

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

November 20, 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 October 16, 2014..... 1-2
- IV. Approval of Bills for November 2014..... 3
- V. Communications..... 4-7
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. FYE 2014 Audit
  - 4. C. Nabor
  - 5. Public Housing Assessment System (PHAS) Score
  - 6. Monthly Rental Status Update
  - 7. End of Participation Tracker
- VI. Old Business - None
- VII. New Business –
  - 1. Review Financial Reports..... 8-11
  - 2. Approve replacement of signs at Morningside Apartments..... 12-13
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, December 18, 2014  
7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
MINUTES

October 16, 2014 7:00 a.m.

Members Present: Jeremy Heyer, Stewart Coulson, Susan Andersen, Jill Streich, 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.

Approve Minutes of September 18, 2014. Streich moved, Coulson seconded the motion to approve the minutes of September 18, 2014. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$70,461.87. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken. Board members Heyer and Andersen arrived at 7:10 a.m.

Old Business. None

New Business.

Review Financial Reports. Operating reports for September 2014 were reviewed. Nielsen stated that the Section 8 budget is on track but we will continue to monitor it. The Public Housing budget will need to be closely monitored later in the year because of the additional payroll for maintenance. Streich pointed out that the maintenance employee benefits was already expended at 70%. Nielsen explained that was because an employee switched from single to family coverage after the budget was prepared and is also something will be monitored for a necessary budget amendment. No action was necessary.

Consider Approval of Resolution 09-14 to Approve Payment Standards. HUD's new Fair Market Rents for 2014/2015 and the current and proposed Payment Standards were presented and discussed. Staff made a request to increase the Payment Standards as presented. Streich moved to approve Resolution 09-14 to revise current Payment Standards. Andersen seconded the motion. Motion carried on roll call vote: Ayes: Coulson, Heyer, Andersen, Streich, and Becker. Nays: None. Motion carried on roll call vote.

Review Architectural Proposals. Nielsen reviewed the proposed projects planned. The proposals that were received were discussed. Waggoner & Wineinger submitted the only proposal that met all requirements. In addition, they came and did a site visit to ensure that they had a clear understanding of the scope of the project. Nielsen stated that we also have worked with them on several projects in the past and have a good working relationship with them. Due to this, the request was made to approve the proposal from Waggoner & Wineinger for the not-to-exceed amount of \$28,000. Streich made a motion to recommend approval of the proposal from Waggoner & Wineinger to the City Council. The motion was seconded by Heyer. Ayes: 5, Nays: 0. Motion carried.

Consider Approval of Resolution 10-14 to Set New Flat Rents. Nielsen reviewed the new requirement to set the flat rents at 80% of the Fair Market Rents. The different rents were reviewed and discussed. Streich expressed concern over the increase and suggested that the numbers not be rounded to the nearest increment of five or ten. Nielsen stated that the residents who would be affected by the increase would be paying around \$600-\$800 a month for rent if the flat rent amount wasn't an option and an extra \$4 should not be a hardship.

Andersen was asked if she felt that the tenants would be okay with the extra \$4 and she didn't have an issue with it. Coulson asked why the rents for the apartments with self-paid utilities were rounded to the nearest ten dollars and the others were to the nearest five. Nielsen explained that the residents who live in those units don't normally pay flat rent and the increase will not have a negative effect on them. If the rents were increased slightly above the required 80% we may not have to raise them next year. Heyer moved to approve Resolution 10-14 to accept revised flat rents as presented. Andersen seconded the motion. Motion carried on roll call vote: Ayes: Coulson, Andersen, Heyer, Streich, and Becker. Nays: None

Approve Transition to Biennial Section 8 Inspections. Nielsen explained that the spending bill for 2014 included some administrative relief for the Section 8 program by allowing the units to be inspected biennially. Implementation of the biennial cycle was discussed. Staff proposed that we limit the biennial cycle to those units which pass the inspection on the first visit. We would realize approximately \$3,000 in annual savings by adopting the biennial cycle. Streich moved to approve the biennial Section 8 inspections. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Discuss Options for Snow Removal. Current staffing levels were discussed and due to the uncertainty of return to full staffing, Nielsen proposed several options. It was decided that we would not be able to provide the same level of service that the residents expect with a contractor hired to remove the snow. The decision was made to hire additional seasonal employees to help the part-time employees with the snow removal. The ad will go in the paper in the next two weeks. No action was necessary.

Being no further business, Streich moved, Heyer seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

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Trey Becker, Chairperson

ATTEST:

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Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 November 2014

Customer	Description	Amount
Barbara Hahn	security deposit refund after damages/cleaning charges	51.01
Business Card	computer back up service	14.98
C.Naber & Associates	accounting fees	375.00
Cedar Valley Printing	office supplies	36.04
CenturyLink	phone bill	181.35
Charles City Housing	security deposit collected for damages/cleaning upon move out	210.00
Charles City Press	advertising fees/legal fees	626.58
Cintas	rug service	147.61
City of Charles City	water/sewer/URP/S8 Inspections	3,349.73
Foxen Floors & More	carpet and supplies for #2224	1,489.62
GE Capital	copier lease payment	240.51
HAPS	Oct.1 HAPS	50,273.24
Hockenson Plumbing	plumbing charges for month	822.05
Iowa Department of Transportation	fuel	238.27
Iowa Division of Labor	boiler inspections	1,400.00
Jendro Sanitation	trash service	628.00
Kronlage & Olson, P.C.	copy fees for documents to give to new auditor	25.00
Linderman Heating & Air, LLC	maintenance fees	170.00
Mehmen's Painting	painted 2 units	360.00
Mid American Energy	electric/gas/URP	4,488.45
Noah, Smith & Schuknecht, P.L.C.	legal fees	322.00
Otto's Oasis	landscaping contract fees for Terrace signage areas	186.00
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	pest control service	45.00
Purchase Power	postage	400.00
Reliable Office Supplies	office supplies	163.07
Reliable Office Supplies	shipping boxes for lead testing	39.49
Robert Majewski	security deposit refund	200.00
Schueth Ace Hardware	maintenance items	896.00
Sherwin Williams	paint and supplies	600.21
Superior Lumber	maintenance items	14.32
Teeter Specialty Company L.L.C.	pens for office	240.00
US Cellular	cell phone service	72.05
Waggoner & Wineinger Architects, Inc.	architect fees for handicap accessible apt. project	5,345.00
YARDI	criminal background checks	42.00
		<b>73,746.67</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We currently have \$98,010 remaining in our 2013 Capital Fund and \$132,829 in the 2014 Capital Fund. We have obligated \$28,000 out of those funds for the professional fees for Waggoner & Wineinger. So the amount available to be expended on future projects is \$202,839. However, we will also have the entire 2105 Capital Fund, which will be approximately \$130,000.

Waggoner & Wineinger plan on having the plans finished and available for review by the board by the February Board meeting. At that time we can determine which projects to complete in the first phase based on the cost estimates. We plan to complete the work in two phases over the next two summers. However, we can extend that if needed to a third year. If we do that, we will incur additional expenses from Waggoner and Wineinger because our contract with them is only for two phases.

2. Rehab Update. We have met with the homeowners for the last four homes to be done. However, we have run into roadblocks on two of the homes. One of the homeowners financing fell through and we had to rescind our offer of assistance. On another one of the homes, the state historical office did not grant us clearance to proceed with the project. They determined that the home has historical characteristics consistent with a craftsman style home and they won't allow us to replace the windows with vinyl energy-star double hung windows. They will allow us to replace the windows with new wood windows exactly like the existing ones or we can repair the existing windows. It is cost prohibitive for us to replace the windows and still retain the historical characteristics. The homeowners don't want them repaired because that will not eliminate the lead based paint hazard to their children; it will just stabilize the painted surfaces and reduce the risk of lead poisoning. We are working with the homeowners to determine how they want us to proceed. The next applicant on the list has been contacted to determine if they meet eligibility requirements to replace the homeowner who was excluded.
3. FYE 2014 Audit. The auditors still plan to be here on November 24<sup>th</sup> and 25<sup>th</sup> to do the field work. They have sent us the engagement letters with the terms of the audit and they have the information that they need from Kronlage and Olson.
4. C. Nabor. We have been using C. Nabor as our fee accountant for about the last twenty years. They take our financial data from the city and prepare our financial data schedules and make the adjusting entries so we are compliant with HUD requirements. Our current contract with them expires on December 1, 2014. They are requesting an increase of \$20 a month for their services. We extended the contract with them for two additional years and accepted the increase. It is our plan to send out requests for proposals prior to December 1, 2016, which is the expiration of the extended contract. I have put a note on my calendar to start the process in August of 2016 to allow enough time to get proposals back and evaluate them. We haven't had any issues with them or the services that they provide. However, this way we can ensure that we are in line with industry standards.
5. Public Housing Assessment System (PHAS) Score. HUD uses an assessment system to assess the health of the Public Housing agencies. We receive an official score every other year. We are being assessed for the 2013-2014 fiscal year. Our overall score is 96. This gives us the rating of High Performer. A copy of the report is attached. We are scored in four different areas: physical,

financial, management, and capital fund. The physical score is based on our HUD inspection. We are only inspected once every three years so the score that we receive is used for all three years under the PHAS system. We were just inspected this summer and based on the deficiencies, were lost four points under PHAS. The financial indicator is based on our financial viability. This may be affected by our audit and it is possible that HUD may modify our score. However, for now we have all 25 points assessed under this category. The management indicator is scored based on our lease up rates. During the year being assessed our lease up rate was better than 98.5% so we were awarded all 25 points. The capital fund indicator is based on lease up rate and timeliness of fund obligation. We received all 10 points for that indicator.

**6. Monthly Rental Status Update.**

Month of October 2014	Total Leased 10/1/14	New Leases	Removed Or Moved	Total Leased 10/31/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	4	3	130	27	12	5
Morningside 16 Units	14	1	1	14	3	5	2
Section 8 197 Units	164	5	5	164	54	0	7

Declined Assistance (7) Over Income ( ) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (7) Criminal Background Check ( )  
 Voucher Expired (6) Purged ( )  
 Terminations: PH (1) S8 ( )  
 Port Out: (1)

**7. End of Participation Tracker. See attachment**



**U.S. Department of Housing and Urban**  
**OFFICE OF PUBLIC AND INDIAN HOUSING**  
**REAL ESTATE ASSESSMENT CENTER**

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

Report Date: 10/24/2014

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	06/30/2014

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>96</b>	<b>100</b>
<b>Designation Status:</b>	<b>High Performer</b>	
Published 10/24/2014	Initial published	10/24/2014

Financial Score Details	Score	Maximum Score
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25.00

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	N/A	
2. Timeliness of Fund Obligation Points		5
Occupancy Rate:		
3. Occupancy Rate %		
4. Occupancy Rate Points		5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	0	10

Notes:

- The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
- PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

END OF PARTICIPATION

TRACKER  
2014-2015

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	1	2	4								11
ZERO HAP													0
MUTUAL RECISSION													0
ANNUAL RE-EXAM SEARCHING	1	1	1										2
PORT-OUT ABSORBED													1
PORT-OUT SEARCHING	1												1
DECEASED													0
MOVED IN VIOLATION					2								3
EVICTED													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	1									8
TOTALS	9	12	7	7	5	0	0	0	0	0	0	0	31
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2		1	3	2								8
DECEASED													2
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS			1										1
EVICTED					1								1
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													0
TOTALS	3	1	2	4	4	0	0	0	0	0	0	0	13

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**MEETING DATE:** 11/20/14

**RE:** Review Financial Reports

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**REQUESTED ACTION:** Review monthly operating reports.

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

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,019.13	8,072.93	34.35	15,427.07
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	226.00	763.35	19.08	3,236.65
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	37,820.00	146,142.00	34.39	278,858.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	300.00	3,822.00	40.23	5,678.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	769.25	3,479.25	25.77	10,020.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	1,500.00	488.00	1,026.56	68.44	473.44
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	15,622.00	62,839.00	34.91	117,161.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>657,000.00</b>	<b>57,244.38</b>	<b>226,145.09</b>	<b>34.42</b>	<b>430,854.91</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,989,835.30	.00	1,989,835.30
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>1,989,835.30</b>	<b>.00</b>	<b>1,989,835.30</b>
173-532-6010	SALARY - PUBLIC HOUSING	76,500.00	6,732.60	29,800.48	38.95	46,699.52
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	451.55	2,020.64	31.09	4,479.36
173-532-6130	IPERS - PUBLIC HOUSING	8,300.00	601.21	2,661.18	32.06	5,638.82
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,527.00	2,380.08	9,520.32	33.37	19,006.68
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	102.55	34.18	197.45
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	63.59	10.60	536.41
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	117.30	456.30	9.13	4,543.70
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	1,146.40	5,923.84	15.59	32,076.16
173-532-6371	UTILITIES - PUBLIC HOUSING	49,000.00	4,044.04	14,558.97	29.71	34,441.03
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,500.45	6,136.79	37.19	10,363.21
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,948.35	7,684.68	33.41	15,315.32
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	165.00	1,215.00	40.50	1,785.00
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	471.02	1,192.55	42.59	1,607.45
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	951.01	3,628.53	22.68	12,371.47
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	10.00	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,267.39	4,790.03	19.16	20,209.97
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	5,970.64	20,735.38	41.47	29,264.62
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
	<b>PUBLIC HOUSING TOTAL</b>	<b>417,027.00</b>	<b>27,782.57</b>	<b>110,500.83</b>	<b>26.50</b>	<b>306,526.17</b>
173-536-6010	SALARY - PH MAINT	73,000.00	7,045.99	26,019.13	35.64	46,980.87
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	100.65	566.80	18.28	2,533.20
173-536-6110	FICA - PH MAINT	5,660.00	521.48	1,932.90	34.15	3,727.10

CITY OF CHARLES CITY  
 REVENUE & EXPENSE REPORT  
 CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,500.00	515.97	2,251.90	34.64	4,248.10
173-536-6150	HEALTH INS - PH MAINT	7,014.00	1,319.10	6,280.62	89.54	733.38
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	33.48	33.48	66.52
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	25.18	4.58	524.82
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	98,174.00	9,511.56	37,560.01	38.26	60,613.99
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	19,950.25	78,084.25	72.44	29,714.75

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	63.76	270.53	54.11	229.47
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	234.00	1,619.00	35.98	2,881.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	48,715.00	195,974.00	32.66	404,026.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,195.00	26,748.00	29.72	63,252.00
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	56,207.76	224,611.53	32.23	472,388.47
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	65,956.72	.00	65,956.72-
	TRANSFERS IN/OUT TOTAL	.00	.00	65,956.72	.00	65,956.72-
174-533-6010	SALARY - SEC 8	33,000.00	2,240.37	10,525.12	31.89	22,474.88
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	3,000.00	149.23	714.36	23.81	2,285.64
174-533-6130	IPERS -SECTION 8	3,000.00	200.07	939.87	31.33	2,060.13
174-533-6150	HEALTH INS - SECTION 8	19,018.00	1,586.72	6,346.88	33.37	12,671.12
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	68.37	34.19	131.63
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	42.39	10.60	357.61
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	419.61	27.97	1,080.39
174-533-6380	UTILIPY ALLOT - SECTION 8	15,000.00	1,403.34	4,793.68	31.96	10,206.32
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	1,030.00	34.33	1,970.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	892.50	3,331.50	37.02	5,668.50
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	49,252.90	193,656.46	32.28	406,343.54
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	477.80	15.93	2,522.20
	SECTION 8 VOUCHER TOTAL	692,098.00	55,952.15	222,346.04	32.13	469,751.96
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-	255.61	2,265.49	2,311.72-	2,363.49-

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**MEETING DATE:** 11/20/14

**RE:** Approve replacement of signs at Morningside Apartments

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**REQUESTED ACTION:** Approve purchase and installation of new signs at Morningside Apartments.

**Comments:** The signs at Morningside are beginning to look weathered. They are painted signs and the paint is peeling. There are two signs. One is right off of Clark Street and is directional. The other sign is located at the apartments. We have contacted Cedar River Signs to replace the signs. They designed the signs at the Terraces and the office. We want all of the signs to be designed the same. They will be using the existing sign posts and covering them. The new signs will be weather resistant and will hold up much longer than the exiting signs.

The cost for the signs will be \$1,572.43.

Cedar River Signs, Inc.  
 1207 S. Grand Ave.  
 Charles City IA 50616  
 United States  
 Phone: 641-330-5022  
 http://www.cedarriversigns.com



**Quote 1324 - Morningside Apartments Signs**

**Expiration Date : 11/30/2014**

<b>Quote for</b>	<b>Contact</b>	<b>Shipping/Install</b>
<b>Charles City Housing &amp; Redevelopment Auth</b> 501 Cedar Terrace South Charles City IA 50616	Address : 501 Cedar Terrace South Charles City IA 50616	

<b>Quote #</b>	<b>Quote Date</b>	<b>Sales Rep</b>	<b>Payment Terms</b>	<b>PO</b>	<b>PO Date</b>
1324	10/31/2014		Due on receipt		

**Items**

#	Item	Qty	Unit Price	Total	Tax
1	<b>Composite Aluminum Sign</b>	2	\$734.78	\$1,469.56	\$102.87
	Double Sided PVC Sign Full Color / Digital Print "Morningside Apartments" as proofed				
	Includes Install over existing posts				

<b>Total</b>	<b>Sub Total</b>	<b>Total Tax</b>	<b>Final Price</b>
	\$1,469.56	\$102.87	\$1,572.43

**Downpayment (0.0 %)** \$0.00

for **Charles City Housing & Redevelopment Auth**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

We agree to your terms and conditions Please proceed with the order.