

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

November 15, 2012, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of October 18, 2012..... 1-2
- IV. Approval of Bills for November 2012..... 3
- V. Communications..... 4-17
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Security Camera Update
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business - None
- VII. New Business
 - 1. Review Proposals for the Expansion of the Parking Lot at SCT
and make Recommendation to City Council 18
 - 2. Approve Staff Training..... 19-20
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, December 20, 2012
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
October 18, 2012 7:00 a.m.

Members Present: Scott Soifer, Margaret Calvert, Sally Jenkins, Jill Streich, and Trey Becker.
Absent: None. Others present: Tom Brownlow, City Administrator, and Heidi Nielsen, staff.

Call to Order. Chairperson Calvert called the meeting to order at 7:00 a.m.

Approve Minutes of September 20, 2012. Jenkins moved, Becker seconded the motion to approve the minutes of September 20, 2012. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$71,753.88. Ayes: 3, Nays: 0. Motion carried.

Board Members Streich arrived at 7:05 a.m. and Scott Soifer arrived at 7:08 a.m. prior to discussion of items under Communications

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Consider Approval of Resolution 10-12 to Approve Payment Standards. HUD's new Fair Market Rents for 2012/2013 and the current and proposed Payment Standards were presented and discussed. Staff made a request to increase the Payment Standards as presented. Soifer moved to approve Resolution 10-12 to maintain current Payment Standards. Jenkins seconded the motion. Motion carried on roll call vote: Ayes: Calvert, Jenkins, Soifer, Streich, and Becker. Nays: None

Discuss Vehicle Registration Policy. The proposed policy was presented to the Board. Many of the members felt that the policy was too restrictive and would require too much staff time to enforce. Nielsen said that regardless of whether we require vehicle registration, we still need to adopt some sort of parking policy. The idea was discussed to give each resident a parking pass that could be used for any vehicle that they drive. In addition, if the residents are not complying with the overnight guest registration, they are not likely to come to the office to get a temporary permit. The item was tabled for further consideration.

Consider Approval of Security Camera Policy. Staff requested that the board approve the policy. Essentially the policy specifies who will have access to the camera video and the purpose for the cameras and acceptable uses. Streich said that she is more comfortable with the cameras with a policy such as this in place. Nielsen said that the cameras are used to view residents and activities only in the public areas. Soifer moved to approve the Security Camera Policy. Becker seconded the motion. Ayes: 5, Nays: 0 Motion carried.

Approve Installation of Additional Cameras at Morningside. Staff informed the Board that the estimate to install the cameras came in twice as much as expected. This was due to having to run an additional conduit to accommodate the cables. Soifer expressed concerns over not having additional bids to compare with. He also stated that it might be a possibility that we may

be able to replace the entire system with a wireless system, a different type of cameras, or recording device that may meet our needs which would be more cost effective. Staff was directed to send out a request for proposals to area communication companies to see if we can install a different system or add to the existing system more economically. Soifer moved to approve the solicitation of proposals. Streich seconded the motion. Ayes: 5, Nays: 0 Motion carried

Prior to adjournment, Streich expressed concerns over only having cameras at Morningside and not the Terraces because of the perception of targeting one group of tenants. It was explained that historically there have been police calls and incidents there that were either reduced or eliminated by the use of cameras. Morningside has become a safer more desirable place to live as a result of their use, and while the drug activity hasn't been eliminated, it doesn't appear to be as common. Nielsen said that we have looked at the possibility installing them at the Terraces; however, because of the way the properties are configured it would be too costly. Soifer indicated he would not be opposed to installing cameras at the Terraces as well because they were not only a deterrent to negative behavior but also witnessed events that sometimes result in litigation.

Being no further business, Soifer moved, Jenkins seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 November 2012

Customer	Description	Amount
Business Card	travel expenses-NAHRO, staff training	1,275.11
C.Naber & Associates	accounting fees	363.00
CEC	security camera maintenance	682.50
Cedar Valley Printing	paper towels, meter ink	200.57
Charles City Press	snow removal ad	349.44
Cintas	rug service	102.58
City of Charles City	water/sewer/URP/S8 Inspections	1,247.50
Don's Repair	maintenance items	59.26
Foxen Floors & More	tile	499.50
Fred Davidson	security deposit refund	258.34
HAPS	Nov. 1 HAPS	50,232.80
Hobert Electric	electrical work/maintenance	588.90
Iowa Department of Public Health	Marty Parcher Lead tech. Recertification	60.00
Iowa Department of Transportation	fuel	102.38
Jendro Sanitation	trash service	608.00
Linderman Heating & Air, LLC	maintenance items and repairs	415.35
Mason City Business Systems Inc.	copy costs	66.45
Mid American Energy	electric/gas/URPS	4,063.45
NE NAHRO	Heidi-High Performance Mngmt. Jan 14-16	560.00
Nielsen, Heidi	travel exp. Reimbrsmnt./YMCA refund	267.00
Petty Cash	replenish cash-cash in bag \$55.79	44.21
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Reliable Office Supplies	copy paper, calendars	236.38
Rent Grow	criminal background/credit checks	102.75
Ron's Plumbing	maintenance items and repairs	485.14
Schueth Ace Hardware	maintenance items	1,162.16
Stock Glass	screen repairs	35.84
Superior Lumber	maintenance items	482.52
T-J Service	refrigerator maintenance repairs	94.99
Titus Lock Services	new laundry door opener lock service	140.00
US Cellular	cell phone service	68.38
		65,202.24

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. None
2. Rehab Update. The top 10 applicants have been notified and we are waiting for their verifications to come back before the official income and asset calculations can be completed. Once that is done, we can make sure that they have retained their initial ranking and officially offer assistance to them. We are still on track to be able to start construction on the projects in early spring.
3. Security Camera Update. I have contacted CEC and they came up to Charles City to look at our system and they determined that we don't actually need to install new conduit to accommodate the new camera wiring. Because of the changes in technology, the new cameras only need one cable to transmit the video image and data. The existing cameras required two. In addition, they found that the existing conduit is 1" in diameter and will accommodate the necessary wiring. The initial quote was based on the existing conduit only being 3/4" in diameter. They will be revising their initial quote, which will drop the cost of the project. We also discussed updating the system and because of the distance that the cameras need to cover and the fact that they are exterior cameras, they said that we would not only need all new IP cameras but also a new DVR. They said they could install cameras that would provide us with facial recognition; however, it would be extremely expensive.

I also contacted Electronic Engineering for a quote for the same cameras that CEC initially quoted. As soon as we get the updated quote From CEC, I will contact Electronic Engineering to get a revised quote from them also.

4. Monthly Rental Status Update.

Month of October 2012	Total Leased 10/1/12	New Leases	Removed Or Moved	Total Leased 11/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	2	2	131	8	5	1
Morningside 15 Units	15	0	1	14	8	8	5
Section 8 197 Units	174	7	5	176	41	25	16

Declined Assistance (9) Over Income () Denied (1) Insufficient Address ()
 Did not attend Briefing/Information Not Returned (12) Criminal Background Check ()
 Voucher Expired (2) Purged ()
 Terminations: PH (1) S8 (3)
 Port Out: (1)

5. End of Participation Tracker. See attachment

6. Newsletters. See attachments

7. Financial Statements. October 2012 statements are attached.

END OF PARTICIPATION
TRACKER
2012-2013

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	4	1	2	1	2								10
ZERO HAP													0
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING		1											1
PORT-OUT ABSORBED	2			1									3
PORT-OUT SEARCHING	3		1	1									5
DECEASED													0
MOVED IN VIOLATION	3	2											5
EVICTED													0
UNAUTHORIZED LIVE-IN	1			1									2
VIOLATION OF FAMILY OBLIGATION					2								
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW				1									1
FAILURE TO REPAY	1												1
FAILURE TO PROVIDE INFO	1				1								2
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED		1											1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED		2	1		2								5
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	2	1								4
TOTALS	18	6	4	7	8	0	36						
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	2			1								5
DECEASED	1	1	2		1								5
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED													0
UNAUTHORIZED LIVE-IN					1								1
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION				1									1
OTHER													0
TOTALS	3	3	2	1	3	0	12						



TERRACE NEWS

November 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

Nov. 15th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

Becky Loftus #35	13
Esther Rolph #5	15
Laura Lonergan -	20
Jim Witherspoon #52	21
Marianne Kirlan #127	24
Judy Arlet #41	28

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

*Brenda Ingalls
Linda Gohr*

We hope you like your new home!



November:

- 2:** Chicken Noodle Supper @ Messiah Lutheran Church, 5-7pm. Tickets available @ door
- 2-4:** Reindeer Ruckus Holiday Season Kick-Off- Holiday open houses and events at participating businesses thru Dec. 23
- 4:** Daylight Saving Time ends. Move clocks back
- 6:** Election Day
- 10:** Charles City Craft Show @ CC High School cafeteria, 9am-3pm
- 10:** Stebens Children's Theatre presents "Liberty Belles". Free 1940's themed Musical Performance; 2pm @ CC Library.
- 11:** Veteran's Day: **office closed Monday, November 12**
- 11:** Ham Ball Dinner for Veteran's Day. 11:30am -1:30pm @ First Congregational Church. Adults \$8, Under 12-\$5, Under 5-Free. Dinners delivered upon request by calling 228-5310 before 11am.
- 17:** Freewill donation movie "The Lorax", 2pm @ Charles Theater. Proceeds to the mentoring program.
- 22: HAPPY THANKSGIVING! FREE** Thanksgiving dinner at Messiah Lutheran Church @ noon. **EVERYONE WELCOME!** (see attached flyer for more information!) (Dec.1-9am-11am Cookie Walk @ First Congregational)

THE OFFICE WILL BE CLOSED ON NOVEMBER 12 FOR VETERAN'S DAY AND NOVEMBER 22 & 23 FOR THANKSGIVING.

Banned Individuals From Any Public Housing

Property:

David "Boone" Mahnesmith, Roy Bode

If any of these individuals are seen on any public housing property, at any time of day, please call the police department. Under no circumstances are they able to be on the properties.

Free Community Thanksgiving Dinner

November 22

12:00 Noon

Messiah Lutheran Church
705 3rd Ave.

Charles City, Iowa
(Across the street from Lincoln School Playground)

We ask that you sign up below with the number of people attending (no names required) so that we know how much food to prepare.

Rides provided
or We will deliver.

Provide phone number,

★ ONLY if you need a
RIDE or DELIVERY.

Example 2 228-0000
(# of people) (your phone #)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Questions? Call Bill Cavanaugh
641-330-9863 or email at
ccmessiah@mchsi.com

Sponsored by
Messiah Lutheran Church

This sign up
Sheet is at the
office. Stop in or
Call to add yourself
to the list.



MORNINGSIDE NEWS

November 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

November 15th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

If you pay your rent with cash please have the exact amount. We do not keep change on hand.

PLEASE READ!

L trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation!

ANY CHANGES?

Have you gotten a new phone number lately? Have you gotten a different vehicle? If so, be sure to contact the office with any changes so we can update our records.

BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:
DAVID "BOONE"
MAHNESMITH & ROY BODE

November:

2: Chicken Noodle Supper @ Messiah Lutheran Church, 5-7pm. Tickets available @ door

2-4: Reindeer Ruckus Holiday Season Kick-Off- Holiday open houses and events at participating businesses thru Dec. 23

4: Daylight Saving Time ends. Move clocks back

6: Election Day

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(Dec.1-9am-11am Cookie Walk @ First Congregational)

**THE OFFICE WILL BE CLOSED ON
NOVEMBER 12 FOR VETERAN'S DAY AND
NOVEMBER 22 & 23
FOR THANKSGIVING.**



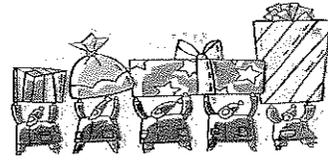
Can we help bring your family extra Holiday Cheer?

Christmas is right around the corner and the Charles City Press and Chamber Office are looking to make the holidays a little brighter for families in our community. If your family is in need of some assistance please pick up a Holiday Cheer form at the Charles City Chamber office, Charles City Press or Charles City Public Library and return it to the Chamber office no later than **Friday, November 16th**. Forms will also appear in the Charles City Press on several dates.

Information to keep in mind when completing your form:

- Forms must be signed and will NOT be accepted after the November 16th deadline.
- Only one application will be accepted per family.
- Gifts must be picked up at the Chamber Office before December 21st @ 5PM.
- There is NO guarantee that your family will be selected.
- ***Eligibility: Floyd County Residents Only***

Call the Charles City Chamber office at (641) 228-4234 with any questions.



HOLIDAY CHEER APPLICATION

Floyd County Residents Only! Please print the following information:

Family Name _____ Number in Family _____
Phone** _____ Alternate Phone** _____
Required Must list a working phone number or a contact person with a working phone number.
Address _____

- Fill out the entire form and return to the address listed at the bottom of the page
- Forms **MUST BE** returned by **NOVEMBER 16th** at 5 P.M. **LATE FORMS NOT ACCEPTED!!**
- Your family will be contacted by December 19th if you have gifts to pick up.

Name – please print	Age	M or F	Clothing Size	Gift Ideas (BE SPECIFIC)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

Please use reverse side for additional names if necessary.

Would you like your gifts to be wrapped? WRAPPED UNWRAPPED (Please Circle)
In addition to gifts, would you accept gently used clothing/shoes? YES NO (Please Circle)

➔ Please tell us about your family:

THERE IS NO GUARANTEE YOUR FAMILY WILL BE SELECTED!!

By signing this form, you understand that confidentiality cannot be guaranteed, nor is there a guarantee of delivery of any of the above items. The purpose of this form is to allow the above names to be given to any organization or individuals upon request. **Unsigned forms will not be given out!!**

Signed: _____ Date: _____

One application submitted per family, please. Duplication may result in removal from the program.

Charles City Chamber • 401 North Main St • Charles City, IA 50616 • Next to Charles Theatre • 228-4234

Return to →

Free Community Thanksgiving Dinner

November 22

12:00 Noon

Messiah Lutheran Church
705 3rd Ave.

Charles City, Iowa
(Across the street from Lincoln School Playground)

We ask that you sign up below with the number of people attending (no names required) so that we know how much food to prepare.

Rides provided
or We will deliver.

Provide phone number,

★ ONLY if you need a
RIDE or DELIVERY.

Example 2 228-0000
(# of people) (your phone #)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This sign up sheet is at the office. Stop in or call to add yourself to the list.

Questions? Call Bill Cavanaugh
641-330-9863 or email at
ccmessiah@mchsi.com

Sponsored by
Messiah Lutheran Church

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 10/2012, FISCAL 4/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	21,500.00	1,897.62	7,639.99	35.53	13,860.01
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	120.84	562.84	14.07	3,437.16
173-532-4506	DWELLING RENT-PUBLIC HOUSING	42,000.00	36,634.00	140,827.00	335.30	98,827.00-
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	11,000.00	484.00	4,166.00	37.87	6,834.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	11,000.00	957.50	4,435.00	40.32	6,565.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	48.81	2.44	1,951.19
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	91,500.00	40,093.96	157,679.64	172.33	66,179.64-
173-910-4830	TRANSFER IN - PUBLIC HOUSING	182,648.00	.00	.00	.00	182,648.00
	TRANSFERS IN/OUT TOTAL	182,648.00	.00	.00	.00	182,648.00
173-532-6010	SALARY - PUBLIC HOUSING	104,000.00	6,957.62	29,966.84	28.81	74,033.16
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	72,000.00	.00	.00	.00	72,000.00
173-532-6110	FICA-PUBLIC HOUSING	.00	473.03	2,055.30	.00	2,055.30-
173-532-6130	IPERS-PUBLIC HOUSING	.00	603.24	2,598.25	.00	2,598.25-
173-532-6150	HEALTH INS-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	22,081.00	554.16	2,666.64	12.08	19,414.36
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	59,326.00	3,132.78	12,181.16	20.53	47,144.84
173-532-6200	SECURITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	914.44	914.44	11.43	7,085.56
173-532-6370	GAS-PUBLIC HOUSING	40,000.00	1,097.87	4,206.40	10.52	35,793.60
173-532-6371	UTILITIES-PUBLIC HOUSING	45,000.00	2,883.21	13,994.43	31.10	31,005.57
173-532-6374	WATER-PUBLIC HOUSING	16,000.00	1,180.58	5,364.93	33.53	10,635.07
173-532-6379	SEWER/OTH UTIL-PUBLIC HOUSING	23,000.00	1,660.13	7,454.01	32.41	15,545.99
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	309.00	1,341.00	33.53	2,659.00
173-532-6408	INSURANCE-PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6415	COPIER LEASE-PUBLIC HOUSING	2,800.00	.00	516.67	18.45	2,283.33
173-532-6420	CONTRACT SERV-PUBLIC HOUSING	14,000.00	2,830.42	4,851.24	34.65	9,148.76
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	2,883.25	48.05	3,116.75
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	33,434.60	98.34	565.40
173-532-6516	REFUNDS-PUBLIC HOUSING	.00	48.00	48.00	.00	48.00-
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	725.73	3,651.50	14.61	21,348.50
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	2,645.45	12,633.97	25.27	37,366.03
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	160,000.00	.00	.00	.00	160,000.00
	PUBLIC HOUSING TOTAL	752,207.00	26,015.66	140,762.63	18.71	611,444.37
173-536-6010	SALARY - PH MAINT	.00	5,349.15	23,411.12	.00	23,411.12-
173-536-6040	OVERTIME SALARY-PH MAINT	.00	80.83	620.26	.00	620.26-
173-536-6110	FICA- PH MAINT	.00	404.95	1,798.53	.00	1,798.53-
173-536-6130	IPERS-PH MAINT	.00	470.78	2,083.49	.00	2,083.49-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 10/2012, FISCAL 4/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	PUBLIC HOUSING MAINTENANC TOTA	.00	6,305.71	27,913.40	.00	27,913.40-
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	.00	.00	34,000.00
	PUBLIC HOUSING TOTAL	512,059.00-	7,772.59	10,996.39-	2.15	501,062.61-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 10/2012, FISCAL 4/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,300.00	135.06	584.45	25.41	1,715.55
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	.00	226.00	5.02	4,274.00
174-533-4505	HUD CONTRIB-SEC 8	570,000.00	38,841.00	173,409.00	30.42	396,591.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	8,872.00	34,648.00	40.76	50,352.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	125.00	585.00	58.50	415.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	663,800.00	47,973.06	209,452.45	31.55	454,347.55
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	55,000.00	4,510.40	20,572.90	37.41	34,427.10
174-533-6040	OVERTIME SALARY-SEC 8	.00	.00	.00	.00	.00
174-533-6110	FICA-SEC 8	.00	310.31	1,425.33	.00	1,425.33-
174-533-6130	IPERS-SEC 8	.00	391.04	1,783.54	.00	1,783.54-
174-533-6150	GROUP INSURANCE-SEC 8	.00	.00	.00	.00	.00
174-533-6199	EMPLOYEE BEN-SEC 8	38,000.00	2,242.23	8,966.37	23.60	29,033.63
174-533-6230	STAFF TRAINING-SEC 8	3,000.00	.00	1,400.00	46.67	1,600.00
174-533-6380	UTILITY ALLOT-SEC 8	15,000.00	522.00	3,090.00	20.60	11,910.00
174-533-6401	ACCOUNTING FEES-SEC 8	3,000.00	204.00	1,006.00	33.53	1,994.00
174-533-6416	RENTS & LEASES-SEC 8	.00	.00	.00	.00	.00
174-533-6420	CONTRACTED SERVICES-SEC 8	11,000.00	1,041.75	3,322.89	30.21	7,677.11
174-533-6423	SPECIAL SERVICE-SEC 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	640,000.00	49,795.20	195,666.86	30.57	444,333.14
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	487.10	16.24	2,512.90
	SECTION 8 VOUCHER TOTAL	768,300.00	59,016.93	237,720.99	30.94	530,579.01
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	104,500.00-	11,043.87-	28,268.54-	27.05	76,231.46-

MEETING DATE: 11/15/2012

RE: Review Proposals for the Expansion of the
Parking Lot at SCT and Make Recommendation
to the City Council

REQUESTED ACTION: Review proposals received to expand the parking lots at South Cedar Terrace and make recommendation to the City Council to accept the proposal from TeKippe Engineering.

Comments: We sent a request for proposals to five area engineering companies and received proposals from Ament Design, TeKippe Engineering, and Veenstra & Kimm. I have had Jon Fallis, the City Engineer, review all of the proposals to come up with the most beneficial proposal.

Engineering Company	Proposed # of new Parking Spaces	Cost of Engineering Services
Ament Design	10-12	Phase 1: \$19,400 Phase 2: \$14,000
TeKippe Engineering	25-36	Phase 1: \$4,100 Phase 2: \$9,850
Veenstra & Kimm	10-16	Phase 1: \$2,900 Phase 2: \$5,990

Phase one of the proposal encompasses all of the work up to the cost estimate. Once the design phase or phase one is completed and they have prepared the cost estimate, we will be able to make the decision whether or not to proceed with the project. The criteria that we used to determine the best proposal was the estimated engineering cost per parking space in addition to the proposed parking lot design.

TeKippe Engineering came in with the lowest cost per space and we also liked the proposed design. Veenstra & Kimm gave us an additional alternative design with parking in the field adjacent to Gilbert Street. However, it also comes with a higher price tag and the uncertainty that the DOT will allow us to access the lot from Gilbert Street.

We have also discussed the possibility of the City taking over some of the project requirements in the second phase. Even though they will bill us for their time, the total engineering costs should be under the total bid by TeKippe.

The proposals will be available to review upon request or at the meeting.

REQUESTED ACTION: Approve sending Heidi to Omaha to attend a National NAHRO Training Program being offered January 14-16, 2013.

Comments: The Nebraska State Chapter of NAHRO is sponsoring a training to be conducted by National NAHRO. The class, High Performance Management, is a mandatory component of the two different certification tracks being offered by NAHRO. In addition, these two certifications are a component of a higher certification.

I am working on these certifications and have been waiting for the training to be offered close to home to cut down on travel expense. A similar course is being offered by Nan McKay which is almost twice as much as the NAHRO course and doesn't include certification. The cost for the course is \$560 and with the rest of the expenses the total cost will be approximately \$950.

A copy of the course description is attached.

Description taken from National NAHRO on this class...

**High Performance Management:
Creating a Positive Operations Management Environment
for Optimum Productivity**

Introduction

NAHRO's High Performance Management: Creating a Positive Operations Management Environment for Optimum Productivity Seminar is a three-day class with an accompanying post assessment. Managers and supervisors are the instruments through which performance and productivity happen in any organization. An organization's human resources are the engine driving quality, efficient accomplishment of work tasks, and effectively interacting with people served, and with co-workers. Managers' and supervisors have a direct impact on how productively their work unit operates. An agency's human assets directly impact the success and quality of services delivered to their communities.

Managing or supervising requires unique sets of knowledge, skills and competencies. NAHRO's High Performance Management seminar provides not only key knowledge, but the opportunity for participants to experiment and to experience critical tools and techniques that can assist them to more effectively manage and supervise their people.

As with any skill, reading a book or hearing a lecture does not result in a person's ability to effectively improve that skill. High Performance Management is cutting edge, employing contemporary, validated knowledge. It is a participant-centered interactive course. It engages participants in self-assessing their key competencies and management styles. It provides the opportunity to use exercises, case studies, assessments, simulations and other reinforcement that help to anchor the learning.

Scope of Service

NAHRO will conduct the High Performance Management: Creating a Positive Operations Management Environment for Optimum Productivity Seminar for your organization at a site selected by you. Classes generally begin at 8:30 am and end at 4:30 pm. However, NAHRO Faculty will make every effort to accommodate your organization's schedule.

The High Performance Management course's key elements include:

Roles and Responsibilities in Management and Supervisory Positions

Identifying Critical Competencies

Individual Communication and Management Self-Assessment

Understanding Others – Similarities and Differences

Communication Techniques to Obtain Results

The Power of Listening for Understanding

Conflict Management

Elements of Productive, Motivating Work Environments

Effective Hiring, Training, Coaching and Disciplining Techniques

Critical Thinking and Problem-Solving that Address Causal Issues

Goal Setting, Decision-Making

Collaboration and Teamwork in Work Groups