

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

April 17, 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 March 20, 2014..... 1
- IV. Consider Approval of Bills for April 2014 ..... 2
- V. Communications ..... 3-5
  - 1. CFP Update
  - 2. Rehab Update
  - 3. Physical Needs Assessment Update
  - 4. Section 8 Renewal Funding
  - 5. Public Housing Renewal Funding
  - 6. Update on “Smoke Free Policy”
  - 7. Monthly Rental Status Update
  - 8. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Financial Statements..... 6-9
  - 2. Approve Resolution 04-14 Accepting Public Housing Budget for FYE  
06/30/2015..... 10-19
  - 3. Discuss Contract with YMCA..... 20
  - 4. Discuss Request Made by Tenant to Landscape Area by Apartment..... 21
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, May 15, 2014, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
March 20, 2014 7:00 a.m.

Members Present: Susan Andersen, Jill Streich, Trey Becker, and Jeremy Heyer. Absent: Chris Huxsol. Others present: Heidi Nielsen, staff.

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

Public Comment. None

Amend-Approve Minutes of February 19, 2014. On motion by Streich and second by Heyer, the minutes of February 19, 2014 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Streich asked if the bill for the carpet would be reimbursed by the tenant. Nielsen explained that a portion of it would be billed to the tenant after a pro-ration for normal wear and tear. Streich moved, Andersen seconded the motion to approve payment of the revised bill listing totaling \$70,150.34. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve Resolution 03-14 Adopting Revised By-Laws. Nielsen stated that as discussed during the February meeting the by-laws were changed to reflect the practice of holding the annual meeting during the regular meeting and not after as stated in the existing by-laws. She also commented on reviewing the State and City Codes to ensure that the by-laws were in compliance with the codes. Heyer made a motion to approve Resolution 03-14 to adopt the revised by-laws. Andersen seconded the motion. Ayes: Heyer, Andersen, Streich, Becker. Nays: 0. Motion carried on roll call vote.

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

Charles City Housing and Redevelopment Authority

\_\_\_\_\_  
Trey Becker, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 April 2014

Customer	Description	Amount
Barnhill, Margaret	security deposit & interest	103.84
Business Card	computer back-up service	14.98
C.Naber & Associates	accounting fees	375.00
Cedar Valley Printing	office supplies	120.22
Charles City Press	CC magazine ads/legal notice	1,497.63
Christensen, Connie	security deposit & interest	250.00
Cintas	rug service	115.80
City of Charles City	water/sewer/URP/S8 Insp./fire exting. Tags	
City of Charles City	quarterly postage	104.60
Gardiner Thomsen	housing portion of city audit	1,750.00
GE Capital	copier lease	230.51
HAPS	April HAPS	47,367.68
Hometown Sales & Service	snow plow blade repairs	899.58
Iowa Department of Transportation	fuel	259.83
Jendro Sanitation	trash service	563.00
Marco, Inc.	copy costs	73.34
Mehmen's Painting	painted #69, #8	370.00
Mick Gage Plumbing & Heating	main sewer line clean out apt.47-48	350.00
Mid American Energy	electric/gas/URP	
Petty Cash	replenish funds: cash in bag:\$38.95	61.05
Pitney Bowes	meter lease	47.74
Reliable Office Supplies	trash bags for office	35.99
Ron's Plumbing	2 water heaters and maintenance	1,355.89
Schueth Ace Hardware	maintenance items	399.40
Sherwin Williams	paint	186.19
Stock Glass	window repairs	185.00
Superior Lumber	maintenance items	35.00
T-J Service	maintenance items	617.16
U.S. Dept. of HUD	required interest refund	1,746.71
US Cellular	cell service	69.51
		<b>59,185.65</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We finally have all of the Davis Bacon reports we need to close out the parking lot project. It has been placed on the agenda for the City Council meeting on April 21<sup>st</sup>.

The winter has been hard on our parking lots. The area of the lot in front of the office that was done in 2010 has developed several large cracks. John Fallis has looked at them and the recommendation is to fill and seal them. Dirk Uetz has offered to add the work to the City's so we don't have to develop specifications and go out for bid on the project. This will save us a lot of money in engineering fees. When the work is complete, they will bill us for the work done on our lots. It is unknown at this time what the cost will be.

We may have to replace our coin operated washers and dryers by the end of the summer. We will need to use capital funds to absorb the large cost to replace them. We have been trying to hold out until the physical needs assessment is done, but we have experienced an increase in the amount of service calls on the washers in particular. The machines were purchased in 1998 and after the flood in 2008 the motors were replaced on the machines at South Cedar Terrace. Last year we purchased two used machines from T-J Service and have used both of those machines to replace machines that required too much work to repair. We were able to remove some of the good parts and have used them to make repairs to the remaining machines.

2. Rehab Update. Paul Hughes is working on the specifications for the next four projects. We have set May 1<sup>st</sup> as the date to send out the letters to the contractors inviting them to bid. If everything goes smoothly, we hope to award the contracts at the May 19<sup>th</sup> City Council Meeting.

Our contract with the State is due to expire at the end of May 2014. Due to this, we have requested a contract extension until May 2015. When IDEA released the new CDBG contracts this year they automatically extended the initial contract terms by one year making the contract a three year contract. So extending our contract for a third year will not be an issue.

3. Physical Needs Assessment Update. We have not had any contact from Nelrod setting up the initial meeting for the physical needs assessment. I contacted them on March 31<sup>st</sup> and they said they will forward my message to the appropriate person and as of April 9<sup>th</sup> I have not heard from them. They have until September under the contract to get the work finished. However, this is a slower time for us and I wanted to get a lot of the preliminary work done before things start to get hectic. In addition, we anticipate hearing from HUD soon to schedule the physical inspection of our property. The last inspection was done in September of 2011.
4. Section 8 Funding Update. We finally have our funding set for the 2013 calendar year. HUD will be using a proration of 99.7% for the Housing Assistance Payments. This year we will be getting \$585,835 minus a \$23,876 offset, or \$561,959. They calculated the offset based on the amount of unspent HAP we had as of 12/31/2013. HUD is holding \$37,201 and we have \$45,259 on hand for a total of \$82,460. They are allowing us to retain an amount equal to 10% of our renewal funding which is \$58,584. The offset is the difference between the \$82,460 and the \$58,584.

They reduced our April disbursement by the offset amount. So for the remaining months our monthly allocation will be \$48,820. However, the plan as of now is to transition the unused HAP reserved that we are holding in our account over to the HUD held account. Starting in May they will

be reducing our disbursement by a small amount until we no longer have any unspent HAP funding in our account. We will still have the excess funding being held by HUD available to us, we will need to request the funds as they are spent.

Our administrative funding will be prorated at 75%. So for every voucher we have under lease each month we will receive \$43.23 in funding. This amounts to an average of about \$6,800 each month.

- Public Housing Funding Update. HUD has not made the final funding determination for the Public Housing Program. Right now they have been using an interim proration of 89.2%. This amount will probably change once the final funding is determined. Our monthly funding has been approximately \$16,000 a month so far this calendar year. Our portion of the funding allocation is determined based on our lease up rate and utility consumption from the previous year.

This year they also are going to require us to increase the amount of our flat rents charged for the apartments. This was passed as part of the appropriations act signed by the President in January. We are supposed to have the increased rents in place on June 1, 2014. However, HUD has not released an official notice and has directed us to wait until they published a notice providing us with guidance. They are requiring us to set our rents at not less than 80% of the fair market rents. So our 1-bedroom rent will increase from \$330 to \$358, the 2-bedroom will increase from \$403 to \$463, and the three bedroom will increase from \$500 to \$653. It looks worse than it actually is because only about 1/3 of our residents actually pay the flat rent amounts, and after the increase is put in place they may benefit from switching to income based rent.

- Update on "Smoke Free Policy". We are more than three months into the new smoking policy. Most of the residents have accepted the policy. As we expected, we have had a few residents not willing to adhere to the policy. As a result, we are terminating the leases of two residents for smoking in their units. There are a handful of residents that we suspect are smoking in their units and hopefully when they hear about the lease terminations they will stop smoking inside. The nice weather will hopefully be an added incentive.

**7. Monthly Rental Status Update.**

Month of March 2014	Total Leased 3/1/14	New Leases	Removed Or Moved	Total Leased 3/31/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	0	2	130	24	4	3
Morningside 15 Units	14	0	1	13	9	6	0
Section 8 197 Units	158	4	9	153	73	12	4

Declined Assistance (3) Over Income (1) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ( )  
 Voucher Expired ( ) Purged ( )  
 Terminations: PH ( ) S8 ( )  
 Port Out: (4)

- End of Participation Tracker. See attachment

END OF PARTICIPATION  
TRACKER

2013-2014

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	2	2	1								13
ZERO HAP	2	2	2	2									8
MUTUAL RECISSION						2							3
ANNUAL RE-EXAM SEARCHING		1	1					2					4
PORT-OUT ABSORBED								2	1				4
PORT-OUT SEARCHING			2					1	1	2			7
DECEASED								1					1
MOVED IN VIOLATION			3	1			1						5
EVICTED	1	1											2
UNAUTHORIZED LIVE-IN	1	1	1				1						4
VIOLATION OF FAMILY OBLIGATION	1				1								3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW								1					1
FAILURE TO REPAY													0
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								9
<b>TOTALS</b>	<b>7</b>	<b>7</b>	<b>15</b>	<b>6</b>	<b>8</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>65</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	1	1	2	2	1	1	1	1	1	3			14
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
<b>TOTALS</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>21</b>

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**MEETING DATE:** 4/17/14

**RE:** Review Financial Statements

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**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The March 2014 operating reports are attached for your review.

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 3/2014, FISCAL 9/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,081.54	17,578.68	74.80	5,921.32
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	807.00	2,061.00	51.53	1,939.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	36,781.00	319,321.78	75.13	105,678.22
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	208.00	5,368.00	51.12	5,132.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	1,727.24	8,728.34	67.14	4,271.66
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	1,748.23	3,633.21	51.90	3,366.79
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	16,679.00	134,066.00	.00	134,066.00-
	PUBLIC HOUSING TOTAL	483,000.00	60,032.01	490,757.01	101.61	7,757.01-
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	7,034.35	8,534.35	.00	8,534.35-
	TRANSFERS IN/OUT TOTAL	.00	7,034.35	8,534.35	.00	8,534.35-
173-532-6010	SALARY - PUBLIC HOUSING	101,000.00	6,841.82	69,842.83	69.15	31,157.17
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	7,880.00	458.57	4,775.49	60.60	3,104.51
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	610.94	6,115.38	66.49	3,082.62
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,339.21	20,984.49	56.71	16,015.51
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.24	227.18	60.58	147.82
173-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	.00	.00	.00	2,520.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	100.10	293.71	39.16	456.29
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	8,000.00	.00	1,915.79	23.95	6,084.21
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	8,100.55	23,506.04	67.16	11,493.96
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	2,336.41	33,015.09	73.37	11,984.91
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,599.05	11,594.77	70.27	4,905.23
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	2,004.91	15,769.55	68.56	7,230.45
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	2,000.00	50.00	2,000.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	.00	1,993.00	99.65	7.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	230.51	2,149.59	143.31	649.59-
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	647.69	8,101.52	50.63	7,898.48
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	2,440.28	40.67	3,559.72
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	32,985.69	97.02	1,014.31
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	671.74	12,725.68	50.90	12,274.32
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	5,944.72	37,950.14	75.90	12,049.86
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	451,723.00	32,076.46	288,386.22	63.84	163,336.78
173-536-6010	SALARY - PH MAINT	72,000.00	5,661.26	55,338.96	76.86	16,661.04
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	1,330.97	6,229.85	311.49	4,229.85-
173-536-6110	FICA - PH MAINT	5,661.00	510.19	4,598.20	81.23	1,062.80

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 3/2014, FISCAL 9/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	596.28	5,300.79	80.21	1,308.21
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	5,157.72	74.75	1,742.28
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	75.33	75.33	24.67
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	152.17	262.23	47.68	287.77
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	8,832.32	77,413.08	80.58	18,656.92
173-910-6910	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-	26,157.58	133,492.06	135.12-	232,285.06-

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 3/2014, FISCAL 9/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	128.57	854.56	71.21	345.44
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	1,680.00	3,498.00	77.73	1,002.00
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	48,959.00	450,274.00	72.04	174,726.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,935.00	56,508.00	62.79	33,492.00
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	57,702.57	511,413.56	70.76	211,286.44
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	57,000.00	1,954.07	22,784.54	39.97	34,215.46
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01-
174-533-6110	FICA - SECTION 8	4,361.00	130.14	1,580.95	36.25	2,780.05
174-533-6130	IPERS -SECTION 8	5,091.00	174.52	2,028.11	39.84	3,062.89
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,559.48	13,989.72	56.41	10,810.28
174-533-6151	LIFE INS - SECTION 8	250.00	16.83	151.48	60.59	98.52
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	500.00	66.74	195.81	39.16	304.19
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	1,317.93	32.95	2,682.07
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	1,067.00	8,791.00	51.71	8,209.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	2,080.00	69.33	920.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	830.00	6,306.75	210.23	3,306.75-
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	46,899.15	425,848.73	70.97	174,151.27
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	785.36	26.18	2,214.64
	SECTION 8 VOUCHER TOTAL	723,982.00	52,907.93	485,899.39	67.11	238,082.61
174-910-6910	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-	4,794.64	25,514.17	406.15-	31,796.17-

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**MEETING DATE:** 4/17/14

**RE:** Consider Approval of Resolution No. 04-14 to  
Approve Public Housing Budget for FYE 6/30/15

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**REQUESTED ACTION:** Approve Resolution No. 04-14 for the Public Housing budget for  
FYE 06/30/15.

**Comments:** HUD requires a board resolution be submitted approving the annual budget.

**Operating Budget**

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

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

See page four for instructions and Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.:		b. Fiscal Year Ending 06/30/15	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CHARLES CITY HOUSING AUTHORITY				01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing	
f. Address (city, State, zip code) 501 CEDAR TERRACE SOUTH CHARLES CITY, IA 50816				02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership	
				03 <input type="checkbox"/> PHA/IHA Leased Rental Housing	
				04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership	
				05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
g. ACC Number KC-9056		h. PAS/LOCCS Project No. IA00200115J		i. HUD Field Office	

j. No. of Dwelling Units 148	k. No. of Unit Months Available 1776	m. No. of Projects ONE				
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Line No.	Acct. No.	Description (1)	Actual		Requested Budget Estimates		Requested Budget Estimates	
			Last Fiscal Yr. 06/30/13	PUM (2)	PHA/IHA Estimates		HUD Modifications	
					Estimates <input checked="" type="checkbox"/> or Actual <input type="checkbox"/>	Current Budget yr. 06/30/14	PUM (3)	PUM (4)
<b>Homebuyers Monthly Payments for:</b>								
010	7710	Operating Expense				0.00		
020	7712	Earned Home Payments				0.00		
030	7714	Nonroutine Maintenance Reserve				0.00		
<b>Operating Receipts</b>								
070	3110	Dwelling Rental	238.98	239.30	239.30		425,000	
080	3120	Excess Utilities	5.06	5.91	5.35		9,500	
090	3190	Nondwelling Rental			0.00		0	
100	<b>Total</b>	Rental Income (sum of lines 070, 080, and 090)	244.04	245.21	244.65		434,500	
110	3510	Interest on General Fund Investments	12.50	13.23	13.23		23,500	
120	3690	Other Income	11.37	13.51	10.70		19,000	
130	<b>Total</b>	Rental Income (sum of lines 100, 110, and 120)	267.91	271.95	268.58		477,000	
<b>Operating Expenditures - Administration:</b>								
140	4110	Administrative Salaries	51.89	58.00	44.20		78,500	
145	411045	Administrative Benefits	26.44	31.08	24.90		44,227	
150	4130	Legal Expense	0.31	1.13	1.41		2,500	
160	4140	Staff Training	4.47	4.50	2.82		5,000	
170	4150	Travel	0.00	0.00	0.00		0	
180	4170	Accounting Fees	1.55	2.25	1.69		3,000	
	4171	Auditing Fees	1.69	0.00	3.66		6,500	
190	4195	City Mgmt / Accounting	5.07	5.07	5.07		9,000	
200	4190	Office Expense	9.43	12.95	8.45		15,000	
200	4192	Advertising & Marketing	1.23	0.56	0.28		500	
200	4194	Other Admin Expense	1.12	1.97	1.69		3,000	
210	<b>Total</b>	Administrative Expense (sum of line 140 thru line 200)	103.20	117.51	94.16		167,227	
<b>Tenant Services:</b>								
220	4210	Salaries			0.00		0	
225	421045	Tenant Services Benefits			0.00			
230	4220	Recreation, Publications and Other Services	3.32	3.38	1.13		2,000	
240	4230	Contract Costs, Training and Other			0.00			
250	<b>Total</b>	Tenant Services Expense (sum of lines 220, 230, and 240)	3.32	3.38	1.13		2,000	
<b>Utilities:</b>								
260	4310	Water	8.73	9.29	9.29		16,500	
270	4320	Electricity	23.42	25.34	27.59		49,000	
280	4330	Gas	18.48	19.71	21.40		38,000	
290	4340	Fuel			0.00		0	
300	4390	Other Utilities Expense	7.69	7.32	7.32		13,000	
310	4391				0.00		0	
320	<b>Total</b>	Utilities Expense (sum of line 260 thru line 310)	58.32	61.66	65.60		116,500	
					0.00			

Name of PHA/IHA  
**CHARLES CITY HOUSING AUTHORITY**

Fiscal Year Ending  
**06/30/15**

Line No.	Acct. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates	HUD Modifications			
			Last Fiscal Yr.	or Actual				
			06/30/13	Current Budget Yr. 06/30/14	PUM	Amount (to nearest \$10)	PUM	Amount (to nearest \$10)
			PUM					
			(2)	(3)	(4)	(5)	(6)	(7)
<b>Ordinary Maintenance and Operation:</b>								
330	4410	Labor	40.11	41.67	42.85	76,100		
335	441045	Maintenance Benefits	13.70	11.41	11.42	20,274		
340	4420	Materials	25.24	28.15	28.15	50,000		
350	4430	Misc contract Costs	3.09	2.25	3.55	6,300		
	4431	Garbage Removal	3.94	5.63	3.94	7,000		
350	4432	Heating & Cooling Contracts	0.49	0.56	1.97	3,500		
350	4433	Snow Removal Contracts	0.00	0.17	0.84	1,500		
350	4434	Elevator Maintenance Contracts	0.00	0.00	0.00	0		
350	4435	Landscape & Grounds Contracts	0.27	0.00	0.45	800		
350	4436	Unit Turnaround Contracts	1.51	1.41	1.69	3,000		
350	4437	Electrical Contracts	1.96	1.69	0.28	500		
350	4438	Plumbing Contracts	0.69	0.84	1.13	2,000		
350	4439	Extermination Contracts	0.64	0.28	0.28	500		
350	4440	Janitorial Contracts	0.00	0.14	0.68	1,200		
	4441	Routine Maintenance Contracts	0.93	1.66		2,500		
350	4480	Security Contract Cost	14.08	14.08	14.08	25,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	106.65	109.94	112.71	200,174		
<b>General Expense:</b>								
410	4510	Insurance - All	11.44	13.51	13.51	24,000		
410	4512	Insurance - Work Comp	0.47	2.43	2.42	4,300		
410	4510	Insurance - Liability			0.00	0		
410	4510	Insurance - Work Comp			0.00	0		
420	4520	Payments in Lieu of Taxes	18.57	19.14	19.14	34,000		
450	4570	Collection Losses	0.15	0.00	0.56	1,000		
	Total	General Expense (sum of lines 410 to 460)	30.63	35.08	35.64	63,300		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	302.12	327.57	309.23	549,201.00		
550	Total	Operating Expenditures (sum of lines 600 and 540)	302.12	327.57	309.23	549,201.00		
<b>Prior Year Adjustments:</b>								
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00			
<b>Other Expenditures:</b>								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.			0.00			
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	302.12	327.57	309.23	549,201		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(34.21)	(55.62)	(40.65)	(72,201)		
<b>HUD Contributions:</b>								
600	8010	Basic Annual Contribution Earned-Leased Projects-Current Year			0.00			
610	8011	Prior Year Adjustments - (Debit) Credit			0.00			
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00	0		
630	8020	Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj)	51.66	122.31	101.35	180,000		
640		Mandatory PFS Adjustments (net):			0.00			
650		Other (specify):			0.00			
660		Other (specify):			0.00			
670		Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	0.00	0		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	51.66	122.31	101.35	180,000		
690	Total	HUD Contributions (sum of lines 620 and 680)	51.66	122.31	101.35	180,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	17.45	66.69	60.70	107,799		



**Operating Budget**  
**Schedule of Administration**  
**Expense Other Than Salary**

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

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

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

Name of Housing Authority:		Locality:			Fiscal Year End:	
CHARLES CITY HOUSING AUTHORITY		CHARLES CITY, IA			06/30/15	
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Management	Development	Section 8	Other	
1	Legal Expense (see Special Note in Instruction)	2,500	2,500			
2	Training (list and provide justification)	5,000	5,000			
3	Travel					
	Trips To Conventions and Meetings (list and provide justification)	0				
4	Other Travel:					
	Outside Area of Jurisdiction	0				
5	Within Area of jurisdiction	0				
6	Total Travel	0	0	0	0	0
7	Accounting	3,000	3,000			
8	Auditing	6,500	6,500			
9	Sundry					
	Rental of Office Space 4180	0				
10	Publications 4194	0				
11	Membership Dues and Fees 4194	0				
12	City Management Accounting 4195	9,000	9,000			
13	Administrative Services Contracts (Copier lease) 4194	0	0			
14	Other Sundry Expense (provide breakdown) 4194	3,000	3,000			
15	Telephone, Fax, Electronic Communications 4190	8,600	8,600			
16	Forms, Stationary and Office Supplies 4190	6,400	6,400			
17	Advertising & Marketing 4192	500	500			
18	Total Sundry	27,500	27,500	0	0	0
	Total Administrative Expense Other Than Salaries	44,500	44,500	0	0	0

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

Signature of authorized representative & Date:

X

**Operating Budget**  
**Summary of Budget Data and Justifications**

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

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

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

Name of Local Housing Authority	Locality	Fiscal Year Ending
CHARLES CITY HOUSING AUTHORITY	CHARLES CITY, IA	06/30/15

**Operating Receipts**

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

425,000.00

TOTAL 425,000.00

TOTAL: 425,000

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

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

2. Comments

Excess electric 9,500

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL: 9,500

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

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

2. Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL: 0

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

ESTIMATED	<u>23,500</u>
	<u>      </u>
	<u>      </u>
	<u>      </u>
TOTAL:	<u>23,500</u>

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

FRAUD	<u>4,000</u>
MISC CHARGES	<u>13,500</u>
REIMBURSEMENTS	<u>1,500</u>
	<u>      </u>
TOTAL:	<u>19,000</u>

**Operating Expenditures**

**Summary of Staffing and Salary Data**

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

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

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

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

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

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PHA Board Resolution 04-14  
Approving Operating Budget

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

OMB No. 2577-0026  
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Charles City Housing & Redevelopment Authority PHA Code: IA 002

PHA Fiscal Year Beginning: July 1, 2014 Board Resolution Number: 04-14

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

- |                                     |  |                                 |
|-------------------------------------|--|---------------------------------|
| <input checked="" type="checkbox"/> | Operating Budget approved by Board resolution on:              | <u>DATE</u><br><u>4/17/2017</u> |
| <input type="checkbox"/>            | Operating Budget submitted to HUD, if applicable, on:          | _____                           |
| <input type="checkbox"/>            | Operating Budget revision approved by Board resolution on:     | _____                           |
| <input type="checkbox"/>            | Operating Budget revision submitted to HUD, if applicable, on: | _____                           |

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

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

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

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

Print Board Chairperson's Name: <u>Trey Becker</u>	Signature:	Date: <u>4/17/2014</u>
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**REQUESTED ACTION:** Discuss continuation of contract with YMCA.

**Comments:** We entered into a contract with the YMCA beginning June 1, 2006. Under the contract we were to receive 50 memberships for our residents. The contract will be expiring on June 30, 2014. The funding that we used for the contract was from the interest that was earned on the funds received for the Congregate Housing Services Program. After the program was finished, we tried to give HUD back the money and they didn't want it. They told us to use the money for a purpose that was related to the original intent of the program. We paid the YMCA \$39,000 for the memberships.

There are a handful of residents who have used the YMCA regularly. However, many of them who have a membership have only gone a few times. Under our agreement with the residents, if they didn't utilize the memberships and we had more than fifty residents requesting a membership, we would cancel the membership. However, this is not something that ever had to be done. It is our thought that the few residents who use the YMCA regularly would either be eligible for one of their scholarships or would be financially able to pay for the membership fee.

It doesn't appear to be the best use of our funds to renew the contract with the YMCA. We could look for donations to continue to be able to offer the memberships; but it doesn't make sense to do something that the YMCA is already doing.

**REQUESTED ACTION:** Discuss request made by tenant to landscape by apartment.

**Comments:** We have a tenant who has asked us if they can install patio pavers adjacent to his apartment. In the past the tenants have been able to plant gardens by their units. However, we have been having increasing requests by the residents to have patios for tables and chairs. We may be at the point of forming a policy governing types, sizes, and locations for gardens and other landscaping. By allowing this type of landscaping to occur we are creating more issues which must be dealt with later.

- What if the tenant doesn't maintain the area?
- What will happen when they move and the new tenant doesn't want the landscaping?
- What if the tenant doesn't use the proper materials and install them properly?
- What size of area should be allowed?
- Where should the area be located?
- Is there any additional liability and should they be required to carry renter's insurance?
- Will the landscaping cause additional maintenance issues?

These are questions that need to be addressed. We have already talked about garden decorations and we decided not to regulate them at this time. There are plans to rewrite the lease to ensure it complies with regulations. Our current lease has our house rules incorporated into the lease and they should be taken out as a stand-alone agreement and referenced in the lease. Now is the time to address these types of issues.