

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

April 16, 2018, 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 March 15, 2018..... 1-2
- IV. Consider Approval of Bills for April 2018. 3
- V. Communications 4-6
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Voucher Funding/Utilization
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 7-10
 - 2. Approve Resolution 03-18 Approving the Public Housing Budget for
FYE 06/30/2019 11-22
 - 3. Discuss Shortfall Status..... 23
 - 4. Approve Lease for Copier and Printers..... 24-25
 - 5. Review Bids for SCT Window Project and Make Recommendation 26
- VIII. Executive Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, May 17, 2018, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 15, 2018 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comment. None

Amend-Approve Minutes of February 15, 2018. On motion by Tyler and second Klemesrud, the minutes of February 15, 2018 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$106,265.24. Ayes: 5, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.

Board Chairperson Heyer declared the meeting open.

Filing of Affidavit of Publication. The notice of public hearing was presented, and Nielsen confirmed the posting date as 01/30/2018.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Klemesrud moved to close the hearing and Tyler seconded the motion. Roll call: Ayes: Coulson, Heyer, Tyler, Klemesrud, Miller. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 02-18 Revisions of Five-Year Action Plan & Agency Plan.

Nielsen reviewed the proposed revisions, which included a budget revision to the 2016 Capital Fund, and adoption of triennial recertifications, interim income reexam, and updated Emergency Transfer Plan. A motion by Miller was made to approve Resolution 02-18. Coulson seconded the motion. Roll call: Ayes: Tyler, Heyer, Miller, Klemesrud, and Coulson. Nays: None. Motion carried on roll call vote.

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

Old Business. None

New Business.

Review Operating Reports. Board reviewed the reports and there were no questions. No action was required.

Change April Meeting Date. Nielsen stated that the April meeting conflicted with the Iowa NAHRO Conference in April and the 16th was selected as the alternate date to ensure that the bills were paid on time. All members present agreed that the 16th of April would work in their schedules. No action was required.

Approve Plan for SCT Window Project. The project schedule and cost estimate were discussed with the board. Nielsen stressed the necessity of replacing the windows and explained that there would be enough funding to cover the expense. Miller motioned to approve the plans and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen updated the Board on the conference the staff attended. Also discussed was the upcoming meeting with the HUD Shortfall team and the damage done to a resident's vehicle while plowing on March 6th.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried, and meeting adjourned at 7:29 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Customer	Description	Amount
Arnold Motor Supply	maintenance itmes	33.46
Bluhms Cedar Valley Electric 2008	electrical service	135.00
Business Card	back up fees, conference fees	
C.Naber & Associates	accounting fees for 2/28/2018	395.00
C.Naber & Associates	accounting fees for 3/31/2018	395.00
CenturyLink	phone bill	195.52
Charles City Electronics	cell charger	21.99
Charles City Press	apt. ads	1,046.67
Cintas	rug service	53.76
City of Charles City	water/sewer/URP/S8 inspections/postage	598.70
Complete Appliance Dem/Dave's Welding	appliicance disposal	80.00
Crooks Fabrication	maintenance	176.00
Don's Repair	snow blower repair	176.37
HAPS	March HAPS	58,133.96
Hillegas Flooring, LLC	carpet for MS	1,562.26
Hockenson Plumbing	plumbing maintenance	226.81
Hometown Sales & Service	snow plow repairs	1,199.74
Iowa Department of Transportation	fuel	137.07
Jendro Sanitation	trash service	762.00
John Deere Financial	Theisen charges-maintenance	24.96
Kwik Trip, Inc.	fuel	81.17
Lessin Supply Co.	maintenance items	6.30
Linderman Heating & Air, LLC	contracted heating repairs	105.75
Marco, Inc.	copy costs	139.71
Michaels Band Box	carpet cleaning @ MS	72.50
Mid American Energy	electric/gas/URP	
Mike Molstead Motors	truck repair	270.93
NCRC NAHRO	member dues	75.00
Otto's Oasis	landscaping contract 2018	348.00
Perry Novak Electric	electrical repairs	315.98
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	pest inspection	45.00
Schueth Ace Hardware	maintenance for month	1,530.02
Sherwin Williams	paint	567.63
Staples Advantage	office items	
Stivers Ford Lincoln	new maintenance truck	37,723.00
Superior Lumber	maintenance items for month	1,279.90
T-J Service	repairs/gaskets	261.99
Titus Lock Services	office door repair	80.00
Trent Parker	computer support	400.64
Uline	maintenace supplies	78.17
Wells Fargo Vendor FIN Serv	copier lease	252.02
YARDI	criminal background fees	21.00
Total		109,063.07

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The office renovation is complete, and we are working on getting estimates for the installation of the glass. Because the cost estimate on this is more than \$10,000, we will need to get Council approval. So, this will delay the completion of the project by a couple of weeks. We also finally have our new pick-up and plow and we were able to put it to good use. In addition, HUD finally has the amounts for the 2018 appropriations and it looks like we will see an increase in the 2018 Capital Fund grants. They are anticipating awarding the grants soon.
2. Rehab Update. Nothing new to report.
3. Section 8 Funding/Utilization. See attachment
4. Monthly Rental Status Update.

Month of March 2018	Total Leased 3/1/18	New Leases	Removed Or Moved	Total Leased 4/1/18	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	0	0	130	13	3	2
Morningside 16 Units	12	1	0	13	0	1	0
Section 8 197 Units	165	1	5	161	54	0	0

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

5. End of Participation Tracker. See attachment

HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
	HUD Held												
	NRA												
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16 NRA	Number of Units Leased on the First of the Month	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 12/31/16	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)		
PHA#	D		E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
1													
2													
4													
5													
6													
7	CY 2017												
8	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$18,274	\$140,812	\$48,658	\$51,440	\$138,030		
9	February	\$18,274	163	\$51,440	\$52,253	\$17,461	\$17,580	\$138,030	\$48,658	\$51,440	\$135,248		
10	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$17,327	\$135,248	\$48,658	\$52,930	\$130,976		
11	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$15,009	\$130,976	\$48,658	\$52,930	\$126,704		
12	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$9,844	\$126,704	\$48,658	\$52,930	\$122,432		
13	June	\$9,844	169	\$52,930	\$56,782	\$8,992	\$6,155	\$122,432	\$48,658	\$52,930	\$118,160		
14	July	\$6,155	172	\$40,226	\$59,340	-\$11,959	-\$11,934	\$118,160	\$48,658	\$40,226	\$126,592		
15	August	-\$11,934	170	\$65,382	\$62,882	-\$9,434	-\$9,309	\$126,592	\$46,709	\$65,382	\$107,919		
16	September	-\$9,309	182	\$73,982	\$67,100	-\$2,427	-\$2,395	\$107,919	\$48,658	\$73,982	\$82,595		
17	October	-\$2,395	180	\$69,382	\$67,048	-\$61	\$104	\$82,595	\$48,658	\$69,382	\$61,871		
18	November	\$104	178	\$64,946	\$68,223	-\$3,173	-\$3,145	\$61,871	\$48,659	\$64,946	\$45,584		
19	December	-\$3,145	176	\$65,007	\$65,407	-\$3,545	-\$3,385	\$45,584	\$48,659	\$65,007	\$29,236		
20	Total			\$693,525	\$715,604	-\$22,079	-\$2,957		\$581,949	\$693,525			
21													
22	CY 2018												
23	January	-\$3,385	173	\$68,442	\$64,233	\$824	\$1,169	\$29,236	\$68,442	\$68,442	\$29,236		
24	February	\$1,169	168	\$68,442	\$62,947	\$6,664	\$7,021	\$29,236	\$68,442	\$68,442	\$29,236		
25	March	\$7,021	165	\$62,441	\$61,235	\$8,227	\$8,580	\$29,236	\$62,441	\$62,441	\$29,236		
26	April	\$8,580	161	\$58,663	\$57,689	\$9,554	\$9,554	\$29,236	\$58,663	\$58,663	\$29,236		
27	May	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
28	June	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
29	July	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
30	August	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
31	September	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
32	October	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
33	November	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
34	December	\$9,554				\$9,554	\$9,554	\$29,236	\$0	\$0	\$29,236		
35	Total			\$257,988	\$246,104	\$11,884	\$1,065		\$257,988	\$257,988			

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	1	1	3		2		1			9
ZERO HAP	1				1				1				3
MUTUAL RESCISION	1					1		1	1				4
ANNUAL RE-EXAM SEARCHING	1	1	2	1	1	1							6
PORT-OUT ABSORBED		1	1		1	3				2			7
PORT-OUT SEARCHING	1	1						2	1	2			7
PORT-OUT BILLING			1										1
DECEASED													0
MOVED IN VIOLATION	1	2	2	2	2	2		1	1				11
EVICTED							1						1
UNAUTHORIZED LIVE-IN	1	1	1		1			1					5
VIOLATION OF FAMILY OBLIGATION				2									2
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW					1				1				2
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO							1						1
FAILURE TO FOLLOW THROUGH													0
FRAUD					1								1
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION					1								1
VOUCHER EXPIRED						7				2			9
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1	1	1	4	4	1	1		2				10
TOTALS	4	8	5	8	11	16	6	8	7	7	0	0	79
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	3	2			1			2				10
DECEASED								1	1				2
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS	1					1	1						3
EVICTED					1			2					3
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)									1				1
UTILITIES DISCONNECTED													0
TOTALS	1	3	3	2	1	1	2	3	4	0	0	0	20

MEETING DATE: 4/16/18

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The March 2018 operating reports are attached for your review. Any necessary budget revisions will be given to City Hall by the end of April.

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

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,500.00	276.96	1,585.70	105.71	85.70-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	705.00	3,175.00	63.50	1,825.00
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	62,441.00	578,250.00	91.79	51,750.00
174-533-4509	ADMIN FEE/HTH-SEC 8	100,000.00	8,118.00	78,607.00	78.61	21,393.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	1,022.00	102.20	22.00-
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	738,500.00	71,540.96	662,639.70	89.73	75,860.30
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	2,849.04	26,532.13	69.71	11,525.87
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	187.62	1,779.41	59.55	1,208.59
174-533-6130	IPERS -SECTION 8	3,488.00	254.43	2,360.11	67.66	1,127.89
174-533-6150	HEALTH INS - SECTION 8	17,165.00	1,377.77	12,399.93	72.24	4,765.07
174-533-6151	LIFE INS - SECTION 8	250.00	15.71	142.60	57.04	107.40
174-533-6160	WORK COMP - SECTION 8	2,035.00	.00	.00	.00	2,035.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	23.01	34.04	8.51	365.96
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	120.00	3,387.34	225.82	1,887.34-
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,065.00	12,102.00	80.68	2,898.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,170.00	62.00	1,330.00
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	1,249.02	6,106.34	76.33	1,893.66
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	15,253.00	95.33	747.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	300.00	2,985.00	49.75	3,015.00
174-533-6444	PORTABILITY VOUCHER	40,000.00	13,655.12	126,538.46	316.35	86,538.46-
174-533-6445	HC VOUCHER PAY-SEC 8	503,000.00	45,064.00	430,040.06	85.50	72,959.94
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	2,863.69	71.59	1,136.31
	SECTION 8 VOUCHER TOTAL	668,684.00	68,050.72	649,694.11	97.16	18,989.89
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	3,490.24	12,945.59	18.54	56,870.41

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

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	40,000.00	5,151.50	37,005.85	92.51	2,994.15
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	1,854.00	3,459.34	86.48	540.66
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	42,633.00	373,482.00	74.70	126,518.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	898.00	6,762.25	56.35	5,237.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	596.34	29.82	1,403.66
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	13,154.00	131,204.00	59.64	88,796.00
	PUBLIC HOUSING TOTAL	778,000.00	63,690.50	552,509.78	71.02	225,490.22
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	6,909.37	66,578.87	74.97	22,223.13
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	47.96	47.96	2.40	1,952.04
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,947.00	453.77	4,415.06	63.55	2,531.94
173-532-6130	IPERS - PUBLIC HOUSING	8,109.00	621.29	5,919.70	73.00	2,189.30
173-532-6150	HEALTH INS - PUBLIC HOUSING	40,052.00	3,214.79	28,933.11	72.24	11,118.89
173-532-6151	LIFE INS - PUBLIC HOUSING	326.00	23.56	267.28	81.99	58.72
173-532-6160	WORK COMP - PUBLIC HOUSING	3,025.00	.00	.00	.00	3,025.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	34.52	51.09	8.52	548.91
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	441.49	5,142.29	102.85	142.29-
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	4,496.65	24,405.05	61.01	15,594.95
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	6,134.36	39,256.26	81.78	8,743.74
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,483.69	14,047.23	73.93	4,952.77
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,788.68	16,055.77	64.22	8,944.23
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,380.00	79.33	620.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	6,710.95	19.17	28,289.05
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	647.39	999.39	24.98	3,000.61
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	2,016.16	65.04	1,083.84
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	35,000.00	3,375.96	21,288.07	60.82	13,711.93
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	166.81	8.34	1,833.19
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	2,032.03	24,431.73	69.80	10,568.27
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	5,757.24	62,332.15	83.11	12,667.85
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	12,652.73	15,891.73	.00	15,891.73-
	PUBLIC HOUSING TOTAL	594,961.00	50,542.50	428,187.18	71.97	166,773.82
173-536-6010	SALARY - PH MAINT	98,643.00	6,428.88	93,580.99	94.87	5,062.01
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	138.00	1,911.81	38.24	3,088.19

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

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,929.00	487.61	7,007.12	88.37	921.88
173-536-6130	IPERS - PH MAINT	8,899.00	568.54	7,810.43	87.77	1,088.57
173-536-6150	HEALTH INS - PH MAINT	36,750.00	676.61	14,575.00	39.66	22,175.00
173-536-6151	LIFE INS - PH MAINT	200.00	14.70	845.66	422.83	645.66-
173-536-6160	WORK COMP - PH MAINT	2,181.00	.00	.00	.00	2,181.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	57.22	97.27	17.69	452.73
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.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	8,371.56	126,953.28	78.34	35,098.72
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	4,776.44	2,630.68-	12.53-	23,617.68

MEETING DATE: 4/16/18

RE: Consider Approval of Resolution No. 03-18 to
Approve Public Housing Budget for FYE 6/30/19

REQUESTED ACTION: Approve Resolution No. 03-18 for the Public Housing budget for
FYE 06/30/19.

Comments: HUD requires a board resolution be submitted approving the annual budget.
The budget is attached to allow for review prior to approval.

PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026
(exp. 07/31/2019)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: CHARLES CITY IA HOUSING AUTHORITY PHA Code: IA002

PHA Fiscal Year Beginning: 7/01/18 Board Resolution Number: 03-18

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certification and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budgets (*for COCC and all Projects*) approved by Board resolution on: 04/16/2018
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operating of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <u>Jeremy Meyer</u>	Signature: _____	Date: <u>4/16/2018</u>
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Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

"OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.:		b. Fiscal Year Ending 06/30/19	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CHARLES CITY HOUSING AUTHORITY				01	<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing
f. Address (city, State, zip code) 501 CEDAR TERRACE SOUTH CHARLES CITY, IA 50616				02	<input type="checkbox"/> IHA Owned Mutual Help Homeownership
g. ACC Number KC-9056				03	<input type="checkbox"/> PHA/IHA Leased Rental Housing
h. PAS/LOCCS Project No. IA00200119J				04	<input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership
				05	<input type="checkbox"/> PHA/IHA Leased Homeownership
i. HUD Field Office					

j. No. of Dwelling Units 148	k. No. of Unit Months Available 1776	m. No. of Projects ONE				
---------------------------------	---	---------------------------	--	--	--	--

Line No.	Acct. No.	Description (1)	Actual		Requested Budget Estimates		HUD Modifications	
			Last Fiscal Yr. 06/30/17	Current Budget y 06/30/18	PHA/IHA Estimates		Amount	
					PUM (2)	PUM (3)	PUM (4)	(to nearest \$10) PUM (5)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense			0.00			
020	7712	Earned Home Payments			0.00			
030	7714	Nonroutine Maintenance Reserve			0.00			
Operating Receipts								
070	3110	Dwelling Rental	272.97	281.53	281.53	500,000		
080	3120	Excess Utilities	2.83		0.00	0		
090	3190	Nondwelling Rental			0.00	0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	275.80	281.53	281.53	500,000		
110	3610	Interest on General Fund Investments	23.92	25.34	25.34	45,000		
120	3690	Other Income	10.34	10.70	10.70	19,000		
130	Total	Rental Income (sum of lines 100, 110, and 120)	310.06	317.57	317.57	564,000		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	51.00	51.13	52.38	93,033		
145	411045	Administrative Benefits	28.89	31.55	34.15	60,654		
150	4130	Legal Expense	1.23	2.25	2.25	4,000		
160	4140	Staff Training	1.08	2.82	2.82	5,000		
170	4150	Travel	0.34	0.00	0.00	0		
180	4170	Accounting Fees	1.64	1.69	1.69	3,000		
	4171	Auditing Fees	4.36	5.07	3.83	6,800		
190	4195	City Mgmt / Accounting	5.07	5.07	5.07	9,000		
200	4190	Office Expense	20.18	8.95	11.94	21,200		
200	4192	Advertising & Marketing	1.01	1.13	1.13	2,000		
200	4194	Other Admin Expense	1.74	4.56	4.79	8,500		
210	Total	Administrative Expense (sum of line 140 thru line 200)	116.54	114.22	120.04	213,187		
Tenant Services:								
220	4210	Salaries			0.00	0		
225	421045	Tenant Services Benefits			0.00			
230	4220	Recreation, Publications and Other Services	0.23	1.13	1.13	2,000		
240	4230	Contract Costs, Training and Other			0.00			
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	0.23	1.13	1.13	2,000		
Utilities:								
260	4310	Water	9.50	10.70	10.70	19,000		
270	4320	Electricity	30.66	27.03	28.15	50,000		
280	4330	Gas	14.78	22.52	22.52	40,000		
290	4340	Fuel			0.00	0		
300	4390	Other Utilities Expense	7.79	7.32	7.32	13,000		
310	4431	Garbage Removal	4.43	6.76	6.76	12,000		
320	Total	Utilities Expense (sum of line 260 thru line 310)	67.16	74.33	75.45	134,000		
					0.00			

Name of PHA/IHA
CHARLES CITY HOUSING AUTHORITY

Fiscal Year Ending
06/30/19

Line No.	Acct. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates	HUD Modifications			
			Last Fiscal	or Actual				
			Yr.	Current Budget Yr.	PUM	Amount	PUM	Amount
		(1)	06/30/17	06/30/18	(4)	(to nearest \$10)	(6)	(to nearest \$10)
			PUM	PUM		(5)		(7)
			(2)	(3)				
Ordinary Maintenance and Operation:								
330	4410	Labor	52.19	58.36	50.68	90,000		
335	441045	Maintenance Benefits	21.65	31.66	14.62	25,968		
340	4420	Materials	17.07	42.23	42.23	75,000		
350	4430	Misc contract Costs	5.37	4.22	5.91	10,500		
	4431	with Utilities			0.00			
350	4432	Heating & Cooling Contracts	2.36	4.22	2.82	5,000		
350	4433	Snow Removal Contracts		0.00	0.00	0		
350	4434	Elevator Maintenance Contracts		0.00	0.00	0		
350	4435	Landscape & Grounds Contracts	2.36	0.28	2.53	4,500		
350	4436	Unit Turnaround Contracts	7.94	3.66	2.82	5,000		
350	4437	Electrical Contracts		0.00	0.00	0		
350	4438	Plumbing Contracts	1.87	1.13	1.69	3,000		
350	4439	Extermination Contracts	2.31	2.53	2.53	4,500		
350	4440	Janitorial Contracts	3.04	2.53	3.10	5,500		
	4441	Routine Maintenance Contracts	1.01	1.13	1.13	2,000		
350	4480	Security Contract Cost	14.08	19.14	5.07	9,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	131.25	171.09	135.12	239,968		
General Expense:								
410	4510	Insurance - All	14.08	18.02	19.71	35,000		
410	4512	Insurance - Work Comp	6.31	2.93	4.05	7,200		
410	4510	Insurance - Flood	1.35	1.69	2.25	4,000		
420	4520	Payments in Lieu of Taxes	21.31	23.09	22.52	40,000		
450	4570	Collection Losses	0.16		0.00	0		
	Total	General Expense (sum of lines 410 to 460)	43.21	45.73	48.54	86,200		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	358.39	406.50	380.27	675,355.00		
550	Total	Operating Expenditures (sum of lines 500 and 540)	358.39	406.50	380.27	675,355.00		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00			
Other Expenditures:								
570		Capital Outlays / Bldg Improvements			56.31	100,000		
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	358.39	406.50	436.57	775,355		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(48.33)	(88.93)	(119.01)	(211,355)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year			0.00			
610	8011	Prior Year Adjustments - (Debit) Credit			0.00			
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00	0		
630	8020	Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj)	114.19	123.87	123.87	220,000		
640		Mandatory PFS Adjustments (net):			0.00			
650		Other (specify):			0.00			
660		Other (specify):			0.00			
670		Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	0.00	0		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	114.19	123.87	123.87	220,000		
690	Total	HUD Contributions (sum of lines 620 and 680)	114.19	123.87	123.87	220,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	65.86	34.94	4.87	8,645		

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Name of PHA/IHA CHARLES CITY HOUSING AUTHORITY		Fiscal Year Ending 06/30/19
Operating Reserve		PHA/IHA Estimates
Part I - Maximum Operating Reserve - End of Current Budget Year		HUD Modifications
740	2821 PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	

Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	
790	Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	
800	Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	N/A
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	0
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	0
830	Cash Reserve Requirement- 25 % Of line 480	0

Comments

PHA / IHA Approval Name _____
Title _____
Signature _____ Date _____

Field Office Approval Name _____
Title _____
Signature _____ Date _____

Operating Budget
Schedule of Administration
Expense Other Than Salary

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting Burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justifications of certain specific amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority:		Locality:			Fiscal Year End:	
CHARLES CITY HOUSING AUTHORITY		CHARLES CITY, IA			06/30/19	
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Management	Development	Section 8	Other	
1 Legal Expense (see Special Note in Instruction)	4,000	4,000				
2 Training (list and provide justification)	5,000	5,000				
3 Travel						
Trips To Conventions and Meetings (list and provide justification)	0					
4 Other Travel:						
Outside Area of Jurisdiction	0					
5 Within Area of jurisdiction	0					
6 Total Travel	0	0	0	0	0	
7 Accounting	3,000	3,000				
8 Auditing	6,800	6,800				
9 Sundry						
Rental of Office Space 4180	0					
10 Publications 4194	0					
11 Membership Dues and Fees 4194	0					
12 City Management Accounting 4195	9,000	9,000				
13 Administrative Services Contracts (Copier lease) 4194	3,500	3,500				
14 Other Sundry Expense (provide breakdown) 4194	5,000	5,000				
15 Telephone, Fax, Electronic Communications 4190	6,200	6,200				
16 Forms, Stationary and Office Supplies 4190	15,000	15,000				
17 Advertising & Marketing 4192	2,000	2,000				
18 Total Sundry	40,700	40,700	0	0	0	
Total Administrative Expense Other Than Salaries	59,500	59,500	0	0	0	

To the best of my knowledge, all of the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Operating Budget
Summary of Budget Data and Justifications

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

"OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budget receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
CHARLES CITY HOUSING AUTHORITY	CHARLES CITY, IA	06/30/19

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total H/A monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

	500,000.00
TOTAL	<u>500,000.00</u>
TOTAL:	<u><u>500,000</u></u>

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas Electricity Other (Specify) _____

2. Comments

Excess electric	<u>0</u>
	<u> </u>
TOTAL:	<u><u>0</u></u>

Nondwelling Rent: (Not for Section 23 Leased Housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

	<u> </u>
TOTAL:	<u><u>0</u></u>

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distributions of interest income between housing programs.

ESTIMATED	45,000

TOTAL:	45,000

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear and understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

FRAUD	4,000
MISC CHARGES	12,000
REIMBURSEMENTS	2,000
REFUNDS	1,000

TOTAL:	19,000

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary of information below on the basis of information shown on form HUD-52566, Schedule of all Positions and salaries, as follows:

- Column (1)** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2)** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time position is two. (8/10 + 7/10 + 5/10).
- Column (3)** Enter the portion of total salary expenses shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing
- Column (4)** Enter the portion of total salary expenses shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5)** Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or comprehensive Grant Program).
- Column (6)** Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expenses for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation- Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of positions (1)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Salary Expenses			
			Management (3)	Section 23 leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries 1						
Administration--Technical Salaries 1						
Ordinary Maintenance and Operation--Labor 1						
Utilities--Labor 1						
Other (Specify) (Legal, etc.) 1						
Extraordinary Maintenance Work Projects 2						
Betterments and Additions Work Projects 2						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Operating Budget
Schedule of Nonroutine Expenditures

See back page for instructions and Public reporting burden statement

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Local Housing Authority		Locality		Fiscal Year Ending					
CHARLES CITY HOUSING AUTHORITY		CHARLES CITY, IA		06/30/19					
Work Project Number (1)	Description of Work Project and Additions (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete Budget Year End (5)	Equipment Requirements		No. of Items (9)	Requested Budget	
					Requested Budget Year	Percent Complete Year End (7)		Item Cost (10)	Estimated Expenditure In Year (11)
Extraordinary Maintenance and Additions separately					Estimated Expenditure In Year (6)				
Extraordinary Maintenance:									
CAPITAL OUTLAYS					40,000				
BLDG IMPROVEMENTS					60,000				
Extraordinary Maintenance Total:					0				

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Form HUD-52567 (3/95)
 ref Handbook 7475.1

REQUESTED ACTION: Discuss the Section 8 HAP funding shortfall.

Comments: HUD has identified our agency as a "shortfall agency". A shortfall agency is one which is anticipated to run out of funding by December 31st. They use our current attrition rates and lease up rates to project required funding levels and what sort of leasing opportunities we have. Being a shortfall agency isn't as bad as it sounds. There are several advantages. First, HUD bases our next year's funding on the current year spending. So, if we were to spend \$750,000 this year, they would automatically fund us at that level next year if we don't go over the number of vouchers we are allocated. Second, if we work with HUD and take all money saving actions that they determine necessary, they will provide us with the shortfall funding. Finally, if we implement their suggested cost saving measures, HUD will permit us to deny portability to higher cost areas if they would be billing us.

The cost saving measures include the following:

1. Cease issuing vouchers to new applicants.
2. Stop absorbing new portable families and bill the initial Housing Authority.
3. Deny port outs or moves to higher cost areas.
4. Contact agencies currently billing us and ask them to absorb.
5. Send letter to landlords requesting them to postpone any rent increases.
6. Review family reports and try to identify any potential cost savings.
7. Decrease expenses through attrition.

The purpose of the shortfall funding is to prevent any family from assistance termination due to insufficient funding. Our shortfall was caused by portability. We have had many families porting to higher cost metropolitan areas. We went from having a portability expense averaging about \$3,000 up to about \$20,000 in a span of three months. The average housing payment under portability is just under \$1000 a month. Our local average payment is about \$300 a month. Under normal circumstances we are not permitted to deny portability if the participant is in good standing with our agency. We have also seen the rents being charged locally increasing faster than in the past.

The biggest disadvantage to the shortfall, is by reducing the number of families currently on the program, we are also reducing our administrative fees. This is because we receive a per unit fee each month for the number of units leased. If we have 20 portable families using \$20,000 of our housing assistance funds we would only earn \$993.40 (20x\$49.67) in admin funding. If we have 66 local families using \$20,000 of our housing assistance funds we would earn \$3,278.22 (66x\$49.67) in admin funding. To make matters worse, when another agency bills us they also get part of our admin fee because they are administering the voucher in their jurisdiction. So, of the \$993.40 of admin funding we get for those 20 families, \$741.60 of it goes to the other agency. This reduces our potential admin funding by \$3,026.42 a month. Also, when you look at the attrition rate of 24%, by applying it to the number of our portable families, we would only lose about 5 families. We will lose 32 of our local families by the end of the year.

Another danger that we face is, we must keep a list of families who were denied portability and when we are no longer in shortfall, we must allow them to port. This will likely put us back into shortfall again. Ultimately, this will reduce the number of local families even more, which in turn reduces our admin fees again. The final issue that we will face is the length of our waiting list. Our applicants are accustomed to a short wait on the list to receive assistance. Complying with HUD's shortfall strategy is going to increase the wait time considerably.

REQUESTED ACTION: Consider acceptance of proposal from Koch Brothers for 60-month lease for Lanier MP C3004ex color copier and three Samsung printers, and Monthly Maintenance Agreement.

Comments: Our current copier is leased through Marco and we have had it since 2007 and is becoming obsolete. The current lease for our copier expires in July. We have contacted Marco, Koch Brothers, and Advanced Systems for lease proposals. We requested proposals for a color copier and three laser printers. We also have a color printer, but we can replace the copier with a color copier and eliminate the printer. Both Koch Brothers and Advanced systems are offering a monthly lease amount for the copier and all three printers that is approximately \$100 less per month than the old copier lease alone. The proposals also include leasing the printers as well. Marco's proposal is considerably higher than the others; so, we excluded that proposal from consideration.

The attached table outlines the different proposals. All three companies have given us their State Bid Pricing. The total monthly cost with from Advanced Systems is only \$.67 a month higher. Because the monthly cost is essentially the same from each of the companies, we looked at the number of copies that they were including, our average usage and the per copy cost for overages. Koch Brothers is offering more copies per month with a lower cost for overage for black and white copies. Their cost for overages on color copies is slightly higher but are allowing 100 color copies per month, where Advanced Systems is not including any color copies. It is unlikely that we would have many overages. Both companies offer a fixed price lease, but the Monthly Maintenance Agreements are variable and could go up as much as 5% - 10% depending on toner usage. Koch Brothers have lease agreements with several of the offices in the Court House, the County Attorney's office, and the Police Department. The Police Department is happy with the copier and service that they have received from Koch Brothers.

We have had the opportunity to use both copiers proposed by Advanced Systems and Koch Brothers. Both copiers seem to meet our needs and offer the similar features. Because of the more favorable terms under the Service Agreement we are proposing that we enter into the 60-month lease on the Lanier MP C3004ex and three Samsung SL-M4030ND printers, and the Monthly Service Agreement with Koch Brothers.

Company/ Copier Brand	Lease Term	Monthly Lease Fee	Prints Included	Overage Charges	**Additional Equipment	Additional Costs	Additional Services	Total Monthly Cost*
Marco Minolta Bizhub C458	60- Month	\$233.36	6,900 B/W 200 Color	B/W \$.008 Color \$.08	All printers under separate Agreement	\$74.20 less color printer		\$307.56
Advanced Systems Canon IR C5535	60- Month	\$235.86	7,000 B/W 0 Color	B/W \$.0104 Color \$.045	All printers leased under same contract	None	1-year Help Desk Support	\$235.86
Advanced Systems Canon IR C5535	60- Month	\$153.00 Fixed Lease \$72.80 Monthly Maintenance Agmt.	7,000 B/W 0 Color	B/W \$.0104 Color \$.045	All printers leased under same contract	None	1-year Help Desk Support	\$225.80
Koch Brothers Lanier MP C3004ex	60- Month	\$241.75	Copier 7,250 B/W 0 Color Printers 4,350 B/W 300 Color	Copier B/W \$.008 Color \$.05 Printers B/W \$.03 Color \$.15	Office printers under Separate contract	\$64.84	Includes buyout of current contracts	\$306.59
Koch Brothers Alt Proposal	60- Month	\$130.56 Fixed Lease \$94.57 Monthly Maintenance Agmt.	9,590 B/W 100 Color	B/W \$.009 Color \$.05	All printers leased under same contract	None		\$225.13

* Monthly costs exclude any overage charges
 ** Existing printer agreement expires 12/2018

REQUESTED ACTION: Review bids and make recommendation to Council for approval.

Comments: The bids are due for the window project on April 12, 2018. Based on the interest in the project, we anticipate receiving several bids. They will be opened and tabulated at 2:00 p.m. at the Housing office. WWA will then review the bids and submissions to ensure compliance. The bids received will be available for review by the Board on Monday during the regular meeting. The Board recommendation of award will be presented to the City Council at their April 16th meeting, in addition to approval of the final plans.

There were three addendums to the original plans. The changes were:

1. The material for the flashing was changed from steel to aluminum
2. The windows specified were changed from wood to vinyl.
3. One of the windows which was omitted from original plans was added.
4. The kitchen window was revised to require tempered safety glass.
5. The fixed portion of the living room windows was moved from the bottom to the top.
6. Approved substitutions for the window manufacturer included: Pella windows, Ply Gem Windows, Heartland Windows, and Alliance Windows.
7. Approved substitution for joint protection sealant product to Deal Seal (N300 & H).

The 2016, 2017, & 2018 Capital Fund grants will be utilized to fund the project.