

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

February 16, 2017, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of January 19, 2017..... 1-2
- IV. Approval of Bills for February 2017..... 3
- V. Communications 4-9
 - 1. CFP Update
 - 2. Board Meeting Attendance Record
 - 3. FYE 2016 PHAS Score
 - 4. Section 8 Funding/Utilization
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 10-13
 - 2. Approve Sending Staff to Annual Iowa NAHRO Conference..... 14-17
 - 3. Renewal of 28E Agreement with the DIA..... 18-20
 - 4. Approve Resolution 02-17 Annual Civil Rights Certification..... 21-22
 - 5. Review and Approve City Budgets..... 23-38
- VII. Election of Officers..... 39
 - 1. Chairperson
 - 2. Vice-Chairperson
- VIII. Review of By-Laws for Revisions 40-42
- IX. Executive Director’s Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, March 16, 2017
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 19, 2017 7:00 a.m.

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 15, 2016. Tyler moved, Coulson seconded the motion to approve the minutes of December 15, 2016 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$86,125.78. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Review Financial Reports. The reports were reviewed. Nielsen reviewed which accounts requiring a budget revision. there were no questions and no was action required.

Resolution 01-17 Approving Procurement Policy. Nielsen reviewed the history of the Housing Authority and the intended role of the Board. Then the reason for the revision to Chapter 27 of the City Code in regards to the power and role of the Board was explained. The changes to the revised Procurement Policy were reviewed and Nielsen stated that the policy was the same policy which was presented at the previous meeting with the exception of the dollar amounts requiring either Board or City Council approval. Nielsen informed the board that while not a requirement, the approved policy would be send to HUD for approval also. It was noted that Resolution 01-17 was incorrectly referred to as 021-17, which will be corrected. Coulson made a motion to approve Resolution 01-17 as corrected. Miller seconded the motion. Ayes: Heyer, Miller, Coulson, and Tyler. Nays: 0. Motion carried on role call vote.

Accept Audit Report for FYE 06/30/2016. Brad Berthiaume from Collins & Associates was called and placed on speakerphone. He reviewed the audit report. He said that the Governance Letter was provided to inform the Board of Collins & Associates responsibilities for the audit. Mr. Berthiaume also explained that the audit resulted in an Unmodified Opinion and they encountered no difficulties with the audit. The Management's Discussion and Analysis was discussed and that the purpose was to provide a comparative analysis of the audit and is used to assist readers with the comprehension of the audit and noted that there was a \$172,173 increase to the Net Position from the previous year. He reviewed the financial statements and explained that even though it appears that the expenses

exceeded the revenues by \$14,593 the deficit was caused by the depreciation expense which is not actually an outlay of cash. Under the Notes to the Financial Statements, he specified that there were no new accounting policies and the prior period adjustment of \$186,766 was done to correct the capital fund equity account, which was recorded by the previous auditor. In the Independent Auditor's report on internal control he stated that there were no deficiencies. Mr. Berthiaume reviewed the Schedule of Federal Expenditures and stated that the Housing Choice Voucher Program was a major program. He informed the board that the report regarding compliance with program regulations was an important report and there were no instances of non-compliance. He reviewed the final report and stated that because the Housing Choice Voucher Program was considered a major program, it was tested to determine compliance. He reported that there were no findings in regard to internal control over the financial statements and federal awards. The last page of the report identified any findings with the previous audit. There were no questions from the Board and the call was ended. Nielsen clarified that while the report only identified \$19,000 in excess HAP funds; the difference between that amount and the balance previously reported of \$140,00 was due to the amount of reserves being held in HUD's accounts. In addition, she explained that most of payables recorded were because the City paid the Authority's bills from the City bank account and transferred the funds from the Authority's bank account to the City's the following month. Miller motioned to accept the audit report and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Directors report. Nielsen informed the board that there will be an ad in the paper to fill a vacancy in the maintenance department.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried and the meeting adjourned at 7:34 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 February 2017

Customer	Description	Amount
Business Card	back up service, video recorder	
C.Naber & Associates	accounting fees	545.00
Cedar Valley Printing	envelopes	309.00
CenturyLink	phone bill	188.36
Cintas	rug service	114.13
City of Charles City	water/sewer/URP/S8 inspections	
Complete Appliance Dem/Dave's Welding	disposal of abandoned appliances	115.00
Don's Repair	tractor repairs	798.66
Emma Seckar	security deposit refund	201.32
HAPS	Feb.1 HAPS	51,603.60
Hockenson Plumbing	plumbing maintenance fees	241.88
Iowa Department of Inspections & Appeals	hearing investigation service fee	290.07
Iowa Department of Transportation	fuel	
Iowa Division of Labor	boiler inspections	1,360.00
Jendro Sanitation	trash service	646.00
Joyce Stenseth	security deposit refund	270.00
Linderman Heating & Air, LLC	heating maintenance fees	553.87
Mehmen's Painting	painted 4 units	505.00
Michael Benning	hearing officer fee for S8 hearing	58.85
Mid American Energy	electric/gas/URP	10,078.78
NAHRO	membership dues	535.04
PHADA	membership dues	625.00
Pitney Bowes	meter lease payment	54.09
Quality Auto Service	truck repairs	563.46
Schueth Ace Hardware	maintenance items for month	1,010.48
Sherwin Williams	paint	336.40
Superior Lumber	maintenance items for month	3.19
T-J Service	maintenance items for month	299.96
True Green	ice melt purchase	103.60
US Cellular	cell phone service	91.44
Wells Fargo Vendor FIN Serv	copier lease payment	252.02
YARDI	criminal background checks	42.00
		71,796.20

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We are waiting for the information from the Playground Company so we can start the procurement process on the resurfacing project.
2. Board Meeting Attendance. See attachment
3. FYE 2016 PHAS Score. See attachment
4. Section 8 Funding/Utilization. See attachments
5. **Monthly Rental Status Update.**

Month of January 2017	Total Leased 1/1/17	New Leases	Removed Or Moved	Total Leased 2/1/17	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	0	4	126	10	7	3
Morningside 16 Units	16	0	0	16	1	1	0
Section 8 197 Units	160	7	4	163	17	22	11

Declined Assistance (2) Over Income () Denied (1) Insufficient Address (1)
 Did not attend Briefing/Information Not Returned (11) Criminal Background Check ()
 Voucher Expired (3) Purged ()
 Terminations: PH () S8 (2)

6. End of Participation Tracker. See attachment

**BOARD MEETING ATTENDANCE
JAN 2016 – DEC 2016**

2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Miller	X	A	A	A	X	A	A	X	X	X	X	X	7
Heyer	A	X	X	X	A	X	X	X	X	X	X	X	10
Coulson	X	X	A	X	A	X	A	X	X	X	X	A	8
Haglund	X	X	X	A	X	A	X	A	A	X	X	A	7
Tyler	X	X	X	X	X	X	X	X	X	X	A	X	11

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

"X" – In attendance

"A" – Absent



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: 02/06/2017

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	06/30/2016

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	96	100
Designation Status:	Small PHA Deregulation	
Published 02/06/2017	Initial published	10/19/2016

Financial Score Details	Score	Maximum Score
Audited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	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:

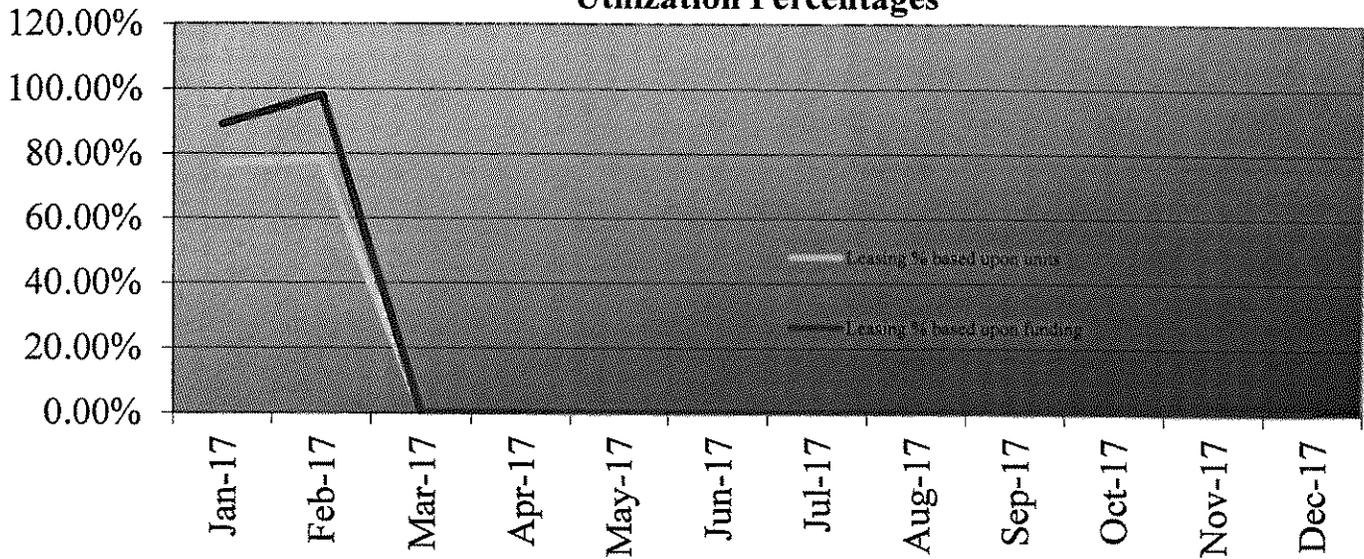
1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates 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/prodphasintrule.cfm>

HCY HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L
2	HUD Held											
4	NRA											
5	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 BA/Reserves (obligated HAP BA minus disbursements)
6	PHA# IA002	D	E	F	E:F	H	D+G+H		K	L	M	(K+L)-M
7	CY 2016											
8	January	\$21,118	\$50,180	\$42,876	\$28,422	\$65	\$28,487	CY 2016	\$95,094	\$49,010	\$50,180	\$93,924
9	February	\$28,487	\$39,175	\$46,871	\$20,991	\$117	\$21,108	January	\$93,924	\$49,010	\$39,175	\$103,759
10	March	\$21,108	\$49,210	\$47,421	\$22,897	\$405	\$23,302	February	\$103,759	\$49,010	\$49,210	\$103,559
11	April	\$23,302	\$45,452	\$49,301	\$19,453	\$976	\$20,429	March	\$103,559	\$49,010	\$45,452	\$107,117
12	May	\$20,429	\$47,604	\$47,428	\$20,605	\$13	\$20,618	April	\$107,117	\$49,010	\$47,604	\$108,523
13	June	\$20,618	\$27,244	\$47,889	\$27,244	\$38	\$11	May	\$108,523	\$49,010	\$27,244	\$130,289
14	July	\$11	\$47,604	\$45,821	\$1,794	\$49	\$1,843	June	\$130,289	\$49,010	\$47,604	\$131,695
15	August	\$1,843	\$50,762	\$48,111	\$4,494	\$3	\$4,497	July	\$131,695	\$52,168	\$50,762	\$133,101
16	September	\$4,497	\$51,537	\$47,333	\$8,701	\$226	\$8,927	August	\$133,101	\$52,170	\$51,537	\$133,734
17	October	\$8,927	\$51,537	\$46,728	\$13,736	\$106	\$13,842	September	\$133,734	\$52,170	\$51,537	\$134,367
18	November	\$13,842	\$47,999	\$48,794	\$13,047	\$207	\$13,254	October	\$134,367	\$52,170	\$47,999	\$138,538
19	December	\$13,254	\$49,997	\$47,495	\$15,656	\$126	\$15,782	November	\$138,538	\$52,171	\$49,997	\$140,812
20	Total		\$558,201	\$565,868		\$2,831		December	\$140,812	\$558,201	\$558,201	
21								Total	\$803,919	\$803,919	\$803,919	
22	CY 2017											
23	January	\$15,782	\$51,440	\$48,280	\$18,942	\$95	\$19,037	CY 2017	\$140,812	\$52,171	\$51,440	\$141,543
24	February	\$19,037	\$51,440	\$53,016	\$17,461		\$17,461	January	\$141,543	\$52,171	\$51,440	\$142,274
25	March	\$17,461			\$17,461		\$17,461	February	\$142,274	\$0	\$0	\$142,274
26	April	\$17,461			\$17,461		\$17,461	March	\$142,274	\$0	\$0	\$142,274
27	May	\$17,461			\$17,461		\$17,461	April	\$142,274	\$0	\$0	\$142,274
28	June	\$17,461			\$17,461		\$17,461	May	\$142,274	\$0	\$0	\$142,274
29	July	\$17,461			\$17,461		\$17,461	June	\$142,274	\$0	\$0	\$142,274
30	August	\$17,461			\$17,461		\$17,461	July	\$142,274	\$0	\$0	\$142,274
31	September	\$17,461			\$17,461		\$17,461	August	\$142,274	\$0	\$0	\$142,274
32	October	\$17,461			\$17,461		\$17,461	September	\$142,274	\$0	\$0	\$142,274
33	November	\$17,461			\$17,461		\$17,461	October	\$142,274	\$0	\$0	\$142,274
34	December	\$17,461			\$17,461		\$17,461	November	\$142,274	\$0	\$0	\$142,274
35	Total		\$102,880	\$101,296		\$95		December	\$142,274	\$104,342	\$102,880	\$142,274
36								Total	\$102,880	\$102,880	\$102,880	

	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-17	208	160	76.92%	\$ 51,440.00	\$ 54,170	\$ 48,280	89.13%	\$ 301.75
Feb-17	208	163	78.37%	\$ 51,440.00	\$ 54,170	\$ 53,170	98.15%	\$ 326.20
Mar-17	208		0.00%		\$ 54,170		0.00%	
Apr-17	208		0.00%		\$ 54,170		0.00%	
May-17	208		0.00%		\$ 54,170		0.00%	
Jun-17	208		0.00%		\$ 54,170		0.00%	
Jul-17	208		0.00%		\$ 54,170		0.00%	
Aug-17	208		0.00%		\$ 54,170		0.00%	
Sep-17	208		0.00%		\$ 54,170		0.00%	
Oct-17	208		0.00%		\$ 54,170		0.00%	
Nov-17	208		0.00%		\$ 54,170		0.00%	
Dec-17	208		0.00%		\$ 54,170		0.00%	
YTD	2,496	323	12.94%	\$ 102,880.00	\$ 650,040	\$ 101,450	15.61%	\$ 314.09

Utilization Percentages



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594		
HAP Funding YTD:	\$ 650,040		
HAP Expenditures YTD:	\$ 101,450	Current Year Funding:	159
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 102,880		
Current Remaining NRA / Prog Reserve:	\$ 808,064		
Current Monthly Funding (a)	\$ 52,171	Current Year Funding and reserves:	234
Current Average HAP Payment (b)	\$ 314		
# of Units the Current Monthly Funding Would Support (a)/(b)	166		
# of Units Currently Leased	163		
Excess Units Leased, Current Month	(3)		
Current Year-to-Date Funding (a)	\$ 650,040		
Current Year-to-Date Average HAP Payment (b)	\$ 314		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	2,070		
# of Unit-Mos Leased Year-to-Date	323		
Remaining Unit-Mos to Lease Year-to-Date	1,747		
Estimate of next years funding:			
YTD HAP expense	\$ 101,450		
Months to date	11		

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	1	1	2							10
ZERO HAP			1	1		1							3
MUTUAL RESCISION	2				1	1							5
ANNUAL RE-EXAM SEARCHING	1		1				1						2
PORT-OUT ABSORBED								2					0
PORT-OUT SEARCHING	3	2											7
DECEASED													0
MOVED IN VIOLATION	1		1	1	2		1	1					7
EVICTED													0
UNAUTHORIZED LIVE-IN				1									1
VIOLATION OF FAMILY OBLIGATION					1								1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW							1	1					2
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO				1									1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION						1							1
VOUCHER EXPIRED	3	1	1	2		2	1						10
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD				3		1							4
TOTALS	12	6	5	10	5	8	4	4	4	0	0	0	54
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	4		2	2					14
DECEASED					2	1		2					5
MOVED IN VIOLATION		1	1	3	1								6
TERMINATED FOR LEASE VIOLATIONS					1								1
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 (moved to new unit)						1							1
UTILITIES DISCONNECTED													0
TOTALS	1	2	3	5	8	2	2	4	4	0	0	0	27

MEETING DATE: 2/16/17

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The January 2017 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	28,000.00	3,521.51	22,495.25	80.34	5,504.75
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	595.72	2,552.72	63.82	1,447.28
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	16,001.00	283,746.16	56.75	216,253.84
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	60.00	4,738.00	49.87	4,762.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	669.50	5,505.75	45.88	6,494.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	54.00	416.35	20.82	1,583.65
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	17,458.00	129,218.00	66.27	65,782.00
	PUBLIC HOUSING TOTAL	750,500.00	38,359.73	448,672.23	59.78	301,827.77
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	7,510.34	52,194.15	59.99	34,805.85
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	31.12	1.56	1,968.88
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,809.00	500.39	3,560.32	52.29	3,248.68
173-532-6130	IPERS - PUBLIC HOUSING	7,948.00	638.41	4,631.48	58.27	3,316.52
173-532-6150	HEALTH INS - PUBLIC HOUSING	38,145.00	3,062.08	21,434.56	56.19	16,710.44
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	30.79	206.88	66.74	103.12
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	17.60	2.93	582.40
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	1,012.42	20.25	3,987.58
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	3,043.68	10,118.15	25.30	29,881.85
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	4,227.46	31,099.16	64.79	16,900.84
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,480.41	10,047.72	55.82	7,952.28
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,778.64	12,249.98	51.04	11,750.02
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	1,797.08	44.93	2,202.92
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	25,542.00	6,710.95	6,710.95	26.27	18,831.05
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	702.00	1,619.00	40.48	2,381.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	1,842.20	59.43	1,257.80
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	26,000.00	1,024.97	13,347.47	51.34	12,652.53
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	410.00	895.81	44.79	1,104.19
173-532-6442	PILOT-PUBLIC HOUSING	37,000.00	.00	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	73.00	7.30	927.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	5,168.30	22,482.88	89.93	2,517.12
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	5,780.90	44,411.52	59.22	30,588.48
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	42,496.34	278,986.15	53.95	238,171.85
173-536-6010	SALARY - PH MAINT	90,000.00	6,389.75	51,747.72	57.50	38,252.28
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	494.16	3,155.05	63.10	1,844.95

REVENUE & EXPENSE REPORT
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,268.00	498.81	3,957.44	54.45	3,310.56
173-536-6130	IPERS - PH MAINT	8,484.00	614.73	4,861.32	57.30	3,622.68
173-536-6150	HEALTH INS - PH MAINT	35,000.00	2,098.69	13,402.05	38.29	21,597.95
173-536-6151	LIFE INS - PH MAINT	200.00	16.74	100.44	50.22	99.56
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	17.53	3.19	532.47
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	298.00	.00	298.00-
	PUBLIC HOUSING MAINTENANC TOTA	149,349.00	10,112.88	77,989.55	52.22	71,359.45
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	14,249.49-	91,696.53	109.17	7,703.53-

REVENUE & EXPENSE REPORT
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	700.00	189.33	1,149.98	164.28	449.98-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	190.00	1,708.00	34.16	3,292.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	.00	350,776.00	58.46	249,224.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	.00	55,435.00	61.59	34,565.00
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	185.00	18.50	815.00
	SECTION 8 VOUCHER TOTAL	697,700.00	379.33	409,253.98	58.66	288,446.02
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	2,407.95	19,428.93	49.82	19,571.07
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	34.09	3.41	965.91
174-533-6110	FICA - SECTION 8	3,060.00	161.63	1,328.22	43.41	1,731.78
174-533-6130	IPERS -SECTION 8	3,572.00	209.70	1,732.65	48.51	1,839.35
174-533-6150	HEALTH INS - SECTION 8	16,348.00	1,312.32	9,186.24	56.19	7,161.76
174-533-6151	LIFE INS - SECTION 8	200.00	13.20	101.05	50.53	98.95
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	11.74	2.94	388.26
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	546.54	36.44	953.46
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	978.00	6,855.00	45.70	8,145.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	1,730.00	49.43	1,770.00
174-533-6411	LEGAL-SEC 8	.00	.00	3,000.00	.00	3,000.00-
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	383.00	3,546.50	44.33	4,453.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	.00	1,565.00	9,472.00	.00	9,472.00-
174-533-6443	HOME OWNERSHIP VOUCHER	.00	351.00	2,807.00	.00	2,807.00-
174-533-6444	PORTABILITY VOUCHER	.00	2,501.30	17,509.10	.00	17,509.10-
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	42,961.00	296,506.00	49.42	303,494.00
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	499.66	2,248.85	74.96	751.15
	SECTION 8 VOUCHER TOTAL	701,697.00	53,563.76	376,043.91	53.59	325,653.09
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-	53,184.43-	33,210.07	830.87-	37,207.07-

MEETING DATE: 2/16/17 **RE:** Consider Approval to Send Staff to Annual NAHRO Conference

REQUESTED ACTION: Approve sending staff to the Annual Iowa NAHRO Conference April 19-21 in West Des Moines.

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

Attending the conference enables us to network with the other Iowa Housing Authorities and the HUD staff and take advantage of the trainings offered and sessions on regulatory updates. The preliminary agenda provides some insight into the new legislative requirements under the HOTMA Act. In addition, the HUD staff from Kansas City will be in attendance. Many of the HUD staff that we have worked with over the past few years retired last month; so, this provides us with an excellent opportunity to meet their replacements and have their undivided attention.

If we register prior to March 17, 2017 we will get the early bird rate and save \$75 on each of the registrations. The anticipated expense to attend the conference is approximately \$1,200.00.



Iowa NAHRO 2017 Annual Conference
April 19th, 2017 – April 21st, 2017
West Des Moines Marriott
 1250 Jordan Creek Parkway West Des Moines IA 50266
 (515) 267-1500

Please complete a registration form for each attendee. Registrations and payment must be postmarked by March 17th, 2017 to receive the Early Bird rate. **Registrations will not be accepted without payment.**

Name: _____
 Agency: _____
 Address: _____

 Phone: _____
 Email: _____

CONFERENCE FEES: (Please Check)

Iowa NAHRO members:

- _____ \$350.00 – Iowa NAHRO Member Early Bird Rate by March 17th, 2017
- _____ \$425.00 – Iowa NAHRO Member after March 17th, 2017 and before April 7th, 2017
- _____ \$250.00 – Iowa NAHRO Member Commissioner “April 20th, 2017 1 day registration” by March 17th, 2017
- _____ \$325.00 – Iowa NAHRO Member Commissioner “April 20th, 2017 1 day registration” after March 17th but before April 7th, 2017

All other registrants (non-NAHRO members)

- _____ \$425.00 – Early Bird Rate by March 17th, 2017
- _____ \$500.00 – after March 17th, 2017 and before April 7th, 2017
- _____ \$325.00 – April 20th, 2017 1 day registration only before March 17th, 2017
- _____ \$400.00 – April 20th, 2017 1 day registration after March 17th, 2017 and before April 7th, 2017.

Please Indicate the One Day Sessions you will be attending:

- _____ One-Day Sampling Tech Refresher Course (All Day Wednesday April 19th, 2017)
- _____ Nan McKay - HOTMA, Section 8 Portability. (All Day Thursday, April 20th, 2017)
- _____ Commissioners Training (All Day Thursday, April 20th, 2017)
- _____ Community Development (All Day Thursday, April 20th, 2017)

DON'T MISS OUT ON THE BENEFITS AND SERVICES PROVIDED TO YOU BY Iowa NAHRO
Become a member today! www.ianahro.org

HOTEL INFORMATION:

West Des Moines Marriott
1250 Jordan Creek Parkway West Des Moines IA 50266
(515) 267-1500 or (866) 202-9771

Special Room Rate is \$124.00 plus tax.

If calling hotel direct @ 515-267-1500, please ask for the Iowa NAHRO room block.

NOTE: Room block expires at 5:00 p.m. – Wednesday, March 29th, 2017

PLEASE SEND REGISTRATIONS WITH PAYMENTS PAYABLE TO "IOWA NAHRO" BY April 7th, 2017 TO:

IA NAHRO
C/o Marty Ryan
Albia Housing Agency
120 South A Street
Albia, Iowa 52531

PAYMENT MUST BE SUBMITTED WITH YOUR REGISTRATION

Cancellations received in writing by Friday, April 7th, 2017 will be refunded less a \$50.00 cancellation fee.
NO CANCELLATION REFUNDS AFTER APRIL 7th, 2017

2017 Iowa NAHRO Annual Conference -At a Glance Conference Agenda

WEDNESDAY, April 19th, 2017

8:30 am to 4:30 pm	Lead Base Paint Sampling Tech 8 hour Refresher Course			
11:00 am – 12:30 pm	Registration			
12:30 pm to 1:00 pm	Opening Plenary			
	<u>S8/PH/C/CDBG</u>	<u>S8/PH</u>	<u>COMMISSIONERS</u>	<u>CDBG</u>
1:15 pm to 3:00 pm	Iowa Civil Rights	HUD Round Table	Board Strategic Planning	IEDA-How to Run a Successful CDBG Program
3:00 pm to 3:15 pm	Break			
3:15 pm to 4:45 pm	Iowa Civil Rights	HUD Round Table	Succession Planning	IEDA- Income Verifications
5:00 pm to 6:00 pm	Vendor Reception			

THURSDAY, April 20th, 2017

7:30 am to 8:30 am	REGISTRATION			
8:30 am to 10:00 am	Nan McKay – HOTMA/Portability Center on Budget Policy Priorities	Center on Budget Policy Priorities	Commissioner training	CDBG-Inspections
10:00 am to 10:15 am	Break			
10:15 am to 11:45 am	Nan McKay cont.:	Center on Budget Policy Priorities	Commissioner training	CDBG-Inspections
11:45 am to 1:00 pm	Annual Meeting Luncheon			
1:15 pm to 2:45 pm	Nan McKay cont.:	Center on Budget Policy Priorities	Commissioner training	IEDA-Affirmatively Furthering FH
2:45 pm to 3:00 pm	Break			
3:15 pm to 4:45 pm	Nan McKay cont.:	Center on Budget Policy Priorities	Commissioner training	Dept. of Labor/M. Green

FRIDAY, April 21st, 2017

8:30 am to 11:00 am

Team Building

Center on Budget Policy Priorities

KEY: S8 – SECTION 8

PH-PUBLIC HOUSING

C-COMMISSIONERS

CDBG-COMMUNITY DEVELOPMENT BLOCK GRANT

MEETING DATE: 02/16/17

RE: Renewal of 28E Agreement with the Iowa Department of Inspections and Appeals

REQUESTED ACTION: Approve agreement with Department of Inspections and Appeals (DIA) to enable us to work jointly with them on fraud investigations.

Comments: If we would like to continue utilizing the DIA's services to assist us with some of our fraud investigations, we must renew the agreement. The proposed agreement is the same as the one we are currently operating under. The fees will also remain unchanged.

The main benefit to the agreement is that they have access to more information than we do. For instance, if we have someone we suspect is not living in their unit or residing in the state, they have access to the records to show what stores and which states the family is using their food stamp or EBT cards. They are also able to issue administrative subpoenas, in addition to filing civil judgments or criminal charges. In addition, they have the authority to conduct unannounced home visits, which is helpful when we suspect that the program participant has an unauthorized person living in the assisted unit.

In the past, they have also included us in their own investigations when the subject of their investigation is also on one of our programs. In those cases, the fee will be prorated and we will only be charged a portion of the fee.

**INTERAGENCY AGREEMENT
BETWEEN
IOWA DEPARTMENT OF INSPECTIONS AND APPEALS
AND
CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY**

This agreement (Agreement) is entered into between the Iowa Department of Inspections and Appeals (DIA) and the Charles City Housing & Redevelopment Authority (CCHRA) pursuant to the authority of Iowa Code sections 28E.5 and 28E.12.

The parties hereto agree as follows:

Purpose: The purpose of this Agreement is to authorize the performance of Section 8 Voucher Program / Public Housing investigations of the Charles City Housing & Redevelopment Authority (CCHRA) by DIA.

Rights, Powers, and Responsibilities:

CCHRA Agrees to:

1. Refer, in writing, investigations of CCHRA to DIA.
2. Approve, in writing, the inclusion of cases involving the CCHRA programs when multiple state, local or federal agencies are involved in an investigation.
3. Provide the following to DIA:
 - a. Access to all case records pertinent to the investigations being conducted.
 - b. Calculations of any overpayments that occurred on cases under investigation.
 - c. Leasing Housing Specialists that are required to testify in court about Section 8 Voucher Program / Public Housing records and determinations of overpayment amounts.
4. Collect all civil and criminal overpayments.

DIA agrees to:

1. Investigate, obtain evidence, and prepare and submit investigative reports to county attorneys or federal prosecutors for criminal prosecution on behalf of CCHRA.
2. In criminal cases, request restitution through the courts on behalf of CCHRA for the amount of overpayment(s).
3. In civil or administrative cases, submit a copy of the investigative report to CCHRA for appropriate action.

Funding: DIA will bill CCHRA for investigations conducted pursuant to this Agreement at the initial rate of sixty-eight dollars and 25 cents (\$68.25) per hour, modified annually, by the thirtieth (or last day) of each month. CCHRA shall reimburse DIA within 30 days of receipt of a billing statement / invoice. If CCHRA denies any part of the invoice, CCHRA shall provide DIA with a detailed reason for the denial and give DIA the opportunity to provide further justification.

Duration: This Agreement shall be in full force and affect from March 1, 2017 to February 28, 2018, unless terminated earlier in accordance with the Termination section of this Agreement. The Agreement may be renewed for up to five years in increments of one-year periods. CCHRA and DIA shall meet at least thirty (30) days prior to the expiration of this Agreement to determine renewal and any modifications to the Agreement, including but not limited to, funding.

Legal or Administrative Entity Created: No new legal or administrative entity is created by this Agreement.

Property: Nothing in this Agreement shall be deemed to effect any change with respect to the ownership of the real or personal property of either party to this Agreement.

Dispute Resolution: The parties to this Agreement shall attempt to mediate disputes that arise under this Agreement by engaging in mediation with a mutually agreed-upon mediator. Each party will bear fifty per cent (50%) of the costs of such mediation. In the event the parties are unable to reach agreement during the mediation, the parties shall submit their dispute to binding arbitration as provided for in Iowa Code section 679A.19.

Filing and Recording: Copies of this Agreement shall be filed with the Secretary of State before the Agreement shall be in full force and effect, all pursuant to Iowa Code section 28E.8

Termination: Either party to this Agreement may terminate this Agreement by providing the other party a written notice of intent to terminate this Agreement, at least thirty (30) days prior to the intended date of termination. The notice shall specify the reasons for termination and shall be delivered by U.S. Certified Mail.

The undersigned hereby execute and enter into this interagency 28E agreement. Each signatory represents that he/she has been authorized in accordance with state law to sign and bind the agency represented.

Rodney A. Roberts, Director
IOWA DEPARTMENT OF INSPECTIONS AND APPEALS

Heidi Nielsen
CHARLES CITY HOUSING

Date

Date

MEETING DATE: 2/16/17

RE: Approve Resolution 02-17 Annual Civil Rights Certification

REQUESTED ACTION: Approve Resolution 02-17 Annual Civil Rights Certification.

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

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

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

RESOLUTION NO. 02-17

ANNUAL CIVIL RIGHTS CERTIFICATION

Charles City Housing and Redevelopment Authority

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

WHEREAS, Section 2072 of HERA requires each qualified public housing agency to make the following civil rights certification:

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

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

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

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 16th DAY OF FEBRUARY, 2017.

Jeremy Heyer, Board Chair

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2017-2018.

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

CHARLES CITY PUBLIC HOUSING (173)	
Balance 7/1/16	2,296,548.84
Re-estimated Revenue	771,000.00
Re-estimated Expense	676,962.00
Balance 7/1/17	2,390,586.84
Estimated Revenue	778,000.00
Estimated Expense	757,013.00
Balance 7/1/18	2,411,573.84

BUDGET FOR CEDAR TERRACE NORTH, SOUTH AND MORNINGSIDE.

ASD

BUDGET WORKSHEET
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-4300 INTEREST-PUBLIC HOUSING	24,880.25	32,618.40	28,000.00	18,973.74	40,000.00	36,000.00
173-532-4504 FRAUD-PUBLIC HOUSING	3,335.06	1,797.95	4,000.00	2,493.24	4,000.00	4,000.00
173-532-4506 DWELLING RENT-PUBLIC HOUS	451,212.48	482,071.70	500,000.00	281,002.16	500,000.00	490,000.00
173-532-4507 EXCESS UTILITY-PUBLIC HOUS	8,609.00	8,828.00	9,500.00	4,714.00	.00	7,000.00
FY18 No longer charging for excess utilities						
173-532-4508 CONTRIB-OTHER-PUBLIC HOUS	10,829.05	11,493.01	12,000.00	5,505.75	12,000.00	12,000.00
173-532-4710 REIMBURSED EXP-PUBLIC HOUS	6,773.73	19,043.42	2,000.00	362.35	2,000.00	2,000.00
173-532-4781 OPER SUBSIDY-PUBLIC HOUSI	193,743.00	208,435.00	195,000.00	129,218.00	220,000.00	220,000.00
173-910-4830 TRANSFER IN - PUBLIC HOUS	1,989,835.30	.00	.00	.00	.00	.00

TOTAL REVENUE	2,689,217.87	764,287.48	750,500.00	442,269.24	778,000.00	771,000.00
173-532-6010 SALARY - PUBLIC HOUSING	88,220.18	87,021.66	87,000.00	52,194.15	88,802.00	87,500.00
FY17 70% of office salaries, balance in Section 8						
FY18 70% of office salaries, balance in Section 8						
173-532-6040 OVERTIME SALARY-PUBLIC HO	.00	.00	2,000.00	31.12	2,000.00	500.00
173-532-6070 LABOR/MAINT-PUBLIC HOUSIN	.00	.00	.00	.00	.00	.00
173-532-6110 FICA - PUBLIC HOUSING	5,987.75	5,942.25	6,809.00	3,560.32	6,947.00	6,000.00
173-532-6130 IPERS - PUBLIC HOUSING	7,863.24	7,737.44	7,948.00	4,631.48	8,109.00	7,500.00

BUDGET WORKSHEET
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6150 HEALTH INS - PUBLIC HOUSI	28,560.96	29,990.28	38,145.00	21,434.56	40,052.00	38,000.00
FY17 70% Office staff here balance in Section 8						
FY18 70% Office staff here balance in Section 8						
173-532-6151 LIFE INS - PUBLIC HOUSING	306.79	311.52	310.00	206.88	326.00	310.00
173-532-6160 WORK COMP - PUBLIC HOUSIN	3,301.00	2,824.56	2,704.00	.00	3,025.00	2,700.00
173-532-6170 UNEMPLOYMENT - PUBLIC HOU	117.12	53.11	600.00	17.60	600.00	600.00
173-532-6198 EMP BEN MAINT-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
173-532-6199 EMPLOYEE BEN-PUBLIC HOUSI	.00	.00	.00	.00	.00	.00
173-532-6230 STAFF TRAINING-PUBLIC HOU	938.03	4,847.17	5,000.00	1,012.42	5,000.00	5,000.00
173-532-6370 GAS - PUBLIC HOUSING	29,843.79	22,180.80	40,000.00	10,118.15	40,000.00	35,000.00
173-532-6371 UTILITIES - PUBLIC HOUSIN	46,404.22	46,700.15	48,000.00	31,099.16	48,000.00	48,000.00
173-532-6374 WATER - PUBLIC HOUSING	16,318.85	17,792.68	18,000.00	10,047.72	19,000.00	18,000.00
173-532-6379 OTH UTIL-PUBLIC HOUSING -	21,607.99	21,285.25	24,000.00	12,249.98	25,000.00	24,000.00
173-532-6401 ACCOUNTING FEES-PUBLIC HO	2,761.11	2,730.51	4,000.00	1,797.08	3,000.00	3,000.00
173-532-6408 TORT LIABILITY - PUBLIC H	24,326.00	24,694.00	25,542.00	6,710.95	35,000.00	32,000.00
FY18 Added \$3,000 for flood insurance						
173-532-6411 LEGAL FEES - PUBLIC HOUSI	3,538.34	5,823.81	4,000.00	1,619.00	4,000.00	4,000.00
173-532-6415 COPIER LEASE - PUBLIC HOU	3,116.63	3,024.24	3,100.00	1,842.20	3,100.00	3,100.00

**BUDGET WORKSHEET
CALENDAR 1/2017, FISCAL 7/2017**

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6420 CONTRACT SERVICES - PUBLI	24,021.79	18,508.04	26,000.00	13,347.47	35,000.00	28,000.00
FY18 Using more contract labor for painting and maintenance						
173-532-6441 TENANT SERVICES-PUBLIC HO	275.44	2,166.22	2,000.00	895.81	2,000.00	2,000.00
173-532-6442 PILOT-PUBLIC HOUSING	31,921.33	35,483.15	37,000.00	39,202.70	41,000.00	39,203.00
173-532-6490 OTHER PROFESSIONAL SERV	34,000.00	34,000.00	34,000.00	.00	34,000.00	34,000.00
FY17 Vetter Salary-25000 Accounting - 9000						
FY18 Vetter salary-25000 Accounting-9000						
173-532-6516 REFUNDS-PUBLIC HOUSING	10.00	82.00	1,000.00	73.00	1,000.00	200.00
173-532-6518 SUNDRY-OFF EXP-PUBLIC HOU	14,724.23	33,072.49	25,000.00	22,482.88	35,000.00	33,000.00
173-532-6599 MAINT MATERIALS-PUBLIC HO	58,120.12	68,763.33	75,000.00	44,411.52	75,000.00	75,000.00
173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	.00	.00	.00	.00	40,000.00	.00
FY18 Trade in Nitro: would like to get new truck						
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
173-536-6010 SALARY - PH MAINT	82,288.11	79,852.22	90,000.00	51,747.72	98,643.00	90,000.00
FY 2 full-time maintenance and \$4000 included for part-time snow removal						
173-536-6040 OVERTIME SALARY - PH MAIN	2,551.13	4,301.61	5,000.00	3,155.05	5,000.00	5,000.00
173-536-6110 FICA - PH MAINT	6,187.48	6,119.96	7,268.00	3,957.44	7,929.00	7,268.00

BUDGET WORKSHEET
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-536-6130 IPERS - PH MAINT	6,886.84	7,397.71	8,484.00	4,861.32	8,899.00	8,484.00
173-536-6150 HEALTH INS - PH MAINT	16,833.42	16,620.60	35,000.00	13,402.05	36,750.00	35,000.00
173-536-6151 LIFE INS - PH MAINT	100.44	100.44	200.00	100.44	200.00	200.00
173-536-6160 WORK COMP - PH MAINT	2,593.00	2,718.24	1,947.00	.00	2,181.00	1,947.00
173-536-6170 UNEMPLOYMENT - PH MAINT	123.38	62.36	550.00	17.53	550.00	550.00
173-536-6181 UNIFORM ALLOWANCE - PH MA	450.00	450.00	900.00	450.00	900.00	900.00
173-536-6412 HEALTH SERVICES- PH MAINT	.00	.00	.00	298.00	1,000.00	1,000.00
173-910-6910 TRANSFER OUT - PUBLIC HOU	1,989,835.30	.00	.00	.00	.00	.00
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TOTAL EXPENSES	2,554,134.01	592,657.80	666,507.00	356,975.70	757,013.00	676,962.00
Report Total	135,083.86	171,629.68	83,993.00	85,293.54	20,987.00	94,038.00

HOUSING SECURITY DEPOSITS (172)	
Balance 7/1/16	39,657.17
Re-estimated Revenue	9,780.00
Re-estimated Expense	9,250.00
Balance 7/1/17	40,187.17
Estimated Revenue	9,800.00
Estimated Expense	9,250.00
Balance 7/1/18	40,737.17

ACCOUNT USED FOR MONEY RECEIVED FROM PUBLIC HOUSING RESIDENTS FOR SECURITY DEPOSITS.



BUDGET WORKSHEET
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
172-532-4300 INTEREST-PUB HOUSING SEC	522.21	693.46	600.00	367.92	800.00	780.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	5,998.00	5,832.00	6,400.00	4,065.00	9,000.00	9,000.00
172-910-4830 TRANSFER IN-PUB HOUSING S	38,293.82	.00	.00	.00	.00	.00

TOTAL REVENUE	44,814.03	6,525.46	7,000.00	4,432.92	9,800.00	9,780.00
172-532-6437 INT REFUND-PUB HOUSING SE	105.07	117.25	250.00	152.36	250.00	250.00
172-532-6438 DEP REFUND-PUB HOUSING SE	5,650.00	5,810.00	7,000.00	5,300.00	9,000.00	9,000.00

FY17 Incerase due to size of new tenant deposit. 172-910-6910 TRANSFER OUT-PUB HOUSING	38,293.82	.00	.00	.00	.00	.00

TOTAL EXPENSES	44,048.89	5,927.25	7,250.00	5,452.36	9,250.00	9,250.00
Report Total	765.14	598.21	250.00-	1,019.44-	550.00	530.00

HOUSING-SECTION 8 VOUCHER (174)	
Balance 7/1/16	84,017.90
Re-estimated Revenue	728,200.00
Re-estimated Expense	668,897.00
Balance 7/1/17	143,320.90
Estimated Revenue	738,500.00
Estimated Expense	668,684.00
Balance 7/1/18	213,136.90

SECTION 8 VOUCHER PROGRAM PROVIDES RENTAL ASSISTANCE TO FAMILIES ON THE OPEN MARKET THROUGH PRIVATE LANDLORDS. CHARLES CITY HAS AUTHORITY TO LEASE 197 UNITS.



**BUDGET WORKSHEET
CALENDAR 1/2017, FISCAL 7/2017**

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-4300 INTEREST - SECTION 8	891.90	1,360.32	700.00	960.65	1,500.00	1,200.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	5,476.00	4,211.00	5,000.00	1,596.00	5,000.00	5,000.00
174-533-4505 HUD CONTRIB-SEC 8	580,954.00	565,186.00	600,000.00	350,776.00	630,000.00	630,000.00
FY Added Enhanced Voucher 174-533-4509 ADMIN FEE/HTH-SEC 8	84,397.00	91,887.00	90,000.00	55,435.00	100,000.00	90,000.00
174-533-4710 REIMBURSED EXP-SEC 8	.00	1,192.00	1,000.00	.00	1,000.00	1,000.00
174-533-4715 REFUNDS-SEC 8	174.00	.00	1,000.00	185.00	1,000.00	1,000.00
174-910-4830 TRANSFER IN - SECTION 8 V	65,956.72	.00	.00	.00	.00	.00
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TOTAL REVENUE	737,849.62	663,836.32	697,700.00	408,952.65	738,500.00	728,200.00
174-533-6010 SALARY - SEC 8	28,575.06	35,983.61	39,000.00	19,428.93	38,058.00	39,000.00
174-533-6040 OVERTIME SALARY - SECTION	.00	.00	1,000.00	34.09	1,000.00	200.00
174-533-6110 FICA - SECTION 8	1,931.17	2,464.32	3,060.00	1,328.22	2,988.00	3,060.00
174-533-6130 IPERS -SECTION 8	2,548.69	3,207.10	3,572.00	1,732.65	3,488.00	3,572.00
174-533-6150 HEALTH INS - SECTION 8	19,040.64	19,993.52	16,348.00	9,186.24	17,165.00	16,348.00
174-533-6151 LIFE INS - SECTION 8	204.53	207.71	200.00	101.05	250.00	200.00
174-533-6160 WORK COMP - SECTION 8	.00	1,126.20	1,817.00	.00	2,035.00	1,817.00

BUDGET WORKSHEET
CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6170 UNEMPLOYMENT - SECTION 8	78.07	35.39	400.00	11.74	400.00	400.00
174-533-6199 EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6230 STAFF TRAINING - SECTION	419.61	350.00	1,500.00	546.54	1,500.00	1,500.00
174-533-6380 UTILITY ALLOT - SECTION 8	15,904.02	15,673.00	15,000.00	6,855.00	15,000.00	15,000.00
174-533-6401 ACCOUNTING FEES - SECTION	2,770.00	2,830.00	3,500.00	1,730.00	3,500.00	3,500.00
174-533-6411 LEGAL-SEC 8	.00	.00	.00	3,000.00	1,000.00	3,000.00
174-533-6420 CONTRACT SERVICES - SECTI	10,323.59	6,465.00	8,000.00	3,546.50	8,000.00	8,000.00
174-533-6423 SPECIAL SERVICE - SECTION	125.00	.00	300.00	.00	300.00	300.00
174-533-6440 ENHANCED VOUCHER	.00	.00	.00	9,472.00	16,000.00	16,000.00
174-533-6443 HOME OWNERSHIP VOUCHER	.00	.00	.00	2,807.00	6,000.00	6,000.00
174-533-6444 PORTABILITY VOUCHER	.00	.00	.00	17,509.10	40,000.00	40,000.00
174-533-6445 HC VOUCHER PAY-SEC 8	567,153.73	562,723.80	600,000.00	296,506.00	503,000.00	503,000.00
174-533-6490 OTHER PROF SERVICES-SECTI	5,000.00	5,000.00	5,000.00	.00	5,000.00	5,000.00
FY18 Vetter Salary 174-533-6516 REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6518 SUNDRY-OFF EXP-SEC 8	2,086.56	5,447.72	3,000.00	2,248.85	4,000.00	3,000.00
174-910-6910 TRANSFER OUT - SECTION 8	65,956.72	.00	.00	.00	.00	.00

CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
TOTAL EXPENSES	722,117.39	661,507.37	701,697.00	376,043.91	668,684.00	668,897.00
Report Total	15,732.23	2,328.95	3,997.00-	32,908.74	69,816.00	59,303.00

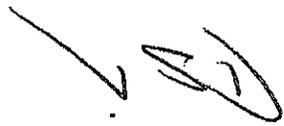
1/27/2017

2016 CAPITAL FUND (326)	
Balance 7/1/16	0.00
Estimated Revenue	140,480.00
Estimated Expense	140,480.00
Balance 7/1/17	0.00
Estimated Revenue	
Estimated Expense	
Balance 7/1/18	0.00

CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
326-530-4410 ADVANCE-2016 CAPITAL FUND	.00	.00	135,000.00	21,390.06	.00	140,480.00
326-910-4830 TRANSFER IN - 2016 CAP PR	.00	.00	.00	.00	.00	.00
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TOTAL REVENUE	.00	.00	135,000.00	21,390.06	.00	140,480.00
326-530-6405 FEES AND COSTS(1430)	.00	.00	.00	.00	.00	.00
326-530-6452 ADMIN(1410)	.00	.00	.00	.00	.00	.00
326-530-6504 NON-DWELLING EQUIPMENT(14	.00	.00	.00	.00	.00	.00
326-530-6505 DWELLING EQUIP(1465)	.00	.00	.00	.00	.00	.00
326-530-6753 DWELLING STRUCTURE(1460)	.00	.00	135,000.00	.00	.00	.00
326-530-6754 NON DWELLING STRUCTURE(14	.00	.00	.00	.00	.00	.00
326-530-6755 SITE IMPROVEMENT(1450)	.00	.00	.00	18,322.81	.00	130,480.00
326-530-6762 OPERATIONS(1406)	.00	.00	.00	.00	.00	.00
326-530-6763 MANAGEMENT IMPROVEMENT(14	.00	.00	.00	3,907.19	.00	10,000.00
326-910-6910 TRANSFER OUT - 2016 CAP P	.00	.00	.00	.00	.00	.00
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TOTAL EXPENSES	.00	.00	135,000.00	22,230.00	.00	140,480.00
Report Total	.00	.00	.00	839.94-	.00	.00

2017 CAPITAL FUND (327)	
Balance 7/1/16	0.00
Estimated Revenue	0.00
Estimated Expense	0.00
Balance 7/1/17	0.00
Estimated Revenue	135,000.00
Estimated Expense	135,000.00
Balance 7/1/18	0.00



CALENDAR 1/2017, FISCAL 7/2017

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
327-530-4410 ADVANCE	.00	.00	.00	.00	135,000.00	.00
327-910-4830 TRANS IN-2017 CAP PROJ	.00	.00	.00	.00	.00	.00
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TOTAL REVENUE	.00	.00	.00	.00	135,000.00	.00
327-530-6405 FEES AND COSTS (1430)	.00	.00	.00	.00	.00	.00
327-530-6452 ADMIN(1410)	.00	.00	.00	.00	.00	.00
327-530-6504 NON-DWELLING EQ (1475)	.00	.00	.00	.00	.00	.00
327-530-6505 DWELLING EQUIP (1465)	.00	.00	.00	.00	.00	.00
327-530-6753 DWELLING STRUCTURE (1460)	.00	.00	.00	.00	100,000.00	.00
327-530-6754 NON DWELLING STRUCTURE (1	.00	.00	.00	.00	.00	.00
327-530-6755 SITE IMPROVEMENT (1450)	.00	.00	.00	.00	35,000.00	.00
327-530-6762 OPERATIONS (1406)	.00	.00	.00	.00	.00	.00
327-530-6763 MANAGEMENT IMPROVEMENT (1	.00	.00	.00	.00	.00	.00
327-910-6910 TRANS OUT-2017 CAP PROJ	.00	.00	.00	.00	.00	.00
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TOTAL EXPENSES	.00	.00	.00	.00	135,000.00	.00
Report Total	.00	.00	.00	.00	.00	.00

Election of Officers

Chairperson.

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

Vice-Chairperson.

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

BY-LAWS
OF
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
CITY OF CHARLES CITY, IOWA

ARTICLE I
Authority

A. Name. The Department of the City of Charles City responsible for the administration of its public housing shall operate under the name of the Charles City Housing and Redevelopment Authority, hereinafter referred to as "the Authority."

B. Legal Status. The Authority does not constitute a separate and independent agency under Chapter 405 of the Iowa Code, but rather is a department of the municipality administered by a board of commissioners appointed by the mayor pursuant to Chapter 26 of the Charles City Code of Ordinances.

C. Location. The offices of the Authority shall be at 501 Cedar Terrace South Charles City, Iowa, or at such other location as designated by the City Council of the City of Charles City.

ARTICLE II
Board of Commissioners

A. Powers. The Board of Commissioners shall have those powers as delegated by the City Council of Charles City pursuant to Chapter 27 of the Charles City Code of Ordinances.

B. Meetings. The Board of Commissioners shall meet as follows:

1. Regular Meetings--Regular meetings shall be held on the 3rd Thursday of each month at 7:00 a.m.

2. Special Meetings--Special meetings may be called by the chairperson, by the executive director, by the city administrator, or by any three commissioners upon two days' prior written notice to each commissioner. Such notice shall give the time, date, location and agenda items for the meeting. Attendance by a commissioner shall constitute a waiver of notice.

3. Annual Meeting--The Board of Commissioners shall hold an annual meeting in the month of February during the regular meeting of the Board for that month, at which time the Commissioners shall elect officers for the forthcoming year.

4. Official Action--Three Commissioners shall constitute a quorum and a majority vote shall be necessary to approve any measure. All votes shall be by voice vote unless a Commission member requests a formal roll call, in which case the individual vote of each Commissioner shall be noted in the minutes. All measures upon which a formal roll call vote is taken shall be in the form of a written resolution.

5. Order of Business--At the regular meetings of the Authority, the following shall be the order business:

- a. Call meeting to order and record Commissioners present and absent;
- b. Public Comment
- c. Amend and/or approve minutes of previous meeting;
- d. Approve bills;
- e. Communications;
- f. New business;
- g. Unfinished business;
- h. Executive Director's Report;
- i. Adjourn.

6. Open Meetings--All meetings of the board shall be open to the public and notice thereof shall be given the public in compliance with Chapter 21 of the Iowa Code.

ARTICLE III Officers

A. Officers. The officers of the Authority shall be a chairperson and a vice-chairperson chosen from among the Commissioners by election at the annual meeting of the Board of Commissioners of the Authority and to serve for a term of one year.

B. Duties. A chairperson shall preside at all meetings of the Board of Commissioners and is authorized to sign all legal documents on behalf of the Authority. The vice-chairperson shall perform the duties of the chairperson in his or her absence.

C. Vacancy. In the case of the resignation, death or removal of the chairperson, the vice-chairperson shall serve as chairperson until the next regular meeting of the Board of Commissioners, at which time a new chairperson shall be appointed to serve until the next annual meeting of the Authority. Upon the death, resignation or removal of the vice-chairperson, a replacement shall be appointed by the Commissioners at their next regular meeting to serve until the next annual meeting of the Board of Commissioners.

ARTICLE IV
Executive Director

A. Appointment. The City of Charles City may employ an Executive Director who shall have general supervision over the administration of its business and affairs of the Authority, subject to direction of the City Administrator and the Board of Commissioners.

B. Duties. The duties of the Executive Director shall include the following:

1. Consultation with the Board of Commissioners on all matters of Authority business.
2. Preparation of agendas and notices for Commission meetings.
3. Acting as secretary for Commission meetings and, in such capacity, keeping accurate minutes of all Commission meetings.
4. Supervision of all funds received by the Authority and oversight of all expenditures made by the Authority. Accurate financial records shall be maintained to document all such financial transactions.
5. Regular consultation with the City Administrator regarding Authority business.
6. Attendance at Council meetings when issues concerning the Authority are before the Council.
7. Supervision of other Authority employees; hiring and firing of employees subject to approval by the City Administrator and the City Council.
8. Such other duties and functions as assigned by the Board of Commissioners and the City Administrator.

ARTICLE V
Amendments

The By-Laws of this Authority may be amended by the Board of Commissioners at a regular or special meeting, but only upon an affirmative vote by at least three members of the Board.

Adopted Revisions, Resolution No. 03-15 03/19/2015
Adopted Revisions, Resolution No. 03-14 03/20/2014
Adopted Revisions, Resolution No. 02-09 02/19/09
Adopted Revisions February 2006

Adopted Revisions June 2002
Adopted Revisions, Resolution No. 01-01 02/15/01
Adopted by Resolution No.116-96 06/11/96