

HOUSING AUTHORITY

of the
CITY of CALDWELL
P. O. Box 70
Caldwell, Idaho 83605
(208) 459-2232
April 24, 1995

COMMISSIONERS MEETING AGENDA

1. Commission approval for Chairman to sign Idaho Power letter.
2. Review and update of Automatic Information Processing
Processing includes: Payroll
Acc'ts Receivable
Acc'ts Payable
Tenant Certification
General Ledger
Authorized Parking System

Consulting on the above: Mike Groff
Gary Scarlett
3. Financial Statement for March, 1995.

Guests are free to leave.
4. Review & consideration of salary levels for Caldwell H.A.

COMMISSIONERS MEETING
April 26, 1995

MOTION: A motion by Paul Okamura and seconded by Dave Cornwell to authorize the chairman to sign the Idaho Power letter requesting the Housing Authority to accept responsibility for a gift of a 1983 full size Chev P/U, with 63,000 miles. Motion carried.

COMPUTER UPDATE: Gary Scarlet, a consultant for the Housing Auth., provided hand-outs for everyone, showing the results of the new Housing Authority computer system. After answering many questions, Gary mentioned how Ayde is able to handle the new system without much difficulty and Lupe Salinas is also making good progress in learning the computer and will be able to handle the basics very soon. Gary was asked about the computers handling the book work for phase II. Two sets of books will be needed and the soft ware part of the system will be able to handle it. Although a new terminal will be necessary. Mike Groff, a local CPA handling the Housing Authority's account, then shared his view on the matter. Mike feels that for the Housing Authority to provide him the monthly report for his perusal each month before the report goes to the board is not as simple as it sounds. He will be looking at the report with the general ledger in mind as well as other questions and feels that a quick look at the the monthly report is not sufficient. Mike thinks that if we try to handle the entire system ourselves, including the General Ledger, we should hire someone with accounting experience. He is willing to send a job description for a bookkeeper if we are interested. Meantime the Commissioners suggested that we continue to provide Ripley all the information necessary for them to do our books.

SUGGESTION: Paul Okamura suggested that we apply a weed killer called Arsenal to the Soccer field area so proper seeding can take place next spring. Also, the Commissioners agreed to change the monthly meetings from the last Wednesday to the first Wednesday of each month. With this change we can sign all the draws during the construction period. After that we will return to the final Wednesday of each month for the meetings.

REVIEW OF SALARY LEVELS:

The commissioners received a summary of the salaries for Maintenance Repairer, Labor Groundskeeper, Maintenance Helper, for most of the Housing Authorities in Southern and Eastern Idaho. Nine, eight and seven dollars respectively were requested for the above categories. The commissioners agreed to \$8.00, \$7.45 and \$6.75 respectively. The office

page two

staff received the following adjustments in their salary after comparing them with other Housing Authorities in Southern Idaho only. Ayde will receive \$8.25 from \$7.61 and will be reviewed again at the end of September, 1995. The Administrator will receive \$28,200 annually from \$25,200. The above mentioned changes will all be retro-active from January 1, 1995.

Committees Meeting

4-26-95

1. Motion for chairman to sign 1. Paul
carried 2. Dave

2. Gary Scarlet "

Provided Handouts = on all processes
Mentioned Ayle's progress

2 sets of Books } New Terminal
for New Const. } only

Mike Goff

(Balance sheet) could be added
to monthly report
Personal is to be bigger item
Enough people in office run
Books

(General ledger maintenance)

Riply may have a job description
See Book Keeper

We will continue to provide Ripley
with all info in ~~the~~ books

4-26-95

Day } (Apply (annual) to Soccer field.
Payne }

See sheet

Change of ~~meeting~~ ^{meeting} dates to
1st ~~Wed~~ ^{Wed} of every month

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IDAHO POWER COMPANY
P.O. BOX 70
BOISE, IDAHO 83707

Richard L. Hahn
Community Services Director
Energy Services Department
(208) 388-2513

April 20, 1995

Mr. David Linden
Administrator
Housing Authority of
The City of Caldwell
Box 70
Caldwell, Idaho 83605

Dear Mr. Linden:

I am writing as a follow-up to my February 23, 1995, letter. As I addressed in my letter, our Corporate Contribution Committee approved your request for a contribution of a used full size pickup truck. The Committee's decision was contingent upon the availability of a used pickup truck that meets your requirements. In addition, this contribution commitment was made with the understanding that the Housing Authority of the City of Caldwell [Housing Authority] hold harmless Idaho Power against and from any liability.

I am pleased to inform you we have recently received a pickup truck that may be well suited for your needs. The pickup truck is a 1985 Chevrolet, 3/4 ton, two-wheel drive long bed with automatic transmission, Vehicle Identification Number 1GCGC24M5FJ157038 [Chevrolet]. The Chevrolet has approximately 69,000 miles, and appears to be in good condition. You are welcome to inspect the Chevrolet, but if you feel it meets the Housing Authority's needs based on this information, we can begin the process of executing the Motor Vehicle Transfer Affidavit.

Before this transfer is executed, Idaho Power is required to be protected from liability. Accordingly, Idaho Power's contribution of the Chevrolet is made with the express understanding that it is being transferred as is, with all faults, without any express or implied warranties as to merchantability, fitness, or otherwise. By its acceptance of the Chevrolet, the Housing Authority agrees to indemnify, release, and hold harmless Idaho Power against and from any liability for damages to property or injury to or death of persons resulting for past, present or future condition of the Chevrolet.

If the terms of this letter are acceptable, please have the authorized individual from the Housing Authority indicate such acceptance in the space provided below, and return a copy to me prior to our executing the Motor Vehicle Transfer Affidavit. Once I have received the acceptance letter, we can coordinate your taking delivery of the Chevrolet.

Should you have any questions, please call me.

Sincerely,



Understood and agreed to this _____ day of _____, 1995

Housing Authority of the City of Caldwell

By: _____

Its: _____

HUD MAINTENANCE WAGE RATES FOR LOW-RENT PUBLIC HOUSING

Effective date: 7/1/94 - 6/30/95

Housing Authorities	Maintenance Repairer	Labor/ Grdskpr	Maintenance Custodian <i>helper</i>
Jerome	\$ 10.94	\$ 7.63	\$ 7.42
S.I.C.H.A.	8.24	7.94	6.44
Nampa H.A.	9.32	7.39	6.53
Pocatello H.A.	8.54	7.57	5.99
Twin Falls H.A.	11.13	8.09	7.44
Idaho Housing Agency	9.62	8.35	7.08
Buhl H.A.	9.22	N/A	8.68
American Fall H.A.	9.16	7.94	6.44
Wilder H.A.	9.50	N/A	6.90
Marsing H.A.	8.50	N/A	5.50 P/T
Caldwell H.A.	7.35 34 <u>7.69</u> 800	6.83 <u>7.45</u>	6.50 <i>out of year Review</i> <u>6.25</u>

I would like to be able to raise the salaries, for our people in the above categories, up to \$9.00 - \$8.00 - \$7.00 respectively, in 5% increments during the next 12 months and according to merit only.

OFFICE STAFF WAGE RATES FOR LOCAL HOUSING AUTHORITIES
4/26/95

It's not possible to determine and then compare the value of each staff member to their respective Housing Authority. However, the following provides some comparisons in seniority, project size, benefits and salary. Perhaps this information regarding the local area Housing Authorities will be helpful in establishing salary guidelines for Caldwell.

OFFICE MANAGER

	Seniority	Size	Benefits	Salary
Wilder	10 years		Health, dental Retirement	\$ 9.50
Marsing	3 years		Health, dental Vision	\$ 8.50 + bonus
Caldwell	19 years		Health, dental Retirement	\$ 7.61 8 25 <i>end of</i>

BOOKKEEPER - CLERK

Wilder	2 years		Health, dental Retirement	\$ 8.50
Marsing	10 months		Health, dental Vision	\$ 6.50 P/T
Caldwell	5 months		Health, dental Retirement	\$ 6.50

*\$ 10.00 1-1-96
Sept.*

ADMINISTRATOR

Wilder	1½ years	123 units	Health, dental Retirement	\$30,000
Marsing	4 months	88 units	Health, dental Vision	\$25,000 + bonus
Caldwell	6 years	184 units	Health, dental Retirement	\$25,000

The above figures are for your review and comments.

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4/26/95

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BOOKKEEPER - CLERK

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HUD MAINTENANCE WAGE RATES FOR LOW-RENT PUBLIC HOUSING

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S.I.C.H.A.	8.24	7.94	6.44
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Pocatello H.A.	8.54	7.57	5.99
Twin Falls H.A.	11.13	8.09	7.44
Idaho Housing Agency	9.62	8.35	7.08
Buhl H.A.	9.22	N/A	8.68
American Fall H.A.	9.16	7.94	6.44
Wilder H.A.	9.50	N/A	6.90
Marsing H.A.	8.50	N/A	5.50 P/T
Caldwell H.A.	7.35	6.83	6.50
	8.00	7.45	6.25

I would like to be able to raise the salaries, for our people in the above categories, up to \$9.00 - \$8.00 - \$7.00 respectively, in 5% increments during the next 12 months and according to merit only.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES
FOR THE THREE MONTHS ENDED MARCH 31, 1995
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1995 BUDGET	REMAINING BUDGET
Dwelling rent	\$ 39,071	\$118,118	\$463,104	\$ 344,986
Non-dwelling rent	740	2,220	8,880	6,660
Other project income	1,180	3,546	9,140	5,594
Interest income	2,732	2,967	9,400	6,433
Total revenues	<u>\$43,723</u>	<u>\$126,851</u>	<u>\$490,524</u>	<u>\$ 363,673</u>

STATEMENT OF EXPENDITURES
FOR THE THREE MONTHS ENDED MARCH 31, 1995
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1995 BUDGET	REMAINING BUDGET
Management salaries	\$ 4,845	\$ 14,863	\$ 66,375	\$ 51,512
RM & R salaries	6,386	17,804	68,415	50,611
Electricity	1,847	5,338	17,300	11,962
Unemployment tax	236	686	4,000	3,314
State retirement & FICA	2,062	6,123	25,960	19,837
Other management expense	2,798	7,356	18,100	10,744
Irrigation water	1,089	1,089	2,200	1,111
Insurance - Blue Cross	1,998	5,994	29,545	23,551
Insurance - other	3,195	6,018	28,500	22,482
Legal and accounting	789	5,165	10,000	4,835
Repairs and maintenance	8,026	16,429	86,334	69,905
Sanitation & garbage removal	1,620	4,860	19,440	14,580
Lawn care	775	775	24,000	23,225
Debt retirement	2,196	6,588	26,355	19,767
Debt reserve	4,000	12,000	64,000	52,000
Bank charges	46	135		(135)
Total expenditures	<u>\$41,908</u>	<u>\$111,223</u>	<u>\$490,524</u>	<u>\$ 379,301</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED MARCH 31, 1995
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$74,541	\$ 100	\$ 656	\$20,153	\$1,026
Deposits:					
Operations	53,191				
Change fund	8,576		8,576		
Interest	105			31	8
Transfers					
Disbursements:					
Operations	(45,905)			(11)	
Change fund	(8,576)		(8,576)		
Transfers	(4,000)				
End of month	77,932	<u>\$ 100</u>	<u>\$ 656</u>	<u>\$20,173</u>	<u>\$1,034</u>
Less: Accounts Payable	(19,690)				
Available after payment of current period payables	<u>\$ 58,242</u>				

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED MARCH 31, 1995
(UNAUDITED)

OTHER FUNDS:

	<u>CONSTRUCTION CHECKING</u>	<u>O & M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month		\$ 2,526		\$ 249,528
Deposits:				
Operations				
Transfers				4,000
Interest		20		2,568
Disbursements:				
Operations				
Transfers				
Interest				
Debt retirement				
End of month		<u>\$ 2,546</u>		<u>\$256,096</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SUMMARY OF CONSTRUCTION EXPENDITURES
FOR THE THREE MONTHS ENDED MARCH 31, 1995

CONSTRUCTION COSTS - REIMBURSABLE:

Check Date	Description	Amount
1-01-94	Beginning Balance	\$ 3,398.58
2-10-95	Idaho Press Tribune Bid Advertisement	348.75
3-10-95	Idaho Statesman Advertising	77.88
3-10-95	Idaho Press Tribune	<u>67.50</u>
	Total	<u>\$ 3,892.71</u>

PHASE II CONSTRUCTION

1-01-95	Beginning Balance	\$ 3,373.58
1-27-95	Hardcastle Excavating PVC Pipe	<u>14,160.00</u>
	Total	<u>\$17,533.58</u>

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES
FOR THE THREE MONTHS ENDED MARCH 31, 1994
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Dwelling rent	\$39,864	\$119,916	\$399,174	\$279,258
Non-dwelling rent	740	2,220	8,500	6,280
Other project income	543	1,693	8,000	6,307
Interest income	1,986	2,167	7,000	4,833
Total revenues	<u>\$43,133</u>	<u>\$125,996</u>	<u>\$422,674</u>	<u>\$296,678</u>

STATEMENT OF EXPENDITURES
FOR THE THREE MONTHS ENDED MARCH 31, 1994
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Management salaries	\$ 5,225	\$ 14,463	\$ 54,340	\$ 39,877
RM & R salaries	4,995	13,409	61,342	47,933
Electricity	1,614	4,569	15,000	10,431
Unemployment tax	780	780	3,000	2,220
State retirement & FICA	1,832	5,020	20,537	15,517
Other management expense	1,461	5,843	16,400	10,557
Water, irrigation		1,009	1,950	941
Insurance - Blue Cross	1,997	6,958	26,856	19,898
Insurance - other	1,810	5,577	26,965	21,388
Legal and accounting		646	11,250	10,604
Repairs and maintenance	7,115	14,920	57,114	42,194
Sanitation and lawn care	1,620	4,860	37,565	32,705
Debt retirement	2,196	6,588	26,355	19,767
Debt reserve	4,000	28,000	64,000	36,000
Bank charges	40	124		(124)
Total expenditures	<u>\$34,685</u>	<u>\$112,766</u>	<u>\$422,674</u>	<u>\$309,908</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED MARCH 31, 1994
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$61,897	\$100	\$ 372	\$10,703	\$ 994
Deposits:					
Operations	48,332				
Change fund	3,054		2,054		
Interest	79			15	8
Transfers					
Disbursements:					
Operations	(29,165)				
Change fund	(2,054)		(3,054)	(10)	
Transfers	(4,000)				
End of month	78,143	<u>\$100</u>	<u>\$ (628)</u>	<u>\$10,708</u>	<u>\$1,002</u>
Less: Accounts payable	<u>(14,123)</u>				
Available after payment of current period payables	<u>\$64,020</u>				

OTHER FUNDS:

	<u>CHECKING</u>	<u>O & M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month		\$2,445		\$222,873
Deposits:				
Operations				
Transfers				4,000
Interest		20		1,865
Disbursements:				
Operations				
Transfers				
Interest				
Debt retirement				
End of month		<u>\$2,465</u>		<u>\$228,738</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SUMMARY OF CONSTRUCTION EXPENDITURES
FOR THE THREE MONTHS ENDED MARCH 31, 1994

CONSTRUCTION COSTS - REIMBURSABLE:

<u>Check Date</u>	<u>Description</u>	<u>Amount</u>
1-01-93	Beginning Balance	\$3,373.58
2-10-94	Notus-Parma Hwy. Dist. Approach Application	<u>25.00</u>
	Total	<u>\$3,398.58</u>