

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

May 15, 2014, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of April 17, 2014 1-2
- IV. Approval of Bills for May 2014 3
- V. Hearing –Agency Plan 4
 - 1. Open Hearing
 - 2. Filing of Affidavit of Publication – 03/31/2014
 - 3. Written Comments or Objections _____
 - 4. Oral Comments or Objections _____
 - 5. Motion to Close Hearing _____ Second _____
Vote: Ayes: _____
Nayes: _____
- VI. Communications 5-8
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Physical Needs Assessment
 - 4. PHAS
 - 5. Foster Grandparents Office
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VII. Old Business
- VIII. New Business
 - 1. Review Financial Reports 9-12
 - 2. Discuss New Flat Rent Requirements. 13
 - 3. Discuss Parking Complaints at South Cedar Terrace 14
 - 4. Approve Purchase of Fire-Proof File Cabinets 15
- IX. Move to Adjorn

Next regular meeting scheduled for Thursday, June 19, 2014
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 17, 2014 7:00 a.m.

Members Present: Jill Streich, Jeremy Heyer, and Susan Andersen, and Trey Becker. Absent: Chris Huxsol . Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Becker called the meeting to order at 7:00 a.m.

Public Comment. None

Amend-Approve Minutes of March 20, 2014. On motion by Heyer and second by Andersen, the minutes of March 20, 2014 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Board member Streich arrived at the meeting.

Approval of Bills. Streich moved, Heyer seconded the motion to approve payment of the revised bill listing totaling \$74,836.30. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2014 were presented to the board for their review. Nielsen stated that is isn't necessary to prepare any budget amendments except for the 2012 Capital Fund Program. The information was sent to City Hall for Council approval. No board action is necessary.

Approve Resolution 04-14 Accepting Public Housing Budget for FYE 06/30/2015. The proposed budget was provided to the board for review. Nielsen explained that this budget is that same budget that was approved for the City. The City's budget must be changed to conform to HUD requirements; however, the bottom line is the same. HUD requires board approval by resolution. Streich made a motion to approve Resolution 04-14, and Heyer seconded the motion. Roll Call Ayes: Heyer, Andersen, Streich, and Becker, Nays: 0. Motion carried on roll call vote.

Discuss Contract with YMCA. Nielsen reviewed the history behind the YMCA contract. The residents YMCA usage was also reviewed. Nielsen requested the boards input on researching different funding options to be able to provide the memberships to the residents. All were in agreement that in lieu of securing the necessary funding, the residents should be directed to contact the YMCA to inquire about the scholarships that they offer. No board action is necessary.

Discuss Request Made by Tenant to Landscape Area By Apartment. Streich had to leave early but upon leaving expressed objections to allowing the landscaping citing liability that it would create. The remaining board members agreed that small flower gardens are reasonable but installation of more permanent landscaping creates too many liability and maintenance issues and should not be allowed. Andersen was asked her opinion as a resident and she agreed adding that she would like to have a small flower garden by her unit since there wasn't anything but bare dirt. Nielsen told her that type of landscaping is acceptable.

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

Charles City Housing and Redevelopment Authority

Trey Becker, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 May 2014

Customer	Description	Amount
Bluhms Cedar Valley Electric	electrical service	1,512.72
Business Card	NAHRO hotel, back up service	
C.Naber & Associates	accounting fees	375.00
CenturyLink	phone service	174.50
Charles City Press	legal notice	47.64
Chrystal McCalister	deposit refund minus water bill	117.95
Cintas	rug service	127.67
City of Charles City	water bill for C. MCCalister	82.05
City of Charles City	water/sewer/URPS/S8 Inspections	3,656.66
Don's Repair	tractor maintenance	92.51
GE Capital	copier lease	230.51
Happy Software	software support fee	5,011.00
HAPS	May1 payments	46,343.12
Iowa Department of Transportation	fuel	199.36
Jeanne Rowe	tenant referral	50.00
Jendro Sanitation	trash service	401.00
Jeremiah Ferch	refund over payment from IA offset	40.00
LaVonne Ohrt	security deposit refund	216.01
Linderman Heating & Air, LLC	boiler maintenance	60.00
Mehmen's Painting	painted #13 & #51	375.00
Mid American Energy	electric/gas/urp	8,084.98
Nelrod Company	1st payment on Needs Assessment	3,466.34
Our Brothers Keeper	refund of sec. deposit pd for tenant	50.00
Pitney Bowes	meter lease	47.74
Pitney Bowes Supplies	ink/moistener kit	78.18
Purchase Power	postage	300.00
Randy Ferch Sr.	pet deposit refund	50.00
Reliable Office Supplies	paper	199.42
Ron's Plumbing	maintenance	66.70
Schueth Ace Hardware	maintenance items	344.07
Shelia Wiles	security deposit refund	150.00
Sherwin Williams	paint supplies	15.64
Sisson & Associates	addtl insurance due from audit	241.00
Stacy Cleveland	meal reimbursement	23.06
Superior Lumber	maintenance items	77.16
T-J Service	bake element/washer maintenance	159.99
YARDI	criminal background checks	52.50
		72,519.48

Proof of Publication

STATE OF IOWA
Floyd County,

I, Christopher J. Hall, Publisher, (Editor) of the CHARLES CITY PRESS, in said county, do hereby state that I certify under penalty of perjury and pursuant to the laws of the State of Iowa that a notice, which is a true copy, has been printed and published each week for 1 consecutive weeks in the regular daily issues of said paper commencing with the issue of Monday on the 31st day of March A.D., 2014 and ending with the issue of, March 31st, 2014.

Legal Notice

The Charles City Housing and Redevelopment Authority has goals and objectives to enable the agency to serve the needs of low-income families as listed in the Five-Year Plan. Included in the Plan is an action plan for implementation of federally funded capital improvement funds through 2014. The information is available for review at the Authority's Office, 501 Cedar Terrace South, Charles City, IA 50616. The Authority's hours of operation are 8:00 a.m. - 4:30 p.m., M-F. In addition, a public hearing will be held at the office of the Authority on May 15, 2014 at 7:00 a.m. The public is invited to attend to comment or may submit written comments to the Authority's office by that time.

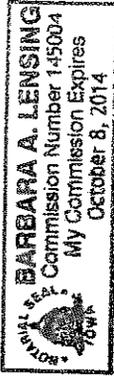
No. 16642
03/31/14

Christopher J. Hall

Acknowledgement and charges
for above services \$ 7.63

Subscribed and sworn to before me this 31st day
of March A.D., 2014

Barbara A. Lensing
Notary Public in and for the State of Iowa



REQUESTED ACTION: None - for your information only.

1. **Capital Fund Update.** The physical needs assessment has been obligated to be paid out of the 2013 CFP. After that we have \$124,499 remaining in the 2013 capital fund and all of the 2014 capital fund or \$132,829. Even if we pay for the fire-proof file cabinets out the 2013 capital fund we will still have \$253,471 for future projects.
2. **Rehab Update.** We held the contractor open house for the next three homes on May 7th. The bids are due on May 13th and the rehab committee will meet on May 14th to review the bids and make a recommendation of award to the City Council with the Council to take action on May 19th. If all goes well we should be under contract for all three by the first of June.

The fourth home that was to be included in the second phase hasn't been dropped from the program; however, we decided that it would be best if we had more time to evaluate the home because the initial cost estimate came in over \$50,000. The program requires that we meet the Iowa Minimum Rehabilitation Standards when preparing the work specifications. But the homeowner has the option to drop to Section 8 Housing Quality Standards, which doesn't require as extensive of rehab to be done to the home. There is a possibility that bringing the home to Section 8 standards can be accomplished within the \$24,999 limit.

We were waiting on the fifth family initially included in the second phase to complete their 2013 taxes to give us a better idea of their income because they are self-employed and started another new business after their initial application. We will re-evaluate their application and the other two homes that were put on hold because of the high rehab costs once the current three home are under contract.

3. **Physical Needs Assessment Update.** A representative from Nelrod was here on May 8th to conduct the on-site inspection of our property. A sample of 17 units was included in the inspection. The report should be available sometime in the next two months. Overall, the inspections went well. There are several accessibility issues that we will have to address. The final report will itemize all of the areas that need to be addressed and give us a timeline to follow.
4. **PHAS Score.** Because we are a small agency, we are only evaluated every other year. This past fiscal year was our exempt year; but HUD gives us what our score would have been if we were evaluated every year. Our score for last year would have been 98% which is a high performer. We lost one point from our Physical inspection that was done in 2011 and we received a one point penalty from our audit. Our lease up rate has large impact on our score because it is used to evaluate us under two categories: management and capital fund. Last year our occupancy rate was 97.97%. This year so far our lease up rate is 98.58% with one month to go. However, we have six vacant units this month, so the rate will go down slightly. Applicants are being processed for all of the units except one. We have a two bedroom unit at Morningside available with no waiting list.
5. **Foster Grandparents Office.** We have been providing office space for the Foster Grandparent Office for the past 15 years. Since the City sponsors the program, they are responsible for securing office space for the program and a previous Housing Director had made arrangements with them to provide the space. Recently, it has been brought to our attention that because our sole source of funding is from the federal government we are not able to provide donations or contributions,

financial or in-kind in the form of office space. Due to this, we have asked the City to find other accommodations for them.

6. Monthly Rental Status Update.

Month of March 2014	Total Leased 4/1/14	New Leases	Removed Or Moved	Total Leased 4/30/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	3	129	27	8	3
Morningside 15 Units	13	3	2	14	4	6	6
Section 8 197 Units	153	7	5	155	67	18	5

Declined Assistance (5) Over Income () Denied (1) Insufficient Address ()
 Did not attend Briefing/Information Not Returned (8) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH (2) S8 (2)
 Port Out: (1)

7. End of Participation Tracker. See attachment



U. S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING

REAL ESTATE ASSESSMENT CENTER

Report Date: 4/18/2014

Public Housing Assessment System (PHAS) Score Report for Interim Rule

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	6/30/2013

PHAS Indicators	Score	Maximum Score
Physical	39	40
Financial	24	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	98	100
PHAS Designation	Small PHA Deregulation	

Initial PHAS score issued date: 12/5/2013

Financial Score Details	Score	Maximum Score
Submission Type: Audited/A-133		
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties	-1.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	24.00	25.00

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	97.97	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
2. "0" FASS Score indicates a late presumptive failure. See §§ 902.60 and 902.92 of the Interim PHAS rule.
3. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
4. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>

END OF PARTICIPATION
TRACKER
2013-2014

SECT8	JULY												TOTALS
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	
LEFT IN GOOD STANDING	2	2	2	2	1								14
ZERO HAP	2	2	2	2									8
MUTUAL RECISSION													3
ANNUAL RE-EXAM SEARCHING		1	1										4
PORT-OUT ABSORBED					1			2	1				6
PORT-OUT SEARCHING			2		1			1	1				7
DECEASED								1					1
MOVED IN VIOLATION				3									5
EVICTED	1	1											2
UNAUTHORIZED LIVE-IN	1	1											2
VIOLATION OF FAMILY OBLIGATION	1	1	1										5
GAVE UP ASSISTANCE BEFORE 1 YEAR	1				1								1
FAILURE TO RENEW										1			1
FAILURE TO REPAY													1
FAILURE TO PROVIDE INFO										1			1
FAILURE TO FOLLOW THROUGH													1
FRAUD													1
UNREPORTED INCOME-2ND TIME			1										1
UTILITIES DISCONNECTED					2								2
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
TOTALS	7	7	15	3	1	2	3	2	8	2	1	2	69
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	1	1	1	1	1				17
DECEASED	2	2				1	1	1	1				6
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
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													0
UTILITIES DISCONNECTED													0
TOTALS	3	3	2	3	1	2	2	1	1	3	5	0	24

MEETING DATE: 5/15/14

RE: Review Financial Statements

REQUESTED ACTION: Review monthly operating reports.

Comments: The April 2014 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2014, FISCAL 10/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	115.96	970.52	80.88	229.48
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	2,391.00	5,889.00	130.87	1,389.00-
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	24,526.00	474,800.00	75.97	150,200.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,935.00	63,443.00	70.49	26,557.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	111.00	11.10	889.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	168.00	16.80	832.00
	SECTION 8 VOUCHER TOTAL	722,700.00	33,967.96	545,381.52	75.46	177,318.48
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	57,000.00	2,695.79	25,480.33	44.70	31,519.67
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01-
174-533-6110	FICA - SECTION 8	4,361.00	180.71	1,761.66	40.40	2,599.34
174-533-6130	IPERS -SECTION 8	5,091.00	240.72	2,268.83	44.57	2,822.17
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,555.68	15,545.40	62.68	9,254.60
174-533-6151	LIFE INS - SECTION 8	250.00	16.83	168.31	67.32	81.69
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	500.00	.00	195.81	39.16	304.19
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	1,317.93	32.95	2,682.07
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	1,037.00	9,828.00	57.81	7,172.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	100.00	2,180.00	72.67	820.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	694.50	7,001.25	233.38	4,001.25-
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	45,163.40	471,012.13	78.50	128,987.87
174-533-6516	REFUND INTEREST-SEC 8	.00	1,746.71	1,746.71	.00	1,746.71-
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	104.60	889.96	29.67	2,110.04
	SECTION 8 VOUCHER TOTAL	723,982.00	53,535.94	539,435.33	74.51	184,546.67
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	.00	.00	5,000.00
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	.00	.00	5,000.00
	SECTION 8 VOUCHER TOTAL	6,282.00-	19,567.98-	5,946.19	94.65-	12,228.19-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2014, FISCAL 10/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,000.00	2,004.19	19,582.87	85.14	3,417.13
173-532-4504	FRAUD-PUBLIC HOUSING	3,000.00	47.00	2,108.00	70.27	892.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	34,611.00	353,932.78	83.28	71,067.22
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	854.00	6,222.00	59.26	4,278.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	898.76	9,627.10	74.05	3,372.90
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	.00	3,633.21	51.90	3,366.79
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	171,087.00	15,777.00	149,843.00	87.58	21,244.00
	PUBLIC HOUSING TOTAL	652,587.00	54,191.95	544,948.96	83.51	107,638.04
173-910-4830	TRANSFER IN - PUBLIC HOUSING	1,500.00	.00	8,534.35	568.96	7,034.35-
	TRANSFERS IN/OUT TOTAL	1,500.00	.00	8,534.35	568.96	7,034.35-
173-532-6010	SALARY - PUBLIC HOUSING	101,000.00	6,100.09	75,942.92	75.19	25,057.08
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	7,880.00	407.99	5,183.48	65.78	2,696.52
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	544.75	6,660.13	72.41	2,537.87
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,333.51	23,318.00	63.02	13,682.00
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.24	252.42	67.31	122.58
173-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	2,515.00	2,515.00	99.80	5.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	.00	293.71	39.16	456.29
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	8,000.00	.00	1,915.79	23.95	6,084.21
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	6,284.68	29,790.72	85.12	5,209.28
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	3,686.79	36,701.88	81.56	8,298.12
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	2,215.41	13,810.18	83.70	2,689.82
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	2,594.25	18,363.80	79.84	4,636.20
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	375.00	2,375.00	59.38	1,625.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	22,435.00	22,435.00	93.48	1,565.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	.00	1,993.00	99.65	7.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	230.51	2,380.10	158.67	880.10-
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	794.04	8,895.56	55.60	7,104.44
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	2,440.28	40.67	3,559.72
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	32,985.69	97.02	1,014.31
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	3,822.72	16,548.40	66.19	8,451.60
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,740.49	41,690.63	83.38	8,309.37
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	451,723.00	58,105.47	346,491.69	76.70	105,231.31
173-536-6010	SALARY - PH MAINT	72,000.00	5,172.84	60,511.80	84.04	11,488.20
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	220.33	6,450.18	322.51	4,450.18-
173-536-6110	FICA - PH MAINT	5,661.00	387.85	4,986.05	88.08	674.95

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2014, FISCAL 10/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	481.62	5,782.41	87.49	826.59
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	5,730.80	83.06	1,169.20
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	83.70	83.70	16.30
173-536-6160	WORK COMP - PH MAINT	1,800.00	1,822.00	1,822.00	101.22	22.00-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	262.23	47.68	287.77
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	8,666.09	86,079.17	89.60	9,990.83
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	.00	.00	34,000.00
	PUBLIC HOUSING TOTAL	72,294.00	12,579.61-	120,912.45	167.25	48,618.45-

REQUESTED ACTION: Discuss new flat rent requirements and begin planning for the implementation.

Comments: As we previously discussed, when the President signed the spending bill for 2014, there were some regulatory changes attached to it. The biggest change is associated with the flat rents charged in public housing. Beginning June 1, 2014 all flat rents must be set at 80% of the fair market rents as determined by HUD.

We have been directed by HUD to begin getting ready for the change. However, they don't want us to implement the change until they have issued guidance. On April 24th they held a conference call which dealt with the change. The main thing that came from the call was that HUD has made the determination that all housing agencies must hold a public hearing prior to implementing the change, which requires a 45 day notification period. In addition, they also said the when setting the flat rents we must take into consideration who is responsible for the utility payment and reduce the flat rent by the utility allowance. Some of the HUD staff from the Kansas City office were at the NAHRO conference last week and have given some more insight on the process. They have said that as long as we are in the planning process by June 1st, we will be in compliance. The director of the Kansas City office said that we should expect something in the next few weeks.

The following tables outline what the rent would be after applying the new utility allowances, which are effective for July 1, 2014.

Flat Rents for Apartments with Non-Tenant Paid Utilities

Bedroom Size	Current Flat Rents	2014 FMR's	80% of FMR or New Flat Rent Amount
1	330	448	358
2	403	579	463

Flat Rents for Apartment with Tenant Paid Utilities

Bedroom Size	Current Flat Rents	2014 FMR's	80% of FMR or New Flat Rent Amount	Utility Allowance	New Flat Rent Amounts
1	330	448	358	115	243
2	403	579	463	151	312
3	500	816	653	182	471

These amounts are only tentative. We are still waiting for the final word from HUD before finalizing them. They have indicated that it may be as late as November 2014 before the new rents are implemented.

REQUESTED ACTION: Discuss complaints about the parking at South Cedar Terrace to determine if any additional action is required.

Comments: We are still having complaints about the parking in the first circle at South Cedar Terrace. The addition of the new parking has helped the congestion in the circle. However, we have had a complaint from a resident about the people who are parking in the lot when they come down to fish or enjoy the river. They would like us to post signs that only permit the residents to park in the lots. When I explained that the signs would be ineffective, they went to a City Council Member.

We have discussed this before and Officer Vetter told us that we could post signs but enforcement would be difficult. We would have to tag the vehicles not belonging to residents and then if they didn't move after 48 hours we could have them towed, at our expense. In addition we would be responsible for any costs incurred to store the vehicle. In most cases the people parking here are only here for a couple of hours. Another issue that we would have is trying to determine if the people are here to fish or here to visit one of the residents. We wouldn't want to tag a vehicle of people here visiting the residents. In the past we have talked about requiring the residents to register their vehicles and display a tag identifying them as residents and requiring visitors to obtain a temporary tag.

Another option is to assign a spot to each apartment. However, we would still need to tag a vehicle parked in an assigned spot. In addition, assigning spaces wouldn't allow for visitor parking adjacent to the units and we have home health care workers who would have to park a long ways away from the units. In past we have asked them to park by the office when working with the residents. But they refused to do so because most of the time they are here they are hauling laundry and groceries for the residents in their vehicles and they were not willing to carry them that far.

We could also make more of the spaces handicapped parking. This would stop most of the general population from parking in those spaces. But this is also not an ideal solution because anyone with a handicap parking permit could use those spots and if we have more residents in the future without the handicap parking permits they won't have any place to park.

MEETING DATE: 05/15/2014

RE: Approve Purchase of Fire-Proof File
Cabinets

REQUESTED ACTION: Approve the purchase of two fireproof file cabinets from Global Industries for \$4,348.00.

Comments: Last year we agreed that we would replace two of our old file cabinets in the store room each year until they are all replaced with the fire-proof cabinets. We have gotten quotes from the following companies:

Reliable Office Supplies: \$4,800.00 plus charges for inside delivery

Global Industrial: \$4,348.00

National Business Furniture: \$4,418.00

The charges for inside delivery and setup are included in the quote for Global and National.

There isn't enough money budgeted in the public housing operating budget to cover the expense so the funding will need to come out of the 2013 Capital Fund. After purchasing these two, we only need one more fire-proof cabinet.