

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

February 19, 2015, 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 January 21, 2015.....	1
IV.	Approval of Bills for February 2015.....	2
V.	Communications .....	3-5
	1. CFP Update	
	2. Rehab Update	
	3. City Audit	
	4. PILOT Payment	
	5. Board Meeting Attendance Record	
	6. Monthly Rental Status Update	
	7. End Of Participation Tracker	
VI.	Old Business	
VII.	New Business	
	1. Review Financial Reports.....	6-9
	2. Review and Approve City Budget Reports for FYE 2015/2016.....	10-17
	3. Consider Approval to Send Staff to Annual Iowa NAHRO Conference..	18-21
	4. Review Capital Improvement Projects and Approve Proposed Schedule.....	22-31
	5. Approve Resolution 01-15 Annual Civil Rights Certification.....	32-33
VII.	Election of Officers.....	34
	1. Chairperson	
	2. Vice-Chairperson	
IX.	Review of By-Laws for Revisions .....	35-37
X.	Move to Adjourn	

Next regular meeting scheduled for Thursday, March 19, 2015  
7:00 a.m., CCHRA Office

Charles City Housing  
 Monthly Bill Listing  
 February 2015

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical services	3,549.60
Brenda Houdek	pet deposit refund	50.00
Business Card	back up service	14.98
C.Naber & Associates	accounting fees	395.00
Cedar Valley Printing	office items-envelopes, paper towels,paper	232.99
Charles City Housing	held security deposits for damages	450.00
Charles City Press	legal notice	6.88
Cintas	rug service	102.92
City of Charles City	water/sewer/URP/S8 Inspections/new flag	2,787.70
Complete Appliance Dem	pick up of disposal items-microwaves/ac units	185.00
Do It All Services	snow removal	205.00
Don's Repair	snow blower repairs	211.74
Floyd County Treasurer	payment in lieu of taxes	31,921.33
Foxen Floors & More	tile, carpet	1,937.74
Gale's Country Cleaning	contract cleaning of apartments	550.00
GE Capital	copier lease	240.51
Happy Software	utility allowance schedule renewal	500.00
HAPS	Feb.1 payments	48,929.82
Hockenson Plumbing	maintenance items and repairs	814.79
Iowa Department of Public Health	lead renovator renewals;Heidi, Steve, Joe	180.00
Iowa Department of Transportation	fuel	182.45
Iowa NAHRO	conference registration: Heidi, Stacy	650.00
Jendro Sanitation	trash service	591.00
Linderman Heating & Air, LLC	maintenance items and repairs	379.00
Mehmen's Painting	painted 2 apartments	440.00
Mid American Energy	electric/gas/URP	10,294.22
NAHRO	national NAHRO membership dues	480.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	96.00
Schueth Ace Hardware	maintenance items	634.86
Superior Lumber	maitenanance items	155.31
T-J Service	repairs	266.99
US Cellular	cell phone service	72.20
YARDI	criminal background checks	31.50
		<b>107,539.53</b>

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
January 21, 2015 12:00 noon  
(Rescheduled from January 15, 2015 due to lack of quorum)

Members Present: Eric Miller, Jeremy Heyer, Stewart Coulson and Susan Andersen. Absent: Jenna Haglund. Others present: Heidi Nielsen, staff

Call to Order. Vice-Chairperson Heyer called the meeting to order at 12:00 p.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 18, 2014. Coulson moved, Andersen seconded the motion to approve the minutes of December 18, 2014 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Andersen seconded the motion to approve payment of the revised bill listing totaling \$75,995.10. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Review Financial Reports. The reports were reviewed, there were no questions. No action required.

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

Charles City Housing and Redevelopment Authority

\_\_\_\_\_  
Board Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The plans will be reviewed later in the meeting to determine which projects will be included in phase one.
2. Rehab Update. The contracts will be awarded to Watertight Construction for all three of the projects in phase three. We should be under contract and have the construction begin by the first of March. If we have a mild spring we should be able to have all three projects completed by the end of May. The final project should be ready to go out for bid by the end of February, so hopefully we will under contract for that project by the end of March. If the weather doesn't cooperate, we will have to request an extension from the state.
3. City Audit. The City's Audit report has been released for the 2013/2014 fiscal year. There were no findings for the Housing Department in the report.
4. PILOT Payment. After consulting with Ralph Smith, the determination has been made that we need to make the PILOT payment to the County for the full amount.
5. Board Meeting Attendance. See attachment.
6. **Monthly Rental Status Update.**

Month of January 2015	Total Leased 1/1/15	New Leases	Removed Or Moved	Total Leased 1/31/2015	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	1	1	130	25	2	2
Morningside 16 Units	12	2	0	14	5	0	0
Section 8 197 Units	157	4	3	158	37	19	8

Declined Assistance (5) Over Income ( ) Denied (1) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (4) Criminal Background Check ( )  
 Voucher Expired ( ) Purged ( )  
 Terminations: PH ( ) S8 ( )  
 Port Out: (1)

7. End of Participation Tracker. See attachment

**BOARD MEETING ATTENDANCE  
JAN 2014 – DEC 2014**

2014	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Becker	X	X	X	X	X	X	X	X	X	X	X		11
*Calvert	A												0
*Christensen	A												0
Heyer	X	X	X	X	X	X	X	X	X	X	X	X	12
*Andersen		X	X	X	X	A	X	X	X	X	X	X	11
*Huxsol		X	A	A									1
*Heiter					X	X	X	X	A				4
Streich	X	X	X	X	X	X	X	X	A	X	X	X	11
*Haglund												X	1
*Coulson										X	X	X	3

\* Indicates members beginning or ending appointment during the calendar year (all shaded spaces indicate the member was not appointed to the board during that month)

"X" – In attendance

"A" – Absent

END OF PARTICIPATION  
 TRACKER  
 2014-2015

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	1	2	4	3	1	2					17
ZERO HAP													1
MUTUAL RECISION													1
ANNUAL RE-EXAM SEARCHING	1	1	1					1					2
PORT-OUT ABSORBED													1
PORT-OUT SEARCHING	1	1				3	1						5
DECEASED						3							4
MOVED IN VIOLATION					2	1							4
EVICED													0
UNAUTHORIZED LIVE-IN	3	1											4
VIOLATION OF FAMILY OBLIGATION		2		1									0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW							2						3
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO			1				1						1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	1	4		1		1							0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1	2	4	1	5	14	6	3	0	0	0	0	10
TOTALS	9	12	7	7	5	14	6	3	0	0	0	0	53
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2		1	3	2	3		1					12
DECEASED													3
MOVED IN VIOLATION	1				1		1						1
TERMINATED FOR LEASE VIOLATIONS													1
EVICED					1								1
UNAUTHORIZED LIVE-IN						1							1
FAILURE TO RENEW													0
FAILURE TO REPAY		1											1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	3	1	2	4	4	3	1	1	0	0	0	0	18

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**MEETING DATE:** 2/19/15

**RE:** Review Financial Reports

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**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The January 2015 operating reports are attached for your review.

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 1/2015, FISCAL 7/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,194.90	14,352.18	61.07	9,147.82
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	769.00	1,768.35	44.21	2,231.65
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	38,632.00	259,792.00	61.13	165,208.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	132.00	4,314.00	45.41	5,186.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	828.10	6,134.85	45.44	7,365.15
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	1,500.00	.00	2,131.80	142.12	631.80-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	15,097.00	109,182.00	60.66	70,818.00
	PUBLIC HOUSING TOTAL	657,000.00	57,653.00	397,675.18	60.53	259,324.82
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,989,835.30	.00	1,989,835.30-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,989,835.30	.00	1,989,835.30-
173-532-6010	SALARY - PUBLIC HOUSING	76,500.00	7,374.65	54,553.24	71.31	21,946.76
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	6,500.00	498.98	3,726.95	57.34	2,773.05
173-532-6130	IPERS - PUBLIC HOUSING	8,300.00	658.55	4,856.79	58.52	3,443.21
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,527.00	2,380.08	16,660.56	58.40	11,866.44
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	179.14	59.71	120.86
173-532-6160	WORK COMP - PUBLIC HOUSING	2,500.00	.00	.00	.00	2,500.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	25.69	89.28	14.88	510.72
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	5,000.00	.00	456.30	9.13	4,543.70
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	4,252.96	13,636.61	35.89	24,363.39
173-532-6371	UTILITIES - PUBLIC HOUSING	49,000.00	4,915.11	26,854.75	54.81	22,145.25
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,411.98	10,068.95	61.02	6,431.05
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	2,025.39	13,179.56	57.30	9,820.44
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	325.00	1,886.11	62.87	1,113.89
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,500.00	98.50	1,652.50	66.10	847.50
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,800.00	240.51	1,914.08	68.36	885.92
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	1,416.76	7,475.66	46.72	8,524.34
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	100.00	5.00	1,900.00
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
173-532-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	790.90	9,057.33	36.23	15,942.67
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	4,686.26	36,527.50	73.06	13,472.50
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	417,027.00	31,126.85	202,885.31	48.65	214,141.69
173-536-6010	SALARY - PH MAINT	73,000.00	7,851.09	51,510.92	70.56	21,489.08
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	149.25	1,060.60	34.21	2,039.40

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 1/2015, FISCAL 7/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,660.00	586.80	3,845.12	67.93	1,814.88
173-536-6130	IPERS - PH MAINT	6,500.00	580.94	4,153.69	63.90	2,346.31
173-536-6150	HEALTH INS - PH MAINT	7,014.00	1,319.10	10,237.92	145.96	3,223.92-
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	58.59	58.59	41.41
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	66.48	91.66	16.67	458.34
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	98,174.00	10,562.03	71,408.50	72.74	26,765.50
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	PUBLIC HOUSING TOTAL	107,799.00	15,964.12	123,381.37	114.46	15,582.37-

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 1/2015, FISCAL 7/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	69.31	559.43	111.89	59.43-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	91.00	1,993.00	44.29	2,507.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	50,801.00	340,439.00	56.74	259,561.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,200.00	48,338.00	53.71	41,662.00
174-533-4710	REIMBURSED 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	697,000.00	58,161.31	391,329.43	56.14	305,670.57
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	65,956.72	.00	65,956.72-
	TRANSFERS IN/OUT TOTAL	.00	.00	65,956.72	.00	65,956.72-
174-533-6010	SALARY - SEC 8	33,000.00	1,598.29	17,377.19	52.66	15,622.81
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	3,000.00	103.16	1,181.17	39.37	1,818.83
174-533-6130	IPERS -SECTION 8	3,000.00	142.73	1,548.74	51.62	1,451.26
174-533-6150	HEALTH INS - SECTION 8	19,018.00	1,586.72	11,107.04	58.40	7,910.96
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	119.43	59.72	80.57
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	17.13	59.52	14.88	340.48
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	419.61	27.97	1,080.39
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,399.00	9,017.02	60.11	5,982.98
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	220.00	1,670.00	55.67	1,330.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	1,741.50	6,424.50	71.38	2,575.50
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	45,074.54	331,969.11	55.33	268,030.89
174-533-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	470.61	948.41	31.61	2,051.59
	SECTION 8 VOUCHER TOTAL	692,098.00	52,370.70	381,841.74	55.17	310,256.26
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	SECTION 8 VOUCHER TOTAL	98.00-	5,790.61	9,487.69	9,681.32-	9,585.69-

**REQUESTED ACTION:** Review and approve proposed budgets for the Public Housing and Section 8 Programs for fiscal year 2015-2016.

**Comments:** The attached budgets have been prepared based on past trends and anticipated changes. Once approved, they will be presented to the City for approval. The Fee Accountant will also use these budgets to prepare the Public Housing Budget for HUD in the HUD prescribed format. We are no longer required to prepare Section 8 budget for HUD because they require us to report expenses and voucher utilization on a monthly basis and use that information to determine our level of funding.

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
171-396-6240 TRAVEL & MEETINGS - FGP O	36,927.21	39,690.65	45,000.00	.00	69,500.00	45,000.00
added new sites 171-396-6241 MEALS, FOOD - FGP OPERATIN	50,219.40	51,117.30	50,220.00	.00	78,912.00	60,000.00
added new sites 171-396-6242 RECOGNITION - FGP OPERATI	.00	.00	5,000.00	.00	5,000.00	5,000.00
171-396-6332 VEH MAINT/FUEL - FGP OPER	5,625.78	4,875.71	6,000.00	.00	6,000.00	6,000.00
171-396-6412 HEALTH SERVICES - FGP OPE	2,380.00	2,260.29	4,000.00	.00	4,000.00	4,000.00
171-910-6910 TRANSFER OUT - FGP FEDERA	3,000.00	.00	3,000.00	.00	3,000.00	3,000.00
to city for accounting						
TOTAL EXPENSES	432,346.72	426,662.00	443,524.00	176,196.12	505,328.00	461,172.00
172-532-4300 INTEREST-PUB HOUSING SEC	437.75	462.16	450.00	300.57	500.00	500.00
172-532-4503 DEPOSITS-PUB HOUSING SEC	6,359.00	5,940.00	6,400.00	3,410.00	6,400.00	6,400.00
172-910-4830 TRANSFER IN-PUB HOUSING S	.00	.00	.00	38,293.82	.00	38,294.00
FY15 re-estimated to set up separate checking account						
TOTAL REVENUE	6,796.75	6,402.16	6,850.00	42,004.39	6,900.00	45,194.00
172-532-6437 INT REFUND-PUB HOUSING SE	170.14	144.10	250.00	39.87	250.00	250.00
172-532-6438 DEP REFUND-PUB HOUSING SE	5,550.00	5,150.00	5,800.00	3,400.00	5,800.00	5,800.00
172-910-6910 TRANSFER OUT-PUB HOUSING	.00	.00	.00	38,293.82	.00	38,294.00

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
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Y15 re-estimated no set up separate checking acct						
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TOTAL EXPENSES	5,720.14	5,294.10	6,050.00	41,733.69	6,050.00	44,344.00
73-532-4300 INTEREST-PUBLIC HOUSING	22,196.67	23,615.37	23,500.00	14,352.18	24,500.00	24,200.00
73-532-4504 RAUD-PUBLIC HOUSING	2,620.82	3,161.05	4,000.00	1,768.35	4,000.00	4,000.00
73-532-4506 WELLING RENT-PUBLIC HOUS	422,281.00	426,302.78	425,000.00	292,872.48	490,000.00	440,000.00
73-532-4507 ACCESS UTILITY-PUBLIC HOUS	8,982.00	9,398.00	9,500.00	4,479.00	9,500.00	9,500.00
73-532-4508 CONTRIB-OTHER-PUBLIC HOUS	11,572.75	11,404.60	13,500.00	6,661.55	13,500.00	13,500.00
73-532-4710 REIMBURSED EXP-PUBLIC HOUS	3,623.74	4,315.08	1,500.00	2,619.20	2,000.00	5,000.00
73-532-4781 PLACEMENT SUBSIDY-PUBLIC HOUSI	91,753.00	181,290.00	180,000.00	109,182.00	180,000.00	180,000.00
73-910-4830 TRANSFER IN - PUBLIC HOUS	.00	8,534.35	.00	1,989,835.30	.00	1,989,835.00
Y15 re-estimated no set up separate checking account						
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TOTAL REVENUE	563,029.98	668,021.23	657,000.00	2,421,770.06	723,500.00	2,666,035.00
73-532-6010 SALARY - PUBLIC HOUSING	91,556.25	89,444.75	76,500.00	54,553.24	84,107.00	80,000.00
73-532-6040 VERTIME SALARY-PUBLIC HOUSING	.00	.00	2,000.00	.00	2,000.00	.00
73-532-6070 LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00	.00
73-532-6110 ICA - PUBLIC HOUSING	6,281.19	6,088.46	6,500.00	3,726.95	6,587.00	6,500.00

GLWKSHRP 2/10/15  
REVEXP 4:57 PM

CITY OF CHARLES CITY  
BUDGET WORKSHEET  
CALENDAR 2/2015, FISCAL 8/2015

PAGE 68  
OPER: TLO

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-532-6130 IPERS - PUBLIC HOUSING	7,932.26	7,865.83	8,300.00	4,856.79	7,689.00	7,900.00
173-532-6150 HEALTH INS - PUBLIC HOUSI	32,503.21	27,985.02	28,527.00	19,040.64	29,985.00	28,560.00
173-532-6151 LIFE INS - PUBLIC HOUSING	379.85	302.90	300.00	204.67	300.00	300.00
173-532-6160 WORK COMP - PUBLIC HOUSIN	2,869.10	2,756.00	2,500.00	.00	2,625.00	2,500.00
173-532-6170 UNEMPLOYMENT - PUBLIC HOU	912.94	384.48	600.00	89.28	600.00	600.00
173-532-6198 EMP BEN MAINT-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
173-532-6199 EMPLOYEE BEN-PUBLIC HOUSI	533.48	.00	.00	.00	.00	.00
173-532-6230 STAFF TRAINING-PUBLIC HOU	7,735.82	2,430.37	5,000.00	456.30	5,000.00	2,500.00
173-532-6370 GAS - PUBLIC HOUSING	32,289.40	38,409.85	38,000.00	13,786.84	40,000.00	38,000.00
173-532-6371 UTILITIES - PUBLIC HOUSIN	42,119.99	42,371.90	49,000.00	26,704.52	45,000.00	43,000.00
173-532-6374 WATER - PUBLIC HOUSING	15,661.06	16,948.31	16,500.00	10,068.95	18,000.00	17,000.00
173-532-6379 OTH UTIL-PUBLIC HOUSING -	20,831.74	22,204.66	23,000.00	13,179.56	24,000.00	23,000.00
173-532-6401 ACCOUNTING FEES-PUBLIC HO	2,749.00	2,595.00	3,000.00	1,886.11	4,000.00	3,600.00
173-532-6408 TORT LIABILITY - PUBLIC H	20,309.00	22,435.00	24,000.00	.00	24,000.00	24,000.00
173-532-6411 LEGAL FEES - PUBLIC HOUSI	572.00	2,370.00	2,500.00	1,652.50	2,500.00	2,500.00
173-532-6415 COPIER LEASE - PUBLIC HOU	2,066.68	2,610.61	2,800.00	1,914.08	2,900.00	2,900.00
173-532-6420 CONTRACT SERVICES - PUBLI	15,021.27	18,969.33	16,000.00	8,025.66	24,000.00	16,000.00

CITY OF CHARLES CITY  
 BUDGET WORKSHEET  
 CALENDAR 2/2015, FISCAL 8/2015

ACCOUNT NUMBER ACCOUNT TITLE	2YRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
73-532-6441 ENANT SERVICES-PUBLIC HO	5,642.36	2,490.28	2,000.00	100.00	2,000.00	2,000.00
73-532-6442 ILOT-PUBLIC HOUSING	33,434.60	32,985.69	34,000.00	.00	34,000.00	32,000.00
73-532-6490 THER PROFESSIONAL SERV	.00	.00	.00	.00	34,000.00	34,000.00
Y15 and FY16 etter salary 73-532-6516 EFUNDS-PUBLIC HOUSING	58.00	10.00	1,000.00	10.00	1,000.00	100.00
73-532-6518 UNDRY-OFF EXP-PUBLIC HOU	22,463.33	22,923.54	25,000.00	9,057.33	25,000.00	22,000.00
73-532-6599 AINT MATERIALS-PUBLIC HO	48,504.48	47,675.70	50,000.00	36,527.50	75,000.00	60,000.00
73-532-6725 AP .OUTLAY-EQUI-PUBLIC HO	.00	.00	.00	.00	.00	.00
73-532-6750 AP IMPR BLDG-PUBLIC HOUS	.00	.00	.00	.00	.00	.00
73-536-6010 ALARY - PH MAINT	68,527.48	71,294.01	73,000.00	51,510.92	75,190.00	78,000.00
73-536-6040 VERTIME SALARY - PH MAIN	3,076.17	6,679.48	3,100.00	1,060.60	3,100.00	3,100.00
73-536-6110 ICA - PH MAINT	5,354.32	5,778.96	5,660.00	3,845.12	5,989.00	5,800.00
73-536-6130 PERS - PH MAINT	6,155.32	6,765.74	6,500.00	4,153.69	6,991.00	6,800.00
73-536-6150 HEALTH INS - PH MAINT	6,557.85	8,749.70	7,014.00	11,557.02	16,621.00	18,800.00
73-536-6151 IFE INS - PH MAINT	92.07	100.44	100.00	66.96	100.00	100.00
73-536-6160 IORK COMP - PH MAINT	1,553.60	1,822.00	1,800.00	.00	1,890.00	1,800.00
73-536-6170 IEMPLOYMENT - PH MAINT	513.27	338.00	550.00	91.66	550.00	550.00

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
173-536-6181 UNIFORM ALLOWANCE - PH MA	450.00	450.00	450.00	450.00	450.00	450.00
173-910-6910 TRANSFER OUT - PUBLIC-HOU	34,000.00	34,000.00	34,000.00	1,989,835.30	.00	1,989,835.00
FY15 re-estimated To set up separate checking acct - 1989835.30						
-----						
TOTAL EXPENSES	538,707.09	548,236.01	549,201.00	2,268,412.19	605,174.00	2,554,195.00
174-533-4300 INTEREST - SECTION 8	1,510.97	1,183.04	500.00	559.43	300.00	500.00
174-533-4440 STATE GRANT-SEC 8	.00	.00	.00	.00	.00	.00
174-533-4504 FRAUD-SEC 8	3,466.00	7,257.00	4,500.00	2,143.00	4,500.00	4,500.00
174-533-4505 HUD CONTRIB-SEC 8	563,874.00	529,473.00	600,000.00	390,954.00	600,000.00	587,000.00
174-533-4509 ADMIN FEE/HTH-SEC 8	91,888.00	78,760.00	90,000.00	55,082.00	90,000.00	85,000.00
174-533-4710 REIMBURSED EXP-SEC 8	917.50	485.88	1,000.00	.00	1,000.00	1,000.00
174-533-4715 REFUNDS-SEC 8	14.00	168.00	1,000.00	.00	1,000.00	200.00
174-910-4830 TRANSFER IN - SECTION 8 V	.00	.00	.00	65,956.72	.00	65,957.00
FY15 re-estimated to set up separate checking account						
-----						
TOTAL REVENUE	661,670.47	617,326.92	697,000.00	514,695.15	696,800.00	744,157.00
174-533-6010 SALARY - SEC 8	56,090.52	29,570.28	33,000.00	17,377.19	36,046.00	33,000.00
174-533-6040 OVERTIME SALARY - SECTION	4.88	39.01	.00	.00	.00	.00

CITY OF CHARLES CITY  
 BUDGET WORKSHEET  
 CALENDAR 2/2015, FISCAL 8/2015  
 LYR EXPENSE CURRENT

CCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
74-533-6110 ICA - SECTION 8	3,902.98	2,034.10	3,000.00	1,181.17	2,757.00	2,100.00
74-533-6130 PERS -SECTION 8	4,578.76	2,634.07	3,000.00	1,548.74	3,219.00	2,800.00
74-533-6150 EALTH INS - SECTION 8	24,159.47	18,656.76	19,018.00	12,693.76	19,990.00	19,000.00
74-533-6151 IFE INS - SECTION 8	253.24	201.97	200.00	136.45	200.00	200.00
74-533-6160 DRK COMP - SECTION 8	1,262.30	.00	1,680.00	.00	1,764.00	1,680.00
74-533-6170 NEMPLOYMENT - SECTION 8	347.11	256.33	400.00	59.52	400.00	300.00
74-533-6199 MPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00	.00
74-533-6230 IAFF TRAINING - SECTION	3,463.50	2,012.93	1,500.00	419.61	1,500.00	1,500.00
74-533-6380 E ALLOT - SECTION 8	9,339.00	12,248.00	15,000.00	10,296.02	15,000.00	15,000.00
74-533-6401 COUNTING FEES - SECTION	2,674.00	2,710.00	3,000.00	1,670.00	3,500.00	3,200.00
74-533-6420 NTRACT SERVICES - SECTI	10,049.55	8,567.25	9,000.00	6,424.50	10,000.00	9,000.00
74-533-6423 PECIAL SERVICE - SECTION	125.00	.00	300.00	.00	300.00	50.00
74-533-6445 C VOUCHER PAY-SEC 8	590,006.40	564,367.25	600,000.00	379,619.93	600,000.00	580,000.00
74-533-6490 THER PROFESSIONAL SERV	.00	.00	.00	.00	5,000.00	5,000.00
74-533-6516 EFUND INTEREST-SEC 8	.00	1,786.71	.00	.00	.00	.00
74-533-6518 NDRY-OFF EXP-SEC 8	3,636.31	1,113.96	3,000.00	948.41	3,000.00	3,000.00

ACCOUNT NUMBER ACCOUNT TITLE	ZYRS AGO EXP	LYR EXPENSE	CURRENT	EXPENDED YTD	NEW BUDGET	RE-ESTIMATED BUDGET
174-910-6910 TRANSFER OUT - SECTION 8	5,000.00	5,000.00	5,000.00	65,956.72	.00	65,957.00
FY15 re-estimated To set up separate checking acct - 65956						
TOTAL EXPENSES	714,893.02	651,198.62	697,098.00	498,332.02	702,676.00	741,787.00
<hr/>						
177-110-4531 MISC REV - ASSET FORFEITU	.00	.00	5,000.00	.00	2,000.00	1,000.00
TOTAL REVENUE	.00	.00	5,000.00	.00	2,000.00	1,000.00
<hr/>						
177-110-6507 OPER SUPPLIES - ASSET FOR	.00	.00	5,000.00	400.00	2,000.00	400.00
TOTAL EXPENSES	.00	.00	5,000.00	400.00	2,000.00	400.00
<hr/>						
178-530-4400 SCT ROF PUB HOU INTER G F	.00	.00	.00	.00	.00	.00
TOTAL REVENUE	.00	.00	.00	.00	.00	.00
<hr/>						
178-530-6762 OPERATIONS - SCT ROOF	.00	.00	.00	.00	.00	.00
TOTAL EXPENSES	.00	.00	.00	.00	.00	.00
<hr/>						
179-530-4405 CDBG - 2012 REHAB	1,000.00	75,496.00	58,510.00	107,036.00	.00	235,000.00
179-530-4710 REIMBURSED EXPENSE-2012 R	.00	18,423.15	10,000.00	10,824.50	.00	15,000.00
179-530-4798 IN-KIND DIRECT ADMIN	.00	4,800.00	3,200.00	4,800.00	.00	11,200.00

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**MEETING DATE:** 2/19/15    **RE:** Consider Approval to Send Staff to Annual NAHRO Conference

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**REQUESTED ACTION:** Approve sending staff to the Annual Iowa NAHRO Conference April 8-10 in Altoona.

**Comments:** Approval is being requested to send Heidi, and Stacy to the Conference. Julie will be covering the office.

Attending the conference enables us to network with the other Iowa Housing Authorities and the HUD staff and take advantage of the trainings offered and sessions on regulatory updates. The final agenda hasn't been published. The preliminary agenda provides some continuing education for Stacy. There will also be a consultant there to provide guidance on the financial requirements for both Public Housing and Section 8. In addition the HUD staff from Kansas City will be in attendance. This provides us with an excellent opportunity to meet with them and have their undivided attention.

If any of the Board Members would be interested, there is a one-day commissioner training on Thursday, April 9<sup>th</sup>. The cost to attend would be covered by the Housing Authority.

The anticipated expense is approximately \$1,100.00. The City has already approved the travel. If we register prior to March 8, 2014 we will get the early bird rate and save \$75 on each of the registrations. The conference information is attached.



## Iowa NAHRO 2015 Annual Conference

April 8, 2015 – April 10, 2015  
 Prairie Meadows Convention Center  
 1 Prairie Meadows Drive  
 Altoona, Iowa 50009  
 1-800-325-9015

Please complete a registration form for each attendee. Registrations and payment must be received by March 8, 2015 to receive the Early Bird rate. **Registrations will not be accepted without payment.**

Name: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

\*\*\*\*\*

### CONFERENCE FEES: (Please Check)

#### Iowa NAHRO members:

- \_\_\_\_\_ \$325.00 – Iowa NAHRO Member Early Bird Rate by March 8, 2015
- \_\_\_\_\_ \$400.00 – Iowa NAHRO Member after March 8, 2015 and before March 31, 2015
- \_\_\_\_\_ \$225.00 – Iowa NAHRO Member April 9<sup>th</sup>, 2015 1 day registration only by March 8, 2015
- \_\_\_\_\_ \$300.00 – Iowa NAHRO Member April 9<sup>th</sup>, 2015 1 day registration after March 8 but before March 31, 2015

#### All other registrants (non-NAHRO members)

- \_\_\_\_\_ \$425.00 – Early Bird Rate by March 8, 2015
- \_\_\_\_\_ \$500.00 – after March 8, 2015 and before April 31, 2015
- \_\_\_\_\_ \$325.00 – April 9<sup>th</sup>, 2015 1 day registration only before March 8, 2015
- \_\_\_\_\_ \$400.00 – April 9<sup>th</sup>, 2015 1 day registration after March 8, 2015 and before March 31, 2015.

#### Please Indicate the One Day Session You will be Attending:

\_\_\_\_\_ One-Day Sampling Tech Refresher Course (All Day Wednesday)

\_\_\_\_\_ Commissioners – Presented by HUD Staff (All Day Thursday)

\_\_\_\_\_ Nan McKay: Current Issues in Fair Housing, Eligibility, Waiting List Management, & Reasonable Accommodation for both Section 8 & PH. 1 day workshop 8:30 - 4:30

\_\_\_\_\_ Casterline Associates Advanced PHA Budgeting, Accounting, & Financial Reporting. Join us as Jason Casterline presents on topics including a Public Housing (AMP) Financial Update including the latest tips on FDS Reporting, Housing Choice Voucher 2015 update, REAC Update, including latest accounting briefs, GASB update including a review of the latest statements, recommendations to implement changes in pension reporting and other items, detailed discussion of the OMB SuperCircular and how it affects PHAs, and more.

DON'T MISS OUT ON THE BENEFITS AND SERVICES PROVIDED TO YOU BY Iowa NAHRO  
Become a member today! [www.ianahro.org](http://www.ianahro.org)

\*\*\*\*\*

**HOTEL INFORMATION:**

Prairie Meadows, 1 Prairie Drive, Altoona, IA 50009 1-800-325-9015

Special Room Rate is \$84 plus tax. Free parking and free wi-fi available for hotel guests. If calling, please ask for the IA NAHRO room block. Room Block expires March 8, 2015.

Book your group rate: Iowa NAHRO Conference online now by clicking on the link below



If calling hotel direct @ 1-800-325-9015, please ask for the Iowa NAHRO room block.

**NOTE: Room block expires at 5:00 p.m. - March 8, 2015**

You may register online at [www.ianahro.org](http://www.ianahro.org) or by clicking this link: <http://www.ianahro.org/conference/index.cfm>

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PLEASE SEND REGISTRATIONS WITH PAYMENTS PAYABLE TO "IOWA NAHRO" BY March 31, 2015 TO:

**IA NAHRO  
c/o Doug Romig,  
City of Des Moines HA  
100 East Euclid, Suite 101  
Des Moines, IA 50313**

**PAYMENT MUST BE SUBMITTED WITH YOUR REGISTRATION**

Cancellations must be received in writing no later than March 31, 2015 to receive a refund.

Public Housing	Section 8	Commissioners	PH and Section 8
<b>WEDNESDAY</b>			
Sampling Technician / Visual Risk Assessor Refresher Training 8:00 a.m. - 4:30 a.m.			
Welcome & Opening Session - Marty Ryan, IA NAHRO President; TBD; HUD Staff			
PH Update and Roundtable: HUD Staff 1:15 - 2:45 p.m.	Section 8 Update and Roundtable: HUD Staff 2:45 - 3:00 p.m.		Lead Paint Sampling Tech - All Day
PH Update and Roundtable: HUD Staff 3:00 - 4:30 p.m.	Section 8 Update and Roundtable: HUD Staff 4:30 - 6:00 p.m.		Lead Paint Sampling Tech - All Day
Break - Exhibitor Area			
Product & Service Exhibition Reception			
<b>THURSDAY</b>			
Registration Open 7:30 - 8:30 a.m.			
Breakfast Buffet 7:30 - 8:30 a.m.			
Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day 8:30 - 10:00 a.m.	Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day	Commissioners Training - All Day	Nan McKay: Current Issues in Fair Housing, Eligibility, Waiting List Management, and Reasonable Accommodation
Break - Exhibitor Area			
Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day 10:00 - 10:15 a.m.	Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day	Commissioners Training - All Day	Nan McKay: Current Issues in Fair Housing, Eligibility, Waiting List Management, and Reasonable Accommodation
IA NAHRO Annual Meeting & Lunch			
Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day 1:30 - 2:45 p.m.	Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day	Commissioners Training - All Day	Nan McKay: Current Issues in Fair Housing, Eligibility, Waiting List Management, and Reasonable Accommodation
Break - Exhibitor Area			
Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day 2:45 - 3 p.m.	Casterline Associates Advanced PHA Budgeting, Accounting, and Financial Reporting Workshop - All Day	Commissioners Training - All Day	Nan McKay: Current Issues in Fair Housing, Eligibility, Waiting List Management, and Reasonable Accommodation
<b>FRIDAY</b>			
Breakfast Buffet 7:30 - 8:30 a.m.			
The Challenge of Working with Real People: Jim Ott 8:30 - 9:45 a.m.	The Challenge of Working with Real People: Jim Ott	The Challenge of Working with Real People: Jim Ott	The Challenge of Working with Real People: Jim Ott
Break			
The Challenge of Working with Real People: Jim Ott 10:00 - 11:30 a.m.	The Challenge of Working with Real People: Jim Ott	The Challenge of Working with Real People: Jim Ott	The Challenge of Working with Real People: Jim Ott

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**MEETING DATE:** 2/19/15

**RE:** Review Capital Improvement Projects and  
Approve Proposed Schedule

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**REQUESTED ACTION:** Review capital improvement projects and approve schedule

**Comments:** We have a number of capital improvement projects to complete. The projects for the current year are the ones we have been working on with Waggoner and Wineinger. The plans and cost estimates are attached for your review.

The attached schedule outlines the projects with their associated costs and the projected timeline. The approved timeline will be used to prepare the five-year plan which is due to HUD in April 2015. The projects listed reflect anticipated need based on work orders, annual inspections, HUD inspections, staff input, and the physical needs assessment.

<b>Proposed Projects 2015/2016</b>	<b>Cost Estimate</b>	<b>Funding Source</b>
Replace siding at Morningside Apartments	\$70,010	CFP 2013 - \$70,101 CFP 2014 - \$14,245
Install handrails at North Cedar Terrace	\$14,597	CFP 2014 - \$14,597
South Cedar Terrace	\$22,341	CFP 2014 - \$22,341
Morningside	\$56,078	CFP 2014 - \$56,078
Additional Cement work at Morningside	\$10,000	CFP 2014 - \$10,000
Accessibility alterations for North Cedar Terrace Apartments 129-132	\$44,392	CFP 2014 - \$15,568 CFP 2015 - \$28,824
Accessibility alterations for North Cedar Terrace Apartments 81-84	\$45,772	CFP 2015 - \$45,772
Paint windows at North Cedar Terrace Apartments 81-128	\$14,400	CFP 2015 - \$14,400
<b>Proposed Projects 2016/2017</b>	<b>Cost Estimate</b>	<b>Funding Source</b>
Replace living room windows at South Cedar Terrace (approx. 160 windows)	\$138,004	CFP 2015 - \$46,004 CFP 2016 - \$92,000
Install surge protection on buildings at South Cedar Terrace	\$10,000	CFP 2016 - \$10,000
Fill/seal cracks in parking lots	\$25,000	CFP 2016 - \$25,000
<b>Proposed Projects 2017/2018</b>	<b>Cost Estimate</b>	<b>Funding Source</b>
Replace boilers at South Cedar Terrace	\$35,000	CFP 2017 - \$55,000
Replace kitchen cabinets and countertops At Morningside Apartments	\$45,000	CFP 2017 - \$45,000
Replace kitchen flooring at Morningside	\$10,000	CFP 2017 - \$10,000
Replace bathroom flooring at Morningside	\$10,000	CFP 2017 - \$10,000
Sidewalk Repairs	\$25,000	CFP 2017 - \$25,000
<b>Proposed Projects 2018/2019</b>	<b>Cost Estimate</b>	<b>Funding Source</b>
Replace Pickup and Plow	\$45,000	CFP 2018 - \$45,000
Replace interior doors and trim at North Cedar Terrace	\$100,000	CFP 2018 - \$100,000
<b>Proposed Projects 2019/2020</b>	<b>Cost Estimate</b>	<b>Funding Source</b>
Replace interior doors and trim at South Cedar Terrace	\$120,000	CFP 2019 - \$120,000
Sidewalk/Parking Lot Repairs	\$25,000	CFP 2019 - \$25,000



**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.

tel. 641/423-4165

[www-architects@wwa-architects.com](http://www-architects@wwa-architects.com)

mason city, ia 50401

fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

**Project Cost Estimate**

Morningside

Vinyl Siding Replacement	\$84,255
Handrails	\$14,597

South Cedar Terrace

Handrails	\$22,341
Window Replacement (324 windows)	TBD

North Cedar Terrace

Handrails	\$56,078
Southeast Units Accessibility Renovation	\$44,392
Painting Windows	\$14,400

Subtotal \$236,063

Interior Accessibility Renovations

North Cedar Terrace Southwest Units	\$45,772
South Cedar Terrace Units	\$95,312



**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.

mason city, ia 50401

tel. 641/423-4165

[wwa-architects@wwa-architects.com](mailto:wwa-architects@wwa-architects.com)

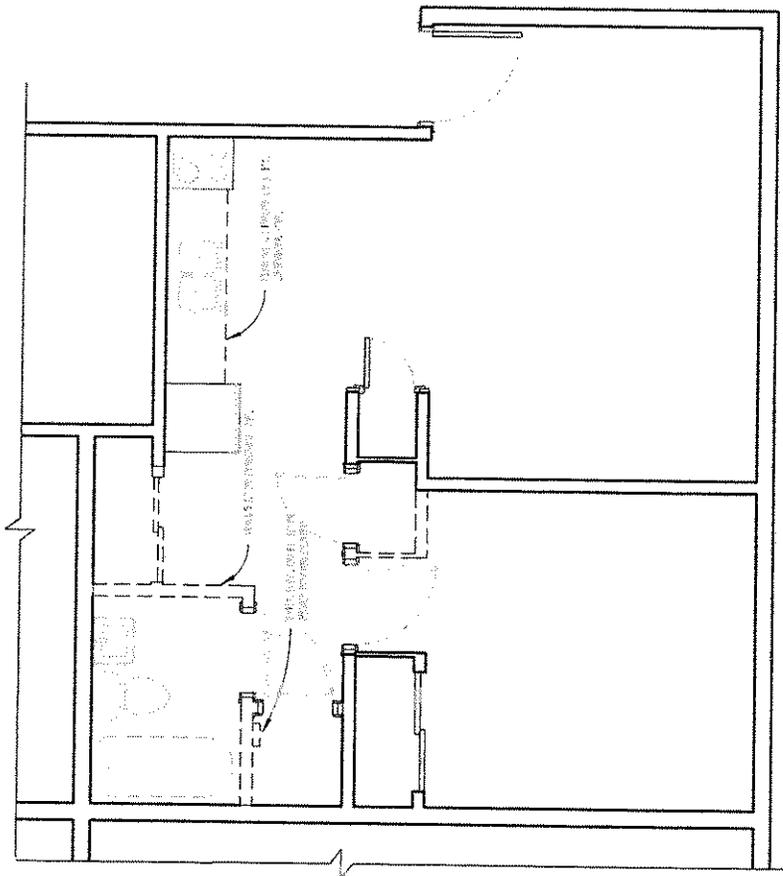
fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

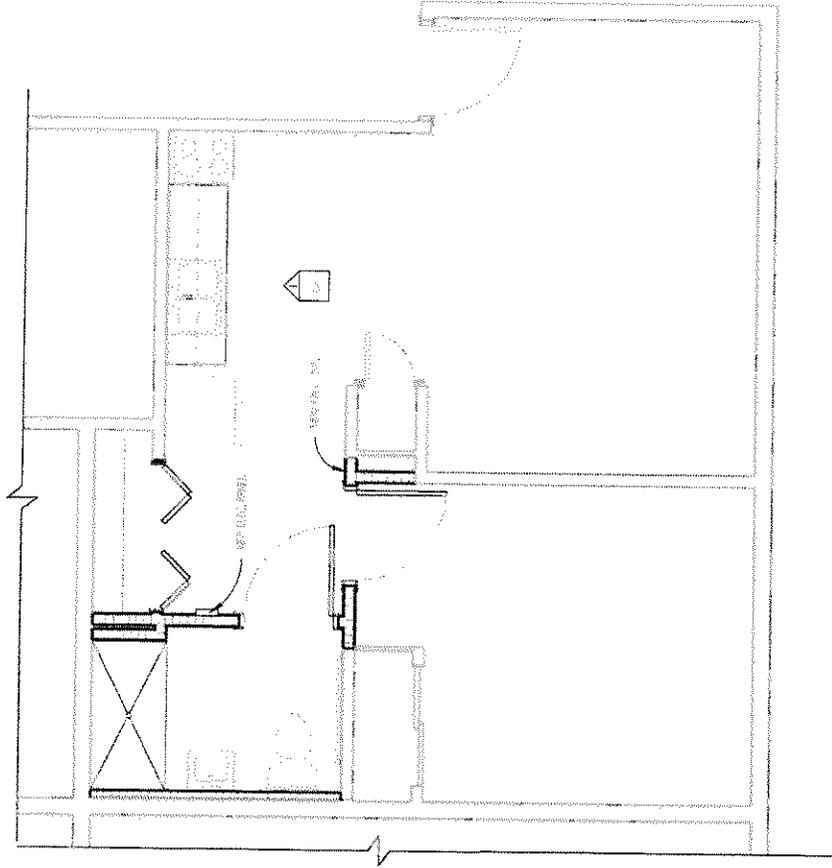
**South Cedar Terrace - Accessible Unit Renovation Cost Estimate**

Demolition (Removal of existing walls, doors, casework, etc. )	\$2,500
Electrical (Relocate panel, re-wire switches & outlets, etc.)	\$4,000
Plumbing (Walk-in shower, toilet, and vanity in new locations)	\$6,000
General Construction (Walls, doors, finishes, etc.)	\$6,000
Kitchen Casework (Accessible countertop, wall cabinets, etc.)	<u>\$2,220</u>
Subtotal:	\$20,720
Miscellaneous & Contingency (15%)	<u>\$3,108</u>
Total (per unit)	\$23,828
Total for four units:	\$95,312



SOUTH CEDAR TERRACE UNITS 9, 10,  
11, & 12 DEMOLITION PLAN

SCALE: 1/4" = 1'-0"



SOUTH CEDAR TERRACE UNITS 9, 10,  
11, & 12 FLOOR PLAN

SCALE: 1/4" = 1'-0"



**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.

mason city, ia 50401

tel. 641/423-4165

[wwa-architects@wwa-architects.com](mailto:wwa-architects@wwa-architects.com)

fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

**North Cedar Terrace – Southwest Accessible Unit Renovation Cost Estimate  
(Units 81, 82, 83, & 84)**

Demolition (Removal of existing walls, door, casework & associated work)	\$1,200
Electrical (Relocate electric panel, exhaust hood control, & associated work)	\$4,000
Plumbing (Accessible vanity)	\$1,000
General Construction (Walls, grab bars, & associated work)	\$1,500
Kitchen Casework (Accessible countertop, wall cabinets, & associated work)	<u>\$2,250</u>
Subtotal:	\$9,950
Miscellaneous & Contingency (15%)	<u>\$1,493</u>
Total (per unit)	\$11,443
Total for four units:	\$45,772





**WAGGONER & WINEINGER ARCHITECTS**

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[wwa-architects@wwa-architects.com](mailto:wwa-architects@wwa-architects.com)

mason city, ia 50401

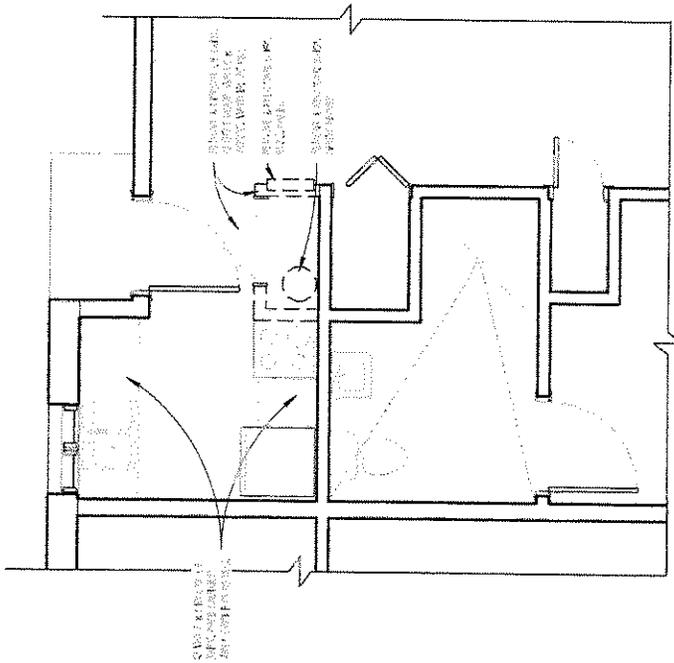
fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

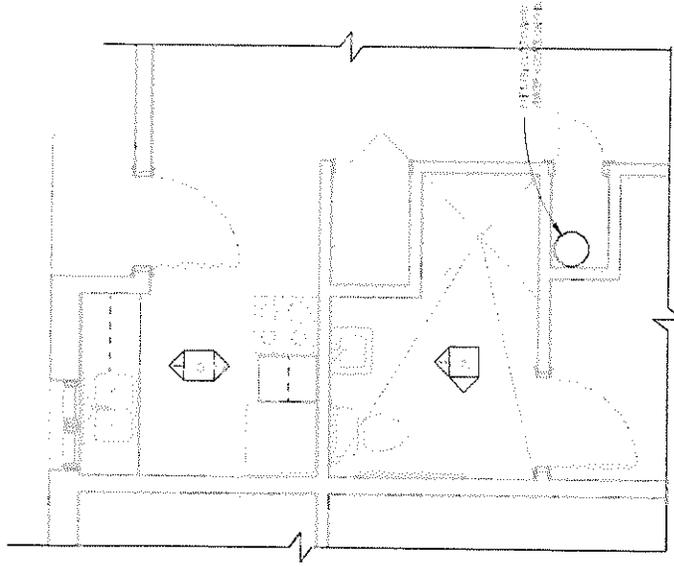
**North Cedar Terrace – Southeast Accessible Unit Renovation Cost Estimate  
(Units 129, 130, 131, & 132)**

Demolition (Removal of existing walls, door, casework & associated work)	\$1,200
Electrical (Relocate electric panel, exhaust hood control, & associated work)	\$4,000
General Construction (Flooring, Drywall & associated work)	\$1,200
Plumbing (Relocate existing water heater)	\$1,000
Kitchen Casework (Accessible countertop, wall cabinets, & associated work)	<u>\$2,250</u>
Subtotal:	\$9,650
Miscellaneous & Contingency (15%)	<u>\$1,448</u>
Total (per unit)	\$11,098
Total for four units:	\$44,392



NCT UNITS 129, 130, 131, & 132  
DEMOLITION PLAN

SCALE: 1/4" = 1'-0"



NCT UNITS 129, 130, 131, & 132  
FLOOR PLAN

SCALE: 1/4" = 1'-0"

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
2015 CAPITAL IMPROVEMENT PROJECT - PHASE ONE  
CHARLES CITY, IA



## Heidi Nielsen

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**From:** Reed Wessman <reedw@wwa-architects.com>  
**Sent:** Tuesday, December 09, 2014 4:28 PM  
**To:** Heidi Nielsen  
**Subject:** 2015 Capital Improvement Project - Non-compliant items

Heidi,

The following is a list of the design elements within the scope of the project that will not conform to the 504 requirements because they are impractical and/or unnecessary:

1. Some existing exterior sidewalk ramps are too steep (greater than 1:12 slope) to be accessible. These include ramps to the North Cedar Terrace apartments 117, 118, 119, & 120. Existing ramps will remain as-is.
2. There are a couple of locations, such as at North Cedar Terrace units 129 and 130, where the handrails will terminate at the top of the ramp, rather than extend 12" beyond the top of the ramp. This is because the corner of the existing building is located at the end of the handrail, and fabricating additional angles to extend the handrail was deemed unnecessary.
3. At South Cedar Terrace unit 1, the handrail will be located only on one side. A handrail will not be placed adjacent to the building thereby avoiding a new handrail over the existing exterior wall and window.
4. The existing sidewalk ramp at South Cedar Terrace Unit 9 is only 2'-8" wide. This will remain.
5. Where existing sidewalk ramps intersect other sidewalks at an angle of less than 90 degrees, we are omitting the 12" handrail extension. This occurs near South Cedar Terrace Units 3, 5 & 6.

504 Requirements do not specifically address this, but to make you aware that in order to avoid drilling through the existing sidewalks for the new handrail posts, the posts will be set in concrete piers located adjacent to the sidewalk with the handrail centerline 4" from the outside edge of the existing sidewalks. This is the most practical method of handrail installation.

Please review and let us know if you have any concerns.

Sincerely,

Reed Wessman

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**MEETING DATE:** 2/19/15

**RE:** Approve Resolution 01-15 Annual Civil Rights Certification

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**REQUESTED ACTION:** Approve Resolution 01-15 Annual Civil Rights Certification.

**Comments:** President Bush passed the Housing and Economic Recovery Act of 2008 (HERA) on July 30, 2008. Sections 2701 and 2702 of Title VII of the Act amends section 5A of the 1937 Housing Act and exempts qualified agencies from completing and submitting an Annual Plan. However, it requires the following civil rights certification to be done and submitted annually:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

A qualified agency is one who administers fewer than 550 combined public housing and section 8 units, is not designated as troubled and has not had a failing score under SEMAP during the prior 12 months.

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Title
Signature	Date

Election of Officers

Chairperson.

\_\_\_\_\_ moved to nominate \_\_\_\_\_ as  
Chairperson. \_\_\_\_\_ seconded the motion. \_\_\_\_\_  
moved that all nominations cease and \_\_\_\_\_ seconded  
the motion. Roll call: Heyer, Haglund, Coulson, Andersen, Miller.

Vice-Chairperson.

\_\_\_\_\_ moved to nominate \_\_\_\_\_ as Vice-  
Chairperson. \_\_\_\_\_ seconded the motion.  
\_\_\_\_\_ moved that all nominations cease and  
\_\_\_\_\_ seconded the motion. Roll call: Miller, Coulson,  
Andersen, Haglund, Heyer.

BY-LAWS  
OF  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
CITY OF CHARLES CITY, IOWA

ARTICLE I  
Authority

A. Name. The Department of the City of Charles City responsible for the administration of its public housing shall operate under the name of the Charles City Housing and Redevelopment Authority, hereinafter referred to as “the Authority.”

B. Legal Status. The Authority does not constitute a separate and independent agency under Chapter 405 of the Iowa Code, but rather is a department of the municipality administered by a board of commissioners appointed by the mayor pursuant to Chapter 26 of the Charles City Code of Ordinances.

C. Location. The offices of the Authority shall be at 501 Cedar Terrace South Charles City, Iowa, or at such other location as designated by the City Council of the City of Charles City.

ARTICLE II  
Board of Commissioners

A. Powers. The Board of Commissioners shall have those powers as delegated by the City Council of Charles City pursuant to Chapter 27 of the Charles City Code of Ordinances.

B. Meetings. The Board of Commissioners shall meet as follows:

1. Regular Meetings--Regular meetings shall be held on the 3<sup>rd</sup> Thursday of each month at 7:00 a.m.

2. Special Meetings--Special meetings may be called by the chairperson, by the executive director, by the city administrator, or by any three commissioners upon two days' prior written notice to each commissioner. Such notice shall give the time, date, location and agenda items for the meeting. Attendance by a commissioner shall constitute a waiver of notice.

3. Annual Meeting--The Board of Commissioners shall hold an annual meeting in the month of February during the regular meeting of the Board for that month, at which time the Commissioners shall elect officers for the forthcoming year.

4. Official Action--Three Commissioners shall constitute a quorum and a majority vote shall be necessary to approve any measure. All votes shall be by voice vote unless a Commission member requests a formal roll call, in which case the individual vote of each Commissioner shall be noted in the minutes. All measures upon which a vote is taken shall be in the form of a written resolution.

5. Order of Business--At the regular meetings of the Authority, the following shall be the order business:

- a. Call meeting to order and record Commissioners present and absent;
- b. Public Comment
- c. Amend and/or approve minutes of previous meeting;
- d. Approve bills;
- e. Communications;
- f. Unfinished business;
- g. New business;
- h. Adjourn.

6. Open Meetings--All meetings of the board shall be open to the public and notice thereof shall be given the public in compliance with Chapter 21 of the Iowa Code.

### ARTICLE III Officers

A. Officers. The officers of the Authority shall be a chairperson and a vice-chairperson chosen from among the Commissioners by election at the annual meeting of the Board of Commissioners of the Authority and to serve for a term of one year.

B. Duties. A chairperson shall preside at all meetings of the Board of Commissioners and is authorized to sign all legal documents on behalf of the Authority. The vice-chairperson shall perform the duties of the chairperson in his or her absence.

C. Vacancy. In the case of the resignation, death or removal of the chairperson, the vice-chairperson shall serve as chairperson until the next regular meeting of the Board of Commissioners, at which time a new chairperson shall be appointed to serve until the next annual meeting of the Authority. Upon the death, resignation or removal of the vice-chairperson, a replacement shall be appointed by the Commissioners at their next regular meeting to serve until the next annual meeting of the Board of Commissioners.

### ARTICLE IV Executive Director

A. Appointment. The City of Charles City may employ an Executive Director who shall have general supervision over the administration of its business and affairs of the Authority, subject to direction of the City Administrator and the Board of Commissioners.

B. Duties. The duties of the Executive Director shall include the following:

1. Consultation with the Board of Commissioners on all matters of Authority business.
2. Preparation of agendas and notices for Commission meetings.
3. Acting as secretary for Commission meetings and, in such capacity, keeping accurate minutes of all Commission meetings.
4. Supervision of all funds received by the Authority and oversight of all expenditures made by the Authority. Accurate financial records shall be maintained to document all such financial transactions.
5. Regular consultation with the City Administrator regarding Authority business.
6. Attendance at Council meetings when issues concerning the Authority are before the Council.
7. Supervision of other Authority employees; hiring and firing of employees subject to approval by the City Administrator and the City Council.
8. Such other duties and functions as assigned by the Board of Commissioners and the City Administrator.

ARTICLE V  
Amendments

The By-Laws of this Authority may be amended by the Board of Commissioners at a regular or special meeting, but only upon an affirmative vote by at least three members of the Board.

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Adoption of Revisions Resolution No. 03-14 March 20, 2014  
Adoption by Resolution No. 02-09 February 19, 2009  
Adopted Revisions February 2006  
Adopted Revisions June 2002  
Adopted Revised Resolution No. 01-01 February 15, 2001  
Adopted by Resolution No. 116-96 June 11, 1996