

Commissioners Mtg.

11-24-93

~~to~~ Mike  
Ripley, Jay + Roy  
also - all Commi.

1. Printed options: #1 or #2  
on line - immediately  
one machine now  
another later -

Motion to buy one now. 1. Paul  
with carriage + printer 2. Emilio  
motion carried.

2. Rent = Utilities ~~200~~ 200 - total Rent  
200 = 147 - Rent  
53 ut -  
200  
60  
57  
113 70-74-101  
260 260  
go ahead 25

{ add another Day Care  
instead of multipurpose

3. Tim Lohle Sr



C O M P A N Y  
CERTIFIED PUBLIC ACCOUNTANTS

PARTNERS OF THE FIRM  
John T. Berg, CPA      Michael O. Groff, CPA  
Gary Doorn, CPA      Michael E. Huter, CPA  
Mark J. Flitton, CPA      Ronald J. Lauer, CPA  
Ted Stimpson, CPA

824 Dearborn \* Caldwell, ID 83605  
PH. (208) 459-3696 \* FAX (208) 459-3141

To: Board of Directors  
Housing Authority of the City of Caldwell

Re: Possible Solutions to Current Problems with the Computerized  
Accounting System

ALTERNATIVES

Option #1: Purchase two new computers - one to be used at the front desk for A/R functions and the other to serve the remaining accounting functions. This would free up the existing computer to be used by Dave for word processing and other functions.

Option #2: In addition to Option #1, purchase a file server and the additional hardware/software necessary to operate in a network environment.

ESTIMATED COSTS:

Option #1:

486SLC-66 IBM CPU ISA Std. Board, 2-8 Bit and 5-16 Bit expansion slots, 4 Meg RAM, 1.44 and 1.2 floppy disk drives, 120 Meg hard disk, T8900 w/ 1 Meg SVGA, 2 serial, 1 par. ports, mini-tower case, 101 keyboard, Acer 33d .28 SVGA monitor, Dos 6.0 2 @ \$1,525.00	\$3,050.00
Colorado streamer tape back-up 2 @ \$149.95	<u>299.90</u>
Estimated total costs for Option #1	<u>\$3,349.90</u>

Option #2:

486SLC-66 IBM CPU, VESA local bus, 101 keyboard, T9000 Video, 2 serial 1 par. I/O, 340 Meg hard disk, 1.44 floppy drive, Acer mono monitor, D-link Ethernet card, 8 Meg RAM, Tower Case, Dos 6.0	\$1,885.00
Novell 3.12 5 user netware license	995.00
D-Link Ethernet network cards 3 @ \$148.00	<u>444.00</u>
Additional costs for Option #2	<u>\$3,324.00</u>
Estimated total costs for Option #2	<u>\$6,673.90*</u>

\*Does not include cabling and installation costs or additional license fees for network software.

PRINTERS: (As necessary)

Okidata 320 9 Pin Narrow Carriage 300 CPS	\$ 416.00
Okidata 590 24 Pin Narrow Carriage 450 CPS	\$ 540.00
Okidata 321 9 Pin Wide Carriage 300 CPS	\$ 556.00
Okidata 591 24 Pin Wide Carriage 450 CPS	\$ 795.00
Hewlett Packard Laserjet 4	\$1,449.00

RECOMMENDATION

Recommend Option #1 for the near term with plans to network in the future as circumstances warrant for the following reasons:

1. Per phone conversations with Castle Lake Software, their program does not have file locking capabilities which means that in a network environment if two users tried to access the same file at the same time, they would "crash" the system. Along with integrating their accounting system Castle Lake has plans to produce a network version which would solve this problem but by their best estimate this is at least a year in the future. Although it may be possible to run Castle Lake software on a network right now by segregating accounting duties, it would be worthwhile to avoid the risks involved by waiting to network until a network version of the software is available.

2. Since the accounting staff has had limited experience with Castle Lake software, it would be beneficial to give them an opportunity to become comfortable with it as well as future "integration" updates before adding the complexities associated with network administration.

**DRAFT BUDGET**

**HOUSING AUTHORITY**  
**OF THE**  
**CITY OF CALDWELL**

**FARMWAY VILLAGE**  
**PHASE II**  
**60 UNITS**

73 000 5/8 old

59 500 5/8 New

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3200 5/8 allowed multipurpose ctr.

multipurpose bldg not store

STANDARD FORM 424C  
 BUDGET INFORMATION - CONSTRUCTION PROGRAMS

COST CLASSIFICATION	b. Costs Not c. Total allowable for Allowable	
	a. Total Cost participation (Column a-b)	
1. Administrative and Legal Expenses	35,000.00	35,000.00
2. Land, Structures, Right of Way, Appraisals, Etc.	.00	.00
3. Relocation Expenses and Payments	.00	.00
4. Architectural and Engineering Fees	93,000.00	93,000.00
5. Other Architectural and Engineering Fees	14,000.00	14,000.00
6. Project Inspection Fees	31,000.00	31,000.00
7. Site Work	744,000.00	744,000.00
8. Demolition and Removal	.00	.00
9. Construction	2,356,000.00	2,356,000.00
10. Equipment	.00	.00
11. Miscellaneous Interim Financing	77,000.00	77,000.00
12. Subtotal (Sum of Lines 1 - 11)	3,350,000.00	.00 3,350,000.00
13. Contingencies	167,500.00	167,500.00
14. Subtotal	3,517,500.00	.00 3,517,500.00
15. Project (Program) income	.00	.00
16. Total Project Costs (Subtract #15 from #14)	3,517,500.00	.00 3,517,500.00

17. Federal assistance requested, calculate as follows: Eligible Costs (Line 16 \* 102% = *development fee*) 3,587,850.00  
17,500  
703,500 2/3 operation cost

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Total Development Costs	3,587,850.00
Total Amount of Grant	1,793,461.18
Total Amount of Loan	1,794,388.82
Percent of Grant	50%
Percent of Loan	50%
Annual FmHA Debt Repayment	64,108.92
Monthly FmHA Debt Repayment	5,342.41

Rental Assistance Calculations

INCOME

*AVERG, INC.*

From Tenants:	8.863	X	.30	X	60 Units	159,534
RA Contribution:	60	Units X	2,116			126,972
TOTAL INCOME						286,506

EXPENSES

Vacancy Rate	5%					11,091
O & M:	60.00	Units @	1,846			110,747
Reserve:	3,587,850	X	1.00%			35,879
Utility Costs:	60.00	Units @	1,078			64,680
SUBTOTAL EXPENSES						222,397

Available for Amortization Expense

*ANNUAL paymt.*

Estimated Maximum Loan	(TDC =	3,587,850)				1,794,389
LH Loan						1,794,389
LH Grant (Difference between Loan and TDC)						1,793,461
Percent Loan						.50
Percent Grant						.50



PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

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	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS OR (YTD)
1. MAINTENANCE & REPAIRS PAYROLL	14,450.00			
2. MAINTENANCE & REPAIRS SUPPLY	5,000.00			
3. MAINTENANCE & REPAIRS CONTRACT	.00			
4. PAINTING AND DECORATING	3,500.00			
5. SNOW REMOVAL	1,500.00			
6. ELEVATOR MAINTENANCE/CONTRACT	.00			
7. GROUNDS	10,000.00			
8. SERVICES	.00			
9. FURNITURE & FURNISHING REPLACEMENT	2,200.00			
10. OTHER OPERATING EXPENSE	.00			
11. SUB-TOTAL MAINT. & OPERATING (1 THRU 10)	36,650.00		.00	.00 .00
12. ELECTRICITY	2,800.00			
13. WATER	3,250.00			
14. SEWER	4,250.00			
15. FUEL (Oil/Coal/Gas)	.00			
16. GARBAGE & TRASH REMOVAL	5,760.00			
17. OTHER UTILITIES				
18. SUB-TOTAL UTILITIES (12 thru 17)	16,060.00		.00	.00 .00
19. SITE MANAGEMENT PAYROLL	16,500.00			
20. MANAGEMENT FEE	.00			
21. PROJECT AUDITING EXPENSE	3,600.00			
22. PROJECT BOOKKEEPING/ACCOUNTING	1,200.00			
23. LEGAL EXPENSES	1,500.00			
24. ADVERTISING	300.00			
25. TELEPHONE & ANSWERING SERVICE	1,200.00			
26. OFFICE SUPPLIES	2,000.00			
27. OFFICE FURNITURE AND EQUIPMENT	5,500.00			
28. TRAINING EXPENSE	2,400.00			
29. HEALTH INS. & OTHER EMP. BENEFITS (RETIREMENT)	11,689.99			
30. PAYROLL TAXES (FICA @ 6.2%)	1,918.90			
31. WORKMANS COMPENSATION (@ 3.6%)	1,114.20			
32. OTHER ADMINISTRATIVE EXPENSES (UNEMPLOYMENT @ 3.6%)	1,114.20			
33. SUB-TOTAL ADMINISTRATIVE (19thru 32)	50,037.29		.00	.00 .00
PERCENT OF FRINGE	.51			
34. REAL ESTATE TAXES	.00			
35. SPECIAL ASSESSMENTS	.00			
36. OTHER TAXES, LICENSES & PERMITS	.00			
37. PROPERTY & LIABILITY INSURANCE	8,000.00			
38. FIDELITY COVERAGE INSURANCE	.00			
39. OTHER INSURANCE	.00			
40. SUB-TOTAL TAXES & INSURANCE (34thru39)	8,000.00		.00	.00 .00
41. TOTAL O&M EXPENSES (11+18+33+40)	110,747.29		.00	.00 .00
	32,181.72			

PROJECT NAME	BORROWER NAME	BORROWER ID AND PROJECT NO.			
		CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS OR (YTD)
OPERATIONAL CASH SOURCES					
1. RENTAL INCOME (LESS UTILITY ALLOWANCE)		94,854.00			
2. FmHA RENTAL ASSISTANCE RECEIVED		126,972.00			
3. OCCUPANCY SURCHARGES RECEIVED		.00			
4. LAUNDRY AND VENDING		.00			
5. INTEREST INCOME		.00			
6. TENANT CHARGES		.00			
7. OTHER - PROJECT SOURCES		.00			
8. LESS (Vacancy and Contingency Allowance) @ 5%		-11,091.30			
9. LESS (FmHA Approved Incentive Allowance)		.00			
10. SUB-TOTAL [(1 THRU 7)-(8 & 9)]		210,734.70	.00	.00	.00
NON-OPERATIONAL CASH SOURCES					
11. CASH - NON PROJECT		.00			
12. AUTHORIZED LOAN (Non-FmHA)		.00			
13. TRANSFER FROM RESERVE		.00			
14. SUB-TOTAL (11 thru 13)		.00	.00	.00	.00
15. TOTAL CSH SOURCES (10 + 14)		210,734.70	.00	.00	.00
OPERATIONAL CASH USES					
16. TOTAL O&M EXPENSES (From Part II)		110,747.29	.00	.00	.00
17. FmHA DEBT PAYMENT		64,092.34	<i>off</i>		
18. FmHA PAYMENT (Overage)		.00	<i>little</i>		
19. FmHA PAYMENT (Late Fee)		.00			
20. FmHA PAYMENT (Occupancy Surcharge)		.00			
21. TENANT UTILITY PAYMENTS		.00			
22. TRANSFER TO RESERVE		35,878.50	<i>1%</i>		
23. RETURN TO OWNER		.00			
24. SUB-TOTAL (16 thru 23)		210,718.13	.00	.00	.00
NON-OPERATIONAL CASH USES					
25. AUTHORIZED DEBT PAYMENT (Non-FmHA)		.00			
26. LONG-TERM IMPROVEMENTS		.00			
27. MISCELLANEOUS		.00			
28. SUB-TOTAL (25 thru 27)		.00	.00	.00	.00
29. TOTAL CASH USES (24+28)		210,718.13	.00	.00	.00
30. NET CASH (DEFICIT) (15-29)		16.57	.00	.00	.00
CASH BALANCE					
31. BEGINNING CASH BALANCE		.00			
32. ACCRUAL TO CASH ADJUSTMENT		.00			
33. ENDING CASH BALANCE (30+31+32)		16.57	.00	.00	.00

STANDARD FORM 424C  
BUDGET INFORMATION - CONSTRUCTION PROGRAMS

COST CLASSIFICATION	b. Costs Not c. Total allowable for Allowable	
	a. Total Cost participation (Column a-b)	
1. Administrative and Legal Expenses	35,000.00	35,000.00
2. Land, Structures, Right of Way, Appraisals, Etc.	.00	.00
3. Relocation Expenses and Payments	.00	.00
4. Architectural and Engineering Fees	93,000.00	93,000.00
5. Other Architectural and Engineering Fees	14,000.00	14,000.00
6. Project Inspection Fees	31,000.00	31,000.00
7. Site Work	744,000.00	744,000.00
8. Demolition and Removal	.00	.00
9. Construction	2,356,000.00	2,356,000.00
10. Equipment	.00	.00
11. Miscellaneous Interim Financing	77,000.00	77,000.00
12. Subtotal (Sum of Lines 1 - 11)	3,350,000.00	.00 3,350,000.00
13. Contingencies based at 5%	167,500.00	167,500.00
14. Subtotal	3,517,500.00	.00 3,517,500.00
15. Project (Program) income	.00	.00
16. Total Project Costs (Subtract #15 from #14)	3,517,500.00	.00 3,517,500.00
17. Federal assistance requested, calculate as follows: Eligible Costs (Line 16 * 102%		3,587,850.00

PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS OR (YTD)
1. MAINTENANCE & REPAIRS PAYROLL	13,500.00			
2. MAINTENANCE & REPAIRS SUPPLY	5,000.00			
3. MAINTENANCE & REPAIRS CONTRACT	.00			
4. PAINTING AND DECORATING	3,500.00			
5. SNOW REMOVAL	1,500.00			
6. ELEVATOR MAINTENANCE/CONTRACT	.00			
7. GROUNDS	10,000.00			
8. SERVICES	.00			
9. FURNITURE & FURNISHING REPLACEMENT	2,200.00			
10. OTHER OPERATING EXPENSE	.00			
11. SUB-TOTAL MAINT. & OPERATING (1 THRU 10)	35,700.00		.00	.00 .00
12. ELECTRICITY	2,800.00			
13. WATER	3,250.00			
14. SEWER	4,250.00			
15. FUEL (Oil/Coal/Gas)	.00			
16. GARBAGE & TRASH REMOVAL	5,760.00			
17. OTHER UTILITIES				
18. SUB-TOTAL UTILITIES (12 thru 17)	16,060.00		.00	.00 .00
19. SITE MANAGEMENT PAYROLL	14,500.00			
20. MANAGEMENT FEE	.00			
21. PROJECT AUDITING EXPENSE	3,600.00			
22. PROJECT BOOKKEEPING/ACCOUNTING	1,200.00			
23. LEGAL EXPENSES	1,500.00			
24. ADVERTISING	300.00			
25. TELEPHONE & ANSWERING SERVICE	1,200.00			
26. OFFICE SUPPLIES	2,000.00			
27. OFFICE FURNITURE AND EQUIPMENT	5,500.00			
28. TRAINING EXPENSE	2,400.00			
29. HEALTH INS. & OTHER EMP. BENEFITS (RETIREMENT)	11,376.40			
30. PAYROLL TAXES (FICA @ 6.2%)	1,736.00			
31. WORKMANS COMPENSATION (@ 3.6%)	1,008.00			
32. OTHER ADMINISTRATIVE EXPENSES (UNEMPLOYMENT @ 3.6%)	1,008.00			
33. SUB-TOTAL ADMINISTRATIVE (19thru 32)	47,328.40		.00	.00 .00
PERCENT OF FRINGE	.54			
34. REAL ESTATE TAXES	.00			
35. SPECIAL ASSESSMENTS	.00			
36. OTHER TAXES, LICENSES & PERMITS	.00			
37. PROPERTY & LIABILITY INSURANCE	8,000.00			
38. FIDELITY COVERAGE INSURANCE	.00			
39. OTHER INSURANCE	.00			
40. SUB-TOTAL TAXES & INSURANCE (34thru39)	8,000.00		.00	.00 .00
41. TOTAL O&M EXPENSES (11+18+33+40)	107,088.40		.00	.00 .00

PROJECT NAME	BORROWER NAME	BORROWER ID AND PROJECT NO.			
		CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS OR (YTD)
OPERATIONAL CASH SOURCES					
1. RENTAL INCOME		159,534.00			
2. FmHA RENTAL ASSISTANCE RECEIVED		126,972.00			
3. OCCUPANCY SURCHARGES RECEIVED		.00			
4. LAUNDRY AND VENDING		.00			
5. INTEREST INCOME		.00			
6. TENANT CHARGES		.00			
7. OTHER - PROJECT SOURCES		.00			
8. LESS (Vacancy and Contingency Allowance) @ 5%		-10,905.30			
9. LESS (FmHA Approved Incentive Allowance)		.00			
10. SUB-TOTAL [(1 THRU 7)-(8 & 9)]		275,600.70		.00	.00
NON-OPERATIONAL CASH SOURCES					
11. CASH - NON PROJECT		.00			
12. AUTHORIZED LOAN (Non-FmHA)		.00			
13. TRANSFER FROM RESERVE		.00			
14. SUB-TOTAL (11 thru 13)		.00		.00	.00
15. TOTAL CSH SOURCES (10 + 14)		275,600.70		.00	.00
OPERATIONAL CASH USES					
16. TOTAL O&M EXPENSES (From Part II)		107,088.40		.00	.00
17. FmHA DEBT PAYMENT		64,233.80			
18. FmHA PAYMENT (Overage)		.00			
19. FmHA PAYMENT (Late Fee)		.00			
20. FmHA PAYMENT (Occupancy Surcharge)		.00			
21. TENANT UTILITY PAYMENTS		68,400.00			
22. TRANSFER TO RESERVE		35,878.50			
23. RETURN TO OWNER		.00			
24. SUB-TOTAL (16 thru 23)		275,600.70		.00	.00
NON-OPERATIONAL CASH USES					
25. AUTHORIZED DEBT PAYMENT (Non-FmHA)		.00			
26. LONG-TERM IMPROVEMENTS		.00			
27. MISCELLANEOUS		.00			
28. SUB-TOTAL (25 thru 27)		.00		.00	.00
29. TOTAL CASH USES (24+28)		275,600.70		.00	.00
30. NET CASH (DEFICIT) (15-29)		.00		.00	.00
CASH BALANCE					
31. BEGINNING CASH BALANCE		.00			
32. ACCRUAL TO CASH ADJUSTMENT		.00			
33. ENDING CASH BALANCE (30+31+32)		.00		.00	.00

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 Rental Assistance Calculations

INCOME

From Tenants:	8.863	X	.30	X	60 Units	159.534
RA Contribution:	60	Units X	2.116			126.972
TOTAL INCOME						286.506

EXPENSES

Vacancy Rate Based at	5%	(After utility allowance deduction)				10,905
O & M:	60	Units @	1,785			107,088
Reserve:	3,587,850	X	1%			35,879
Utility Costs:	60	Units @	1,140			68,400
SUBTOTAL EXPENSES						222,272

Available for Amortization Expense 64,234

Estimated Maximum Loan (TDC = 3,587,850) 1,797,884

LH Loan 1,797,884

LH Grant (Difference between Loan and TDC) 1,789,966

Percent Loan .50  
 Percent Grant .50

PART IV - RENT SCHEDULE

A. CURRENT APPROVED RENTS

UNIT DESCRIPTION	RENTAL RATES	POTENTIAL INCOME FROM EACH RATE			TOTAL ANNUAL UTILITY ALLOWANCE (if used)	PER UNIT MONTHLY UTILITY ALLOWANCE	MONTHLY RENT LESS UTILITIES		
		BASIC	NOTE RATE	HUD					
FOUR-PLEX	TWO-BEDROOM	20	380.00		7,600.00	.00	20,400.00	85.00	295.00
FOUR-PLEX	THREE-BEDROOM	22	400.00		8,800.00	.00	25,080.00	95.00	305.00
FOUR-PLEX	FOUR-BEDROOM	16	415.00		6,640.00	.00	20,160.00	105.00	310.00
FOUR-PLEX	FIVE-BEDROOM	2	430.00		860.00	.00	2,760.00	115.00	315.00
CURRENT TOTALS		60			23,900.00	.00	68,400.00		
					BASIC	NOTE	HUD		
					286,800.00	ANNUAL LESS UTILITIES	218,400.00		