

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

December 17, 2015, 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 November 19, 2015. 1
- IV. Approval of Bills for December 2015 2
- V. Communications 3-6
 - 1. CFP Update
 - 2. Voucher Funding Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 7-10
 - 2. Approve Resolution 13-15 to Adopt Passbook Rate..... 11-12
 - 3. Review Bids for NCT Kitchen/Bath Renovations..... 13
 - 4. Approve Proposal for Software Upgrade..... 14-18
 - 5. Approve Staff Training..... 19-23
- VIII. Move to Adjourn
- IX. Executive Director’s Report

Next regular meeting scheduled for Thursday, January 21, 2016,
7:00 a.m., CCHRA Office

HAPPY HOLIDAYS!

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
November 19, 2015 7:00 a.m.

Members Present: Jeremy Heyer, Carol Tyler, Stuart Coulson, and Eric Miller. Absent: Jenna Haglund. Others present: Heidi Nielsen, staff.

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

Public Comments. None

Amend-Approve Minutes of October 15, 2015. Miller moved, Coulson seconded the motion to approve the minutes of October 15, 2015 as amended. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$148,907.66. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Operating Reports. The reports were reviewed by the board. There were no concerns.

Extend Contract with Marco for Equipment Support. The request was made to approve extension of the contract with Marco and to include the three new copiers being purchased. The terms of the contract and benefits realized from the contract were discussed. Tyler made a motion to approve extension of the contract. Miller seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Consider Motion to go into Closed Session. Coulson made a motion to go into closed session to discuss potential litigation. The motion was seconded by Tyler. The issue was discussed and will be followed up at a future meeting. Coulson motioned to return to open session and was seconded by Tyler. Ayes: 4, Nays: 0 Motion carried.

Executive Directors Report. Nielsen discussed the CFP training in St. Louis, informed the board that HUD had just released the proposed smoke free housing regulation. Other items discussed were the proposed FMR's and the current audit.

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

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 December 2015

| Customer | Description | Amount |
|---------------------------------------|-----------------------------------|------------------|
| Business Card | back up service/training expenses | |
| C.Naber & Associates | accounting fees | 395.00 |
| Charles City Housing | security deposit held (ray) | 200.00 |
| Charles City Press | legal notice | 58.65 |
| Cintas | rug service | 124.84 |
| City Motor Parts LTD | truck maintenance | 4.54 |
| City of Charles City | water/sewer/URP/S8 Inspections | |
| Don's Repair | maintenance repair fees | 671.68 |
| Doris Ranc | tenant referral | 50.00 |
| Ethel Ingram | security deposit refund | 124.52 |
| Foxen Floors & More | tile | 1,097.25 |
| GE Capital | copier lease payment | 252.02 |
| HAPS | DEC HAPS | 46,851.67 |
| Hockenson Plumbing | plumbing maintenance | 849.18 |
| Iowa Department of Transportation | fuel | 58.95 |
| Iowa NAHRO | membership dues | 75.00 |
| Jendro Sanitation | trash service | 631.00 |
| Linderman Heating & Air, LLC | heating/cooling maintenance | 152.00 |
| Mehmen's Painting | painting service #86 | 135.00 |
| Mid American Energy | electric/gas/URP | 5,014.02 |
| Nan McKay | training fee-Heidi | 742.50 |
| Pitney Bowes | meter lease | 54.09 |
| Quality Auto Service | truck/nitro repairs | 486.92 |
| Schueth Ace Hardware | maintenance items | 211.84 |
| Sherwin Williams | paint | 160.20 |
| Staples Direct | office supplies/paper | 909.11 |
| Stock Glass | window/glass/screen repair | 180.00 |
| Superior Lumber | maintenance items | 320.00 |
| T-J Service | maintenance service/appliances | 1,074.97 |
| TD&T CPAs and Advisors, P.C. | audit fee | 7,000.00 |
| Titus Lock Services | lock repair | 78.00 |
| US Cellular | cell phone service | 72.43 |
| Waggoner & Wineinger Architects, Inc. | architect fees | 2,070.00 |
| YARDI | criminal background checks | 63.00 |
| | | 70,168.38 |

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. Nothing new to report.
2. Voucher Funding Update. See attachments
3. **Monthly Rental Status Update.**

| Month of November 2015 | Total Leased 11/1/15 | New Leases | Removed Or Moved | Total Leased 12/1/15 | Total On Waiting List | Offered Assistance | Removed |
|------------------------------|----------------------------|---------------|---------------------|----------------------------|-----------------------------|-----------------------|---------|
| Terraces 132 Units | 132 | 0 | 1 | 131 | 24 | 4 | 2 |
| Morningside 16 Units | 14 | 2 | 1 | 15 | 5 | 2 | 3 |
| Section 8 197 Units | 153 | 5 | 6 | 152 | 22 | 12 | 4 |

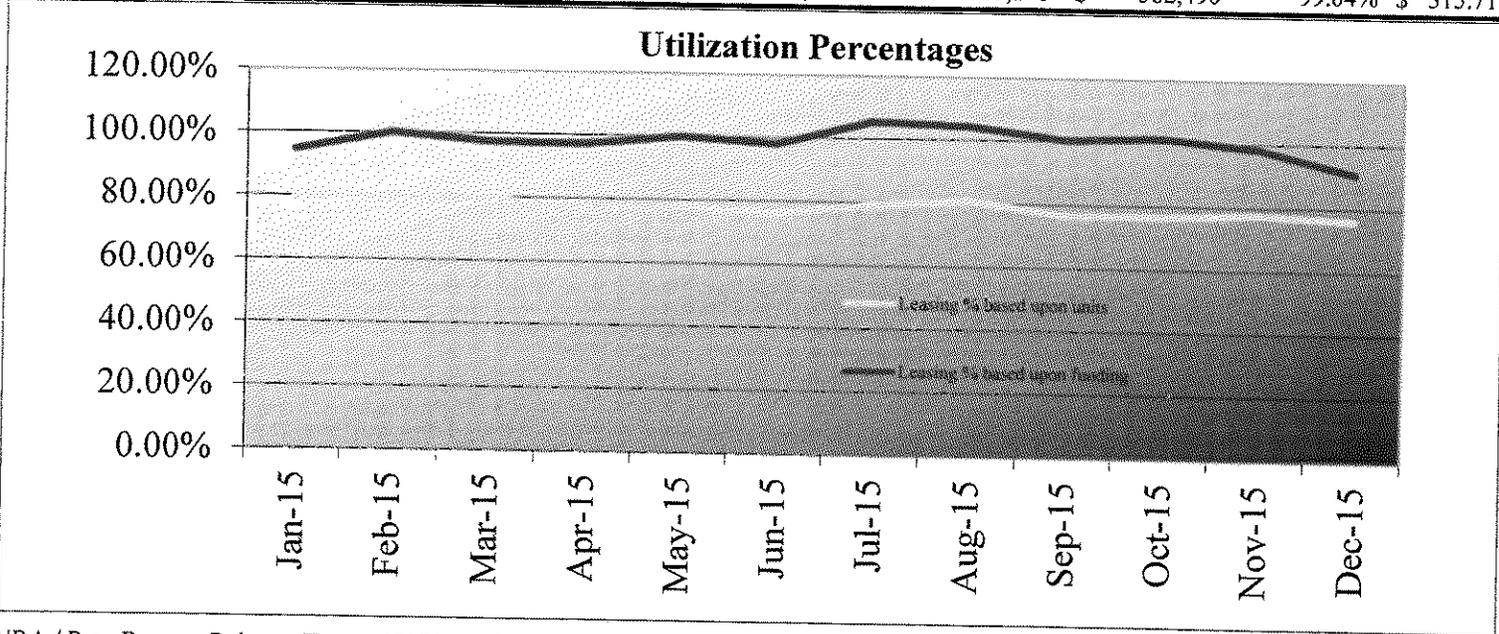
Declined Assistance (2) Over Income () Denied (1) Insufficient Address (1)
 Did not attend Briefing/Information Not Returned (5) Criminal Background Check ()
 Voucher Expired (4) Purged ()
 Terminations: PH () S8 (1)
 Port Out: (4)

4. End of Participation Tracker. See attachment

HCV HAP Spending Projection

| C | D | E | F | G | H | I | J | K | L | M | N |
|----------|--|---|--|----------------------------------|--|--|--|---|--|--|---|
| HUD Held | | | | | | | | | | | |
| 2 | NRA | | | | | | | | | | |
| PHA Name | Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14 NRA | Plus: HUD Actual or Planned HAP Related Disbursements | Minus: HAP Expenses: Actuals from VMS and/or PHA projected | Disbursements minus Expenditures | VMS Reported Fraud Recovery and/or FSS Forfeitures | Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures) | Beginning monthly HUD Held Balance starting 12/31/14 | Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers) | Minus: HUD Actual or Planned HAP Related Disbursements | End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements) | |
| 4 | D | E | F | E-F | H | D+G+H | K | L | M | (K+L)-M | |
| 5 | PHA# | | | | | | | | | | |
| 6 | IA002 | | | | | | | | | | |
| 7 | CY 2014 | | | | | | | | | | |
| 8 | January | \$43,418 | \$48,959 | \$47,754 | \$149 | \$44,772 | \$21,559 | \$48,959 | \$48,959 | \$21,559 | |
| 9 | February | \$44,772 | \$70,518 | \$49,628 | \$266 | \$65,928 | \$21,559 | \$48,959 | \$70,518 | \$0 | |
| 10 | March | \$65,928 | \$48,959 | \$47,820 | \$840 | \$67,907 | \$0 | \$48,959 | \$48,959 | \$0 | |
| 11 | April | \$67,907 | \$24,526 | \$47,174 | \$1,196 | \$46,455 | \$0 | \$24,526 | \$24,526 | \$0 | |
| 12 | May | \$46,455 | \$48,820 | \$46,214 | \$200 | \$49,061 | \$0 | \$48,820 | \$48,820 | \$0 | |
| 13 | June | \$49,261 | \$5,853 | \$49,271 | \$484 | \$6,327 | \$0 | \$48,820 | \$5,853 | \$42,967 | |
| 14 | July | \$6,327 | \$49,853 | \$48,715 | \$352 | \$7,817 | \$42,967 | \$64,462 | \$49,853 | \$47,576 | |
| 15 | August | \$7,817 | \$49,853 | \$47,906 | \$312 | \$10,076 | \$57,576 | \$48,820 | \$49,853 | \$56,543 | |
| 16 | September | \$10,076 | \$47,553 | \$40,462 | \$30 | \$7,197 | \$56,543 | \$79,514 | \$47,553 | \$88,504 | |
| 17 | October | \$7,197 | \$48,715 | \$50,298 | \$117 | \$5,731 | \$88,504 | \$48,820 | \$48,715 | \$88,609 | |
| 18 | November | \$5,731 | \$47,906 | \$50,015 | \$40 | \$3,662 | \$88,609 | \$48,818 | \$47,906 | \$89,521 | |
| 19 | December | \$3,662 | \$45,758 | \$45,664 | \$102 | \$3,858 | \$89,521 | \$48,818 | \$45,758 | \$92,581 | |
| 20 | Total | | \$537,273 | \$580,921 | \$4,088 | | | \$608,295 | \$537,273 | | |
| 21 | CY 2015 | | | | | | | | | | |
| 22 | January | \$3,858 | \$50,801 | \$46,396 | \$46 | \$8,309 | \$92,581 | \$48,673 | \$50,801 | \$90,453 | |
| 23 | February | \$8,309 | \$50,515 | \$49,152 | \$147 | \$9,819 | \$90,453 | \$48,620 | \$50,515 | \$88,758 | |
| 24 | March | \$9,819 | \$50,515 | \$47,877 | \$148 | \$12,605 | \$88,758 | \$48,820 | \$50,515 | \$87,063 | |
| 25 | April | \$12,605 | \$46,065 | \$47,739 | \$1,031 | \$11,962 | \$87,063 | \$49,127 | \$46,065 | \$90,125 | |
| 26 | May | \$11,962 | \$43,833 | \$48,728 | \$417 | \$7,067 | \$90,125 | \$49,130 | \$43,833 | \$95,422 | |
| 27 | June | \$7,067 | \$49,587 | \$48,019 | \$417 | \$9,052 | \$95,422 | \$49,130 | \$49,587 | \$94,965 | |
| 28 | July | \$9,052 | \$39,901 | \$51,695 | \$10 | -\$2,742 | \$94,965 | \$49,730 | \$39,901 | \$104,794 | |
| 29 | August | -\$2,742 | \$54,469 | \$51,161 | \$10 | \$576 | \$104,794 | \$49,130 | \$54,469 | \$99,455 | |
| 30 | September | \$576 | \$56,900 | \$49,196 | \$85 | \$8,365 | \$99,455 | \$49,130 | \$56,900 | \$91,685 | |
| 31 | October | \$8,365 | \$52,729 | \$49,606 | \$116 | \$11,544 | \$91,685 | \$49,010 | \$52,729 | \$87,966 | |
| 32 | November | \$11,544 | \$51,161 | \$48,245 | \$122 | \$14,582 | \$87,966 | \$49,010 | \$51,161 | \$85,815 | |
| 33 | December | \$14,582 | \$51,161 | \$44,561 | \$212 | \$21,182 | \$85,815 | \$48,411 | \$51,161 | \$83,065 | |
| 34 | Total | | \$597,637 | \$592,435 | \$2,122 | | | \$588,121 | \$597,637 | | |

| | Unit Months Available | Unit Months Leased | Leasing % based upon units | HAP Revenue | HAP Funding Obligation | HAP Expenses Paid | Leasing % based upon funding | Per Unit HAP |
|------------|-----------------------|--------------------|----------------------------|--------------------|------------------------|-------------------|------------------------------|------------------|
| Jan-15 | 197 | 157 | 79.70% | \$ 45.50 | \$ 49,010 | \$ 46,341 | 94.55% | \$ 295.17 |
| Feb-15 | 197 | 158 | 80.20% | \$ 146.50 | \$ 49,010 | \$ 49,097 | 100.18% | \$ 310.74 |
| Mar-15 | 197 | 157 | 79.70% | \$ 147.50 | \$ 49,010 | \$ 47,822 | 97.58% | \$ 304.60 |
| Apr-15 | 197 | 150 | 76.14% | \$ 1,030.50 | \$ 49,010 | \$ 47,684 | 97.29% | \$ 317.89 |
| May-15 | 197 | 153 | 77.66% | \$ - | \$ 49,010 | \$ 49,003 | 99.99% | \$ 320.28 |
| Jun-15 | 197 | 150 | 76.14% | \$ 417.00 | \$ 49,010 | \$ 48,019 | 97.98% | \$ 320.13 |
| Jul-15 | 197 | 156 | 79.19% | \$ - | \$ 49,010 | \$ 51,695 | 105.48% | \$ 331.38 |
| Aug-15 | 197 | 159 | 80.71% | \$ 10.00 | \$ 49,010 | \$ 51,161 | 104.39% | \$ 321.77 |
| Sep-15 | 197 | 151 | 76.65% | \$ 85.00 | \$ 49,010 | \$ 49,196 | 100.38% | \$ 325.80 |
| Oct-15 | 197 | 151 | 76.65% | \$ 116.00 | \$ 49,010 | \$ 49,666 | 101.34% | \$ 328.91 |
| Nov-15 | 197 | 153 | 77.66% | \$ 122.00 | \$ 49,010 | \$ 48,245 | 98.44% | \$ 315.33 |
| Dec-15 | 197 | 150 | 76.14% | \$ - | \$ 49,011 | \$ 44,561 | 90.92% | \$ 297.07 |
| YTD | 2,364 | 1,845 | 78.05% | \$ 2,120.00 | \$ 588,121 | \$ 582,490 | 99.04% | \$ 315.71 |



| | | |
|--|----|---------|
| NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2015: | \$ | 96,452 |
| HAP Funding YTD: | \$ | 588,121 |
| HAP Expenditures YTD: | \$ | 582,490 |
| HAP Revenue (Fraud, FSS Forfeits) YTD: | \$ | 2,120 |
| Current Remaining NRA / Prog Reserve: | \$ | 104,203 |
| Current Monthly Funding (a) | \$ | 49,010 |
| Current Average HAP Payment (b) | \$ | 316 |
| # of Units the Current Monthly Funding Would Support (a)/(b) | | 155 |
| # of Units Currently Leased | | 150 |
| Excess Units Leased, Current Month | | (5) |
| Current Year-to-Date Funding (a) | \$ | 588,121 |
| Current Year-to-Date Average HAP Payment (b) | \$ | 316 |
| # of Unit-Mos the Current Monthly Funding Supports (a)/(b) | | 1,863 |
| # of Unit-Mos Leased Year-to-Date | | 1,845 |
| Excess Unit-Mos Leased, Year-to-Date | | (18) |
| Estimate of next years funding: | | |
| YTD HAP expense | \$ | 582,490 |
| Months to date | | 12 |
| Average Monthly HAP Expense | \$ | 48,541 |
| Estimated 2016 HAP Funding at 100% | \$ | 48,541 |
| Number of Units Supported at 100% | | 159 |

END OF PARTICIPATION
TRACKER
2015-2016

| SECT8 | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | TOTALS |
|----------------------------------|----------|----------|-----------|----------|-----------|-----------|----------|----------|----------|----------|----------|----------|-----------|
| LEFT IN GOOD STANDING | | 2 | 1 | 3 | 1 | 1 | | | | | | | 8 |
| ZERO HAP | | 1 | | | | | | | | | | | 1 |
| MUTUAL RECISION | | | | | | | | | | | | | 0 |
| ANNUAL RE-EXAM SEARCHING | | | 1 | | 1 | 1 | | | | | | | 3 |
| PORT-OUT ABSORBED | | | 1 | | | 1 | | | | | | | 2 |
| PORT-OUT SEARCHING | 1 | | 3 | | 2 | 2 | | | | | | | 8 |
| DECEASED | 1 | | 1 | | | | | | | | | | 2 |
| MOVED IN VIOLATION | | | 2 | 1 | 2 | 1 | | | | | | | 6 |
| EVICTED | | 2 | | | | | | | | | | | 2 |
| UNAUTHORIZED LIVE-IN | | | | 1 | 1 | | | | | | | | 2 |
| VIOLATION OF FAMILY OBLIGATION | | | 2 | | 1 | | | | | | | | 2 |
| GAVE UP ASSISTANCE BEFORE 1 YEAR | | | | | | | | | | | | | 0 |
| FAILURE TO RENEW | | | | | 2 | | | | | | | | 2 |
| 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 | | | | | | 4 | | | | | | | 4 |
| VOUCHER REVOKED | | | | | | | | | | | | | 0 |
| LEASED W/NEW LANDLORD | | | 1 | | 1 | | | | | | | | 2 |
| TOTALS | 2 | 5 | 12 | 5 | 11 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 38 |
| PUBLIC HOUSING | | | | | | | | | | | | | |
| LEFT IN GOOD STANDING | 4 | 1 | 1 | 2 | 1 | 2 | | | | | | | 11 |
| DECEASED | | | | | | | | | | | | | 0 |
| MOVED IN VIOLATION | | | | | | | | | | | | | 1 |
| TERMINATED FOR LEASE VIOLATIONS | 1 | | 1 | | 2 | | | | | | | | 4 |
| 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 | 5 | 1 | 2 | 2 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 12 |

MEETING DATE: 12/17/15

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The November 2015 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2015, FISCAL 5/2016

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|------------------------------------|--------------|-------------|-------------|-------------------|------------|
| 173-532-4300 | INTEREST-PUBLIC HOUSING | 24,500.00 | 2,597.57 | 11,899.60 | 48.57 | 12,600.40 |
| 173-532-4504 | FRAUD-PUBLIC HOUSING | 4,000.00 | .00 | 581.33 | 14.53 | 3,418.67 |
| 173-532-4506 | DWELLING RENT-PUBLIC HOUSING | 490,000.00 | 38,663.00 | 202,738.21 | 41.38 | 287,261.79 |
| 173-532-4507 | EXCESS UTILITY-PUBLIC HOUSING | 9,500.00 | 280.00 | 4,310.00 | 45.37 | 5,190.00 |
| 173-532-4508 | CONTRIB-OTHER-PUBLIC HOUSING | 13,500.00 | 558.25 | 4,665.00 | 34.56 | 8,835.00 |
| 173-532-4710 | REIMBURSED EXP-PUBLIC HOUSING | 2,000.00 | 75.64 | 3,372.11 | 168.61 | 1,372.11 |
| 173-532-4781 | OPER SUBSIDY-PUBLIC HOUSING | 180,000.00 | 16,419.00 | 81,443.00 | 45.25 | 98,557.00 |
| | PUBLIC HOUSING TOTAL | 723,500.00 | 58,593.46 | 309,009.25 | 42.71 | 414,490.75 |
| 173-910-4830 | TRANSFER IN - PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| | TRANSFERS IN/OUT TOTAL | .00 | .00 | .00 | .00 | .00 |
| 173-532-6010 | SALARY - PUBLIC HOUSING | 84,107.00 | 6,173.62 | 34,296.19 | 40.78 | 49,810.81 |
| 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 | 6,587.00 | 414.29 | 2,319.14 | 35.21 | 4,267.86 |
| 173-532-6130 | IPERS - PUBLIC HOUSING | 7,689.00 | 551.31 | 3,062.68 | 39.83 | 4,626.32 |
| 173-532-6150 | HEALTH INS - PUBLIC HOUSING | 29,985.00 | 2,498.79 | 12,493.95 | 41.67 | 17,491.05 |
| 173-532-6151 | LIFE INS - PUBLIC HOUSING | 300.00 | 25.96 | 129.80 | 43.27 | 170.20 |
| 173-532-6160 | WORK COMP - PUBLIC HOUSING | 2,625.00 | .00 | 197.00 | 7.50 | 2,428.00 |
| 173-532-6170 | UNEMPLOYMENT - PUBLIC HOUSING | 600.00 | .00 | 14.68 | 2.45 | 585.32 |
| 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 | 380.01 | 755.66 | 15.11 | 4,244.34 |
| 173-532-6370 | GAS - PUBLIC HOUSING | 40,000.00 | 1,018.34 | 4,474.93 | 11.19 | 35,525.07 |
| 173-532-6371 | UTILITIES - PUBLIC HOUSING | 45,000.00 | 3,223.43 | 20,319.63 | 45.15 | 24,680.37 |
| 173-532-6374 | WATER - PUBLIC HOUSING | 18,000.00 | 1,482.45 | 7,053.94 | 39.19 | 10,946.06 |
| 173-532-6379 | OTH UTIL-PUBLIC HOUSING -SEWER | 24,000.00 | 1,794.99 | 9,236.53 | 38.49 | 14,763.47 |
| 173-532-6401 | ACCOUNTING FEES-PUBLIC HOUSING | 4,000.00 | 175.00 | 1,255.51 | 31.39 | 2,744.49 |
| 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 | 680.00 | 1,720.93 | 68.84 | 779.07 |
| 173-532-6415 | COPIER LEASE - PUBLIC HOUSING | 2,900.00 | 252.02 | 1,260.10 | 43.45 | 1,639.90 |
| 173-532-6420 | CONTRACT SERVICES - PUBLIC HOUSING | 24,000.00 | 781.35 | 6,013.56 | 25.06 | 17,986.44 |
| 173-532-6441 | TENANT SERVICES-PUBLIC HOUSING | 2,000.00 | .00 | 213.72 | 10.69 | 1,786.28 |
| 173-532-6442 | PILOT-PUBLIC HOUSING | 34,000.00 | .00 | 35,483.15 | 104.36 | 1,483.15 |
| 173-532-6490 | OTHER PROFESSIONAL SERV | 34,000.00 | .00 | .00 | .00 | 34,000.00 |
| 173-532-6516 | REFUNDS-PUBLIC HOUSING | 1,000.00 | .00 | 82.00 | 8.20 | 918.00 |
| 173-532-6518 | SUNDRY-OFF EXP-PUBLIC HOUSING | 25,000.00 | 2,124.24 | 8,113.16 | 32.45 | 16,886.84 |
| 173-532-6599 | MAINT MATERIALS-PUBLIC HOUSING | 75,000.00 | 6,217.41 | 25,319.83 | 33.76 | 49,680.17 |
| 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 | 494,293.00 | 27,793.21 | 173,816.09 | 35.16 | 320,476.91 |
| 173-536-6010 | SALARY - PH MAINT | 75,190.00 | 5,640.76 | 32,165.81 | 42.78 | 43,024.19 |
| 173-536-6040 | OVERTIME SALARY - PH MAINT | 3,100.00 | 154.20 | 1,491.49 | 48.11 | 1,608.51 |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2015, FISCAL 5/2016

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-----------------|----------------|----------------|----------------------|------------|
| 173-536-6110 | FICA - PH MAINT | 5,989.00 | 416.84 | 2,442.38 | 40.78 | 3,546.62 |
| 173-536-6130 | IPERS - PH MAINT | 6,991.00 | 517.50 | 3,005.61 | 42.99 | 3,985.39 |
| 173-536-6150 | HEALTH INS - PH MAINT | 16,621.00 | 1,385.05 | 6,925.25 | 41.67 | 9,695.75 |
| 173-536-6151 | LIFE INS - PH MAINT | 100.00 | 8.37 | 41.85 | 41.85 | 58.15 |
| 173-536-6160 | WORK COMP - PH MAINT | 1,890.00 | .00 | .00 | .00 | 1,890.00 |
| 173-536-6170 | UNEMPLOYMENT - PH MAINT | 550.00 | .00 | 16.36 | 2.97 | 533.64 |
| 173-536-6181 | UNIFORM ALLOWANCE - PH MAINT | 450.00 | .00 | 450.00 | 100.00 | .00 |
| | PUBLIC HOUSING MAINTENANC TOTA | 110,881.00 | 8,122.72 | 46,538.75 | 41.97 | 64,342.25 |
| 173-910-6910 | TRANSFER OUT - PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| | TRANSFERS IN/OUT TOTAL | .00 | .00 | .00 | .00 | .00 |
| | PUBLIC HOUSING TOTAL | 118,326.00 | 22,677.53 | 88,654.41 | 74.92 | 29,671.59 |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2015, FISCAL 5/2016

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|-------------|-------------------|------------|
| 174-533-4300 | INTEREST - SECTION 8 | 300.00 | 110.53 | 480.20 | 160.07 | 180.20- |
| 174-533-4440 | STATE GRANT-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-4504 | FRAUD-SEC 8 | 4,500.00 | 243.00 | 664.00 | 14.76 | 3,836.00 |
| 174-533-4505 | HUD CONTRIB-SEC 8 | 600,000.00 | 51,161.00 | 255,160.00 | 42.53 | 344,840.00 |
| 174-533-4509 | ADMIN FEE/HTH-SEC 8 | 90,000.00 | 7,884.00 | 36,488.00 | 40.54 | 53,512.00 |
| 174-533-4710 | REIMBURSED EXP-SEC 8 | 1,000.00 | .00 | 747.00 | 74.70 | 253.00 |
| 174-533-4715 | REFUNDS-SEC 8 | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| | SECTION 8 VOUCHER TOTAL | 696,800.00 | 59,398.53 | 293,539.20 | 42.13 | 403,260.80 |
| 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 | 36,046.00 | 2,866.17 | 15,943.74 | 44.23 | 20,102.26 |
| 174-533-6040 | OVERTIME SALARY - SECTION 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6110 | FICA - SECTION 8 | 2,757.00 | 194.55 | 1,087.24 | 39.44 | 1,669.76 |
| 174-533-6130 | IPERS -SECTION 8 | 3,219.00 | 255.95 | 1,423.78 | 44.23 | 1,795.22 |
| 174-533-6150 | HEALTH INS - SECTION 8 | 19,990.00 | 1,665.86 | 8,329.30 | 41.67 | 11,660.70 |
| 174-533-6151 | LIFE INS - SECTION 8 | 200.00 | 17.31 | 86.54 | 43.27 | 113.46 |
| 174-533-6160 | WORK COMP - SECTION 8 | 1,764.00 | .00 | .00 | .00 | 1,764.00 |
| 174-533-6170 | UNEMPLOYMENT - SECTION 8 | 400.00 | .00 | 9.79 | 2.45 | 390.21 |
| 174-533-6199 | EMPLOYEE BEN-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6230 | STAFF TRAINING - SECTION 8 | 1,500.00 | .00 | .00 | .00 | 1,500.00 |
| 174-533-6380 | UTILITY ALLOT - SECTION 8 | 15,000.00 | 1,486.00 | 7,476.00 | 49.84 | 7,524.00 |
| 174-533-6401 | ACCOUNTING FEES - SECTION 8 | 3,500.00 | 220.00 | 1,290.00 | 36.86 | 2,210.00 |
| 174-533-6420 | CONTRACT SERVICES - SECTION 8 | 10,000.00 | 732.50 | 3,571.00 | 35.71 | 6,429.00 |
| 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 | 47,162.56 | 244,123.91 | 40.69 | 355,876.09 |
| 174-533-6490 | OTHER PROF SERVICES-SECTION 8 | 5,000.00 | .00 | .00 | .00 | 5,000.00 |
| 174-533-6516 | REFUND INTEREST-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6518 | SUNDRY-OFF EXP-SEC 8 | 3,000.00 | 110.31 | 793.72 | 26.46 | 2,206.28 |
| | SECTION 8 VOUCHER TOTAL | 702,676.00 | 54,711.21 | 284,135.02 | 40.44 | 418,540.98 |
| 174-910-6910 | TRANSFER OUT - SECTION 8 VOUCH | .00 | .00 | .00 | .00 | .00 |
| | TRANSFERS IN/OUT TOTAL | .00 | .00 | .00 | .00 | .00 |
| | SECTION 8 VOUCHER TOTAL | 5,876.00- | 4,687.32 | 9,404.18 | 160.04- | 15,280.18- |

REQUESTED ACTION: Approve Resolution 13-15 to Adopt Passbook Rate

Comments: HUD regulations require us to apply the passbook rate to the cash value of assets greater than \$5,000 when calculating participant income. Then we compare the imputed value against the actual income generated by the assets. The larger amount of the two is included the participant's annual income.

In 2011 HUD directed us to reduce the rate to 0%. They have since determined that the individual housing agencies should set their own rate and review that rate on an annual basis. The passbook rate established must be within .75 percent of the current Savings National Rate. As of December 8, 2015 that rate was .06%. That means that our adopted rate must fall somewhere between -.69% and .81%, and the rate may not be less than 0%. The area passbook rates at the following area banks as of December 8, 2015 were:

| | |
|---------------------|------|
| First Security Bank | .10% |
| First Citizens Bank | .10% |
| Security State Bank | .15% |
| CUSB | .10% |

We have discussed the rates and have decided that we should continue to use .10% as our passbook rate because it reflects the majority of the area banks. This rate will only affect residents and participants whose assets' cash value exceeds \$5,000. Many times those with assets higher than that will have an actual income from their assets that exceeds the imputed value.

RESOLUTION NO. 13-15

ADOPTION OF PASSBOOK RATE

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, according to 24 CFR § 5.609(b)(3), when determining annual income for families who apply for or receive assistance in the Housing Choice Voucher Program (HCV) and public housing programs, a public housing agency (PHA) includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5000; and

WHEREAS, HUD has issued Notice 2012-29 requiring all Housing Authorities to establish a passbook rate based on the current Savings National Rate and review them annually ; and

WHEREAS, the Savings National Rate on December 1, 2015 was .06% and the proposed rate of .10% is within the required .75% of that rate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that adoption of the proposed passbook rate of .10% is necessary to ensure that all rent calculations are in compliance with regulation.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 17TH DAY OF DECEMBER 2015.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 12/17/2015

RE: Review Bids for NCT Kitchen/Bath Renovations

REQUESTED ACTION: Review bids received for NCT Kitchen/Bath Renovation project to determine lowest responsible bidder and make recommendation for award to City Council.

Comments: The bids are due Monday, December 14, 2015 at 2:00 p.m. Once open Waggoner & Wineinger will be reviewing and tabulating them. The tabulated bids will be available on the 17th for review and discussion.

REQUESTED ACTION: Approve Microsoft Office Upgrade to Business Premium Office Subscription

Comments: We have been having issues with implementing a solution to provide us with optimal use of our calendar systems. We have been working with Trent Parker to come up with a system that will allow Julie to access and set up appointments on Stacy's calendar and to allow us to view all three calendars at once to make sure that appointments don't conflict with each other so we have adequate coverage for the office. The current system has many glitches that cause a lot of confusion and double booked appointments.

The proposal provides us with a solution to the calendar sharing issues that we have been having. In addition, it also allows us to have the most up-to-date Microsoft office applications at all times. The proposal provided by Trent lists the positive and negative aspects of the upgrade. The biggest negative of the upgrade is that the upgrade is hosted by godaddy.com and we would have to purchase a domain name and switch our email over to godaddy.com. This would require us to run both email accounts until everything was switched over. This is cause for concern because HUD's system is so inefficient it would be difficult to ensure that every department and office in HUD had the new email and almost every notice and update from HUD is sent by email. The only other negative is the pricing structure. The upgrade requires a monthly fee of \$15 per work station per month. However, to purchase licenses for all three computers and the laptop would be approximately \$1600. It would take approximately three years of monthly fees to equal the cost to purchase the licenses for upgrade the software and at the end of three years, we would more than likely need to upgrade again. With the subscription, we would always have access to the most recent versions of Microsoft Office in addition to being able to install the software on five other devices. We would also have access to a web portal to allow use of the office software from any computer and would have access to Skype for Business.

Cedar Health has been using the subscription service for a while and it has been providing them with the services that they need. They just increased the number of users on the system.

We have looked at available domain names and @charlescithousing.org is available and would cost less than \$10 a year.

Charles City Housing
Authority
Recommendations and
Estimates

December 10

2015

Microsoft Office Upgrade for Charles City Housing Authority.

Charles City Housing Authority Recommendations and Estimates

The following will provide recommendations and estimates to the best of my knowledge after working on and examining the current Microsoft Office setup at Charles City Housing Authority in Charles City, Iowa. The Major recommendations include purchasing a domain name and office business premium subscription through Godaddy hosting site. Pursuing these steps would help greatly in productivity and time management. It would also provide some opportunities that are currently not available with the current product.

Domain Name

A domain name is what identifies who you are or what company or organization your particular addresses belong to. This is known as the second half of your email after the (@) symbol.

Examples:

@1stsecuritybank.com

@cedarservices.net

@gmail.com

With a quick look you know what organization is contacting you. This is also needed to complete the second recommendation of purchasing the office subscription through Godaddy.

The current setup uses the internet providers Domain Name which is @mchsi.com owned by Mediacom.

Office Business Premium Subscription

The Business Premium Office Subscription is all Microsoft Office Programs bundled into a subscription based model. Products included are:

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft One Note

Microsoft Publisher

Skype for Business

Microsoft Mobile Apps

Microsoft One Drive

Microsoft Office Online

The current Microsoft installations include:

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Microsoft Publisher (Only 1 PC)

Upgrading to the Subscription model has many benefits included with each program. Following is a list of benefits gained from subscribing to the Business Premium Office Subscription model.

Positives

- Provides All Office Products
- 5 Licenses are Included with each User
- Microsoft Outlook allows sharing of Calendars
- Skype for Business is an internal only instant messaging program allowing for quick responses without the need for an email or phone call
- Skype for Business also integrates with the Microsoft Outlook calendar, warning internal employees when in a meeting or away.
- Skype for Business can be used from any computer or mobile device to stay in contact with employees when away from the office (Example: Seminar)
- Microsoft Outlook Calendars can be shared between users allowing Administrative Assistant to update and manage other users calendars easily (Needed)
- Ability to use all Microsoft Office Products on any computer through the web portal without having to install any applications on a computer.
- Price \$15 /Month/User (Currently this would cost \$400/User)
- Always able to install the most current version at no additional cost (Current Setup would take another \$400 to upgrade to the next version)
- Domain Name is specific to the organization

Negatives

- Short period of time where 2 mail accounts will have to be maintained while converting and letting others know of switch. (Both can stay in place as long as need be)

The subscription would also allow Charles City Housing Authority to drop the maintenance agreement and program subscription with 3rd party provider ShareO. This program is currently helping with the sharing of calendars as the current Microsoft Office installation does not allow for it by default.

Cost

The Godaddy Business Premium Office Subscription would be a more cost effective and productive solution for Charles City Housing Authority.

Godaddy Business Premium

Domain Name \$2.99 /yr
Microsoft Office \$14.99/User/Month
ShareO Calendar -\$60.00/yr

Current Microsoft Installation

Microsoft Office \$400/Computer

*Items shown in red are savings per/yr

REQUESTED ACTION: Approve sending Heidi Nielsen to Indianapolis from February 9-11 to attend training on the new Procurement Handbook and Section 3 requirements.

Comments: HUD has recently released a new Procurement Handbook with updated requirements concerning the procurement process. One requirement that they are increasing the enforcement on is the Section 3 requirements. Section 3 deals with projects which are funded by federal money and any new employment created as a result of the project. They (HUD) have spent the last three years updating and creating a new Section 3 reporting system. An entire day of the training is devoted to Section 3. The original deadline for compliance with updated procurement requirements was December 31st, however there has been talk about an extension.

The training is offered by Nan McKay and since the training in October was cancelled the only session that they are offering is in Indianapolis. The entire cost of the seminar will be approximately \$2,000 which includes seminar fee, transportation, lodging, and meals. Since it is about a 9 to 10 hour drive to Indianapolis, I would prefer to fly. The cost to fly out of Waterloo would be less than \$500 by the time you add in the cost of the flight, parking, and baggage and other miscellaneous fees. I would also have shuttle or taxi expenses to and from the airport in Indianapolis. The fee for the seminar has been reduced from \$825 to \$742.50 if you register by December 31st. I contacted them to see if they had the minimum number of people registered to hold the class and they said that it hasn't been confirmed yet. With that being the case, I would hold off on booking a flight until it was confirmed by them.

A copy of the agenda is attached. Steve Diers, City Administrator, has already given his approval on this request.



Procurement & Section 3

SEMINAR REGISTRATION FORM

For more information about this class including current seminar locations and dates, please call us at 800.783.3100, email sales@nanmckay.com, or visit our online store at nanmckay.com

SEMINAR SCHEDULE

DAY ONE
 Begins 8:00 AM
 Ends 4:00 PM

DAY THREE
 Begins 8:00 AM
 Certification Exam 3:00 PM
 Ends Exam 5:00 PM

REGISTRATION OPTIONS

- To register online, visit [nanmckay.com/Procurement & Section 3](http://nanmckay.com/Procurement%20&%20Section%203)
- Registration Fee #101-048** \$825
- In-class Certification Exam #100-048** \$150
- Online Certification Exam #10003-EXAM** \$150

SEMINAR DATES AND LOCATIONS

Please mark the session you would like to attend:

- February 9-11 ~ Indianapolis, IN**
- Omni Severin Indianapolis
 40 West Jackson Place
 Indianapolis, IN 46225
 Phone: (800) 843-6664
 Rate: \$107 single - Book hotel by 01/11/2016

ATTENDEE INFORMATION

Print names as you would like the name to appear on the certificate.

Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

ATTENDEE 1 FULL NAME: Heidi Nielson

E-MAIL ADDRESS (REQUIRED): cehira@mchs.com

ATTENDEE 2 FULL NAME: _____

E-MAIL ADDRESS (REQUIRED): _____

ATTENDEE 3 FULL NAME: _____

E-MAIL ADDRESS (REQUIRED): _____

ATTENDEE 4 FULL NAME: _____

E-MAIL ADDRESS (REQUIRED): _____

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

AGENCY: Charles City Housing

PHONE: 641-228-6661 FAX: 641-228-6758

BILLING ADDRESS: 501 Cedar Terrace South

CITY: Charles City STATE: IA ZIP: 50606

SHIPPING ADDRESS (NO P.O. BOXES): Same

CITY: _____ STATE: _____ ZIP: _____

PAYMENT OPTIONS

To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1810 Gillespie Way, Suite 202, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

ORDER TOTAL: \$ 742.50

PURCHASE ORDER NUMBER: _____

CHECK PAYABLE TO NMA ENCLOSED: CHECK #: _____

CHARGE MY CREDIT CARD: VISA Master Card American Express

NAME ON CREDIT CARD: _____

CREDIT CARD #: _____

SECURITY CODE: _____ EXPIRATION DATE: ____ / ____

AUTHORIZED SIGNATURE (Please sign on the line below)

POLICIES

Hotel Block of Rooms: _____

Cancellation & Substitution: _____

Retaking Exams: _____

NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.

AGENDA
PROCUREMENT & SECTION 3

DAY ONE

- 8:00 Registration
- 8:30 Welcome and Introductions
- 8:45 Review of Applicable Regulations
 - OMB's Joint Interim Final Rule
 - 2 CFR Part 200
 - HUD Handbook 7460.8 Rev 2
- 10:15 Break
- 10:30 Procurement of Goods and Services
 - Procurement Policy
 - Contracting Officer
 - Ethics in Public Procurement
 - Procurement Planning
 - Independent Cost Estimate
- 12:00 Lunch (on your own)
- 1:00 Solicitation Process
 - Small Purchases
 - Micro Purchases
 - Blank Purchase Agreements
 - Purchase Orders
- 2:30 Break
- 2:45 Solicitation Process (continued)
 - Purchasing Cards
 - Sealed Bidding
 - Contractor Responsibility
 - Competitive Proposals
 - Qualification Based Selection
- 4:30 End of Day One

AGENDA
PROCUREMENT & SECTION 3

DAY TWO

- 8:30 Solicitation Process (continued)
- Non Competitive Procurements and Proposals
 - Section 3, Small Business Efforts and Contracting with Residents
 - Cooperative Purchasing
- 10:15 Break
- 10:30 Specifications and Statement of Work
- Types of Specifications
 - Standardizing Inventory
 - Elements of Statement of Work
- Award of Contract
- Fixed Price Contracts
 - Cost Reimbursement Contracts
 - Award and Execution of Contracts
- 12:00 Lunch (on your own)
- 1:00 Contract Administration
- Receipt of Procured Materials/Services
 - Contract Management
 - Monitoring and Inspection
 - Contract Modification
 - Warranties
 - Work Completion
 - Contract Termination
 - Prevailing Wage/Davis Bacon Requirements
- 2:30 Break
- 2:45 Protests, Appeals and Remedies
- State and Local Laws on Procurement
- Project File Creation
- Audits and Monitoring
- 5:00 End of Day 2

AGENDA
PROCUREMENT & SECTION 3

DAY THREE

- 8:30 **Background, Definitions, and Applicability**
- Section 3 Qualified Projects
- Compliance and Enforcement**
- Economic Opportunities**
- Required Section 3 Language and Procurement Preferences**
- 10:15 **Break**
- 10:30 **Procurement Efforts and Strategies**
- Common Section 3 Obstacles
 - Best Practices
- The PHA's Section 3 Responsibilities**
- Overview
- The PHA's Section 3 Responsibilities (continued)**
- Form HUD-60002
- Section 3 Resources**
- Section 3 Website
 - HUD DOL Toolkit
 - Section 3 Business Registry
- 12:00 **Lunch (on your own)**
- 1:00 **Certification Exam**
- 2:00 **End of Exam**