

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

March 19, 2015, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of February 19, 2015 1-3
- IV. Approval of Bills for March 2015. 4
- V. Hearing – Approval of Five-Year Plan 5-6
 - 1. Open Hearing
 - 2. Filing of Affidavit of Publication – 02/2/2015
 - 3. Written Comments or Objections _____
 - 4. Oral Comments or Objections _____
 - 5. Motion to Close Hearing _____ Second _____
Vote: Ayes: _____
Nays: _____
 - 6. Consider Resolution No. 02-15 Approval of Five-Year Plan
Discussion: _____
Vote: Ayes: _____
Nays: _____
- VI. Communications 7-8
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
- VII. Old Business
- VIII. New Business
 - 1. Accept Audit Report 9
 - 2. Review Financial Statements. 10-13
 - 3. Approve Resolution No. 03-15 Adopting Revised By-Laws. 14-18
 - 4. Approve Resolution No. 04-15 to Approve Public
Housing Budget for FYE 6/1/16. 19-29
 - 3. Review Repayment Agreement Request. 30
 - 5. Change April Board Meeting Date 31
- IX. Move to Adjorn

Next regular meeting scheduled for Tuesday, April 14, 2015
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 19, 2015 7:00 a.m.

Members Present: Susan Andersen, Eric Miller, Stewart Coulson, Jeremy Heyer, and Jenna Haglund. Absent: None. Others present: Reed Wessman, Waggoner & Wineinger; and Heidi Nielsen, staff.

Call to Order. Vice Board-Chairperson Heyer called the meeting to order at 7:00 a.m.

Public Comments. None

Amend-Approve Minutes of January 21, 2015. On motion by Miller and a second by Andersen, the minutes of January 21, 2015 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Andersen moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$108,251.35. Ayes: 5, Nays: 0. Motion carried.

Nielsen requested that the order of the agenda be revised to allow for the items under that annual meeting to be addressed before routine business to allow Vice-Chair Heyer to be present for the proceedings and to review capital improvement projects so Reed Wessman from Waggoner & Wineinger doesn't have to sit through the routine business. Haglund made a motion to revise the order of the agenda and Andersen seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Election of Officers

Chairperson: Haglund moved to nominate Heyer as Chairperson. Andersen seconded the motion. Coulson moved that all nominations cease and Andersen seconded the motion. Roll call: Ayes: Heyer, Haglund, Coulson, Andersen, and Miller. Nays: None. Motion carried.

Vice-Chairperson: Haglund moved to nominate Andersen as Vice-Chairperson. Heyer seconded the motion. Coulson moved that all nominations cease and Andersen seconded the motion. Roll call: Ayes: Miller, Coulson, Andersen, Haglund, and Heyer. Nays: None. Motion carried.

Review of By-Laws for Revision. The by-laws were reviewed and it was agreed that Article II.B.4 should be changed to remove the requirement for all voice votes to be in the form of a resolution and only require written resolution in the case of a formal roll call and where required by regulation. In addition, the order of business under Article II.B.5 will be amended to include an Executive Director's Report prior to adjournment. Staff will make the recommended changes and prepare revised By-Laws for approval at the March meeting.

New Business

Review Capital Improvement Projects and Approve Proposed Schedule. Nielsen reviewed the proposed schedule for improvements to be incorporated into the Five-Year Plan. Of the improvements for fiscal year 14/15 are the projects that are included in the contract with Waggoner and Wineinger. Reed Wessman was present to review the projects and costs which include installation of ADA compliant handrails, siding replacement at Morningside, ADA compliant alterations at North Cedar Terrace, and painting the window trim at North Cedar Terrace. Nielsen requested that we wait to do the ADA alterations at South Cedar Terrace at a different time due to the costs involved. We can make the required alterations to eight units at North Cedar Terrace for the same amounts as the costs to make alterations to four units at South Cedar Terrace. Reed said that he will make the necessary adjustments to the plans and will have them ready by the time we meet with the City Council. Nielsen explained that the proposed improvements were determined by work orders, inspections, staff input, and the physical needs assessment. Miller made a motion to approve the proposed schedule as presented. Andersen seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Chairperson Heyer left the meeting.

Review Financial Reports. Nielsen reviewed the financial reports for January and stated that we are on track with the budget except for the maintenance payroll and benefits and that we will have to take a closer look at the bottom line in April to make sure that we make all revisions required. No action was required.

Review and Approve City Budget Reports for FYE 2015/2016. Nielsen reviewed the proposed budgets for next fiscal year. She explained that once approved the budgets will be sent to our fee accountant to prepare the budgets in the HUD prescribed format. Other than slight increases in payroll and withholdings, the only other major changes from the current budget were to increase the maintenance benefits to account for a change from single to family coverage and to increase the maintenance material costs to allow for more expenditures for replacement of door handles and smoke detectors. Haglund motioned to approve the budget and Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Send Staff to Annual Iowa NAHRO Conference. Staff requested approval to attend the annual NAHRO Conference to take advantage of the trainings and meet with HUD staff. Coulson moved to approve attendance at the conference and Haglund seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Resolution 01-15 Annual Civil Rights Certification. Nielsen explained that we are required by HUD to submit this certification on an annual basis to ensure that we are complying with all of the fair housing laws. This is required in lieu of an Annual Plan. However, this year it will become part of the Five-Year Plan. Haglund made a motion to approve resolution 01-15 Annual Civil Rights Certification. Miller seconded the motion. Ayes: Miller, Haglund, Andersen, Coulson. Nays: 0. Motion carried on roll call vote.

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

Old Business. None

Being no further business, Haglund made a motion; Coulson seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 March 2015

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical maintenance work	310.00
Business Card	back up service	14.98
C.Naber & Associates	accounting fees	395.00
Cedar Valley Printing	office items	24.09
CenturyLink	phone bill	179.93
Charles City Housing	security deposit held for damages upon move out	221.00
Cintas	rug service	102.92
City of Charles City	water/sewer/electric/URP/S8 inspections	2,840.89
Floyd Co. Sheriff's Office	eviction notice service fee	18.50
Gale's Country Cleaning	apartment cleaning	700.00
GE Capital	copier lease	240.51
HAPS	March 1 HAPS	47,961.56
Hilgendorf, Dorothy	deposit refund	220.35
Hockenson Plumbing	maintenance fees	214.79
Iowa Department of Transportation	fuel	142.25
Jendro Sanitation	trash service	591.00
Linderman Heating & Air, LLC	heating/cooling maintenance	48.00
McCauley Buseman	deposit refund	200.00
Mehmen's Painting	painted apartments	135.00
Mick Gage Plumbing & Heating	sewer repairs	110.00
Mid-American Energy	electric/gas/URP	
Noah, Smith & Schuknecht, P.L.C.	legal fees	1,424.00
Pitney Bowes	meter lease	54.09
Purchase Power	postage	400.00
Schueth Ace Hardware	maintenance items	1,264.56
Sherwin Williams	paint	248.77
Superior Lumber	maintenance items	31.54
TD&T CPAs and Advisors, P.C.	audit fees	2,000.00
Teeter Specialty Company L.L.C.	stickers for mailings	81.71
Titus Lock Services	lock repair	104.00
US Cellular	cell phone service	72.20
YARDI	criminal background check	10.50
		60,362.14

RESOLUTION NO. 02-15

ADOPTION OF FIVE YEAR PLAN FOR 2015-2020

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, Section 2072 of Title VII of Division B of HERA requires each qualified public housing agency to hold a public hearing to discuss annually changes to goals, objectives, and policies of the agency; and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of qualified agency as defined by the act; and

WHEREAS, the Public Meeting was held on March 19, 2015 where any comments received were taken into consideration; and

WHEREAS, as required by the Quality Housing and Work Responsibility Act of 1998, the Charles City Housing and Development Authority has prepared a Five-Year Plan beginning 2015 to identify goals and objectives; and

WHEREAS, the Resident Advisory Board met as required on March 18, 2015 and reviewed the Five-Year Plan and were provided the opportunity to comment on the plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the Five-Year Plan and has taken into consideration any recommendations of the Resident Advisory Board and public comment, and; authorize their approval for plan for submission to HUD.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19th DAY OF MARCH 2015.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We are on track to release bid documents on March 19th, with bid award scheduled for April 20th.
2. Rehab Update. We are under contract for the three projects in phase three with work scheduled to begin as early as March 15th. We plan to release bid documents for the final project on March 30th and award the contract on April 3rd. A letter has been prepared requesting an extension for November 30, 2015. Since we are so close to completing the grant, there shouldn't be an issue with the extension.

3. **Monthly Rental Status Update.**

Month of February 2015	Total Leased 2/1/15	New Leases	Removed Or Moved	Total Leased 3/01/2015	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	1	3	128	23	4	1
Morningside 16 Units	14	1	1	14	4	1	1
Section 8 197 Units	158	4	5	157	30	12	7

Declined Assistance (3) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (6) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH (2) S8 (2)
 Port Out: ()

4. End of Participation Tracker. See attachment

END OF PARTICIPATION
TRACKER
2014-2015

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	1	2	4	3	1	2	2				19
ZERO HAP							1						1
MUTUAL RESCISION								1					1
ANNUAL RE-EXAM SEARCHING	1	1	1						1				2
PORT-OUT ABSORBED							3	1		1			6
PORT-OUT SEARCHING	1						3						4
DECEASED													0
MOVED IN VIOLATION				2	1		1						4
EVICTED													0
UNAUTHORIZED LIVE-IN	3	1					1						5
VIOLATION OF FAMILY OBLIGATION		2		1					1				0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW							2	1		1			4
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO			1										1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	1	4		1		1							0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1	2	4	1	5	14	6	3	5	0	0	0	10
TOTALS	9	12	7	7	5	14	6	3	5	0	0	0	57
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2		1	3	2	3	1	1	1				13
DECEASED				1	1								4
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS			1										1
EVICTED					1								2
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW		1											1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED	3	1	2	4	4	3	1	1	4	0	0	0	21
TOTALS	3	1	2	4	4	3	1	1	4	0	0	0	21

MEETING DATE: 3/19/15

RE: Approve Audit Report for FYE 06/30/2014

REQUESTED ACTION: Review audit report from TD & T and approve the report.

Comments: The audit report will be reviewed and any questions answered. The audit reports will be distributed at the meeting.

Once the report is approved, the audited financial statements and supporting documents will be submitted to HUD for approval. The submission deadline is March 31st.

MEETING DATE: 3/19/15

RE: Review Financial Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The February 2015 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2015, FISCAL 8/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
1 3-4300	INTEREST - SECTION 8	500.00	61.28	620.71	124.14	120.71-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	293.00	2,286.00	50.80	2,214.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	50,515.00	390,954.00	65.16	209,046.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,744.00	55,082.00	61.20	34,918.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	697,000.00	57,613.28	448,942.71	64.41	248,057.29
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	65,956.72	.00	65,956.72-
	TRANSFERS IN/OUT TOTAL	.00	.00	65,956.72	.00	65,956.72-
174-533-6010	SALARY - SEC 8	33,000.00	1,935.00	19,312.19	58.52	13,687.81
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	3,000.00	128.38	1,309.55	43.65	1,690.45
174-533-6130	IPERS -SECTION 8	3,000.00	172.80	1,721.54	57.38	1,278.46
174-533-6150	HEALTH INS - SECTION 8	19,018.00	1,586.72	12,693.76	66.75	6,324.24
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	136.45	68.23	63.55
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	59.52	14.88	340.48
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	419.61	27.97	1,080.39
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,279.00	10,296.02	68.64	4,703.98
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	220.00	1,890.00	63.00	1,110.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	471.50	6,896.00	76.62	2,104.00
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	47,982.34	379,951.45	63.33	220,048.55
174-533-6490	OTHER PROF SERVICES-SECTION 8	.00	.00	.00	.00	.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	776.00	1,724.41	57.48	1,275.59
	SECTION 8 VOUCHER TOTAL	692,098.00	54,568.76	436,410.50	63.06	255,687.50
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	SECTION 8 VOUCHER TOTAL	98.00-	3,044.52	12,532.21	2,787.97-	12,630.21-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2015, FISCAL 8/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,940.51	16,292.69	69.33	7,207.31
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	25.00	1,793.35	44.83	2,206.65
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	38,485.48	298,277.48	70.18	126,722.52
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	165.00	4,479.00	47.15	5,021.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	1,239.45	7,374.30	54.62	6,125.70
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	1,500.00	937.40	3,069.20	204.61	1,569.20
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	15,857.00	125,039.00	69.47	54,961.00
	PUBLIC HOUSING TOTAL	657,000.00	58,649.84	456,325.02	69.46	200,674.98
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,989,835.30	.00	1,989,835.30
	TRANSFERS IN/OUT TOTAL	.00	.00	1,989,835.30	.00	1,989,835.30
173-532-6010	SALARY - PUBLIC HOUSING	76,500.00	7,037.95	61,591.19	80.51	14,908.81
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	6,500.00	473.78	4,200.73	64.63	2,299.27
173-532-6130	IPERS - PUBLIC HOUSING	8,300.00	628.48	5,485.27	66.09	2,814.73
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,527.00	2,380.08	19,040.64	66.75	9,486.36
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	204.67	68.22	95.33
173-532-6160	WORK COMP - PUBLIC HOUSING	2,500.00	.00	.00	.00	2,500.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	89.28	14.88	510.72
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	456.30	9.13	4,543.70
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	5,327.25	18,963.86	49.90	19,036.14
173-532-6371	UTILITIES - PUBLIC HOUSING	49,000.00	4,966.97	31,821.72	64.94	17,178.28
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,226.46	11,295.41	68.46	5,204.59
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,686.74	14,866.30	64.64	8,133.70
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,061.11	68.70	938.89
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,500.00	102.88	1,755.38	70.22	744.62
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,800.00	240.51	2,154.59	76.95	645.41
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	3,991.86	11,467.52	71.67	4,532.48
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	100.00	5.00	1,900.00
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	31,921.33	31,921.33	93.89	2,078.67
173-532-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,475.67	10,533.00	42.13	14,467.00
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	6,263.36	42,790.86	85.58	7,209.14
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	417,027.00	67,923.85	270,809.16	64.94	146,217.84
173-536-6010	SALARY - PH MAINT	73,000.00	8,052.34	59,563.26	81.59	13,436.74
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	289.21	1,349.81	43.54	1,750.19

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2015, FISCAL 8/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,660.00	612.91	4,458.03	78.76	1,201.97
173-536-6130	IPERS - PH MAINT	6,500.00	601.07	4,754.76	73.15	1,745.24
173-536-6150	HEALTH INS - PH MAINT	7,014.00	1,319.10	11,557.02	164.77	4,543.02-
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	66.96	66.96	33.04
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	91.66	16.67	458.34
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	98,174.00	10,883.00	82,291.50	83.82	15,882.50
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	PUBLIC HOUSING TOTAL	107,799.00	20,157.01-	103,224.36	95.76	4,574.64

MEETING DATE: 3/19/15

RE: Approve Resolution 03-15
Adopting Revised By-Laws

REQUESTED ACTION: Approve Resolution 03-15.

Comments: The By-Laws were reviewed at the February meeting. It was requested that Article II.B.4 should be changed to remove the requirement for all voice votes to be in the form of a resolution and only require written resolution in the case of a formal roll call and where required by regulation. In addition, the order of business under Article II.B.5 will be amended to include an Executive Director's Report prior to adjournment

BY-LAWS
OF
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
CITY OF CHARLES CITY, IOWA

ARTICLE I
Authority

A. Name. The Department of the City of Charles City responsible for the administration of its public housing shall operate under the name of the Charles City Housing and Redevelopment Authority, hereinafter referred to as "the Authority."

B. Legal Status. The Authority does not constitute a separate and independent agency under Chapter 405 of the Iowa Code, but rather is a department of the municipality administered by a board of commissioners appointed by the mayor pursuant to Chapter 26 of the Charles City Code of Ordinances.

C. Location. The offices of the Authority shall be at 501 Cedar Terrace South Charles City, Iowa, or at such other location as designated by the City Council of the City of Charles City.

ARTICLE II
Board of Commissioners

A. Powers. The Board of Commissioners shall have those powers as delegated by the City Council of Charles City pursuant to Chapter 27 of the Charles City Code of Ordinances.

B. Meetings. The Board of Commissioners shall meet as follows:

1. Regular Meetings--Regular meetings shall be held on the 3rd Thursday of each month at 7:00 a.m.

2. Special Meetings--Special meetings may be called by the chairperson, by the executive director, by the city administrator, or by any three commissioners upon two days' prior written notice to each commissioner. Such notice shall give the time, date, location and agenda items for the meeting. Attendance by a commissioner shall constitute a waiver of notice.

3. Annual Meeting--The Board of Commissioners shall hold an annual meeting in the month of February during the regular meeting of the Board for that month, at which time the Commissioners shall elect officers for the forthcoming year.

4. Official Action--Three Commissioners shall constitute a quorum and a majority vote shall be necessary to approve any measure. All votes shall be by voice vote unless a Commission member requests a formal roll call, in which case the individual vote of each Commissioner shall be noted in the minutes. All measures upon which a formal roll call vote is taken shall be in the form of a written resolution.

5. Order of Business--At the regular meetings of the Authority, the following shall be the order business:

- a. Call meeting to order and record Commissioners present and absent;
- b. Public Comment
- c. Amend and/or approve minutes of previous meeting;
- d. Approve bills;
- e. Communications;
- f. Unfinished business;
- g. New business;
- h. Executive Director's Report;
- i. Adjourn.

6. Open Meetings--All meetings of the board shall be open to the public and notice thereof shall be given the public in compliance with Chapter 21 of the Iowa Code.

ARTICLE III Officers

A. Officers. The officers of the Authority shall be a chairperson and a vice-chairperson chosen from among the Commissioners by election at the annual meeting of the Board of Commissioners of the Authority and to serve for a term of one year.

B. Duties. A chairperson shall preside at all meetings of the Board of Commissioners and is authorized to sign all legal documents on behalf of the Authority. The vice-chairperson shall perform the duties of the chairperson in his or her absence.

C. Vacancy. In the case of the resignation, death or removal of the chairperson, the vice-chairperson shall serve as chairperson until the next regular meeting of the Board of Commissioners, at which time a new chairperson shall be appointed to serve until the next annual meeting of the Authority. Upon the death, resignation or removal of the vice-chairperson, a replacement shall be appointed by the Commissioners at their next regular meeting to serve until the next annual meeting of the Board of Commissioners.

ARTICLE IV
Executive Director

A. Appointment. The City of Charles City may employ an Executive Director who shall have general supervision over the administration of its business and affairs of the Authority, subject to direction of the City Administrator and the Board of Commissioners.

B. Duties. The duties of the Executive Director shall include the following:

1. Consultation with the Board of Commissioners on all matters of Authority business.
2. Preparation of agendas and notices for Commission meetings.
3. Acting as secretary for Commission meetings and, in such capacity, keeping accurate minutes of all Commission meetings.
4. Supervision of all funds received by the Authority and oversight of all expenditures made by the Authority. Accurate financial records shall be maintained to document all such financial transactions.
5. Regular consultation with the City Administrator regarding Authority business.
6. Attendance at Council meetings when issues concerning the Authority are before the Council.
7. Supervision of other Authority employees; hiring and firing of employees subject to approval by the City Administrator and the City Council.
8. Such other duties and functions as assigned by the Board of Commissioners and the City Administrator.

ARTICLE V
Amendments

The By-Laws of this Authority may be amended by the Board of Commissioners at a regular or special meeting, but only upon an affirmative vote by at least three members of the Board.

Adopted Revisions, Resolution No. 03-15 03/19/2015
Adopted Revisions, Resolution No. 03-14 03/20/2014
Adopted Revisions, Resolution No. 02-09 02/19/09
Adopted Revisions February 2006

Adopted Revisions June 2002
Adopted Revisions, Resolution No. 01-01 02/15/01
Adopted by Resolution No.116-96 06/11/96

RESOLUTION NO. 03-15

ADOPTION OF REVISED BY-LAWS Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority was created under Charles City's Municipal Code 27 pursuant to Chapter 403A of the Code of Iowa to administer its housing programs and as such the Housing Board has been authorized to draft and maintain the By-Laws governing the Board, and

WHEREAS, the Housing Board reviewed the By-Laws on February 19, 2015 during the annual meeting, and

WHEREAS, it was determined that Article II.B.4 should be changed to remove the requirement for all voice votes to be in the form of a resolution and only require written resolution in the case of a formal roll call and where required by regulation. In addition, the order of business under Article II.B.5 will be amended to include an Executive Director's Report prior to adjournment

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority meeting in regular session on March 19, 2015, that the By-laws adopted by Resolution No. 03-15 are hereby rescinded, and in their place, the By-Laws attached hereto and by this reference are hereby adopted, affective as of the date of this action.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19th DAY OF MARCH, 2015.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 3/19/15

RE: Consider Approval of Resolution No. 04-15 to
Approve Public Housing Budget for FYE 6/30/16

REQUESTED ACTION: Approve Resolution No. 04-15 for the Public Housing budget for
FYE 06/30/16.

Comments: HUD requires a board resolution be on file approving the annual budget.

PHA Board Resolution
Approving Operating Budget

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

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

Previous editions are obsolete form HUD-52574 (08/2005) 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 IA HOUSING AUTHORITY PHA Code: IA002

PHA Fiscal Year Beginning: 7/01/15 Board Resolution Number: 04-15

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

DATE

03/19/2015

- Operating Budgets (*for COCC and all Projects*) approved by Board resolution on: _____
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- 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 operating 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 968.325.

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>Jeremy Heyer</u>	Signature: _____	Date: <u>3/19/15</u>
--	---------------------	-------------------------

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 06/30/16	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 50616				02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership	
g. ACC Number KC-9056				03 <input type="checkbox"/> PHA/IHA Leased Rental Housing	
h. PAS/LOCCS Project No. IA00200116J				04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership	
i. HUD Field Office				05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
j. No. of Dwelling Units 148	k. No. of Unit Months Available 1776	m. No. of Projects ONE			

Line No.	Acct. No.	Description (1)	Actual Last Fiscal Yr.		Requested Budget Estimate ²			
			or Actual Current Budget yr.		PHA/IHA Estimates		HUD Modifications	
			06/30/14	06/30/15	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense			0.00			
020	7712	Earned Home Payments			0.00			
030	7714	Nonroutine Maintenance Reserve			0.00			
Operating Receipts								
070	3110	Dwelling Rental	238.98	239.30	247.75	440,000		
080	3120	Excess Utilities	5.06	5.35	5.35	9,500		
090	3190	Nondwelling Rental			0.00	0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	244.04	244.65	253.10	449,500		
110	3610	Interest on General Fund Investments	12.50	13.23	13.63	24,200		
120	3690	Other Income	11.37	10.70	12.67	22,500		
130	Total	Rental Income (sum of lines 100, 110, and 120)	267.91	268.58	279.39	496,200		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	51.89	44.20	45.05	80,000		
145	411045	Administrative Benefits	26.44	24.90	24.70	43,860		
150	4130	Legal Expense	0.31	1.41	1.41	2,500		
160	4140	Staff Training	4.47	2.82	1.41	2,500		
170	4150	Travel	0.00	0.00	0.00	0		
180	4170	Accounting Fees	1.55	1.69	2.03	3,600		
	4171	Auditing Fees	1.69	3.66	3.66	6,500		
190	4195	City Mgmt / Accounting	5.07	5.07	5.07	9,000		
200	4190	Office Expense	9.43	8.45	8.16	14,500		
200	4192	Advertising & Marketing	1.23	0.28	0.56	1,000		
200	4194	Other Admin Expense	1.12	1.69	1.63	2,900		
210	Total	Administrative Expense (sum of line 140 thru line 200)	103.20	94.17	93.67	166,360		
Tenant Services:								
220	4210	Salaries			0.00	0		
225	421045	Tenant Services Benefits			0.00			
230	4220	Recreation, Publications and Other Services	3.32	1.13	1.13	2,000		
240	4230	Contract Costs, Training and Other			0.00			
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	3.32	1.13	1.13	2,000		
Utilities:								
260	4310	Water	8.73	9.29	9.57	17,000		
270	4320	Electricity	23.42	27.59	24.21	43,000		
280	4330	Gas	18.48	21.40	21.40	38,000		
290	4340	Fuel			0.00	0		
300	4390	Other Utilities Expense	7.69	7.32	12.95	23,000		
310	4391				0.00	0		
320	Total	Utilities Expense (sum of line 260 thru line 310)	58.32	65.60	68.13	121,000		

Name of PHA/IHA
CHARLES CITY HOUSING AUTHORITY

Fiscal Year Ending
06/30/16

Line No.	Acct. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates	HUD Modifications				
			Last Fiscal	or Actual					
			Yr. 06/30/14	Current Budget Yr. 06/30/15	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)	
			PUM (2)	PUM (3)					
Ordinary Maintenance and Operation:									
330	4410	Labor	40.11	42.85	45.66		81,100		
335	441045	Maintenance Benefits	13.70	11.42	18.05		32,050		
340	4420	Materials	25.24	28.15	33.78		60,000		
350	4420	Misc contract Costs	3.09	3.55	3.27		5,800		
	4431	Garbage Removal	3.94	3.94	2.82		5,000		
350	4432	Heating & Cooling Contracts	0.49	1.97	0.06		100		
350	4433	Snow Removal Contracts	0.00	0.84	0.06		100		
350	4434	Elevator Maintenance Contracts	0.00	0.00	0.00		0		
350	4435	Landscape & Grounds Contracts	0.27	0.45	0.56		1,000		
350	4436	Unit Turnaround Contracts	1.51	1.69	1.13		2,000		
350	4437	Electrical Contracts	1.96	0.28	0.00		0		
350	4438	Plumbing Contracts	0.69	1.13	0.56		1,000		
350	4439	Extermination Contracts	0.64	0.28	0.14		250		
350	4440	Janitorial Contracts	0.00	0.68	0.23		400		
	4441	Routine Maintenance Contracts	0.93	1.41	0.45		800		
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	112.72	120.83		214,600		
General Expense:									
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	18.02		32,000		
450	4570	Collection Losses	0.15	0.56	0.06		100		
	Total	General Expense (sum of lines 410 to 460)	30.63	35.64	34.01		60,400		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	302.12	309.26	317.77		564,360.00		
550	Total	Operating Expenditures (sum of lines 500 and 540)	302.12	309.26	317.77		564,360.00		
Prior Year Adjustments:									
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00				
Other Expenditures:									
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	309.26	317.77		564,360		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(34.21)	(40.68)	(38.38)		(68,160)		
HUD Contributions:									
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	101.35	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	101.35	101.35		180,000		
690	Total	HUD Contributions (sum of lines 620 and 680)	51.66	101.35	101.35		180,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)							
		Enter here and on line 810	17.45	60.67	62.97		111,840		

Name of PHA/IHA CHARLES CITY HOUSING AUTHORITY		Fiscal Year Ending 06/30/16		
		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

		Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):		
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE		
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	N/A	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700		0
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)		0
830		Cash Reserve Requirement- 25 % Of line 480		0

Comments

PHA / IHA Approval Name _____

Title _____

Signature _____

Date _____

Field Office Approval Name _____

Title _____

Signature _____

Date _____

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 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 Housing Authority:		Locality:			Fiscal Year End:	
CHARLES CITY HOUSING AUTHORITY		CHARLES CITY, IA			06/30/16	
(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)	2,500	2,500				
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	3,600	3,600				
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	2,900	2,900				
14 Other Sundry Expense (provide breakdown) 4194	0					
15 Telephone, Fax, Electronic Communications 4190	7,300	7,300				
16 Forms, Stationary and Office Supplies 4190	7,200	7,200				
17 Advertising & Marketing 4192	1,000	1,000				
18 Total Sundry	27,400	27,400	0	0	0	
Total Administrative Expense Other Than Salaries	42,500	42,500	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:

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. 9/30/2008)

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	06/30/16

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 HA 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.

440,000.00

TOTAL 440,000.00

TOTAL: 440,000

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	24,200

TOTAL:	24,200

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	4,000
MISC CHARGES	13,500
REIMBURSEMENTS	5,000

TOTAL:	22,500

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.

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

PROP/LIABILIT	24,000
WORK COMP	4,300

TOTAL	28,300

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given

ADMIN FICA	6,500
MAINTENANCE FICA	5,800
ADMIN BENEFITS	37,360
MAINTENANCE BENEFITS	26,250

TOTAL:	75,910

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed

WRITE OFFS	100

TOTAL:	100

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

SEE HUD FORM 52567

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract and contract period. Justification must be provided for all contract services proposed for the requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts on the Current Budget Year

REQUESTED ACTION: Approve accepting repayment agreement as paid in full.

Comments: We have a Section 8 family who neglected to report the receipt of additional income back in 1998. The additional income was from social security payments received from one of the family members. When we became aware of it, we entered into a repayment agreement with them for the \$3,877 in overpayment that they received. The initial agreement was for them to pay \$50 a month for 70 months. Due to their financial situation, they have not been able to maintain the agreed upon terms. However, they have made an attempt and most months have paid something on the account, sometimes as little as \$10. For the past several years that have paid \$25 month and have paid the debt down to \$892.

They have recently experienced some major health issues and making the monthly payments has become an increasing difficult. In addition, they reside in a unit that is larger than their voucher size and due to changes in HUD regulations an increased rent burden has been placed on them. The portion of rent they pay to their landlord has increased 36%. They could move to a smaller unit however, they have lived in their current unit since 1996 and financially are unable to move in addition to their failing health. At their current rate of repayment they will have repaid their debt in three years.

They haven't asked for this amount to be forgiven and we don't want to set a precedent. However, this is the only family that has ever come in month after month to make their payments. They don't have a vehicle and there have been many times they have walked across town in sub-zero temperatures or extreme heat and humidity to give us \$10.

If they were like most of the families who owe us money and never made payment, according to state law we would not have been able to collect after ten years. But because they have come in and kept the account active, the law doesn't apply.

MEETING DATE: 3/19/15

RE: Change Date for April Board Meeting to
April 14, 2015

REQUESTED ACTION: Change the date of the April 2015 Board Meeting.

Comments: Due to the necessity of holding a special meeting on Tuesday April 14, 2015 to review and approve bids for the 2015 Capital Improvement Projects, I am requesting that the regular meeting be moved to Tuesday, April 14, 2015, at 7:00 a.m. This is to avoid having two meetings in April and to provide the board an opportunity to review the bids before they are presented to the City Council.