

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

January 16, 2014, 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 December 19, 2013 1-2
- IV. Approval of Bills for January 2014 3
- V. Communications 4-14
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
 - 5. Newsletters
 - 6. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve City Budgets for FY 2014-2015 15-24
 - 2. Approve Policy Requiring Direct Deposit for HAP Payments
and Approve Resolution 01-14 to Amend the Admin Plan 25-26
 - 3. Approve Repairs to tractor..... 27
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, February 20, 2014
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 19, 2013 7:00 a.m.

Members Present: Margaret Calvert, Jeremy Heyer, Trey Becker, and Jill Streich.
Absent: Karen Christensen. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Calvert called the meeting to order at 7:00 a.m.

Public Comment. None

Amend-Approve Minutes of November 21, 2013. Becker moved, Heyer seconded the motion to approve the minutes of November 21, 2013 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$67,585.13. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action required.

Old Business. None

New Business.

Approve Resolution 12-13 to Adopt Passbook Rate. Nielsen reviewed the requirements for determination of a passbook rate. Based on the Savings National Rate and area passbook rates, the request was made to set the rate at .10%, with an effective date of March 1, 2014. Becker moved to approve Resolution 12-13 adopting a passbook rate. Heyer seconded the motion. Motion carried on roll call vote. Ayes: Becker, Heyer, Calvert, and Streich. Nays: 0

Approve Decision to Begin Leasing the PD Unit at Morningside. Staff explained that the agreement with HUD for the PD to use the unit has expired. Because the unit has become a storage unit and wasn't being used as intended and we have a waiting list for three bedroom units, it would be better if we began leasing the unit. Heyer motioned to put the unit back on-line and begin leasing it and was seconded by Becker. Ayes: 4, Nays: 0. Motion carried.

Approve disposal of tables and chairs. The tables and chairs from the community rooms were stored in the PD unit and were made available to the public to rent. Nielsen expressed interest in selling them because there wasn't anywhere else to store them. The plan is to take them to an area auction. Streich made a motion to dispose of the tables and chairs at auction. Heyer seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Purchase of New Digital Video Recorder. Nielsen explained that the existing DVR is not working and cannot be repaired. Attempts made to work with local companies to replace the DVR were unsuccessful. A quote was received from CEC, the company that services the system, for \$8,001. A review of prices online found the cost to be reasonable. Streich made a motion to approve the purchase of the DVR. The motion was seconded by Becker. Ayes: 4, Nays: 0. Motion carried.

Being no further business, Becker moved, Streich seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Trey Becker, Vice Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Montly Bill Listing
 January 2014

Customer	Description	Amount
Business Card	monthly back up service	
C.Naber & Associates	accounting fees	375.00
CDW-G	battery back-up/surge protector	165.41
Cedar Valley Printing	office supplies	109.06
Century Link	phone service	
Cintas	rug service	115.80
City of Charles City	water/sewer/URP/S8 inspections	
City of Charles City	quarterly postage for HAP pmts	114.68
Don's Repair	snow blower/repairs and supplies	588.38
Emily Dontae	security deposit refund	200.00
Foxen Floors & More	floor tile/adhesive	1,361.30
GE Capital	copier lease	230.51
HAPS	January HAPS	47,929.38
Iowa Department of Transportation	fuel	224.15
Iowa Division of Labor	boiler inspections	875.00
Jendro Sanitation	trash service	563.00
Linderman Heating & Air, LLC	furnace/boiler repairs	711.00
Marco, Inc.	quarterly copy charges	54.91
Mehmen's Painting	paint apt 50	250.00
Mick Gage Plumbing & Heating	drain clean out at NCT	560.00
Mid American Energy	electric/gas/URP	
Noah, Smith & Schuknecht, P.L.C.	legal fees	143.00
Pitney Bowes	postage meter lease	47.74
Plunkett's Pest Control	pest control services	50.00
Purchase Power	postage	300.00
Ron's Plumbing	plumbing repairs #2202	59.24
Schueth Ace Hardware	maintenance items	1,164.21
Superior Lumber	maintenance items	183.07
T-J Service	maintenance items/dryer repair	250.95
US Cellular	phone	69.49
YARDI	criminal background checks	73.50
		56,768.78

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. Nothing new to report.
2. Rehab Update. Two projects have been closed out. We are negotiating an extension with the contractor on the third project. The next five homeowners have been contacted. Two applications have been removed from consideration because they failed to respond to our request to provide updated information. One of the five asked if they could wait until phase three. Due to this, three more homeowners have been contacted and have until January 20th to submit updated information and indicate interest.
3. **Monthly Rental Status Update.**

Month of December 2013	Total Leased 12/1/13	New Leases	Removed Or Moved	Total Leased 12/31/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	1	2	129	14	2	0
Morningside 15 Units	15	0	0	15	19	5	2
Section 8 197 Units	157	4	3	158	67	12	6

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

4. End of Participation Tracker. See attachment
5. Newsletters. See attachments
6. Financial Statements. December 2013 statements are attached.

END OF PARTICIPATION
TRACKER
2012-2013

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	2	2	1								9
ZERO HAP	2	2	2	2									8
MUTUAL RECISION						2							2
ANNUAL RE-EXAM SEARCHING		1	1										2
PORT-OUT ABSORBED			2	1									1
PORT-OUT SEARCHING			2	1									3
DECEASED													0
MOVED IN VIOLATION			3	1		1							5
EVICTED	1	1											2
UNAUTHORIZED LIVE-IN	1	1				1							4
VIOLATION OF FAMILY OBLIGATION	1				1								1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY							1						1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME			1										1
UTILITIES DISCONNECTED					2								2
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			3	1	2								6
TOTALS	7	7	15	6	8	3	2	0	0	0	0	0	46
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	1	1	1						9
DECEASED	2	2				1	1						6
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED				1									1
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													0
UTILITIES DISCONNECTED													0
TOTALS	3	3	2	3	1	2	2	0	0	0	0	0	16



TERRACE NEWS

January 2014 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

January 16th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

JANUARY:

1: HAPPY NEW YEAR! OFFICE CLOSED

Be sure to check out the Senior Center calendar that is attached for various activities!

Jan. 18 & 19 there is to be a matinee at the Charles Theatre. Watch the paper for details.

Jan. 28 the Our Kids Count program will have a Pajama Parade-Show & Tell! Supper, 5:30-6pm, program 6-7pm @ Trinity UMC. Come in your PJs & bring a stuffed animal for the parade. Enjoy a breakfast supper, Simon Says Pajama Parade, wax paper skating backwards...it's all up to Simon!



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

Mary Stiles Apt. 14	1
Ed Hanover	3
Mary Kellogg Apt. 111	4
Dick Tibbitts Apt. 107	4
Rachelle Farrell Apt. 16	5
Barb Miller Apt. 129	5
Phyllis Comstock Apt. 116	7
Albert Valencia Apt. 77	8
Steve Herron Apt. 76	10
Arlie Wilson Apt. 87	13
Nelda Shepard Apt. 48	14
Jim Thoreson Apt. 36	14
Sharon Madsen Apt. 112	19
Relia LaGrou Apt. 78	29

Office News:

For the first few weeks in January, Julie will be out of the office. There will be a temp worker to help with answering the phones and assisting clients that come into the office. This person will do their best to be sure all questions get answered! Thanks in advance for your patience!

OVERNIGHT GUEST POLICY:

Reminder you are required to report all overnight guests. You are allowed 30 nights total per calendar year. Exceeding that is a lease violation, which could result in termination. Children under 18 are not counted toward this total. If your guest will be here more than 3 nights you are to complete a registration form at our office. Guests that stay less than that you only need to report the date and total number of guests. January 1 the count starts over. If you need more information about this policy please call the office.

Banned Individuals From Any Public Housing Property:

David "Boone" Mahnesmith, Roy Bode

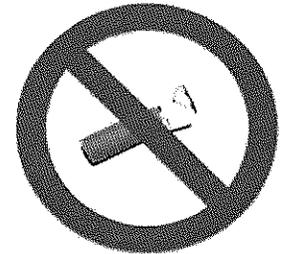
If any of these individuals are seen on any public housing property, at any time of day, please call the police department. Under no circumstances are they able to be on the properties.

INFORMATION TO KNOW!

NOTICES:

When you receive any kind of notice from our office it is important that you read it promptly. If a signature from you is required or any response from you there will be a due date as well. Failure to respond to these could result in termination of your lease. We don't enjoy sending all of these things to you or requiring things from you but we get mandates from HUD and have to comply. Thank you for your cooperation with this!

THE NO SMOKING POLICY IN ALL PUBLIC HOUSING UNITS IS NOW IN EFFECT. ABSOLUTELY NO SMOKING IS ALLOWED BY ANYONE; TENANTS OR GUESTS. TENANTS ARE RESPONSIBLE FOR THEIR GUESTS! IF IT IS FOUNDED THAT SOMEONE IS SMOKING IN YOUR UNIT , THE EVICTION PROCESS WILL BEGIN. NO SECOND CHANCES WILL BE GIVEN.



WINTER REMINDERS:

It is that time again! Winter is around the corner. Here are a few reminders for this season:

- Snow removal will be done as quickly as possible. If it continues to snow throughout a day, they will wait for it to stop or let up. We expect your cooperation, understanding, and patience during this season. Keep in mind you may have to change your plans on going out. The guys will not come and clean out 1 apartment area just so you can leave. Appointments may need to be rescheduled. When the weather is bad it is probably best to stay in!
- When the parking areas are being cleared the guys will want you to move your vehicles. Please be aware of when they are clearing your area. Occasionally they will have us call you to move your car if you don't come out to do it .
- If you do not plan on driving over the winter months you must make other arrangements to store your car off property.
- Make sure dog chains are not left out over sidewalks. They will cause our snow blower blades to break.
- SCT only-when the temperature is at freezing or below please do not leave your windows open, even a crack. The cold air can freeze the pipes and you won't have heat.



JANUARY 2014 MENUS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Each Meal Includes: * 1/3 of the Required Daily Amounts (RDA) for persons age 70+ * Milk * Supplements as appropriate * Sodium > 800mm</p>		<p>HAPPY NEW YEAR!</p> 	<p>Lasagna Lettuce Salad Peaches Pecan Pie</p>	<p>Scalloped Potatoes & Ham California Blend Cranberry Pear Crisp OJ</p>
<p>Crunchy Baked Fish Tartar Sauce Sweet Potato Wedges Creamed Peas Orange/Banana/Pineapple Tomato Juice</p>	<p>Taco soup Tortilla Chips Lettuce Salad Red Mandarin Orange Jell-o</p>	<p>Turkey Tetrazzini Garden Beans Hot Fruit Compote WW Roll Tomato Juice</p>	<p>Swedish Meatballs Baked Potato w/Sour Cream Harvard Beets Mixed Fruit Raspberry Lemonade</p>	<p>Baked Chicken Mashed Potatoes w/Gravy Cranberry Brussels Sprouts Cinnamon Applesauce</p>
<p>Sloppy Joe Baked Beans Peaches Cookie</p>	<p>Meat Loaf Boiled Potatoes Spinach Au Gratin Strawberries Angel Food Cake</p>	<p>Creamed Chicken over Biscuit Brussels Sprouts Pineapple Tomato Juice</p>	<p>Liver & Onions -OR- Beef Patty Mashed Potatoes Mixed Vegetables Oatmeal Fruit Bar OJ</p>	<p>Cinnamon Roll Baby Carrots Chilled Pears Raspberry Lemonade</p>
<p>Hearty Veg Beef Soup Corn Bread Celery Sticks Peaches Trail Mix</p>	<p>Lemon-Herbed Chicken Scalloped Corn Tomatoes Florentine Mandarin Oranges</p>	<p>Crunchy Baked Fish Parsley Potatoes Green Beans Pineapple Cherry Crisp Raspberry Lemonade</p>	<p>Egg & Potato Casserole Broccoli Banana Half Fruit Oat Muffin OJ</p>	<p>Turkey Roast Potatoes w/Gravy Peas & Carrots Pumpkin Custard Tomato Juice</p>
<p>Italian Meatloaf Roasted Red Potatoes Lima Beans Cinnamon Applesauce w/Crunchy Topping Raspberry Lemonade</p>	<p>Chicken Noodle Casserole Corn Bean Broccoli Salad Plums Oatmeal Raisin Bar OJ</p>	<p>Assorted Soups Salad Apricots Assorted Desserts</p>	<p>Turkey Dumplings Asparagus Mixed Fruit OJ</p>	<p>Swiss Style Gr. Beef Squash Cabbage & Onions Blushing Pears Tomato Juice</p>

Monday		Tuesday		Wednesday		Thursday		Friday	
<ul style="list-style-type: none"> Bread Machine Baking Month CANADA: Alzheimer's Awareness Month Celebration Life Month Christian/Jewish Humor Month Coffee Gourmet International Month Folk Music & Dancing Month International Creativity Month National Clean Up Your Computer Month National Glaucoma Awareness Month National High-tech Month 		<ul style="list-style-type: none"> National Hobby Month National Hot Tea Month National Mailorder Gardening Month National Reaching Your Potential Month National Soup Month National Yours, Mine, and Ours Month Oatmeal Month BIRTHSTONE - Garnet (Constancy) FLOWERS - Carnation (All - Snowdrop) COLORS - Black and Dark Blue 		<p>1</p> <p>HAPPY NEW YEAR</p> <p>CLOSED</p> <p> Happy New Year</p>		<p>2</p> <p>9:00 Open Pool</p>		<p>3</p> <p>11:00-11:30</p> <p>Living Better In Charles City</p>	
<p>6</p> <p>11:00-11:30</p> <p>Living better In Charles City</p> <p>6:30 Bingo</p>		<p>7</p> <p>9:00 Men's Pool</p> <p>Anniversary of the pass through of the Panama Canal 1914</p> <p>Program Pending</p> <p>1:00 Cards</p>		<p>8</p> <p>9:00 Women's Pool</p> <p>11:00-11:30</p> <p>Living Better In CC</p> <p>11:30 "Be Active"</p>		<p>9</p> <p>9:00 Open Pool</p> <p>11:15 Music by Roger Wedeking</p> <p>1:00 General Membership Mtg.</p> <p>Jam Session</p>		<p>10</p> <p>11:00-11:30</p> <p>Living Better In CC</p>	
<p>13</p> <p>11:00-11:30</p> <p>Living better In Charles City</p> <p>6:30 Bingo</p>		<p>14</p> <p>9:00 Men's Pool</p> <p>11:15 Music by Dick Knight</p> <p>1 p.m. cards</p>		<p>15</p> <p>9:00 Women's Pool</p> <p>11:00-11:30</p> <p>Living Better In CC</p>		<p>16</p> <p>9:00 Open Pool</p> <p>11:15 Bingo</p>		<p>17</p> <p>10:45-11:15</p> <p>Living Better In CC</p> <p>11:15 Penquin Party</p>	
<p>20</p> <p> U.S. Martin Luther King, Jr.'s Birthdays (Observed)</p> <p>10:15 Site Council Mtg.</p> <p>11:00-11:30</p> <p>Living Better In Charles City</p> <p>6:30 Bingo</p>		<p>21</p> <p>9:00 Men's Pool</p> <p>11:15 Healthline</p> <p>1 p.m. cards</p>		<p>22</p> <p>9:00 Women's Pool</p> <p>11:-11:30</p> <p>Living Better In CC</p>		<p>23</p> <p> National Pie Day</p> <p>9:00 Open Pool</p> <p>National Clashing Clothes Day</p> <p>Jam Session</p>		<p>24</p> <p>11:00-11:30</p> <p>Living Better in CC</p>	
<p>27</p> <p>11:00-11:30</p> <p>Living Better In Charles City</p> <p>6:30 Bingo</p>		<p>28</p> <p>9:00 Men's Pool</p> <p>Program to be announced</p> <p>1 p.m. cards</p>		<p>29</p> <p>9:00 Women's Pool</p> <p>11:00-11:30</p> <p>Living Better In CC</p>		<p>30</p> <p>9:00 Open Pool</p> <p><i>Celebrate E D</i></p>		<p>31</p> <p>10:45-11:15</p> <p>Living Better In CC</p> <p>11:15 Hospice of North IA.</p>	

Jan 2014



MORNINGSIDE NEWS

January 2014 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

January 16th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

Did you know you can have your rent automatically deducted from your bank account? Call the office to sign up! If you pay your rent with cash please have the exact amount. We do not keep change on hand.

ANY CHANGES?

Have you gotten a new phone number lately? Have you gotten a different vehicle? If so, be sure to contact the office with any changes so we can update our records.



JANUARY:

1: HAPPY NEW YEAR! OFFICE CLOSED

Jan. 18 & 19 there is to be a matinee at the Charles Theatre. Watch the paper for details.

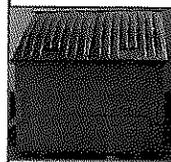
Jan. 28 the Our Kids Count program will have a Pajama Parade-Show & Tell! Supper, 5:30-6pm, program 6-7pm @ Trinity UMC. Come in your PJs & bring a stuffed animal for the parade. Enjoy a breakfast supper, Simon Says Pajama Parade, wax paper skating backwards...it's all up to Simon!

Office News:

For the first few weeks in January, Julie will be out of the office. There will be a temp worker to help with answering the phones and assisting clients that come into the office. This person will do their best to be sure all questions get answered! Thanks in advance for your patience!

Excessive Noises:

Please be neighborly and be aware of the noise levels coming from your apartment. There really isn't a time when voices, TV's, music, etc. should be heard on the outside of your apartment. Disturbing neighbors with excess noise is a lease violation, which could be cause for lease termination.

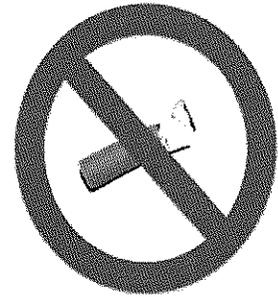


PLEASE READ!

ALL trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation! Also, please break down empty boxes when putting them in the dumpsters!

BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:
DAVID "BOONE" MAHNESMITH & ROY BODE

THE NO SMOKING POLICY IN ALL PUBLIC HOUSING UNITS IS NOW IN EFFECT. ABSOLUTELY NO SMOKING IS ALLOWED BY ANYONE; TENANTS OR GUESTS. TENANTS ARE RESPONSIBLE FOR THEIR GUESTS! IF IT IS FOUND THAT SOMEONE IS SMOKING IN YOUR UNIT , THE EVICTION PROCESS WILL BEGIN. NO SECOND CHANCES WILL BE GIVEN.



REMINDER:

Snow Removal: If Steve has part of the parking lot areas cleared please move your vehicles to that area so he can finish cleaning out the other parking areas. Also, **ALL** vehicles must be in working order or removed from the lot.

CIGARETTE BUTTS:

If you and/or your guests are smokers, you must use some sort of a "butt can" to dispose of the cigarettes outside. It is NOT ok to "flick" them into the yard or parking areas. They make the property look very dirty. You will be notified if this is happening in your area.

GREAT PARENT/ CHILD EVENTS



FOR YOUR INFORMATION:

MOPS(Mothers with preschoolers): call St. John Lutheran Church @ 228-3397
Our Kids Count: call Central Preschool @ 228-6803

Community Nursing Clinic Schedules for January 2014.
To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Thursday, Jan. 9th: 9:00 am-12:00 pm
Wednesday, Jan. 15th: 1:00 pm—4:00 pm
Thursday, Jan. 23rd: 9:00 am-12:00 pm
Monday, Jan. 27th: 1:00 pm-4:00 pm



WIC CLINICS

Jan. 21, 22 & 23
9:00 A.M. to 12:00 P.M.
and
12:40 P.M. to 3:00 P.M.
at :
1010 South Grand
1-800-657-5856
MUST MAKE APPOINTMENT

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2013, FISCAL 6/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
73-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,074.90	11,681.73	49.71	11,818.27
73-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	67.00	972.50	24.31	3,027.50
73-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	38,182.00	213,776.78	50.30	211,223.22
73-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	264.00	1,808.00	45.79	5,692.00
73-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	803.65	6,036.35	46.43	6,963.65
73-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	500.00	1,010.11	14.43	5,989.89
73-532-4701	OPER SUBSIDY-PUBLIC HOUSING	.00	14,781.00	86,591.00	.00	86,591.00-
	PUBLIC HOUSING TOTAL	483,000.00	56,672.75	324,876.47	67.26	158,123.53
73-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,500.00	.00	1,500.00-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,500.00	.00	1,500.00-
3-532-6010	SALARY - PUBLIC HOUSING	101,000.00	7,022.40	44,990.37	44.54	56,009.63
3-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
3-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
3-532-6110	FICA - PUBLIC HOUSING	7,880.00	481.76	3,075.85	39.03	4,804.15
3-532-6130	IPERS - PUBLIC HOUSING	9,198.00	613.77	3,992.98	43.41	5,205.02
3-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,330.66	13,983.96	37.79	23,016.04
3-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.24	151.46	40.39	223.54
3-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	.00	.00	.00	2,520.00
3-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	51.45	193.61	25.81	556.39
3-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
3-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
3-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	.00	1,135.79	14.20	6,864.21
3-532-6370	GAS - PUBLIC HOUSING	35,000.00	2,242.91	7,669.80	21.91	27,330.20
3-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	3,504.21	19,127.43	42.51	25,872.57
3-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,113.37	7,430.71	45.03	9,069.29
3-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,501.95	10,274.03	44.67	12,725.97
3-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	315.00	1,505.00	37.63	2,495.00
3-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
3-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	143.00	1,824.00	91.20	176.00
3-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	230.51	1,459.06	97.20	41.94
3-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	945.94	5,901.04	36.88	10,098.96
3-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	50.00	2,440.28	40.67	3,559.72
3-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	32,985.69	97.02	1,014.31
3-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
3-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,017.50	9,970.96	39.88	15,029.04
3-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	6,146.15	21,279.74	42.56	28,720.26
3-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
3-532-6750	CAP INPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	451,723.00	27,735.82	189,390.76	41.93	262,332.24
3-536-6010	SALARY - PH MAINT	72,000.00	5,559.36	34,627.65	48.09	37,372.35
3-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	706.27	1,383.77	69.19	616.23
3-536-6110	FICA - PH MAINT	5,661.00	468.33	2,609.70	47.51	2,971.30

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2013, FISCAL 6/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
7-6130	IPERS - PH MAINT	6,609.00	537.82	3,194.12	48.33	3,414.88
73-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	3,438.48	49.83	3,461.52
73-536-6151	LIFE INS - PH MAINT	100.00	8.37	50.22	50.22	49.78
73-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
73-536-6170	UNEMPLOYMENT - PH MAINT	550.00	50.89	110.06	20.01	439.94
73-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	7,904.12	45,944.00	47.82	50,126.00
73-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	.00	.00	34,000.00
	PUBLIC HOUSING TOTAL	98,793.00-	21,032.81	91,041.71	92.15-	189,834.71-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2013, FISCAL 6/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEEXPENDED
17-4300	INTEREST - SECTION 8	1,200.00	93.53	521.57	43.46	678.43
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	194.00	990.00	22.00	3,510.00
174-533-4505	HUD CONTRIB-SEC 8	525,000.00	47,920.00	281,838.00	45.09	343,162.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,817.00	36,813.00	40.90	53,187.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	111.00	11.10	889.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	168.00	16.80	832.00
	SECTION 8 VOUCHER TOTAL	722,700.00	55,024.53	320,441.57	44.34	402,258.43
74-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
74-533-6010	SALARY - SEC 8	57,000.00	1,959.97	15,787.95	27.70	41,212.05
74-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01-
74-533-6110	FICA - SECTION 8	4,361.00	134.52	1,104.03	25.32	3,256.97
74-533-6130	IPERS -SECTION 8	5,091.00	171.69	1,403.28	27.56	3,687.72
74-533-6150	HEALTH INS - SECTION 8	24,800.00	1,553.78	9,322.68	37.59	15,477.32
74-533-6151	LIFE INS - SECTION 8	250.00	16.83	100.99	40.40	149.01
74-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
74-533-6170	UNEMPLOYMENT - SECTION 8	500.00	34.30	129.07	25.81	370.93
74-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
74-533-6230	STAFF TRAINING - SECTION 8	4,000.00	300.00	1,317.93	32.95	2,682.07
74-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	638.00	6,048.00	35.58	10,952.00
74-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	1,450.00	48.33	1,550.00
74-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	572.50	4,038.50	134.62	1,038.50-
74-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
74-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	45,919.38	282,892.92	47.15	317,107.08
74-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	114.68	785.36	26.18	2,214.64
	SECTION 8 VOUCHER TOTAL	723,982.00	51,625.65	324,419.72	44.81	399,562.28
74-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	.00	.00	5,000.00
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	.00	.00	5,000.00
	SECTION 8 VOUCHER TOTAL	6,282.00-	3,398.86	3,978.15-	63.33	2,303.85-

MEETING DATE: 01/16/2014

RE: Approve Budgets for FY 2014-2015

REQUESTED ACTION: Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2014-2015.

Comments: The attached budgets have been prepared based on past trends and anticipated changes. Once approved, they will be presented to the City for approval. The Fee Accountant will also use these budgets to prepare the Public Housing Budget for HUD in the HUD prescribed format. We are no longer required to prepare Section 8 budget for HUD because they require us to report expenses and voucher utilization on a monthly basis and use that information to determine our level of funding.

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
532-4300 INTEREST-PUB HOUSING SEC	414.84	437.75	450.00	230.41	450.00	450.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	7,271.00	6,359.00	7,000.00	3,200.00	6,400.00	6,600.00
TOTAL REVENUE	7,685.84	6,796.75	7,450.00	3,430.41	6,850.00	7,050.00
172-532-6437 INT REFUND-PUB HOUSING SE	203.15	170.14	250.00	114.25	250.00	200.00
172-532-6438 DEP REFUND-PUB HOUSING SE	6,280.00	5,550.00	6,500.00	2,400.00	5,800.00	5,850.00
TOTAL EXPENSES	6,483.15	5,720.14	6,750.00	2,514.25	6,050.00	6,050.00

CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
32-4300 INTEREST-PUBLIC HOUSING	21,607.01	22,196.67	23,500.00	11,681.73	23,500.00	23,000.00
173-532-4504 FRAUD-PUBLIC HOUSING	3,501.34	2,620.82	4,000.00	1,021.50	4,000.00	3,000.00
173-532-4506 DWELLING RENT-PUBLIC HOUS	427,792.78	422,281.00	425,000.00	238,630.78	425,000.00	424,500.00
173-532-4507 EXCESS UTILITY-PUBLIC HOU	9,436.00	8,982.00	10,500.00	4,924.00	9,500.00	9,000.00
173-532-4508 CONTRIB-OTHER-PUBLIC HOUS	10,895.86	11,572.75	13,000.00	6,524.35	13,500.00	13,300.00
173-532-4710 REIMBURSED EXP-PUBLIC HOU	6,943.89	3,623.74	7,000.00	1,010.11	1,500.00	1,500.00
173-532-4781 OPER SUBSIDY-PUBLIC HOUSI	95,447.00	91,753.00	.00	86,591.00	180,000.00	171,087.00
173-910-4830 TRANSFER IN - PUBLIC HOUS	262,508.02	.00	.00	1,500.00	.00	1,500.00

TOTAL REVENUE	838,131.90	563,029.98	483,000.00	351,883.47	657,000.00	646,887.00
173-532-6010 SALARY - PUBLIC HOUSING	100,197.08	91,556.25	101,000.00	48,501.03	76,500.00	75,000.00
173-532-6040 OVERTIME SALARY-PUBLIC HO	.00	.00	2,000.00	.00	2,000.00	500.00
173-532-6070 LABOR/MAINT-PUBLIC HOUSIN	55,445.93	.00	.00	.00	.00	.00
173-532-6110 FICA - PUBLIC HOUSING	2,188.30	6,281.19	7,880.00	3,311.34	6,500.00	6,365.00
173-532-6130 IPERS - PUBLIC HOUSING	3,010.84	7,932.26	9,198.00	4,306.47	8,300.00	8,300.00
173-532-6150 HEALTH INS - PUBLIC HOUSI	.00	32,503.21	37,000.00	13,983.96	28,492.00	30,000.00
173-532-6151 LIFE INS - PUBLIC HOUSING	.00	379.85	375.00	151.46	300.00	300.00

CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
32-6160 WORK COMP - PUBLIC HOUSIN	.00	2,869.10	2,520.00	.00	2,500.00	2,500.00
173-532-6170 UNEMPLOYMENT - PUBLIC HOU	.00	912.94	750.00	193.61	600.00	750.00
173-532-6198 EMP BEN MAINT-PUBLIC HOUS	15,181.34	.00	.00	.00	.00	.00
173-532-6199 EMPLOYEE BEN-PUBLIC HOUSI	46,292.15	533.48	.00	.00	.00	.00
173-532-6230 STAFF TRAINING-PUBLIC HOU	5,640.16	7,735.82	8,000.00	1,135.79	5,000.00	4,000.00
173-532-6370 GAS - PUBLIC HOUSING	28,688.65	32,289.40	35,000.00	7,669.80	38,000.00	35,000.00
173-532-6371 UTILITIES - PUBLIC HOUSIN	36,417.28	42,119.99	45,000.00	19,127.43	49,000.00	45,000.00
173-532-6374 WATER - PUBLIC HOUSING	13,394.27	15,661.06	16,500.00	7,430.71	16,500.00	16,000.00
173-532-6379 C UTIL-PUBLIC HOUSING -	19,896.14	20,831.74	23,000.00	10,274.03	23,000.00	21,000.00
173-532-6401 ACCOUNTING FEES-PUBLIC HO	2,863.00	2,749.00	4,000.00	1,505.00	3,000.00	2,800.00
173-532-6408 TORT LIABILITY - PUBLIC H	20,154.00	20,309.00	24,000.00	.00	24,000.00	24,000.00
173-532-6411 LEGAL FEES - PUBLIC HOUSI	516.00	572.00	2,000.00	1,824.00	2,500.00	2,300.00
173-532-6415 COPIER LEASE - PUBLIC HOU	1,550.01	2,066.68	1,500.00	1,458.06	2,800.00	2,800.00
173-532-6420 CONTRACT SERVICES - PUBLI	14,388.29	15,021.27	16,000.00	5,901.04	16,000.00	13,000.00
173-532-6441 TENANT SERVICES-PUBLIC HO	4,277.46	5,642.36	6,000.00	2,440.28	2,000.00	5,000.00
173-532-6442 PILOT-PUBLIC HOUSING	31,002.07	33,434.60	34,000.00	32,985.69	34,000.00	33,000.00
173-532-6516 REFUNDS-PUBLIC HOUSING	3,370.00	58.00	1,000.00	.00	1,000.00	200.00

CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
32-6518 SUNDRY-OFF EXP-PUBLIC HOU	17,236.23	22,463.33	25,000.00	9,970.96	25,000.00	24,000.00
173-532-6599 MAINT MATERIALS-PUBLIC HO	43,211.74	48,504.48	50,000.00	22,154.74	50,000.00	45,000.00
173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	16,922.00	.00	.00	.00	.00	.00
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	222,524.15	.00	.00	.00	.00	.00
173-536-6010 SALARY - PH MAINT	10,040.62	68,527.48	72,000.00	37,897.60	73,000.00	71,000.00
173-536-6040 OVERTIME SALARY - PH MAIN	.00	3,076.17	2,000.00	2,053.32	3,100.00	3,000.00
173-536-6110 FICA - PH MAINT	.00	5,354.32	5,661.00	2,985.59	5,660.00	5,400.00
173-536-6130 IPERS - PH MAINT	.00	6,155.32	6,609.00	3,497.69	6,500.00	6,500.00
173-536-6150 LIFE INS - PH MAINT	.00	6,557.85	6,900.00	3,438.48	7,014.00	6,900.00
173-536-6151 LIFE INS - PH MAINT	.00	92.07	100.00	50.22	100.00	100.00
173-536-6160 WORK COMP - PH MAINT	.00	1,553.60	1,800.00	.00	1,800.00	1,800.00
173-536-6170 UNEMPLOYMENT - PH MAINT	.00	513.27	550.00	110.06	550.00	500.00
173-536-6181 UNIFORM ALLOWANCE - PH MA	.00	450.00	450.00	450.00	450.00	450.00
173-910-6910 TRANSFER OUT - PUBLIC HOU	34,000.00	34,000.00	34,000.00	.00	34,000.00	34,000.00

TOTAL EXPENSES	748,407.71	538,707.09	581,793.00	244,808.36	549,166.00	526,465.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
.33-4300 INTEREST - SECTION 8	2,200.82	1,510.97	1,200.00	521.57	500.00	1,000.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	3,737.00	3,466.00	4,500.00	990.00	4,500.00	3,500.00
174-533-4505 HUD CONTRIB-SEC 8	623,006.00	563,874.00	625,000.00	281,838.00	600,000.00	525,000.00
174-533-4509 ADMIN FEE/HTH-SEC 8	100,745.00	91,888.00	90,000.00	36,813.00	90,000.00	75,000.00
174-533-4710 REIMBURSED EXP-SEC 8	724.00	917.50	1,000.00	111.00	1,000.00	900.00
174-533-4715 REFUNDS-SEC 8	689.65	14.00	1,000.00	168.00	1,000.00	200.00
174-910-4830 TRANSFER IN - SECTION 8 V	.00	.00	.00	.00	.00	.00
TOTAL REVENUE	731,102.47	661,670.47	722,700.00	320,441.57	697,000.00	605,600.00
174-533-6010 SALARY - SEC 8	51,210.40	56,090.52	57,000.00	16,654.19	33,000.00	31,000.00
174-533-6040 OVERTIME SALARY - SECTION	.00	4.88	.00	39.01	.00	40.00
174-533-6110 FICA - SECTION 8	798.33	3,902.98	4,361.00	1,161.19	3,000.00	2,500.00
174-533-6130 IPERS -SECTION 8	1,024.66	4,578.76	5,091.00	1,480.64	3,000.00	3,000.00
174-533-6150 HEALTH INS - SECTION 8	.00	24,159.47	24,800.00	9,322.68	18,995.00	18,000.00
174-533-6151 LIFE INS - SECTION 8	.00	253.24	250.00	100.99	200.00	200.00
174-533-6160 WORK COMP - SECTION 8	.00	1,262.30	1,680.00	.00	1,680.00	1,680.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
.33-6170 UNEMPLOYMENT - SECTION 8	.00	347.11	500.00	129.07	400.00	500.00
174-533-6199 EMPLOYEE BEN-SEC 8	31,834.54	.00	.00	.00	.00	.00
174-533-6230 STAFF TRAINING - SECTION	430.00	3,463.50	4,000.00	1,317.93	1,500.00	2,000.00
174-533-6380 UTILITY ALLOT - SECTION 8	14,101.00	9,339.00	17,000.00	6,854.00	15,000.00	13,000.00
174-533-6401 ACCOUNTING FEES - SECTION	2,638.00	2,674.00	3,000.00	1,450.00	3,000.00	3,000.00
174-533-6420 CONTRACT SERVICES - SECTI	8,762.75	10,049.55	3,000.00	4,038.50	9,000.00	8,500.00
174-533-6423 SPECIAL SERVICE - SECTION	47.00	125.00	300.00	.00	300.00	300.00
174-533-6445 HC VOUCHER PAY-SEC 8	635,855.26	590,006.40	600,000.00	330,016.30	600,000.00	570,000.00
174-533-6518 S VACATION OFF EXP-SEC 8	2,788.80	3,636.31	3,000.00	785.36	3,000.00	3,000.00
174-910-6910 TRANSFER OUT - SECTION 8	5,000.00	5,000.00	5,000.00	.00	5,000.00	5,000.00
FY 2014						
To General - security						
FY 2015						

TOTAL EXPENSES	754,490.74	714,893.02	728,982.00	373,349.86	697,075.00	661,720.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
32-4410 ADVANCE-'12 CAPITAL FUND	.00	3,599.98	124,858.00	99,148.33	.00	121,258.00
322-532-4715 REFUNDS/REBATES-'12 CAPIT	.00	.00	.00	1,580.13	.00	2,708.79
322-910-4830 TRANSFER IN-2012 CAPITAL	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	3,599.98	124,858.00	100,728.46	.00	123,966.79
322-532-6499 OTHER CONTRACTUAL SERV	.00	3,599.98	124,858.00	100,728.46	.00	121,258.00
322-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	3,599.98	124,858.00	100,728.46	.00	121,258.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
530-4410 ADVANCE - 2013 CAPITAL FU	.00	.00	140,000.00	.00	105,389.00	30,000.00
323-910-4830 TRANSFER IN	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	140,000.00	.00	105,389.00	30,000.00
323-530-6762 OPERATIONS - 2013 CAPITAL	.00	.00	140,000.00	.00	105,389.00	30,000.00
323-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	140,000.00	.00	105,389.00	30,000.00

ACCOUNT NUMBER	2YPS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
530-4410 ADVANCE - 2014 CAPITAL FU	.00	.00	.00	.00	140,000.00	.00
324-910-4830 TRANSFER IN	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	.00	.00	140,000.00	.00
324-530-6762 OPERATIONS - 2014 CAPITAL	.00	.00	.00	.00	140,000.00	.00
324-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	.00	.00	140,000.00	.00

MEETING DATE: 01/16/2014

RE: Approve Policy Requiring Direct Deposit for HAP Payments and Approve Resolution 01-14 to Amend Admin Plan

REQUESTED ACTION: Review and approve proposed policy requiring landlords to accept direct deposit payments and approve Resolution 01-14 to amend the Administrative Plan to include the new policy.

Comments: With the budget constraints that have been placed on us, we are looking for ways to save costs. One area is to stop mailing printed HAP checks to the landlords. It costs about \$800 a year just for the envelopes and postage. In addition, City Hall is asking for a large increase to cover their wages for staff time devoted to the Section 8 program.

Most of the area agencies are either requiring or offering direct deposit. I contacted HUD to see if we can require them to accept the direct deposit and as usual I got a HUD answer. They said "PHAs may have a default rule (if they so desire) with respect to direct deposit, but they must make individual exceptions for the (relatively rare) owners who don't want direct deposit. A PHA requiring direct deposit without any exceptions is imposing an obligation for owner participation that is not enumerated in the regulation. This individual exception must be applied to current owners as well as prospective owners." So basically yes we can, but only with exceptions. We feel that when we explain to the owners the reason, most if not all of them will comply with the direct deposit.

One small issue with the direct deposit is that City Hall's new system is not able to provide a print out of the deposit for the landlords. If we were to print out an itemized list of the rent amounts for the landlord, it would not save us anything anyway. We give the landlords the rent amounts for each of their tenants at admission and every time it changes. It is our feeling that they should be able to keep track of the amount of rent owed by each of their tenants. In fact, most probably do for accounting/tax purposes anyway. If there are a few of the landlords who insist on having a monthly printout, we can provide one. It just isn't very easy to provide the print out from our software because we don't have the payment module.

If approved the following policy will be added to our Administrative Plan in section 13-II.C.
HAP CONTRACT PAYMENTS:

The PHA will make all HAP payments by direct deposit into the owner's bank account. Upon request of the owner a check will be cut and mailed directly to the owner.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 01-14

**RESOLUTION APPROVING THE AMENDMENT
OF THE ADMINISTRATIVE PLAN**

WHEREAS, the Charles City Housing and Redevelopment Authority (CCHRA) provides housing for low income families through various programs including the Section 8 Housing Choice Voucher Program and Public Housing Program, and

WHEREAS, the CCHRA is directed by HUD to maintain the Section 8 Housing Choice Voucher programs regulations in accordance with 24 CFR 982 as stated in their Administrative Plan, and

WHEREAS, due to reduced funding and budget constraints the CCHRA has deemed it necessary to provide all HAP payments by direct deposit. As per HUD direction and Safe Harbor, the policy will provide an exception to the requirement upon request, and

WHEREAS, the following policy will be added to section 13-II.C. HAP CONTRACT PAYMENTS: The PHA will make all HAP payments by direct deposit into the owner's bank account. Upon request of the owner a check will be cut and mailed directly to the owner.

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners, meeting in regular session on January 16, 2014, to amend the Administrative Plan the listed change as presented.

PASSED AND ADOPTED THIS 16th DAY OF JANUARY, 2014

Trey Becker, Vice-Chairperson

Heidi Nielsen, Director

REQUESTED ACTION: Approve repairs for the garden tractor at South Cedar Terrace.

Comments: The engine on one of our garden tractors needs to be repaired. We are not sure what caused the problem, but we think that someone hit a raised part of the sidewalk while using the snow blower and it bent the crank shaft and caused all of the oil to leak out.

We purchased the existing tractors in January of 2011 so they are only three years old. Even though the repairs will cost a substantial amount of money, we have determined that there is enough life left in the machine to warrant the repair. The tractors each cost \$6,249 new; however, we also purchased \$2,625 in attachments for each tractor. If we were to replace the tractor those attachments would not work on a newer model. If we were to purchase a new tractor the total replacement cost could be as much as \$10,000.

I have spoken with them at Don's Repair and they feel that a total engine replacement is the better option since there are less than 300 hours on the tractor. They have quoted the work at \$1,965.13.