

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

May 21, 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 April 14, 2015 1-2
- IV. Approval of Bills for May 2015 3
- V. Communications 4-7
 - 1. Capital Fund Update
 - 2. Rehab Update
 - 3. Iowa Offset Update
 - 4. Updated PHAS Score
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports and Approve Resolution 05-15
Budget Revision 8-15
 - 2. Approve Resolution 06-15 to Approve Updated Utility
Allowances..... 16-23
- VIII. Director’s Report..... 24
- IX. Move to Adjourn

Special Meeting scheduled for Tuesday, June 9, 2015 at 1:30 a.m., CCHRA Office

Next regular meeting scheduled for Thursday, June 18, 2015, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 14, 2015 7:00 a.m.

Members Present: Jenna Haglund, Stewart Coulson, Jeremy Heyer, and Susan Andersen.
Absent: Eric Miller. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comment. None

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

Approval of Bills. Haglund moved, Andersen seconded the motion to approve payment of the revised bill listing totaling \$80,415.44. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2015 were presented to the board for their review. Nielsen stated that the necessary budget revisions have been identified and sent to City Hall and C. Naber. The revised budgets will be presented for board approval at the May meeting.

Review Bids for 2015 Capital improvements Projects and Make Recommendation. Nielsen informed the board that there were no bids submitted. Based on the recommendation by the architect and City Engineer, the decision was made to split the project into three more manageable projects. Since this would increase the work for Waggoner and Wineinger, Nielsen requested an estimate of the costs. Ed Wineinger requested an additional not-to-exceed amount of \$4,860. This covers the additional estimate of 36 hours to rework the plans, drawings, and manuals. Also covered in the amount was the work to re-bid the projects. In addition, they requested an additional \$2,000 to cover the extra field work for the increased scope of work at Morningside to include the concrete pads. Haglund made a motion to approve the extra work for \$4,860 and \$2,000, and Andersen seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Director Report. Nielsen discussed with the board the new audit requirements concerning the retirement plans and some of the potential difficulties. HUD proposed rule to go smoke-free in all public housing units was also discussed. The board was also informed that HUD has just released a study that was conducted to determine the costs of administering the Section 8 program. The end result was that the agencies are being severely underfunded. Any increase in funding would be contingent upon next year's appropriations.

Being no further business, Coulson moved, Andersen 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
May 2015

Customer	Description	Amount
Barbara Shreve	tenant referral	50.00
Business Card	back up service/staff training	15.98
C.Naber & Associates	accounting fees	395.00
CenturyLink	phone bill	182.71
Charles City Electronics	cell phone replacement	80.16
Charles City Housing	security deposits held upon moveout	600.00
Charles City Press	legal notice	67.51
Cintas	rug service	102.92
City of Charles City	water/sewer/URP/S8 Inspections	3,253.33
City of Charles City	community police officer wages	39,000.00
Don's Repair	maintenance items	116.78
Foxen Floors & More	carpet for 2216, other flooring	1,422.06
GE Capital	copier lease	240.51
Happy Software	Happy Support fees	5,411.00
HAPS	May 1 HAP payments	49,069.24
Hockenson Plumbing	plumbing fees	136.20
Iowa Department of Inspections & Appeals	investigation fees	136.50
Iowa Department of Transportation	fuel	171.31
Jendro Sanitation	trash service	621.00
Linderman Heating & Air, LLC	maintenance repairs	108.00
Marco, Inc.	copy fees	67.08
Mehmen's Painting	painting fees	290.00
Mid American Energy	electric/gas/URPS	5,008.35
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	treatment service	34.00
River City Communications, Inc.	new laundry door key faabs	311.00
Schueth Ace Hardware	maintenance items	616.84
Superior Lumber	doors, other maintenance items	399.45
T-J Service	2 replacement refrigerators, gasket	1,274.90
TD&T CPAs and Advisors, P.C.	audit fee	800.00
US Cellular	cell service	72.29
Waggoner & Wineinger Architects, Inc.	architect fees	4,918.51
YARDI	criminal background check fees	31.50
		115,058.22

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We have received an email from HUD stating that they are temporarily putting all of the 2015 Capital Fund awards on hold. Apparently the HUD Headquarters staff in charge of the Environmental Reviews are in the process of collaboration with other departments to design and provide guidance for the PHAs. Due to this, the previous guidance that we received from the Kansas City field office is no longer valid. So until HUD Headquarters provides the necessary guidance, we won't have access to the funds. If there is a long delay in releasing the funds we may have to use reserves to finish the projects.

We have released the bid documents for the handrails and cement work and for the siding and painting. The contractor open house is scheduled for May 21st. After that we will have an idea of who is interested in submitting bids. The bids are due June 1st. Because we need to act on them prior to the June board meeting, we will be having a special meeting on June 9th at 7:30 a.m. to review the bids prior to taking them to the City Council.

We were also able to add the repair work to the parking lot by the office to the work that is being done by the City. The City Council accepted a bid from Bargaen Incorporated from Mountain Lake, MN for the work. They are going to be filling the cracks and applying a sealant to the areas. The final cost to us will \$1,538.07. The City realized a cost savings of \$2,451.93 by agreeing to apply all of the sealant now, which they applied to our portion of the project. We will have to temporarily close our office parking lot while the work is being done. But there shouldn't be any issues because the office will be accessible from the other parking areas by the sidewalks.

2. Rehab Update. IEDA was here for our compliance check and everything went well. We are under contract for the final project and the work is anticipated to begin the week of the 18th. The three projects in phase three should be closed out by June 30th. Two of the projects are anticipated to be complete by May 22nd.

We have decided not to submit an application for the 2015 grant. In discussing the possibility with Steve Wendt from NIACOG, he expressed doubt in an award for us this year. He said that Floyd will be submitting an application and historically IEDA has never awarded projects to two different communities within a small geographical area. In addition, he said that IEDA is in the process of changing minimum work requirements. Steve has suggested that we wait a year to see if they have released the new guidelines.

3. Iowa Offset Update. This year through the offset program we received \$3,693. Of this amount, \$1,849 is from public housing and \$1,844 is from Section 8. We only get to keep half of what we collect from the Section 8 families. The other half is put back into the Housing Assistance Payment account and is available to use to subsidize families. So we recovered \$2,771 from past due accounts that we are able to put into our admin accounts.
4. Updated PHAS Score. Now that our audited financial statements have been accepted by HUD, they have released our updated PHAS score. I thought that we were going to lose a few points under the financial indicator because of the finding even though the finding was resolved during the previous year's audit. However, we received all of the points for the financial indicator. As a result, our score did not change. We still received a total of 96 points out of 100 and have retained the High Performer designation. The only area that we lost points was the physical indicator. This was

from our HUD inspection last summer. The two main items which accounted for most of the point deduction was a tripping hazard in the parking lot at Morningside and there was a GFCI outlet at Morningside in one of the units where the reset button was broken. Both items have been fixed.

5. Monthly Rental Status Update.

Month of April 2015	Total Leased 4/1/15	New Leases	Removed Or Moved	Total Leased 5/01/2015	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	3	2	130	22	4	2
Morningside 16 Units	15	1	1	15	7	2	1
Section 8 197 Units	150	9	6	153	23	19	5

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

6. End of Participation Tracker. See attachment



U.S. Department of Housing and Urban
 OFFICE OF PUBLIC AND INDIAN HOUSING
 REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 04/30/2015

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	06/30/2014

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	96	100
Designation Status:	High Performer	
Published 04/30/2015	Initial published	10/24/2014

Financial Score Details	Score	Maximum Score
Audited/A-133		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	-0.50	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	24.50	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	100.00	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>

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	1	4
MUTUAL RECISION							1						1
ANNUAL RE-EXAM SEARCHING	1	1											2
PORT-OUT ABSORBED		1				3	1	1	1	1	1		8
PORT-OUT SEARCHING	1					3			1				5
DECEASED													0
MOVED IN VIOLATION				2	1		1		1	1	1		6
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	1				4
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													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		2				1	3		14
TOTALS	9	12	7	7	5	14	6	3	5	8	6	0	71
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	1	1	3	2	3	1	1	1	1	1		14
DECEASED				1	1		1	1	1		1		5
MOVED IN VIOLATION													1
TERMINATED FOR LEASE VIOLATIONS	1								1	1			2
EVICTED					1								1
UNAUTHORIZED LIVE-IN										1			1
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													0
TOTALS	3	1	2	4	4	3	1	1	4	2	2	0	24

REQUESTED ACTION: Review monthly operating reports and revisions to the FYE 2015 Public Housing Budget and approve Resolution 05-15.

Comments: The April 2015 operating reports are attached for your review. In addition, the budget progress report from the fee accountant is attached which has been revised to reflect the adjustments. The following budget codes were increased:

4410 Labor	Increased from 76,100 to 88,100 an increase of \$12,000 (increase resulted from increased payroll required for temporary part-time employee)
441045 Maintenance Benefits	Increased from 20,270 to 31,260 an increase of \$10,990 (increase resulted from employee going from single to family health insurance benefits)
4420 Maintenance Materials	Increased from 50,000 to 60,000 an increase of \$10,000 (increase resulted from higher than normal vacancies)

All other amounts remain unchanged. Approval requires resolution by board on HUD form 52574.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2015, FISCAL 10/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,139.62	20,588.80	87.61	2,911.20
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	299.71	2,393.06	59.83	1,606.94
173-532-4506	DWELLING RENT-PUBLIC HOUSING	440,000.00	38,052.00	373,144.48	84.81	66,855.52
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,506.00	6,478.00	68.19	3,022.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	897.00	8,952.80	66.32	4,547.20
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	5,000.00	1,648.81	4,939.01	98.78	60.99
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	19,300.00	160,197.00	89.00	19,803.00
	PUBLIC HOUSING TOTAL	675,500.00	63,843.14	576,693.15	85.37	98,806.85
173-910-4830	TRANSFER IN - PUBLIC HOUSING	1,989,835.00	.00	1,989,835.30	100.00	.30-
	TRANSFERS IN/OUT TOTAL	1,989,835.00	.00	1,989,835.30	100.00	.30-
173-532-6010	SALARY - PUBLIC HOUSING	80,000.00	6,331.97	74,518.13	93.15	5,481.87
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,500.00	424.12	5,068.13	77.97	1,431.87
173-532-6130	IPERS - PUBLIC HOUSING	7,900.00	565.45	6,639.65	84.05	1,260.35
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,560.00	2,380.08	23,800.80	83.34	4,759.20
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	255.73	85.24	44.27
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	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	2,500.00	75.14	531.44	21.26	1,968.56
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	3,656.36	26,377.07	69.41	11,622.93
173-532-6371	UTILITIES - PUBLIC HOUSING	43,000.00	3,476.42	40,378.83	93.90	2,621.17
173-532-6374	WATER - PUBLIC HOUSING	17,000.00	1,308.26	13,863.97	81.55	3,136.03
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,785.16	18,343.05	79.75	4,656.95
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,600.00	175.00	2,411.11	66.98	1,188.89
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	358.96	3,538.34	88.46	461.66
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	240.51	2,635.61	90.88	264.39
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	1,743.07	15,788.10	98.68	211.90
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	100.00	5.00	1,900.00
173-532-6442	PILOT-PUBLIC HOUSING	32,000.00	.00	31,921.33	99.75	78.67
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	100.00	.00	10.00	10.00	90.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	22,000.00	2,460.80	14,052.27	63.87	7,947.73
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	60,000.00	4,486.00	50,292.20	83.82	9,707.80
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	450,460.00	29,492.83	330,627.54	73.40	119,832.46
173-536-6010	SALARY - PH MAINT	85,000.00	5,708.84	71,129.44	83.68	13,870.56
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	149.76	1,984.94	64.03	1,115.06

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2015, FISCAL 10/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,800.00	422.96	5,340.97	92.09	459.03
173-536-6130	IPERS - PH MAINT	6,800.00	523.17	5,839.82	85.88	960.18
173-536-6150	HEALTH INS - PH MAINT	18,000.00	1,319.10	14,195.22	78.86	3,804.78
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	83.70	83.70	16.30
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	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	121,600.00	8,132.20	99,130.47	81.52	22,469.53
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	1,989,835.00	.00	1,989,835.30	100.00	.30-
	TRANSFERS IN/OUT TOTAL	1,989,835.00	.00	1,989,835.30	100.00	.30-
	PUBLIC HOUSING TOTAL	103,440.00	26,218.11	146,935.14	142.05	43,495.14-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2015, FISCAL 10/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	67.57	756.38	151.28	256.38-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	2,061.00	4,642.00	103.16	142.00-
174-533-4505	HUD CONTRIB-SEC 8	587,000.00	46,065.00	487,534.00	83.06	99,466.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	7,074.00	68,900.00	81.06	16,100.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	200.00	24.00	174.00	87.00	26.00
	SECTION 8 VOUCHER TOTAL	678,200.00	55,291.57	562,006.38	82.87	116,193.62
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	65,957.00	.00	65,956.72	100.00	.28
	TRANSFERS IN/OUT TOTAL	65,957.00	.00	65,956.72	100.00	.28
174-533-6010	SALARY - SEC 8	33,000.00	2,640.98	24,331.15	73.73	8,668.85
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,100.00	178.04	1,646.47	78.40	453.53
174-533-6130	IPERS -SECTION 8	2,800.00	235.83	2,169.72	77.49	630.28
174-533-6150	HEALTH INS - SECTION 8	19,000.00	1,586.72	15,867.20	83.51	3,132.80
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	170.49	85.25	29.51
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	300.00	.00	67.85	22.62	232.15
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	1,503.00	13,106.02	87.37	1,893.98
174-533-6401	ACCOUNTING FEES - SECTION 8	3,200.00	220.00	2,330.00	72.81	870.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	463.00	7,839.00	87.10	1,161.00
174-533-6423	SPECIAL SERVICE - SECTION 8	125.00	125.00	125.00	100.00	.00
174-533-6445	HC VOUCHER PAY-SEC 8	580,000.00	46,686.36	473,292.37	81.60	106,707.63
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	.00	.00	5,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	56.44	1,862.56	62.09	1,137.44
	SECTION 8 VOUCHER TOTAL	675,905.00	53,712.39	543,227.44	80.37	132,677.56
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	65,957.00	.00	65,956.72	100.00	.28
	TRANSFERS IN/OUT TOTAL	65,957.00	.00	65,956.72	100.00	.28
	SECTION 8 VOUCHER TOTAL	2,295.00	1,579.18	18,778.94	818.25	16,483.94-

**Charles City Public Housing
1000 South Grand Avenue
Charles City, IA 50616
As Of
March 31, 2015**

Budget Progress Report

	YTD Balance	Budget	Percent Of Budget
Income			
311000 - Dwelling Rental	(335,857.48)	(425,000.00)	(79)%
312000 - Excess Utilities	<u>(4,972.00)</u>	<u>(9,500.00)</u>	(52)%
Total Rental Income	(340,829.48)	(434,500.00)	78%
361000 - Investment Interest	(18,449.18)	(23,500.00)	(79)%
369000 - Other Income	(13,159.45)	(19,000.00)	(69)%
802000 - Operating Subsidy	<u>(140,897.00)</u>	<u>(180,000.00)</u>	(78)%
Total Other Operating Receipts	(172,505.63)	(222,500.00)	78%
Total Receipts	(513,335.11)	(657,000.00)	78%
Expenses			
411000 - Administrative Salary	64,849.71	78,500.00	83%
411045 - Administrative Employee Benefits	32,470.91	44,227.00	73%
413000 - Legal Expense	3,179.38	2,500.00	127%
414000 - Training	1,106.30	5,000.00	22%
417000 - Accounting Fees	2,071.11	3,000.00	69%
417100 - Auditing Fees	5,000.00	6,500.00	77%
419000 - Sundry-Office Supplies	7,113.88	15,000.00	47%
419200 - Advertising	976.02	500.00	195%
419400 - Sundry-Administrative	2,346.54	3,000.00	78%
419500 - City Management / Accounting	0.00	9,000.00	0%
Total Administrative Expense	119,113.85	167,227.00	71%
422000 - Tenant Services	100.00	2,000.00	5%
Total Tenant Services Expense	100.00	2,000.00	5%
431000 - Water	11,056.04	16,500.00	67%
432000 - Electricity	33,791.33	49,000.00	69%
433000 - Gas	20,744.31	38,000.00	55%
439000 - Other Utility Expense	<u>11,103.93</u>	<u>13,000.00</u>	85%
Total Utilities Expense	76,695.61	116,500.00	66%

Charles City Public Housing
1000 South Grand Avenue
Charles City, IA 50616
As Of
March 31, 2015

Budget Progress Report

	YTD Balance	Budget	Percent Of Budget
441000 - Maintenance Labor	63,796.08	88,100.00	72%
441045 - Maintenance Employee Benefits	24,377.11	31,260.00	78%
442000 - Materials	39,140.79	60,000.00	65%
443000 - Contract Costs - Misc	10,829.61	6,300.00	172%
443100 - Garbage Removal	4,284.00	7,000.00	61%
443200 - Contract Costs - Heating & Cooling	728.75	3,500.00	21%
443300 - Contract Costs - Snow Removal	0.00	1,500.00	0%
443500 - Contract Costs - Landscape/Grounds	650.00	800.00	81%
443600 - Contract Costs - Unit Turnaround	3,880.40	3,000.00	129%
443700 - Contract Costs - Electrical	0.00	500.00	0%
443800 - Contract Costs - Plumbing	550.00	2,000.00	28%
443900 - Contract Costs - Extermination	147.00	500.00	29%
444000 - Contract Costs - Janitorial	411.68	1,200.00	34%
444100 - Contract Costs - Routine	353.45	2,500.00	14%
448000 - Security Contract Costs	0.00	25,000.00	0%
Total Maintenance Expense	<u>149,148.87</u>	<u>233,160.00</u>	64%
451000 - Property Insurance	0.00	24,000.00	0%
451200 - W/C Insurance	0.00	4,300.00	0%
452000 - Payments In Lieu Of Taxes	26,413.40	34,000.00	78%
457000 - Collection Losses	0.00	1,000.00	0%
Total General Expense	<u>26,413.40</u>	<u>63,300.00</u>	42%
Total Routine Expense	<u>371,471.73</u>	<u>582,187.00</u>	64%
Total Nonroutine Expense	0.00	0.00	0%
Total Expense	<u>371,471.73</u>	<u>582,187.00</u>	64%

Charles City Public Housing
 1000 South Grand Avenue
 Charles City, IA 50616
 As Of
 March 31, 2015

Budget Progress / PUM Report

	ACTUAL		BUDGET	
	Amount	PUM	Amount	PUM
Income				
311000 - Dwelling Rental	(335,857.48)	(252.15)	(425,000.00)	(239.30)
312000 - Excess Utilities	<u>(4,972.00)</u>	<u>(3.73)</u>	<u>(9,500.00)</u>	<u>(5.35)</u>
Total Rental Income	(340,829.48)	(255.88)	(434,500.00)	(244.65)
361000 - Investment Interest	(18,449.18)	(13.85)	(23,500.00)	(13.23)
369000 - Other Income	(13,159.45)	(9.88)	(19,000.00)	(10.70)
802000 - Operating Subsidy	<u>(140,897.00)</u>	<u>(105.78)</u>	<u>(180,000.00)</u>	<u>(101.35)</u>
Total Other Operating Receipts	(172,505.63)	(129.51)	(222,500.00)	(125.28)
Total Receipts	<u>(513,335.11)</u>	<u>(385.39)</u>	<u>(657,000.00)</u>	<u>(369.93)</u>
Expenses				
411000 - Administrative Salary	64,849.71	48.69	78,500.00	44.20
411045 - Administrative Employee Benefits	32,470.91	24.38	44,227.00	24.90
413000 - Legal Expense	3,179.38	2.39	2,500.00	1.41
414000 - Training	1,106.30	0.83	5,000.00	2.82
417000 - Accounting Fees	2,071.11	1.55	3,000.00	1.69
417100 - Auditing Fees	5,000.00	3.75	6,500.00	3.66
419000 - Sundry-Office Supplies	7,113.88	5.34	15,000.00	8.45
419200 - Advertising	976.02	0.73	500.00	0.28
419400 - Sundry-Administrative	2,346.54	1.76	3,000.00	1.69
419500 - City Management / Accounting	0.00	0.00	9,000.00	5.07
Total Administrative Expense	119,113.85	89.42	167,227.00	94.16
422000 - Tenant Services	<u>100.00</u>	<u>0.08</u>	<u>2,000.00</u>	<u>1.13</u>
Total Tenant Services Expense	100.00	0.08	2,000.00	1.13
431000 - Water	11,056.04	8.30	16,500.00	9.29
432000 - Electricity	33,791.33	25.37	49,000.00	27.59
433000 - Gas	20,744.31	15.57	38,000.00	21.40
439000 - Other Utility Expense	<u>11,103.93</u>	<u>8.34</u>	<u>13,000.00</u>	<u>7.32</u>
Total Utilities Expense	76,695.61	57.58	116,500.00	65.60

PHA Board Resolution
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: IA002

PHA Fiscal Year Beginning: July 2014 Board Resolution Number: 05-15

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):

DATE

Operating Budget approved by Board resolution on: _____

Operating Budget submitted to HUD, if applicable, on: _____

Operating Budget revision approved by Board resolution on: 05/21/2015

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: Jeremy Heyer	Signature:	Date: 05/21/2015
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REQUESTED ACTION: Approve resolution 06-15 to approve updated utility allowances effective 07/01/2015.

Comments: HAPPY Software, our software vendor, supplies us with the consumption and rate information for the gas and electric. We calculate the water, sewer, and garbage rates and average consumption. We have reviewed the current utility rates and compared them against last year's rates. The water and sewer rates have increased about 3.5% again this year, and the garbage rates have remained the same. The gas rate has increased by 39%, and the electric rate has remained the same. HUD requires us to change the utility allowances whenever there is a change of more than 10%. We will be incorporating all changes again this year, even though we aren't required to change the allowance for water, sewer, garbage and electric.

The updated allowances are scheduled to be effective as of 7-01-15. The allowance for a two bedroom single family home with all other factors being equal will be \$203 versus last year's allowance of \$178, which is an increase of \$25.00 or 14%.

We are required to provide the public housing residents who pay for their utilities a 60 day notice of the change and a 30 day comment period. We sent them the schedules on March 25, 2015 and they had until May 1, 2015 to submit comments. We did not receive any comments.

The schedules are attached for your review.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 06-15

**RESOLUTION APPROVING THE ADOPTION OF
UPDATED UTILITY ALLOWANCE SCHEDULES
AS REQUIRED BY DHUD**

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 Department of Housing and Urban Development; and

WHEREAS, DHUD has required the Charles City Housing and Redevelopment Authority to review utility rates being charged on an annual bases and update the utility allowance schedules to reflect all increases or decreases that amount to more than a 10% change from the previous update; and

WHEREAS, the Charles City Housing and Redevelopment Authority is required to provide the public housing tenants with a notice of the updated schedules and a 30-day comment period during which time no comments were received.

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the updated utility allowance schedules and related documents indicate that the requirements have been met and the schedules are approved for use beginning July 1, 2015.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 2015

Jeremy Heyer, Chairperson

Heidi Nielsen, Director

Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp 9/30/2017)

Locality		Unit Type					Effective
Mid American -7/1/15		Single family detached Single Family Detached					07/01/2015
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	46	62	74	94	106	123
	b. Electric	36	49	58	73	83	97
	c. Bottle Gas	80	108	130	163	185	215
	d. Oil	113	153	183	230	261	303
Cooking	a. Natural Gas	5	6	8	10	13	14
	b. Electric	5	7	9	11	14	15
	c. Bottle Gas	9	11	15	18	23	24
Other Electricity		18	23	30	38	47	50
Air Conditioning							
Water Heating	a. Natural Gas	6	8	11	13	16	18
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	11	14	19	23	28	31
	d. Oil	14	18	24	29	36	39
Water		20	25	29	34	38	43
Sewer		19	25	31	38	44	50
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	6	6
Refrigerator		4	4	4	5	5	6
Other -- specify		7	7	10	13	17	20

Actual Family Allowances To be used by the family to compute allowance.
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
Total	\$

Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp 9/30/2017)

Locality		Unit Type					Effective
Mid American -7/1/15		Semi-detached Older Home Converted, Two/Three Family (Duplex)					07/01/2015
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	40	51	69	85	102	114
	b. Electric	31	40	54	67	80	89
	c. Bottle Gas	70	90	120	149	177	199
	d. Oil	99	126	169	210	250	281
Cooking	a. Natural Gas	5	6	8	10	13	14
	b. Electric	5	7	9	11	14	15
	c. Bottle Gas	9	11	15	18	23	24
Other Electricity	18	23	30	38	47	50	
Air Conditioning							
Water Heating	a. Natural Gas	6	8	11	13	16	18
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	11	14	19	23	28	31
	d. Oil	14	18	24	29	36	39
Water	20	25	29	34	38	43	
Sewer	19	25	31	38	44	50	
Trash Collection	16	16	19	22	26	29	
Range/Microwave	4	4	5	5	6	6	
Refrigerator	4	4	4	5	5	6	
Other -- specify	7	7	10	13	17	20	

Actual Family Allowances To be used by the family to compute allowance.
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating

Cooking

Other Electric

Air Conditioning

Water Heating

Water

Sewer

Trash Collection

Range/Microwave

Refrigerator

Other

Total \$

Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp 9/30/2017)

Locality		Unit Type Rowhouse/townhouse Row House/Garden Apt.					Effective
Mid American -7/1/15							07/01/2015
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	35	46	63	78	95	110
	b. Electric	27	36	49	61	74	86
	c. Bottle Gas	60	81	109	136	165	192
	d. Oil	85	114	154	192	233	271
Cooking	a. Natural Gas	5	6	8	10	13	14
	b. Electric	5	7	9	11	14	15
	c. Bottle Gas	9	11	15	18	23	24
Other Electricity		18	23	30	38	47	50
Air Conditioning							
Water Heating	a. Natural Gas	6	8	11	13	16	18
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	11	14	19	23	28	31
	d. Oil	14	18	24	29	36	39
Water		20	25	29	34	38	43
Sewer		19	25	31	38	44	50
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	6	6
Refrigerator		4	4	4	5	5	6
Other -- specify		7	7	10	13	17	20

Actual Family Allowances To be used by the family to compute allowance.
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating

Cooking

Other Electric

Air Conditioning

Water Heating

Water

Sewer

Trash Collection

Range/Microwave

Refrigerator

Other

Total \$

Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp 9/30/2017)

Locality		Unit Type					Effective
Mid American -7/1/15		Low-rise Older Multi-Family					07/01/2015
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	38	49	66	81	98	112
	b. Electric	29	39	52	64	77	88
	c. Bottle Gas	65	86	115	142	170	196
	d. Oil	92	121	162	200	240	276
Cooking	a. Natural Gas	5	6	8	10	13	14
	b. Electric	5	7	9	11	14	15
	c. Bottle Gas	9	11	15	18	23	24
Other Electricity		18	23	30	38	47	50
Air Conditioning							
Water Heating	a. Natural Gas	6	8	11	13	16	18
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	11	14	19	23	28	31
	d. Oil	14	18	24	29	36	39
Water		20	25	29	34	38	43
Sewer		19	25	31	38	44	50
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	6	6
Refrigerator		4	4	4	5	5	6
Other -- specify		7	7	10	13	17	20

Actual Family Allowances To be used by the family to compute allowance.
Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
Total	\$

**Allowance for
Tenant-Furnished Utilities
and Other Services**

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

OMB Approval No. 2577-0169
(exp. 7/31/2007)

Locality Charles City Housing and Redevelopment Agency MidAmerican Energy	Unit Type Row House/Garden Apartment (Rowhouse/Townhouse)*	Effective 07/01/2015 Expires 06/30/2016
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NCT-HANDICAP UNITS

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas		46				
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking						
a. Natural Gas						
b. Electric		7				
c. Bottle Gas						
Other Electricity		23				
Air Conditioning						
Water Heating						
a. Natural Gas		8				
b. Electric						
c. Bottle Gas						
d. Oil						
Water		31				
Sewer		25				
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

Actual Family Allowance To be used by the family to compute allowance. Complete below for actual unit rented.	Utility or Service	per month cost
Name of Family	Heating	\$
Address of Unit	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
Number of Bedrooms	Total	\$

**Allowance for
Tenant-Furnished Utilities
and Other Services**

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

OMB Approval No. 2577-0169
(exp. 7/31/2007)

Locality Charles City Housing and Redevelopment Agency MidAmerican Energy	Unit Type Row House/Garden Apartment (Rowhouse/Townhouse)*	Effective 07/01/2015	Expires 06/30/2016
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MORNINGSIDE UNITS

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas			63	78		
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking						
a. Natural Gas						
b. Electric			9	11		
c. Bottle Gas						
Other Electricity			30	38		
Air Conditioning						
Water Heating						
a. Natural Gas			11	13		
b. Electric			12	15		
c. Bottle Gas						
d. Oil						
Water			29	34		
Sewer			31	38		
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

Actual Family Allowance To be used by the family to compute allowance. Complete below for actual unit rented.	Utility or Service	per month cost
Name of Family	Heating	\$
Address of Unit	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
Number of Bedrooms	Total	\$

REQUESTED ACTION: None - for your information only.

We were able to add the repair work to the parking lot by the office to the work that is being done by the City. The City Council accepted a bid from Borgen Incorporated from Mountain Lake, MN for the work. They are going to be filling the cracks and applying a sealant to the areas. The final cost to us will be \$1,538.07. The City realized a cost savings of \$2,451.93 by agreeing to apply all of the sealant now, which they applied to our portion of the project reducing it to \$1,528.07. We will have to temporarily close our office parking lot while the work is being done. But there shouldn't be any issues because the office will be accessible from the other parking areas by the sidewalks.