

SPECIAL REVENUE FUNDS

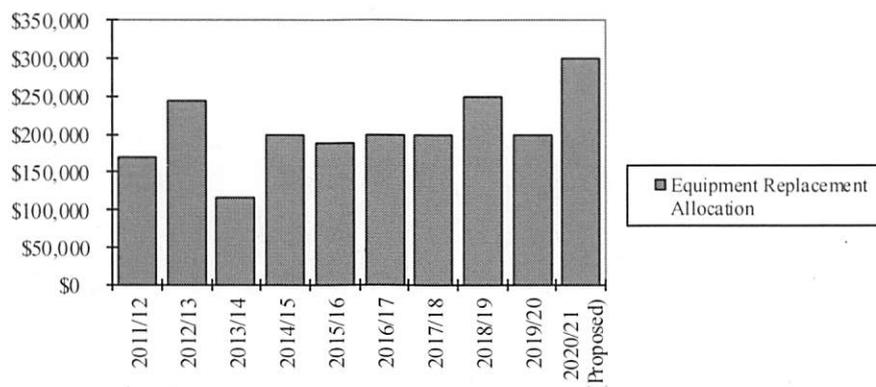
EQUIPMENT REPLACEMENT FUND

GENERAL INFORMATION:

This fund was established in an effort to provide a more systematic method of replacing equipment and leveling the costs of replacing such equipment. This activity provides funding for vehicle and equipment replacements in the General Fund with the exception of those for the Public Works department which are funded from Road Use Taxes. Equipment to be replaced in the Enterprise Funds is funded from each Enterprise activity.

A comprehensive inventory of all equipment currently owned by the City including automobiles, pickup trucks, dump trucks, heavy equipment, and other miscellaneous equipment has been completed in an effort to assess the overall condition of the City's inventory. Replacement and cost schedules have been developed by staff for each piece of equipment. This information is maintained on the City's computer system. Equipment maintenance cost records are also on this system. This information is used in conjunction with the replacement schedules to determine the most cost effective and economical time to replace City equipment.

In an effort to properly fund this program, an appropriation has generally been made annually from the General Fund to the Equipment Replacement Fund. The transfers have varied from year by year due to equipment replacement needs and General Fund funding limitations. The funding allocation for 2011/2012 was set at \$168,900. The funding allocation for 2012/2013 was increased to \$245,000 and for 2013/2014 it was decreased to \$117,000. The 2014/2015 funding transfer was \$200,000 and the regular funding transfer for 2015/2016 was \$188,000. In 2015/2016 an additional \$148,500 one-time transfer was made to be used for replacement of an ambulance. Sufficient funds were not available in the Ambulance fund and a portion of the General Fund balance in excess of the minimum balance required by the City's fund balance policy was budgeted to be used as a one-time transfer for this purchase. The 2016/2017 and 2017/2018 funding transfers were each set at \$200,000. The 2018/2019 funding transfer was set at \$250,000 and the transfer decreased to \$200,000 in 2019/2020. The funding level for 2020/2021 is proposed to increase to \$300,000.



CURRENT TRENDS AND ISSUES:

For 2019/2020 the funding allocation from the General Fund to the Equipment Replacement Fund was \$200,000. This will fund a total of \$206,600 of vehicle and equipment purchases including \$25,000 for a Police administrative vehicle, \$45,000 for a new animal control truck and transport unit, \$44,100 for a new

tractor for the cemetery, \$73,400 for a new mower for the Soccer Complex including the expanded area, and \$19,100 for a new utility vehicle for the Soccer Complex

The funding transfer for 2020/2021 is budgeted at \$300,000 and there is a total of \$310,500 budgeted for vehicles and equipment purchases. Purchases from the Equipment Replacement Fund in the 2020/2021 budget include \$32,000 for a Cargo Van for the Building and Grounds division, \$245,000 for five new police patrol vehicles, \$13,500 for a new mower for the cemetery, and \$20,000 for a new top dresser for the Soccer Complex. The balance in the Equipment Replacement Fund on June 30, 2021 is estimated at \$74,385.

**Equipment Replacement Fund
Fund Statement**

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin. Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021
Beginning Balance, July 1	\$ 75,421	\$ 162,559	\$ 72,459	\$ 26,085	\$ 26,085	\$ 77,185	\$ 77,185
Revenues							
Interest	\$ 1,101	\$ 2,815	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Lease of Vehicle (Police Grant)	7,200	7,200	7,200	7,200	7,200	7,200	7,200
Sale of Vehicles	8,350	76,811	0	0	0	0	0
Reimbursement of Damages	33,500	0	0	0	0	0	0
Donations for Armored Vehicle	0	100,000	0	50,000	50,000	0	0
Transfers In							
General Fund Allocation	200,000	250,000	200,000	200,000	200,000	300,000	300,000
Police Budget for Armored Vehicle	0	25,000	0	0	0	0	0
Police Forfeitures for Armored Vehicle	0	25,000	0	0	0	0	0
Total Revenues	\$ 250,151	\$ 486,826	\$ 207,700	\$ 257,700	\$ 257,700	\$ 307,700	\$ 307,700
Funds Available	\$ 325,572	\$ 649,385	\$ 280,159	\$ 283,785	\$ 283,785	\$ 384,885	\$ 384,885
Expenditures							
Equipment Purchases	163,013	623,300	214,000	206,600	206,600	406,500	310,500
Ending Balance, June 30	\$ 162,559	\$ 26,085	\$ 66,159	\$ 77,185	\$ 77,185	\$ (21,615)	\$ 74,385
Increase (Decrease) in Fund Balance	\$ 87,138	\$ (136,474)	\$ (6,300)	\$ 51,100	\$ 51,100	\$ (98,800)	\$ (2,800)

**Note Deficit
with all Requests**

	Budget 2019/2020	Dept. Rev. Est. Request 2019/2020	City Admin. Revised Est. 2019/2020
Police Ass't Chief and Chiefs Vehicles (2)	\$ 25,000	25,000	25,000
Animal Control Truck and Transport Unit	45,000	45,000	45,000
Cemetery - Tractor	42,000	44,100	44,100
Soccer - Mower	82,000	73,400	73,400
Soccer - Utility Vehicle	20,000	19,100	19,100
	\$ 214,000	\$ 206,600	\$ 206,600

	Department Request 2020/2021	City Admin Proposed 2020/2021
One Ton Cargo Van (B&G)	\$ 32,000	\$ 32,000
Community Development Vehicle	22,000	-
Trailers - Police (5)	245,000	245,000
Zero-Turn Mower (Cemetery)	13,500	13,500
Wide Area Mower (Cemetery)	25,000	-
Park Maintenance - Truck	38,000	-
Utility Vehicle - Kent Stern	11,000	-
Topdresser (Soccer)	20,000	20,000
	\$ 406,500	\$ 310,500

Functions:

Public Safety
General Government
Culture and Recreation

Departments:

Police
Building and Grounds
Parks and Recreation

Activity:
Equipment Replacement

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Police: Police Vehicles (Tahoes)	5	Yes	\$ 245,000
Building and Grounds: Cargo Van (One-Ton)	1	Yes	32,000
Soccer: Top Dresser	1	Yes	20,000
Cemetery: Zero Turn Mower	1	Yes	13,500
			<u>\$ 310,500</u>

SPECIAL REVENUE FUNDS

COMPUTER REPLACEMENT FUND

GENERAL INFORMATION:

The 2000/2001 budget for the first time included funding for a Computer Replacement Fund to be used for the purchase of computer hardware for General Fund departments. All computer hardware purchases are coordinated by the city's Information Technology Manager. The allocations to this fund were \$40,000 in 2000/2001 through 2003/2004. Due to funding limitations, the allocation for 2004/2005 was reduced to \$35,800 and further reduced to \$30,000 for 2005/2006. The allocation for 2006/2007 was \$35,000.

Due to limitations in General Fund revenues in 2007/2008, no funds were budgeted to be transferred to this reserve. In 2007/2008 computer-related purchases totaling \$59,100 were included in the City's capital projects fund budget with funding from the City's June, 2008 general obligation bond issue.

The 2008/2009 budget reinstated the allocation to the Computer Replacement Fund in the amount of \$40,000 and that same allocation was made in 2009/2010. The 2010/2011 budget included a reduced allocation of \$30,000 and the 2011/2012 budget allocation was \$32,500. The 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017, 2017/2018, and 2018/2019 budgets each included \$40,000 funding allocations. The funding allocation increased to \$50,000 in the 2019/2020 budget and the 2020/2021 budget also includes a \$50,000 allocation.

Beginning in the 2010/2011 budget, a separate Computer Replacement sub-fund was established to set aside moneys from the Library budget for future computer replacement needs. In prior years grants and donations provided a significant portion of the Library's funding for computers. These funds, however, have become more limited. Any unspent funds in the Library budget at the end of each fiscal year are budgeted to be set aside in this fund to accumulate funding for computer replacement needs. These funds could be supplemented with funds from the Library Trust fund at the direction of the Library Board of Trustees. In 2010/2011, a transfer of \$20,066 was made to the Library Computer Replacement sub-fund. In 2011/2012, the transfer was \$23,591, in 2012/2013 \$9,740, in 2013/2014 \$11,868, in 2014/2015 \$21,865, and in 2015/2016 \$19,376. There were no transfers to the Library Computer Replacement fund in 2016/2017 and 2017/2018; instead the library chose to transfer their remaining budget balances of \$45,253 and \$64,394, respectively, to the new Musser Public Library and HNI Community Center building renovation project fund. In 2018/2019 a transfer of \$40,571 was made to the Library Computer Replacement Fund.

The Library made purchases from their computer fund of \$23,567 in 2012/2013 and no purchases were made from this fund in 2013/2014. In 2014/2015, \$17,216 was expended from this fund, \$3,924 was expended in 2015/2016, and \$16,990 in 2016/2017. Most of the Library's public computers were damaged during a June, 2017 storm that caused roof damage to the library. Of the amount expended in 2016/2017, \$13,068 was reimbursed by insurance in 2017/2018. In 2017/2018, \$23,185 was expended from this fund for computer equipment. The remaining balance of \$16,962 was transferred to the new library renovation capital project fund. An estimated \$25,971 will be expended in 2019/2020. In 2019/2020 and 2020/2021, any unspent funds in the Library budget at the end of each fiscal year will again be set aside for future computer replacement needs.

Computer Replacement Fund

Fund Statement

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Beginning Balance, July 1	\$ 29,205	\$ 41,340	\$ 0	\$ 49,278	\$ 49,278	\$ 0	\$ 0	\$ 0
Revenues								
Interest	\$ 402	\$ 912	\$ 0	\$ 900	\$ 900	\$ 0	\$ 0	\$ 0
Transfers In								
General Fund	40,000	40,000	50,000	50,000	50,000	50,000	50,000	
Total Revenues	\$ 40,402	\$ 40,912	\$ 50,000	\$ 50,900	\$ 50,900	\$ 50,000	\$ 50,000	\$ 0
Funds Available	\$ 69,607	\$ 82,252	\$ 50,000	\$ 100,178	\$ 100,178	\$ 50,000	\$ 50,000	\$ 0
Expenditures								
Computer-Related Purchases	28,267	32,974	50,000	100,178	100,178	50,000	50,000	
Ending Balance, June 30	\$ 41,340	\$ 49,278	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Increase (Decrease) in Fund Balance	\$ 12,135	\$ 7,938	\$ 0	\$ (49,278)	\$ (49,278)	\$ 0	\$ 0	\$ 0

Computer Replacement Fund - Library

Fund Statement

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Beginning Balance, July 1	\$ 26,863	\$ 0	\$ 63	\$ 40,571	\$ 40,571	\$ 15,000	\$ 15,000	
Revenues								
Interest	\$ 217	\$ 0	\$ 0	\$ 400	\$ 400	\$ 0	\$ 0	
Insurance Reimbursement	13,067	0	0	0	0	0	0	
Transfer In:								
Library Remaining Appropriations	0	40,571	0	0	0	0	0	
Total Revenues	\$ 13,284	\$ 40,571	\$ 0	\$ 400	\$ 400	\$ 0	\$ 0	\$ 0
Funds Available	\$ 40,147	\$ 40,571	\$ 63	\$ 40,971	\$ 40,971	\$ 15,000	\$ 15,000	\$ 0
Expenditures								
Computer-Related Purchases	\$ 23,185	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Transfer Out								
New Library Renovation Project	16,962	0	0	25,971	25,971	0	0	
Total Expenditures	\$ 40,147	\$ 0	\$ 0	\$ 25,971	\$ 25,971	\$ 0	\$ 0	\$ 0
Ending Balance, June 30	\$ 0	\$ 40,571	\$ 63	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 0

Increase (Decrease) in Fund Balance	\$ (26,863)	\$ 40,571	\$ 0	\$ (25,571)	\$ (25,571)	\$ 0	\$ 0	\$ 0
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SPECIAL REVENUE FUNDS

EMERGENCY TAX LEVY

GENERAL INFORMATION:

State statutes allow cities in the State of Iowa to levy an “emergency tax” of up to \$.27 per \$1,000 of valuation if the General Fund tax levy of a city is at its limit. This tax is required to be levied in a Special Revenue Fund and transferred to the General Fund. Until the 2001/2002 budget year, the City of Muscatine had not levied an emergency tax in more than twenty years.

The City implemented the emergency tax levy for 2001/2002 to help offset the loss of revenue from the State reimbursement for lost taxes on Machinery and Equipment (M&E) valuations. The State of Iowa eliminated taxes on machinery and equipment primarily used in manufacturing, effective with equipment and machinery acquired after January 1, 1994. The law provided that this M&E tax elimination plan would be phased in over a ten-year period. During the first five years of the plan, cities were reimbursed by the State for the reduced taxes due to the reduction in M&E values. Beginning in the sixth year (2001/2002 budget), however, the State reimbursement was also to begin to be phased out according to provisions in the state law. Cities were required to offset increases in commercial and industrial valuations since January 1, 1994 against the loss in M&E valuations before computing a state reimbursement. Since the City of Muscatine’s increase in commercial and industrial valuations since January 1, 1994 exceeded the loss of M&E tax values, the City was no longer eligible to receive a State reimbursement for lost M&E taxes beginning in 2001/2002. The State reimbursement for M&E taxes was \$415,419 for 2000/2001 and it was reduced to zero for 2001/2002.

After the City’s 2003/2004 budget was completed, the state eliminated funding to cities of the Population Allocation, General Allocation, and Moneys and Credits. This was a direct reduction of \$360,000 in General Fund revenues for 2003/2004 and future years. Due to these funding reductions, the City continued to use the Emergency Tax to fund city services until the 2011/2012 fiscal year.

The emergency levy generated a total of \$196,964 of property tax and utility tax replacement excise tax revenue for 2009/2010. These amounts are usually transferred to the General Fund. In 2009/2010 \$80,000 of these funds were budgeted to remain in the Emergency Tax Levy fund. With economic uncertainties in the national, state, and local economy, these funds were set aside for future General Fund needs or for future emergency events. These funds along with the interest earned on these funds will remain in the Emergency Tax Levy fund through the 2020/2021 fiscal year.

For 2010/2011 the City Council chose to implement a Utility Franchise Fee for Alliant Energy, the franchised provider of natural gas in the community. Changes were made in the State Code of Iowa which allow cities to impose franchise fees of up to 5% on providers of electricity and natural gas in cities. As Muscatine Power & Water is a municipal utility which furnishes electric service in the city, it is not under a franchise agreement and therefore is not eligible for a franchise fee. Implementation of this fee allowed the City to reduce the Emergency Levy rate for 2010/2011 from \$.27/\$1,000 to \$.08/\$1,000 which generated \$59,447.

The Emergency Tax levy was eliminated beginning in the 2011/2012 budget and continuing through the 2020/2021 budget. At the maximum rate of \$.27/\$1,000, this levy would have generated \$243,027 in 2020/2021. The \$80,000 from 2009/2010 that was set aside for future General Fund needs is budgeted to remain in the Emergency Tax Levy fund in 2020/2021.

Emergency Tax Levy Fund

Fund Statement

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Beginning Balance, July 1	\$ 80,967 (1)	\$ 81,706	\$ 81,167	\$ 83,414	\$ 83,414	\$ 84,614	\$ 84,614	\$ 84,614
Revenues								
Property Tax (2)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Interest	739	1,708	800	1,200	1,200	1,200	1,200	1,200
Total Revenues	\$ 739	\$ 1,708	\$ 800	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Funds Available	\$ 81,706	\$ 83,414	\$ 81,967	\$ 84,614	\$ 84,614	\$ 85,814	\$ 85,814	\$ 85,814
Expenditures								
Transfers Out	0	0	0	0	0	0	0	0
General Fund	0	0	0	0	0	0	0	0
Ending Balance, June 30	\$ 81,706 #	\$ 83,414	\$ 81,967	\$ 84,614	\$ 84,614	\$ 85,814	\$ 85,814	\$ 85,814
Increase (Decrease) in Fund Balance	\$ 739	\$ 1,708	\$ 800	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 0

1. For the 2009/2010 budget, City Council chose to transfer all except \$80,000 of this levy to the General Fund. This was due to economic uncertainties in the national, state, and local economies. These funds have been set aside for future General Fund needs or for future emergency events. These funds are budgeted to remain in this fund in the 2019/2020 budget.

2. The City did not levy an Emergency Levy in any of the fiscal years from 2011/2012 through 2020/2021.

SPECIAL REVENUE FUNDS

MUNICIPAL HOUSING AGENCY

GENERAL INFORMATION:

The Muscatine Municipal Housing Agency (MMHA) is the HUD sanctioned Housing Authority for the County of Muscatine. The Agency is administered by the City's Housing department with City Council acting as the Agency Board of Commissioners with the advice of the Public Housing Resident Advisory Board. The Housing department is responsible for managing City and not-for-profit public housing, rental assisted privately owned housing, the home ownership program, and assisting with the Housing Code Enforcement program. The Municipal Housing funds support staff and operational expenses which are incurred to implement the housing programs.

All code and rehabilitation activities of the Community Development department complement the Housing department's goals and objectives. These goals and objectives are to assure that the citizens of the City have a safe, decent, sanitary, and energy efficient place to live in a stable, vital, and secure neighborhood of their choice, at a price they can afford, and with reasonable access to employment, recreation, cultural opportunities, and goods and services.

PUBLIC HOUSING

The City's Public Housing units consist of the eleven (11) story, 100 unit Clark House for near elderly and elderly citizens and the fifty (50) unit very low income Sunset Park family project. The City also provides management services for the Hershey Board, a not-for-profit organization, for Hershey Manor, a fifty (50) unit elderly/handicapped citizen project. This facility is managed by the City through a contractual agreement with the Hershey Board.

CLARK HOUSE - An eleven (11) story apartment complex consisting of ninety-eight (98) one-bedroom and two (2) two-bedroom units for the near-elderly and elderly was opened in May of 1977. Debt service on the construction of the building was funded by the federal government with annual operating expenditures funded from project revenues. Milestones Area Agency on Aging has a meal site in the building. The Clark House also serves as a community-wide elderly activity center. Funding for improvements at this facility has been provided from Department of Housing and Urban Development (HUD) grants under the Capital Funds Program. Over the past several years, funding from this program has provided for renovation and replacement of various structural and mechanical items in this facility. HUD also provides an annual operating subsidy for the City's public housing program which includes the Clark House and Sunset Park.

The 2019/2020 revised estimate expenditures for the Clark House are over the budgeted amount by \$20,660. This overall increase is due to (1) a \$560 increase in personal services costs, (2) a \$100 decrease in commodities, and (3) a \$20,200 increase in contractual services. The contractual services increase includes a \$10,000 increase in pest control services to address several bedbug infestations, an \$8,000 increase in repair and maintenance services for apartment turnover costs, and a \$5,000 increase in HVAC repairs. Decreases in other line items offset a portion of these increases. The capital outlay allocation for 2019/2020 is \$63,600 and includes funds for apartment rehabilitation including appliance replacements as needed (\$37,000), a new computer (\$1,700), concrete replacement (\$13,300), and the purchase of a new entry system (\$11,600).

The Clark House budgeted expenditures for fiscal year 2020/2021 total \$575,860 which is \$15,490 (2.6%) less in total than the original 2019/2020 budget. The budget includes an increase of \$19,260 in personal services costs, which includes position allocation changes from a staff reorganization in the spring of 2019. There was a reduction of \$600 in commodities, a decrease of \$17,050 in contractual services, and a decrease of \$17,100 in capital outlay. The capital outlay allocation of \$46,500 includes funds for apartment rehabilitation including appliance replacements as needed (\$36,500), and the purchase of additional bedbug heat treatment equipment (\$10,000). The heat treatment equipment will double the treatment capacity from two to four units.

The 2019/2020 revised estimate revenues for the Clark House are \$33,650 more than the original budget. The HUD operating subsidy of \$117,500 and HUD capital funds of \$170,000 are \$11,500 more in total than the original budget. The revenue increase also includes an increase in estimated rents (\$15,000), an increase in tenant cable fees (\$2,600), an increase in the office space lease (\$4,000), an increase in laundry and late fees (\$2,700), and an increase in interest income (\$1,500). These increases were partially offset by a decrease in the cell tower lease revenue (\$3,650). Tenant rents are based on tenant incomes according to HUD public housing program regulations.

The 2020/2021 budgeted revenues for the Clark House total \$677,250, which is \$24,450 more than the original 2019/2020 budget. The 2020/2021 budget includes an estimated \$110,000 in HUD operating subsidy funding and \$180,000 in HUD capital funds. The 2020/2021 budgeted revenues also include \$310,000 in rents, \$36,800 in cable fees, \$27,200 in cell tower rents, \$4,100 in office space rental income, and \$9,150 in other income, primarily laundry fees.

The Clark House and Sunset Park are considered one project by HUD for accounting purposes. In the 2019/2020 revised estimate the combined Clark House and Sunset Park revenues are \$979,460 and the combined expenditures are \$884,910. This will result in an estimated \$94,550 increase in the operating reserve to \$253,173 at the end of 2019/2020.

The 2020/2021 budgeted expenditures for the Clark House and Sunset Park total \$865,330 and revenues are budgeted at \$961,760. This will increase the operating reserve by \$96,430 to \$349,603 at the end of 2020/2021. The combined public housing revenue estimate includes a total of \$264,000 of HUD capital funds, \$215,000 in HUD operating subsidy, and \$405,000 in rents.

Housing staff will continue to monitor average tenant rent levels as well as operating expenditures at both public housing facilities.

SUNSET PARK - The Sunset Park housing units are located on Houser Street north of the Muscatine Slough. The Sunset Park facility is a 50-unit apartment complex consisting of two, three, and four bedroom units for very low income families. The facility is funded similar to the Clark House. The federal government funded the debt service for the construction. Rental income is used to provide funds for the operation and maintenance of the facility.

The 2019/2020 revised estimate expenditures for Sunset Park are \$1,110 more in total than the original budget. Personal services costs are \$22,680 less than the original budget primarily due to changes in personnel allocations as part of a staff reorganization after the 2019/2020 budget was adopted. Commodities are also under the original budget by \$2,450. These decreases were partially offset by an increase in contractual services (\$16,240) and an increase in capital outlay (\$10,000). The contractual services increase includes increases in lawn care and grounds services, HVAC repairs, other maintenance services, and anticipated collections losses. The capital outlay increase is due to repairing a section of the foundation of

one of the apartment buildings. The staff reorganization was done in February of 2019 when the Housing Administrator was promoted to Community Development Director. The Community Development Director will continue to manage and oversee the housing programs and a portion of the salary and benefits of this position continue to be allocated to the housing programs.

The 2020/2021 Sunset Park budgeted expenditures are \$17,680 (6.5%) more than the original 2019/2020 budget. This overall increase is the net result of (1) a \$25,610 decrease in personal services costs, (2) a \$900 decrease in commodities, (3) a \$7,790 increase in contractual services, and (4) a \$36,400 increase in capital outlay. The 2020/2021 capital outlay allocation totals \$66,100 and includes \$25,000 for apartment rehabilitation including appliance replacements as needed, \$15,000 for foundation repairs, \$24,000 for a truck replacement, and \$2,100 for a computer.

Revised estimate revenues for Sunset Park are \$18,500 more than the original budget. Tenant rents decreased by \$17,000, the HUD operating subsidy increased by \$35,000 and other revenues increased by \$500. Tenant rents are based on tenant incomes according to HUD public housing program regulations.

Revenues for Sunset Park for 2020/2021 are estimated at \$284,510, which includes \$95,000 in rents, \$105,000 in HUD operating subsidy, \$84,000 in HUD capital funds, and \$510 in other revenues.

HERSHEY MANOR - The site for this project was formerly occupied by the Hershey Nursing Home near the intersection of Parham Street and Mulberry Avenue. The site was rezoned by the City in 1982 to accommodate this elderly/handicapped citizen project. The Hershey Board, a non-profit organization, discontinued the nursing home operation and the structure was demolished in 1983. This project, unlike the Clark House and Sunset Park projects, requires that the housing program make principal and interest payments for the construction of the facility.

Since 1983, the City has provided management services for this facility at the request of the Hershey Board. All costs associated with the operation of the project are charged directly to the Hershey Manor Housing fund, including a payment to the City of 5% of the operating revenues of the project as a management fee according to the City's current agreement with the Hershey Board. From this management fee, the City has funded 10% of the Housing Administrator's wages and benefits through the 2018/2019 year with the remainder of the management fee credited to the General Fund to fund accounting and general administrative costs. With the promotion of the Housing Administrator to Community Development Director, 10% of that new position will be funded from the Hershey management fee through fiscal year 2019/2020 which allows for the completion of the re-financing of the HUD loan for the property. In 2019/2020 10% of the Housing Program Manager's time is also being funded from the management fee. Beginning in 2020/2021, the Community Development Director will no longer be funded from the management fee, only the 10% allocation of the Housing Program Manager. In addition to the allocation of the Housing Program Manager funded from the management fee in 2020/2021, staff will consist of a half-time Custodian, 10% of the Housing Program Manager, 50% of a Housing Specialist, 25% of the Maintenance Supervisor, 10% of the fulltime Custodian II.

The loan on the Hershey Manor project was last refinanced effective December 1, 2014 under HUD's interest rate reduction program, which reduced the interest rate from 6.0% to 4.25%. Housing staff is currently working with HUD and the mortgage company to arrange for another refinancing in order to have funding to replace the HVAC system in this facility. The 2020/2021 budget includes estimated principal and interest payments on the re-financed loan with a 3.40% interest rate beginning in July of 2020. The actual closing date and interest rate for the loan have not yet been finalized.

The revised estimate expenditures are \$33,480 more than the original budget. There were increases and decreases throughout the budget but the overall increase is in repair and maintenance services which includes a \$27,800 increase in the HVAC line item to rent a temporary chiller for the building until the HVAC system replacement project is completed.

The budgeted expenditures for fiscal year 2020/2021 of \$385,850 are \$14,780 (4.0%) more than the original 2019/2020 budget. Increases and decreases include (1) a \$3,340 decrease in personal services costs, (2) a \$850 decrease in commodities, (3) a \$2,630 increase in contractual services, (4) a \$2,500 increase in capital outlay, and (5) a \$13,840 increase in interest and mortgage insurance. The capital outlay allocation of \$30,000 is for apartment rehabilitation including appliance replacements as needed (\$28,000) and a computer replacement for \$2,000. The debt services principal, interest, and mortgage insurance amounts are the most recent estimates with the refinancing.

Revenues for 2020/2021 include \$196,100 in rental payments from the tenants and an estimated \$279,400 through HUD Section 8 housing assistance payments. The apartments rent for a fair market value established by HUD. Tenants pay 30% of their income for rent with the difference between the tenant rent and the fair market rent subsidized by Section 8 funds. Effective June 1, 2015 the fair market rent was set at \$744. It increased to \$760 effective June 1, 2016, increased to \$771 June 1, 2017, and further increased to \$785 on June 1, 2018. The fair market rent increased again to \$803 effective June 1, 2019 and will increase to \$817 effective June 1, 2020.

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The City's Section 8 Housing Choice Voucher Program enables the City to assist up to three hundred seventy-six (376) very low-income individuals and families, who reside in Muscatine County, to live in standard privately owned housing of their choice, suitable to their needs, and within their ability to pay. The program assists families, elderly, and eligible handicapped whose incomes do not exceed 50% of the area's median income at the time of admission (very low income families). The program participants seek their own housing within the County and are free to move to units that are more desirable at the end of the lease period.

Under the Section 8 program, tenants and landlords enter into a lease agreement establishing the terms and conditions of the lease and the landlords enter into a contract with the City for the rental assistance. The property owners retain control over their property and approve the tenants. Rents including utilities are established for various bedroom sized units by HUD. HUD provides funding for the program including the housing assistance payment (difference between the amount the eligible families and individuals pay toward rent, 30% to 40% of income, and the rent) and administration of the program.

In calendar year 2012 HUD made changes to how the Section 8 Voucher program funds are distributed to housing agencies. Housing agencies are required to separately account for the housing assistance payments (HAPS) funds and HUD funds for administration of the program. As part of the HUD funding for 2012, housing agencies were required to use previous year unspent HAP funds to fund a portion of that year's HAP payments. HUD now holds each housing authority's HAPS reserve (net restricted assets).

HUD funds for administration of the program have varied in recent years. The Administrative Reserve was \$73,225 at the end of the 2012/2013 fiscal year and it decreased to \$47,861 at the end of 2013/2014. The reserve at the end of 2014/2015 increased slightly to \$49,544 and then decreased to \$45,826 at the end of 2015/2016. There was a slight increase in 2016/2017 to \$46,485, a decrease in 2017/2018 to \$37,989, and an increase to \$92,225 in 2018/2019. At the time the budget was completed, the Administrative Reserve was expected to increase slightly to \$94,655 at the end of 2019/2020 and then decrease to \$86,455 at the end of

2020/2021. These amounts were based on funding estimates available when the budget was prepared. Housing staff will continue to closely monitor HUD funding and expenditures for this program.

Federal contributions for fiscal year 2020/2021 are estimated at \$1,824,400 for the Section 8 Voucher Program, which includes \$1,614,000 for housing assistance payments (HAPS) and \$210,400 for administration of the program. These are budget estimates based on information available at the time the budget was prepared. The Section 8 Voucher Program budget for housing assistance payments will be adjusted if the HUD funds are lower or higher than the budget estimates. It is uncertain whether the HUD administrative fee will remain the same, decrease, or increase in calendar years 2020 and 2021. Depending on the amount of HUD administrative funds allowed, reductions in administrative costs, including staffing, would need to be considered. Based on the current average rent subsidy and the estimated calendar year 2020 funding, the City has not been provided sufficient HUD funds to provide housing assistance to the maximum number of individuals or families possible (376). The goal of the Housing staff is to maximize usage of the HUD funds awarded and to strive to obtain increased funding for housing assistance payments each year.

SECTION 8 FAMILY SELF-SUFFICIENCY PROGRAM

In 2010/2011, the Housing department was notified that funding had been awarded to begin a Family Self-Sufficiency (FSS) program for the Section 8 Housing Choice Voucher Program. FSS is a HUD program that encourages communities to develop local strategies to help voucher families obtain employment that will lead to economic independence and self-sufficiency. Public Housing Authorities (PHA's) work with welfare agencies, schools, businesses, and other local partners to develop a comprehensive program that gives FSS family members the skills and experience to enable them to obtain employment that pays a living wage. Under this program, low-income families enter into an agreement with the PHA. The families are provided opportunities for education, job training, counseling, and other forms of social skills necessary to achieve self-sufficiency and in exchange agree to successfully complete the program and abide by the program rules.

In addition to the family receiving education, training, and other skills, the PHA establishes an escrow account and credits the families for the change in family paid rent as a result of any increase in earned income during the family's participation in the FSS program. Upon successful completion of the program, the family then receives the funds that have been deposited into their escrow account.

HUD funding was available to fund 100% of the wages and benefits of a fulltime FSS Coordinator position through calendar year 2015. Any costs for training or other incidental expenses have been funded from the Section 8 Housing Voucher Program administrative funding. Through calendar year 2015 it was possible to carry forward unused funds from prior year grants. Due to vacancies in the FSS Coordinator position, the annual grants and the carryforward amounts were sufficient to fund 100% of the cost of this position through calendar year 2015. Beginning in 2016, however, funds cannot be carried forward from previous year grants. In 2017/2018 FSS grant funds funded approximately 79% of the cost of this position. In 2018/2019 this position is 85% funded by the FSS grant with the remaining 15% funded from the Voucher program. Due to a staff reorganization, the 2019/2020 and 2020/2021 budgets include two positions allocated to the program for a total of 88% funding from FSS funds with the remaining costs funded from the Voucher program.

The 2020/2021 budget includes funding of \$64,980 for 50% of one fulltime Housing Specialist and 38% of a 2nd fulltime Housing Specialist for a total of 88% full time equivalent positions charged to this program. The HUD grant will fund \$59,970 of this amount with the remaining \$5,010 funded from HUD funds for administration of the regular Section 8 Voucher program. Incidental expenses are estimated at \$1,000 in 2020/2021 which will also be funded from Section 8 Housing Voucher Program administrative funding.

HOUSING INSPECTIONS

As part of the City's Housing Assistance Program, the City is also required to inspect each of the units receiving a rent subsidy to assure that it meets minimum housing standards. Housing inspections were the responsibility of the Housing Maintenance Supervisor/Inspector until that position was eliminated in December of 2016. The Section 8 housing inspections are now being done by the rental housing inspector in the City's Community Development department and costs of these inspections are paid by the Section 8 housing program to the City. These amounts are estimated at \$12,000 in both the 2019/2020 revised estimate and the 2020/2021 budget. Using the same inspector for both Section 8 and regular units assures consistency in enforcing housing rental standards. Due to HUD regulation changes, inspections for Section 8 units are now required biennially instead of annually. Housing inspection violations are required to be corrected within a specified time period.

HOME OWNERSHIP PROGRAM

The Housing department reestablished the Home Ownership Program in January of 2008. This program assists first time homebuyers in purchasing their own homes. This includes persons eligible and interested in purchasing a home through the Section 8 Voucher Program Home Ownership program. HUD approved the transfer of \$65,277 from the sale of the last scattered site house in 2011 to provide funding to continue this program. The Housing Specialist position that manages this program was increased from part-time to fulltime in 2010/2011 with 50% of the cost of that position charged to the Home Ownership Program. This allocation was increased to 62% beginning in 2013/2014. For 2018/2019 the allocation was reduced back to 50%. This allocation will be sufficient to maintain the current workload for this program while addressing the needs of the core public housing programs. The 2019/2020 revised estimate and 2020/2021 maintains the 50% allocation, however the position is now a part time position.

The 2019/2020 revised estimate is \$14,300 less than the original budget primarily due to the Housing Specialist assigned to this program, voluntarily changing from a fulltime position with 50% allocated to this program, to a half time employee. This change resulted in reduced employee benefit costs. The allocation of 5% of the Housing Administrator position to Home Ownership was also discontinued beginning in 2019/2020. The 2020/2021 budget is \$15,200 (28.3%) less than the original budget for 2019/2020. The budget maintains the current half time Housing Specialist staffing.

The 2019/2020 budget and the 2020/2021 budget each include \$2,000 for down payment and closing cost assistance for those completing this program if they meet the income eligibility requirements for this assistance. These allocations are budgeted to be funded with funds repaid to the City according to provisions of prior year housing rehabilitation agreements funded from Community Development Block Grant (CDBG) funds.

The Local Housing Trust will provide \$17,200 of funding for the Home Ownership Program in 2019/2020 and \$17,000 is expected in 2020/2021. HUD Comprehensive Housing Counseling grant funding has also been received for this program. This funding was \$7,240 in 2013/2014, \$11,376 in 2014/2015, \$11,516 in 2015/2016, \$19,125 in 2016/2017, \$21,632 in 2017/2018, and \$24,570 in 2018/2019. The grant funded is estimated at \$24,000 in the 2019/2020 revised estimate and \$18,000 in the 2020/2021 budget. The balance in this fund has been decreasing in recent years and is estimated at \$47,920 at the end of 2020/2021. The Housing department will continue to pursue other outside funding for this program with the goal of making the Home Ownership program self-sustaining in future years.

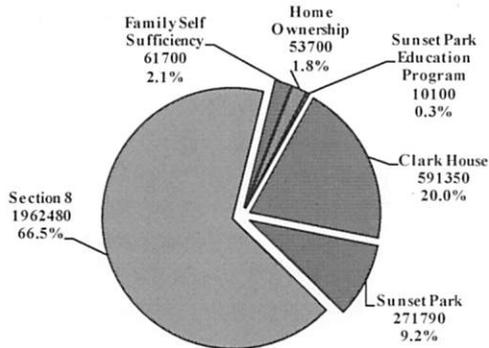
SUNSET PARK CHILDREN'S EDUCATION PROGRAM

The Sunset Park Education Center opened in 2010/2011. The Sunset Park Afterschool Children's Education Program operated every day school was in session and had been sustained by grants and donations from the community. Beginning in 2018/2019 Flickinger Learning Center is providing all staff for the Afterschool program. This has decreased expenditures in this budget by approximately \$10,000 each year. The Housing Agency is continuing to operate the Summer Enrichment Program and the budget for that program for 2020/2021 totals \$10,200 which includes \$9,800 for the instructor and the assistant instructor for the summer program as well as \$400 for education materials, supplies, and related costs. Local grants and donations are expected to fund most of the cost of this program.

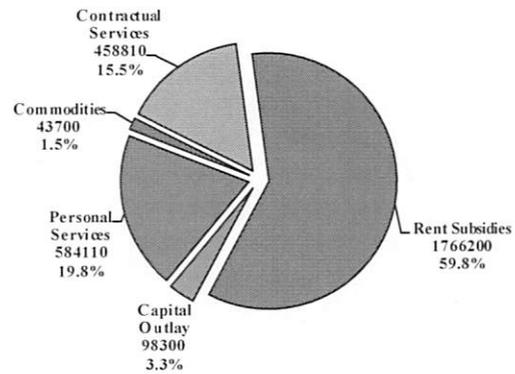
CURRENT TRENDS AND ISSUES:

Budgeted operating expenditures for the City's Clark House, Sunset Park, Section 8 Voucher, Home Ownership Program, and Sunset Education Program total \$2,809,100 for 2020/2021 with budgeted revenues of \$2,895,230. The revenues and expenditures for the City Housing Programs are shown by program and by type in the following charts:

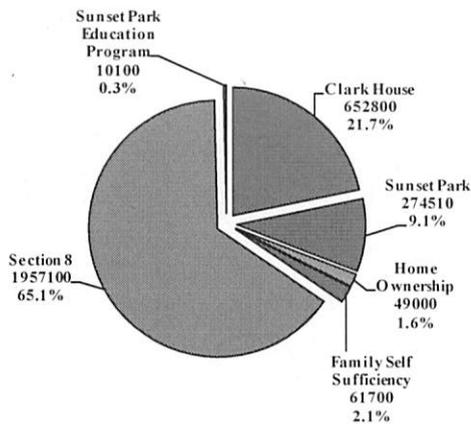
FY 2020/2021 Budgeted Expenditures by Program -
All City Housing Programs
\$2,809,100



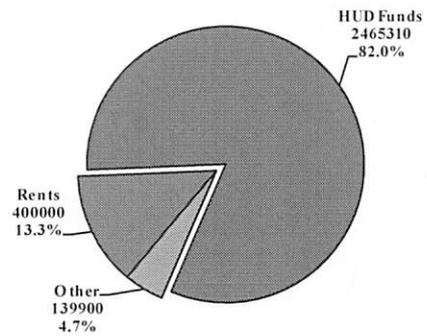
FY 2020/2021 Budgeted Expenditures by Type -
All City Housing Programs
\$2,809,100



FY 2020/2021 Budgeted Revenues by Program -
All City Housing Programs
\$2,895,230



FY 2020/2021 Budgeted Revenues by Type -
All City Housing Programs
\$2,895,230



The various housing budgets for 2020/2021 continue to include funds for accounting services provided by the City for the respective housing programs. These fees are based on actual staff time involved in housing accounting activities. The fees for 2020/2021 total \$66,800 and are allocated as follows:

Clark House	\$27,800
Sunset Park	13,800
Section 8 Voucher Program	<u>25,200</u>
	<u>\$66,800</u>

Hershey Manor currently pays the City a management fee and consequently has not been included in the above allocation.

GOAL STATEMENT:

To formulate, implement and administer programs in a nondiscriminatory manner striving to provide to low and moderate income households who reside and/or expect to reside in the Muscatine area the opportunity to reside in a healthy, safe dwelling and neighborhood of their choice, free of major harmful environmental influences, convenient to social, cultural, educational, commercial, recreational, and economic opportunities, within a reasonable expense to income ratio.

Performance Measures:

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Public Housing:					
<u>Clark House</u>					
Units Available	100	100	100	100	100
Days Unit Vacant	394	454	756	400	400
Percent Days Vacant	1.08%	1.24%	2.07%	1.10%	1.10%
<u>Sunset Park</u>					
Units Available	50	50	49*	49*	50
Days Unit Vacant	548	434	259	250	250
Percent Days Vacant	3.00%	2.38%	1.42%	1.37%	1.37%
<u>Combined</u>					
Units Available	150	150	149	149	150
Total Days Unit Available	54,750	54,750	54,385	54,385	54,750
Days Unit Vacant	942	888	1,015	650	650
Percent Days Vacant	1.72%	1.62%	1.87%	1.20%	1.19%
Hershey Manor: **					
Units Available	50	50	50	50	50
Days Units Available	18,250	18,250	18,250	18,250	18,250
Days Units Vacant	122	113	266	100	547
Percent Days Vacant	0.67%	0.62%	1.46%	0.55%	3.00%
Section 8 Voucher Program:					
Unit Months Under Lease	3,960	4,212	3,960	3,960	4,020
Average Units Under Lease	330	351	330	330	335
Earned Administrative Fees	\$ 203,635	\$ 185,503	\$ 225,967	\$ 207,300	\$ 210,400
Housing Assistance Payments	\$ 1,669,305	\$ 1,631,192	\$ 1,621,742	\$ 1,596,360	\$ 1,614,000

* One unit at Sunset Park is currently off-line until foundation repairs are made.

** It is standard practice in the housing industry to estimate a 5% vacancy rate in projects. Hershey Manor vacancies have fluctuated over the years, topping out with about a 3% vacancy rate. Staff is estimating the lower (3%) vacancy for planning purposes based on this historical information, the lack of additional supply anticipated to be available, and the subsidized rents typically resulting in a more stable residency. The Muscatine Municipal Housing Agency will continue to make every effort to maximize occupancy.

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Family Self Sufficiency:					
Total Participants	28	27	25	25	30
Participants with Escrow Balance	18	16	14	15	20
Participants enrolled in Education	14	12	10	10	10
Participants Becoming Employed	20	15	10	10	10
Home ownership:					
Clients Completing 8 Hour Class	54	58	54	50	50
Counseling/Households Served	149	263	263	260	250
Clients < 80% Median Income	144	258	258	250	200
Clients Purchasing Housing	33	18	13	15	15
Section 8 Homeownership Clients Purchasing Housing	1	0	0	1	1
Clients Completing Renter Counseling	0	149	111	130	100
Sunset Park Education:					
<u>Afterschool Program ***</u>					
Number of Days in Operation	159	138	121	N/A	N/A
Number of Students Registered	22	17	12	N/A	N/A
Average Participating Students	11	7	9	N/A	N/A
Number of Instructional Hours	3,378	1,932	1,635	N/A	N/A
Total Books Read by Students	1,648	N/A	N/A	N/A	N/A
Average Books Read per Student	103	N/A	N/A	N/A	N/A
<u>Summer Program</u>					
Meals Served	838	475	688	627	550
Kids Registered	23	8	21	23	20
Off-Site Activities	27	33	32	24	20

*** The City is no longer operating the Afterschool Program beginning in FY2019/2020. This program will be done in collaboration with Flickinger Learning Center to continue service to youth residing at Sunset Park.

RECENT ACCOMPLISHMENTS:

Public Housing - Clark House and Sunset Park

The department hired a Housing Specialist to manage Sunset Park which allowed the Public Housing Manager to resume full-time on-site management of the Clark House. The additional staff has allowed the property managers to consider how to connect residents to necessary services to improve their quality of life, including hosting a job ready fair, ensuring young residents receive Christmas presents, resolve resident misunderstandings, and more. There was a high turnover rate in the public housing developments for the first half of the fiscal year, with more than 20% of the units turning over. The majority of these units (22) have been at the Clark House, where aging residents have moved closer to family or to a higher level of care. A number of these residents have lived in their units for many years and the units required more substantial rehabilitation before they could be rented.

One two-bedroom unit at Sunset Park was taken off-line after the tenant was transferred, due to foundation issues that made the unit uninhabitable. Foundation repairs have now been completed and the unit is being prepared to be re-occupied.

Bed bugs continue to be an issue at the senior complex. Treatment equipment was purchased in late 2018, however infestations are often not reported until they have spread to additional units or are identified through quarterly inspection. As a result, contracting for services has continued. These third-party services are often performed in tandem with in-house treatments, but are still costly. The proposed budget includes additional equipment to expand in-house heat treatment capacity from two units to four.

Hershey Manor

Turnover at Hershey Manor has been higher than normal, with ten units (20%) turning over at some point in the year. All but one of these vacancies was due to the tenant moving to a higher level of care or passing away. The one exception was an individual transferring within the property to an handicapped accessible unit.

Progress has been made on re-financing of the property to provide funds for the replacement of the HVAC system. In spring 2019, HUD finally gave the okay to refinance the property to fund the HVAC project, and staff has been working with an approved company to complete all required reports, develop cost estimates, and finish the multitude of forms and documents. The application was completed and is being submitted to HUD in early February. Requests for bids will go out during the 60-day HUD review period with work anticipated to begin this spring. A new Housing Specialist has taken over management at Hershey Manor. Reviews have been positive with the HUD contracted Management and Occupancy Review process conducted by the Iowa Finance Authority. At the request of the Hershey Manor Board, the Housing Specialist has begun facilitating monthly tenant meetings to coordinate communication between the Board and tenants.

Section 8 Housing Choice Voucher Program

Leasing under the Voucher program has been difficult this year. About 200 families have been pulled from the wait list but only thirty new families have signed a new lease. Unfortunately, a reduction in the number of vouchers leased reduces the budget authority the Housing department is able to expend providing assistance and will likely affect the program rating at the end of the fiscal year. This also reduces the administrative fees earned to support daily operations, including processing new families. The majority of clients exiting the program have been due to increased income and voluntary withdrawals. However, staff is required to enforce policies and regulations that have lead to terminations. In these cases, where families are at risk of losing their assistance, Housing staff works with the Housing Navigators at MCSA (Muscatine Center for Strategic Action) to assist clients in overcoming personal barriers to obtaining and maintaining their housing. The Housing staff also works with MCSA to re-house families experiencing homelessness through the voucher preference.

The Housing operations are routinely reviewed for opportunities to improve program efficiency and strengthen program compliance. An example of the former is reinforcing areas of overlap between the Voucher Program and standard rental requirements. Not only does the Housing department continue to utilize the City rental-housing inspector to inspect assisted units, but staff has also improved the application of City Codes by improving communication with the building inspectors. More importantly, on-going participation in the Landlord Association has allowed staff to improve communication regarding concerns and develop a draft rental housing code update that addresses these needs. This relationship has also resulted in new

property owners working with the Voucher Program because they understand staff will provide support in managing difficult tenants as well as provide consistent, on-time rental payments.

From the compliance aspect, there has been a concentrated effort to implement redundancy in creating awareness of tenant requirements. From the time a tenant is invited to the Step Ahead Class, where clients learn about being a responsible tenant as well as tenant-landlord law to the start of assistance the tenant is informed of the major program requirements not less than four times, essentially each time they interact with staff. This has registered with some applicants as they remove themselves from the process or disclose situations that would have been violations once the family signs a lease. Unfortunately, the department still sees about three percent of those assisted continue to be terminated for noncompliance.

The Voucher Program has had staff changes this year. One Housing Specialist requested to go part-time and now works only on the Housing Counseling Program. The .5 FTE vacancy left in the Housing Specialist staffing was filled internally, which opened an Office Assistant position. In addition, a second Housing Specialist was identified as the best candidate for the half-time Code Enforcement Official position. To facilitate consistent front-desk coverage the Housing and Community Development Office Assistants will physically be located in the Community Development Office and be trained in both areas of operation.

Family Self-Sufficiency (FSS) Program

The Muscatine Municipal Housing Agency continues to work on programming that will improve client outcomes including establishing guidelines for program referrals. The FSS Coordinator also works with other organizations in the community, such as Aligned Impact Muscatine, Trinity Public Health, Muscatine Center for Strategic Action, and Muscatine Community College to identify or create programming to support improved self-sufficiency for clients served in any program.

Housing Counseling Program

The Housing department continues to receive HUD Housing Counseling grants and Local Housing Trust Funds to support the Housing Counseling Program. The Housing Counselor is working toward obtaining the mandatory Housing Counselor Certification by the August 2020 deadline. This past year, the counselor attended a week-long training seminar in Portland, OR that focused on updating and maintaining a successful program. The Housing Agency has been awarded a \$17,166 Housing Counseling Grant from the U.S. Department of Housing and Urban Development. The class continues to be offered about every six weeks with ten to fifteen participants in each session.

Ten graduates were assisted to purchase their first home this year. The Step Ahead Class continues to be offered at least every other month and is now held at the library. This change was made to facilitate participation by making transportation easier to access and serve more individuals. The class is designed to improve tenant understanding of their rights and responsibilities. Staff continues to review opportunities to grow the program both in the Muscatine community and throughout southeast Iowa.

Sunset Park Education Center

In the summer of 2018, twenty-one children registered for the Summer Enrichment Program, with an average daily attendance of eighteen. The program was open forty-seven days and provided almost seven hundred free meals and one-thousand snacks. Children participated in thirty-two off-site activities such as trips to the library, art center, and aquatic center. Children also participated in a cooking and nutrition class at Hy-Vee. The program provides a level of structure similar to school but is very popular among young residents.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021:

Public Housing - Clark House and Sunset Park

- To collect at minimum 98% of all rent due.
- To maintain at minimum a 98% occupancy rate.
- To improve the Housing REAC score by 3 points

Hershey Manor

- To collect at minimum 99% of all rent due.
- To maintain at minimum a 97% occupancy rate.
- To complete the replacement of the HVAC system.
- To maintain an above average score on the annual Management and Occupancy Review

Section 8 Housing Choice Voucher Program

- To maintain an average of 360 vouchers under lease throughout the fiscal year.
- To expend 100% of housing assistance funding awarded.
- To maintain High Performer status on SEMAP (Section 8 Management Assessment Program).

Family Self-Sufficiency (FSS) Program

- To serve a minimum of 25 participants throughout the fiscal year.
- To maintain a positive escrow balance for at least 40% of participants.
- To secure continued funding for the FSS program.
- To engage more participants in financing counseling
- To access more education program funding for participants

Housing Counseling Program

- To offer six Home Ownership classes in the fiscal year with 50 participants receiving certificates of completion.

- To offer six renter counseling classes in the fiscal year with 90 certificates of completion issued.
- To schedule a minimum of 100 hours of one-on-one counseling and case management in areas such as Landlord/Tenant Relationships, Credit Awareness, Money Management, Loan Qualification, and Foreclosure Counseling.
- To have 15 Home Ownership graduates successfully close on a home purchase.
- To identify and encourage at least one current Voucher program participant to pursue homeownership through the Housing Choice Voucher Home Ownership program.
- To provide information on tenant-landlord law to 100 renters in the community

Sunset Park Summer Program

- To have a minimum of 20 children registered.
- To serve a minimum of 500 lunches.
- To expand children's knowledge of the community by accessing at least 10 off-site activities.

**Public Housing Program
Clark House and Sunset Park
Fund Statement**

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin. Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Operating Reserve, July 1	\$ 44,713	\$ 82,142	\$ 57,682	\$ 158,623	\$ 158,623	\$ 253,173	\$ 253,173	\$ -
Revenues								
Dwelling Rentals	\$ 397,316	\$ 410,957	\$ 400,000	\$ 398,000	\$ 398,000	\$ 405,000	\$ 405,000	\$ -
Cable Fees	34,089	33,594	32,500	35,100	35,100	36,800	36,800	\$ -
Federal Grants:								
Operating Subsidy	214,050	206,938	201,000	247,500	247,500	215,000	215,000	\$ -
HUD Capital Funds:								
2016 Grant	157,119	0	0	0	0	0	0	\$ -
2017 Grant	0	162,448	0	0	0	0	0	\$ -
2018 Grant	0	0	254,000	254,000	254,000	0	0	\$ -
2019 Grant	0	0	0	0	0	264,000	264,000	\$ -
Interest Income	938	2,158	510	2,010	2,010	510	510	\$ -
Insurance Reimbursements	256,195	0	0	0	0	0	0	\$ -
Contribution - Exercise Program	0	2,400	0	2,400	2,400	0	0	\$ -
Sale of Equipment	0	3,050	0	0	0	0	0	\$ -
Laundry Fees	7,669	7,202	7,500	7,500	7,500	7,500	7,500	\$ -
Cell Tower Lease	14,798	26,388	30,450	26,800	26,800	27,200	27,200	\$ -
Miscellaneous	4,886	14,660	1,350	6,150	6,150	5,750	5,750	\$ -
Total Revenues	\$ 1,087,060	\$ 869,795	\$ 927,310	\$ 979,460	\$ 979,460	\$ 961,760	\$ 961,760	\$ -
Funds Available	\$ 1,131,773	\$ 951,937	\$ 984,992	\$ 1,138,083	\$ 1,138,083	\$ 1,214,933	\$ 1,214,933	\$ -
Expenditures								
Clark House	\$ 483,471	\$ 546,852	\$ 591,350	\$ 612,010	\$ 612,010	\$ 575,860	\$ 575,860	\$ -
Sunset Park	566,160	246,462	271,790	272,900	272,900	289,470	289,470	\$ -
Total Expenditures (1)	\$ 1,049,631	\$ 793,314	\$ 863,140	\$ 884,910	\$ 884,910	\$ 865,330	\$ 865,330	\$ -
Operating Reserve, June 30	\$ 82,142	\$ 158,623	\$ 121,852	\$ 253,173	\$ 253,173	\$ 349,603	\$ 349,603	\$ -

Increase (Decrease) in Operating Reserve	\$ 37,429	\$ 76,481	\$ 64,170	\$ 94,550	\$ 94,550	\$ 96,430	\$ 96,430	\$ -
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1. Expenditures include changes in compensated absences.

**Public Housing Program
Clark House and Sunset Park
Summary of Revenues**

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Clark House:								
Dwelling Rentals	\$ 305,720	\$ 310,687	\$ 305,000	\$ 320,000	\$ 320,000	\$ 310,000	\$ 310,000	
Cable Fees	34,089	33,594	32,500	35,100	35,100	36,800	36,800	
Federal Grants:								
Operating Subsidy	104,883	101,509	106,000	117,500	117,500	110,000	110,000	
HUD Capital Funds:								
2016 Grant	64,148	0	0	0	0	0	0	
2017 Grant	0	93,496	0	0	0	0	0	
2018 Grant	0	0	170,000	170,000	170,000	0	0	
2019 Grant	0	0	0	0	0	180,000	180,000	
Interest Income	927	2,138	500	2,000	2,000	500	500	
Laundry Fees	7,669	7,202	7,500	7,500	7,500	7,500	7,500	
Contribution-Exercise Program	0	2,400	0	2,400	2,400	0	0	
Cell Tower Lease	14,798	26,388	30,450	26,800	26,800	27,200	27,200	
Miscellaneous	1,749	8,879	850	5,150	5,150	5,250	5,250	
Subtotal	\$ 533,983	\$ 586,293	\$ 652,800	\$ 686,450	\$ 686,450	\$ 677,250	\$ 677,250	\$ -
Sunset Park:								
Dwelling Rentals	\$ 91,596	\$ 100,270	\$ 95,000	\$ 78,000	\$ 78,000	\$ 95,000	\$ 95,000	
Federal Grants:								
Operating Subsidy	109,167	105,429	95,000	130,000	130,000	105,000	105,000	
HUD Capital Funds:								
2016 Grant	92,971	0	0	0	0	0	0	
2017 Grant	0	68,952	0	0	0	0	0	
2018 Grant	0	0	84,000	84,000	84,000	0	0	
2019 Grant	0	0	0	0	0	84,000	84,000	
Interest Income	11	20	10	10	10	10	10	
Insurance Reimbursement	256,195	0	0	0	0	0	0	
Sale of Equipment	0	3,050	0	0	0	0	0	
Miscellaneous	3,137	5,781	500	1,000	1,000	500	500	
Subtotal	\$ 553,077	\$ 283,502	\$ 274,510	\$ 293,010	\$ 293,010	\$ 284,510	\$ 284,510	\$ -
Total	\$ 1,087,060	\$ 869,795	\$ 927,310	\$ 979,460	\$ 979,460	\$ 961,760	\$ 961,760	\$ -

Function:
Business Type

Department:
Housing

Activity:
Clark House

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 167,939	\$ 171,521	\$ 194,540	\$ 195,100	\$ 213,800	9.90%
Commodities	20,655	14,409	22,050	21,950	21,450	-2.72%
Contractual Services	277,474	285,060	311,160	331,360	294,110	-5.48%
Capital Outlay	39,301	71,108	63,600	63,600	46,500	-26.89%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 505,369</u>	<u>\$ 542,098</u>	<u>\$ 591,350</u>	<u>\$ 612,010</u>	<u>\$ 575,860</u>	-2.62%
Funding Sources						
Dwelling Rentals	\$ 305,720	\$ 310,687	\$ 305,000	\$ 320,000	\$ 310,000	1.64%
Tenant Cable Fees	34,089	33,594	32,500	35,100	36,800	13.23%
Interest Income	927	2,138	500	2,000	500	0.00%
Federal Grants:						
Operating Subsidy	104,883	101,509	106,000	117,500	110,000	3.77%
HUD Capital Funds	64,148	93,496	170,000	170,000	180,000	5.88%
Cell Tower Lease	14,798	26,388	30,450	26,800	27,200	
Office Space Lease	-	3,696	-	4,000	4,100	
Miscellaneous	9,418	12,386	8,350	11,050	8,650	3.59%
Total Funding Sources	<u>\$ 533,983</u>	<u>\$ 583,894</u>	<u>\$ 652,800</u>	<u>\$ 686,450</u>	<u>\$ 677,250</u>	3.75%
Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time:</i>						
Housing Administrator	0.45	0.45	0.45	-	-	
Community Development Director	-	-	-	0.15	0.15	
Housing Maintenance Supervisor	-	-	-	0.50	0.50	
Maintenance Repairperson	0.50	0.50	0.50	-	-	
Custodian II	-	0.20	0.20	0.20	0.20	
Housing Program Manager	-	-	-	1.00	1.00	
Housing Specialist	0.50	0.50	0.50	-	-	
Total Full Time	<u>1.45</u>	<u>1.65</u>	<u>1.65</u>	<u>1.85</u>	<u>1.85</u>	
<i>Part Time:</i>						
Office Coordinator	0.06	-	-	-	-	
Custodian II	0.68	0.68	0.67	0.68	0.66	
Office Assistant	-	0.05	0.06	0.05	0.05	
Total Part Time	<u>0.74</u>	<u>0.73</u>	<u>0.73</u>	<u>0.73</u>	<u>0.71</u>	
Total	2.19	2.38	2.38	2.58	2.56	\$ 147,770
Employee Benefits						66,030
Total Personal Services						<u>\$ 213,800</u>

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Apartment Rehabilitation	6	Yes	\$ 30,000
Appliances	10	Yes	6,500
Additional Heat Treatment Equipment for Bedbugs	1	No	10,000
			<u>\$ 46,500</u>

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: BUSINESS TYPE		DEPARTMENT: HOUSING										ACTIVITY: CLARK HOUSE	
ACCT NO.	ACCOUNT CLASSIFICATION (B)	ACTUAL FISCAL YEAR 2017/2018 (C)	ACTUAL FISCAL YEAR 2018/2019 (D)	BUDGET FISCAL YEAR 2019/2020 (E)	FIRST 3 MOS FISCAL YEAR 2019/2020 (F1)	LAST 9 MOS FISCAL YEAR 2019/2020 (F2)	ESTIMATE FISCAL YEAR 2019/2020 (F)	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020 (G)	BUDGET REQUEST FISCAL YEAR 2020/2021 (H)	CITY ADMIN REQUEST FISCAL YEAR 2020/2021 (I)	APPROVED BUDGET 2020/2021 (J)		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$87,248	\$89,648	\$104,110	\$21,185	\$83,495	\$104,680	\$104,680	\$116,300	\$116,300	\$116,300		
42XXX	PART TIME SALARIES & WAGES	31,011	30,191	31,630	7,529	22,811	30,340	30,340	31,470	31,470	31,470		
43XXX	OVERTIME SALARIES & WAGES	190	450	1,540	0	1,500	1,500	1,500	1,300	1,300	1,300		
44XXX	OTHER SALARIES & WAGES	148	166	300	86	274	360	360	370	370	370		
45XXX	PENSION & RETIREMENT	19,311	20,258	23,510	4,837	18,333	23,170	23,170	25,540	25,540	25,540		
46XXX	INSURANCE	30,031	30,808	33,450	8,004	27,046	35,050	35,050	38,820	38,820	38,820		
	SUBTOTAL	\$167,939	\$171,521	\$194,540	\$41,641	\$153,459	\$195,100	\$195,100	\$213,800	\$213,800	\$213,800		
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$520	\$810	\$1,150	\$202	\$1,048	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250		
52XXX	OPERATING SUPPLIES	3,916	3,926	5,300	504	4,596	5,100	5,100	5,100	5,100	5,100		
53XXX	REPAIR & MAINTENANCE SUPPLIES	16,219	9,673	15,600	3,252	12,348	15,600	15,600	15,100	15,100	15,100		
	SUBTOTAL	\$20,655	\$14,409	\$22,050	\$3,958	\$17,992	\$21,950	\$21,950	\$21,450	\$21,450	\$21,450		
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$30,912	\$35,545	\$34,280	\$849	\$35,201	\$36,050	\$36,050	\$36,990	\$36,990	\$36,990		
62XXX	TECHNICAL SERVICES	48,104	41,614	23,000	7,552	26,448	34,000	34,000	34,500	34,500	34,500		
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0		
64XXX	TRAVEL AND EDUCATION	3,034	2,361	3,550	500	3,650	4,150	4,150	1,800	1,800	1,800		
65XXX	COMMUNICATIONS & UTILITIES	118,489	124,871	124,350	22,225	103,275	125,500	125,500	127,100	127,100	127,100		
66XXX	INSURANCE	27,040	23,024	25,110	0	19,050	19,050	19,050	19,720	19,720	19,720		
67XXX	REPAIR & MAINTENANCE SERVICES	26,471	33,854	73,970	6,529	77,441	83,970	83,970	47,100	47,100	47,100		
68XXX	AID TO AGENCIES	22,356	22,507	25,200	0	25,200	25,200	25,200	25,200	25,200	25,200		
69XXX	MISCELLANEOUS	1,068	1,284	1,700	0	3,440	3,440	3,440	1,700	1,700	1,700		
	SUBTOTAL	\$277,474	\$285,060	\$311,160	\$37,655	\$293,705	\$331,360	\$331,360	\$294,110	\$294,110	\$294,110		
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0		
73XXX	IMPROVEMENTS	35,471	25,544	43,300	2,243	41,057	43,300	43,300	30,000	30,000	30,000		
74XXX	EQUIPMENT	3,830	45,564	20,300	0	20,300	20,300	20,300	16,500	16,500	16,500		
	SUBTOTAL	\$39,301	\$71,108	\$63,600	\$2,243	\$61,357	\$63,600	\$63,600	\$46,500	\$46,500	\$46,500		
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	TOTAL EXPENDITURES	\$505,369	\$542,098	\$591,350	\$85,497	\$526,513	\$612,010	\$612,010	\$575,860	\$575,860	\$575,860		

Function:
Business Type

Department:
Housing

Activity:
Sunset Park Housing

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 137,371	\$ 136,007	\$ 151,690	\$ 129,010	\$ 126,080	-16.88%
Commodities	8,317	8,243	16,200	13,750	15,300	-5.56%
Contractual Services	77,470	78,436	74,200	90,440	81,990	10.50%
Capital Outlay	343,002	23,776	29,700	39,700	66,100	122.56%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 566,160</u>	<u>\$ 246,462</u>	<u>\$ 271,790</u>	<u>\$ 272,900</u>	<u>\$ 289,470</u>	6.51%
Funding Sources						
Dwelling Rentals	\$ 91,596	\$ 100,270	\$ 95,000	\$ 78,000	\$ 95,000	0.00%
Interest Income	11	20	10	10	10	0.00%
Federal Grants:						
Operating Subsidy	109,167	105,429	95,000	130,000	105,000	10.53%
HUD Capital Funds	92,971	68,952	84,000	84,000	84,000	0.00%
Insurance Reimbursement	256,195	-	-	-	-	
Miscellaneous	3,137	8,831	500	1,000	500	0.00%
Total Funding Sources	<u>\$ 553,077</u>	<u>\$ 283,502</u>	<u>\$ 274,510</u>	<u>\$ 293,010</u>	<u>\$ 284,510</u>	3.64%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time:						
Housing Administrator	0.30	0.30	0.30	-	-	
Community Development Director	-	-	-	0.10	0.10	
Housing Maintenance Supervisor	-	-	-	0.25	0.25	
Housing Specialist	0.38	0.50	0.50	0.50	0.50	
Maintenance Repairperson	0.25	0.25	0.25	-	-	
Custodian II	-	0.70	0.70	0.70	0.70	
Total Full Time	<u>0.93</u>	<u>1.75</u>	<u>1.75</u>	<u>1.55</u>	<u>1.55</u>	
Part Time:						
Office Coordinator	0.05	-	-	-	-	
Office Assistant	-	0.05	0.05	0.05	0.05	
Custodian II	0.80	-	-	-	-	
Total Part Time	<u>0.85</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	
Total	1.78	1.80	1.80	1.60	1.60	\$ 84,580
Employee Benefits						41,500
Total Personal Services						<u>\$ 126,080</u>

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Apartment Rehabilitation	5	Yes	\$ 15,000
Foundation Repairs	1	Yes	15,000
Appliances	10	Yes	10,000
Truck	1	Yes	24,000
Computer	1	Yes	2,100
			<u>\$ 66,100</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: BUSINESS TYPE		DEPARTMENT: HOUSING							ACTIVITY: SUNSET PARK				
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REQUEST FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$61,646	\$86,676	\$97,010	\$24,593	\$60,557	\$85,150	\$85,150	\$82,770	\$82,770	\$82,770	\$82,770	\$82,770
42XXX	PART TIME SALARIES & WAGES	34,528	2,518	2,220	518	942	1,460	1,460	1,810	1,810	1,810	1,810	1,810
43XXX	OVERTIME SALARIES & WAGES	95	299	770	0	770	770	770	770	770	770	770	770
44XXX	OTHER SALARIES & WAGES	70	37	200	40	100	140	140	160	160	160	160	160
45XXX	PENSION & RETIREMENT	15,414	14,966	17,120	4,216	10,654	14,870	14,870	14,610	14,610	14,610	14,610	14,610
46XXX	INSURANCE	25,618	31,511	34,370	8,319	18,301	26,620	26,620	25,960	25,960	25,960	25,960	25,960
	SUBTOTAL	\$137,371	\$136,007	\$151,690	\$37,686	\$91,324	\$129,010	\$129,010	\$126,080	\$126,080	\$126,080	\$126,080	\$126,080
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$396	\$358	\$800	\$515	\$935	\$1,450	\$1,450	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
52XXX	OPERATING SUPPLIES	3,669	2,480	5,050	896	3,904	4,800	4,800	4,800	4,800	4,800	4,800	4,800
53XXX	REPAIR & MAINTENANCE SUPPLIES	4,252	5,405	10,350	1,360	6,140	7,500	7,500	9,000	9,000	9,000	9,000	9,000
	SUBTOTAL	\$8,317	\$8,243	\$16,200	\$2,771	\$10,979	\$13,750	\$13,750	\$15,300	\$15,300	\$15,300	\$15,300	\$15,300
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$16,339	\$17,086	\$16,390	\$55	\$16,675	\$16,730	\$16,730	\$17,160	\$17,160	\$17,160	\$17,160	\$17,160
62XXX	TECHNICAL SERVICES	14,812	20,071	17,650	6,534	15,866	22,400	22,400	20,400	20,400	20,400	20,400	20,400
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	2,269	940	1,800	463	1,337	1,800	1,800	2,750	2,750	2,750	2,750	2,750
65XXX	COMMUNICATIONS & UTILITIES	9,985	10,782	11,050	1,829	9,671	11,500	11,500	12,050	12,050	12,050	12,050	12,050
66XXX	INSURANCE	12,791	10,040	10,900	0	9,160	9,160	9,160	9,480	9,480	9,480	9,480	9,480
67XXX	REPAIR & MAINTENANCE SERVICES	9,590	4,375	7,300	2,433	12,317	14,750	14,750	10,500	10,500	10,500	10,500	10,500
68XXX	AID TO AGENCIES	8,434	9,236	8,760	0	9,200	9,200	9,200	9,300	9,300	9,300	9,300	9,300
69XXX	MISCELLANEOUS	3,250	5,906	350	0	4,900	4,900	4,900	350	350	350	350	350
	SUBTOTAL	\$77,470	\$78,436	\$74,200	\$11,314	\$79,126	\$90,440	\$90,440	\$81,990	\$81,990	\$81,990	\$81,990	\$81,990
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	327,450	17,056	20,000	6,737	23,263	30,000	30,000	30,000	30,000	30,000	30,000	30,000
74XXX	EQUIPMENT	15,552	6,720	9,700	1,673	8,027	9,700	9,700	36,100	36,100	36,100	36,100	36,100
	SUBTOTAL	\$343,002	\$23,776	\$29,700	\$8,410	\$31,290	\$39,700	\$39,700	\$66,100	\$66,100	\$66,100	\$66,100	\$66,100
9XXXX TRANSFERS													
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES													
	SUBTOTAL	\$566,160	\$246,462	\$271,790	\$60,181	\$212,719	\$272,900	\$272,900	\$289,470	\$289,470	\$289,470	\$289,470	\$289,470

Hershey Manor

Fund Statement

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin. Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Revenues								
Dwelling Rentals	\$ 187,851	\$ 193,566	\$ 192,700 (1)	\$ 175,000 (1)	\$ 175,000 (1)	\$ 196,100 (2)	\$ 196,100 (2)	
Housing Assistance Payments - HUD	274,763	278,334	289,100 (1)	306,800 (1)	306,800 (1)	294,100 (2)	294,100 (2)	
HUD Payment Reduction for Vacancies	(5,590)	(17,804)	(5,590)	(15,375)	(15,375)	(14,700)	(14,700)	
Interest Income	991	1,822	800	1,600	1,600	800	800	
Cable Fees	18,913	18,716	18,900	18,800	18,800	19,200	19,200	
Laundry Income	3,595	3,741	3,700	3,700	3,700	3,700	3,700	
Donation for Exercise Program	0	2,400	0	0	0	0	0	
Benjamin Hershey Memorial Convalescent Home CD	0	0	0	20,000	20,000	0	0	
Total Revenues	\$ 480,523	\$ 480,775	\$ 499,610	\$ 510,525	\$ 510,525	\$ 499,200	\$ 499,200	\$ 0
Operating Expenditures	343,792	372,996	371,070	404,550	404,550	406,500	385,850	(4)
Residual Receipts Before Depreciation, Principal Retirement, and Reserves	\$ 136,731	\$ 107,779	\$ 128,540	\$ 105,975	\$ 105,975	\$ 92,700	\$ 113,350	\$ 0
Additional Budget Items:								
Principal Retirement	(55,710)	(58,124)	(60,643)	(60,643)	(60,643)	(50,600)	(45,700)	(4)
Replacement Reserve Transfers	(30,228)	(30,273)	(30,228)	(30,768)	(30,768)	(30,768)	(30,768)	
Debt Service Reserve Transfers	(49,668)	(49,668)	(49,668)	(49,668)	(49,668)	(49,668)	(49,668)	
Portion of Above Interest from Reserve Funds	(938)	(1,775)	(750)	(1,500)	(1,500)	(750)	(750)	
Transfers from Replacement Reserve (3)	0	2,594	27,500	27,500	27,500	30,000	30,000	
Net Surplus (Deficit)	\$ 187	\$ (29,467)	\$ 14,751	\$ (9,104)	\$ (9,104)	\$ (9,086)	\$ 16,464	\$ -
Surplus (Deficit) per Unit Month	\$ 0.31	\$ (49.11)	\$ 24.59	\$ (15.17)	\$ (15.17)	\$ (15.14)	\$ 27.44	\$ -
							With \$2,300,000 Loan - 30 yrs (Estimated)	

1. The FY 2019/2020 HUD Housing Assistance Payments and dwelling rental amounts shown are based on the current fair market monthly rent of \$803.
2. The FY 2020/2021 budgeted HUD Housing Assistance Payments and dwelling rental amounts shown are based on the approved new fair market rent amount of \$817 per month.
3. Reflects the portion of the operating expenditures funded from the Replacement Reserve regardless of the timing of the actual funding transfer.
4. The FY 2020/2021 expenditures include estimated interest and mortgage insurance for the re-financed loan. Estimated principal retirement payments are also shown. Those estimates are based on a 6-1-20 closing on the loan; the actual date will likely vary from this date.

Function:
Community and Economic Development

Department:
Housing

Activity:
Hershey Manor Housing

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 80,645	\$ 93,900	\$ 96,190	\$ 98,390	\$ 92,850	-3.47%
Commodities	5,846	5,966	10,700	9,650	9,850	-7.94%
Contractual Services	206,425	197,473	167,270	200,140	169,900	1.57%
Capital Outlay	3,173	5,048	27,500	27,500	30,000	9.09%
Interest/Mortgage Insurance	74,351	71,668	69,410	68,870	83,250	19.94%
Total Expenditures	\$ 370,440	\$ 374,055	\$ 371,070	\$ 404,550	\$ 385,850	3.98%
Funding Sources						
Dwelling Rentals	\$ 187,851	\$ 193,566	\$ 192,700	\$ 175,000	\$ 196,100	1.76%
Housing Assistance Payments - HUD	269,173	260,530	283,510	291,425	279,400	-1.45%
Benjamin Hershey Memorial Convalescent Home CD	-	-	-	20,000	-	
Interest Income	991	1,822	800	1,600	800	0.00%
Cable Fees	18,913	18,716	18,900	18,800	19,200	1.59%
Other Income	3,595	6,141	3,700	3,700	3,700	0.00%
Total Funding Sources	\$ 480,523	\$ 480,775	\$ 499,610	\$ 510,525	\$ 499,200	-0.08%
Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time:						
Housing Administrator (Included in Management Fee)	0.10	0.10	0.10	-	-	
Community Development Director (Inc in Management Fee)		-	-	0.10	-	
Housing Program Manager (Included in Management Fee)				0.10	0.10	
Housing Maintenance Supervisor	-	-	-	0.25	0.25	
Custodian II	-	0.10	0.10	0.10	0.10	
Housing Program Manager	-	-	-	0.18	0.10	
Housing Specialist	0.50	0.50	0.50	0.42	0.50	
Maintenance Repairperson	0.25	0.25	0.25	-	-	
Total Full Time	0.85	0.95	0.95	1.15	1.05	
Part Time:						
Custodian	0.53	0.53	0.53	0.50	0.50	
Total	1.38	1.48	1.48	1.65	1.55	\$ 67,950
Employee Benefits						24,900
Total Personal Services						\$ 92,850

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Apartment Rehabilitation	5	Yes	\$ 25,000
Appliance Replacements	5	Yes	3,000
Computer	1	Yes	2,000
			<u>\$ 30,000</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: COMMUNITY & ECONOMIC DEVELOPMENT		DEPARTMENT: HOUSING						ACTIVITY: HERSHEY MANOR											
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED	
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021									
(A)	(B)	(C)	(D)	(E)	(F)	(F1)	(F2)	(F)	(F)	(G)	(H)	(U)	(J)						
PERSONAL SERVICES																			
41XXX	REGULAR SALARIES & WAGES	\$35,033	\$42,803	\$43,520	\$11,559	\$33,801	\$45,360	\$45,360	\$42,070	\$42,070	\$42,070	\$42,070	\$42,070						
42XXX	PART TIME SALARIES & WAGES	21,126	22,562	23,090	5,637	19,773	25,410	25,410	25,880	25,880	25,880	25,880	25,880						
43XXX	OVERTIME SALARIES & WAGES	95	354	770	0	770	770	770	770	770	770	770	770						
44XXX	OTHER SALARIES & WAGES	78	102	130	58	102	160	160	130	130	130	130	130						
45XXX	PENSION & RETIREMENT	9,328	11,088	11,540	2,903	9,307	12,210	12,210	11,770	11,770	11,770	11,770	11,770						
46XXX	INSURANCE	14,985	16,991	17,140	4,877	9,603	14,480	14,480	12,230	12,230	12,230	12,230	12,230						
	SUBTOTAL	\$80,645	\$93,900	\$96,190	\$25,034	\$73,356	\$98,390	\$98,390	\$92,850	\$92,850	\$92,850	\$92,850	\$0						
COMMODITIES																			
51XXX	OFFICE SUPPLIES	\$343	\$993	\$850	92	\$608	\$700	\$700	\$900	\$900	\$900	\$900	\$0						
52XXX	OPERATING SUPPLIES	1,515	1,951	2,750	386	2,364	2,750	2,750	2,750	2,750	2,750	2,750	0						
53XXX	REPAIR & MAINTENANCE SUPPLIES	3,988	3,022	7,100	170	6,030	6,200	6,200	6,200	6,200	6,200	6,200	0						
	SUBTOTAL	\$5,846	\$5,966	\$10,700	\$648	\$9,002	\$9,650	\$9,650	\$9,850	\$9,850	\$9,850	\$9,850	\$0						
CONTRACTUAL SERVICES																			
61XXX	PROFESSIONAL FEES	\$32,321	\$34,359	\$34,510	\$12,177	\$24,403	\$36,580	\$36,580	\$36,000	\$36,000	\$36,000	\$36,000	\$0						
62XXX	TECHNICAL SERVICES	13,865	15,439	22,850	3,541	16,809	20,350	20,350	17,800	17,800	17,800	17,800	0						
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0						
64XXX	TRAVEL AND EDUCATION	0	132	750	497	1,663	2,160	2,160	1,650	1,650	1,650	1,650	0						
65XXX	COMMUNICATIONS & UTILITIES	60,964	64,197	66,950	13,618	54,382	68,000	68,000	68,950	68,950	68,950	68,950	0						
66XXX	INSURANCE	11,446	11,663	12,260	12,532	68	12,600	12,600	13,200	13,200	13,200	13,200	0						
67XXX	REPAIR & MAINTENANCE SERVICES	60,941	70,329	29,550	3,325	56,725	60,050	60,050	31,900	31,900	31,900	31,900	0						
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0						
69XXX	MISCELLANEOUS	26,888	1,354	400	95	305	400	400	400	400	400	400	0						
	SUBTOTAL	\$206,425	\$197,473	\$167,270	\$45,785	\$154,355	\$200,140	\$200,140	\$169,900	\$169,900	\$169,900	\$169,900	\$0						
CAPITAL OUTLAY																			
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0						
73XXX	IMPROVEMENTS	1,510	4,349	25,000	3,378	21,622	25,000	25,000	25,000	25,000	25,000	25,000	0						
74XXX	EQUIPMENT	1,663	699	2,500	1,097	1,403	2,500	2,500	5,000	5,000	5,000	5,000	0						
	SUBTOTAL	\$3,173	\$5,048	\$27,500	\$4,475	\$23,025	\$27,500	\$27,500	\$30,000	\$30,000	\$30,000	\$30,000	\$0						
9XXX	DEBT SERVICE-INTEREST	\$67,289	\$64,866	\$62,340	\$10,568	51,772	\$62,340	\$62,340	\$96,700	\$96,700	\$96,700	\$77,500	\$0						
9XXX	DEBT SERVICE-MORTGAGE INS	\$7,062	\$6,802	\$7,070	\$6,532	(2)	\$6,530	\$6,530	\$7,200	\$7,200	\$7,200	\$5,750	\$0						
	TOTAL EXPENDITURES	\$370,440	\$374,055	\$371,070	\$93,042	\$311,508	\$404,550	\$404,550	\$406,500	\$406,500	\$406,500	\$385,850	\$0						

Section 8 Voucher Program

Fund Statement

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin. Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Beginning Balance, July 1	\$ 113,386	\$ 37,989	\$ 55,839	\$ 105,450	\$ 105,450	\$ 109,880	\$ 109,880	
Revenues:								
HUD Contributions-Housing Assistance Payments	\$ 1,631,192	\$ 1,621,742	\$ 1,765,400	\$ 1,596,360	\$ 1,596,360	\$ 1,614,000	\$ 1,614,000	
HUD Contributions-Administration	185,503	225,967	189,600	207,300	207,300	210,400	210,400	
HUD Contributions-Family Self-Sufficiency	50,866	56,628	55,310	55,310	55,310	59,970	59,970	
Administrative Fees-Portability	82	268	0	0	0	0	0	
FSS Escrow Forfeitures	10,057	18,409	0	13,640	13,640	0	0	
Fraud Recovery - HUD Portion	1,737	2,075	800	1,200	1,200	1,000	1,000	
Fraud Recovery - Admin Portion	1,737	2,075	800	1,200	1,200	1,000	1,000	
Interest - Admin Reserve	293	995	500	1,000	1,000	500	500	
Interest - HAP Equity (to Admin Equity)	0	0	0	20	20	0	0	
Total Revenues	\$ 1,881,467	\$ 1,928,159	\$ 2,012,410	\$ 1,876,030	\$ 1,876,030	\$ 1,886,870	\$ 1,886,870	\$ 0
Funds Available	\$ 1,994,853	\$ 1,966,148	\$ 2,068,249	\$ 1,981,480	\$ 1,981,480	\$ 1,996,750	\$ 1,996,750	\$ 0
Expenditures:								
Housing Assistance Payments	\$ 1,709,888	\$ 1,629,001	\$ 1,766,200	\$ 1,611,200	\$ 1,611,200	\$ 1,615,000	\$ 1,615,000	
Voucher Program Administration	191,035	173,925	196,280	198,680	198,680	215,090	215,090	
Family Self-Sufficiency Coordinator:								
Grant Funded Portion (Current Grant)	50,866	56,628	55,310	53,310	53,310	59,970	59,970	
Family Self-Sufficiency Other Costs	5,075	1,144	6,390	8,410	8,410	5,010	5,010	
Total Expenditures	\$ 1,956,864	\$ 1,860,698	\$ 2,024,180	\$ 1,871,600	\$ 1,871,600	\$ 1,895,070	\$ 1,895,070	\$ 0
Ending Balance, June 30	\$ 37,989	\$ 105,450	\$ 44,069	\$ 109,880	\$ 109,880	\$ 101,680	\$ 101,680	\$ 0
Ending Balance Reserved for:								
Housing Assistance Payments (1)	\$ 0	\$ 13,225	\$ 0	\$ 13,225	\$ 13,225	\$ 13,225	\$ 13,225	\$ 0
Administration	37,989	92,225	44,069	94,655	94,655	86,455	86,455	
Total Ending Balance	\$ 37,989	\$ 105,450	\$ 44,069	\$ 107,880	\$ 107,880	\$ 99,680	\$ 99,680	\$ -
Increase (Decrease) in Fund Balance	\$ (75,397)	\$ 67,461	\$ (11,770)	\$ 4,430	\$ 4,430	\$ (8,200)	\$ (8,200)	\$ 0

1. Beginning in 2012 HUD changed how the funding for Section 8 Housing Assistance payments was distributed to Housing agencies. This change required Housing agencies to utilize their Housing Assistance Payment Reserve (Net Restricted Assets - NRA) to fund housing assistance payments in calendar years 2012 and 2013. The City-held reserve was depleted at the end of 2013/2014. HUD now holds each housing authority's Net Restricted Assets and balances on hand are minimal or zero each year.

Function:
Community and Economic Development

Department:
Housing

Activity:
Section 8 Voucher Program

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 115,824	\$ 101,117	\$ 121,130	\$ 121,130	\$ 140,940	16.35%
Commodities	3,670	2,501	4,400	3,750	4,150	-5.68%
Contractual Services	1,781,429	1,699,308	1,831,950	1,680,000	1,685,000	-8.02%
Capital Outlay	-	-	5,000	5,000	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 1,900,923</u>	<u>\$ 1,802,926</u>	<u>\$ 1,962,480</u>	<u>\$ 1,809,880</u>	<u>\$ 1,830,090</u>	-6.75%
Funding Sources						
HUD Contribution	\$ 1,816,695	\$ 1,847,709	\$ 1,955,000	\$ 1,803,660	\$ 1,824,400	-6.68%
Repayment Agreements	3,474	4,150	1,600	2,400	2,000	25.00%
Admin. Fees - Portability	82	268	-	-	-	
Interest	293	995	500	1,020	500	0.00%
Other Income	10,057	18,409	-	13,640	-	
Total Funding Sources	<u>\$ 1,830,601</u>	<u>\$ 1,871,531</u>	<u>\$ 1,957,100</u>	<u>\$ 1,820,720</u>	<u>\$ 1,826,900</u>	-6.65%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time:						
Housing Administrator	0.10	0.10	0.10	-	-	
Community Development Director	-	-	-	0.05	0.05	
Housing Program Manager	-	-	-	0.80	0.80	
Housing Specialist	1.14	1.14	1.15	0.62	0.62	
Total Full Time	<u>1.24</u>	<u>1.24</u>	<u>1.25</u>	<u>1.47</u>	<u>1.47</u>	
Part Time:						
Office Coordinator	0.50	-	-	-	-	
Office Assistant	-	0.34	0.50	0.40	0.40	
Total	1.74	1.58	1.75	1.87	1.87	\$ 93,100
Employee Benefits						47,840
Total Personal Services						<u>\$ 140,940</u>

Function:
Community and Economic Development

Department:
Housing

Activity:
Family Self Sufficiency Program

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 53,333	\$ 56,895	\$ 60,550	\$ 60,220	\$ 63,980	5.66%
Commodities	28	-	150	-	-	-100.00%
Contractual Services	2,579	877	1,000	1,500	1,000	0.00%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 55,940</u>	<u>\$ 57,772</u>	<u>\$ 61,700</u>	<u>\$ 61,720</u>	<u>\$ 64,980</u>	5.32%
Funding Sources						
HUD Contribution	\$ 50,866	\$ 56,628	\$ 55,309	\$ 55,309	\$ 59,968	8.42%
Section 8 HUD Admin Funds	<u>5,074</u>	<u>1,144</u>	<u>6,391</u>	<u>6,411</u>	<u>5,012</u>	-21.58%
Total Funding Sources	<u>\$ 55,940</u>	<u>\$ 57,772</u>	<u>\$ 61,700</u>	<u>\$ 61,720</u>	<u>\$ 64,980</u>	5.32%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time:						
Housing Specialist	0.79	0.85	0.85	0.88	0.88	\$ 39,660
Employee Benefits						<u>24,320</u>
Total Personal Services						<u>\$ 63,980</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: COMMUNITY & ECONOMIC DEVELOPMENT		DEPARTMENT: HOUSING						ACTIVITY: FAMILY SELF SUFFICIENCY PROG							
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL		BUDGET		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN	
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021				
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)				
PERSONAL SERVICES															
41XXX	REGULAR SALARIES & WAGES	\$33,746	\$35,332	\$38,050	\$9,059	\$28,291	\$37,350	\$37,350	\$39,660	\$39,660	\$39,660				
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0				
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0				
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0				
45XXX	PENSION & RETIREMENT	5,307	5,891	6,500	1,504	4,836	6,340	6,340	6,770	6,770	6,770				
46XXX	INSURANCE	14,280	15,672	16,000	4,037	12,493	16,530	16,530	17,550	17,550	17,550				
	SUBTOTAL	\$53,333	\$56,895	\$60,550	\$14,600	\$45,620	\$60,220	\$60,220	\$63,980	\$63,980	\$63,980				
COMMODITIES															
51XXX	OFFICE SUPPLIES	\$28	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0				
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$28	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
CONTRACTUAL SERVICES															
61XXX	PROFESSIONAL FEES	\$792	\$832	\$900	\$0	\$900	\$900	\$900	\$1,000	\$1,000	\$1,000				
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0				
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0				
64XXX	TRAVEL AND EDUCATION	1,752	45	0	0	600	600	600	0	0	0				
65XXX	COMMUNICATIONS & UTILITIES	35	0	0	0	0	0	0	0	0	0				
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0				
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0				
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0				
69XXX	MISCELLANEOUS	0	0	100	0	0	0	0	0	0	0				
	SUBTOTAL	\$2,579	\$877	\$1,000	\$0	\$1,500	\$1,500	\$1,500	\$1,000	\$1,000	\$1,000				
CAPITAL OUTLAY															
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0				
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0				
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$0	\$0	\$0	\$0										
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
	TOTAL EXPENDITURES	\$55,940	\$57,772	\$61,700	\$14,600	\$47,120	\$61,720	\$61,720	\$64,980	\$64,980	\$64,980				

**Public Housing
Home Ownership Program
Fund Statement**

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin. Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Beginning Balance, July 1	72,573	57,145	\$ 51,745	\$ 44,620	\$ 44,620	\$ 48,894	\$ 48,920	
Revenues:								
HUD Counseling Grant	\$ 21,632	\$ 24,570	\$ 24,000	\$ 24,000	\$ 24,000	\$ 18,000	\$ 18,000	
Local Housing Trust Funds	13,071	13,684	20,000	17,200	17,200	17,000	17,000	
Wells Fargo Grant	5,620	0	2,500	0	0	0	0	
Interest	572	746	500	500	500	500	500	
Other	0	300	0	0	0	0	0	
Transfer from CDBG Fund: Housing Rehab Reimbursements	0	0	2,000	2,000	2,000	2,000	2,000	
Total Revenues	\$ 40,895	\$ 39,300	\$ 49,000	\$ 43,700	\$ 43,700	\$ 37,500	\$ 37,500	\$ -
Funds Available	\$ 113,468	\$ 96,445	\$ 100,745	\$ 88,320	\$ 88,320	\$ 86,394	\$ 86,420	\$ 0
Expenditures	56,323	51,825	53,700	39,426	39,400	38,500	38,500	
Ending Balance, June 30	57,145	44,620	\$ 47,045	\$ 48,894	\$ 48,920	\$ 47,894	\$ 47,920	\$ 0

Increase (Decrease) in Fund Balance (1)	\$ (15,428)	\$ (12,525)	\$ (4,700)	\$ 4,274	\$ 4,300	\$ (1,000)	\$ (1,000)	\$ 0
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Function:
Community and Economic Development

Department:
Housing

Activity:
Home Ownership Program

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 53,668	\$ 49,522	\$ 46,500	\$ 32,600	\$ 31,700	-31.83%
Commodities	434	168	600	600	600	0.00%
Contractual Services	2,221	2,135	6,600	6,200	6,200	-6.06%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 56,323</u>	<u>\$ 51,825</u>	<u>\$ 53,700</u>	<u>\$ 39,400</u>	<u>\$ 38,500</u>	-28.31%
Funding Sources						
HUD Counseling Grant	\$ 21,632	\$ 24,570	\$ 24,000	\$ 24,000	\$ 18,000	-25.00%
Local Housing Trust Fund	13,071	13,684	20,000	17,200	17,000	-15.00%
Transfer from CDBG Fund - Housing Rehab Reimb.	-	-	2,000	2,000	2,000	0.00%
Wells Fargo Grant	5,620	-	2,500	-	-	
Interest	572	746	500	500	500	0.00%
Other	-	300	-	-	-	
Total Funding Sources	<u>\$ 40,895</u>	<u>\$ 39,300</u>	<u>\$ 49,000</u>	<u>\$ 43,700</u>	<u>\$ 37,500</u>	-23.47%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time:						
Housing Specialist	0.62	0.50	0.50	-	-	
Housing Administrator	0.05	0.05	0.05	-	-	
Part Time:						
Housing Specialist	-	-	-	0.50	0.50	
Total	0.67	0.55	0.55	0.50	0.50	\$ 26,700
Employee Benefits						5,000
Total Personal Services						<u>\$ 31,700</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: COMMUNITY & ECONOMIC DEVELOPMENT										DEPARTMENT: HOUSING				ACTIVITY: HOMEOWNERSHIP						
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		
				FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021												
PERSONAL SERVICES																				
41XXX	REGULAR SALARIES & WAGES	\$35,348	\$32,863	\$30,600	\$2,492	\$0	\$0	\$2,492	\$0	\$0	\$0	\$2,492	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	4,087	19,637	0	23,724	26,700	0	0	23,700	0	26,700	0	0	0	26,700	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	125	172	200	46	111	157	157	200	0	0	200	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	5,751	5,505	5,300	986	3,375	4,361	4,361	4,300	4,500	4,500	4,300	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
46XXX	INSURANCE	12,444	10,982	10,400	1,655	237	1,892	1,892	1,900	500	500	1,900	500	500	500	500	500	500	500	500
SUBTOTAL		\$53,668	\$49,522	\$46,500	\$9,266	\$23,360	\$32,626	\$32,626	\$32,600	\$31,700	\$31,700	\$32,600	\$31,700	\$31,700	\$31,700	\$31,700	\$31,700	\$31,700	\$31,700	\$0
COMMODITIES																				
51XXX	OFFICE SUPPLIES	\$56	\$0	\$200	\$0	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$0
52XXX	OPERATING SUPPLIES	378	168	400	41	359	400	400	400	400	400	400	400	400	400	400	400	400	400	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$434	\$168	\$600	\$41	\$559	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$0
CONTRACTUAL SERVICES																				
61XXX	PROFESSIONAL FEES	\$0	\$1,200	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0
62XXX	TECHNICAL SERVICES	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	150	781	2,100	0	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	0
65XXX	COMMUNICATIONS & UTILITIES	18	10	200	0	100	100	100	100	100	100	100	100	100	100	100	100	100	100	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	2,000	0	2,000	2,000	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
69XXX	MISCELLANEOUS	21	144	300	0	300	300	300	300	300	300	300	300	300	300	300	300	300	300	0
SUBTOTAL		\$2,221	\$2,135	\$6,600	\$2,000	\$4,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$6,200	\$0
CAPITAL OUTLAY																				
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
99XXX TRANSFERS																				
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$56,323	\$51,825	\$53,700	\$11,307	\$28,119	\$39,426	\$39,426	\$39,400	\$38,500	\$38,500	\$39,400	\$38,500	\$38,500	\$38,500	\$38,500	\$38,500	\$38,500	\$38,500	\$0

**Public Housing
Sunset Park Education Program
Fund Statement**

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Budget 2020/2021
Beginning Balance, July 1	2,165	3,957	10,257	\$ 10,173	\$ 10,173	\$ 9,678	\$ 9,673	
Revenues:								
Contributions - United Way	\$ 17,004	\$ 16,750	\$ 3,000	\$ 1,750	\$ 1,750	\$ 2,000	\$ 2,000	
Other Contributions	2,600	200	100	0	0	0	0	
Community Foundation Grant	4,000	2,000	4,000	2,000	2,000	5,000	5,000	
Interest	17	141	0	150	150	100	100	
Other	0	0	2,000	1,500	1,500	1,000	1,000	
Transfer from CDBG Fund: Housing Rehab Reimbursements	0	0	1,000	2,200	2,200	1,000	1,000	
Total Revenues	\$ 23,621	\$ 19,091	\$ 10,100	\$ 7,600	\$ 7,600	\$ 9,100	\$ 9,100	\$ -
Funds Available	\$ 25,786	\$ 23,048	\$ 20,357	\$ 17,773	\$ 17,773	\$ 18,778	\$ 18,773	\$ 0
Expenditures	21,829	12,875	10,100	8,095	8,100	10,200	10,200	
Ending Balance, June 30	3,957	10,173	10,257	\$ 9,678	\$ 9,673	\$ 8,578	\$ 8,573	\$ 0

Increase (Decrease) in Fund Balance	\$ 1,792	\$ 6,216	\$ 0	\$ (495)	\$ (500)	\$ (1,100)	\$ (1,100)	\$ 0
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Function:
Community and Economic Development

Department:
Housing

Activity:
Sunset Park Education Program

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 14,846	\$ 5,157	\$ 9,700	\$ 7,600	\$ 9,800	1.03%
Commodities	708	142	300	400	300	0.00%
Contractual Services	6,276	7,576	100	100	100	0.00%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 21,830</u>	<u>\$ 12,875</u>	<u>\$ 10,100</u>	<u>\$ 8,100</u>	<u>\$ 10,200</u>	0.99%
Funding Sources						
Donations	\$ 23,604	\$ 18,950	\$ 7,100	\$ 3,750	\$ 7,000	-1.41%
Transfer from CDBG Fund - Housing Rehab Reimb.	-	-	2,000	2,200	1,000	-50.00%
Interest	17	141	-	150	100	
Other	-	-	1,000	1,500	1,000	0.00%
Total Funding Sources	<u>\$ 23,621</u>	<u>\$ 19,091</u>	<u>\$ 10,100</u>	<u>\$ 7,600</u>	<u>\$ 9,100</u>	-9.90%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Part Time:						
Program Coordinator	0.15	0.15	0.17	0.14	0.17	
Program Assistant	0.32	0.06	0.12	0.12	0.14	
Total	<u>0.46</u>	<u>0.21</u>	<u>0.29</u>	<u>0.26</u>	<u>0.32</u>	\$ 8,600
Employee Benefits						1,200
Total Personal Services						<u>\$ 9,800</u>

DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: COMMUNITY & ECONOMIC DEVELOPMENT		DEPARTMENT: HOUSING					ACTIVITY: SUNSET PARK EDUCATION PROGRAM						
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REQUEST FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	12,827	4,547	8,500	\$4,131	2,860	6,991	7,000	8,600	8,600	8,600	8,600	8,600
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	1,933	565	1,150	316	219	535	500	1,100	1,100	1,100	1,100	1,100
46XXX	INSURANCE	86	45	50	35	34	69	100	100	100	100	100	100
	SUBTOTAL	\$14,846	\$5,157	\$9,700	\$4,482	\$3,113	\$7,595	\$7,600	\$9,800	\$9,800	\$9,800	\$9,800	\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$109	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	599	142	300	272	128	400	400	300	300	300	300	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$708	\$142	\$300	\$272	\$128	\$400	\$400	\$300	\$300	\$300	\$300	\$0
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	6,208	7,403	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	68	173	100	0	100	100	100	100	100	100	100	0
	SUBTOTAL	\$6,276	\$7,576	\$100	\$0	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$21,830	\$12,875	\$10,100	\$4,754	\$3,341	\$8,095	\$8,100	\$10,200	\$10,200	\$10,200	\$10,200	\$0