

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

March 17, 2016, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of February 19, 2016 1-3
- IV. Approval of Bills for March 2016 4
- V. Communications 5-8
 - 1. CFP Update
 - 2. Voucher Funding/Utilization
 - 3. Update on Audit Finding
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports 9-12
 - 2. Approve Resolution 02-16 Adopting Revised Accounting Policies & Procedures..... 13-18
 - 3. Approve Quotes for Carpet and Installation and Tile..... 19
 - 4. Review Revised 5-Year Action Plan..... 20-21
 - 5. Approve Resolution 03-16 Approving Public Housing Budget..... 22-32
- VIII. Executive Director's Report
- IX. Move to Adjorn

*****Special Meeting Set for Tuesday, April 5, 2016 at 7:00 a.m.*****

Next regular meeting scheduled for **Tuesday, April 19, 2016**
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 18, 2016 7:00 a.m.

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of January 21, 2016. On motion by Tyler and a second by Haglund, the minutes of January 21, 2016 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Haglund moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$69,451.93. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business

Review Financial Reports. Board reviewed the reports and there were no questions. No action was required.

Review and Approve City Budget Reports for FYE 2016/2017. Nielsen reviewed the proposed budgets for next fiscal year. She explained that once approved the budgets will be sent to our fee accountant to prepare the budgets in the HUD prescribed format. Other than minor adjustments, the only other major changes from the current budget were to increase the maintenance payroll and benefits to account for a change to create an additional full-time maintenance position and eliminate the part-time position, and to reallocate some of the office staff benefits between the public housing and section 8 programs. Haglund motioned to approve the budget and Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

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

Approve Purchase of Replacement Door Knobs for the Terraces. Nielsen explained that the old knobs are mis-matched and worn and the replacement knobs specified are the same knobs and the ones being installed in the accessible units so they will all be uniform. Haglund noted that Ace Hardware was the lowest quote and Nielsen

confirmed this and the request to purchase the knobs from Ace. Nielsen stated that due to the cost of the knobs, City Council approval is also required for the purchase. Coulson motioned to approve the purchase of the knobs from Ace Hardware, seconded by Tyler. Ayes: 4, Nays: 0. Motion carried.

Set Special Board Meeting. Nielsen requested that there be a special meeting set for March 14, 2016 at 7:00 a.m. to discuss the bids for the handrail project. It was explained that the meeting was necessary if the Board wanted to view the bids and make a recommendation to the City Council before the council planning session on March 16th. Nielsen also stated that there may be a few more items added to the agenda. Haglund brought to the board's attention that March 14th is the first day of spring break. All members in attendance agreed that the 14th would be fine. No action necessary.

Approve Resolution 01-16 Annual Civil Rights Certification. Nielsen explained that we are required by HUD to submit this certification on an annual basis to ensure that we are complying with all of the fair housing laws. This is required in lieu of an Annual Plan. HUD is requiring the certification to be submitted with the Capital Fund paperwork due on March 16, 2016. Haglund made a motion to approve resolution 01-16 Annual Civil Rights Certification. Coulson seconded the motion. Ayes: Haglund, Tyler, Coulson, and Heyer. Nays: 0. Motion carried on roll call vote.

Election of Officers

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

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

Review of By-Laws for Revision.

The by-laws were reviewed and it was agreed that at this time there are no changes needed. Nielsen explained that due to an update to procurement policy Article II, 4. Official Action, may need to be revised to require all contracts approved be done by resolution. The decision was made to wait to make the revision until the policy is updated and approved.

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

Executive Director's Report.

Nielsen informed the board that there has been another instance of bedbugs and if it continues it may be necessary to train the maintenance staff to do monthly inspections. The board was also informed of HUD's new initiative to reduce the number of over-income residents living in public housing. Also discussed was the annual audit. Nielsen stated that HUD accepted the financial submission and has review the audit. All

findings were cleared except for the finding from 2013/2014 in reference to the General Depository Agreement. HUD is asking for clarification on the securities being held by the bank as collateral on the Housing Authorities funds. The issue is being researched to clear the finding.

Being no further business, Haglund motioned to adjourn and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

**CHARLES CITY HOUSING
MONTHLY BILL LISTING
MARCH 2016**

| Customer | Description | Amount |
|-----------------------------------|--|------------------|
| Barb Lensing | security deposit refund | 200.00 |
| Business Card | back up service, staff training expenses | |
| C.Naber & Associates | accounting fees | 495.00 |
| CDW-G | computer monitor/items purchase | 902.91 |
| Charles City Press | advertising | 1,687.80 |
| Cintas | rug service | 124.84 |
| City of Charles City | water/sewer/URP/S8 inspections | 2,974.34 |
| Dale Bunston | snow removal | 275.00 |
| Gale's Country Cleaning | packing tenant apts for remodel NCT | 587.50 |
| Gardiner Thomsen | audit fees | 1,750.00 |
| GE Capital | copier lease | 252.02 |
| HAPS | MAR HAPS | 47,961.33 |
| Hockenson Plumbing | plumbing expenses/items | 400.45 |
| Iowa Department of Transportation | fuel | |
| Jendro Sanitation | trash service | 633.00 |
| Linderman Heating & Air, LLC | maintenance repairs/items | 268.14 |
| Mehmen's Painting | paint service | 120.00 |
| Michaels Band Box | carpet cleaning @ MS/office | 327.99 |
| Mid American Energy | electric/gas/URP | 5,045.98 |
| PHADA | membership dues | 610.00 |
| Plunkett's Pest Control | pesticide treatments/inspections | 1,675.00 |
| Reserve Account | prepaid postage for meter | 750.00 |
| Russ Scholl Estate | security deposit refund | 209.34 |
| Schueth Ace Hardware | maintenance items | 776.90 |
| Secretary of State | notary renewal/Heidi | 30.00 |
| Sherwin Williams | paint | 160.20 |
| Sisson & Associates | insurance for NCT project | 98.00 |
| Sleep Inn & Suites | relocation charge for NCT tenants | 3,080.80 |
| Superior Lumber | door replacement | 161.00 |
| Trent Parker | computer support | |
| US Cellular | cell service | 72.41 |
| YARDI | criminal background checks | 31.50 |
| | | 71,661.45 |

REQUESTED ACTION: None - for your information only.

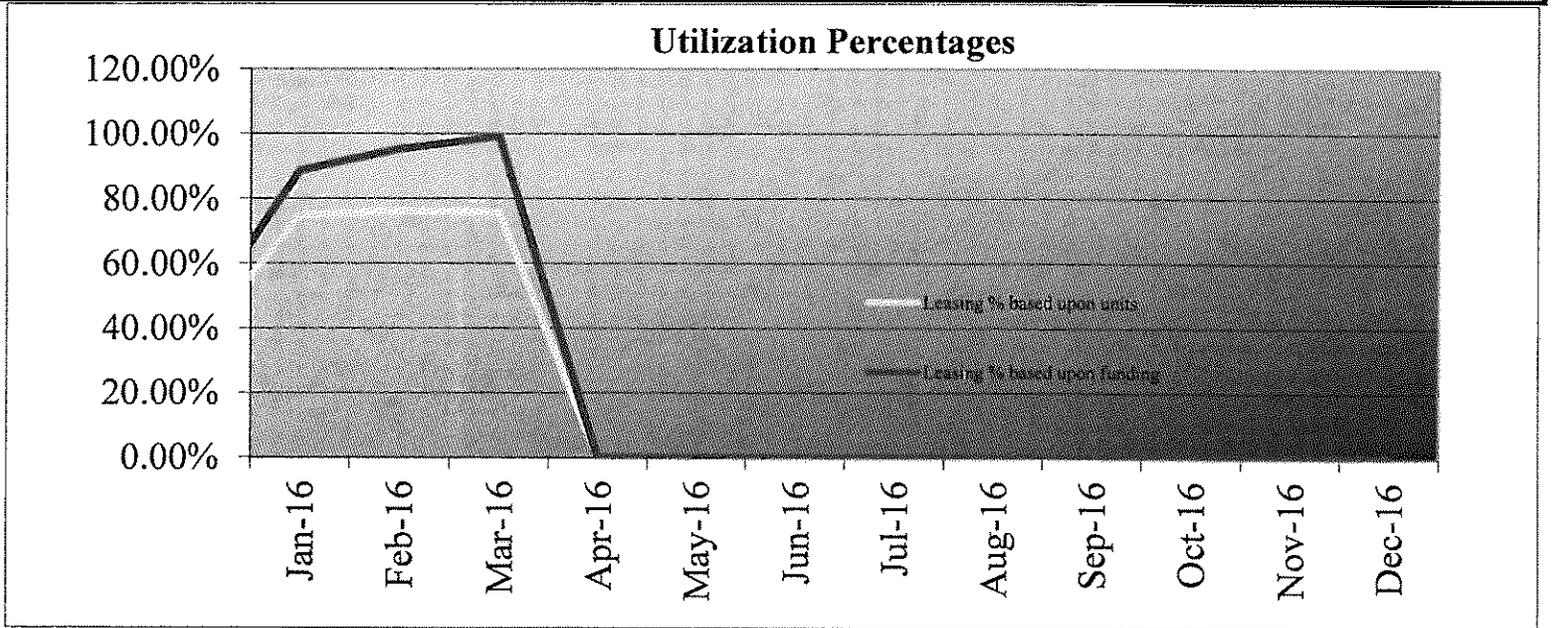
1. **Capital Fund Update.** It is anticipated that the work at North Cedar Terrace will be complete by March 16th. In addition, all of the required documents have been submitted for the 2016 Capital Fund award.
2. **Section 8 Funding/Utilization.** See attachments
3. **Update on Audit Finding.** CUSB has provided us with a different list of collateral that appear to meet the HUD requirements. A response to HUD's letter has been sent along with the list from the bank. We haven't gotten a return response from HUD yet to clear the finding.
4. **Monthly Rental Status Update.**

| Month of February 2016 | Total Leased 2/1/16 | New Leases | Removed Or Moved | Total Leased 3/1/16 | Total On Waiting List | Offered Assistance | Removed |
|-------------------------|---------------------|------------|------------------|---------------------|-----------------------|--------------------|---------|
| Terraces 132 Units | 130 | 1 | 1 | 130 | 12 | 3 | 9 |
| Morningside 16 Units | 14 | 1 | 0 | 15 | 2 | 2 | 0 |
| Section 8 197 Units | 150 | 4 | 5 | 149 | 17 | 13 | 6 |

Declined Assistance (2) Over Income () Denied () Insufficient Address (1)
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ()
 Voucher Expired (1) Purged (9)
 Terminations: PH () S8 (3)

5. **End of Participation Tracker.** See attachment

| | 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 | \$ 48,352 | \$ 42,876 | 88.67% | \$ 291.67 |
| Feb-16 | 197 | 150 | 76.14% | \$ 117.00 | \$ 48,352 | \$ 45,995 | 95.13% | \$ 306.63 |
| Mar-16 | 197 | 149 | 75.63% | | \$ 48,352 | \$ 47,925 | 99.12% | \$ 321.64 |
| Apr-16 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| May-16 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| Jun-16 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| Jul-16 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| Aug-16 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| Sep-16 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| Oct-16 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| Nov-15 | 197 | | 0.00% | | \$ 48,352 | | 0.00% | |
| Dec-16 | 197 | | 0.00% | | \$ 48,353 | | 0.00% | |
| YTD | 2,364 | 446 | 18.87% | \$ 247.00 | \$ 580,225 | \$ 136,796 | 23.58% | \$ 306.72 |



| | |
|--|------------|
| NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016: | \$ 98,335 |
| HAP Funding YTD: | \$ 580,225 |
| HAP Expenditures YTD: | \$ 136,796 |
| HAP Revenue (Fraud, FSS Forfeits) YTD: | \$ 247 |
| Current Remaining NRA / Prog Reserve: | \$ 542,011 |
| Current Monthly Funding (a) | \$ 48,352 |
| Current Average HAP Payment (b) | \$ 307 |
| # of Units the Current Monthly Funding Would Support (a)/(b) | 158 |
| # of Units Currently Leased | 149 |
| Excess Units Leased, Current Month | (9) |
| Current Year-to-Date Funding (a) | \$ 580,225 |
| Current Year-to-Date Average HAP Payment (b) | \$ 307 |
| # of Unit-Mos the Current Monthly Funding Supports (a)/(b) | 1,892 |
| # of Unit-Mos Leased Year-to-Date | 446 |
| Excess Unit-Mos Leased, Year-to-Date | (1,446) |
| Estimate of next years funding: | |
| YTD HAP expense | \$ 136,796 |
| Months to date | 2 |
| Average Monthly HAP Expense | \$ 68,398 |
| Estimated 2016 HAP Funding at 100% | \$ 68,398 |
| Number of Units Supported at 100% | 223 |

HCV HAP Spending Projection

| | C | D | E | F | G | H | I | J | K | L | M | N | |
|----------|--|---|---|----------------------------------|--|--|----------|--|---|--|--|-----------|--|
| | NRA | | | | | | | | HUD Held | | | | |
| 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: 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 (including 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 | | |
| 4 | | | | | | | | | | | | | |
| 5 | IA002 | | | | | | | | | | | | |
| 6 | CY 2015 | | | | | | | | | | | | |
| 7 | January | \$3,858 | \$50,801 | \$46,396 | \$8,263 | \$46 | \$8,309 | CY 2015 | \$94,477 | \$48,673 | \$50,801 | \$92,349 | |
| 8 | February | \$8,309 | \$50,515 | \$49,152 | \$9,672 | \$147 | \$9,819 | January | \$92,349 | \$48,820 | \$50,515 | \$90,654 | |
| 9 | March | \$9,819 | \$50,515 | \$47,877 | \$12,457 | \$148 | \$12,605 | February | \$90,654 | \$48,820 | \$50,515 | \$88,959 | |
| 10 | April | \$12,605 | \$46,065 | \$47,739 | \$10,931 | \$1,031 | \$11,962 | March | \$88,959 | \$49,127 | \$46,065 | \$92,021 | |
| 11 | May | \$11,962 | \$43,833 | \$48,728 | \$7,067 | \$7,067 | \$9,052 | April | \$92,021 | \$49,130 | \$43,833 | \$97,318 | |
| 12 | June | \$7,067 | \$49,587 | \$48,019 | \$8,635 | \$417 | \$9,052 | May | \$97,318 | \$49,130 | \$49,587 | \$96,861 | |
| 13 | July | \$9,052 | \$39,901 | \$51,695 | -\$2,742 | \$10 | -\$2,742 | June | \$66,861 | \$49,730 | \$39,901 | \$106,690 | |
| 14 | August | -\$2,742 | \$54,469 | \$51,161 | \$566 | \$576 | \$8,365 | July | \$106,690 | \$49,130 | \$54,469 | \$101,351 | |
| 15 | September | \$576 | \$56,900 | \$49,196 | \$8,260 | \$85 | \$8,365 | August | \$101,351 | \$49,130 | \$56,900 | \$93,581 | |
| 16 | October | \$8,365 | \$52,729 | \$49,666 | \$11,428 | \$116 | \$11,544 | September | \$93,581 | \$49,010 | \$52,729 | \$89,882 | |
| 17 | November | \$11,544 | \$51,161 | \$48,245 | \$14,460 | \$122 | \$14,582 | October | \$89,882 | \$49,010 | \$51,161 | \$87,711 | |
| 18 | December | \$14,582 | \$51,161 | \$44,561 | \$21,182 | \$163 | \$21,345 | November | \$87,711 | \$58,544 | \$51,161 | \$95,094 | |
| 19 | Total | | \$597,637 | \$582,435 | | \$2,285 | | December | \$598,254 | | \$597,637 | | |
| 20 | | | | | | | | Total | | | | | |
| 21 | CY 2016 | | | | | | | | | | | | |
| 22 | January | \$21,345 | \$50,180 | \$42,876 | \$28,649 | \$65 | \$28,714 | CY 2016 | \$95,094 | \$48,406 | \$50,180 | \$93,320 | |
| 23 | February | \$28,714 | \$39,175 | \$46,671 | \$21,218 | \$117 | \$21,335 | January | \$93,320 | \$48,406 | \$39,175 | \$102,551 | |
| 24 | March | \$21,335 | \$49,210 | \$47,925 | \$22,620 | | \$22,620 | February | \$102,551 | \$48,406 | \$49,210 | \$101,747 | |
| 25 | April | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | March | \$48,406 | | \$0 | \$149,937 | |
| 26 | May | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | April | \$48,190 | | \$0 | \$198,289 | |
| 27 | June | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | May | \$48,352 | | \$0 | \$246,641 | |
| 28 | July | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | June | \$48,352 | | \$0 | \$294,993 | |
| 29 | August | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | July | \$48,352 | | \$0 | \$343,345 | |
| 30 | September | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | August | \$48,352 | | \$0 | \$391,697 | |
| 31 | October | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | September | \$48,352 | | \$0 | \$440,049 | |
| 32 | November | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | October | \$48,352 | | \$0 | \$488,401 | |
| 33 | December | \$22,620 | \$22,620 | \$22,620 | \$22,620 | | \$22,620 | November | \$48,352 | | \$0 | \$536,754 | |
| 34 | Total | | \$136,565 | \$137,472 | | \$182 | | December | \$488,401 | | \$83,55 | | |
| | | | | | | | | Total | \$580,225 | | \$136,565 | | |

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 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 9 |
| ZERO HAP | 1 | | | | | | | 1 | | | | | 1 |
| MUTUAL RECISSION | | | | | | | 1 | 1 | | | | | 1 |
| ANNUAL RE-EXAM SEARCHING | | | 1 | | 1 | 1 | 1 | 1 | | | | | 4 |
| PORT-OUT ABSORBED | | | 1 | | | 1 | 1 | 1 | | | | | 2 |
| PORT-OUT SEARCHING | 1 | | 3 | | 2 | 2 | 1 | 1 | | 1 | | | 11 |
| DECEASED | 1 | | 1 | | 2 | 2 | 1 | 1 | | 1 | | | 3 |
| MOVED IN VIOLATION | | | 2 | 1 | 2 | 1 | 1 | | | | 2 | | 8 |
| EVICED | | 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 | | | | | 1 | | | 3 |
| 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 | | | | | | | | | | | | | 0 |
| TOTALS | 2 | 5 | 12 | 5 | 11 | 10 | 5 | 7 | 5 | 0 | 0 | 0 | 62 |
| PUBLIC HOUSING | | | | | | | | | | | | | |
| LEFT IN GOOD STANDING | 4 | 1 | 1 | 2 | 1 | 2 | 2 | 2 | 1 | 1 | | | 16 |
| DECEASED | | | | | | | | | | | | | 1 |
| MOVED IN VIOLATION | 1 | | | | 2 | | | | | | | | 1 |
| TERMINATED FOR LEASE VIOLATIONS | | | 1 | | | | | | | | | | 3 |
| EVICED | | | | | | | | | | | | | 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 | 2 | 2 | 0 | 0 | 21 |

MEETING DATE: 3/17/16

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2016, FISCAL 8/2016

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|------------------------------------|-----------------|----------------|----------------|----------------------|------------|
| 173-532-4300 | INTEREST-PUBLIC HOUSING | 24,500.00 | 2,755.12 | 20,679.70 | 84.41 | 3,820.30 |
| 173-532-4504 | FRAUD-PUBLIC HOUSING | 4,000.00 | 30.00 | 1,254.95 | 31.37 | 2,745.05 |
| 173-532-4506 | DWELLING RENT-PUBLIC HOUSING | 490,000.00 | 38,165.00 | 319,644.70 | 65.23 | 170,355.30 |
| 173-532-4507 | EXCESS UTILITY-PUBLIC HOUSING | 9,500.00 | 236.00 | 4,926.00 | 51.85 | 4,574.00 |
| 173-532-4508 | CONTRIB-OTHER-PUBLIC HOUSING | 13,500.00 | 1,175.00 | 7,884.00 | 58.40 | 5,616.00 |
| 173-532-4710 | REIMBURSED EXP-PUBLIC HOUSING | 2,000.00 | 156.94 | 3,215.17 | 160.76 | 1,215.17 |
| 173-532-4781 | OPER SUBSIDY-PUBLIC HOUSING | 180,000.00 | 16,249.00 | 130,276.00 | 72.38 | 49,724.00 |
| | PUBLIC HOUSING TOTAL | 723,500.00 | 58,453.18 | 487,880.52 | 67.43 | 235,619.48 |
| 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 | 6,737.72 | 58,529.75 | 69.59 | 25,577.25 |
| 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 | 457.72 | 3,993.86 | 60.63 | 2,593.14 |
| 173-532-6130 | IPERS - PUBLIC HOUSING | 7,689.00 | 601.70 | 5,193.08 | 67.54 | 2,495.92 |
| 173-532-6150 | HEALTH INS - PUBLIC HOUSING | 29,985.00 | 2,498.79 | 19,990.32 | 66.67 | 9,994.68 |
| 173-532-6151 | LIFE INS - PUBLIC HOUSING | 300.00 | 25.96 | 207.68 | 69.23 | 92.32 |
| 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 | 2,046.92 | 3,962.38 | 79.25 | 1,037.62 |
| 173-532-6370 | GAS - PUBLIC HOUSING | 40,000.00 | 3,657.30 | 12,513.68 | 31.28 | 27,486.32 |
| 173-532-6371 | UTILITIES - PUBLIC HOUSING | 45,000.00 | 5,412.04 | 33,625.79 | 74.72 | 11,374.21 |
| 173-532-6374 | WATER - PUBLIC HOUSING | 18,000.00 | 1,479.21 | 11,738.85 | 65.22 | 6,261.15 |
| 173-532-6379 | OTH UTIL-PUBLIC HOUSING -SEWER | 24,000.00 | 1,097.46 | 13,820.10 | 57.58 | 10,179.90 |
| 173-532-6401 | ACCOUNTING FEES-PUBLIC HOUSING | 4,000.00 | 325.00 | 1,930.51 | 48.26 | 2,069.49 |
| 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 | 36.00 | 2,543.93 | 101.76 | 43.93 |
| 173-532-6415 | COPIER LEASE - PUBLIC HOUSING | 2,900.00 | 252.02 | 2,016.16 | 69.52 | 883.84 |
| 173-532-6420 | CONTRACT SERVICES - PUBLIC HOUSING | 24,000.00 | 1,228.48 | 10,642.65 | 44.34 | 13,357.35 |
| 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 | 2,419.89 | 21,058.58 | 84.23 | 3,941.42 |
| 173-532-6599 | MAINT MATERIALS-PUBLIC HOUSING | 75,000.00 | 4,661.94 | 37,629.72 | 50.17 | 37,370.28 |
| 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 | 32,938.15 | 275,443.53 | 55.72 | 218,849.47 |
| 173-536-6010 | SALARY - PH MAINT | 75,190.00 | 6,315.24 | 53,486.00 | 71.13 | 21,704.00 |
| 173-536-6040 | OVERTIME SALARY - PH MAINT | 3,100.00 | 715.57 | 3,231.06 | 104.23 | 131.06 |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2016, FISCAL 8/2016

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-----------------|----------------|----------------|----------------------|------------|
| 173-536-6110 | FICA - PH MAINT | 5,989.00 | 511.35 | 4,126.98 | 68.91 | 1,862.02 |
| 173-536-6130 | IPERS - PH MAINT | 6,991.00 | 575.99 | 4,960.67 | 70.96 | 2,030.33 |
| 173-536-6150 | HEALTH INS - PH MAINT | 16,621.00 | 1,385.05 | 11,080.40 | 66.67 | 5,540.60 |
| 173-536-6151 | LIFE INS - PH MAINT | 100.00 | 8.37 | 66.96 | 66.96 | 33.04 |
| 173-536-6160 | WORK COMP - PH MAINT | 1,890.00 | .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 | 9,511.57 | 77,424.19 | 69.83 | 33,456.81 |
| 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 | 16,003.46 | 135,012.80 | 114.10 | 16,686.80- |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2016, FISCAL 8/2016

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|--------------|-------------|-------------|-------------------|------------|
| 174-533-4300 | INTEREST - SECTION 8 | 300.00 | 148.13 | 884.71 | 294.90 | 584.71- |
| 174-533-4440 | STATE GRANT-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-4504 | FRAUD-SEC 8 | 4,500.00 | 233.00 | 1,353.00 | 30.07 | 3,147.00 |
| 174-533-4505 | HUD CONTRIB-SEC 8 | 600,000.00 | 39,175.00 | 395,676.00 | 65.95 | 204,324.00 |
| 174-533-4509 | ADMIN FEE/HTH-SEC 8 | 90,000.00 | 7,403.00 | 61,996.00 | 68.88 | 28,004.00 |
| 174-533-4710 | REIMBURSED EXP-SEC 8 | 1,000.00 | 300.00 | 1,047.00 | 104.70 | 47.00- |
| 174-533-4715 | REFUNDS-SEC 8 | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| | SECTION 8 VOUCHER TOTAL | 696,800.00 | 47,259.13 | 460,956.71 | 66.15 | 235,843.29 |
| 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 | 2,302.08 | 23,796.45 | 66.02 | 12,249.55 |
| 174-533-6040 | OVERTIME SALARY - SECTION 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6110 | FICA - SECTION 8 | 2,757.00 | 154.05 | 1,625.72 | 58.97 | 1,131.28 |
| 174-533-6130 | IPERS -SECTION 8 | 3,219.00 | 205.56 | 2,118.79 | 65.82 | 1,100.21 |
| 174-533-6150 | HEALTH INS - SECTION 8 | 19,990.00 | 1,665.86 | 13,326.88 | 66.67 | 6,663.12 |
| 174-533-6151 | LIFE INS - SECTION 8 | 200.00 | 17.31 | 138.47 | 69.24 | 61.53 |
| 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 | 350.00 | 350.00 | 23.33 | 1,150.00 |
| 174-533-6380 | UTILITY ALLOT - SECTION 8 | 15,000.00 | 1,337.00 | 10,688.00 | 71.25 | 4,312.00 |
| 174-533-6401 | ACCOUNTING FEES - SECTION 8 | 3,500.00 | 220.00 | 1,950.00 | 55.71 | 1,550.00 |
| 174-533-6420 | CONTRACT SERVICES - SECTION 8 | 10,000.00 | 614.50 | 4,758.00 | 47.58 | 5,242.00 |
| 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 | 44,658.00 | 374,343.91 | 62.39 | 225,656.09 |
| 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 | .00 | 1,016.36 | 33.88 | 1,983.64 |
| | SECTION 8 VOUCHER TOTAL | 702,676.00 | 51,524.36 | 434,126.31 | 61.78 | 268,549.69 |
| 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- | 4,265.23- | 26,830.40 | 456.61- | 32,706.40- |

MEETING DATE: 3/17/16

RE: Approve Resolution 02-16 Adopting Revised Accounting Policies and Procedures

REQUESTED ACTION: Approve Resolution 02-16 to adopt revised accounting policies and procedures.

Comments: Due to the audit finding concerning month end bank reconciliation, we have revised the accounting policies and procedures to ensure that the reconciliation is being done. This will also help to close the finding with HUD. A copy of the policy is attached. Please review it so we can discuss it prior to approval.

Charles City Housing Authority Accounting Policies & Procedures
Approved 03/17/2016 – Resolution No 02-16

ACCOUNTS RECEIVABLE

Dwelling Rent/Excess Utilities Charges

1. Once a month all dwelling rent charges are calculated by the Housing Specialist based on new tenants, annual re-exams and interim changes, and end of participations.
2. Files are forwarded to the Housing Director to be reviewed for accuracy.
3. The charges are generated by housing software including charges for excess utilities.
4. The Housing Assistant runs the batch reports for the charges.
5. The Housing Assistant prepares spreadsheet to send to bank for rent payments to be processed as EFT payments.

Repayments

1. Housing Specialist forwards all repayment agreements to Housing Assistant to record in software.
2. Housing Assistant forwards new charges to Housing Director.
3. Housing Director prints all new charges to update tenant account receivable balances.

Security Deposits

1. All charges for security deposits are entered by Housing Specialist when new tenant signs lease and move-in paperwork is processed.
2. Housing Specialist prepares security deposit register to record payments.
3. Housing Director records payments on register each month as payments are made.

Damage Charges

1. Maintenance forwards all damage charges to Housing Assistant.
2. Housing Assistant enters charges into software to generate charges and prints a register to forward to director.
3. Housing director records and updates all charges to tenant accounts receivable on a monthly basis.

ACCOUNTS PAYABLE

Vendor Invoices

1. All incoming invoices are received and verified by the housing assistant and filed for payment.
2. The housing assistant prepares requests for payments (claims) and codes the expenses to the proper account.
3. On a monthly basis, prior to the second Friday of each month, all requests for payment are compiled into a bill listing by the housing assistant.
4. The bill listing generated is incorporated into the agenda to be reviewed and action taken by housing board at the regular board meeting.
5. The final bill listing and claims are forwarded to the Executive Director to review and approve claims.

6. The claims are then reviewed and approved by the housing board and the Housing Board Chairperson signs off on the claims.
7. The approved claims are forwarded to City Hall for payment.
8. Once at City Hall the claims are reviewed by the City Clerk and approved for payment.
9. The claims are entered by the Utility Clerk into the accounting system and processed for payment.
10. The Utility Clerk prints the checks and the checks are signed by the City Clerk.
11. The payments are paid from the City bank account a payable is created and the funds are transferred to the City from Housing bank account the next month.
12. The Utility Clerk prepares the payments for mailing.
13. The Deputy City Clerk takes the completed payments to the Post Office.
14. The processed claims are then returned to the Housing Department.

Security Deposit Refunds

1. Upon move out damage fees are determined by maintenance and are forwarded to Housing Specialist.
2. Security Deposit refund requests are prepared by the Housing Specialist and forwarded to the Housing assistant for payment.
3. Any portion of the deposit held for damages, rent, or unpaid repayments are determined by the Housing Specialist and forwarded to the Housing Assistant for payment to the agency.
4. Refunds and payment then go through steps 2 through 14 above.

Housing Assistance Payments (HAP) & Utility Reimbursement Payments (URP)

1. Once a month all HAP and URP payments are calculated by the Housing Specialist based on new participants, annual re-exams and interim changes and end of participations.
2. Files are forwarded to the Housing Director to be reviewed for accuracy.
3. The HAP register is prepared by the Housing Specialist and forwarded to the Housing Assistant for entry on spreadsheet.
4. The spreadsheet is forwarded to the Utility Clerk at City Hall to enter into accounting system for payment.
5. The payments are processed and either sent direct deposit or by check.
6. The Housing Assistant prepares claim to be reviewed and approved by board.

Payroll

1. Payroll is done on a bi-weekly basis.
2. Each employee prepares their time sheets and submits them to the Housing Director at the end of each pay period.
3. The Housing Director reviews and signs off on the time sheets.
4. The time sheets are forwarded to City Hall for payment.
5. All payroll reporting and other payroll functions are completed by the City and are outside of the scope/authority of the Housing Authority as a department of the City.

BANK DEPOSITS/RECEIPT OF PAYMENTS

1. The Housing Assistant collects rent payments and other receipts, codes them to the proper accounts, and prints receipts.
2. The receipts are kept with payments until bank deposits are processed.
3. Deposits are generally done on Fridays and the last day of each month.

4. The Housing Director prepares the bank deposits by printing a bank deposit report from software. The individual payments are reconciled with the receipt. The cash and checks are totaled and the total is reconciled with the bank deposit report. Then a deposit report is prepared with totals to be recorded against the proper accounts. The deposit report is sent to the Deputy City Clerk.
5. Maintenance takes the deposit to the bank and the deposit receipt is taken to City Hall.
6. At month-end the Deputy City Clerk matches deposit report with bank deposit receipt, reconciles with bank statement, and posts to appropriate accounts which are verified by Housing Director.

ELOCCCS/HUD DEPOSITS

1. Housing Director draws down all operating subsidies and capital funds and notifies Deputy City Clerk of deposit date and amount.
2. Housing Director forwards correspondence from HUD to Deputy City Clerk with HAP and administrative fee deposit amounts.
3. At month end Deputy City Clerk reconciles deposits with amounts reported by Housing Director and posts them to the appropriate accounts which are verified by Housing Director.

ACCOUNTING REPORT PREPARATION

1. After the first of the month, the Deputy City Clerk prepares and prints the operating reports for the previous month. (City operates on a cash accounting system)
2. The reports generated consist of Fund Balances for all City Funds, operating reports (revenues and expenses) for the Housing Department specific funds:
 - a. Security Deposits
 - b. Public Housing
 - c. Section 8
 - d. All open Capital Funds
3. The Deputy City Clerk reconciles bank accounts from the statements.
4. The Deputy City Clerk transfers funds from the Housing bank account to the City bank account based on the expenses incurred the previous month by the Housing Department and paid by the City from it's account.
5. The bank statement for the Housing Department is forwarded the Housing Director with the operating reports.
6. The Housing Director records the deposits made to the tenant accounts in the security deposit register and reconciles the register to the fund balance on record with the City.
7. The Housing Director reconciles the claims paid with the operating report to ensure that payments were properly made and recorded.
8. The Housing Director reviews the operating reports and prepares the packet of materials to send to the fee accountant.
9. The packet consists of monthly rent roll, excess utilities, security deposits received, and damages/fraud payments received, bank deposits, operating reports from the City, Housing Department bank statements, security deposit refund ledgers, cover sheet with calculations of monthly charges, receipts, tenant accounts receivable balance, and tenant security deposit account balance.

10. The fee accountant then makes all entries and adjusting entries to convert cash reports to accrual and record in appropriate HUD accounts, including recording the payable to the city to reimburse them for the prior monthly expenses.
11. The fee accountant also reconciles the general ledger to bank balance and city fund balances.
12. The fee accountant prepares the financial reports and forwards them to the Housing Director

ACCOUNTING OVERSIGHT

1. Upon receipt of the financial reports from the fee accountant, the Housing Director prepares a reconciliation of the general ledger to the bank statement and City Fund cash balances.
2. The Housing Board reviews the City Operating reports during the monthly board meetings.
3. Accounting procedures, reports, and individual transactions are subject to annual audit.

BUDGETS

1. The Housing Director prepares budgets for all funds under control of the housing department.
2. The budgets are forwarded to the City Clerk for review and entry into the accounting system.
3. The budgets are reviewed by the board and recommendation for approval is made to the City Council.
4. Once approved by the City Council, the public housing budget is sent to the fee accountant to convert to HUD prescribed format and is returned to the Housing Director.
5. The budget is presented to the Board for approval and is approved by resolution.
6. The resolution is forwarded to the FMC.
7. When required, all budget revisions are prepared three months prior to year-end and are approved by board resolution and resolution is forwarded to the FMC.

RESOLUTION NO. 2-16

ADOPTION OF ACCOUNTING POLICY AND PROCEDURES

Charles City Housing and Redevelopment Authority (CCHRA)

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 (HUD); and

WHEREAS, HUD requires all policies to be adopted by resolution and the City of Charles City has delegated the authority to the Housing Board to make decisions necessary for the operation of the organization; and

WHEREAS, the accounting policy and procedures were designed to provide a system of internal controls and accountability when dealing with the day to day financial operations of the housing authority,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Board has reviewed the above referenced Accounting Policy and Procedures and agree the policy and procedures provide adequate internal controls to ensure that all receipts and expenditures are accurately reported and controlled and authorize their approval for their implementation.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 21st DAY OF MARCH 2016.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Approve quote from Houdek Floor Covering for purchase of carpet plus installation and approve quote from Hillegas Flooring for purchase of tile.

Comments: Our existing agreement was with Foxen Floors who are no longer in business. We were unable to secure a third bid in town because there are only two businesses left in town who provide and install carpet. By going outside of town for the carpet we wouldn't get the turn-around time that we need to get the empty apartments ready and we would also be charged for the trip to Charles City. We attempted to go on-line and find pricing for the tile and did find vendors who offered the tile at a more reduced price. However, the reviews of the vendor's were poor. Due to this, we would like to accept the local quotes. The following table compares both of them:

| | Hillegas Flooring | Houdek Floor Covering |
|--------------------------|-------------------|-----------------------|
| Tile | \$1.15 per tile | \$1.34 per tile |
| 2 Bedroom at Morningside | \$1,342.86 | \$1,264.98 |
| 3 Bedroom at Morningside | \$1,582.08 | \$1,487.07 |

We only needed quotes for the purchase of tile because Steve and Joe do all of the installation and we only provide carpet in the units at Morningside. The quotes for carpet installation are for installing carpet in an entire unit. We very seldom need to replace the carpet in an entire unit and the quotes are further broken down by square yard and different labor costs for installation on the stairs. The total per unit cost was used to simplify the process.

Many times we are able to recover some of the cost of the carpet replacement from the tenant when it is apparent that the damage was caused by them.

REQUESTED ACTION: Review updated Five-Year Action Plan.

Comments: The attached schedule outlines the projects with their associated costs and the projected timeline. Due to construction delays, budgetary revisions, and some unanticipated needs, we need to revise the existing action plan which is part of our approved 5-Year Plan. These changes constitute a substantial deviation from the existing plan and require board approval and a public hearing. These changes are included in the public hearing that has been scheduled for April 19th. The board will vote to approve the changes after the public hearing. The revised action plan has been submitted to HUD for approval.

Revised Five Year Action Plan

All amounts that appear in bold print are changes from approved plan.

| 2015 | Cost Estimate | Funding Source |
|--|------------------|--|
| Architectural Work | 7,345.00 | CFP 2013 - \$2,345 CFP 2014 - \$5,000 |
| Accessibility Alterations | \$83,190 | CFP 2014 - \$83,190 |
| | | |
| 2016 | Cost Estimate | Funding Source |
| Replace living room windows at South Cedar Terrace (approx. 160 windows) | \$101,480 | CFP 2016 - \$101,480 |
| Install handrails and cement work | \$149,750 | CFP 2014 - \$8,185 CFP 2015 - \$135,174 CFP 2016 - \$6,391 |
| 4 Computers | \$19,000 | CFP 2016 - \$19,000 |
| General Administration/Operations | \$5,000 | CFP 2016 - \$5,000 |
| | | |
| 2017 | Cost Estimate | Funding Source |
| Replace boilers at South Cedar Terrace | \$35,000 | CFP 2017 - \$35,000 |
| Replace kitchen cabinets and countertops At Morningside Apartments | \$45,000 | CFP 2017 - \$45,000 |
| Replace kitchen flooring at Morningside | \$10,000 | CFP 2017 - \$10,000 |
| Replace bathroom flooring at Morningside | \$10,000 | CFP 2017 - \$10,000 |
| Sidewalk Repairs | \$25,000 | CFP 2017 - \$15,000 |
| Install surge protection on buildings at South Cedar Terrace | \$10,000 | CFP 2017 - \$10,000 |
| Fill/seal cracks in parking lots | \$25,000 | CFP 2017 - \$20,000 |
| | | |
| 2018 | Cost Estimate | Funding Source |
| Replace Pickup and Plow | \$50,000 | CFP 2018 - \$50,000 |
| Replace interior doors and trim at North Cedar Terrace | \$100,000 | CFP 2018 - \$100,000 |
| | | |
| | | |
| 2019 | Cost Estimate | Funding Source |
| Replace interior doors and trim at South Cedar Terrace | \$100,000 | CFP 2019 - \$100,000 |
| Sidewalk/Parking Lot Repairs | \$25,000 | CFP 2019 - \$25,000 |
| General Admin/Operations | \$25,000 | CFP 2019 - \$25,000 |
| | | |
| | | |

MEETING DATE: 3/17/16

RE: Consider Approval of Resolution No. 03-16 to
Approve Public Housing Budget for FYE 6/30/17

REQUESTED ACTION: Approve Resolution No. 03-16 for the Public Housing budget for
FYE 06/30/17.

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

PHA Board Resolution
Approving Operating Budget

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

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

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: CHARLES CITY IA HOUSING AUTHORITY PHA Code: IA002

PHA Fiscal Year Beginning: 7/01/16 Board Resolution Number: 03-16

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

DATE

- Operating Budgets *(for COCC and all Projects)* approved by Board resolution on: 3/17/16
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

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

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operating of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

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

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

| | | |
|--|---------------------|-------------------------|
| Print Board Chairperson's Name: <u>Jeremy Heyer</u> | Signature: _____ | Date: <u>3/17/16</u> |
|--|---------------------|-------------------------|

Operating Budget

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

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

See page four for instructions and Public reporting burden statement

| | | | | | | |
|--|---|---|---|---------------------|---|---|
| a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.: | | b. Fiscal Year Ending 06/30/17 | c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) | | d. Type of HUD assisted project(s) | |
| e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CHARLES CITY HOUSING AUTHORITY | | | | | 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing | 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership |
| f. Address (city, State, zip code) 501 CEDAR TERRACE SOUTH CHARLES CITY, IA 50616 | | | | | 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing | 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership |
| g. ACC Number KC-9056 | | h. PAS/LOCCS Project No. IA00200117J | | i. HUD Field Office | | |
| j. No. of Dwelling Units 148 | k. No. of Unit Months Available 1776 | m. No. of Projects ONE | | | | |

| Line No. | Acct. No. | Description (1) | Actual | Estimates | | Requested Budget Estimates | | | |
|---|--------------|--|-----------------|-----------------------------|---------|----------------------------|--------------------------|-------------------|--------------------------|
| | | | Last Fiscal Yr. | or Actual | | PHA/IHA Estimates | | HUD Modifications | |
| | | | 06/30/15 | Current Budget yr. 06/30/16 | | PUM | Amount (to nearest \$10) | PUM | Amount (to nearest \$10) |
| | | | PUM (2) | PUM (3) | PUM (4) | (5) | (6) | (7) | |
| Homebuyers Monthly Payments for: | | | | | | | | | |
| 010 | 7710 | Operating Expense | | | | 0.00 | | | |
| 020 | 7712 | Earned Home Payments | | | | 0.00 | | | |
| 030 | 7714 | Nonroutine Maintenance Reserve | | | | 0.00 | | | |
| Operating Receipts | | | | | | | | | |
| 070 | 3110 | Dwelling Rental | 255.52 | 247.75 | 275.90 | | 490,000 | | |
| 080 | 3120 | Excess Utilities | 4.85 | 5.35 | 5.35 | | 9,500 | | |
| 090 | 3190 | Nondwelling Rental | | | 0.00 | | 0 | | |
| 100 | Total | Rental Income (sum of lines 070, 080, and 090) | 260.37 | 253.10 | 281.25 | | 499,500 | | |
| 110 | 3610 | Interest on General Fund Investments | 14.01 | 13.63 | 15.71 | | 27,900 | | |
| 120 | 3690 | Other Income | 9.94 | 12.67 | 11.54 | | 20,500 | | |
| 130 | Total | Rental Income (sum of lines 100, 110, and 120) | 284.32 | 279.40 | 308.50 | | 547,900 | | |
| Operating Expenditures - Administration: | | | | | | | | | |
| 140 | 4110 | Administrative Salaries | 49.99 | 45.05 | 47.86 | | 85,000 | | |
| 145 | 41045 | Administrative Benefits | 24.12 | 24.70 | 25.34 | | 44,995 | | |
| 150 | 4130 | Legal Expense | 2.36 | 1.41 | 2.25 | | 4,000 | | |
| 160 | 4140 | Staff Training | 0.89 | 1.41 | 1.69 | | 3,000 | | |
| 170 | 4150 | Travel | | 0.00 | 0.00 | | 0 | | |
| 180 | 4170 | Accounting Fees | 1.56 | 2.03 | 1.69 | | 3,000 | | |
| | 4171 | Auditing Fees | 3.94 | 3.66 | 3.94 | | 7,000 | | |
| 190 | 4195 | City Mgmt / Accounting | 5.07 | 5.07 | 5.07 | | 9,000 | | |
| 200 | 4190 | Office Expense | 8.09 | 8.16 | 7.43 | | 13,200 | | |
| 200 | 4192 | Advertising & Marketing | 0.59 | 0.56 | 1.13 | | 2,000 | | |
| 200 | 4194 | Other Admin Expense | 2.75 | 1.63 | 3.43 | | 6,100 | | |
| 210 | Total | Administrative Expense (sum of line 140 thru line 200) | 99.36 | 93.68 | 99.83 | | 177,295 | | |
| Tenant Services: | | | | | | | | | |
| 220 | 4210 | Salaries | | | 0.00 | | 0 | | |
| 225 | 421045 | Tenant Services Benefits | | | 0.00 | | | | |
| 230 | 4220 | Recreation, Publications and Other Services | 0.06 | 1.13 | 0.28 | | 500 | | |
| 240 | 4230 | Contract Costs, Training and Other | | | 0.00 | | | | |
| 250 | Total | Tenant Services Expense (sum of lines 220, 230, and 240) | 0.06 | 1.13 | 0.28 | | 500 | | |
| Utilities: | | | | | | | | | |
| 260 | 4310 | Water | 9.05 | 9.57 | 9.57 | | 17,000 | | |
| 270 | 4320 | Electricity | 26.54 | 24.21 | 25.90 | | 46,000 | | |
| 280 | 4330 | Gas | 16.21 | 21.44 | 19.71 | | 35,000 | | |
| 290 | 4340 | Fuel | | | 0.00 | | 0 | | |
| 300 | 4390 | Other Utilities Expense | 8.78 | 12.95 | 8.16 | | 14,500 | | |
| 310 | 4431 | Garbage Removal | 3.47 | 2.82 | 4.22 | | 7,500 | | |
| 320 | Total | Utilities Expense (sum of line 260 thru line 310) | 64.05 | 70.99 | 67.57 | | 120,000 | | |
| | | | | | 0.00 | | | | |

Name of PHA/IHA
CHARLES CITY HOUSING AUTHORITY

Fiscal Year Ending
06/30/17

| Line No. | Acct. No. | Description (1) | Actual | <input checked="" type="checkbox"/> Estimates | HUD Modifications | | | |
|--|-----------|---|-----------------|---|-------------------|------------------------------|---------|------------------------------|
| | | | Last Fiscal Yr. | or Actual | | | | |
| | | | 06/30/15 | Current Budget Yr. 06/30/16 | PUM (4) | Amount (to nearest \$10) (5) | PUM (6) | Amount (to nearest \$10) (7) |
| | | | PUM (2) | PUM (3) | | | | |
| Ordinary Maintenance and Operation: | | | | | | | | |
| 330 | 4410 | Labor | 47.88 | 45.66 | 46.68 | 82,900 | | |
| 335 | 441045 | Maintenance Benefits | 17.66 | 18.05 | 17.35 | 30,820 | | |
| 340 | 4420 | Materials | 31.02 | 33.78 | 39.41 | 70,000 | | |
| 350 | 4430 | Misc contract Costs | 9.94 | 3.27 | 3.10 | 5,500 | | |
| | 4431 | Garbage Removal | 3.47 | 2.82 | 0.00 | | | |
| 350 | 4432 | Heating & Cooling Contracts | 0.41 | 0.06 | 1.41 | 2,500 | | |
| 350 | 4433 | Snow Removal Contracts | | 0.06 | 0.00 | 0 | | |
| 350 | 4434 | Elevator Maintenance Contracts | | 0.00 | 0.00 | 0 | | |
| 350 | 4435 | Landscape & Grounds Contracts | 0.37 | 0.56 | 0.56 | 1,000 | | |
| 350 | 4436 | Unit Turnaround Contracts | 3.20 | 1.13 | 1.97 | 3,500 | | |
| 350 | 4437 | Electrical Contracts | | 0.00 | 0.00 | 0 | | |
| 350 | 4438 | Plumbing Contracts | 0.99 | 0.56 | 0.84 | 1,500 | | |
| 350 | 4439 | Extermination Contracts | 3.27 | 0.14 | 3.66 | 6,500 | | |
| 350 | 4440 | Janitorial Contracts | 1.85 | 0.23 | 1.69 | 3,000 | | |
| | 4441 | Routine Maintenance Contracts | 0.47 | 0.45 | 0.28 | 500 | | |
| 350 | 4480 | Security Contract Cost | 14.08 | 14.08 | 14.08 | 25,000 | | |
| 360 | Total | Ordinary Maintenance & Operation Expense (lines 330 to 350) | 134.61 | 120.85 | 131.04 | 232,720 | | |
| General Expense: | | | | | | | | |
| 410 | 4510 | Insurance - All | 13.70 | 13.51 | 13.51 | 24,000 | | |
| 410 | 4512 | Insurance - Work Comp | 3.32 | 2.42 | 2.53 | 4,490 | | |
| 410 | 4510 | Insurance - Liability | | | 0.00 | 0 | | |
| 420 | 4520 | Payments in Lieu of Taxes | 19.98 | 18.02 | 19.99 | 35,500 | | |
| 450 | 4570 | Collection Losses | | 0.06 | 0.00 | 0 | | |
| | Total | General Expense (sum of lines 410 to 460) | 37.00 | 34.01 | 36.03 | 63,990 | | |
| 480 | Total | Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470) | 335.08 | 320.66 | 334.74 | 594,505.00 | | |
| 550 | Total | Operating Expenditures (sum of lines 500 and 540) | 335.08 | 320.66 | 334.74 | 594,505.00 | | |
| Prior Year Adjustments: | | | | | | | | |
| 560 | 6010 | Prior Year Adjustments Affecting Residual Receipts | | | 0.00 | | | |
| Other Expenditures: | | | | | | | | |
| 570 | | Deficiency in Residual Receipts at End of Preceding Fiscal Yr. | | | 0.00 | | | |
| 580 | Total | Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570) | 335.08 | 320.66 | 334.74 | 594,505 | | |
| 590 | | Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580) | (50.76) | (41.26) | (26.24) | (46,605) | | |
| HUD Contributions: | | | | | | | | |
| 600 | 8010 | Basic Annual Contribution Earned-Leased Projects:Current Year | | | 0.00 | | | |
| 610 | 8011 | Prior Year Adjustments - (Debit) Credit | | | 0.00 | | | |
| 620 | Total | Basic Annual Contribution (line 600 plus or minus line 610) | 0.00 | 0.00 | 0.00 | 0 | | |
| 630 | 8020 | Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj) | 51.66 | 101.35 | 109.80 | 195,000 | | |
| 640 | | Mandatory PFS Adjustments (net): | | | 0.00 | | | |
| 650 | | Other (specify): | | | 0.00 | | | |
| 660 | | Other (specify): | | | 0.00 | | | |
| 670 | | Total Year-End Adjustments/Other (plus or minus lines 640 thru 660) | 0.00 | 0.00 | 0.00 | 0 | | |
| 680 | 8020 | Total Operating Subsidy-current year (line 630 plus or minus line 670) | 109.09 | 101.35 | 109.80 | 195,000 | | |
| 690 | Total | HUD Contributions (sum of lines 620 and 680) | 109.09 | 101.35 | 109.80 | 195,000 | | |
| 700 | | Residual Receipts (or Deficit) (sum of line 590 plus line 690) | | | | | | |
| | | Enter here and on line 810 | 58.33 | 60.09 | 83.56 | 148,395 | | |

Name of PHA/IHA: CHARLES CITY HOUSING AUTHORITY
 Fiscal Year Ending: 06/30/17

| Operating Reserve | | PHA/IHA Estimates | HUD Modifications |
|--|------|---|-------------------|
| Part I - Maximum Operating Reserve - End of Current Budget Year | | | |
| 740 | 2821 | PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564 | |

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

Comments

PHA / IHA Approval
 Name _____
 Title _____
 Signature _____ Date _____

Field Office Approval
 Name _____
 Title _____
 Signature _____ Date _____

Operating Budget
Schedule of Administration
Expense Other Than Salary

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

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

Public Reporting Burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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

| Name of Housing Authority: | | Locality: | | | Fiscal Year End: | |
|--|--------|------------------|-------------|-----------|------------------|--|
| CHARLES CITY HOUSING AUTHORITY | | CHARLES CITY, IA | | | 06/30/17 | |
| (1) | (2) | (3) | (4) | (5) | (6) | |
| Description | Total | Management | Development | Section 8 | Other | |
| 1 Legal Expense (see Special Note in Instruction) | 4,000 | 4,000 | | | | |
| 2 Training (list and provide justification) | 3,000 | 3,000 | | | | |
| 3 Travel | | | | | | |
| Trips To Conventions and Meetings (list and provide justification) | 0 | | | | | |
| 4 Other Travel: | | | | | | |
| Outside Area of Jurisdiction | 0 | | | | | |
| 5 Within Area of jurisdiction | 0 | | | | | |
| 6 Total Travel | 0 | 0 | 0 | 0 | 0 | |
| 7 Accounting | 3,000 | 3,000 | | | | |
| 8 Auditing | 7,000 | 7,000 | | | | |
| 9 Sundry | | | | | | |
| Rental of Office Space 4180 | 0 | | | | | |
| 10 Publications 4194 | 0 | | | | | |
| 11 Membership Dues and Fees 4194 | 0 | | | | | |
| 12 City Management Accounting 4195 | 9,000 | 9,000 | | | | |
| 13 Administrative Services Contracts (Copier lease) 4194 | 3,100 | 3,100 | | | | |
| 14 Other Sundry Expense (provide breakdown) 4194 | 3,000 | 3,000 | | | | |
| 15 Telephone, Fax, Electronic Communications 4190 | 3,200 | 3,200 | | | | |
| 16 Forms, Stationary and Office Supplies 4190 | 10,000 | 10,000 | | | | |
| 17 Advertising & Marketing 4192 | 2,000 | 2,000 | | | | |
| 18 Total Sundry | 30,300 | 30,300 | 0 | 0 | 0 | |
| Total Administrative Expense Other Than Salaries | 47,300 | 47,300 | 0 | 0 | 0 | |

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

Signature of authorized representative & Date:

X

Operating Budget
Summary of Budget Data and Justifications

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

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

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

| | | |
|---------------------------------|------------------|--------------------|
| Name of Local Housing Authority | Locality | Fiscal Year Ending |
| CHARLES CITY HOUSING AUTHORITY | CHARLES CITY, IA | 06/30/17 |

Operating Receipts

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

490,000.00

TOTAL 490,000.00

TOTAL: 490,000

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

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

2. Comments

Excess electric 9,500

TOTAL: 9,500

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

| 1 | Space Rented | To Whom | Rental Terms |
|---|--------------|---------|--------------|
| | | | |
| | | | |
| | | | |

2. Comments

TOTAL: 0

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

| | |
|---------------|---------------|
| ESTIMATED | 27,900 |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| TOTAL: | <u>27,900</u> |

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

| | |
|----------------|---------------|
| FRAUD | 4,000 |
| MISC CHARGES | 12,000 |
| REIMBURSEMENTS | 4,500 |
| | _____ |
| | _____ |
| TOTAL: | <u>20,500</u> |

Operating Expenditures

Summary of Staffing and Salary Data

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

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

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

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

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

**Operating Budget
Schedule of All Positions and Salaries**

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

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

See back page for instructions and Public reporting burden statement

Name of Housing Publicity

Locality

Fiscal Year End

CHARLES CITY HOUSING AUTHORITY

CHARLES CITY, IA

09/30/17

| Administrative: ADMIN STAFF | (1) | (1a) | (2) Present Salary Rate As of (date) | Requested Budget Year | | | (6) Management | (7) Modernization | (8) Development | (9) Section 8 Programs | Allocation of Salaries by Program | | (11) Longevity | (12) Method of Allocation |
|--|-----|------|--|-----------------------|----------------------|---------------|-------------------|----------------------|--------------------|------------------------------|-----------------------------------|-------------------|-------------------|------------------------------|
| | | | | (3) Salary Rate | (4) No. Months | (5) Amount | | | | | (10) Other Programs | (11) Longevity | | |
| | | | | | | | | | | | | | | |
| | | | 80,000 | 12 | 85,000 | 85,000 | 0 | 0 | 0 | 0 | 0 | | | |
| | | | 78,000 | 12 | 79,900 | 79,900 | 0 | 0 | 0 | 0 | 0 | | | |
| | | | 3,100 | 12 | 3,000 | 3,000 | 0 | 0 | 0 | 0 | 0 | | | |
| | | | | | | 82,900 | | | | | | | | |
| <p>Total Administrative: 85,000</p> <p>Total Tenant Services: 0</p> <p>Maintenance: 0</p> <p>Total Tenant Services: 0</p> <p>Maintenance: 0</p> <p>Total Maintenance: 82,900</p> | | | | | | | | | | | | | | |

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying 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)

Executive Director or Designated Official

Date

NO PHA EMPLOYEE REFLECTED IN THE
PROPOSED OPERATING BUDGET IS SERVING
IN A VARIETY OF POSITIONS WHICH WILL
EXCEED 100 PERCENT ALLOCATION OF
HIS/HER TIME.