

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

**AGENDA**

June 16, 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 May 19, 2016 ..... 1
- IV. Approval of Bills for June, 2016 ..... 2
- V. Communications ..... 3-7
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. Section 8 Funding/Utilization
  - 4. VMS Review
  - 5. 9<sup>th</sup> Street Group Home Conversion
  - 6. Monthly Rental Status Update
  - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Financial Reports..... 8-11
  - 2. Consider Approval of Resolution 07-16, Writing Off Accounts Receivables..... 12-13
  - 3. Consider Approval of Resolution 08-16, Removal of Assets from Depreciation... 14-15
  - 4. Consider Approval of Resolution 09-16, Approval of Revised PH Budget..... 16-20
- VIII. Director’s Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, July 21, 2016, 7:00 a.m., CCHRA Office

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

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

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

Public Comments. None.

Amend-Approve Minutes of April 19, 2016. Miller moved, Tyler seconded the motion to approve the minutes of April 19, 2016 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Haglund seconded the motion to approve the revised bill listing totaling \$176,479.15. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Review Operating Reports. The board reviewed the operating reports. Nielsen stated that there were a few budget revisions made which were approved by the Council on the 16<sup>th</sup>, and once we receive the updated reports they will be sent to C. Naber so they can update the HUD budgets. The budget amendment will be on the June agenda for approval.

Approve Resolution 06-16 to Approve Updated Utility Allowances. Nielsen explained that HUD requires the utility allowances to be reviewed on an annual basis and requires the schedules to be changed any time there is a change of 10% or more. A comparison between the current schedules and the new proposed schedules showed an overall decrease of 14%. The public housing residents who pay their own utilities were given an opportunity to comment on the proposed schedules. Because there were no comments received, Nielsen requested approval of the schedules. Haglund motioned to approve Resolution 06-16 to Approve Updated Utility Allowances. Tyler seconded the motion. Roll call: Ayes: Heyer, Tyler, Haglund, Miller. Nays: None. Motion carried on roll call vote.

Directors Report Nothing to report

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

Charles City Housing and Redevelopment Authority

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 June 16, 2016

Customer	Description	Amount
Adventure Properties	HAP payment for June1	425.00
Barb Miller	security deposit refund	211.67
Business Card	back up service/hotel&gas-Heidi seminar	524.36
C.Naber & Associates	accounting fees	395.00
CenturyLink	phone bill	178.57
Charles City Housing	security deposits held	260.00
Cintas	rug service	124.84
City of Charles City	water/sewer/URP/S8 inspect/wages	39,480.00
Don's Repair	maintenance repairs	324.29
Happy Software	computer support fees	5,841.00
HAPS	June 1 HAPS	47,912.30
Heidi Nielsen	meal reimbursement	66.48
Hockenson Plumbing	maintenance repairs	638.55
Houdek Floorcovering	flooring maintenance	814.48
Iowa Department of Transportation	fuel	105.55
Jendro Sanitation	trash service	611.00
Mehmen's Painting	painted #129	130.00
Michaels Band Box	carpet cleaning	224.46
Mid American Energy	electric/gas/urp	4,468.67
Mills-INC.	maintenance repairs	75.00
Nan McKay	admin plan model revision	224.00
Otto's Oasis	planter flowers for outside office	49.98
Schueth Ace Hardware	maintenance items	291.76
Sherwin Williams	paint	160.20
Sisson & Associates	insurance fee for project	180.00
Staples Direct	office items	64.52
Superior Lumber	maintenance items	135.86
T-J Service	maintenance repairs	104.99
Trent Parker	computer support fees	
US Cellular	cell phone	
Waggoner & Wineinger Architects, Inc.	project architect fees	220.00
YARDI	criminal background checks	31.50
		<b>104,274.03</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The work on replacing the handrails and concrete pads/sidewalks/steps at Morningside has been started and should be completed within the next two weeks. Hockenson Plumbing is fixing the curb stops in front of the buildings before the new concrete is poured. King Construction will stagger the rest of the work at North and South Cedar Terrace throughout the remainder of the summer. They are using our smaller projects to fill in gaps between their larger projects. There will be a change order to include replacing the cement pads in front of the first building, which was not included in the original contract. This is necessary because we need to repair or replace the curb stops in front of that building also and the cement pad will need to be cut or removed to excavate the area around the curb stops to repair them. Also included in the change order is the extra excavation work to repair the curb stops. Hockenson Plumbing was originally going to make arrangements to have someone come in to do the excavation. However, since Kamm was already on site with their equipment and they could schedule the work to better accommodate the work schedule we have asked them to do the extra excavation. The work being done by Hockenson's will be billed outside of the contract since it is more of a maintenance item than a capital improvement.
2. Rehab Update. Work still progressing for the next application for the Owner-Occupied Rehab Program. The windshield survey has been completed and we are still tallying the results. Plans include sending out the income surveys during the month of July in order to have all of the information ready by August 1<sup>st</sup>.
3. Section 8 Funding/Utilization. See attachments
4. VMS Review. Our Housing Authority was randomly selected for a review of our VMS Reporting. VMS is HUD's Voucher Management System. We are required to submit monthly reports to HUD which contain utilization data on our Section 8 program. HUD uses this information to determine our funding levels. The review was conducted remotely and we had a close out call for the review with HUD on June 3, 2016. While we are still waiting for the final report, we were told that we did not have any findings. There were a few areas of concern which were addressed and most of the discrepancies were cleared up. We ended the review with a \$8.00 discrepancy between our actual HAP expenses and our reported expenses and a discrepancy of 3 vouchers. The discrepancies were attributed to the HUD requirement to make retroactive changes in the VMS system. Once we are able to access historical data using our new software modules, we will be able to manage the changes more efficiently.
5. 9<sup>th</sup> Street Group Home Conversion. We will be meeting with all eleven of the residents to determine their eligibility during the month of June. We should not have any problem getting all of the files processed and have everything ready for the August 1<sup>st</sup> start date. Even though we should be ready for the conversion, there is a possibility of a two-month extension to take care of some things on the State's side of the conversion. The request for the additional funding has been sent to HUD and we should get a reply from them soon on the amount of funding we will be receiving.

6. Monthly Rental Status Update.

Month of May 2016	Total Leased 5/1/16	New Leases	Removed Or Moved	Total Leased 6/1/16	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	0	2	130	25	5	2
Morningside 16 Units	15	1	2	14	7	3	0
Section 8 197 Units	147	7	4	150	44	15	5

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

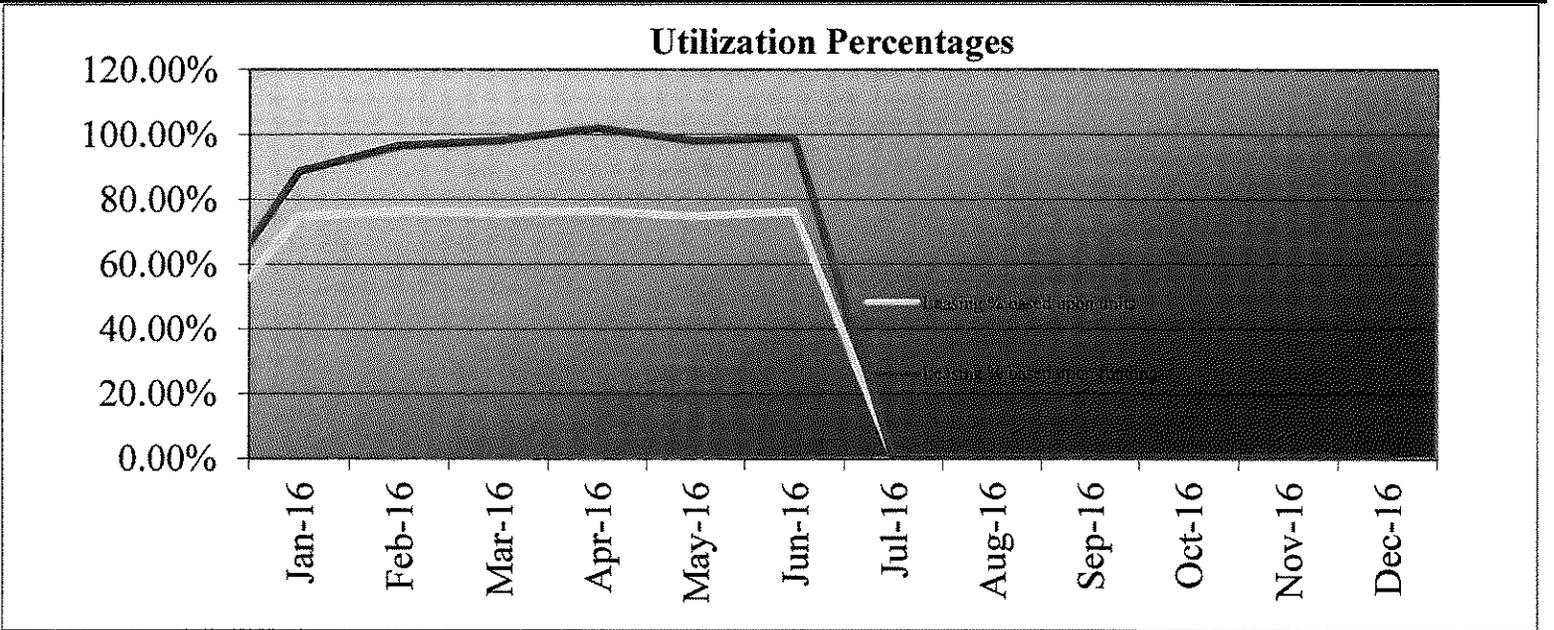
7. End of Participation Tracker. See attachment

# 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 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	\$94,477	\$48,673	\$50,801	\$92,349		
8	February	\$8,309	\$50,515	\$49,152	\$12,457	\$147	\$9,819	\$92,349	\$48,820	\$50,515	\$90,654		
9	March	\$9,819	\$60,915	\$47,877	\$10,931	\$148	\$12,605	\$60,654	\$49,127	\$60,915	\$88,959		
10	April	\$12,605	\$46,065	\$47,739	\$7,067	\$1,031	\$11,962	\$88,959	\$49,127	\$46,065	\$82,021		
11	May	\$11,962	\$43,833	\$48,728	\$8,635	\$417	\$7,067	\$92,021	\$49,130	\$43,833	\$97,318		
12	June	\$7,067	\$49,587	\$48,019	\$2,742	\$10	\$9,062	\$97,318	\$49,130	\$49,587	\$96,861		
13	July	\$9,062	\$39,901	\$51,695	\$666	\$85	\$2,742	\$96,861	\$49,730	\$39,901	\$106,690		
14	August	\$2,742	\$54,469	\$51,161	\$8,280	\$116	\$76	\$106,690	\$49,130	\$54,469	\$101,351		
15	September	\$576	\$66,900	\$49,196	\$11,428	\$85	\$8,365	\$101,351	\$49,010	\$66,900	\$89,862		
16	October	\$8,365	\$52,729	\$49,666	\$14,460	\$122	\$11,544	\$89,862	\$49,010	\$52,729	\$87,711		
17	November	\$11,544	\$51,161	\$48,245	\$21,182	\$163	\$14,582	\$87,711	\$58,544	\$51,161	\$95,094		
18	December	\$14,582	\$51,161	\$44,561	\$21,182	\$163	\$21,345	\$87,711	\$58,544	\$51,161	\$95,094		
19	Total		\$597,637	\$582,435		\$2,285			\$598,254	\$597,637			
20													
21	CY 2016												
22	January	\$21,345	\$50,180	\$42,876	\$28,649	\$65	\$28,714	\$95,094	\$48,406	\$50,180	\$93,320		
23	February	\$28,714	\$39,175	\$46,671	\$21,218	\$117	\$21,335	\$93,320	\$48,406	\$39,175	\$102,551		
24	March	\$21,335	\$49,210	\$47,421	\$23,124	\$405	\$23,529	\$102,551	\$48,406	\$49,210	\$101,747		
25	April	\$23,529	\$45,452	\$49,301	\$19,680	\$976	\$20,656	\$101,747	\$48,190	\$45,452	\$104,485		
26	May	\$20,656	\$47,604	\$47,428	\$20,832	\$13	\$20,845	\$104,485	\$48,352	\$47,604	\$105,233		
27	June	\$20,845	\$24,644	\$47,836	\$2,347		\$2,347	\$105,233	\$48,352	\$24,644	\$128,941		
28	July	\$2,347	\$47,604		\$45,257		\$45,257	\$128,941	\$48,352	\$47,604	\$129,689		
29	August	\$45,257	\$47,604		\$92,861		\$92,861	\$129,689	\$48,352	\$47,604	\$130,437		
30	September	\$92,861			\$92,861		\$92,861	\$130,437	\$48,352	\$0	\$178,789		
31	October	\$92,861			\$92,861		\$92,861	\$178,789	\$48,352	\$0	\$227,141		
32	November	\$92,861			\$92,861		\$92,861	\$227,141	\$48,352	\$0	\$275,493		
33	December	\$92,861			\$92,861		\$92,861	\$275,493	\$48,352	\$0	\$323,846		
34	Total		\$351,473	\$281,533		\$1,576			\$680,225	\$351,473			

5

	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%	\$ 13.00	\$ 48,352	\$ 47,428	98.09%	\$ 322.64
Jun-16	197	150	76.14%		\$ 48,352	\$ 47,836	98.93%	\$ 318.91
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%	
<b>YTD</b>	<b>2,364</b>	<b>893</b>	<b>37.77%</b>	<b>\$ 1,640.00</b>	<b>\$ 580,225</b>	<b>\$ 281,533</b>	<b>48.52%</b>	<b>\$ 315.27</b>



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016:	\$ 116,439		
HAP Funding YTD:	\$ 580,225		
HAP Expenditures YTD:	\$ 281,533	Current Year Funding:	158
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,640		
Current Remaining NRA / Prog Reserve:	\$ 416,771		
Current Monthly Funding (a)	\$ 48,352	Current Year Funding and reserves:	220
Current Average HAP Payment (b)	\$ 319		
# of Units the Current Monthly Funding Would Support (a)/(b)	152		
# of Units Currently Leased	150		
Excess Units Leased, Current Month	(2)		
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)	1,840		
# of Unit-Mos Leased Year-to-Date	893		
Remaining Unit-Mos to Lease Year-to-Date	947		
Estimate of next years funding:			
YTD HAP expense	\$ 281,533		
Months to date	6		
Average Monthly HAP Expense	\$ 46,922		
Estimated 2016 HAP Funding at 100%	\$ 46,922		
Number of Units Supported at 100%	149		

END OF PARTICIPATION

TRACKER

2015-2016

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2	1	3	1	1							13
ZERO HAP		1						1					3
MUTUAL RECISSION							1						1
ANNUAL RE-EXAM SEARCHING			1		1	1	1	1					5
PORT-OUT ABSORBED			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											4
UNAUTHORIZED LIVE-IN				1	1		1						4
VIOLATION OF FAMILY OBLIGATION			2		1								4
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW					2				1	1			4
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							5
VOUCHER REVOKED											1		0
LEASED W/NEW LANDLORD			1				1	3	1	4	1		8
TOTALS	2	5	12	5	11	10	5	7	5	4	9	4	79
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	4	1	1	2	1	2	2	2	1	1			18
DECEASED									1	1			2
MOVED IN VIOLATION	1		1		2						1		4
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED											1		1
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
<b>TOTALS</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>28</b>

---

**MEETING DATE:** 6/16/16

**RE:** Review Operating Reports

---

**REQUESTED ACTION:** Review monthly operating reports.

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

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 5/2016, FISCAL 11/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	27,900.00	2,978.00	29,664.38	106.32	1,764.38-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	20.00	1,621.95	40.55	2,378.05
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	38,209.00	441,233.70	90.05	48,766.30
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,230.00	7,646.00	80.48	1,854.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	727.75	9,919.25	82.66	2,080.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	4,500.00	241.85	3,717.49	82.61	782.51
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	14,994.00	178,449.00	91.51	16,551.00
	PUBLIC HOUSING TOTAL	742,900.00	58,400.60	672,251.77	90.49	70,648.23
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	6,218.14	77,636.68	91.34	7,363.32
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	419.03	5,284.46	80.23	1,302.54
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	555.29	6,899.35	89.73	789.65
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,499.99	27,490.29	91.68	2,494.71
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	25.96	285.56	92.12	24.44
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	.00	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	621.91	4,337.79	114.15	537.79-
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	1,991.87	20,680.48	59.09	14,319.52
173-532-6371	UTILITIES - PUBLIC HOUSING	46,000.00	4,933.46	43,420.80	94.39	2,579.20
173-532-6374	WATER - PUBLIC HOUSING	17,000.00	1,395.89	16,202.61	95.31	797.39
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	22,000.00	1,595.43	19,488.75	88.59	2,511.25
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,555.51	85.18	444.49
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	24,934.00	.00	24,694.00	99.04	240.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	1,407.88	5,823.81	145.60	1,823.81-
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	2,772.22	89.43	327.78
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	24,000.00	919.47	17,282.88	72.01	6,717.12
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	500.00	.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	867.21	28,359.67	70.90	11,640.33
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	70,000.00	1,038.14	64,324.90	91.89	5,675.10
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	24,916.69	406,278.48	81.94	89,551.52
173-536-6010	SALARY - PH MAINT	79,900.00	5,784.96	71,059.43	88.94	8,840.57
173-536-6040	OVERTIME SALARY - PH MAINT	3,700.00	77.10	3,781.60	102.21	81.60-

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 5/2016, FISCAL 11/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,100.00	421.96	5,434.01	89.08	665.99
173-536-6130	IPERS - PH MAINT	7,000.00	523.48	6,566.07	93.80	433.93
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	15,235.55	91.66	1,385.45
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	92.07	92.07	7.93
173-536-6160	WORK COMP - PH MAINT	2,718.00	.00	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	8,200.92	105,378.40	89.96	11,760.60
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	25,282.99	160,594.89	123.60	30,663.89

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 5/2016, FISCAL 11/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,000.00	126.72	1,267.03	126.70	267.03-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	25.00	4,136.00	91.91	364.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	47,604.00	537,942.00	89.66	62,058.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	7,347.00	84,093.00	98.93	907.00
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	55,102.72	628,630.03	90.78	63,869.97
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	2,821.65	31,808.89	90.88	3,191.11
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	192.75	2,170.44	78.72	586.56
174-533-6130	IPERS -SECTION 8	3,219.00	251.97	2,834.30	88.05	384.70
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,666.66	18,326.86	91.68	1,663.14
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	190.40	95.20	9.60
174-533-6160	WORK COMP - SECTION 8	1,126.00	.00	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	1,225.00	14,427.00	96.18	573.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,610.00	74.57	890.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,400.00	244.00	5,953.50	70.88	2,446.50
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	48,053.93	516,057.50	87.32	74,942.50
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	3,223.72	107.46	223.72-
	SECTION 8 VOUCHER TOTAL	689,717.00	54,693.27	599,102.32	86.86	90,614.68
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	409.45	29,527.71	1,061.00	26,744.71-

**REQUESTED ACTION:** Approve Resolution No. 07-16 to remove uncollectible accounts from the records.

**Comments:** As required by HUD, at least annually we must review our outstanding accounts receivable accounts and determine which ones appear to be uncollectible. It is recommended that the "uncollectible" accounts should be written off the books to reflect a better financial position. It is important to note that even though accounts are written off, effort is made to continue to collect the debt. Also, if an account is written off and the person reapplies for assistance, they are not eligible until the debt is paid in full or we can no longer collect due to the statute of limitations. Anyone who owes us money is entered into a nationwide database that all housing agencies can check. We are also continuing to utilize the Iowa Offset Program to recover debts owed from state tax refunds. So far for calendar year 2016, we have collected \$2,101 from the offset program.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 07-16**

**RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY AS REQUIRED BY DHUD FOR FYE 06/30/16**

WHEREAS, the Charles City Housing and Redevelopment Authority makes efforts to collect on accounts as a result of damage claims, unreported income and other actions that result in payment made on behalf of program participants or others debts claimed due to the Housing Authority, and

WHEREAS, a listing of past due accounts has been prepared totaling \$10,057.68, and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that the following accounts be written off, however, all collection efforts will continue where possible:

Public Housing

Herman	Morningside, rent/damages	\$ 279.00
Joyce	Morningside, rent	\$ 113.00
Rimmer	Morningside, rent/damages	\$ 829.32
Rucker	Morningside, damages	\$ 289.41
Ray	Morningside, cleaning/damages	<u>\$ 1,856.95</u>
		\$ 3,367.68

Section 8

Loftus	Section 8, unreported income	\$ 5,202.00
Snook	Section 8, unreported income	<u>\$ 1,488.00</u>
		\$ 6,690.00

Total \$ 10,057.68

June 16, 2016

\_\_\_\_\_  
Jeremy Heyer, Chairperson

\_\_\_\_\_  
Heidi Nielsen, Director

---

**MEETING DATE:** 6/16/16

**RE:** Consider Approval of Resolution No. 08-16  
Removal of Assets from Depreciation Report

---

**REQUESTED ACTION:** Consider approval of Resolution No. 08-16 Removal of Assets from Depreciation Report

**Comments:** As required by HUD, at least annually we must review and update the inventory list of depreciable items. Removal of items requires a board resolution. There were no items disposed of or sold this year to be removed from the depreciation schedule. The resolution is being done as a record to verify that the schedule was reviewed.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 08-16**

**RESOLUTION APPROVING THE REMOVAL OF  
ASSETS FROM THE DEPRECIATION REPORT FOR THE  
CHARLES CITY HOUSING AND REDEVELOPMENT  
AUTHORITY AS REQUIRED BY DHUD FOR FYE 6/30/16**

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 requirements necessitate the review of the Depreciation Report on an annual basis to make certain it accurately reflects the inventory of the Authority and indicates removal of assets that are no longer in service, have been disposed of or traded in or assets added to the inventory; and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the Depreciation Report indicates that the following assets shall be removed from the general ledger and replaced by the items indicated:

GENERAL LEDGER NUMBER 140007: BUILDINGS

REMOVED: None

GENERAL LEDGER NUMBER 140009: NONDEWLLING EQUIPMENT

REMOVED: None

GENERAL LEDGER NUMBER 140016: LAND IMPROVEMENT

REMOVED: None

GENERAL LEDGER NUMBER 140017: BLDG IMPROVEMENT

REMOVED: None

---

June 16, 2016

---

Jeremy Heyer, Chairperson

---

Heidi Nielsen, Director

**REQUESTED ACTION:** Review revisions to the FYE 2016 Public Housing Budget and approve Resolution 09-16.

**Comments:** A request was made to increase the following budget codes in the city budget:

6411 Legal Fees	Increased from 2,500 to 4,000 an increase of \$1,500 (increase resulted from fair housing complaint and revised procurement policy)
6518 Sundry	Increased from 25,000 to 40,000 an increase of \$15,000 (increase resulted from planned purchase of software and fire-proof file cabinets)

Due to a miscommunication with City Staff, all re-estimated amounts were changed resulting in a net decrease of \$7,787 of the total budget instead of an increase of \$16,500. As a result, some of the planned purchases have been put on hold. The revised city budget has been approved by the City Council. The approved revisions to the city budget were sent to C. Nabor and they transferred all revisions to the HUD budget. The revised HUD budget is attached for you to review.

Approval requires resolution by board on HUD form 52574.

**PHA Board Resolution**  
Approving Operating Budget

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

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

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

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

PHA Name: Charles City Housing & Redevelopment Authority PHA Code: IA002

PHA Fiscal Year Beginning: July 2015 Board Resolution Number: 09-16

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

DATE

- Operating Budget approved by Board resolution on: \_\_\_\_\_
- Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- Operating Budget revision approved by Board resolution on: 06/16/2016
- Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

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

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

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

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

Print Board Chairperson's Name: Jeremy Heyer	Signature:	Date: 06/16/2016
---	------------	---------------------

**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 type="checkbox"/> Original <input checked="" type="checkbox"/> Revision No.: #1		b. Fiscal Year Ending 06/30/16	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/PIA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/PIA Leased Rental Housing 04 <input type="checkbox"/> PHA/PIA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/PIA Leased Homeownership	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/PIA) CHARLES CITY HOUSING AUTHORITY					
f. Address (city, State, zip code) 501 CEDAR TERRACE SOUTH CHARLES CITY, IA 50616					
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/PIA Estimates		HUD Modifications	
			06/30/15	Current Budget yr	06/30/16	PJM	Amount (to nearest \$10)	PJM	Amount (to nearest \$10)
			PJM (2)	PJM (3)	PJM (4)	(5)	(6)	(7)	
<b>Homebuyers Monthly Payments for:</b>									
010	7710	Operating Expense			0.00				
020	7712	Earned Home Payments			0.00				
030	7714	Nonroutine Maintenance Reserve			0.00				
<b>Operating Receipts</b>									
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		
<b>Operating Expenditures - Administration:</b>									
140	4110	Administrative Salaries	49.99	45.05	47.86		85,000		
145	41045	Administrative Benefits	24.12	24.70	25.43		45,170		
150	4130	Legal Expense	2.36	1.41	2.25		4,000		
160	4140	Staff Training	0.89	1.41	2.14		3,800		
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	4.50		8,000		
190	4195	City Mgmt / Accounting	5.07	5.07	5.07		9,000		
200	4190	Office Expense	8.09	8.16	8.45		15,000		
200	4192	Advertising & Marketing	0.59	0.56	2.82		5,000		
200	4194	Other Admin Expense	2.75	1.63	3.10		5,500		
210	Total	Administrative Expense (sum of line 140 thru line 200)	99.36	93.68	103.31		183,470		
<b>Tenant Services:</b>									
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		
<b>Utilities:</b>									
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	6.76		12,000		
310	4431	Garbage Removal	3.47	2.82	5.63		10,000		
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  
06/30/16

Line No.	Acct. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates	HUD Modifications				
			Last Fiscal Yr.	<input type="checkbox"/> 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)					
<b>Ordinary Maintenance and Operation:</b>									
330	4410	Labor	47.88	45.66	47.07		83,600		
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	4.79		8,500		
350	4432	Heating & Cooling Contracts	0.41	0.06	4.50		8,000		
350	4433	Snow Removal Contracts		0.06	0.00				
350	4434	Elevator Maintenance Contracts		0.00	0.00				
350	4435	Landscape & Grounds Contracts	0.37	0.56	0.00				
350	4436	Unit Turnaround Contracts	3.20	1.13	5.52		9,800		
350	4437	Electrical Contracts		0.00	0.00				
350	4438	Plumbing Contracts	0.99	0.56	1.13		2,000		
350	4439	Extermination Contracts	3.27	0.14	3.10		5,500		
350	4440	Janitorial Contracts	1.85	0.23	0.00				
	4441	Routine Maintenance Contracts	0.47	0.45	0.00				
350	4480	Security Contract Cost	14.08	14.08	14.08		25,000		
350	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	131.14	118.03	136.95		243,220		
<b>General Expense:</b>									
410	4510	Insurance - All	13.70	13.51	14.04		24,934		
410	4512	Insurance - Work Comp	3.32	2.42	3.01		5,345		
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	37.04		65,779		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	331.61	317.84	345.14		612,969.00		
550	Total	Operating Expenditures (sum of lines 500 and 540)	331.61	317.84	345.14		612,969.00		
<b>Prior Year Adjustments:</b>									
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00				
<b>Other Expenditures:</b>									
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)	331.61	317.84	345.14		612,969		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(47.29)	(38.44)	(36.64)		(65,089)		
<b>HUD Contributions:</b>									
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	61.80	62.91	73.16		129,931		

Name of PHA/IHA  
**CHARLES CITY HOUSING AUTHORITY**

Fiscal Year Ending  
**06/30/16**

		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 \_\_\_\_\_