

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

October 17, 2013, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Approve Minutes of September 19, 2013 1-2
- IV. Approval of Bills for October 2013..... 3
- V. Communications..... 4-15
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Snow Removal Employment
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Consider Approval of Resolution 11-13 to Approve Payment Standards. 16-19
 - 2. Consider Placing Limitations on Exterior Decorations 20
 - 3. Approve Additional Work on Security Camera System..... 21
- VIII. Move to Adjourn

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

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 19, 2013 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of August 15, 2013. Becker moved, Heyer seconded the motion to approve the minutes of August 15, 2013 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills for September 2013. Heyer moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$71,641.63. Ayes: 3, Nays: 0. Motion carried.

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

Old Business.

New Business.

Consider Approval of Resolution 08-13 Approving the Adoption of Updated Utility Allowance Schedules as required by DHUD. Staff discussed the increases to the water and sewer rates on the schedules and explained that the audit found an error in the calculations requiring the update. Becker made a motion to approve Resolution 08-13 to approve the update utility allowances. Heyer seconded the motion. Motion carried on roll call vote: Ayes: Calvert, Heyer and Becker. Nays: None.

Consider Approval of Resolution 09-13 Accepting Changes to the Administrative Plan and ACOP. Staff reviewed the proposed changes with the board and the reason for the changes. Heyer made a motion to approve Resolution 09-13 to adopt the changes. Becker seconded the motion. Motion carried on roll call vote: Ayes: Calvert, Heyer and Becker. Nays: None.

Consider Approval of Resolution 10-13 Accepting "No Smoking Policy" and Lease Addendum. Staff explained that on advice of Ralph Smith the graduated penalty system was removed from the policy. In addition the requirement to post sign was also eliminated. Calvert suggested that the wording be revised in the fourth paragraph to read, "Smoking shall be permitted only outside of the buildings and outside of individual apartments." Staff will make the change. Becker made a motion to approve Resolution 10-13 to accept the smoking policy and lease addendum as revised. Heyer seconded the motion. Motion carried on roll call vote: Ayes: Calvert, Heyer and Becker. Nays: None.

Being no further business, Becker moved, Heyer seconded the motion to adjourn. Ayes: 3.
Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Customer	Description	Amount
Allied Manatts Group L.L.C.	rock for maintenance project	69.59
Barry Mackey	HAP payment previously held	500.00
Business Card	wall pamphlet rack, back up service	
C.Naber & Associates	accounting fees	375.00
Cal's Auto Repair	maintenance repairs	26.00
Cedar Valley Printing	shipping documents costs	76.85
Charles City Street Dept.	purchase skid loader	11,906.00
Cintas	rug service	115.80
City Motor Parts LTD	maintenance items	44.62
City of Charles City	water/sewer/URPS/S8 Inspections	
City of Charles City	quarterly postage	114.68
Don's Repair	maintenance repairs	59.18
Elayne Stewart	security deposit refund	96.68
GE Capital	copier lease payment	230.51
Happy Software	mobile inspections module	3,036.25
HAPS	Oct 1 HAPS	48,976.48
Iowa Department of Transportation	fuel	
Jendro Sanitation	trash service	563.00
Kronlage & Olson, P.C.	audit fees	5,300.00
Linderman Heating & Air, LLC	maintenance	279.59
Mehmen's Painting	painted apt. 22	220.00
Mid American Energy	electric/gas/URPS	4,054.14
Midwest Basement Systems Inc.	morningside foundation repair project	14,740.00
Nan McKay	PH Master book revision	224.00
Pitney Bowes	meter lease	47.74
Plunkett's Pest Control	apt 2232 treatment	25.00
Purchase Power	postage	300.00
Ron's Plumbing	maintenance	295.64
Schneider Laboratories Inc.	lead testing fees	272.00
Schueth Ace Hardware	maintenance items	492.39
Sherwin Williams	paint	90.27
Stock Glass	screen repair	30.00
Superior Lumber	maintenance items	154.20
T-J Service	maintenance repairs, new stove	960.92
YARDI	criminal background checks	31.50
		93,708.03

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The Parking Lot project still needs to be closed out. As previously discussed, there are a few things Allied has to come back and take care of.

The foundation work at Morningside is finished. We had the City pour the cement that was removed for the work. Davis-Bacon wage rates applied to this job and Midwest Basement Systems wanted to have a subcontractor do the concrete work. Because of this, they didn't want to be responsible for ensuring that the subcontractor complied with the requirements. A change order was done to reduce the scope of the project with a reduction in the cost by \$1,500.

2. Rehab Update. Work is continuing on the three projects in phase one with completion dates set for December.
3. Snow Removal Employment. We are currently running an ad in the Charles City Press for the employment of seasonal labor. The interviews will be done after November 1st. The plan is to have at least four individuals hired by mid-November. The wages will be left at \$9.00 per hour
4. **Monthly Rental Status Update.**

Month of September 2013	Total Leased 9/1/13	New Leases	Removed Or Moved	Total Leased 9/30/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	3	3	131	19	1	0
Morningside 15 Units	15	0	0	15	20	0	0
Section 8 197 Units	156	6	6	156	57	0	0

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

5. End of Participation Tracker. See attachment
6. Newsletters. See attachments
7. Financial Statements. September 2013 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	2	2	2	2	2								8
ZERO HAP	2	2	2	2	2								8
MUTUAL RECISION													0
ANNUAL RE-EXAM SEARCHING		1	1										2
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING			2										2
DECEASED													0
MOVED IN VIOLATION			3	1									4
EVICED	1	1											2
UNAUTHORIZED LIVE-IN	1	1	1										3
VIOLATION OF FAMILY OBLIGATION	1	1	1										3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME			1										1
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			3	1									4
TOTALS	7	7	15	6	0	34							
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2									6
DECEASED	2	2											4
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICED				1									1
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	3	3	2	3	0	11							



TERRACE NEWS

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

October 17th 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!

Isagani Oropesa— Apt. 66	16
Bonnie Ohrt— Apt. 13	21
Esther Brunner— Apt. 3	30
Lon Huffman— Apt. 31	30
Connie Christensen— Apt. 69	31

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 you currently mail your rent payment, or bring it to the office, this will save you time and money and keep you from going out in bad weather! If interested in more information, just call the office.

Banned Individuals From Any Public Housing Property:

avid "Boone" Mahnesmith, Roy Bode
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.

October:

- 4:** CC High School Homecoming-parade afterschool, football game and dance in the evening
- 5:** Rusty Olde Crow Junk & Craft Show, 9am-4pm in Central Park
- 5:** Customer Appreciation Day at the Farmer's Market, 9am-noon, Central Park -Final Farmer's Market dates: Oct. 2,9,16 for Wednesdays, 3:30-6:00pm and Oct. 5,12,19 for Saturdays 9am-noon
- 10:** Old Time Music Jam Session @ 7pm, Senior Center
- 19:** Last Farmer's Market for the season, 9am-noon, Central Park
- 19:** Freewill donation movie, 2pm @ Charles Theatre
- 19:** Chucktown BrewFest, 6-10pm @ Cedar Ridge Clubhouse
- 22:** Our Kids Count-Free Family Fun!: 5:30 -6pm Free supper!
6-7pm program @ Trinity UMC
- 24:** Old Time Music Jam Session @ 7pm, Senior Center
- 24:** Spookwalk @ 5:30pm (Rain date Oct.28)
- 31:** Halloween!
- Nov.3-Daylight Saving Time-Clocks go back 1 hour!**

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.

NO SMOKING POLICY:

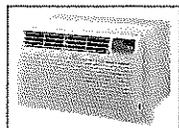
The No Smoking Policy in **ALL** apartments will be enforced starting January 1, 2014. Failure to follow policy will result in termination of your lease. New leases will be sent to you for a required signature and must be returned by December 31, 2013. Failure to return a signed lease will also result in termination of your lease. If you have any questions, contact the office.

PARKING ISSUES:

There has been some recurring parking issues, primarily at SCT but it has happened at both NCT and SCT, dealing with visitor parking. First of all, EVERYONE needs to remember that there are NO ASSIGNED PARKING SPOTS! We do realize people tend to park in the same place daily. This, however, does not give "ownership" to that spot. If you leave and someone else parks in that spot, because it is an available spot and just possibly close to where they are visiting, it is NOT OK to harass or yell or leave notes or make comments to the person parked there or the tenant they are visiting! Doing that is rude and unacceptable. If you return home and where you typically park is unavailable, you will just need to park in a different spot. You are free to move your vehicle to that spot if and when it becomes open again. If you are having guests, it is not required but is appreciated, if you suggest they park in another open spot as to one that a resident usually parks in. This gesture is neighborly and goes a long way in community living!

RESIDENT ADVISORY BOARD (RAB):

We are required by HUD to have a Resident Advisory Board that meets quarterly. This group has included the office staff, residents, the Housing Board chairperson, Officer Vetter, and we have had a community member as well. Currently the members of this group have had other commitments so we are looking to compile a new group. The purpose of this group is to review housing policies, discuss what is working and what is not, and other ideas/comments. The meetings are typically held on a Wednesday afternoon around 2pm and usually last an hour or less. If you are interested in serving on this board or have questions, please call the office!

HAVE YOU PAID YOUR A/C?

If you have not paid you're A/C charge you must submit payment right away! Payments were due by Sept. 5th and are now overdue if unpaid!

YARD WASTE:

All yard waste, such as cleaning out flower pots and flower beds, should be put in a plastic bag or box and set on the ground next to the dumpsters for disposal. Steve and Joe will pick them up.

For those of you who have dogs please keep in mind when snow arrives you CANNOT leave any dog chains or leashes on the sidewalks. The snowblowers end up breaking if a chain or leash gets tangled up in the blades. Thank you for your cooperation!

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. Please check today and 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!

October 2013 MENUS (tentative menu - check your local meal site)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Each Meal Includes: + 1/3 of the Required Daily Intake for persons age 70+ + milk, condiments as appropriate	2 Lemon-Herbed Chicken Scalloped Corn Tomatoes-Florentine Fruit Ambrosia WW Roll	3 Italian Meatloaf roasted Red Potatoes Lima Beans Cinnamon Apples w/Crunchy Top Raspberry Lemonade	4 Hearty Veg Beef Soup Corn Bread Peaches Trail Mix	5 Turkey Roast Potatoes w/Gravy Green Beans Pumpkin Custard Tomato Juice
7 Chicken & Noodle Casserole Broccoli Plums Oatmeal Fruit Bar OJ	8 Sloppy Joe Cole Slaw Peaches Cookie	9 Potato Soup ½ Cheese sandwich Pineapple Assorted Bars	10 Salsbury Gr. Beef Squash Cooked Cabbage & Onion Blushing Pears	11 Egg & Potato Casserole Broccoli Banana Half Fruit Oat Muffin OJ
14 Ham Loaf Sweet Potatoes Calico Corn Strawberries	15 Calico Bean Casserole Corn Bread Tangy Coleslaw Oranges & Pineapple	16 Baked Chicken Baked Potato Peas Cinnamon Raisin Applesauce Tomato Juice	17 Pork Sandwich WW Bun Baked Beans Fruit Compote Raspberry Lemonade	18 Spaghetti Broccoli Apricots Cheese Bread
21 Salisbury Ground Beef Mashed Potatoes Mixed vegetables Peaches OJ	22 Chicken & Asparagus w/Penne Pasta Lettuce Salad Plums Tomato Juice	23 Turkey & Dumplings Green & Wax Beans Mixed Fruit OJ	24 Tater Tot Casserole California Blend Fruit Salad WW Roll	25 Baked Fish Corn Spinach Au Gratin Carrot Cake Mandarin Oranges Raspberry Lemonade
28 Egg & Potato Casserole Asparagus Apple Slices Fruit Oat Muffin Tomato Juice	29 Vegetable Lasagna Green Beans Garlic Bread Fruit Compote	30 Turkey Roast Sweet Potatoes Broccoli Cranapple Salad Pumpkin Custard OJ	31 Roast Beef Potatoes w/Gravy Cooked Cabbage Cherry Raisin Crisp WW Roll	Meal Site Anniversaries 10/2/76 Hampton 37th 10/18/76 Manning 37th 10/25/76 Exira 37th



Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>9:00 Men's Pool 11:00 Fire Safety Prevention 1:00 p.m. Cards</p> <p>* BIRTHSTONES - Opal (Hope), Alt. - Tourmaline * FLOWERS - Calendula (Alt. - Cosmos) * COLORS - White and Yellow</p>	<p>2</p> <p>9:00 Women's Pool 11:00-11:30 Living Better In CC</p>	<p>3</p> <p>9:00 Open Pool 11:00 Music by Pdka Prost</p>	<p>4</p> <p>11:00-11:30 Living Better In CC World Smile Day</p>	
<p>7</p> <p>11:00 "My Life In Alaska" by Steve Culbertson 6:30 Bingo</p>	<p>8</p> <p>9:00 Men's Pool 11:15 Music by Dick Knight 1:00 P.M. Cards</p>	<p>9</p> <p>9:00 women's Pool 11:00-11:30 Living Better In CC Bring Your Teddy Bear to work day</p>	<p>11</p> <p>11:15 Spinning Wheel demo. by Louise Phillips</p>	
<p>14</p> <p>11:00-11:30 Living Better In CC 6:30 Bingo</p> <p> CANADA: Thanksgiving Day  U.S.: Columbus Day</p>	<p>15</p> <p>9:00 Men's Pool 11:15 Healthline "Infection Prevention" by Joan Lore 1:00 P.M. Cards</p>	<p>16</p> <p>9:00 women's Pool 11:00-11:30 Living Better In CC</p>	<p>18</p> <p>11:15 Program by Heidi Reams From Fossil Prairie Park</p>	
<p>21</p> <p>10:15 Site council Mtg. 11:00-11:30 Living Better In CC 6:30 bingo</p> <p> Full Moon</p>	<p>22</p> <p>9:00 Men's Pool 11:15 McDonald Bingo 1:00 P.M. Cards</p>	<p>23</p> <p>9:00 Women's Pool 11:15 The Right Fit by Kelly Wright</p>	<p>25</p> <p>11:00-11:30 Living Better In CC</p>	
<p>28</p> <p>11:00-11:30 Living Better In CC 6:30 Bingo</p>	<p>29</p> <p>9:00 Men's Pool Paper Fun Nutritional Session 1:00 P.M. Cards</p>	<p>30</p> <p>9:00 Women's Pool 11:15 Gary McGee "Jean Seberg"</p>	<p>31</p> <p>10:45 Halloween Fun</p>	

- CANADA: Eye Health Canada Month
- CANADA: Stamp Month
- Computer Learning Month
- Cookbook Month
- Lupus Awareness Month
- National Breast Cancer Awareness Month
- National Car Care Month
- National Clock Month
- National Cookie Month
- National Dental Hygiene Month
- National Depression Education & Awareness Month



Oct. 2013





MORNINGSIDE NEWS

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

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

Did you know you can have your rent automatically deducted from your bank account? Call the office to sign up! If you pay your rent with cash please have the exact amount. We do not keep change on hand.

Excessive Noises:

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.

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

HAPPY FALL!

October:

4: CC High School Homecoming-parade afterschool, football game and dance in the evening

5: Rusty Olde Crow Junk & Craft Show, 9am-4pm in Central Park

5: Customer Appreciation Day at the Farmer's Market, 9am-noon, Central Park

-Final Farmer's Market dates: Oct. 2,9,16 for Wednesdays, 3:30-6:00pm and Oct. 5,12,19 for Saturdays 9am-noon

10: Old Time Music Jam Session @ 7pm, Senior Center

19: Last Farmer's Market for the season, 9am-noon, Central Park

19: Freewill donation movie, 2pm @ Charles Theatre

19: Chucktown BrewFest, 6-10pm @ Cedar Ridge Clubhouse

22: Our Kids Count-Free Family Fun!:

5:30 -6pm Free supper!

6-7pm program @ Trinity UMC

24: Old Time Music Jam Session @ 7pm, Senior Center

24: Spookwalk @ 5:30pm (Rain date Oct.28)

Nov.3-Daylight Saving Time-Clocks go back 1 hour!

31: Halloween

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.

INFORMATION TO KNOW!

NO SMOKING POLICY:

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

Childhood Immunization Clinics

- Thursday, Oct. 3rd: 9:00 am-12:00 pm
- Monday, Oct. 7th: 1:00 pm—4:00 pm
- Thursday, Oct. 17th: 9:00 am-12:00 pm
- Wednesday, Oct. 23rd: 1:00 pm-4:00 pm
- Monday, Oct.. 28th: 9:00 am-12:00 pm



WIC CLINICS

Oct. 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 9/2013, FISCAL 3/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,892.29	5,670.31	24.13	17,829.69
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	192.50	581.50	14.54	3,418.50
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	36,949.78	106,221.78	24.99	318,778.22
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	1,659.00	3,950.00	37.62	6,550.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	1,484.25	3,513.00	27.02	9,487.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	.00	421.41	6.02	6,578.59
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	13,296.00	42,247.00	.00	42,247.00-
	PUBLIC HOUSING TOTAL	483,000.00	55,473.82	162,605.00	33.67	320,395.00
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,500.00	.00	1,500.00-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,500.00	.00	1,500.00-
173-532-6010	SALARY - PUBLIC HOUSING	101,000.00	6,810.77	24,239.66	24.00	76,760.34
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,880.00	458.42	1,669.50	21.19	6,210.50
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	608.21	2,153.29	23.41	7,044.71
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,330.66	6,991.98	18.90	30,008.02
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.10	75.31	20.08	299.69
173-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	.00	.00	.00	2,520.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	.00	.00	.00	750.00
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	.00	1,100.79	13.76	6,899.21
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	874.52	3,313.01	9.47	31,686.99
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	3,535.62	9,736.00	21.64	35,264.00
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,229.98	3,804.72	23.06	12,695.28
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,673.73	5,292.37	23.01	17,707.63
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	530.00	860.00	21.50	3,140.00
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	390.00	19.50	1,610.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	230.51	766.53	51.10	733.47
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	1,049.84	3,283.92	20.52	12,716.08
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	2,378.61	39.64	3,621.39
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	5,000.00	32,985.69	97.02	1,014.31
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	958.58	3,783.41	15.13	21,216.59
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	4,288.42	9,375.33	18.75	40,624.67
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	451,723.00	29,604.36	112,200.12	24.84	339,522.88
173-536-6010	SALARY - PH MAINT	72,000.00	5,346.26	18,662.81	25.92	53,337.19
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	82.41	310.29	15.51	1,689.71
173-536-6110	FICA - PH MAINT	5,661.00	404.34	1,419.19	25.07	4,241.81

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 9/2013, FISCAL 3/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	484.78	1,694.31	25.64	4,914.69
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	1,719.24	24.92	5,180.76
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	25.11	25.11	74.89
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	.00	.00	550.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	6,899.24	24,280.95	25.27	71,789.05
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	98,793.00-	18,970.22	27,623.93	27.96-	126,416.93-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 9/2013, FISCAL 3/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	76.03	262.72	21.89	937.28
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	169.00	458.00	10.18	4,042.00
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	47,921.00	122,320.00	19.57	502,680.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	5,697.00	16,703.00	18.56	73,297.00
174-533-4710	RRIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	722,700.00	53,863.03	139,743.72	19.34	582,956.28
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	57,000.00	1,985.11	9,964.54	17.48	47,035.46
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01
174-533-6110	FICA - SECTION 8	4,361.00	134.49	705.77	16.18	3,655.23
174-533-6130	IPERS -SECTION 8	5,091.00	177.26	886.59	17.41	4,204.41
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,553.78	4,661.34	18.80	20,138.66
174-533-6151	LIFE INS - SECTION 8	250.00	16.74	50.21	20.08	199.79
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	500.00	.00	.00	.00	500.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	1,017.93	1,017.93	25.45	2,982.07
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	1,151.00	3,063.00	18.02	13,937.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	400.00	820.00	27.33	2,180.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	732.50	2,005.00	66.83	995.00
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	47,143.92	140,521.99	23.42	459,478.01
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	114.68	338.68	11.29	2,661.32
	SECTION 8 VOUCHER TOTAL	723,982.00	54,427.41	164,074.06	22.66	559,907.94
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	.00	.00	5,000.00
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	.00	.00	5,000.00
	SECTION 8 VOUCHER TOTAL	6,282.00	564.38	24,330.34	387.30	18,048.34

REQUESTED ACTION: Move to approve Resolution No. 11-13 Section 8 Payment Standards.

Comments: HUD has published the new Fair Market Rents that we use to determine the Payment Standards for the Section 8 Voucher program. The Payment Standards are used to calculate our portion of the rent to the owner. Participants use the Payment Standard as a guide to determine if a unit will be within the guidelines. The monthly rent plus the utility allowance needs to be close to the Payment Standard in order to be eligible. The Payment Standards can be set between 90% - 110% of the Fair Market Rents. Allowing flexibility for agencies to determine the amount serves several purposes:

- 1) Does not cause a financial hardship on participants by paying rents too high. In some areas, adopting the 90% concept of the Standards could cause families to pay rents so high that it is a financial burden. Although the program already has a requirement that does not permit families to pay more than 40% of their income for rent at initial lease up, it is not meant that all participants face that dilemma as a result of low payment standards and high rental market. It is intended to provide some flexibility for families to have a broader selection of available housing.
- 2) Does not substantially limit participant's access to safe, decent housing. If the payment standards are set too low in a community where the rents are high, families would have to select the least desirable housing units available. Such as units that may barely pass the inspection requirements. It is not the intent of this program for participants to live in the worst housing, nor is it intended that they live in the best housing.
- 3) Does not cause a financial burden on the housing agency. The rental market and the financial condition of the local Section 8 program allow for the local agency to determine the appropriate Payment Standards for the area.

Another criteria used in determining the appropriate Payment Standard is comparing the rent of unsubsidized units. We do not want the rents for units on the Section 8 program to set the standard throughout the community (especially in driving the rents higher).

In consideration of the statements above, we are proposing setting the payment standards at the following levels.

0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
380	425	600	750	800

The attached table shows the current Payment Standard compared to the new Fair Market Rents and the new proposed Standards. The table also indicates the allowable range between 90% - 110% of the Fair Market Rents and the percentages of the proposed Standards.

The proposed payment standards were determined by looking at the gross rents by unit size for all assisted units as of October 1st. In addition to comparing them against the rents currently being charged for unassisted units.

Payment Standards vs Fair Market Rents
PS vs FMR

	0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Current PS	380	410	575	725	750
Current Percentage of New FMR	96.94%	91.52%	99.31%	88.85%	91.69%
Proposed PS	380	425	600	750	800
Current Percentage of New FMR	96.94%	94.87%	103.63%	91.91%	97.80%
New FMRs Effective 10/13	392	448	579	816	818
90% of new FMR / minimum for PS	353	403	521	734	736
110% of new FMR / maximum for PS	431	493	637	898	900

RESOLUTION NO. 11-13

SECTION 8 VOUCHER PAYMENT STANDARDS

Charles City Housing and Redevelopment Authority

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

WHEREAS, the Department of Housing and Urban Development has published the Fair Market Rents (FMR) to be effective October 1, 2013 and requested all housing agencies to implement them as required by program regulations; and

WHEREAS, the Department of Housing and Urban Development requires Payment Standards for the Section 8 Voucher program to be within 90% – 110% of the published FMRs it is necessary for this agency to make adjustments to the Payment Standards; and

WHEREAS, the Charles City Housing and Redevelopment Authority Board has been presented the new FMRs and supporting documentation for determination of the new Payment Standards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority approves the following Payment Standards effective December 1, 2013:

<u>0 bedroom</u>	<u>1 bedroom</u>	<u>2 bedroom</u>	<u>3 bedroom</u>	<u>4 bedroom</u>
380	425	600	750	800

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 17TH DAY OF OCTOBER 2013.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Discuss possibility of elimination of placement of holiday lights and other exterior decorations on the buildings.

Comments: We have recently been having issues with some of the residents "decorations". In the past we have allowed the residents to put up Christmas and other holiday decorations, including lights. This practice has always been somewhat troublesome because not all of the residents observe Christian holidays. In addition, we pay for the electricity to operate the lights.

Last month we had a resident who decided that they wanted to install Christmas lights so they tied them to the cable mounted on the building and they climbed onto the roof to accomplish the installation. Then, because there wasn't an accessible outlet to operate the lights, they took it upon themselves to run the electric to the lights by installing a series of interior rated extension cords to the ground. They then cut the cord and ran it through a hole in the building and spliced the plug back onto the cord. This created a major risk of an electrical fire in the building. This same resident also had a yard ornament that offended some of the residents.

We have also had other residents who had an over-abundance of holiday and garden ornaments, which caused the other residents to complain about the mess. The problem that arises when you try to control the amount and type of decorations used by the residents is "how much is too much and what is considered offensive and what isn't?" Then the decision becomes "all or none".

REQUESTED ACTION: Approve installation of additional equipment to allow us to view the cameras remotely from the office.

Comments: Dan Elthon from Circle K looked at the camera system and has made a recommendation to send the data from the cameras to the antenna at Morningside, from there it would transmit to equipment on the roof of the courthouse, then to the tower at the Police Department, then to our office. Because the tower cannot be placed in the same position on the High School as before, he doesn't think that it will work using the High School. We need to purchase two additional radios at a cost of \$500. The labor and miscellaneous supplies will be approximately \$2,200.

Dan and I met with the County Supervisors and explained what we wanted to do and they didn't have an issue with it. They are having the County Attorney draft a use agreement for us. There was also some discussion on the additional energy costs that the courthouse would incur as a result of our radios. However, the cost would be minimal. The cost is anticipated to be less than \$10 a month and at this point it is unclear as to whether or not they will be charging us for the usage.