

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

April 14, 2015, 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 19, 2015..... 1-3
- IV. Consider Approval of Bills for April 2015 4
- V. Communications 5-6
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Financial Statements..... 7-10
 - 2. Review bids for 2015 Capital Improvement Projects and Make Recommendation..... 11
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, May 21, 2015, 7:00 a.m., CCHRA Office

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

Members Present: Jenna Haglund, Eric Miller, Stewart Coulson, and Jeremy Heyer. Absent: Susan Andersen. Others present: Joe Ryan, TD&T; and Heidi Nielsen, staff.

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

Public Comment. None

Amend-Approve Minutes of February 19, 2015. On motion by Coulson and second by Haglund, the minutes of February 19, 2015 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Haglund seconded the motion to approve payment of the revised bill listing totaling \$71,664.88. Ayes: 4, Nays: 0. Motion carried.

Hearing to Approve Agency Plan.
Chairperson Heyer declared the hearing open.

Filing of Affidavit of Publication. The notice of public hearing was published in the Charles City Press on 02/2/2015. Confirmation of publication was provided in the agenda.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Miller moved to close the hearing and Coulson seconded the motion. Roll call: Ayes: Coulson, Heyer, Miller, And Haglund. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 02-15 Five-Year Plan.
A motion by Coulson was made to approve Resolution 02-15. Haglund seconded the motion. Roll call: Ayes: Haglund, Heyer, Miller, and Coulson. Nays: None. Motion carried on roll call vote.

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

Old Business. None

New Business.

Accept Audit Report. Joe Ryan from TD&T was present to review the audit. The report was reviewed with special attention paid to the Management Discussion and Analysis which he explained was required to help explain the audit to the general public. He noted that the Authorities net position increased by \$64,000. He explained the purpose of each of the other sections and referred to the Notes to the Financial Statements. Mr. Ryan explained the purpose of the Entity Wide Balance Sheet Summary and Entity Wide Revenue and Expense Summary

were required to be submitted to HUD. The entries were entered by staff and reviewed by their firm to ensure they were the same. The Schedule of Federal Expenditures and Awards was reviewed and noted that a total of \$939,598 was expended in federal dollars. He stated that the threshold for some of the audit testing and requirements is \$500,000 in federal expenditures and if it should increase to \$750,000 and our expenditures decrease we would not have the additional testing. The findings and were reviewed and he noted that the finding related to internal controls to ensure that the financial statements were prepared according to generally accepted accounting principles is common in most small agencies. The other finding was repeated from the prior year and it is resolved and there were no other repeat findings. The only other recommendation was to maintain a master EIV file for monthly reports. Miller motioned to accept the audit and Coulson seconded the motion. Ayes: 4, Nays: 0. Motion Carried.

Review Financial Statements. Statements were reviewed for the month ended February 2015. There were no questions and staff indicated that the reports would be reviewed in April to determine if any revisions would be necessary to ensure to overage by year end. No motion was necessary.

Approve Resolution 03-15 Adopting Revised By-Laws. Nielsen stated that as discussed during the February meeting the by-laws were changed to reflect the elimination of requiring a written resolution for all voice vote decisions in favor of only preparing resolutions for decisions requiring a roll call vote. In addition, the agenda was revised to add Executive Director's Report prior to adjournment. Coulson made a motion to approve Resolution 03-15 to adopt the revised by-laws. Haglund seconded the motion. Ayes: Heyer, Haglund, Coulson, Miller. Nays: 0. Motion carried on roll call vote.

Consider Approval of Resolution No. 04-15 to Approve Public Housing Budget for FYE 06/30/2016. The budget was presented to the board to review. Staff explained that it was the same budget that was approved by the City Council, it is just in a different format and was broken down by Per Unit Month. Nielsen stated that the FYE 14 budget and the estimated FYE 15 budget were comparable to the proposed budget. HUD requires a Board Resolution to be submitted to HUD for the adoption of the budget each year in lieu of submission of the budget. Miller moved to approve Resolution 04-15 to approve the budget and Haglund seconded the motion. Roll Call: Ayes: Haglund, Heyer, Miller, And Coulson. Nays: None. Motion carried on roll call vote.

Nielsen requested that the order of the last two items be reversed to ensure that all board member be present to discuss changing the April meeting date.

Change April Meeting Board Date. Staff requested that meeting be changed from April 16 to April 14 to allow the board the opportunity to review the bids received for the 2015 Capital Improvement Project prior to the City Council Planning Session on April 15th. This would eliminate the need to hold a special meeting on the 14th and the regular meeting on the 16th. Coulson made a motion to approve the change, Haglund seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Review Repayment Agreement. Nielsen requested that the remaining balance on a family's repayment agreement be forgiven. The request was being made because the family had been making payments on the debt since 1998 and had reduced the balance from \$3,877 to \$892. This is the only family that has made such a dedicated attempt to repay a debt and are now experiencing major health issues and it is more of a hardship to come up with the payment each

Being no further business, Haglund moved, Heyer 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
 April 2015

Customer	Description	Amount
Business Card	computer back-up service	14.98
C.Naber & Associates	accounting fees	395.00
CEC	security camera replacement/repairs	4,041.90
Cedar Valley Printing	paper/envelopes/p.towels	247.98
CenturyLink	phone service	
Charles City Housing	security deposits held	235.85
Charles City Press	legal notices in paper	71.81
Cintas	rug service	102.92
City of Charles City	water/sewer/URP/S8 Inspections/quarterly postage	456.44
Complete Appliance Dem/Dave's Welding	tv disposal service	25.00
Don's Repair	maintenance repairs	28.82
Gale's Country Cleaning	complete clean of office	1,050.00
GE Capital	copier lease fee	240.51
HAPS	April HAPS	48,189.36
Hockenson Plumbing	maintenance fees	1,291.33
Iowa Department of Transportation	fuel	49.14
Jendro Sanitation	trash service	629.00
Marco, Inc.	copy fees	17.20
Mary Nelson	security deposit refund	138.00
Mehmen's Painting	contract paint service	150.00
Mick Gage Plumbing & Heating	maintenance fees	417.50
Nan McKay	ACOP plan and CD revision services	1,115.22
Petty Cash	replenish fund	64.52
Plunkett's Pest Control	apt. treatment fee	50.00
Reliable Office Supplies	copy paper	
Schueth Ace Hardware	maintenance items	963.20
Sherwin Williams	paint	799.26
Superior Lumber	maintenance items	138.50
T-J Service	maintenance repairs	124.99
Trent Parker	computer support	
		61,048.43

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The paperwork has been submitted to HUD to accept the 2015 award. The 2015 Capital Improvement project will be discussed under new business later in the meeting.
2. Rehab Update. We have been granted the extension until November 30, 2015. Jeremy Babcock from IEDA will be here on April 23, 2015 to monitor our program compliance. We have been through the monitoring process with each of the other grants and don't anticipate any problems.

We still plan on awarding the final contract on April 20th. We should have a better idea of the interest in the project by the 14th because the contractor tour is scheduled for April 7th. Hopefully, we will have better attendance and receive more bids than we did in phase three.

3. Monthly Rental Status Update.

Month of March 2015	Total Leased 3/1/15	New Leases	Removed Or Moved	Total Leased 4/01/2015	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	128	2	1	129	23	4	2
Morningside 16 Units	15	1	1	15	7	2	1
Section 8 197 Units	157	2	8	151	31	20	10

Declined Assistance (3) Over Income (1) Denied (1) Insufficient Address (2)
 Did not attend Briefing/Information Not Returned (6) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH (2) S8 (2)
 Port Out: (1)

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	1			20
ZERO HAP							1			2			3
MUTUAL RESCISION								1					1
ANNUAL RE-EXAM SEARCHING	1	1											2
PORT-OUT ABSORBED		1				3	1		1				7
PORT-OUT SEARCHING	1					3				1			5
DECEASED													0
MOVED IN VIOLATION				2	1		1				1		5
EVICTED													0
UNAUTHORIZED LIVE-IN	3	1					1				1		6
VIOLATION OF FAMILY OBLIGATION		2		1					1				
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW						2	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									6
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1	2	4	1		2					1		11
TOTALS	9	12	7	7	5	14	6	3	5	8	0	0	65
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2		1	3	2	3		1	1				13
DECEASED													0
MOVED IN VIOLATION				1	1		1						4
TERMINATED FOR LEASE VIOLATIONS	1												1
EVICTED									1	1			2
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW											1		1
FAILURE TO REPAY		1											1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	3	1	2	4	4	3	1	1	4	2	0	0	22

MEETING DATE: 4/14/15

RE: Review Financial Statements

REQUESTED ACTION: Review monthly operating reports.

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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 3/2015, FISCAL 9/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,156.49	18,449.18	78.51	5,050.82
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	300.00	2,093.35	52.33	1,906.65
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	36,815.00	335,092.48	78.85	89,907.52
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	493.00	4,972.00	52.34	4,528.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	681.50	8,055.80	59.67	5,444.20
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	1,500.00	221.00	3,290.20	219.35	1,790.20-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	15,858.00	140,897.00	78.28	39,103.00
	PUBLIC HOUSING TOTAL	657,000.00	56,524.99	512,850.01	78.06	144,149.99
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	6,594.97	68,186.16	89.13	8,313.84
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	443.28	4,644.01	71.45	1,855.99
173-532-6130	IPERS - PUBLIC HOUSING	8,300.00	588.93	6,074.20	73.18	2,225.80
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,527.00	2,380.08	21,420.72	75.09	7,106.28
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	230.20	76.73	69.80
173-532-6160	WORK COMP - PUBLIC HOUSING	2,500.00	.00	.00	.00	2,500.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	12.50	101.78	16.96	498.22
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	3,756.85	22,720.71	59.79	15,279.29
173-532-6371	UTILITIES - PUBLIC HOUSING	49,000.00	5,080.69	36,902.41	75.31	12,097.59
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,260.30	12,555.71	76.10	3,944.29
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,691.59	16,557.89	71.99	6,442.11
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,236.11	74.54	763.89
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	1,424.00	3,179.38	127.18	679.38-
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,800.00	240.51	2,395.10	85.54	404.90
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	2,577.51	14,045.03	87.78	1,954.97
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	.00	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	1,058.47	11,591.47	46.37	13,408.53
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,015.34	45,806.20	91.61	4,193.80
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	30,325.55	301,134.71	72.21	115,892.29
173-536-6010	SALARY - PH MAINT	73,000.00	5,857.34	65,420.60	89.62	7,579.40
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	485.37	1,835.18	59.20	1,264.82

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 3/2015, FISCAL 9/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,660.00	459.98	4,918.01	86.89	741.99
173-536-6130	IPERS - PH MAINT	6,500.00	561.89	5,316.65	81.79	1,183.35
173-536-6150	HEALTH INS - PH MAINT	7,014.00	1,319.10	12,876.12	183.58	5,862.12-
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	14.72	106.38	19.34	443.62
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	98,174.00	8,706.77	90,998.27	92.69	7,175.73
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	17,492.67	120,717.03	111.98	12,918.03-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 3/2015, FISCAL 9/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	68.10	688.81	137.76	188.81-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	295.00	2,581.00	57.36	1,919.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	50,515.00	441,469.00	73.58	158,531.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,744.00	61,826.00	68.70	28,174.00
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	150.00	150.00	15.00	850.00
	SECTION 8 VOUCHER TOTAL	697,000.00	57,772.10	506,714.81	72.70	190,285.19
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	2,377.98	21,690.17	65.73	11,309.83
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	3,000.00	158.88	1,468.43	48.95	1,531.57
174-533-6130	IPERS -SECTION 8	3,000.00	212.35	1,933.89	64.46	1,066.11
174-533-6150	HEALTH INS - SECTION 8	19,018.00	1,586.72	14,280.48	75.09	4,737.52
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	153.47	76.74	46.53
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	8.33	67.85	16.96	332.15
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	1,307.00	11,603.02	77.35	3,396.98
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	220.00	2,110.00	70.33	890.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	480.00	7,376.00	81.96	1,624.00
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	46,654.56	426,606.01	71.10	173,393.99
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	81.71	1,806.12	60.20	1,193.88
	SECTION 8 VOUCHER TOTAL	692,098.00	53,104.55	489,515.05	70.73	202,582.95
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-	4,667.55	17,199.76	7,550.78-	17,297.76-

MEETING DATE: 4/14/15

RE: Review Bids for 2015 Capital Funds Improvements and
Make Recommendation

REQUESTED ACTION: Review bids for the 2015 Capital Improvements Project

Comments: The bids are due on April 13th for the project. They will be tabulated and will be available for review at the meeting.

Your recommendation will be presented for final approval to the City Council at the planning session on April 15th. The City Council will award the contract on April 20th.