

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

September 15, 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 August 18, 2016..... 1
- IV. Approval of Bills for September 2016..... 2
- V. Communications 3-7
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Section 8 Funding/Utilization
 - 4. Morningside Playground Update
 - 5. Handicap Parking at NCT
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports 8-11
 - 2. Approve Resolution 10-16 to Update Flat Rents..... 12-15
 - 3. Approve Resolution 11-16 to Update Payment Standards..... 16-17
 - 4. Approve Resolution 12-16 to Discontinue Charges for Excess Utilities..... 18-20
 - 5. Set Date for Special Meeting..... 21
- VIII. Executive Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, October 20, 2016 at 7:00 a.m., CCHRA Office

Charles City Housing
 Monthly Bill Listing
 September 2016

Customer	Description	Amount
Anita Sullivan	security deposit refund	200.00
April Bircheat	security deposit balance refund	45.00
Business Card	back up service/battery back up	159.93
C.Naber & Associates	accounting fees	1,140.00
CenturyLink	phone service	188.62
Charles City Housing	security deposits held	727.00
Charles City Press	advertising fees	168.00
Cintas	rug service	141.34
City of Charles City	water/service/URP/S8 deposits	
Don's Repair	mower maintenance	133.55
Global Equipment Company	new filing cabinets	4,144.50
HAPS	Sept. HAPS	47,892.30
Hockenson Plumbing	maintenance	83.95
Houdek Floorcovering	MS carpet	347.50
Iowa Department of Transportation	fuel	77.68
Jendro Sanitation	trash service	611.00
L&J Industries, Inc.	maintenance parts	38.25
Marco, Inc.	copy fees	74.20
Mehmen's Painting	painted 2220	135.00
Mid American Energy	electric/gas/urp	6,695.65
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	flea treatment	125.00
Rachel Hutter	deposit balance refund	28.00
Schueth Ace Hardware	maintenance items	236.37
Staples Direct	paper for brochures	141.87
T-J Service	2 refrigerators	1,299.92
Wells Fargo Vendor FIN Serv	copier lease	265.03
YARDI	criminal background checks	73.50
		65,227.25

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We are still anticipating the work on the handrails to be started again before the end of September and are waiting on confirmation from the contractor.

In addition, we are still planning to repair the sidewalks, curbs, and gutters to eliminate any tripping hazards identified. If we can work it out, we will have help from the City to get the specifications done and manage the project. If not, we will have to request proposals from engineering firms and this will delay the project.

2. Rehab Update. The income survey has been completed and we have ended up with a 65.84% response rate with 60.99% of the people being under the low to moderate income level. Since the percentage of LMI people for Charles City is around 50%, Steve Wendt feels that would have a strong application.

The second part of the application process is to determine interested eligible households. Full applications were sent to 48 interested households. Once returned the applications will be verified and ranked. We need to have about 24 applications returned with the top twelve applicants verified and ready to go before we can submit the application. This will demonstrate the City's readiness to proceed with the program upon award.

3. Section 8 Funding/Utilization. See attachments
4. Morningside Playground Update. As reported last month, we have been working to find a solution to the drainage issue by the playgrounds to keep the safety fiber from washing away. Steve Lindeman said that they built an earth berm to solve the problem at the Lion's Field playground. We have met with a safety engineer from EMC, our insurance company, and they are going to give us some additional options and cost estimates. We may have to wait until spring for a permanent solution. So we are going to bring in some more safety fiber and try to keep raking it back into place until then.
5. Handicap Parking at NCT. We have had a tenant request that we mark one of the parking spaces by his apartment as a handicap designated space. Currently, there are none in that lot. Dirk Uetz is going to look at the lot to determine the most logical place for it and will help us mark the spot. Due to increased space requirements, we will have to use two spaces to make one designated space.

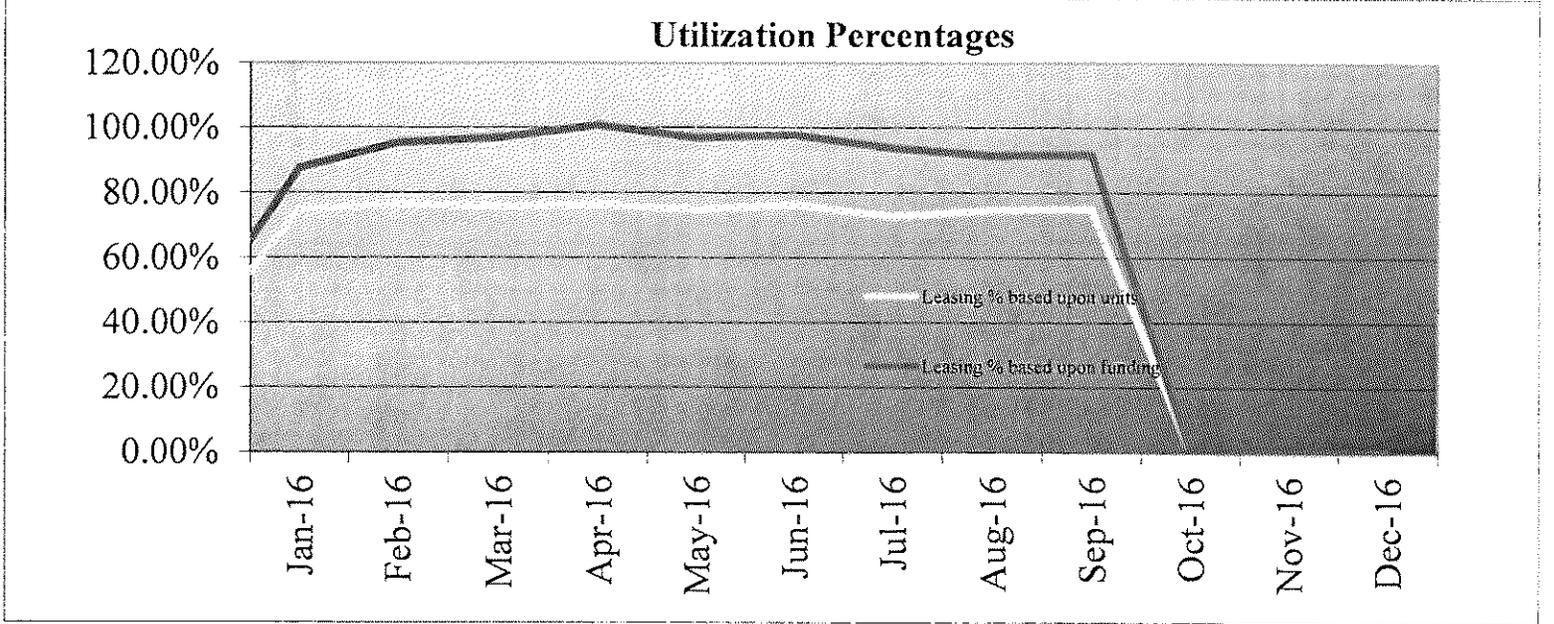
6. Monthly Rental Status Update.

Month of August 2016	Total Leased 8/1/16	New Leases	Removed Or Moved	Total Leased 9/1/16	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	1	1	131	30	5	0
Morningside 16 Units	13	0	3	10	9	7	0
Section 8 197 Units	155	5	4	156	52	18	6

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

7. 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	\$ 49,010	\$ 42,876	87.48%	\$ 291.67
Feb-16	197	150	76.14%	\$ 117.00	\$ 49,010	\$ 46,671	95.23%	\$ 311.14
Mar-16	197	149	75.63%	\$ 405.00	\$ 49,010	\$ 47,421	96.76%	\$ 318.26
Apr-16	197	150	76.14%	\$ 975.00	\$ 49,010	\$ 49,301	100.59%	\$ 328.67
May-16	197	147	74.62%	\$ 13.00	\$ 49,010	\$ 47,428	96.77%	\$ 322.64
Jun-16	197	150	76.14%	\$ 38.00	\$ 49,010	\$ 47,843	97.62%	\$ 318.95
Jul-16	197	143	72.59%	\$ 49.00	\$ 49,010	\$ 45,874	93.60%	\$ 320.80
Aug-16	208	155	74.52%	\$ 3.00	\$ 52,168	\$ 47,628	91.30%	\$ 307.28
Sep-16	208	156	75.00%		\$ 52,170	\$ 47,816	91.65%	\$ 306.51
Oct-16	208		0.00%		\$ 52,170		0.00%	
Nov-15	208		0.00%		\$ 52,170		0.00%	
Dec-16	208		0.00%		\$ 52,171		0.00%	
YTD	2,419	1,347	55.68%	\$ 1,730.00	\$ 603,919	\$ 422,858	70.02%	\$ 313.93



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016:	\$ 116,439		
HAP Funding YTD:	\$ 603,919		
HAP Expenditures YTD:	\$ 422,858	Current Year Funding:	192
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,730		
Current Remaining NRA / Prog Reserve:	\$ 299,230		
Current Monthly Funding (a)	\$ 48,352	Current Year Funding and reserves:	318
Current Average HAP Payment (b)	\$ 307		
# of Units the Current Monthly Funding Would Support (a)/(b)	157		
# of Units Currently Leased	150		
Excess Units Leased, Current Month	(7)		
Current Year-to-Date Funding (a)	\$ 603,919		
Current Year-to-Date Average HAP Payment (b)	\$ 314		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,924		
# of Unit-Mos Leased Year-to-Date	1,347		
Remaining Unit-Mos to Lease Year-to-Date	577		
Estimate of next years funding:			
YTD HAP expense	\$ 422,858		
Months to date	3		
Average Monthly HAP Expense	\$ 140,953		
Estimated 2016 HAP Funding at 100%	\$ 140,953		
Number of Units Supported at 100%	449		

HCV HAP Spending Projection

	C	D	E	F	G	H	I	J	K	L	M	N
HUD Held												
NRA												
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14 NRA	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/14	Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BAV/Reserves (obligated HAP BA minus disbursements)		
PHA#	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
2												
4												
5												
6												
7	January	\$3,858	\$50,801	\$46,396	\$8,263	\$8,309	\$94,477	\$48,673	\$50,801	\$92,349		
8	February	\$8,309	\$50,515	\$49,152	\$9,672	\$9,819	\$92,349	\$48,820	\$50,515	\$90,654		
9	March	\$9,819	\$50,515	\$47,877	\$12,457	\$12,605	\$90,654	\$48,820	\$50,515	\$88,959		
10	April	\$12,605	\$46,065	\$47,739	\$10,931	\$11,962	\$88,959	\$49,127	\$46,065	\$92,021		
11	May	\$11,962	\$43,833	\$48,728	\$7,067	\$7,067	\$92,021	\$49,130	\$43,833	\$97,318		
12	June	\$7,067	\$49,587	\$48,246	\$8,408	\$8,825	\$97,318	\$49,130	\$49,587	\$96,861		
13	July	\$8,825	\$39,901	\$51,695	-\$2,969	-\$2,969	\$96,861	\$49,730	\$39,901	\$106,690		
14	August	-\$2,969	\$54,469	\$51,161	\$339	\$349	\$106,690	\$49,130	\$54,469	\$101,351		
15	September	\$349	\$56,900	\$49,196	\$8,053	\$8,138	\$101,351	\$49,130	\$56,900	\$93,581		
16	October	\$8,138	\$52,729	\$49,666	\$11,201	\$11,317	\$93,581	\$49,010	\$52,729	\$89,862		
17	November	\$11,317	\$51,161	\$48,245	\$14,233	\$14,355	\$89,862	\$49,010	\$51,161	\$87,711		
18	December	\$14,355	\$51,161	\$44,561	\$20,955	\$21,118	\$87,711	\$58,544	\$51,161	\$95,094		
19	Total		\$597,637	\$582,662	\$2,285	\$21,118		\$598,254	\$597,637			
20												
21												
22	January	\$21,118	\$50,180	\$42,876	\$28,422	\$28,487	\$95,094	\$49,010	\$50,180	\$93,924		
23	February	\$28,487	\$39,175	\$46,671	\$20,991	\$21,108	\$93,924	\$49,010	\$39,175	\$103,759		
24	March	\$21,108	\$49,210	\$47,421	\$22,897	\$23,302	\$103,759	\$49,010	\$49,210	\$103,559		
25	April	\$23,302	\$45,452	\$49,301	\$19,453	\$20,429	\$103,559	\$49,010	\$45,452	\$107,117		
26	May	\$20,429	\$47,604	\$47,428	\$20,605	\$20,618	\$107,117	\$49,010	\$47,604	\$108,523		
27	June	\$20,618	\$27,244	\$47,889	-\$27	\$11	\$108,523	\$49,010	\$27,244	\$130,289		
28	July	\$11	\$47,604	\$45,821	\$1,794	\$1,843	\$130,289	\$49,010	\$47,604	\$131,695		
29	August	\$1,843	\$50,762	\$47,628	\$4,977	\$4,980	\$131,695	\$52,168	\$50,762	\$133,101		
30	September	\$4,980	\$51,537	\$47,816	\$8,701	\$8,701	\$133,101	\$52,170	\$51,537	\$133,734		
31	October	\$8,701	\$51,537	\$47,816	\$60,238	\$60,238	\$133,734	\$52,170	\$51,537	\$134,367		
32	November	\$60,238	\$51,537	\$47,816	\$60,238	\$60,238	\$134,367	\$52,170	\$51,537	\$186,537		
33	December	\$60,238	\$460,305	\$422,851	\$60,238	\$60,238	\$186,537	\$52,171	\$0	\$238,708		
34	Total		\$460,305	\$422,851	\$1,666	\$60,238		\$603,919	\$460,305			

END OF PARTICIPATION
TRACKER
2016-2017

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	3	1										6
ZERO HAP			1										1
MUTUAL RECISION	2												2
ANNUAL RE-EXAM SEARCHING	1		1										2
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING	3	2											5
DECEASED													0
MOVED IN VIOLATION	1		1										2
EVICTED													0
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
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	3	1	1										5
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
TOTALS	12	6	5	0	23								
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2										4
DECEASED													0
MOVED IN VIOLATION			1										2
TERMINATED FOR LEASE VIOLATIONS													0
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	1	2	3	0	6								

MEETING DATE: 9/15/16

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	28,000.00	3,062.01	6,115.79	21.84	21,884.21
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	5.00	245.00	6.13	3,755.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	42,684.00	82,344.00	16.47	417,656.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,507.00	2,274.00	23.94	7,226.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	998.50	1,719.00	14.33	10,281.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	79.80	196.98	9.85	1,803.02
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	18,451.00	36,902.00	18.92	158,098.00
	PUBLIC HOUSING TOTAL	750,500.00	66,787.31	129,796.77	17.29	620,703.23
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	87,000.00	6,902.52	13,962.91	16.05	73,037.09
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	6,809.00	467.61	945.29	13.88	5,863.71
173-532-6130	IPERS - PUBLIC HOUSING	7,948.00	616.40	1,246.89	15.69	6,701.11
173-532-6150	HEALTH INS - PUBLIC HOUSING	38,145.00	3,062.08	6,124.16	16.05	32,020.84
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	25.96	51.92	16.75	258.08
173-532-6160	WORK COMP - PUBLIC HOUSING	2,704.00	.00	.00	.00	2,704.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	.00	.00	600.00
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	230.00	230.00	4.60	4,770.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	966.92	2,170.57	5.43	37,829.43
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	5,082.84	10,159.93	21.17	37,840.07
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,358.38	2,879.94	16.00	15,120.06
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,648.26	3,357.02	13.99	20,642.98
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	350.00	8.75	3,650.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	25,542.00	.00	.00	.00	25,542.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	162.00	422.50	10.56	3,577.50
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	265.03	530.06	17.10	2,569.94
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	26,000.00	2,350.88	5,138.04	19.76	20,861.96
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	485.81	24.29	1,514.19
173-532-6442	PILOT-PUBLIC HOUSING	37,000.00	39,202.70	39,202.70	105.95	2,202.70-
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	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	2,351.09	7,551.95	30.21	17,448.05
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	4,411.34	20,450.80	27.27	54,549.20
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	517,158.00	69,279.01	115,260.49	22.29	401,897.51
173-536-6010	SALARY - PH MAINT	90,000.00	7,088.24	12,996.29	14.44	77,003.71
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	161.19	557.06	11.14	4,442.94

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,268.00	526.77	981.22	13.50	6,286.78
173-536-6130	IPERS - PH MAINT	8,484.00	647.37	1,210.31	14.27	7,273.69
173-536-6150	HEALTH INS - PH MAINT	35,000.00	1,454.30	2,908.60	8.31	32,091.40
173-536-6151	LIFE INS - PH MAINT	200.00	8.37	16.74	8.37	183.26
173-536-6160	WORK COMP - PH MAINT	1,947.00	.00	.00	.00	1,947.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	.00	.00	550.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	188.00	188.00	.00	188.00-
	PUBLIC HOUSING MAINTENANC TOTA	149,349.00	10,074.24	19,308.22	12.93	130,040.78
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	83,993.00	12,565.94-	4,771.94-	5.68-	88,764.94

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	700.00	130.30	226.74	32.39	473.26
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	92.00	189.00	3.78	4,811.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	50,762.00	98,366.00	16.39	501,634.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	9,612.00	17,224.00	19.14	72,776.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	697,700.00	60,596.30	116,005.74	16.63	581,694.26
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	39,000.00	2,594.77	5,004.15	12.83	33,995.85
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,060.00	175.21	338.25	11.05	2,721.75
174-533-6130	IPERS -SECTION 8	3,572.00	231.70	446.86	12.51	3,125.14
174-533-6150	HEALTH INS - SECTION 8	16,348.00	1,312.32	2,624.64	16.05	13,723.36
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	34.62	17.31	165.38
174-533-6160	WORK COMP - SECTION 8	1,817.00	.00	.00	.00	1,817.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	.00	.00	400.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	225.00	15.00	1,275.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,140.00	2,368.00	15.79	12,632.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	440.00	12.57	3,060.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	903.00	974.50	12.18	7,025.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	.00	.00	.00	.00	.00
174-533-6443	HOME OWNERSHIP VOUCHER	.00	421.00	842.00	.00	842.00
174-533-6444	PORTABILITY VOUCHER	.00	5,002.60	5,002.60	.00	5,002.60
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	41,140.70	85,442.00	14.24	514,558.00
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	109.76	3.66	2,890.24
	SECTION 8 VOUCHER TOTAL	701,697.00	53,158.61	103,852.38	14.80	597,844.62
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	3,997.00	7,437.69	12,153.36	304.06	16,150.36

REQUESTED ACTION: Move to approve Resolution No. 11-16 Section 8 Payment Standards.

Comments: HUD has published the new Fair Market Rents that we use to determine the Payment Standards for the Section 8 Voucher program. The Payment Standards are used to calculate our portion of the rent to the owner. Participants use the Payment Standard as a guide to determine if a unit will be within the guidelines. The monthly rent plus the utility allowance needs to be close to the Payment Standard in order to be eligible. The Payment Standards can be set between 90% - 110% of the Fair Market Rents. Allowing flexibility for agencies to determine the amount serves several purposes:

- 1) Does not cause a financial hardship on participants by paying rents too high. In some areas, adopting the 90% concept of the Standards could cause families to pay rents so high that it is a financial burden. Although the program already has a requirement that does not permit families to pay more than 40% of their income for rent at initial lease up, it is not meant that all participants face that dilemma as a result of low payment standards and high rental market. It is intended to provide some flexibility for families to have a broader selection of available housing.
- 2) Does not substantially limit participants access to safe, decent housing. If the payment standards are set too low in a community where the rents are high, families would have to select the least desirable housing units available. Such as units that may barely pass the inspection requirements. It is not the intent of this program for participants to live in the worst housing, nor is it intended that they live in the best housing.
- 3) Does not cause a financial burden on the housing agency. The rental market and the financial condition of the local Section 8 program requires discretion for the local agency to determine the appropriate Payment Standards for the area.

Another criteria used in determining the appropriate Payment Standard is to compare the Payment Standards to the rent of unsubsidized units. We do not want the rents for units on the Section 8 program to set the standard throughout the community (especially in driving the rents higher). However, there have been other factors increasing rents and the tenants are having difficulty finding units affordable to them.

In consideration of the statements above, we are proposing maintaining the current Payment Standards at the following levels:

0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
425	500	625	825	850

The attached table shows the current Payment Standard compared to the new Fair Market Rents and the new proposed Standards. The table also indicates the allowable range between 90% - 110% of the Fair Market Rents and the percentages of the proposed Standards.

The Housing Opportunities Through Modernization Act of 2016 (HOTMA) revised the procedure by which HUD publishes its annual FMRs. Specifically, HUD is no longer required to publish proposed FMRs for comment in the Federal Register. Rather, HUD may post the FMRs on HUD's web site and announce such posting by notice published in the Federal Register. In addition, HOTMA provides that HUD's FMRs shall be effective no earlier than 30 days after the date of the publication of HUD's Federal Register notice but that public housing agencies (PHAs) and other interested parties may comment on the FMR and request reevaluation of FMRs in a jurisdiction before such FMRs become effective. The FMRs were published on August 26, 2016, so HUD has set an effective date of October 1, 2016. Because of this, we must retroactively set the effective date to October 1st. Since we must give participants a 30-day notice of change in rent, the October files have already been calculated and we will need to go back and adjust those files to reflect the new payment standards.

Payment Standards vs Fair Market Rents
PS vs FMR

	0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Current PS	400	475	600	775	800
Current Percentage of New FMR	89.29%	92.77%	95.24%	89.60%	92.17%
Proposed PS	425	500	625	825	850
Current Percentage of New FMR	94.87%	97.66%	99.21%	95.38%	97.93%
New FMRs Effective 10/15	448	512	630	865	868
90% of new FMR / minimum for PS	403	461	567	779	781
110% of new FMR / maximum for PS	493	563	693	952	955
Current Gross Rents					
Low	440	360	407	525	812
Median	440	435	607	778	908
High	440	574	798	897	977
Average	440	452	596	773	908

Effective December 1, 2016

RESOLUTION NO. 11-16

SECTION 8 VOUCHER PAYMENT STANDARDS

Charles City Housing and Redevelopment Authority

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

WHEREAS, the Department of Housing and Urban Development has published the Fair Market Rents (FMR) to be effective October 1, 2016 and requested all housing agencies to implement them as required by program regulations; and

WHEREAS, the Department of Housing and Urban Development requires Payment Standards for the Section 8 Voucher program to be within 90% – 110% of the published FMRs it is necessary for this agency to make adjustments to the Payment Standards; and

WHEREAS, the Charles City Housing and Redevelopment Authority Board has been presented the new FMRs and supporting documentation for determination of the new Payment Standards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority approves the following Payment Standards effective December 1, 2015:

<u>0 bedroom</u>	<u>1 bedroom</u>	<u>2 bedroom</u>	<u>3 bedroom</u>	<u>4 bedroom</u>
425	500	625	825	850

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15TH DAY OF SEPTEMBER 2016.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 9/15/16

RE: Consider Approval of Resolution 10-16 to Adopt Flat Rent Increases and Set Date for Public Hearing

REQUESTED ACTION: Discuss proposed rent increases, approve Resolution 10-16.

Comments: HUD just published the new Fair Market Rent (FMR) amounts for Federal Fiscal Year 2017. Because we must charge at least 80% of the published FMR's to be in compliance, we must increase the flat rents again. The most recent directives from HUD reflect the requirement to set flat rents at no less than 80% of the new FMR's within 90 days. The new rents would go into effect on December 1, 2016.

The following tables list the proposed amounts for the units. We have them split between units which include the utilities in the rent and those with tenant paid utilities.

Flat Rents for Apartments with Non-Tenant Paid Utilities

Bedroom Size	Current Flat Rents as of January 1, 2016	2017 FMR's	80% of FMR or New Flat Rent Amount
1	395	512	410
2	490	630	504 or 505

Flat Rents for Apartment with Tenant Paid Utilities

Bedroom Size	Current Flat Rents as of January 1, 2016	2017 FMR's	80% of FMR or New Flat Rent Amount	Utility Allowance	New Flat Rent Amounts
1	260	512	410	123	287 or 290
2	350	630	504	156	348 or 350
3	500	865	692	184	508 or 510

RESOLUTION NO. 10-16

ADOPTION OF FLAT RENT INCREASES AS OF DECEMBER 1, 2016

Charles City Housing and Redevelopment Authority

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

WHEREAS, the Sections 210 and 243 of Title II of P.L 113-76 of the Consolidated Appropriations Act of 2014 requires all Flat Rents to be set at no less than 80 percent of the applicable Fair Market Rent; and

WHEREAS, the following flat rents have been set according to the 2016 Fair Market Rents for Floyd County, Iowa as directed by HUD in notice PIH 2014-12 (HA) to be offered to residents beginning December 1, 2016:

Flat Rents for units 1-128 at North and South Cedar Terrace

1 Bedroom - \$410
2 Bedroom - \$505

Flat Rents for units 129-132 at North Cedar Terrace and Morningside Apartments

1 Bedroom - \$290
2 Bedroom - \$350
3 Bedroom - \$510

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that they have reviewed the preceding rent changes and authorize their approval for implementation beginning December 1, 2016.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15TH DAY OF SEPTEMBER 2016.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Approve Resolution 12-16.

Comments: According to 24 CFR 965.506 (b), "For dwelling units served by PHA-furnished utilities where check meters have not been installed, the PHA shall establish schedules of surcharges indicating additional dollar amounts residents will be required to pay by reason of estimated utility consumption attributable to resident-owned major appliances or to optional functions of PHA-furnished equipment. Such surcharge schedules shall state the resident-owned equipment (or functions of PHA-furnished equipment) for which surcharges shall be made and the amounts of such charges, which shall be based on the cost to the PHA of the utility consumption estimated to be attributable to reasonable usage of such equipment."

We have checked with HUD to see if we could discontinue the fees for excess utility consumption and they said that "shall" is not a must. One of the Financial Analysts said that they have seen budgets from other agencies where there were no excess utilities. Because of the increase in the flat rents and the probability of the increases into the future, we would like to stop charging the excess fees to the residents. These continual increases are creating a hardship to some of the residents whose income is high enough to put their rent over the flat rent, but not high enough for them to comfortably pay for the increases. Not only do the excess fees create accounting difficulties because not all residents pay them, but the excess fees for the A/C are only charged and collected for 6 months of the year. The A/C charge has created much tension with the residents also, because we do not pro-rate the annual fee. If they have an A/C unit, they pay the fee, whether they use the unit or not; and if they use it once or 90 times, the fee is the same.

It appears that the increase in rental revenue will more than offset the loss the revenues from the utility surcharge. The attached table contains a comparison between the rental revenue, excess utility revenue, and flat rent increases from 2009-2016. The 2016 rental revenue has increased from 2009 by \$90,948.70. During that eight-year period, the total revenue realized from the excess consumption was only \$62,103.00. We receive approximately \$180,000 in operating subsidy from HUD each year and we seldom use the funds. They just transfer to our reserves. The elimination of the fees will hopefully help reduce the burden placed on the residents and the housing staff.

**Comparison Between Rental Revenue, Utility Income, and Flat Rents
2009-2016**

Fiscal Year	Rental Revenue	Annual Utility Income		Flat Rents by bedroom size						Flat Rent Effective Date	
		A/C	Appliances	Total	Utilities Included			Tenant Paid Utilities			
					1	2	1	2	3		
2016	\$482,071.70	\$6,662.00	\$896.00	\$7,558.00	395	490	260	350	500	500	1/1/2016
2015	\$451,212.48	\$6,676.00	\$848.00	\$7,524.00	370	475	250	350	500	500	1/1/2015
2014	\$425,302.78	\$7,254.00	\$1,024.00	\$8,278.00	360	465	240	325	475	475	10/1/2014
2013	\$422,281.00	\$6,598.00	\$1,088.00	\$7,686.00	330	403	330	403	500	500	
2012	\$427,792.78	\$6,837.00	\$1,227.00	\$8,064.00	330	403	330	403	500	500	
2011	\$392,337.00	\$6,652.00	\$992.00	\$7,644.00	330	403	330	403	500	500	7/1/2011
2010	\$398,453.50	\$6,324.00	\$1,014.00	\$7,338.00	315	388	315	388	485	485	Prior to 2011
2009	\$391,123.00	\$6,745.00	\$1,266.00	\$8,011.00	315	388	315	388	485	485	

Revenue Increase from 2009

\$90,948.70

Utility Income 8-Year Total

\$62,103.00

RESOLUTION NO. 12-16

ELIMINATION OF EXCESS UTILITY FEES AS OF JANUARY 1, 2017

Charles City Housing and Redevelopment Authority

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

WHEREAS, under 24 CFR 965.506 (b) HUD permits Housing Agencies, who furnish utilities in lieu of check-metering, to establish a schedule of fees for excess consumption of utilities to be paid by the residents affected; and

WHEREAS, the CCHRA has made the determination that collecting the excess fees in combination with the increasing costs has placed a burden on the residents; and

WHEREAS, the CCHRA has presented to the board documentation to show that the mandatory increases in the flat rent are more than the revenue received from the excess utility fees;

WHEREAS, the CCHRA plans to eliminate these fees effective January 1, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that they have reviewed the data presented and agree that the increased rents will offset the loss of revenue from the excess fees and will provide the residents with some financial relief.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15TH DAY OF SEPTEMBER 2016.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 9/15/16

RE: Set Date for Special Meeting

REQUESTED ACTION: Set date for special meeting.

Comments: The Request for Proposals has been sent out to procure a new fee accountant. Due to time constraints created by the timing of the next City Council Meetings and the Housing Board meetings, it is necessary to hold a special meeting the first week of October to review the proposals.