

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY AGENDA

February 18, 2020, 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 16, 2020..... 1-2
- IV. Approval of Bills for February 2020..... 3
- V. Communications 4-10
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Board Meeting Attendance Record
 - 4. SEMAP and PHAS Scores
 - 5. Section 8 Funding/Utilization
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review and Accept Audit Report..... 11
 - 2. Review Operating Reports..... 12-16
 - 3. Discuss Parking Lot/Sidewalk Project..... 17
 - 4. Review and Approve City Budgets..... 18-29
 - 5. Discuss Setting up Aftercare Program Preferences. 30
- VII. Election of Officers
 - 1. Chairperson
 - 2. Vice-Chairperson
- VIII. Review of By-Laws for Revisions 31-33
- IX. Executive Director's Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, March 19, 2020
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 16, 2020 7:00 a.m.

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

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

Public Comments. No public comments.

Amend-Approve Minutes of December 19, 2019. Diers moved, Miller seconded the motion to approve the minutes of December 19, 2019 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that all bills were routine in nature. Miller moved, Diers seconded the motion to approve payment of the revised bill listing totaling \$96,495.37. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the capital improvements, rehabilitation grant, Section 8 utilization, rental status, and end of participations. Klemesrud inquired about the new Section 8 Program for youth aging out of foster care. Nielsen stated that they were working with HUD to blend this program with the existing voucher program by adopting a preference so the existing vouchers and funding could be utilized. Staff stated that this would be brought before the board in the next couple of months. No action was required.

Old Business.

Schedule HUD Visit for Repositioning. The Board discussed potential dates and times for the HUD visit the last full week of March.

Update on HUD Lawsuit. Nielsen briefly explained the history behind the lawsuit and discussed the update from the lawyers. Nielsen also stated that if and when the settlement was made the money would not be considered Federal Funds and would not have the spending restrictions placed the normal funding. Diers asked if the funds could be used to fund something like a homeless shelter or used in some way for the homeless population. Nielsen explained that the housing authority did not provide emergency housing and that there were other programs and organizations providing those services. Nielsen stated that other options would be to provide programming for the residents or possibly assist with rental deposits.

New Business.

Review Financial Reports. The reports were reviewed. Nielsen stated that six months into the year, the spending was where it should be. There were no questions with no action being required.

Set Reimbursement Rates for Moving Costs. Nielsen discussed with the board the need to set the rates and different scenarios where the reimbursement would occur such as a mandatory move or reasonable accommodation move. The method used to set the rates was discussed and the rationale behind it. Nielsen requested that they recommend approval of the rates as presented. Miller made a motion to approve the rates. It was seconded by Klemesrud. 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 Diers. Ayes: 4, Nays: 0. Motion carried.

Resolution 01-20 Approving Civil Rights Certification. Nielsen explained the requirement for the certification. Diers made a motion to approve Resolution 01-20. Klemesrud seconded the motion. Ayes: Heyer, Klemesrud, Miller, and Diers. Nays: 0. Motion carried on roll call vote.

Executive Directors report. Nielsen gave an update on the lead-based paint inspection and informed the board of some lease compliance issues which arose from the inspection.

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

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director

**Charles City Housing
Monthly Bill Listing
February 2020**

Customer	Description	Amount
Arnold Motor Supply	maintenance parts	29.45
Business Card	Sundry/maintenance	2,431.29
Catherine Marie Ott	office cleaning	495.00
CenturyLink	phone bill	161.60
Charles City Press	advertisement	550.00
Charles City Press	ad/legal notice	219.34
Cintas	rug service	82.83
City of Charles City	water/sewer/URP/S8 inspections	3,708.67
Collins & Associates, SC	architect fee	7,100.00
Do It All Services	maintenance work	273.50
Floyd Co. Public Health	radon testing kits	80.00
HAPS	Feb HAPS	66,013.40
Herron's Band Box, Inc.	carpet cleaning	972.37
Hockenson Plumbing	maintenance plumbing repairs	1,593.34
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Iowa Department of Inspections & Appeals	fraud investigation fees	34.13
Jendro Sanitation	trash service	790.00
Kwik Trip, Inc.	fuel	141.64
Larson Printing Co.	envelopes	278.95
LEAF	copier lease	241.64
Lessin Supply Co.	maintenance parts	31.12
Linderman Heating & Air, LLC	maintenance repairs	680.23
Lorianne Hoffman	overpayment refund	22.00
Mediacom	internet for security cameras	156.90
Mehmen's Painting	contract painting	695.00
Mid American Energy	electric/gas/urps	8,845.09
NAHRO	membership dues	522.88
Noah, Smith & Schuknecht, P.L.C.	legal fees	512.00
North Iowa Lawn & Sports	maintenance parts	69.95
P & K Midwest	maintenance item-spreader	1,385.86
Perry Novak Electric	maintenance parts	170.00
Petty Cash	replenish fund	80.00
PHADA	membership dues	690.00
Plunkett's Pest Control	service treatment	720.00
R&S Mowing LLC	snow removal	845.00
Reserve Account	postage for meter	750.00
Schueth Ace Hardware	maintenance items	445.05
Sherwin Williams	paint	580.20
Staples Advantage	office/maintenance items	239.53
Staples Advantage	maintenance items	87.54
Superior Lumber	maintenance items	349.14
T-J Service	maintenance repairs, parts, equip	1,511.93
The PI Company	background checks	90.50
Trent Parker	computer support	27.50
US Cellular	cell phone	139.93
		105,344.50

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The windows at SCT have been repaired and hopefully we won't have any additional issues with them.

We plan to purchase new refrigerators for the Terraces once the parking lot/sidewalk project is under contract and we know the cost of the project. The existing refrigerators are approximately 18 years old and are starting to cause problems. A few have already been replaced.

Once we are notified of our 2020 Capital Funding, we will identify improvements needed for the next five years. HUD requires us to provide them with a Five-Year Plan and update on the progress annually. We also must notify them of any deviation from The Plan.

2. Rehab Update. The first project is closed out. The second project is not complete. We have had to contract with a different electrician and the new electrician is having some health issues. They plan to get the work done before the end of February. The work has started on the third project. Most of the work on the fourth property can't be done until late spring. The verifications are being sent out on the fifth project and the homeowner for the last project is working to straighten out some eligibility issues. It is still our plan to have the entire grant completed by the end of 2020.
3. Monthly Board Attendance. See attached report. This report has been requested by the Board and the information is typically only provided once a year.
4. SEMAP/PHAS Scores. The SEMAP or Section Eight Management Assessment Program provides HUD with a picture the efficiency and performance of our agency regarding the Section 8 Program. We are only assessed every other year and have received our official score for the FYE 2019. This was discussed in more detail prior to submission in August 2019. Out of the 130 possible points we received 120. We had five points deducted for an error in rent calculation in one of the samples and five points for low utilization. However, we were able to keep our score above 90 and the "High Performer" designation. See attached report.

The PHAS or Public Housing Assessment System measures our performance under the Public Housing Program. We are only scored every three years under this assessment system. We don't receive our official score until the end of July 2020. This score is what it would be if we were assessed. We would have received 90 out of 100 points. The deductions were due to our occupancy rate only being 95% and the four-point reduction for our last physical inspection. If our occupancy rate drops much more, we are in danger of our score dropping under 90%. This would put us at a "Standard Performer" rating. But for right now we are still operating under our "High Performer" rating from 2017. See attached report.

5. Section 8 Funding/Utilization. See attachment for utilization.

6. Monthly Rental Status Update.

Month of January 2020	Total Leased 1/1/20	New Leases	Removed Or Moved	Total Leased 2/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	127	3	2	128	N-19	N-6	N-5
					S-20	S-3	S-4
Morningside 16 Units	14	1	0	15	11	0	1
Section 8 197 Units	174	11	6	179	76	24	10

Declined Assistance (12) Over Income () Denied () Insufficient Address (2)
 Did not attend Briefing/Information Not Returned (5) Criminal Background Check ()
 Voucher Expired (2) Purged ()
 Terminations: PH () S8 (4)

7. End of Participation Tracker. See attachment

**BOARD MEETING ATTENDANCE
JAN 2019 – DEC 2019**

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Miller	X	X	A	X	X	X	X	A	X	X	X	X	10
Heyer	X	X	X	X	A	X	X	X	X	X	X	X	11
Coulson	A	X											1
Stewart								X	X	X	X	A	4
Diers			A	X	A	X	X	X	A	A	A	X	5
Klemesrud	X	X	X	X	X	X	X	A	X	X	X	X	11
Tyler	X	X	X	X	X	A	A						5

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

"X" – In attendance

"A" – Absent



U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 02/03/2020

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	06/30/2019

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	22	25
Capital Fund	7	10
Late Penalty Points	0	
PHAS Total Score	90	100
Designation Status:	Small PHA Deregulation	

Published 02/03/2020

Initial published 09/09/2019

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

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	95.27	
4. Occupancy Rate Points	2	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	7	10

Notes:

- The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
- PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>



PIC Main

SEMAP

SEMAP

SEMAP

Assessment Profile Reports Submission

Profile

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

Profile Number: 1
Points Earned: 120
Total Possible Points: 130
Overall Score(in %): 92
Overall Rating: High
Profile Status: Final Rating
Profile Type: New Certification

Table with 3 columns: Item Number, Status, and Points. Rows include items 1-14 and Bonus.

MTCS Extract Details

HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
	HUD Held												
	NRA												
1	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds)	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	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)
4	PHA# IA002	D		E	F	E-F	H	D+G+H		K	L	M	(K+L)-M
7	CY 2019												
8	January	\$24,236	140	\$63,602	\$49,861	\$37,977	\$40	\$38,017		\$85,696	\$60,216	\$63,602	\$82,310
9	February	\$38,017	141	\$63,602	\$49,394	\$52,265	\$849	\$53,114		\$82,310	\$60,216	\$63,602	\$78,924
10	March	\$53,114	137	\$58,766	\$48,418	\$63,462	\$273	\$63,735		\$78,924	\$60,216	\$58,766	\$80,374
11	April	\$63,735	135	\$58,766	\$47,332	\$75,169	\$63	\$75,232		\$80,374	\$60,216	\$58,766	\$81,824
12	May	\$75,232	135	\$51,577	\$47,461	\$79,348	\$1,045	\$80,393		\$81,824	\$60,216	\$51,577	\$90,463
13	June	\$80,393	138	\$27,472	\$48,653	\$59,212	\$395	\$59,607		\$90,463	\$60,216	\$27,472	\$123,207
14	July	\$59,607	138	\$51,708	\$52,798	\$58,557	\$83	\$58,640		\$123,207	\$60,216	\$51,708	\$131,715
15	August	\$58,640	144	\$51,708	\$52,997	\$7,351	\$145	\$57,496		\$131,715	\$60,216	\$51,708	\$140,223
16	September	\$57,496	148	\$48,410	\$52,708	\$53,198	\$141	\$53,339		\$140,223	\$60,216	\$48,410	\$152,029
17	October	\$53,339	158	\$48,410	\$55,970	\$45,779	\$247	\$46,026		\$152,029	\$60,216	\$48,410	\$163,835
18	November	\$46,026	161	\$12,200	\$57,653	\$573	\$103	\$676		\$163,835	\$60,216	\$12,200	\$211,851
19	December	\$676	166	\$60,219	\$60,423	\$472	\$153	\$625		\$211,851	\$60,216	\$60,219	\$211,848
20	Total			\$595,440	\$623,586		\$3,537				\$722,592	\$595,440	
21													
22	CY 2020												
23	January	\$625	174	\$64,757	\$64,816	\$566	124	\$690		\$211,848	\$51,966	\$64,757	\$199,057
24	February	\$690	179	\$65,257	\$65,780	\$167		\$167		\$199,057	\$51,966	\$65,257	\$185,766
25	March	\$167		\$0		\$167		\$167		\$185,766	\$51,966	\$0	\$237,732
26	April	\$167				\$167		\$167		\$237,732	\$51,966	\$0	\$289,698
27	May	\$167				\$167		\$167		\$289,698	\$51,966	\$0	\$341,664
28	June	\$167				\$167		\$167		\$341,664	\$51,966	\$0	\$393,630
29	July	\$167				\$167		\$167		\$393,630	\$51,966	\$0	\$445,596
30	August	\$167				\$167		\$167		\$445,596	\$51,966	\$0	\$497,562
31	September	\$167				\$167		\$167		\$497,562	\$51,965	\$0	\$549,527
32	October	\$167				\$167		\$167		\$549,527	\$51,965	\$0	\$601,492
33	November	\$167				\$167		\$167		\$601,492	\$51,965	\$0	\$653,457
34	December	\$167				\$167		\$167		\$653,457	\$51,965	\$0	\$705,422
35	Total			\$130,014	\$130,596		\$3,537				\$623,588	\$130,014	

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	1	2	1								7
ZERO HAP				1				1					2
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1	1	1	1	1								5
PORT-OUT ABSORBED	1	2	1	1									5
PORT-OUT SEARCHING		1						1					2
DECEASED					1								1
MOVED IN VIOLATION								2					2
EVICTED													0
UNAUTHORIZED LIVE-IN	1			1									2
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW								1					1
FAILURE TO REPAY	1												1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME			1	1				1					3
UTILITIES DISCONNECTED			1										1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1												1
TOTALS	7	3	5	2	7	2	1	6	0	0	0	0	33
PUBLIC HOUSING													
LEFT IN GOOD STANDING	3		2	3	1	4		2					15
DECEASED					1								2
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS			1										1
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)						1							1
UTILITIES DISCONNECTED													0
TOTALS	4	0	3	3	2	5	1	2	0	0	0	0	20

REQUESTED ACTION: Review audit report from Collins & Associates and approve the report.

Comments: The audit report will be reviewed, and any questions answered. The audit reports will be distributed at the meeting.

The audited financial statements and supporting documents have been submitted to HUD and they have been approved.

MEETING DATE: 2/18/20

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The January 2020 operating reports are attached for your review.

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

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	70,000.00	4,141.10	32,680.22	46.69	37,319.78
173-532-4504	FRAUD-PUBLIC HOUSING	6,000.00	176.00	2,678.39	44.64	3,321.61
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	41,376.00	302,660.11	60.53	197,339.89
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,620.25	6,545.75	54.55	5,454.25
173-532-4518	BAD DEBT COLLECTIONS	.00	.00	155.00	.00	155.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	12,000.00	.00	989.74	8.25	11,010.26
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	16,007.00	153,438.00	69.74	66,562.00
	PUBLIC HOUSING TOTAL	820,000.00	63,320.35	499,147.21	60.87	320,852.79
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	5,025.00	.00	5,025.00
	TRANSFERS IN/OUT TOTAL	.00	.00	5,025.00	.00	5,025.00
173-532-6010	SALARY - PUBLIC HOUSING	93,540.00	7,877.48	56,389.56	60.28	37,150.44
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	162.36	8.12	1,837.64
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,309.00	489.01	3,594.34	49.18	3,714.66
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	728.02	5,322.84	59.02	3,696.16
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	3,882.00	27,174.00	57.93	19,734.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	33.40	234.04	66.87	115.96
173-532-6152	DENTAL INSURANCE	.00	36.80	253.03	.00	253.03
173-532-6160	WORK COMP - PUBLIC HOUSING	4,840.00	.00	2.80	.06	4,842.80
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	449.00	.00	103.62	23.08	345.38
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	1,091.22	9,000.62	180.01	4,000.62
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	2,948.49	9,179.52	22.95	30,820.48
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,166.47	32,268.83	64.54	17,731.17
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,877.92	10,927.25	57.51	8,072.75
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,527.20	16,308.09	65.23	8,691.91
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	.00	2,012.00	67.07	988.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	6,721.05	19.20	28,278.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	64.00	1,956.20	48.91	2,043.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	241.64	1,682.02	48.06	1,817.98
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	46,000.00	2,161.22	20,466.79	44.49	25,533.21
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	84.64	4.23	1,915.36
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	42,066.50	105.17	2,066.50
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	1,838.08	16,277.62	46.51	18,722.38
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	80,000.00	6,755.43	51,372.21	64.22	28,627.79
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	14,810.00	37.03	25,190.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	2,500.00	24,989.73	24.99	75,010.27
	PUBLIC HOUSING TOTAL	713,915.00	40,218.38	353,354.06	49.50	360,560.94

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

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	7,768.63	49,449.31	58.18	35,550.69
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	377.63	434.63	8.69	4,565.37
173-536-6110	FICA - PH MAINT	6,885.00	609.97	3,749.24	54.46	3,135.76
173-536-6130	IPERS - PH MAINT	8,496.00	706.75	4,505.18	53.03	3,990.82
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	5,719.07	57.79	4,177.93
173-536-6151	LIFE INS - PH MAINT	176.00	17.22	103.02	58.53	72.98
173-536-6152	DENTAL INSURANCE	.00	20.11	146.83	.00	146.83-
173-536-6160	WORK COMP - PH MAINT	3,080.00	.00	4.20-	.14-	3,084.20
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	181.54	42.42	246.46
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	274.00	.00	274.00-
	PUBLIC HOUSING MAINTENANC TOTA	119,862.00	10,317.32	65,008.62	54.24	54,853.38
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-	12,784.65	85,809.53	23.59-	449,586.53-

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

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	2,000.00	222.64	2,388.12	119.41	388.12-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	246.50	1,989.00	39.78	3,011.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	64,757.00	337,412.00	44.99	412,588.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,294.00	53,781.00	48.89	56,219.00
174-533-4518	BAD DEBT COLLECTIONS	.00	.00	.00	.00	.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	190.00	397.00	39.70	603.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	869,000.00	72,710.14	395,967.12	45.57	473,032.88
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	40,089.00	2,622.28	20,887.38	52.10	19,201.62
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	132.84	13.28	867.16
174-533-6110	FICA - SECTION 8	3,143.00	162.91	1,345.42	42.81	1,797.58
174-533-6130	IPERS -SECTION 8	3,879.00	242.32	1,979.08	51.02	1,899.92
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	11,645.97	57.93	8,457.03
174-533-6151	LIFE INS - SECTION 8	147.00	14.32	100.31	68.24	46.69
174-533-6152	DENTAL INSURANCE	.00	13.08	96.13	.00	96.13-
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	69.08	35.79	123.92
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	193.59	4.84	3,806.41
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,276.00	6,020.00	40.13	8,980.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	.00	2,167.50	54.19	1,832.50
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	998.13	6,361.89	63.62	3,638.11
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,294.00	10,293.00	64.33	5,707.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	483.00	3,221.00	53.68	2,779.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	6,976.30	59,052.50	24.61	180,947.50
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	55,059.00	321,265.00	58.41	228,735.00
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	1,384.82	.00	1,384.82-
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	974.00	1,542.55	34.28	2,957.45
	SECTION 8 VOUCHER TOTAL	931,816.00	71,779.05	447,758.06	48.05	484,057.94
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

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

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	62,816.00-	931.09	51,790.94-	82.45	11,025.06-

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REQUESTED ACTION: Discuss scope of Parking Lot/Sidewalk Project and make recommendation to proceed with project.

Comments: We are at the point of starting the bidding process on the project. The project will consist of making repairs to the existing parking lots and sidewalks. This includes eliminating any tripping hazards. The engineering firm has already identified the areas to be repaired or replaced. In addition, the project will include adding two new parking lots and expanding an existing lot at North Cedar Terrace.

The plans and cost estimates should be available for review at the Board Meeting on the 18th of February. Once we decide to proceed with the project, we will be required to review the project with the City Council and request authorization to start the bidding process. It is our plan release the bid documents after the March 2nd Council Meeting.

REQUESTED ACTION: Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2020-2021.

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.

BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
172-532-4300 INTEREST-PUB HOUSING SEC	1,138.26	1,607.16	1,500.00	715.69	1,500.00	1,500.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	5,063.00	7,005.00	9,000.00	3,725.00	9,000.00	9,000.00
increased Morningside deposit from \$200 to \$300						
172-910-4830 TRANSFER IN-PUB HOUSING S	.00	.00	.00	.00	.00	.00
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TOTAL REVENUE	6,201.26	8,612.16	10,500.00	4,440.69	10,500.00	10,500.00
172-532-6437 INT REFUND-PUB HOUSING SE	164.54	250.15	250.00	64.69	250.00	250.00
172-532-6438 DEP REFUND-PUB HOUSING SE	4,463.00	5,956.72	9,000.00	4,561.02	9,000.00	9,000.00
172-910-6910 TRANSFER OUT-PUB HOUSING	.00	.00	.00	.00	.00	.00
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TOTAL EXPENSES	4,627.54	6,206.87	9,250.00	4,625.71	9,250.00	9,250.00
Report Total	1,573.72	2,405.29	1,250.00	185.02-	1,250.00	1,250.00

BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
172-532-4300 INTEREST-PUB HOUSING SEC	1,138.26	1,607.16	1,500.00	715.69	1,500.00	1,500.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	5,063.00	7,005.00	9,000.00	3,725.00	9,000.00	9,000.00
increased Morningside deposit from \$200 to \$300						
172-910-4830 TRANSFER IN-PUB HOUSING S	.00	.00	.00	.00	.00	.00

TOTAL REVENUE	6,201.26	8,612.16	10,500.00	4,440.69	10,500.00	10,500.00
172-532-6437 INT REFUND-PUB HOUSING SE	164.54	250.15	250.00	64.69	250.00	250.00
172-532-6438 DEP REFUND-PUB HOUSING SE	4,463.00	5,956.72	9,000.00	4,561.02	9,000.00	9,000.00
172-910-6910 TRANSFER OUT-PUB HOUSING	.00	.00	.00	.00	.00	.00

TOTAL EXPENSES	4,627.54	6,206.87	9,250.00	4,625.71	9,250.00	9,250.00
Report Total	1,573.72	2,405.29	1,250.00	185.02-	1,250.00	1,250.00

BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-4300 INTEREST-PUBLIC HOUSING	53,252.81	73,515.28	70,000.00	32,680.22	70,000.00	70,000.00
173-532-4504 FRAUD-PUBLIC HOUSING	5,731.45	4,252.80	6,000.00	2,678.39	4,000.00	4,000.00
173-532-4506 DWELLING RENT-PUBLIC HOUS	498,248.60	520,892.00	500,000.00	341,313.11	525,000.00	515,000.00
no flat rent increase for 2018 fy20 no rent increase planned increase 1.6% (COLA)						
173-532-4507 EXCESS UTILITY-PUBLIC HOU	.00	.00	.00	.00	.00	.00
FY18 No longer charging for excess utilites FY18 and FY19 no longer charging to compensate for large increase in flat rents 2015-2017						
173-532-4508 CONTRIB-OTHER-PUBLIC HOUS	9,677.75	9,057.02	12,000.00	7,051.25	12,000.00	12,000.00
173-532-4518 BAD DEBT COLLECTIONS	.00	.00	.00	155.00	2,000.00	2,000.00
fy21 new account for debt recovery write off						
173-532-4710 REIMBURSED EXP-PUBLIC HOU	12,741.56	7,214.49	12,000.00	989.74	2,000.00	2,000.00
fy20 increased for rehab program admin expenses fy21 auditors moved some of this reimbursed expense amount to a transfer in line account (173-910-4830) for fy20						
173-532-4781 OPER SUBSIDY-PUBLIC HOUSI	190,529.00	184,900.00	220,000.00	153,438.00	225,000.00	220,000.00
this is dependent on funding prorations and rental income						
173-910-4830 TRANSFER IN - PUBLIC HOUS	.00	.00	.00	5,025.00	10,000.00	10,000.00

BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
FY 18 re-est transfer in from General for Nitro 7500 fy21 reimbursed expenses from rehab program						
TOTAL REVENUE	770,181.17	799,831.59	820,000.00	543,330.71	850,000.00	835,000.00
173-532-6010 SALARY - PUBLIC HOUSING	90,568.36	95,985.67	93,540.00	59,994.27	121,045.00	93,540.00
FY17 70% of office salaries, balance in Section 8 FY18 70% of office salaries, balance in Section 8 fy21 increase in wages-compensation for increased workload due to staff reduction						
173-532-6040 OVERTIME SALARY-PUBLIC HO	89.36	.00	2,000.00	162.36	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	6,002.62	6,192.87	7,309.00	3,819.39	9,413.00	7,309.00
173-532-6130 IPERS - PUBLIC HOUSING	8,065.74	9,025.04	9,019.00	5,663.14	11,615.00	9,019.00
173-532-6150 HEALTH INS - PUBLIC HOUSI	38,577.48	44,373.73	46,908.00	31,056.00	55,973.00	46,908.00
FY17 70% Office staff here balance in Section 8 FY18 70% Office staff here balance in Section 8						
173-532-6151 LIFE INS - PUBLIC HOUSING	337.96	335.14	350.00	267.44	400.00	350.00
173-532-6152 DENTAL INSURANCE	.00	36.65	.00	269.56	420.00	500.00
173-532-6160 WORK COMP - PUBLIC HOUSIN	1,960.80	2,572.80	4,840.00	2.80-	5,324.00	4,840.00

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BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6170 UNEMPLOYMENT - PUBLIC HOU	90.41	296.69	449.00	103.62	398.00	449.00
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	7,340.40	2,516.97	5,000.00	9,000.62	10,000.00	10,000.00
fy21 new programs with conversion of public housing						
173-532-6370 GAS - PUBLIC HOUSING	32,662.22	29,583.72	40,000.00	9,179.52	40,000.00	35,000.00
173-532-6371 UTILITIES - PUBLIC HOUSIN	53,859.83	58,685.78	50,000.00	32,268.83	62,000.00	60,000.00
173-532-6374 WATER - PUBLIC HOUSING	18,425.13	16,307.78	19,000.00	10,927.25	20,000.00	19,000.00
173-532-6379 OTH UTIL-PUBLIC HOUSING -	21,783.54	24,290.06	25,000.00	16,308.09	30,000.00	27,000.00
173-532-6401 ACCOUNTING FEES-PUBLIC HO	3,005.00	3,587.50	3,000.00	2,212.00	5,000.00	5,000.00
fy21 additional reporting						
173-532-6408 TORT LIABILITY - PUBLIC H	34,776.95	37,405.05	35,000.00	6,721.05	45,261.00	41,146.00
FY18 Added \$3,000 for flood insurance added flood insurance \$3000 FY18						
173-532-6411 LEGAL FEES - PUBLIC HOUSI	1,271.39	2,263.43	4,000.00	1,956.20	14,000.00	4,000.00
fy21 additional fees for sale of vacant lot						
173-532-6415 COPIER LEASE - PUBLIC HOU	3,024.24	2,444.20	3,500.00	1,682.02	3,700.00	3,500.00
173-532-6420 CONTRACT SERVICES - PUBLI	42,635.78	90,456.02	46,000.00	20,266.79	90,000.00	90,000.00

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BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
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FY18
 Using more contract labor for painting and maintenance
 contracting with state for investigations
 added office janitorial expenses
 added contract for cleaning, state for investigation and
 asbestos abatement in floor tile

173-532-6441 TENANT SERVICES-PUBLIC HO	283.11	309.85	2,000.00	84.64	2,000.00	2,000.00
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173-532-6442 PILOT-PUBLIC HOUSING	37,840.52	38,344.91	40,000.00	42,066.50	44,000.00	42,066.00
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173-532-6490 OTHER PROFESSIONAL SERV	68,000.00	.00	21,000.00	.00	2,960.00	3,000.00
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FY18 re-est
 34000 pd in FY18 for FY17
 9000 for FY18 (Police 4000, Accting 5000)

F19
 Police 16000
 Acct 5000

fy19
 police 16000
 acctg 5000

fy21
 this item zeroed out, will be done via transfer to general
 fund

173-532-6516 REFUNDS-PUBLIC HOUSING	10.00	.00	1,000.00	.00	1,000.00	1,000.00
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173-532-6518 SUNDRY-OFF EXP-PUBLIC HO	30,677.99	39,509.77	35,000.00	16,827.62	40,000.00	40,000.00
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increased expense for software support

173-532-6599 MAINT MATERIALS-PUBLIC HO	87,813.67	95,902.09	80,000.00	51,452.21	90,000.00	90,000.00
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fy20
 increase due to changing lights to LED
 fy21
 continued LED bulb replacement next several years

173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	52,723.00	41,344.56	40,000.00	14,810.00	40,000.00	40,000.00
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FY18
 Trade in Nitro: would like to get new truck

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BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
FY18 trade Nitro and get new truck, plow and mower fy19 re est purchase pickup snow plow fy21 to be determined						
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	15,891.73	44,660.72	100,000.00	24,989.73	100,000.00	100,000.00
FY19 door locks - using cash reserves fy19 door locks-using cash reserves fy20 door handles exterior doors fy21 new flooring						
173-536-6010 SALARY - PH MAINT	115,563.16	83,673.53	85,000.00	53,145.04	87,550.00	85,000.00
FY 2 full-time maintenance and \$4000 included for part-time snow removal FY19 AND FY20 2 full time maintenance and \$4000 for part time snow removal fy21 increase snow shovelers to \$12.00/hour						
173-536-6040 OVERTIME SALARY - PH MAIN	3,209.01	1,985.99	5,000.00	719.63	5,000.00	5,000.00
173-536-6110 FICA - PH MAINT	8,749.03	6,376.98	6,885.00	4,047.45	8,750.00	6,885.00
173-536-6130 IPERS - PH MAINT	9,833.45	7,939.93	8,496.00	4,855.84	8,750.00	8,496.00
173-536-6150 HEALTH INS - PH MAINT	16,604.83	9,337.20	9,897.00	6,536.08	10,294.00	9,897.00
173-536-6151 LIFE INS - PH MAINT	889.76	176.40	176.00	120.24	207.00	176.00
173-536-6152 DENTAL INSURANCE	.00	46.23	.00	157.94	300.00	240.00

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BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-536-6160 WORK COMP - PH MAINT	2,941.20	3,859.20	3,080.00	4.20-	4,400.00	4,000.00
173-536-6170 UNEMPLOYMENT - PH MAINT	147.23	359.14	428.00	181.54	428.00	428.00
173-536-6181 UNIFORM ALLOWANCE - PH MA	1,125.00	900.00	900.00	450.00	900.00	600.00
173-536-6412 HEALTH SERVICES- PH MAINT	.00	.00	.00	274.00	.00	274.00
173-910-6910 TRANSFER OUT - PUBLIC HOU	.00	.00	350,000.00	.00	121,000.00	371,000.00
fy20 re est to Fund 328 350000 to Gen fund police/acct 21000 fy21 to fund 330 100000 to gen fund police/acctng 21000						

TOTAL EXPENSES	816,779.90	801,085.60	1,183,777.00	432,569.61	1,094,088.00	1,269,623.00
Report Total	46,598.73-	1,254.01-	363,777.00-	110,761.10	244,088.00-	434,623.00-

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BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-4300 INTEREST - SECTION 8 decrease in HAP reserves	2,521.23	5,235.77	2,000.00	2,388.12	2,000.00	3,500.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	5,494.00	6,639.00	5,000.00	2,059.50	5,000.00	5,000.00
174-533-4505 HUD CONTRIB-SEC 8	774,600.00	663,646.00	750,000.00	391,469.00	750,000.00	750,000.00
174-533-4509 ADMIN FEE/HTH-SEC 8	108,295.00	99,541.00	110,000.00	61,075.00	120,000.00	110,000.00
174-533-4518 BAD DEBT COLLECTIONS	.00	.00	.00	.00	3,000.00	3,000.00
174-533-4710 REIMBURSED EXP-SEC 8	1,022.00	6.00	1,000.00	397.00	1,000.00	1,000.00
174-533-4715 REFUNDS-SEC 8	.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

TOTAL REVENUE	891,932.23	775,067.77	869,000.00	457,388.62	882,000.00	873,500.00
174-533-6010 SALARY - SEC 8 potential wage increase for increased workload	36,697.07	34,469.61	40,089.00	22,422.24	49,000.00	40,089.00
174-533-6040 OVERTIME SALARY - SECTION	.00	.00	1,000.00	132.84	1,000.00	1,000.00
174-533-6110 FICA - SECTION 8	2,464.49	2,227.61	3,143.00	1,441.08	3,250.00	3,143.00
174-533-6130 IPERS -SECTION 8	3,267.81	3,248.26	3,879.00	2,123.95	3,825.00	3,879.00
174-533-6150 HEALTH INS - SECTION 8	16,533.24	19,017.29	20,103.00	13,309.68	23,980.00	20,103.00

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BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6151 LIFE INS - SECTION 8	189.73	143.66	147.00	114.63	172.00	147.00
174-533-6152 DENTAL INSURANCE	.00	13.23	.00	104.54	180.00	158.00
174-533-6160 WORK COMP - SECTION 8	.00	.00	2,462.00	.00	2,708.00	2,462.00
174-533-6170 UNEMPLOYMENT - SECTION 8	60.25	197.77	193.00	69.08	173.00	193.00
174-533-6199 EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6230 STAFF TRAINING - SECTION	3,497.06	89.73	4,000.00	193.59	4,000.00	4,000.00
fy20 allow travel to regional conferences-more comprehensive agendas						
174-533-6380 UTILITY ALLOT - SECTION 8	15,085.00	9,735.00	15,000.00	7,039.00	15,000.00	15,000.00
174-533-6401 ACCOUNTING FEES - SECTION	2,830.00	3,250.00	4,000.00	2,467.50	4,702.00	4,702.00
increased reporting-VMS submission						
174-533-6411 LEGAL-SEC 8	.00	.00	1,000.00	.00	1,000.00	1,000.00
174-533-6420 CONTRACT SERVICES - SECTI	11,887.53	15,455.25	10,000.00	6,061.89	12,000.00	12,000.00
174-533-6423 SPECIAL SERVICE - SECTION	.00	.00	300.00	.00	300.00	300.00
174-533-6440 ENHANCED VOUCHER	20,263.00	17,191.00	16,000.00	11,587.00	16,000.00	16,000.00
174-533-6443 HOME OWNERSHIP VOUCHER	3,885.00	4,470.00	6,000.00	3,709.00	6,000.00	6,000.00
174-533-6444 PORTABILITY VOUCHER	165,707.58	165,427.26	240,000.00	65,580.90	240,000.00	240,000.00
large increase in portability billing fy19 and fy20 large increase in portability billing						

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BUDGET WORKSHEET
CALENDAR 2/2020, FISCAL 8/2020

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-533-6445 HC VOUCHER PAY-SEC 8 received added vouchers	556,976.06	443,735.00	550,000.00	377,949.00	550,000.00	530,000.00
174-533-6490 OTHER PROF SERVICES-SECTI 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	10,000.00	.00	10,000.00	.00	.00	.00
174-533-6516 REFUND INTEREST-SEC 8	.00	.00	.00	1,384.82	1,500.00	1,500.00
174-533-6518 SUNDRY-OFF EXP-SEC 8	3,277.39	6,072.84	4,500.00	1,542.55	5,000.00	5,000.00
174-536-6152 DENTAL INSURANCE	.00	.00	.00	.00	.00	.00
174-910-6910 TRANSFER OUT - SECTION 8 fy21 transfer to general 6000 police 4000 acctng	.00	.00	.00	.00	10,000.00	10,000.00

TOTAL EXPENSES	852,621.21	724,743.51	931,816.00	517,233.29	949,790.00	916,676.00
Report Total	39,311.02	50,324.26	62,816.00-	59,844.67-	67,790.00-	43,176.00-

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REQUESTED ACTION: Discuss the Aftercare Program and setting preference for the program participants and approve entering into an agreement with Aftercare.

Comments: The Aftercare Program is provided by the Iowa Aftercare Services Network. This is a voluntary program designed to help youth leaving court ordered placements transition successfully to adulthood. Specifically, it helps youth meet basic needs, set and attain goals, make connections to community resources, and develop the knowledge and skills needed to live on their own.

Eligible youth must be between 18 and 21 years old who are exiting foster care, Iowa State Training School, or court ordered Iowa Juvenile detention center, or are adopted from foster care or entered a subsidized guardianship arrangement from foster care, on or after 16th birthday. They must meet at least twice a month with an Aftercare Self-Sufficiency Advocate to help them address barriers and achieve goals.

We have been discussing entering into an agreement with Aftercare to provide their participants with a preference to allow them to be placed at the top of the waiting list essentially by-passing the waiting list. To be eligible for the preference they must be referred directly to us by the Aftercare Program. They must meet all Section 8 Program eligibility requirements to be admitted to the program and continue to meet all program requirements.

The plan tentatively is to reserve five vouchers for the program. The participating youth would not be required to participate in the Aftercare Program, just referred to us by Aftercare. If they voluntarily or involuntarily leave the program, or age out of the program, they would be permitted to remain on the program, but the Aftercare spot would be available to a new participant.

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

ARTICLE I
Authority

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

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

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

ARTICLE II
Board of Commissioners

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

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

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

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

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

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

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

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

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

ARTICLE III Officers

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

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

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

ARTICLE IV

Executive Director

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

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

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

ARTICLE V
Amendments

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

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

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