

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

June 21, 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 May 17, 2012..... 1-2
- IV. Approval of Bills for June, 2012 ..... 3
- V. Hearing – Approval of Agency Plan ..... 4-6
  - 1. Open Hearing
  - 2. Filing of Affidavit of Publication – 06/11/2012
  - 3. Written Comments or Objections \_\_\_\_\_
  - 4. Oral Comments or Objections \_\_\_\_\_
  - 5. Motion to Close Hearing \_\_\_\_\_ Second \_\_\_\_\_  
Vote: Ayes: \_\_\_\_\_  
Nayes: \_\_\_\_\_
  - 6. Consider Resolution No. 05-12 Adoption of Revised Agency Plan  
Discussion: \_\_\_\_\_  
Vote: Ayes: \_\_\_\_\_  
Nayes: \_\_\_\_\_
- VI. Communications ..... 7-21
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. Monthly Rental Status Update
  - 4. End of Participation Tracker
  - 5. Newsletters
  - 6. Financial Statements
- VII. Old Business
- VIII. New Business
  - 1. Consider Approval of Resolution 06-12, Approval of Updated Utility Allowance Schedules ..... 22-29
  - 2. Consider Approval of Resolution 07-12, Writing Off Accounts Receivables..... 30-31
  - 3. Consider Approval of Resolution 08-12, Removal of Assets from Depreciation Report ..... 32-36
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, July 19, 2012, 7:00 a.m., CCHRA Office



MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
May 17, 2012 7:00 a.m.

Members Present: Scott Soifer, Margaret Calvert, Sally Jenkins, Jill Streich, and Trey Becker. Absent: None. Others Present: Tom Brownlow, City Administrator, and Heidi Nielsen, staff

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

Public Comments. None.

Amend-Approve Minutes of April 23, 2012. Streich moved, Becker seconded the motion to approve the minutes of April 23, 2012 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve the revised bill listing totaling \$78,964.32. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Consider Approval of Resolution 03-12 Approving Public Housing Budget for FYE 06/30/2013. Staff explained that the budget presented was the same budget that was previously approved during the City budget process. The account codes had been changed to comply with the HUD reporting requirements, and that HUD requires the Board annually to submit a resolution adopting the operating budget. Soifer made a motion to approve resolution 03-12. Jenkins seconded the same. Roll Call: Ayes: Soifer, Calvert, Jenkins, Streich, and Becker. Nays: None. Motion carried on roll call vote.

Consider Approval of Updated Local Preference Policy. Staff explained that due to applicants attempting to fraudulently claim a local preference, the policy was revised to increase the verification requirements. Program portability requirements were discussed and what could be done to keep the funding available to those who live locally. The policy change is subject to a public hearing to be held in June. Soifer made a motion to approve the policy change. Becker seconded the motion. Ayes: 5, Nays: 0.

Consider Approval of Resolution 04-12 to Close Out CFP 2009 IA05P0025109. All funding has been expended and the resolution is required to close out the grant without doing a separate audit. Since the City Audit included it in last year's audit, Streich made a motion to approve resolution 04-12. Soifer seconded the motion. Roll Call: Ayes: Becker, Streich, Jenkins, Calvert, and Soifer. Nays: None. Motion carried on roll call vote.

Being no further business, Soifer moved, 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

Customer	Description	Amount
Allied Manatts Group L.L.C.	cement for new sidewalk to trail	160.63
Amanda Knapp	security deposit refund	276.27
Business Card	software purchase	299.00
C.Naber & Associates	accounting fees	363.00
Cedar Valley Printing	chair matts, office supplies	343.20
CenturyLink	phone bill	
Charles City Press	legal notice for ADMIN/ACOP changes	11.64
City of Charles City	water/sewer/URPS/S8 inspections	3,137.44
Don's Repair	maintenance	175.68
Funte, Karen	tenant referral	50.00
GE Capital	copier lease payment	516.67
HAPS	June 1 HAPS	52,213.00
Iowa Department of Public Health	lead recertification for Curt Teeter	60.00
Iowa Department of Transportation	fuel	215.63
Jendro Sanitation	trash service	637.00
John Deere Financial	seat cover for maintenance vehicle(Theisens)	24.99
Linderman Heating & Air, LLC	maintenance	86.95
Mehmen's Painting	painted #109	115.00
Mick Gage Plumbing & Heating	new central air unit at #130	1,871.65
Mid American Energy	electric/gas/URPS	4,051.92
Otto's Oasis	flowers for front of office	60.00
Pitney Bowes	meter lease	47.74
Plunkett's Pest Control	pest control service	1,177.69
Purchase Power	postage	300.00
Rent Grow	criminal background/credit checks	49.05
Ron's Plumbing	maintenance	237.03
Schueth Ace Hardware	maintenance items	313.59
Sherwin Williams	paint	150.04
Superior Lumber	maintenance items	44.32
T-J Service	maintenance	1,425.93
Teeter Specialty Company L.L.C.	pens/work order forms	385.60
US Cellular	cell phone service	68.38
Waggoner & Wineinger Architects, Inc.	final fee for bathroom project	780.00
		<b>69,649.04</b>

STATE OF IOWA  
Floyd County,

I, Steve A. Allen Publisher, (Editor) of the CHARLES CITY PRESS, in said County, do hereby state that I certify under penalty of perjury and pursuant to the laws of the State of Iowa that a notice, which is a true copy, has been printed and published each week for 1 consecutive weeks in the regular daily issues of said paper commencing with the issue of Monday on the 11<sup>th</sup> day of July A.D., 2012 and ending with the issue of, 20, 20  .

**Legal Notice**

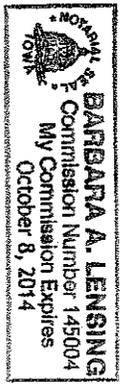
The Charles City Housing and Redevelopment Authority has reviewed and incorporated regulatory changes to the Section 8: Administrative Plan and the Public Housing: Admissions and Continued Occupancy Policy in compliance with HUD Regulations. The policy changes which were incorporated into the Public Housing Lease include adopting a quarterly inspection system for the Public Housing Program, restrictions against alcohol in common areas on Public Housing property, and furniture outside of the units. Other administrative policy changes affecting both Section 8 and Public Housing Programs include updates to the local preference requirements, pre-application process, and criminal background policies. These changes will become effective July 1, 2012. The information is available for review at the Authority's Office, 501 Cedar Terrace South, Charles City, IA 50616. The Authority's hours of operation are 8:00 a.m. - 4:30 p.m. M-F. In addition, a public hearing will be held at the office of the Authority on June 21, 2012 at 7:00 a.m. The public is invited to attend to comment or may submit written comments to the Authority's office by that time.

No. 15734  
06/11/12

Acknowledgement and charges for above service \$ 12.64

Subscribed and sworn to before me this 11<sup>th</sup> day of July A.D., 2012

Barbara A. Lensing  
Notary Public in and for the State of Iowa



**REQUESTED ACTION:** Approve Resolution No. 05-12 to adopt changes to the Admin Plan and ACOP

**Comments:** As required by HUD, we are required to hold Resident Advisory Board meetings on a quarterly basis. HUD requires the Board to approve these changes by resolution.

The following proposed changes will be added to both the Administrative Plan (Section 8) and the ACOP (Public Housing):

1. Local preference policy was changed to require the use of a verifiable local street address or local paystub in addition to providing an updated local driver's license or State ID, vehicle registration, and documentation verifying school registration for all school aged children in household on application to qualify for local preference. The change also requires the local preference to be verified at the time of application and when pulled from the list.
2. Criminal Background policy was updated to prohibit program participants convicted of an assault resulting in injury from receiving a second chance if they receive treatment. In addition, applicants will not be able to receive treatment as a condition of assistance.
3. Pre-applications will be allowed to be altered to add immediate family members not initially listed as members of the household.
4. Adult children will be permitted to move back into household and the voucher size will be increased at the next annual re-exam.

The following proposed changes will be added to the ACOP (Public Housing) and have been incorporated into the lease:

1. A quarterly housekeeping inspection system will be implemented for new Public Housing residents, to be conducted during the first year of their tenancy. If the apartment passes the initial inspection, the final three inspections will be waived and the apartment will only be inspected annually during the regular annual inspection.
2. Policy was adopted to prohibit the use of alcohol in the common areas.
3. Policy was adopted to restrict the use of "indoor furniture" outside of the unit.

## RESOLUTION NO. 05-12

### ADOPTION OF REVISED ADMINISTRATIVE PLAN & ACOP

#### 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, HUD requires all changes to the Administrative Plan and Admissions and Continued Occupancy Policy to be adopted by board resolution; and

WHEREAS, the Resident Advisory Board held quarterly meeting as required by HUD and assisted with the formulation of the policy changes and additions and is in full support of the changes; and

WHEREAS, the changes to the Admissions and Continued Occupancy Policy and the Administrative Plan to be adopted by the Charles City Housing and Redevelopment Authority include changes to the criminal background review to eliminate a second chance for applicants and participants who are convicted of assault with a weapon or assault causing bodily injury; ban the use of alcohol in common areas on CCHRA property; to prohibit the use of "indoor furniture" outside of Public Housing units; adoption of quarterly inspections of Public Housing Units during first year of tenancy; requiring the use of a verifiable local street address in addition to providing an updated local driver's license or State ID, vehicle registration, and documentation verifying school registration for all school aged children on application to qualify for local preference; requiring local preference be verified at the time of application in addition to the verification being done when pulled off the list; allowing pre-applications to be altered to add family members; and allowing adult children to move back into household and increase the voucher size at the next annual re-exam.

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 policy changes and recommendations of the Resident Advisory Board, and authorize their approval for the implementation effective July 1, 2012.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 21st DAY OF JUNE 2012.

---

Margaret Calvert, Chairperson

ATTEST:

---

Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. None
2. Rehab Update. None
3. **Monthly Rental Status Update.**

Month of May 2012	Total Leased 5/1/12	New Leases	Removed Or Moved	Total Leased 6/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	0	1	131	12	4	2
Morningside 15 Units	14	0	1	13	7	4	2
Section 8 197 Units	178	3	6	175	66	12	6

Declined Assistance (3) Over Income ( ) Denied (1) Insufficient Address (1)  
 Did not attend Briefing/Information Not Returned (5) Criminal Background Check ( )  
 Voucher Expired (3) Purged ( )  
 Terminations: PH (1) S8 (1)  
 Port Out: ( )

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

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	1	2	2	5	20
ZERO HAP		1			1	3		1		1	1		8
MUTUAL RESICION											1		1
ANNUAL RE-EXAM SEARCHING					1								1
PORT-OUT ABSORBED					1	1				1	1		4
PORT-OUT SEARCHING					1		1						2
DECEASED						2	1						3
MOVED IN VIOLATION	1	2	3	2		1	3	1	2	2			17
EVICTED													0
UNAUTHORIZED LIVE-IN	2				3	2			1	3	2		13
GAVE UP ASSISTANCE BEFORE 1 YEAR				1									
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO		1								2			3
FAILURE TO FOLLOW THROUGH		1											1
FRAUD											1		1
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED											1		1
CRIMINAL CONVICTION												1	1
VOUCHER EXPIRED	1			2	4	2	1	2				3	
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>11</b>	<b>11</b>	<b>9</b>	<b>86</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	4	3			2	1	2	1	2	2		1	18
DECEASED				1			2						3
MOVED IN VIOLATION	1		1	2	1		1				1		7
TERMINATED FOR LEASE VIOLATIONS							1					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
<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>2</b>	<b>1</b>	<b>2</b>	<b>30</b>



# TERRACE NEWS

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

**June 21st at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.**



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

NAME&APT.#	DATE
<b>KEN SCHNEIDER #6</b>	<b>3</b>
<b>CARNETTE STARR #85</b>	<b>6</b>
<b>MARY CLINE#101</b>	<b>6</b>
<b>BONNIE FRIEDRICH #70</b>	<b>6</b>
<b>EMILY ADAMS—</b>	<b>7</b>
<b>DAVID LUTZ #24</b>	<b>19</b>
<b>LYDIA KING #38</b>	<b>21</b>

### AIR CONDITIONERS:

If you did not previously have an A/C but get one, please contact the office so Steve can remove the cover so you can use it. A reminder there is a \$60 seasonal fee to run an A/C, due in full by September 5, 2012.

### 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.

### JUNE:

- 1:** Party in the Park, 5-9pm, music by Equilateral (Jazz)
- 2:** Ikes Kids FREE Fishing Clinic, 9am-noon @ R Campground, kids under 6 MUST be accompanied by an adult
- 3:** Municipal Band in Central Park, 7:30pm
- 5, 6, 7:** various activities at Fossil & Prairie Center. go to [www.fossilcenter.com](http://www.fossilcenter.com) for details
- 9:** Relay for Life, Central Park, opening ceremonies 3pm, ending 10pm, call Connie @ 641-330-1230 or visit [www.cancer.org](http://www.cancer.org) for info
- 9:** Kiwanis Club of Charles City Trail Run at Idlewild, watch paper for more info
- 9:** Cedar Valley Engine Club Tractor Ride, start/end @ Floyd Co. Fairgrounds
- 15:** Party in the Park, 5-9pm, music by The Rude Band (Rock 'N Roll)
- 15-17:** Charles City Challenge: WhiteWater Weekend-watch paper for more info
- 16:** PAWS Cedar Dog Jog, 8:30am, registration 7:30am at Riverfront Amphitheater. Forms at PAWS office, [www.pawsonline.org](http://www.pawsonline.org) & local business.
- 16:** Michelle Lynn live at Charles City Downtown Farmers Market. Concert 9-11 am. Market 9am-noon. Central Park.
- 16:** Freewill donation movie, "Finding Nemo", 2pm at Charles Theater. Proceeds go to Floyd Co. Prevent Child Abuse Council
- 17:** Municipal Band in Central Park, 7:30pm
- 23:** Iowa Games Whitewater Slalom. Watch paper for more info
- 29 & 30:** Stony Point Players present "Rumors" by Neil Simon @ Charles City Middle School Auditorium
- 30:** "Red, White & Blue and BBQ"- 5-9pm, Central Park, music by Bernard Allison
- 30:** Charles City Bike Ride, registration 7:30am in First Security Parking Lot, cost \$5, ride begins 8am

- \*\*Mark your calendar...CAR NIGHTS @ Dave's Restaurant, 5-8pm...June 8, 22/July 6, 20/August 3,17**
- \*\*Farmer's Markets-Wednesdays 3:30-6, Sat. 9am-noon, through Oct. 20**
- \*\*Party in the Park: see attached schedule**
- \*\*Watch the paper and area businesses for 4th of July schedule** 9

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.



**PET RESTRICTION:**

Just a reminder there are breed restrictions for the type of dogs allowed at the Terraces. This includes visiting pets as well. If you want to know which breeds are not allowed please call the office.

The way your patios look reflects on the entire complex. Please be sure to not let your patios become overly cluttered. Also, only patio or lawn furniture is to be left out on your patios. Indoor furniture must be brought back inside your apartment.

**RECYCLING:** Just a reminder to not put ANY



plastic bags in the recycling dumpster. Only the loose items should go in. If you want to recycle plastic bags you will need to do that at the grocery stores. They have a bin to put empty plastic grocery sacks in. Also, please remember we do not

**MOVING OUT?**

If you are considering moving out of your apartment please remember you are required to give a full month's notice of your move. Failure to do so is a lease violation, which means you would be ineligible for rental assistance for 3 years! If you have any questions about this please call the office.

PLEASE BE AWARE THE LAUNDRY MACHINES WILL NOT ACCEPT CANADIAN QUARTERS. DO NOT GIVE THEM TO YOUR HOME HEALTH TO USE.



Are you registering all overnight guests 18 yrs. or older? Not doing so is a lease violation, which could result in termination!

**LAUNDRY ROOMS:**

Both laundry rooms have air conditioner units. To help lower the heat and humidity in there please run the air conditioner instead of opening the windows. Thanks!

**TORNADO SAFETY TIPS:**

**TORNADO TIPS:** When weather is threatening, keep listening to your radio or TV station, which will broadcast tornado watches and warnings, and inform you when the danger is over. Also, listen for the City TORNADO SIREN, which will signal a tornado warning and an all- clear when the danger is past.

A Tornado WATCH is when weather conditions are such that a tornado could develop. A Tornado WARNING is when an actual tornado has been seen nearby, so take cover immediately.

**Follow these instructions:** Go into your bathroom, close the door, sit or lie down on the floor or in the tub and cover yourself with a rug or blanket for protection, and STAY THERE. During the storm, DO NOT look outside to see what is going on. STAY AWAY from windows. You should not try to leave your apartment. Stay inside until the storm passes and the city tornado siren blows the all-clear signal.

If you leave your home before or after the storm, PLEASE notify the office where you are and if you are O.K. in the event we need to look for residents after the storm.

**SAFETY INFORMATION:**

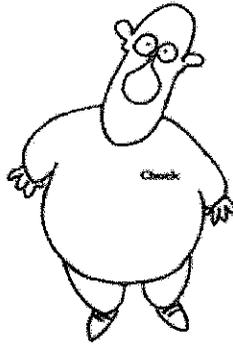
If you are out and see an empty bottle laying there, think twice about picking it up. If you can clearly see (without touching it) it is completely empty, it is probably safe to pick up. However, if there is anything in it, especially non-liquids, DO NOT PICK IT UP! Sadly, some people have found ways to create an explosive and have done so in plastic bottles. So for your safety, leave empty bottles alone.

Another safety tip is NEVER give out your personal information to anyone in person and/or on the phone, including social security number, bank information, etc. No honest source will ever request this of you unless you contact them and are doing business with them YOU requested!

**AFTERHOURS EMERGENCY MAINTENANCE NUMBER: 641-330-9259**



***HAVE A SAFE AND HAPPY SUMMER***



**Party in the Park 2012**

**FRIDAY, JUNE 1**

Music: Equilateral

Sponsors: First Security Bank & Trust; Larry Pump, CPA; Kwik Star; Floyd County Medical Center;  
Subway

Activities: Professional Chain Saw Carving Competition

**FRIDAY, JUNE 15**

Music: The Rude Band

Sponsors: Cedar River Harley-Davidson; McDonalds; C US Bank; Cambrex; Lessin Supply

Activities: Inflatable Kids Games

**FRIDAY, JULY 13**

Music: Flaming Camaros

Contributor Night

Activities: Race Car Driving Simluator

**FRIDAY, JULY 27**

Music: WildCard

Sponsors: Charles City Electronics; Allied-Manatts; First Citizens National Bank; Mike Molstead  
Motors; RC on Main

Activities: Water Night in the Park!

**FRIDAY, AUGUST 10**

Music: Endless Summer

Sponsors: Pfizer Animal Health; Ace Hardware; Verizon Select Communications; Central Park  
Dentistry; Perry Novak Electric

Activities: Inflatable Kids Games



# MORNINGSIDE NEWS

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

**June 21st 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.**

## **DISTURBING NEIGHBORS:**

Please be neighborly and be aware of the noise levels coming from your apartment. There really isn't a time when voices, TV's, music, etc. should be heard on the outside of your apartment. Disturbing neighbors with excess noise is a lease violation, which could be cause for lease termination.

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

## **JUNE:**

- 1:** Party in the Park, 5-9pm, music by Equilateral (Jazz)
- 2:** Ikes Kids FREE Fishing Clinic, 9am-noon @ R Campground, kids under 6 MUST be accompanied by an adult
- 3:** Municipal Band in Central Park, 7:30pm
- 5, 6, 7:** various activities at Fossil & Prairie Center. go to [www.fossilcenter.com](http://www.fossilcenter.com) for details
- 9:** Relay for Life, Central Park, opening ceremonies 3pm, ending 10pm, call Connie @ 641-330-1230 or visit [www.cancer.org](http://www.cancer.org) for info
- 9:** Kiwanis Club of Charles City Trail Run at Idlewild, watch paper for more info
- 9:** Cedar Valley Engine Club Tractor Ride, start/end @ Floyd Co. Fairgrounds
- 15:** Party in the Park, 5-9pm, music by The Rude Band (Rock 'N Roll)
- 15-17:** Charles City Challenge: WhiteWater Weekend-watch paper for more info
- 16:** PAWS Cedar Dog Jog, 8:30am, registration 7:30am at Riverfront Amphitheater. Forms at PAWS office, [www.pawsonline.org](http://www.pawsonline.org) & local business.
- 16:** Michelle Lynn live at Charles City Downtown Farmers Market. Concert 9-11 am. Market 9am-noon. Central Park.
- 16:** Freewill donation movie, "Finding Nemo", 2pm at Charles Theater. Proceeds go to Floyd Co. Prevent Child Abuse Council
- 17:** Municipal Band in Central Park, 7:30pm
- 23:** Iowa Games Whitewater Slalom. Watch paper for more info
- 29 & 30:** Stony Point Players present "Rumors" by Neil Simon @ Charles City Middle School Auditorium
- 30:** "Red, White & Blue and BBQ"- 5-9pm, Central Park, music by Bernard Allison
- 30:** Charles City Bike Ride, registration 7:30am in First Security Parking Lot, cost \$5, ride begins 8am

**\*\*Mark your calendar...CAR NIGHTS @ Dave's Restaurant, 5-8pm...June 8, 22/July 6, 20/August 3,17**  
**\*\*Farmer's Markets-Wednesdays 3:30-6, Sat. 9am-noon, through Oct. 20**  
**\*\*Party in the Park: see attached schedule**  
**\*\*Watch the paper and area businesses for 4th of July schedule**

# *F.Y.I....*

## **PLEASE READ!**

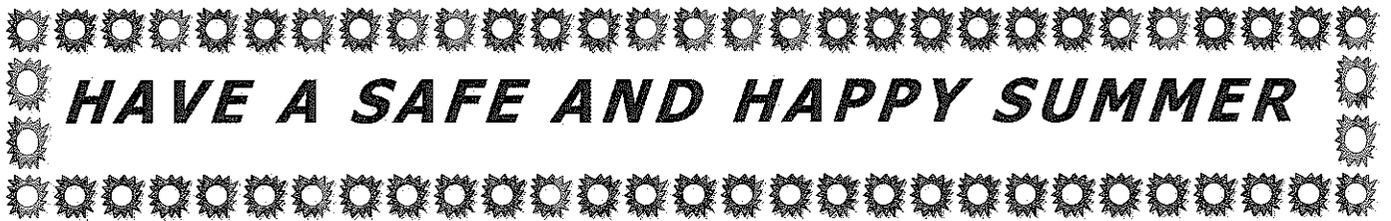
ALL trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation!

## **CIGARETTE BUTTS:**

If you and/or your guests are smokers, you must use some sort of a "butt can" to dispose of the cigarettes outside. It is NOT ok to "flick" them into the yard or parking areas. They make the property look very dirty. You will be notified if this is happening in your area.

## **SUMMER ACTIVITIES:**

Various activities for kids goes on throughout the summer. The public library is a good place to check to see if they know what all is going on. Floyd County Extension on Main Street also has activities to do, as well as RC on Main may have some craft project ideas. And on hot days, don't forget Lion's Field public swimming pool!



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

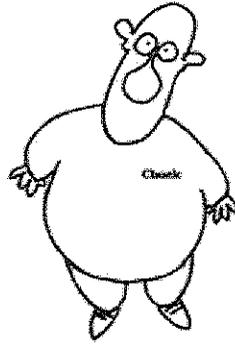
## Childhood Immunization Clinics

Wednesday, June 6th: 1:00 pm-4:00 pm  
Monday, June 11th: 9:00 am-12:00 pm  
Wednesday, June 20th: 1:00 pm-4:00 pm  
Thursday, June 28th: 9:00 am-12:00 pm



## WIC CLINICS

June 24, 25 & 26  
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



**Party in the Park 2012**

**FRIDAY, JUNE 1**

Music: Equilateral

Sponsors: First Security Bank & Trust; Larry Pump, CPA; Kwik Star; Floyd County Medical Center;  
Subway

Activities: Professional Chain Saw Carving Competition

**FRIDAY, JUNE 15**

Music: The Rude Band

Sponsors: Cedar River Harley-Davidson; McDonalds; C US Bank; Cambrex; Lessin Supply

Activities: Inflatable Kids Games

**FRIDAY, JULY 13**

Music: Flaming Camaros

Contributor Night

Activities: Race Car Driving Simulator

**FRIDAY, JULY 27**

Music: WildCard

Sponsors: Charles City Electronics; Allied-Manatts; First Citizens National Bank; Mike Molstead  
Motors; RC on Main

Activities: Water Night in the Park!

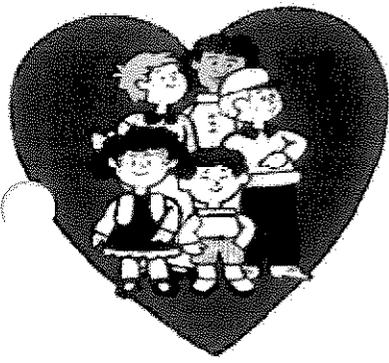
**FRIDAY, AUGUST 10**

Music: Endless Summer

Sponsors: Pfizer Animal Health; Ace Hardware; Verizon Select Communications; Central Park  
Dentistry; Perry Novak Electric

Activities: Inflatable Kids Games

# Our Kids Count



5:30 Supper 6:00 Program

June 12 2012

Game Night

July 10, 2012

Summer Make and Take

August 14, 2012

Fun Night

(All summer programs are Parent and child interactive.)

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.

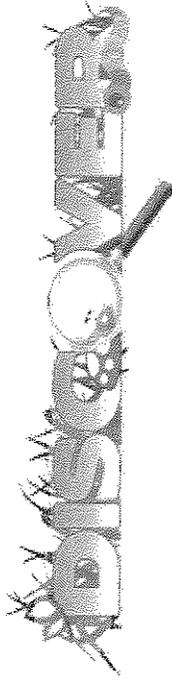
Trinity United Methodist Church  
601 Milwaukee Street Charles City

**FREE Supper and Childcare provided.**

**Please Pre-register By Calling:**

Carol Goddard: 641-330-5513 (local)

*Create*



*Explore*

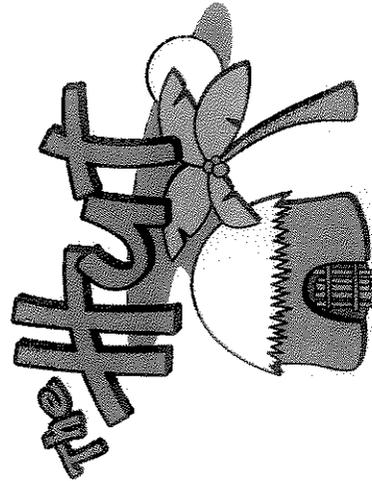
## Join us for summer fun.

**Session 1: June 4-28 (Mon. -Thur. 11:30-3:00)**

**Session 2: July 16 - Aug. 16 (Mon. -Thur. 11:30-3:00)**

**For students entering grades 4-8**

**\$30 per week, tuition assistance available.**



Youth Development Center

Jill Streich

1110 North Grand Avenue, Charles City, Iowa 50616

641-257-7832 [the-hut.weebly.com](http://the-hut.weebly.com)



# ASTHMA AWARENESS

U.S. Department of Housing and Urban Development • Center for Faith Based and Neighborhood Partnerships

*Definition: A healthy home is sited, designed, built, renovated, and maintained in ways that support the health of residents.*



## FACT

In 2009, approximately 24.6 million people in the United States (or 8.2%) were diagnosed with asthma.

Asthma affects almost 25 million people in America and is the third-ranking cause of hospitalization among children under 15.<sup>1</sup>

In 2008 less than half of people with asthma reported being taught how to avoid triggers.<sup>2</sup>

Asthma costs the US about \$3,300 per person with asthma each year from 2002 to 2007 in medical expenses, missed school and work days, and early deaths.<sup>3</sup>

## LEARN

Asthma is a lifelong disease that causes wheezing, breathlessness, chest tightness, and coughing. It can limit a person's quality of life. While we don't know why asthma rates are rising, we do know that most people with asthma can control their symptoms and prevent asthma attacks by avoiding asthma triggers and correctly using prescribed medicines.

Avoiding asthma triggers is an important part of your ability to control asthma. Once you identify these triggers, the goal is to develop preventative strategies to reduce the asthma attacks in the home environment.

### COMMON ASTHMA TRIGGERS:

- Tobacco Smoke
- Dust and Dust Mites
- Mold and Mildew
- Cockroaches
- Cleaning Products
- Cold Weather
- Pets
- Stress

## Characteristics of a Healthy Home<sup>2</sup>

### KEEP IT DRY

Fix moisture problems and thoroughly dry wet areas to prevent mold.

### KEEP IT CLEAN

Remove dust with damp cloth.

Remove shoes when entering home to reduce dirt and dust accumulation.

Vacuum often with HEPA (High Efficiency Particle Air) filters.

Clean surfaces by wiping off crumbs and other traces of food from counters, tables, and floors.

### KEEP IT PEST FREE

Wash dishes soon after eating.

Store food in sealed containers.

Degrease oven, stoves and counters.

Declutter – reduce or eliminate non-essential stored items.

### KEEP IT VENTILATED

Proper ventilation can reduce the hazards of allergens, mold and carbon dioxide.

### KEEP IT CONTAMINANT FREE

Quit smoking and don't let others smoke in your home or car.

Keep pets away from sleeping areas and off beds.

Minimize use of VOCs (Volatile Organic Compounds) cleaning products. Consider using "Green" products or non-toxic alternative cleaners such as vinegar and baking soda.

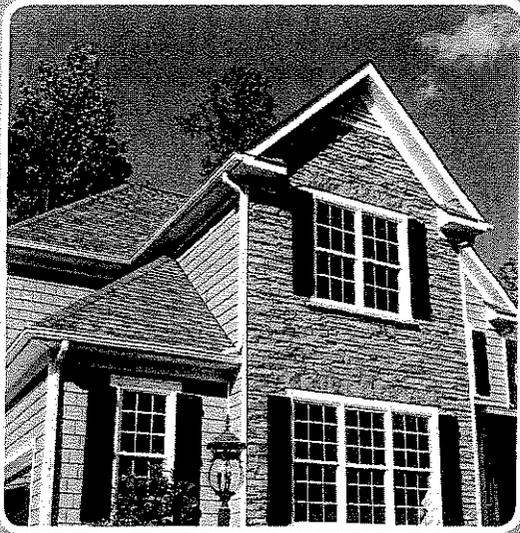
### KEEP IT MAINTAINED

Seal cracks in floors and walls.

Identify and quickly fix water leaks in home.

Check for cracking, chipping and peeling paint.

Check to make sure all screens on windows are intact.



## GOAL

- Maintain a clean home to reduce pest infestations and exposure to contaminants.
- Keep your home dry to prevent the creation of a nurturing environment for mold and pest infestations such as mice, rodents and roaches.
- Achieve good indoor air quality by maintaining a well ventilated home, free of air pollutants.
- Reduce allergens in the home, including dust mites, rodents, pet dander, as these can trigger an asthma attack.
- Get medical advice and follow your doctor's instructions.

## Resources

### U.S. Department of Housing and Urban Development

#### “What is Asthma?”

[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_12336.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12336.pdf)

[http://www.hud.gov/offices/lead/library/hhi/HYHH\\_Booklet.pdf](http://www.hud.gov/offices/lead/library/hhi/HYHH_Booklet.pdf)

### U.S. Environmental Protection Agency - Publications and Reports

<http://www.epa.gov/asthma/about.html>

<http://www.epa.gov/asthma/publications.html#factsheets>

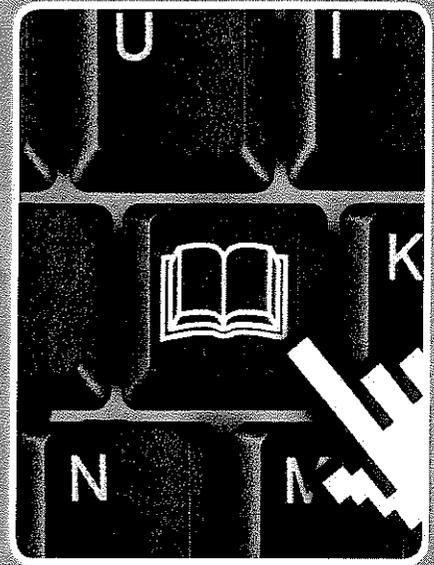
<http://www.epa.gov/asthma/multimedia.html>

### Centers for Disease Control and Prevention

#### Asthma: Basic Information

<http://www.cdc.gov/asthma/publications.html>

<http://www.cdc.gov/asthma/podcasts.html>



Office of the Surgeon General (US). The Surgeon General's Call to Action to Promote Healthy Homes. 2009. National Center for Healthy Housing. 2009. Essentials for Healthy Homes. National Health Interview Survey, 1980-2009. National Center for Health Statistics. CDC. National Hospital Discharge Survey, 2005 Annual Summary with Detailed Diagnosis and Procedure Data. 2012. National Center for Health Statistics. Vital Health Statistics 12 (167). CDC Vital Signs. 2011. Centers for Disease Control and Prevention.

Disclaimer: The content in this flyer is provided for educational purposes only, and is not intended to be a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition. Use of this flyer is subject to HUD's terms of use and privacy policy.

### HUD Center for Faith-Based and Neighborhood Partnerships

451 7th Street, NW, Room 10154

Washington, DC 20410

Office (202) 708-2409

Email: [Partnerships@hud.gov](mailto:Partnerships@hud.gov)



CITY OF CHARLES CITY  
REVENUE REPORT  
CALENDAR 5/2012, FISCAL 11/2012

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
.73-532-4300	PUBLIC HOUSING INTEREST	20,000.00	1,936.62	19,856.06	99.28	143.94
.73-532-4504	PUBLIC HOUSING FRAUD	3,000.00	247.00	3,421.34	114.04	421.34-
.73-532-4506	PUBLIC HOUSING DWELLING RENT	395,000.00	36,965.00	391,617.78	99.14	3,382.22
.73-532-4507	PUBLIC HOUSING EXCESS UTILITY	9,000.00	1,191.00	8,194.00	91.04	806.00
.73-532-4508	PUBLIC HOUSING CONTRIB-OTHER	9,000.00	819.50	10,164.11	112.93	1,164.11-
.73-532-4710	PUBLIC HOUSING REIMBURSED EXP	500.00	55.74	5,988.89	1,197.78	5,488.89-
.73-532-4781	PUBLIC HOUSING OPER SUBSIDY	230,000.00	.00	95,447.00	41.50	134,553.00
.73-547-4830	PUBHOUS 09 CAP OTH FIN TRANSF	.00	.00	.00	.00	.00
.73-910-4830	PUBLIC HOUSING TRANSFER IN	226,676.00	.00	261,778.74	115.49	35,102.74-
	DIFFERENCE	893,176.00	41,214.86	796,467.92	89.17	96,708.08
	PROOF	893,176.00	41,214.86	796,467.92	89.17	96,708.08

CITY OF CHARLES CITY  
BUDGET REPORT  
CALENDAR 5/2012, FISCAL 11/2012

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
.73-532-6010	PUBLIC HOUSING SALARY	100,000.00	8,615.44	91,277.20	91.28	8,722.80
.73-532-6040	PUBLIC HOUSING OVERTIME	1,000.00	.00	.00	.00	1,000.00
.73-532-6070	PUBLIC HOUSING LABOR/MAINT	70,000.00	.00	55,445.93	79.21	14,554.07
.73-532-6110	PUBLIC HOUSING FICA	.00	884.94	1,305.86	.00	1,305.86-
.73-532-6130	PUBLIC HOUSING IPERS	.00	1,002.21	1,972.61	.00	1,972.61-
.73-532-6198	PUBLIC HOUSING EMP BEN MAINT	19,000.00	528.55	14,652.79	77.12	4,347.21
.73-532-6199	PUBLIC HOUSING EMPLOYEE BEN	48,000.00	2,611.68	42,829.33	89.23	5,170.67
.73-532-6200	PUBLIC HOUSING SECURITY	.00	.00	.00	.00	.00
.73-532-6230	PUBLIC HOUSING STAFF TRAINING	6,000.00	210.56	5,640.16	94.00	359.84
.73-532-6370	PUBLIC HOUSING GAS	45,000.00	1,833.37	27,202.10	60.45	17,797.90
.73-532-6371	PUBLIC HOUSING UTILITIES	42,500.00	2,438.27	33,851.91	79.65	8,648.09
.73-532-6374	PUBLIC HOUSING WATER	15,500.00	1,259.40	12,151.29	78.40	3,348.71
.73-532-6379	PUBLIC HOUSING SEWER/OTH UTIL	23,000.00	1,495.38	18,204.68	79.15	4,795.32
.73-532-6401	PUBLIC HOUSING ACCOUNTING FEES	3,000.00	259.00	2,704.00	90.13	296.00
.73-532-6408	PUBLIC HOUSING INSURANCE	24,000.00	142.00	20,154.00	83.98	3,846.00
.73-532-6411	PUBLIC HOUSING LEGAL	2,000.00	.00	516.00	25.80	1,484.00
.73-532-6420	PUBLIC HOUSING CONTRACT SERV	10,000.00	3,793.34	12,872.55	128.73	2,872.55-
.73-532-6441	PUBLIC HOUSING TENANT SERVICES	5,500.00	50.00	4,227.46	76.86	1,272.54
.73-532-6442	PUBLIC HOUSING PILOT	32,000.00	.00	31,002.07	96.88	997.93
.73-532-6516	PUBLIC HOUSING REFUNDS	.00	.00	3,370.00	.00	3,370.00-
.73-532-6518	PUBLIC HOUSING SUNDRY-OFF EXP	25,000.00	1,071.07	15,877.43	63.51	9,122.57
.73-532-6599	PUBLIC HOUSING MAINT MATERIALS	50,000.00	3,364.31	36,986.31	73.97	13,013.69
.73-532-6725	PUBLIC HOUSING CAP OUTLAY-EQUI	40,000.00	.00	16,922.00	42.31	23,078.00
.73-532-6750	PUBLIC HOUSING CAP IMPR BLDG	135,000.00	.00	221,795.00	164.29	86,795.00-
.73-532-6799	PUBLIC HOUSING COPIER LEASE	2,800.00	.00	1,033.34	36.91	1,766.66
.73-536-6010	WAGES - FULL TIME	.00	4,214.54	6,162.48	.00	6,162.48-
.73-536-6040	WAGES - OVERTIME	.00	.00	.00	.00	.00
.73-601-6910	PUBLIC HOUSING TRANSFER OUT	34,000.00	.00	.00	.00	34,000.00
.73-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	733,300.00	33,774.06	678,156.50	92.48	55,143.50
	PROOF	733,300.00	33,774.06	678,156.50	92.48	55,143.50

CITY OF CHARLES CITY  
REVENUE REPORT  
CALENDAR 5/2012, FISCAL 11/2012

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
174-533-4300	SEC 8 INTEREST	2,000.00	169.71	2,050.73	102.54	50.73-
174-533-4440	SEC 8 STATE GRANT	.00	.00	.00	.00	.00
174-533-4504	SEC 8 FRAUD	4,000.00	25.00	3,600.00	90.00	400.00
174-533-4505	SEC 8 HUD CONTRIB	575,000.00	44,856.00	576,609.00	100.28	1,609.00-
174-533-4509	SEC 8 ADMIN FEE/RTH	125,000.00	15,435.00	92,534.00	74.03	32,466.00
174-533-4710	SEC 8 REIMBURSED EXP	500.00	54.00	724.00	144.80	224.00-
174-533-4715	SEC 8 REFUNDS	.00	.00	689.65	.00	689.65-
	DIFFERENCE	706,500.00	60,539.71	676,207.38	95.71	30,292.62
	PROOF	706,500.00	60,539.71	676,207.38	95.71	30,292.62

CITY OF CHARLES CITY  
BUDGET REPORT  
CALENDAR 5/2012, FISCAL 11/2012

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
174-533-6010	SEC 8 REGULAR SALARY	46,500.00	4,359.93	47,226.91	101.56	726.91-
174-533-6040	SEC 8 OVERTIME SALARY	.00	.00	.00	.00	.00
174-533-6110	SEC 8 HOUSING FICA	.00	328.34	498.78	.00	498.78-
174-533-6130	SEC 8 HOUSING IPERS	.00	346.38	708.67	.00	708.67-
174-533-6199	SEC 8 EMPLOYEE BEN	33,000.00	2,136.82	29,697.72	89.99	3,302.28
174-533-6230	SEC 8 STAFF TRAINING	4,500.00	.00	370.00	8.22	4,130.00
174-533-6380	SEC 8 UTILITY ALLOT	21,000.00	932.00	13,174.00	62.73	7,826.00
174-533-6401	SEC 8 ACCOUNTING FEES	3,000.00	204.00	2,434.00	81.13	566.00
174-533-6416	SEC 8 RENTS & LEASES	.00	.00	.00	.00	.00
174-533-6423	SEC 8 SPECIAL SERVICE	300.00	.00	47.00	15.67	253.00
174-533-6445	SEC 8 HC VOUCHER PAY	635,000.00	51,635.00	584,569.26	92.06	50,430.74
174-533-6518	SEC 8 SUNDRY-OFF EXP	4,500.00	.00	2,359.95	52.44	2,140.05
174-533-6920	SEC 8 COUNT COU	11,000.00	994.12	7,825.96	71.15	3,174.04
174-601-6910	SEC 8 TRANSFER OUT	5,000.00	.00	.00	.00	5,000.00
174-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	763,800.00	60,936.59	688,912.25	90.20	74,887.75
	PROOF	763,800.00	60,936.59	688,912.25	90.20	74,887.75

---

**MEETING DATE:** 6/21/12

**RE:** Consider Approval of Resolution  
06-12, Approval of Updated Utility  
Allowance Schedules

---

**REQUESTED ACTION:** Approve updated utility allowances effective 07/01/2012

**Comments:** We have reviewed the current utility rates and compared them against last year's rates. The water rates have increased about 3.5% this year, the sewer rates have also gone up about 3.5%. The gas rate has decreased by 6.14%, and the electric rate has decreased by 1.32%. The garbage rate is unchanged and we increased the rate for garbage bags to keep in line with the current cost. HUD requires us to change the utility allowances whenever there is a change of more than 10%.

HAPPY Software, our software vendor, supplies us with the consumption and rate information for the utilities. We will be incorporating all changes again this year, even though we aren't required to change the any of the allowances. With the funding cuts we want to take advantage of all cost reductions we can find.

We are required to provide the public housing residents who are required to pay utilities with updated schedules and give them a 30-day comment period. The Morningside residents and the residents at North Cedar Terrace in the Handicapped accessible units were sent copies of the schedules and were given the opportunity to comment. We did not receive any comments.

The updated allowances are scheduled to be effective as of 7-01-12. The proposed allowances and board resolution will be submitted to HUD for approval. Copies of the schedules are attached for your review.

**Allowance for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 4/30/2014)

Locality		<b>Charles City Housing and Redevelopment Agency</b> Mid American/Charles City				Unit Type	<b>Row House / Garden Apartment (Rowhouse/Townhouse)*</b>	Effective	07/01/2012
								Expires	06/31/2013
Utility or Service		Monthly Dollar Allowances							
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR		
Heating	a. Natural Gas	30	40	54	67	82	95		
	b. Electric	26	35	47	59	71	83		
	c. Bottle Gas	72	96	130	162	196	228		
	d. Oil	125	167	227	283	342	398		
Cooking	a. Natural Gas	4	6	8	9	12	12		
	b. Electric	4	5	7	8	10	11		
	c. Bottle Gas	11	13	18	22	28	30		
Other Electricity		14	18	24	30	37	39		
Air Conditioning									
Water Heating	a. Natural Gas	5	7	9	12	14	16		
	b. Electric	7	9	11	14	17	19		
	c. Bottle Gas	13	17	23	28	35	38		
	d. Oil	21	27	36	45	55	60		
Water		11	14	17	21	23	26		
Sewer		11	14	17	21	24	27		
Trash Collection		16	16	19	22	26	29		
Range/Microwave		3	3	4	4	4	4		
Refrigerator		3	3	3	5	5	7		
Other -- specify		7	7	10	13	17	20		
<b>Actual Family Allowances</b> To be used by the family to compute allowance. Complete below for actual unit rented.							Utility or Service	per month cost	
Name of Family							Heating	\$	
							Cooking		
Address of Unit							Other Electric		
							Air Conditioning		
Number of Bedrooms							Water Heating		
							Water		
							Sewer		
							Trash Collection		
							Range/Microwave		
							Refrigerator		
							Other		
							<b>Total</b>	<b>\$</b>	

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 4/30/2014)

Locality		Unit Type					Effective
Charles City Housing and Redevelopment Agency Mid American/Charles City		Older Home Converted (Semi-Detached)*					07/01/2012
Expires							06/31/2013
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	35	44	59	73	88	98
	b. Electric	30	39	52	64	77	86
	c. Bottle Gas	83	106	142	176	210	236
	d. Oil	145	186	249	308	368	412
Cooking	a. Natural Gas	4	6	8	9	12	12
	b. Electric	4	5	7	8	10	11
	c. Bottle Gas	11	13	18	22	28	30
Other Electricity		14	18	24	30	37	39
Air Conditioning							
Water Heating	a. Natural Gas	5	7	9	12	14	16
	b. Electric	7	9	11	14	17	19
	c. Bottle Gas	13	17	23	28	35	38
	d. Oil	21	27	36	45	55	60
Water		11	14	17	21	23	26
Sewer		11	14	17	21	24	27
Trash Collection		16	16	19	22	26	29
Range/Microwave		3	3	4	4	4	4
Refrigerator		3	3	3	5	5	7
Other -- specify		7	7	10	13	17	20

Actual Family Allowances To be used by the family to compute allowance. Complete below for actual unit rented.		Utility or Service	per month cost
Name of Family _____ Address of Unit _____ Number of Bedrooms _____		Heating	\$ _____
		Cooking	_____
		Other Electric	_____
		Air Conditioning	_____
		Water Heating	_____
		Water	_____
		Sewer	_____
		Trash Collection	_____
		Range/Microwave	_____
		Refrigerator	_____
		Other	_____
		<b>Total</b>	\$ _____

# Allowance for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 4/30/2014)

Locality		Charles City Housing and Redevelopment Agency Mid American/Charles City		Unit Type	Duplex & Two/Three Family (Semi Detached)*			Effective	07/01/2012	
Utility or Service		Monthly Dollar Allowances							Expires	06/31/2013
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR			
Heating	a. Natural Gas	36	47	62	77	90	102			
	b. Electric	32	41	54	67	79	89			
	c. Bottle Gas	87	112	148	184	216	245			
	d. Oil	152	196	259	322	377	429			
Cooking	a. Natural Gas	4	6	8	9	12	12			
	b. Electric	4	5	7	8	10	11			
	c. Bottle Gas	11	13	18	22	28	30			
Other Electricity		14	18	24	30	37	39			
Air Conditioning										
Water Heating	a. Natural Gas	5	7	9	12	14	16			
	b. Electric	7	9	11	14	17	19			
	c. Bottle Gas	13	17	23	28	35	38			
	d. Oil	21	27	36	45	55	60			
Water		11	14	17	21	23	26			
Sewer		11	14	17	21	24	27			
Trash Collection		16	16	19	22	26	29			
Range/Microwave		3	3	4	4	4	4			
Refrigerator		3	3	3	5	5	7			
Other -- specify		7	7	10	13	17	20			

**Actual Family Allowances** To be used by the family to compute allowance.  
Complete below for actual unit rented.

Utility or Service	per month cost
Heating	\$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
<b>Total</b>	\$

Name of Family \_\_\_\_\_

Address of Unit \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

**Allowance for  
Tenant-Furnished Utilities  
and Other Services**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 4/30/2014)

Locality		Unit Type					Effective
Charles City Housing and Redevelopment Agency Mid American/Charles City		Single Family Detached					07/01/2012
Expires							06/31/2013
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	39	53	64	81	91	106
	b. Electric	35	47	56	71	80	93
	c. Bottle Gas	95	128	154	194	219	255
	d. Oil	166	224	269	339	383	445
Cooking	a. Natural Gas	4	6	8	9	12	12
	b. Electric	4	5	7	8	10	11
	c. Bottle Gas	11	13	18	22	28	30
Other Electricity	14	18	24	30	37	39	
Air Conditioning							
Water Heating	a. Natural Gas	5	7	9	12	14	16
	b. Electric	7	9	11	14	17	19
	c. Bottle Gas	13	17	23	28	35	38
	d. Oil	21	27	36	45	55	60
Water	11	14	17	21	23	26	
Sewer	11	14	17	21	24	27	
Trash Collection	16	16	19	22	26	29	
Range/Microwave	3	3	4	4	4	4	
Refrigerator	3	3	3	5	5	7	
Other -- specify	7	7	10	13	17	20	

<b>Actual Family Allowances</b> To be used by the family to compute allowance. Complete below for actual unit rented.		Utility or Service	per month cost
Name of Family	Address of Unit	Heating	\$
		Cooking	
		Other Electric	
		Air Conditioning	
		Water Heating	
		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
Number of Bedrooms		Other	
		<b>Total</b>	\$

**Allowance for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 7/31/2007)

Locality <b>Charles City Housing and Redevelopment Agency</b> MidAmerican Energy	Unit Type <b>Row House/Garden Apartment</b> <b>(Rowhouse/Townhouse)*</b>	Effective <b>07/01/2012</b> Expires <b>06/30/2013</b>
--	--	--

**NCT-HANDICAP UNITS**

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas		40				
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking						
a. Natural Gas						
b. Electric		5				
c. Bottle Gas						
Other Electricity		18				
Air Conditioning						
Water Heating						
a. Natural Gas		7				
b. Electric						
c. Bottle Gas						
d. Oil						
Water		14				
Sewer		14				
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

<b>Actual Family Allowance</b> To be used by the family to compute allowance. Complete below for actual unit rented.	Utility or Service	per month cost
Name of Family	Heating	\$
Address of Unit	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
Number of Bedrooms	<b>Total</b>	\$

**Allowance for  
Tenant-Furnished Utilities  
and Other Services**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 7/31/2007)

Locality <b>Charles City Housing and Redevelopment Agency</b> MidAmerican Energy	Unit Type <b>Row House/Garden Apartment</b> <b>(Rowhouse/Townhouse)*</b>	Effective <b>07/01/2012</b> Expires <b>06/30/2013</b>
--	--	--

**MORNINGSIDE UNITS**

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas		54	67		
	b. Electric					
	c. Bottle Gas					
	d. Oil					
Cooking	a. Natural Gas					
	b. Electric			7	8	
	c. Bottle Gas					
Other Electricity			24	30		
Air Conditioning						
Water Heating	a. Natural Gas		9	12		
	b. Electric		11	14		
	c. Bottle Gas					
	d. Oil					
Water			17	21		
Sewer			17	21		
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

<b>Actual Family Allowance</b> To be used by the family to compute allowance. Complete below for actual unit rented.	Utility or Service	per month cost
Name of Family	Heating	\$
Address of Unit	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
Number of Bedrooms	<b>Total</b>	\$

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 06-12**

**RESOLUTION APPROVING THE ADOPTION OF  
UPDATED UTILITY ALLOWANCE SCHEDULES  
AS REQUIRED BY DHUD**

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 Department of Housing and Urban Development; and

WHEREAS, DHUD has required the Charles City Housing and Redevelopment Authority to review utility rates being charged and update their utility allowance schedules to reflect all increases or decreased that amount to more than a 10% change from the previous update.

WHEREAS, the Charles City Housing and Redevelopment Authority is required to provide the public housing tenants with a notice of the updated schedules and a 30-day comment period during which time no comments were received.

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the updated utility allowance schedules and related documents indicate that the requirements have been met and the schedules are approved for use beginning July 1, 2012.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 2012

---

Margaret Calvert, Chairperson

---

Heidi Nielsen, Director

---

**MEETING DATE:** 6/21/12    **RE:** Approve Resolution No. 07-12 Writing Off Accounts Receivables

---

**REQUESTED ACTION:** Approve Resolution No. 07-12 to remove uncollectible accounts from the records.

**Comments:** As required by HUD, at least annually we must review our outstanding accounts receivable accounts and determine which ones appear to be uncollectible. It is recommended that the "uncollectible" accounts should be written off the books to reflect a better collection record. It is important to note that even though accounts are written off, effort is made to continue to collect the debt. Also, if an account is written off and the person reapplies for assistance, they are not eligible until the debt is paid in full or we can no longer collect due to the statute of limitations. Anyone who owes us money is entered into a nationwide database that all housing agencies can check.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 07-12**

**RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY AS REQUIRED BY DHUD FOR FYE 06/30/12**

WHEREAS, the Charles City Housing and Redevelopment Authority makes efforts to collect on accounts as a result of damage claims, unreported income and other actions that result in payment made on behalf of program participants or others debts claimed due to the Housing Authority, and

WHEREAS, a listing of past due accounts has been prepared totaling \$6,990.29, and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that the following accounts be written off, however, all collection efforts will continue where possible:

Public Housing

Alizadehasl	SCT, unpaid rent	\$ 85.00
Brown	Morningside, damages	\$ 67.34
Cooper/Huffman	Morningside, unpaid rent	\$ 114.00
Hall	Morningside, damages	\$ 113.00
Hutzell	Morningside, damages	\$ 70.00
Jennings	Morningside, damages/cleaning	\$ 940.48
Lawler	NCT, unpaid rent	\$ 73.00
Moore	SCT, unpaid rent	\$ 214.00
Nelson	Morningside, unpaid rent, cleaning	\$ 111.00
Roberts	SCT, unpaid rent, cleaning	\$1,839.00
Ver Meer	Morningside, unpaid rent	\$ 162.00
Viers	Morningside, damages	\$ .47
Wentworth	SCT, unpaid rent	\$ 192.00
		<u>\$3,981.29</u>

Section 8

Bailey	Section 8, unreported income	\$ 450.00
Carter	Section 8, unreported income	\$ 273.00
Foster-Matthess	Section 8, unreported income	\$ 543.00
Herman	Section 8, unreported income	\$ 205.00
Loftus	Section 8, unreported income	\$ 132.00
Newberry	Section 8, unreported income	\$ 238.00
Ohlendorf	Section 8, unreported income	\$ 96.00
Taylor	Section 8, unreported income	<u>\$1,072.00</u>
		<u>\$3,009.00</u>

Total \$6,990.29

June 21, 2012

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

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

---

**MEETING DATE:** 6/21/12

**RE:** Consider Approval of Resolution No. 08-12  
Removal of Assets from Depreciation Report

---

**REQUESTED ACTION:** Consider approval of Resolution No. 08-12 Removal of Assets from Depreciation Report

**Comments:** As required by HUD, at least annually we must review and update the inventory list of depreciable items. The Resolution reflects removal of the Lumina. Added to the inventory list were the Nitro, and the building and site improvements completed during the current year.

A copy of the depreciation report is attached for your review.

# Depreciation Report

FYE: 6/30/2012

Asset	Property Description	Date In Service	Book Period	Book Method	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value
-------	----------------------	-----------------	-------------	-------------	-----------	-------------------------	---------------------------	---------------	---------------------

**Group: 140007 Buildings**

1	BUILDING	7/01/68	40.0	S/L	2,803,505.91	2,803,505.91	0.00	2,803,505.91	0.00
2	BUILDING CIAP 902	6/30/00	40.0	S/L	129,939.30	37,357.52	3,248.48	40,606.00	89,333.30
3	BUILDING CIAP 903	6/30/00	40.0	S/L	50,280.42	14,455.62	1,257.01	15,712.63	34,567.79
4	BUILDING CIAP 904	6/30/00	40.0	S/L	68,500.00	19,693.75	1,712.50	21,406.25	47,093.75
					<b>3,052,225.63</b>	<b>2,875,012.80</b>	<b>6,217.99</b>	<b>2,881,230.79</b>	<b>170,994.84</b>

**140007 Buildings**

**Group: 140009 NonDwell Equip**

7	2001 CHEVY-ELMINA	12/31/01	5.0	S/L	13,377.00	13,377.00	0.00	13,377.00	0.00
38	SECURITY EQUIPMENT	12/31/05	10.0	S/L	15,000.00	8,250.00	1,500.00	9,750.00	5,250.00
72	PHONE SYSTEM	11/15/07	5.0	S/L	1,990.00	1,393.00	398.00	1,791.00	199.00
73	TABLES & CHAIRS	1/17/08	5.0	S/L	1,759.00	1,231.30	351.80	1,583.10	175.90
74	COPHER LEASE	6/30/08	5.0	S/L	2,263.23	1,584.27	452.65	2,036.92	226.31
75	EQT LEASE	10/31/07	5.0	S/L	671.22	469.84	134.24	604.08	67.14
76	FIRE EQUIPMENT & ANTENNA	11/30/08	5.0	S/L	7,609.89	3,804.95	1,521.98	5,326.93	2,282.96
77	ANTENNA	2/28/09	5.0	S/L	7,607.42	3,803.70	1,521.48	5,325.18	2,282.24
82	COPHER	9/30/08	5.0	S/L	679.83	339.92	135.97	475.89	203.94
83	COPHER	3/31/09	5.0	S/L	679.83	339.92	135.97	475.89	203.94
85	PICKUP	1/07/09	7.0	S/L	25,313.00	9,040.35	3,616.14	12,656.49	12,656.51
86	SNOWBLOW	1/16/09	5.0	S/L	4,000.00	2,000.00	800.00	2,800.00	1,200.00
87	COPHER CF08	6/30/09	5.0	S/L	679.83	339.92	135.97	475.89	203.94
88	COPHER CF08	12/31/08	5.0	S/L	713.82	356.90	142.76	499.66	214.16
90	COPHER LEASE	9/30/09	5.0	S/L	353.52	106.05	70.70	176.75	176.77
95	NEW SERVER	9/30/10	3.0	S/L	7,995.99	1,332.67	2,665.33	3,998.00	3,997.99
96	SECURITY CAMERA	11/30/10	10.0	S/L	9,160.00	458.00	916.00	1,374.00	7,786.00
97	HAPPY SOFTWARE	12/31/10	3.0	S/L	9,695.80	1,615.97	3,231.93	4,847.90	4,847.90
98	TRACTOR/SNOWBLOWER	2/28/11	5.0	S/L	21,419.00	2,141.90	4,283.80	6,425.70	14,993.30
99	COMPUTER	2/28/11	3.0	S/L	6,117.78	1,019.63	2,039.26	3,058.89	3,058.89
105	DODGE NITRO	3/15/12	7.0	S/L	14,975.00	0.00	1,069.64	1,069.64	13,905.36
110	OFFICE EQUIPMENT	7/21/11	3.0	S/L	749.00	0.00	124.83	124.83	624.17
					<b>152,810.16</b>	<b>53,005.29</b>	<b>25,248.45</b>	<b>78,253.74</b>	<b>74,556.42</b>

**140009 NonDwell Equip**

**Group: 140016 Land Improvement**

9	CFP 2000 SITE	6/30/02	15.0	S/L	27,636.22	17,502.90	1,842.41	19,345.31	8,290.91
22	PLAYGROUND	6/30/04	15.0	S/L	927.06	463.50	61.80	525.30	401.76
23	DRIVEWAY & PROPERTY IMPROVEMENT	6/30/04	15.0	S/L	24,003.20	12,001.58	1,600.21	13,601.79	10,401.41
25	HWY 218 BEAUTIFICATION	6/30/04	15.0	S/L	11,100.00	5,550.00	740.00	6,290.00	4,810.00

# Depreciation Report

FYE: 6/30/2012

Asset	Property Description	Date In Service	Book Period	Book Method	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value
-------	----------------------	-----------------	-------------	-------------	-----------	-------------------------	---------------------------	---------------	---------------------

<b>Group: 140016 Land Improvement (continued)</b>									
26	RIVERBANK IMPROVEMENTS	6/30/04	15.0	S/L	15,680.50	7,840.27	1,045.37	8,885.64	6,794.86
27	PROPERTY IMPROVEMENTS	6/30/04	15.0	S/L	4,094.02	2,046.98	272.93	2,319.91	1,774.11
28	PLAYGROUND EQUIPMENT	6/30/04	15.0	S/L	25,532.78	12,766.42	1,702.19	14,468.61	11,064.17
37	PARKING LOT IMPROVEMENT	6/30/04	15.0	S/L	3,892.64	1,946.32	259.51	2,205.83	1,686.81
49	SIDEWALKS	6/30/06	15.0	S/L	102,707.00	37,659.22	6,847.13	44,506.35	58,200.65
63	CLEAN SEWERS	6/30/06	15.0	S/L	16,354.80	5,996.76	1,090.32	7,087.08	9,267.72
70	TRESS AT NCT/SC	11/30/07	15.0	S/L	7,992.90	1,865.01	532.86	2,397.87	5,595.03
71	SIDEWALKS & AE FEES	11/30/07	15.0	S/L	4,885.40	1,139.92	325.69	1,465.61	3,419.79
79	CF06 SIDEWALK/PATIO	9/04/08	15.0	S/L	11,552.00	1,925.33	770.13	2,695.46	8,856.54
91	PARKING LOT, SIDEWALKS	12/31/09	15.0	S/L	63,132.00	6,313.20	4,208.80	10,522.00	52,610.00
94	ASPHALT	1/31/10	15.0	S/L	2,503.27	250.32	166.88	417.20	2,086.07
<b>140016 Land Improvement</b>					<b>321,993.79</b>	<b>115,267.73</b>	<b>21,466.23</b>	<b>136,733.96</b>	<b>185,259.83</b>

**Group: 140017 Bldg Improvement**

10	WINDOWS, SIDING	10/31/00	40.0	S/L	65,936.84	17,308.41	1,648.42	18,956.83	46,980.01
11	DOORS	11/30/00	40.0	S/L	19,714.74	5,175.13	492.87	5,668.00	14,046.74
12	CEMENT WORK	8/31/00	15.0	S/L	44,333.64	31,033.59	2,955.58	33,989.17	10,344.47
13	FOUNDATION, LOCKS, DOORS	9/30/00	15.0	S/L	33,862.75	23,703.96	2,257.52	25,961.48	7,901.27
14	CIAP 901	9/30/01	15.0	S/L	12,200.00	7,726.64	813.33	8,539.97	3,660.03
15	CIAP 905	9/30/01	15.0	S/L	18,219.00	11,538.70	1,214.60	12,753.30	5,465.70
16	CFP 2000	6/30/02	15.0	S/L	160,705.89	101,780.43	10,713.73	112,494.16	48,211.73
18	Kitchen Improvements	6/30/04	15.0	S/L	109,442.18	54,721.12	7,296.15	62,017.27	47,424.91
19	FLOORING	6/30/04	15.0	S/L	16,763.25	8,381.63	1,117.55	9,499.18	7,264.07
20	GARAGE IMP	6/30/04	15.0	S/L	8,036.69	4,018.35	535.78	4,554.13	3,482.56
21	BUILDING UPKEEP	6/30/04	15.0	S/L	6,339.98	3,170.02	422.67	3,592.69	2,747.29
29	KITCHEN UPDATE	6/30/04	15.0	S/L	20,037.22	10,018.58	1,335.81	11,354.39	8,682.83
30	THERMOSTATS	6/30/04	15.0	S/L	1,711.00	855.52	114.07	969.59	741.41
31	CEILING FANS	6/30/04	15.0	S/L	27,215.88	13,607.93	1,814.39	15,422.32	11,793.56
32	BUILDING IMPROVEMENTS	6/30/04	15.0	S/L	82,313.32	41,156.63	5,487.55	46,644.18	35,669.14
39	ACCESS PANELS	6/30/06	15.0	S/L	11,064.00	4,056.80	737.60	4,794.40	6,269.60
40	COVE HEATING	6/30/06	15.0	S/L	19,436.04	7,126.57	1,295.74	8,422.31	11,013.73
41	ADMINISTRATION CFP 2003 50203	6/30/06	15.0	S/L	3,285.96	1,204.83	219.06	1,423.89	1,862.07
42	SOLAR POWER LIGHTS	6/30/06	15.0	S/L	2,106.00	772.20	140.40	912.60	1,193.40
43	MEDICINE CABINETS	6/30/06	15.0	S/L	10,550.00	3,868.32	703.33	4,571.65	5,978.35
44	LIGHT FIXTURES	6/30/06	15.0	S/L	49,992.00	18,330.40	3,332.80	21,663.20	28,328.80
45	AC INSTALLATION & WIRING	6/30/06	15.0	S/L	35,478.00	13,008.60	2,365.20	15,373.80	20,104.20
46	SECURITY SYSTEM	6/30/06	15.0	S/L	11,075.00	4,060.82	738.33	4,799.15	6,275.85
47	SHOWER/TUB SHUTOFFS & FAUCETS	6/30/06	15.0	S/L	44,603.00	16,354.42	2,973.53	19,327.95	25,275.05

# Depreciation Report

FYE: 6/30/2012

Asset	Property Description	Date In Service	Book Period	Book Method	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value
<b>Group: 140017 Bldg Improvement (continued)</b>									
48	ADMINISTRATION & A & E CFP 2004	6/30/06	15.0	S/L	12,335.00	4,522.82	822.33	5,345.15	6,989.85
50	SECURITY SYSTEM	6/30/06	15.0	S/L	14,565.00	5,340.50	971.00	6,311.50	8,253.50
51	REPLACE LIGHT FIXTURES	6/30/06	15.0	S/L	7,596.20	2,785.26	506.41	3,291.67	4,304.53
52	LIGHTED APT NUMBERS	6/30/06	15.0	S/L	494.00	181.12	32.93	214.05	279.95
53	OUTSIDE FAUCETS	6/30/06	15.0	S/L	9,183.00	3,367.10	612.20	3,979.30	5,203.70
54	CFP 2005 ADMIN FEES	6/03/06	15.0	S/L	4,992.34	1,830.51	332.82	2,163.33	2,829.01
55	KITCHEN CABINETS	6/30/06	15.0	S/L	18,300.50	6,710.17	1,220.03	7,930.20	10,370.30
56	ADMINISTRATIVE CFP 2003	6/30/06	15.0	S/L	10,343.85	3,792.75	689.59	4,482.34	5,861.51
57	FEES & COSTS CFP 2003	6/30/06	15.0	S/L	28,289.63	10,372.89	1,885.98	12,258.87	16,030.76
58	COMMUNITY ROOM FLOORING	6/30/06	15.0	S/L	843.09	309.15	56.21	365.36	477.73
59	REPAIR FONDATION & BRICKWORK	6/30/06	15.0	S/L	1,447.00	530.58	96.47	627.05	819.95
60	DOOR PEEPHOLES	6/30/06	15.0	S/L	317.50	116.43	21.17	137.60	179.90
61	BEDROOM CEILING FANS	6/30/06	15.0	S/L	14,021.38	5,141.18	934.76	6,075.94	7,945.44
62	REPLACE FLOORING	6/30/06	15.0	S/L	485.71	178.09	32.38	210.47	275.24
64	ROOF REPLACEMENT	8/31/06	15.0	S/L	7,950.00	2,385.00	530.00	2,915.00	5,035.00
67	REPLACE STORM DOORS	12/31/06	15.0	S/L	25,200.00	7,560.00	1,680.00	9,240.00	15,960.00
68	REPLACE EXT DOORS & LOCKS	1/31/07	15.0	S/L	30,021.62	9,006.48	2,001.44	11,007.92	19,013.70
69	CFP05 IMPR	1/31/07	15.0	S/L	671.22	179.00	44.75	223.75	447.47
78	OFFICE REMODEL	2/28/09	15.0	S/L	71,220.00	11,870.00	4,748.00	16,618.00	54,602.00
80	UPGRADE WATER HEATERS ETC	9/30/08	15.0	S/L	56,212.52	9,368.75	3,747.50	13,116.25	43,096.27
81	WATERIGHT CONSTRUCTION	9/30/08	15.0	S/L	123,151.94	20,525.32	8,210.13	28,735.45	94,416.49
84	UPGRADE & REMODEL	9/30/08	15.0	S/L	34,491.96	5,748.65	2,299.46	8,048.11	26,443.85
89	OFFICE REMODEL PROJECT	3/31/09	15.0	S/L	5,000.00	833.33	333.33	1,166.66	3,833.34
92	ROOFING	10/31/09	15.0	S/L	156,940.00	15,694.00	10,462.67	26,156.67	130,783.33
93	ENGINEERING SERVICES & SIGNS	12/31/09	15.0	S/L	7,391.53	739.15	492.77	1,231.92	6,159.61
100	ARCHITECT FEES	2/28/11	15.0	S/L	1,740.00	58.00	116.00	174.00	1,566.00
101	ARCHITECT FEES	3/31/11	15.0	S/L	2,413.76	80.46	160.92	241.38	2,172.38
102	SCT IMPROVEMENT (BLUHMS)	5/31/11	15.0	S/L	11,219.20	373.97	747.95	1,121.92	10,097.28
103	SIDING PROJECT	6/30/11	15.0	S/L	93,420.36	3,114.01	6,228.02	9,342.03	84,078.33
104	CENTRAL AIR UNIT	6/30/11	15.0	S/L	24,118.00	803.93	1,607.87	2,411.80	21,706.20
106	BATHROOM RENOVATIONS	3/15/12	15.0	S/L	25,379.39	0.00	845.98	845.98	24,533.41
107	EXTERIOR RENOVATION - SIDING PRO.	11/30/11	15.0	S/L	153,717.19	0.00	5,123.91	5,123.91	148,593.28
108	A/C - CENTRAL AIR	9/30/11	15.0	S/L	15,619.92	0.00	520.66	520.66	15,099.26
109	ROOFING	10/20/11	15.0	S/L	18,994.00	0.00	633.13	633.13	18,360.87
<b>140017 Bldg Improvement</b>					<b>1,802,509.19</b>	<b>536,498.20</b>	<b>109,474.78</b>	<b>645,972.98</b>	<b>1,156,536.21</b>
<b>Grand Total</b>					<b>5,329,538.77</b>	<b>3,579,784.02</b>	<b>162,407.45</b>	<b>3,742,191.47</b>	<b>1,587,347.30</b>

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 08-12**

**RESOLUTION APPROVING THE REMOVAL OF  
ASSETS FROM THE DEPRECIATION REPORT FOR THE  
CHARLES CITY HOUSING AND REDEVELOPMENT  
AUTHORITY AS REQUIRED BY DHUD FOR FYE 6/30/12**

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 Department of Housing and Urban Development; and

WHEREAS, DHUD requirements necessitate the review of the Depreciation Report on an annual basis to make certain it accurately reflects the inventory of the Authority and indicates removal of assets that are no longer in service, have been disposed of or traded in or assets added to the inventory;

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the Depreciation Report indicates that the following assets shall be removed from the general ledger and replaced by the items indicated:

GENERAL LEDGER NUMBER 140009: NONDEWLLING EQUIPMENT

REMOVED: 7 – Chevy Lumina

ADDED: 110 – Office Equipment (copier lease)

GENERAL LEDGER NUMBER 140017: BLDG IMPROVEMENT

REMOVED: None

ADDED: 103/107 - Siding Project  
104/108 - Central Air Units  
106 - Bathroom Renovations  
109 – NCT Community Room Roof

---

June 21, 2012

---

Margaret Calvert, Chairperson

---

Heidi Nielsen, Director