

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

July 16, 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://us02web.zoom.us/j/2992129646>,

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 June 18, 2020..... 1-3
- IV. Approval of Bills for July 2020 4
- V. Communications 5-8
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Funding Shortfall
 - 4. COVID-19/Office Updates
 - 5. Morningside Land Sale
 - 6. Section 8 Funding/Utilization
 - 7. Monthly Rental Status Update
 - 8. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 9-13
 - 2. Discuss Purchase of Window A/C Units..... 14
- VIII. Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, August 20, 2020, 7:00 a.m., CCHRA Office.

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 18, 2020 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of May 21, 2020. Diers made a motion and Klemesrud seconded the motion to approve the minutes of May 21, 2020 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen pointed out some non-routine payments and explained that the number of bills being paid was higher this month to try to get payments made before year-end. Miller made a motion and Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$169,052.45. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including updates on capital improvement and maintenance, the Rehab Program, reasonable accommodation requests, changes to office procedures, raised garden beds for residents, and program funding and utilization. No action was necessary.

Old Business. None

New Business.

Review Operating Reports. The Operating Reports for the Month Ended May 2020 were reviewed. Nielsen noted that with the budget revisions there would not be issues going over budget. Item was informational and no action was required.

Approve Resolution No. 06-20, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. This list was revised to remove an account from the original listing. Nielsen explained that HUD recommends writing off all debt that we determine as uncollectible because keeping the uncollectible debt on the books has a negative impact on our financial score. She also explained that collection efforts will continue. The Iowa Offset program was also discussed, and Nielsen stated that to date the agency has recovered about \$5,500 from the offsets. Diers made a motion, and Farnham seconded the motion to approve Resolution No. 06-20. Roll call vote: Ayes: Kiers, Klemesrud, Heyer, and Farnham. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-20, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that there were no assets removed from service during the year. Nielsen explained that the resolution was necessary to show that the HUD requirement had been met. Klemesrud made a motion, and Diers seconded

the motion to approve Resolution No. 07-20. Roll call: Ayes: Klemesrud, Diers, Farnham, and Heyer. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 08-20, Updates to Utility Allowances. Nielsen discussed with the board the requirements to update the allowances and compared the new allowances with the existing ones. Nielsen explained to the board that who would be affected by the change depends on whether the rent is above or below the payment standard. In addition, Nielsen reviewed which public housing units were affected by the change and that they were given an opportunity to comment on the changes. Nielsen explained that the proposed changes would go into effect on August 1. Diers motioned to approve Resolution 08-20 to update the utility allowances. The motion was seconded by Farnham. Roll call: Ayes: Heyer, Farnham, Klemesrud, and Diers. Nays: None. Motion carried on roll call vote.

Set Public Hearing for the Sale of Vacant Land. Nielsen discussed the requirement to hold a public hearing to allow the public the opportunity to review and comment on the application to HUD to dispose of the property. The hearing was set for July 16, 2020.

Contract Award for Painting. Nielsen informed the Board that the painting contractor retired after 18 years and told the board that three different contractors were asked for proposals to provide painting services. Nielsen explained that because they needed to be registered with the State as Lead Safe Renovators there were not many painters to choose from. The Board discussed the cost of painting versus the low fee that the old painter charged. Nielsen requested that they approve the proposal and contract and state that the agency would have to hire another maintenance person to do the painting if there were no contractor to do the work. Nielsen also said that Rochford Construction was the contractor who painted the electrical boxes and they were great to work with. Farnham made a motion to take award the contract to Rochford Construction. Klemesrud seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Purchase of Portable Cameras. Nielsen explained that sometimes there are issues at the Terraces which required cameras to gain control of and that the game cams which were currently being used don't provide the detail needed for an eviction. Nielsen proposed the purchase of two portable cameras from Portable Alert LLC from Waukon, they have patented a camera that will work for what we need it for. The cost of each camera is \$950 plus installation costs. Nielsen said that the only negative is the need for a mobile hotspot and monthly subscription to cloud storage, but it would only be about \$60 a month. Diers motioned to approve the purchase of the cameras and it was seconded by Farnham. Ayes: 4, Nays: 0, Motion carried.

Director's Report. Nielsen discussed an incident which had taken place over the weekend that resulted in a search warrant being executed and as a result of the warrant there were corrective actions being taken against the residents.

Being no further business, Klemesrud moved, Diers seconded the motion to adjourn. Ayes: 4
Nays: 0. The meeting adjourned at 7:58 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 July 2020

Customer	Description	Amount
Arnold Motor Supply	maintenance	67.56
Business Card	back up service,	
Catherine Marie Ott	office cleaning	480.00
CenturyLink	phone bill	160.96
Charles City Press	advertising	
City of Charles City	water/sewer/URP/S8 inspections	193.50
HAPS	July HAPS	73,068.60
Herron's Band Box, Inc.	carpet cleaning @ MS	219.21
Hockenson Plumbing	maintenance repairs	847.68
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Iowa Surveillance Team	security cameras and service	12,144.83
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisen's purchase for maintenance	50.27
Kwik Trip, Inc.	fuel	67.73
Larson Printing Co.	envelopes	196.95
LEAF	copier lease	241.64
Mediacom	internet for security cameras	162.68
Mid American Energy	electric/gas/URP	6,448.20
Petty Cash	replenish fund	8.25
Plunkett's Pest Control	pest control treatment	1,400.00
Reserve Account	postage for meter	750.00
Schueth Ace Hardware	maintenance items	337.35
Sherwin Williams	paint	336.12
Short Elliott Hendrickson, Inc.	project fees	10,891.55
Staples Advantage	office items	139.08
Stock Glass	window repairs	652.50
Superior Lumber	maintenance items	44.62
T-J Service	maintenance repairs	119.97
The PI Company	work verifications	125.00
True Green	lawn treatment	796.00
US Cellular	cell phone	
Veenstra & Kimm, Inc.	survey fees	
		111,240.25

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 at North Cedar Terrace, but they should be done soon. The parking lot overlay at South Cedar Terrace is finished and lot repairs at Morningside are complete. Some of the work for the three parking lots at North Cedar Terrace has started. We are working out some questions with the design on the expansion of the lot by the Foster Grandparent Office. The two sidewalks requested as a reasonable accommodation at North Cedar Terrace have been approved and will be completed soon also. The only remaining part of the project not complete is the sidewalk grinding.

All other projects are still on hold.
2. Rehab Update. The third and fourth projects are close to being completed and are about 95% complete. The sixth homeowner has been able to meet the eligibility requirement for the program, we just need to get third party verifications. It is our hope to have the final two projects verified by the end of July.
3. Funding Shortfall. Looking at our numbers for July 1st, it looks like we may still be in a shortfall situation by the end of the year. We have another triage conference call with HUD on the 27th 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. In addition, we are billing for any incoming portable vouchers. 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. HUD has indicated that there will be some COVID-19 supplemental funds available soon. If that is the case, the additional funding will take us out of shortfall.
4. COVID-19/Office Updates. Day to day business is almost back to normal. Due to the increased cases of COVID-19 we have decided to leave the office closed with no anticipated re-open date. Even though HUD has waived the requirement for the next year, we have resumed public housing inspections with safety protocol in place. We want to avoid the accumulation of deferred maintenance. The situation will be assessed regularly, and we will plan accordingly. HUD has also extended the regulatory waivers that were put in place until December 31, 2020. In most cases this will not affect us since we have not adopted many of them.
5. Morningside Land Sale. We have had to push the hearing date back to the August Board Meeting on the 20th. The complete application must be available to the public and we don't have the Survey back yet. Veenstra & Kimm are completing the survey and they are anticipating having it complete within the next week. The only other set-back is the application itself. It must be completed on-line and the system has a few glitches which has caused repeated attempts to enter the information.
6. Section 8 Funding/Utilization. See attachment for utilization.

7. Monthly Rental Status Update.

Month of June 2020	Total Leased 6/1/20	New Leases	Removed Or Moved	Total Leased 7/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	127	5	0	132	N-50	N-0	N-0
					S-66	S-3	S-3
Morningside 16 Units	16	0	1	15	47	6	7
Section 8 197 Units	190	0	4	186	217	0	0

Declined Assistance (7) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ()
 Voucher Expired (3) Purged () Terminations: PH (1) S8 (1)

8. End of Participation Tracker. See attachment

HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
HUD Held													
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		
7	CY 2019								CY 2019				
8	January	\$25,193	140	\$63,602	\$49,861	\$38,934	\$38,974	\$85,696	\$60,216	\$63,602	\$82,310		
9	February	\$38,974	141	\$63,602	\$49,354	\$53,222	\$849	\$82,310	\$60,216	\$63,602	\$78,924		
10	March	\$54,071	137	\$58,766	\$48,418	\$64,419	\$273	\$78,924	\$60,216	\$58,766	\$80,374		
11	April	\$64,692	135	\$58,766	\$47,332	\$76,126	\$63	\$80,374	\$60,216	\$58,766	\$81,824		
12	May	\$76,189	135	\$51,577	\$47,461	\$80,305	\$1,045	\$81,824	\$60,216	\$51,577	\$90,463		
13	June	\$81,350	138	\$27,472	\$48,653	\$60,169	\$395	\$90,463	\$60,216	\$27,472	\$123,207		
14	July	\$60,564	138	\$51,708	\$52,758	\$59,514	\$83	\$123,207	\$60,216	\$51,708	\$131,715		
15	August	\$59,597	144	\$51,708	\$52,997	\$58,308	\$145	\$58,453	\$60,216	\$51,708	\$140,223		
16	September	\$58,453	148	\$48,410	\$52,708	\$54,155	\$141	\$54,296	\$60,216	\$48,410	\$152,029		
17	October	\$4,296	158	\$48,410	\$55,970	\$46,736	\$247	\$46,983	\$60,216	\$48,410	\$163,835		
18	November	\$46,983	161	\$12,200	\$57,653	\$1,530	\$103	\$163,835	\$60,216	\$12,200	\$211,851		
19	December	\$1,633	166	\$60,219	\$60,423	\$1,429	\$153	\$211,851	\$60,216	\$60,219	\$211,848		
20	Total			\$596,440	\$623,588		\$3,537		\$722,592	\$596,440			
21													
22	CY 2020								CY 2020				
23	January	\$1,582	174	\$64,757	\$64,626	\$1,713	\$123	\$211,848	\$51,966	\$64,757	\$199,057		
24	February	\$1,836	179	\$65,257	\$65,780	\$1,313	\$265	\$199,057	\$51,966	\$65,257	\$186,766		
25	March	\$1,578	182	\$68,706	\$68,824	\$1,460	\$617	\$186,766	\$51,966	\$68,706	\$169,026		
26	April	\$2,077	187	\$72,231	\$73,492	\$816	\$1,192	\$169,026	\$51,966	\$72,231	\$148,761		
27	May	\$2,008	191	\$72,931	\$73,269	\$1,670	\$1,685	\$148,761	\$51,966	\$72,931	\$127,796		
28	June	\$3,355	190	\$72,596	\$73,793	\$2,158	\$344	\$127,796	\$51,966	\$72,596	\$107,166		
29	July	\$2,502	186	\$71,214	\$72,906	\$810		\$107,166	\$51,966	\$71,214	\$87,918		
30	August	\$810		\$67,906		\$67,906	\$67,906	\$87,918	\$51,966	\$67,906	\$72,788		
31	September	\$67,906		\$67,906		\$67,906	\$67,906	\$72,788	\$51,965	\$0	\$124,753		
32	October	\$67,906		\$67,906		\$67,906	\$67,906	\$124,753	\$51,965	\$0	\$176,718		
33	November	\$67,906		\$67,906		\$67,906	\$67,906	\$176,718	\$51,965	\$0	\$228,683		
34	December	\$67,906		\$67,906		\$67,906	\$67,906	\$228,683	\$51,965	\$0	\$280,648		
35	Total			\$554,788	\$492,690		\$3,537		\$623,588	\$554,788			

END OF PARTICIPATION
TRACKER
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING													0
ZERO HAP													0
MUTUAL RECISION													0
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED	1												1
PORT-OUT SEARCHING													0
DECEASED	1												1
MOVED IN VIOLATION													0
EVICTED													0
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW	1												1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
TOTALS	4	0	4										
PUBLIC HOUSING													
LEFT IN GOOD STANDING													0
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS	1												1
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
TOTALS	1	0	1										

MEETING DATE: 7/16/20

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: June 2020 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	1,413.83	42,886.45	61.27	27,113.55
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	116.56	4,039.58	100.99	39.58-
173-532-4506	DWELLING RENT-PUBLIC HOUSING	515,000.00	44,621.00	520,015.11	100.97	5,015.11-
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	817.75	10,391.50	86.60	1,608.50
173-532-4518	BAD DEBT COLLECTIONS	2,000.00	571.00	726.00	36.30	1,274.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	15.04	1,400.34	70.02	599.66
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	19,590.00	247,647.00	112.57	27,647.00-
	PUBLIC HOUSING TOTAL	825,000.00	67,145.18	827,105.98	100.26	2,105.98-
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	7,051.06	94,935.75	101.49	1,395.75-
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	430.99	6,001.40	82.11	1,307.60
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	665.62	8,961.55	99.36	57.45
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	7,264.00	46,084.00	98.24	824.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	3,348.60-	901.04	257.44	551.04-
173-532-6152	DENTAL INSURANCE	.00	34.55	424.83	.00	424.83-
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	298.00	9,673.62	80.61	2,326.38
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	2,233.36	22,050.99	63.00	12,949.01
173-532-6371	UTILITIES - PUBLIC HOUSING	60,000.00	9,519.91	63,526.08	105.88	3,526.08-
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,517.71	18,882.66	99.38	117.34
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	27,000.00	2,182.48	27,332.31	101.23	332.31-
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	5,000.00	335.00	3,684.50	73.69	1,315.50
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	41,146.00	.00	38,876.05	94.48	2,269.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	406.00	3,690.20	92.26	309.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	239.85	2,890.22	82.58	609.78
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	90,000.00	13,025.38	49,074.87	54.53	40,925.13
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	4,955.72	36,525.81	66.41	18,474.19
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	105,000.00	1,825.07	71,073.76	67.69	33,926.24
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	13,273.58	28,083.58	70.21	11,916.42
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	.00	36,041.62	36.04	63,958.38
	PUBLIC HOUSING TOTAL	809,127.00	61,909.68	613,828.32	75.86	195,298.68

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	6,154.86	84,487.25	99.40	512.75
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	458.36	6,416.86	93.20	468.14
173-536-6130	IPERS - PH MAINT	8,496.00	584.02	7,852.54	92.43	643.46
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	9,804.12	99.06	92.88
173-536-6151	LIFE INS - PH MAINT	176.00	17.22	189.12	107.45	13.12-
173-536-6152	DENTAL INSURANCE	240.00	8.61	247.06	102.94	7.06-
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	8,040.08	114,316.73	94.69	6,405.27
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	371,000.00	305,667.09	305,667.09	82.39	65,332.91
	TRANSFERS IN/OUT TOTAL	371,000.00	305,667.09	305,667.09	82.39	65,332.91
	PUBLIC HOUSING TOTAL	465,849.00-	308,471.67-	196,656.16-	42.21	269,192.84-

REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	3,500.00	92.21	2,983.91	85.25	516.09
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	6,136.00	2,969.50-	6,536.50	106.53	400.50-
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	72,596.00	689,133.00	91.88	60,867.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	6,885.00	109,960.00	99.96	40.00
174-533-4518	BAD DEBT COLLECTIONS	3,000.00	3,265.00	3,265.00	108.83	265.00-
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	433.00	43.30	567.00
	SECTION 8 VOUCHER TOTAL	874,636.00	79,868.71	812,708.41	92.92	61,927.59
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	3,228.08	38,876.48	96.98	1,212.52
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	199.96	2,483.34	79.01	659.66
174-533-6130	IPERS -SECTION 8	3,879.00	304.72	3,677.24	94.80	201.76
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	19,964.52	99.31	138.48
174-533-6151	LIFE INS - SECTION 8	160.00	14.32	171.91	107.44	11.91-
174-533-6152	DENTAL INSURANCE	158.00	15.27	173.67	109.92	15.67-
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	1,856.00	13,689.00	91.26	1,311.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,702.00	300.00	3,967.50	84.38	734.50
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	721.00	13,863.08	115.53	1,863.08-
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	16,763.00	104.77	763.00-
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	488.00	5,661.00	94.35	339.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	5,750.25	88,496.90	36.87	151,503.10
174-533-6445	HC VOUCHER PAY-SEC 8	885,000.00	64,608.00	631,858.00	71.40	253,142.00
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	305.15	2,870.40	57.41	2,129.60
	SECTION 8 VOUCHER TOTAL	1,261,689.00	80,748.46	844,661.88	66.95	417,027.12
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	10,000.00	10,000.00	100.00	.00

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REVENUE & EXPENSE REPORT
CALENDAR 6/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	10,000.00	10,000.00	10,000.00	100.00	.00
	SECTION 8 VOUCHER TOTAL	397,053.00-	10,879.75-	41,953.47-	10.57	355,099.53-

REQUESTED ACTION: Discuss purchase of "through the wall" air conditioners for North and South Cedar Terrace.

Comments: Apartments 1-128 do not have a central air conditioning. Air conditioner sleeves have been installed in the wall in the living room of each unit. The tenants are required to supply their own A/C units if they want them. This has worked for many years; however, the new A/C units are being manufactured with side venting instead of the back. The existing sleeves do not provide adequate air flow and ventilation for the new units.

Two years ago, when we installed the new replacement windows at South Cedar Terrace, we revised the lease to no longer allow the units to be placed in the kitchen windows. All the windows at North Cedar Terrace are sliders so the A/C units will not work in them either. We spoke with a local retailer who has done some research for us regarding other options. What they found is that there is a unit manufactured specifically for a "through the wall" application. Unfortunately, these units are twice the cost of the regular units. Requiring the residents to purchase these units would be a hardship for many of them.

That does not leave us with many options. We investigated installing mini split units and this would cost about \$700,000 for all 128 units. We also looked at trying to install forced air furnaces and central air units in the attics. However, there are many firewalls and other framing and structure which would prohibit running the ducts. In addition, this would also be very expensive. The only viable option that we have been able to come up with is to purchase the units and install them in the sleeves in all 128 units with an estimated cost of \$70,000.

The proposed units are an 8,000 BTU unit with a one-year warranty. The expected life with normal usage is 10-15 years. We were told that there were two things that would dramatically reduce the life of the units. One is smoking in the apartments the second is using them when the temperatures are too low outside. We could increase the fee charged for smoking in the units from \$250 to \$500 or actual damage whichever is less to help offset the cost of replacing a unit. It may also be more of an incentive not to smoke in the apartments. Running the units when it is too cold outside would be more difficult to monitor but is also is not as damaging to the units as smoking.

Another option would be to let the residents install their own units into the kitchen windows. However, if they are not installed properly, the windows could be damaged, and they may not drain properly and cause water damage. This also does not solve what to do about North Cedar Terrace. We asked if more ventilation could be cut into the sleeves and not enough of it extends beyond the exterior wall.

Since this expense has not been budgeted, we talked about installing them as people move in, but this would be hard to track. We also talked about doing about 20 year which would be about \$10,000 for the next 6 – 7 years. We could also do South Cedar Terrace one year and North Cedar Terrace the next. Both options could be expensed under our operating budget but would require a more complex procurement process. The easiest would be to do a budget revision under the 2020 Capital Fund or wait until 2020. Either way we will have to include it in a public hearing.

So, at this point we need to decide which option, if any, we would like to choose .