

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

January 15, 2015, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of December 18, 2014 1-2
- IV. Approval of Bills for January 2015 3
- V. Communications 4-5
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Financial Reports..... 6-9
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, February 19, 2015
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 18, 2014 7:00 a.m.

Members Present: Stewart Coulson, Jeremy Heyer, Trey Becker, Susan Andersen and Jenna Haglund. Absent: None. Others present: Heidi Nielsen, staff and Reed Wessman, Waggoner & Wineinger Architects.

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

Public Comment. None

Amend-Approve Minutes of November 20, 2014. Coulson moved, Heyer seconded the motion to approve the minutes of November 20, 2014 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Heyer moved, Andersen seconded the motion to approve payment of the revised bill listing totaling \$76,740.09. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action required.

Hearing to Approve 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 10/27/2014. 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. Haglund moved to close the hearing and Coulson seconded the motion. Roll call: Ayes: Haglund, Coulson, Heyer, Andersen, and Becker. Nays: None. Motion carried.

Old Business.

Approve Purchase of Replacement Cameras at Morningside. Nielsen explained that at the October 2014 meeting the request was made to purchase a replacement camera for the system at Morningside. At that time the Board requested that more quotes be obtained. Nielsen reported that after consulting with area vendors the determination was made that the only cameras that will work with our system are manufactured by Pelco and CEC is the only authorized distributor in Iowa. As a result the Board was requested to approve the purchase of two cameras from CEC for \$2,976.40 plus approximately \$1000 for installation. Coulson approved the purchase and Andersen seconded the motion. Ayes: 5, Nays: 0. Motion carried.

New Business.

Review Financial Reports. Nielsen reported that it appears we are on track with spending, she will be taking a closer look at the budget in April to determine if any budget amendments need to be done. There were no questions or concerns

Approve Resolution 11-14 to Adopt Passbook Rate. Nielsen discussed the requirements for determination of a passbook rate. Based on the Savings National Rate and area passbook rates, the request was made to keep the rate at .10%. Heyer moved to approve Resolution 11-14 adopting a passbook rate. Andersen seconded the motion. Motion carried on roll call vote. Ayes: Becker, Heyer, Andersen, Haglund, and Coulson. Nays: 0

Review Plans for 2015 Capital Improvement Projects. Reed Wessman presented the plans and cost estimates for the proposed improvements for 2015. The board was given the opportunity for questions. The plans will be up for approval at the February 2015 meeting.

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

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Vice Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 January 2015

Customer	Description	Amount
Business Card	maintenance items/back up	100.47
C.Naber & Associates	accounting fees	395.00
Cedar Valley Printing	office supplies	49.14
CenturyLink	phone service (Dec.)	179.58
Charles City Press	ad for MS apts.	349.44
Cintas	rug service	102.92
Circle K Communications, Inc.	camera repairs	434.93
City of Charles City	water/sewer/URP/S8 Inspections/quarterly postage	
City of Charles City	CFP project payment	1,882.42
GE Capital	copier lease payment	240.51
HAPS	Jan.1 HAPS	46,473.54
Hockenson Plumbing	maintenance items /repairs	
Iowa Department of Transportation	fuel	73.93
Jendro Sanitation	trash service	658.00
Linderman Heating & Air, LLC	maintenance items/repairs	2.00
Marco, Inc.	copy costs	95.00
Mehmen's Painting	paint service	230.00
Mid American Energy	electric/gas/URP	
Noah, Smith & Schuknecht, P.L.C.	legal fees	98.50
Pitney Bowes	meter lease payment	54.09
Purchase Power	postage	200.00
Schueth Ace Hardware	maintenance items	1,226.24
Secretary of State	renew Notary status Julie Cline	30.00
Sherwin Williams	paint	447.10
Superior Lumber	maintenance items	603.95
T-J Service	maintenance rapirs	141.98
Titus Lock Services	lock repair	40.00
Waggoner & Wineinger Architects, Inc.	fees for capital fund project	4,000.00
		58,108.74

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The plans will be reviewed at the February meeting to determine which projects will be included in phase one.
2. Rehab Update. We are still on track to award the contracts at the February 16th City Council Meeting for the three projects included in phase three. The final homeowner has been selected. This homeowner is the one who turned down the assistance in phase one. Since most of the preliminary work has already been done, it is likely that we will be able to be under contract by April 1, 2015.

3. Monthly Rental Status Update.

Month of December 2014	Total Leased 12/1/14	New Leases	Removed Or Moved	Total Leased 12/31/2014	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	1	1	130	28	2	0
Morningside 16 Units	12	0	0	12	3	2	0
Section 8 197 Units	157	6	5	158	39	19	10

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

4. End of Participation Tracker. See attachment

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	3	3	1					15
ZERO HAP							1						1
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1	1											2
PORT-OUT ABSORBED		1				3	1						5
PORT-OUT SEARCHING	1					3							4
DECEASED													0
MOVED IN VIOLATION				2	1		1						4
EVICTED													0
UNAUTHORIZED LIVE-IN	3	1					1						5
VIOLATION OF FAMILY OBLIGATION		2		1									
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW						2	1						3
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		1		1							7
VOUCHER REVOKED	1	2	4	1		2							10
LEASED W/NEW LANDLORD	9	12	7	7	5	14	6	0	0	0	0	0	50
TOTALS													
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2		1	3	2	3							11
DECEASED				1	1		1						3
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	4	3	1	0	0	0	0	17

MEETING DATE: 1/15/15

RE: Review Financial Reports

REQUESTED ACTION: Review monthly operating reports.

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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2014, FISCAL 6/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,108.13	12,157.28	51.73	11,342.72
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	.00	999.35	24.98	3,000.65
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	39,675.00	221,160.00	52.04	203,840.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	172.00	4,182.00	44.02	5,318.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	1,144.00	5,306.75	39.31	8,193.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	1,500.00	.00	2,131.80	142.12	631.80-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	15,623.00	94,085.00	52.27	85,915.00
	PUBLIC HOUSING TOTAL	657,000.00	58,722.13	340,022.18	51.75	316,977.82
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,989,835.30	.00	1,989,835.30-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,989,835.30	.00	1,989,835.30-
173-532-6010	SALARY - PUBLIC HOUSING	76,500.00	10,513.05	47,178.59	61.67	29,321.41
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	746.75	3,227.97	49.66	3,272.03
173-532-6130	IPERS - PUBLIC HOUSING	8,300.00	924.03	4,198.24	50.58	4,101.76
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,527.00	2,380.08	14,280.48	50.06	14,246.52
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	153.61	51.20	146.39
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	.00	456.30	9.13	4,543.70
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	2,188.55	9,383.65	24.69	28,616.35
173-532-6371	UTILITIES - PUBLIC HOUSING	49,000.00	4,163.48	21,939.64	44.77	27,060.36
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,156.73	8,656.97	52.47	7,843.03
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,655.21	11,154.17	48.50	11,845.83
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	181.11	1,561.11	52.04	1,438.89
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	1,232.00	1,554.00	62.16	946.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,800.00	240.51	1,673.57	59.77	1,126.43
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	1,463.17	6,058.90	37.87	9,941.10
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	100.00	100.00	5.00	1,900.00
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	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,820.54	8,266.43	33.07	16,733.57
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	4,707.22	31,841.24	63.68	18,158.76
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	33,497.96	171,758.46	41.19	245,268.54
173-536-6010	SALARY - PH MAINT	73,000.00	10,392.76	43,659.83	59.81	29,340.17
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	262.20	911.35	29.40	2,188.65
173-536-6110	FICA - PH MAINT	5,660.00	789.88	3,258.32	57.57	2,401.68

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2014, FISCAL 6/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,500.00	793.44	3,572.75	54.97	2,927.25
173-536-6150	HEALTH INS - PH MAINT	7,014.00	1,319.10	8,918.82	127.16	1,904.82
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	50.22	50.22	49.78
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	13,565.75	60,846.47	61.98	37,327.53
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	11,658.42	107,417.25	99.65	381.75

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2014, FISCAL 6/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	113.34	490.12	98.02	9.88
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	204.00	1,902.00	42.27	2,598.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	45,758.00	289,638.00	48.27	310,362.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,195.00	41,138.00	45.71	48,862.00
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	53,270.34	333,168.12	47.80	363,831.88
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	3,145.88	15,778.90	47.81	17,221.10
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	3,000.00	221.91	1,078.01	35.93	1,921.99
174-533-6130	IPERS -SECTION 8	3,000.00	277.89	1,406.01	46.87	1,593.99
174-533-6150	HEALTH INS - SECTION 8	19,018.00	1,586.72	9,520.32	50.06	9,497.68
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	102.41	51.21	97.59
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	UTILITY ALLOT - SECTION 8	15,000.00	1,271.00	7,618.02	50.79	7,381.98
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	1,450.00	48.33	1,550.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	520.00	4,683.00	52.03	4,317.00
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	44,518.21	286,894.57	47.82	313,105.43
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	51,768.63	329,471.04	47.60	362,626.96
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-	1,501.71	3,697.08	3,772.53-	3,795.08-