

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

February 16, 2012, 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 19, 2012..... 1
- IV. Approval of Bills for February 2012..... 2
- V. Communications 3-17
 - 1. CFP Update
 - 2. Board Meeting Attendance Record
 - 3. Annual Audit
 - 4. Monthly Rental Status Update
 - 5. End Of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve Resolution 01-12 Civil Rights Certification 18-19
 - 2. Approve Request to Purchase Vehicle 20
 - 3. Consider Approval to Send Staff to Annual NAHRO Conference..... 21
 - 4. Authorize Additional Funds for Recreational Trail Project 22
 - 5. Consider Approval of Purchase of Kitchen Door/Drawer Pulls at SCT... 23
 - 6. Approve Sending 2 Fire Dept Staff to Training..... 24-25
- VII. Election of Officers..... 26
 - 1. Chairperson
 - 2. Vice-Chairperson
- IX. Review of By-Laws for Revisions 27-29
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, March 15, 2012
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 19, 2012 7:00 a.m.

Members Present: Scott Soifer, Margaret Calvert, Chuck Redenius, and Jill Streich. Absent: Loretta Starkey Others present: Heidi Nielsen, staff

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

Public Comments. No public comments..

Amend-Approve Minutes of December 15 & 28, 2011. Redenius moved, Streich seconded the motion to approve the minutes of December 15 & 28, 2011 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Soifer moved, Redenius seconded the motion to approve payment of the revised bill listing totaling \$79,665.96. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Discuss Expanding "No Smoking" Policy. The pros and cons concerning eliminating all "smoking apartments" were discussed. The idea will be addressed at the next Resident Advisory Board Meeting to see how well received it will be. The suggestion was also made to notify the residents in the newsletter for March about the consideration of eliminating "smoking apartments" to encourage resident participation in the decision. No motion was required at this time. Staff will bring the request to the board to consider after hearing from the residents.

Approve Budgets for FY 2012-2013. The proposed budgets were presented. There were no questions concerning the budgets. The discussion centered on the reduction in HUD funding. Soifer made a motion to approve the budgets for FY 2012-2013 and was seconded by Streich. Ayes: 4, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Board Chairperson

ATTEST:

Heidi Nielsen, Director

CHARLES CITY HOUSING
MONTHLY BILL LISTING
FEBRUARY 2012

Customer	Description	Amount
Betty Burris Estate	security deposit refund & interest	225.01
C.Naber & Associates	accounting fees	363.00
Cedar Valley Printing	office items/bathroom items	214.82
Charles City Press	ad for Terraces	172.00
Cintas	rug service	115.25
City Motor Parts LTD	maintenance-line item	3.94
City of Charles City	water/sewer/URPS/S8 inspections	
Comstock, Charles/Phyllis	pet deposit refund	50.00
Don's Repair	tractor maintenance	116.34
Foxen Floors & More	carpet replacement/tiles	673.86
HAPS	FEB. 1 HAPS	57,518.63
Hobert Electric	electrical maintenance	173.25
Housing & Development Law Institute	membership dues	495.00
Hubert, Don	tenant referral	50.00
Iowa Department of Transportation	fuel	157.29
Iowa Division of Labor	boiler inspections	325.00
Jendro Sanitation	trash service	350.00
Mason City Business Systems Inc.	copy costs	121.07
Mehmen's Painting	painting service	105.00
Mid American Energy	electric/gas/URPS	
O'Connell, Larry	security deposit refund & interest	129.52
Pitney Bowes	meter lease	47.74
Pitz, Edna	security deposit refund	200.00
Purchase Power	postage	300.00
Quality Auto Service	car/truck repairs	158.64
Rent Grow	criminal background/credit checks	37.35
Ron's Plumbing	maintenance items	238.25
Schueth Ace Hardware	maintenance items	1,402.16
Sherwin Williams	paint	269.40
Sterling Education Services	Iowa Tenant/Landlord laws seminar	578.00
Stock Glass	glass/screen repair	211.98
Superior Lumber	maintenance items-doors	372.94
T-J Service	laundry machine repairs	705.10
US Cellular	cell phone service	68.45
		65,880.54

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We are still on track to start the Restroom Renovation Project by mid-February. So far there will be a small change order to install new ceiling exhaust fan in existing restroom and change out the valve on the existing toilet.

I have researched the Physical Need Assessment Requirements and have located a publication from HUD which gives some limited direction on performing the Physical Needs Assessment (PNA). It states that under current regulations we are exempt from completing a PNA because we are a small Housing Authority (under 250 units). So we are currently still in compliance. The publication also states that the new PNA will only be required when the tool is finalized. They also gave some per unit cost estimates on the cost of the proposed energy audits. If the estimates hold true it will cost us approximately \$11,000 to conduct a PNA. We are still required to conduct an energy audit every five years. HUD plans to incorporate it into the PNA; however, this year we are due to have our energy audit to stay in compliance. I have scheduled this with Mid American Energy sometime in the next six weeks. Even though the energy audit will be done in conjunction with the PNA, we don't know when HUD will finalize the assessment tool. The main reason to go ahead and have Mid American Energy conduct the audit now is to take advantage of the rebate programs that they offer. The reports from them come with all of the energy improvements that they identified and the applicable rebate information. The energy audit is done at no cost to us.

2. Board Meeting Attendance Record. Attached.
3. Annual City Audit. The Housing Department had no instances of non-compliance or no internal control deficiencies noted in the 2010-2011 City Audit. They stated that our Security Deposit Fund and the Public Housing Fund had fund balances in excess of disbursements and recommended the City investigate alternatives to eliminate the excess. Since the Security Deposit fund can only be used to refund deposits, this is not an option and with the offset of the Public Housing Operating Subsidy, the fund balance should stay the same or be lower in the future.

4. Monthly Rental Status Update.

Month of January 2012	Total Leased 1/1/12	New Leases	Removed Or Moved	Total Leased 2/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	4	1	132	7	5	2
Morningside 15 Units	13	2	1	14	5	3	2
Section 8 197 Units	195	3	6	192	48	0	0

Declined Assistance (3) Over Income () Denied () Insufficient Address ()
Did not attend Briefing/Information Not Returned (1) Criminal Background Check ()
Voucher Expired (2) Purged ()
Terminations: PH (1) S8 (3)
Port Out: ()

5. End of Participation Tracker. See attachment
6. Newsletters. See attachments
7. Financial Statements. January 2012 statements are attached.

**BOARD MEETING ATTENDANCE
JAN 2011 – DEC 2011**

2011	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Calvert	X	X	X	X	X	X	X	X	X	X	X	X	12
Stewart	X	X	X	X	X	X	-	-	-	-	-	-	6
Zirbel	X	-	-	-	-	-	-	-	-	-	-	-	1
Soifer	X	X			X	X	X	X	X	X	X	X	10
Redenius	X	X		X	X	X		X	X	X	X	X	10
Streich		X	X	X					X	X	X	X	7
Starkey	-	-	-	-	-	-	X	X	X	X	X	X	6

H:\Admin\agenda\attendance.doc

END OF PARTICIPATION
TRACKER
2010-2011

SECT8	JULY	AUG	SEPT	OCT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2		2		2	1	1	2	2				10
ZERO HAP		1				1	3		1					6
MUTUAL RECISION														0
ANNUAL RE-EXAM SEARCHING						1								1
PORT-OUT ABSORBED						1	1							2
PORT-OUT SEARCHING						1		1						2
DECEASED							2	1						3
MOVED IN VIOLATION	1	2	3	2			1		3					12
EVICTED														0
UNAUTHORIZED LIVE-IN	2					3	2							7
GAVE UP ASSISTANCE BEFORE 1 YEAR				1										0
FAILURE TO RENEW														0
FAILURE TO REPAY														0
FAILURE TO PROVIDE INFO		1												1
FAILURE TO FOLLOW THROUGH		1												1
FRAUD														0
UNREPORTED INCOME-2ND TIME														0
UTILITIES DISCONNECTED														0
CRIMINAL CONVICTION														0
VOUCHER EXPIRED	1			2	4	2	1	2						0
VOUCHER REVOKED														0
LEASED W/NEW LANDLORD		1	3	1	1			1						7
TOTALS	4	8	6	8	13	12	6	8	0	0	0	0	0	52
PUBLIC HOUSING														
LEFT IN GOOD STANDING	4	3			2	1	2	1						13
DECEASED				1			2							3
MOVED IN VIOLATION	1		1	2	1									6
TERMINATED FOR LEASE VIOLATIONS							1							1
EVICTED	1													1
UNAUTHORIZED LIVE-IN														0
FAILURE TO RENEW														0
FAILURE TO REPAY														0
FAILURE TO PROVIDE INFO														0
FAILURE TO FOLLOW THROUGH			1											1
CRIMINAL CONVICTION														0
OTHER														0
TOTALS	6	3	1	4	3	1	5	2	0	0	0	0	0	24



TERRACE NEWS

February 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

February 16th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

♥ **HAPPY VALENTINE'S DAY!** ♥

HELP US WELCOME NEW NEIGHBOR TO THE TERRACES!

Julie McClintock-#34 SCT
Arlie Wilson- #103 NCT

We hope you like your new home!



FEBRUARY EVENTS:

2: Foreign Film Series at the Charles City Arts Center. Each Thursday in Feb.. 7pm. FREE!

12: Nature Tales-Owls, 1PM, @ Fossil & Prairie Center in Rockford.

14: HAPPY VALENTINE'S DAY

17: Great Chili Cookoff, KC Hall, 11AM-1PM

18: Families Making Connections if offering a FREEWILL donation movie, Matilda, 2pm @ Charles Theatre. Proceeds go to Floyd Co. Prevent Child Abuse Council.

20: President's Day- Office Closed

THE OFFICE WILL BE CLOSED ON MONDAY, FEBRUARY 20 FOR PRESIDENT'S DAY!

LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!



NAME	APT.#	DATE
Janice McGuire	-	9
Joan Adams	71	3
Ray Steward	36	4
Garry Tibbetts	57	7
Emma Seckar	90	7
Nancy Valladares	-	8
Myrtle Albrecht	21	9
Minerd DeMerritt	56	18
Ruth Krueger	99	22

Banned Individuals From Any Public Housing Property:

Valerie Carlyle
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.

WAITING LIST:

Currently the waiting list for SCT apartments is very short. NCT has just a few waiting. If you know of anyone thinking of moving, now would be a good time to have them inquire. Also, just a reminder that if you refer someone to the Terraces, after their 6th month you will receive \$50! So, spread the word!

SNOW REMOVAL:

Now that we have snow a few reminders are necessary. Steve usually works on getting the lots cleared first, then the walks and porches. He tries to get as close to the cars as possible. If all the cars get moved from an area he can then clear those spots, but only if they all move. You need to watch for him to be clearing in your area to know when to move your car. (your car should be moved occasionally— if you are not driving during the winter you should be storing your car off-site) You need to be patient. The guys work to get all areas cleared as soon as possible. Thanks for your cooperation.

AUTOMATIC RENT WITHDRAWAL:

Did you know you can have your rent automatically deducted from your checking or savings account? This is a very convenient way to get your rent paid on time every month! If interested in more information just call the office.

KEY FOUND:

A single key on a ring was found in front of the office door. It is to an apartment at SCT. If you are missing a key, contact the office.

FIRE EXTINGUISHERS:

Some time during the month of February the guys will be doing the required fire extinguisher check. You do not need to be home for this. When we have a better idea of when, a notice will be given.

RENT REIMBURSEMENT:

Residents of North and South Cedar Terrace are not eligible to receive rent reimbursements because we are a tax exempt property. Any questions please call the office.

BATHROOM REMODEL PROJECT-SCT OFFICE & LAUNDRY:

We do not have any definite dates yet for when this project will begin. Once it is determined, a notice will be given.

Be My Valentine!

S Y R A U R B E F F N O R Y Z D S S
R E C U A H C Y E R F F O E G N R U
E W T M G A A K S H P L H D D E E R
X B P A R Q I P T I A I E I B I W P
B L O R L N A N N I T T A P A R O R
E O O U D O E K C E I J R U E F L I
U W Y N Q E C E A H V Y T C H L F S
S E E F T U P O W N X G S X N R O E
Q S C R R S E H H V A L E N T I N E
S R U N E I X T S C Y D N A C G L W
D O O Z A F E V H U S A I N T D O O
F G C S H M I N V G L J Z O E A V B
P S C H E I O W D L U B B R Z V E M
J Y J C M S F R H U S B A N D R A C

hearts

romance

flowers

candy

blush

love

Cupid

bow

arrows

surprise

pink

white

red

valentine

kindness

special

card

chocolates

saint

boyfriend

girlfriend

husband

wife

bouquet

roses

February

fourteenth

To answer the trivia question, look for words or phrases that are hidden in the puzzle, but not in the word list.

Trivia: The first recorded associations of Valentine's Day with love can be traced to this English author.

Answer: _____

FAMILIES MAKING CONNECTIONS

FLOYD ★ MITCHELL ★ CHICKASAW

FREE Family Movies!!

For families residing in
FLOYD, MITCHELL and CHICKASAW

Every third Saturday of the month in 2012

2 PM at the Charles Theatre

January 21 "LION KING"

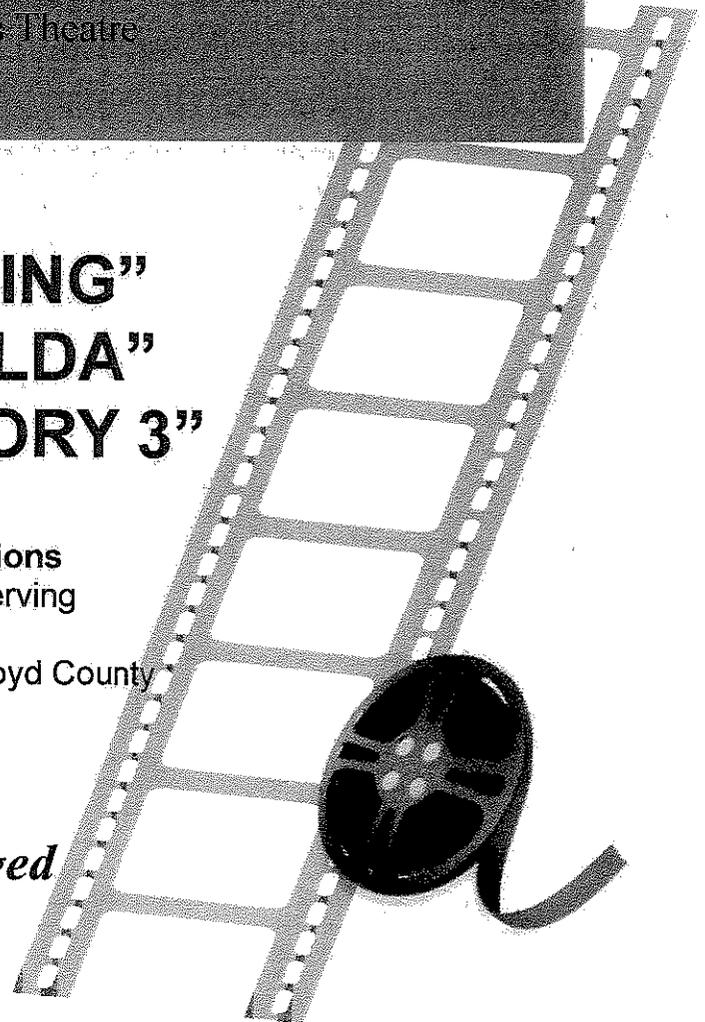
February 18 "MATILDA"

March 17 "TOY STORY 3"

Sponsored by Families Making Connections
in partnership with local non-profit family serving
organizations-

The HUT, Caring Connections Mentoring and Floyd County
Child Abuse Prevention Council

Free will donations encouraged



10





MORNINGSIDE NEWS

February 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

February 16th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

If you pay your rent with cash please have the exact amount. We do not keep change on hand.

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.

PLEASE READ!
ALL trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation! Also, the porch areas must be kept clean for snow removal! Your porch will not be cleared if things are in the way.

♥ **HAPPY VALENTINE'S DAY!** ♥

FEBRUARY EVENTS:

- 2:** Foreign Film Series at the Charles City Arts Center. Each Thursday in Feb.. 7pm. FREE!
- 12:** Nature Tales-Owls, 1PM, @ Fossil & Prairie Center in Rockford.
- 14:** HAPPY VALENTINE'S DAY
- 17:** Great Chili Cookoff, KC Hall, 11AM-1PM
- 18:** Families Making Connections if offering a FREEWILL donation movie, Matilda, 2pm @ Charles Theatre. Proceeds go to Floyd Co. Prevent Child Abuse Council.
- 20:** President's Day- Office Closed

FIRE EXTINGUISHERS:

Some time during the month of February the guys will be doing the required fire extinguisher check. You do not need to be home for this. When we have a better idea of when, a notice will be given.

FYI...

Just to let you know Morningside is a non-eligible property for rent reimbursements due to our tax exempt status!

**REMINDER THE OFFICE WILL BE CLOSED ON
Monday, February 20th!**

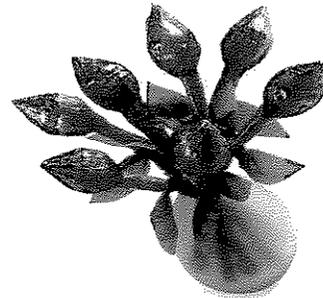
BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:
VALERIE CARLYLE
DAVID "BOONE" MAHNESMITH
ROY BODE

SHOW SOMEONE YOU LOVE ON VALENTINE'S DAY WITH THIS FUN AND LOW COST BOUQUET OF "ROSES"!

Candy and flowers are a surefire way to let someone know you're sweet on them. These pretty pink roses made from chocolate kisses will cover you on both scores.

Materials:

- Chocolate kisses
- Pink plastic wrap
- Green tape
- Scotch tape
- Green pipe cleaners
- Green tissue paper



Instructions:

1. Form the bud by taping two foil-wrapped candies bottom to bottom. Drape a 5-inch square of pink plastic wrap over the top of one kiss, then gather the edges and twist them into a tail.
2. Tightly twist the top of a green pipe cleaner around the tail for the stem. Then add leaves by holding a strip of green tissue paper against the stem and rolling the pipe cleaner around the center of the strip.
3. Trim the leaves so that they have pointy tips, and wrap green tape around the stem portion above the leaves to reinforce it.

(from www.familyfun.go.com)

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 February 2012.
To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

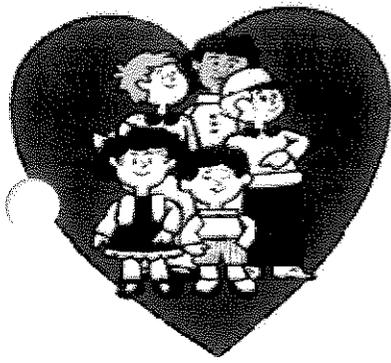
Thursday, Feb. 9th: 9:00 am-12:00 pm
Monday, Feb. 13th: 1:00 pm—4:00 pm
Thursday, Feb. 23rd: 9:00 am-12:00 pm
Wednesday, Feb. 29th: 1:00 pm-4:00 pm



WIC CLINICS

Feb. 22, 23 & 28
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

Our Kids Count



5:30 Supper 6:00 Program

February 14, 2012

Car Seat Safety

Do's and Don'ts of car seat safety

Presented By: Alan Haubrich

North Central Iowa Volunteers for Child Safety

(Parent Topic Only)

February 28, 2012

"How to Keep Mr. Tooth Happy!"

Presented By: Dr. Scott Hansen

Central Park Dentistry

(Parent Child Together)

Sponsored by:

FAMILIES MAKING CONNECTIONS
FLOYD ★ MITCHELL ★ CHICKASAW

Join us for learning, laughs, and relaxation. This group is primarily for parents of children ages 0-5, however, everyone is welcome!

There is no cost and childcare and meal are provided.

Trinity United Methodist Church
601 Milwaukee Street Charles City

FREE Supper and Childcare provided.

Please Pre-register By Calling:

Jody Mayer: 641-426-5940 (local)

FAMILIES MAKING CONNECTIONS

FLOYD ★ MITCHELL ★ CHICKASAW

FREE Family Movies!!

For families residing in
FLOYD, MITCHELL and CHICKASAW

Every third Saturday of the month in 2012

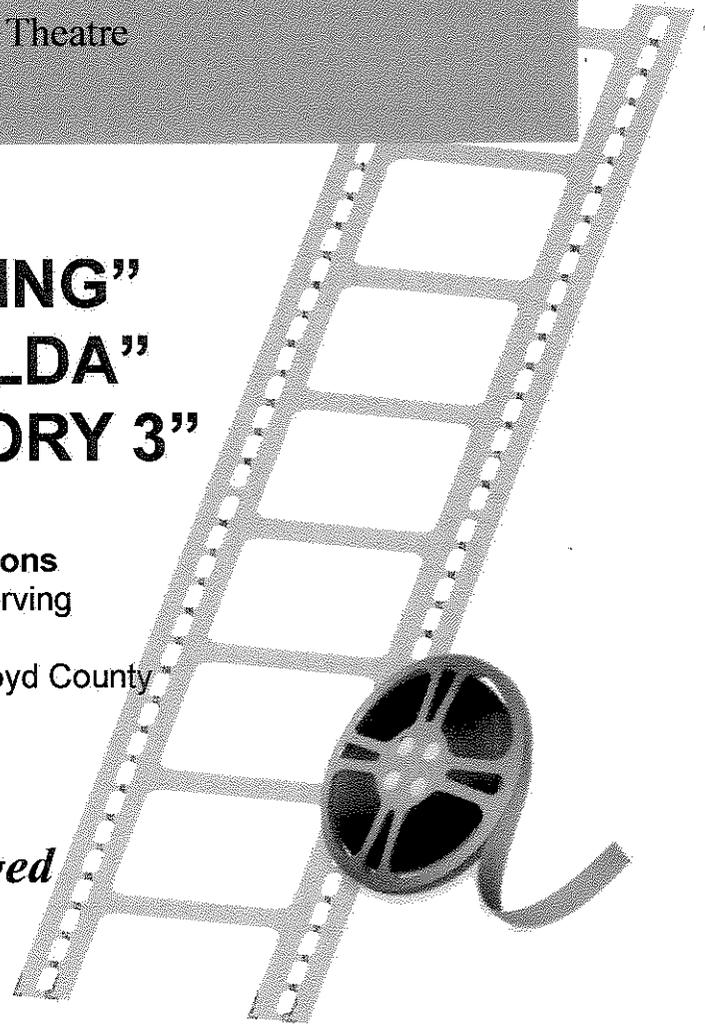
2 PM at the Charles Theatre

January 21 "LION KING"
February 18 "MATILDA"
March 17 "TOY STORY 3"

Sponsored by Families Making Connections
in partnership with local non-profit family serving
organizations-

The HUT, Caring Connections Mentoring and Floyd County
Child Abuse Prevention Council

Free will donations encouraged



City of Charles City
 PUBLIC HOUSING
 OPERATING REPORT
 Period 7
 As of JANUARY 31, 2012

	PREVIOUS YEAR	CURRENT YEAR INFORMATION				
	AMOUNT	BUDGET	MTD REV/EXP	YTD REV/EXP	REMAINING	%USED
(173) CC PUBLIC HOUSING						
REVENUES						
173 532 003 4300 INTEREST	20,248.31	20,000.00	1,809.15	12,366.63	7,633.37	61.83
173 532 005 4504 FRAUD	4,087.29	3,000.00	242.50	1,420.34	1,579.66	47.34
173 532 005 4506 DWELLING RENT	392,337.00	395,000.00	36,201.00	248,044.00	146,956.00	62.80
173 532 005 4507 EXCESS UTILITY	9,098.00	9,000.00	208.00	4,399.00	4,601.00	48.88
173 532 005 4508 CONTRIB-OTHER	9,651.75	9,000.00	459.25	6,296.86	2,703.14	69.97
173 532 005 4710 REIMBURSED EXP	5,255.58	500.00	.00	5,089.59	4,589.59	17.92
173 532 005 4781 OPER. SUBSIDY	205,998.00	230,000.00	.00	95,447.00	134,553.00	41.50
173 532 008 4830 TRANSFER FR 09 CAPITAL FUND	113,913.00	.00	.00	59,387.00	59,387.00	
173 533 008 4830 TRANS FR 10 CAP FUND	434.00	61,676.00	.00	158,194.85	96,518.85	256.49
173 534 008 4830 TRANS FR 11 CAP FUND	.00	165,000.00	.00	.00	165,000.00	.00
173 547 008 4830 TRANS FR 12 CAP FUND	.00	.00	.00	.00	.00	
TOTAL REVENUES	761,022.93	893,176.00	38,919.90	590,645.27	302,530.73	66.13
EXPENSES						
32 530 6010 REGULAR SALARY	95,375.78	100,000.00	7,273.80	55,802.36	44,197.64	55.80
173 532 530 6040 OVERTIME SALARY	.00	1,000.00	.00	.00	1,000.00	.00
173 532 530 6070 LABOR/MAINT.	68,579.68	70,000.00	5,324.27	39,455.61	30,544.39	56.37
173 532 530 6198 EMP BEN MAINT	15,619.55	19,000.00	1,343.10	10,265.31	8,734.69	54.03
173 532 530 6199 EMPLOYEE BEN.	41,496.63	48,000.00	3,663.17	28,325.46	19,674.54	59.01
173 532 530 6200 SECURITY	.00	.00	.00	.00	.00	
173 532 530 6230 STAFF TRAINING	3,348.56	6,000.00	1,690.00	4,009.26	1,990.74	66.82
173 532 530 6370 GAS	33,972.65	45,000.00	4,102.66	13,612.94	31,387.06	30.25
173 532 530 6371 UTILITIES	39,150.07	42,500.00	3,430.37	22,054.01	20,445.99	51.89
173 532 530 6374 WATER	14,030.49	15,500.00	1,083.64	7,405.74	8,094.26	47.78
173 532 530 6379 SEWER/OTH UTIL	19,176.25	23,000.00	1,826.14	11,961.34	11,038.66	52.01
173 532 530 6401 ACCOUNTING FEES	2,648.00	3,000.00	159.00	1,968.00	1,032.00	65.60
173 532 530 6408 INSURANCE	19,915.00	24,000.00	.00	.00	24,000.00	.00
173 532 530 6411 LEGAL	1,338.00	2,000.00	.00	444.00	1,556.00	22.20
173 532 530 6420 CONTRACT SERV.	8,962.32	10,000.00	668.45	5,510.99	4,489.01	55.11
173 532 530 6441 TENANT SERVICES	2,982.50	5,500.00	50.00	3,927.46	1,572.54	71.41
173 532 530 6442 PILOT	31,067.09	32,000.00	.00	31,002.07	997.93	96.88
173 532 530 6516 REFUNDS	.00	.00	3,272.00	3,272.00	3,272.00	
173 532 530 6518 SUNDRY-OFF EXP	21,200.05	25,000.00	1,455.18	9,525.58	15,474.42	38.10
173 532 530 6599 MAINT MATERIALS	37,834.20	50,000.00	3,078.29	19,097.61	30,902.39	38.20
173 532 530 6725 CAP OUTLAY-EQP.	39,110.79	40,000.00	.00	1,947.00	38,053.00	4.87
173 532 530 6750 CAP IMPR. BLDG.	142,071.32	135,000.00	670.85	193,243.96	58,243.96	143.14
173 532 530 6799 COPIER LEASE	2,719.32	2,800.00	.00	516.67	2,283.33	18.45
173 601 910 6910 TRANS TO GEN (ACCTG/SECURITY	34,000.00	34,000.00	.00	.00	34,000.00	.00
TOTAL EXPENSES	674,598.25	733,300.00	39,090.92	463,347.37	269,952.63	63.19

City of Charles City
 SECTION 8 VOUCHER
 OPERATING REPORT
 Period 7
 As of JANUARY 31, 2012

	PREVIOUS YEAR	CURRENT YEAR			INFORMATION	
	AMOUNT	BUDGET	MTD REV/EXP	YTD REV/EXP	REMAINING	%USED
(174) SECTION 8 VOUCHER						
REVENUES						
174 533 003 4300 INTEREST	2,213.63	2,000.00	189.22	1,360.37	639.63	68.02
174 533 004 4440 STATE GRANT	.00	.00	.00	.00	.00	.00
174 533 005 4504 FRAUD	4,624.50	4,000.00	191.00	1,519.00	2,481.00	37.98
174 533 005 4505 HUD CONTRIB.	570,253.00	575,000.00	46,114.00	394,669.00	180,331.00	68.64
174 533 005 4509 ADMIN FEE/HTH	107,513.00	125,000.00	7,829.00	53,471.00	71,529.00	42.78
174 533 005 4710 REIMBURSED EXP	2,546.48	500.00	.00	670.00	170.00-	134.00
174 533 005 4715 REFUNDS	.00	.00	.00	439.65	439.65-	
TOTAL REVENUES	687,150.61	706,500.00	54,323.22	452,129.02	254,370.98	64.00
EXPENSES						
174 533 530 6010 REGULAR SALARY	48,078.09	46,500.00	3,970.44	29,544.80	16,955.20	63.54
174 533 530 6040 OVERTIME SALARY	.00	.00	.00	.00	.00	.00
174 533 530 6199 EMPLOYEE BEN.	29,253.14	33,000.00	2,760.99	19,602.26	13,397.74	59.40
174 533 530 6230 STAFF TRAINING	5,666.20	4,500.00	.00	60.00	4,440.00	1.33
174 533 530 6380 UTILITY ALLOT	12,851.00	21,000.00	1,142.00	8,868.00	12,132.00	42.23
174 533 530 6401 ACCOUNTING FEES	2,563.00	3,000.00	204.00	1,618.00	1,382.00	53.93
174 533 530 6416 RENTS & LEASES	.00	.00	.00	.00	.00	.00
174 533 530 6423 SPECIAL SERVICE	31.00	300.00	.00	.00	300.00	.00
174 533 530 6445 HC VOUCHER PAY	579,660.00	635,000.00	55,411.38	369,648.25	265,351.75	58.21
174 533 530 6518 SUNDRY-OFF EXP	3,174.53	4,500.00	.00	1,621.15	2,878.85	36.03
174 533 530 6920 COUNT COU	7,603.20	11,000.00	1,007.99	5,707.14	5,292.86	51.88
174 601 910 6910 TRANS TO GEN-SECURITY	5,000.00	5,000.00	.00	.00	5,000.00	.00
TOTAL EXPENSES	693,880.16	763,800.00	64,496.80	436,669.60	327,130.40	57.17

MEETING DATE: 2/16/12

RE: Approve Resolution 01-12 Annual Civil Rights Certification

REQUESTED ACTION: Approve Resolution 01-12 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.

RESOLUTION NO. 01-12

ANNUAL CIVIL RIGHTS CERTIFICATION

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, Section 2072 of HERA requires each qualified public housing agency to make the following civil rights certification:

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, and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of qualified agency as defined by the act,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding civil rights certification and will operate the programs of the agency in compliance with the certification to the fullest extent possible, and; authorize their approval for its submission to the Department of Housing and Urban Development.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 16th DAY OF FEBRUARY, 2012.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Approve request to obtain quotes to purchase vehicle to replace the Lumina.

Comments: We will be experiencing some staffing changes in April because Rick Burton has informed us that he will be retiring on April 26th. Our painter for the apartments is also considering retiring soon. This will give us an opportunity to restructure the maintenance positions somewhat.

The current part-time maintenance position is a support position and I would like to make it a more autonomous position. This position would be in charge cleaning the office space and laundry rooms and the apartment turn-over. We could do the painting in-house with the extra time gained by splitting the two maintenance positions. It would still be approximately 25 hours a week, but I think that more work would be accomplished in those 25 hours. This position would still be responsible for mowing, snow removal and the larger maintenance items which require more than one person.

We currently have the Pick-up truck, which is used exclusively for maintenance. However, we have two maintenance employees. They have primarily worked as a team except for mowing and snow removal. They each are responsible for a site for snow removal and mowing, and they both take care of Morningside. While the current system has worked for years, it also creates a lot of wasted staff time. They generally do the work orders and inspections together. If we need parts or supplies, they both go to purchase them. If one of them goes and leaves the other one behind to work, the one left behind may not have access to the necessary tools, which are in the truck and if they complete the task before the one who went to purchase supplies returns, they must wait for a ride. This is complicated by having three different sites to maintain. There have been times when Rick will take the Lumina instead of being stranded at a site. However, we don't have a second set of tools and all of the tools are kept in the truck so they can be used at each site so the Lumina is just used to come back to the office. Another benefit of keeping the tools in the work vehicle is it eliminates the number of trips from the garages to the apartments. They can park the truck close to the apartment and reduce the time it takes for repairs.

What I would like to do is to purchase a jeep type of vehicle that would accommodate tools and cleaning supplies. We have the truck for larger tools and ladders. By having that type of vehicle, we would still be able drive it to conferences and the gas mileage would be better than another truck. On the other hand, we could keep the Lumina for trainings and meetings out of town, so the additional vehicle would be available to the maintenance staff.

Since we will be in transition soon and the ideal time to institute any changes would be with the new employee instead of training a new employee with the way things are being done, which may not be ideal. Because of this, I would like to pursue quotes for a new vehicle. We can either: keep the Lumina, trade it in, or sell it through sealed bids. It is a 2001 with 104,000 miles and is worth approximately \$2,000-\$2,500. It is in good mechanical shape, but is starting to rust in a few spots. If we get rid of the Lumina, the new vehicle would not be available for other City Department use.

MEETING DATE: 2/16/12 **RE:** Consider Approval to Send Staff to Annual NAHRO Conference

REQUESTED ACTION: Approve sending staff to the Annual NAHRO Conference April 18-20 in West Des Moines.

Comments: Approval is being requested to send Heidi, Shirley 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 anticipated expense for all three of us will be \$1,500.00.

REQUESTED ACTION: Approval to increase funds spent on the recreational trail from \$25,000 to \$28,701.75.

Comments: As you recall when this project initially was bid the amount came back extremely high. So, the plans were scaled back to reduce the cost of the trail. The new bids were received on February 1st. Three bids were submitted, with DeBoest being the low bid. For our portion the bid is for \$28,701.75. The architect's estimate was \$32,802.00. The City's portion is primarily being paid from FEMA funds, with Park & Rec having to contribute approximately \$2,000.

The project involves the installation of an eight foot wide trail and repair of a section of our existing sidewalk and two new sidewalks connecting our sidewalks to the trail to allow access to the trail.

An unofficial poll of the board members was done to determine if a majority were in favor of spending the additional funds. Three of the members were in favor spending the additional funds. This was done because the City was to award the contract on February 6th, and I didn't want to go over the \$25,000 initially approved without Board consideration.

Some questions were raised about the upkeep of the trail and whether we would be responsible or the City. I didn't get a simple answer. However, in the end the responsibility to repair flood damage would fall on us and the trail won't require any maintenance for the upkeep for many years. Steve will maintain the area during the summer just as he has in the past.

REQUESTED ACTION: Review quotes received for the installation of drawer/door pulls in the kitchen at South Cedar Terrace and approve purchase from Schueth Ace Hardware.

Comments: When the cabinets were installed, they we installed without any sort of knob or handle. We have had a few comments and complaints, but by design the doors are able to be opened without them. Recently a resident has approached us requesting them as a reasonable accommodation for her health condition. Since it doesn't pose a financial burden to us, we must install them for her. When we spoke with her and told her that we would be installing them for her, she told us of several other residents who have told her that they have trouble getting the cupboards open also. Since a majority of our residents are elderly, we would like to install the pulls on all cabinets. This will eliminate the need for them to ask for the accommodation and install them one apartment at a time. We will also get a price break if we order all of them at once. In addition, installing them at the same time will also produce a time savings by reducing the amount of trips to the store and between the apartments and store room.

Each apartment requires 16 pulls. The cost for one pull is \$2.59 and we need 1,120 for all units. I have gotten the following quotes:

Schueth Ace Hardware Charles City	\$1,904.00 (\$1.70 each)
O'Donnell Ace Hardware Cedar Falls	\$1,904.00 (\$1.70 each)
Kramer Ace Hardware Mason City	\$2,408.00 (\$2.15 each)

MEETING DATE: 2/16/12

RE: Approve Sending Fire Dept. Staff to Training

REQUESTED ACTION: Approve sending Jason Webster and Dave Bahe from the Charles City Fire Department to attend the IAHO Spring Conference March 28-30 in Waterloo.

Comments: The Fire Department has requested that we send two of their staff to the Iowa Association of Housing Officials Spring Conference. The conference consists of three days of training, which is recommended for those conducting Section 8 HQS inspections. There will be two courses offered over the three days. Advanced Legal Aspects of Property Maintenance Inspectors is the first day and Fire Safety Certification is the second and third days.

Each class costs \$175 dollars for non-members and \$150 for members. We are looking into how much a membership costs because we normally send the Fire Department staff responsible for conducting the lead testing to refresher training offered by IAHO. The total cost would be \$700.00. Since it is in Waterloo, they will be driving there every day so there will be no hotel expenses. Since lunch is included in the registration, the only cost will be the registration fee.

We can either pay for all three days, see if the City will split it with us, or just pay for the first day. It looks like Fire Safety course is a requirement to become a Certified Housing Inspector and at this time there are no plans to have them certified. The first course would answer several questions that they have come across when conducting the HQS Inspections.

The agenda and training information is attached.

**IAHO
SPRING CONFERENCE**

Wednesday March 28, 2012

8:00 - 8:30 Registration
 8:30 - 12:00 Class
 12:00 - 1:00 Lunch**
 1:00 - 5:00 Class

Ten minute breaks will be offered
 each hour.

**ADVANCED LEGAL ASPECTS
FOR PROPERTY MAINTENANCE
INSPECTORS**

Linda Pieczynski
 Attorney-at-Law

Ms. Pieczynski conducts municipal training and provides consulting in the areas of code enforcement, community policing, law enforcement and fire prevention. She is an attorney-at-law engaged in the general practice of law with a special emphasis on municipal prosecution in the areas of zoning, property maintenance and building code violations.

This course will cover the following:
 Right of entry - legal ways to enter a property
 Gathering evidence for court
 Identifying responsible parties
 Legal liability of inspectors
 Constitutional issues in code enforcement

Rental inspections - licensing and annual inspections
 Overcrowding
 Powers of code officials
 Techniques to encourage compliance
 Permits, inspections and stop work orders
 Relationship between code enforcement and crime reduction
 Foreclosure issues
 Testifying in court
 Pros and cons of administrative hearings vs court

Thursday March 29, 2012

8:00 - 8:30 Registration
 8:30 - 12:00 Class
 12:00 - 1:00 Lunch**
 1:00 - 4:30 Class

Ten minute breaks will be offered
 each hour.

FIRE SAFETY *
 (Certification & Recertification)

Jason Kayser
 Fire and Safety Specialist
 University of Northern Iowa

This course will focus on Fire Safety components of housing. The training will cover general fire and fire safety terminology, general fire safety, fire hazards, egress requirements, fire safety equipment, and general inspection information. This is a good class for the general inspector and satisfies the IAHO

requirements for certification and re-certification of the Fire Safety module.

Jason Kayser was with Waterloo Fire Rescue for 11 years before taking a position with the University of Northern Iowa as a Fire and Safety Specialist. His 11 years with Waterloo Fire Rescue experiences include: firefighting, emergency medical care, fire inspections, arson investigation and law enforcement. Jason is now responsible for UNI campus-wide fire and life safety compliance and training associated with fire safety, AHERA, asbestos awareness and fire extinguisher use. He serves as a liaison to local fire departments, the State Fire Marshall's Office and other regulatory agencies.

Friday, March 30, 2012
FIRE SAFETY - CONTINUED
 Certification & recertification

8:30 - 10:15 Class
 10:15 - 10:30 Break
 10:30 - 12:00 Class

*All IAHO members must recertify in all the basic courses in order to maintain their status as a Certified Housing Inspector with IAHO. You must recertify every three years in each module to maintain your IAHO status.

**Lunch is provided. Any special dietary needs must be requested with this registration to Hawkeye Community College.

Election of Officers

Chairperson.

_____ moved to nominate _____ as
Chairperson. _____ seconded the motion. _____
moved that all nominations cease and _____ seconded
the motion. Roll call: Soifer, Calvert, Becker, Starkey, Streich.

Vice-Chairperson.

_____ moved to nominate _____ as Vice-
Chairperson. _____ seconded the motion.
_____ moved that all nominations cease and
_____ seconded the motion. Roll call: Calvert, Becker,
Starkey, Streich, Soifer.

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 3rd 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 immediately following 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.

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