

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

May 19, 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 April 19, 2016 1-3
- IV. Approval of Bills for May 2016..... 4
- V. Communications..... 5-9
 - 1. Capital Fund Update
 - 2. Rehab Update
 - 3. Section 8 Funding/Utilitization
 - 4. Updated PHAS Score
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 10-13
 - 2. Approve Resolution 06-16 to Approve Updated Utility Allowances..... 14-21
- VIII. Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, June 16, 2016, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 19, 2016 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 6:59 a.m.

Public Comment. None

Amend-Approve Minutes of March 17, 2016 & April 5, 2016. On motion by Tyler and second by Coulson, the minutes of March 17, 2016 & April 5, 2016 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that other than routine expenses there were payments made for the purchase of the door knobs and the North Cedar Terrace construction project. Coulson motioned, Tyler seconded the motion to approve payment of the revised bill listing totaling \$167,028.66. Ayes: 3, Nays: 0. Motion carried.

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

Hearing to Approve Agency Plan.

Tyler motioned to open the hearing, Coulson seconded the motion and the hearing was declared open.

Filing of Affidavit of Publication. The notice of public hearing was published in the Charles City Press on 03/07/2016. Confirmation of publication was provided in the agenda.

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

Oral Comments or Objections. None were presented. Coulson asked if it was usual to not have any comments and Nielsen stated that it was even though the hearing notice was published and posted.

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

Consider Resolution No. 04-16 Approval of Revised Five-Year Plan.

A motion by Coulson was made to approve Resolution 04-16. Tyler seconded the motion. Roll call: Ayes: Tyler, Heyer, and Coulson. Nays: None. Motion carried on roll call vote.

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2016 were presented to the board for their review. Nielsen stated that the necessary budget revisions have been identified and sent to City Hall and once approved by the City Council, the revisions will be sent to C. Naber to prepare the revised budgets.

Approve Purchase of Additional Software Modules. Nielsen explained the current process required to make the landlord payments which would be streamlined with the use of the new payment modules. In addition, Nielsen also informed the board that with the current modules there is no way to retrieve historical data. The request was also made to purchase the assistance check module to reduce staff time by allowing participants and landlords to access their records. Even though the purchase will increase the annual support fees Nielsen requested approval to purchase the modules. Coulson stated that the extra costs didn't seem that much compared to the benefits. Coulson made a motion to purchase the modules, and Tyler seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Consider Resolution No. 05-16 Approve Change Made to Admission Requirements. Nielsen explained the reasoning behind eliminating the requirement of applicants 18 and older to provide birth certificates and that the Resident Advisory Board also discussed it and agreed with the decision. A motion by Coulson was made to approve Resolution 05-16. Tyler seconded the motion. Roll call: Ayes: Tyler, Heyer, and Coulson. Nays: None. Motion carried on roll call vote.

Approve Staff to Attend Seminar. Nielsen requested permission to attend a training on prevailing wage rates by the Department of Labor, and explained that this is an extremely complex area and the training will help clear up some confusion. Since there is no fee being charged for the training, Nielsen stated that the cost to attend would be under \$600 which would cover meals and lodging. Coulson asked for an explanation of prevailing wage rates which was provided by Nielsen. Coulson made a motion to approve the training, and Tyler seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Discuss Receipt of Enhanced Vouchers. The board was given a brief explanation of what an Enhanced Voucher is and HUD's request for CCHRA to take over the additional vouchers. Nielsen explained that it made more sense for CCHRA to administer the vouchers so we did not have two different housing authorities operating within the city limits. Since this is a matter that must be approved by the City Council, the information was presented to inform the Board of the matter and get their response.

Executive Director Report. Nielsen updated the board on the search for new hearing officers, the lack of response from HUD on clearing the audit findings, and that the City Council had approved the request to award the audit contract to Collins & Associates. Nielsen also discussed the ongoing difficulties with bed bugs and the plan of action. Finally, Nielsen informed the board on the progress that had been made with the updated purchasing policy.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 May 19, 2016

Customer	Description	Amount
Business Card	back up service/hotel @ NAHRO	502.10
C.Naber & Associates	accounting fees	395.00
Cedar Valley Printing	envelopes	199.00
CenturyLink	april	178.52
CenturyLink	may	
Cintas	rug service	187.26
City of Charles City	water/sewer/URP/S8 inspect./ext.tags	2,570.32
Don's Repair	equipment maintenance	108.88
GE Capital	copier lease	252.02
HAPS	May 1 HAPS	49,278.93
Heidi Nielsen	meal reimbursements from training	
Hillegas Flooring, LLC	tile	1,098.75
Hockenson Plumbing	plumbing maintenance	822.70
Iowa Department of Transportation	fuel	
Jendro Sanitation	trash service	611.00
Mid American Energy	electric/gas/URP	5,770.75
Phyllis Comstock	security deposit refund	200.00
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	heat treatment on 2 units	1,200.00
Profinishes	bathtub repair	195.00
Schueth Ace Hardware	maintenance items	286.66
Sisson & Associates	insurance/workman's comp. insurance	31,166.00
Stacy Cleveland	meal reimbursements from training	40.96
Staples Direct	office items	
Superior Lumber	maintenance items	42.52
US Cellular	cell service	72.36
Watertight Construction	payment on project	79,018.92
YARDI	criminal background checks	105.00
		174,356.74

REQUESTED ACTION: None - for your information only.

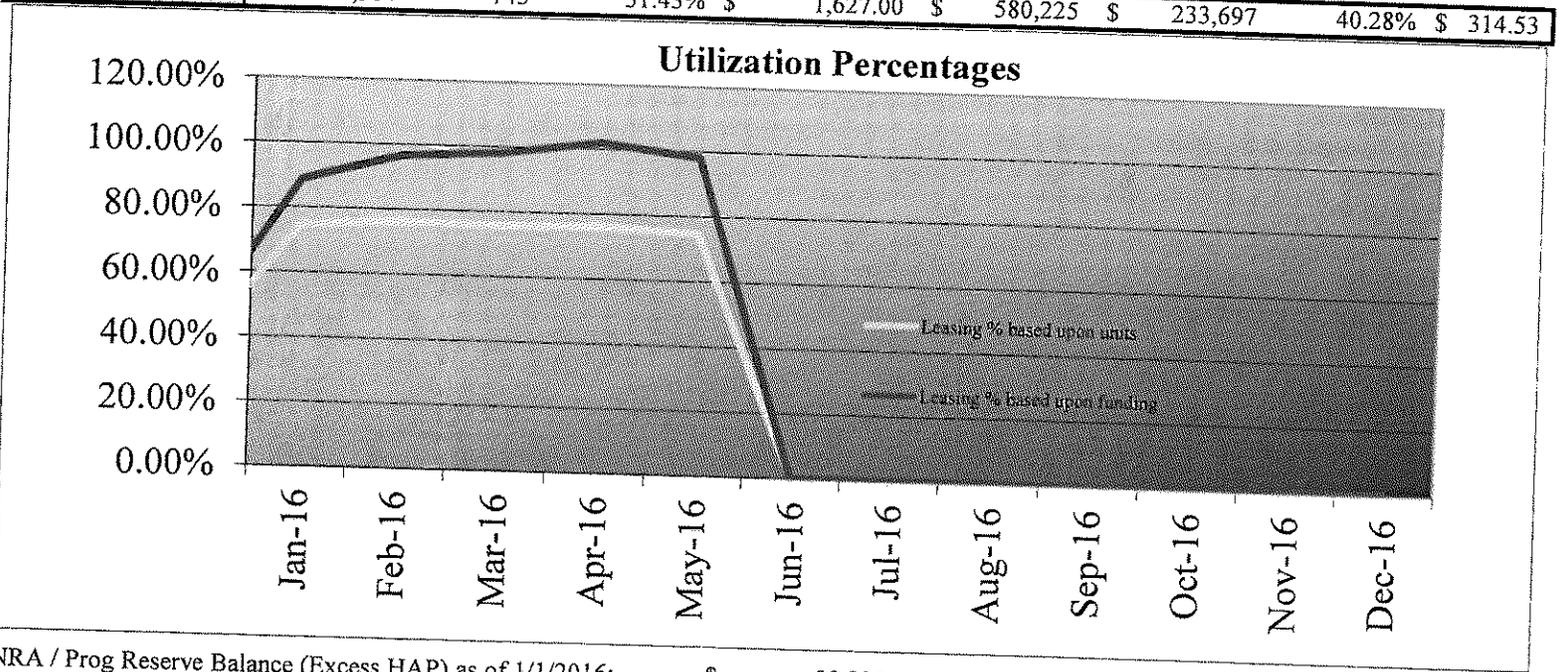
1. **Capital Fund Update.** We have held the preconstruction meeting with King Construction and Waggoner & Wineinger with the work to begin on the handrail project around the last week in May. It is still anticipated to be complete by the end of August.
2. **Rehab Update.** Work is under way for the next application for the Owner-Occupied Rehab Program. The target area has been established, the windshield survey will be done sometime during the next two weeks. We will be meeting with the City Council to discuss the application and get approval to conduct the income survey of the area. Once all of the information is compiled it will be sent to NIACOG for them to prepare the application.
3. **Section 8 Funding/Utilization.** See attachments
4. **Updated PHAS Score.** HUD has released our interim score under the Public Housing Assessment System (PHAS). The report is attached for your review. However, since we are in our "Small PHA Deregulation" year our score of 92 is just informational. The score of 96 received for 2014 is the score that is carried through the three deregulation years. We will be receiving a complete assessment in 2017. The areas that we missed points had we received a new score for 2015 was four points for the physical site inspection that was done in 2014. One point for the financial indicator, which was an audit penalty, and three points under the management indicator. To have received all points under the management indicator our occupancy rate needed to be 98% or higher and our rate last year was 97.97%.
5. **Monthly Rental Status Update.**

Month of April 2016	Total Leased 4/1/16	New Leases	Removed Or Moved	Total Leased 5/1/16	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	0	132	20	1	0
Morningside 16 Units	15	1	1	15	8	0	0
Section 8 197 Units	149	6	8	147	28	12	8

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

6. **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	\$ 46,671	96.52%	\$ 311.14
Mar-16	197	149	75.63%	\$ 405.00	\$ 48,352	\$ 47,421	98.07%	\$ 318.26
Apr-16	197	150	76.14%	\$ 975.00	\$ 48,352	\$ 49,301	101.96%	\$ 328.67
May-16	197	147	74.62%		\$ 48,352	\$ 47,428	98.09%	\$ 322.64
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%		\$ 48,352		0.00%	
YTD	2,364	743	31.43%	\$ 1,627.00	\$ 580,225	\$ 233,697	40.28%	\$ 314.53



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016:	\$ 98,335		
HAP Funding YTD:	\$ 580,225		
HAP Expenditures YTD:	\$ 233,697		
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,627	Current Year Funding:	158
Current Remaining NRA / Prog Reserve:	\$ 446,490		
Current Monthly Funding (a)	\$ 48,352		
Current Average HAP Payment (b)	\$ 315	Current Year Funding and reserves:	215
# of Units the Current Monthly Funding Would Support (a)/(b)	154		
# of Units Currently Leased	147		
Excess Units Leased, Current Month	(7)		
Current Year-to-Date Funding (a)	\$ 580,225		
Current Year-to-Date Average HAP Payment (b)	\$ 315		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,845		
# of Unit-Mos Leased Year-to-Date	743		
Excess Unit-Mos Leased, Year-to-Date	(1,102)		
Estimate of next years funding:			
YTD HAP expense	\$ 233,697		
Months to date	5		
Average Monthly HAP Expense	\$ 46,739		
Estimated 2016 HAP Funding at 100%	\$ 46,739		
Number of Units Supported at 100%	149		



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

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

Report Date: 04/20/2016

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	06/30/2015

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	24	25
Management	22	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	92	100
Designation Status:	Small PHA Deregulation	
Published 04/20/2016	Initial published	10/02/2015

Financial Score Details	Score	Maximum Score
Audited/A-133		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	-1.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	24.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	97.97	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

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

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	2	2	12
ZERO HAP	1						1	1			1	1	3
MUTUAL RECISION							1						1
ANNUAL RE-EXAM SEARCHING			1		1	1					1		5
PORT-OUT ABSORBED			1			1			1				3
PORT-OUT SEARCHING	1		3		2	2	1	1	1		2		13
DECEASED	1		1			1							3
MOVED IN VIOLATION			2	1	2	1			2	1			9
EVICTED	2										1		3
UNAUTHORIZED LIVE-IN				1			1						3
VIOLATION OF FAMILY OBLIGATION			2		1								3
GAVE UP ASSISTANCE BEFORE 1 YEAR													3
FAILURE TO RENEW					2								0
FAILURE TO REPAY									1	1			4
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							5
VOUCHER REVOKED												1	1
LEASED W/NEW LANDLORD			1		1		1	3	1	1	1		8
TOTALS	2	5	12	5	11	10	5	7	5	4	9	0	75
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	1	1	2	1	2	2	2	1	1			17
DECEASED									1	1			2
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS			1		2						1		4
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	2	2	1	0	24

MEETING DATE: 5/19/16

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The April 2016 operating reports are attached for your review. Based on spending projections, we will be making some revisions to the public housing budget. The legal fees and sundry accounts will be increased to ensure adequate budget authority. Once the revisions are approved by the City Council, the fee accountant will make the necessary revisions and the Board will have the opportunity to comment and approve the revisions during the June 2016 meeting.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2016, FISCAL 10/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	27,900.00	2,914.81	26,686.38	95.65	1,213.62
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	200.00	1,601.95	40.05	2,398.05
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	41,962.00	403,024.70	82.25	86,975.30
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,030.00	6,416.00	67.54	3,084.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	806.50	9,191.50	76.60	2,808.50
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	4,500.00	.00	3,475.64	77.24	1,024.36
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	16,361.00	163,455.00	83.82	31,545.00
	PUBLIC HOUSING TOTAL	742,900.00	63,274.31	613,851.17	82.63	129,048.83
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	85,000.00	6,278.26	71,418.54	84.02	13,581.46
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,587.00	424.17	4,865.43	73.86	1,721.57
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	560.65	6,344.06	82.51	1,344.94
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,499.99	24,990.30	83.34	4,994.70
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	25.96	259.60	83.74	50.40
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	2,627.56	2,824.56	107.60	199.56-
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	35.29	5.88	564.71
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	3,800.00	.00	3,715.88	97.79	84.12
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	2,504.11	18,688.61	53.40	16,311.39
173-532-6371	UTILITIES - PUBLIC HOUSING	46,000.00	3,486.39	38,487.34	83.67	7,512.66
173-532-6374	WATER - PUBLIC HOUSING	17,000.00	1,486.25	14,806.72	87.10	2,193.28
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	22,000.00	1,664.50	17,893.32	81.33	4,106.68
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,380.51	79.35	619.49
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	24,934.00	24,694.00	24,694.00	99.04	240.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	1,872.00	4,415.93	110.40	415.93-
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	2,520.20	81.30	579.80
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	24,000.00	2,653.62	16,363.41	68.18	7,636.59
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	500.00	50.00	313.72	62.74	186.28
173-532-6442	PILOT-PUBLIC HOUSING	35,500.00	.00	35,483.15	99.95	16.85
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	200.00	.00	82.00	41.00	118.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	40,000.00	813.82	27,492.46	68.73	12,507.54
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	70,000.00	22,695.11	63,286.76	90.41	6,713.24
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	495,830.00	74,763.41	381,361.79	76.91	114,468.21
173-536-6010	SALARY - PH MAINT	79,900.00	5,849.85	65,274.47	81.70	14,625.53
173-536-6040	OVERTIME SALARY - PH MAINT	3,700.00	319.23	3,704.50	100.12	4.50-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2016, FISCAL 10/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,100.00	445.45	5,012.05	82.16	1,087.95
173-536-6130	IPERS - PH MAINT	7,000.00	550.91	6,042.59	86.32	957.41
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	13,850.50	83.33	2,770.50
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	83.70	83.70	16.30
173-536-6160	WORK COMP - PH MAINT	2,718.00	2,718.24	2,718.24	100.01	.24
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	41.43	7.53	508.57
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	117,139.00	11,277.10	97,177.48	82.96	19,961.52
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	129,931.00	22,766.20	135,311.90	104.14	5,380.90

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 4/2016, FISCAL 10/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,000.00	124.03	1,140.31	114.03	140.31-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	1,949.00	4,111.00	91.36	389.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	45,452.00	490,338.00	81.72	109,662.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	7,347.00	76,746.00	90.29	8,254.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	1,192.00	119.20	192.00-
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	692,500.00	54,872.03	573,527.31	82.82	118,972.69
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	35,000.00	2,761.55	28,987.24	82.82	6,012.76
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	187.61	1,977.69	71.73	779.31
174-533-6130	IPERS -SECTION 8	3,219.00	246.61	2,582.33	80.22	636.67
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,666.66	16,660.20	83.34	3,329.80
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	173.09	86.55	26.91
174-533-6160	WORK COMP - SECTION 8	1,126.00	1,126.20	1,126.20	100.02	.20-
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	23.51	5.88	376.49
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,000.00	.00	350.00	35.00	650.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,257.00	13,202.00	88.01	1,798.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,390.00	68.29	1,110.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,400.00	280.00	5,709.50	67.97	2,690.50
174-533-6423	SPECIAL SERVICE - SECTION 8	125.00	.00	.00	.00	125.00
174-533-6445	HC VOUCHER PAY-SEC 8	591,000.00	46,955.33	468,003.57	79.19	122,996.43
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	317.36	3,223.72	107.46	223.72-
	SECTION 8 VOUCHER TOTAL	689,717.00	55,035.63	544,409.05	78.93	145,307.95
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	2,783.00	163.60-	29,118.26	1,046.29	26,335.26-

REQUESTED ACTION: Approve resolution 06-16 to approve updated utility allowances effective 07/01/2016.

Comments: HAPPY Software, our software vendor, supplies us with the consumption and rate information for the gas and electric. We calculate the water, sewer, and garbage rates and average consumption. We have reviewed the current utility rates and compared them against last year's rates. The water and sewer rates have increased about 3.5% again this year, and the garbage rates have remained the same. The gas rate has decreased by 32%, and the electric rate has remained the same. HUD requires us to change the utility allowances whenever there is a change of more than 10%.

The updated allowances are scheduled to be effective as of 7-01-16. The allowance for a two-bedroom single family home with all other factors being equal will be \$178 versus last year's allowance of \$203, which is a decrease of \$25.00 or 14%.

We are required to provide the public housing residents who pay for their utilities a 60-day notice of the change and a 30-day comment period. We sent them the schedules on April 4, 2016 and they had until May 6, 2016 to submit comments. We did not receive any comments.

The schedules are attached for your review.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 06-16

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the updated utility allowance schedules and related documents indicate that the requirements have been met and the schedules are approved for use beginning July 1, 2016.

PASSED AND ADOPTED THIS 19th DAY OF MAY, 2016

Jeremy Heyer, Chairperson

Heidi Nielsen, Director

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

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

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

Locality		Unit Type Single family detached					Effective	
Mid American Energy -7/1/16		Single Family Detached					07/01/2016	
Utility or Service	Monthly Dollar Allowances							
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR		
Heating	a. Natural Gas	31	42	50	63	71	83	
	b. Electric	36	48	58	73	83	96	
	c. Bottle Gas	48	65	78	98	111	129	
	d. Oil	71	96	114	144	163	190	
Cooking	a. Natural Gas	3	4	6	7	9	9	
	b. Electric	5	7	9	11	14	15	
	c. Bottle Gas	5	7	9	11	14	15	
Other Electricity	18	23	31	38	47	51		
Air Conditioning								
Water Heating	a. Natural Gas	4	5	7	9	11	12	
	b. Electric	7	9	12	15	18	19	
	c. Bottle Gas	6	8	11	14	17	18	
	d. Oil	9	11	15	18	23	25	
Water	21	25	30	34	39	43		
Sewer	19	26	32	39	46	52		
Trash Collection	16	16	19	22	26	29		
Range/Microwave	4	4	5	5	6	6		
Refrigerator	4	4	4	5	5	7		
Other -- specify	7	7	10	13	17	20		

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

Name of Family	_____	Utility or Service	_____	per month cost	_____
Address of Unit	_____	Heating	_____		_____
	_____	Cooking	_____		_____
	_____	Other Electric	_____		_____
	_____	Air Conditioning	_____		_____
	_____	Water Heating	_____		_____
	_____	Water	_____		_____
	_____	Sewer	_____		_____
	_____	Trash Collection	_____		_____
	_____	Range/Microwave	_____		_____
	_____	Refrigerator	_____		_____
Number of Bedrooms	_____	Other	_____		_____
	_____		_____		_____
	_____		_____		_____
	_____	Total		\$	_____

Allowance for Tenant-Furnished Utilities and Other Services

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

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

Locality		Unit Type Semi-detached Older Home Converted, Two/Three Family (Duplex)					Effective
Mid American Energy -7/1/16							07/01/2016
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	27	35	46	57	68	77
	b. Electric	31	40	54	67	79	89
	c. Bottle Gas	42	54	72	90	107	120
	d. Oil	62	79	106	131	156	175
Cooking	a. Natural Gas	3	4	6	7	9	9
	b. Electric	5	7	9	11	14	15
	c. Bottle Gas	5	7	9	11	14	15
Other Electricity	18	23	31	38	47	51	
Air Conditioning							
Water Heating	a. Natural Gas	4	5	7	9	11	12
	b. Electric	7	9	12	15	18	19
	c. Bottle Gas	6	8	11	14	17	18
	d. Oil	9	11	15	18	23	25
Water	21	25	30	34	39	43	
Sewer	19	26	32	39	46	52	
Trash Collection	16	16	19	22	26	29	
Range/Microwave	4	4	5	5	6	6	
Refrigerator	4	4	4	5	5	7	
Other -- specify	7	7	10	13	17	20	

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

Name of Family _____

Address of Unit _____

Number of Bedrooms _____

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

Allowance for Tenant-Furnished Utilities and Other Services

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

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

Locality		Unit Type					Effective
Mid American Energy -7/1/16		Rowhouse/townhouse Row House/Garden Apt.					07/01/2016
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	23	31	42	53	64	74
	b. Electric	27	36	49	61	74	86
	c. Bottle Gas	36	49	66	82	100	116
	d. Oil	53	71	97	120	146	169
Cooking	a. Natural Gas	3	4	6	7	9	9
	b. Electric	5	7	9	11	14	15
	c. Bottle Gas	5	7	9	11	14	15
Other Electricity	18	23	31	38	47	51	
Air Conditioning							
Water Heating	a. Natural Gas	4	5	7	9	11	12
	b. Electric	7	9	12	15	18	19
	c. Bottle Gas	6	8	11	14	17	18
	d. Oil	9	11	15	18	23	25
Water	21	25	30	34	39	43	
Sewer	19	26	32	39	46	52	
Trash Collection	16	16	19	22	26	29	
Range/Microwave	4	4	5	5	6	6	
Refrigerator	4	4	4	5	5	7	
Other -- specify	7	7	10	13	17	20	

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

	Utility or Service	per month cost
Name of Family	Heating	_____
	Cooking	_____
	Other Electric	_____
	Air Conditioning	_____
Address of Unit	Water Heating	_____
	Water	_____
	Sewer	_____
	Trash Collection	_____
	Range/Microwave	_____
	Refrigerator	_____
Number of Bedrooms	Other	_____
	Total	\$ _____

Allowance for Tenant-Furnished Utilities and Other Services

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

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

Locality		Unit Type Low-rise Older Multi-Family					Effective
Mid American Energy -7/1/16							07/01/2016
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	25	33	44	55	66	75
	b. Electric	29	38	51	63	76	88
	c. Bottle Gas	39	52	69	85	103	118
	d. Oil	58	76	101	125	150	173
Cooking	a. Natural Gas	3	4	6	7	9	9
	b. Electric	5	7	9	11	14	15
	c. Bottle Gas	5	7	9	11	14	15
Other Electricity		18	23	31	38	47	51
Air Conditioning							
Water Heating	a. Natural Gas	4	5	7	9	11	12
	b. Electric	7	9	12	15	18	19
	c. Bottle Gas	6	8	11	14	17	18
	d. Oil	9	11	15	18	23	25
Water		21	25	30	34	39	43
Sewer		19	26	32	39	46	52
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	6	6
Refrigerator		4	4	4	5	5	7
Other -- specify		7	7	10	13	17	20

Actual Family Allowances To be used by the family to compute allowance.

Complete below for actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

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

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

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

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

Locality Charles City Housing and Redevelopment Agency MidAmerican Energy	Unit Type Row House/Garden Apartment (Rowhouse/Townhouse)*	Effective 07/01/2016 Expires 06/30/2017
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MORNINGSIDE UNITS

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas		42	53		
	b. Electric					
	c. Bottle Gas					
	d. Oil					
Cooking	a. Natural Gas					
	b. Electric		9	11		
	c. Bottle Gas					
Other Electricity			31	38		
Air Conditioning						
Water Heating	a. Natural Gas		7	9		
	b. Electric		12	15		
	c. Bottle Gas					
	d. Oil					
Water			30	34		
Sewer			32	39		
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

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

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

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

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

Locality Charles City Housing and Redevelopment Agency MidAmerican Energy	Unit Type Row House/Garden Apartment (Rowhouse/Townhouse)*	Effective 07/01/2016 Expires 06/30/2017
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NCT-HANDICAP UNITS

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	6 BR
Heating						
a. Natural Gas		31				
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking						
a. Natural Gas						
b. Electric		7				
c. Bottle Gas						
Other Electricity		23				
Air Conditioning						
Water Heating						
a. Natural Gas		5				
b. Electric						
c. Bottle Gas						
d. Oil						
Water		31				
Sewer		26				
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

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