

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

March 15, 2012, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of February 16, 2012 ..... 1-3
- IV. Approval of Bills for March 2012 . . . . . 4
- V. Communications ..... 4-14
  - 1. CFP Update
  - 2. Rehab Update
  - 3. PHAS Score
  - 4. Monthly Rental Status Update
  - 5. End of Participation Tracker
  - 6. Newsletters
  - 7. Financial Statements
- VI. Old Business
- VII. New Business
  - 1. Approve Attic Insulation Project ..... 15-16
  - 2. Approve Quote for Purchase of Vehicle..... 17-19
  - 3. Change Date for April Board Meeting to April 23, 2012..... 20
- VIII. Move to Adjourn

Next regular meeting scheduled for **Monday, April 23, 2012**  
7:00 a.m., CCHRA Office



MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
February 16, 2012 7:00 a.m.

Members Present: Loretta Starkey, Trey Becker, Margaret Calvert, Scott Soifer, and Jill Streich. Absent: None. Others present: Heidi Nielsen, staff.

Call to Order. Board-Chairperson Calvert called the meeting to order at 7:02 a.m.

Public Comments. None

Amend-Approve Minutes of January 19, 2012. On motion by Streich and a second by Starkey, the minutes of January 19, 2012 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Board Member Soifer arrived.

Approval of Bills. Streich moved, Starkey seconded the motion to approve payment of the revised bill listing totaling \$77,532.34. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve Resolution 01-12 Civil Rights Certification. Staff explained to staff that HUD requires the Housing Authority to submit this certification annually in lieu of submitting an Annual Plan. Soifer made a motion to approve Resolution 01-12. Streich seconded the motion. Roll Call: Ayes: Soifer, Calvert, Starkey, Streich, and Becker, Nays: 0. Motion carried on roll call vote.

Approve Request to Purchase Vehicle. Staff discussed plans to change the part-time maintenance position so it is less dependent on the full time staff person. Staff requested approval to replace the Lumina with a vehicle that could be used by the part-time maintenance staff and also for travel such as a small crossover SUV. The suggestion was made to change the current job description to reflect the changes being incorporated into the position. Nielsen explained that the current description is adequate and covers all job requirements. Changing the name of the position to reflect the janitorial aspects of the position was also discussed. HUD recently reviewed the job description and set the current title and changing it isn't an option. However, when the position is advertised, the janitorial duties will be listed. Soifer made a motion to allow staff to receive quotes for purchase of a maintenance vehicle, and Becker seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Consider Approval to Send Staff to Annual NAHRO Conference. Staff requested approval to send staff members to the Annual Iowa NAHRO Conference in West Des Moines and to the NCRC NAHRO Spring Conference in Peoria, Illinois. Staff discussed the training options available to staff at the Iowa NAHRO Conference and the approximate costs. The NCRC Board Meeting is being held in conjunction with the NCRC Spring Conference. Since Nielsen is a Board Member attendance at the meeting is required. Because of this, we can be reimbursed for some of the costs to attend the conference. Streich asked if there were funds budgeted for the travel and if so in the future we wouldn't need to request approval to attend as long as there is funding available. Nielsen explained that due to the costs being over \$1000 Board approval is required. The Board also agreed that they should be informed of travel to know when staff is absent from the office. Soifer made a motion to approve the request, Starkey seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Authorize Additional Funds for Recreational Trail. Even though there was an informal poll taken to give City Hall an indication of the direction the Board will take on the additional expense, the dollar amount of the change requires a formal motion. Staff explained that there were two options bid and City Hall approved the more expensive option of an eight foot wide trail as opposed to the six foot wide trail. The narrower trail would not allow for unrestricted traffic to flow two ways. Starkey moved to approve the additional expense of \$3,701.75 for the trail, Soifer seconded the motion. Ayes: 5, Nays: 0. Motion carried

Consider Approval of Kitchen Door/Drawer Pulls at SCT. One of the residents at SCT requested the installed of door hardware as a reasonable accommodation. The decision was made to install them in all units. Staff received quotes from three area retailers. Since Schueth Ace Hardware was able to match the low quote of \$1.70 each, a request was made to purchase from them. Streich made a motion to approve the purchase of the pulls. Becker seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Approve Sending 2 Fire Dept. Staff to Training. Two of the Fire Dept. staff responsible for Section 8 Inspections requested that the Housing Office pay for some additional training being offered at the IAHO Spring Conference. Soifer made a motion to join the organization to be able to take advantage of the cost savings for registration and to only pay for the first day of the conference since the second day of the conference dealt with fire safety issues. The motion was seconded by Starkey. Ayes: 5, Nays: 0. Motion carried.

The original agenda was revised to add the following item to allow for vote. The revised agenda was posted and the news media was notified.

Approve Resolution 02-12 Accepting 2012 CFP Grant and Approval of Revised Budget. Staff discussed the HUD requirement to accept the funding by Board Resolution in addition to the budget revision to amend the original budget to reflect the award amount. Soifer motioned to approve resolution 02-12 to accept CFP grant award and revised budget. Starkey seconded to motion. Roll call vote: Ayes: Streich, Starkey, Soifer, Calvert, Becker. Nays: 0. Motion carried on roll call vote.

Election of Officers

Chairperson: Soifer moved to nominate Calvert as Chairperson. Streich seconded the motion. Soifer moved that all nominations cease and Becker seconded the motion. Roll call: Ayes: Soifer, Calvert, Becker, Starkey, Streich. Nays: None. Motion carried.

Vice-Chairperson: Soifer moved to nominate Becker as Vice-Chairperson. Streich seconded the motion. Soifer moved that all nominations cease and Streich seconded the motion. Roll call: Ayes: Calvert, Becker, Starkey, Streich, Soifer. Nays: None. Motion carried.

Review of By-Laws for Revision. The by-laws were reviewed and no changes were proposed. Starkey made a motion to accept by-laws with no revisions. Streich seconded the motion. Ayes: 5, Nay: 0. Motion carried.

Being no further business, Soifer made a motion, Streich seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

\_\_\_\_\_  
Margaret Calvert, Chairperson

ATTEST:

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

Charles City Housing  
 Monthly Bill Listing  
 March 2012

Customer	Description	Amount
C.Naber & Associates	accounting fees	363.00
Cintas	rug service	115.25
City of Charles City	water/sewer/urp/S8 inspections	
Don's Repair	maintenance	151.90
Ebert's	purchase new housing vehicle	14,975.00
Foxen Floors & More	tile	610.20
GE Capital	copier lease	516.67
HAPS	Mar.1 HAPS	55,873.38
Iowa Association of Housing Officials	membership dues	40.00
Iowa Department of Public Health	lead certification renewal for Darien Uetz	60.00
Iowa Department of Transportation	fuel	67.42
Iowa NAHRO	annual conference fees	250.00
Jendro Sanitation	trash service	608.00
Linderman Heating & Air, LLC	maintenance	482.35
Mehmen's Painting	painted #104	190.00
Mid American Energy	electric/gas/URPS	
NAHRO	membership dues	465.00
Neighbors Bakery	cookies for RAB meeting	16.00
Noah, Smith & Schuknecht, P.L.C.	legal fees-line item	48.00
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Quality Auto Service	city car repair	73.46
Rent Grow	credit check	5.85
Ron's Plumbing	maintenance(water heater replacement)	1,664.40
Schueth Ace Hardware	maintenance (includes cupboard nobs)	1,337.43
Sherwin Williams	paint	200.13
Stewart, Ellen	security deposit refund	200.00
Superior Lumber	maintenance	339.05
T-J Service	maintenance	471.28
US Cellular	cell phone service	68.45
		<b>79,539.96</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The Restroom Project is on track to be near completion by the Board Meeting. The only thing that may not be finished is the doors. The manufacturer has experienced a delay and they may not be delivered for another two weeks. The contractor has offered to install temporary doors for us until the new ones are delivered.
2. Rehab Update. IDEA will be announcing the grant recipients for the CDBG Owner-Occupied Rehab for 2012 on March 21<sup>st</sup>. If we are selected, the next step would be to attend the recipient workshop in April.
3. PHAS Score. HUD has released the PHAS Scores for 2011. PHAS is the Public Housing Assessment System and scores Housing Authorities performances in four different areas. The attached sheet outlines our scores. The total score received was 93 out of 100. This gives us a "High Performer" designation. We received most of our point deductions because of our occupancy rate, which was 96%. HUD would like it to be over 98%. Two years ago HUD announced that they were going to doing a major overhaul on the system and have made several changes over the past two years. A change that they just made to the system this week was to allow Housing Authorities with low occupancy rates due to the lack of a waiting list to exempt those units from the vacant unit count until someone is offered the vacant unit. This is the first score that we have received under their new system.
4. **Monthly Rental Status Update.**

Month of February 2012	Total Leased 2/1/12	New Leases	Removed Or Moved	Total Leased 3/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	1	2	131	9	3	1
Morningside 15 Units	14	1	0	15	6	0	0
Section 8 197 Units	193	4	6	191	50	0	0

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

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



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

Report Date: 1/17/2012

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

PHA Code:	IA002
PHA Name:	Charles City Hsg and Redev Authority
Fiscal Year End:	6/30/2011

PHAS Indicators	Score	Maximum Score
Physical	39	40
Financial	25	25
Management	22	25
Capital Fund	7	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>93</b>	<b>100</b>
<b>PHAS Designation</b>	<b>High Performer</b>	

Initial PHAS score issued date: 2/17/2012

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

Capital Fund Score Details	Score	Maximum Score
<b>Timeliness of Fund Obligation:</b>		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
<b>Occupancy Rate:</b>		
3. Occupancy Rate %	96	
4. Occupancy Rate Points	2	5
<b>Total Capital Fund Score (Fund Obligation + Occupancy Rate):</b>	<b>7</b>	<b>10</b>

**Notes:**

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

END OF PARTICIPATION  
TRACKER  
2010-2011

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2		2	1	1	2	2	2	1			11
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	2	1		3	1				13
EVICTED													0
UNAUTHORIZED LIVE-IN	2				3	2			1				8
GAVE UP ASSISTANCE BEFORE 1 YEAR				1									
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		3				10
<b>TOTALS</b>	<b>4</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>13</b>	<b>12</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	4	3			2	1	2	1	2				15
DECEASED				1			2						3
MOVED IN VIOLATION	1		1	2	1			1					6
TERMINATED FOR LEASE VIOLATIONS							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
<b>TOTALS</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>



# TERRACE NEWS

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

March 15th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

## HELP US WELCOME NEW NEIGHBOR TO THE TERRACES!

**Tammy Steege- #122 NCT**  
**Richard Knight- #105 NCT**

*We hope you like your new home!*



### March:

- 3:** Texas Hold'em Tournament @ The Pub on the Cedar, 5pm registration. \$20/player
- 3:** Freewill Donation movie @ The Charles Theatre, "Babe" , 2pm. All proceeds go to support PAWS.
- 11:** *SPRING AHEAD 1 HOUR!*
- 12-16:** Spring Break for CC Schools
- 17:** Happy St. Patrick's Day!
- 17:** Cedar River Shiver-Polar Plunge, watch the Press for details
- 17:** Freewill Donation movie @ The Charles Theatre, "Toy Story 3", 2pm. Sponsored by Families Making Connections. Proceeds support The HUT
- 24:** North/South All Star Wrestling Meet, CCHS
- 31:** Elementary School Carnival, 4:30pm-7pm @ CCHS



## LOOK WHO'S CELEBRATING A BIRTHDAY LAST MONTH!

NAME	APT.#	DATE
Brenda Ringwald	25	12
Keith Doyle	130	15
Don Hubert	102	15
Cole Heitz	108	17
Betty Wendel	33	20
Tom Gonyo	-	21
Don Stewart	75	22
Sandra Holt	96	23
Carol Jones	97	25
Herman Eggers	73	28

Oops, I goofed last month!  
These are the February birthdays not recognized! Sorry!

### Banned Individuals From Any Public Housing Property:

**David "Boone"**  
**Mahnesmith**  
**Roy Bode**

If any of these individuals are seen on any public housing property, at any time of day, please call the police department. Under no circumstances are they able to be on the properties.



**MID AMERICAN ENERGY VISIT:**

During the week of March 12th, Mid American Energy, along with Steve & Rick, will be coming to the apartments to install energy-efficient items. Steve & Rick will also be checking the fire extinguishers at this time. When it is closer notices will be given with a more accurate date of visit. You do not need to be home for this. This is a free service we are receiving that will help save on energy costs!

**AIR CONDITIONERS:**

Hard to believe it is time to talk air conditioners again! It is a \$60 seasonal fee to run an air conditioner. You may pay \$10 per month from April to September, or any amounts as long as it is paid in full by Sept. 5th. If you had one last year, we will assume you will have one again unless you notify the office.

A couple of reminders to pet owners. Don't forget to pick up after them when outside. That includes in your yard area and if you are on a walk. Also, all pets are to be on a leash or chain when outside. For dog owners, please be sure that your dog does not bark excessively.

**DAYLIGHT SAVING****TIME:**

On March 11th don't forget to move your clocks 1 hour ahead!

**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.

**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!

**BATHROOM REMODEL PROJECT-SCT OFFICE & LAUNDRY:**

The project is in process! Due to this, the office does not have a public restroom. The project is anticipated to be complete sometime mid-March! Thanks for your cooperation.

# HA HA! FUNNY!

## THE BAPTIST CHURCH DINNER!

A group of friends from the Cottonwood Baptist Church wanted to get together on a regular basis, socialize, and play games. The lady of the house was to prepare the meal.

When it came time for Al and Jane to be the hosts, Jane wanted to outdo all the others. She decided to have mushroom-smothered steak. But mushrooms are expensive. She then told her husband, "No mushrooms. They are too high".

He said, "Why don't you go down in the pasture and pick some of those mushrooms? There are plenty in the creek bed. She said, "No, some wild mushrooms are poison."

He said, "Well, I see varmints eating them and they're OK." So Jane decided to give it a try. She picked a bunch, washed, sliced, and diced them for her smothered steak.

Then she went out on the back porch and gave Ol' Spot (the yard dog) a double handful. All morning long, Jane watched Ol' Spot and the wild mushrooms didn't seem to affect him, so she decided to use them.

The meal was a great success, and Jane even hired a helper lady from town to help her serve. After everyone had finished, they relaxed, socialized, and played '42' and dominoes. About then, the helper lady came in and whispered in Jane's ear. She said, "Mrs. Williams, Ol' Spot is dead."

Jane went into hysterics.

After she finally calmed down, she called the doctor and told him what had happened.

The doctor said, "That's bad, but I think we can take care of it. I will call for an ambulance and I will be there as quickly as possible. We'll give everyone enemas and we will pump out everyone's stomach. Everything will be fine. Just keep them calm."

Soon they could hear the siren as the ambulance was coming down the road.

The EMTs and the doctor had their handbags, syringes, and a stomach pump.

One by one, they took each person into the bathroom, gave them an enema, and pumped out their stomach.

After the last one was finished, the doctor came out and said, "I think everything will be fine now," and he left. They were all looking pretty weak sitting around the living room and about this time the helper lady came in and whispered to Jane, "You know, that fellow that run over Ol' Spot never even stopped."



Laughter is  
the Best  
Medicine... 😊



# MORNINGSIDE NEWS

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

**March 15th at 7:00 a.m.** is the monthly board meeting held at the office. This is open to the public.

### **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.

### **MID AMERICAN ENERGY VISIT:**

During the week of March 12th, Mid American Energy, along with Steve & Rick, will be coming to the apartments to install energy-efficient items. Steve & Rick will also be checking the fire extinguishers at this time. When it is closer notices will be given with a more accurate date of visit. You do not need to be home for this. This is a free service we are receiving that will help save on energy costs!

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- 11:** *SPRING AHEAD 1 HOUR!*
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- 24:** North/South All Star Wrestling Meet, CCHS
- 31:** Elementary School Carnival, 4:30pm-7pm @ CCHS

### **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.

### **DAYLIGHT SAVING TIME:**

On March 11th don't forget to move your clocks 1 hour ahead!



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

BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:

**DAVID "BOONE" MAHNESMITH  
ROY BODE**



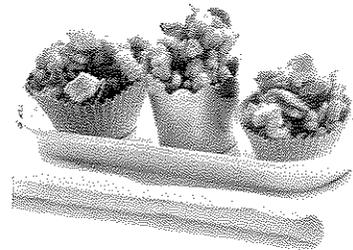
# Pot o' Gold Chex® Mix



You're 15 minutes away from a quick-and-easy, sweet-and-salty snack mix.

## INGREDIENTS:

- 4 cups Lucky Charms® cereal
- 2 cups Corn Chex® cereal
- 1 1/2 cups broken mini-pretzel twists (about 65 twists)
- 1 cup dry-roasted peanuts
- 1/2 cup packed brown sugar
- 1/4 cup butter
- 2 tablespoons corn syrup
- 1/8 teaspoon baking soda
- 1/4 cup green mini candy-coated milk chocolate candies



In large microwavable bowl, place cereals, pretzels and peanuts; set aside. In 2-cup microwavable measuring cup, microwave brown sugar, butter and corn syrup uncovered on High about 2 minutes, stirring after 1 minute, until melted and smooth. Stir in baking soda until dissolved. Pour over cereal mixture, stirring until evenly coated. Microwave uncovered on High 1 to 2 minutes, stirring and scraping bowl every 30 seconds, just until cereal begins to brown. Cool 5 minutes; stir in candies. Spread on waxed paper to cool; break into bite-size pieces. Place in gold foil baking cups if desired. Store in airtight container. Tiny pretzel sticks can be substituted for the pretzel twists.

From [www.bettycrocker.com](http://www.bettycrocker.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 March 2012. To make an appointment call: 641-257-6111.

### Childhood Immunization Clinics

Wednesday, Mar. 7th: 9:00 am-12:00 pm  
Monday, Mar. 12th: 1:00 pm—4:00 pm  
Thursday, Mar. 22rd: 9:00 am-12:00 pm  
Wednesday, Mar. 28th: 1:00 pm-4:00 pm



### WIC CLINICS

Mar. 27, 28 & 29  
9:00 A.M. to 12:00 P.M.  
and  
12:40 P.M. to 3:00 P.M.  
at :  
1010 South Grand  
1-800-657-5856

City of Charles City  
 PUBLIC HOUSING  
 OPERATING REPORT  
 Period 8  
 As of FEBRUARY 29, 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	1,761.82	14,128.45	5,871.55	70.64
173 532 005 4504 FRAUD	4,087.29	3,000.00	1,211.00	2,631.34	368.66	87.71
173 532 005 4506 DWELLING RENT	392,337.00	395,000.00	34,106.00	282,150.00	112,850.00	71.43
173 532 005 4507 EXCESS UTILITY	9,098.00	9,000.00	316.00	4,715.00	4,285.00	52.39
173 532 005 4508 CONTRIB-OTHER	9,651.75	9,000.00	1,141.00	7,437.86	1,562.14	82.64
173 532 005 4710 REIMBURSED EXP	5,255.58	500.00	593.56	5,683.15	5,183.15-	136.63
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	670.85	158,865.70	97,189.70-	257.58
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	.00
TOTAL REVENUES	761,022.93	893,176.00	39,800.23	630,445.50	262,730.50	70.58
EXPENSES						
173 532 530 6010 REGULAR SALARY	95,375.78	100,000.00	7,495.11	63,297.47	36,702.53	63.30
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	5,608.49	45,064.10	24,935.90	64.38
173 532 530 6198 EMP BEN MAINT	15,619.55	19,000.00	1,386.19	11,651.50	7,348.50	61.32
173 532 530 6199 EMPLOYEE BEN.	41,496.63	48,000.00	3,698.01	32,023.47	15,976.53	66.72
173 532 530 6200 SECURITY	.00	.00	.00	.00	.00	.00
173 532 530 6230 STAFF TRAINING	3,348.56	6,000.00	589.18	4,598.44	1,401.56	76.64
173 532 530 6370 GAS	33,972.65	45,000.00	4,232.01	17,844.95	27,155.05	39.66
173 532 530 6371 UTILITIES	39,150.07	42,500.00	3,607.73	25,661.74	16,838.26	60.38
173 532 530 6374 WATER	14,030.49	15,500.00	1,200.97	8,606.71	6,893.29	55.53
173 532 530 6379 SEWER/OTH UTIL	19,176.25	23,000.00	1,451.34	13,412.68	9,587.32	58.32
173 532 530 6401 ACCOUNTING FEES	2,648.00	3,000.00	159.00	2,127.00	873.00	70.90
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	48.00	492.00	1,508.00	24.60
173 532 530 6420 CONTRACT SERV.	8,962.32	10,000.00	592.74	6,103.73	3,896.27	61.04
173 532 530 6441 TENANT SERVICES	2,982.50	5,500.00	50.00	3,977.46	1,522.54	72.32
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	.00	3,272.00	3,272.00-	
173 532 530 6518 SUNDRY-OFF EXP	21,200.05	25,000.00	1,449.87	10,975.45	14,024.55	43.90
173 532 530 6599 MAINT MATERIALS	37,834.20	50,000.00	4,909.97	24,007.58	25,992.42	48.02
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	.00	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	36,478.61	499,825.98	233,474.02	68.16

City of Charles City  
 SECTION 8 VOUCHER  
 OPERATING REPORT  
 Period 8  
 As of FEBRUARY 29, 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	174.50	1,534.87	465.13	76.74
174 533 004 4440 STATE GRANT	.00	.00	.00	.00	.00	
174 533 005 4504 FRAUD	4,624.50	4,000.00	209.00	1,728.00	2,272.00	43.20
174 533 005 4505 HUD CONTRIB.	570,253.00	575,000.00	46,114.00	440,783.00	134,217.00	76.66
174 533 005 4509 ADMIN FEE/HTH	107,513.00	125,000.00	7,829.00	61,300.00	63,700.00	49.04
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	54,326.50	506,455.52	200,044.48	71.69
EXPENSES						
174 533 530 6010 REGULAR SALARY	48,078.09	46,500.00	3,749.16	33,293.96	13,206.04	71.60
174 533 530 6040 OVERTIME SALARY	.00	.00	.00	.00	.00	
174 533 530 6199 EMPLOYEE BEN.	29,253.14	33,000.00	2,726.20	22,328.46	10,671.54	67.66
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	1,207.00	10,075.00	10,925.00	47.98
174 533 530 6401 ACCOUNTING FEES	2,563.00	3,000.00	204.00	1,822.00	1,178.00	60.73
174 533 530 6416 RENTS & LEASES	.00	.00	.00	.00	.00	
174 533 530 6423 SPECIAL SERVICE	31.00	300.00	47.00	47.00	253.00	15.67
174 533 530 6445 HC VOUCHER PAY	579,660.00	635,000.00	56,311.63	425,959.88	209,040.12	67.08
174 533 530 6518 SUNDRY-OFF EXP	3,174.53	4,500.00	121.07	1,742.22	2,757.78	38.72
174 533 530 6920 COUNT COU	7,603.20	11,000.00	376.85	6,083.99	4,916.01	55.31
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	64,742.91	501,412.51	262,387.49	65.65

**REQUESTED ACTION:** Approve request to go out for bid for attic insulation.

**Comments:** Mid American Energy was here to conduct our energy audit. They will be here the week of March 12<sup>th</sup> to install compact fluorescent bulbs in all of the fixtures that don't have them and they will be installing water saver hand-held shower heads in all showers. All of these upgrades will be installed free of charge. We were provided with reports on the other energy saving recommendations. The area where we would see the greatest return is attic insulation. All of our attic spaces are lacking adequate insulation. Ten years ago, we added insulation to the attics. However, since then the standards have changed and now all new structures are required to have at least an R-36 value. If you refer to the attached list, our buildings range from R-16 to R-26. According to the estimates we need to insulate approximately 83,303 sq. ft. of attic space. The estimated cost is \$80,449 and we would be entitled to approximately \$25,401 in rebates. If you use the cost savings provided by Mid American Energy, it will take about 15 years to offset the expense.

I would like to proceed with the insulation project. HUD is encouraging all Housing Authorities to utilize as many energy savings measures as they can. Another area that we might want to look at is the light fixtures over the sinks at South Cedar Terrace. There is a more environmentally friendly fixture available and we would be eligible to receive a \$30 dollar rebate per fixture. I have contacted Ed Hobert to see how much it will cost to install the proposed fixture to determine if the cost savings will be enough to offset the expense.

The only other upgrades that were mentioned were the light fixtures in the Foster Grandparent Office. These fixtures were installed when they (Foster Grandparents) remodeled and they paid for those fixtures, which are only three years old. Replacing the few fixtures that are there won't provide enough of a cost savings to offset the expense.

## Estimated Insulation Costs and Rebates

### Morningside Apartments Insulation

Existing R Value = R-16

Code = R -38 (need R-22 to bring up to code)

Buidling Number	Sq. Feet	Cost	Rebate
Bldg 2202=2208	2,688	\$2,688	\$1,183
Bldg 2210-2216	2,688	\$1,800	\$1,183
Bldg 2218-2224	2,688	\$1,800	\$1,183
Bldg 2226-2232	2,688	\$1,800	\$1,183
Totals	10,752	\$8,088	\$4,732

### North Cedar Terrace Apartments

Existing R Value = R-26

Code = R-38 (need R-12 to bring up to code)

Buidling Number	Sq. Feet	Cost	Rebate
201	2,500	\$2,500	\$600
202	2,500	\$2,500	\$600
203	2,500	\$2,500	\$600
204	2,500	\$2,500	\$600
205	2,500	\$2,500	\$600
206	2,500	\$2,500	\$600
207	2,500	\$2,500	\$600
208	2,500	\$2,500	\$600
209	2,500	\$2,500	\$600
210	2,500	\$2,500	\$600
211	2,500	\$2,500	\$600
212	2,500	\$2,500	\$600
213	2,700	\$2,500	\$1,080 R-18
Totals	32,700	\$32,500	\$8,280

### South Cedar Terrace - Office/Laundry

Existing R Value = R-16

Code = R -38 (need R-22 to bring up to code)

Sq. Feet	Cost	Rebate
2,021	\$2,021	\$889

### South Cedar Terrace Apartments

Existing R Value = R-18

Code = R-38 (need R-20 to bring up to code)

Buidling Number	Sq. Feet	Cost	Rebate
101	1,892	\$1,892	\$575
102	1,892	\$1,892	\$575
103	1,892	\$1,892	\$575
104	1,892	\$1,892	\$575
105	1,892	\$1,892	\$575
106	1,892	\$1,892	\$575
107	1,892	\$1,892	\$575
108	1,892	\$1,892	\$575
109	1,892	\$1,892	\$575
110	1,892	\$1,892	\$575
111	1,892	\$1,892	\$575
112	1,892	\$1,892	\$575
113	1,892	\$1,892	\$575
114	1,892	\$1,892	\$575
115	1,892	\$1,892	\$575
116	1,892	\$1,892	\$575
117	1,892	\$1,892	\$575
118	1,892	\$1,892	\$575
119	1,892	\$1,892	\$575
120	1,892	\$1,892	\$575
Totals	37,840	\$37,840	\$11,500

Totals 83,313 \$80,449 \$25,401

**REQUESTED ACTION:** Purchase 2009 Dodge Nitro from Ebert's Chrysler Village with trade for \$14,975.

**Comments:** As discussed at the February meeting, we requested quotes for a different vehicle to function as a maintenance vehicle. The following quotes were received.

<u>Dealer</u>	<u>Vehicle</u>	<u>Price</u>	<u>Trade</u>	<u>Net Cost</u>
Ebert Chrysler Village	2009 Dodge Nitro SXT 4x4 33,451 Miles	\$16,975	\$2,000	\$14,975
Mike Molstead Motors	2011 Kia Sorento LX AWD 30,850 Miles	\$21,000	\$1,500	\$19,500

The purchase is also available without the trade. The Lumina is a 2001 with 104,000 miles. Other than some rust, the car is in good shape. The \$2,000 being offered from Ebert's is a fair price. We would like to purchase the vehicle from Ebert's with the trade for \$14,975. Not only is the Dodge Nitro being offered at a lower price, the reviews on the Nitro are also more positive than the Kia and the parts for the Dodge are more readily available. The data sheets for each vehicle are attached.

# 2011 Kia Sorento LX AWD

VIN: 5XYKTC15BG072477

Miles: 30,850

Engine: 2.4L 4cyl      Transmission: 6 speed Automatic

## FEATURES:

- **Convenience**

- - Bluetooth
  - Tachometer
  - Trip computer
  - Rear defogger
  - Cruise control
  - Power steering
  - Clock - In-dash
  - Power heated mirrors
  - Remote power door locks
  - Power windows with 1 one-touch
  - Audio controls on steering wheel
  - Tilt and telescopic steering wheel
  - Overhead console - Mini with storage
  - Center Console - Full with covered storage

- **Technical**

- - 4 Doors
  - 175 horsepower
  - Four-wheel drive
  - Automatic Transmission
  - Transmission hill holder
  - 4WD Type - Automatic full-time
  - Descent Control - Hill descent control
  - Fuel economy EPA highway (mpg): 27 and EPA city (mpg): 21
  - 2.4 liter inline 4 cylinder DOHC engine with variable valve timing

- **Safety**

- - Passenger Airbag
  - 4-wheel ABS brakes
  - Daytime running lights
  - Traction control - ABS and driveline
  - Signal mirrors - Turn signal in mirrors
  - Stability control - With anti-roll control
  - Head airbags - Curtain 1st, 2nd and 3rd row

- **Interior**

- - Reclining rear seats
  - Split-bench rear seats
  - Front seat type - Bucket

- **Exterior**

- - Rear wiper
  - Privacy/tinted glass

2009 Dodge Nitro SXT, 4x4, 5 passenger  
3.7L V6, 4 speed automatic transmission  
Power steering, brakes, windows, locks and mirrors  
Air conditioning, tinted glass  
Speed control/tilt steering wheel  
Electronic stability program w/ABS brakes and ready alert brakes  
All speed traction control  
Dual front air bags and side curtain air bags  
Part time 4 wheel drive, electronic shifter  
Rear window defroster/wiper/washer  
Interval front wipers  
Keyless entry system w/anti theft deterrent system  
Fog lamps  
60/40 split bench rear seat  
Tire pressure monitor system  
Luxury floor mats  
AM/FM/CD player  
Exterior temperature and compass display  
Aluminum 16" wheels  
Sun visor w/ illuminated visor vanity mirrors  
P225/75R16 BSW all season tires with greater than 50% tread life left, all match

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**MEETING DATE:** 3/15/12

**RE:** Change Date for April Board Meeting to  
April 23, 2012

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**REQUESTED ACTION:** Change the date of the April 2012 Board Meeting.

**Comments:** Because I will be attending the Iowa NAHRO Conference in April, I will not be here for the April Board Meeting. I am requesting that the meeting be moved to Monday, April 23, 2012, unless there will not be enough Board members able to attend that day. If that is the case, a different date may be chosen at the March Meeting.