

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

October 20, 2017, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Approve Minutes of September 21, 2017..... 1-2
- IV. Approval of Bills for October 2016..... 3
- V. Communications..... 4-11
 - 1. Capital Fund Program Update
 - 2. Security Cameras
 - 3. REAC Inspection
 - 4. Audit Update
 - 5. Section 8 Funding/Utilization
 - 6. Monthly Rental Status Update
 - 7. End of Participation Report
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 12-15
 - 2. Approve Installation of Electric Water Heaters 16
 - 3. Approve Resolution 12-17 to Retain Current Flat Rents..... 17-18
 - 4. Authorize Disposal of Old Mowers..... 19
- VIII. Executive Director’s Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, November 16, 2017 at 7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 21, 2017 7:00 a.m.

Members Present: Carol Tyler, Eric Miller, Linda Klemesrud, Stewart Coulson, and Jeremy Heyer.
Absent: None. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:05 a.m.

Public Comments. None

Amend-Approve Minutes of August 17, 2017. Tyler moved, Miller seconded the motion to approve the minutes of August 17, 2017 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills for September 2017. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$89,931.56. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including Capital Fund Program, Rehabilitation Program application, HUD Lawsuit, Landlord Outreach, Section 8 utilization/funding and public housing unit vacancies, program attrition. No action taken.

Old Business.

New Business.

Review Financial Reports. Nielsen reported that we were on track with the budget and that there will be a few budget revisions required for the training budget line item and fees paid to the city for accounting and the position at the PD. No motion was necessary.

Approve Sidewalk Repairs. Nielsen reviewed the work completed to date: poly-lifting, and water intake and adjoining sidewalk. The board was informed that there was some additional work that was not in the original scope of work, which included filling the expansion joint, and a replacing concrete in a small area at both North and South Cedar Terrace to eliminate trip hazards. Nielsen stated that a quote was obtained from Nolt Custom Concrete for the work, but the quote for the work at South Cedar Terrace was too high, so only the work at North Cedar Terrace would be authorized. Also, Nielsen told the board that there was enough in the current budget to cover the work at North Cedar Terrace. Miller motioned to approve the request to complete the additional work at North Cedar Terrace and filling the expansion joints. Tyler seconded the motion. Ayes: 5, Nays: 0, Motion carried.

Approve Resolution 11-16 to Update Payment Standards. Nielsen reviewed HUD's requirements for payment standards based on the new Fair Market Rents (FMRs). Nielsen reviewed the current payment standards in relation to the increased FMRs and explained that the with all other factors being considered it was not necessary to increase the payment standards for all unit sizes. The board was informed that the data used to determine the payment standard included the current unit rents on the program. Nielsen explained that the current standards were comparable to the average and median program rents. In addition, Nielsen told the board that data received on market rate rents from NIACOG also supports the current payment standards as the average market rate rents were closely aligned to the market rates. Miller made a motion to approve Resolution 11-17 to update payment standards. Coulson seconded the motion. Roll Call: Ayes: Heyer, Miller, Klemesrud, Coulson, and Tyler. Nays: None. Motion carried on roll call vote.

Approve Contract for Asbestos Removal. Nielsen explained that the floor tile and mastic at the North and South were tested and contain asbestos. The different options were discussed and Nielsen stated that due to the potential risks the work should be contracted with an abatement company. In addition, Nielsen explained that the decision was made to replace the tile as the apartments turned

over. If the work was done while the units were occupied, the residents would need temporary housing and their apartments would need to be packed up and emptied. So, any savings realized by doing the work all at once, would be offset by the relocations costs. Nielsen presented the board with the quotes received for asbestos abatement and requested that the board approve the contract with Asbestrol for two years with an option of an additional two-year renewal. The board was told that they are in good standing with HUD and the work their work history for the rehab program was good. Coulson motioned to approve the request to complete the additional work at North Cedar Terrace and filling the expansion joints. Klemesrud seconded the motion. Ayes: 5, Nays: 0, Motion carried.

Discuss Options for Camera System. Nielsen explained that there were some difficulties with the current system used to transmit the data from Morningside to the office. Nielsen also discussed with the board some issues with the current arrangement with a local company, such as failure to return calls and follow through. The board was informed of a conversation with a different surveillance company and Nielsen stated that the new company was going to submit a proposal for service and it would be presented for approval. Nielsen told the board that an alternate option to transmit the video would be to go through Mediacom. However, the cost may be prohibitive at around \$150 a month. Nielsen stated that she would research some different options. They agreed. As the discussion was only preliminary, no action was necessary.

Approve Purchase of Pick-up. The board was given the list of trucks on the state pricing list. Nielsen explained that the state fleet purchase was already competitively bid so it would not be necessary to receive bids. She also stated that the maintenance department had picked a truck from Stiver's Ford because they felt it had all the required features and was the best value. Molstead Motors was also given an opportunity to bid, but declined. Nielsen also informed the board that the city was interested in purchasing the Nitro, however, a price had not been agreed upon. Nielsen said that the cost is covered under the current operating budget. Miller motioned to approve the purchase from Stiver's Ford, and was seconded by Tyler. Ayes: 5, Nays: none. Motion carried.

Executive Director's Report. Nielsen informed the board that it was necessary to change the October meeting date to October 20th due to a conflict with a seminar. The board was also told of a new bedbug infestation at North Cedar Terrace, which did not appear to have spread beyond the one unit. The board was also provided with an update on the search for a procurement consultant, and hope to have a proposal to bring to the board soon. Finally, Nielsen told the board that the police department had not assigned an officer to fill the vacancy left by Officer Vetter.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried and the meeting adjourned at 7:50 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 October 2017

Customer	Description	Amount
Bill, Helen	tenant referral	100.00
Business Card	back up service, hotel charges for training	
C.Naber & Associates	accounting fees	395.00
Cedar Valley Printing	envelopes/letterhead	485.00
CenturyLink	phone bill	206.62
Cintas	rug service	91.92
City of Charles City	water/sewer/URP/S8 inspection/postage	3,011.21
City of Charles City-Street Dept.	reimburse for phone bill paid in error	249.60
D&M Asphalt Services Inc.	cement repairs	5,391.00
HAPS	Oct. 1 HAPS	74,911.30
Hockenson Plumbing	plumbing maintenance	304.80
Houdek Floorcovering	#2210 carpet replacement	1,439.05
Hy-Vee	items for meeting	16.80
Iowa Department of Transportation	fuel	173.10
Iowa NAHRO	membership dues	150.00
Jendro Sanitation	trash service	651.50
John Deere Financial	Theisen's purchases	45.94
Larry Shepard	security deposit refund	250.00
Lessin Supply Co.	maintenance items	127.60
Linderman Heating & Air, LLC	maintenance repairs	577.75
Marco, Inc.	copy costs	217.52
Mehmen's Painting	contract painting	500.00
Michaels Band Box	carpet cleaning #2232	242.58
Mid American Energy	electric/gas/URP	5,548.26
Mike Molstead Motors	truck maintenance	194.95
Nan McKay	master book revision fee	224.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	48.00
Pitney Bowes	meter lease	54.09
Plastic Recycling of Iowa Falls Inc.	freight fee for benches	105.00
Plunkett's Pest Control	follow up checking on treated units	113.00
Productivity Plus Account	mower supplies from Swartzrocks	291.18
Quality Auto Service	truck repairs	863.96
Reserve Account	prepaid postage	750.00
Schneider Laboratories Inc.	lead testing fees	
Schueth Ace Hardware	maintenance items	1,218.96
Sherwin Williams	paint	519.55
Staples Advantage	office items	211.09
Stock Glass	window repairs	318.66
Superior Lumber	maintenance items	300.59
T-J Service	appliicance replacement and repairs	1,560.92
Titus Lock Services	lock repair service	749.90
US Cellular	cell phone bill	91.88
Wells Fargo Vendor FIN Serv	copier lease	252.02
YARDI	criminal background checks	63.00
		103,017.30

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. We have received final approval of our 2017 Capital Fund and we are now able to draw down the funds. Other than working on the specifications for the window replacement, we are addressing the deficiencies cited in the report and getting ready for the winter.
2. Security Cameras. We have met again with a security company to determine which is the best way to go with our cameras, the portable and the system at Morningside. They are researching the possibility of using the existing cameras with a new recording device. They are also looking into a different portable camera that runs on a battery and is more obscure. Since neither the City or Mediacom has responded to my inquiry into utilizing the internet, they are including a different internet service in their proposal. Once we receive their proposal, it will be presented to the Board for approval.
3. REAC Inspection. The attached report shows our inspection score. It is a 90b, which translates into a 36 of the 40 possible points under the physical inspection section of the PHAS score. The last inspection was in 2014 and our score was a 91b and was also 36 points. The report summary is attached; however, the entire report will be reviewed during the meeting. A copy of the report is available upon request.
4. Audit Update. We will be having our agency audit on November 14th. The audited submission is due to HUD by March 30, 2018.
5. Section 8 Funding/Utilization. See attachments
6. Monthly Rental Status Update.

Month of September 2017	Total Leased 9/1/17	New Leases	Removed Or Moved	Total Leased 10/1/17	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	1	131	10	4	4
Morningside 16 Units	15	0	1	14	5	5	5
Section 8 197 Units	178	11	8	181	23	10	4

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

7. End of Participation Tracker. See attachment

Inspection Summary Report (POA) for Inspection #604574

Inspection Snapshot

Inspection ID:	604574	Inspection Time:	09:33 AM - 06:54 PM
Inspection Start Date:	09/21/2017	Inspection End Date:	09/21/2017
Property ID:	IA002050616	Property Type:	Public Housing
Property Name:	CEDAR TERRACE SOUTH		
Inspection State:	Successful	Score:	90b

Inspection Summary Report (POA) for Inspection #604574

Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	18.97	0.00	18.97	5.33	13.63
Building Exterior	18.97	1.43	17.53	0.00	17.53
Building Systems	18.92	0.04	18.88	0.21	18.67
Common Area	2.52	0.09	2.43	0.00	2.43
Unit	40.64	2.50	38.14	0.87	37.27
Total	100.00	4.06	95.94	6.41	89.54

Score Version: 1

Score Date: 09/22/2017

Final Score: 90b

Inspection Summary Report (POA) for Inspection #604574

Health & Safety Summary

	Site	Buildings	Units	Total	
Non-Life Threatening (NLT)					Health and Safety Narrative
Actual	1	1	2	4	1 site, 27 buildings and 23 units were inspected.
Projected	1	2	13	15	4 health and safety deficiencies(HSD) were observed.
Life Threatening (LT)					Percentage Inspected:
Actual	0	0	0	0	Site (PIS): 100%
Projected	0	0	0	0	Building (PIB): 66%
Smoke Detectors (SD)					Unit (PIU): 16%
Actual	0	0	0	0	Projected HSD:
Projected	0	0	0	0	Site = (Actual HSDS) / PIS
Overall					Building = (Actual HSDB) / PIB
Actual	1	1	2	4	Unit = (Actual HSDU) / PIU
Projected	1	2	13	15	If all buildings and units were inspected, it is projected that a total of 15 health and safety deficiencies would apply to the property.

Inspection Summary Report (POA) for Inspection #604574

Systemic Deficiencies

Type	Area	Item	Deficiency	B/U with defects	Total B/U	%
Ordinary	Site	Hazards	HS - Tripping (Hazards)	1	1	100

Note:

B/U - Indicates Buildings or Units

BE - Indicates Building Exterior

BS - Indicates Building Systems

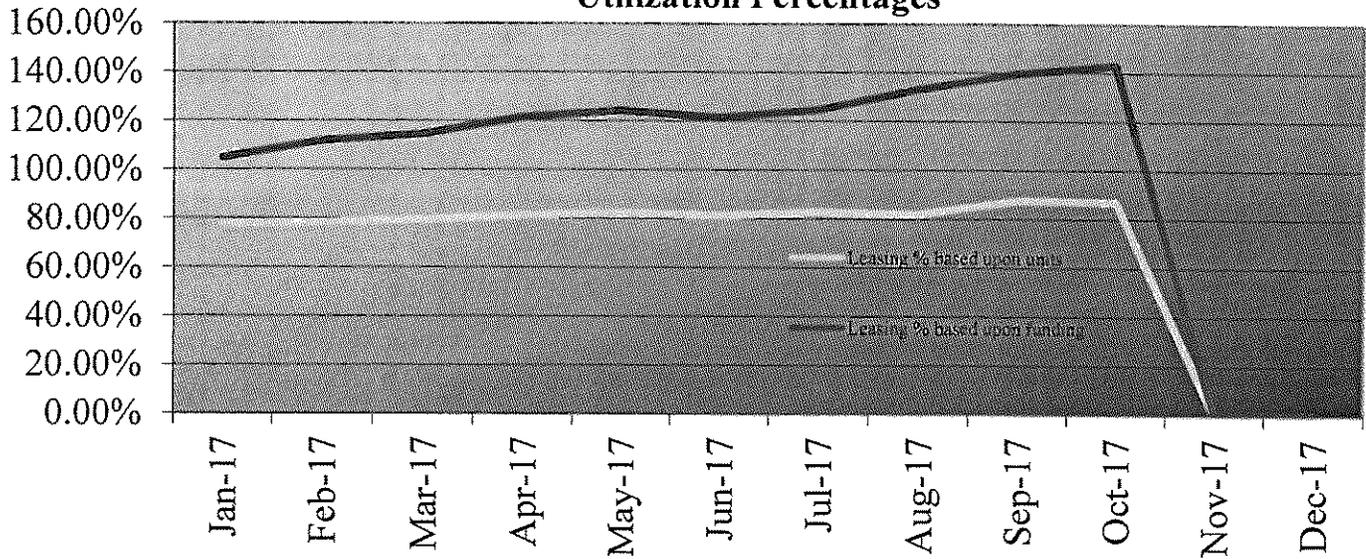
CA - Indicates Common Areas

Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers and smoke detectors)

	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-17	208	161	77.40%	\$ 51,440.00	\$ 46,814	\$ 48,998	104.67%	\$ 304.34
Feb-17	208	163	78.37%	\$ 51,440.00	\$ 46,814	\$ 52,253	111.62%	\$ 320.57
Mar-17	208	165	79.33%	\$ 52,930.00	\$ 46,814	\$ 53,610	114.52%	\$ 324.91
Apr-17	208	169	81.25%	\$ 52,930.00	\$ 46,814	\$ 56,804	121.34%	\$ 336.12
May-17	208	171	82.21%	\$ 52,930.00	\$ 46,814	\$ 58,157	124.23%	\$ 340.10
Jun-17	208	169	81.25%	\$ 52,930.00	\$ 46,814	\$ 56,782	121.29%	\$ 335.99
Jul-17	208	172	82.69%	\$ 40,226.00	\$ 46,814	\$ 58,340	124.62%	\$ 339.19
Aug-17	208	170	81.73%	\$ 65,382.00	\$ 46,814	\$ 62,196	132.86%	\$ 365.86
Sep-17	208	182	87.50%	\$ 73,887.00	\$ 46,814	\$ 65,264	139.41%	\$ 358.59
Oct-17	208	181	87.02%	\$ 69,382.00	\$ 46,814	\$ 66,912	142.93%	\$ 369.68
Nov-17	208		0.00%		\$ 46,815		0.00%	
Dec-17	208		0.00%		\$ 46,815		0.00%	
YTD	2,496	1,703	68.23%	\$ 563,477.00	\$ 561,770	\$ 579,316	103.12%	\$ 340.17

Utilization Percentages



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594	
HAP Funding YTD:	\$ 561,770	
HAP Expenditures YTD:	\$ 579,316	Current Year Funding: -26
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 2,421	
Current Remaining NRA / Prog Reserve:	\$ 141,469	
Current Monthly Funding (a)	\$ 69,382	Current Year Funding and reserves: 208
Current Average HAP Payment (b)	\$ 370	
# of Units the Current Monthly Funding Would Support (a)/(b)	188	
# of Units Currently Leased	181	
Excess Units Leased, Current Month	(7)	
Current Year-to-Date Funding (a)	\$ 561,770	
Current Year-to-Date Average HAP Payment (b)	\$ 340	
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,651	
# of Unit-Mos Leased Year-to-Date	1,703	
Remaining Unit-Mos to Lease Year-to-Date	(52)	
Estimate of next years funding:		
YTD HAP expense	\$ 579,316	
Months remaining to date	2	

END OF PARTICIPATION
TRACKER
2017-2018

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING			1	1	1								3
ZERO HAP		1	1										1
MUTUAL RESCISION		1	1										1
ANNUAL RE-EXAM SEARCHING	1	1	1	2									4
PORT-OUT ABSORBED			1										1
PORT-OUT SEARCHING	1		1										2
PORT-OUT BILLING				1									
DECEASED													0
MOVED IN VIOLATION	1	2		2									5
EVICTED													0
UNAUTHORIZED LIVE-IN	1	1	1										3
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													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD		1	1										2
TOTALS	4	8	5	8	0	24							
PUBLIC HOUSING													
LEFT IN GOOD STANDING		2	3	2									7
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS	1												1
EVICTED													0
UNAUTHORIZED LIVE-IN		1											1
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
TOTALS	1	3	3	2	0	9							

MEETING DATE: 10/20/17

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The September 2017 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 9/2017, FISCAL 3/2018

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	40,000.00	3,433.47	11,216.81	28.04	28,783.19
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	168.02	487.85	12.20	3,512.15
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	42,578.00	120,986.00	24.20	379,014.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	883.00	2,019.00	16.83	9,981.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	262.70	13.14	1,737.30
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	15,422.00	45,452.00	20.66	174,548.00
	PUBLIC HOUSING TOTAL	778,000.00	62,484.49	180,424.36	23.19	597,575.64
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	88,802.00	6,656.95	20,865.62	23.50	67,936.38
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	6,947.00	438.74	1,375.77	19.80	5,571.23
173-532-6130	IPERS - PUBLIC HOUSING	8,109.00	594.49	1,863.38	22.98	6,245.62
173-532-6150	HEALTH INS - PUBLIC HOUSING	40,052.00	3,214.79	9,644.37	24.08	30,407.63
173-532-6151	LIFE INS - PUBLIC HOUSING	326.00	11.19	65.29	20.03	260.71
173-532-6160	WORK COMP - PUBLIC HOUSING	3,025.00	.00	.00	.00	3,025.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	10.55	10.55	1.76	589.45
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	175.00	3.50	4,825.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	985.69	3,831.50	9.58	36,168.50
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	5,362.66	15,921.84	33.17	32,078.16
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,555.08	4,859.24	25.57	14,140.76
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,818.73	5,487.42	21.95	19,512.58
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	1,180.00	39.33	1,820.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	.00	.00	35,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	.00	.00	4,000.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	756.06	24.39	2,343.94
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	35,000.00	2,959.70	6,342.61	18.12	28,657.39
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	41,000.00	.00	37,840.52	92.29	3,159.48
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	34,000.00	100.00	.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	35,000.00	1,088.29	5,137.67	14.68	29,862.33
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	7,688.47	22,924.72	30.57	52,075.28
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	15,000.00	37.50	25,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	594,961.00	32,812.35	187,291.56	31.48	407,669.44
173-536-6010	SALARY - PH MAINT	98,643.00	10,067.45	30,056.74	30.47	68,586.26
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	255.22	945.25	18.91	4,054.75

REVENUE & EXPENSE REPORT
CALENDAR 9/2017, FISCAL 3/2018

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,929.00	746.52	2,239.51	28.24	5,689.49
173-536-6130	IPERS - PH MAINT	8,899.00	923.69	2,768.38	31.11	6,130.62
173-536-6150	HEALTH INS - PH MAINT	36,750.00	2,203.63	6,610.89	17.99	30,139.11
173-536-6151	LIFE INS - PH MAINT	200.00	22.05	66.15	33.08	133.85
173-536-6160	WORK COMP - PH MAINT	2,181.00	.00	.00	.00	2,181.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	19.07	19.07	3.47	530.93
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	1,000.00	.00	.00	.00	1,000.00
	PUBLIC HOUSING MAINTENANC TOTA	162,052.00	14,237.63	43,155.99	26.63	118,896.01
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	20,987.00	15,434.51	50,023.19-	238.35-	71,010.19

14

REVENUE & EXPENSE REPORT
CALENDAR 9/2017, FISCAL 3/2018

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,500.00	146.11	430.54	28.70	1,069.46
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	64.00	363.00	7.26	4,637.00
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	73,982.00	179,590.00	28.51	450,410.00
174-533-4509	ADMIN FEE/HTH-SEC 8	100,000.00	12,531.00	28,179.00	28.18	71,821.00
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	738,500.00	86,723.11	208,562.54	28.24	529,937.46
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	38,058.00	3,101.46	8,374.41	22.00	29,683.59
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	2,988.00	206.87	558.37	18.69	2,429.63
174-533-6130	IPERS -SECTION 8	3,488.00	276.95	747.79	21.44	2,740.21
174-533-6150	HEALTH INS - SECTION 8	17,165.00	1,377.77	4,133.31	24.08	13,031.69
174-533-6151	LIFE INS - SECTION 8	250.00	4.79	27.97	11.19	222.03
174-533-6160	WORK COMP - SECTION 8	2,035.00	.00	.00	.00	2,035.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	7.03	7.03	1.76	392.97
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	88.61	1,873.61	124.91	373.61
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,341.00	4,116.00	27.44	10,884.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	850.00	24.29	2,650.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	863.00	2,063.31	25.79	5,936.69
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,670.00	5,233.00	32.71	10,767.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	357.00	1,071.00	17.85	4,929.00
174-533-6444	PORTABILITY VOUCHER	40,000.00	15,992.75	29,266.50	73.17	10,733.50
174-533-6445	HC VOUCHER PAY-SEC 8	503,000.00	50,450.00	146,659.00	29.16	356,341.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	5,000.00	100.00	.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,000.00	.00	693.11	17.33	3,306.89
	SECTION 8 VOUCHER TOTAL	668,684.00	75,957.23	210,674.41	31.51	458,009.59
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	69,816.00	10,765.88	2,111.87	3.02	71,927.87

15

REQUESTED ACTION: Approve changing the water heaters in the 3-bedroom units at Morningside from gas to electric

Comments: The three-bedroom apartments at Morningside have gas water heaters installed in them. Recently, we have been having problems with the pilot lights going out on them. We have had them looked at, replaced parts, checked the gas meters and still haven't been able to get to the bottom of the issue. The plumbers suggested that they might just need more air circulation because they are inside of a closet. We have tried to add more vents to improve the ventilation in the closets and they are still going out. This has been a frustration for the residents and has caused several after-hours calls and overtime.

The two-bedroom apartments already have electric water heaters. So, this is not an issue. We have gotten an estimate for the electrician to run power to the new water heaters, which will be \$2,400 for labor and materials. The quote for the water heaters will be approximately \$650 per unit or \$5,200. They plan to scrap the older units; however, the newer water heaters will be used for the terraces. The thought is that the water heaters will not have the same problems with the pilot lights in the boiler rooms as they did at Morningside.

The total cost for the project will be approximately \$7,600. We have some money budgeted in the 2017 Capital Fund for the boilers and water heaters.

REQUESTED ACTION: Discuss proposed flat rents, approve Resolution 12-17.

Comments: HUD just published the new Fair Market Rent (FMR) amounts for Federal Fiscal Year 2018. The unadjusted rent is the FMR estimated directly from the American Community Survey (ACS) source data that HUD uses to calculate FMRs before HUD applies its state non-metropolitan minimum rent policy. The most recent directives from HUD require housing agencies to set flat rents at no less than 80% of the new FMR's or unadjusted rents within 90 days. We are to use the lesser of the two (FMR or unadjusted rents). The effective date for the rents will be December 1, 2017.

The following tables list the proposed amounts for the units. We have them split between units which include the utilities in the rent and those with tenant paid utilities.

Flat Rents for Apartments with Non-Tenant Paid Utilities
(Apts. 1-80 SCT & Apts. 81-128 NCT)

Bedroom Size	Current Flat Rents as of December 1, 2016	Unadjusted Rent		Fair Market Rent		Proposed Flat Rent
		2018 Unadjusted Rent	80% of Unadjusted Rent	2018 FMR	80% of FMR	
1	410	468	374	520	416	410
2	505	584	467	650	520	505

Flat Rents for Apartment with Tenant Paid Utilities
(Apts 129-132 NCT and all 16 units at Morningside Apts.)

Bdrm Size	Current Flat Rents as of 12/1/16	Unadjusted Rent		Fair Market Rent		Utility Allowance	Calculation	Proposed Flat Rent
		2018 Unadjusted Rent	80% of Unadjusted Rent	2018 FMR	80% of FMR			
1	290	468	374	520	416	132	374-132=242	290
2	350	584	467	650	520	164	467-164=303	350
3	510	793	634	882	705	194	634-194=440	510

Since HUD now requires us to use the lesser of 80% of the FMR or 80% of the unadjusted rent, the required flat rent is now less than the current flat rents being charged. It our recommendation to leave the flat rents at the current level. They are still lower than the market rate rents being charged for the area.

RESOLUTION NO. 12-17

RETAINING FLAT RENTS AT CURRENT LEVELS

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, the Sections 210 and 243 of Title II of P.L 113-76 of the Consolidated Appropriations Act of 2014, and HUD PIH Notice 2015-13 requires all Flat Rents to be set at no less than 80 percent of the applicable Fair Market Rent or 80% of the unadjusted rent; and

WHEREAS, the following flat rents have been set according to the preceding regulations to be implemented no later than 90 from the publication of the FMR or December 1, 2017:

Flat Rents for units 1-128 at North and South Cedar Terrace

1 Bedroom - \$410

2 Bedroom - \$505

Flat Rents for units 129-132 at North Cedar Terrace and Morningside Apartments

1 Bedroom - \$290

2 Bedroom - \$350

3 Bedroom - \$510

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that they have reviewed the information and authorize their approval to retain the FMR's for 2017 at 2016 levels.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20TH DAY OF OCTOBER 2017.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Authorize Disposal of two lawn tractors.

Comments: Our maintenance staff have been researching the most advantageous option for disposal of the two of the old lawn tractors. Don's repair has expressed interest in them. When they quoted the new mowers, they included a \$400 trade-in allowance. The guys feel that if these were to go to the auction, we will not get much from them. Especially after the fees for the auction are taken. What they would like to do is to contact Don's Repair to see if they would be willing to trade them for a new leaf blower and chainsaw. They also said that one of the mowers needs major repairs and isn't worth as much as the other one.

They still plan on keeping one of the best mowers for a back-up. They would like the authorization to contact Don to see what arrangements could be made. They have not approached him with the suggestion yet. They wanted to get approval first. If we can't come to an equitable agreement, we will place an ad in the paper for bids.