

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

January 17, 2013, 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 20, 2012 1-2
- IV. Approval of Bills for January 2013 3
- V. Communications 4-13
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Morningside Foundations
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve Quote for Removing Emergency Call System. 14-16
 - 3. Approve City Budgets for FY 2013-2014..... 17-30
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, February 21, 2013
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 20, 2012 7:00 a.m.

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

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

Public Comment. None

Amend-Approve Minutes of November 15, 2012. Jenkins moved, Becker seconded the motion to approve the minutes of November 15, 2012 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$69,758.45. Ayes: 4, Nays: 0. Motion carried.

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

Old Business.

Approve purchase and installation of additional security cameras. Staff explained that additional bids for the purchase of the cameras were requested from Electronic Engineering. After several follow-up calls and emails to them, they failed to submit a bid. As a result Nielsen requested that we proceed with the bid from CEC for 10,618.34. It was noted that the bid amount may change slightly because the bid was submitted in October and was only valid for 30-days. Due to the dollar amount of the bid, staff will submit a request for approval from the City Council. Streich made a motion to approve the purchase and installation of the cameras. Becker seconded the motion. Ayes: 4, Nays: 0. Motion carried.

New Business.

Approve contract to service boilers at South Cedar Terrace. Due to the age of the boilers used to heat the apartments at South Cedar Terrace, they need to be cleaned and serviced. Staff explained that one of the boilers was depositing soot all over the boiler room and the need to have them cleaned was fairly urgent. Quotes were requested from three area plumbing/heating contractors. Mick Gage returned a quote of \$1,800 and Friedrich's quote was \$5,450. Becker motioned to approve the contract with Mick Gage and was seconded by Jenkins. Ayes: 4, Nays: 0. Motion carried.

Approve removal of emergency call system at the Terraces. Nielsen explained the limitations of the current system and given the availability of affordable alternatives requested approval to remove the system. A cost estimate of \$3,154 was received.

Because of the cost of removal, the decision was made to obtain competitive quotes from area electrical contractors. Jenkins made a motion to obtain quotes for the removal of the emergency call system. Becker seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Resolution 11-12 Amending Criteria Used for the Determination of "Legal Domicile". The policy was discussed and Nielsen requested that the 6-month clause be removed from the policy to clear up the confusion it was causing with staff and applicants. The amended criteria would require applicants wanting to port from the waiting list have established verifiable residency for a period of one year at the time of application. Streich moved to approve Resolution 11-12 Amending Criteria Used for the Determination of "Legal Domicile" Jenkins seconded the motion. Motion carried on role call vote. Ayes: Becker, Jenkins, Calvert, and Streich. Nays: 0.

Being no further business, Becker moved, Streich seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 January 2013

Customer	Description	Amount
Business Card	anti-virus computer protection	174.95
C.Naber & Associates	accounting fees	375.00
Cedar Valley Printing	envelopes/letterhead	287.00
Charles City Electronics	case for maintenance phone	15.99
Cintas	rug service	102.58
City Motor Parts LTD	Dodge truck maintenance	636.77
City of Charles City	water/sewer/URPS/S8 Inspections	
City of Charles City	quarterly postage	114.45
Cole Heitz	shoveling for 1 hour	9.00
Don's Repair	snowblower	375.00
Foxen Floors & More	maintenance item	5.99
HAPS	Jan HAPS	49,230.80
Hobert Electric	electrical maintenance	35.00
Housing & Development Law Institute	membership dues	495.00
Iowa Department of Transportation	fuel	229.34
Jendro Sanitation	trash service	555.00
John Deere Financial	ice melt from Theisens	641.79
Linderman Heating & Air, LLC	maintenance	145.00
Mason City Business Systems Inc.	copy costs	137.68
Mehmen's Painting	painted 94 & 131	235.00
Michael Jondal	securicty deposit refund	200.00
Mid American Energy	electric/gas/URP	
Nielsen, Heidi	meal reimbursements for travel	130.50
Parker, Trent	computer maintenance	150.30
Pitney Bowes	meter lease	47.74
Rent Grow	credit checks/criminal backgroud	102.75
Ron's Plumbing	plumbing maintenance	423.60
Schueth Ace Hardware	maintenance items	153.39
Sherwin Williams	paint	146.15
Stock Glass	screen repair	51.00
Superior Lumber	maintenance items	22.37
T-J Service	maintenance repairs	259.98
US Cellular	cell phone service	68.93
		55,558.05

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. I am preparing a request for proposals to send to companies to conduct the Physical Needs Assessment. Hopefully we will have them back in time for the March Board Meeting.
2. Rehab Update. The Fire Department is meeting with the top five applicants and will be preparing specifications and cost estimates. Once those are done we can determine if the projects are feasible and proceed with the historical clearances.
3. Morningside Foundations. We have discovered an issue with the foundation in the building which contains apartments 2218-224. There is a considerable amount of settling by the exterior wall of apartment 2218. We had Steve Hubert look at the foundations, and he suggested that we repair the foundation as soon as possible. There is a large crack that runs along the exterior wall in the apartment and it appears that the exterior wall is separating from the foundation. There is a large gap along the baseboard in the apartment. After discussing the problem with John Fallis, we have contacted Waggoner and Wineinger to survey the situation and determine the best way to correct the problem. They will be here sometime during the third week in January to meet with us. Due to the immediate nature of the foundation issue, there isn't time to go out for competitive proposals for the engineering services. Once they have identified a solution, we will have a better idea of the costs and can proceed from there.
4. **Monthly Rental Status Update.**

Month of December 2012	Total Leased 12/1/12	New Leases	Removed Or Moved	Total Leased 1/01/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	1	131	5	3	1
Morningside 15 Units	14	1	0	15	10	0	0
Section 8 197 Units	178	4	6	176	17	25	14

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

5. End of Participation Tracker. See attachment
6. Newsletters. See attachments
7. Financial Statements. December 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	2						13
ZERO HAP						1							1
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING		1											1
PORT-OUT ABSORBED	2			1			1						4
PORT-OUT SEARCHING	3		1	1		4							9
DECEASED													0
MOVED IN VIOLATION	3	2				1	1						7
EVICTED													0
UNAUTHORIZED LIVE-IN	1			1									2
VIOLATION OF FAMILY OBLIGATION					2								
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW				1			1						2
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								
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	2	1		1						5
TOTALS	18	6	4	7	8	7	6	0	0	0	0	0	49
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	2			1	1	1						7
DECEASED	1	1	2		1	1							6
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS						1							1
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	1	0	0	0	0	0	15



TERRACE NEWS

January 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

Jan. 17th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

IMPORTANT-PLEASE READ!

Under **NO** circumstances should any tenant call any of the housing employees at home! We have the Afterhours **emergency** work order number that you are to use only if it is truly a work order emergency. 641-330-9259 is the number (the magnet on your refrigerator has this number on it) Non-emergency work orders can be called into the office and leave a message or wait until the office is open. Also, the only time you should call the police, other than a 911 emergency, is if it is after hours and you are locked out. Thank you for respecting this policy.

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

Anna Weigel- NCT

We hope you like your new home!

January

1: New Year's Day-OFFICE CLOSED!

19: Families Making Connection sponsoring a freewill Donation movie "Brave", 2pm @ Charles Theatre. All proceeds go to the Mentoring Program.

25: Family Fun Night & Dinner @ Messiah Lutheran, 6pm

25-27: Cabin Fever Weekend Events-watch the paper for more information



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

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
Steve Herron- 76	10
Arlie Wilson- 103	13
Nelda Shepard- 48	14
Jim Thoreson- 36	14
Elayne Stewart- 22	16
Sharon Madsen- 112	19
Relia LaGrou- 78	29
Carolyn Miller- 11	30

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.

FYI....

We have had some questions about the rent-reimbursement program. Any resident at NCT or SCT is not eligible to receive this reimbursement because we are a tax-exempt agency. The rules clearly state this. Any questions can be directed to the Iowa Department of Revenue.

PLEASE HELP:

When throwing away boxes please help us by breaking down empty boxes. When they get thrown into the dumpster full size they take up valuable space. Cardboard also can go into the recycling bin. Having a dumpster full of empty boxes potentially costs us more money because we would need an additional dump for the garbage that did not fit.

SCT ONLY-REFRIGERATOR OUTLETS:

Hobert Electric is prepared to start installing the dedicated refrigerator outlets at SCT. He will begin on January 7. The plan is to do 4 apartments per day, more if time allows. At this rate it will take approximately 5 weeks to complete the job. He will start in the morning (around 9am) and start at apartment #1 and work in number order. It should only take about 15 minutes per unit, if all goes well! You do not need to be home.

WAITING LIST:

Currently the waiting list for SCT and NCT apartments is very short. 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!

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.

REMINDER...

If you are **NOT** in a smoking building you **MUST** at **ALL TIMES** smoke outside of your apartment or your lease can be terminated!

SNOW REMOVAL REMINDERS

Steve gets up early in the morning to open the parking lots. After the parking lots are passable, the attention is then focused to the sidewalks. Due to the amount of area that needs to be cleared, it is not possible for every unit to be the "first" one cleared. We ask for your patience and understanding that they will get to your area as soon as they can. Steve and Joe, along with the few people we are able to hire to work in the less than ideal conditions, go out in the cold and wind to clear the sidewalks for you.

After the sidewalks are cleaned, Steve will finish the work in the parking lots. When you see Steve out plowing you should have arrangements made to get your vehicle moved so the areas where the cars are parked can be cleaned. Due to liability reasons, we can not move your car for you. The snow blowers generally do not fit between parked vehicles and we are not going to take unnecessary risks of scratching vehicles when trying to clear the snow between them. If a vehicle is not going to be used during the winter months, it will need to be removed from the parking lot and stored somewhere else.

There are many conditions that determine how quick they can get to your unit. Calls for work orders are received but are evaluated for importance to determine if they can wait until after the sidewalks are cleared. Sometimes a work order requires immediate attention which pulls staff away from the snow blowing. Sometimes the winds pick up and drift the snow back onto the sidewalks requiring staff to start all over again. And of course, there is always the chance for a mechanical breakdown that really stops the progress that can be made.

We seem to have some residents with unrealistic expectations about the condition of our sidewalks in the winter months. This is an issue every year and it doesn't matter how hard or how long the guys work; we always have a handful of residents who complain. We actually had a resident call us to complain and what they said was, "I want to thank the shovelers for leaving the snow and ice for the elderly residents". Now, this call came in at around 3:30 in the afternoon on the day of the last snowstorm. Steve had been out clearing snow that day since around 3:00 a.m. They eventually had to stop clearing the snow because it was blowing back on the sidewalks as fast as they were clearing it.

We realize that most of our residents appreciate how hard the guys work to clear the sidewalks, and we appreciate your patience and understanding. We live in Iowa and there will be times when the sidewalks will be icy; even if they have been cleared. You are welcome to purchase your own ice melt to spread by your apartment.

We also had a few incidents over the Christmas holiday with respect to the condition of the sidewalks. First, I want to remind you that we have an after-hours phone number that you are to call for any issue that arises while the office is not open. You are NOT to call staff at home for any reason. You must call 641-330-9259. In addition, you are only to call the police department if you are locked out or you have an emergency. Please do not call the police if you think the sidewalks need to be cleared. We had a resident do this and it took about five additional phone calls to get the issue taken care of. If they had called the after-hours number, it would have only taken one phone call. The police department has more important things to deal with than the condition of our sidewalks.

Our goal is the safety of all of the residents and the guys work very hard to keep the sidewalks clear of snow and ice. However, there will be times that the sidewalks will not be cleaned down to bare concrete and due to the weather and other conditions it is out of our control. Also, just a reminder... If it snows on the weekend and there is less than two inches, it is our policy to wait until the next work day to shovel the walks.



MORNINGSIDE NEWS

January 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

January 17th 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.

January

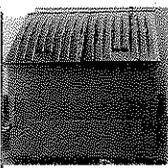
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PLEASE READ!



ALL trash is to be taken to the dumpster, NOT left anywhere

else. Having trash around is a lease violation! Also, please break down empty boxes when putting them in the dumpsters!

FYI....

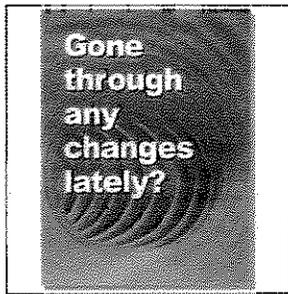
We have had some questions about the rent-reimbursement program. Any resident at NCT or SCT is not eligible to receive this reimbursement because we are a tax-exempt agency. The rules clearly state this. Any questions can be directed to the Iowa Department of Revenue.

REMINDER:

If Steve has part of the parking lot areas cleared please move your vehicles to that area so he can finish cleaning out the other parking areas. Also, **ALL** vehicles must be in working order or removed from the lot.

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.



Gone through any changes lately?

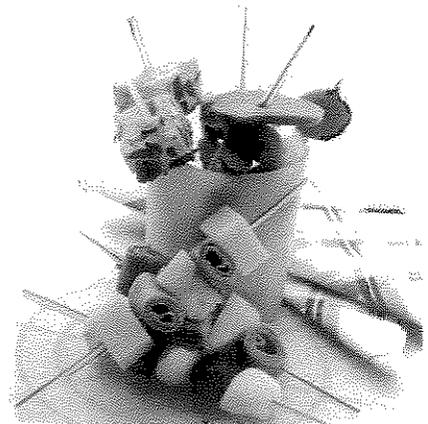
BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:
DAVID "BOONE"
MAHNESMITH & ROY BODE

BEAT THE WINTER BLAHS! HAVE SOME FUN!

Luscious Lunch on a Stick

By Annabel Karmel

You can make up "Kebabs" with many different foods, using straws instead of skewers. They are quick to put together and easy to pack in the lunch box. Add a container of ketchup or a dip for extra flavor. Here are some ideas for you to try, but feel free to make up your own combinations, choosing healthy foods that your child enjoys. There is plenty of scope for your children to help with this task.



Ingredients

Slices of ham or turkey rolled up and interspersed with cubes of cheese and wedges of pineapple (optional) Cherry tomatoes and chunks of cucumber
mozzarella cheese
Slices of cooked sausage and gherkin
Pieces of carrot, celery, cucumber, bell pepper, and baby corn
Squares of Spanish omelette
Salam, cubes of mozzarella cheese, and cherry tomatoes

Directions

1. Skewer any combination above for a perfect lunch or finger food snack for the kids.

For more kid-friendly Annabel Karmel recipes, visit www.annabelkarmel.com or [see her cookbooks](#).

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 2013.
To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Wednesday, Jan. 2nd: 1:00 pm-4:00 pm
Thursday, Jan. 10th: 9:00 am-12:00 pm
Monday, Jan. 14th: 1:00 pm-4:00 pm
Thursday, Jan. 24th: 9:00 am-12:00 pm
Wednesday, Jan. 30th: 9:00 am-12:00 pm



WIC CLINICS

Jan. 22, 23, & 24
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

CITY OF CHARLES CITY
 REVENUE & EXPENSE REPORT
 CALENDAR 12/2012, FISCAL 6/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,300.00	130.44	847.45	36.85	1,452.55
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	115.00	501.00	11.13	3,999.00
174-533-4505	HUD CONTRIB-SEC 8	570,000.00	53,895.00	281,466.00	49.38	288,534.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	7,872.00	50,392.00	59.28	34,608.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	460.00	46.00	540.00
174-533-4715	REFUNDS-SEC 8	1,000.00	14.00	14.00	1.40	986.00
	SECTION 8 VOUCHER TOTAL	663,800.00	62,026.44	333,680.45	50.27	330,119.55
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	55,000.00	3,668.91	28,362.88	51.57	26,637.12
174-533-6040	OVERTIME SALARY-SEC 8	.00	.00	.00	.00	.00
174-533-6110	FICA-SEC 8	.00	253.15	1,961.51	.00	1,961.51-
174-533-6130	IPERS-SEC 8	.00	318.08	2,458.89	.00	2,458.89-
174-533-6150	HEALTH INSURANCE-SEC 8	.00	.00	.00	.00	.00
174-533-6151	LIFE INSURANCE-SEC 8	.00	.00	.00	.00	.00
174-533-6160	WORKER'S COMP-SEC 8	.00	.00	.00	.00	.00
174-533-6170	UNEMPLOYMENT-SEC 8	.00	.00	.00	.00	.00
174-533-6199	EMPLOYEE BEN-SEC 8	38,000.00	2,241.59	13,449.55	35.39	24,550.45
174-533-6230	STAFF TRAINING-SEC 8	3,000.00	.00	1,460.00	48.67	1,540.00
174-533-6380	UTILITY ALLOT-SEC 8	15,000.00	3,343.00-	4,094.00	27.29	10,906.00
174-533-6401	ACCOUNTING FEES-SEC 8	3,000.00	204.00	1,414.00	47.13	1,586.00
174-533-6416	RENTS & LEASES-SEC 8	.00	.00	.00	.00	.00
174-533-6420	CONTRACTED SERVICES-SEC 8	11,000.00	965.20	5,460.34	49.64	5,539.66
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	52,557.20	294,109.86	45.95	345,890.14
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	145.85	632.95	21.10	2,367.05
	SECTION 8 VOUCHER TOTAL	768,300.00	57,010.98	353,403.98	46.00	414,896.02
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-	5,015.46	19,723.53-	18.87	84,776.47-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2012, FISCAL 6/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	21,500.00	1,834.54	11,398.19	53.01	10,101.81
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	482.52	1,095.36	27.38	2,904.64
173-532-4506	DWELLING RENT-PUBLIC HOUSING	420,000.00	36,145.00	212,577.00	50.61	207,423.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	11,000.00	188.00	4,594.00	41.76	6,406.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	11,000.00	843.25	6,148.75	55.90	4,851.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	1,688.81	1,787.29	89.36	212.71
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	469,500.00	41,182.12	237,600.59	50.61	231,899.41
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	7,971.11	45,456.89	43.71	58,543.11
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	550.65	3,119.40	.00	3,119.40
173-532-6130	IPERS-PUBLIC HOUSING	.00	691.11	3,941.28	.00	3,941.28
173-532-6150	HEALTH INS-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6151	LIFE INSURANCE-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6160	WORKER'S COMP-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6170	UNEMPLOYMENT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	3,220.80	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	59,326.00	2,739.73	17,960.69	30.27	41,365.31
173-532-6200	SECURITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	399.48	3,289.31	41.12	4,710.69
173-532-6370	GAS-PUBLIC HOUSING	40,000.00	2,574.75	8,141.80	20.35	31,858.20
173-532-6371	UTILITIES-PUBLIC HOUSING	45,000.00	3,161.67	19,858.90	44.13	25,141.10
173-532-6374	WATER-PUBLIC HOUSING	16,000.00	1,298.64	7,996.49	49.98	8,003.51
173-532-6379	SEWER/OTH UTIL-PUBLIC HOUSING	23,000.00	1,693.61	10,937.03	47.55	12,062.97
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	159.00	1,659.00	41.48	2,341.00
173-532-6408	INSURANCE-PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL-PUBLIC HOUSING	2,000.00	.00	429.00	21.45	1,571.00
173-532-6415	COPIER LEASE-PUBLIC HOUSING	2,800.00	516.67	1,033.34	36.91	1,766.66
173-532-6420	CONTRACT SERV-PUBLIC HOUSING	14,000.00	1,181.31	7,036.37	50.26	6,963.63
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	2,520.00	5,425.25	90.42	574.75
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	33,434.60	98.34	565.40
173-532-6516	REFUNDS-PUBLIC HOUSING	.00	.00	58.00	.00	58.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	923.94	6,800.24	27.20	18,199.76
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	4,299.13	20,867.17	41.73	29,132.83
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	658,126.00	27,460.00	197,444.76	30.00	460,681.24
173-536-6010	SALARY - PH MAINT	72,000.00	5,284.63	33,974.52	47.19	38,025.48
173-536-6040	OVERTIME SALARY-PH MAINT	.00	80.83	772.31	.00	772.31

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 12/2012, FISCAL 6/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA- PH MAINT	6,100.00	400.02	2,597.40	42.58	3,502.60
173-536-6130	IPERS-PH MAINT	5,800.00	465.18	3,012.52	51.94	2,787.48
173-536-6150	HEALTH INSURANCE-PH MAINT	8,500.00	3,283.11	3,283.11	38.62	5,216.89
173-536-6151	LIFE INSURANCE-PH MAINT	.00	41.85	41.85	.00	41.85-
173-536-6160	WORKER'S COMP-PH MAINT	681.00	.00	.00	.00	681.00
173-536-6170	UNEMPLOYMENT-PH MAINT	1,000.00	.00	.00	.00	1,000.00
173-536-6181	UNIFORM ALLOWANCE-PH MAINT	.00	450.00	450.00	.00	450.00-
	PUBLIC HOUSING MAINTENANC TOTA	94,081.00	10,005.62	44,131.71	46.91	49,949.29
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-	3,716.50	3,975.88-	2.97	130,083.12-

MEETING DATE: 1/17/2013

RE: Approve Quote for Removing Emergency
Call System

REQUESTED ACTION: Approve quote from Hobert Electric for the removal of the emergency call systems at the Terraces.

Comments: Last month we discussed the shortcomings of the existing emergency alert system at the Terraces and made the decision to remove them. We had a cost estimate from Ed Hobert of \$3,154.00. Jensen Electric has provided us with an estimate of \$3,931.80. We have worked with both electricians and have a good working relationship with both. The recommendation is being made to accept the lower quote of \$ 3,154.00 from Hobert Electric.

12-18-12

HOBERT ELECTRIC

Serving Charles City Since 1975
Commercial - Residential - Farm



Ed Hober, Owner
900 Freeman Street
Charles City, IA 50616
(641) 228-1421

Cedar Terrace South & North

Remove and cap wires on emergency system (pull switch, horn/bell, and indicator light), blank cover on box.

\$9.50 ea. box

North Terrace indicator lights by bell is a 4 gang box - is already covered.

South approx. 182 boxes

North approx. 150 boxes

332 boxes

X 9.50 ea

Total \$3154.00

REQUESTED ACTION: Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2013-2014.

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. We are no longer required to prepare Section 8 budget for HUD because they require us to report expenses and voucher utilization on a monthly basis and use that information to determine our level of funding.

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
172-532-4300 INTEREST-PUB HOUSING SEC	414.02	414.84	450.00	223.10	450.00	450.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	6,757.00	7,271.00	7,000.00	3,368.00	6,500.00	7,000.00
=====						
TOTAL REVENUE	7,171.02	7,685.84	7,450.00	3,591.10	6,950.00	7,450.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	CALENDAR LYR EXPENSE	FISCAL CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
172-532-6437 INT REFUND-PUB HOUSING SE	220.60	203.15	300.00	199.75	175.00	250.00
172-532-6438 DEP REFUND-PUB HOUSING SE	6,214.03	6,280.00	6,500.00	3,019.19	5,700.00	6,500.00
172-999-9999 PROFIT HANDLER	736.39	1,202.69	.00	.00	.00	.00
=====						
TOTAL EXPENSES	7,171.02	7,685.84	6,800.00	3,218.94	5,875.00	6,750.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
173-532-4300						
INTEREST-PUBLIC HOUSING	20,248.31	21,607.01	21,500.00	11,398.19	23,000.00	23,500.00
173-532-4504						
FRAUD-PUBLIC HOUSING	4,087.29	3,501.34	4,000.00	1,095.36	4,000.00	4,000.00
173-532-4506						
DWELLING RENT-PUBLIC HOUS	392,337.00	427,792.78	420,000.00	212,577.00	423,500.00	425,000.00
173-532-4507						
EXCESS UTILITY-PUBLIC HOU	9,098.00	9,436.00	11,000.00	4,594.00	9,500.00	10,500.00
173-532-4508						
CONTRIB-OTHER-PUBLIC HOUS	9,651.75	10,895.86	11,000.00	6,148.75	12,700.00	13,000.00
173-532-4710						
REIMBURSED EXP-PUBLIC HOU	5,255.58	6,943.89	2,000.00	1,787.29	10,000.00	7,000.00
173-532-4781						
OPER SUBSIDY-PUBLIC HOUSI	205,998.00	95,447.00	.00	.00	.00	.00
173-910-4830						
TRANSFER IN - PUBLIC HOUS	114,347.00	262,508.02	182,648.00	.00	.00	.00
FROM '11 CAPITAL FUND - 82648						
FROM '12 CAPITAL FUND - 100000						
TOTAL REVENUE	761,022.93	838,131.90	652,148.00	237,600.59	482,700.00	483,000.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
173-532-6010						
SALARY - PUBLIC HOUSING	95,375.78	100,197.08	104,000.00	48,976.63	100,000.00	101,000.00
173-532-6040						
OVERTIME SALARY-PUBLIC HO	.00	.00	1,000.00	.00	.00	2,000.00
173-532-6070						
LABOR/MAINT-PUBLIC HOUSIN	68,579.68	55,445.93	.00	.00	.00	.00
173-532-6110						
FICA-PUBLIC HOUSING	.00	2,188.30	.00	3,357.41	8,000.00	8,000.00
173-532-6130						
IPERS-PUBLIC HOUSING	.00	3,010.84	.00	4,246.45	7,800.00	8,400.00
173-532-6150						
HEALTH INS-PUBLIC HOUSING	.00	.00	.00	.00	35,472.00	37,000.00
173-532-6151						
LIFE INSURANCE-PUBLIC HOU	.00	.00	.00	.00	360.00	375.00
173-532-6160						
WORKER'S COMP-PUBLIC HOUS	.00	.00	.00	.00	2,100.00	2,520.00
173-532-6170						
UNEMPLOYMENT-PUBLIC HOUSI	.00	.00	.00	.00	750.00	750.00
173-532-6198						
EMP BEN MAINT-PUBLIC HOUS	15,619.55	15,181.34	.00	.00	.00	.00
173-532-6199						
EMPLOYEE BEN-PUBLIC HOUSI	41,496.63	46,292.15	59,326.00	17,960.69	30,789.75	.00
173-532-6200						
SECURITY-PUBLIC HOUSING	.00	.00	.00	.00	.00	.00
173-532-6230						
STAFF TRAINING-PUBLIC HOU	3,348.56	5,640.16	8,000.00	3,289.31	7,500.00	8,000.00
173-532-6370						
GAS-PUBLIC HOUSING	33,972.65	28,688.65	40,000.00	8,141.80	30,000.00	35,000.00
173-532-6371						
UTILITIES-PUBLIC HOUSING	39,150.07	36,417.28	45,000.00	19,858.90	40,000.00	45,000.00
173-532-6374						
WATER-PUBLIC HOUSING	14,030.49	13,394.27	16,000.00	7,996.49	16,000.00	16,500.00
173-532-6379						
SEWER/OTH UTIL-PUBLIC HOU	19,176.25	19,896.14	23,000.00	10,937.03	22,000.00	23,000.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
173-532-6401 ACCOUNTING FEES-PUBLIC HO	2,648.00	2,863.00	4,000.00	1,659.00	3,000.00	4,000.00
173-532-6408 INSURANCE-PUBLIC HOUSING	19,915.00	20,154.00	24,000.00	.00	21,000.00	24,000.00
173-532-6411 LEGAL-PUBLIC HOUSING	1,338.00	516.00	2,000.00	429.00	2,000.00	2,000.00
173-532-6415 COPIER LEASE-PUBLIC HOUSI	2,719.32	1,550.01	2,800.00	1,033.34	1,500.00	1,500.00
173-532-6420 CONTRACT SERV-PUBLIC HOUS	8,962.32	14,388.29	14,000.00	7,036.37	14,000.00	16,000.00
173-532-6441 TENANT SERVICES-PUBLIC HO	2,982.50	4,277.46	6,000.00	5,425.25	6,000.00	6,000.00
173-532-6442 PILOT-PUBLIC HOUSING	31,067.09	31,002.07	34,000.00	33,434.60	33,434.00	34,000.00
173-532-6516 REFUNDS-PUBLIC HOUSING	.00	3,370.00	.00	58.00	100.00	1,000.00
173-532-6518 SUNDRY-OFF EXP-PUBLIC HOU	21,200.05	17,236.23	25,000.00	6,800.24	16,000.00	25,000.00
173-532-6599 MAINT MATERIALS-PUBLIC HO	37,834.20	43,211.74	50,000.00	20,867.17	40,000.00	50,000.00
173-532-6725 CAP OUTLAY-EQUI-PUBLIC HO	39,110.79	16,922.00	40,000.00	.00	.00	.00
173-532-6750 CAP IMPR BLDG-PUBLIC HOUS	142,071.32	222,524.15	160,000.00	.00	.00	.00
173-536-6010 SALARY - PH MAINT	.00	10,040.62	72,000.00	36,744.06	68,850.00	72,000.00
173-536-6040 OVERTIME SALARY-PH MAINT	.00	.00	.00	1,186.51	2,000.00	2,000.00
173-536-6110 FICA- PH MAINT	.00	.00	6,100.00	2,835.74	6,100.00	6,100.00
173-536-6130 IPERS-PH MAINT	.00	.00	5,800.00	3,272.95	5,800.00	6,300.00
173-536-6150 HEALTH INSURANCE-PH MAINT	.00	.00	8,500.00	3,283.11	6,550.00	6,900.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
173-536-6151 LIFE INSURANCE-PH MAINT	.00	.00	.00	41.85	100.00	100.00
173-536-6160 WORKER'S COMP-PH MAINT	.00	.00	681.00	.00	1,000.00	1,800.00
173-536-6170 UNEMPLOYMENT-PH MAINT	.00	.00	1,000.00	.00	528.00	550.00
173-536-6181 UNIFORM ALLOWANCE-PH MAIN	.00	.00	.00	450.00	450.00	450.00
173-910-6910 TRANSFER OUT - PUBLIC HOU	34,000.00	34,000.00	34,000.00	.00	34,000.00	34,000.00
TO GENERAL (ACCTG AND SECURITY)						
173-999-9999 PROFIT HANDLER	86,424.68	89,724.19	.00	.00	.00	.00
=====						
TOTAL EXPENSES	761,022.93	838,131.90	786,207.00	249,321.90	563,183.75	581,245.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
174-533-4300 INTEREST - SECTION 8	2,213.63	2,200.82	2,300.00	847.45	1,700.00	1,200.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	4,624.50	3,737.00	4,500.00	501.00	4,000.00	4,500.00
174-533-4505 HUD CONTRIB-SEC 8	570,253.00	623,006.00	570,000.00	281,466.00	550,000.00	625,000.00
174-533-4509 ADMIN FEE/HTH-SEC 8	107,513.00	100,745.00	85,000.00	50,392.00	90,000.00	90,000.00
174-533-4710 REIMBURSED EXP-SEC 8	2,546.48	724.00	1,000.00	460.00	1,000.00	1,000.00
174-533-4715 REFUNDS-SEC 8	.00	689.65	1,000.00	14.00	1,000.00	1,000.00
174-910-4830 TRANSFER IN - SECTION 8 V	.00	.00	.00	.00	.00	.00
=====						
TOTAL REVENUE	687,150.61	731,102.47	663,800.00	333,680.45	647,700.00	722,700.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	CALENDAR LYR EXPENSE	FISCAL CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
174-533-6010 SALARY - SEC 8	48,078.09	51,210.40	55,000.00	30,511.15	59,500.00	57,000.00
174-533-6040 OVERTIME SALARY-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6110 FICA-SEC 8	.00	798.33	.00	2,108.63	4,000.00	4,000.00
174-533-6130 IPERS-SEC 8	.00	1,024.66	.00	2,645.14	5,100.00	5,000.00
174-533-6150 HEALTH INSURANCE-SEC 8	.00	.00	.00	.00	23,648.00	24,800.00
174-533-6151 LIFE INSURANCE-SEC 8	.00	.00	.00	.00	240.00	250.00
174-533-6160 WORKER'S COMP-SEC 8	.00	.00	.00	.00	1,400.00	1,680.00
174-533-6170 UNEMPLOYMENT-SEC 8	.00	.00	.00	.00	499.00	500.00
174-533-6199 EMPLOYEE BEN-SEC 8	29,253.14	31,834.54	38,000.00	13,449.55	23,056.37	.00
174-533-6230 STAFF TRAINING-SEC 8	5,666.20	430.00	3,000.00	1,460.00	3,000.00	4,000.00
174-533-6380 UTILITY ALLOT-SEC 8	12,851.00	14,101.00	15,000.00	4,094.00	16,000.00	17,000.00
174-533-6401 ACCOUNTING PRES-SEC 8	2,563.00	2,638.00	3,000.00	1,414.00	2,800.00	3,000.00
174-533-6416 RENTS & LEASES-SEC 8	.00	.00	.00	.00	.00	.00
174-533-6420 CONTRACTED SERVICES-SEC 8	12,603.20	8,762.75	11,000.00	5,460.34	10,000.00	3,000.00
INSPECTIONS, FINGERPRINTS AND BACKGROUND CHECKS						
174-533-6423 SPECIAL SERVICE-SEC 8	31.00	47.00	300.00	.00	200.00	300.00
174-533-6445 HC VOUCHER PAY-SEC 8	579,660.00	635,855.26	640,000.00	294,109.86	600,000.00	600,000.00
174-533-6518 SUNDRY-OFF EXP-SEC 8	3,174.53	2,788.80	3,000.00	632.95	3,000.00	3,000.00

GLWKSHRP 1/07/13
REV/EXP 9:56 AM

CITY OF CHARLES CITY
BUDGET WORKSHEET
CALENDAR 1/2013, FISCAL 7/2013

PAGE 3
OPER: TLO

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET

174-910-6910 TRANSFER OUT - SECTION 8	.00	5,000.00	.00	.00	5,000.00	5,000.00
174-999-9999 PROFIT HANDLER	6,729.55-	23,388.27-	.00	.00	.00	.00
	=====	=====	=====	=====	=====	=====
TOTAL EXPENSES	687,150.61	731,102.47	768,300.00	355,885.62	757,443.37	728,530.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
321-532-4410 HUD GRANT-2011 CAPITAL PR	.00	.00	82,648.00	33,854.25	33,854.00	48,794.00
321-910-4830 TRANSFER IN-2011 CAPITAL	.00	.00	.00	.00	.00	.00
=====						
TOTAL REVENUE	.00	.00	82,648.00	33,854.25	33,854.00	48,794.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
321-532-6499 OTHER CONT SERV-2011 CAP	.00	.00	.00	33,854.25	33,854.00	48,794.00
321-910-6910 TRANSFER OUT-2011 CAPITAL	.00	.00	82,648.00	.00	.00	.00
TO PUBLIC HOUSING						
321-999-9999 PROFIT HANDLER	.00	.00	.00	.00	.00	.00
	=====	=====	=====	=====	=====	=====
TOTAL EXPENSES	.00	.00	82,648.00	33,854.25	33,854.00	48,794.00

CITY OF CHARLES CITY
 BUDGET WORKSHEET
 CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER ACCOUNT TITLE	.2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
322-532-4410 HOUSING/URBAN DEVLOPMENT	.00	.00	100,000.00	.00	.00	124,858.00
322-910-4830 TRANSFER IN-2012 CAPITAL	.00	.00	.00	.00	.00	.00
=====						
TOTAL REVENUE	.00	.00	100,000.00	.00	.00	124,858.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	REESTIMATED BUDGET	NEW BUDGET
322-532-6499 OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00	124,858.00
322-910-6910 TRANSFER OUT	.00	.00	100,000.00	.00	.00	.00
TRANSFER TO PUBLIC HOUSING						
322-999-9999 PROFIT HANDLER	.00	.00	.00	.00	.00	.00
=====						
TOTAL EXPENSES	.00	.00	100,000.00	.00	.00	124,858.00