

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

July 19, 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 June 21, 2012..... 1-2
- IV. Approval of Bills for July 2012 3
- V. Communications 4-11
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Tenant Party
 - 4. Monthly Rental Status Update
 - 5. End of Participation Tracker
 - 6. Newsletters
 - 7. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Consider Approval to Provide Training for Staff 12
 - 2. Consider Approval of Contract for Computer Support..... 13-14
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, August 16, 2012, 7:00 a.m., CCHRA
Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 21, 2012 7:00 a.m.

Members Present: Margaret Calvert, Trey Becker, Sally Jenkins, Jill Streich, and Scott Soifer.
Absent: None . Others present: Heidi Nielsen, staff; Charles Thompson and Tom Gonyo

Call to Order. Chairperson Calvert called the meeting to order at 7:04 a.m.

Public Comments. None

Amend-Approve Minutes of May 17, 2012. Streich made a motion and Becker seconded the motion to approve the minutes of May 17, 2012 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Becker made a motion and Streich seconded the motion to approve payment of the revised bill listing totaling \$71,513.62. Ayes: 5, Nays: 0. Motion carried.

Hearing to Approve Agency Plan.
Chairperson Calvert declared the hearing open.

Filing of Affidavit of Publication. The notice of public hearing was published in the Charles City Press on 06/11/2012. Confirmation of publication was provided in the agenda.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Soifer moved to close the hearing and Jenkins seconded the motion. Roll call: Ayes: Streich, Calvert, Jenkins, Soifer, Becker. Nays: None. Motion carried.

Consider Resolution No. 05-12 Approval of Agency Plan.
A motion by Soifer was made to approve Resolution 5-12. Streich seconded the motion. Roll call: Ayes: Calvert, Jenkins, Becker, Soifer, and Streich. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.
Approve Resolution No. 06-12, Approval of Updated Utility Allowance. Staff requested approval of the updated Utility Allowances even though there wasn't more than a 10% change. HUD requires the change be made if the change is 10% or more. The rates decreased for electricity and gas utilities and due to the funding cuts made by HUD; we would be able to stretch our funding further and help more families if we adopted the updated schedules. A motion was made by Jenkins; Becker seconded the motion to approve Resolution No. 06-12. Motion carried on roll call vote: Ayes: Calvert, Jenkins, Becker, Streich, and Soifer. Nays: None.

Approve Resolution No. 07-12, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. As in the past, those who owe money to our agency will not be eligible to receive assistance until payment paid in full and collection efforts will continue. Soifer made a motion, and Jenkins seconded the motion to approve Resolution No. 07-12. Motion carried on roll call vote: Ayes: Calvert, Jenkins, Streich, Soifer and Becker. Nays: None.

Consider Approval of Resolution 8-12, Removal of Assets from Depreciation Report. Items no longer in service must be removed by Board Resolution from Depreciation Report Soifer made a motion, and Streich seconded the motion to approve Resolution No. 8-12. Motion carried on roll call vote: Ayes: Calvert, Jenkins, Soifer, Streich and Becker. Nays: None.

Being no further business, Streich moved, Becker 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
 July 2012

Customer	Description	Amount
Alloy Specialty, Inc.	Lead training-D.Uetz	205.00
C.Naber & Associates	accounting fees	363.00
CEC	security camera maintenance	620.00
Cedar Valley Printing	office supplies/envelopes	360.89
Century Link	phone service	
Charles City Press	legal notice for ACOP/ADMIN changes	63.52
Cintas	rug service	125.66
City of Charles City	quarterly postage	128.85
City of Charles City	water/sewer/URPS/S8 inspections	3,257.48
Dana, Bruce	security deposit refund	250.00
Don's Repair	mower maintenance	186.76
Foxen Floors & More	floor tile	1,116.59
HAPS	July 1 HAPS	49,165.40
Iowa Department of Transportation	fuel	143.01
Jendro Sanitation	trash service	647.00
Mason City Business Systems	copy costs	76.35
Mehmen's Painting	apartment painting	585.00
Mid American Energy	gas/electric/URP	4,415.60
Outdoor Designs, Inc.	retaining wall supplies	210.08
Pitney Bowes	meter lease	47.74
Plunkett's Pest Control	pest control treatment	50.00
Purchase Power	postage	300.00
Ray Steward Estate	security deposit refund	87.67
Rent Grow	criminal background/credit checks	85.20
Ron's Plumbing	maintenance items	1,050.56
Schueth Ace Hardware	maintenance items	721.72
Sherwin Williams	paint	146.15
Superior Lumber	maintenance items	336.97
T-J Service	laundry machine repairs	180.48
Uetz, Darien	meal reimbursement from lead trn. Class	10.00
US Cellular	cell phone service	68.17
		65,004.85

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. None
2. Rehab Update. Most of the preliminary work is done. The Environmental Review is completed and the public comment period will be open from July 19-26. After that, we can request a release of funds from the State, start to market the program, and take applications. We should be ready to start some of the projects by the end of the year.
3. Tenant Party. We have scheduled the party for the residents on August 8th. We will once again be holding it at the Elk's from 11:30 a.m. until 2:30 p.m. Our theme for the party is "Celebrating Hometown Goodness". A couple of our residents will be providing the entertainment and will also be playing Bingo. All of the Bingo and door prizes have some sort of connection to Charles City. Pam Lumley will be catering the meal and the menu consists of meatloaf, chicken strips, mashed potatoes/gravy, green beans, and apple crisp and vanilla ice cream.

This year we are also sponsoring a "Back to School" event for the area children. One of the residents at Morningside approached us with the idea and the request to hold it out at Morningside. We have always wanted to do something with the families at Morningside, so we agreed to help her with this. The event will be August 3rd from 2:00 – 7:00. They will be distributing book bags and school supplies to all of the school aged children who are pre-registered.

4. Monthly Rental Status Update.

Month of June 2012	Total Leased 6/1/12	New Leases	Removed Or Moved	Total Leased 7/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	3	3	131	8	5	3
Morningside 15 Units	13	2	0	15	9	0	2
Section 8 197 Units	175	8	15	168	57	24	15

Declined Assistance (3) Over Income (1) Denied () Insufficient Address (6)
 Did not attend Briefing/Information Not Returned (6) Criminal Background Check ()
 Voucher Expired (2) Purged ()
 Terminations: PH () S8 (6)
 Port Out: (5)

5. End of Participation Tracker. See attachment
6. Newsletters. See attachments
7. Financial Statements. June 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	4												4
ZERO HAP													0
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING													0
PORT-OUT ABSORBED	2												2
PORT-OUT SEARCHING	3												3
DECEASED													0
MOVED IN VIOLATION	3												3
EVICTED													0
UNAUTHORIZED LIVE-IN	1												1
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW													0
FAILURE TO REPAY	1												1
FAILURE TO PROVIDE INFO	1												1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	2												0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
TOTALS	18	0	16										
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2												2
DECEASED	1												1
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
TOTALS	3	0	3										



TERRACE NEWS

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

July 19th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

NAME&APT.#	DATE
Ethel Ingram #86	3
Dorothy Hilgendorf #23	5
Susan Keller #92	7
Mary Fisher #118	10
Lvelyn Schmidt #39	13
Kaye Murray #26	15
Susan Marvin #80	25

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

Scott & Kaye Murray #26 SCT
Steve Herron #76 SCT
Jeanne Tomsic #109 NCT

We hope you like your new home!

JULY:

- 1: Bill Riley Talent Show @ Charles Theatre, 1pm
- 1: Stony Point Players presents "Rumors" by Neil Simon @ Charles City Middle School Auditorium
- 1: Trinity UMC Omlet Breakfast, 8am-noon. Call 228-5368 for ticket information
- 1: Dad's Belgian Waffle Breakfast @ KC Hall, 8:30 AM-12:30 PM. Sponsored by IC Youth Group
- 3: Kid's Day @ Central Park
- 3: Free Will Donation Movie, 1:30PM @ Charles Theatre, sponsored by CC Chamber
- 4: Happy 4th of July! OFFICE CLOSED
- 4: 4th of July Events: parade @ 10:30am, vendors in Central Park, rubber duck river race, Hold On Rock Band at the band shell in Central Park 1-3pm, Municipal Band-behind library @ 8:30pm, fireworks 10pm downtown
- 6: Classic Car night @ Dave's Restaurant, 4-8pm
- 8: C.A.R. Show in Central Park
- 10: Our Kid's Count "Summer Make & Take" for parent and child, 5:30pm @ Trinity UMC. Call 641-330-5513 to register
- 11: CC Public Library summer reading program annual Book Fair, 1-6pm
- 13: Party in the Park, 5-9pm, Central Park
- 14: Kids' Plant Fun @ CC Downtown Farmer's Market
- 18-22: Floyd County Fair
- 20: Classic Car Night @ Dave's Restaurant 4-8pm
- 21: Families Making Connections freewill donation movie, "Phineas and Ferb 2nd Dimension", 2pm @ Charles Theatre. Proceeds to The Hut.
- 27: Party in the Park, 5-9pm, Central Park

HAVE A SAFE 4TH OF JULY HOLIDAY!
OFFICE CLOSED JULY 4TH

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.

SAVE THE DATE.....

OUR ANNUAL SUMMER PARTY WILL BE ON WEDNESDAY, AUGUST 8TH. LATER THIS MONTH A FLYER WITH MORE DETAILS WILL BE DELIVERED! HOPE TO SEE YOU ALL THERE!

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!

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. **Also, at SCT please remember to lock the door when you leave the laundry room! We have come across the door unlocked several times.**

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.

HELP SAVE ENERGY!

Please help us by not leaving your porch light on during daylight hours, or excessively. Everyone needs to do their part to help save our earth!



AFTER HOURS EMERGENCY MAINTENANCE NUMBER: 641-330-9259



MORNINGSIDE NEWS

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

July 19th 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.

ANY CHANGES?

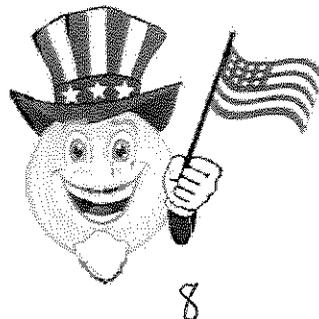
Have you gotten a new phone number lately? Have you gotten a different vehicle? If so, be sure to contact the office with any changes so we can update our records.

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.

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

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**HAVE A SAFE
4TH OF JULY
HOLIDAY!
OFFICE CLOSED
JULY 4TH**

F.Y.I....

AFTER HOURS NUMBERS:

Please remember each apartment should have a magnet on their refrigerator that has the list of numbers to contact after hours. The maintenance number should be used for any work-order emergency that cannot wait until the office is open. After hours lock-outs ONLY you can call the non-emergency police number, which is 228-3366. If you do not have a magnet please call the office and we will get you one. Thanks!

REMINDER:

The policy is in effect that you and/or your guests are not allowed to consume alcohol or have an open container in any common area of the property. Common areas are defined as all areas of PHA property other than inside of tenant's unit and the concrete patio in back/side of your unit. This means no alcohol or open containers are allowed anywhere in front of the buildings, or in the parking lot areas. Please note that violations of this policy could result in termination of your lease.

HAVE A SAFE AND HAPPY SUMMER

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

Childhood Immunization Clinics

Thursday, July 5th: 1:00 pm-4:00 pm
Monday, July 9th: 9:00 am-12:00 pm
Wednesday, July 18th: 1:00 pm-4:00 pm
Thursday, July 26th: 1:00 pm-4:00 pm
Monday, July 30th: 9am-12:00 pm



WIC CLINICS

July 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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 6/2012, FISCAL 12/2012

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
2-4300	PUBLIC HOUSING INTEREST	1,750.95	21,607.01	20,000.00	1,607.01-
173-532-4504	PUBLIC HOUSING FRAUD	80.00	3,501.34	3,000.00	501.34-
173-532-4506	PUBLIC HOUSING DWELLING RENT	36,225.00	427,792.78	395,000.00	32,792.78-
173-532-4507	PUBLIC HOUSING EXCESS UTILITY	1,242.00	9,436.00	9,000.00	436.00-
173-532-4508	PUBLIC HOUSING CONTRIB-OTHER	731.75	10,895.86	9,000.00	1,895.86-
173-532-4710	PUBLIC HOUSING REIMBURSED EXP	955.00	6,943.89	500.00	6,443.89-
173-532-4781	PUBLIC HOUSING OPER SUBSIDY	.00	95,447.00	230,000.00	134,553.00
173-910-4830	PUBHOUS 09 CAP OTH FIN TRANSF	729.28	262,508.02	226,676.00	35,832.02-
	TOTAL REVENUE	41,713.98	838,131.90	893,176.00	55,044.10
173-532-6010	PUBLIC HOUSING SALARY	8,919.88	100,197.08	100,000.00	197.08-
173-532-6040	PUBLIC HOUSING OVERTIME	.00	.00	1,000.00	1,000.00
173-532-6070	PUBLIC HOUSING LABOR/MAINT	.00	55,445.93	70,000.00	14,554.07
173-532-6110	PUBLIC HOUSING FICA	882.44	2,188.30	.00	2,188.30-
173-532-6130	PUBLIC HOUSING IPERS	1,038.23	3,010.84	.00	3,010.84-
173-532-6150	PUBLIC HOUSING GROUP INSURANCE	.00	.00	.00	.00
173-532-6198	PUBLIC HOUSING EMP BEN MAINT	528.55	15,181.34	19,000.00	3,818.66
173-532-6199	PUBLIC HOUSING EMPLOYEE BEN	3,462.82	46,292.15	48,000.00	1,707.85
173-532-6200	PUBLIC HOUSING SECURITY	.00	.00	.00	.00
173-532-6230	PUBLIC HOUSING STAFF TRAINING	.00	5,640.16	6,000.00	359.84
173-532-6370	PUBLIC HOUSING GAS	1,486.55	28,688.65	45,000.00	16,311.35
173-532-6371	PUBLIC HOUSING UTILITIES	2,565.37	36,417.28	42,500.00	6,082.72
173-532-6374	PUBLIC HOUSING WATER	1,242.98	13,394.27	15,500.00	2,105.73
173-532-6379	PUBLIC HOUSING SEWER/OTH UTIL	1,691.46	19,896.14	23,000.00	3,103.86
173-532-6401	PUBLIC HOUSING ACCOUNTING FEES	159.00	2,863.00	3,000.00	137.00
173-532-6408	PUBLIC HOUSING INSURANCE	.00	20,154.00	24,000.00	3,846.00
173-532-6411	PUBLIC HOUSING LEGAL	.00	516.00	2,000.00	1,484.00
173-532-6420	PUBLIC HOUSING CONTRACT SERV	1,515.74	14,388.29	10,000.00	4,388.29-
173-532-6441	PUBLIC HOUSING TENANT SERVICES	50.00	4,277.46	5,500.00	1,222.54
173-532-6442	PUBLIC HOUSING PILOT	.00	31,002.07	32,000.00	997.93
173-532-6516	PUBLIC HOUSING REFUNDS	.00	3,370.00	.00	3,370.00-
173-532-6518	PUBLIC HOUSING SUNDRY-OFF EXP	1,358.80	17,236.23	25,000.00	7,763.77
173-532-6599	PUBLIC HOUSING MAINT MATERIALS	6,225.43	43,211.74	50,000.00	6,788.26
173-532-6725	PUBLIC HOUSING CAP OUTLAY-EQUI	.00	16,922.00	40,000.00	23,078.00
173-532-6750	PUBLIC HOUSING CAP IMPR BLDG	729.15	222,524.15	135,000.00	87,524.15-
173-532-6799	PUBLIC HOUSING COPIER LEASE	516.67	1,550.01	2,800.00	1,249.99
173-536-6010	WAGES - FULL TIME	3,878.14	10,040.62	.00	10,040.62-
173-536-6040	WAGES - OVERTIME	.00	.00	.00	.00
173-536-6110	FICA	.00	.00	.00	.00
173-536-6130	IPERS	.00	.00	.00	.00
173-910-6910	PUBLIC HOUSING TRANSFER OUT	34,000.00	34,000.00	34,000.00	.00
	TOTAL EXPENSES	70,251.21	748,407.71	733,300.00	15,107.71-
	PUBLIC HOUSING TOTAL	28,537.23-	89,724.19	159,876.00	70,151.81

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 6/2012, FISCAL 12/2012

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
174-533-4300	SEC 8 INTEREST	150.09	2,200.82	2,000.00	200.82-
174-533-4440	SEC 8 STATE GRANT	.00	.00	.00	.00
174-533-4504	SEC 8 FRAUD	137.00	3,737.00	4,000.00	263.00
174-533-4505	SEC 8 HUD CONTRIB	46,397.00	623,006.00	575,000.00	48,006.00-
174-533-4509	SEC 8 ADMIN FEE/HTH	8,211.00	100,745.00	125,000.00	24,255.00
174-533-4710	SEC 8 REIMBURSED EXP	.00	724.00	500.00	224.00-
174-533-4715	SEC 8 REFUNDS	.00	689.65	.00	689.65-
174-910-4830	TRANSFER IN	.00	.00	.00	.00
	TOTAL REVENUE	54,895.09	731,102.47	706,500.00	24,602.47-
174-533-6010	SEC 8 REGULAR SALARY	3,983.49	51,210.40	46,500.00	4,710.40-
174-533-6040	SEC 8 OVERTIME SALARY	.00	.00	.00	.00
174-533-6110	SEC 8 HOUSING FICA	299.55	798.33	.00	798.33-
174-533-6130	SEC 8 HOUSING IPERS	315.99	1,024.66	.00	1,024.66-
174-533-6150	SEC 8 GROUP INSURANCE	.00	.00	.00	.00
174-533-6199	SEC 8 EMPLOYEE BEN	2,136.82	31,834.54	33,000.00	1,165.46
174-533-6230	SEC 8 STAFF TRAINING	60.00	430.00	4,500.00	4,070.00
174-533-6380	SEC 8 UTILITY ALLOT	927.00	14,101.00	21,000.00	6,899.00
174-533-6401	SEC 8 ACCOUNTING FEES	204.00	2,638.00	3,000.00	362.00
174-533-6416	SEC 8 RENTS & LEASES	.00	.00	.00	.00
174-533-6420	SEC 8 CONTRACTED SERVICES	936.79	8,762.75	16,000.00	7,237.25
174-533-6423	SEC 8 SPECIAL SERVICE	.00	47.00	300.00	253.00
174-533-6445	SEC 8 HC VOUCHER PAY	51,286.00	635,855.26	635,000.00	855.26-
174-533-6518	SEC 8 SUNDRY-OFF EXP	428.85	2,788.80	4,500.00	1,711.20
174-910-6910	TRANSFER TO GEN-SECURITY	5,000.00	5,000.00	5,000.00	.00
	TOTAL EXPENSES	65,578.49	754,490.74	768,800.00	14,309.26
	SECTION 8 VOUCHER TOTAL	10,683.40-	23,388.27-	62,300.00-	38,911.73-

REQUESTED ACTION: Approve training for Eric Whipple, Jason Webster, and Dave Bahe to become Certified Lead Inspectors.

Comments: The Fire Department has approached us to obtain additional training for some of the Fire Department staff. With recent personnel changes, we are left with only three of the Fire Department staff with the necessary certifications to conduct lead inspections and perform lead testing. This is creating some conflicts with scheduling Section 8 inspections. We will also require additional certified lead inspectors when we start the CDBG Rehabilitation projects.

Darien Uetz has been in contact with Alloy Specialty from Omaha, NE to conduct the training. He is making arrangements to have them come to Charles City to conduct the training and open the training to the general public. The cost of the 2 ½ day class is \$395 per person. By holding the class in Charles City, it will save us the cost of travel and lodging. The tentative dates set for the class are August 6-8.

MEETING DATE: 07/19/12

RE: Consider Approval of Contract for Computer Support

REQUESTED ACTION: Approve contract with Trent Parker for computer support.

Comments: We have contacted Trent Parker to contract with him to take care of our future computer support. Our current provider's service has been less than ideal and we are not locked into a contract with them. We recently had Trent come and troubleshoot an issue we had been having and he was able to resolve the problem within 20 minutes, which was something our current technical support person wasn't able to fix over the past year. Trent's fees are reasonable and he is currently under contract with the library. Under the proposed contract we will only be billed for services rendered either in person or by phone and we can cancel the agreement by giving a 30 day written notice.

In the past we have used Mason City Business Systems for our computer support and they charge large mileage in addition to the regular fee and the response time is less than ideal. Prior to our current provider, I attempted to get quotes from the technical support company that the City uses to get competitive quotes and they did not respond.

Contract with Trent Parker for Technical Support

July 19, 2012

This document is to serve as a service contract between the Charles City Housing & Redevelopment Authority (CCHRA) and Trent Parker.

Services provided by Trent Parker:

Provide computer and/or network maintenance services at the direction of the CCHRA, including updates to software and security products.

Troubleshoot computer or network issues at the request of the CCHRA.

Advise on computer or technology related projects and purchases.

Advise and assist in other computer or technology related areas for CCHRA, as requested.

Services may be by telephone or in person

Document his time and services at the CCHRA

Contract Terms:

CCHRA agrees to pay Trent Parker \$45/ hour for his services. Phone calls will be paid at \$15/ half hour. CCHRA agrees to make payment on all charges on the 3rd Thursday of each month.

This contract is in effect as of July 19, 2012, and may be cancelled by either party by giving a written 30 day notice.

Signed:

CCHRA

Trent Parker