

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

November 16, 2017, 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 23, 2017..... 1-2
- IV. Approval of Bills for November 2017..... 3
- V. Communications..... 4-9
 - 1. Capital Fund Program Update
 - 2. Lawn Tractor Disposal
 - 3. Electrical Transformers
 - 4. Section 8 Inspections
 - 5. Snow Removal
 - 6. Audit Update
 - 7. SEMAP Score
 - 8. Section 8 Funding/Utilization
 - 9. Monthly Rental Status Update
 - 10. End of Participation Tracker
- VI. Old Business
 - 1. Revised Price for Pick-up Purchase.....10-11
- VII. New Business
 - 1. Review Operating Reports..... 12-15
 - 2. Approve Sale of Nitro 16
 - 3. Approve Purchase of Snow Plow..... 17
- VIII. Executive Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, December 21, 2017
7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
MINUTES

October 23, 2017 7:00 a.m.

Members Present: Stewart Coulson, Carol Tyler, and Jeremy Heyer. Absent: Eric Miller, and Linda Klemesrud. Others present: Heidi Nielsen, staff.

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

Approve Minutes of September 21, 2017. Coulson moved, Tyler seconded the motion to approve the minutes of September 21, 2017. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen to change date of bill listing from 2016 to 2017. Nielsen noted that the bills were routine in nature and the increased amount was due to an increase in monthly HAP costs. Tyler moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$105,278.70. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Review Operating Reports. Operating reports for September 2017 were reviewed. There were no concerns or questions. No action was necessary.

Approve Installation of Water heaters. Nielsen explained that the 3-bedroom units all have gas water heaters, which are installed in closets and the pilot lights keep going out on several of the apartments. All possible solutions were attempted and they are still going out and causing maintenance to go out after hours. To eliminate the issue the request was made to install electric water heaters. Tyler asked if the water heaters were ever flushed and Nielsen made note to ask maintenance. Coulson motioned to approve the installation of the electric water heaters and was seconded by Tyler. Ayes: 3, Nays: 0. Motion carried.

Approve Resolution 12-17 to Retain Current Flat Rents. Nielsen explained the HUD requirement to set flat rents based on the published payment standard. The board was also told that there was additional guidance this year to set the flat rent at no less than 80% of the FMRs or the unadjusted rents. Nielsen requested to keep the flat rents at the 2017 levels even though 80% of the unadjusted rents are lower than the current rents. She stated that keeping the rents at the higher level would allow a cushion so the rents wouldn't have to increase for several years. Tyler made a motion to approve resolution 12-17 to retain the current flat rents. Coulson seconded the motion. Roll Call, Ayes: Heyer, Coulson, and Tyler. Nays: none. Motion carried on roll call vote.

Authorize Disposal of Old Mowers. Nielsen discussed disposal of two of the old mowers/tractors. She requested approval to discuss a trade with Don's Repair. The maintenance guys wanted to see if he would be willing to trade for a new chain saw or leaf blowers. Tyler moved to approve of disposal and was seconded by Coulson. Ayes: 3, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen reported on that the ad was put in the paper for snow removal with four applications so far. In addition, the board was updated on the status of the contract with the procurement consultant, and new truck purchase. Nielsen also commented on the accounting and budgeting training.

Being no further business,

Tyler moved, Coulson seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and the meeting adjourned at 7:30 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 November 2017

Customer	Description	Amount
Business Card	back up service/maintenance items/	68.95
C.Naber & Associates	accounting fees	395.00
CenturyLink	phone bill	206.44
Charles City Housing	security deposit held	200.00
Charles City Press	ad fees for snow removal	352.00
Cintas	rug service	53.76
City of Charles City	water/sewer/URP/S8 inspections	680.00
Croell Inc	cement for benches	379.75
Don's Repair	maintenance repairs	80.24
HAPS	Nov.1 HAP	69,998.35
Hockenson Plumbing	plumbing maintenance	649.30
Iowa Department of Inspections & Appeals	fraud investigation fees	546.01
Iowa Department of Transportation	fuel	56.28
Jendro Sanitation	trash service	632.00
L&J Industries, Inc.	maintenance items	100.85
Lessin Supply Co.	maintenance items	49.46
Mehmen's Painting	contract painting	135.00
Michaels Band Box	carpet cleaning charges	392.37
Mid American Energy	electric/gas/urp	4,358.70
Mike's C & O Tire	skid loader repairs	1,070.67
Mike Molstead Motors	truck maintenance	194.95
Noah, Smith & Schuknecht, P.L.C.	legal fees	144.00
On-Site Information Destruction	shredding service	45.00
Otto's Oasis	new trees for all sites	1,740.98
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	heat treatment/other services	2,040.35
Schneider Laboratories Inc.	lead testing fees	120.00
Schueth Ace Hardware	maintenance items for month	924.32
Sherwin Williams	paint	213.21
Staples Advantage	maintenance and office items	198.64
Superior Lumber	maintenance items for month	529.15
T-J Service	oven service	40.00
Trent Parker	computer support	82.50
Wells Fargo Vendor FIN Serv	copier lease payment	252.02
		86,984.34

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The wiring for the new electric water heaters for the three-bedroom units at Morningside is complete and the water heaters have been installed.

There have been some problems with the roof at the Laundry/Foster Grandparent building. The roof is sagging over the garage area and the header over the garage door needs repair. As a temporary fix, the guys braced the roof with 2 x 4's from underneath. They have also had John Fallis look at it to determine how best to fix it. We have discussed the possibility of installing trusses and a pitched roof to eliminate the flat roof. However, at this time, the plan is to wait until spring and get quotes for the repairs. One concern is while the header is being replaced, the garage door will have to be removed and the area will not be secure.

2. Lawn Tractor Disposal. Don's repair has traded two of our old tractors for a weed eater, leaf blower, and chain saw. As we discussed, we will be keeping one of them out at Morningside as a backup.
3. Electrical Transformers. Adam has been in contact with Ron Paulus from MidAmerican Energy. It sounds like they may be replacing the transformers and the wiring up to the transformers. It is unknown whether they will be billing us for this or not. He also said that we would have to run the larger capacity wiring to the buildings. We are anticipating hearing back from them within the next couple of weeks. Once we know more details, we will need to go out for bids for the portion we will be responsible for.
4. Section 8 Inspections. Adam and Russ have completed their certification in Housing Quality Standards for the Section 8 Program. We have talked about having them accompany inspectors at other agencies for a little more training. The plan is to have them take over the inspections sometime after the first of the year. The only issue that hasn't been worked out yet is scheduling the inspections during the winter when they will need to perform snow removal. One option would be to schedule all the inspections during the summer months except for the inspections completed for new admissions and moves.
5. Snow Removal. We received seven applications for snow removal. Out of the seven we plan to hire four. Of the four hired, two of them have worked with us previously. Of the three not hired, one is no longer interested, one application was incomplete, and one has an extensive criminal history. We will be paying \$10.10 per hour again this year. An orientation was held on November 9th. So, the only thing left is to wait for snow.
6. Audit Update. The auditor is scheduled to be on-site on November 14th. The official audit report will be available and the auditor will review it with the board prior to the HUD submission deadline on March 31, 2018.

7. SEMAP Score. We have received our score under the Section 8 Management Assessment Program (SEMAP). Under the program there are 15 indicators that are scored. They are used to determine how well managed the program is. Indicators 1-8 are self-certified and 9-15 are determined by HUD. They take the data from the participant reports that we are required to submit at program admission and annually or any time the participant experiences a change. We are exempt from scoring under indicators 7, 14, and 15, and we are only scored every other year because we are a small agency. So, for the fiscal year ended June 30, 2017 we received all points possible and a High Performer Rating. We will retain this rating until our next submission in 2019.
8. Section 8 Funding/Utilization. See attachments
9. Monthly Rental Status Update.

Month of October 2017	Total Leased 10/1/17	New Leases	Removed Or Moved	Total Leased 11/1/17	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	0	0	131	8	2	5
Morningside 16 Units	14	2	1	15	5	2	2
Section 8 197 Units	181	9	11	179	21	14	8

Declined Assistance (7) Over Income (2) Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (6) Criminal Background Check (2)
 Voucher Expired () Purged ()
 Terminations: PH (1) S8 (4)

10. End of Participation Tracker. See attachment



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

KANSAS/MISSOURI STATE OFFICE
 Gateway Tower II, Room 200
 400 State Avenue
 Kansas City, KS 66101-2406
 HUD Home Page: www.hud.gov

NOV 3 2017 PM 12:06

October 30, 2017

Ms. Heidi Nielson
 Executive Director
 Housing Authority of the
 City of Charles City
 501 Cedar Terrace South
 Charles City, IA 50616

Dear Ms. Nielson:

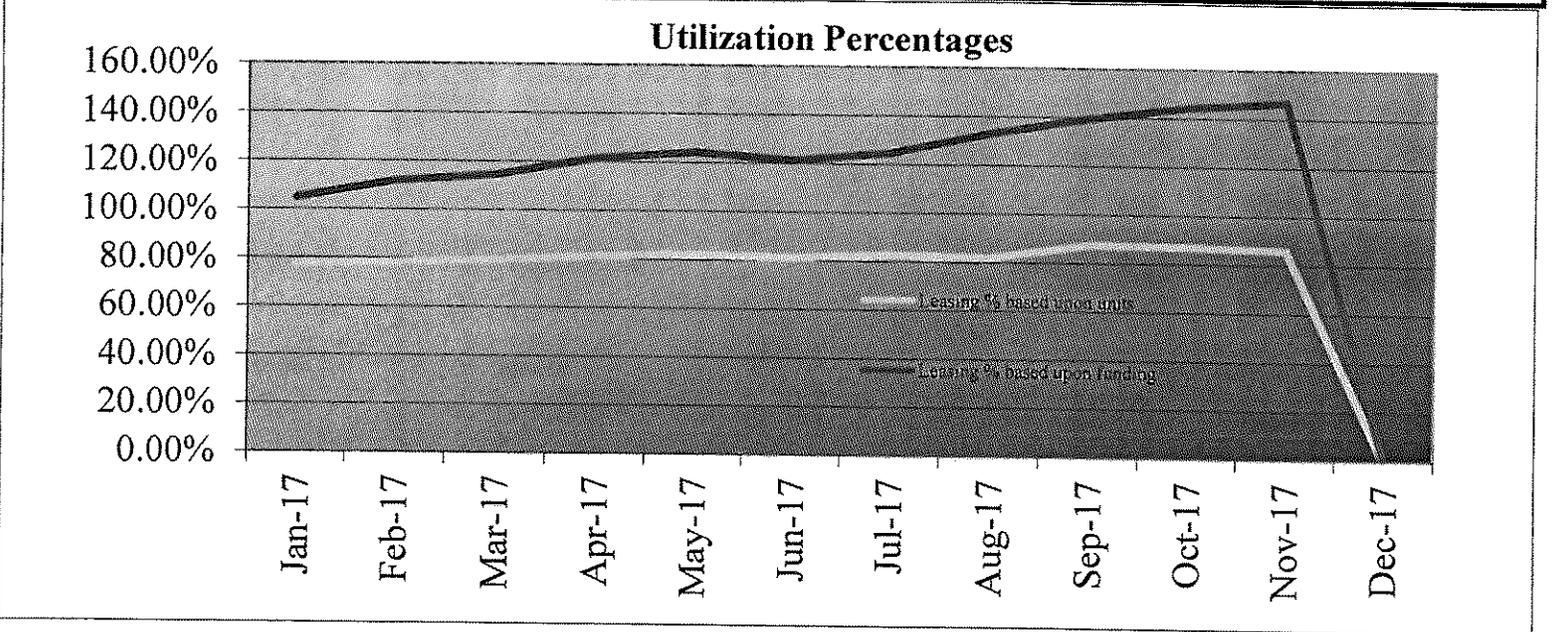
Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the Housing Authority of the City of Charles City. HUD appreciates your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying public housing authorities' capabilities and deficiencies related to the administration of the Section 8 Program. As a result, HUD will be able to provide more effective program assistance to housing authorities.

The Housing Authority's final SEMAP score for the Fiscal Year Ended June 30, 2017, is **100 percent**. The following are your scores on each indicator:

Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	N/A
8	Payment Standards	5
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	5
12	Annual HQS Inspections	10
13	Lease-Up	20
14	Family Self-Sufficiency	N/A
15	Deconcentration Bonus	0
	TOTAL SCORE	100%

Your overall performance rating is **High**.

	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	\$ 67,559	144.31%	\$ 373.25
Nov-17	208	179	86.06%	\$ 64,946.00	\$ 46,815	\$ 68,734	146.82%	\$ 383.99
Dec-17	208		0.00%	\$ 65,007.00	\$ 46,815		0.00%	
YTD	2,496	1,882	75.40%	\$ 693,430.00	\$ 561,770	\$ 648,697	115.47%	\$ 344.69



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594	
HAP Funding YTD:	\$ 561,779	
HAP Expenditures YTD:	\$ 648,697	Current Year Funding: -252
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 2,769	
Current Remaining NRA / Prog Reserve:	\$ 72,445	
Current Monthly Funding (a)	\$ 64,946	Current Year Funding and reserves: 210
Current Average HAP Payment (b)	\$ 384	
# of Units the Current Monthly Funding Would Support (a)/(b)	169	
# of Units Currently Leased	179	
Excess Units Leased, Current Month	10	
Current Year-to-Date Funding (a)	\$ 561,770	
Current Year-to-Date Average HAP Payment (b)	\$ 345	
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,630	
# of Unit-Mos Leased Year-to-Date	1,882	
Remaining Unit-Mos to Lease Year-to-Date	(252)	
Estimate of next years funding:		
YTD HAP expense	\$ 648,697	
Months remaining to date	1	

END OF PARTICIPATION
TRACKER
2017-2018

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING													3
ZERO HAP	1	1	1	1									2
MUTUAL RESCISION		1			1								1
ANNUAL RE-EXAM SEARCHING	1	1		2	1								5
PORT-OUT ABSORBED			1										1
PORT-OUT SEARCHING	1		1										2
PORT-OUT BILLING				1									0
DECEASED													0
MOVED IN VIOLATION	1	2		2	2								7
EVICTED													0
UNAUTHORIZED LIVE-IN	1	1	1		1								4
VIOLATION OF FAMILY OBLIGATION			2										2
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW					1								1
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					1								1
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	1	4								6
TOTALS	4	8	5	8	11	0	35						
PUBLIC HOUSING													
LEFT IN GOOD STANDING		2	3	2									7
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS	1												1
EVICTED					1								1
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	1	0	10						

REQUESTED ACTION: Approve additional contract costs for purchase of new pickup.

Comments: There has been some delays with the purchase of the truck. We still plan on piggy backing onto the State Vehicle Contracts for the purchase of the new truck. However, we have been told that the 2017 contract pricing is no longer available. The contract pricing is now available for the 2018 models. Stivers Ford has given us a quote for a 2018 F-250 XLT 4x4 SD Super Cab with a 6.75' box and 148" WB. the final cost of the truck, including additional options, such as spray in bed liner and plow package, is \$31,597. The final price reflects the \$13,878 state discount.

There are adequate funds (\$40,000) budgeted in the current year to cover the cost of the truck in addition to the plow.



Stivers Ford Lincoln
 1450 East Highway 6, Waukee, Iowa, 502638310
 Office: 515-987-3697

2018 F-250, SD Super Cab
 4x4 SD Super Cab 6.75' box 148" WB SRW
 XLT(X2B)
 Price Level: 815 Quote ID: 102018

Pricing - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$42,430.00
Options & Colors	\$1,300.00
Upfitting	\$450.00
Destination Charge	\$1,295.00
Subtotal	\$45,475.00
<i>Pre-Tax Adjustments</i>	
Description	
State of Iowa discount	-\$13,878.00
Total	\$31,597.00

 Customer Signature

 Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Russ Bornstein, Charles City Housing
 By: Ron Reese Date: 10/20/2017

MEETING DATE: 11/16/17

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

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

REVENUE & EXPENSE REPORT
CALENDAR 10/2017, FISCAL 4/2018

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	40,000.00	3,741.03	14,957.84	37.39	25,042.16
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	400.00	887.85	22.20	3,112.15
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	40,775.00	161,761.00	32.35	338,239.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	625.25	2,644.25	22.04	9,355.75
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	15,406.00	60,858.00	27.66	159,142.00
	PUBLIC HOUSING TOTAL	778,000.00	60,947.28	241,371.64	31.02	536,628.36
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	7,067.21	27,932.83	31.46	60,869.17
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,947.00	464.35	1,840.12	26.49	5,106.88
173-532-6130	IPERS - PUBLIC HOUSING	8,109.00	631.12	2,494.50	30.76	5,614.50
173-532-6150	HEALTH INS - PUBLIC HOUSING	40,052.00	3,214.79	12,859.16	32.11	27,192.84
173-532-6151	LIFE INS - PUBLIC HOUSING	326.00	84.19	149.48	45.85	176.52
173-532-6160	WORK COMP - PUBLIC HOUSING	3,025.00	.00	.00	.00	3,025.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	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	134.39	309.39	6.19	4,690.61
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	1,067.58	4,899.08	12.25	35,100.92
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	4,480.68	20,402.52	42.51	27,597.48
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,424.83	6,284.07	33.07	12,715.93
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,690.38	7,177.80	28.71	17,822.20
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	1,355.00	45.17	1,645.00
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	48.00	48.00	1.20	3,952.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	1,008.08	32.52	2,091.92
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	35,000.00	1,788.65	8,131.26	23.23	26,868.74
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	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	1,780.63	6,918.30	19.77	28,081.70
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	9,212.68	32,137.40	42.85	42,862.60
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	33,616.50	220,908.06	37.13	374,052.94
173-536-6010	SALARY - PH MAINT	98,643.00	10,309.93	40,366.67	40.92	58,276.33
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	148.83	1,094.08	21.88	3,905.92

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REVENUE & EXPENSE REPORT
CALENDAR 10/2017, FISCAL 4/2018

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,929.00	758.95	2,998.46	37.82	4,930.54
173-536-6130	IPERS - PH MAINT	8,899.00	939.66	3,708.04	41.67	5,190.96
173-536-6150	HEALTH INS - PH MAINT	36,750.00	2,203.63	8,814.52	23.99	27,935.48
173-536-6151	LIFE INS - PH MAINT	200.00	14.70	80.85	40.43	119.15
173-536-6160	WORK COMP - PH MAINT	2,181.00	.00	.00	.00	2,181.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	19.07	3.47	530.93
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	675.00	1,125.00	125.00	225.00-
173-536-6412	HEALTH SERVICES- PH MAINT	1,000.00	.00	.00	.00	1,000.00
	PUBLIC HOUSING MAINTENANC TOTA	162,052.00	15,050.70	58,206.69	35.92	103,845.31
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	12,280.08	37,743.11-	179.84-	58,730.11

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REVENUE & EXPENSE REPORT
CALENDAR 10/2017, FISCAL 4/2018

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,500.00	159.19	589.73	39.32	910.27
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	329.00	692.00	13.84	4,308.00
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	69,382.00	248,972.00	39.52	381,028.00
174-533-4509	ADMIN FEE/HTH-SEC 8	100,000.00	7,824.00	36,003.00	36.00	63,997.00
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	77,694.19	286,256.73	38.76	452,243.27
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	2,691.21	11,065.62	29.08	26,992.38
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	181.26	739.63	24.75	2,248.37
174-533-6130	IPERS -SECTION 8	3,488.00	240.32	988.11	28.33	2,499.89
174-533-6150	HEALTH INS - SECTION 8	17,165.00	1,377.77	5,511.08	32.11	11,653.92
174-533-6151	LIFE INS - SECTION 8	250.00	36.08	64.05	25.62	185.95
174-533-6160	WORK COMP - SECTION 8	2,035.00	.00	.00	.00	2,035.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	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	1,292.94	3,166.55	211.10	1,666.55-
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,377.00	5,493.00	36.62	9,507.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	1,070.00	30.57	2,430.00
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	583.00	2,646.31	33.08	5,353.69
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	6,903.00	43.14	9,097.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	357.00	1,428.00	23.80	4,572.00
174-533-6444	PORTABILITY VOUCHER	40,000.00	21,897.30	51,163.80	127.91	11,163.80-
174-533-6445	HC VOUCHER PAY-SEC 8	503,000.00	49,610.00	196,269.00	39.02	306,731.00
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	67.50	760.61	19.02	3,239.39
	SECTION 8 VOUCHER TOTAL	668,684.00	81,601.38	292,275.79	43.71	376,408.21
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	3,907.19-	6,019.06-	8.62-	75,835.06

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REQUESTED ACTION: Approve sale of Nitro to the City

Comments: With the purchase of an additional pick up, we no longer need the Nitro. The City has expressed interest in purchasing it from us. The vehicle is a 2009 Dodge Nitro with approximately 45,000 miles on it. When we looked into the resale value of the Nitro, it would retail anywhere from \$10,300 to \$11,057. The trade-in value was \$7,425 to \$7,925. The price that Steve Diers requested was \$8,000. When we purchased it in March of 2012, we paid \$16,975.00

REQUESTED ACTION: Approve purchase of 8'6" Western MVP3 Plow from Stiver's Ford.

Comments: We requested bids for the replacement of the snow plow from the following three businesses:

Business	Installed Price
Olsgard Auto Sales Decorah	\$6,212.53
Hometown Sales and Services Charles City	\$7,000.00
Stiver's Ford Des Moines	\$6,126.00

Not only is Stiver's Ford the least expensive, it also the most practical because they can have the plow installed and ready for us when we pick up the truck. When you add the cost of the truck the total cost will be \$37,723.00, which is within the budgeted amount (\$40,000). When you factor in the sale of the Nitro, the net cost to us is \$29,723.00.