

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

September 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 August 16 & August 24, 2012..... 1-2
- IV. Approval of Bills for September 2012..... 3
- V. Communications 4-16
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
 - 5. Newsletters
 - 6. Financial Reports
- VI. Old Business
- VII. New Business
 - 1. Consider Approval to Send Staff to National NAHRO Conference 17
 - 2. Consider Approval to Solicit Engineering Services..... 18-20
 - Consider Approval to Procure Bids for the Purchase and Installation of
Additional Security Cameras at Morningside Apartments..... 21
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, October 18, 2012 at 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 16, 2012 7:00 a.m.

Members Present: Sally Jenkins, Margaret Calvert, and Trey Becker. Absent: Jill Streich, and Scott Soifer.
Others present: Tom Brownlow, City Administrator; and Heidi Nielsen, staff.

Call to Order. Chairperson Calvert called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of July 19, 2012. Jenkins moved, Becker seconded the motion to approve the minutes of July 19, 2012 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$92,247.70. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business.

New Business.

Approve Resolution 09-12 Adopting a Definition of "Legal Domicile" and Verification Requirements. Staff reviewed the regulations and the proposed definition and provided explanation of the necessity to develop the definition and verification requirements. Even though the consensus was to approve the resolution, the suggestion was made to table this item until all Board members were present. Jenkins made a motion to table Resolution 09-12 until the next meeting. Becker seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Approve Installation of Outlets at SCT. Staff discussed that maintenance issues that were occurring as a result of the refrigerators being plugged into GFCI outlets and reviewed the costs for the different options. Becker made a motion to proceed with installing dedicated outlets at SCT for the refrigerators, Jenkins seconded the motion. Ayes: 3. Nays: None. Motion carried.

Approve Installation Automatic Openers on Laundry Room Doors. Staff requested approval of the installation of automatic openers on the laundry room doors at both the North and South Cedar Terrace. Staff explained that this is to enable the residents easier access to the laundry in addition to providing a better solution to secure the laundry rooms. Bids were received from two companies and with all things being equal the request was made to award the project to Automatic Doors of Iowa for \$5,070. Jenkins made a motion to approve the purchase and installation of the openers from Automatic Doors of Iowa. Becker seconded the motion. Ayes: 3, Nays: 0 Motion Carried.

Being no further business, Becker moved, Jenkins seconded the motion to adjourn. Ayes: 3. Nays: None. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 24, 2012 7:30 a.m.
SPECIAL MEETING

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

Call to Order. Chairperson Calvert called the meeting to order at 7:30 a.m.

Old Business. Approve Resolution 09-12 Adopting a Definition of "Legal Domicile" and Verification Requirements. Staff discussed the proposed definition which was based on the definition set by the Iowa Supreme Court. In addition staff informed the board that a staff member from HUD reviewed the definition and they felt that we may be challenged on the definition. However, they also told us that if we felt comfortable with it that we should go ahead and adopt the definition and it was ultimately our decision. The comment was made that we can't base our decisions on the threat of possible litigation. Also discussed was an email received from the Iowa City Housing Authority which reviewed how they handle local preference and portability in relation to domicile. After discussion of the regulations pertaining to portability and local preference, Becker made motion to approve Resolution 09-12. Jenkins seconded the motion. Ayes: Streich, Becker, Jenkins, Calvert, Soifer. Nays: 0. Motion carried on roll call vote.

Being no further business, Soifer moved, Becker 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
SEPTEMBER 2012

| Customer | Description | Amount |
|--------------------------------------|---|------------------|
| Alloy Specialty, Inc. | Sampling Technician Training for inspectors | 1,185.00 |
| Business Card | computer router purchase | 96.87 |
| C.Naber & Associates | accounting fees & REAC submission fee | 1,108.00 |
| Carnette Starr | tenant referral | 50.00 |
| Cedar Valley Printing | office cleaning supplies(papers/trash bags,etc) | 196.26 |
| Charles City Press | ad for Terraces | 224.00 |
| Cintas | rug service | 80.62 |
| City of Charles City | water/sewer/URPS/S8 Inspections | 3,116.09 |
| City of Charles City | payment in lieu of taxes | 29,820.31 |
| Don's Repair | mower maintenance | 29.63 |
| Estate of Betty Emmel | security deposit refund & interest | 216.68 |
| Floyd Country Treasurer | payment in lieu of taxes | 3,614.29 |
| Foxen Floors & More | tile | 999.00 |
| GE Capital | copier quarterly lease payment | 516.67 |
| HAPS | Sept. 1 HAP payments | 49,668.66 |
| Hobert Electric | electrical maintenance work | 72.45 |
| Iowa Department of Transportation | fuel | 131.02 |
| Jendro Sanitation | trash service | 608.00 |
| Margaret Guynn | security deposit refund & interest | 101.34 |
| Mason City Business Systems Inc. | copy costs | 164.00 |
| Mehmen's Painting | painted #106 | 105.00 |
| Mid American Energy | gas/electric/URPS | 4,838.11 |
| Mr.Dion Ingram & Mr. Nicholas Stacey | security deposit refund & interest | 203.00 |
| Otto's Oasis | flower centerpieces for tenant party | 102.00 |
| Parker, Trent | computer support fees | 377.50 |
| Pitney Bowes | meter lease | 47.74 |
| Purchase Power | postage | 300.00 |
| Rent Grow | criminal background/credit checks | 85.20 |
| Ron's Plumbing | maintenance items/repairs | 645.60 |
| Schueth Ace Hardware | maintenance items | 277.67 |
| Superior Lumber | maintenance items-door | 73.80 |
| T-J Service | maintenance on laundry units/refrig. Seals | 779.94 |
| US Cellular | cell phone service | 68.17 |
| | | 99,902.62 |

REQUESTED ACTION: None - for your information only.

1. **Capital Fund Update.** There has been a delay in getting the door openers installed on the laundry room doors. When we had the installer here reviewing the installation with us, they discovered that the configuration that we had specified for the door at North Cedar Terrace won't work and they have had to rework the job to find a solution to the problem. The door has a "panic" push bar inside to open the door. When the bar is pushed there are two rods that are released from the top of the door opening and the bottom in the threshold. This allows the door to open. In order to electrify the push bar to open automatically it will cost about \$2500. So instead we are going to install a standard push bar with a regular latch. It will increase the cost by only \$575.00. The door company told us that they should have the openers installed within the next three weeks.
2. **Rehab Update.** We are currently taking applications. Once the applications intake period is over on September 17th, we will meet with the Rehab Committee and review the applications and the Admin Plan. The applications will be ranked and the Admin Plan will be submitted to IDEA for approval. After it is approved, we can start the first phase and verify the information provided on the applications and make conditional offers of assistance.
3. **Monthly Rental Status Update.**

| Month of August 2012 | Total Leased 8/1/12 | New Leases | Removed Or Moved | Total Leased 9/01/12 | Total On Waiting List | Offered Assistance | Removed |
|-------------------------|---------------------|------------|------------------|----------------------|-----------------------|--------------------|---------|
| Terraces 132 Units | 129 | 3 | 2 | 130 | 5 | 6 | 2 |
| Morningside 15 Units | 15 | 0 | 0 | 15 | 14 | 0 | 0 |
| Section 8 197 Units | 168 | 7 | 4 | 171 | 43 | 25 | 4 |

Declined Assistance (4) Over Income () Denied (2) Insufficient Address ()
 Did not attend Briefing/Information Not Returned () Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH () S8 ()
 Port Out: (1)

4. **End of Participation Tracker.** See attachment
5. **Newsletters.** See attachments
6. **Financial Statements.** August 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 | | | | | | | | | | 7 |
| ZERO HAP | | | | | | | | | | | | | 0 |
| MUTUAL RESCISION | 1 | | | | | | | | | | | | 1 |
| ANNUAL RE-EXAM SEARCHING | | 1 | | | | | | | | | | | 1 |
| PORT-OUT ABSORBED | 2 | | | | | | | | | | | | 2 |
| PORT-OUT SEARCHING | 3 | | 1 | | | | | | | | | | 4 |
| DECEASED | | | | | | | | | | | | | 0 |
| MOVED IN VIOLATION | 3 | 2 | | | | | | | | | | | 5 |
| EVICTED | | | | | | | | | | | | | 0 |
| UNAUTHORIZED LIVE-IN | 1 | | | | | | | | | | | | 1 |
| GAVE UP ASSISTANCE BEFORE 1 YEAR | | | | | | | | | | | | | |
| FAILURE TO RENEW | | | | | | | | | | | | | 0 |
| FAILURE TO REPAY | 1 | | | | | | | | | | | | 1 |
| FAILURE TO PROVIDE INFO | 1 | | | | | | | | | | | | 1 |
| FAILURE TO FOLLOW THROUGH | | | | | | | | | | | | | 0 |
| FRAUD | | | | | | | | | | | | | 0 |
| UNREPORTED INCOME-2ND TIME | | | | | | | | | | | | | 0 |
| UTILITIES DISCONNECTED | | 1 | | | | | | | | | | | 1 |
| CRIMINAL CONVICTION | | | | | | | | | | | | | 0 |
| VOUCHER EXPIRED | 2 | 1 | | | | | | | | | | | 0 |
| VOUCHER REVOKED | | | | | | | | | | | | | 0 |
| LEASED W/NEW LANDLORD | | | 1 | | | | | | | | | | 1 |
| TOTALS | 18 | 6 | 4 | 0 | 25 |
| PUBLIC HOUSING | | | | | | | | | | | | | |
| LEFT IN GOOD STANDING | 2 | 2 | | | | | | | | | | | 4 |
| DECEASED | 1 | 1 | 2 | | | | | | | | | | 4 |
| MOVED IN VIOLATION | | | | | | | | | | | | | 0 |
| TERMINATED FOR LEASE VIOLATIONS | | | | | | | | | | | | | 0 |
| EVICTED | | | | | | | | | | | | | 0 |
| UNAUTHORIZED LIVE-IN | | | | | | | | | | | | | 0 |
| FAILURE TO RENEW | | | | | | | | | | | | | 0 |
| FAILURE TO REPAY | | | | | | | | | | | | | 0 |
| FAILURE TO PROVIDE INFO | | | | | | | | | | | | | 0 |
| FAILURE TO FOLLOW THROUGH | | | | | | | | | | | | | 0 |
| CRIMINAL CONVICTION | | | | | | | | | | | | | 0 |
| OTHER | | | | | | | | | | | | | 0 |
| TOTALS | 3 | 3 | 2 | 0 | 8 |



TERRACE NEWS

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

Sept. 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!

| | |
|-------------------------|----|
| Karen Christensen #82 | 1 |
| Ernestine Ceradsky #124 | 3 |
| Matt Losee #28 | 6 |
| Russ Scholl #44 | 9 |
| Cecil Climer #29 | 10 |
| Judith Gartland #74 | 10 |
| Cleopatra Oropesa #66 | 10 |
| Jeanne Rowe #15 | 15 |
| Tammy Steege #122 | 19 |
| Gary French #100 | 20 |
| Rose Wiggins #117 | 22 |
| Michael Jondal #94 | 23 |
| Sylvia DeCaro #19 | 27 |
| LeVern Mullinex #67 | 28 |
| Sue Gonyo - | 30 |

September:

1-3: Cedar Valley Engine Club Threshers Reunion

3: Labor Day! OFFICE CLOSED

9: Happy NATIONAL GRANDPARENT'S DAY!

11&25: Our Kids Count. See attached flyer

15: Families Making Connections offering a "freewill donation" movie "The Smurfs", 2pm @ Charles Theatre. All proceeds go to Caring Connections-MAC

21: CC High School Homecoming!

21: First Congregational Salad Luncheon, 11am-1:30pm

27-28: First Congregational Rummage Sale, 8-3 on 27th, 8-11 on 28th

PARKING:

Please ask your guests to not park 2 and 3 deep. This makes the lot congested and difficult for other drivers, ambulance, and transit to drive through. If they are just picking you up or dropping you off then it is ok.

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

Jim Thoreson #36 SCT

We hope you like your new home!

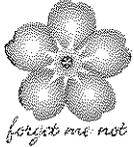
THE OFFICE WILL BE CLOSED MONDAY, SEPTEMBER 3RD FOR LABOR DAY!

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.

*We would like to recognize
Kathryn Johnson, #46 SCT, for having the longest
tenancy of anyone.
In May she celebrated 32 years as a resident of
South Cedar Terrace!
Thank you Kathryn for being a wonderful
resident!*



National Grandparents Day in United States

SEPTEMBER 9, 2012



Many families in the United States observe National Grandparents Day on the first Sunday of September after Labor Day. This day honors grandparents.

Many people honor their grandparents through a range of activities such as gift-giving, card-giving, and for children to invite their grandparents to school for a day where they participate in special lessons or special assembly programs. Many school students take part in story-telling activities that relate to their grandparents, as well as art or poster competitions where children often use a story about their grandparents in their artwork.

About four million greeting cards are sent within the United States each year on National Grandparents Day. This day is also an opportunity for people to appreciate and express their love to their grandparents through kind actions such as making a phone call or inviting their grandparents for dinner. People living in retirement villages or nursing homes may receive a visit from their grandchildren or loved ones on this day.

National Grandparents Day is an observance and not a public holiday in the United States.

National Grandparents Day has more than one origin. Some people consider it to have been first proposed by Michael Goldgar in the 1970s after he visited his aunt in an Atlanta nursing home, Spending \$11,000 of his own money in lobbying efforts to have the day officially recognized, he made 17 trips to Washington DC over a seven-year span to meet with legislators.

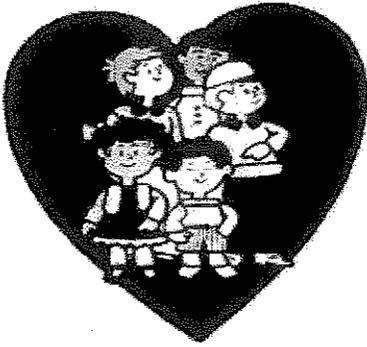
Others consider Marian Lucille Herndon McQuade, a housewife in West Virginia, to have been the main driver for the day of observance. Throughout the 1970s McQuade worked hard to educate the people about the important contributions senior citizens made and the contributions that they would be willing to make if asked. She also urged people to adopt a grandparent, not for one day a year and not for material giving, but for a lifetime of experience.

In any event National Grandparents Day was finally signed into law by President Jimmy Carter in 1978. Marian McQuade received a phone call from the White House to advise her of this event. Many people believe that National Grandparents Day was inspired by her efforts. A presidential proclamation on September 6, 1979, made this day official – it designated Sunday, September 9, 1979, (being the "first Sunday of September following Labor Day") as National Grandparents Day.

Each year the President is requested to issue a proclamation to: designate the first Sunday in September after Labor Day as National Grandparents Day; and to call on people, groups and organizations to observe the day with appropriate ceremonies and activities.

The official song of National Grandparents Day is "A Song for Grandma And Grandpa" by Johnny Prill. The official flower for the day is the "forget-me-not" flower.

Our Kids Count



5:30 Supper

6:00-7:00 Program

Tuesday

September 11, 2012

Falling Into Routines

Putting Bedtime Battles to Rest

(Parent Discussion/Childcare Provided)

Tuesday

September 25, 2012

EAGLE-Diane Day

(Parent/Child Interactive Reading Program)

Sponsored by:

FAMILIES MAKING CONNECTIONS
FLOYD ★ MITCHELL ★ CHICKASAW

Join us for learning, laughs, and relaxation. This group is primarily for parents, grandparents, caregivers of children ages 0-5, however, everyone is welcome!

Trinity United Methodist Church
601 Milwaukee Street Charles City

FREE Supper and Childcare provided.

Please Pre-register By Calling:

Shelley or Amanda: 641-330-7833 or 641-228-5713



MORNINGSIDE NEWS

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

September 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.

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.

September:

1-3: Cedar Valley Engine Club Threshers Reunion

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15: Families Making Connections offering a "freewill donation" movie "The Smurfs", 2pm @ Charles Theatre. All proceeds go to Caring Connections-MAC

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POWER WASHING:

Some time during the month of September the guys will be power washing all of the buildings. We do not know the exact dates so you will just have to watch to see them around. If you have anything on your patios that will be in the way, please be prepared to move them. Thanks!

THANKS!

THANKS TO EVERYONE WHO PARTICIPATED IN THE BACK-TO-SCHOOL DRIVE LAST MONTH! THE EVENT WAS A GREAT SUCCESS! THE COMMITTEE HOPES TO DO MORE EVENTS IN THE FUTURE. THANKS AGAIN FOR GETTING INVOLVED!

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

**THE OFFICE WILL BE CLOSED
MONDAY, SEPTEMBER 3RD FOR
LABOR DAY!**



TRY THIS FUN IDEA!

How do you turn a sandwich into a fun snack?

Make a stick-wich!

From www.familyfun.com

Sandwich on a Stick

Ingredients:

- bread
- cheese
- lunch meat
- grape tomatoes
- lettuce
- pickles
- olive

Instructions:

1. Cut up cubes of bread, cheese, and lunch meat (we ordered 1/2-inch-thick slices of ham and turkey at the deli counter).
2. Slide the cubes onto a skewer with other foods your child likes, such as a grape tomato, a piece of lettuce, a pickle, or an olive.
3. Set out a side of mayo or mustard for dipping.

YUM YUM!

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 September 2012. To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Thursday, Sep. 6th: 1:00 pm-4:00 pm
 Monday, Sep. 10th: 9:00 am—12:00 pm
 Thursday, Sep. 13th: 9:00 am-12:00 pm
 Wednesday, Sep. 19th: 1:00 pm-4:00 pm
 Thursday, Sep. 27th: 9:00 am– 12:00pm

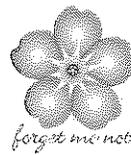


WIC CLINICS

Sep. 25, 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



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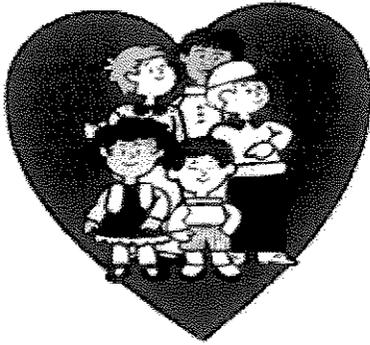
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CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2012, FISCAL 2/2013

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-------------------|------------------|------------------|-------------------|-------------------|
| 173-532-4300 | INTEREST-PUBLIC HOUSING | 21,500.00 | 1,936.96 | 3,903.92 | 18.16 | 17,596.08 |
| 173-532-4504 | FRAUD-PUBLIC HOUSING | 4,000.00 | 45.00 | 180.00 | 4.50 | 3,820.00 |
| 173-532-4506 | DWELLING RENT-PUBLIC HOUSING | 20,000.00 | 38,670.00 | 72,071.00 | 360.36 | 52,071.00- |
| 173-532-4507 | EXCESS UTILITY-PUBLIC HOUSING | 11,000.00 | 1,707.00 | 2,827.00 | 25.70 | 8,173.00 |
| 173-532-4508 | CONTRIB-OTHER-PUBLIC HOUSING | 11,000.00 | 1,172.50 | 2,333.75 | 21.22 | 8,666.25 |
| 173-532-4710 | REIMBURSED EXP-PUBLIC HOUSING | 2,000.00 | .00 | .00 | .00 | 2,000.00 |
| 173-532-4781 | OPER SUBSIDY-PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| | PUBLIC HOUSING TOTAL | 69,500.00 | 43,531.46 | 81,315.67 | 117.00 | 11,815.67- |
| 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 | 10,400.00 | 10,093.85 | 15,605.23 | 150.05 | 5,205.23- |
| 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 | 713.36 | 1,079.88 | .00 | 1,079.88- |
| 173-532-6130 | IPERS-PUBLIC HOUSING | .00 | 875.19 | 1,353.04 | .00 | 1,353.04- |
| 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 | 1,558.32 | 7.06 | 20,522.68 |
| 173-532-6199 | EMPLOYEE BEN-PUBLIC HOUSING | 59,326.00 | 2,739.46 | 5,478.92 | 9.24 | 53,847.08 |
| 173-532-6200 | SECURITY-PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| 173-532-6230 | STAFF TRAINING-PUBLIC HOUSING | 8,000.00 | .00 | .00 | .00 | 8,000.00 |
| 173-532-6370 | GAS-PUBLIC HOUSING | 40,000.00 | 1,330.31 | 2,194.92 | 5.49 | 37,805.08 |
| 173-532-6371 | UTILITIES-PUBLIC HOUSING | 45,000.00 | 3,919.73 | 7,186.72 | 15.97 | 37,813.28 |
| 173-532-6374 | WATER-PUBLIC HOUSING | 16,000.00 | 1,555.33 | 2,851.99 | 17.82 | 13,148.01 |
| 173-532-6379 | SEWER/OTH UTIL-PUBLIC HOUSING | 23,000.00 | 2,194.33 | 3,962.15 | 17.23 | 19,037.85 |
| 173-532-6401 | ACCOUNTING FEES-PUBLIC HOUSING | 4,000.00 | 159.00 | 318.00 | 7.95 | 3,682.00 |
| 173-532-6408 | INSURANCE-PUBLIC HOUSING | 24,000.00 | .00 | .00 | .00 | 24,000.00 |
| 173-532-6411 | LEGAL-PUBLIC HOUSING | 2,000.00 | 25.00- | .00 | .00 | 2,000.00 |
| 173-532-6415 | COPIER LEASE-PUBLIC HOUSING | 2,800.00 | .00 | .00 | .00 | 2,800.00 |
| 173-532-6420 | CONTRACT SERV-PUBLIC HOUSING | 14,000.00 | 539.20- | 1,341.46 | 9.58 | 12,658.54 |
| 173-532-6441 | TENANT SERVICES-PUBLIC HOUSING | 6,000.00 | 2,302.25 | 2,731.25 | 45.52 | 3,268.75 |
| 173-532-6442 | PILOT-PUBLIC HOUSING | 34,000.00 | .00 | .00 | .00 | 34,000.00 |
| 173-532-6516 | REFUNDS-PUBLIC HOUSING | .00 | .00 | .00 | .00 | .00 |
| 173-532-6518 | SUNDRY-OFF EXP-PUBLIC HOUSING | 25,000.00 | 751.71 | 1,484.40 | 5.94 | 23,515.60 |
| 173-532-6599 | MAINT MATERIALS-PUBLIC HOUSING | 50,000.00 | 1,617.93 | 6,090.25 | 12.18 | 43,909.75 |
| 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 | 658,607.00 | 28,242.41 | 53,236.53 | 8.08 | 605,370.47 |
| 173-536-6010 | SALARY - PH MAINT | .00 | 7,745.14 | 12,994.34 | .00 | 12,994.34- |
| 173-536-6040 | OVERTIME SALARY-PH MAINT | .00 | 224.90 | 314.53 | .00 | 314.53- |
| 173-536-6110 | FICA- PH MAINT | .00 | 601.15 | 999.14 | .00 | 999.14- |
| 173-536-6130 | IPERS-PH MAINT | .00 | 690.99 | 1,153.86 | .00 | 1,153.86- |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2012, FISCAL 2/2013

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-----------------|----------------|----------------|----------------------|-------------|
| | PUBLIC HOUSING MAINTENANC TOTA | .00 | 9,262.18 | 15,461.87 | .00 | 15,461.87- |
| 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 | 440,459.00- | 6,026.87 | 12,617.27 | 2.86- | 453,076.27- |

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2012, FISCAL 2/2013

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PER CENT EXPENDED | UNEXPENDED |
|-------------------------|--------------------------------|--------------|-------------|-------------|-------------------|------------|
| 174-533-4300 | INTERES-SEC 8 | 2,300.00 | 150.41 | 311.91 | 13.56 | 1,988.09 |
| 174-533-4440 | STATE GRANT-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-4504 | FRAUD-SEC 8 | 4,500.00 | 10.00 | 20.00 | .44 | 4,480.00 |
| 174-533-4505 | HUD CONTRIB-SEC 8 | 670,000.00 | 44,856.00 | 89,712.00 | 13.39 | 580,288.00 |
| 174-533-4509 | ADMIN FEE/HTH-SEC 8 | 85,000.00 | 8,592.00 | 17,184.00 | 20.22 | 67,816.00 |
| 174-533-4710 | REIMBURSED EXP-SEC 8 | 1,000.00 | 25.00 | 50.00 | 5.00 | 950.00 |
| 174-533-4715 | REPUNDS-SEC 8 | 1,000.00 | .00 | .00 | .00 | 1,000.00 |
| SECTION 8 VOUCHER TOTAL | | 763,800.00 | 53,633.41 | 107,277.91 | 14.05 | 656,522.09 |
| 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 | 7,108.19 | 11,998.49 | 21.82 | 43,001.51 |
| 174-533-6040 | OVERTIME SALARY-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6110 | FICA-SEC 8 | .00 | 503.38 | 836.38 | .00 | 836.38- |
| 174-533-6130 | IPERS-SEC 8 | .00 | 616.23 | 1,040.19 | .00 | 1,040.19- |
| 174-533-6150 | GROUP INSURANCE-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6199 | EMPLOYEE BEN-SEC 8 | 38,000.00 | 2,241.38 | 4,482.76 | 11.80 | 33,517.24 |
| 174-533-6230 | STAFF TRAINING-SEC 8 | 3,000.00 | 1,185.00 | 1,400.00 | 46.67 | 1,600.00 |
| 174-533-6380 | UTILITY ALLOT-SEC 8 | 15,000.00 | 569.00 | 1,441.00 | 9.61 | 13,559.00 |
| 174-533-6401 | ACCOUNTING FEES-SEC 8 | 3,000.00 | 204.00 | 408.00 | 13.60 | 2,592.00 |
| 174-533-6416 | RENTS & LEASES-SEC 8 | .00 | .00 | .00 | .00 | .00 |
| 174-533-6420 | CONTRACTED SERVICES-SEC 8 | 11,000.00 | 1,524.00 | 1,656.94 | 15.06 | 9,343.06 |
| 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 | 48,322.60 | 96,920.00 | 15.14 | 543,080.00 |
| 174-533-6518 | SUNDRY-OFF EXP-SEC 8 | 3,000.00 | 76.00 | 376.00 | 12.53 | 2,624.00 |
| SECTION 8 VOUCHER TOTAL | | 768,300.00 | 62,349.78 | 120,559.76 | 15.69 | 647,740.24 |
| 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 | | 4,500.00- | 8,716.37- | 13,281.85- | 295.15 | 8,781.85 |

MEETING DATE: 09/20/2012

RE: Consider Approval to Send Staff to National
NAHRO Conference

REQUESTED ACTION: Approve sending staff to the National NAHRO Conference, October 27-30 in Nashville.

Comments: As an acting board member on the north central regional chapter (NCRC) of National NAHRO I am required to attend the meetings. The spring and fall meetings are held in conjunction with the national and regional conferences. Because I represent the Iowa Chapter of NAHRO on the NCRC Board, the Iowa Chapter of NAHRO will be reimbursing us for all of the expenses except meals. The total cost should be approximately \$1409.00

This year the national conference is being held in Nashville.

REQUESTED ACTION: Approve request to send our request for proposals from engineering firms to study the parking lots at South Cedar Terrace and make recommendations for additional parking areas.

Comments: Once again we are bringing up the subject of parking at South Cedar Terrace. One of the biggest complaints that we have to deal with is the lack of parking and/or assigned parking spots. If you look at Exhibit "A", it shows the existing parking spaces. We currently have 89 spots for 80 apartments and the administrative office. While it would seem that this should be sufficient to allow for each apartment to have one parking spot, it isn't that easy. This is because of the layout of the apartments and the number of parking spot within a close proximity to them. For instance, 25-28 have no parking close to them, while apartments 5-12 have too many spots, so they sit empty most of the time. Another complicating factor is that we do not have assigned parking spots. This has been a huge issue with the residents. The residents for the most part are good about being considerate with each other and parking in the same spot all of the time and seem to have a system worked out. However, if there is a visitor taking up a space where a resident usually parks, the resident must park in a different spot than they usually do. If that resident has mobility issues, they are forced to park in the closest available spot and if that spot is normally utilized by a resident they must take the next available spot. It creates a domino effect and a lot of unhappy residents. Especially if they have mobility issues and have to walk a long way to their apartment.

We have talked about assigning spots, but with the current parking spots there aren't enough spaces to provide a space adjacent to each unit. In addition we have talked about having the residents register their vehicles and have them place a placard in the window. This would allow us to see if there are vehicles in the lot that shouldn't be there. However, this still doesn't address the lack of convenient parking. Attached is Exhibit "B", it shows some options for additional parking which would help alleviate the lack of parking in certain areas.

What we would like to do is retain the services from an engineering firm to help us come up with some feasible solutions and cost estimates for those solutions. We have capital fund money that we must have obligated by next summer or HUD will recapture the funding.

Exhibit "A"

SOUTH CEDAR TERRACE

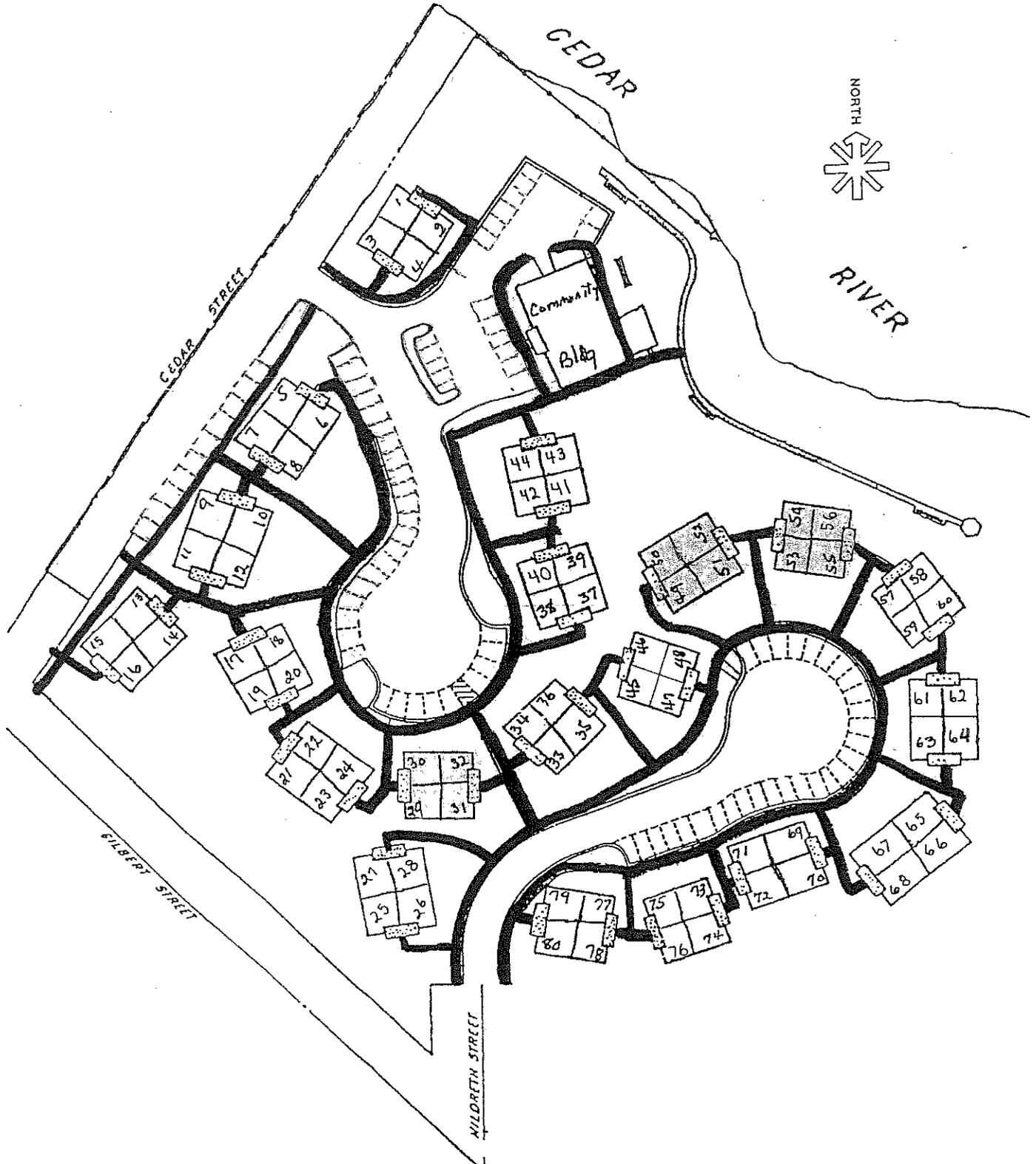
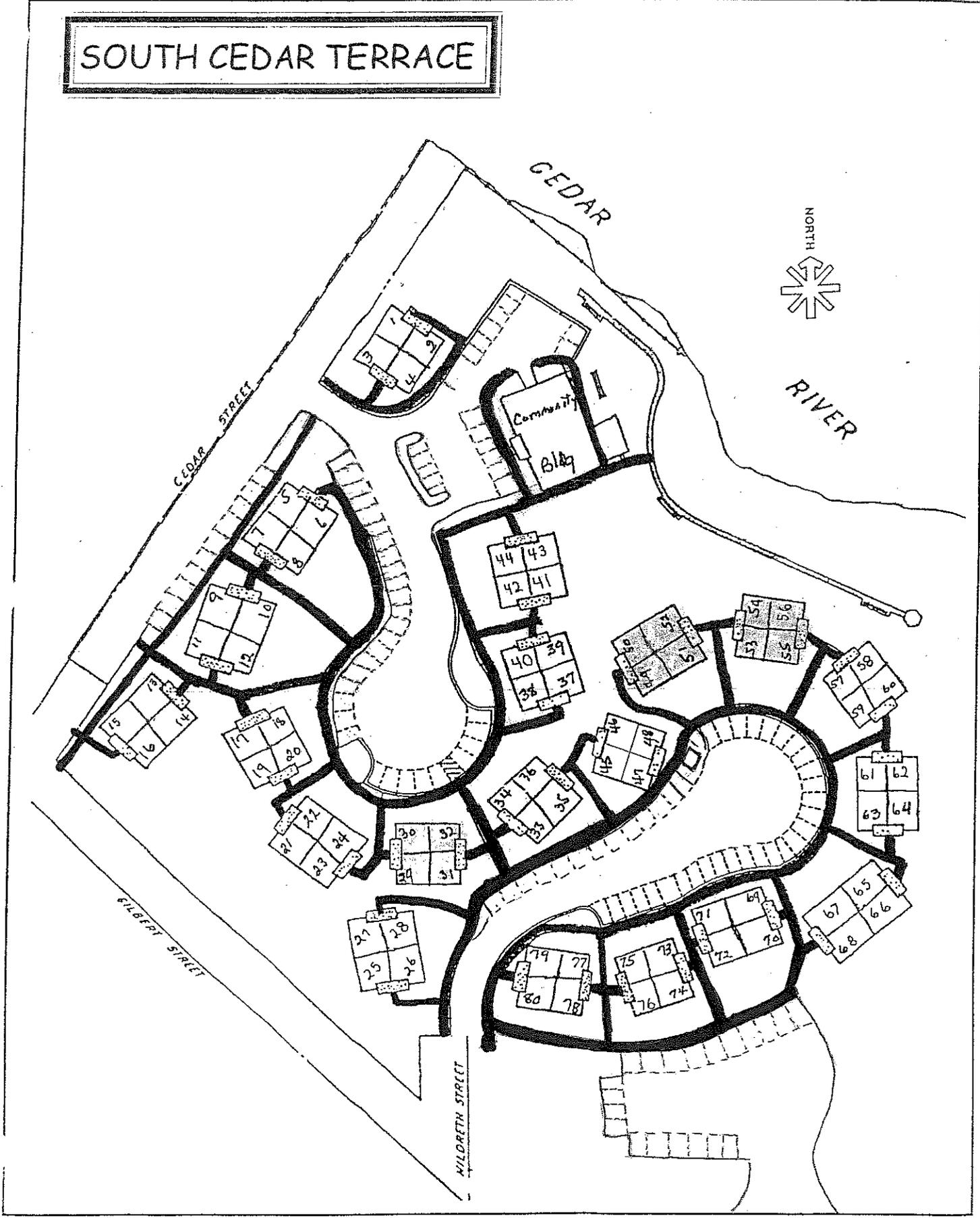


Exhibit "B"

SOUTH CEDAR TERRACE



MEETING DATE: 9/20/12

RE: Consider approval of procuring bids for the purchase and installation of additional security cameras at Morningside Apartments

REQUESTED ACTION: Authorize staff to procure bids for the purchase and installation of additional cameras at Morningside Apartments.

Comments: 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. A majority of the calls in the past year were to open the doors for residents who had locked themselves out. A continuing problem we have is unauthorized guests and occupants. The current camera configuration makes it difficult to monitor this. When we have the camera that covers the front of the apartments zoomed in to monitor the activity of one apartment, we miss all of the other activity and we can only monitor one apartment at a time. Another problem that we have been having lately is garbage and toys littering the site. I went the other day to take a picture for the new website and couldn't find a building that looked nice enough to display on the website.

What I would like to do is install four more cameras to monitor the front of the units. This way we can have one stationary camera for each of the buildings and one camera that will be programmed to pan the parking areas. Each of the stationary cameras would have the capability to be moved or programmed for different areas, if necessary.

Our existing video recorder has enough capacity for four additional cameras. The installation would require running cables from the new cameras to the recorder in the garage. However, this shouldn't be a problem either because the conduit is already in place for the existing camera.