

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

January 17, 2019, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of December 20, 2018 ..... 1-2
- IV. Approval of Bills for January 2019 ..... 3
- V. Communications ..... 4-9
  - 1. CFP Update
  - 2. Rehab Update
  - 3. Section 8 Funding/Utilization
  - 4. Software Upgrade Progress
  - 5. Government Shutdown Implications
  - 6. Monthly Rental Status Update
  - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Operating Reports ..... 10-11
  - 2. Set Public Hearing and Discuss Changes to Admin Plan/ACOP ..... 12-22
  - 3. Review Fee Accountant Proposals and Make Recommendation..... 14
  - 4. Approve Renewal of Contract with the DIA ..... 15-17
  - 5. Approve Resolution 1-19 to approve annual Civil Rights Certification... 18-20
  - 6. Increase Laundry Fees..... 21
- VIII. Executive Director's Report
- IX. Move to Adjourn

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

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
December 20, 2018 7:00 a.m.

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

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

Public Comment. None

Amend-Approve Minutes of November 15, 2018. Miller moved, Klemesrud seconded the motion to approve the minutes of November 15, 2018<sup>7</sup> as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$91,680.48. Ayes: 3, Nays: 0. Motion carried.

Board member Coulson arrived during the communications discussions.

Communications. Items reviewed under Communications included an update on upcoming projects, Rehab Program, Section 8 funding/utilization, snow removal employees, final public housing operating subsidy allocation, and program occupancy/termination update. All items were informational, so no action was required.

Old Business. None

New Business.

Accept Audit Report for FYE 06/30/2018. Brad Berthiaume from Collins & Associates was called and placed on speakerphone. He reviewed the audit report. He said that the Governance Letter was provided to inform the Board of Collins & Associates responsibilities for the audit. Mr. Berthiaume also explained that the audit resulted in an Unmodified Opinion and they encountered no difficulties with the audit. He stated that there were two journal entries required to correct the pre-paid insurance and to adjust the capital assets and depreciation. The Management's Discussion and Analysis was discussed and that the purpose was to provide a comparative analysis of the audit and is used to assist readers with the comprehension of the audit. He reviewed the financial statements and explained that capital assets increased and that a large portion of the change in net position was due the capital grants. He stated that there was nothing out of the ordinary under the Notes to the Financial Statements. In the Independent Auditor's report on internal control he stated that there were no deficiencies. Mr. Berthiaume reviewed the Schedule of Federal Expenditures and stated that the Housing Choice Voucher Program was a major program. He informed the board that the report regarding compliance with program regulations was an important report and there were no instances of non-compliance. He reviewed the final report and stated that because the Housing Choice Voucher Program was considered a major program, it was tested to determine compliance. He reported that there were no findings regarding internal control over the financial statements and federal awards and that the files tested were also in compliance. The last page of the report identified no findings with the previous

Charles City Housing  
Monthly Bill Listing  
January 2019

Customer	Description	Amount
Arnold Motor Supply	maintenance items	
Business Card	maintenance items/back up service	
C.Naber & Associates	accounting fees	395.00
Carquest	maintenance items	
Catherine Marie Ott	cleaning costs	240.00
Catherine Marie Ott	cleaning costs	240.00
CenturyLink	phone bill	157.24
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections/postage	3,093.11
Craig Roalson	language interpreter services	
HAPS	Jan. 1 HAPS	50,784.77
Heidi Nielsen	mileage reimbursement	77.14
Hillegas Flooring, LLC	flooring	1,563.73
Hockenson Plumbing	plumbing maintenance	148.38
Home Town Security LLC	security camera repairs	883.17
Iowa Department of Transportation	fuel	91.61
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisen's maintenance purchase	23.56
Kwik Trip, Inc.	fuel	53.53
LEAF	copier lease	232.18
Mediacom	internet service @ MS for cameras	
Mid American Energy	electric/gas/URPS	9,183.68
MRI Software, LLC	software update & support	880.00
Nan McKay	admin plan update	199.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	176.00
On-Site Information Destruction	shredding service	45.00
Perry Novak Electric	locate charge for underground wires	1,811.96
Pitney Bowes	meter lease	54.09
Pitney Bowes Supplies	ink for meter	161.48
Plunkett's Pest Control	treatment cost	1,250.00
Schueth Ace Hardware	maintenance items for month	816.38
Staples Advantage	paper products/cleaning items	
Superior Lumber	maintenance items for month	197.24
T-J Service	repairs, replacement stoves	1,154.95
The PI Company	criminal background checks	65.00
Titus Lock Services	lock repair	70.00
Trent Parker	computer support	
US Cellular	cell phone service	
Veenstra & Kimm, Inc.	project management fee	3,825.00
		<b>78,718.42</b>

audit. There were no questions from the Board and the call was ended. Nielsen stated the audited statement had been submitted to HUD and were being reviewed. Coulson motioned to accept the audit report and Miller seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Resolution 11-18 to Adopt Passbook Rate. Nielsen informed the board that the rates received from area banks were for a basic passbook account and requested to increase the rate to .15%. Nielsen also stated that it will not apply to most of the participants as they do not have enough in assets. Miller moved to approve Resolution 11-18 adopting a passbook rate. Coulson seconded the motion. Motion carried on roll call vote. Ayes: Klemesrud, Miller, Coulson, and Heyer. Nays: 0. Motion carried on roll call vote.

Approve Resolution 12-18 to Update Payment Standards. Nielsen explained that even though the payment standards were reviewed, and the efficiency and three-bedroom payment standards were increased, it was necessary to increase them again. Nielsen stated that it was due to problems the program applicants locating affordable units. She said that if they were able to locate a unit, the rents were unaffordable because the payment standards were too low. The board reviewed the new standards. Nielsen explained that the reserve funding would be enough to absorb the increase in housing payments and that the program participants would not see an increase in rent. Nielsen also reviewed the process to decrease the payment standards if necessary. Miller asked about the increases to make sure that we would be paying the difference and Nielsen reassured that the agency would cover the costs. Miller made a motion to approve Resolution 12-18 to update payment standards. Klemesrud seconded the motion. Roll Call: Ayes: Heyer, Miller, Klemesrud, and Coulson. Nays: none. Motion carried on roll call vote.

Review Financial Reports. Nielsen reported that it appears we are on track with spending and discussed with the board the increase in spending for the portability payments. Miller asked who assisted with the budgeting process. Nielsen explained that she prepared the preliminary budget, which was reviewed by the City Administrator and approved by the council. There were no questions or concerns

Executive Director's report. Nothing to report.

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

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Board Chairperson

ATTEST:

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Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. Skott and Anderson have notified us that they have the topographical study back from Veenstra & Kim and are working on the finishing touches. They have advised that we are still on track to start the procurement process for the transformer upgrades at the end of January. If all goes as expected we will be under contract by March 4, 2019. We are still working on getting estimates for the other anticipated projects, including the roof repairs at NCT, and the lock replacements site-wide.
2. Rehab Update. The specifications have been completed for the first phase and the information has been sent to NIACOG, so they can prepare and submit the historical clearances. One of the two properties had an elevated Radon level and will need to be mitigated if there are enough program funds.
3. Section 8 Funding/Utilization. The worksheet has only been completed as of the end of the calendar year. This will show where were on December 31<sup>st</sup>. Because the funding for 2019 is not known, there was not enough data to complete the worksheet for January. See attachment for utilization.
4. Software Upgrade Process. We began taking on-line applications on January 10<sup>th</sup> and we have notified our applicants, participants, and landlord and invited them to create an account to eliminate the need for them to come to the office. There have been a few participants and landlords who have signed up. We are working to get our website updated with the new application process. Filling out a paper application will still be an option, but we are putting our old server in the lobby, so people can also apply on-line in the office.
5. Government Shutdown Financial Implications. Even though the HUD offices are closed during the shutdown, we received our January payments and have been told that we will also receive our February payments. However, there are no plans past that and if the shutdown is not resolved by March 1<sup>st</sup> it is not clear what will happen. We will have enough PHA held HAP reserves left to cover about two thirds of the March Housing Assistance Payments. We will be able to use some of our admin reserves to cover the deficit. Once the government is back to work and congress has appropriated the funding we need, HUD will be able to go back and fund the March payments.

6. Monthly Rental Status Update.

Month of December 2018	Total Leased 12/1/18	New Leases	Removed Or Moved	Total Leased 1/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	1	1	130	18	2	0
Morningside 16 Units	14	0	0	14	6	1	1
Section 8 197 Units	143	2	5	140	37	12	8

Declined Assistance (3) Over Income ( ) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (6) Criminal Background Check ( )  
 Voucher Expired ( ) Purged ( )  
 Terminations: PH ( ) S8 (2)

7. End of Participation Tracker. See attachment

# HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16 NRA	Number of Units Leased on the First of the Month	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)		Beginning monthly HUD Held Balance starting 12/31/16	Plus: ALL Obligated HAP BA (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)
	PHA# IA002	D	E	F	H	D+G+H		K	L	M	(K+L)-M		
2	HUD Held												
3	NRA												
4													
5													
6													
7	CY 2017												
8	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$95	\$18,274		\$140,812	\$48,658	\$51,440	\$138,030
9	February	\$18,274	163	\$51,440	\$52,253	\$17,461	\$119	\$17,580		\$138,030	\$48,658	\$51,440	\$135,248
10	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$427	\$17,327		\$135,248	\$48,658	\$52,930	\$130,976
11	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$1,556	\$15,009		\$130,976	\$48,658	\$52,930	\$126,704
12	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$62	\$9,844		\$126,704	\$48,658	\$52,930	\$122,432
13	June	\$9,844	169	\$52,930	\$56,782	\$5,992	\$163	\$6,155		\$122,432	\$48,658	\$52,930	\$118,160
14	July	\$6,155	172	\$40,226	\$58,340	\$11,959	\$25	\$11,934		\$118,160	\$48,658	\$40,226	\$126,592
15	August	\$11,934	170	\$65,382	\$52,882	\$9,434	\$125	\$9,309		\$126,592	\$46,709	\$65,382	\$107,919
16	September	\$9,309	182	\$73,982	\$67,100	\$2,427	\$32	\$2,395		\$107,919	\$48,658	\$73,982	\$82,595
17	October	\$2,395	180	\$69,382	\$67,048	\$61	\$165	\$104		\$82,595	\$48,658	\$69,382	\$61,871
18	November	\$104	178	\$64,946	\$68,223	\$3,173	\$28	\$3,145		\$61,871	\$48,658	\$64,946	\$45,584
19	December	\$3,145	176	\$65,007	\$65,407	\$3,545	\$160	\$3,385		\$45,584	\$48,658	\$65,007	\$29,135
20	Total			\$693,525	\$715,604	\$2,957					\$581,848	\$693,525	
21													
22	CY 2018												
23	January	\$3,385	173	\$68,442	\$64,233	\$824	\$345	\$1,169		\$29,135	\$55,764	\$68,442	\$16,457
24	February	\$1,169	168	\$68,442	\$61,830	\$7,781	\$357	\$8,138		\$16,457	\$55,764	\$68,442	\$3,779
25	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697		\$3,779	\$65,809	\$62,441	\$7,147
26	April	\$9,697	160	\$58,663	\$57,221	\$11,139	\$210	\$11,349		\$7,147	\$70,046	\$58,663	\$18,530
27	May	\$11,349	158	\$72,169	\$59,677	\$23,841	\$259	\$24,100		\$18,530	\$59,261	\$72,169	\$5,622
28	June	\$24,100	158	\$65,518	\$60,908	\$28,710	\$691	\$29,401		\$5,622	\$67,878	\$65,518	\$7,982
29	July	\$29,401	152	\$65,518	\$59,541	\$35,378	\$310	\$35,688		\$7,982	\$60,739	\$65,518	\$3,203
30	August	\$35,688	161	\$59,712	\$60,484	\$34,916	\$47	\$34,963		\$3,203	\$56,612	\$59,712	\$103
31	September	\$34,963	151	\$59,712	\$62,823	\$31,852	\$187	\$32,039		\$103	\$56,612	\$59,712	\$2,997
32	October	\$32,039	150	\$59,712	\$57,614	\$34,137	\$35	\$34,172		\$2,997	\$60,888	\$59,712	\$1,821
33	November	\$34,172	144	\$35,000	\$56,393	\$12,779	\$48	\$12,827		\$1,821	\$60,929	\$35,000	\$24,108
34	December	\$12,827	143	\$59,712	\$51,334	\$21,205	\$30	\$21,235		\$24,108	\$121,795	\$59,712	\$86,191
35	Total			\$735,041	\$713,293	\$2,872					\$792,097	\$735,041	

END OF PARTICIPATION  
TRACKER  
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING			3	1			1						5
ZERO HAP													0
MUTUAL RESCISION	1				1	1							3
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED				3	5	3	1						12
PORT-OUT SEARCHING	1	2		1	1								5
PORT-OUT BILLING	1												1
DECEASED													0
MOVED IN VIOLATION			2										2
EVICTED	1												1
UNAUTHORIZED LIVE-IN		1	1			1							3
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW					1	1							2
FAILURE TO REPAY			1										1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME	1						1						2
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	2				1	1							4
<b>TOTALS</b>	<b>8</b>	<b>3</b>	<b>7</b>	<b>5</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2	1	1	2	1	4	1						12
DECEASED				1									1
MOVED IN VIOLATION				2									2
TERMINATED FOR LEASE VIOLATIONS				1									1
EVICTED			1		1								2
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)						1							1
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>



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**MEETING DATE:** 1/17/19

**RE:** Review Operating Reports

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

**Comments:** The December 2018 operating reports are attached for your review.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2018, FISCAL 6/2019**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	45,000.00	6,481.59	36,587.26	81.31	8,412.74
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	5,168.39-	1,604.61	40.12	2,395.39
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	49,899.00	261,151.00	52.23	238,849.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	665.25	4,872.77	40.61	7,127.23
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	3,738.30	186.92	1,738.30-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	18,768.00	102,088.00	46.40	117,912.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>783,000.00</b>	<b>70,645.45</b>	<b>410,041.94</b>	<b>52.37</b>	<b>372,958.06</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
173-532-6010	SALARY - PUBLIC HOUSING	91,033.00	6,977.86	48,459.16	53.23	42,573.84
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,117.00	456.00	3,155.95	44.34	3,961.05
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	658.71	4,574.55	52.09	4,207.45
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,695.80	22,174.80	50.00	22,175.20
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.93	167.56	47.87	182.44
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	.00	405.60	9.22	3,994.40
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	12.08	32.16	58.47	22.84
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	399.15	7.98	4,600.85
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	2,216.45	9,811.44	24.53	30,188.56
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	3,459.50	26,007.64	52.02	23,992.36
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,333.02	8,218.36	43.25	10,781.64
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,948.68	11,773.90	47.10	13,226.10
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	1,605.00	53.50	1,395.00
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	80.00	1,509.43	37.74	2,490.57
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	245.88	1,051.12	30.03	2,448.88
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	40,000.00	3,974.17	21,012.30	52.53	18,987.70
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	109.85	309.85	15.49	1,690.15
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	38,344.91	95.86	1,655.09
173-532-6490	OTHER PROFESSIONAL SERV	21,000.00	.00	.00	.00	21,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	5,054.76	23,980.34	68.52	11,019.66
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	11,018.02	48,521.38	64.70	26,478.62
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	15,595.18	38.99	24,404.82
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	60,000.00	.00	14,165.02	23.61	45,834.98
	<b>PUBLIC HOUSING TOTAL</b>	<b>656,587.00</b>	<b>41,443.71</b>	<b>307,995.85</b>	<b>46.91</b>	<b>348,591.15</b>
173-536-6010	SALARY - PH MAINT	85,000.00	6,382.54	40,234.01	47.33	44,765.99
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	226.32	422.63	8.45	4,577.37

9

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2018, FISCAL 6/2019**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,885.00	490.21	3,027.29	43.97	3,857.71
173-536-6130	IPERS - PH MAINT	8,496.00	614.76	3,838.56	45.18	4,657.44
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	4,668.60	49.37	4,788.40
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	88.20	55.13	71.80
173-536-6160	WORK COMP - PH MAINT	2,800.00	.00	608.40	21.73	2,191.60
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	2.56	32.49	46.41	37.51
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	118,768.00	8,509.19	53,820.18	45.32	64,947.82
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	7,645.00	20,692.55	48,225.91	630.82	40,580.91

**REVENUE & EXPENSE REPORT**  
**CALENDAR 12/2018, FISCAL 6/2019**

**PCT OF FISCAL YTD 50.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,800.00	422.71	2,253.20	125.18	453.20-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	60.00	1,311.00	26.22	3,689.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	60,437.00	339,861.00	45.31	410,139.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,454.00	49,804.00	45.28	60,196.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	6.00	6.00	.60	994.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	868,800.00	69,379.71	393,235.20	45.26	475,564.80
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	39,017.00	3,025.76	16,531.25	42.37	22,485.75
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,061.00	199.56	1,074.93	35.12	1,986.07
174-533-6130	IPERS -SECTION 8	3,778.00	285.63	1,560.54	41.31	2,217.46
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,583.91	9,503.46	50.00	9,503.54
174-533-6151	LIFE INS - SECTION 8	175.00	11.97	71.84	41.05	103.16
174-533-6160	WORK COMP - SECTION 8	2,238.00	.00	.00	.00	2,238.00
174-533-6170	UNEMPLOYMENT - SECTION 8	75.00	8.03	21.42	28.56	53.58
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	2,000.00	.00	89.73	4.49	1,910.27
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	797.00	4,158.00	27.72	10,842.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	220.00	1,510.00	37.75	2,490.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	495.00	2,795.50	27.96	7,204.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,411.00	8,725.00	54.53	7,275.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	200.00	1,730.00	28.83	4,270.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	13,589.30	111,265.77	74.18	38,734.23
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	35,728.00	223,033.00	40.55	326,967.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	3,615.65	4,732.19	105.16	232.19-
	SECTION 8 VOUCHER TOTAL	837,151.00	61,170.81	386,802.63	46.20	450,348.37
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	31,649.00	8,208.90	6,432.57	20.32	25,216.43

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**REQUESTED ACTION:** Discuss several changes to the Admin Plan & ACOP and set date for public hearing for March 21<sup>st</sup> to adopt changes.

**Comments:** The following are several proposed changes to our Agency Plan, policies, and procedures. A public hearing is required for many of these changes. If we set the public hearing to be held during our March Board Meeting on March 21<sup>st</sup> and post the notice on February 1<sup>st</sup>, we can meet the notification requirement of 45 days prior to the hearing.

1. This change would implement Section 111 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). Under this provision, in the absence of local standards, we must adopt HUD's minimum heating standard for the Public Housing Program. This standard requires that in units which allow tenants to control the temperature, the heating equipment must have the capability of heating to a least 68 degrees Fahrenheit. Alternately, when the temperature reaches the design day temperature, which is the lowest expected outdoor temperature that a heating system was designed to accommodate and still maintain the desired indoor temperature, at no time should the temperature drop below 55 degrees Fahrenheit. It is our choice which option to enforce. However, the first standard is easier to apply and is more straightforward. So, we would like to change our ACOP to state that the heating equipment have the capacity of heating the unit to at least 68 degrees Fahrenheit. In addition, the standard for measuring the temperature will be to take the temperature three feet above the floor and two feet from an exterior wall in a habitable room.

2. Since we started accepting on-line applications, we are required to change our policy to allow this form of application. The revised procedures are also eliminating the requirement to provide ID, SS card, birth certificates, and preference verification when applicants submit their pre-application whether on-line or in person. It will be required when the applicant reaches the top of the waiting list. If they can't provide verification of the preference claimed they will be put back on the list with original date and time of application without the preference. If they can't provide proof of identity, they will be removed from the list. The paper pre-application is being revised to mirror the data collected on-line. A link to the pre-application will be on the website and applicants will be able to print a paper copy and bring it in to be processed.

3. In our attempts to increase our leasing under the Section 8 Program, we are proposing to shorten the length of the period of ineligibility in some cases to only one year. This would apply to both the Section 8 and in some cases the Public Housing Program. The following are examples of circumstances where the period of ineligibility may be reduced:

- a. Giving up assistance before completion of the first year.
- b. Not completing paperwork and/or attending appointments for annual examinations.
- c. Moving without notice
- d. Not providing required documents

The list is not exhaustive and the standard for determining whether to apply the reduced time period will be whether serious criminal activity or fraud are involved or intent to commit fraud can be determined. For situations involving serious criminal activity or fraud, the period would remain at three years. If this is approved, we would send a letter to the last known address to those who would become eligible due to the change.

4. Another change which has resulted from the on-line applications was a change in the number of waiting lists. Previously, we only had three waiting lists: Section 8, Morningside, and the Terraces. With the on-line applications, we had to split the list for the Terraces into a separate list for the North and separate list for the South making four lists total. With the combined list, there was no way to designate a preference for one site over the other. This way applicants can apply to be on one or all the lists. They are still subject to the occupancy standards of two people per bedroom, so they may not be eligible for all sites. When the families reach the top of the list and the composition and number of family members are not in compliance with the occupancy standards for the type of apartment being applied for, they will be sent a letter and removed from that list. There are some HUD requirements which also must be met. Once HUD is up and operational again, we will find out what the process is to establish site-based waiting lists.

5. We would also like to change the terms for the option of a repayment agreement for those who owe money for not reporting income or damages. Currently, we offer everyone a repayment agreement, regardless of the amount. We would like to limit the repayment to those who owe more than \$100. This would reduce the amount of time it takes to process the agreement and try to collect on it. It should not create a hardship for them to come up with that amount. If they can't, as long as they make an honest attempt to pay the debt, we probably would not terminate their assistance.

6. The last change involves new HUD guidance on the criminal background screening process. A couple of years ago, the Office of Fair Housing ruled that if a policy had a disparate impact on a group or class of individuals even if that was not the intent the agency could be charged with discrimination. Now they are extending that protection to convicted felons because there is a disproportionate number of individuals in protected classes being incarcerated. What has come out of this, is that we can no longer have a blanket policy to deny assistance to all convicted felons. They want us to determine on a case-by-case basis whether the crimes committed would pose a serious risk to others safety or property. We have been denying assistance to all individuals with a felony conviction in the three years prior to receiving assistance. Now we propose to deny only those with a felony conviction for serious violent crimes and drug convictions for the manufacture, sale, or distribution of illegal drugs in the past three years. HUD guidance states that if someone is simply arrested or charged does not prove guilt. However, they allow us to use arrest records depending on the severity of the crime. Even then we can't simply use the arrest to deny or terminate assistance, we must investigate the circumstances surrounding the arrest or criminal charges.

**REQUESTED ACTION:** Make recommendation to City Council on which proposal best meets the needs of the agency.

**Comments:** Our contract with our current fee accountant is up and because we have been having some issues with them and their responsiveness to our needs, a Request for Proposals was sent out to six different accounting firms specializing in accounting services for public housing authorities. Two firms submitted proposals. Our current fee accountant opted not to respond to the request.

Their proposals are attached for review. Costs were requested for the following services.

	HA Accounting Specialists	Loucks & Schwartz
PH Monthly Reporting	\$200	\$223
S8 Monthly Reporting	\$300	\$275
PH Budget Preparation	*	\$185
PH Budget Revisions	*	\$125
Audit Disclosure Checklist	*	\$250
Operating Subsidy Submission	*	\$185
REAC Submission	*	\$645
MD&A	*	\$360

HA Accounting Specialties did not supply an individual cost breakdown for the additional services, they quoted a cost of \$135 per hour with no estimate on length of time required for each service. In addition, they are proposing a site visit to establish a master file at a cost of \$500.00 plus travel expenses from Wisconsin.

Both firms have 30+ years of experience providing accounting services for housing authorities. Each firm was rated based on several predetermined qualifications. Both firm's proposals seem to be about equal when comparing experience and ability to provide needed services.

The PH and S8 monthly reporting would be the only services that would be utilized and billed for on a monthly basis. HA Accounting Specialties is two dollars a month more than Loucks and Schwartz. All of the other services are only needed on an annual basis.

A neighboring agency recently transitioned from doing their accounting in-house to utilizing a fee accountant. They contracted with Loucks & Schwartz and they are not completely happy with the service they have been getting from them. I contacted some of the other agencies using HA Accounting Specialists and they were happy with the level of services and their responsiveness they received from them. Due to this, we feel that they are the best option.

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**MEETING DATE:** 01/17/19

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

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

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

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

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



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

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

The parties hereto agree as follows:

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

**Rights, Powers, and Responsibilities:**

CCHRA agrees to:

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

DIA agrees to:

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

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

**Duration:** This Agreement shall be in full force and effect from March 1, 2019 to February 28, 2020, unless terminated earlier in accordance with the Termination section of this Agreement. CCHRA and DIA shall meet at least thirty (30) days prior to the expiration of this Agreement to determine renewal and any modifications to the Agreement, including but not limited to, funding.

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

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

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

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

**Termination:** Either party to this Agreement may terminate this Agreement without cause by providing the other party a written notice of intent to terminate this Agreement, at least thirty (30) days prior to the intended date of termination. The notice shall specify the reasons for termination and shall be delivered by U.S. Certified Mail to either party.

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

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

\_\_\_\_\_  
Dean Andrews, Mayor  
CITY OF CHARLES CITY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**MEETING DATE:** 01/17/2019

**RE:** Approve Resolution 01-19 Annual Civil Rights Certification

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**REQUESTED ACTION:** Approve Resolution 01-19 Annual Civil Rights Certification.

**Comments:** Sections 2701 and 2702 of Title VII of the Housing and Economic Recovery Act amends section 5A of the 1937 Housing Act and exempts qualified agencies from completing and submitting an Annual Plan. However, it requires the following civil rights certification to be done and submitted annually:

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

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

**Civil Rights Certification**  
**(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Charles City Housing + Redevelopment  
PHA Name Authority

IA002  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Jeremy Heyer

Title Board Chairperson

Signature

Date 1/17/2019

# RESOLUTION NO. 01-19

## ANNUAL CIVIL RIGHTS CERTIFICATION

### Charles City Housing and Redevelopment Authority

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

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

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

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

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

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 17<sup>th</sup> DAY OF JANUARY 2019.

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

**REQUESTED ACTION:** Approve increasing the cost to dry from \$.75 to \$1.00 per load.

**Comments:** The revenue from the laundry facilities was reviewed to ensure that it was enough to cover the costs to operate the machines. We reviewed industry standards and it was determined that at \$.75 a load to dry, we were not covering the costs. The fee per load for the washing machines is at \$1.50 and is enough to cover the costs.

Therefore, we would like to increase the cost to dry a load of clothes to \$1.00 per load and leave the cost at \$1.50 for washing. We would have to have a maintenance technician come in to program the machines, but there are no other out of pocket expenses.

We discussed this at the December Resident Advisory Board meeting, and we did not receive any opposition to the increase. The increase would go into effect on February 1<sup>st</sup>, as long as we could get the machines reprogrammed by then. The residents will be notified in the February newsletter.