

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

September 18, 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 August 21, 2014..... 1-2
- IV. Approval of Bills for September 2014..... 3
- V. Communications 4-6
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. PILOT Update
 - 4. HQS Inspections
 - 5. Temporary Employment
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Financial Reports 7-10
 - 2. Consider Purchase of Security Camera 11
 - 3. Review Physical Needs Assessment 12
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, October 16, 2014 at 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 21, 2014 7:00 a.m.

Members Present: Nancy Heiter, Jill Streich, Susan Andersen, Jeremy Heyer, and Trey Becker. Absent: None. Others present: Heidi Nielsen, staff.

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

Public Comments. None

Amend-Approve Minutes of July 17, 2014 and August 13, 2014. Heyer moved, Andersen seconded the motion to approve the minutes of July 17, 2014 and August 13, 2014 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Heyer seconded the motion to approve payment of the revised bill listing totaling \$67,266.55. Ayes: 5, Nays: 0. Motion carried.

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

Hearing for Rent Increase.

Chairperson Becker declared the hearing open.

Filing of Affidavit of Publication. The notice of public hearing was published in the Charles City Press on 06/30/2014. Confirmation of publication was provided in the agenda.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Heyer moved to close the hearing and Andersen seconded the motion. Roll call: Ayes: Streich, Heyer, Heiter, Becker, and Andersen. Nays: None. Motion carried.

Old Business.

New Business. Because board member Streich had to leave early the order of agenda was changed to allow for her to take part in the discussion.

Board Training. Nielsen discussed with the board the availability of training developed by HUD for housing boards to determine interest in the training. Since the training is available on YouTube, the board requested the link to be able to view the training. Nielsen also cautioned that not all of the training modules apply to our board because of how our board is structured as compared to an agency that is not tied to a City and City Council. No motion was necessary.

Review Financial Reports. The reports were reviewed and Nielsen reported that we are on track with the budget so far. The only line item that may have to be adjusted is the maintenance health insurance benefits because the budget was based on single coverage and an employee switched to family coverage. Streich asked about the public housing salaries being expended at 13%. Nielsen explained that because there were three pay periods in July, which also contributes to the extra expense in the employee benefits. No motion was necessary.

Board member Streich left the meeting.

Discuss Payment in Lieu of Taxes. Nielsen explained what the PILOT is and how it is calculated. She informed the Board that since the 1980's the County had waived a percentage of the PILOT that was for the Terraces for the purpose of building maintenance. This was conditioned on the property remaining designated for elderly/disabled and the City's mortgage with HUD. Since these conditions no longer exist, Nielsen stated that the City is not entitled to the payment and it should no longer be paid to them. In addition, Nielsen requested authorization from the board to approach the County Board of Supervisors to request a waiver of the entire PILOT payment. It was the consensus of the Board to request a waiver from the County and to no longer pay the PILOT to the City.

Being no further business, Heiter moved, Andersen seconded the motion to adjourn. Ayes: 4. Nays: None. Motion carried.

Charles City Housing and Redevelopment Authority

Trey Becker, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 September 2014

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	exit light repairs @ office	675.00
Business Card	software purchase/training/backup fee	753.97
C.Naber & Associates	accounting fees	1,120.00
CEC	security camera repairs	516.00
Cedar Valley Printing	toner supplies/UPS overnight shipping	290.87
Charles City Electronics	cell phone pouch	19.99
Charles City Housing	security deposit held for damages	200.67
Cintas	rug service	102.92
City Motor Parts LTD	truck repairs	543.46
City of Charles City	water/sewer/URPS/S8 inspections	3,706.99
Don's Repair	trimmer line	12.99
Environmental Hazards Services, LLC	shipping for LEAD templates	11.38
Foxen Floors & More	carpet replacement	1,240.04
GE Capital	copier lease	240.51
HAPS	Sept.1 HAPS payment left off	522.00
HAPS	Sept.1 HAPS	50,752.52
Iowa Department of Transportation	fuel	186.40
Jendro Sanitation	trash service	591.00
Mehmen's Painting	painting service 2 apts.	300.00
Michael Benning	travel fee for hearing officer S8	95.70
Mid American Energy	electric/gas/URPs	5,219.21
Mike's C & O Tire	truck repairs	94.34
Otto's Oasis	landscaping fee balance	11.48
Plunkett's Pest Control	pest control treatments	100.00
Ron's Plumbing	maintenance repairs	283.80
Schueth Ace Hardware	maintenance items	697.25
Stock Glass	screen repair	70.00
Superior Lumber	maintenance items	853.71
T-J Service	maintenance/refrigerator purchase	814.94
Tammy Steege	pet deposit refund	50.00
US Cellular	cell service	71.99
YARDI	criminal background checks	52.50
		70,201.63

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The washers and dryers have been ordered and we are waiting on confirmation of delivery. How we plan to transition will be dependent upon when they will be delivered. We plan on closing the laundry rooms during that time so we can give them a good cleaning and a fresh coat of paint. How long the rooms will be closed will also be affected by the availability of staff to do the work. All of the residents and home health care staff will be notified and we hope the transition we go off without a hitch.

I have prepared a Request for Proposals for architectural work. The projects that we are looking at are window replacement at South Cedar Terrace, window updates at North Cedar Terrace, addressing the handrails at all sites, adding the additional handicapped accessible units, updating existing handicapped accessible units for compliance, and installation of new siding at Morningside. John Fallis is reviewing it before it is sent out. I hope to have the proposals back in time to take action at the October meeting. We need to have the 2013 Capital Funding obligated by August of 2015.

2. Rehab Update. The work on the fifth home is complete and the work has begun on the sixth home. We have updated the verifications on one of the last four homes. The final three homes were projects that we put on hold from the first and second phases. Two of the homes were put on hold because the homeowners were not able to come up with the gap financing needed to complete the projects according to the Iowa Minimum Rehabilitation Standards. Program regulations allow us to drop down to Section 8 HQS Standards when completing the rehab. So the plan is to complete all the projects required under HQS and if there are any funds remaining, we will complete projects that were prioritized under the Minimum Rehab Standards until the \$24,999 is exhausted. The last project that was put on hold was because we were not able to verify the family income and had to wait until they had their 2013 tax return completed. The family is self-employed and just started a new business and we didn't have anything to use to determine anticipated income. We have the 2013 tax return and the family is still income eligible to participate in the program.
3. PILOT Update. I have discussed the PILOT payment with both the City and the County. Since we have some time before the payment has to be made, we are going to research the issue to make sure that the State Code hasn't changed or been updated since the last opinion in 1982.
4. Section 8 HQS Inspections. I have had no response from Mike Wendel or Steve Diers regarding the results of the quality control inspections. I have also not gotten a response from Steve with a decision on who will be responsible for the lead based paint testing or assessment. I should be getting my certification from the State any day, so I am guessing that duty will fall on our department.
5. Temporary Employment. We have had to post a temporary maintenance position. Steve will be off work for several weeks and we need to have someone fill in for him in his absence. Joe can take on some of Steve's responsibilities, but his position is part-time and he can only work so many hours to maintain the part-time classification. We will also be hiring seasonal workers for snow removal. Depending on how long Steve is off and the response that we get for the snow removal, we may have to contract with a snow removal company this winter.

6. **Monthly Rental Status Update.**

Month of August 2014	Total Leased 8/1/14	New Leases	Removed Or Moved	Total Leased 8/31/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	0	1	131	39	3	2
Morningside 16 Units	15	0	1	14	3	1	0
Section 8 197 Units	157	9	7	159	63	12	7

Declined Assistance (5) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (4) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH (1) S8 (1)
 Port Out: ()

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	1										5
ZERO HAP													0
MUTUAL RECISION													0
ANNUAL RE-EXAM SEARCHING	1	1	1										2
PORT-OUT ABSORBED		1											1
PORT-OUT SEARCHING	1												1
DECEASED													0
MOVED IN VIOLATION													0
EVICED													0
UNAUTHORIZED LIVE-IN	3	1											4
VIOLATION OF FAMILY OBLIGATION		2											2
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO			1										1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	1	4											5
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1	2	4										7
TOTALS	9	12	7	0	0	0	0	0	0	0	0	0	21
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2		1										3
DECEASED													0
MOVED IN VIOLATION	1			1									2
TERMINATED FOR LEASE VIOLATIONS													0
EVICED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW		1											1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED	3	1	2	0	0	0	0	0	0	0	0	0	6
TOTALS	3	1	2	0	0	0	0	0	0	0	0	0	5

MEETING DATE: 9/18/14

RE: Review Financial Statements

REQUESTED ACTION: Review monthly operating reports.

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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2014, FISCAL 2/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,012.19	4,101.49	17.45	19,398.51
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	52.00	52.00	1.30	3,948.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	39,048.00	73,075.00	17.19	351,925.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,766.00	2,337.00	24.60	7,163.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	665.00	1,649.75	12.22	11,850.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	1,500.00	50.56	50.56	3.37	1,449.44
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	15,769.00	31,449.00	17.47	148,551.00
	PUBLIC HOUSING TOTAL	657,000.00	59,362.75	112,714.80	17.16	544,285.20
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	1,989,835.30	1,989,835.30	.00	1,989,835.30-
	TRANSFERS IN/OUT TOTAL	.00	1,989,835.30	1,989,835.30	.00	1,989,835.30-
173-532-6010	SALARY - PUBLIC HOUSING	76,500.00	6,414.28	16,145.83	21.11	60,354.17
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	6,500.00	429.50	1,104.17	16.99	5,395.83
173-532-6130	IPERS - PUBLIC HOUSING	8,300.00	572.79	1,441.83	17.37	6,858.17
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,527.00	2,380.08	4,760.16	16.69	23,766.84
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	26.25	51.49	17.16	248.51
173-532-6160	WORK COMP - PUBLIC HOUSING	2,500.00	.00	.00	.00	2,500.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	.00	.00	600.00
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	.00	.00	.00	5,000.00
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	1,564.41	3,540.81	9.32	34,459.19
173-532-6371	UTILITIES - PUBLIC HOUSING	49,000.00	3,421.27	6,532.35	13.33	42,467.65
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,617.09	3,116.76	18.89	13,383.24
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	2,076.96	3,837.92	16.69	19,162.08
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	165.00	330.00	11.00	2,670.00
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	.00	.00	2,500.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,800.00	240.51	481.02	17.18	2,318.98
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	16,000.00	411.67	1,501.33	9.38	14,498.67
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
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	1,762.82	2,270.96	9.08	22,729.04
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,866.08	8,908.70	17.82	41,091.30
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	417,027.00	24,948.71	54,023.33	12.95	363,003.67
173-536-6010	SALARY - PH MAINT	73,000.00	5,384.64	13,429.91	18.40	59,570.09
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	74.88	241.50	7.79	2,858.50
173-536-6110	FICA - PH MAINT	5,660.00	392.42	995.41	17.59	4,664.59

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2014, FISCAL 2/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,500.00	487.53	1,220.86	18.78	5,279.14
173-536-6150	HEALTH INS - PH MAINT	7,014.00	2,323.32	3,642.42	51.93	3,371.58
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	16.74	16.74	83.26
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	.00	.00	550.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	98,174.00	8,671.16	19,996.84	20.37	78,177.16
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	PUBLIC HOUSING TOTAL	107,799.00	2,015,578.18	38,694.63	35.90	69,104.37

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2014, FISCAL 2/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	63.54	145.12	29.02	354.88
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	623.00	1,326.00	29.47	3,174.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	49,853.00	99,706.00	16.62	500,294.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	8,002.00	13,777.00	15.31	76,223.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	697,000.00	58,541.54	114,954.12	16.49	582,045.88
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	65,956.72	65,956.72	.00	65,956.72-
	TRANSFERS IN/OUT TOTAL	.00	65,956.72	65,956.72	.00	65,956.72-
174-533-6010	SALARY - SEC 8	33,000.00	2,558.70	6,233.81	18.89	26,766.19
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	3,000.00	171.28	429.27	14.31	2,570.73
174-533-6130	IPERS -SECTION 8	3,000.00	228.49	556.66	18.56	2,443.34
174-533-6150	HEALTH INS - SECTION 8	19,018.00	1,586.72	3,173.44	16.69	15,844.56
174-533-6151	LIFE INS - SECTION 8	200.00	17.50	34.33	17.17	165.67
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	.00	.00	400.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	359.61	419.61	27.97	1,080.39
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,102.00	1,948.00	12.99	13,052.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	420.00	14.00	2,580.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	732.50	1,517.00	16.86	7,483.00
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	47,030.32	95,093.38	15.85	504,906.62
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	313.93	370.72	12.36	2,629.28
	SECTION 8 VOUCHER TOTAL	692,098.00	54,311.05	110,196.22	15.92	581,901.78
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	SECTION 8 VOUCHER TOTAL	98.00-	70,187.21	4,757.90	4,855.00-	4,855.90-

REQUESTED ACTION: Approve the purchase of a portable security camera for use at North and South Cedar Terrace and approve the purchase of a replacement camera at Morningside.

Comments: I have contacted Steve Merrill and Dan Elton to get some possible solutions to our camera dilemma. Because of some activity that appears to be going on at South Cedar Terrace after the office closes, we have been getting multiple complaints from some of the residents. They don't feel safe here any longer and would like us to do something about it but are not willing to write a statement about what they are witnessing. The reason given is that most of them are afraid to get involved because they fear retaliation. So that leaves us with only one choice and that is camera surveillance.

We don't want to purchase a camera system for both sites because it would be extremely expensive. A rough estimate based on how much it cost to install the system at Morningside would be around \$200,000 to \$250,000 or more. We don't have enough going on to warrant that kind of expense. Both Dan and Steve gave us different options. Dan proposed two different cameras that we could either record on a memory card or download directly through our network if the cameras were installed in the office. The cost for each of them is \$778.00 and \$1,128. The quotes do not include installation which could cost up to \$500. The difference in the two cameras is the more expensive one has more megapixels. The main disadvantage to these cameras is where and how to mount them. The camera that Steve quoted was \$830.46 which includes installation. It actually has a hard drive attached to it to record the video. He said that he could install it so the residents don't know that it is a camera. All of the cameras appear to be portable as long as there is an electrical source.

We borrowed a camera that is like a "nanny cam" to see how it worked. While it did record some activity, it only recorded for about three hours and after dark it was useless and if there was a glare from the sun it was also useless. The other problem was you couldn't zoom in on anything with it and the quality of the video wasn't very clear at the distances that we needed to cover.

I am afraid that if we don't do anything, we will lose some of our good tenants. We recently had an issue where a tenant shot at the security light by his apartment with a BB gun. He told some of the other residents that he did this, but they won't write a statement so there isn't anything that we can do, even though there were two holes in the light from a BB gun.

We have a camera at Morningside that needs to be replaced. The part that operates the pan/tilt function is out and you can't reposition the camera. We have a quote from CEC for \$1,488.20. There will be an additional charge for the installation and a trip charge. It is one of the original cameras and is almost nine years old.

MEETING DATE: 9/18/14

RE: Review Physical Needs Assessment

REQUESTED ACTION: Review physical needs assessment

Comments: We will be reviewing the physical needs assessment report. Copies will be provided at the meeting.