

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

April 18, 2019, 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 21, 2019..... 1-2
- IV. Consider Approval of Bills for April 2019. 3
- V. Communications 4-7
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Fee Accountant
 - 4. Repositioning
 - 5. Voucher Funding/Utilization
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 8-11
 - 2. Approve Boiler Repairs and Maintenance..... 12
- VIII. Executive Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, May 16, 2019, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 21, 2019 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comment. None

Amend-Approve Minutes of February 21, 2019. On motion by Tyler and second Klemesrud, the minutes of February 21, 2019 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that the bills were routine except for the payment for the new truck. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$97,821.73. Ayes: 3, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.
Board Chairperson Heyer declared the meeting open.

Filing of Affidavit of Publication. Nielsen confirmed the posting date of the notice as 02/4/2019.

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: Heyer, Tyler, Klemesrud. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 02-19 Revisions of Five-Year Action Plan & Agency Plan.
Nielsen reviewed the proposed revisions, which included changes to the application process, site-based waiting lists, setting a minimum thermal environment, changes to termination and ineligibility policies, and repayment policy. A motion by Tyler was made to approve Resolution 02-19. Klemesrud seconded the motion. Roll call: Ayes: Tyler, Heyer, Klemesrud. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed. Items discussed were changes to the scope of transformer project, an update on the rehabilitation program, and updates on vacancy and program utilization. No action was taken.

Old Business. None

New Business.

Review Operating Reports. Board reviewed the reports and there were no questions. Nielsen informed the board that there will be a budget revision done for the maintenance expenses, sundry in both PH and S8, and the portability expenses. No action was required.

Review Quotes for Lock/Handle Replacement. The project was discussed with the board and Nielsen explained that the transition to deadbolts would reduce the need to respond to locked out residents. The quotes were compared, and Nielsen stated that the difference in the quotes was due to different labor costs. The request was made to recommend acceptance of the quote from Strauss Security Solutions. Klemesrud motioned to approve the recommendation and Tyler seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Approve Additional Design Services. Nielsen stressed the necessity of retaining Skott and Anderson to expand the scope of the transformer project and explained that the contract permitted additional work which would be billed at a set hourly rate. Nielsen also stated that they anticipate the additional work to be approximately \$5,000. Tyler motioned to approve the additional design service, and Klemesrud seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen updated the Board on the new truck. Also discussed was HUD acceptance of our audited financial statements, the progress on the transition to the new fee accountant, and statutory changes to the procurement thresholds for micro-purchases, and simplified acquisition thresholds.

Being no further business, Klemesrud moved, Tyler seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried, and meeting adjourned at 7:33 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Customer	Description	Amount
"IOWA NAHRO"	Stacy conference fee	375.00
Arnold Motor Supply	maintenance	36.32
Asbestrol, Inc.	flooring removal fee	2,470.00
Business Card	back up fee,	
Carquest	truck maintenance	73.09
Catherine Marie Ott	office cleaning	
CenturyLink	phone service	157.24
Charles City Press	advertisement	976.00
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections	2,678.58
Don McIntosh	security deposit refund	200.00
HAPS	April HAPS	47,607.73
Hockenson Plumbing	plumbing maintenance	447.27
Iowa Department of Inspections & Appeals	fraud investigation	68.25
Iowa Department of Transportation	fuel	143.13
Jendro Sanitation	trash service	804.00
Joe/Irma Leider	security deposit refund	200.00
Koch Office Group	copy costs	7.65
LEAF	copier lease	232.18
Lessin Supply Co.	maintenance	29.92
Linderman Heating & Air, LLC	heating maintenace	185.60
Mediacom	internet for security cameras	136.90
Mid American Energy	electric/gas/URP	9,879.60
NCRC NAHRO	membership dues	75.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	242.00
Otto's Oasis	sign landscape maintenance fees	416.00
Otto's Oasis	SCT water issue repairs	869.50
Perry Novak Electric	electrical parts	330.00
Pitney Bowes	meter lease	54.09
Reserve Account	prepaid postage	500.00
Schueth Ace Hardware	maintenance items for month	711.52
Sherwin Williams	paint	186.15
Shred-it	shredding fee	45.00
Skott & Anderson Architets	project fees	4,830.00
Staples Advantage	maintenance items for month	182.31
Superior Lumber	maintenance items for month	1,127.39
T-J Service	repairs	40.00
The PI Company	criminal background fees	158.00
Titus Lock Services	lock maintenance	100.00
Trent Parker	computer support	
US Cellular	cell phone bill	137.98
		76,768.62

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. We have the final plans for the Electrical Update Project. With the addition of a fourth transformer they were able to reduce the cost about \$40,000. The bids are due on May 15th and they will be available for consideration at the May board meeting. The contract will be awarded at the council meeting on May 20th along with the required public hearing. The proposed project schedule has the completion date by the end of August.

We hope to get the locks installed by the end of May and are making preliminary plans to work on the sidewalks and parking lots in addition to the roof repairs at NCT.

2. Rehab Update. We are working with a local contractor and waiting for a bid from him on the first two projects. In the meantime, we have started working on the second two projects. In an attempt to build a larger pool of potential contractors, we plan to send letters to every general contractor who is registered as a Certified Lead Safe Renovator within an hour of Charles City.
3. Fee Accountant. We have been working with our new fee accountant for just over a month. The transition has gone well. There have been a few things that they have suggested hoping to make things easier. However, we have decided to leave everything the same until the end of the fiscal year. Then we plan to look at what is working and what needs to be adjusted. They have our data entered into their system and they have provided us with financial reports from February and March. They also prepared our operating subsidy submission, which was due April 9th. Right now, they are working on our Public Housing Budget so we will be able to approve it at the May meeting and get the resolution submitted to HUD.
4. Repositioning. HUD is trying to reduce the backlog of capital improvements needed to be invested in the public housing projects across the country. To do that, they are encouraging the PHA's to transfer the units to either private market rentals under the Rental Assistance Demonstration Program (RAD), or Site-Based Section 8. Basically, under the programs the City/PHA would become landlords and charge market rate rents. Then we would get a Section 8 Housing Assistance Payment (HAP) each month to cover the gap between what the apartments rent for and what is paid by the tenant. If we were to transition to either of these programs, we would lose our reserves. They have suggested that we use the reserves to modernize the units to help them compete with other privately-owned rentals. Because HUD is not making the changes mandatory, we plan to sit back and wait until some of the other smaller agencies make the transition. HUD is encouraging the agencies to schedule a conference call with a special HUD panel to discuss options and help us decide the best route to take.
5. Section 8 Funding/Utilization. The worksheet has been updated to reflect HUD's estimated funding for 2019. See attachment for utilization.

6. Monthly Rental Status Update.

Month of March 2019	Total Leased 3/1/19	New Leases	Removed Or Moved	Total Leased 4/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	1	4	127	N-17	N-0	N-1
					S-16	S-5	S-2
Morningside 16 Units	16	0	0	16	5	3	1
Section 8 197 Units	137	2	4	135	39	18	9

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

7. End of Participation Tracker. See attachment

HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	NRA						HUD Held						
3													
4	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)
5	PHA# IA002	D		E	F	E-F	H	D+G+H		K	L	M	(K+L)-M
6													
7	CY 2019												
8	January	-\$3,385	173	\$68,442	\$64,233	\$824	\$345	\$1,169	January	\$29,135	\$55,764	\$68,442	\$16,457
9	February	\$1,169	168	\$63,442	\$61,830	\$7,781	\$357	\$6,138	February	\$16,457	\$55,764	\$68,442	\$3,779
10	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697	March	\$3,779	\$65,809	\$62,441	\$7,147
11	April	\$9,697	160	\$58,663	\$57,221	\$11,139	\$210	\$11,349	April	\$7,147	\$70,046	\$58,663	\$18,530
12	May	\$11,349	158	\$72,169	\$69,677	\$23,841	\$269	\$24,100	May	\$18,530	\$59,281	\$72,169	\$5,622
13	June	\$24,100	158	\$65,518	\$60,908	\$28,710	\$691	\$29,401	June	\$5,622	\$67,878	\$65,518	\$7,982
14	July	\$29,401	152	\$65,518	\$59,541	\$35,378	\$310	\$35,688	July	\$7,982	\$60,799	\$65,518	\$3,203
15	August	\$35,688	161	\$59,712	\$60,424	\$34,916	\$47	\$34,963	August	\$3,203	\$56,612	\$59,712	\$103
16	September	\$34,963	151	\$59,712	\$62,823	\$31,852	\$187	\$32,039	September	\$103	\$56,612	\$59,712	-\$2,997
17	October	\$32,039	150	\$59,712	\$57,614	\$34,137	\$35	\$34,172	October	-\$2,997	\$60,888	\$59,712	-\$1,821
18	November	\$34,172	143	\$34,770	\$24,634	\$14,308	\$48	\$14,356	November	-\$1,821	\$60,929	\$34,770	\$24,338
19	December	\$14,356	142	\$60,437	\$50,566	\$24,227	\$30	\$24,257	December	\$24,338	\$121,795	\$60,437	\$85,696
20	Total			\$735,536			\$2,872		Total		\$792,097	\$735,536	
21													
22	CY 2019												
23	January	\$24,257	140	\$63,602	\$49,861	\$37,998	\$40	\$38,038	January	\$85,696	\$60,047	\$63,602	\$82,141
24	February	\$38,038	141	\$63,602	\$50,694	\$50,946	\$849	\$51,795	February	\$82,141	\$60,047	\$63,602	\$78,586
25	March	\$51,795	137	\$58,766	\$48,418	\$62,143	\$273	\$62,416	March	\$78,586	\$60,048	\$58,766	\$79,868
26	April	\$62,416		\$58,766		\$121,182		\$121,182	April	\$79,868	\$60,048	\$58,766	\$81,150
27	May	\$121,182		\$121,182		\$121,182		\$121,182	May	\$81,150	\$60,048	\$0	\$141,198
28	June	\$121,182		\$121,182		\$121,182		\$121,182	June	\$141,198	\$60,048	\$0	\$201,246
29	July	\$121,182		\$121,182		\$121,182		\$121,182	July	\$201,246	\$60,048	\$0	\$261,294
30	August	\$121,182		\$121,182		\$121,182		\$121,182	August	\$261,294	\$60,048	\$0	\$321,342
31	September	\$121,182		\$121,182		\$121,182		\$121,182	September	\$321,342	\$60,048	\$0	\$381,390
32	October	\$121,182		\$121,182		\$121,182		\$121,182	October	\$381,390	\$60,048	\$0	\$441,438
33	November	\$121,182		\$121,182		\$121,182		\$121,182	November	\$441,438	\$60,048	\$0	\$501,486
34	December	\$121,182		\$121,182		\$121,182		\$121,182	December	\$501,486	\$60,048	\$0	\$561,534
35	Total			\$244,736	\$148,973		\$1,162		Total		\$720,574	\$244,736	

END OF PARTICIPATION

TRACKER

2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING			3	1			1						6
ZERO HAP								2	1	1	1		4
MUTUAL RECISSION	1				1	1							3
ANNUAL RE-EXAM SEARCHING	1					1							1
PORT-OUT ABSORBED	1			3	5	3	1	3					16
PORT-OUT SEARCHING	1	2		1	1			2		1			8
DECEASED													0
MOVED IN VIOLATION			2									2	4
EVICTED	1												1
UNAUTHORIZED LIVE-IN		1	1			1			1				4
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW						1	1	1					3
FAILURE TO REPAY			1										1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME	1						1		1				3
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	2				1		1	1	1	1			6
TOTALS	8	3	7	5	8	6	5	9	5	4	0	0	60
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	1	1	2	1	4	1	1	1	2			16
DECEASED				1									3
MOVED IN VIOLATION				2				1					3
TERMINATED FOR LEASE VIOLATIONS				1									1
EVICTED			1		1								2
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)						1							1
UTILITIES DISCONNECTED													0
TOTALS	2	1	2	6	2	5	1	2	2	3	0	0	26

MEETING DATE: 4/18/19

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The March 2019 operating reports are attached for your review. All necessary budget revisions were given to City Hall.

REVENUE & EXPENSE REPORT
CALENDAR 3/2019, FISCAL 9/2019

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	45,000.00	6,519.37	55,353.86	123.01	10,353.86-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	602.71	2,255.32	56.38	1,744.68
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	44,601.00	390,720.00	78.14	109,280.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,026.50	7,143.27	59.53	4,856.73
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	85.20	4,814.50	240.73	2,814.50-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	13,911.00	143,821.00	65.37	76,179.00
	PUBLIC HOUSING TOTAL	783,000.00	66,745.78	604,107.95	77.15	178,892.05
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	91,033.00	7,307.85	70,894.53	77.88	20,138.47
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	7,117.00	460.13	4,575.00	64.28	2,542.00
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	689.85	6,656.44	75.80	2,125.56
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,707.87	33,274.27	75.03	11,075.73
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.93	251.35	71.81	98.65
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	.00	405.60	9.22	3,994.40
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	123.48	155.64	282.98	100.64-
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	465.00	864.15	17.28	4,135.85
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	4,409.77	22,082.53	55.21	17,917.47
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	6,516.72	43,389.95	86.78	6,610.05
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,319.88	12,304.60	64.76	6,695.40
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,890.77	17,724.49	70.90	7,275.51
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,130.00	71.00	870.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	35,000.00	.00	6,721.05	19.20	28,278.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	1,829.43	45.74	2,170.57
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	232.18	1,747.66	49.93	1,752.34
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	40,000.00	999.36	30,591.18	76.48	9,408.82
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	309.85	15.49	1,690.15
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	38,344.91	95.86	1,655.09
173-532-6490	OTHER PROFESSIONAL SERV	21,000.00	.00	.00	.00	21,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	1,909.23	31,274.66	89.36	3,725.34
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	5,912.47	70,609.32	94.15	4,390.68
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	25,749.38	41,344.56	103.36	1,344.56-
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	60,000.00	.00	14,165.02	23.61	45,834.98
	PUBLIC HOUSING TOTAL	656,587.00	61,896.87	451,646.19	68.79	204,940.81
173-536-6010	SALARY - PH MAINT	85,000.00	7,442.11	62,066.40	73.02	22,933.60
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	728.79	1,901.11	38.02	3,098.89

REVENUE & EXPENSE REPORT
CALENDAR 3/2019, FISCAL 9/2019

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	6,885.00	609.01	4,761.55	69.16	2,123.45
173-536-6130	IPERS - PH MAINT	8,496.00	707.35	5,883.07	69.25	2,612.93
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	7,002.90	74.05	2,454.10
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	132.30	82.69	27.70
173-536-6160	WORK COMP - PH MAINT	2,800.00	.00	608.40	21.73	2,191.60
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	165.97	198.46	283.51	128.46-
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	118,768.00	10,446.03	83,454.19	70.27	35,313.81
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	7,645.00	5,597.12-	69,007.57	902.65	61,362.57-

REVENUE & EXPENSE REPORT
CALENDAR 3/2019, FISCAL 9/2019

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	1,800.00	501.49	3,621.42	201.19	1,821.42-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	545.00	3,634.00	72.68	1,366.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	58,766.00	525,831.00	70.11	224,169.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,285.00	74,997.00	68.18	35,003.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	6.00	.60	994.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	868,800.00	68,097.49	608,089.42	69.99	260,710.58
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	39,017.00	2,695.78	24,548.03	62.92	14,468.97
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,061.00	171.56	1,584.69	51.77	1,476.31
174-533-6130	IPERS -SECTION 8	3,778.00	254.49	2,311.67	61.19	1,466.33
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,589.09	14,260.37	75.03	4,746.63
174-533-6151	LIFE INS - SECTION 8	175.00	11.97	107.75	61.57	67.25
174-533-6160	WORK COMP - SECTION 8	2,238.00	.00	.00	.00	2,238.00
174-533-6170	UNEMPLOYMENT - SECTION 8	75.00	82.32	103.74	138.32	28.74-
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	2,000.00	.00	89.73	4.49	1,910.27
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	983.00	7,009.00	46.73	7,991.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	220.00	2,170.00	54.25	1,830.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	663.00	4,363.00	43.63	5,637.00
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,411.00	12,958.00	80.99	3,042.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	420.00	3,210.00	53.50	2,790.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	6,946.71	137,817.90	91.88	12,182.10
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	37,047.00	335,172.00	60.94	214,828.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	352.00	5,873.84	130.53	1,373.84-
	SECTION 8 VOUCHER TOTAL	837,151.00	52,847.92	551,579.72	65.89	285,571.28
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	31,649.00	15,249.57	56,509.70	178.55	24,860.70-

REQUESTED ACTION: Approve estimate from Linderman Heating and Air for boiler maintenance and repairs.

Comments South Cedar Terraces apartments are heated with boilers. There are twenty buildings, each with one boiler to heat 4 apartments. The existing boilers were installed in 1994. We have looked at the possibility of replacing the existing with newer energy efficient boilers. However, due to the lower demand placed on them, we have been told that because of the design any savings from energy efficiency would be lost. In addition, the cost estimate to replace them is \$220,000. Due to this we have chosen to keep the existing boilers in service for a few more years. Providing we maintain them on a regular basis, there isn't any need to replace them.

Every two to three years we get competitive proposals from area contractors and enter into maintenance contracts for our on-going maintenance. We are currently under contract with Linderman Heating and Air. They have provided us with an estimate to provide preventative maintenance on the boilers. Part of the maintenance is to change out the site glasses on the boilers with valves. The site glasses were originally used to observe the pressure. They are no longer used, and they frequently go bad and require us to call Linderman's to replace them. This also requires us to shut off the heat to the buildings until the repair is made. If we install valves instead, it will save us money on service calls and will allow us to keep the other apartments heated when we may only need to work on one apartment.

The estimate is for \$16,288.40. This includes material and labor to install 80 valves and clean and service 20 boilers. The work will be paid out of the operating budget.