

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

November 19, 2015, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of October 15, 2015..... 1
- IV. Approval of Bills for November 2015..... 2
- V. Communications..... 3-6
 - 1. Capital Fund Program Update
 - 2. Snow Removal
 - 3. Section 8 Funding
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business - None
- VII. New Business
 - 1. Review Operating Reports..... 7-10
 - 2. Extend Contract with Marco for Equipment Support..... 11
- VIII. Closed Session
 - 1. Go into closed session to discuss potential litigation
- IX. Executive Director's Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, December 17, 2015
7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
MINUTES

October 15, 2015 7:00 a.m.

Members Present: Jeremy Heyer, Stewart Coulson, Carol Tyler, and Eric Miller. Absent: Jenna Haglund. Others present: Heidi Nielsen, staff.

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

Approve Minutes of September 17, 2015. Coulson moved, Miller seconded the motion to approve the minutes of September 18, 2014. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$66,155.39. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Review Financial Reports. Operating reports for September 2015 were reviewed. There were no concerns or questions. No action was necessary.

Consider Approval of Resolution 11-15 to Approve Payment Standards. HUD's new Fair Market Rents for 2015/2016 and the current and proposed Payment Standards were presented and discussed. Staff made a request to increase the Payment Standards as presented pending HUD's release of the final Fair Market Rents. Miller moved to approve Resolution 11-15 to revise current Payment Standards. Coulson seconded the motion. Motion carried on roll call vote: Ayes: Heyer, Miller, Coulson, and Tyler. Nays: None. Motion carried on roll call vote.

Consider Approval of Resolution 12-15 to Set New Flat Rents. Nielsen reviewed the requirement to set the flat rents at 80% of the Fair Market Rents. The different rents were reviewed and discussed. Coulson moved to approve Resolution 12-15 to accept revised flat rents as presented. Tyler seconded the motion. Motion carried on roll call vote: Ayes: Tyler, Coulson, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Executive Director's Report.

The board was told that once the matter under litigation was resolved the matter would be discussed in closed session. In addition, Nielsen informed the board that the Procurement/Section 3 training in Kansas City had been cancelled.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 November 2015

Customer	Description	Amount
Business Card	hotel expense @ training, back up service	149.37
C.Naber & Associates	accounting fees	395.00
Cedar Valley Printing	envelopes/letter head	471.00
CenturyLink	phone service	178.17
Charles City Press	snow removal hiring ad	638.26
Cintas	rug service	187.26
City of Charles City	water/sewer/URP/S8 inspections	3,346.44
City of Charles City	postage	110.31
Foxen Floors & More	carpet	433.39
GE Capital	copier lease	252.02
HAPS	Nov. HAPS	48,648.56
Iowa Department of Transportation	fuel	284.29
Iowa Division of Labor	boiler inspections	1,360.00
Jendro Sanitation	trash service	611.00
Linderman Heating & Air, LLC	maintenance	2,273.22
Michaels Band Box	carpet cleaning service	458.84
Mid American Energy	electric/gas/heat/URPS	4,300.42
Noah, Smith & Schuknecht, P.L.C.	legal fees	680.00
Pitney Bowes	meter lease	54.09
Quality Auto Service	truck repair	17.25
Reserve Account	prepaid postage amount	750.00
Schueth Ace Hardware	maintenance items	826.86
Stock Glass	glass window repair	115.80
Superior Lumber	maintenance items	378.28
T-J Service	maintenance items	444.95
US Cellular	cell phone bill	72.17
Waggoner & Wineinger Architects, Inc.	capitol fund payment	545.00
Watertight Construction	siding fascia repair @ morningside	56.00
Watertight Construction	payment for morningside siding project	80,516.00
YARDI	criminal background checks	73.50
YARDI	criminal background checks	52.50
		148,679.95

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The painting and siding projects are completed and closed out. We have a time schedule for the work on the handicap units. If we are successful with the bidding this time, we should have the work finished by March 2016. The bids will be due on December 14th so we will have them to review at the December meeting. We also have finally gotten approval on all of the paperwork for our 2015 Capital Fund. So now we have access to that funding as well.
2. Snow Removal. We had talked about contracting for snow removal this year. However, after discussing this with the City, we have decided to hire seasonal employees again this year. It looks like we will have four people hired for snow removal.
3. Section 8 Funding Update. See attachments
4. **Monthly Rental Status Update.**

Month of October 2015	Total Leased 10/1/15	New Leases	Removed Or Moved	Total Leased 11/1/15	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	3	1	132	28	2	3
Morningside 16 Units	16	0	2	14	7	4	2
Section 8 197 Units	151	13	11	153	27	18	4

Declined Assistance (3) Over Income (1) Denied (1) Insufficient Address (3)
 Did not attend Briefing/Information Not Returned (1) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH (2) S8 (6)
 Port Out: (1)

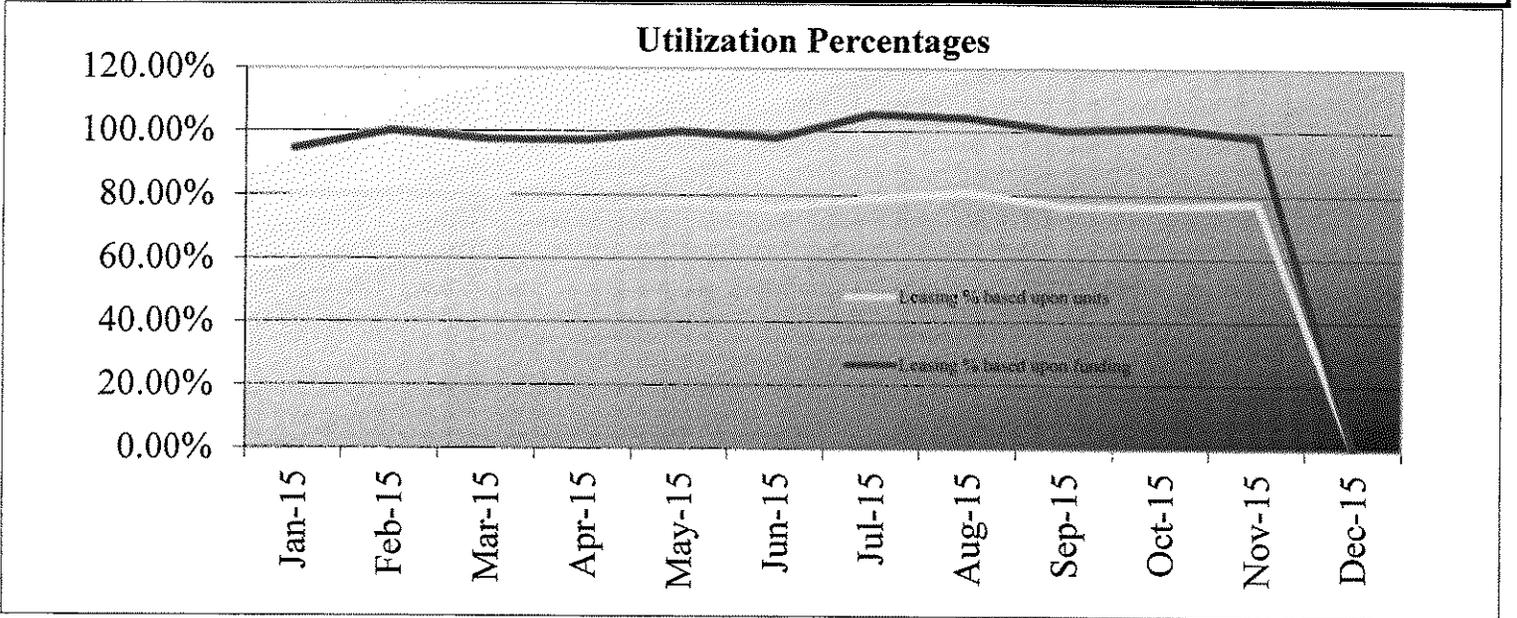
5. End of Participation Tracker. See attachment

HCV HAP Spending Projection

	C	D	E	F	G	H	I	J	K	L	M	N
	HUD Held											
	NRA											
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14 NRA	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/14	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)		
PHA#	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
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	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-15	197	157	79.70%	\$ 45.50	\$ 49,010	\$ 46,341	94.55%	\$ 295.17
Feb-15	197	158	80.20%	\$ 146.50	\$ 49,010	\$ 49,097	100.18%	\$ 310.74
Mar-15	197	157	79.70%	\$ 147.50	\$ 49,010	\$ 47,822	97.58%	\$ 304.60
Apr-15	197	150	76.14%	\$ 1,030.50	\$ 49,010	\$ 47,684	97.29%	\$ 317.89
May-15	197	153	77.66%	\$ -	\$ 49,010	\$ 49,003	99.99%	\$ 320.28
Jun-15	197	150	76.14%	\$ 417.00	\$ 49,010	\$ 48,019	97.98%	\$ 320.13
Jul-15	197	156	79.19%	\$ -	\$ 49,010	\$ 51,695	105.48%	\$ 331.38
Aug-15	197	159	80.71%	\$ 10.00	\$ 49,010	\$ 51,161	104.39%	\$ 321.77
Sep-15	197	151	76.65%	\$ 85.00	\$ 49,010	\$ 49,196	100.38%	\$ 325.80
Oct-15	197	151	76.65%	\$ 116.00	\$ 49,010	\$ 49,666	101.34%	\$ 328.91
Nov-15	197	153	77.66%	\$ -	\$ 49,010	\$ 48,245	98.44%	\$ 315.33
Dec-15	197		0.00%	\$ -	\$ 49,011	\$ -	0.00%	\$ -
YTD	2,364	1,695	71.70%	\$ 1,998.00	\$ 588,121	\$ 537,929	91.47%	\$ 317.36



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2015:	\$ 96,452
HAP Funding YTD:	\$ 588,121
HAP Expenditures YTD:	\$ 537,929
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,998
Current Remaining NRA / Prog Reserve:	\$ 148,642
Current Monthly Funding (a)	\$ 49,010
Current Average HAP Payment (b)	\$ 317
# of Units the Current Monthly Funding Would Support (a)/(b)	154
# of Units Currently Leased	153
Excess Units Leased, Current Month	(1)
Current Year-to-Date Funding (a)	\$ 588,121
Current Year-to-Date Average HAP Payment (b)	\$ 317
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,853
# of Unit-Mos Leased Year-to-Date	1,695
Excess Unit-Mos Leased, Year-to-Date	(158)
Estimate of next years funding:	
YTD HAP expense	\$ 537,929
Months to date	11
Average Monthly HAP Expense	\$ 48,903
Estimated 2016 HAP Funding at 100%	\$ 48,903
Number of Units Supported at 100%	161

END OF PARTICIPATION
TRACKER
2015-2016

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2	1	3	1								7
ZERO HAP		1											1
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING			1		1								2
PORT-OUT ABSORBED			1										1
PORT-OUT SEARCHING	1		3		2								6
DECEASED	1		1										2
MOVED IN VIOLATION			2	1	2								5
EVICTED		2											2
UNAUTHORIZED LIVE-IN				1	1								2
VIOLATION OF FAMILY OBLIGATION			2		1								3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW					2								2
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			1		1								2
TOTALS	2	5	12	5	11	0	32						
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	1	1	2	1								9
DECEASED													0
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS			1		2								3
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													0
UTILITIES DISCONNECTED													0
TOTALS	5	1	2	2	3	0	10						

MEETING DATE: 11/19/15

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The October 2015 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 10/2015, FISCAL 4/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	24,500.00	2,305.25	9,302.03	37.97	15,197.97
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	1.34	581.33	14.53	3,418.67
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	42,999.76	164,075.21	33.48	325,924.79
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	623.00	4,030.00	42.42	5,470.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	639.25	4,106.75	30.42	9,393.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	225.75	3,296.47	164.82	1,296.47
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	16,420.00	65,024.00	36.12	114,976.00
	PUBLIC HOUSING TOTAL	723,500.00	63,214.35	250,415.79	34.61	473,084.21
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	84,107.00	6,151.44	28,122.57	33.44	55,984.43
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,587.00	413.01	1,904.85	28.92	4,682.15
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	549.33	2,511.37	32.66	5,177.63
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,498.79	9,995.16	33.33	19,989.84
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.96	103.84	34.61	196.16
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	.00	197.00	7.50	2,428.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	14.68	2.45	585.32
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	742.50	375.65	7.51	4,624.35
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	818.23	3,456.59	8.64	36,543.41
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	4,144.49	17,096.20	37.99	27,903.80
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,476.21	5,571.49	30.95	12,428.51
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,929.80	7,441.54	31.01	16,558.46
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	190.51	1,080.51	27.01	2,919.49
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,500.00	.00	1,040.93	41.64	1,459.07
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	252.02	1,008.08	34.76	1,891.92
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	24,000.00	883.82	5,232.21	21.80	18,767.79
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	213.72	10.69	1,786.28
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	35,483.15	104.36	1,483.15
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	82.00	8.20	918.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	597.21	5,988.92	23.96	19,011.08
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	4,228.56	19,102.42	25.47	55,897.58
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	494,293.00	23,416.88	146,022.88	29.54	348,270.12
173-536-6010	SALARY - PH MAINT	75,190.00	5,770.54	26,525.05	35.28	48,664.95
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	242.13	1,337.29	43.14	1,762.71

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 10/2015, FISCAL 4/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,989.00	433.49	2,025.54	33.82	3,963.46
173-536-6130	IPERS - PH MAINT	6,991.00	536.93	2,488.11	35.59	4,502.89
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	5,540.20	33.33	11,080.80
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	33.48	33.48	66.52
173-536-6160	WORK COMP - PH MAINT	1,890.00	.00	.00	.00	1,890.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	16.36	2.97	533.64
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	110,881.00	8,376.51	38,416.03	34.65	72,464.97
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	118,326.00	31,420.96	65,976.88	55.76	52,349.12

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 10/2015, FISCAL 4/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	300.00	72.80	369.67	123.22	69.67-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	231.00	421.00	9.36	4,079.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	52,729.00	203,999.00	34.00	396,001.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,527.00	28,604.00	31.78	61,396.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	264.00	747.00	74.70	253.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	696,800.00	59,823.80	234,140.67	33.60	462,659.33
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	36,046.00	2,888.35	13,077.57	36.28	22,968.43
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	195.82	892.69	32.38	1,864.31
174-533-6130	IPERS -SECTION 8	3,219.00	257.93	1,167.83	36.28	2,051.17
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,665.86	6,663.44	33.33	13,326.56
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	69.23	34.62	130.77
174-533-6160	WORK COMP - SECTION 8	1,764.00	.00	.00	.00	1,764.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	9.79	2.45	390.21
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	.00	.00	1,500.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,529.00	5,990.00	39.93	9,010.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	1,070.00	30.57	2,430.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	663.00	2,838.50	28.39	7,161.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	48,276.56	196,961.35	32.83	403,038.65
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	.00	.00	5,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	683.41	22.78	2,316.59
	SECTION 8 VOUCHER TOTAL	702,676.00	55,713.83	229,423.81	32.65	473,252.19
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	5,876.00-	4,109.97	4,716.86	80.27-	10,592.86-

REQUESTED ACTION: Approve new contract with Marco for service and support on printers.

Comments: We currently have a contract with Marco for support, service and supplies on two of our printers. Our two other printers were purchased several years ago from a different vendor. We currently need to replace three of the four printers and Marco is proposing bundling all four of them together under one contract for service, support, and supplies.

The new contract includes parts, labor, mileage, drums, toner, and developer on all four of the printers, which includes three new printers. In addition, the contract includes 1,450 black and white copies per month with overages being charged at \$0.036 per copy, and 100 color copies per month with overages being charged at \$0.02 per copy. The amount included in the contract are the approximate monthly usage; so there shouldn't be much overage. The total monthly amount under the new contract is \$69.20 per month. The old contracts were structured differently. We were charged a higher per copy cost, which included service and supplies. So our monthly fee varied depending on usage. So this makes the two contracts hard to compare.

The three new printers being purchased are two black and white laser printers to replace Stacy's and Heidi's printers, and one color printer. The cost for all three printers are \$975.45. If, within three years of installation, we have issues with the printers they will be replaced without an additional fee. The cost of the printers also includes delivery, installation, initial supplies and training. All four of the printers will be connected to the network. The two printers that are located up front in Julie's area are used by all three of us to print the things we need in color and on letterhead with envelopes. The printers in Heidi's and Stacy's offices are only used by them. If we have any large print jobs, we send them to the copier to print.