

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

February 18, 2016, 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 January 21, 2016..... 1-2
- IV. Approval of Bills for February 2016..... 3
- V. Communications 4-8
 - 1. CFP Update
 - 2. Board Meeting Attendance Record
 - 3. Section 8 Funding/Utilization
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Report..... 9-12
 - 2. Review and Approve City Budget Reports for FYE 2016/2017..... 13-25
 - 3. Consider Approval to Send Staff to Annual Iowa NAHRO Conference.. 26
 - 4. Approve Purchase of Replacement Door Knobs for the Terraces..... 27
 - 5. Set Special Board Meeting..... 28
 - 6. Approve Resolution 01-16 Annual Civil Rights Certification..... 29-31
- VII. Election of Officers..... 32
 - 1. Chairperson
 - 2. Vice-Chairperson
- VIII. Review of By-Laws for Revisions 33-35
- IX. Executive Director’s Report
- X. Move to Adjourn

*****Special Meeting*****

Monday, March 14, 2016 at 7:00 a.m., CCHRA Office

Next regular meeting scheduled for Thursday, March 17, 2016
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 21, 2016 7:00 a.m.

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

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

Public Comments. No public comments.

Amend-Approve Minutes of December 17, 2015. Miller moved, Coulson seconded the motion to approve the minutes of December 17, 2015 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Coulson moved, Haglund seconded the motion to approve payment of the revised bill listing totaling \$62,975.87. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Accept Audit Report for FYE 06/30/2015. Joe Ryan from TD&T was called and placed on speakerphone. He reviewed the audit report. He said that the Governance Letter was provided to inform the Board of TD&T's responsibilities for the audit. He stated that while there were some adjustments made to the financial statements, they were not material. Mr. Ryan also explained that the audit resulted in an Unmodified Opinion and they encountered no difficulties with the audit. The Management's Discussion and Analysis was discussed and that the purpose was to provide a comparative analysis of the audit and is used to assist readers with the comprehension of the audit. He reviewed the financial statements and noted that there was a \$248,000 increase to the Net Position from the previous year. Under the Notes to the Financial Statements, he specified that there were no new accounting policies. In the Independent Auditor's report on internal control he stated that there were two deficiencies. The first was a material weakness in the preparation of the financial statements resulting from the size of the organization. The second was a significant deficiency in the reconciliation of the bank statement. Mr. Ryan stated that management has reviewed the deficiencies and agreed with the responses. He informed the board that the final report regarding compliance with program regulations was an important report and there were no instances of non-compliance. The letter to management was reviewed and he concluded that the process could be cleaned up and better controlled if the City were to expend and deposit all funds directly from the Housing Authority bank account. There were no questions from the Board. Coulson motioned to accept the audit report and Haglund seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Review Financial Reports. The reports were reviewed, there were no questions. No action required.

Executive Directors report. Nielsen discussed the recent fire with the board and informed that seven of the ten families displaced have been in contact with the office and one family had been placed at Morningside. Nielsen also discussed board appointments and informed them that those whose terms will be up in February 2016 would be reappointed unless they would like to step down. Tyler, Miller, and Coulson all agreed to continue to serve on the board for two additional years. Haglund and Heyer's terms will be up in 2017.

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

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director

**Charles City Housing
Monthly Bill Listing
February 2016**

Customer	Description	Amount
Business Card	back up service, staff training expenses	321.62
C.Naber & Associates	accounting fees	395.00
CenturyLink	phone bill	178.67
Charles City Press	apt. advertising	392.00
Cintas	rug service	124.84
City of Charles City	water/sewer/URP/S8 insp./meter replace.	3,292.67
Don's Repair	snow blower repairs	492.84
Foxen Floors & More	flooring supplies	1,775.78
GE Capital	copier lease payment	252.02
HAPS	Feb.1 HAPS	45,681.00
Heidi Nielsen	staff training meal reimbursement	
Hockenson Plumbing	plumbing maintenance fees	177.84
Iowa Department of Transportation	fuel	86.70
Iowa NAHRO	annual conference registration fee	700.00
Jendro Sanitation	trash service	623.00
L&J Industries, Inc.	truck blade repair	45.70
Linderman Heating & Air, LLC	maintenance repairs	205.00
Mehmen's Painting	apt. painted	130.00
Mid American Energy	electric/gas/URP	9,069.34
Noah, Smith & Schuknecht, P.L.C.	legal fees	36.00
Plunkett's Pest Control	apt. inspection	70.00
Schueth Ace Hardware	maintenance items	398.12
Sherwin Williams	paint	165.29
Superior Lumber	maintenance items	319.52
TD&T CPAs and Advisors, P.C.	audit fees	1,050.00
Teeter Specialty Company L.L.C.	pens	
Trent Parker	computer support	
US Cellular	cell phone service	72.41
YARDI	criminal background checks	105.00
		66,160.36

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. Work has started on the renovations at NCT and we should have our first resident relocated by the 6th of February. We have had a slight delay in ordering cabinets which pushed back the start date on the occupied units by a couple of weeks. If everything goes well they should be finished before the required completion date.
2. Board Meeting Attendance Record
3. Section 8 Funding/Utilization. See attachments
4. **Monthly Rental Status Update.**

Month of January 2016	Total Leased 1/1/16	New Leases	Removed Or Moved	Total Leased 2/1/16	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	1	0	130	18	2	6
Morningside 16 Units	15	1	2	14	2	3	1
Section 8 197 Units	146	11	7	150	21	18	2

Declined Assistance (3) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (1) Criminal Background Check ()
 Voucher Expired () Purged (5)
 Terminations: PH () S8 ()
 Port Out: ()

5. End of Participation Tracker. See attachment

**BOARD MEETING ATTENDANCE
JAN 2015 – DEC 2015**

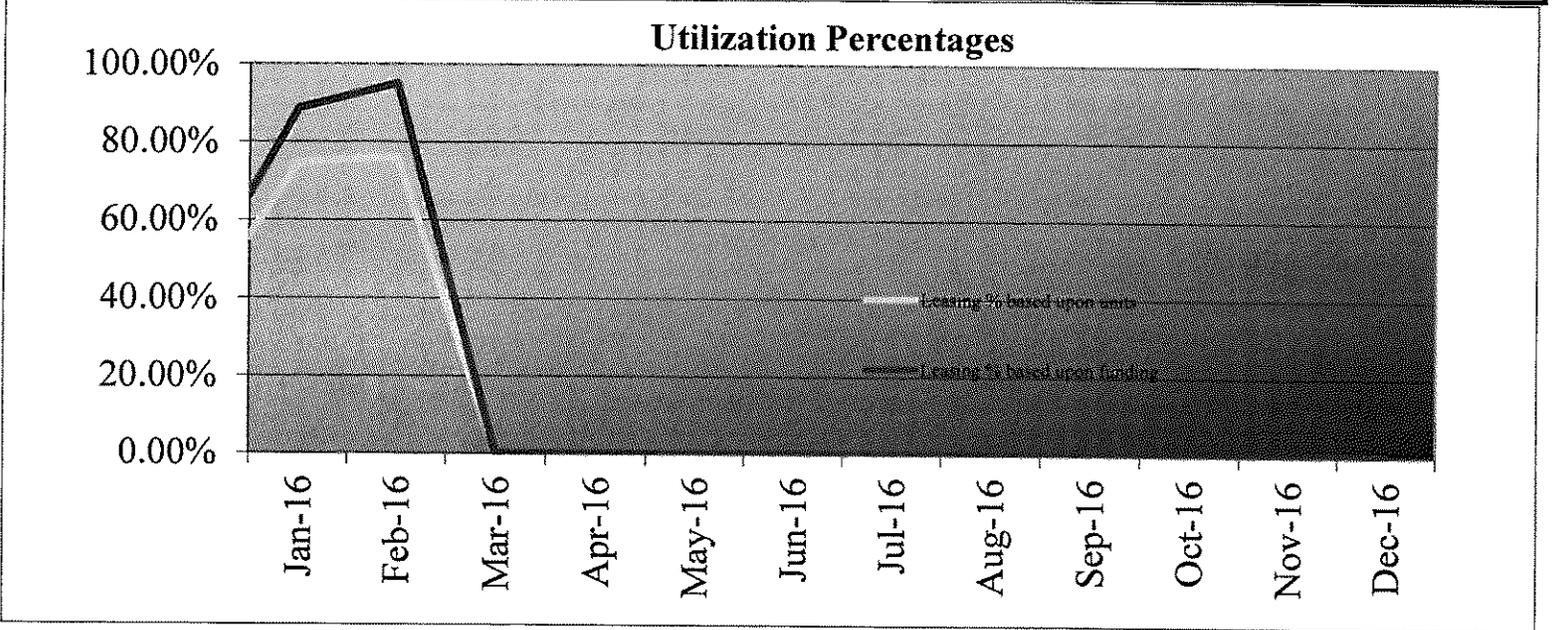
2015	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Miller	X	X	X	A	X	X	X	X	X	X	X	X	11
Heyer	X	X	X	X	A	X	X	X	X	X	X	X	11
*Andersen	X	X	A	X	X								4
*Tyler						X	X	X	X	X	X	X	7
Haglund	A	X	X	X	X	A	X	A	X	A	A	X	7
Coulson	X	X	X	X	A	A	X	X	X	X	X	X	10

* Indicates members beginning or ending appointment during the calendar year (all shaded spaces indicate the member was not appointed to the board during that month)

"X" – In attendance

"A" – Absent

	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-16	197	147	74.62%	\$ 130.00	\$ 48,406	\$ 42,876	88.58%	\$ 291.67
Feb-16	197	150	76.14%		\$ 48,406	\$ 45,995	95.02%	\$ 306.63
Mar-16	197		0.00%		\$ 48,406		0.00%	
Apr-16	197		0.00%		\$ 48,406		0.00%	
May-16	197		0.00%		\$ 48,406		0.00%	
Jun-16	197		0.00%		\$ 48,406		0.00%	
Jul-16	197		0.00%		\$ 48,406		0.00%	
Aug-16	197		0.00%		\$ 48,406		0.00%	
Sep-16	197		0.00%		\$ 48,406		0.00%	
Oct-16	197		0.00%		\$ 48,406		0.00%	
Nov-15	197		0.00%		\$ 48,406		0.00%	
Dec-16	197		0.00%		\$ 48,406		0.00%	
YTD	2,364	297	12.56%	\$ 130.00	\$ 580,872	\$ 88,871	15.30%	\$ 299.23



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016:	\$ 98,335
HAP Funding YTD:	\$ 580,872
HAP Expenditures YTD:	\$ 88,871
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 130
Current Remaining NRA / Prog Reserve:	\$ 590,466
Current Monthly Funding (a)	\$ 48,406
Current Average HAP Payment (b)	\$ 299
# of Units the Current Monthly Funding Would Support (a)/(b)	162
# of Units Currently Leased	147
Excess Units Leased, Current Month	(15)
Current Year-to-Date Funding (a)	\$ 580,872
Current Year-to-Date Average HAP Payment (b)	\$ 299
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,941
# of Unit-Mos Leased Year-to-Date	297
Excess Unit-Mos Leased, Year-to-Date	(1,644)
Estimate of next years funding:	
YTD HAP expense	\$ 88,871
Months to date	2
Average Monthly HAP Expense	\$ 44,436
Estimated 2016 HAP Funding at 100%	\$ 44,436
Number of Units Supported at 100%	148

HCV HAP Spending Projection

C	D	E	NRA					HUD Held					N
			F	G	H	I	J	K	L	M			
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14 NRA	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/14	Plus: ALL Obligated HAP BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)			
PHA#	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M			
2													
4													
5													
6													
7	January	\$3,858	\$50,801	\$46,396	\$8,263	\$8,309	\$94,477	\$48,673	\$50,801	\$92,349			
8	February	\$8,309	\$50,515	\$49,152	\$9,672	\$9,819	\$92,349	\$48,820	\$50,515	\$90,654			
9	March	\$9,819	\$50,515	\$47,877	\$12,457	\$12,605	\$90,654	\$48,820	\$50,515	\$88,959			
10	April	\$12,605	\$46,065	\$47,739	\$10,931	\$11,962	\$88,959	\$49,127	\$46,065	\$92,021			
11	May	\$11,962	\$43,833	\$48,728	\$7,067	\$7,067	\$92,021	\$49,130	\$43,833	\$97,318			
12	June	\$7,067	\$49,587	\$48,019	\$8,635	\$9,052	\$97,318	\$49,130	\$49,587	\$96,861			
13	July	\$9,052	\$39,901	\$51,685	-\$2,742	-\$2,742	\$96,861	\$49,730	\$39,901	\$106,690			
14	August	-\$2,742	\$54,469	\$51,161	\$666	\$76	\$106,690	\$49,130	\$54,469	\$101,351			
15	September	\$576	\$56,900	\$49,196	\$8,280	\$8,365	\$101,351	\$49,130	\$56,900	\$93,581			
16	October	\$8,365	\$52,729	\$49,666	\$11,428	\$11,544	\$93,581	\$49,010	\$52,729	\$99,862			
17	November	\$11,544	\$51,161	\$48,245	\$14,460	\$14,582	\$89,862	\$49,010	\$51,161	\$87,711			
18	December	\$14,582	\$51,161	\$44,561	\$21,182	\$21,345	\$87,711	\$58,544	\$51,161	\$95,094			
19	Total		\$597,637	\$592,435	\$2,285	\$2,285		\$593,254	\$597,637				
20													
21	CY 2016												
22	January	\$21,345	\$50,180	\$42,876	\$28,649	\$28,779	\$95,094	\$48,406	\$50,180	\$93,320			
23	February	\$28,779	\$39,175	\$46,995	\$21,959	\$21,959	\$93,320	\$48,406	\$39,175	\$102,551			
24	March	\$21,959	\$49,210	\$45,995	\$71,169	\$71,169	\$102,551	\$48,406	\$49,210	\$101,747			
25	April	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
26	May	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
27	June	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
28	July	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
29	August	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
30	September	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
31	October	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
32	November	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
33	December	\$71,169			\$71,169	\$71,169	\$101,747		\$0	\$101,747			
34	Total		\$138,565	\$89,871	\$130	\$130		\$145,218	\$138,565				

END OF PARTICIPATION
TRACKER

2015-2016

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2	1	3	1	1							9
ZERO HAP		1						1					2
MUTUAL RECISSION							1						1
ANNUAL RE-EXAM SEARCHING			1		1	1		1					4
PORT-OUT ABSORBED			1			1		1					2
PORT-OUT SEARCHING	1		3		2	2	1	1					10
DECEASED	1		1		2	1							3
MOVED IN VIOLATION				1	2	1							6
EVICTED		2											2
UNAUTHORIZED LIVE-IN				1			1						3
VIOLATION OF FAMILY OBLIGATION			2			1							3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW					2								2
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED						4							4
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD					1	1	1	3					6
TOTALS	2	5	12	5	11	10	5	7	0	0	0	0	57
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	1	1	2	1	2	2	2					15
DECEASED													0
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS			1		2								3
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	5	1	2	2	3	2	2	2	0	0	0	0	19

MEETING DATE: 2/18/16

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The January 2016 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 1/2016, FISCAL 7/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	300.00	128.26	736.58	245.53	436.58
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	130.00	1,120.00	24.89	3,380.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	50,180.00	356,501.00	59.42	243,499.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	10,721.00	54,593.00	60.66	35,407.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	747.00	74.70	253.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	696,800.00	61,159.26	413,697.58	59.37	283,102.42
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	36,046.00	2,456.89	21,494.37	59.63	14,551.63
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	166.24	1,471.67	53.38	1,285.33
174-533-6130	IPERS -SECTION 8	3,219.00	219.40	1,913.23	59.44	1,305.77
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,665.86	11,661.02	58.33	8,328.98
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	121.16	60.58	78.84
174-533-6160	WORK COMP - SECTION 8	1,764.00	.00	.00	.00	1,764.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	13.73	3.43	386.27
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	.00	.00	1,500.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	597.00	9,351.00	62.34	5,649.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	1,730.00	49.43	1,770.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	160.00	4,143.50	41.44	5,856.50
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	42,073.00	329,685.91	54.95	270,314.09
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	222.64	1,016.36	33.88	1,983.64
	SECTION 8 VOUCHER TOTAL	702,676.00	47,798.34	382,601.95	54.45	320,074.05
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	5,876.00	13,360.92	31,095.63	529.20	36,971.63

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 1/2016, FISCAL 7/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	24,500.00	3,014.11	17,924.58	73.16	6,575.42
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	403.62	1,224.95	30.62	2,775.05
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	34,387.49	281,479.70	57.44	208,520.30
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	188.00	4,690.00	49.37	4,810.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	454.50	6,709.00	49.70	6,791.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	3,372.11	168.61	1,372.11
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	16,164.00	114,027.00	63.35	65,973.00
	PUBLIC HOUSING TOTAL	723,500.00	54,611.72	429,427.34	59.35	294,072.66
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	84,107.00	6,582.90	51,792.03	61.58	32,314.97
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	6,587.00	445.54	3,536.14	53.68	3,050.86
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	587.86	4,591.38	59.71	3,097.62
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,498.79	17,491.53	58.33	12,493.47
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.96	181.72	60.57	118.28
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	.00	197.00	7.50	2,428.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	20.62	3.44	579.38
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	1,915.46	38.31	3,084.54
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	2,941.88	8,856.38	22.14	31,143.62
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	4,319.67	28,213.75	62.70	16,786.25
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,512.67	10,259.64	57.00	7,740.36
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,658.35	12,722.64	53.01	11,277.36
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	1,605.51	40.14	2,394.49
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	787.00	2,507.93	100.32	7.93
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	252.02	1,764.14	60.83	1,135.86
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	24,000.00	2,723.68	9,414.17	39.23	14,585.83
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	263.72	13.19	1,736.28
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	35,483.15	104.36	1,483.15
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	82.00	8.20	918.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	2,217.65	18,638.69	74.55	6,361.31
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	1,873.94	32,967.78	43.96	42,032.22
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	494,293.00	28,602.91	242,505.38	49.06	251,787.62
173-536-6010	SALARY - PH MAINT	75,190.00	6,206.30	47,170.76	62.74	28,019.24
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	404.79	2,515.49	81.14	584.51

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 1/2016, FISCAL 7/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,989.00	479.27	3,615.63	60.37	2,373.37
173-536-6130	IPERS - PH MAINT	6,991.00	548.88	4,384.68	62.72	2,606.32
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	9,695.35	58.33	6,925.65
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	58.59	58.59	41.41
173-536-6160	WORK COMP - PH MAINT	1,890.00	.00	.00	.00	1,890.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	22.12	4.02	527.88
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	110,881.00	9,032.66	67,912.62	61.25	42,968.38
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	118,326.00	16,976.15	119,009.34	100.58	683.34

REQUESTED ACTION: Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2016-2017.

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

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	CALENDAR LYR EXPENSE	FISCAL CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
172-532-4300 INTEREST-PUB HOUSING SEC	462.16	522.21	500.00	316.73	600.00	600.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	5,940.00	5,998.00	6,400.00	4,062.00	6,400.00	6,400.00
172-910-4830 TRANSFER IN-PUB HOUSING S	.00	38,293.82	.00	.00	.00	.00

TOTAL REVENUE	6,402.16	44,814.03	6,900.00	4,378.73	7,000.00	7,000.00
172-532-6437 INT REFUND-PUB HOUSING SE	144.10	105.07	250.00	84.56	250.00	200.00
172-532-6438 DEP REFUND-PUB HOUSING SE	5,150.00	5,650.00	5,800.00	3,250.00	7,000.00	7,000.00
FY17 increase due to size of new tenant deposit. Most of the tenants with low deposits have moved						
172-910-6910 TRANSFER OUT-PUB HOUSING	.00	38,293.82	.00	.00	.00	.00

TOTAL EXPENSES	5,294.10	44,048.89	6,050.00	3,334.56	7,250.00	7,200.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	CALENDAR LYR EXPENSE	FISCAL CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-4300 INTEREST-PUBLIC HOUSING	23,615.37	24,880.25	24,500.00	14,910.47	28,000.00	27,900.00
173-532-4504 FRAUD-PUBLIC HOUSING	3,161.05	3,335.06	4,000.00	821.33	4,000.00	4,000.00
173-532-4506 DWELLING RENT-PUBLIC HOUS	426,302.78	451,212.48	490,000.00	279,113.21	500,000.00	490,000.00
173-532-4507 EXCESS UTILITY-PUBLIC HOUS	9,398.00	8,609.00	9,500.00	4,630.00	9,500.00	9,500.00
173-532-4508 CONTRIB-OTHER-PUBLIC HOUS	11,404.60	10,829.05	13,500.00	6,254.50	12,000.00	12,000.00
173-532-4710 REIMBURSED EXP-PUBLIC HOUS	4,315.08	6,773.73	2,000.00	3,372.11	2,000.00	4,500.00
FY17 decrease from FY16 re-est due to completion of rehab program						
173-532-4781 OPER SUBSIDY-PUBLIC HOUSI	181,290.00	193,743.00	180,000.00	97,863.00	195,000.00	195,000.00
173-910-4830 TRANSFER IN - PUBLIC HOUS	8,534.35	1,989,835.30	.00	.00	.00	.00

TOTAL REVENUE	668,021.23	2,689,217.87	723,500.00	406,964.62	750,500.00	742,900.00
173-532-6010 SALARY - PUBLIC HOUSING	89,444.75	88,220.18	84,107.00	48,777.59	87,000.00	85,000.00
FY17 represents 70% of office salaries, balance is in Sect 8						
173-532-6040 OVERTIME SALARY-PUBLIC HO	.00	.00	2,000.00	.00	2,000.00	.00
173-532-6070 LABOR/MAINT-PUBLIC HOUSIN	.00	.00	.00	.00	.00	.00
173-532-6110 FICA - PUBLIC HOUSING	6,088.46	5,987.75	6,587.00	3,332.67	6,809.00	6,500.00
173-532-6130 IPERS - PUBLIC HOUSING	7,865.83	7,863.24	7,689.00	4,322.19	7,948.00	7,600.00
173-532-6150 HEALTH INS - PUBLIC HOUSI	27,985.02	28,560.96	29,985.00	17,491.53	38,145.00	29,985.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET

FY17						
70% here, balance in Sect 8						
173-532-6151						
LIFE INS - PUBLIC HOUSING	302.90	306.79	300.00	181.72	310.00	310.00
FY17						
70% here, balance in Section 8						
173-532-6160						
WORK COMP - PUBLIC HOUSIN	2,756.00	3,301.00	2,625.00	197.00	2,704.00	2,600.00
173-532-6170						
UNEMPLOYMENT - PUBLIC HOU	384.48	117.12	600.00	20.62	600.00	600.00
173-532-6198						
EMP BEN MAINT-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
173-532-6199						
EMPLOYEE BEN-PUBLIC HOUSI	.00	.00	.00	.00	.00	.00
173-532-6230						
STAFF TRAINING-PUBLIC HOU	2,430.37	938.03	5,000.00	1,915.46	5,000.00	3,000.00
173-532-6370						
GAS - PUBLIC HOUSING	38,409.85	29,843.79	40,000.00	6,120.50	40,000.00	35,000.00
173-532-6371						
UTILITIES - PUBLIC HOUSIN	42,371.90	46,404.22	45,000.00	23,894.08	48,000.00	46,000.00
173-532-6374						
WATER - PUBLIC HOUSING	16,948.31	16,318.85	18,000.00	8,746.97	18,000.00	17,000.00
173-532-6379						
OTH UTIL-PUBLIC HOUSING -	22,204.66	21,607.99	24,000.00	11,064.29	24,000.00	22,000.00
173-532-6401						
ACCOUNTING FEES-PUBLIC HO	2,595.00	2,761.11	4,000.00	1,430.51	4,000.00	3,000.00
173-532-6408						
TORT LIABILITY - PUBLIC H	22,435.00	24,326.00	24,000.00	.00	25,000.00	24,000.00
173-532-6411						
LEGAL FEES - PUBLIC HOUSI	2,370.00	3,538.34	2,500.00	1,720.93	4,000.00	4,000.00
173-532-6415						
COPIER LEASE - PUBLIC HOU	2,610.61	3,116.63	2,900.00	1,512.12	3,100.00	3,100.00
173-532-6420						
CONTRACT SERVICES - PUBLI	18,969.33	24,021.79	24,000.00	6,690.49	26,000.00	24,000.00
173-532-6441						
TENANT SERVICES-PUBLIC HO	2,490.28	275.44	2,000.00	263.72	2,000.00	500.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6442 PILOT-PUBLIC HOUSING	32,985.69	31,921.33	34,000.00	35,483.15	37,000.00	35,500.00
173-532-6490 OTHER PROFESSIONAL SERV	.00	34,000.00	34,000.00	.00	34,000.00	34,000.00
FY16 and FY17 Vetter salary - \$25000 Accounting - \$9000						
173-532-6516 REFUNDS-PUBLIC HOUSING	10.00	10.00	1,000.00	82.00	1,000.00	200.00
173-532-6518 SUNDRY-OFF EXP-PUBLIC HOU	22,923.54	14,724.23	25,000.00	16,421.04	25,000.00	25,000.00
173-532-6599 MAINT MATERIALS-PUBLIC HO	47,675.70	58,120.12	75,000.00	31,097.78	75,000.00	70,000.00
173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	.00	.00	.00	.00	.00	.00
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
173-536-6010 SALARY - PH MAINT	71,294.01	82,288.11	75,190.00	44,307.12	90,000.00	79,900.00
FY17 changing part time employee to full time						
173-536-6040 OVERTIME SALARY - PH MAIN	6,679.48	2,551.13	3,100.00	2,438.39	5,000.00	3,000.00
173-536-6110 FICA - PH MAINT	5,778.96	6,187.48	5,989.00	3,403.90	7,268.00	6,100.00
173-536-6130 IPERS - PH MAINT	6,765.74	6,886.84	6,991.00	4,122.07	8,484.00	7,000.00
173-536-6150 HEALTH INS - PH MAINT	8,749.70	16,833.42	16,621.00	9,695.35	35,000.00	16,621.00
FY17 increase to two family plans						
173-536-6151 LIFE INS - PH MAINT	100.44	100.44	100.00	58.59	200.00	100.00
173-536-6160 WORK COMP - PH MAINT	1,822.00	2,593.00	1,890.00	.00	1,947.00	1,890.00
173-536-6170 UNEMPLOYMENT - PH MAINT	338.00	123.38	550.00	22.12	550.00	550.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-536-6181 UNIFORM ALLOWANCE - PH MA	450.00	450.00	450.00	450.00	900.00	450.00
FY17 two full time 173-910-6910 TRANSFER OUT - PUBLIC HOU	34,000.00	1,989,835.30	.00	.00	.00	.00
TOTAL EXPENSES	548,236.01	2,554,134.01	605,174.00	285,263.90	665,965.00	594,506.00

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-4300 INTEREST - SECTION 8	1,183.04	891.90	300.00	608.32	700.00	700.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	7,257.00	5,476.00	4,500.00	1,015.00	5,000.00	4,500.00
174-533-4505 HUD CONTRIB-SEC 8	529,473.00	580,954.00	600,000.00	356,501.00	600,000.00	600,000.00
174-533-4509 ADMIN FEE/HTH-SEC 8	78,760.00	84,397.00	90,000.00	51,256.00	90,000.00	85,000.00
174-533-4710 REIMBURSED EXP-SEC 8	485.88	.00	1,000.00	747.00	1,000.00	1,000.00
174-533-4715 REFUNDS-SEC 8	168.00	174.00	1,000.00	.00	1,000.00	.00
174-910-4830 TRANSFER IN - SECTION 8 V	.00	65,956.72	.00	.00	.00	.00
TOTAL REVENUE	617,326.92	737,849.62	696,800.00	410,127.32	697,700.00	691,200.00
174-533-6010 SALARY - SEC 8	29,570.28	28,575.06	36,046.00	19,988.91	39,000.00	35,000.00
174-533-6040 OVERTIME SALARY - SECTION	39.01	.00	.00	.00	1,000.00	.00
174-533-6110 FICA - SECTION 8	2,034.10	1,931.17	2,757.00	1,369.25	3,060.00	2,757.00
174-533-6130 IPERS -SECTION 8	2,634.07	2,548.69	3,219.00	1,778.79	3,572.00	3,219.00
174-533-6150 HEALTH INS - SECTION 8	18,656.76	19,040.64	19,990.00	11,661.02	16,348.00	19,990.00
174-533-6151 LIFE INS - SECTION 8	201.97	204.53	200.00	121.16	200.00	200.00
174-533-6160 WORK COMP - SECTION 8	.00	.00	1,764.00	.00	1,817.00	1,764.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	CALENDAR LYR EXPENSE	FISCAL CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6170 UNEMPLOYMENT - SECTION 8	256.33	78.07	400.00	13.73	400.00	400.00
174-533-6199 EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6230 STAFF TRAINING - SECTION	2,012.93	419.61	1,500.00	.00	1,500.00	1,000.00
174-533-6380 UTILITY ALLOT - SECTION 8	12,248.00	15,904.02	15,000.00	9,351.00	15,000.00	15,000.00
174-533-6401 ACCOUNTING FEES - SECTION	2,710.00	2,770.00	3,500.00	1,510.00	3,500.00	3,500.00
174-533-6420 CONTRACT SERVICES - SECTI	8,567.25	10,323.59	10,000.00	3,983.50	8,000.00	8,400.00
174-533-6423 SPECIAL SERVICE - SECTION	.00	125.00	300.00	.00	300.00	125.00
174-533-6445 HC VOUCHER PAY-SEC 8	564,367.25	567,153.73	600,000.00	329,685.91	600,000.00	591,000.00
174-533-6490 OTHER PROF SERVICES-SECTI	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00
FY16 and FY17 Vetter salary 174-533-6516 REFUND INTEREST-SEC 8	1,786.71	.00	.00	.00	.00	.00
174-533-6518 SUNDRY-OFF EXP-SEC 8	1,113.96	2,086.56	3,000.00	793.72	3,000.00	2,400.00
174-910-6910 TRANSFER OUT - SECTION 8	5,000.00	65,956.72	.00	.00	.00	.00
TOTAL EXPENSES	651,198.62	722,117.39	702,676.00	380,256.99	701,697.00	689,755.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
179-530-4405 CDBG - 2012 REHAB	75,496.00	115,396.35	.00	121,858.00	.00	121,858.00
179-530-4710 REIMBURSED EXPENSE-2012 R	18,423.15	12,849.50	.00	7,500.00	.00	8,850.00
179-530-4798 IN-KIND DIRECT ADMIN	4,800.00	9,600.00	.00	1,600.00	.00	1,600.00
179-530-4799 IN KIND LEAD INSPECTION	2,700.00	5,400.00	.00	900.00	.00	900.00
179-910-4830 TRANSFER IN	.00	.00	.00	.00	.00	.00
TOTAL REVENUE	101,419.15	143,245.85	.00	131,858.00	.00	133,208.00
179-530-6429 RELOCATION - 2012 REHAB	2,933.16	400.00	.00	884.64	.00	885.00
179-530-6430 IN-KIND LEAD - 2012 REHAB	8,022.00	78.00	.00	900.00	.00	900.00
179-530-6431 LEAD HAZARD COST - 2012 R	6,913.15	22,505.55	.00	3,136.45	.00	3,137.00
179-530-6452 ADMIN - 2012 REHAB	7,232.22	13,937.92	.00	6,301.42	.00	6,301.00
179-530-6467 IN-KIND DIRECT ADMIN 2012	4,800.00	9,600.00	.00	1,600.00	.00	1,600.00
179-530-6766 CONSTRUCTION - 2012 REHAB	91,173.00	176,429.15	.00	21,781.70	.00	21,782.00
179-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00
TOTAL EXPENSES	121,073.53	222,950.62	.00	34,604.21	.00	34,605.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	CALENDAR LYR EXPENSE	FISCAL CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
323-530-4410 ADVANCE - 2013 CAPITAL FU	10,399.00	71,053.40	.00	53,936.60	.00	53,936.00
323-910-4830 TRANSFER IN	.00	.00	.00	.00	.00	.00
TOTAL REVENUE	10,399.00	71,053.40	.00	53,936.60	.00	53,936.00
323-530-6762 OPERATIONS - 2013 CAPITAL	10,399.00	71,053.40	.00	51,306.60	.00	53,936.00
323-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00
TOTAL EXPENSES	10,399.00	71,053.40	.00	51,306.60	.00	53,936.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2016, FISCAL 7/2016

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
324-530-4410 ADVANCE - 2014 CAPITAL FU	.00	.00	.00	32,448.40	.00	132,829.00
324-910-4830 TRANSFER IN	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	.00	32,448.40	.00	132,829.00
324-530-6762 OPERATIONS - 2014 CAPITAL	.00	.00	.00	32,448.40	.00	132,829.00
324-910-6910 TRANSFER OUT	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	.00	32,448.40	.00	132,829.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2016, FISCAL 7/2016

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
325-530-4410 ADVANCE-2015 CAPITAL PROJ	.00	.00	135,000.00	.00	105,174.00	30,000.00
325-910-4830 TRANSFER IN-2015 CAPITAL	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	135,000.00	.00	105,174.00	30,000.00
325-530-6762 OPERATIONS-2015 CAPITAL P	.00	.00	135,000.00	.00	105,174.00	30,000.00
325-910-6910 TRANSFER OUT-2015 CAPITAL	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	135,000.00	.00	105,174.00	30,000.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
326-530-4410 ADVANCE-2016 CAPITAL FUND	.00	.00	.00	.00	135,000.00	.00
326-910-4830 TRANSFER IN - 2016 CAP PR	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	.00	.00	.00	.00	135,000.00	.00
326-530-6504 NON-DWELLING EQUIPMENT	.00	.00	.00	.00	.00	.00
326-530-6505 DWELLING EQUIP-2016 CAP F	.00	.00	.00	.00	.00	.00
326-530-6753 DWELLING STRUCTURE-2016 C	.00	.00	.00	.00	135,000.00	.00
326-910-6910 TRANSFER OUT - 2016 CAP P	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	.00	.00	.00	.00	135,000.00	.00

MEETING DATE: 2/18/16 **RE:** Consider Approval to Send Staff to Annual NAHRO Conference

REQUESTED ACTION: Approve sending staff to the Annual Iowa NAHRO Conference April 20-22 in Coralville.

Comments: Approval is being requested to send Heidi, and Stacy to the Conference. Julie will be covering the office.

Attending the conference enables us to network with the other Iowa Housing Authorities and the HUD staff and take advantage of the trainings offered and sessions on regulatory updates. The final agenda hasn't been published. The preliminary agenda provides some continuing education for Stacy. In addition, the HUD staff from Kansas City will be in attendance. This provides us with an excellent opportunity to meet with them and have their undivided attention.

If we register prior to March 18, 2016 we will get the early bird rate and save \$75 on each of the registrations. The anticipated expense to attend the conference is approximately \$1,200.00.

REQUESTED ACTION: Review quotes received for the installation of replacement knobs in all units at South Cedar Terrace, units 85-128 at North Cedar Terrace and all Morningside units and approve purchase from Ace Hardware.

Comments: Over the years many of the knobs have been replaced so several units have mismatched knobs and the knobs which are still the original knobs are worn. We have budgeted for replacement knobs for the apartments. We need to purchase about 625 knobs to cover all bedroom, closet, and bathroom doors. Approximately half of the knobs will need to be privacy knobs with locking capability. Since a majority of our units are occupied by elderly/disabled residents, we plan to install a lever type of handle which is ADA Compliant to accommodate their needs. The knob quoted is the same knob that was installed in the handicap accessible units, so all knobs will be the same in all apartments. Steve and Joe will be installing the new knobs as time allows and the timeframe will be dependent upon apartment turnover.

We have gotten quotes from the following retailers.

<u>Vendor</u>	<u>Privacy Locks</u>	<u>Passage Locks</u>	<u>Total Quote</u>
Schueth Ace Hardware Charles City	325 @ \$26.00 each	300 @ \$25.85 each	\$16,205.00
Superior Lumber Charles City	325 @ \$28.95 each	300 @ \$27.75 each	\$17,733.75
ProBuild Waterloo	325 @ \$26.99 each	300 @ \$25.49 each	\$16,418.75
Titus Lock Charles City	325 @ \$28.50 each	300 @ \$28.50 each	\$17,812.50

MEETING DATE: 2/18/16

RE: Set Special Board Meeting

REQUESTED ACTION: Set date for special board meeting for Monday, March 14, 2016 at 7:00 a.m. at housing office.

Comments: The special meeting is necessary to review the bids received for the last phase of the site improvements. The improvements scheduled are the replacement of the handrails and associated cement work at all three sites. The bids are due on Thursday, March 10, 2016 and the meeting will allow us to review the bids and make a recommendation to the City Council prior to their planning session on March 16, 2016.

MEETING DATE: 2/18/16

RE: Approve Resolution 01-16 Annual Civil Rights Certification

REQUESTED ACTION: Approve Resolution 01-16 Annual Civil Rights Certification.

Comments: President Bush passed the Housing and Economic Recovery Act of 2008 (HERA) on July 30, 2008. Sections 2701 and 2702 of Title VII of the Act amends section 5A of the 1937 Housing Act and exempts qualified agencies from completing and submitting an Annual Plan. However, it requires the following civil rights certification to be done and submitted annually:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

A qualified agency is one who administers fewer than 550 combined public housing and section 8 units, is not designated as troubled and has not had a failing score under SEMAP during the prior 12 months.

RESOLUTION NO. 01-16

ANNUAL CIVIL RIGHTS CERTIFICATION

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 HERA requires each qualified public housing agency to make the following civil rights certification:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding civil rights certification and will operate the programs of the agency in compliance with the certification to the fullest extent possible, and; authorize their approval for its submission to the Department of Housing and Urban Development.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 18th DAY OF FEBRUARY, 2016.

Board Chairperson

ATTEST:

Heidi Nielsen, Director

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Charles City Housing & Redevelopment Authority

IA002

PHA Name

PHA Number/HA Code

I hereby certify that all 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)

Name of Authorized Official **Jeremy Heyer**

Title **Board Chairperson**

Signature

Date **02/18/2016**

Election of Officers

Chairperson.

_____ moved to nominate _____ as
Chairperson. _____ seconded the motion. _____
moved that all nominations cease and _____ seconded
the motion. Roll call: Heyer, Haglund, Coulson, Tyler, Miller.

Vice-Chairperson.

_____ moved to nominate _____ as Vice-
Chairperson. _____ seconded the motion.
_____ moved that all nominations cease and
_____ seconded the motion. Roll call: Miller, Coulson,
Tyler, Haglund, Heyer.

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