

# CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY AGENDA

February 21 2019, 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 17, 2019..... 1-3
- IV. Approval of Bills for February 2019..... 4
- V. Communications ..... 5-8
  - 1. CFP Update
  - 2. Rehab Update
  - 3. Board Meeting Attendance Record
  - 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..... 9-12
  - 2. Discuss Changes in Scope of Transformer Project & Make Recommendation to City Council..... 13-14
  - 4. Set Special Meeting for Transformer Project..... 15
  - 4. Review and Approve City Budgets..... 16-26
- VII. Election of Officers..... 27
  - 1. Chairperson
  - 2. Vice-Chairperson
- VIII. Review of By-Laws for Revisions ..... 28-30
- IX. Executive Director’s Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, March 21, 2019  
7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
January 17, 2019 7:00 a.m.

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

Call to Order. Board Vice-Chairperson Tyler called the meeting to order at 7:04 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 20, 2018. Miller moved, Klemesrud seconded the motion to approve the minutes of December 20, 2018 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Board Chairperson Heyer arrived. Nielsen stated that all bills were routine in nature. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$90,005.34. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the capital funding, rehabilitation grant, computer software upgrade, government shutdown, Section 8 utilization, rental status, and end of participations. No action was required.

Old Business. None.

New Business.

Review Financial Reports. The reports were reviewed. Nielsen stated that six months into the year, the spending was where it should be except for the portability expense and voucher sundry expenses and stated that there would likely be a budget revision done for them. The board discussed the higher than normal interest income in the public housing program. There were no questions with no action being required.

Set Public Hearing and Discuss Changes to Admin Plan/ACOP. Nielsen reviewed the proposed changes including the requirement under HOTMA to set a minimum heating standard in the public housing units. The temperature in the agenda was corrected from 68-degrees to 65-degrees to reflect the 65-degree minimum requirement. The method of application to the program was also discussed to include the on-line application and the method of verification of identity or eligibility which will be verified when the applicants reach the top of the list instead of at application time. Miller asked if on-line applications will ever be required and Nielsen explained that it would not be an option because it would restrict program access to some of the applicants. Also discussed was a change to reduce the period of ineligibility to one year from three for minor program violations that don't show intent to fraud the program. Nielsen listed examples which included things like moving without notice, not providing required documents, and failure to keep appointments and complete renewal process. Miller inquired about the possibility of a lower time of only 6 months and Nielsen stated that it would be too short because most people don't typically inquire about applying again until after about a year and a half. Nielsen explained that 1-year might also be a little too short but felt that it would make the participants accountable without creating a hardship and allow the program to use more vouchers.

Another change was discussed to split the waiting list for the Terrace into two lists. Nielsen stated that this change was necessary because the on-line application process would not allow for preference of one site over another. Nielsen also stated that applicants would be able to apply for all lists if they chose to do so and told the board that this change also requires approval from HUD, but the government shutdown would delay the change. Due to this Nielsen expressed the desire to go ahead with the change since the change was favorable to the applicants. The Board also discussed the request to change the terms for repayment agreements. Nielsen inquired about not allowing repayment agreements when the amount owed to the HA was under \$100, which would reduce the time to process and collect the debt. The final change involving the criminal background screening was discussed. Nielsen reviewed the evolution of the program requirements for the reviews. The board was informed of the newest requirement to review each applicant with felony convictions on a case-by-case basis, which would eliminate a blanket policy to ban convicted felons for three years from the conviction date. Miller asked if there would be a need to get work with an attorney to determine who would be ineligible. Nielsen replied that most of the time it would not be necessary because the type of felony would be used to make the determination and explained that violent or drug related felonies would be used as the standard to deny or terminate assistance. The board was also told that there have been instances in the past where advice was sought from legal counsel. Klemesrud asked if it would have any effect on those on the Sexual Offender Registry and Nielsen explained that a lifetime denial would still be applied to those who were on the lifetime registry. Nielsen also stated that the only other lifetime ban would be applied to those who were convicted of the sale or manufacture of meth on a federal assisted unit. Nielsen stated that the changes will require a public hearing and it was set for March 21<sup>st</sup>. Action will be taken on the changes after the public hearing.

Review Fee Accountant Proposals and Make Recommendation. Nielsen discussed with the board the need to secure a new fee accountant and they reviewed the proposals submitted from HA Accounting Specialists and Loucks & Schwartz. Nielsen stated that the monthly fees were only \$2.00 a month difference and with both firms having the necessary experience and handle only the accounting for housing authorities. The only negative for HA Accounting Specialists was their reluctance to give set prices for the extra services, their references were all good. Nielsen also stated that a local HA recently contracted with Loucks & Schwartz to do their accounting and they haven't gotten the service that they were expecting. Due to this Nielsen requested that they recommend approval of HA Accounting Specialists. Miller made a motion to recommend HA Accounting Specialists and it was seconded by Tyler. Ayes: 4, Nays: 0. Motion carried.

Approve Renewal of Contract with the DIA. Nielsen requested approval of the 28E agreement with the state to assist with fraud investigations. Nielsen explained that the agreement must be renewed annually, and the hourly rate will remain the same under the new agreement. The advantages of the agreement were also discussed. Miller moved to approve the renewal and it was seconded by Klemesrud. Ayes: 4, Nays: 0. Motion carried.

Resolution 01-19 Approving Civil Rights Certification. Nielsen explained the requirement for the certification. Miller a motion to approve Resolution 01-19. Tyler seconded the motion. Ayes: Heyer, Klemesrud, Miller, and Tyler. Nays: 0. Motion carried on roll call vote.

Increase Laundry Fees. Nielsen proposed a rate increase to dry a load of laundry stating that the goal wasn't to make money, but to earn enough to cover the utility costs. Tyler pointed out that the cost to wash a load was only \$1.25 not the \$1.50 as listed in the agenda. Tyler also asked about the reserved laundry hours and Nielsen explained the purpose. Then 20% sewer rate increase was discussed, and Miller suggested that we increase the washing to \$1.50 to cover that increase.

Nielsen stated that it would be better to adopt the increase beginning March 1<sup>st</sup> to allow for time to notify the residents, and to get the machines programmed to require the increase. Tyler made a motion to increase the laundry fees to \$1.00 to dry and \$1.50 to wash beginning March 1, 2019. Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Directors report. Nielsen gave an update on the lawsuit with HUD stating that the Judge denied the Governments motion to dismiss and ordered them to file their response to our motion for summary judgment no later than January 17<sup>th</sup>. However, due to the government shutdown they have been given an extension to 30 days from the end of the shutdown.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:57 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Board Chairperson

ATTEST:

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Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 February 2019

Customer	Description	Amount
Arnold Motor Supply	truck maintenance	220.16
Asbestrol, Inc.	tile removal SCT	2,470.00
BDS Equipment LLC	skid loader repair	67.45
Business Card	back up fee/	19.98
C.Naber & Associates	accounting fees	395.00
Catherine Marie Ott	cleaning	240.00
Catherine Marie Ott	cleaning	240.00
CenturyLink	phone bill	157.24
Charles City Housing	held security deposit for cleaning-Wells	75.00
Charles City Press	legal notice in paper	17.55
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections	3,058.72
Della Wendel	security deposit refund	209.32
Don's Repair	snow blower maintenance	209.98
HAPS	Feb.1 HAP payments	49,662.65
Hockenson Plumbing	plumbing repairs (new water heaters)	3,879.82
Iowa Department of Transportation	fuel	134.64
Iowa Division of Labor	boiler inspections	800.00
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisen's purchase	6.45
Koch Office Group	copy costs	10.40
Kwik Trip, Inc.	fuel	82.41
L&J Industries, Inc.	maintenance items	130.20
LEAF	copier lease payment	232.18
Lessin Supply Co.	parts	
Linderman Heating & Air, LLC	heating maintenance repairs	621.31
Mehmen's Painting	painted #7	135.00
Mid American Energy	electric/gas/URPS/	9,543.23
Mike's C & O Tire	truck maintenance	72.96
MRI Software, LLC	Happy Software fees	280.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	144.00
O'Reilly Auto Parts	truck maintenance	33.24
Pitney Bowes	meter lease	54.09
Schueth Ace Hardware	maintenance items for month	607.68
Sherwin Williams	paint	80.89
Staples Advantage	office/maintenance supplies	375.52
Staples Advantage	office/maintenance supplies	136.75
Superior Lumber	maintenance items for month	2,104.32
The PI Company	background check fees	64.00
US Cellular	cell phone service	138.16
		<b>77,555.52</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. Some changes to the scope of the transformer project have pushed back the date to distribute the bids. This will be discussed in greater detail under new business. Otherwise, there are no new developments.
2. Rehab Update. We have gotten clearance from the state to start the projects. The contractor open houses are being set for the first week of March.
3. Board Meeting Attendance 2018. See attached.
4. Section 8 Funding/Utilization. The worksheet has been updated to reflect HUD's estimated funding for 2019. See attachment for utilization.
5. Monthly Rental Status Update.

Month of January 2019	Total Leased 1/1/19	New Leases	Removed Or Moved	Total Leased 2/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	3	2	131	15-N/ 17-S	1	0
Morningside 16 Units	14	2	0	16	8	0	0
Section 8 197 Units	140	10	9	141	9	43	14

Declined Assistance (2) Over Income ( ) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (12) Criminal Background Check ( )  
 Voucher Expired (2) Purged ( )  
 Terminations: PH (1) S8 (1)

6. End of Participation Tracker. See attachment

**BOARD MEETING ATTENDANCE  
JAN 2018 – DEC 2018**

2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Miller	A	X	X	X	X	A	X	X	X	A	X	X	9
Heyer	X	X	X	X	X	X	X	X	X	X	X	X	12
Coulson	X	A	X	X	X	A	X	X	A	A	A	X	7
Klemesrud	X	X	X	X	X	X	X	X	X	X	X	X	12
Tyler	X	X	X	X	X	X	X	X	X	X	A	A	10

\* 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

# HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
HUD Held													
NRA													
2	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16 NRA	Number of Units Leased on the First of the Month	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 12/31/16	Plus: ALL Obligated HAP 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)	
4	PHA# IA002	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
6	CY 2019												
7	January	\$3,385	173	\$68,442	\$64,233	\$824	\$1,169	\$29,135	\$55,764	\$68,442	\$16,457		
8	February	\$1,169	168	\$68,442	\$61,830	\$7,781	\$8,138	\$16,457	\$55,764	\$68,442	\$3,779		
9	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$9,697	\$3,779	\$65,809	\$62,441	\$7,147		
10	April	\$9,697	160	\$58,663	\$57,221	\$11,339	\$11,349	\$7,147	\$70,046	\$58,663	\$18,530		
11	May	\$11,349	158	\$72,169	\$69,677	\$23,841	\$24,100	\$18,530	\$59,261	\$72,169	\$5,622		
12	June	\$24,100	158	\$65,518	\$60,908	\$28,710	\$29,401	\$5,622	\$67,878	\$65,518	\$7,982		
13	July	\$29,401	152	\$65,518	\$59,541	\$35,378	\$35,688	\$7,982	\$60,739	\$65,518	\$3,203		
14	August	\$35,688	161	\$59,712	\$60,484	\$34,916	\$34,963	\$3,203	\$66,612	\$59,712	\$59,712		
15	September	\$34,963	151	\$59,712	\$62,823	\$31,852	\$32,039	\$103	\$66,612	\$59,712	\$-2,997		
16	October	\$32,039	150	\$57,12	\$57,614	\$34,137	\$34,172	-\$2,997	\$60,888	\$57,12	-\$1,821		
17	November	\$34,172	143	\$34,770	\$55,591	\$13,351	\$13,399	-\$1,821	\$60,929	\$34,770	\$24,338		
18	December	\$13,399	142	\$60,437	\$50,566	\$23,270	\$23,300	\$24,338	\$121,795	\$60,437	\$85,696		
19	Total			\$735,536	\$101,362	\$23,270	\$23,300	\$24,338	\$792,097	\$735,536	\$735,536		
20													
21													
22	CY 2019												
23	January	\$23,300	140	\$63,602	\$50,668	\$36,234	\$36,274	\$85,696	\$60,047	\$63,602	\$82,141		
24	February	\$36,274	141	\$63,602	\$50,694	\$49,182	\$49,182	\$82,141	\$60,047	\$63,602	\$78,586		
25	March	\$49,182		\$0		\$49,182	\$49,182	\$78,586	\$60,048	\$0	\$138,634		
26	April	\$49,182		\$0		\$49,182	\$49,182	\$138,634	\$60,048	\$0	\$198,682		
27	May	\$49,182		\$0		\$49,182	\$49,182	\$198,682	\$60,048	\$0	\$258,730		
28	June	\$49,182		\$0		\$49,182	\$49,182	\$258,730	\$60,048	\$0	\$318,778		
29	July	\$49,182		\$0		\$49,182	\$49,182	\$318,778	\$60,048	\$0	\$378,826		
30	August	\$49,182		\$0		\$49,182	\$49,182	\$378,826	\$60,048	\$0	\$438,874		
31	September	\$49,182		\$0		\$49,182	\$49,182	\$438,874	\$60,048	\$0	\$498,922		
32	October	\$49,182		\$0		\$49,182	\$49,182	\$498,922	\$60,048	\$0	\$558,970		
33	November	\$49,182		\$0		\$49,182	\$49,182	\$558,970	\$60,048	\$0	\$619,018		
34	December	\$49,182		\$0		\$49,182	\$49,182	\$619,018	\$60,048	\$0	\$679,066		
35	Total			\$127,204	\$101,362	\$49,182	\$49,182	\$619,018	\$720,574	\$127,204	\$127,204		

END OF PARTICIPATION  
TRACKER  
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING			3	1			1						5
ZERO HAP								2					2
MUTUAL RESCISION	1				1								3
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED				3	5	3	1	3					15
PORT-OUT SEARCHING	1	2		1	1			2					7
PORT-OUT BILLING	1												1
DECEASED													0
MOVED IN VIOLATION			2										2
EVICTED	1												1
UNAUTHORIZED LIVE-IN		1				1							3
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW						1	1	1					3
FAILURE TO REPAY			1										1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME	1						1						2
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	2				1		1	1					5
<b>TOTALS</b>	<b>8</b>	<b>3</b>	<b>7</b>	<b>5</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2	1	1	2	1	4	1	1					13
DECEASED				1									1
MOVED IN VIOLATION				2				1					3
TERMINATED FOR LEASE VIOLATIONS				1									1
EVICTED			1		1								2
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
<b>TOTALS</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>

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**MEETING DATE:** 2/21/19

**RE:** Review Operating Reports

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

**Comments:** The January 2019 operating reports are attached for your review.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 1/2019, FISCAL 7/2019**

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	45,000.00	6,438.72	43,025.98	95.61	1,974.02
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	.00	1,604.61	40.12	2,395.39
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	37,810.00	298,961.00	59.79	201,039.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	.00	4,872.77	40.61	7,127.23
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	3,738.30	186.92	1,738.30-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	14,115.00	116,203.00	52.82	103,797.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>783,000.00</b>	<b>58,363.72</b>	<b>468,405.66</b>	<b>59.82</b>	<b>314,594.34</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
173-532-6010	SALARY - PUBLIC HOUSING	91,033.00	7,981.15	56,440.31	62.00	34,592.69
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	7,117.00	506.55	3,662.50	51.46	3,454.50
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	734.97	5,309.52	60.46	3,472.48
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,695.80	25,870.60	58.33	18,479.40
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.93	195.49	55.85	154.51
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	.00	405.60	9.22	3,994.40
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	.00	32.16	58.47	22.84
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	399.15	7.98	4,600.85
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	3,842.24	13,653.68	34.13	26,346.32
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,341.44	31,349.08	62.70	18,650.92
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,398.52	9,616.88	50.62	9,383.12
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,098.94	13,872.84	55.49	11,127.16
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	1,780.00	59.33	1,220.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	35,000.00	.00	6,721.05	19.20	28,278.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	176.00	1,685.43	42.14	2,314.57
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	232.18	1,283.30	36.67	2,216.70
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	40,000.00	2,295.31	23,307.61	58.27	16,692.39
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	309.85	15.49	1,690.15
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	38,344.91	95.86	1,655.09
173-532-6490	OTHER PROFESSIONAL SERV	21,000.00	.00	.00	.00	21,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	3,154.25	27,134.59	77.53	7,865.41
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	8,216.72	56,738.10	75.65	18,261.90
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	15,595.18	38.99	24,404.82
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	60,000.00	.00	14,165.02	23.61	45,834.98
	<b>PUBLIC HOUSING TOTAL</b>	<b>656,587.00</b>	<b>39,877.00</b>	<b>347,872.85</b>	<b>52.98</b>	<b>308,714.15</b>
173-536-6010	SALARY - PH MAINT	85,000.00	6,791.97	47,025.98	55.32	37,974.02
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	240.47	663.10	13.26	4,336.90

**REVENUE & EXPENSE REPORT**  
**CALENDAR 1/2019, FISCAL 7/2019**

**PCT OF FISCAL YTD 58.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,885.00	521.62	3,548.91	51.55	3,336.09
173-536-6130	IPERS - PH MAINT	8,496.00	647.97	4,486.53	52.81	4,009.47
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	5,446.70	57.59	4,010.30
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	102.90	64.31	57.10
173-536-6160	WORK COMP - PH MAINT	2,800.00	.00	608.40	21.73	2,191.60
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	.00	32.49	46.41	37.51
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	118,768.00	8,994.83	62,815.01	52.89	55,952.99
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	7,645.00	9,491.89	57,717.80	754.97	50,072.80-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 1/2019, FISCAL 7/2019**

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,800.00	419.92	2,673.12	148.51	873.12-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	80.00	1,391.00	27.82	3,609.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	63,602.00	403,463.00	53.80	346,537.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,454.00	58,258.00	52.96	51,742.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	6.00	.60	994.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	868,800.00	72,555.92	465,791.12	53.61	403,008.88
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	39,017.00	2,243.11	18,774.36	48.12	20,242.64
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,061.00	142.00	1,216.93	39.76	1,844.07
174-533-6130	IPERS -SECTION 8	3,778.00	209.37	1,769.91	46.85	2,008.09
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,583.91	11,087.37	58.33	7,919.63
174-533-6151	LIFE INS - SECTION 8	175.00	11.97	83.81	47.89	91.19
174-533-6160	WORK COMP - SECTION 8	2,238.00	.00	.00	.00	2,238.00
174-533-6170	UNEMPLOYMENT - SECTION 8	75.00	.00	21.42	28.56	53.58
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	2,000.00	.00	89.73	4.49	1,910.27
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	834.00	4,992.00	33.28	10,008.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	220.00	1,730.00	43.25	2,270.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	359.00	3,154.50	31.55	6,845.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,411.00	10,136.00	63.35	5,864.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	640.00	2,370.00	39.50	3,630.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	11,720.77	122,986.54	81.99	27,013.46
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	36,179.00	259,212.00	47.13	290,788.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	539.65	5,271.84	117.15	771.84-
	SECTION 8 VOUCHER TOTAL	837,151.00	56,093.78	442,896.41	52.91	394,254.59
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	31,649.00	16,462.14	22,894.71	72.34	8,754.29

**REQUESTED ACTION:** Reviewing changes and recommend moving ahead with the revised project specifications.

**Comments:** We have been working with the electrical engineer retained by Skott and Anderson and Mid American Energy to complete the specifications for the electrical upgrade at South Cedar Terrace. Our initial cost estimate of \$100,000 was determined by completing the work trenching and replacing on the wiring from the pole to the new transformers and keeping the existing wiring from the transformers to the buildings.

As the project has evolved and the feasibility of the original plans has been challenged, it has become apparent that we needed to scrap our original plans and rework the specifications. This change has resulted in an increase in the project cost by approximately \$200,000. The revised plans are calling for directional boring to be done to run the new wires in conduit. Because of the position of the buildings and the transformers, it isn't feasible to trench the lines. The trenches would have to go around the buildings and anything in the way, like sidewalks and parking lots would have to be cut, dug up and repaired. Instead the directional boring can run the wires/conduit underground without having to tear up the sidewalks and landscaping.

In addition, the original plans were to use the existing wires from the transformers to the buildings. In the preliminary planning we determined, based on a load study, that the existing wires would be adequate for the increased load. However, the engineer feels that it would be a mistake not to replace them now. The wires are original to the complex, and while they are copper and could handle the load, they have suggested that the unknowns with them could cost considerably more if we do not change them. The original wires are direct buried, and the condition of the sheathing is not known. If we spend the money now to install conduit, any future repairs to the wiring would be much easier. However, the most important consideration is the amount of down time the residents would experience if we didn't change out the wires. If we run new lines from the transformers to the buildings, all the work could be done without interrupting their electrical connection until the last minute. This would only require them to be without power for about 24 hours. If we don't replace them, work required to tie them into the new system could result in the residents being without power for several days or weeks. In the last scenario, we would have to temporarily relocate the affected residents. There are not enough hotel rooms in town with accessible features, not to mention the cost for the temporary housing.

The final change is replacing the wires that go to the security lights. We currently have one light not working because there is something wrong with the wiring to it. MidAmerican Energy owns the lights, but we own the wiring up to the lights. This brings us to another consideration. The existing lights and poles need to be replaced and MidAmerican Energy has suggested that we purchase and install our own lights. We are charged a monthly lighting charge for each security

light in addition to the cost of the electricity. This monthly charge has and will increase annually from \$11.96 in 2014 to \$25.97 in 2023. For only the 16 lights at South Cedar Terrace, it will cost us approximately \$22,000 over the next five years just for the use of them. It makes more sense to install our own lights and use the cost savings to cover the purchase/installation costs.

In order to cover the costs, we are proposing using reserves to fund the entire project. We could cover the cost if we utilize the rest of our 2017 Capital Funds, all of 2108, and part of 2019. However, we have planned other projects using those funds. This will also give us the original \$100,000 budgeted under the 2017 and 2018 Capital Funds to pay for additional projects.

**REQUESTED ACTION:** Set date for special board meeting for Tuesday, April 9, 2019 at 7:30 a.m. at housing office.

**Comments:** The special meeting is necessary to review the bids received for the transformer project at CTS. The improvements scheduled are the replacement of the transformers and the underground wiring. The bids are due on Thursday, April 4, 2019 and the meeting will allow us to review the bids and make a recommendation to the City Council prior to their planning session on April 10, 2019.

**REQUESTED ACTION:** Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2019-2020.

**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.

2/11/2019

CHARLES CITY PUBLIC HOUSING (173)	
<b>Balance 7/1/18</b>	2,389,219.02
Re-estimated Revenue	811,000.00
Re-estimated Expense	786,371.00
<b>Balance 7/1/19</b>	2,413,848.02
Estimated Revenue	820,000.00
Estimated Expense	1,183,777.00
<b>Balance 7/1/20</b>	2,050,071.02

BUDGET FOR CEDAR TERRACE NORTH, SOUTH AND MORNINGSIDE.

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-4300 INTEREST-PUBLIC HOUSING	42,759.98	53,252.81	45,000.00	43,025.98	70,000.00	70,000.00
173-532-4504 FRAUD-PUBLIC HOUSING	6,085.49	5,731.45	4,000.00	1,604.61	6,000.00	4,000.00
173-532-4506 DWELLING RENT-PUBLIC HOUS	485,677.16	498,248.60	500,000.00	324,595.00	500,000.00	500,000.00
no flat rent increase for 2018 fy20 no rent increase planned						
173-532-4507 EXCESS UTILITY-PUBLIC HOU	5,026.00	.00	.00	.00	.00	.00
FY18 No longer charging for excess utilities FY18 and FY19 no longer charging to compensate for large increase in flat rents 2015-2017						
173-532-4508 CONTRIB-OTHER-PUBLIC HOUS	10,046.00	9,677.75	12,000.00	5,689.77	12,000.00	12,000.00
173-532-4710 REIMBURSED EXP-PUBLIC HOU	3,403.29	12,741.56	2,000.00	3,738.30	12,000.00	5,000.00
FY17 decrease from FY16 re-est due to completion of rehab program fy20 increased for rehab program admin expenses						
173-532-4781 OPER SUBSIDY-PUBLIC HOUSI	202,793.00	190,529.00	220,000.00	116,203.00	220,000.00	220,000.00
173-910-4830 TRANSFER IN - PUBLIC HOUS	.00	.00	.00	.00	.00	.00
FY 18 re-est transfer in from General for Nitro 7500						
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TOTAL REVENUE	755,790.92	770,181.17	783,000.00	494,856.66	820,000.00	811,000.00
173-532-6010 SALARY - PUBLIC HOUSING	88,613.20	90,568.36	91,033.00	60,159.44	93,540.00	91,033.00

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
FY17 represents 70% of office salaries, balance is in Sect 8 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	31.12	89.36	2,000.00	.00	2,000.00	2,000.00
173-532-6070 LABOR/MAINT-PUBLIC HOUSIN	.00	.00	.00	.00	.00	.00
173-532-6110 FICA - PUBLIC HOUSING	5,997.07	6,002.62	7,117.00	3,901.63	7,309.00	7,117.00
173-532-6130 IPERS - PUBLIC HOUSING	7,883.73	8,065.74	8,782.00	5,643.07	9,019.00	8,782.00
173-532-6150 HEALTH INS - PUBLIC HOUSI	36,744.96	38,577.48	44,350.00	29,566.40	46,908.00	44,350.00
FY17 70% here, balance in Sect 8 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	360.83	337.96	350.00	223.42	350.00	350.00
FY17 70% here, balance in Section 8						
173-532-6160 WORK COMP - PUBLIC HOUSIN	3,858.00	1,960.80	4,400.00	405.60	4,840.00	4,400.00
173-532-6170 UNEMPLOYMENT - PUBLIC HOU	53.15	90.41	55.00	32.16	449.00	55.00
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	2,519.21	7,340.40	5,000.00	399.15	5,000.00	5,000.00

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6370 GAS - PUBLIC HOUSING	26,216.88	32,662.22	40,000.00	13,653.68	40,000.00	40,000.00
173-532-6371 UTILITIES - PUBLIC HOUSIN	53,947.23	53,859.83	50,000.00	31,349.08	50,000.00	50,000.00
173-532-6374 WATER - PUBLI HOUSING	17,192.00	18,425.13	19,000.00	9,616.88	19,000.00	19,000.00
173-532-6379 OTH UTIL-PUBLIC HOUSING -	21,173.60	21,783.54	25,000.00	13,872.84	25,000.00	25,000.00
173-532-6401 ACCOUNTING FEES-PUBLIC HO	2,822.08	3,005.00	3,000.00	1,780.00	3,000.00	3,000.00
173-532-6408 TORT LIABILITY - PUBLIC H	32,048.95	34,776.95	35,000.00	6,721.05	35,000.00	35,000.00
FY18 Added \$3,000 for flood insurance added flood insurance \$3000 FY18						
173-532-6411 LEGAL FEES - PUBLIC HOUSI	2,179.00	1,271.39	4,000.00	1,685.43	4,000.00	4,000.00
173-532-6415 COPIER LEASE - PUBLIC HOU	3,102.30	3,024.24	3,500.00	1,283.30	3,500.00	3,500.00
173-532-6420 CONTRACT SERVICES - PUBLI	28,116.61	42,635.78	40,000.00	23,547.61	46,000.00	46,000.00
FY18 Using more contract labor for painting and maintenance contracting with state for investigations added office janitorial expenses						
173-532-6441 TENANT SERVICES-PUBLIC HO	895.81	283.11	2,000.00	309.85	2,000.00	2,000.00
173-532-6442 PILOT-PUBLIC HOUSING	39,202.70	37,840.52	40,000.00	38,344.91	40,000.00	40,000.00
173-532-6490 OTHER PROFESSIONAL SERV	.00	68,000.00	21,000.00	.00	21,000.00	21,000.00
FY17 Vetter Salary-25000 Accounting - 9000						
FY18 Vetter salary-25000 Accounting-9000						

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
FY18 re-est 34000 pd in FY18 for FY17 9000 for FY18 (Police 4000, Accting 5000)						
F19 Police 16000 Acct 5000						
fy19 and fy20 police 16000 acctg 5000						
173-532-6516 REFUNDS-PUBLIC HOUSING	353.00	10.00	1,000.00	.00	1,000.00	1,000.00
173-532-6518 SUNDRY-OFF EXP-PUBLIC HOU	35,458.02	30,677.99	35,000.00	27,134.59	35,000.00	35,000.00
173-532-6599 MAINT MATERIALS-PUBLIC HO	68,297.04	87,813.67	75,000.00	56,917.41	80,000.00	75,000.00
fy20 increase due to changing lights to LED						
173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	.00	52,723.00	40,000.00	15,595.18	40,000.00	45,000.00
FY18 Trade in Nitro: would like to get new truck						
FY18 trade Nitro and get new truck, plow and mower						
fy19 re est purchase pickup snow plow						
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	.00	15,891.73	60,000.00	14,165.02	100,000.00	60,000.00
FY19 door locks - using cash reserves						
fy19 door locks-using cash reserves						
fy20 door handles exterior doors						
173-536-6010 SALARY - PH MAINT	93,447.55	115,563.16	85,000.00	50,810.06	85,000.00	85,000.00
FY17 changing part time employee to full time						
FY 2 full-time maintenance and \$4000 included for part-time						

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
snow removal FY19 AND FY20 2 full time maintenance and \$4000 for part time snow removal						
173-536-6040 OVERTIME SALARY - PH MAIN	4,858.43	3,209.01	5,000.00	1,002.58	5,000.00	5,000.00
173-536-6110 FICA - PH MAINT	7,126.85	8,749.03	6,885.00	3,857.11	6,885.00	6,885.00
173-536-6130 IPERS - PH MAINT	8,678.37	9,833.45	8,496.00	4,835.86	8,496.00	8,496.00
173-536-6150 HEALTH INS - PH MAINT	21,156.84	16,604.83	9,457.00	6,224.80	9,897.00	9,457.00
173-536-6151 LIFE INS - PH MAINT	159.03	889.76	160.00	117.60	176.00	176.00
173-536-6160 WORK COMP - PH MAINT	2,694.00	2,941.20	2,800.00	608.40	3,080.00	2,800.00
173-536-6170 UNEMPLOYMENT - PH MAINT	66.45	147.23	70.00	32.49	428.00	70.00
173-536-6181 UNIFORM ALLOWANCE - PH MA	450.00	1,125.00	900.00	900.00	900.00	900.00
FY17 two full time						
173-536-6412 HEALTH SERVICES- PH MAINT	818.00	.00	.00	.00	.00	.00
173-910-6910 TRANSFER OUT - PUBLIC HOU	.00	.00	.00	.00	350,000.00	.00
TOTAL EXPENSES	616,522.01	816,779.90	775,355.00	424,696.60	1,183,777.00	786,371.00
Report Total	139,268.91	46,598.73-	7,645.00	70,160.06	363,777.00-	24,629.00

1/3/2019

HOUSING-SECTION 8 VOUCHER (174)	
<b>Balance 7/1/18</b>	155,616.42
Re-estimated Revenue	869,000.00
Re-estimated Expense	888,651.00
<b>Balance 7/1/19</b>	135,965.42
Estimated Revenue	869,000.00
Estimated Expense	931,816.00
<b>Balance 7/1/20</b>	73,149.42

SECTION 8 VOUCHER PROGRAM PROVIDES RENTAL ASSISTANCE TO FAMILIES ON THE OPEN MARKET THROUGH PRIVATE LANDLORDS. CHARLES CITY HAS AUTHORITY TO LEASE 208 UNITS.

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-4300 INTEREST - SECTION 8	1,914.34	2,521.23	1,800.00	2,673.12	2,000.00	2,000.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	6,360.00	5,494.00	5,000.00	2,354.00	5,000.00	5,000.00
174-533-4505 HUD CONTRIB-SEC 8	613,936.00	774,600.00	750,000.00	467,065.00	750,000.00	750,000.00
FY Added Enhanced Voucher						
174-533-4509 ADMIN FEE/HTH-SEC 8	93,951.00	108,295.00	110,000.00	66,712.00	110,000.00	110,000.00
174-533-4710 REIMBURSED EXP-SEC 8	.00	1,022.00	1,000.00	6.00	1,000.00	1,000.00
174-533-4715 REFUNDS-SEC 8	185.00	.00	1,000.00	.00	1,000.00	1,000.00
174-910-4830 TRANSFER IN - SECTION 8 V	.00	.00	.00	.00	.00	.00
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TOTAL REVENUE	716,346.34	891,932.23	868,800.00	538,810.12	869,000.00	869,000.00
174-533-6010 SALARY - SEC 8	35,244.91	36,697.07	39,017.00	20,277.67	40,089.00	39,017.00
174-533-6040 OVERTIME SALARY - SECTION	34.09	.00	1,000.00	.00	1,000.00	1,000.00
174-533-6110 FICA - SECTION 8	2,396.50	2,464.49	3,061.00	1,313.70	3,143.00	3,061.00
174-533-6130 IPERS -SECTION 8	3,144.96	3,267.81	3,778.00	1,908.53	3,879.00	3,778.00
174-533-6150 HEALTH INS - SECTION 8	15,747.84	16,533.24	19,007.00	12,671.28	20,103.00	19,007.00
174-533-6151 LIFE INS - SECTION 8	167.05	189.73	175.00	95.78	147.00	175.00

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6160 WORK COMP - SECTION 8	.00	.00	2,238.00	.00	2,462.00	2,238.00
174-533-6170 UNEMPLOYMENT - SECTION 8	35.44	60.25	75.00	21.42	193.00	75.00
174-533-6199 EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6230 STAFF TRAINING - SECTION	546.54	3,497.06	2,000.00	89.73	4,000.00	2,000.00
fy20 allow travel to regional conferences-more comprehensive agendas						
174-533-6380 UTILITY ALLOT - SECTION 8	12,783.00	15,085.00	15,000.00	6,026.00	15,000.00	15,000.00
174-533-6401 ACCOUNTING FEES - SECTION	2,830.00	2,830.00	4,000.00	1,730.00	4,000.00	4,000.00
174-533-6411 LEGAL-SEC 8	3,000.00	.00	1,000.00	.00	1,000.00	1,000.00
174-533-6420 CONTRACT SERVICES - SECTI	9,798.70	11,887.53	10,000.00	3,154.50	10,000.00	10,000.00
174-533-6423 SPECIAL SERVICE - SECTION	.00	.00	300.00	.00	300.00	300.00
174-533-6440 ENHANCED VOUCHER	17,297.00	20,263.00	16,000.00	11,547.00	16,000.00	17,000.00
174-533-6443 HOME OWNERSHIP VOUCHER	4,562.00	3,885.00	6,000.00	2,790.00	6,000.00	6,000.00
174-533-6444 PORTABILITY VOUCHER	38,719.76	165,707.58	150,000.00	130,871.19	240,000.00	200,000.00
large increase in portability billing fy19 and fy20 large increase in portability billing						
174-533-6445 HC VOUCHER PAY-SEC 8	533,227.24	556,976.06	550,000.00	298,125.00	550,000.00	550,000.00
received added vouchers						
174-533-6490 OTHER PROF SERVICES-SECTI	.00	10,000.00	10,000.00	.00	10,000.00	10,000.00

**BUDGET WORKSHEET**  
**CALENDAR 2/2019, FISCAL 8/2019**

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
FY18 Vetter Salary FY18 re est 5,000 paid in FY17/18 for FY16/17 5000 for FY18 (1,000 police 4000 acctng)						
FY19 police 6000 acctng 4000						
174-533-6516 REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00	500.00
174-533-6518 SUNDRY-OFF EXP-SEC 8	4,523.81	3,277.39	4,500.00	5,271.84	4,500.00	4,500.00
174-910-6910 TRANSFER OUT - SECTION 8	.00	.00	.00	.00	.00	.00
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TOTAL EXPENSES	684,058.84	852,621.21	837,151.00	495,893.64	931,816.00	888,651.00
Report Total	32,287.50	39,311.02	31,649.00	42,916.48	62,816.00-	19,651.00-

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 3<sup>rd</sup> 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.

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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