

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

December 20, 2012, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of November 15, 2012. 1-2
- IV. Approval of Bills for December 2012 3
- V. Communications 4-15
 - 1. CFP Update
 - 2. Rehab Update
 - 3. New Website
 - 4. NCRC Board Meeting
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
 - 7. Newsletters
 - 8. Financial Statements
- VI. Old Business
 - 1. Approve Purchase and Installation of Additional Security Cameras..... 16
- VII. New Business
 - 1. Approve contract to Service Boilers at South Cedar Terrace..... 17
 - 3. Approve removal of Emergency Call System at the Terraces..... 18
 - 3. Approve Resolution 11-12 Amending Criteria Used for the
Determination of “Legal Domicile”..... 19-20
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, January 19, 2013,
7:00 a.m., CCHRA Office

HAPPY HOLIDAYS!

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
November 17, 2011 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of October 18, 2012. Becker moved, Jenkins seconded the motion to approve the minutes of October 18, 2012 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Jenkins moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$68,456.31. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action needed.

Board Member Soifer arrived at 7:10 prior to the review of the financial reports.

Old Business. None

New Business.

Review proposals for the expansion of the parking lot at SCT and make recommendation to City Council. The proposed plans were reviewed and Nielsen explained that the overall design and engineering cost per additional parking space were the main determining factors used to select the proposal from TeKippe Engineering. Nielsen also informed board that because the City was able to manage the project TeKippe submitted a revised proposal for \$9,350 for services up to the bidding process. The City will bill us for their engineering time, however, it should be less than the \$4,600 from TeKippe. In addition, due to the reduction in cost, the proposals no longer need Council approval and can be approved by the Board. Soifer made a motion to approve the revised proposal from TeKippe Engineering not to exceed \$9,350 with the city Engineering Department managing the project from bidding to project completion. Jenkins seconded the motion. Ayes: 5, Nays: None. Motion Carried.

Approve Staff Training. Nielsen requested direction from the board whether or not trainings under the \$1,000 threshold should be placed on the agenda for board approval. It was determined that out of town travel for several days should require board approval. The request was then made to travel to Omaha in January for training. Nielsen stated that she would be driving to Omaha to save money because she would be in Chicago the week before and flying directly to Omaha from Chicago would increase the cost by about \$500. Soifer made a motion to send Nielsen to Omaha for training, Streich seconded the motion. Ayes: 5, Nays: None. Motion Carried.

Being no further business, Becker 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
DECEMBER 2012

Customer	Description	Amount
Aranda Cowell	security deposit refund	128.00
Business Card	Heidi to NAHRO in Jan./comp.backup	234.46
C.Naber & Associates	accounting fees	363.00
Cedar Valley Printing	envelopes/letterhead/office supplies	266.16
CenturyLink	phone serv. Nov.	173.01
Cintas	rug service	153.87
City of Charles City	water/sewer/URP/S8 inspections	3,264.25
Don's Repair	maintenance-oil/filters	44.92
Dusty's Total Tree Service	tree service @ NCT	275.00
Foxen Floors & More	carpet replacement @ Morningside	285.92
GE Capital	copier lease	516.67
George Banwell	security deposit refund	119.19
HAPS	Dec. HAPS	49,214.20
Hobert Electric	electrical maintenance	384.95
Hy-Vee	tenant gift cards	2,370.00
Iowa Department of Public Health	Lead Renovator certifications	180.00
Iowa Department of Transportation	fuel	200.29
Iowa NAHRO	membership dues	125.00
Linderman Heating & Air, LLC	maintenance repairs	220.50
Matt Losee	refund for found laundry door keytag	10.00
McDonald's	tenant gift cards	150.00
Mehmen's Painting	painting 2232,2212,84,31	495.00
Michaels Band Box	carpet cleaning @ Morningside 2232,2212	352.38
Mid American Energy	electric/gas/URPS	5,736.42
Noah, Smith & Schuknecht, P.L.C.	legal services	429.00
Onken, Janell	security deposit refund	118.02
Pitney Bowes	meter lease	47.74
Plunkett's Pest Control	treatment for spiders	25.00
Purchase Power	postage	300.00
Rent Grow	criminal background/credit checks	107.40
Ron's Plumbing	maintenance repairs	238.60
Schneider Laboratories Inc.	lead testing fee (reimbursed by landlord)	14.00
Schueth Ace Hardware	maintenance items	232.82
Sherwin Williams	paint	292.30
Stock Glass	screen repair	27.00
Superior Lumber	maintenance items	991.21
T-J Service	repair to refrig/stove-replaced refrigerator	793.97
US Cellular	cell phone service	68.38
		68,948.63

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We have gotten a little more direction from HUD regarding the physical needs assessment. They have released some frequently asked questions regarding the implementation of the PNA. In addition they will be holding some training webcasts after the first of the year and a live training session in Washington DC. They have advised us to download the new tool and import our data into it from the HUD PIC website to ensure data accuracy. At this point, it may be wise to start the procurement process for a contractor to complete the PNA for us so we will be ready once the final rule is published.
2. Rehab Update. The verifications have been done for 8 of the 10 top applicants. One of the applicants, once verified was over-income and not eligible, and one of the applicants passed away. We continued to process the application because there were other adult family members remaining in the home. However, because the estate is still in probate and the title to the property hasn't transferred yet, we have to put this application on hold until we start the second phase. Of the eight applications who have been verified and calculated, we will make sure that they have retained their original rankings, re-rank them if necessary and offer assistance to the top five.
3. New Website. The City has launched their new website. If you would like to take a look at our pages, the web address is www.cityofcharlescity.org. You can find us under the department drop down box at the top of the page. The new site is much more functional and easier to navigate. We have added the Board Agendas and Minutes for viewing in addition to a form to allow participants to report changes on-line.
4. NCRC Board Meeting. Heidi will be in Chicago in January from the 9th -11th for the NCRC Board Meeting. All expenses will be covered by the Iowa NAHRO Chapter.
5. **Monthly Rental Status Update.**

Month of November 2012	Total Leased 11/1/12	New Leases	Removed Or Moved	Total Leased 12/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	1	2	130	7	4	1
Morningside 15 Units	14	1	1	14	9	2	1
Section 8 197 Units	175	10	7	178	30	24	14

Declined Assistance (6) Over Income (1) Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (9) Criminal Background Check ()
 Voucher Expired (2) Purged ()
 Terminations: PH (1) S8 (1)
 Port Out: (3)

6. End of Participation Tracker. See attachment
7. Newsletters. See attachments
8. Financial Statements. November 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	1							11
ZERO HAP						1							1
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING		1											1
PORT-OUT ABSORBED	2		1										3
PORT-OUT SEARCHING	3		1	1		4							9
DECEASED													0
MOVED IN VIOLATION	3	2				1							6
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								0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	2	1								4
TOTALS	18	6	4	7	8	7	0	0	0	0	0	0	43
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	2			1	1							6
DECEASED	1	1	2		1	1							6
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS						1							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	3	0	0	0	0	0	0	14



TERRACE NEWS

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

Dec. 20th 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!

Lee Gohr -	2
Arla Wright—83	3
Haila Reinhardt— 1	12
Julie McClintock— 34	19
Joyce Stenseth— 10	21

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

Larry Shepard Apt. 56 SCT

We hope you like your new home!

DECEMBER:

- 1:** First Congregational Church (N. Jackson & Ferguson) Cookie Walk: 9am-11am
 - 1:** Toys For Tots "Fill A Truck With Toys" at Theisen's, 8am-3pm with Mike Molstead Motors & KCHA 95.9
 - 1:** Freewill Donation movie "National Lampoon's Christmas Vacation", 2pm @ Charles Theatre. Funds will be used for Central Park decorations.
 - 1:** Kid's Day @ Floyd Co. Historical Museum. Call 228-1099 to pre-register
 - 1:** Kringle's Kreations @ IC School, 1-4pm. For a small fee kids can make & wrap craft items for family members.
 - 2:** Freewill Donation movie "Elf" @ Charles Theatre, 2pm. Sponsored by Floyd Co. Fair Board
 - 2:** Band Parents Support Group Pancake Breakfast @ The Elks, 8am-noon. All U Can Eat...\$6 ea. Kids under 5 FREE
 - 7:** Holiday Lighted Parade, Main Street, 6:30pm
 - 9:** Santa PAWS @ Otto's Oasis, 1-3pm, furry friends get their pic taken & receive goody bag. Free will donation or toys for shelter animals
 - 9:** Charles City Singers Christmas Concert, 7:30pm @ Trinity UMC. Tickets \$5 in advance/\$7 at door.
 - 11:** Our Kids Count, 5:30pm @ Trinity UMC, dinner/ childcare provided. Holiday "make and take"
 - 15:** Freewill donation movie "Arthur Christmas", 2pm. @ Charles Theatre. Proceeds to Mentoring Program.
 - 19: FREE** Kids Winter Clothing & Outerwear, 9-11am @ Charles City Library, open to all-NO registration required
 - 22:** Freewill donation movie, "A Christmas Story", 2pm @ Charles Theatre. Funds for Central Park Decorations.
- Santa House Hours:**
 Dec.7:7pm Dec.8 & 15 & 22: 10am-noon
 Dec. 23: 2pm-4pm



THE OFFICE WILL BE CLOSED AT NOON DECEMBER 24th AND ALL DAY DECEMBER 25th. ALSO, THE OFFICE WILL BE CLOSED JANUARY 1st

Happy New Year!

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.

A HAPPY HOLIDAYS EVENT Sponsored by:

FAMILIES MAKING CONNECTIONS

FLOYD COUNTY LIBRARY CHICKASAW

FREE

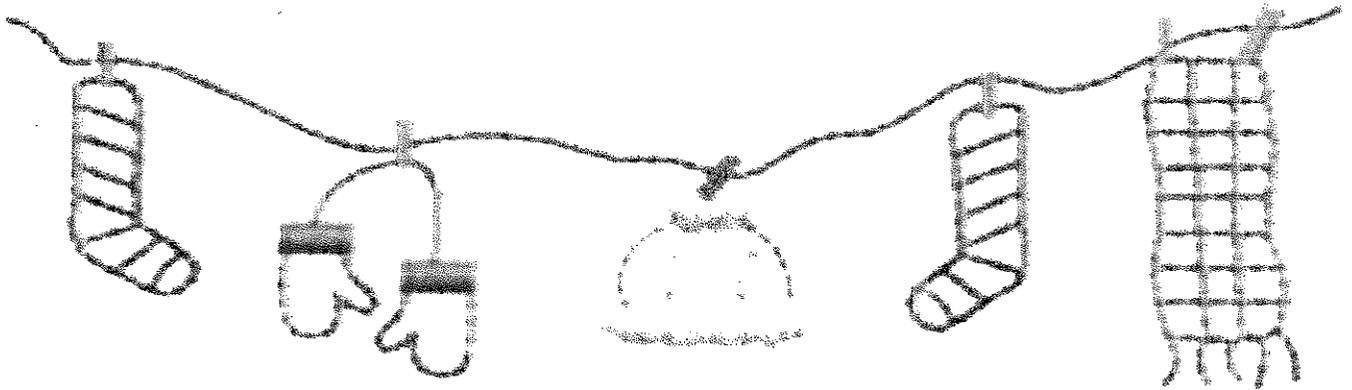
Join Us-

Wednesday, December 19

KIDS

9:00-11:00 a.m.

WINTER CLOTHING & OUTERWEAR



Charles City Library
Zastrow Room



Child Abuse Prevention
COUNCIL

Contact:
Shelley Smith 641-330-7833



MORNINGSIDE NEWS

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

December 20th 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**

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HERE ARE A FEW WEBSITES WITH CHRISTMAS IDEAS, FACTS, CRAFTS, ETC! ENJOY!

<http://www.northpole.com/>

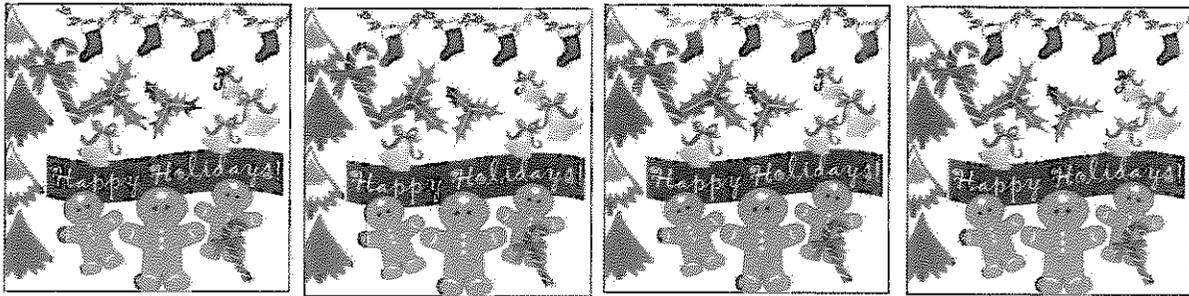
<http://www.thekidzpage.com/christmas>

<http://www.santa.net>

<http://www.kidsgen.com/events/christmas/facts>

<http://facts.randomhistory.com/christmas-facts>

<http://www.bethanyroberts.com/Christmasfun>



GREAT
PARENT/
CHILD
EVENTS



FOR YOUR INFORMATION:

MOPS(Mothers with preschoolers): call St. John Lutheran Church @ 228-3397
Our Kids Count: call Central Preschool @ 228-6803

Community Nursing Clinic Schedules for December 2012.
To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Wednesday, Dec. 5th: 9:00 am-12:00 pm
Thursday, Dec. 13th: 1:00 pm—4:00 pm
Tuesday, Dec. 18th: 9:00 am-12:00 pm
Thursday, Dec. 27th: 1:00 pm-4:00 pm



WIC CLINICS

Dec. 26 & 27
9:00 A.M. to 12:00 P.M.
and
12:40 P.M. to 3:00 P.M.
at :
1010 South Grand
1-800-657-5856

A HAPPY HOLIDAYS EVENT Sponsored by:

FAMILIES MAKING CONNECTIONS
FLOYD ★ MITCHELL ★ CHICKASAW

FREE

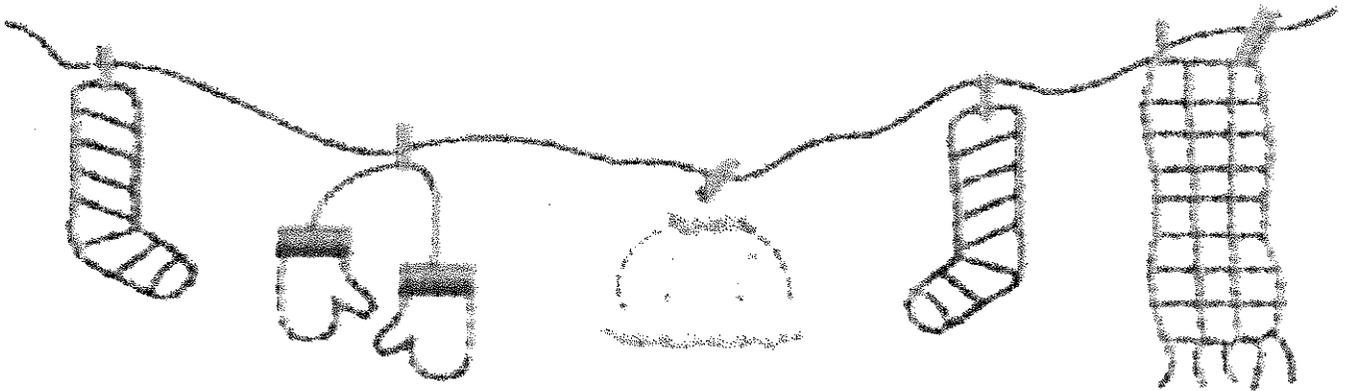
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**WINTER CLOTHING &
OUTERWEAR**



Charles City Library
Zastrow Room



Child Abuse Prevention
COUNCIL

Contact:
Shelley Smith 641-330-7833

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2012, FISCAL 5/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MID BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,300.00	132.56	717.01	31.17	1,582.99
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	160.00	386.00	8.58	4,114.00
174-533-4505	HUD CONTRIB-SEC 8	570,000.00	54,162.00	227,571.00	39.92	342,429.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	7,872.00	42,520.00	50.02	42,480.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	125.00-	460.00	46.00	540.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	663,800.00	62,201.56	271,654.01	40.92	392,145.99
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	4,121.07	24,693.97	44.90	30,306.03
174-533-6040	OVERTIME SALARY-SEC 8	.00	.00	.00	.00	.00
174-533-6110	FICA-SEC 8	.00	283.03	1,708.36	.00	1,708.36-
174-533-6130	IPERS-SEC 8	.00	357.27	2,140.81	.00	2,140.81-
174-533-6150	GROUP INSURANCE-SEC 8	.00	.00	.00	.00	.00
174-533-6199	EMPLOYEE BEN-SEC 8	38,000.00	2,241.59	11,207.96	29.49	26,792.04
174-533-6230	STAFF TRAINING-SEC 8	3,000.00	60.00	1,460.00	48.67	1,540.00
174-533-6380	UTILITY ALLOT-SEC 8	15,000.00	4,347.00	7,437.00	49.58	7,563.00
174-533-6401	ACCOUNTING FEES-SEC 8	3,000.00	204.00	1,210.00	40.33	1,790.00
174-533-6416	RENTS & LEASES-SEC 8	.00	.00	.00	.00	.00
174-533-6420	CONTRACTED SERVICES-SEC 8	11,000.00	1,172.25	4,495.14	40.86	6,504.86
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	45,885.80	241,552.66	37.74	398,447.34
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	58,672.01	296,393.00	38.58	471,907.00
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-	3,529.55	24,738.99-	23.67	79,761.01-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2012, FISCAL 5/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	21,500.00	1,923.66	9,563.65	44.48	11,936.35
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	50.00	612.84	15.32	3,387.16
173-532-4506	DWELLING RENT-PUBLIC HOUSING	420,000.00	35,605.00	176,432.00	42.01	243,568.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	11,000.00	240.00	4,406.00	40.05	6,594.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	11,000.00	870.50	5,305.50	48.23	5,694.50
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	49.67	98.48	4.92	1,901.52
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	469,500.00	38,738.83	196,418.47	41.84	273,081.53
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	7,518.94	37,485.78	36.04	66,514.22
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA-PUBLIC HOUSING	.00	513.45	2,568.75	.00	2,568.75
173-532-6130	IPERS-PUBLIC HOUSING	.00	651.92	3,250.17	.00	3,250.17
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	3,220.80	14.59	18,860.20
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	59,326.00	3,039.80	15,220.96	25.66	44,105.04
173-532-6200	SECURITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	1,975.39	2,889.83	36.12	5,110.17
173-532-6370	GAS-PUBLIC HOUSING	40,000.00	1,360.65	5,567.05	13.92	34,432.95
173-532-6371	UTILITIES-PUBLIC HOUSING	45,000.00	2,702.80	16,697.23	37.10	28,302.77
173-532-6374	WATER-PUBLIC HOUSING	16,000.00	1,332.92	6,697.85	41.86	9,302.15
173-532-6379	SEWER/OTH UTIL-PUBLIC HOUSING	23,000.00	1,789.41	9,243.42	40.19	13,756.58
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	159.00	1,500.00	37.50	2,500.00
173-532-6408	INSURANCE-PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL-PUBLIC HOUSING	2,000.00	429.00	429.00	21.45	1,571.00
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	1,003.82	5,855.06	41.82	8,144.94
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	22.00	2,905.25	48.42	3,094.75
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	33,434.60	98.34	565.40
173-532-6516	REFUNDS-PUBLIC HOUSING	.00	10.00	58.00	.00	58.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	2,224.80	5,876.30	23.51	19,123.70
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,934.07	16,568.04	33.14	33,431.96
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	680,207.00	29,222.13	169,984.76	24.99	510,222.24
173-536-6010	SALARY - PH MAINT	72,000.00	5,278.77	28,689.89	39.85	43,310.11
173-536-6040	OVERTIME SALARY-PH MAINT	.00	71.22	691.48	.00	691.48
173-536-6110	FICA- PH MAINT	.00	398.85	2,197.38	.00	2,197.38
173-536-6130	IPERS-PH MAINT	.00	463.85	2,547.34	.00	2,547.34
173-536-6150	GROUP INSURANCE	.00	.00	.00	.00	.00

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2012, FISCAL 5/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6151	LIFE INSURANCE	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	72,000.00	6,212.69	34,126.09	47.40	37,873.91
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	134,059.00-	3,304.01	7,692.38-	5.74	126,366.62-

MEETING DATE: 12/20/2012

RE: Approve Purchase and Installation of
Additional Security Cameras

REQUESTED ACTION: Approve proposal from CEC for the purchase and installation of four additional cameras at Morningside.

Comments: As we previously discussed, the existing cameras were installed in 2005 and have proved to be a valuable tool in reducing the amount of crime and police calls out at Morningside. In November CEC came out to do a site visit and determined that we could accomplish the installation less expensively than the initial quote of \$15,870.79. The new quote was \$10,618.34. I had contacted Electronic Engineering from Mason City in mid-November to get another quote. I have followed up with both phone calls and emails and we haven't heard from them. I emailed them last week and gave them the deadline of December 12th and we still haven't heard from them.

Because of this, I would like to accept the proposal from CEC so we can proceed with the installation. Currently, I am having an issue out at Morningside and extra cameras would really be helpful.

MEETING DATE: 12/20/2012

RE: Approve Contract to Service Boilers at
South Cedar Terrace

REQUESTED ACTION: Approve contract with Mick Gage Plumbing to service boilers at South Cedar Terrace.

Comments: The apartments at South Cedar Terrace are heated with hot water heat and the boilers there are approximately 20 years old and have never been serviced beyond minor repairs. We have been having issues with an accumulation of soot built up in some of them. Due to this, we received two quotes to have all 20 boilers serviced and cleaned. They are:

Friedrich Plumbing and Heating: \$5,450.00

Mick Gage Plumbing and Heating: \$1,800.00

We also contacted Ron's Plumbing and they declined to submit a quote.

REQUESTED ACTION: Approve removal of the emergency call system at the Terraces.

Comments: The apartments at South Cedar Terrace have an emergency pull cord in the bathrooms and the North Cedar Terrace apartments have emergency pull cords in the bathrooms and bedrooms. These have not proven to be helpful or effective with emergency situations. According to Steve, in the 30+ years that he has worked here, there has only been one time that we responded to a bell and actually found someone on the floor needing medical attention. While it was good that the system was there for this person, this happened many years ago. Since that time, advances in technology have provided many alternative options. Many of our residents have lifeline pendants that they have on their person at all times and most have cell phones. If they cannot afford to have a pendant there is assistance available to them and the government provides free basic cell phones to those receiving government subsidy.

The existing system is triggered accidentally many times each month and most of the time the residents who set them off aren't aware that it even happened. The cords are inadvertently bumped and pets play with them and turn them on. Because of this the residents have been tying the cords up high to avoid having them go off. When we had our HUD inspection last year, the inspector marked this as a deficiency. He was nice and only wrote it up once and allowed Steve to tie a string on the end to extend the length of the cord to the floor on all of the others. Without this we would have had a major point deduction. However, once we left many of the residents shortened them again. So what we did was install a bracket above the baseboard and tie the string to them. However, the string that we used was cotton and what appears to be happening is the string is shrinking because of the steam in the bathroom and when it gets too tight the bell is triggered. Last month the police department had to respond to the bells going off three times after hours and they were all false alarms. In the twelve years that I have been here, they have all been false alarms, which is good but it still requires staff or police department response unnecessarily.

I have contacted Ed Hobert to get an estimate for the cost to remove the existing system. Depending on the cost, we may have to get competitive quotes. We can't just make them unoperational, they must be completely removed.

Many housing authorities are removing them because they are more of a liability than an asset.

REQUESTED ACTION: Approve Resolution 11-12 Amending Criteria Used for Determination of "Legal Domicile".

Comments: We have had a few months to put our "legal domicile" definition into practice and it needs to be fine-tuned. The current policy states that "The applicant's intention to remain a resident of a jurisdiction and establish domicile shall be determined through consideration of the following criteria: (1) length of residency; (2) length of employment in the jurisdiction; (3) statement of the applicant's intentions. There shall be a presumption of domicile upon proof of residency in this jurisdiction if the applicant has resided within the jurisdiction for a period of six months unless the applicant states that it is not the intention of the applicant to remain within the jurisdiction; and there shall be a conclusive establishment of domicile upon proof of residency in the jurisdiction for a period of one year or more." What we are finding is that the six-month clause is unnecessary and creates more confusion for the applicants.

When someone comes to the top of the list and was here for six months at the time of application, they would have legal domicile unless they state during an interview that they want to leave. Then we have to tell them that they actually don't have legal domicile any longer because they don't intend to remain here. What is happening then is the applicant is waiting until the one-year period to reapply so they can port from the waiting list. Even though they can still follow through and receive a voucher, they would have to stay for twelve more months if they lease up without legal domicile.

When someone comes to the top of the list and was here for six months at the time of application and they intend to remain a resident, they have legal domicile and lease up here for a minimum of 12 months. Legal domicile has nothing to do with proving residency and local preference. Anytime someone wants to port from the list they will have to be here for 12-months at the time of application to be able to claim legal domicile.

This is creating a lot of confusion not only for the applicant's but also staff as well. So what we would like to do is eliminate applicants having legal domicile after six months unless they state that their intent is to leave Charles City and make it twelve months. That way someone who moves here only to receive Section 8 assistance will have to be here for twelve months. If they want to port directly from the waiting list, they have to establish legal domicile and live here for twelve month prior to application. If they don't want to wait twelve months to apply, they can apply any time. However, they will have to lease up in Charles City for twelve months before they are eligible to port.

RESOLUTION NO. 11-12

AMMENDING DEFINITION OF "LEGAL DOMICILE" AND CRITERIA FOR DETERMINATION OF "LEGAL DOMICILE"

Charles City Housing and Redevelopment Authority (CCHRA)

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

WHEREAS, the CCHRA is directed by HUD to maintain the Section 8 Housing Choice Voucher program regulations in accordance with 24 CFR 982 as stated in their Administrative Plan in which all changes must be adopted by board resolution; and

WHEREAS, the proposed changes to be incorporated into the Administration Plan include the adoption of the definition of "legal domicile" as defined by the Iowa Supreme Court in *Julson v. Julson*, 255 Iowa 301, 122N.W.2d 329, 331 (1063) and criteria to be used to determine "legal domicile". These changes shall read "An individual is "domiciled" in the state of Iowa if the individual intends to permanently or indefinitely reside in Iowa and intends to return to Iowa whenever the individual may be absent from this the state. Individuals are domiciled in Iowa if the following three elements exist: (1) a definite abandonment of a former domicile; (2) actual removal to, and physical presence in the state; and (3) a bona fide intention to change domicile and to remain in this state permanently or indefinitely. The intention to change one's domicile must be present and fixed and not dependent upon the happening of some future or contingent event." The criteria to be used for the purposes of determining domicile upon application prior to admission to the Section 8 program shall be: "The residency of an applicant shall be determined by utilizing the criteria set forth in 4-III.C of the Administrative Plan. The applicant's intention to remain a resident of a jurisdiction and establish domicile shall be determined through consideration of the following criteria: (1) length of residency; (2) length of employment in the jurisdiction; (3) statement of the applicant's intentions. There shall be a conclusive establishment of domicile upon proof of residency in the jurisdiction for a period of one year or more."

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding policy changes and authorize their approval for the implementation effective December 20, 2012.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20TH DAY OF DECEMBER 2012.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director