

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

March 19, 2020, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of February 18, 2020 1-3
- IV. Approval of Bills for March 2020. 4
- V. Hearing – Approval of Five-Year Plan 5-23
 - 1. Open Hearing
 - 2. Filing of Affidavit of Publication – 02/3/2020
 - 3. Written Comments or Objections _____
 - 4. Oral Comments or Objections _____
 - 5. Motion to Close Hearing _____ Second _____
 - 6. Consider Resolution No. 02-20 Approval of Five-Year Plan
Vote: Ayes: _____
Nayes: _____
 - 7. Consider Resolution No. 03-20 Approval of Capital Improvement Five-Year Action Plan
Vote: Ayes: _____
Nayes: _____
- VI. Communications 24-26
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
- VII. Old Business
- VIII. New Business
 - 1. Review Financial Statements. 27-31
 - 2. Set Special Meeting Date/Time 32
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, April 16, 2020
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 18, 2020 7:00 a.m.

Members Present: Joel Farnham, Jeremy Heyer, Eric Miller, Bath Diers, and Linda Klemesrud. Absent: None. Others present: Heidi Nielsen, and Phil Knighten

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

Public Comments. None

Amend-Approve Minutes of January 16, 2020. On motion by Diers and a second by Miller, the minutes of January 16, 2020 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated the bills were routine except for the payment to the auditor. Miller moved, Diers seconded the motion to approve payment of the revised bill listing totaling \$105,344.50. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Nielsen updated the Board on the status of the window repairs at SCT, the planned purchase of refrigerators for the Terraces, announced the 2020 Capital Funds were awarded with the agency receiving approximately \$254,000, reported on the status on the rehab grant project, board attendance, SEMAP/PHAS scores, Section 8 utilization, public housing vacancy rate, and program end of participations. No action was required.

Old Business. None

New Business. Miller left the meeting at 7:30.

Review and Accept Audit Report. Auditor was called and placed on speaker phone. The audit report was reviewed including the change in net position from 2018. The auditor reported on an adjusting entry made to reduce the PILOT payment. The Board was given an opportunity to ask questions, there were none. The call ended. Nielsen explained what the PILOT was and how it was calculated. The Board was told that the adjusting entry was due to a calculation error made by the fee accountant, which caused an overpayment on the PILOT payment. Nielsen stated that the next payment to the County for the PILOT payment would be reduced by the amount of the overpayment.

Review Financial Reports. Board reviewed the reports and there were no questions. Nielsen stated that there would likely only be a few budget revisions made. No action was required.

Discuss the Parking Lot/Sidewalk Project. Nielsen informed the board that the engineering firm had finished the plans for the project and explained to the Board that, if

they recommended approve to the Council, the City Council would need to approve the project and plans at their March 2nd meeting. The cost estimate was reviewed and Knighten inquired about the amount of sidewalk involved. Nielsen explained that it was difficult to determine because there were different processes involved in making the repairs including grinding, poly-lifting, and replacement. Nielsen stated that the project was designed to be bid in two different phases, the sidewalk/parking lot repairs and the new parking lots. Diers motioned to approve proceeding with the project and Farnham seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Review and Approve City Budgets. Nielsen reviewed the proposed budgets for next fiscal year and explained that the amounts were based on historical data and known future changes. Nielsen pointed that there were no major increases in the budget amounts and explained that the Section 8 budget wasn't a true picture of ending cash because HUD holds housing payment reserves in their account. Diers motioned to approve the budget and Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Discuss Setting up Aftercare Program Preferences. Nielsen explained HUD's new program to assist youth aging out of foster care would be too cumbersome to implement and track. Due to this the Board was being asked to approve a waiting list preference to allow these youth to be placed at the top of the list to expedite voucher issuance. Nielsen explained that the preference would only be given to those referred by the Iowa Aftercare Services Network and while participation in the program could not be tied to assistance under the voucher program, the preference would. Nielsen stated that there would only be five vouchers allocated to the program and once an individual was no longer involved with the Aftercare services they would be allowed to keep their voucher assistance and a regular voucher would be used and the Aftercare voucher would be available to be used again. All members agreed that the program would be beneficial in helping these youth. Klemesrud made a motion the approve the preference. Diers seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Election of Officers

Chairperson: Klemesrud moved to nominate Heyer as Chairperson. Diers seconded the motion. Klemesrud moved that all nominations cease, and Diers seconded the motion. Roll call: Ayes: Heyer, Klemesrud, Farnham, and Diers. Nays: None. Motion carried.

Vice-Chairperson: Diers moved to nominate Miller as Vice-Chairperson. Klemesrud seconded the motion. Diers moved that all nominations cease, and Heyer seconded the motion. Roll call: Ayes: Farnham, Klemesrud, Diers, and Heyer. Nays: None. Motion carried.

Review of By-Laws for Revision.

The by-laws were reviewed, and it was agreed that no changes were needed. No action necessary

Executive Director's Report.

Nothing to report

Being no further business, Klemesrud motioned to adjourn, and Diers seconded the motion. Ayes: 4, Nays: 0. Motion carried, and the meeting adjourned at 7:53 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
Monthly Bill Listing
March 2020

Customer	Description	Amount
Arnold Motor Supply	maintenance supplies	51.36
Asbestrol, Inc.	abatement of tile	2,470.00
Bluhms Cedar Valley Electric 2008	electrical maintainance repairs	409.00
Bruce Koebrick	tenant moving expense	525.00
Business Card	maintenance, back up fees, training	597.58
Catherine Marie Ott	office cleaning	600.00
CenturyLink	phone bill	161.60
CenturyLink	shared phone bill expense	30.05
Charles City Press	advertisement	322.00
Cintas	rug service	56.22
City of Charles City	water/sewer/URP/S8 inspection	3,152.96
Happy Software, An MRI Software Company	utility allowance schedule update	450.00
HAPS	March HAPS	69,057.40
Hillegas Flooring, LLC	plank flooring and supplies	4,350.22
Hockenson Plumbing	plumbing maintenance repairs	1,321.41
Houdek Floorcovering	supplies	60.00
Housing Authority Acctg. Spec, Inc.	accounting fees	837.50
Iowa Department of Transportation	fuel	394.82
Iowa NAHRO	HQS online training	375.00
Jendro Sanitation	trash service	612.00
LEAF	copier lease	241.64
Mediacom	internet for security cameras	156.90
Mehmen's Painting	painting fees	135.00
Mid American Energy	electric/gas/URPS	8,767.54
Noah, Smith & Schuknecht, P.L.C.	legal fees	128.00
Pitney Bowes	meter lease	153.75
Plunkett's Pest Control	pest control inspection	30.00
R&S Mowing LLC	snow removal	150.00
Schueth Ace Hardware	maintenance items for month	311.57
Staples Advantage	office supplies	207.83
Superior Lumber	maintenance supplies	424.67
T-J Service	maintenance repair fees	229.99
The PI Company	background checks	178.50
US Cellular	cell phone bill	139.93
		97,089.44

Proof of Publication

STATE OF IOWA
Floyd County,

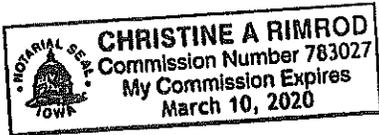
I, Christopher Hall, Owner/Publisher, of the CHARLES CITY PRESS, in said county, do hereby state that I certify under penalty of perjury and pursuant to the laws of the State of Iowa that a notice, which is a true copy, has been printed and published each week for 1 consecutive weeks in the regular daily issues of said paper commencing with the issue of Monday on the 3 day of February A.D., 2020 and ending with the issue of, February 3, 2020.

Christopher J. Hall
Owner/Publisher

Acknowledgement and charges for above services
\$ 7.34

Subscribed and sworn to before me this 3 day of February A.D., 2020

Christine A Rimrod
Notary Public in and for the State of Iowa



Legal Notice

The Charles City Housing and Re-development Authority has prepared its Five-Year Plan for 2020-2025 in compliance with the Quality Housing and Work Responsibility Act of 1998. The information is available for review at the Authority's Office, 501 Cedar Terrace South, Charles City, IA 50616 and city-ofcharlescity.org. The Authority's hours of operation are 8:00 a.m. - 4:30 p.m., M-F. In addition, a public hearing will be held at the office of the Authority on March 19, 2020 at 7:00 a.m. The public is invited to attend to comment or may submit written comments to the Authority's office prior to the hearing.

No. 19777
02/03/20



Remit payment to Accounts Payable
801 Riverside Drive
Charles City, IA 50616
For questions please call (641) 228-3211

Account # 1929
Charge \$ 7.34
Date 2-3-20

RESOLUTION NO. 02-20

APPROVAL OF FIVE-YEAR PLAN FOR 2020-2024 & ANNUAL PUBLIC HEARING

Charles City Housing and Redevelopment Authority

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

WHEREAS, Section 2072 of Title VII of Division B of HERA requires each qualified public housing agency to hold a public hearing to discuss annually changes to goals, objectives, and policies of the agency; and

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

WHEREAS, a Public Meeting was held on March 19, 2020 to allow an opportunity for public comment and where any comments received were taken into consideration; and

WHEREAS, as required by the Quality Housing and Work Responsibility Act of 1998, the Charles City Housing and Development Authority has prepared a Five-Year Plan beginning 2020 to identify goals and objectives and has identified some revisions to the Action Plan contained in the Plan; and

WHEREAS, the Resident Advisory Board met as required on March 11, 2020 and the Five-Year Action Plan was reviewed and were provided the opportunity to comment on the plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the changes to the Five-Year Action Plan and has taken into consideration any recommendations of the Resident Advisory Board and public comment, and; authorize their approval for plan submission.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19th DAY OF MARCH 2020.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.																																					
A.1	PHA Name: <u>Charles City Housing & Redevelopment Authority</u> PHA Code: <u>IA002</u>																																				
PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2020</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission																																					
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>																																					
<p>Locations for public review and access to the 5-Year Plan</p> <p>CCHRA Administrative Office at 501 Cedar Terrace South, Charles City, IA 50616</p> <p>City Website at cityofcharlescity.org</p>																																					
<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)																																					
<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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Lead PHA:																																					

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>Be a leader in providing quality housing to eligible families in a professional, financially responsible manner and be a positive force in our community by working with others to assist these families with appropriate supportive services.</p>

B.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.

CCHRA Goal: Increase the availability of decent safe, and affordable housing

Expand the supply of assisted housing

Objectives:

- 1) Leverage private or other public funds to create additional housing opportunities
- 2) Assist the City of Charles City with preparation of its Comprehensive Plan
- 3) Ensure development meets with goals and objectives in the Consolidated Plan
- 4) Consider repositioning options to allow more flexibility to develop additional housing
- 5) Consider development of additional public housing units to replace existing units
- 6) Consider disposition of existing public housing assets, including disposition of vacant land

Provide increased access to affordable housing

Objectives:

- 1) Identify groups most in need and provide wait list preferences to those groups
- 2) Partner with agencies to identify individuals/families in these groups
- 3) Partner with agencies to provide on-going supportive services to those groups
- 4) Continue to provide the ability to apply on-line

Improve the quality of assisted housing

Objectives:

- 1) Continue to support the City's Rental Housing Code
- 2) Continue modernization of the public housing units through utilization of Capital Funds
- 3) Improve public housing management scores on SEMAP/PHAS
- 4) Explore options for Rental Rehabilitation Programs
- 5) Continue to work with the City on nuisance properties

Increase assisted housing choices

Objectives:

- 1) Conduct outreach to potential landlords
- 2) Increase voucher payment standards as needed based on market conditions

Improve public perception/acceptance of the assisted housing programs.

Objectives:

- 1) Promote programs to civic/religious groups and organizations
- 2) Provide education to the public in the form of news articles and publications
- 3) Continue partnership with local police department

CCHRA Goal: Promote self-sufficiency and asset development

Promote asset development of assisted households

Objectives:

- 1) Continue to promote the Homeownership Program

Promote self-sufficiency of assisted households

Objectives:

- 1) Partner with agencies to provide supportive services increase independence
- 2) Partner with agencies to allow the elderly to age in place
- 3) Provide employment opportunities to participants, when possible

	<p>CCHRA Goal: Ensure Equal Opportunity in Housing for Americans</p> <p>Promote equal opportunity and affirmatively further fair housing</p> <p><i>Objectives:</i></p> <ol style="list-style-type: none"> 1) Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability 2) Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability
	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>We have continued the use of Capital Funds to improve the quality of assisted units in addition to achieving High Performer status for the most recent PHAS/SEMAP reporting period. Some improvements include electrical upgrades, window replacement, installation of ADA compliant handrails, and the renovation of four units to provide additional wheelchair accessibility. While we continue to promote the Homeownership Program, there have not been any new closings. We assisted the City with preparation of the Comprehensive Plan and an updated Housing Needs Assessment. Payment Standards have been increased to reflect current market conditions and agency has been actively promoting the program. The living environment has been enhanced by the continued partnership with the local Police Department. Staff continues on-going training to keep up-to-date on regulations, efforts to fully utilize funds, and promote equal opportunities and fair housing. Access to affordable housing was improved by instituting on-line applications and the ability to report changes and communicate on-line.</p>
<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <ul style="list-style-type: none"> • The CCHRA supports the goals of the VAWA Amendments and will comply with its requirements. • The CCHRA will continue to administer its housing programs in ways that support and protect residents, participants, and applicants who may be victims of domestic violence, dating violence, sexual assault, or stalking. • The CCHRA will not take any adverse action against a resident, participant, or applicant solely on the basis of his or her being a victim of such criminal activity, including threats of such activity. "Adverse action" in this context includes denial or termination of housing assistance. • The CCHRA will not subject a victim of domestic violence, dating violence, sexual assault or stalking to a more demanding standard for lease compliance than other residents. • The CCHRA will work with North Central Iowa Crisis Intervention Services to provide referrals to victims and to continue to work with and maintain partnerships with social services and non-profit agencies within our jurisdiction for continued services and enhancement of the safety of assisted children who are victims of domestic violence, dating violence, sexual assault, or stalking.
<p>B.5</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Creation or elimination of new activities not contained in the current goals. Changes to rent or admission policies or organization of waiting list; any change regarding demolition or disposition, designation, homeownership programs, or conversion activities that are not mandated by the Department of Housing and Urban Development.</p>

B.6	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the 5-Year PHA Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
B.7	Certification by State or Local Officials. <u>Form HUD 50077-SL</u> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.

Instructions for Preparation of Form HUD-50075-5Y

5-Year PHA Plan for All PHAs

A. PHA Information 24 CFR §903.23(4)(c)

A.1 Include the full PHA Name, PHA Code, PHA Fiscal Year Beginning (MM/YYYY), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR §903.6(a)(1))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR §903.6(b)(1)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR §903.6(b)(2))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR §903.6(a)(3))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.17(a), 24 CFR §903.19)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

MEETING DATE: 3/19/2020

RE: Resolution 03-20 CFP - 5-Year Action Plan

REQUESTED ACTION: Review updated Capital Improvement Five-Year Action Plan 2020-2024 and approve .

Comments: The attached schedule outlines the projects with their associated costs and the projected timeline. The public hearing that has been scheduled for March 19, 2020 will offer the public to comment on the proposed projects. The board will vote to approve the changes after the public hearing. The Five-Year Action Plan will be submitted to HUD for approval.

RESOLUTION NO. 03-20

CAPITAL IMPROVEMENT FIVE-YEAR ACTION PLAN FOR 2020-2024

Charles City Housing and Redevelopment Authority

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

WHEREAS, Section 2072 of Title VII of Division B of HERA requires each qualified public housing agency to hold an annual public hearing to discuss changes to goals, objectives, and policies of the agency; and

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

WHEREAS, a Public Hearing was held on March 19, 2020 to allow an opportunity for public comment and where any comments received were taken into consideration; and

WHEREAS, the Resident Advisory Board met as required on March 11, 2020 and reviewed the Capital Improvement Five-Year Action Plan and were provided the opportunity to comment on the plan; and

WHEREAS, the recommendation has been made to approve the plan as presented.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the Capital Improvement Five-Year Action Plan and has taken into consideration any recommendations of the Resident Advisory Board and public comment, and; authorize their approval for plan submission.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19TH DAY OF MARCH 2020.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Capital Fund Program - Five-Year Action Plan

Status: Submitted Approval Date:

Approved By:

Part I: Summary						
PHA Name: Charles City Hsg and Redev Authority		Locality (City/County & State)				
PHA Number: IA002		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2020	Work Statement for Year 2 2021	Work Statement for Year 3 2022	Work Statement for Year 4 2023	Work Statement for Year 5 2024
	CEDAR TERRACE SOUTH (IA002050616)	\$254,284.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		1	2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	CEDAR TERRACE SOUTH (JA002050616)			\$254,284.00	
ID0001	Gutter work(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Soffits)	Replace gutters, fascia, soffits, and downspouts at North Cedar Terrace		\$90,000.00	
ID0002	Roof - SCT Office Building(Non-Dwelling Exterior (1480)-Roofs)	Replace roof on administrative building at South Cedar Terrace		\$10,000.00	
ID0003	Security Equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Install security cameras - all sites		\$75,000.00	
ID0004	Refrigerators(Dwelling Unit-Interior (1480)-Appliances)	Replace refrigerators at North and South Cedar Terrace		\$50,000.00	
ID0005	Roof - NCT building Facade(Non-Dwelling Exterior (1480)-Other)	Replace building facade on Laundry Building at North Cedar Terrace		\$10,000.00	
ID0006	Professional Fees(Contract Administration (1480)-Other Fees and Costs)	Engineering & Architectural Services		\$10,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2020		
1	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0007	Administration (Administration (1410)-Salaries)	Fees for program administration		\$9,284.00
	Subtotal of Estimated Cost			\$254,284.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2	2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	CEDAR TERRACE SOUTH (IA002050616)			\$250,000.00	
ID0008	Kitchen Upgrade(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Other)	Replace kitchen cabinets, sinks, faucets, and countertops at Morningside Apts.		\$150,000.00	
ID0009	Flooring Upgrades(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace kitchen flooring at Morningside		\$25,000.00	
ID0010	Bathroom Upgrade(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing)	Replace vanities, sinks, and faucets at Morningside		\$15,000.00	
ID0011	Toilets(Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing)	Replace toilets and Morningside Apts		\$7,000.00	
ID0012	Bathroom Upgrade(Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace tub/showers and faucets at Morningside		\$20,000.00	
ID0013	Bathroom Upgrade - flooring(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical))	Replace bathroom flooring at Morningside Apartments		\$10,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2	2021		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0014	Operations(Operations (1406))	Transfer to operations			\$23,000.00
	Subtotal of Estimated Cost				\$250,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2022			
3	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	CEDAR TERRACE SOUTH (IA002050616)			\$250,000.00	
ID0015	Playground Update(Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	Update: playground equipment and safety features at Morningside Apartments		\$20,000.00	
ID0016	Interior Updates(Dwelling Unit-Interior (1480)-Other:Dwelling Unit-Interior (1480)-Interior Doors)	Update interior doors, and trim - all sites		\$230,000.00	
	Subtotal of Estimated Cost			\$250,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		4	2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	CEDAR TERRACE SOUTH (IA002050616)			\$250,000.00	
ID0017	Sidewalks & Parking Lots(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Perform maintenance on sidewalks and parking lots at all sites		\$20,000.00	
ID0018	Exterior Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace exterior doors at Morningside Apartments		\$30,000.00	
ID0019	Windows(Dwelling Unit-Exterior (1480)-Windows)	Replace windows at Morningside Apartments		\$40,000.00	
ID0020	Landscaping - Trees(Non-Dwelling Site Work (1480)-Landscape)	Update and maintain landscaping, prune and care for existing trees, and plant additional trees		\$15,000.00	
ID0021	Operations(Operations (1406))	Transfer for operations		\$25,000.00	
ID0022	Security Lighting(Non-Dwelling Site Work (1480)-Lighting)	Replace and upgrade security lighting to LED		\$120,000.00	

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		4	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$250,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR TERRACE SOUTH (IA002050616)			\$250,000.00
ID0023	Furnaces and A/C(Dwelling Unit-Interior (1480)-Mechanical)	Upgrade to forced air furnaces and central air at the terraces		\$250,000.00
	Subtotal of Estimated Cost			\$250,000.00

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The sidewalk/parking lot project is being bid and the bids are due April 1st. We will be holding a special meeting on April 2nd to review the bids and make recommendation for approval. The sidewalk portion of the project is to be complete by June 30th.
2. Rehab Update. We still have not been able to close out the second project. There are some issues with the replacement electrician and the contractor has been working to resolve the issues. The work on the third project is continuing and the fourth project is just starting. Most of the verifications for the fifth project have been returned and we primarily waiting for the income verifications because the homeowner just started a new job. The final project is still on hold due to the eligibility issues the homeowner is having.
3. Section 8 Funding/Utilization. See attachment for utilization.
4. Monthly Rental Status Update.

Month of February 2020	Total Leased 2/1/20	New Leases	Removed Or Moved	Total Leased 3/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	128	2	0	130	N-	N-	N-
					S-	S-	S-
Morningside 16 Units	15	1	0	16	20	0	0
Section 8 197 Units	179	6	3	182	122	20	6

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

5. End of Participation Tracker. See attachment

HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M	
HUD Held														
HUD Held														
2	NRA													
3	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			
5	CY 2019	January	February	March	April	May	June	July	August	September	October	November	December	Total
6	CY 2020	January	February	March	April	May	June	July	August	September	October	November	December	Total
8	January	\$24,236	140	\$63,602	\$49,861	\$37,977	\$40	\$38,017	\$85,996	\$60,216	\$63,602	\$82,310	\$63,602	\$82,310
9	February	\$38,017	141	\$63,602	\$49,354	\$52,265	\$849	\$53,114	\$82,310	\$60,216	\$63,602	\$78,924	\$63,602	\$78,924
10	March	\$53,114	137	\$63,602	\$48,418	\$53,462	\$273	\$63,735	\$78,924	\$60,216	\$63,602	\$80,374	\$58,766	\$80,374
11	April	\$63,735	135	\$63,602	\$47,332	\$75,169	\$63	\$75,232	\$80,374	\$60,216	\$63,602	\$81,824	\$58,766	\$81,824
12	May	\$75,232	135	\$63,602	\$47,461	\$79,348	\$1,045	\$80,393	\$81,824	\$60,216	\$63,602	\$81,824	\$51,577	\$80,463
13	June	\$80,393	138	\$63,602	\$48,663	\$89,212	\$395	\$89,607	\$81,824	\$60,216	\$63,602	\$81,824	\$27,472	\$123,207
14	July	\$89,607	138	\$63,602	\$52,758	\$89,212	\$83	\$89,607	\$123,207	\$60,216	\$63,602	\$123,207	\$51,708	\$131,715
15	August	\$89,607	144	\$63,602	\$52,997	\$89,212	\$145	\$89,607	\$123,207	\$60,216	\$63,602	\$123,207	\$51,708	\$131,715
16	September	\$89,607	148	\$63,602	\$52,997	\$89,212	\$145	\$89,607	\$123,207	\$60,216	\$63,602	\$123,207	\$51,708	\$131,715
17	October	\$89,607	158	\$63,602	\$55,970	\$89,212	\$141	\$89,607	\$123,207	\$60,216	\$63,602	\$123,207	\$51,708	\$131,715
18	November	\$89,607	161	\$63,602	\$57,653	\$89,212	\$103	\$89,607	\$123,207	\$60,216	\$63,602	\$123,207	\$51,708	\$131,715
19	December	\$89,607	166	\$63,602	\$60,423	\$89,212	\$153	\$89,607	\$123,207	\$60,216	\$63,602	\$123,207	\$51,708	\$131,715
20	Total	\$676	166	\$596,440	\$623,588	\$472	\$3,537	\$625	\$211,851	\$60,216	\$60,216	\$60,216	\$60,216	\$596,440
21														
22														
23	January	\$625	174	\$64,757	\$64,816	\$666	\$124	\$690	\$211,848	\$51,966	\$64,757	\$199,057	\$64,757	\$199,057
24	February	\$690	179	\$65,257	\$65,780	\$167	\$124	\$167	\$199,057	\$51,966	\$65,257	\$185,766	\$65,257	\$185,766
25	March	\$167	182	\$68,706	\$68,824	\$49	\$49	\$49	\$185,766	\$51,966	\$68,706	\$169,026	\$68,706	\$169,026
26	April	\$49				\$49		\$49	\$169,026	\$51,966	\$0	\$220,992	\$0	\$220,992
27	May	\$49				\$49		\$49	\$220,992	\$51,966	\$0	\$272,958	\$0	\$272,958
28	June	\$49				\$49		\$49	\$272,958	\$51,966	\$0	\$324,924	\$0	\$324,924
29	July	\$49				\$49		\$49	\$324,924	\$51,966	\$0	\$376,890	\$0	\$376,890
30	August	\$49				\$49		\$49	\$376,890	\$51,966	\$0	\$428,856	\$0	\$428,856
31	September	\$49				\$49		\$49	\$428,856	\$51,965	\$0	\$480,821	\$0	\$480,821
32	October	\$49				\$49		\$49	\$480,821	\$51,965	\$0	\$532,786	\$0	\$532,786
33	November	\$49				\$49		\$49	\$532,786	\$51,965	\$0	\$584,751	\$0	\$584,751
34	December	\$49				\$49		\$49	\$584,751	\$51,965	\$0	\$636,716	\$0	\$636,716
35	Total	\$49		\$198,720	\$199,420	\$49	\$3,537	\$49	\$584,751	\$623,588	\$198,720	\$198,720	\$198,720	\$636,716

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									1				1
ANNUAL RE-EXAM SEARCHING	1	1	1		1	1			1				6
PORT-OUT ABSORBED	1		2	1	1								5
PORT-OUT SEARCHING		1						1					2
DECEASED							1						1
MOVED IN VIOLATION								2	1				3
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								3
UTILITIES DISCONNECTED			1					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	3	0	0	0	36
PUBLIC HOUSING													
LEFT IN GOOD STANDING	3		2	3	1	4		2					15
DECEASED					1			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

MEETING DATE: 3/19/20

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

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

REVENUE & EXPENSE REPORT
CALENDAR 2/2020, FISCAL 8/2020

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	3,839.17	36,519.39	52.17	33,480.61
173-532-4504	FRAUD-PUBLIC HOUSING	6,000.00	307.63	2,986.02	49.77	3,013.98
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	43,313.00	345,973.11	69.19	154,026.89
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	505.50	7,051.25	58.76	4,948.75
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	16,006.00	169,444.00	77.02	50,556.00
	PUBLIC HOUSING TOTAL	820,000.00	63,971.30	563,118.51	68.67	256,881.49
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	5,025.00	10,050.00	.00	10,050.00
	TRANSFERS IN/OUT TOTAL	.00	5,025.00	10,050.00	.00	10,050.00
173-532-6010	SALARY - PUBLIC HOUSING	93,540.00	7,130.65	63,520.21	67.91	30,019.79
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	439.90	4,034.24	55.20	3,274.76
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	673.15	5,995.99	66.48	3,023.01
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	3,882.00	31,056.00	66.21	15,852.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	33.40	267.44	76.41	82.56
173-532-6152	DENTAL INSURANCE	.00	33.30	286.33	.00	286.33
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	375.00	9,375.62	187.51	4,375.62
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	3,287.73	12,467.25	31.17	27,532.75
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,557.36	37,826.19	75.65	12,173.81
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,712.00	12,639.25	66.52	6,360.75
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,226.67	18,534.76	74.14	6,465.24
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	400.00	2,412.00	80.40	588.00
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	512.00	2,468.20	61.71	1,531.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	241.64	1,923.66	54.96	1,576.34
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	46,000.00	2,705.60	23,172.39	50.37	22,827.61
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	22.00	22.00	2.20	978.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	11,511.46	27,789.08	79.40	7,210.92
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	80,000.00	10,033.48	61,405.69	76.76	18,594.31
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	.00	24,989.73	24.99	75,010.27
	PUBLIC HOUSING TOTAL	713,915.00	50,777.34	404,131.40	56.61	309,783.60

REVENUE & EXPENSE REPORT
CALENDAR 2/2020, FISCAL 8/2020

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	7,033.16	56,482.47	66.45	28,517.53
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	541.50	976.13	19.52	4,023.87
173-536-6110	FICA - PH MAINT	6,885.00	564.90	4,314.14	62.66	2,570.86
173-536-6130	IPERS - PH MAINT	8,496.00	682.80	5,187.98	61.06	3,308.02
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	6,536.08	66.04	3,360.92
173-536-6151	LIFE INS - PH MAINT	176.00	17.22	120.24	68.32	55.76
173-536-6152	DENTAL INSURANCE	.00	22.36	169.19	.00	169.19-
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	9,678.95	74,687.57	62.31	45,174.43
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-	8,540.01	94,349.54	25.94-	458,126.54-

REVENUE & EXPENSE REPORT
CALENDAR 2/2020, FISCAL 8/2020

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	206.41	2,594.53	129.73	594.53-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	530.50	2,519.50	50.39	2,480.50
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	65,257.00	402,669.00	53.69	347,331.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,294.00	61,075.00	55.52	48,925.00
174-533-4518	BAD DEBT COLLECTIONS	.00	.00	.00	.00	.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.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	73,287.91	469,255.03	54.00	399,744.97
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	3,148.49	24,035.87	59.96	16,053.13
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	195.17	1,540.59	49.02	1,602.41
174-533-6130	IPERS -SECTION 8	3,879.00	297.19	2,276.27	58.68	1,602.73
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	13,309.68	66.21	6,793.32
174-533-6151	LIFE INS - SECTION 8	147.00	14.32	114.63	77.98	32.37
174-533-6152	DENTAL INSURANCE	.00	16.58	112.71	.00	112.71-
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	1,019.00	7,039.00	46.93	7,961.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	600.00	2,767.50	69.19	1,232.50
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	325.00	6,686.89	66.87	3,313.11
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	11,587.00	72.42	4,413.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	488.00	3,709.00	61.82	2,291.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	6,528.40	65,580.90	27.33	174,419.10
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	56,684.00	377,949.00	68.72	172,051.00
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	.00	1,542.55	34.28	2,957.45
	SECTION 8 VOUCHER TOTAL	931,816.00	72,273.86	520,031.92	55.81	411,784.08
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 2/2020, FISCAL 8/2020

PCT OF FISCAL YTD 66.6%

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-	1,014.05	50,776.89-	80.83	12,039.11-

MEETING DATE: 3/19/20

RE: Set Special Meeting Date/Time

REQUESTED ACTION: Set special meeting to review bids received for sidewalk/parking lot project and make recommendation to the City Council.

Comments: The bids are April 1st and the public hearing has been scheduled for the first council meeting on April 6th. So, it is necessary to schedule a special meeting to review the bids to enable us to have a recommendation for the Council so they can take action on the project at the April 6th meeting.

The tentative date and time for the meeting is April 2, 2020 at 7:30 a.m.