

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

December 19, 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. Amend-Approve Minutes of November 21, 2013. 1
- IV. Approval of Bills for December 2013 2
- V. Communications 3-15
 - 1. CFP Update
 - 2. Rehab Update
 - 3. PHAS Score
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve Resolution 12-13 to Adopt Passbook Rate..... 16-17
 - 3. Approve Decision to Begin Leasing the PD Unit at Morningside 18
 - 3. Approve Disposal of Tables and Chairs..... 19
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, January 16, 2013,
7:00 a.m., CCHRA Office

HAPPY HOLIDAYS!

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
November 21, 2013 7:00 a.m.

Members Present: Jeremy Heyer, Margaret Calvert, Karen Christensen, Trey Becker, and Jill Streich. Absent: None. 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 October 17, 2013. Becker moved, Heyer seconded the motion to approve the minutes of October 17, 2013 as amended. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Heyer moved, Streich seconded the motion to approve payment of the revised bill listing totaling \$77,303.09. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business. None

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 December 2013

Customer	Description	Amount
Business Card	monthly back up service	14.98
C.Naber & Associates	accounting fees	525.00
CDW-G	battery back-up for cameras	131.93
Charles City Press	charles city magazing ad	
Cintas	rug service	173.70
City of Charles City	water/sewer/URP/S8 inspections	2,572.32
Don's Repair	equipment maintenance	85.93
GE Capital	copier lease payment	230.51
HAPS	Dec. HAPS	46,667.38
Iowa Department of Transportation	fuel	198.04
Iowa Lead Safety	recertification for lead testers	300.00
Jendro Sanitation	trash service	563.00
Mary Stiles	tenant referral	50.00
Mehmen's Painting	paint apt. 118	135.00
Mick Gage Plumbing & Heating	sewer drain repairs	350.00
Mid American Energy	electric/gas/URP	5,747.12
Mills-INC.	new furnace @ NCT FG building	
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Reliable Office Supplies	paper/office items	162.41
Schueth Ace Hardware	maintenance items	415.74
Sherwin Williams	paint	412.66
T-J Service	checked out antenna @ SCT	65.00
Titus Lock Services	lock repair @ morningside	150.95
Trent Parker	computer support	120.15
YARDI	criminal background checks	52.50
		59,472.06

REQUESTED ACTION: None - for your information only.

- 1. Capital Fund Update. The Parking Lot project still needs to be closed out. We are still waiting for the payroll reports from two of the subcontractors before all of the Davis Bacon requirements are met. John Fallis is following up with the HUD office in Kansas City to determine what our options are to secure the necessary paperwork.
- 2. Rehab Update. Work is continuing on two of the three projects in phase one. One of the projects has been closed out. Of the remaining two, one should be finished by Christmas and we will have to do a contract extension on the other one. We still plan on contacting the next five homeowners soon so we can have the next phase in place to secure contractors in time for the spring construction season.
- 3. PHAS Score. We only receive an official score for our public housing program every other year. This year is our exempt year; however, since HUD uses data that we upload to their system to calculate the score, they give us what our score would be if it was not our exempt year. We were notified that our score would have been 99% again this year. The areas that are looked at are our financial submission, physical inspection, capital fund management, and occupancy. The only area that we missed any points was the physical inspection. This was the inspection that was done two years ago. We expect HUD to do an updated inspection again in 2014. The score could change depending on the outcome of our audit. But that shouldn't affect much because of our exempt status for the year.
- 4. **Monthly Rental Status Update.**

Month of November 2013	Total Leased 11/1/13	New Leases	Removed Or Moved	Total Leased 11/30/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	1	2	131	14	4	1
Morningside 15 Units	15	0	0	15	21	0	0
Section 8 197 Units	156	7	6	157	66	12	4

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

- 5. End of Participation Tracker. See attachment
- 6. Newsletters. See attachments
- 7. Financial Statements. November 2013 statements are attached.



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

Report Date: 12/5/2013

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

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	6/30/2013

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: 12/5/2013

Financial Score Details	Score	Maximum Score
Submission Type: Unaudited/A-133		
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties		
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 %	97.97	
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/prodphasinrule.cfm>

END OF PARTICIPATION
TRACKER
2012-2013

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING													9
ZERO HAP	2	2	2	2	1								8
MUTUAL RECISION	2	2	2	2									2
ANNUAL RE-EXAM SEARCHING		1	1			2							2
PORT-OUT ABSORBED					1								1
PORT-OUT SEARCHING			2		1								3
DECEASED													0
MOVED IN VIOLATION			3	1									4
EVICTED	1	1											2
UNAUTHORIZED LIVE-IN	1	1	1										3
VIOLATION OF FAMILY OBLIGATION	1				1								3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													1
FAILURE TO REPAY						1							1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME			1										1
UTILITIES DISCONNECTED													2
CRIMINAL CONVICTION					2								2
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			3	1	2								6
TOTALS	7	7	15	6	8	3	0	0	0	0	0	0	44
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	1	1							8
DECEASED	2	2				1							5
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED													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	1	2	0	0	0	0	0	0	14



TERRACE NEWS

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

December 19th 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

Lee Gohr	2
Arla Wright Apt. 83	3
Haila Reinhardt Apt. 1	12
Larry Jepsen Apt.99	14
Joyce Stenseth Apt. 10	21

SAY HELLO TO YOUR NEW NEIGHBORS!

Paige Hagarty- Apt.11 SCT
Shirley Littelle- NCT

ENJOY YOUR NEW HOME!

The office will be closed at noon on December 24th and all day Christmas Day. Also all day on January 1, 2014!
HAPPY HOLIDAYS!

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.

(November-Festival of Trees begins at Otto's Oasis. Candlelight Evening 5:30-8:30 Nov. 29. Nov.29-Dec.1: Poinsettia Open House during regular business hours. Santa at the Greenhouse Nov. 30, 11am-2pm)

DECEMBER:

- 5:** Holiday Open House @ Shankland Insurance, 3:00pm-7pm
- 6:** Hospice Tree of Life, 5:30pm @ St. John Lutheran Church
- 6:** Holiday Lighted Parade, 6:30pm Main Street.
- 6:** Charles City Exchange Club Holiday Raffle Event, after parade @ the Pub
- 7:** First Congregational Church Cookie Walk, 9am-11am. Enjoy coffee and coffee cake at our Holiday Coffee Shop
- 7:** Hy-Vee Kid's Christmas Party, 11am-2pm. Various activities. Sign up by calling 228-1726.
- 7:** Matinee "Turbo", 2pm, for Toys for Tots. Bring unwrapped toy. Concessions also benefit them.
- 7:** Charles City Singers Concert, 7:30pm @ Trinity UMC
- 8:** Band Parents Support Group Pancake Breakfast, @ Elk's Lodge,
- 8:** @Otto's Oasis greenhouse-Pet pictures with "Santa Paws", 1:00 pm- 3:00pm. Free will donations accepted.
- 8:** Matinee "Polar Express" 2pm
- 12 & 26:** Old Time Music Jam @ Senior Center, 7pm
- 13:** Holiday Party @ Aromas, 5-7pm, "Fun"draising for Downtown Beautification. Tickets \$10 in advance, \$15 at door.
- 21:** Free will donation movie, "Rise of the Guardians", 2pm @ Charles Theatre
- 24:** Office closes at noon.
- 25: Merry Christmas. Office Closed.**
- Jan.1-Happy New Year! Office Closed.**

Santa Claus is coming to town!
The Santa House in Central Park will be open the following dates:
Friday, December 6th-7pm
Saturday, December 7th-9am-noon
Saturday, December 14th-9am-noon
Saturday, December 21st-9am-noon



INFORMATION TO KNOW!

WINTER REMINDERS:

It is that time again! Winter is around the corner. Here are a few reminders for this season:

- Snow removal will be done as quickly as possible. If it continues to snow throughout a day, they will wait for it to stop or let up. We expect your cooperation, understanding, and patience during this season. Keep in mind you may have to change your plans on going out. The guys will not come and clean out 1 apartment area just so you can leave. Appointments may need to be rescheduled. When the weather is bad it is probably best to stay in!
- When the parking areas are being cleared the guys will want you to move your vehicles. Please be aware of when they are clearing your area. Occasionally they will have us call you to move your car if you don't come out to do it .
- If you do not plan on driving over the winter months you must make other arrangements to store your car off property.
- SCT only-when the temperature is at freezing or below please do not leave your windows open, even a crack. The cold air can freeze the pipes and you won't have heat.

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

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. Lease addendums have been mailed out for you to read and return one copy with your signature. Failure to return this will result in termination of your lease. If you have any questions, contact the office.

REQUEST FROM THE OFFICE:

On Dec.4 we will be short staffed in the office. If you can try to be in either the 3rd or 5th to pay rent that would be helpful to us. Thanks!

SCT RESIDENTS:

The storage units are to be shared by all 4 apartments. Also, you need to have your items marked with your name. If your storage area is not like this please work on getting it organized. Thanks.

December 2013 MENUS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Assorted Soups Tossed Salad apricots Pecan Pie	3 Chicken Noodle Cass. Corn Bean Broc Salad Plums Oatmeal Raisin Bar OJ	4 Turkey Dumplings Asparagus Mixed Fruit OJ	5 Swiss Style Gr. Beef Squash Cabbage & Onions Blushing Pears Tomato Juice	6 Italian Meat out Roasted Red Potatoes Lima Beans Applesauce w/Cranberry Topping Raspberry Lemonade
8 Spaghetti w/Meat Sauce Broccoli French Bread Parmesan Cheese Apricot Halves	10 Roast Pork W Hamburger Bun Baked Beans Rice Raisin Pudding Raspberry Lemonade	11 Ham Loaf Sweet Potatoes Calico Corn Strawberries	12 Chili with Beans Tangy Coleslaw Corn Bread Oranges & Pineapple	13 Baked Chicken Baked Potatoes Green Peas Raisin Applesauce Tomato Juice
16 Salisbury Steak Mashed Potatoes Mixed Vegetables Peaches OJ	17 Chicken and Asparagus Penne Tossed Vegetable Salad Garlic Bread Plums Tomato Juice	18 Tater Tot Casserole Cal. Blend Vegetable WW Roll Mixed Fruit Salad	19 Roast Turkey Sweet Potatoes Green Beans Apple Cranberry Sal. Pumpkin Custard Dessert 4 OJ	20 Salmon Loaf Roasted Red Potatoes Creamed Peas Bananas & Oranges
23 Egg - Potato Bake Asparagus Blueberry Oatmeal Muffin Fresh Apple Tomato Juice	24 Beef & Noodles, Cass. Stewed Tomatoes Broccoli Raisin Salad w/Walnuts Peach Crisp	25 <i>Closed</i> <i>Merry Christmas</i>	26 Beef Roast Mashed Potatoes Gravy Steamed Cabbage Fruit Crisp	27 Crunchy Baked Fish Corn Spinach Mandarin Oranges Carrot Cake
30 Potato Soup Ham Sandwich Strawberries Cookie	31 Roast Pork Baked Potato Cabbage & Onion Oatmeal Fruit Bar Tomato Juice	Site Anniversaries 12/1 Ventura 35th 12/9 Community Kitchen 17th 12/11 Ft. Dodge Deer Creek 28th 12/14 Stratford 37th 12/15 Manson 38th		

Each Meal Includes
 1/3 of the Required Daily
 Amounts (RDA) for people
 age 70+
 * Skim or 1% milk
 * Condiments as appropriate
 Sodium > 800mg

Monday		Tuesday		Wednesday		Thursday		Friday	
2	11:00-11:30 Living Better In CC	3	9:00-11:00 Men's Pool	4	9:00-11:00 Women's Pool 11:00-11:30 Living Better In CC	5	9:00-11:00 OPEN POOL 11:30 "The Night Before Christmas" Group Participation	6	11:00-11:30 Living Better In CC 11:40 "With Protein Foods, variety is the key" by Rose
9	11:00-11:30 LIVING Better In CC 6:30 Bingo	10	9:00-11:00 Men's Pool 11:15 Music by Dick Knight	11	9:00-11:00 Women's Pool 11:15 Music by Gloria wyborney	12	9:00-11:00 Open Pool 11:15 Music by Roger Wedeking 1:00 p.m. gen. Membership Mtg. Jam Session	13	11:00-11:30 Living Better In CC
16	10:15 Site Council Mtg. 11:-11:30 Living Better In CC 6:00 Bingo	17	9:00-11:00 Men's Pool 11:15 Healthline 1 p.m. cards	18	9:00-11:00 Women's Pool 11:15 Music by CC High School Vocal small group	19	9:00-11:00 Open Pool 11:00 Music by Tim Howland	20	11:00 Holiday Extravaganza
23	11:15 Music by Harrison Schekler 6:30 Bingo	24	9:00-11:00 Men's Pool sing-a-long Christmas Carols	25	CLOSED	26	9:00-11:00 Open Pool 10:45 Movie (DVD or V&deo)	27	11:00-11:30 Living Better In CC
30	11:00-11:30 Living Better In CC 6:30 Bingo	31	9:00-11:00 Men's Pool 11:15 Bingo 1 p.m. cards				<ul style="list-style-type: none"> Bingo's Birthday Month International Calendar Awareness Month National Stress-free Family Holidays Read a New Book Month Safe Toys and Gifts Month Universal Human Rights Month BIRTHSTONES - Turquoise (Prosperity) All - Zircon FLOWERS - Narcissus (All - Holly) COLOORS - Indigo and Green 		





MORNINGSIDE NEWS

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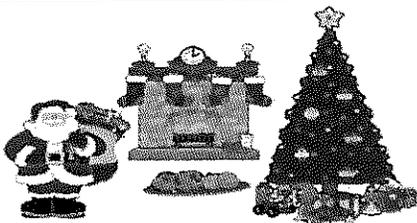
Did you know you can have your rent automatically deducted from your bank account? Call the office to sign up! If you pay your rent with cash please have the exact amount. We do not keep change on hand.

REQUEST FROM THE OFFICE:

On Dec.4 we will be short staffed in the office. If you can try to be in either the 3rd or 5th to pay rent that would be helpful to us. Thanks!

The office will be closed at noon on December 24th and all day Christmas Day. Also all day on January 1, 2014!

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



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REMINDER:

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

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.

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.



PATIOS: We have noticed some of the patios have an accumulation of items on them. Please take time to check your patio and clear off any unnecessary items. Thanks!

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

Childhood Immunization Clinics

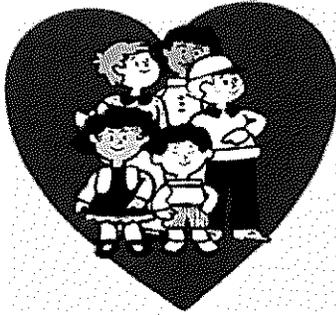
- Tuesday, Dec. 3rd: 9:00 am-12:00 pm
- Monday, Dec. 9th: 1:00 pm—4:00 pm
- Thursday, Dec. 19th: 9:00 am-12:00 pm
- Monday, Dec. 23rd: 9:00 am-12:00 pm



WIC CLINICS

Dec. 27 & 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
MUST MAKE APPOINTMENT

Our Kids Count



5:30-6:00 pm Supper Served

6:00-7:00 pm Program

November

Tuesday, November 26

Family Relaxation Night: All About You-Refocus and Reconnect

This year welcome the holidays and lower the stress as a family. Parent involvement in their child's activities and interests can have a positive impact on child behavior and health. Come explore some new ways to approach the season.

Holiday Party

Tuesday, December 10

Celebrate together: Winter crafts, games, and Special guest

Enjoy a meal together, frost and decorate a cookie to share, play our reindeer game, make holiday cards and decorations, and more... Bring your camera-**Santa** is coming!

Sponsored by:

FAMILIES MAKING CONNECTIONS
FLOYD ★ MITCHELL ★ CHICKASAW

Join us for learning, laughs, and relaxation. This group is primarily for parents, grandparents, caregivers of children ages 0-10, however, **everyone is welcome!**

All sessions meet at Trinity United Methodist Church
601 Milwaukee Street Charles City

FREE Family Fun!

Questions or Volunteer By Calling:

Shelley: 641-330-7833

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2013, FISCAL 5/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	86.01	428.04	35.67	771.96
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	79.00	796.00	17.69	3,704.00
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	63,678.00	233,918.00	37.43	391,082.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,817.00	29,996.00	33.33	60,004.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	111.00	11.10	889.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	168.00	16.80	832.00
	SECTION 8 VOUCHER TOTAL	722,700.00	70,660.01	265,417.04	36.73	457,282.96
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	1,794.62	13,827.98	24.26	43,172.02
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01-
174-533-6110	FICA - SECTION 8	4,361.00	122.30	969.51	22.23	3,391.49
174-533-6130	IPERS -SECTION 8	5,091.00	160.25	1,231.59	24.19	3,859.41
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,553.78	7,768.90	31.33	17,031.10
174-533-6151	LIFE INS - SECTION 8	250.00	16.83	84.16	33.66	165.84
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	94.77	18.95	405.23
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	1,017.93	25.45	2,982.07
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	1,105.00	5,410.00	31.82	11,590.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	1,240.00	41.33	1,760.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	760.00	3,466.00	115.53	466.00-
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	48,107.07	236,863.54	39.48	363,136.46
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	60.00	670.68	22.36	2,329.32
	SECTION 8 VOUCHER TOTAL	723,982.00	53,889.85	272,684.07	37.66	451,297.93
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-	16,770.16	7,267.03-	115.68	985.03

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2013, FISCAL 5/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,944.72	9,606.83	40.88	13,893.17
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	89.00	905.50	22.64	3,094.50
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	34,090.00	175,594.78	41.32	249,405.22
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	246.00	4,544.00	43.28	5,956.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	799.75	5,232.50	40.25	7,767.50
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	68.70	510.11	7.29	6,489.89
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	14,781.00	71,810.00	.00	71,810.00-
	PUBLIC HOUSING TOTAL	483,000.00	52,019.17	268,203.72	55.53	214,796.28
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	7,001.25	37,967.97	37.59	63,032.03
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	472.13	2,594.09	32.92	5,285.91
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	625.21	3,379.21	36.74	5,818.79
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,330.66	11,653.30	31.50	25,346.70
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.24	126.22	33.66	248.78
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	142.16	18.95	607.84
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	35.00	1,135.79	14.20	6,864.21
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	1,199.23	5,426.89	15.51	29,573.11
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	2,747.73	15,623.22	34.72	29,376.78
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,199.72	6,317.34	38.29	10,182.66
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,671.01	8,772.08	38.14	14,227.92
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	1,190.00	29.75	2,810.00
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	1,681.00	84.05	319.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	230.51	1,227.55	81.84	272.45
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	957.14	4,955.10	30.97	11,044.90
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	11.67	2,390.28	39.84	3,609.72
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.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	1,171.85	8,953.46	35.81	16,046.54
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	2,939.62	15,133.59	30.27	34,866.41
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	22,782.97	161,654.94	35.79	290,068.06
173-536-6010	SALARY - PH MAINT	72,000.00	5,190.78	29,068.29	40.37	42,931.71
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	220.33	677.50	33.88	1,322.50
173-536-6110	FICA - PH MAINT	5,661.00	402.98	2,221.37	39.24	3,439.63

CITY OF CHARLES CITY
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CALENDAR 11/2013, FISCAL 5/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	483.21	2,656.30	40.19	3,952.70
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	2,865.40	41.53	4,034.60
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	41.85	41.85	58.15
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	59.17	10.76	490.83
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	6,878.75	38,039.88	39.60	58,030.12
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-	22,357.45	70,008.90	70.86-	168,801.90-

REQUESTED ACTION: Approve Resolution 12-13 to Adopt Passbook Rate

Comments: In the past HUD has provided us with a passbook rate to use for computing imputed interest on assets. HUD regulations require us to apply the passbook rate to the cash value of assets greater than \$5,000 when calculating participant income. Then we compare the imputed value against the actual income generated by the assets. The larger amount of the two is included the participant's annual income.

In 2011 HUD directed us to reduce the rate to 0%. They have since determined that the individual housing agencies should set their own rate and review that rate on an annual basis. The passbook rate established must be within .75 percent of the current Savings National Rate. As of December 9, 2013 that rate was .06%. That means that our adopted rate must fall somewhere between -.69% and .81%, and the rate may not be less than 0%. The area passbook rates at the following area banks as of December 10, 2013 were:

First Security Bank	.10%
First Citizens Bank	.10%
Security State Bank	.20%
CUSB	.10%

We have discussed the rates and have decided that .10% should be set as our passbook rate. Imposing the higher rate will only affect residents and participants whose assets' cash value exceeds \$5,000. In addition, many times those with assets higher than that will have an actual income from their assets that exceeds the imputed value.

RESOLUTION NO. 12-13

ADOPTION OF PASSBOOK RATE

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, according to 24 CFR § 5.609(b)(3), when determining annual income for families who apply for or receive assistance in the Housing Choice Voucher Program (HCV) and public housing programs, a public housing agency (PHA) includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5000; and

WHEREAS, HUD has issued Notice 2012-29 requiring all Housing Authorities to establish a passbook rate based on the current Savings National Rate and review them annually ; and

WHEREAS, the Savings National Rate on December 9, 2013 was .06% and the proposed rate of .10% is within the required .75% of that rate; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that adoption of the proposed passbook rate of .10% is necessary to ensure that all rent calculations are in compliance with regulation.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19TH DAY OF DECEMBER 2013.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Approve decision to lease the unit being utilized by the police department.

Comments: Several years ago we requested permission from HUD to take apartment 2202 at Morningside off-line for use by the police department. At the time, we were having issues with drugs and excessive police calls. The intent was to set up some sort of a police sub-station so there would be a police presence out there. After we took the unit off-line the police department wasn't able to utilize the apartment as they intended due to budget constraints. Eventually, the unit became a storage unit for us and the police department and Steve used it for parts for the other units.

The agreement with HUD has expired and we must either renew the agreement or cancel it. At this time we have a waiting list for apartments at Morningside. There are 10 families waiting for a three bedroom unit. Some of them have been waiting since April. Several of the families have also been pulled from the Section 8 Waiting List for the December briefing so we are not sure how many of the families on the list will actually be interested in a unit.

We would like to put the unit back on-line and start leasing it again. Since no one regularly uses the unit anymore we aren't able to monitor the unit as closely as we would like. The other day, Steve went into the unit and found that the furnace had stopped working and the pipes had frozen. While it has been nice having the empty unit out there, it would be better utilized by a low income family. It will also save us money because we won't be responsible for the utilities any longer. It will take about a month to get it ready for occupancy. Because the waiting list is so old, it will also take about that long to go through the list to find someone willing to lease the unit. The plan is to have the unit leased for February 1st.

REQUESTED ACTION: Approve disposal of tables and chairs.

Comments: When we converted the community rooms to office space we were left with tables and chairs that we stored in the apartment at Morningside. We made them available to rent to the public. Now that we no longer have the storage, we would like to sell them. Because they were purchased with federal dollars, we can't just advertise them for sale. We have to sell them either by sealed bid or at auction.

We plan to keep a couple of the tables and some of the chairs for our use. However, with no place to keep all of them, we are forced to dispose of them. Currently, we have 80 chairs, 8 - 8ft plastic tables, 6 - 6ft. plastic tables, 2 - 8 ft. metal tables, and 8 - 5ft. round tables. We have received the following income from the rentals:

2009 - \$305.50
2010 - \$236.00
2011 - \$166.00
2012 - \$237.00
2013 - \$180.00

The total is \$1,124.50. The initial cost of the tables and chairs was approximately \$2,000.00. It cost more for the utilities in the empty apartment than we got in revenues from rentals. We would like to take them to Cedar Valley Auction to avoid the cost of advertising for sealed bids. The suggestion was made to take a few at a time in an attempt to increase the amount received. The thought was that most people bidding on them at the auction would not want that many tables and chairs. The only down side is that we would need to find temporary storage until they are all sold.