

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

July 17, 2014, 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 June 19, 2014..... 1-2
- IV. Approval of Bills for July 2014 3
- V. Communications 4-6
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Physical Needs Assessment
 - 4. Section 8 HQS Inspections
 - 5. Declaration of Trust
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Financial Reports..... 7-10
 - 2. Consider Approval of Proposal for Annual Audit..... 11
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, August 21, 2014, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 19, 2014 7:00 a.m.

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

Call to Order. Chairperson Becker called the meeting to order at 7:04 a.m.

Public Comments. None

Amend-Approve Minutes of May 15, 2014. Streich made a motion and Heyer seconded the motion to approve the minutes of May 15, 2014 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Streich made a motion and Heyer seconded the motion to approve payment of the revised bill listing totaling \$82,338.63. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May, 2014 were reviewed. No action was taken.

Board member Heiter arrived during discussion on Resolution 05-14, Approving Utility Allowances.

Approve Resolution No. 05-14, Approving Utility Allowances. Nielsen reviewed the changes in the utility rates from the previous year indicating that they exceed the 10% limit set by HUD requiring the Utility Allowances to be adjusted. The basic mechanics of the allowances were highlighted and Nielsen noted that the allowances were sent to the public housing residents required to pay utilities and there were no comments. Streich made a motion, and Heyer seconded the motion to approve Resolution No. 05-14. Motion carried on roll call vote: Ayes: Heiter, Streich, Heyer, and Becker. Nays: None.

Approve Resolution No. 06-14, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. As in the past, those who owe money to our agency will not be eligible to receive assistance until payment paid in full and collection efforts will continue. Streich pointed out that there was a typo on the Resolution number and it should be changed to 06-14. In addition, Heiter noted that the total written off for Section 8 contained a mathematical error it should be changed to \$4,253 for a total combined of \$8,203.24. Streich made a motion, and Heyer seconded the motion to approve Resolution No. 06-14 as amended. Motion carried on roll call vote: Ayes: Heiter, Streich, Heyer, and Becker. Nays: None.

Approve Resolution No. 07-14, 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 the only asset removed was the tables and chairs that were sold at auction. In addition on advice from the auditor there were some corrections made to the depreciation schedule to remove some items that were not

depreciable items. These were also listed on the resolution. Heyer made a motion, and Streich seconded the motion to approve Resolution No. 07-14. Motion carried on roll call vote: Ayes: Streich, Heyer, Heiter, and Becker. Nays: None

Consider Approval of Lease with Foster Grandparents. The Board was provided with an update on the Foster Grandparents Office. Nielsen explained that HUD had provided approval of renting the existing office space to them. They suggested that the rent be set high enough to cover the utility and maintenance cost. The amount agreed upon with Mary Litterer was \$75 per month. Ralph Smith drafted a lease which will be acted upon at the next City Council Meeting. Heiter made a motion to approve the lease and Streich seconded the motion. Ayes: 4, Nays: 0.

Consider Approval of Resolution 08-14, to Adopt Flat Rent Increases and Set Date for Public Hearing. Nielsen requested that the agenda be amended to include Resolution 08-14. The proposed flat rents were reviewed and the timeline for adoption of the rents was also reviewed with the new rents scheduled to become effective on October 1, 2014. Nielsen stated that the public hearing will need to be set on August 21, 2014 to have everything in place by October 1st. Streich moved to approve Resolution 08-14, to Adopt Flat Rent Increases and the date was set for August 21, 2014 for the public hearing. It was seconded by Heyer. Motion carried on roll call vote: Ayes: Streich, Heyer, Heiter, and Becker. Nays: None

Approve Staff Training. The Board discussed issues that we were having with our current arrangement with the City for our Section 8 inspections. Nielsen explained that as a result of those issues it has become necessary for her to become a Visual Risk Assessor/Lead Sampling Technician. She also added that she has requested that the City pay for half of the registration because she would be conducting testing for the CDBG program which is a city program. Heyer requested that a meeting be set up with Steve Diers to discuss the issues and either come up with a solution or possibly look at alternate options for the inspections. Streich also added that if needed we could have Mike Wendel and Steve attend a board meeting to get resolution. Heyer moved to approve the training and Heiter seconded the motion. Ayes: 4, Nays: 0.

Discuss Request to Adjust Contract Price on Audit. Nielsen informed the board that Kronlage and Olson were requesting an adjustment to their contract for the audit for the year ended 06/30/2013. Due to unforeseen circumstances they accrued more staff time than anticipated. Nielsen pointed out that in the engagement letter that was prepared by Kronlage and Olson, they were to consult with us and determine an agreed upon amount before proceeding with the additional work. It was the consensus of the board that we are not responsible for the additional expenses incurred and instructed Nielsen to send out Requests for Proposals for the current year's audit. Streich made a motion to pay the balance due under the contract and Heyer seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Being no further business, Streich moved, Heiter 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
 July 2014

Customer	Description	Open Balance
Business Card	computer backup service	14.98
CDW-Government	computer Watchgaurd item	166.83
C.Naber & Associates	accounting fees	375.00
Century Link	May phone service	180.64
Charles City Press	legal notice	6.78
Cintas	rug service	102.92
Circle K Communications, Inc.	security camera maintenance	114.50
City of Charles City	water/sewer/URP/S8 Inspections	3,149.63
City of Charles City	quarterly postage	56.79
Don's Repair	mower maintenance	165.64
Foxen Floors & More	flooring supplies	117.30
Friedrich, LLC	central air repairs	401.50
GE Capital	copier lease	240.51
HAPS	July1 HAPS	48,909.06
Iowa Department of Inspections & Appeals	investigation fees	273.00
Iowa Department of Transportation	fuel	282.02
James Thoresen	security deposit refund	200.00
Jendro Sanitation	trash service	591.00
Marco, Inc.	copy costs	86.23
Mid American Energy	URP from last month not paid	38.50
Mid American Energy	electric/gas/URPS	5,087.48
Plunkett's Pest Control	service treatment	79.00
Reliable Office Supplies	office supplies	150.72
Ron's Plumbing	maintenance	757.32
Schueth Ace Hardware	maintenance items	408.16
Sherwin Williams	paint	154.90
Stock Glass	screen repairs	51.72
Superior Lumber	maintenance item	5.24
Susan Keller	security deposit refund & interest	206.99
T-J Service	maintenance items(antenna parts)	987.46
US Cellular	cell service	71.47
YARDI	criminal background checks	31.50
		63,464.79

REQUESTED ACTION: None - for your information only.

1. **Capital Fund Update.** We are working on obtaining bids for the washers and dryers for the laundry rooms. I am having trouble developing specifications that will allow for different brands of appliances and still be able to compare them because not all appliances are created equal. A lot of the suppliers carry Maytag appliances and Tom Bock has indicated that the Maytag machines may not last as long or perform as well as we would like them to. The type of machine that he recommends is Speed Queen, however, I am having difficulties locating local suppliers. Hopefully we will have the bids in time for the August meeting, but it is looking like it may be September.
2. **Rehab Update.** Work on the first home in Phase Two began the third week in July. We plan to start contacting the applicants for phase three in August to get all verifications in and select the final four homeowners. Once all of the projects in Phase Two are closed out, we need to be ready to proceed with Phase Three and have all of the specifications in place to be able to go out for bid no later than January 2015.
3. **Physical Needs Assessment.** Nothing new to report. I am still working with HUD and Nelrod to access the database.
4. **Section 8 HQS Inspections.** I have met with Steve Diers to discuss our arrangement with the City to continue conducting the Section 8 inspections. As of July 10th, they haven't gotten back with me concerning any compromise or decisions. I will follow up on this and hope to have more information to present at the meeting.
5. **Declaration of Trust.** We are required by law to record a Declaration of Trust (DOT) against all properties that have been acquired, developed, maintained, or assisted with funds from the U.S. Housing Act of 1937. The purpose of the DOT is to grant HUD an interest in the property and provide that the property is operated in accordance with all public housing federal requirements. The initial DOT's that were recorded against the properties when they were acquired have expired and the ones that were last recorded for modernization expired last year. We need to record a new DOT on the properties. The effect of recording the DOT will again give HUD an interest in the property, restrict our ability to encumber the property without authorization from HUD, and require us to operate and maintain the property for twenty years as public housing. Since we are a City Department, the City Council must approve the DOT and it must be signed by the Mayor. Because of this, I am not requesting the Housing Board take official action on this.

6. Monthly Rental Status Update.

Month of June 2014	Total Leased 6/1/14	New Leases	Removed Or Moved	Total Leased 6/30/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	1	2	131	39	1	0
Morningside 16 Units	15	1	1	15	6	2	2
Section 8 197 Units	163	3	8	158	50	24	4

Declined Assistance (4) Over Income () Denied (1) Insufficient Address ()
Did not attend Briefing/Information Not Returned (1) Criminal Background Check ()
Voucher Expired (1) Purged ()
Terminations: PH () S8 (3)
Port Out: (3)

7. End of Participation Tracker. See attachment

END OF PARTICIPATION
TRACKER
2013-2014

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2												2
ZERO HAP													0
MUTUAL RECISION													0
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING	1												1
DECEASED													0
MOVED IN VIOLATION													0
EVICTED													0
UNAUTHORIZED LIVE-IN	3												3
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
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	1												1
VOUCHER REVOKED	1												1
LEASED W/NEW LANDLORD													0
TOTALS	9	0	8										
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2												2
DECEASED													0
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS													0
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	3	0	3										

MEETING DATE: 7/17/14

RE: Review Financial Statements

REQUESTED ACTION: Review monthly operating reports.

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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 6/2014, FISCAL 12/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,000.00	1,894.49	23,615.37	102.68	615.37-
173-532-4504	FRAUD-PUBLIC HOUSING	3,000.00	532.00	3,161.05	105.37	161.05-
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	33,770.00	426,302.78	100.31	1,302.78-
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	1,296.00	9,398.00	89.50	1,102.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	794.75	11,404.60	87.73	1,595.40
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	614.62	4,315.08	61.64	2,684.92
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	171,087.00	15,680.00	181,290.00	105.96	10,203.00-
	PUBLIC HOUSING TOTAL	652,587.00	54,581.86	659,486.88	101.06	6,899.88-
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	6,511.09	89,444.75	88.56	11,555.25
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	436.21	6,088.46	77.26	1,791.54
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	581.43	7,865.83	85.52	1,332.17
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,333.51	27,985.02	75.64	9,014.98
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.24	302.90	80.77	72.10
173-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	.00	2,756.00	109.37	236.00-
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	90.77	384.48	51.26	365.52
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	472.52	2,430.37	30.38	5,569.63
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	3,393.54	38,409.85	109.74	3,409.85-
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	2,810.63	42,371.90	94.16	2,628.10
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,340.81	16,948.31	102.72	448.31-
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,732.91	22,204.66	96.54	795.34
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	45.00-	2,595.00	64.88	1,405.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	24,000.00	.00	22,435.00	93.48	1,565.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	377.00	2,370.00	118.50	370.00-
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	.00	2,610.61	174.04	1,110.61-
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	16,000.00	3,596.86	18,969.33	118.56	2,969.33-
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	2,490.28	41.50	3,509.72
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	10.00	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	5,491.68	22,923.54	91.69	2,076.46
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,817.32	47,675.70	95.35	2,324.30
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	32,976.52	412,257.68	91.26	39,465.32
173-536-6010	SALARY - PH MAINT	72,000.00	5,412.04	71,294.01	99.02	705.99
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	73.44	6,679.48	333.97	4,679.48-
173-536-6110	FICA - PH MAINT	5,661.00	394.91	5,778.96	102.08	117.96-

CITY OF CHARLES CITY
 REVENUE & EXPENSE REPORT
 CALENDAR 6/2014, FISCAL 12/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	489.85	6,765.74	102.37	156.74-
173-536-6150	HEALTH INS - PH MAINT	6,900.00	1,293.23	8,749.70	126.81	1,849.70-
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	100.44	100.44	.44-
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	1,822.00	101.22	22.00-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	75.77	338.00	61.45	212.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	7,747.61	101,978.33	106.15	5,908.33-
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	34,000.00	34,000.00	100.00	.00
	TRANSFERS IN/OUT TOTAL	34,000.00	34,000.00	34,000.00	100.00	.00
	PUBLIC HOUSING TOTAL	72,294.00	20,142.27-	119,785.22	165.69	47,491.22-

CITY OF CHARLES CITY
 REVENUE & EXPENSE REPORT
 CALENDAR 6/2014, FISCAL 12/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	86.20	1,183.04	98.59	16.96
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	968.00	7,257.00	161.27	2,757.00-
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	5,853.00	529,473.00	84.72	95,527.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	8,382.00	78,760.00	87.51	11,240.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	358.88	485.88	48.59	514.12
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	168.00	16.80	832.00
	SECTION 8 VOUCHER TOTAL	722,700.00	15,648.08	617,326.92	85.42	105,373.08
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	2,284.79	29,570.28	51.88	27,429.72
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01-
174-533-6110	FICA - SECTION 8	4,361.00	152.50	2,034.10	46.64	2,326.90
174-533-6130	IPERS -SECTION 8	5,091.00	204.04	2,634.07	51.74	2,456.93
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,555.68	18,656.76	75.23	6,143.24
174-533-6151	LIFE INS - SECTION 8	250.00	16.83	201.97	80.79	48.03
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	500.00	60.52	256.33	51.27	243.67
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	695.00	2,012.93	50.32	1,987.07
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	1,161.00	12,248.00	72.05	4,752.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	420.00	2,710.00	90.33	290.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	924.00	8,567.25	285.58	5,567.25-
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	48,271.00	564,367.25	94.06	35,632.75
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	1,786.71	.00	1,786.71-
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	224.00	1,113.96	37.13	1,886.04
	SECTION 8 VOUCHER TOTAL	723,982.00	55,969.36	646,198.62	89.26	77,783.38
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	5,000.00	5,000.00	100.00	.00
	TRANSFERS IN/OUT TOTAL	5,000.00	5,000.00	5,000.00	100.00	.00
	SECTION 8 VOUCHER TOTAL	6,282.00-	45,321.28-	33,871.70-	539.19	27,589.70

MEETING DATE: 7/17/14 **RE:** Consider Approval of Proposal for Annual Audit

REQUESTED ACTION: Review proposals for the annual audit for FYE's 06/14, 6/15, and 6/16 and recommend award of contract.

Comments: A request for proposals for an annual audit to be performed for the next three years was sent to nine CPA firms: Hogan-Hansen, Gardiner Thomsen, Clifton Gunderson, McGladery & Pullen, Schnurr & Co., Tostrud & Temp, TD&T, Renner & Berchem, and Lines Murphy. The proposals are due on July 15, 2014 so there is time to review them prior to the board meeting on the 17th. The proposals will be available at the board meeting. The decision will be based not only on cost, but also experience, and time schedule.