

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

January 19, 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 December 15 & December 28, 2011 1-2
- IV. Approval of Bills for January 2012 3
- V. Communications 4-16
 - 1. CFP Update
 - 2. Monthly Rental Status Update
 - 3. End of Participation Tracker
 - 4. Newsletters
 - 5. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Discuss Expanding “No Smoking Policy”..... 17
 - 3. Approve Budgets for FY 2012-2013..... 18-21
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, February 16, 2012
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 28, 2011 7:30 a.m.
SPECIAL MEETING

Members Present: Margaret Calvert, Jill Streich, Loretta Starkey, Chuck Redenius and Scott Soifer. Absent: None. Others present: Heidi Nielsen, staff.

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

Old Business. Recommend Approval of Quote for Restroom Renovation Project. Quotes were requested from five contractors. Quotes were received from two: Boss Construction, \$26,797 and Satern Builders, \$25,746. Board members received a tabulation of the quotes proposed by each contractor. The quoted amounts were well within the cost estimate of \$27,100 provided by the architects. Soifer moved to accept the low quote from Satern Builders of \$25,746. Starkey seconded the motion. Ayes: 5, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 15, 2011 7:00 a.m.

Members Present: Margaret Calvert, Scott Soifer, Chuck Redenius, Loretta Starkey, and Jill Streich. Absent: None Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Calvert called the meeting to order at 7:02 a.m.

Public Comment. None

Amend-Approve Minutes of November 17, 2011. Redenius moved, Streich seconded the motion to approve the minutes of November 17, 2011 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Redenius moved, Soifer seconded the motion to approve payment of the revised bill listing totaling \$114,469.94. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Staff Travel to NCRC Board Meeting. Nielsen's appointment to the NCRC Board and the resulting travel requirements were discussed. No action was necessary.

Being no further business, Starkey moved, Redenius 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 JANUARY 2012		
Customer	Description	Amount
C.Naber & Associates	accounting fees	363.00
Cedar Valley Printing	office supplies	187.96
CenturyLink	phone serviceDEC	163.23
Cintas	rug service	161.85
City of Charles City	water/sewer/URPS/S8 inspections	2,843.78
City of Charles City	quarterly postage	102.24
Foxen Floors & More	tile, carpet replacement	1,739.95
Friedrich, Bonnie	tenant referral	50.00
Gillen, Rebecca/Draheim, Bryan	security deposit refund	94.50
Happy Software	training fees	1,000.00
HAPS	Jan. HAPS	56,553.38
Hobert Electric	electrical maintenance	58.60
Iowa Department of Transportation	fuel	
Jendro Sanitation	trash service	871.00
Linderman Heating & Air, LLC	maintenance items	91.84
Mehmen's Painting	painting services	400.00
Mid American Energy	electric/gas/URPS	
Nielsen, Heidi	travel reimbursement for Chicago trip	
Noah, Smith & Schuknecht, P.L.C.	legal services	396.00
Pitney Bowes	meter lease	47.74
Rent Grow	criminal background/credit checks	155.25
Ron's Plumbing	maintenance items	238.25
Schueth Ace Hardware	maintenance items	379.77
Secretary of State	notary renewal for Julie Cline	30.00
Sinnwell, Rita	security deposit refund	119.52
T-J Service	maintenance items	469.71
Tenant Flat Rent Reimbursement	refund to tenants	3,272.00
US Cellular	cell phone service	68.45
Waggoner & Wineinger Architects, Inc.	bathroom project fees	670.85
		70,528.87

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The contract for the Restroom Renovation Project was awarded to Satern Builders by the City Council at the meeting on January 3rd. They anticipate being able to start the project sometime in late February.

Bids will be accepted soon for the Riverfront Trail Project. The plans were revised slightly and the bids documents were revised in an effort to get the bids to come in lower than the original bids received.

2. Monthly Rental Status Update.

Month of December 2011	Total Leased 12/1/11	New Leases	Removed Or Moved	Total Leased 1/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	0	3	128	9	2	3
Morningside 15 Units	15	0	2	13	6	2	1
Section 8 197 Units	189	10	4	195	37	24	11

Declined Assistance (4) Over Income (1) Denied (3) Insufficient Address ()
 Did not attend Briefing/Information Not Returned (6) Criminal Background Check ()
 Voucher Expired (1) Purged ()
 Terminations: PH (1) S8 ()
 Port Out: (1)

3. End of Participation Tracker. See attachment
4. Newsletters. See attachments
5. Financial Statements. December 2011 statements are attached.

END OF PARTICIPATION
TRACKER
2010-2011

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2		2	1	1	2						8
ZERO HAP		1			1	3							5
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING					1								1
PORT-OUT ABSORBED					1	1							2
PORT-OUT SEARCHING					1		1						2
DECEASED						2	1						3
MOVED IN VIOLATION	1	2	3	2		1							9
EVICTED													0
UNAUTHORIZED LIVE-IN	2				3	2							7
GAVE UP ASSISTANCE BEFORE 1 YEAR				1									
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO		1											1
FAILURE TO FOLLOW THROUGH		1											1
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	1			2	4	2	1						0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD		1	3	1	1		1						7
TOTALS	4	8	6	8	13	12	6	0	0	0	0	0	46
PUBLIC HOUSING													
LEFT IN GOOD STANDING	4	3			2	1	2						12
DECEASED				1			2						3
MOVED IN VIOLATION	1		1	2	1								5
TERMINATED FOR LEASE VIOLATIONS							1						1
EVICTED	1												1
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH				1									1
CRIMINAL CONVICTION													0
OTHER													0
TOTALS	6	3	1	4	3	1	5	0	0	0	0	0	22



TERRACE NEWS

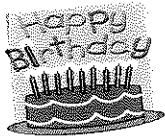
January 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

January 19th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

REMINDER THE OFFICE WILL BE CLOSED ON Monday, January 2nd. Enjoy your holiday!

JANUARY EVENTS:

- 1: HAPPY NEW YEAR!
- 2: OFFICE CLOSED
- 3: School resumes
- 20-22: Cabin Fever Weekend-watch the paper for more details
- 21: The HUT is sponsoring a movie at the Charles Theatre, 3 PM, check with the theatre for more information
- 27-29: Cabin Fever Weekend-watch the paper for more details



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

NAME	APT.#	DATE
Mary Stiles	14	1
Mary Kellogg	111	4
Richard Tibbitts	107	4
Rachelle Farrell	16	5
Barb Miller	129	5
Phyllis Comstock	116	7
Albert Valencia	77	8
Margaret Guynn	51	12
Arlie Wilson	103	13
Nelda Shepard	48	14
Dorothy Stacey	61	14
Fred Davidson	84	15
Elayne Stewart	22	16
Sharon Madsen	112	19
Ellen Stewart	37	20
Arlene Elliott	-	24
Relia LaGrou	78	29
Carolyn Miller	11	30

The staff would like to thank you for all the holiday goodies and such.

We appreciate your kindness!

Happy New Year!

Banned Individuals From Any Public Housing Property:

**Valerie Carlyle
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.

WAITING LIST:

Currently the waiting list for SCT apartments is very short. NCT has just a few waiting. If you know of anyone thinking of moving, now would be a good time to have them inquire. Also, just a reminder that if you refer someone to the Terraces, after their 6th month you will receive \$50! So, spread the word!

PET RESTRICTION:

Just a reminder there are breed restrictions for the type of dogs allowed at the Terraces. This includes visiting pets as well. If you want to know which breeds are not allowed please call the office.

AUTOMATIC RENT WITHDRAWAL:

Did you know you can have your rent automatically deducted from your checking or savings account? This is a very convenient way to get your rent paid on time every month! If interested in more information just call the office.

SUGGESTION BOX:

The latest suggestion box item was to put a non-slip out door matt by entry way and leading up to the laundry room doors. Due to the possibility of the snow blowers catching these rugs, which would damage the blowers, this suggestion will not be done. Thanks for the suggestions! It never hurts to ask!

**BATHROOM REMODEL PROJECT-SCT OFFICE & LAUNDRY:**

Starting some time in mid to late February the public restroom in our office will be getting remodeled. In addition to this, a public restroom for the laundry room will be put in. There will be a time when the public restroom is unavailable for a short time. We should have more information in the February newsletter with a better idea of the schedule.

This is an exciting improvement. We will appreciate your patience in getting this project complete!

10 Tips for a Healthy Eating Plan

1. Calcium rich foods, such as milk and cheese, are important to compensate for loss of bone density associated with aging.
2. Avoid food rich in saturated fat, and whenever possible, use olive oil.
3. To help ensure a healthy lifestyle for the elderly, make sure they get lots of fluid, despite their decreasing thirst. They should concentrate on increasing their fluid intake, especially of milk and water.

Tea, coffee, and other fluid intake should be in moderation. Coffee should be the decaffeinated variety to prevent leaching needed calcium out of their bones and organs.
4. Fruits that are rich in Vitamin C, such as strawberries, apples, and citrus fruits should be incorporated into their daily diet.
5. Vegetables, especially those with high levels of Vitamin A and Vitamin C, such as carrots, spinach, avocados, sweet potatoes, and broccoli should be consumed on a daily basis.
6. Fish high in omega-3 and vitamin E are beneficial to the elderly. Due to their texture and nutritional value, they are a good alternative to red meat. Avoid farm-raised salmon. Wild is best.
7. Antioxidants should be an important part of diets to combat free radicals. Select the best antioxidant juice and have them take it at least twice a day. Three times is better. That alone can well ensure a healthy lifestyle for your elderly loved ones.
8. Alcohol and sugary drinks should be kept to a minimum.
9. Fiber plays an important part of a healthy diet, too.
10. The elderly frequently suffer from tooth loss and may have dentures. Foods should be cooked to a soft texture, so it is easier to chew and digest.

Keep Mobile

1. Contrary to the common notion that the elderly should be indoors, experts advise them to keep active.
2. Keeping active not only improves their health, but it also keeps them happy and stress free.
3. Exercise should be done in moderation and consistently.
4. Consult your doctor, especially if you have any history of medical problems.
5. It is more important to keep moving as we age to prevent an increased risk of certain health conditions.
6. Activity keeps the heart pumping and reduces the risks of cardiovascular diseases, arthritis, and obesity.

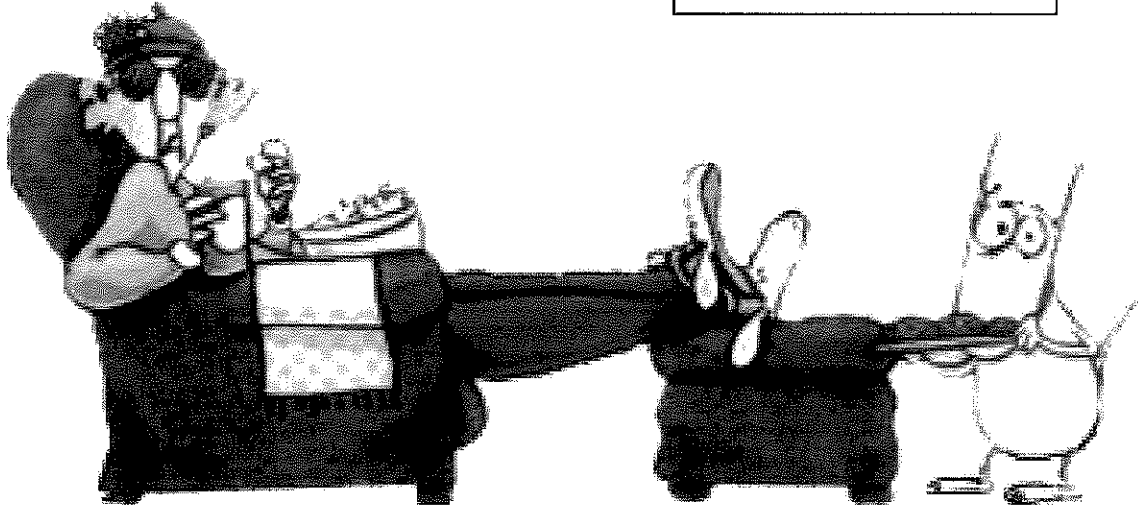
Social Networking

The elderly, especially those who live alone, are prone to loneliness and depression. The stress of modern day living can also affect their mental state. Evaluate their diet, their mental state and ensure that nothing impedes the healthy lifestyle for your elderly loved ones.

By staying connected to a social network for occasional outings and meetings, the elderly are able to have a sense of belonging and general well-being.

The best support network is the support of family and friends. Keeping an eye out for our elderly parents, grandparents, relatives, and even neighbors will go a long way into ensuring they live a happy and fulfilled life.

HA HA...FUNNY!



HELLO....I HAVE QUESTIONS!!

Why do croutons come in airtight packages? Aren't they just stale bread to begin with?

If people from Poland are called Poles, then why aren't people from Holland called Holes?

If lawyers are disbarred and clergymen defrocked, then doesn't it follow that electricians can be delighted, musicians denoted, cowboys deranged, and dry cleaners depressed?

If Fed Ex and UPS were to merge, would they call it Fed UP?

Do Lipton Tea employees take "coffee breaks"?

What hair color do they put on the driver's licenses of bald men?

I thought about how mothers feed their babies with tiny little spoons and forks, so I wondered what do Chinese mothers use; toothpicks?

Why do they post pictures of criminals up in the Post Office? What are we supposed to do, write to them? Why don't they just put their pictures on the postage stamps so the mailmen can look for them while they deliver the mail?



MORNINGSIDE NEWS

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

January 19th 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.

ANYTHING CHANGE?:

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

PLEASE READ!

ALL trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation! Also, the porch areas must be kept clean for snow removal! Your porch will not be cleared if things are in the way.

JANUARY EVENTS:

1: HAPPY NEW YEAR!

2: OFFICE CLOSED

3: School resumes

20-22: Cabin Fever Weekend-watch the paper for more details

21: The HUT is sponsoring a movie at the Charles Theatre, 3 PM, check with the theatre for more information

27-29: Cabin Fever Weekend-watch the paper for more details

PET RESTRICTION:

Just a reminder there are breed restrictions for the type of dogs allowed at Morningside. This includes visiting pets as well.

Breeds not allowed anywhere at Morningside are Pit Bulls, Rottweilers, Mastiffs, Akitas, Boxers, Chows, Huskies, Great Danes, Dalmations, Wolf-Hybrids, Presa Canario, Alaskan Malamutes, German Shepherds, American Bulldogs, Doberman Pinschers, American Staffordshire Terrier.

Violations to this policy will result in termination of your lease.

**REMINDER THE OFFICE WILL BE CLOSED ON
Monday, January 2nd. Enjoy your holiday!**

**UPDATED-
PLEASE
READ!**

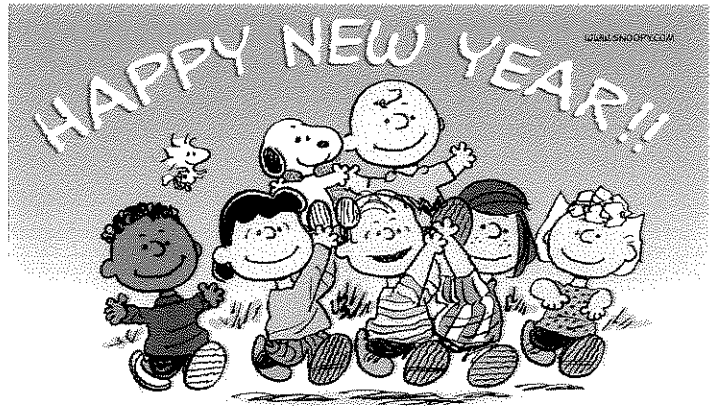
BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF
SEEN: **VALERIE CARLYLE**
DAVID "BOONE" MAHNESMITH
ROY BODE

A FEW THINGS...

We have noticed cigarette butts that have been thrown on the grounds. This is a lease violation! You must dispose of them in a can or bucket, NOT the ground. You are also responsible for your guests as well.

So far we have not had bad weather yet, which has been wonderful! However, snow is bound to come. When it does, those who have vehicles please be sure to pay attention to when the guys are plowing so you can move your vehicle when needed. Thanks!

Are you registering all overnight guests 18 yrs or older? Not doing so is a lease violation, which could result in termination!



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

Childhood Immunization Clinics

Thursday, Jan. 5th: 9:00 am-12:00 pm
Wednesday, Jan. 11th: 1:00 pm—4:00 pm
Tuesday, Jan. 17th: 9:00 am-12:00 pm
Wednesday, Jan. 25th: 1:00 pm-4:00 pm



WIC CLINICS

Jan. 24, 25 & 26
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



2012 CHALLENGE TO GET HEALTHY!

Calendar for Family Health: January

January 1

Have a family discussion about New Year's resolutions today.

January 2

Choose one new fruit or vegetable to try this week.

January 3

Buy yourself a good cookbook full of healthful recipes. The American Heart Association has several.

January 4

Keep an eye out for "New Year" deals at gyms and on home-fitness equipment.

January 5

Tally how many calories your family is consuming each day in beverages. Is it worth it?

January 6

Have a special treat tonight!

January 7

Have everyone rank their hunger on a scale of 1–10 before eating today. Choose servings accordingly.

January 8

Plan a week's worth of healthy meals today.

January 9

Learn more about Meatless Mondays by visiting www.meatlessmonday.com.

January 10

Replace one half of the fat in baked good recipes with unsweetened applesauce or mashed banana.

January 11

Look for frozen meals, if your family eats them, which contain ≤ 600 milligrams of sodium/serving.

January 12

Know that most cereal bars are not a good choice for breakfast. Many contain too much sugar and not enough protein or fiber.

January 13

Have everyone wait 20 minutes before getting a second helping today.

January 14

Make a meal involving beans today, such as black bean burritos, chili, bean soup, or your family's favorite.

January 15

Brainstorm new ideas for packed lunches today.

January 16

Remove foods that contain "partially hydrogenated fats" from your cupboards.

January 17

Make a dental appointment, if you need one. Everyone in the house needs to see a dentist every 6 months. If you do not know when checkups were last done, call your dentist and find out today.

January 18

Clean kitchen sponges by wetting them and zapping them in the microwave for 2 minutes.

January 19

Have everyone pitch in and clean the house. It is great exercise!

January 20

Serve a special treat tonight!

January 21

Include a fruit and/or vegetable with each meal today and every day.

January 22

Purchase a pedometer for each family member or buy one and switch users each day. The goal is to accumulate 10,000 steps/day!

January 23

Choose bread that has at least three grams of fiber in each slice.

January 24

Track how much “screen time” the kids use each day, setting a limit of 2 hours!

January 25

Try a new grain, such as bulgur, barley, or quinoa.

January 26

Make a pizza with thin crust (whole grain if possible), and top with all the vegetables you can!

January 27

Blend cooked cauliflower into your mashed potatoes. You will not even taste it!

January 28

Measure some foods today to see what a “serving size” actually looks like.

January 29

Find a recipe for a baked fruit that you have never tried before.

January 30

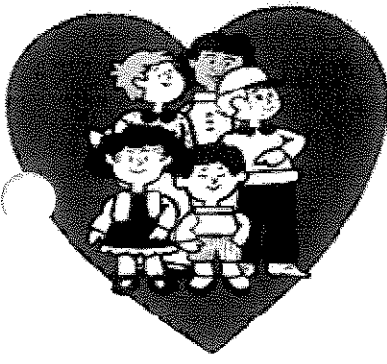
Add a spoonful of wheat germ to your yogurt or cereal. It is rich in vitamins. Wheat germ also adds a bit of fiber and a nice crunch to food!

January 31

Popcorn is a whole grain and high in fiber. Use a lite margarine or a bit of olive oil to flavor it.

Review Date 10/11

G-1702



Our Kids Count

5:30 Supper 6:00 Program

January 10, 2012

"Timely Tips for Parents"

A no nonsense approach to discipline.

Presented By: Lynn Sinclair

(Parent Topic Only)

January 24, 2012

Fine Motor Skill Development

Presented By: Families Together and Early Head Start

(Parent Child Together)

Sponsored by:

FAMILIES MAKING CONNECTIONS
FLOYD ★ MICHELLE ★ CHICKASAW

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

There is no cost and childcare and meal are provided.

Trinity United Methodist Church
601 Milwaukee Street Charles City

FREE Supper and Childcare provided.

Please Pre-register By Calling:

Jody Mayer: 641-426-5940 (local)

City of Charles City
 PUBLIC HOUSING
 OPERATING REPORT
 Period 6
 As of DECEMBER 30, 2011

	PREVIOUS YEAR	CURRENT YEAR INFORMATION				
	AMOUNT	BUDGET	MTD REV/EXP	YTD REV/EXP	REMAINING	%USED
(173) CC PUBLIC HOUSING						
REVENUES						
173 532 003 4300 INTEREST	20,248.31	20,000.00	1,776.17	10,557.48	9,442.52	52.79
173 532 005 4504 FRAUD	4,087.29	3,000.00	40.00	1,177.84	1,822.16	39.26
173 532 005 4506 DWELLING RENT	392,337.00	395,000.00	35,693.00	211,843.00	183,157.00	53.63
173 532 005 4507 EXCESS UTILITY	9,098.00	9,000.00	208.00	4,191.00	4,809.00	46.57
173 532 005 4508 CONTRIB-OTHER	9,651.75	9,000.00	1,183.10	5,837.61	3,162.39	64.86
173 532 005 4710 REIMBURSED EXP	5,255.58	500.00	250.00	5,089.59	4,589.59	17.92
173 532 005 4781 OPER. SUBSIDY	205,998.00	230,000.00	15,279.00	95,447.00	134,553.00	41.50
173 532 008 4830 TRANSFER FR 09 CAPITAL FUND	113,913.00	.00	2,944.00	59,387.00	59,387.00	-
173 533 008 4830 TRANS FR 10 CAP FUND	434.00	61,676.00	2,500.00	158,194.85	96,518.85	256.49
173 534 008 4830 TRANS FR 11 CAP FUND	.00	165,000.00	.00	.00	165,000.00	.00
173 547 008 4830 TRANS FR 12 CAP FUND	.00	.00	.00	.00	.00	.00
TOTAL REVENUES	761,022.93	893,176.00	59,873.27	551,725.37	341,450.63	61.77
EXPENSES						
173 532 530 6010 REGULAR SALARY	95,375.78	100,000.00	7,560.59	48,528.56	51,471.44	48.53
173 532 530 6040 OVERTIME SALARY	.00	1,000.00	.00	.00	1,000.00	.00
173 532 530 6070 LABOR/MAINT.	68,579.68	70,000.00	5,230.24	34,131.34	35,868.66	48.76
173 532 530 6198 EMP BEN MAINT	15,619.55	19,000.00	1,334.88	8,922.21	10,077.79	46.96
173 532 530 6199 EMPLOYEE BEN.	41,496.63	48,000.00	3,806.62	24,662.29	23,337.71	51.38
173 532 530 6200 SECURITY	.00	.00	.00	.00	.00	.00
173 532 530 6230 STAFF TRAINING	3,348.56	6,000.00	275.80	2,319.26	3,680.74	38.65
173 532 530 6370 GAS	33,972.65	45,000.00	3,361.81	9,510.28	35,489.72	21.13
173 532 530 6371 UTILITIES	39,150.07	42,500.00	3,159.28	18,623.64	23,876.36	43.82
173 532 530 6374 WATER	14,030.49	15,500.00	149.00	6,322.10	9,177.90	40.79
173 532 530 6379 SEWER/OTH UTIL	19,176.25	23,000.00	1,595.45	10,135.20	12,864.80	44.07
173 532 530 6401 ACCOUNTING FEES	2,648.00	3,000.00	159.00	1,809.00	1,191.00	60.30
173 532 530 6408 INSURANCE	19,915.00	24,000.00	.00	.00	24,000.00	.00
173 532 530 6411 LEGAL	1,338.00	2,000.00	396.00	444.00	1,556.00	22.20
173 532 530 6420 CONTRACT SERV.	8,962.32	10,000.00	900.39	4,842.54	5,157.46	48.43
173 532 530 6441 TENANT SERVICES	2,982.50	5,500.00	1,872.92	3,877.46	1,622.54	70.50
173 532 530 6442 PILOT	31,067.09	32,000.00	.00	31,002.07	997.93	96.88
173 532 530 6518 SUNDRY-OFF EXP	21,200.05	25,000.00	789.89	8,070.40	16,929.60	32.28
173 532 530 6599 MAINT MATERIALS	37,834.20	50,000.00	2,470.47	16,019.32	33,980.68	32.04
173 532 530 6725 CAP OUTLAY-EQP.	39,110.79	40,000.00	.00	1,947.00	38,053.00	4.87
173 532 530 6750 CAP IMPR. BLDG.	142,071.32	135,000.00	5,440.00	192,573.11	57,573.11	142.65
173 532 530 6799 COPIER LEASE	2,719.32	2,800.00	.00	516.67	2,283.33	18.45
173 601 910 6910 TRANS TO GEN (ACCTG/SECURITY	34,000.00	34,000.00	.00	.00	34,000.00	.00
TOTAL EXPENSES	674,598.25	733,300.00	38,502.34	424,256.45	309,043.55	57.86

City of Charles City
 SECTION 8 VOUCHER
 OPERATING REPORT
 Period 6
 As of DECEMBER 30, 2011

	PREVIOUS YEAR	CURRENT YEAR INFORMATION				
	AMOUNT	BUDGET	MTD REV/EXP	YTD REV/EXP	REMAINING	%USED
(174) SECTION 8 VOUCHER						
REVENUES						
174 533 003 4300 INTEREST	2,213.63	2,000.00	192.33	1,171.15	828.85	58.56
174 533 004 4440 STATE GRANT	.00	.00	.00	.00	.00	
174 533 005 4504 FRAUD	4,624.50	4,000.00	35.00	1,328.00	2,672.00	33.20
174 533 005 4505 HUD CONTRIB.	570,253.00	575,000.00	52,660.00	348,555.00	226,445.00	60.62
174 533 005 4509 ADMIN FEE/HTH	107,513.00	125,000.00	8,664.00	45,642.00	79,358.00	36.51
174 533 005 4710 REIMBURSED EXP	2,546.48	500.00	.00	670.00	170.00	134.00
174 533 005 4715 REFUNDS	.00	.00	.00	439.65	439.65	
TOTAL REVENUES	687,150.61	706,500.00	61,551.33	397,805.80	308,694.20	56.31
EXPENSES						
174 533 530 6010 REGULAR SALARY	48,078.09	46,500.00	3,683.68	25,574.36	20,925.64	55.00
174 533 530 6040 OVERTIME SALARY	.00	.00	.00	.00	.00	
174 533 530 6199 EMPLOYEE BEN.	29,253.14	33,000.00	2,715.90	16,841.27	16,158.73	51.03
174 533 530 6230 STAFF TRAINING	5,666.20	4,500.00	.00	60.00	4,440.00	1.33
174 533 530 6380 UTILITY ALLOT	12,851.00	21,000.00	1,267.00	7,726.00	13,274.00	36.79
174 533 530 6401 ACCOUNTING FEES	2,563.00	3,000.00	204.00	1,414.00	1,586.00	47.13
174 533 530 6416 RENTS & LEASES	.00	.00	.00	.00	.00	
174 533 530 6423 SPECIAL SERVICE	31.00	300.00	.00	.00	300.00	.00
174 533 530 6445 HC VOUCHER PAY	579,660.00	635,000.00	54,127.61	314,236.87	320,763.13	49.49
174 533 530 6518 SUNDRY-OFF EXP	3,174.53	4,500.00	262.24	1,621.15	2,878.85	36.03
174 533 530 6920 COUNT COU	7,603.20	11,000.00	732.70	4,699.15	6,300.85	42.72
174 601 910 6910 TRANS TO GEN-SECURITY	5,000.00	5,000.00	.00	.00	5,000.00	.00
TOTAL EXPENSES	693,880.16	763,800.00	62,993.13	372,172.80	391,627.20	48.73

REQUESTED ACTION: Discuss the possibility of making all apartments "smoke free".

Comments: It has been several years since we have adopted our policy to maintain most of the apartments as "smoke free". We were one of the first Housing Authorities to do this. However, since then HUD has sent out a few notices recommending that this practice be adopted.

We have been discussing the possibility of converting the smoking units we have to no smoking units also. We currently have 12 units at the NCT and 12 at the SCT; in addition to all of the units at Morningside. Trying to maintain a separate waiting list for the smoking units has been difficult and I am not sure that it is in compliance with the regulations.

Out of the 12 units at SCT, there are smokers in 9 of the units. Out of the 12 units at NCT, there are smokers in 5 of the units. At Morningside about half of the tenants are smokers. In addition there are about 4 residents who were grandfathered in and are able to smoke in non-smoking units. These tenants could be grandfathered in and still be allowed to smoke in their units. However, all new tenants would have to go outside to smoke. Another possibility would be to revise everyone's lease and ban smoking inside for everyone.

We plan to discuss this with the residents at the next Resident Advisory Board Meeting.

MEETING DATE: 01/19/2012

RE: Approve Budgets for FY 2012-2013

REQUESTED ACTION: Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2012-2013.

Comments: The attached budgets have been prepared based on past trends and anticipated changes. Once approved, they will be presented to the City for approval. The Fee Accountant will also use these budgets to prepare the Public Housing Budget for HUD in the HUD prescribed format.

City of Charles City
HOUSING SECURITY DEPOSITS
BUDGET REQUEST
Period 5
As of NOVEMBER 30, 2011

	2010	2011	2011	2012	2012-2013	2012-2013	
	Budget	Actual	Budget YTD	Rev/Exp	Est Yr End	Dept Req	Recommend
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(172) HOUSING SECURITY DEPOS							
REVENUES							
172 532 003 4300 INTEREST	410.00	414.02	500.00	170.44	420.00	450.00	.00
172 532 005 4503 SECURITY DEP	6955.00	6757.00	7000.00	3623.00	7000.00	7000.00	.00
TOTAL REVENUES	7365.00	7171.02	7500.00	3793.44	7420.00	7450.00	.00
EXPENSES							
172 532 530 6437 INTEREST REFUND	307.00	220.60	300.00	96.90	175.00	300.00	.00
172 532 530 6438 DEPOSIT REFUND	5000.00	6214.03	6000.00	3230.00	6400.00	6500.00	.00
TOTAL EXPENSES	5307.00	6434.63	6300.00	3326.90	6575.00	6800.00	.00

City of Charles City
 PUBLIC HOUSING
 BUDGET REQUEST
 Period 5
 As of NOVEMBER 30, 2011

	2010	2011	2011	2012	2012-2013	2012-2013
	Budget	Actual	Budget YTD	Rev/Exp Est Yr End	Dept Req	Recommend
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(173) CC PUBLIC HOUSING						
REVENUES						
173 532 003 4300 INTEREST	20078.00	20248.31	20000.00	8781.31	21500.00	.00
173 532 005 4504 FRAUD	3879.00	4087.29	3000.00	1137.84	4000.00	.00
173 532 005 4506 DWELLING RENT	393000.00	392337.00	395000.00	176150.00	420000.00	.00
173 532 005 4507 EXCESS UTILITY	8900.00	9098.00	9000.00	3983.00	11000.00	.00
173 532 005 4508 CONTRIB-OTHER	8500.00	9651.75	9000.00	4654.51	11000.00	.00
173 532 005 4710 REIMBURSED EXP	4405.00	5255.58	500.00	4839.59	2000.00	.00
173 532 005 4781 OPER. SUBSIDY	231000.00	205998.00	230000.00	80168.00	97000.00	.00
173 532 008 4830 TRANSFER FR 09 CAPITAL FUND	173300.00	113913.00	.00	56443.00	59387.00	.00
173 533 008 4830 TRANS FR 10 CAP FUND	110000.00	434.00	61676.00	155694.85	171242.00	.00
173 534 008 4830 TRANS FR 11 CAP FUND	.00	.00	165000.00	.00	65000.00	100000.00
173 547 008 4830 TRANS FR 12 CAP FUND	.00	.00	.00	.00	.00	100000.00
TOTAL REVENUES	953062.00	761022.93	893176.00	491852.10	862629.00	669500.00
EXPENSES						
173 532 530 6010 REGULAR SALARY	98000.00	95375.78	100000.00	40967.97	102000.00	104000.00
173 532 530 6040 OVERTIME SALARY	1000.00	.00	1000.00	.00	.00	1000.00
173 532 530 6070 LABOR/MAINT.	71281.00	68579.68	70000.00	28901.10	71000.00	72000.00
173 532 530 6198 EMP BEN MAINT	16000.00	15619.55	19000.00	7587.33	19000.00	21000.00
173 532 530 6199 EMPLOYEE BEN.	41684.00	41496.63	48000.00	20855.67	51000.00	55000.00
173 532 530 6200 SECURITY	.00	.00	.00	.00	.00	.00
173 532 530 6230 STAFF TRAINING	5000.00	3348.56	6000.00	2043.46	6000.00	8000.00
173 532 530 6370 GAS	36000.00	33972.65	45000.00	6148.47	40000.00	40000.00
173 532 530 6371 UTILITIES	37000.00	39150.07	42500.00	15464.36	42000.00	45000.00
173 532 530 6374 WATER	15000.00	14030.49	15500.00	6173.10	15000.00	16000.00
173 532 530 6379 SEWER/OTH UTIL	21000.00	19176.25	23000.00	8539.75	20000.00	23000.00
173 532 530 6401 ACCOUNTING FEES	2900.00	2648.00	3000.00	1650.00	4000.00	4000.00
173 532 530 6408 INSURANCE	24000.00	19915.00	24000.00	.00	20000.00	24000.00
173 532 530 6411 LEGAL	2000.00	1338.00	2000.00	48.00	2000.00	2000.00
173 532 530 6420 CONTRACT SERV.	9000.00	8962.32	10000.00	3942.15	10000.00	14000.00
173 532 530 6441 TENANT SERVICES	5000.00	2982.50	5500.00	2004.54	3500.00	6000.00
173 532 530 6442 PILOT	31000.00	31067.09	32000.00	31002.07	31000.00	34000.00
173 532 530 6518 SUNDRY-OFF EXP	20500.00	21200.05	25000.00	7280.51	21000.00	25000.00
173 532 530 6599 MAINT MATERIALS	35000.00	37834.20	50000.00	13548.85	38000.00	50000.00
173 532 530 6725 CAP OUTLAY-EQP.	80000.00	39110.79	40000.00	1947.00	2000.00	40000.00
173 532 530 6750 CAP IMPR. BLDG.	235000.00	142071.32	135000.00	187133.11	219533.00	160000.00
173 532 530 6799 COPIER LEASE	2800.00	2719.32	2800.00	516.67	2000.00	2800.00
173 601 910 6910 TRANS TO GEN (ACCTG/SECURITY	34000.00	34000.00	34000.00	.00	34000.00	34000.00
TOTAL EXPENSES	823165.00	674598.25	733300.00	385754.11	753033.00	780800.00

City of Charles City
 SECTION 8 VOUCHER
 BUDGET REQUEST
 Period 5
 As of NOVEMBER 30, 2011

	2010	-	2011	2011	-	2012	2012-2013	2012-2013
	Budget		Actual	Budget YTD	Rev/Exp	Est Yr End	Dept Req	Recommend
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(174) SECTION 8 VOUCHER								
REVENUES								
174 533 003 4300 INTEREST	2198.00		2213.63	2000.00	978.82	2300.00	2300.00	.00
174 533 004 4440 STATE GRANT	.00		.00	.00	.00	.00	.00	.00
174 533 005 4504 FRAUD	3000.00		4624.50	4000.00	1293.00	4500.00	4500.00	.00
174 533 005 4505 HUD CONTRIB.	569000.00		570253.00	575000.00	295895.00	632000.00	570000.00	.00
174 533 005 4509 ADMIN FEE/HTH	118000.00		107513.00	125000.00	36978.00	102000.00	85000.00	.00
174 533 005 4710 REIMBURSED EXP	2865.00		2546.48	500.00	670.00	1000.00	1000.00	.00
174 533 005 4715 REFUNDS	.00		.00	.00	439.65	500.00	1000.00	.00
TOTAL REVENUES	695063.00		687150.61	706500.00	336254.47	742300.00	663800.00	.00
EXPENSES								
174 533 530 6010 REGULAR SALARY	49160.00		48078.09	46500.00	21890.68	53000.00	55000.00	.00
174 533 530 6040 OVERTIME SALARY	.00		.00	.00	.00	.00	.00	.00
174 533 530 6199 EMPLOYEE BEN.	29500.00		29253.14	33000.00	14125.37	34000.00	38000.00	.00
174 533 530 6230 STAFF TRAINING	6000.00		5666.20	4500.00	60.00	4500.00	3000.00	.00
174 533 530 6380 UTILITY ALLOT	15000.00		12851.00	21000.00	6459.00	15720.00	15000.00	.00
174 533 530 6401 ACCOUNTING FEES	2700.00		2563.00	3000.00	1210.00	3000.00	3000.00	.00
174 533 530 6416 RENTS & LEASES	.00		.00	.00	.00	.00	.00	.00
174 533 530 6423 SPECIAL SERVICE	200.00		31.00	300.00	.00	100.00	300.00	.00
174 533 530 6445 HC VOUCHER PAY	590000.00		579660.00	635000.00	260109.26	630000.00	640000.00	.00
174 533 530 6518 SUNDRY-OFF EXP	4000.00		3174.53	4500.00	1358.91	3600.00	3000.00	.00
174 533 530 6920 COUNT COU	6500.00		7603.20	11000.00	3966.45	10300.00	11000.00	.00
174 601 910 6910 TRANS TO GEN-SECURITY	5000.00		5000.00	5000.00	.00	5000.00	.00	.00
TOTAL EXPENSES	708060.00		693880.16	763800.00	309179.67	759220.00	768300.00	.00