

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

October 18, 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 September 20, 2012 1-2
- IV. Approval of Bills for October 2012..... 3
- V. Communications..... 4-16
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
 - 5. Newsletters
 - 6. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Consider Approval Resolution 10-12 to Approve Payment Standards..... 17-20
 - 2. Discuss Vehicle Registration Policy..... 21-25
 - 3. Consider Approval of Security Camera Policy 26-27
 - 4. Approve Installation of Additional Cameras at Morningside..... 28-29
- VIII. Move to Adjourn

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

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 20, 2012 7:00 a.m.

Members Present: Margaret Calvert, Sally Jenkins, Trey Becker, and Jill Streich. Absent: Scott Soifer. Others present: Heidi Nielsen, staff and Tom Brownlow, City Administrator

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

Public Comments. None

Amend-Approve Minutes of August 16 & 24, 2012. Becker moved, Jenkins seconded the motion to approve the minutes of August 16 & 24, 2012 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills for September 2012. It was noted that the bill listing included the Payment in Lieu of Taxes and staff explained how it was calculated. Jenkins moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$100,891.10. Ayes: 4, Nays: 0. Motion carried.

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

Old Business.

New Business.

Consider Approval to Send Staff to National NAHRO Conference. Nielsen explained that as an acting member of the NCRC Board, she is required to attend; however, the costs for the conference will be reimbursed by Iowa NAHRO. Streich made a motion to send staff to conference. Jenkins seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Consider Approval Solicit Engineering Services. Staff explained that the residents were requesting additional parking at South Cedar Terrace. The request was made to approve sending out a Request for Proposals to area engineering firms to prepare plans and a cost estimate to determine if the project is feasible. The project would be funded by the capital improvement fund. Streich motioned to approve the request to proceed with the project to determine a cost estimate. Becker seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Procure Bids for the Purchase and Installation of Additional Security Cameras at Morningside Apartments. Staff explained how the lack of coverage in the front of the buildings made it difficult for lease enforcement. Streich expressed concerns whether the cameras were infringing on the residents right to privacy. Nielsen explained that prior to installing the cameras this was addressed and as long as we can't see into the apartments it is okay. Streich requested the formulation of a security camera use policy prior to the installation of additional cameras. Nielsen agreed to draft a policy with the help of the Resident Advisory

Board and will bring the policy and camera quote back to the Board. Becker motioned to approve the request to obtain pricing for additional cameras. Jenkins seconded the motion. Ayes: 4, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Customer	Description	Amount
Automatic Doors of Iowa, LC	automatic openers @ laundry rooms	5,645.00
Business Card	Heidi travel expenses to NAHRO	936.91
C.Naber & Associates	accounting fees	513.00
Cedar Valley Printing	paper/meter ink	74.59
Cintas	rug service	102.58
City of Charles City	water/sewer/URPS/S8 inspections	3,174.71
City of Charles City	quarterly postage	111.10
HAPS	Oct. HAPS	50,317.20
Hobert Electric	electrical work for new openers/fan repair	342.51
Hy-Vee	items for tenant meeting	20.38
Iowa Department of Transportation	fuel	89.68
Jendro Sanitation	trash service	626.00
Joslin, Rodney	refund of rent overpayment	48.00
Linderman Heating & Air, LLC	boiler maintenance	122.39
Mehmen's Painting	painted #2, #68	250.00
Mid American Energy	electric/gas/URPS	3,981.08
Neighbors Bakery	cookies for tenant meeting	51.00
NIACOG	Housing share of Housing Needs Assessment	2,000.00
Outdoor Designs, Inc.	weed & feed	741.25
Parker, Trent	computer maintenance	67.50
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Rent Grow	credit reports/criminal background check	87.60
Ron's Plumbing	maintenance items, water heater repair	142.58
Schueth Ace Hardware	maintenance items	558.20
Sherwin Williams	paint	292.30
Stock Glass	NCT window repair	105.00
Sylvester Rice	security deposit refund	140.00
T-J Service	washer/dryer maintenance, #127 oven element	284.98
Titus Lock Services	lock maintenance for new openers	139.95
US Cellular	cell phone service	68.38
		71,381.61

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The automatic openers have been installed. We held two meetings and invited the residents for the purpose of explaining the new door openers, how they operate, and distributing the key fobs. There is a log which identifies which resident has been issued which key fob. This will help us keep track of the fobs and identify them and return them to the owner if they are lost. We will be charging the residents \$10 for replacements or if they do not turn them in upon vacating the units.

The Request for Proposals for the parking lot project has been sent to five area engineering companies. We will have them back to present at the November Board Meeting so we can make our recommendation to the City Council on November 19th.

2. Rehab Update. Of the 23 applications received, two were late, two are over income, one doesn't have homeowners insurance, and one is a life estate. So that leaves us with 17 applications. The applications have been ranked and reviewed by the rehabilitation committee and IEDA has approved our Administrative Plan. The applicants will be notified of their rankings and we will begin the verifications of the top ranked applicants. Once the verifications are complete we will make sure the applicants retain their ranking. Then we will offer assistance to the top five applicants to start the first phase.

3. Monthly Rental Status Update.

Month of September 2012	Total Leased 9/1/12	New Leases	Removed Or Moved	Total Leased 10/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	1	131	7	0	1
Morningside 15 Units	15	0	0	15	14	0	0
Section 8 197 Units	171	10	7	174	53	0	7

Declined Assistance (1) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (4) Criminal Background Check (1)
 Voucher Expired () Purged ()
 Terminations: PH (1) S8 (2)
 Port Out: (3)

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

END OF PARTICIPATION
TRACKER
2012-2013

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	4	1	2	1									8
ZERO HAP													0
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING	2	1		1									3
PORT-OUT ABSORBED	3		1	1									5
PORT-OUT SEARCHING													0
DECEASED	3	2											5
MOVED IN VIOLATION													0
EVICTED	1			1									2
UNAUTHORIZED LIVE-IN													
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW				1									1
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		1											1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	2	1											0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	2									3
TOTALS	18	6	4	7	0	32							
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	2											4
DECEASED	1	1	2										4
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
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				1									1
OTHER													0
TOTALS	3	3	2	1	0	9							



TERRACE NEWS

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

Oct. 18th 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!

Donald Wright #83	3
Maxine Sturm -	8
Sagani Oropesa #66	16
LaVonne Ohrt #13	21
Esther Brunner #3	30
Connie Christensen #69	31

October:

- 6:** Chucktown Brewfest
- 13** ACE-SAP Free Rural Clinic-see attachment
- 15:** Kiln Grand Opening at Fossil & Prairie Center, call 641-756-3490 for information
- 18:** 3 Online Personal Wellness Classes from NI-ACC. Call 228-4634 to register. 2nd class "Say Hello to Healthier Eating Habits"
- 20:** Families Making Connections & Community Partnerships for Protecting Children freewill donation movie "Brother Bear", 2pm @ Charles Theatre
- 20:** Last Farmer's Market at Central Park
- 24-27:** Lions Club Book Sale @ Otto's Oasis
- 25:** Annual Spookwalk, 5:30pm-7pm @ recreation trail behind CC Library & IC Church. Rain-date October 29
- 31:** Happy Halloween! Trick or Treating 5:30pm-7:30pm

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

Rod Joslin- NCT

We hope you like your new home!

FOUND SET OF KEYS AT SCT:

The week of September 17th a set of keys was found near the dumpster in the first circle at SCT. If you lost keys or know of someone who did, contact the office to claim them.

HAPPY HALLOWEEN!



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.

IT WILL BE SNOWING SOON!

I hate to bring this up but soon snowy weather will be upon us! Just a reminder to not leave items on your patio that will interfere with snow removal. Also, for those with dogs be sure to not leave the leash out over the sidewalk areas so they don't get caught in the blower.

LAUNDRY ROOM DOORS:

The parts should be in soon to install the new automatic openers on the laundry room doors. When this happens you will be given more information as to how to operate them. Please watch for flyers to be distributed soon!

SCT OUTLET INSTALLATION:

Hobert Electric has not been able to get to the new dedicated refrigerator outlet installation at SCT. When this is ready to happen 24hr notices will be delivered. Thanks for your patience!

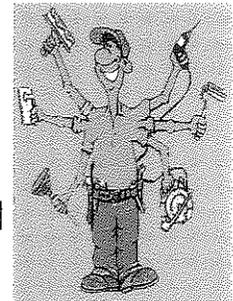
The guys still plan on power washing the buildings at SCT sometime in October. (NCT is done) They will do this as their schedule allows.

AIR CONDITIONERS:

Probably by the end of October the air conditioners will be covered. Keep in mind, once they are covered you cannot use them or there is a risk of the unit burning up. The guys will wait until it the weather is consistently cool before doing this.

WORK ORDERS:

If you have a maintenance issue please try to call during office hours. Work orders called in after hours will only be addressed if they cannot wait until normal business hours. Thanks!

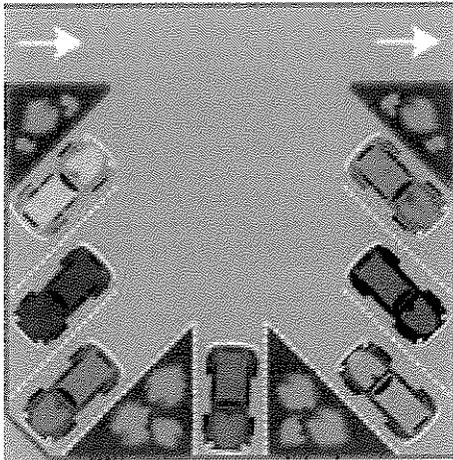


ANYTHING CHANGE?:

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.

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

AFTER HOURS EMERGENCY MAINTENANCE NUMBER: 641-330-9259



PARKING ISSUES

At SCT there have been some parking issues. In some areas the "ideal" parking spots are few and far between. And, even though there are no "assigned" parking spaces, people do have certain spots they typically park in on a regular basis. Even though this is the case it does not give anyone the right to demand anyone to move their vehicle, or to park somewhere else.

Now, it is courteous and neighborly, however, to work together and get along. This means if two people like to park in the same spot, and one of those persons possibly has more difficulty walking than the other and the spot is closer to their building, maybe it would be courteous to let that person park in that spot and you choose a different spot. Finding ways to cooperate with each other is best.

Also, when you have a visitor and they have a vehicle, you should suggest they park in a spot that is not typically occupied by a tenant. If the area is full of tenant vehicles then your guest should park in the open spots near the office area.

We are currently looking into other ways to resolve these issues but it will take some time for anything to happen.

Keep in mind if you are not driving your vehicle you need to find a place to store it over the winter months so it does not get in the way of the snow removal process. Tenants are required to move their vehicles when the guys are removing snow so the entire lot can be cleared.



ACE-SAP

Free Rural Clinic Offers FREE physicals & health care

Clinic times:

Saturday Oct. 13th from 8:00- 2:00
At Trinity United Methodist Church
601 Milwaukee Street
Charles City, Iowa

Services Available:

- Complete health history and physical including employment physicals, camp and sports physicals, wellness exams
- Medical care for acute or chronic conditions
- Free cholesterol and blood sugar testing.
Please come fasting (Nothing to eat or drink except water after midnight)
- Vaccines such as tetanus shots, pneumonia vaccines or TB testing for adults
- Medications necessary for treatment can be made available at no charge
- Mental health evaluation and counseling
- Wellness and prevention education
- Special preventive care for diabetics such as diabetic foot and nail care, A1C testing, and glucose testing supplies
- Additional lab work can be arranged if needed (such as urine drug screens for employment physicals)
- Referral to area agencies as needed

Provided by:

Allen College Nurse Practitioner Students and Faculty
In partnership with Floyd County Public Health
Rural clinics will be offered Spring and Fall

Services are offered to:

Anyone, any age
No documents or proof of need is required
Walk-ins Welcome (no appointment needed)



MORNINGSIDE NEWS

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

October 18th 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.

PLEASE READ!

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

Sometime during October the guys will be coming to your apartment to change the furnace filter. A 24 HR notice will be given.

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

October:

6: Chucktown Brewfest

13 ACE-SAP Free Rural Clinic-see attachment

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31: Happy Halloween! Trick or Treating 5:30pm-7:30pm

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.

The guys still plan on powerwashing the buildings. This will get done as their schedule allows during the month of October. You will want to be sure not to have many items on your patio areas that will be in the way. Thanks for your cooperation!

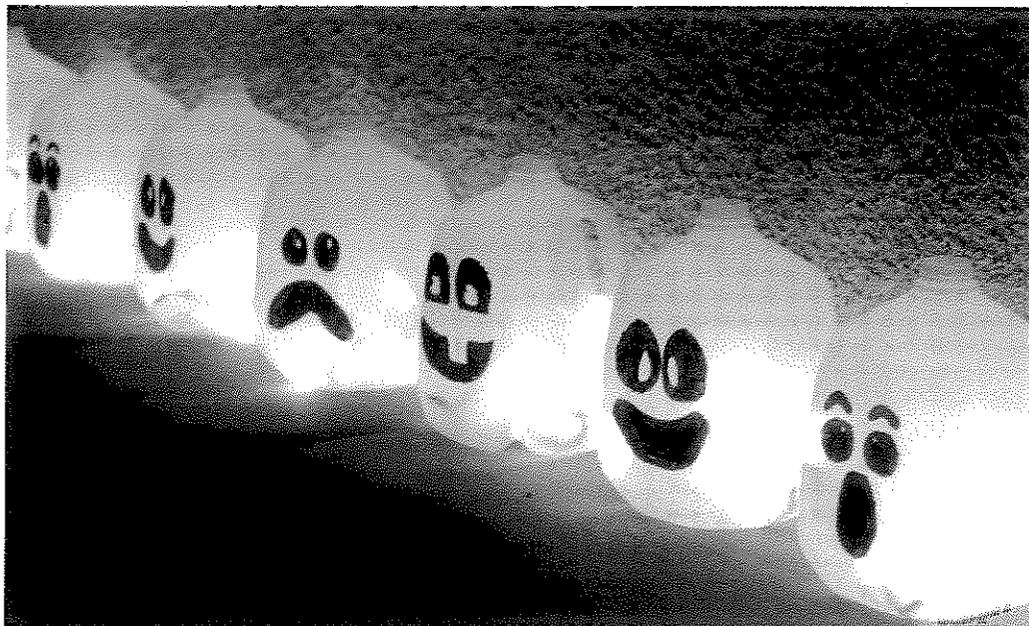


10



HAPPY HALLOWEEN!

**TRY
THIS
CUTE
IDEA
ON
YOUR
PATIO!**



If your family drinks a lot of milk, start saving those gallon containers from the recycling bin. Make a lit receiving line of ghosts. And the process couldn't be simpler: coloring faces, cutting a hole in the back of the jugs, and stringing lights in them. I love how the ghosts help light the way for trick or treaters. (from <http://parentables.howstuffworks.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 October 2012.
To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Monday, Oct. 1st: 9:00 am-12:00 pm
Wednesday, Oct. 10th: 1:00 pm—4:00 pm
Thursday, Oct. 18th: 9:00 am-12:00 pm
Wednesday, Oct. 24th: 1:00 pm-4:00 pm
Monday, Oct. 29th: 9:00 am— 12:00pm



WIC CLINICS

Oct. 23, 24 & 25
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

ACTIVE MIND + ENERGETIC BODY = HEALTHY YOUTH
SAFE PLACE + CARING ADULTS = RELAXED PARENTS

COMET Club After School Program

Monday -Thursday

3:30-5:30 p.m.

Grades 4 - 9

Enroll
Now

Homework help, snacks, activities, and more.



1110 North Grand Avenue Suite 100 Charles City
641-257-7832 the-hut.weebly.com

CLIP and SAVE



ACE-SAP

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- Additional lab work can be arranged if needed (such as urine drug screens for employment physicals)
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CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 9/2012, FISCAL 3/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
32-4300	INTEREST-PUBLIC HOUSING	21,500.00	1,838.45	5,742.37	26.71	15,757.63
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	262.00	442.00	11.05	3,558.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	20,000.00	32,122.00	104,193.00	520.97	84,193.00-
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	11,000.00	855.00	3,682.00	33.47	7,318.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	11,000.00	1,143.75	3,477.50	31.61	7,522.50
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	48.81	48.81	2.44	1,951.19
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	69,500.00	36,270.01	117,585.68	169.19	48,085.68-
173-910-4830	TRANSFER IN - PUBLIC HOUSING	182,648.00	.00	.00	.00	182,648.00
	TRANSFERS IN/OUT TOTAL	182,648.00	.00	.00	.00	182,648.00
173-532-6010	SALARY - PUBLIC HOUSING	10,400.00	7,403.99	23,009.22	221.24	12,609.22-
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	72,000.00	.00	.00	.00	72,000.00
173-532-6110	FICA-PUBLIC HOUSING	.00	502.39	1,582.27	.00	1,582.27-
173-532-6130	IPERS-PUBLIC HOUSING	.00	641.97	1,995.01	.00	1,995.01-
173-532-6150	HEALTH INS-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	22,081.00	554.16	2,112.48	9.57	19,968.52
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	59,326.00	3,569.46	9,048.38	15.25	50,277.62
173-532-6200	SECURITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
32-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	.00	.00	.00	8,000.00
173-532-6370	GAS-PUBLIC HOUSING	40,000.00	913.61	3,108.53	7.77	36,891.47
173-532-6371	UTILITIES-PUBLIC HOUSING	45,000.00	3,924.50	11,111.22	24.69	33,888.78
173-532-6374	WATER-PUBLIC HOUSING	16,000.00	1,332.36	4,184.35	26.15	11,815.65
173-532-6379	SEWER/OTH UTIL-PUBLIC HOUSING	23,000.00	1,831.73	5,793.88	25.19	17,206.12
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	714.00	1,032.00	25.80	2,968.00
173-532-6408	INSURANCE-PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6415	COPIER LEASE-PUBLIC HOUSING	2,800.00	516.67	516.67	18.45	2,283.33
173-532-6420	CONTRACT SERV-PUBLIC HOUSING	14,000.00	679.36	2,020.82	14.43	11,979.18
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	152.00	2,883.25	48.05	3,116.75
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	33,434.60	33,434.60	98.34	565.40
173-532-6516	REFUNDS-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,441.37	2,925.77	11.70	22,074.23
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,898.27	9,988.52	19.98	40,011.48
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	160,000.00	.00	.00	.00	160,000.00
	PUBLIC HOUSING TOTAL	658,607.00	61,510.44	114,746.97	17.42	543,860.03
173-536-6010	SALARY - PH MAINT	.00	5,067.63	18,061.97	.00	18,061.97-
173-536-6040	OVERTIME SALARY-PH MAINT	.00	224.90	539.43	.00	539.43-
173-536-6110	FICA- PH MAINT	.00	394.44	1,393.58	.00	1,393.58-
173-536-6130	IPERS-PH MAINT	.00	458.85	1,612.71	.00	1,612.71-

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REVENUE & EXPENSE REPORT
CALENDAR 9/2012, FISCAL 3/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	PUBLIC HOUSING MAINTENANC TOTA	.00	6,145.82	21,607.69	.00	21,607.69-
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	.00	.00	34,000.00
	PUBLIC HOUSING TOTAL	440,459.00-	31,386.25-	18,768.98-	4.26	421,690.02-

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ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
33-4300	INTERES-SEC 8	2,300.00	137.48	449.39	19.54	1,850.61
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	206.00	226.00	5.02	4,274.00
174-533-4505	HUD CONTRIB-SEC 8	670,000.00	44,856.00	134,568.00	20.08	535,432.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	8,592.00	25,776.00	30.32	59,224.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	410.00	460.00	46.00	540.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	763,800.00	54,201.48	161,479.39	21.14	602,320.61
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	55,000.00	4,064.01	16,062.50	29.20	38,937.50
174-533-6040	OVERTIME SALARY-SEC 8	.00	.00	.00	.00	.00
174-533-6110	FICA-SEC 8	.00	278.64	1,115.02	.00	1,115.02
174-533-6130	IPERS-SEC 8	.00	352.31	1,392.50	.00	1,392.50
174-533-6150	GROUP INSURANCE-SEC 8	.00	.00	.00	.00	.00
174-533-6199	EMPLOYEE BEN-SEC 8	38,000.00	2,241.38	6,724.14	17.70	31,275.86
174-533-6230	STAFF TRAINING-SEC 8	3,000.00	.00	1,400.00	46.67	1,600.00
174-533-6380	UTILITY ALLOT-SEC 8	15,000.00	1,127.00	2,568.00	17.12	12,432.00
174-533-6401	ACCOUNTING FEES-SEC 8	3,000.00	394.00	802.00	26.73	2,198.00
33-6416	RENTS & LEASES-SEC 8	.00	.00	.00	.00	.00
33-6420	CONTRACTED SERVICES-SEC 8	11,000.00	624.20	2,281.14	20.74	8,718.86
174-533-6423	SPECIAL SERVICE-SEC 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	640,000.00	48,951.66	145,871.66	22.79	494,128.34
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	111.10	487.10	16.24	2,512.90
	SECTION 8 VOUCHER TOTAL	768,300.00	58,144.30	178,704.06	23.26	589,595.94
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	4,500.00-	3,942.82-	17,224.67-	382.77	12,724.67

REQUESTED ACTION: Move to approve Resolution No. 10-12 Section 8 Payment Standards.

Comments: HUD has published the new Fair Market Rents that we use to determine the Payment Standards for the Section 8 Voucher program. The Payment Standards are used to calculate our portion of the rent to the owner. Participants use the Payment Standard as a guide to determine if a unit will be within the guidelines. The monthly rent plus the utility allowance needs to be close to the Payment Standard in order to be eligible.

The Payment Standards can be set between 90% - 110% of the Fair Market Rents. Allowing flexibility for agencies to determine the amount serves several purposes:

- 1) Does not cause a financial hardship on participants by paying rents too high. In some areas, adopting the 90% concept of the Standards could cause families to pay rents so high that it is a financial burden. Although the program already has a requirement that does not permit families to pay more than 40% of their income for rent at initial lease up, it is not meant that all participants face that dilemma as a result of low payment standards and high rental market. It is intended to provide some flexibility for families to have a broader selection of available housing.
- 2) Does not substantially limit participant's access to safe, decent housing. If the payment standards are set too low in a community where the rents are high, families would have to select the least desirable housing units available. Such as units that may barely pass the inspection requirements. It is not the intent of this program for participants to live in the worst housing, nor is it intended that they live in the best housing.
- 3) Does not cause a financial burden on the housing agency. The rental market and the financial condition of the local Section 8 program allow for the local agency to determine the appropriate Payment Standards for the area.

Another criteria used in determining the appropriate Payment Standard is comparing the rent of unsubsidized units. We do not want the rents for units on the Section 8 program to set the standard throughout the community (especially in driving the rents higher).

In consideration of the statements above, we are proposing setting the payment standards at the following levels.

0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
380	410	575	725	750

The attached table shows the current Payment Standard compared to the new Fair Market Rents and the new proposed Standards. The table also indicates the allowable range between 90% - 110% of the Fair Market Rents and the percentages of the proposed Standards. We haven't changed the Payment Standards since 2010. The program participants do not seem to be having any trouble locating units that they can afford under the current Payment Standards. However, because the new Fair Market Rents just published have increased we must make sure that the Payment Standards comply with regulations and be adjusted accordingly.

**Payment Standards vs Fair Market Rents
PS vs FMR**

	0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Current PS	380	410	575	700	725
Current Percentage of New FMR	99.22%	93.82%	101.77%	87.94%	90.74%
Proposed PS	380	410	575	725	750
Current Percentage of New FMR	99.22%	93.82%	101.77%	91.08%	93.87%
New FMRs Effective 10/12	383	437	565	796	799
90% of new FMR / minimum for PS	345	393	509	716	719
110% of new FMR / maximum for PS	421	481	622	876	879

Effective October 1, 2012

RESOLUTION NO. 10-12

SECTION 8 VOUCHER PAYMENT STANDARDS

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, the Department of Housing and Urban Development has published the Fair Market Rents (FMR) to be effective October 1, 2012 and requested all housing agencies to implement them as required by program regulations; and

WHEREAS, the Department of Housing and Urban Development requires Payment Standards for the Section 8 Voucher program to be within 90% – 110% of the published FMRs it is necessary for this agency to make adjustments to the Payment Standards; and

WHEREAS, the Charles City Housing and Redevelopment Authority Board has been presented the new FMRs and supporting documentation for maintaining the current Payment Standards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority approves the following Payment Standards effective December 1, 2012:

<u>0 bedroom</u>	<u>1 bedroom</u>	<u>2 bedroom</u>	<u>3 bedroom</u>	<u>4 bedroom</u>
380	410	575	725	750

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 18TH DAY OF OCTOBER 2012.

Margaret Calvert, Chairperson

ATTEST:

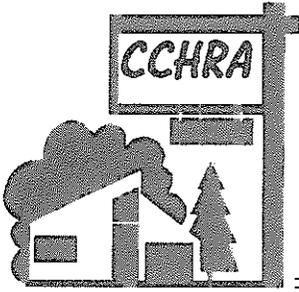
Heidi Nielsen, Director

REQUESTED ACTION: Review vehicle registration/parking policy and approve proceeding with process to incorporate policy into the lease.

Comments: Recently we have been noticing vehicles parked in the lots at Morningside which do not belong to the residents. It doesn't appear that they are registering their overnight guests and in some cases have people staying with them for periods of time that exceed the permitted 30 nights. While this is primarily an issue at Morningside, it also happens occasionally at the Terraces. An additional issue with guests parking overnight is the lack of adequate parking for the residents at the Terraces.

In an attempt to try to gain compliance with the overnight guest policy and ensure adequate parking for the residents, we have discussed requiring the residents to register their vehicles and display a registration sticker on their vehicle. We would also like to require guests who park overnight in the lots display a temporary permit. At the Resident Advisory Board meeting on September 26th, this was discussed and we had no objections.

A draft of the policy is attached.



Charles City Housing and Redevelopment Authority

501 Cedar Terrace South

Charles City, Iowa 50616

Office (641)228-6661 Fax (641)228-6758

Email: cchra@mchsi.com

CHARLES CITY HOUSING AUTHORITY PARKING POLICY

ALL RESIDENTS MUST HAVE A PARKING PERMIT ON THEIR VEHICLE IN ORDER TO PARK ON HOUSING PROPERTY. TO OBTAIN A PARKING PERMIT YOU MUST FURNISH INFORMATION TO THE HOUSING AUTHORITY:

1. Proof of valid driver's license.
2. Proof that vehicle to properly licensed and current in the State of Iowa.
3. Proof of insurance coverage.

THE FOLLOWING RULES APPLY TO TENANT PARKING AND PARKING PERMITS:

1. Only one parking permit will issued per tenant.
2. Parking permits must be placed on the lower left driver's side of the rear window to that it is visible to the housing staff.
3. If a tenant buys a new vehicle or moves from another state, a temporary permit will be issued. If the vehicle is not properly tagged in 30 days, it will be towed at the owner's expense.
4. Any vehicle parking overnight in the lots without a permit will be tagged by staff and subject to tow at the owner's expense.
5. Parking is only permitted in marked stalls. Parking in areas designated by no parking signs, areas painted yellow, in the yard, or any other area not specifically designated for parking will be subject to immediate tow also at the owner's expense.
6. Vehicles must be maintained in a "running condition" at all times. This means that tags on the vehicles must never be expired and insurance must be current at all times because this also constitutes non-running condition since the vehicle would not be legal to drive. Running condition also means that vehicles cannot set on flat, have oil running out it onto parking areas, etc.
7. Tenants may not do maintenance or repair work on housing authority property.
8. Vehicles may not be stored in the lots.
9. Only standard automobiles, vans (mini/conversion), SUV's, and pick-up trucks may park on the property. Parking of recreational vehicles, trailers, commercial trucks, buses, tractor-trailers, agricultural equipment is not permitted.
10. Tenants must move their vehicles to allow staff to clear snow from the lots.
11. Residents may wash their vehicles in the lots as long as it does not become excessive. Staff will determine if it is excessive.
12. A parking permit does not guarantee the holder a specific parking space, merely the opportunity to park in an unreserved parking spot. Tenants should be respectful of their neighbors and realize that there are not enough spots for everyone to park in front of their units.
13. Tenant's driver's license, vehicle registration, and insurance coverage will be verified annually to ensure compliance with requirements.



THE FOLLOWING RULES APPLY TO GUEST PARKING AND TEMPORARY PERMITS:

1. The tenants are responsible for requesting a temporary parking permit for their overnight guests from the office prior to allowing guest to park in the lot.
2. Guests will be permitted to park in the lots subject to the same rules as the tenants.
3. Guests will only be permitted to park overnight in the lots by displaying a valid temporary permit from the rear view mirror.
4. Guests should be respectful of the tenants and allow them to park in the spaces closest to their units.

I HAVE READ THE PARKING POLICY AND I AGREE TO COMPLY WITH IT AND UNDERSTAND THAT IF I DO NOT MY LEASE IS SUBJECT TO TERMINATION

Signature

Date

VEHICLE REGISTRATION FORM
(Please complete all applicable fields)

Please check one:

- Resident
- Visitor Guest Pass

Driver Information

Apartment Number: _____

Last Name: _____ First Name: _____

Driver's License #: _____ State: _____ Expiration (mm/yy): _____

Registered Owner Information (if different from above)

Last Name: _____ First Name: _____

Address (street #): _____

(city, state, zip): _____

Contact Phone: _____

Vehicle Information

Make: _____ Model: _____

Year: _____ Color: _____

License Plate #: _____ License State: _____

License Plate Expiration (mm/yy): _____

Housing Staff Use Only:

Decal #: _____ Date Issued: _____

(Replacement Decal #: _____ Replaces Decal #: _____)

ATTENTION!!!!!!

CHARLES CITY HOUSING AUTHORITY PARKING VIOLATION

YOU ARE ILLEGALLY PARKED FOR ONE OR MORE OF THE FOLLOWING REASONS AND ARE SUBJECT TO BEING TOWED AT YOUR EXPENSE

- No parking permit
- Improperly parked
- Parked in handicapped space
- Vehicle Not in acceptable condition
- Blocking access to: _____
- Other: _____

Vehicle description:

Make: _____ Model: _____ Plate #: _____

This vehicle will be towed on:

Date: _____ Day: _____ Time: _____

Please remediate the indicated violation prior to the date and time listed above to avoid the inconvenience and expense of towing.

Date: _____

Time: _____

Charles City Housing Authority
641-228-6661

MEETING DATE: 10/18/2012

RE: Consider Approval of Security Camera Policy

REQUESTED ACTION: Approve proposed policy governing the use of security cameras in public areas.

Comments: We had requested approval to install additional security cameras at Morningside at the September Board Meeting. Prior to approving the request, we were directed to draft a policy to govern the use of security cameras in order to ensure the tenant's right to privacy is observed.

On September 26, 2012, the proposed policy was presented to the Resident Advisory Board and was approved as presented. The policy is attached for your review and comment.

Charles City Housing & Redevelopment Authority
Policy on Security Camera Use and Recording of Public Areas

Purpose: The purpose of this policy is to regulate the use of security cameras to observe and record public areas for the purposes of safety, security, program integrity, and crime prevention. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

Scope: This policy applies to all security cameras on CCHRA property. Generally these cameras will be mounted in set locations approved by the governing board. However, if there is concern for property damage or personal security, cameras may also be temporarily placed to monitor a specific area of concern. To ensure personal privacy, the cameras will be located and record data only in areas that are considered public. These cameras are not generally continuously monitored, but are intended to be used in investigations of alleged criminal activity and program violations.

General Principles: General principles are outlined below:

- CCHRA is committed to enhancing the quality of life of residents in our public housing communities. A critical component of a comprehensive security plan using technology is the use of security cameras.
- The purpose of camera surveillance of public areas is to deter crime and fraud, and to assist the police and management in protecting the safety and property of the community.
- Information obtained through video surveillance will only be released when authorized by the Housing Director and/or Charles City Public Safety Director.
- Surveillance of public areas for security purposes will be conducted in a manner consistent with all existing CCHRA and City policies. The Code of Procedures for video surveillance prohibits surveillance based on characteristics such as race, gender, sexual orientation, national origin, and disability.

Responsibilities: The Charles City Police Department (“CCPD”) is the department authorized to oversee and coordinate the use of camera surveillance for crime prevention and crime related investigations on CCHRA properties. The Housing Director is authorized to oversee and coordinate the use of camera surveillance for fraud investigations, assist the CCPD with crime related investigations, and other matters necessary for the management of the property. The Housing Director and/or Charles City Public Safety Director will review all requests received to release recordings obtained through camera surveillance. The CCHRA is the department authorized to oversee and coordinate the use of camera surveillance for program compliance, safety, and security purposes, and crime prevention.

Code of Procedures: The following procedures will be followed:

- All supervisors involved in video surveillance of public areas will perform their duties in accordance with this policy.
- The view of residential housing units must not violate the resident’s “reasonable expectation of privacy”.
- All still pictures and video images obtained from the cameras for the use in criminal investigations and termination procedures will be kept confidential and used for the express purpose of providing evidence to support charges or allegations.
- Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications.

REQUESTED ACTION: Approve request to install four additional cameras at Morningside.

Comments: As we indicated last month, the existing cameras were installed in 2005 and have proved to be a valuable tool in reducing the amount of crime and police calls out at Morningside. A majority of the calls in the past year were to open the doors for residents who had locked themselves out. A continuing problem we have is unauthorized guests and occupants. The current camera configuration makes it difficult to monitor this. When we have the camera that covers the front of the apartments zoomed in to monitor the activity of one apartment, we miss all of the other activity and we can only monitor one apartment at a time

We have contacted CEC, the company we are currently utilizing for maintenance of the existing cameras, to provide us with a bid for four new cameras. This will allow us to leave one camera stationary in front of each building and program the existing one to view the parking areas.

Our existing video recorder has enough capacity for four additional cameras. The installation would require running cables from the new cameras to the recorder in the garage. However, even though there is already a conduit in place, we would have to install an additional conduit because there isn't enough room for all of the additional wires and cables required to operate the new cameras.

Attached is the cost estimate that we received from CEC.

