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp 4/30/2018)

Locality		Unit Type					Effective
Mid American / Mid American Energy Company -7/1/20		Low-rise Older Multi-Family					08/01/2020
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	24	32	42	52	63	72
	b. Electric	30	40	53	66	79	91
	c. Bottle Gas	75	99	132	163	196	225
	d. Oil	71	93	124	153	184	211
Cooking	a. Natural Gas	3	4	5	6	8	9
	b. Electric	5	7	9	12	14	16
	c. Bottle Gas	9	12	16	20	25	27
Other Electricity		19	24	32	40	50	54
Air Conditioning		3	4	6	7	9	10
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	14	18	19
	c. Bottle Gas	12	15	20	25	31	33
	d. Oil	11	14	18	22	28	30
Water		25	30	36	41	47	52
Sewer		26	35	44	53	62	71
Trash Collection		16	16	20	20	20	24
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
<b>Total</b>	<b>\$</b>

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 4/30/2014)

Locality <b>Charles City Housing and Redevelopment Agency - NCT</b> Mid American Revised	Unit Type <b>Row House / Garden Apartment</b> <b>(Rowhouse/Townhouse)*</b>	Effective <b>08/01/2020</b>
		Expires <b>07/30/2020</b>

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating		30				
a. Natural Gas						
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking		7				
a. Natural Gas						
b. Electric						
c. Bottle Gas						
Other Electricity		24				
Air Conditioning						
Water Heating		5				
a. Natural Gas						
b. Electric						
c. Bottle Gas						
d. Oil						
Water		30				
Sewer		35				
Trash Collection						
Range/Microwave						
Refrigerator						
Other -- specify						

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
<b>Total</b>	<b>\$</b>

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 4/30/2014)

Locality <b>Charles City Housing and Redevelopment Agency - Mid American Revised</b>	Unit Type <b>Row House / Garden Apartment (Rowhouse/Townhouse)*</b>	Effective <b>08/01/2020</b> Expires <b>07/30/2020</b>
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Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating			40	50		
a. Natural Gas						
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking			9	12		
a. Natural Gas						
b. Electric						
c. Bottle Gas						
Other Electricity			32	40		
Air Conditioning						
Water Heating						
a. Natural Gas						
b. Electric			12	14		
c. Bottle Gas						
d. Oil						
Water			36	41		
Sewer						
Trash Collection			44	53		
Range/Microwave						
Refrigerator						
Other -- specify						

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for actual unit rented.

Name of Family \_\_\_\_\_

Address of Unit \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

Utility or Service	per month cost
Heating	\$ _____
Cooking	_____
Other Electric	_____
Air Conditioning	_____
Water Heating	_____
Water	_____
Sewer	_____
Trash Collection	_____
Range/Microwave	_____
Refrigerator	_____
Other	_____
	_____
<b>Total</b>	<b>\$ _____</b>

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 08-20**

**RESOLUTION APPROVING THE ADOPTION OF  
UPDATED UTILITY ALLOWANCE SCHEDULES  
AS REQUIRED BY DHUD**

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 Department of Housing and Urban Development; and

WHEREAS, DHUD has required the Charles City Housing and Redevelopment Authority to review utility rates being charged and update their utility allowance schedules to reflect all increases or decreases that amount to more than a 10% change from the previous update, and

WHEREAS, the Charles City Housing and Redevelopment Authority has provided residents responsible for utility payment with a 60-day notice of the updated schedules and an opportunity to comment on the revisions,

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the updated utility allowance schedules and related documents indicate that the requirements have been met and the schedules are approved for use beginning August 1, 2020.

PASSED AND ADOPTED THIS 18<sup>th</sup> DAY OF JUNE, 2020

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

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

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**MEETING DATE:** 6/18/20

**RE:** Set Public Hearing for Vacant Lot

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**REQUESTED ACTION:** Set Public Hearing regarding sale of vacant lot at Morningside for July 16, 2020.

**Comments:** A component of HUD's Disposition Application is to hold a public hearing to allow for comment on the sale and form of application. This and the Board Resolution are the final requirements prior to submission of the application.

**REQUESTED ACTION:** Consider approval of contract with Rochford Construction to paint the apartments.

**Comments:** Because our current contractor has retired, we requested quotes from three area painting contractors. It is difficult to find contractors who have the required Lead Certification or are willing to obtain it. Of the three, we only received one quote from Rochford Construction.

Total Cost of Services	New Proposed Rates	Current Rates
2 bd. 2 story Morningside	\$ 650.00	\$ 135.00
3 bd. 2 story Morningside	\$ 750.00	\$ 150.00
1 bd. 1 story South & North Cedar Terrace	\$ 450.00	\$ 120.00
2 bd. 1 story South Cedar Terrace	\$ 550.00	\$ 130.00
EXTRAS when ordered:		
Ceilings shall be charged at a rate of	\$ .50/sq.ft.	\$.20/sq.ft.
Additional time for applying Kilz at a rate of	\$ .50/sq.ft.	\$15.00/hr.

**WORK AVAILABILITY:** As needed.

Our previous contractor has been doing our painting since 2002 for about 1/3 of what the previous contractor charged, and he only increased his price \$15 in that whole time. Using his services saved us an enormous amount of money, however it is not realistic to expect someone else to paint the units for the same price.

If we decide to start doing the painting ourselves, with the amount of turnover we have, we will have to hire a part time maintenance employee to get everything done. Because of this, we are recommending acceptance of the quote from Rochford Construction. We have worked with them before and they meet all other requirements.

**REQUESTED ACTION:** Approve the purchase of portable cameras for use at the Terraces

**Comments:** The past several years we have been using different types of portable cameras to help manage the North and South Cedar Terrace complexes. We are currently utilizing game cameras, which are not ideal. They do not provide continuity, just snap shots in time. For instance, we have an apartment where we are getting complaints from other residents because of the activity in and out of the apartment. We have one of the game cameras installed to watch the activity, but the memory card needs to be changed frequently and they run on batteries which need to be monitored and changed. The pictures we are getting show that there are a lot of people going in and coming out of the apartment but not enough detail to know if they are staying for long periods of time. If we are going to terminate the lease, we will need more concrete proof to use against the resident if it were to go to court.

Portable Alert, a company out of Waukon has developed a portable camera that we think will work for the applications we would need it for. The camera is part of self-contained unit. At South Cedar Terrace we can locate the unit in the furnace room and mount the camera outside. At North Cedar Terrace we would have to get creative to find a place to plug the unit in. The only drawback to it is that we would need to pay for wi-fi service. We are also hoping that in the future we will be able to incorporate some sort of alarm that will alert us to smoking in the units. It is sad that we can't operate on the honor system with the residents, but it has become apparent that we can't.

Portable Alert is working on an estimate for us and we do not know what the cost is yet. We have asked for an estimate for two cameras. We will be able to discuss the costs at the meeting.