

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

May 23, 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 April 16, 2013 1-2
- IV. Approval of Bills for May, 2013 3
- V. Communications 4-23
 - 1. Capital Fund Update
 - 2. Rehab Update
 - 3. Iowa Offset Update
 - 4. PHAS Interim Score
 - 5. Funding Cuts
 - 6. Utility Allowance Schedules
 - 7. Monthly Rental Status Update
 - 8. End of Participation Tracker
 - 9. Newsletters
 - 10. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Consider purchase of Inspection Module for Housing Pro..... 24-30
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, June 20, 2013, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 16, 2013 7:00 a.m.

Members Present: Margaret Calvert, Sally Jenkins, Jeremy Heyer, and Trey Becker. Absent: Jill Streich. Others present: Heidi Nielsen and Naomi Bienfang, staff.

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

Public Comment. None

Amend-Approve Minutes of March 21, 2013 and March 28, 2013. On motion by Jenkins and second by Becker, the minutes of March 21, 2013 and March 28, 2013 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$76,805.95. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve quote to repair foundation at Morningside. Staff explained that we have two different options for the repair. The less expensive repair from Iowa Wall Sawing for \$3,950 would just be a temporary fix because of the nature of the process. While more expensive the push piers would be a permanent fix because they create a new foundation. After discussion a motion was made by Jenkins to approve quote from Midwest Basement Systems for \$16,240. Heyer seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve purchase of fire proof file cabinets. Three different price quotes were presented with Cedar Valley Printing being the low bid at \$1799.00. They are working on getting a shipping estimate for inside delivery and set up. The plan is to purchase three this year and two each year until all cabinets are replaced with fire proof ones. Nielsen explained that there is money budgeted in the public housing fund to cover the purchase of one cabinet and enough funding in the 2012 Capital Fund. Becker made a motion to purchase three cabinets, and Jenkins seconded the motion. Ayes: 4, Nays: 0. Motion carried

Approve purchase of office furniture. Nielsen requested approval to purchase new desk from Staples. Jenkins asked about possible savings if we were to purchase together with the file cabinets. The file cabinets are already being purchased at a reduced price and the cost from Staples is less because the different components of the desk are bundled for a lower price. Jenkins moved to purchase the desk from Staples and it was seconded by Becker. Ayes: 4, Nays: 0. Motion carried.

Change date of May board meeting. Staff requested a change to the date of the May meeting from May 16, 2013 to May 23, 2013. The May 16 date conflicts with the NCRC NAHRO meeting. There were no objections and the May meeting date was set for May 23, 2013.

Approve staff training. Two different training seminars were approved. HQS for Naomi and Stacy, and Rent Calculation for Naomi. Nielsen explained that the two locations were chosen because of the close proximity to Charles City and they were offered before the end of the fiscal year. By registering before April 29th there is a significant discount on the registration fee. A motion was made by Jenkins to approve the training and the motion was seconded by Heyer. Ayes: 4, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Customer	Description	Open Balance
Brenda Ingalls	security deposit refund	200.00
Business Card	travel expenses	694.68
C.Naber & Associates	accounting fees	165.00
CEC	security camera purchase	6,371.00
Cedar Valley Printing	filing cabinets for office	5,575.01
Charles City Press	advertisement fee for job posting	844.74
Cintas	rug service	107.70
City of Charles City	water/sewer/URPS/S8 inspections	2,945.24
City of Charles City	quarterly postage	141.88
Don's Repair	maintenance part	22.79
Happy Software	HAPPY support renewal	3,926.00
HAPS	May HAPS	51,826.38
Iowa Department of Transportation	fuel	109.11
Jendro Sanitation	trash service	563.00
Jessica Bleile	security deposit refund	155.00
JR Family, Inc.	shirts for Naomi	79.70
Linderman Heating & Air, LLC	maintenance	55.00
Mehmen's Painting	painted 3 apts.	355.00
Michaels Band Box	cleaned carpet at morningside	383.88
Mick Gage Plumbing & Heating	main sewer line clean out	495.00
Mid American Energy	electric/gas/URPS	6,763.22
Naomi Bienfang	meal reimbursement	35.34
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Ron's Plumbing	maintenance	401.38
Schueth Ace Hardware	maintenance items	345.06
Secretary of State	notary service for Heidi	30.00
Sherwin Williams	paint	151.24
Stacy Cleveland	meal reimbursement	31.57
Stock Glass	screen repair	120.00
Superior Lumber	maintenance items	321.45
T-J Service	repairs/purchase 2 washers	635.00
Teeter Specialty Company L.L.C.	pens/business cards	297.53
Titus Lock Services	lock repair/maintenance	60.00
US Cellular	cell phone service	68.56
Virginia Brown	security deposit refund	200.00
YARDI(Rentgrow)	criminal background/credit checks	47.85
		84,872.05

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We will be conducting the preconstruction meeting for the parking soon. After that we will have a better idea of the construction schedule.

We do not have an accepted contract for the foundation repair yet because we need to present the project to the council at a planning session and the next available session isn't until the 15th of May. If all goes well, we will be able to award the contract at the council meeting on the 20th of May.

2. Rehab Update. The bids were received on April 30th and came in significantly higher than our cost estimates. Due to this, we postponed the contract award until all of the rehabilitation committee members were able to review the specifications, cost estimates, and bids. The committee met on May 13th and there should be updated information available by the date of the board meeting.
3. Iowa Offset Update. With the State income tax deadline over, we probably won't receive any additional money from the State this year. The total amount of money that was recovered through the program was \$2,447. HUD allows us to keep 50% of all money that we recover. The last time we discussed the program, the question was asked if the families are aware of the fact that we can garnish their state tax refunds. When we attempt to get the families to voluntarily pay their debts, the letter that they are sent informs them that failure to pay may impact their tax refunds.
4. PHAS Interim Score. We just received our PHAS score from HUD for the 2012 Fiscal Year. We are only assessed every other year and 2012 was our exempt year so the score is only what it would have been if we were scored every year. However, I thought you might want to see the score because our staff had to work very hard to achieve a score of 99 out of 100. The breakdown of the scoring is attached. We will receive an official score for the current fiscal year and I anticipate receiving approximately the same score again this year.
5. Funding Cuts. Attached are some communications from HUD in regards to the funding cuts we are currently experiencing. They have requested that we make our boards aware of the issues we are facing. You may review the letters and we can discuss any questions you may have during the meeting.
6. Utility Allowance. We have reviewed the current utility rates and compared them against last year's rates. The water rate has increased about 3.5% again this year; the sewer rate has also gone up about 3.5%. The gas rate has increased by 9.1%, and the electric rate has increased by 1.3%. The garbage rate is unchanged. HUD requires us to change the utility allowances whenever there is a change of more than 10%.

Due to the decreased funding, we have decided not to adjust the allowances. Making the adjustments would increase the allowances and this would increase the HAP costs if the gross rent is under the payment standard. If it isn't under the payment standard, the increase would be passed on to the program participant. We will have to change the allowances next year if the gas rate increases more than .9%.

7. Monthly Rental Status Update.

Month of April 2013	Total Leased 4/1/13	New Leases	Removed Or Moved	Total Leased 4/30/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	2	2	131	10	0	0
Morningside 15 Units	11	2	0	13	8	0	0
Section 8 197 Units	177	4	3	178	25	0	1

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

8. End of Participation Tracker. See attachment

9. Newsletters. See attachments

10. Financial Statements. April 2013 statements are attached.



U. S. Department of Housing and Urban Development
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Report Date: 5/14/2013

Public Housing Assessment System (PHAS) Score Report for Interim Rule

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	6/30/2012

PHAS Indicators	Score	Maximum Score
Physical	39	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	99	100
PHAS Designation	Small PHA Deregulation	

Initial PHAS score issued date: 9/30/2012

Financial Score Details	Score	Maximum Score
Submission Type: Audited/A-133		
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25.00

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	97	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See §§ 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REGION VII

Gateway Tower II, Room 200
400 State Avenue
Kansas City, KS 66101-2406
HUD Home Page: www.hud.gov

April 19, 2013

Dear Executive Director,

Due to the inability of Congress to pass legislation on a balanced deficit reduction to avoid sequestration, the Office of Public and Indian Housing Assistant Secretary Sandra B. Henriquez recently forwarded to you the two attached letters. The letters provide information regarding funding prorations for both the Operating Fund and the Housing Choice Voucher Programs and mitigation strategies that should be considered by your housing agency. Although the information in the letters is pertinent to your accountability as the Executive Director, it is duly critical that the same information also be provided to the full Board of Commissioners so they are able to make informed and appropriate decisions and policies from which your Agency has a duty to function and operate.

Additionally, routine communications from my office or HUD automated systems to you, the Executive Director, (i.e., HCV ACCs, PHAS Score Notifications, Operating Fund notifications, Capital Fund notifications, etc.) contain important information that should also be made known to the full Board of Commissioners. Board Members that are furnished with this type of information are knowledgeable, aware, and equipped to ask the key questions that ensure the pivotal policies and decisions are made for your Agency. Therefore, to assist in improving the overall awareness at each Agency, please continue to provide the attached letters and other like correspondence and information to your full Board. You are encouraged to openly discuss the upshots and ramifications of each so that the best decisions and policies can be made at your local level.

As always, we are here to assist and partner with you, the full Board of Commissioners, and your community to provide decent, safe and sanitary housing to low-income families. If you have any questions, please feel free to contact our office at (913) 551-6916.

Sincerely,

A handwritten signature in black ink, appearing to read "Frances M. Cleary". The signature is fluid and cursive, with a large loop at the end.

Frances M. Cleary
Director
Office of Public Housing



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

ASSISTANT SECRETARY FOR
PUBLIC AND INDIAN HOUSING

March 7, 2013

Dear PHA Executive Director:

As you are likely aware, due to the inability of Congress to pass legislation on balanced deficit reduction to avoid sequestration, the President was required by law to issue a sequestration order on March 1, 2013, canceling approximately \$85 billion in budgetary resources across the Federal government for the remainder of the Federal fiscal year (FY). Because you are a partner with the Department of Housing and Urban Development, you are entitled to timely and clear information about how these unfortunate budget cuts impact us, and, in turn, what it means for program beneficiaries in the Public Housing program.

At this time, HUD is taking every step possible to mitigate the effects of these cuts. However, due to the sequester, a 5 percent reduction from the FY 2013 annualized Continuing Resolution (CR) will result in a funding proration of 73 percent for the remaining 9 months of calendar year 2013 and 77 percent for the full year. The Department is very concerned that the financial pressures that will be created as a result of this funding level may critically degrade your ability to operate the Public Housing program.

In testimony to Congress earlier this month, Secretary Donovan estimated some of the impact sequestration would have on local residents and the broader economy. The Department is very concerned that the effects of restructuring may include staff reductions which could lead to increased response times for all activities, including addressing simple maintenance issues, turning around vacant units, reviewing applications and making eligibility determinations, as well as weaker financial controls and reduced statutory and regulatory compliance. In addition to delays, given that subsidy amounts taken with rents may be insufficient to cover such mandatory items as utilities, it may be difficult for agencies to maintain their high occupancy rates.

The Department is very concerned about additional impacts that may affect significant recapitalization and sustainability initiatives within the Public Housing program. Specifically, the ability of housing authorities to convert under the Rental Assistance Demonstration could be significantly hampered if PHAs were to convert at this funding level, which is much lower than was originally intended for RAD to function as planned. Additionally, many PHAs have taken on debt in the form of Energy Performance Contracting (EPCs), financing energy retrofits with the future savings from these measures. With these fixed debt payments, reduced funding limits the remaining funds PHAs have to address operating expenses. Some PHAs with EPC debt may be forced to default on that debt.

Once Congress has passed and the President has signed a full-year FY 2013 appropriation for HUD, the exact funding levels you will be receiving for these programs will be set, and, your agency will subsequently be notified of your project-based FY 2013 Operating Subsidy amounts.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Dear Executive Director:

Subject: 2013 Budget Update–Potential Sequestration Cuts - Housing Choice Voucher Program

The purpose of this letter is to provide your agency with an update on the 2013 HCV Budget situation with regard to the possible funding cuts resulting from sequestration. It also provides guidance on actions your agency may wish to consider if you have not already done so given these potential cuts. HUD encourages you to share this letter with your Section 8 Housing Choice Voucher Director, your Chief Financial Officer, and your Board of Commissioners.

Background:

The Housing Choice Voucher Program is currently operating under a Continuing Resolution that expires on March 27, 2013. This means that the Housing Choice Voucher Program continues to be funded at last year's level until an Appropriations Act is passed or Congress takes other action. This year, HUD programs, including the Housing Choice Voucher Program, may also be subject to "sequestration" cuts. Sequestration refers to a series of automatic across-the-board cuts to domestic and defense programs outlined in the Budget Control Act of 2011. These cuts occur if Congress does not pass a deficit reduction package by March 1, 2013.¹

Potential Impact of Sequestration and Mitigation Strategies

If sequestration occurs, there will be an immediate across-the-board cut to the HCV program funding from FY 2012 funding levels for the remainder of 2013. (Based on the projected renewal eligibility for 2013, this will result in a proration of approximately 94 percent of estimated renewal need.) Since these cuts could have a profound impact on your PHA's ability to serve families, the Department is encouraging PHAs to take measures to mitigate the potential impact of these funding cuts on the families that you serve. Given the nature of the program, some PHAs will be more at risk in being able to cope with funding reductions. Housing Authorities with low turnover rates, with increasing per unit cost trends and with low HAP reserves need to be particularly cautious. HUD is requesting that if you have not already done so, you take the following measures to ensure that your agency does not experience a funding shortfall and is able to continue to assist all HCV participants.

- (1) Utilization of the HCV Forecasting Tool: HUD has developed a HCV forecasting tool that is available on-line for PHA use.² The tool will assist you in mapping out various funding scenarios for your agency, with the ability to adjust for factors such as attrition and success rates. Please contact your local field office for any questions or technical assistance on using the tool.

¹ The American Taxpayer Relief Act, passed January 1, 2013, delayed the effective date of sequestration cuts to March 1, 2013.

² The utilization tool is found on the Office of Housing Voucher Programs webpage under "Related Program Information" at www.hud.gov

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	2	2	1			16
ZERO HAP						1		2		1			4
MUTUAL RECISION	1								1		1		3
ANNUAL RE-EXAM SEARCHING	2	1					1	1	1	2			7
PORT-OUT ABSORBED	3	3	1	1	4			1					9
PORT-OUT SEARCHING	3	2				1	1			1			8
DECEASED	3												3
MOVED IN VIOLATION	1								2	1			5
EVICTED													0
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION					2				1				3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW	1						1			1			3
FAILURE TO REPAY	1								1	1			3
FAILURE TO PROVIDE INFO					1								2
FAILURE TO FOLLOW THROUGH													0
FRAUD									1				1
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	2	1			2								5
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	2	1		1		1		1		7
TOTALS	18	6	4	7	8	7	6	4	10	8	3	0	73
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	2			1	1	1	1		1	1		10
DECEASED	1	1	2		1	1		1					7
MOVED IN VIOLATION										1	1		2
TERMINATED FOR LEASE VIOLATIONS						1				1			2
EVICTED													0
UNAUTHORIZED LIVE-IN					1				1				2
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION				1									1
OTHER													0
UTILITIES DISCONNECTED									1				1
TOTALS	3	3	2	1	3	3	1	2	2	3	2	0	22



TERRACE NEWS

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

May 23rd 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!

Kathryn Johnson-Apt.46	5
Jane Hermen-Apt. 132	10
Marily Obermeier-Apt.54	11
Joanne Wiltse-Apt. 81	13
Melvin Everly-Apt.55	16
Barb Lensing-Apt.120	19
Guinilla Vikman-Apt.9	20
Jason Funte-Apt.79	23
Helen Bill-Apt.62	25

May:

- 3-4:** Trinity UMW ABC Sale
- 10:** Happy Mother's Day!
- 11:** Opening day for Downtown Farmer's Market, 9am-noon
- 12:** Happy Mother's Day!
- 18:** Freewill Donation movie, 2pm @ Charles Theater. Sponsored by Families Making Connections
- 19:** CCHS Graduation
- 27:** Memorial Day-OFFICE CLOSED
- 31:** Charles City Schools last day
- 31:** Party in the Park, 5-9pm @ Central Park.
- 31:** Charles City Challenge: Whitewater Weekend

THANK YOU FROM SHIRLEY...

I would like to thank everyone for the cards and well wishes on my recent retirement. I have enjoyed working at Charles City Housing and have made many friends. I will miss all of you.

My plans are to live life according to my own schedule and savor every minute of it! I have many unfinished projects at home. I love spending time outside in my flower garden and vegetable garden.

Thank you so much for touching my life in some special way. I will not forget any of you.

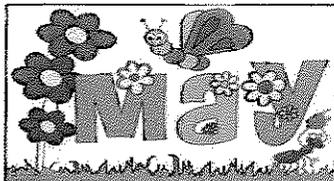
SAY HELLO TO YOUR NEW NEIGHBORS!

Ed Hanover-SCT

Mary Vote-Apt.105 NCT

ENJOY YOUR NEW HOME!

Office will be closed May 27 for Memorial Day



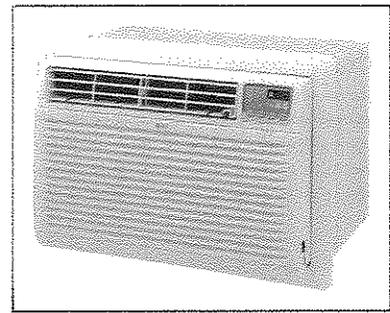
Banned Individuals From Any Public Housing Property:

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.

AIR CONDITIONERS:

Some time in the next weeks, as weather permits, Steve and Joe will be removing air conditioner covers. It is bound to get warm soon! Until they do you cannot use your AC. Reminder that there is a \$60 seasonal air conditioner fee, due by September 5, 2013. You may pay \$10 per month or any amount until it is paid, as long as it is paid by the due date. If you are not going to have an AC please call the office so we can mark you off the list. Thanks!

**AFTER HOURS NUMBERS:**

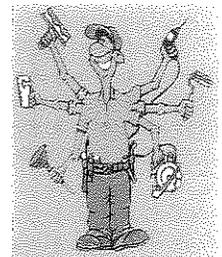
Please remember each apartment should have a magnet on their refrigerator that has the list of numbers to contact after hours. The maintenance number should be used for any work-order emergency that cannot wait until the office is open. After hours lock-outs ONLY you can call the non-emergency police number, which is 228-3366. If you do not have a magnet please call the office and we will get you one. Thanks!

AFTER HOURS EMERGENCY MAINTENANCE NUMBER: 641-330-9259

A couple of reminders to pet owners. Don't forget to pick up after them when outside. That includes in your yard area and if you are on a walk. Also, all pets are to be on a leash or chain when outside. For dog owners, please be sure that your dog does not bark excessively. Dogs should not be left outside unattended for long periods of time. If your dog is bothering the neighbors it could effect you keeping your pet.

**WORK ORDERS:**

If you have a maintenance issue please try to call during office hours. Work orders called in after hours will only be addressed if they cannot wait until normal business hours. Also, if something needs fixed please try to call right away. Late in the day/week work orders called in sometimes get delayed. Thanks.

**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.

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

TORNADO SAFETY TIPS:

TORNADO TIPS: When weather is threatening, keep listening to your radio or TV station, which will broadcast tornado watches and warnings, and inform you when the danger is over. Also, listen for the City's TORNADO SIREN, which will signal a tornado warning and an all-clear when the danger is past.

A Tornado WATCH is when weather conditions are such that a tornado could develop. A Tornado WARNING is when an actual tornado has been seen nearby, so take cover immediately.

Follow these instructions: Go into your bathroom, close the door, sit or lie down on the floor or in the tub and cover yourself with a rug or blanket for protection, and STAY THERE. During the storm, DO NOT look outside to see what is going on. STAY AWAY from windows. You should not try to leave your apartment. Stay inside until the storm passes and the city tornado siren blows the all-clear signal.

If you leave your home before or after the storm, PLEASE notify the office where you are and if you are O.K. in the event we need to look for residents after the storm.

SAFETY INFORMATION:

If you are out and see an empty bottle laying there, think twice about picking it up. If you can clearly see (without touching it) it is completely empty, it is probably safe to pick up. However, if there is anything in it, especially non-liquids, DO NOT PICK IT UP! Sadly, some people have found ways to create an explosive and have done so in plastic bottles. So for your safety, leave empty bottles alone. Another safety tip is NEVER give out your personal information to anyone in person and/or on the phone, including social security number, bank information, etc. No honest source will ever request this of you unless you contact them and are doing business with them YOU request!

Valuables:

You might not want to leave any valuables outside on your porches or in your flower beds. If it is irreplaceable to you it is probably best to leave it inside.

Also: It is good practice to lock your door when you are not home and to not let people into your apartment you do not know. Safety first!

AFTERHOURS EMERGENCY MAINTENANCE NUMBER: 641-330-9259



HAVE A SAFE AND HAPPY SUMMER

LAUGHTER FOR TODAY!

FUN WITH WORDS....

ADULT: A person who has stopped growing at both ends and is now growing in the middle.

BEAUTY PARLOR: A place where women *curl up* and *dye*.

CHICKENS: The only animals you eat before they are born and after they are dead.

COMMITTEE: A body that keeps minutes and wastes hours.

DUST: Mud with the juice squeezed out.

HANDKERCHIEF: Cold storage.

INFLATION: Cutting money in half without damaging the paper.

MOSQUITO: An insect that makes you like flies better.

RAISIN: A grape that got too much sun.

SECRET: Something you tell to one person at a time.

SKELETON: A bunch of bones with the person scraped off.

TOOTHACHE: The pain that drives you extraction.

TOMORROW: One day of the greatest labor saving devices of today.

YAWN: An honest opinion openly expressed.

RESPECTABLE NEIGHBORS....

Now that the weather is getting nicer to be outside enjoying the fresh air we need to put out the reminder that each of you need to be respectable neighbors to one another. This means being aware of the other's space, keep your space nice and clean, not to "over-visit" unless invited. Also, for those who smoke outside please be sure to smoke away from opened windows (yours and your neighbor's) to avoid having the smoke smell travel inside. Be a good neighbor and remember the "golden rule"....treat others as you want to be treated!

DISTURBING NEIGHBORS:

Please be neighborly and be aware of the noise levels coming from your apartment. There really isn't a time when voices, TV's, music, etc. should be heard on the outside of your apartment. Disturbing neighbors with excess noise is a lease violation, which could be cause for lease termination.

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! Also, a can must be used for the cigarette butts.

Staff Change...

With Shirley retiring we have hired a new employee. Because of budget cuts the position is now part time 24 hours per week. Some restructuring has been done to accommodate this change. Stacy Cleveland will now be the case worker for all of SCT and NCT. She will also have a Section 8 caseload. The new employee will be the case worker for Morningside, have a Section 8 caseload, and do the Section 8 housing inspections. Due to this restructuring the office staff will be much busier so we appreciate your patience!

Welcome Naomi Bienfang!

We would like to welcome Naomi Bienfang to our office!



Greetings to everyone! I may be new to the CCH, but I am not new to housing inspections. I have 23 years of service in the Air Force and Air National Guard. On active duty I was a clarinetist for the bands stationed at Offutt AFB, Omaha NE and also in Germany. After 10 yrs of active duty, I changed to the Air Guard where I became a public health technician. I was responsible for all kinds of facility inspections (food and living quarters mostly). I am a part owner in Roffman Band Instrument Repair in Mason City and I am an active area musician. My home town is Jesup where my Dad still resides. I moved to Charles City in 2006. My 4 cats and I enjoy the community here very much. Even though I will be working with the Morningside residents I look forward to meeting all of you over the next few months.

Upcoming projects....

A couple of projects will be starting in the near future. When we have exact dates and other information to pass along we will distribute a notice.

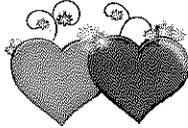
One project is at both SCT and NCT the emergency bells will be removed. Hobert Electric will be doing this. It has been decided with more modern technology available, the bell system is ineffective. A schedule will be given when we know when this project will start.

The other project is parking lot improvement at SCT. Additional spots are being created in both circles to help with the lack of parking spaces available. Cooperation and patience will be a must during this process!

Your Mother Is Always With You...

Your mother is always with you...
She's the whisper of the leaves
as you walk down the street.
She's the smell of bleach
in your freshly laundered socks.
She's the cool hand on your brow
when you're not well.
Your mother lives inside your laughter.
She's crystallized in every tear drop.
She's the place you came from,
your first home...
She's the map you follow
with every step that you take.
She's your first love
and your first heart break...
and nothing on earth can separate you.
Not time, Not space...
Not even death...
will ever separate you
from your mother...
You carry her inside of you...

Author Unknown



And Grandma's too...

While we honor all our
mothers
with words of love and
praise.
While we tell about their
goodness
and their kind and loving
ways.
We should also think of
Grandma,
she's a mother too, you
see....
For she mothered my dear
mother
as my mother mothers me.

Author Unknown



Memorial Day in United States



Memorial Day is observed on the last Monday of May. It was formally known as Decoration Day and commemorates all men and women, who have died in military service for the United States. Many people visit cemeteries and memorials on Memorial Day and it is traditionally seen as the start of the summer season.

Background

Memorial Day started as an event to honor Union soldiers, who had died during the American Civil War. It was inspired by the way people in the Southern states honored their dead. After World War I, it was extended to include all men and women, who died in any war or military action.

Memorial Day was originally known as Decoration Day. The current name for this day did not come into use until after World War II. Decoration Day and then Memorial Day used to be held on May 30, regardless of the day of the week, on which it fell. In 1968, the Uniform Holidays Bill was passed as part of a move to use federal holidays to create three-day weekends. This meant that that, from 1971, Memorial Day holiday has been officially observed on the last Monday in May. However, it took a longer period for all American states to recognize the new date.

What do people do?

It is traditional to fly the flag of the United States at half mast from dawn until noon. Many people visit cemeteries and memorials, particularly to honor those who have died in military service. Many volunteers place an American flag on each grave in national cemeteries.

Reservation: 228-3114 - By 8:30 Am & preferably By 1:00 p.m. The Day Before

MAY 2013 MENUS*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Each Meal Includes: * 1/3 of the Required Daily Amounts (RDA) for persons age 70+ * Milk * Condiments as appropriate	Site Anniversaries Auburn 5/1/74 39th Lake View 5/1/07 7th Manly 5/24/76 37th Clarion 5/21/84 29th Goldfield 5/2/85 28th Belmond 5/18/87 26th	1 Shepherd's Pie Asparagus Apple Raisin Salad Royal Brownie WW Bread	2 Baked Chicken Potato Salad Garden Beans Cranberry/Peach Crisp w/ Ice Cream Tomato Juice	3 Spaghetti Broccoli WW Garlic Bread Oatmeal Fruit Bar Apricots Raspberry-Lemonade
6 Salisbury Ground Beef Baked Potato Peas Tomato Spoon Salad Raspberry Lemonade	7 Chicken & Rice Green Beans Ants on a Log Strawberries & Bananas WW Roll OJ	8 Scalloped Potatoes & Ham Mixed Vegetables Peaches Cookie	9 Sloppy Joe on WW Bun Brussel Sprouts WW Bread Oranges & Banana Tapioca Pudding	10 Pork Loin Chop Potatoes w/Gravy Carrots & Broccoli Apple Crisp
13 Tater Tot-Casserole Tossed Salad Peaches Oatmeal Applesauce Cake OJ	14 Chicken & Orange Salad Raisin Bran Muffin Fruited Pudding Tomato Juice	15 Cod Loin Roasted Red Potatoes Peas Fruit Crisp Ice Cream WW Bread	16 Vegetable Soup Egg Salad Sandwich Melon Cup Raspberry Lemonade	17 Turkey Roast Potatoes w/Gravy Spinach Apple Slices
20 Meat Loaf Baked Potato Lima Beans WW Roll Angelfood Cake Strawberries	21 Liver & Onions OR Beef Patty Boiled Potatoes w/ Gravy Mixed Vegetables Peach Crisp	22 Baked Chicken Baked Beans Asparagus Apricots	23 Crab Salad Lettuce Cup Copper Pennies Cranberry/Pear Crisp Lemonade	24 Meat & veggie Wrap Pineapple Cookie
27 CLOSED MEMORIAL DAY	28 Ham Loaf California Blend Pineapple/Cherry Crisp Whole Wheat Bread Tomato Juice	29 Cheese Burger WW Bun Santa Fe Corn Baby Carrots Plums OJ	30 Golden Baked Chicken Potatoes w/Gravy 3 Bean Salad Melon Cup Tomato Juice	31 Crunchy Pollock Potato Wedges Peas Chocolate Cream Pie OJ

Menu Subject to Change
 Come join us for lunch. We'll assist you in anyway we can to help you feel comfortable.
 Congregate Member / St. Lentay/CC

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> National Good Car-keeping Month National Hamburger Month National High Blood Pressure Month National Osteoporosis Prevention Month National Physical Fitness & Sports Month National Salad Month National Salsa Month National Strawberry Month Older Americans Month 	<ul style="list-style-type: none"> BIRTHSTONE - Emerald (Success in Love) FLOWERS - Lily of the Valley (Alt. - Hawthorn) COLOURS - Yellow and Red 	<p>1</p> <p>9:00 Women's Pool 11:00-11:30 Living Better In CC</p> <p>Brain Exercise - Fruitful Sayings</p>	<p>2</p> <p>9:00 Open Pool 11:30 Program "Caption Telephone" by Lori, Sporrer</p>	<p>3</p> <p>11:00-11:30 Living Better In CC</p>
<p>6</p> <p>11:00-11:30 LIVING BETTER IN CC</p> <p>Bingo 6:30</p>	<p>7</p> <p>9:00 Men's Pool 11:15 Ridiculous Bingo</p> <p>1 p.m. cards</p>	<p>8</p> <p>9:00 Women's Pool 11:00 Program by Dave Ayers "Haiti trip (buildings, body)"</p> <p>No Socks Day</p>	<p>9</p> <p>9:00 Open Pool</p> <p>10:30-Noon Blood Pressure Clinic 11:15 Music by Rogers Wedeking 1:00 Gen. Memb. Mtg. Jam Session</p>	<p>10</p> <p>11:15 Music by Harrison Sheckler Celebrate Mother's Day</p>
<p>13</p> <p>11:00-11:30 Living Better in CC</p> <p>Bingo 6:30</p>	<p>14</p> <p>9:00 Men's Pool 11:15 Music by Dick Knight</p> <p>1 p.m. cards</p>	<p>15</p> <p>9:00 Women's Pool 11:00-11:30 Living Better In CC 11:30 Vegetables & how they relate to the "body"</p>	<p>16</p> <p>9:00 Open Pool 11:00 Music by Tim Howland</p>	<p>17</p> <p>11:00-11:30 Living Better In CC</p> <p>Paper Fun</p>
<p>20</p> <p>CANADA: Victoria Day 10:15</p> <p>Site Council Mtg. 11:00-11:30 Living Better In CC</p> <p>Bingo 6:30</p>	<p>21</p> <p>9:00 Men's Pool 11:15 Healthline "Physical Therapy" by Amanda Rausch</p> <p>1 p.m. cards</p>	<p>22</p> <p>9:00 Women's Pool 11:15 Program by George Cummings</p>	<p>23</p> <p>9:00 Open Pool 11:15 Music by Jack Tynan</p> <p>Jam Session</p>	<p>24</p> <p>11:00-11:30 Living Better In CC</p>
<p>27</p> <p>U.S. Memorial Day (Observed)</p> <p>CLOSED MEMORIAL DAY</p>	<p>28</p> <p>9:00 Men's Pool 11:00-11:30 Living Better In CC</p> <p>1 p.m. cards</p>	<p>29</p> <p>9:00 Women's Pool 11:15 McDonald Bingo</p>	<p>30</p> <p>9:00 Open Pool 11:20 Chef Charles</p>	<p>31</p> <p>11:00-11:30 Living Better in CC</p>

Programs Subject
to
Change

May

2013

Programs Begin @ 11:00 or 11:15



MORNINGSIDE NEWS

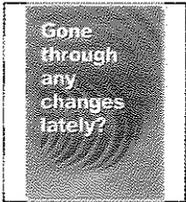
May 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

May 23rd 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.



May:

3-4: Trinity UMW ABC Sale

10: Happy Mother's Day!

11: Opening day for Downtown Farmer's Market, 9am-noon

12: Happy Mother's Day!

18: Freewill Donation movie, 2pm @ Charles Theater. Sponsored by Families Making Connections

19: CCHS Graduation

27: Memorial Day-OFFICE CLOSED

31: Charles City Schools last day

31: Party in the Park, 5-9pm @ Central Park.

31: Charles City Challenge: Whitewater Weekend

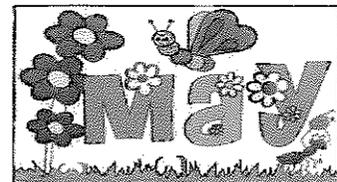
CIGARETTE BUTTS:

If you and/or your guests are smokers, you must use some sort of a "butt can" to dispose of the cigarettes outside. It is NOT ok to "flick" them into the yard or parking areas. They make the property look very dirty. You will be notified if this is happening in your area.

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!

Office will be closed May 27 for Memorial Day



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

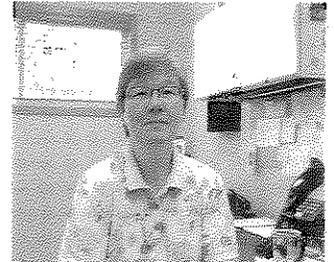
Staff Change...

With Shirley retiring we have hired a new employee. Because of budget cuts the position is now part time 24 hours per week. Some restructuring has been done to accommodate this change. Stacy Cleveland will now be the case worker for all of SCT and NCT. She will also have a Section 8 caseload. The new employee will be the case worker for Morningside, have a Section 8 caseload, and do the Section 8 housing inspections. Due to this restructuring the office staff will be much busier so we appreciate your patience!

Welcome Naomi Bienfang!

We would like to welcome Naomi Bienfang to our office!

Greetings to everyone! I may be new to the CCH, but I am not new to housing inspections. I have 23 years of service in the Air Force and Air National Guard. On active duty I was a clarinetist for the bands stationed at Offutt AFB, Omaha NE and also in Germany. After 10 yrs of active duty, I changed to the Air Guard where I became a public health technician. I was responsible for all kinds of facility inspections (food and living quarters mostly). I am a part owner in Roffman Band Instrument Repair in Mason City and I am an active area musician. My home town is Jesup where my Dad still resides. I moved to Charles City in 2006. My 4 cats and I enjoy the community here very much. Even though I will be working with the Morningside residents I look forward to meeting all of you over the next few months.



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

Childhood Immunization Clinics

Thursday, May 2nd: 9:00 am-12:00 pm

Monday, May 6th: 1:00 pm—4:00 pm

Wednesday, May 15th: 9:00 am-12:00 pm

Monday, May 20th: 1:00 pm-4:00 pm

Thursday, May 30th: 9:00 am-12:00 pm



WIC CLINICS

May 28, 29, & 30

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 4/2013, FISCAL 10/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CRMT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	21,500.00	1,889.17	18,698.60	86.97	2,801.40
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	455.00	1,989.82	49.75	2,010.18
173-532-4506	DWELLING RENT-PUBLIC HOUSING	420,000.00	36,697.00	352,987.00	84.04	67,013.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	11,000.00	1,136.00	6,648.00	60.44	4,352.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	11,000.00	765.25	9,633.25	87.58	1,366.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	2,333.55	116.68	333.55-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	13,281.00	61,619.00	.00	61,619.00-
	PUBLIC HOUSING TOTAL	469,500.00	54,223.42	453,909.22	96.68	15,590.78
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	7,153.26	77,771.05	74.78	26,228.95
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	487.38	5,337.17	.00	5,337.17-
173-532-6130	IPERS - PUBLIC HOUSING	.00	614.26	6,737.06	.00	6,737.06-
173-532-6150	HEALTH INS - PUBLIC HOUSING	.00	2,958.81	28,063.57	.00	28,063.57-
173-532-6151	LIFE INS - PUBLIC HOUSING	.00	29.98	329.93	.00	329.93-
173-532-6160	WORK COMP - PUBLIC HOUSING	.00	.00	830.00	.00	830.00-
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	.00	278.51	670.79	.00	670.79-
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	59,326.00	.00	453.78	.76	58,872.22
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	401.75	5,629.46	70.37	2,370.54
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	4,294.93	25,970.32	64.93	14,029.68
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	3,635.49	36,170.48	80.38	8,829.52
173-532-6374	WATER - PUBLIC HOUSING	16,000.00	1,220.28	13,002.72	81.27	2,997.28
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,583.18	17,413.55	75.71	5,586.45
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	2,419.00	60.48	1,581.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	.00	468.00	23.40	1,532.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,800.00	.00	1,550.01	55.36	1,249.99
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	14,000.00	678.67	12,222.60	87.30	1,777.40
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	15.00	5,490.25	91.50	509.75
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	5,538.82	15,790.21	63.16	9,209.79
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	5,979.37	43,039.04	86.08	6,960.96
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	160,000.00	.00	.00	.00	160,000.00
	PUBLIC HOUSING TOTAL	658,126.00	35,034.69	332,851.59	50.58	325,274.41
173-536-6010	SALARY - PH MAINT	72,000.00	5,200.61	58,145.89	80.76	13,854.11
173-536-6040	OVERTIME SALARY - PH MAINT	.00	72.03	2,752.02	.00	2,752.02-
173-536-6110	FICA - PH MAINT	6,100.00	392.91	4,556.20	74.69	1,543.80

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

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	5,800.00	453.23	5,227.15	90.12	572.85
173-536-6150	HEALTH INS - PH MAINT	8,500.00	545.79	5,466.27	64.31	3,033.73
173-536-6151	LIFE INS - PH MAINT	.00	8.37	75.33	.00	75.33-
173-536-6160	WORK COMP - PH MAINT	681.00	.00	.00	.00	681.00
173-536-6170	UNEMPLOYMENT - PH MAINT	1,000.00	249.63	337.12	33.71	662.88
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	.00	.00	450.00	.00	450.00-
	PUBLIC HOUSING MAINTENANC TOTA	94,081.00	6,922.57	77,009.98	81.85	17,071.02
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-	12,266.16	44,047.65	32.86-	178,106.65-

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

OUNT NUMBER	ACCOUNT TITLE	TOTAL	MTD	YTD	PER CENT	UNEXPENDED
		BUDGET	BALANCE	BALANCE	EXPENDED	
174-533-4300	INTEREST - SECTION 8	2,300.00	114.41	1,309.81	56.95	990.19
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	1,315.00	2,618.00	58.18	1,882.00
174-533-4505	HUD CONTRIB-SEC 8	570,000.00	51,165.00	467,096.00	81.95	102,904.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	6,557.00	78,188.00	91.99	6,812.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	562.00	56.20	438.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	14.00	1.40	986.00
	SECTION 8 VOUCHER TOTAL	663,800.00	59,151.41	549,787.81	82.82	114,012.19
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	7,026.32	49,946.82	90.81	5,053.18
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	.00	500.45	3,474.89	.00	3,474.89-
174-533-6130	IPERS -SECTION 8	.00	324.72	4,045.71	.00	4,045.71-
174-533-6150	HEALTH INS - SECTION 8	.00	1,972.54	21,199.71	.00	21,199.71-
174-533-6151	LIFE INS - SECTION 8	.00	19.99	219.96	.00	219.96-
174-533-6160	WORK COMP - SECTION 8	.00	.00	.00	.00	.00
174-533-6170	UNEMPLOYMENT - SECTION 8	.00	185.68	185.68	.00	185.68-
-533-6199	EMPLOYEE BEN-SEC 8	38,000.00	.00	.00	.00	38,000.00
-533-6230	STAFF TRAINING - SECTION 8	3,000.00	2,003.50	3,463.50	115.45	463.50-
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	922.00	7,403.00	49.35	7,597.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	2,254.00	75.13	746.00
174-533-6420	CONTRACT SERVICES - SECTION 8	11,000.00	674.70	8,075.44	73.41	2,924.56
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	640,000.00	49,996.38	489,771.64	76.53	150,228.36
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	560.38	1,744.53	58.15	1,255.47
	SECTION 8 VOUCHER TOTAL	768,300.00	64,396.66	591,784.88	77.03	176,515.12
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-	5,245.25-	41,997.07-	40.19	62,502.93-

MEETING DATE: 5/23/13

RE: Consider Purchase of Inspection Module
for Housing Pro

REQUESTED ACTION: Consider purchase of the inspection module for Housing Pro and corresponding support and training for \$3,215.00

Comments: We have been looking at purchasing the inspection module for quite some time and with the restructuring that has occurred and the reduction in staff, we have decided that it makes sense to integrate the new software into the system while we are training Naomi.

Utilizing this technology will reduce staff time and make the scheduling easier. We would have access to more data while in the field conducting the inspections in addition to allowing staff to download the completed inspections from the field and email the results directly to tenants and landlords. Currently, we copy the inspections and mail copies to tenants and landlords. Eliminating this step would save money in reduced copy costs, postage and staff time. With all of the budget cuts, there is a greater need to work more efficiently than ever before.

A couple of the area housing agencies are using the software and it is working well for them. HAPPY Software is also offering a trial period before we purchase the module. Because of this, we will probably wait until Naomi is trained to take advantage of the trial.

The only additional anticipated cost is the cost to purchase the iPad, which would be approximately \$500. We can either use some of the 2012 Capital Funds to pay for the module or split it between public housing and section 8. If the module proves to be as much of a time saver as it claims to be, we will probably use it for the public housing inspections as well.

The purchase agreement from HAPPY is attached.



11 Federal Street • Saratoga Springs, NY 12866
 518-584-4668 • 888-GT-HAPPY • Fax: 518-584-5388
 www.happysoftware.com

April 22, 2013

Ms. Heidi Nielsen, Executive Director
 Charles City Housing and Redevelopment Agency
 501 Cedar Terrace South
 Charles City, IA 50616

Purchase Agreement Inspections & HQS Mobile

I, Ms. Heidi Nielsen, Executive Director of the Charles City Housing and Redevelopment Agency am authorized and agree to purchase from HAPPY Software, Inc. the products and services listed below.

HAPPY Software

Item	Price	Quantity	Price
Inspections - HP	\$1,200.00	1	\$1,200.00
HQS Mobile Inspections (iPad) - HP*	\$275.00	1	\$275.00
Total HAPPY Software:			\$1,475.00

HAPPY Support

Item	Price	Quantity	Price
Inspections for 1 Year - HP	\$535.00	1	\$535.00
HQS Mobile Inspections (iPad) for 1 Year - HP	\$180.00	1	\$180.00
Total HAPPY Support:			\$715.00

Services

Item	Price	Quantity	Price
Internet-based Setup & Training (per hour)*	\$150.00	3.5	\$525.00
<ul style="list-style-type: none"> - Inspections (1.5 hours) - Review of iPad Mobile Inspections & FileMaker Go Installation (.5 hours) - Review of Module Configuration/Setup (.5 hours) - Training on Module Functionality (1 hour) - Assistance with first download to iPad - Using iPad Mobile Inspections - Instructions for upload of completed inspections 			



Total Services: \$525.00

Software

Item	Price	Quantity	Price
Housing Pro Mobile Inspections License (per iPad)	\$500.00	1	\$500.00

Total Software: \$500.00

Total Due: \$3,215.00

Notes and Conditions

- * Recommended for use with iPad 2 or greater. iPad not included. WiFi/3G connection is required for synchronization.
- * Additional fees shall be assessed for rescheduling requests made by agency within 24 hours of training session.

The pricing on this Purchase Agreement is valid until 5/22/2013.

Payment Terms are Net 30 days after delivery. A 1.5% monthly charge will be applied to all late payments.

This agreement is subject to the terms and conditions of the HAPPY Software License and Definition of Support, and is final and binding unless cancelled in writing within 10 days of signing. Additional terms are not accepted.

New York State is the choice of law and forum for any actions brought regarding this agreement.

Purchaser is responsible for any applicable sales and use tax.

x _____
Ms. Heidi Nielsen, Executive Director
Charles City Housing and Redevelopment Agency

Date



HQS Mobile Inspections – iPad

Complete the entire HQS Inspections process from start to finish using the most advanced mobile technology on the market. HAPPY's HQS Mobile Inspections component for the Apple iPad® allows Inspectors to 'close the loop' by enabling them to enter repairs, take photos, capture owner and tenant signatures, and send inspection results by email - all while in the field!

Powerful Functionality

- Designed after HUD 52580 Inspection Checklist for ease of use
- Take photos of unit and items to compare against repairs
- Map location & route directions from current position¹
- Pass an entire room with one touch
- Dictate repairs or select from pre-configured comments¹
- Add additional rooms on-the-fly
- Collect Tenant & Owner sign-off of results
- Email Inspection Summary to Tenant, Owner, Agency
- Additional Unit, Owner, Tenant information available for review
- Create new inspections in the field
- Complete re-inspections of previously failed items

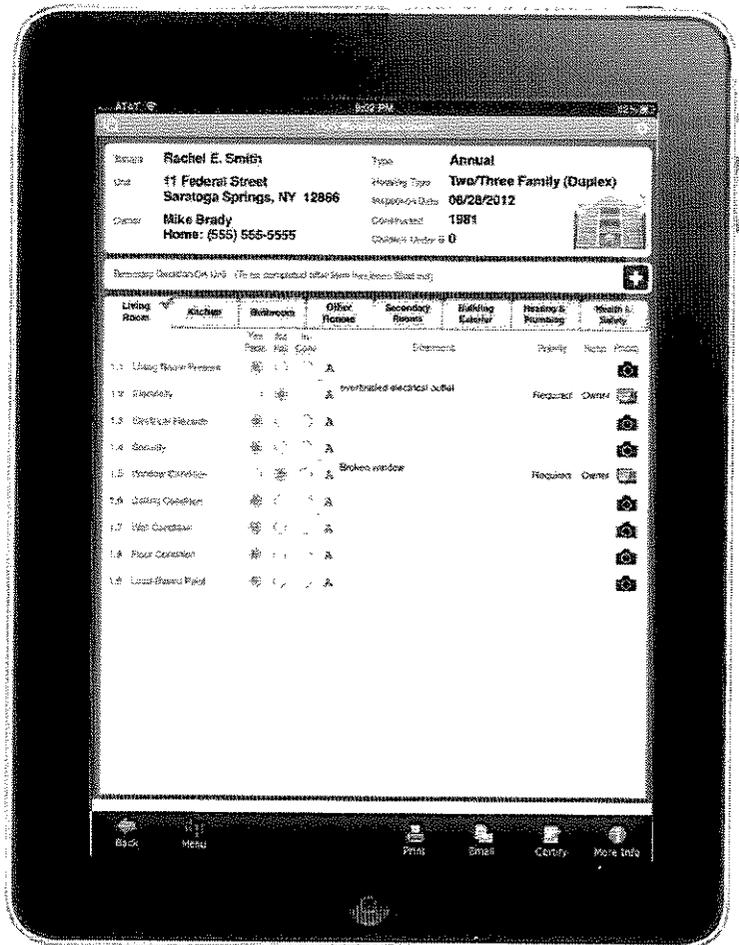
Seamless Integration

- Quickly sync data with Housing Pro over Wi-Fi or 3G/4G¹
- Reduce trips to the office by syncing data while in the field¹
- No internet connection required to operate
- Data collected including photos is uploaded to Housing Pro
- Send caseworkers important notifications

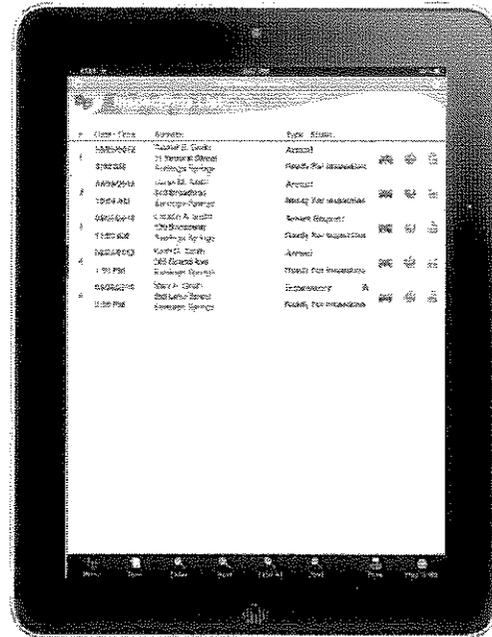
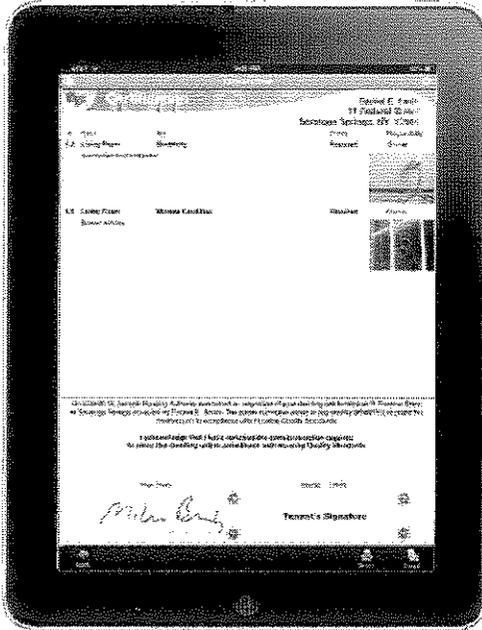
Cutting-Edge Technology

- Easy-to-use touch interface
- Built-in virtual keyboard (no pen needed)
- Voice Dictation
- Low Maintenance

¹ Requires internet connection. 3G/4G plans are available for purchase through cellular provider



iPad Mobile Inspections



iPad 3 Specifications¹:

- Fast – Dual-core A5X processing chip
- Thin – .347 inches
- Lightweight – 1.34 pounds
- Fingerprint-resistant 9.7 inch LED display
- Available with 16, 32, or 64 GB of storage
- Available with Wi-Fi and 4G LTE² or Wi-Fi Only – see chart below for details

- 10-hour battery life (subject to usage)
- Front and rear built-in 5 megapixel cameras
- Locate lost iPads instantly using free 'Find My iPhone'¹ App³
- Print wirelessly right from the iPad – visit apple.com for a list of Air-Print enabled printers

iPad Mini Specifications¹: (Same as iPad 3 except)

- Thin – 7.2 mm - 23% thinner than iPad
- Lightweight – 0.68 pounds - 53% lighter than iPad
- Fingerprint-resistant 7.9 inch LED display
- Ultrafast Wireless - 2x faster than previous generation

Function:	4G LTE Required?
Remotely upload and download inspection data from the field	Yes
Access to maps/directions in the field	Yes
Access to email in the field	Yes
Send caseworkers notifications from the field	Yes
Voice Dictation	Yes

1 iPad may require connection to a Mac or PC with Internet access to sync with iTunes; USB 2.0 port; Windows 7, Vista, or XP; iTunes 10.5 or later (free download) and an Apple ID

2 Recommended for use with iPad 3 or greater. iPad not included. WiFi/3G connection is required for synchronization

3 4G LTE requires a low-cost cellular service plan (plans start at \$15/month)

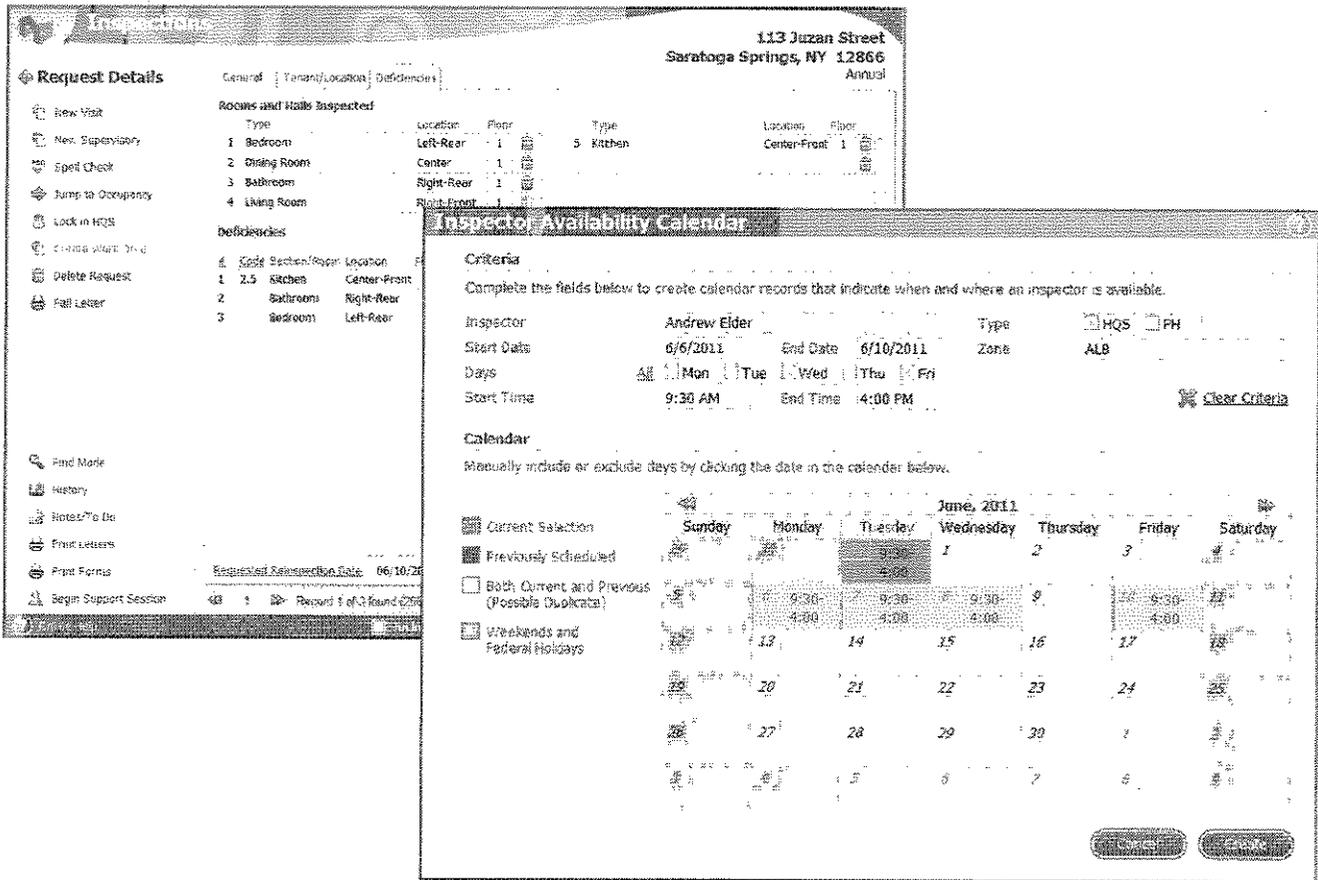
4 Find My iPhone is a free application that can be downloaded from the Application Store

5 Access to full Housing Pro System on the iPad is only available through Terminal Services

Product specifications subject to change – 02/13

Inspections

Inspections completely automates the HQS and Public Housing Inspection process. Reduce the time it takes to create and schedule your inspections using the built-in automated scheduler. And, batch print all required documentation, including checklists, schedules and all notification letters.



Manage Your Inspections

- Track all aspects of HQS and Public Housing inspections
- Batch create new inspections
- Easy scheduling with visual Inspector Availability calendar
- View map of inspection locations
- Edit repair codes or add your own
- Check status of any inspection
- View history of inspections

Easy Documentation

- Print completed HQS inspection checklist
- Batch produce pass or fail letters
- Customize repair letters/notices
- Built-in reports include Daily Status Report and PH Deficiency Prevalence
- Maintains an archive of previous inspections to better identify recurring problems

Go Paperless

- Complete HQS Inspections in the field using Mobile Inspections module to eliminate duplicate data entry
- Mobile Inspections available for both the Tablet PC and iPad
- Create Work Order request directly from PH Inspection Deficiencies

Inspections

Inspection List

Automatically schedule inspections and print schedules, checklists, repair letters, appointment letters, final warning notices, and detailed maps to inspection sites. (Inspection List also available for managing Public Housing Inspections)

Track Inspections

Quickly find all scheduled or unscheduled inspections.

Produce Documents

Print HQS Inspections Checklist with header information filled-out.

Map Inspections

Internet integration to quickly map your inspection locations.

The screenshot shows the 'Inspections' software interface. At the top, there is a menu with several options: 'HQS Inspections', 'Find Made', 'Yesterday', 'Today', 'Tomorrow', 'Show Details', 'Print Letters', 'Print Forms', 'Unscheduled Inspections', 'Today's Uploaded Inspections', 'My Uploaded Inspections', 'End Participations', 'Inspector Schedule', 'Inspection Checklist', 'Rent Reasonableness Survey', 'Notification, Pass or Fail Letter', 'Visits List', 'Map Inspections', 'Delete List Below', 'Schedule Current Visit', 'Schedule Found Visits', and 'Clear Scheduling Date'. Below the menu is a table with the following columns: List, Ten ID, Tenant Name, Type, Zone, Status, Inspector, Date, Start, End, Travel, and a column of icons. The table contains 15 rows of inspection records. At the bottom of the interface, there is a status bar with 'Records: 14 of 14 found (3615)' and a checkbox for 'Include Archived Records in Found Set'.

List	Ten ID	Tenant Name	Type	Zone	Status	Inspector	Date	Start	End	Travel
HQS		Joseph T. Smith	Annual	ALB	Ready For Inspection	Joe Mastrianni	Wed-06/01/2011	9:45 AM	10:15 AM	15
HQS		Lisa A. Smith	Annual	ALB	Ready For Inspection	Joe Mastrianni	Wed-06/01/2011	9:00 AM	9:30 AM	15
HQS		Donald E. Smith	New Unit	ALB	Ready For Inspection	Andrew Elder	Thu-06/02/2011	9:00 AM	9:30 AM	15
HQS		Keith G. Smith	Annual	GRN	Completed	Jennifer Terito	Mon-05/23/2011	9:00 AM	9:30 AM	10
HQS		Minam C. Smith	Annual	GRN	Failed	Jennifer Terito	Mon-05/23/2011	9:40 AM	10:10 AM	10
HQS		Johnnie L. Smith	Annual	GRN	Passed	Jennifer Terito	Mon-05/23/2011	11:00 AM	11:30 AM	10
HQS		Shelia M. Smith	Annual	GRN	No Show	Jennifer Terito	Mon-05/23/2011	10:20 AM	10:50 AM	10
HQS		Rachel E. Smith	Annual	JHT	Needs To Be Scheduled	Joe Mastrianni	Wed-06/01/2011			20
HQS		Luzan M. Smith	Annual	JHT	Needs to be Scheduled	Joe Mastrianni	Wed-06/01/2011			20
HQS		Christie A. Smith	Annual	SRT	Ready For Inspection	Andrew Elder	Thu-06/02/2011	10:30 AM	11:00 AM	15
HQS		Mary A. Smith	Supervisory	SRT	Ready For Inspection	Andrew Elder	Thu-06/02/2011	9:45 AM	10:15 AM	15
HQS		Rebecca H. Smith	Annual	SRT	Needs To Be Scheduled	Andrew Elder	Thu-06/02/2011			15
HQS		Linda G. Smith	Annual	SRT	Needs To Be Scheduled	Andrew Elder	Thu-06/02/2011			15
HQS		Mary C. Smith	Annual	SRT	Needs To Be Scheduled	Andrew Elder	Thu-06/02/2011			15

Inspection Detail

Drill down into inspection to view detail and history.

Print Letters

Batch print notification, pass or fail inspection letters with a click of the mouse.

Inspection Scheduling

Automatically schedules your inspections based on inspector availability and preferences.