

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

August 15, 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 July 18, 2019..... 1-2
- IV. Approval of Bills for August 2019 3
- V. Communications 4-6
 - 1. Capital Fund/Maintenance Update
 - 2. Rehab Update
 - 3. Maintenance Position
 - 4. Section 8 Utilization/Funding Update
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports 7-11
 - 2. Approve Resolution 09-19 Approving SEMAP Submission for FYE 2019..... 12-18
 - 3. Approve Change Order for Transformer Project..... 19-20
 - 4. Repair of Retaining Walls at Morningside..... 21
 - 5. Review Asset Repositioning and Discuss Options 22-23
 - 6. Reschedule October 2019 Board Meeting..... 24
- VIII. Director’s Report
- IX. Move to Adjourn

Next regular meeting scheduled for September 19, 2019, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
July 18, 2019 7:00 a.m.

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

Call to Order. Miller called the meeting to order at 7:03 a.m.

Public Comments. None

Amend-Approve Minutes of June 20, 2019. Diers moved, Klemesrud seconded the motion to approve the minutes of June 20, 2019 as presented. Ayes: 4, Nays: 0.
Motion carried.

Approval of Bills. Nielsen reviewed some of the non-routine expenses for the month. It was noted that the revised bill listing was labeled June not July. Miller also pointed out that the amounts on the original bill listing in the agenda were different in the revised bill listing. The board determined that when the billing was revised to add additional claims, the June bill listing was revised in error. Nielsen requested a motion to approve the original bill listing with the additions made to the incorrect listing. Klemesrud motioned to approve the revisions made to the revised listing and approve the original listing. Heyer seconded the motion to approve payment of the revised bill listing totaling \$98,736.09. Ayes:4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed, which included discussion on the progress of the transformer project, the rehabilitation program, the upcoming sidewalk/parking lot program, and an update on funding and leasing utilization. No action was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that year ended within the budget for both Section 8 and the Public Housing Programs, but the Public Housing Budget was tight. Nielsen pointed out that there were a couple of expenses coded to the contract costs and not to the new accounts created for those expenses. Miller inquired about the balance remaining in the other professional services account and Nielsen explained that the charges for the Police Department were to be coded there instead of contract costs as it had in the past. There were no other comments and no action was necessary.

Approve Resolution No. 08-19, Approval of Updated Utility Allowance. Nielsen explained the purpose of utility allowance and gave a brief overview on how they applied to the rent formula. Nielsen also reviewed the increases and decreases to the utility amounts and stated that all amounts were to be changed to better reflect actual costs. The larger than normal increase to the sewer costs was discussed also. A

motion was made by Diers; Heyer seconded the motion to approve Resolution No. 08-19. Motion carried on roll call vote: Ayes: Heyer, Diers, Miller, and Klemesrud. Nays: None.

Consider the Disposition of vacant land at Morningside. The Board discussed the potential sale of the vacant lot at Morningside. Nielsen stated that a request was made to HUD for a waiver to the disposition requirements by HUD and that they denied the request stating that the requirements were statutory and not subject to a waiver. It was agreed that the first steps to take would be to determine the cost to dispose of the land and the approximate value before taking any official action on the matter. Nielsen informed the Board of an upcoming training on disposition and repositioning of assets at the Denver HUD Field Office and of the plans to attend. Also discussed was the possibility of a board member also attending the training to assist in the decision. Diers volunteered to attend and would contact Nielsen if able to attend. No action was necessary.

Director's Report. Nothing to report

Being no further business, Klemesrud moved, and Diers seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried, and meeting adjourned at 7:45 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Customer	Description	Amount
Beth Diers	Repositioning HUD Meeting - Travel Expenses	
Business Card	Back-up Fee, Maintenance Items, Travel Expenses	1,337.59
Catherine Marie Ott	Office Cleaning	885.00
CenturyLink	Phone Bill	165.16
CenturyLink	Phone Service	15.06
Cintas	Rug Service	55.22
City of Charles City	Water, Sewer, URP, S8 Inspection	
Do It All Services	Sheetrock Repair #64	599.44
Don's Repair	Maintenance Supplies	617.26
FCCM - Clinic	Pre-Employment Physical	259.00
HAPS	July 1, HAPS	53,593.00
Heidi Nielsen	Repositioning HUD Meeting - Travel Expenses	1,507.39
Hockenson Plumbing	Plumbing Maintenance	722.47
Houdek Floorcovering	Carpet Installation	5,244.00
Housing Auth. Acctg. Spec	Accounting Services	500.00
IA Dep of Transportation	Vehicle Fuel	101.65
Jendro Sanitation	Trash Service	881.00
Kwik Trip, Inc.	Vehicle Fuel	212.19
LEAF	Copier Lease	241.64
Linderman Heating & Air	Heating/Cooling Maintenance	94.00
Mediacom	Internet Service - Security Cameras	
Mehmen's Painting	Paint #10	135.00
Mid American Energy	Electric/Gas/URP	6,203.61
Nan McKay	Masterbook and PIH Notice Service	548.00
Noah, Smith & Schuknecht	Legal Fees	728.30
Plunkett's Pest Control	Pest Control Treatment #7	650.00
Pittney Bowes	Postage Meter Lease	
Schueth Ace Hardware	Maintenance Supplies	1,478.07
Sherwin Williams	Paint	186.15
John Deere Financial	Theisens Maintenance Supplies	13.96
Skott & Anderson Architets	Architect Fees - Transformer Project	1,174.00
Staples Advantage	Office Supplies	129.34
Strauss Locks	Door Locks	435.86
Superior Lumber	Maintenance Supplies	630.39
The PI Company	Background Check Fees	
US Cellular	Cell Phone Service	
		79,343.75

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The contractor has finished up installing the conduit for the new electrical lines and most of the conduit and connections have been installed on the buildings. At the last progress meeting, the contractor indicated that they thought they were running about a week behind. The Engineering firm has been working on the plans for the sidewalks and parking lots and should have something to show us soon.
2. Rehab Update. Some of the work has started on the first two projects under contract and the scope of the next two projects has been sent to the State. We have already gotten concurrence on one of them. However, they have to more extensively research the second property before making a determination. We are also still working with the last two applicants to qualify them for the program. If they are not able to meet the requirements, we will have to find some more applicants.
3. HUD Visit. We had our HUD visit and it went well. Our main goal was to find out if we could get a waiver on the regulatory requirements to sell the field at Morningside. We have since found out that it isn't possible. However, they shared with us some opportunities to assist City with some housing development.
4. Staff Changes. Nick Zirbel was hired to replace Adam Wygle. His first day was August 5th and we are happy to have someone fill the position. He brings a strong construction background and will be able to help us keep the apartments in good repair.
5. Section 8 Funding/Utilization. See attachment for utilization.
6. Monthly Rental Status Update.

Month of July 2019	Total Leased 7/1/19	New Leases	Removed Or Moved	Total Leased 8/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	1	0	130	N-33	N-3	N-3
					S-30	S-5	S-4
Morningside 16 Units	11	2	0	13	13	7	5
Section 8 197 Units	137	9	3	143	70	24	9

Declined Assistance (9) Over Income () Denied (1) Insufficient Address ()
 Did not attend Briefing/Information Not Returned (9) Criminal Background Check ()
 Voucher Expired (4) Purged ()
 Terminations: PH () S8 ()

7. End of Participation Tracker. See attachment

HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
	HUD Held												
	NRA												
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: HUD 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 (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)		
	D	C	D	E	F	G	H	J	K	L	(K+L)-M		
1													
2													
4	PHA# IA002	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
5													
6													
7	CY 2019												
8	January	\$3,385	173	\$68,442	\$64,233	\$345	\$1,169	\$29,135	\$55,764	\$68,442	\$16,457		
9	February	\$1,169	168	\$68,442	\$61,830	\$357	\$8,138	\$16,457	\$55,764	\$68,442	\$3,779		
10	March	\$8,138	165	\$62,441	\$61,235	\$353	\$9,697	\$3,779	\$65,809	\$62,441	\$7,147		
11	April	\$9,697	160	\$58,663	\$67,221	\$210	\$11,349	\$7,147	\$70,046	\$58,663	\$18,530		
12	May	\$11,349	158	\$72,169	\$59,677	\$259	\$24,100	\$18,530	\$59,261	\$72,169	\$5,622		
13	June	\$24,100	158	\$65,518	\$60,908	\$691	\$29,401	\$5,622	\$67,878	\$65,518	\$7,982		
14	July	\$29,401	152	\$65,518	\$59,541	\$310	\$35,688	\$7,982	\$60,739	\$65,518	\$3,203		
15	August	\$35,688	161	\$59,712	\$60,484	\$47	\$34,963	\$3,203	\$56,612	\$59,712	\$103		
16	September	\$34,963	151	\$59,712	\$62,823	\$187	\$32,039	\$103	\$56,612	\$59,712	-\$2,997		
17	October	\$32,039	150	\$59,712	\$57,614	\$35	\$34,172	-\$2,997	\$60,888	\$59,712	-\$1,821		
18	November	\$34,172	143	\$34,770	\$54,634	\$48	\$14,356	-\$1,821	\$60,929	\$34,770	\$24,338		
19	December	\$14,356	142	\$60,437	\$50,566	\$30	\$24,257	\$24,338	\$121,795	\$60,437	\$85,696		
20	Total			\$735,536	\$710,766	\$2,872			\$792,097	\$735,536			
21													
22	CY 2019												
23	January	\$24,257	140	\$63,602	\$49,861	\$40	\$38,038	\$85,696	\$60,216	\$63,602	\$82,310		
24	February	\$38,038	141	\$63,602	\$50,694	\$949	\$51,795	\$82,310	\$60,216	\$63,602	\$78,924		
25	March	\$51,795	137	\$58,766	\$48,418	\$273	\$62,143	\$78,924	\$60,216	\$58,766	\$80,374		
26	April	\$62,143	135	\$58,766	\$47,332	\$63	\$73,913	\$80,374	\$60,216	\$58,766	\$81,824		
27	May	\$73,913	135	\$51,577	\$47,029	\$648	\$78,677	\$81,824	\$60,216	\$51,577	\$90,463		
28	June	\$78,677	138	\$27,472	\$48,341	\$395	\$58,203	\$90,463	\$60,216	\$27,472	\$123,207		
29	July	\$58,203	138	\$51,708	\$52,938	\$83	\$57,056	\$123,207	\$60,216	\$51,708	\$131,715		
30	August	\$57,056	144	\$51,708	\$53,204		\$55,560	\$131,715	\$60,216	\$51,708	\$140,223		
31	September	\$55,560		\$0	\$55,560		\$55,560	\$140,223	\$60,216	\$0	\$200,439		
32	October	\$55,560		\$0	\$55,560		\$55,560	\$200,439	\$60,216	\$0	\$260,655		
33	November	\$55,560		\$0	\$55,560		\$55,560	\$260,655	\$60,216	\$0	\$320,871		
34	December	\$55,560		\$0	\$55,560		\$55,560	\$320,871	\$60,216	\$0	\$381,087		
35	Total			\$427,201	\$398,249	\$2,351			\$722,592	\$427,201			

END OF PARTICIPATION
TRACKER
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	1											3
ZERO HAP													0
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1	1											2
PORT-OUT ABSORBED	1												1
PORT-OUT SEARCHING		1											1
DECEASED													0
MOVED IN VIOLATION													0
EVICTED													0
UNAUTHORIZED LIVE-IN	1												1
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY	1												1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1												1
TOTALS	7	3	0	10									
PUBLIC HOUSING													
LEFT IN GOOD STANDING	3												3
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED	1												1
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
TOTALS	4	0	4										

MEETING DATE: 8/15/19

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

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

REVENUE & EXPENSE REPORT
CALENDAR 7/2019, FISCAL 1/2020

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	5,490.84	5,490.84	7.84	64,509.16
173-532-4504	FRAUD-PUBLIC HOUSING	6,000.00	608.00	608.00	10.13	5,392.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	41,672.00	41,672.00	8.33	458,328.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	852.00	852.00	7.10	11,148.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	12,000.00	950.00	950.00	7.92	11,050.00
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	16,209.00	16,209.00	7.37	203,791.00
	PUBLIC HOUSING TOTAL	820,000.00	65,781.84	65,781.84	8.02	754,218.16
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	93,540.00	7,871.83	7,871.83	8.42	85,668.17
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	7,309.00	493.93	493.93	6.76	6,815.07
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	743.09	743.09	8.24	8,275.91
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	3,882.00	3,882.00	8.28	43,026.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.93	27.93	7.98	322.07
173-532-6152	DENTAL INSURANCE	.00	38.01	38.01	.00	38.01
173-532-6160	WORK COMP - PUBLIC HOUSING	4,840.00	.00	.00	.00	4,840.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	449.00	.00	.00	.00	449.00
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	1,690.57	1,690.57	33.81	3,309.43
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	908.19	908.19	2.27	39,091.81
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,032.12	5,032.12	10.06	44,967.88
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,335.75	1,335.75	7.03	17,664.25
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,140.27	2,140.27	8.56	22,859.73
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	400.00	400.00	13.33	2,600.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	.00	.00	35,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	217.30	217.30	5.43	3,782.70
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	232.18	232.18	6.63	3,267.82
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	46,000.00	5,046.42	5,046.42	10.97	40,953.58
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
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	2,654.67	2,654.67	7.58	32,345.33
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	80,000.00	5,284.42	5,284.42	6.61	74,715.58
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	5,425.00	5,425.00	13.56	34,575.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	6,800.00	6,800.00	6.80	93,200.00
	PUBLIC HOUSING TOTAL	713,915.00	50,223.68	50,223.68	7.03	663,691.32
173-6010	SALARY - PH MAINT	85,000.00	7,592.31	7,592.31	8.93	77,407.69

REVENUE & EXPENSE REPORT
CALENDAR 7/2019, FISCAL 1/2020

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	.00	.00	5,000.00
173-536-6110	FICA - PH MAINT	6,885.00	567.32	567.32	8.24	6,317.68
173-536-6130	IPERS - PH MAINT	8,496.00	590.14	590.14	6.95	7,905.86
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	817.01	8.26	9,079.99
173-536-6151	LIFE INS - PH MAINT	176.00	14.70	14.70	8.35	161.30
173-536-6152	DENTAL INSURANCE	.00	20.85	20.85	.00	20.85-
173-536-6160	WORK COMP - PH MAINT	3,080.00	.00	.00	.00	3,080.00
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	.00	.00	428.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	450.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	119,862.00	10,052.33	10,052.33	8.39	109,809.67
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	350,000.00	.00	.00	.00	350,000.00
	TRANSFERS IN/OUT TOTAL	350,000.00	.00	.00	.00	350,000.00
	PUBLIC HOUSING TOTAL	363,777.00-	5,505.83	5,505.83	1.51-	369,282.83-

REVENUE & EXPENSE REPORT
CALENDAR 7/2019, FISCAL 1/2020

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	488.07	488.07	24.40	1,511.93
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	165.00	165.00	3.30	4,835.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	51,708.00	51,708.00	6.89	698,292.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,974.00	7,974.00	7.25	102,026.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	869,000.00	60,335.07	60,335.07	6.94	808,664.93
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	40,089.00	2,370.11	2,370.11	5.91	37,718.89
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,143.00	149.01	149.01	4.74	2,993.99
174-533-6130	IPERS -SECTION 8	3,879.00	223.74	223.74	5.77	3,655.26
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	1,663.71	8.28	18,439.29
174-533-6151	LIFE INS - SECTION 8	147.00	11.97	11.97	8.14	135.03
174-533-6152	DENTAL INSURANCE	.00	11.87	11.87	.00	11.87-
174-533-6160	WORK COMP - SECTION 8	2,462.00	.00	.00	.00	2,462.00
174-533-6170	UNEMPLOYMENT - SECTION 8	193.00	.00	.00	.00	193.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	.00	.00	4,000.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	838.00	838.00	5.59	14,162.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	600.00	600.00	15.00	3,400.00
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	1,386.38	1,386.38	13.86	8,613.62
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	1,411.00	8.82	14,589.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	451.00	451.00	7.52	5,549.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	11,886.10	11,886.10	4.95	228,113.90
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	38,702.00	38,702.00	7.04	511,298.00
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	72.55	72.55	1.61	4,427.45
	SECTION 8 VOUCHER TOTAL	931,816.00	59,777.44	59,777.44	6.42	872,038.56
174-536-6152	DENTAL INSURANCE	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	.00	.00	.00	.00	.00
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 7/2019, FISCAL 1/2020

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	SECTION 8 VOUCHER TOTAL	62,816.00-	557.63	557.63	.89-	63,373.63-

MEETING DATE: 08/15/2019

RE: Approve Resolution 09-19 SEMAP Submission for
FYE 06/30/2019

REQUESTED ACTION: Consider approval of Resolution 09-19 Section 8 Management Assessment Program (SEMAP) for FYE 6/30/19.

Comments: SEMAP evaluates the following areas of operation of the Section 8 program: Selection from the waiting list, reasonable rent, determination of adjusted income, utility allowance schedule, HQS enforcement, FMR limit and payment standards, annual reexaminations, correct tenant rent calculation, pre-contract HQS inspections, annual HQS inspections and lease-up.

HUD collects some of the data from the information that we submit electronically on each program participant. However, some of the other areas, the data for the submission is collected and analyzed by the housing agency. We are instructed on how many samples we must pull for the certifications and what information to review. We must be able to verify our certification if we were to be audited by the HUD office.

Because we are a small agency HUD only requires us to submit every other year. So, the score we receive will be in effect until 2021.

The SEMAP Submission is attached for your review.

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Heidi Nielsen
(MQ9545)
PIC Main

SEMAP

Logoff

Assessment Profile	Reports	Submission	List	Summary	Certification	Profile	Comments
Field Office:		7APH KANSAS CITY HUB OFFICE					
Housing Agency:		IA002 CHARLES CITY					
PHA Fiscal Year End:		6/30/2019					

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of

similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

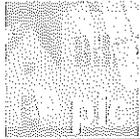
PHA Response Yes No

[Go to Comments](#)

[Go to Deconcentration Addendum](#)

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Heidi Nielsen (MQ9545) PIC Main

SEMAP

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Assessment Profile | Reports | Submission

List Summary Certification Profile Comments
Field Office: 7APH KANSAS CITY HUB OFFICE
Housing Agency: IA002 CHARLES CITY
PHA Fiscal Year End: 6/30/2019

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name Floyd County, IA

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR 481 1-BR FMR 534 2-BR FMR 664 3-BR FMR 901 4-BR FMR 904
PS 450 PS 550 PS 675 PS 925 PS 926
Save Add Delete

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable [checked]

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing

[Empty box]

demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances.(24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

Deconcentration Addendum

[Go to Comments](#)

[Back to Page1](#)

RESOLUTION NO. 09-19

**SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
(SEMAP)**

Charles City Housing and Redevelopment Authority

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

WHEREAS, the Department of Housing and Urban Development has directed all housing authorities to complete the Section 8 Management Assessment Program (SEMAP) for the purposes of identifying management capabilities and deficiencies in order to target monitoring and program assistance more effectively; and

WHEREAS, the Department of Housing and Urban Development requires a resolution from the Board of Commissioners accepting the completed SEMAP for submission;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has been presented and reviewed the SEMAP for Fiscal Year Ending June 30, 2019 and believe it to be accurate; 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 15th DAY OF AUGUST 2019.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 08/15/2019

RE: Change Order for Transformer
Project

REQUESTED ACTION: Recommend approval of the change order to cover additional costs with Mid American Energy

Comments: Our verbal agreement with Mid American Energy for the project required us to pay for the labor for setting the new pole and running the lines from the pole to each transformer. The assumption was made that the labor was included in the contract with Stanton Electric. However, that was not the case. The change order consists of the attached agreement for \$17,213.26. The agreement states that this fee is our contribution to aid construction.

There should be enough in the contingency funds to cover the additional cost.

MidAmerican Energy Company
ELECTRIC DISTRIBUTION EXTENSION AGREEMENT
NON-REFUNDABLE CONTRIBUTION IN AID OF CONSTRUCTION

MidAmerican Energy Company, an Iowa Corporation, its successors and assigns, (Company), and
City of Charles City--Charles City Housing/South Cedar Terrace

its successors and assigns, (Applicant) agree as follows:

1. Company will extend its electric distribution system as required to make electric service available to the following platted and described area:
501 S Cedar Terrace Charles City Iowa 50616 residential housing 4 apartments in each of 20 buildings

2. The Company shall:
 - a. Install, own, operate and maintain the electric distribution system and reserves the right to extend or alter the system in the future if necessary.
 - b. Furnish all necessary labor and materials required for the construction of such distribution system.
 - c. Schedule such installation with Applicant so as to provide timely service.

3. The Applicant shall:
 - a. Provide, without cost to the Company, such easements as are necessary for the construction, operation and maintenance of the electric distribution system.
 - b. Provide easement areas: 1) cleared of all obstructions; 2) within 4" of final grade over the route of the distribution system; 3) with streets finished to local specifications; and 4) with sewer and water installed.
 - c. Place visible stakes, including lot numbers, on all lot corners and easement lines.
 - d. Provide drawings showing the location of all present and future underground facilities.
 - e. Provide the concrete transformer pads, conduit systems, and other facilities where required by the Company's tariffs and electric service manual (includes an inspection by a Company representative prior to pouring the pads or covering the conduit system).
 - f. Locate all underground facilities such as storm sewers, sanitary sewers, septic lines and water lines that are not located by members of a one-call locating system.
 - g. Indemnify, protect and hold harmless the Company from and against all liability, damage, loss, claims and actions any nature whatsoever which arise out of damage to underground facilities resulting from the customer's failure to correctly locate such facilities as required under this agreement.
 - h. Hold Company harmless for any loss, cost or damage caused by delays in construction of the distribution system and services.

4. Applicant agrees to pay \$ 17213.26 as a contribution in aid of construction in accordance with Company's tariff. The cash contribution in aid of construction shall be due when this Agreement is signed by Applicant. If Applicant requires that the installation be completed during the winter construction season, or when adverse working conditions impede construction, Applicant shall pay an additional non-refundable sum of \$ 4.96 per foot. The Company reserves the right to determine when such winter construction season conditions exist.

5. Within the area described above, Company will provide electric service to customers in accordance with Company's tariffs and regulatory requirements.

MIDAMERICAN ENERGY COMPANY

By Mark Myers

Title Supv, Elec Distr Engineering

WMIS # 2692997

District North

2-2
5/18/11

APPLICANT

By

Title

Date Wanted

Date Signed

REQUESTED ACTION: Recommend approval to repair the retaining walls at Morningside.

Comments: There are two retaining walls at Morningside which consist of stacked blocks. These walls are no longer in good condition and need to be replaced. We have requested estimates from Otto's Oasis, Do It All Construction, and Morris Landscaping. The project will involve de-constructing the existing walls and cleaning the existing undamaged blocks to re-use. The new walls will include drain tile and new cap blocks.

The following estimates were received:

Otto's Oasis: \$12,957.98

Morris Landscaping: \$6,402.00

Do It All Construction: \$7,858.13

The estimate from Morris Landscaping is not consistent with the specifications. We had requested that the wall be installed with a curve and not a 90° angle, and they quoted a wall with a 90° angle. Therefore, the request is being made to accept the estimate from Do It All Construction. The cost to repair the walls has been budgeted in the operating budget.

REQUESTED ACTION: Recommend approval to proceed with preliminary plans to build additional apartments and potential sale of Morningside.

Comments: In an attempt to reduce the backlog of deferred maintenance in the country's Public Housing stock, HUD has offered several options for PHA's to reposition their Public Housing and remove the Declaration of Trust and HUD interest in the properties. The idea is that if HUD were to remove the restricted covenants on the property, the PHA's could leverage the properties and borrow funds in the private market to improve the condition of the properties. In addition, the other benefits of the repositioning allow PHAs to transfer assistance to better neighborhoods, thin low-income densities and mix incomes, and streamline operations.

The asset repositioning training in Denver was extremely helpful in determining which option, if any, to choose from to transition our Public Housing inventory over to a Section 8 platform. Essentially, there are four options:

1. Do nothing and keep Public Housing
2. Rental Assistance Demonstration Program (RAD)
3. Disposition (Section 18)
4. Voluntary Conversion (Section 22)

The RAD program would allow the Public Housing units to convert to Project Based Vouchers or Project Based Rental Assistance. This would consist of a long-term contract of 15-20 years. Under the PBV program we would administer the program and under the PBRA program, HUD would contract with a private entity to administer the program. The biggest advantage is the simplification of program administration. The regulations and requirements tied to the Public Housing program would no longer be a consideration. In addition, the reserves would be carried over to use as a replacement reserve to support future Section 8 units following the conversion. There are several disadvantages to the RAD program. The biggest would be the loss of income, the second would be that the residents would be able to request a tenant-based voucher after a year increasing unit turnover. In addition, a non-profit agency would need to be formed to manage the property. However, this non-profit could be managed by the PHA.

The Voluntary Conversion (Section 22) option would also allow us to convert to vouchers. Under this tool, we would be required to include our entire inventory of Public Housing. If this were chosen, we would have to issue special Tenant Protection Vouchers to all residents; and if we chose to operate all properties as rental housing, the tenants could choose to stay in their existing unit or rent somewhere else. This could potentially flood the market with more tenant-based vouchers. If choose to project base the vouchers after conversion, we would have to 100% consent of our current tenants. In addition, any of the residents paying the flat rent at the time of conversion would be required to pay income-based rent and their rent could increase substantially. Some of our current residents could also potentially be

over-income for the program. Also, as with the RAD conversion, if the intent was to continue to rent the units, a non-profit agency would need to be formed to manage the property.

With both options instead of an operating subsidy and capital funds, we would receive a Housing Assistance Payment to cover the difference between the tenant rents and the market rate rent. With both options, we would no longer have Public Housing.

There is an additional option under Section 18 which would require us to dispose of the Public Housing units, either by demolition or disposition (sale) of the property. We had the opportunity to discuss these options with HUD staff and in the end, concluded that we should continue as Public Housing. We felt this option would be the best for the residents, the City, and the Agency. Under the Public Housing Program, we are projected to have approximately \$259,918 in excess annual revenue at the end of 2019. While under the RAD Program we would only have \$249,009 and Project Based Funding we would only have \$223,352. The calculation assumes a 98% occupancy rate. Then they took the gross rental incomes and funding and subtracted the utility allowance, the vacant units, 2% bad debt allowance, and current operating expenses. If funding levels don't decrease, Public Housing appears to be more profitable.

Since the school district would like to purchase the vacant lot by Morningside, we discussed how to dispose of it. Then we discussed the possibility of building additional units somewhere else in a less densely populated area and selling the entire Morningside property. This way we could transfer the assistance from the old units to the new. They (HUD) indicated that could use our reserves to build the new units and then apply for Section 18 Disposition under the Efficient and Effective provision. This would allow us to keep the Terraces and transfer the Morningside assistance to the new units and sell Morningside. We would be able to retain the proceeds of the sale if they were used for development of or operation of low-income housing.

The next discussion centered on where to build 16 new family units. The Cedar Health site on North Main would be an ideal spot to build the units. If this the direction that the Board would like to go. The next step would be to proceed with a survey and appraisal of Morningside. We could also contact the owners of the Cedar Health property to find out whether they would be interested in transferring the property to the City. If they are interested, we need to also find out how much it would cost to demolish the structure. HUD is in support of the project and they are available to help us with each step of the project.

Once we determine if this is something that we would like to pursue, we will need to discuss this with the City Council.

MEETING DATE: 08/15/2019

RE: Reschedule October Board Meeting

REQUESTED ACTION: Reschedule October Board Meeting to October 22, 2019 at 7:00 a.m.

Comments: Due to a conflict in October it is necessary to reschedule the meeting.