

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

December 15, 2016, 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 November 17, 2016. 1
- IV. Approval of Bills for December 2016 2
- V. Communications 3-6
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Section 8 Funding/Utilization
 - 4. Smoke Free Housing Rule
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 7-10
 - 2. Approve Resolution 14-16 to Adopt Passbook Rate..... 11-12
 - 3. Approve Resolution 15-16 to Adopt New Public Housing Lease..... 13-21
 - 4. Approve Purchase of New Computers..... 22-23
 - 5. Approve Renewal of Contract for Computer Support..... 24-26
 - 6. Approve Resolution 16-16 to Revise Legal Domicile Policy..... 27-28
- VIII. Move to Adjourn
- IX. Executive Director’s Report

Next regular meeting scheduled for Thursday, January 19, 2017,
7:00 a.m., CCHRA Office

HAPPY HOLIDAYS!

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
November 17, 2016 7:00 a.m.

Members Present: Jeremy Heyer, Jenna Haglund, Stuart Coulson, and Eric Miller. Absent: Carol Tyler. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comments. None

Amend-Approve Minutes of October 20, 2016. It was noted that there was an error in the time the meeting adjourned. The minutes will be corrected to reflect the correct time. Coulson moved, Miller seconded the motion to approve the minutes of October 20, 2016 as amended. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$125,252.17. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Operating Reports. The reports were reviewed by the board. There were no concerns.

Review Updated Procurement Policy. The board was provided with the proposed Procurement Policy and were asked for their thoughts on the policy. Nielsen stated that the purpose of the updated policy was to simplify the procurement process and that the original intent was to incorporate both City requirements and HUD requirements into one policy to ensure compliance. The procurement methods and spending levels were reviewed and Nielsen asked the board what amount of board oversight they felt was appropriate. Nielsen also informed the board that the policy did not address the departments authority to sign and approve contracts. It was felt by the board that purchases under a certain spending limit would not require board approval if they were previously approved in the budget. These concerns and suggestions will be conveyed to the City prior to adoption. No action was required.

Approve Resolution 13-16 Amendment to Interim Reexamination Policy. Nielsen discussed with the board the purpose of the amendment and listed several advantages to modifying the policy. The board were all in agreement and supportive of the change. Coulson made a motion to approve Resolution 13-16 to amend the Interim Reexamination Policy. Haglund seconded the motion. Ayes: Haglund, Coulson, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Executive Directors Report. Nielsen informed the board that HUD had finally closed out the audit findings pending verification after the current audit.

Being no further business, Coulson moved, Miller seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried and meeting Adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 December 2016

Customer	Description	Amount
Business Card	back up service/hotel for training	121.89
C.Naber & Associates	accounting fees	395.00
Century Link	phone bill -nov.	188.32
Charles City Family Health Center	office visit for workman's comp claim	110.00
Charles City Housing	sec. Deposit held Everly	254.16
Charles City Housing	sec.deposit held Valle	400.00
Charles City Press	advertising fees	484.00
Cintas	rug service	141.34
City of Charles City	water/sewer/URP/S8 inspections	569.00
Don's Repair	equipment maintenance	56.72
Estate of Steve Lonergan	security deposit refund	200.00
Gale's Country Cleaning	cleaning fees for apartments	721.25
HAPS	Dec 1 HAPS	47,571.30
Hockenson Plumbing	maintenance fees	746.90
Houdek Floorcovering	flooring replacement	725.95
Iowa Department of Transportation	fuel	133.76
Jendro Sanitation	trash service	611.00
King-Knutson Construction, Inc.	project payment	42,713.18
Lessin Supply Co.	maintenance parts	4.60
Marco	copy costs Nov.	74.20
Mehmen's Painting	painted 63,127,2202	290.00
Michaels Band Box	carpet cleaning	157.81
Mid American Energy	electric/gas/URP	4,714.78
Mike Molstead Motors	truck maintenance	150.00
Nolts Custom Concrete LLC	concrete work SCT	1,355.00
Schueth Ace Hardware	maintenance items for month	872.99
Sherwin Williams	paint	506.60
Superior Lumber	maintenance item	9.98
T-J Service	refrig. Replacement, parts	649.97
Teeter Specialty Company L.L.C.	updated business cards	214.25
Wells Fargo Vendor FIN Serv	copier lease payment	265.03
		105,408.98

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The handrail project is completed and the final inspection was done on December 7th. Everything was acceptable and they will be submitting the final payment request prior to the 15th. John Fallis has finished looking at the sidewalks and he is estimating that it will take about \$10,000-\$15,000 to repair the sidewalks.
2. Rehab Update. All the preliminary work is completed and the City has approved all required submissions for the grant. The written narrative is currently being developed. Once that is complete the grant application will be ready to submit to the state.
3. Section 8 Funding/Utilization. See attachments
4. Smoke Free Housing Rule. On December 5, 2016 HUD published the final rule which requires all public housing units to be smoke free. The rule goes into effect on February 5, 2017, and housing authorities will have 18 months from that date to be in compliance. Since we are already smoke free in the units and common areas, the decision needs to be made whether we will ban smoking on the entire property or prohibit smoking within 25 feet of a building. This change is considered a substantial deviation from our PHA Plan and will require public hearings and an amendment to the lease.

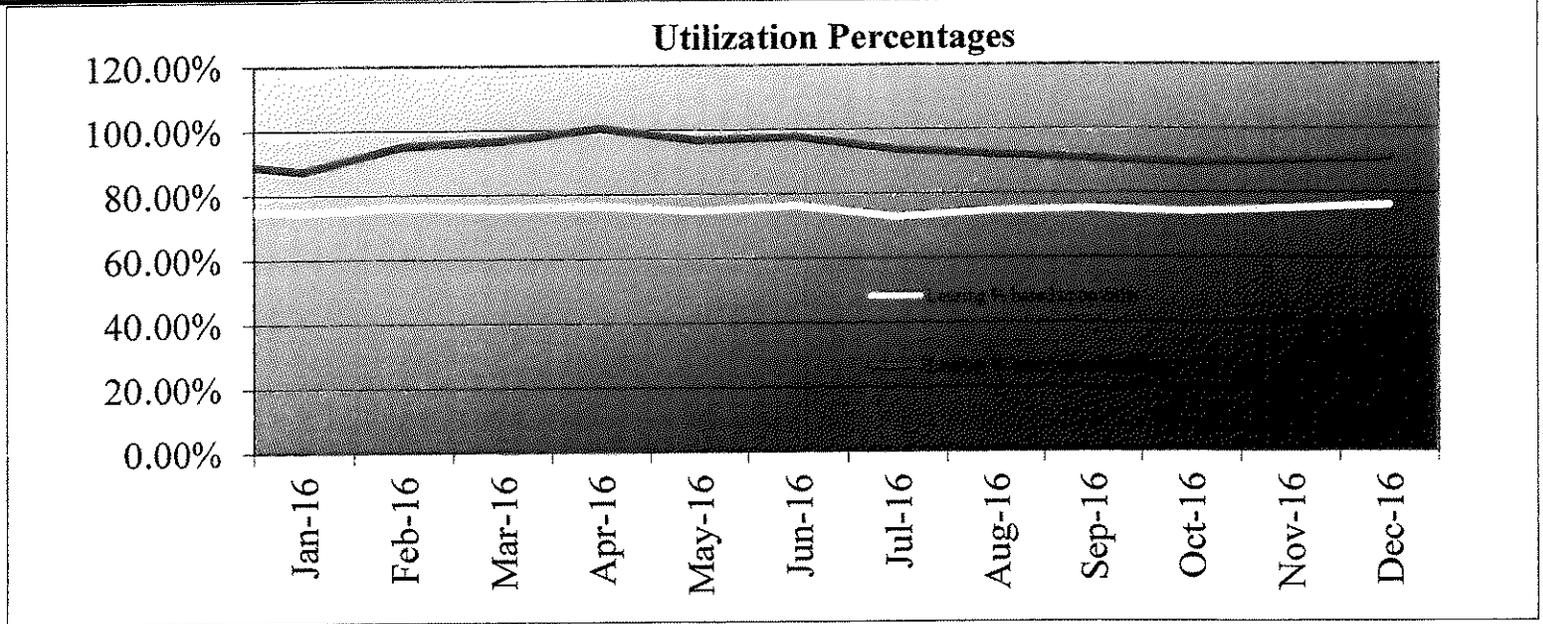
5. Monthly Rental Status Update.

Month of November 2016	Total Leased 11/1/16	New Leases	Removed Or Moved	Total Leased 12/1/16	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	125	7	2	130	13	7	2
Morningside 16 Units	13	1	0	14	3	3	2
Section 8 197 Units	158	6	6	158	28	24	7

Declined Assistance (7) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (5) Criminal Background Check ()
 Voucher Expired (2) Purged (2)
 Terminations: PH () S8 (1)

6. End of Participation Tracker. See attachment

	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-16	197	147	74.62%	\$ 130.00	\$ 49,010	\$ 42,876	87.48%	\$ 291.67
Feb-16	197	150	76.14%	\$ 117.00	\$ 49,010	\$ 46,671	95.23%	\$ 311.14
Mar-16	197	149	75.63%	\$ 405.00	\$ 49,010	\$ 47,421	96.76%	\$ 318.26
Apr-16	197	150	76.14%	\$ 975.00	\$ 49,010	\$ 49,301	100.59%	\$ 328.67
May-16	197	147	74.62%	\$ 13.00	\$ 49,010	\$ 47,428	96.77%	\$ 322.64
Jun-16	197	150	76.14%	\$ 38.00	\$ 49,010	\$ 47,843	97.62%	\$ 318.95
Jul-16	197	143	72.59%	\$ 49.00	\$ 49,010	\$ 45,874	93.60%	\$ 320.80
Aug-16	208	155	74.52%	\$ 3.00	\$ 52,168	\$ 48,111	92.22%	\$ 310.39
Sep-16	208	156	75.00%	\$ 226.00	\$ 52,170	\$ 47,333	90.73%	\$ 303.42
Oct-16	208	154	74.04%	\$ 106.00	\$ 52,170	\$ 46,618	89.36%	\$ 302.71
Nov-15	208	159	76.44%	\$ 207.00	\$ 52,170	\$ 48,794	93.53%	\$ 306.88
Dec-16	208	158	75.96%		\$ 52,171	\$ 47,495	91.04%	\$ 300.60
YTD	2,419	1,818	75.16%	\$ 2,269.00	\$ 603,919	\$ 565,765	93.68%	\$ 311.20



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016:	\$ 116,439	
HAP Funding YTD:	\$ 603,919	
HAP Expenditures YTD:	\$ 565,765	Current Year Funding: 123
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 2,269	
Current Remaining NRA / Prog Reserve:	\$ 156,862	
Current Monthly Funding (a)	\$ 51,537	Current Year Funding and reserves: 504
Current Average HAP Payment (b)	\$ 311	
# of Units the Current Monthly Funding Would Support (a)/(b)	166	
# of Units Currently Leased	158	
Excess Units Leased, Current Month	(8)	
Current Year-to-Date Funding (a)	\$ 603,919	
Current Year-to-Date Average HAP Payment (b)	\$ 311	
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,941	
# of Unit-Mos Leased Year-to-Date	1,818	
Remaining Unit-Mos to Lease Year-to-Date	123	
Estimate of next years funding:		
YTD HAP expense	\$ 565,765	
Months to date	1	

HCV HAP Spending Projection

C	D	E	F	G	H	I	HUD Held						
							J	K	L	M	N		
NRA							HUD Held						
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14 NRA	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting 12/31/14	Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)			
PHA#	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M			
2													
4													
5													
6													
7	January	\$3,858	\$50,801	\$46,396	\$46	\$8,309	\$94,477	\$48,673	\$50,801	\$92,349			
8	February	\$8,309	\$50,515	\$49,152	\$147	\$9,819	\$92,349	\$48,820	\$50,515	\$90,654			
9	March	\$9,819	\$50,515	\$47,877	\$148	\$12,605	\$90,654	\$48,820	\$50,515	\$88,959			
10	April	\$12,605	\$46,065	\$47,739	\$1,031	\$11,962	\$88,959	\$49,127	\$46,065	\$92,021			
11	May	\$11,962	\$43,833	\$48,728	\$7,067	\$7,067	\$92,021	\$49,130	\$43,833	\$97,318			
12	June	\$7,067	\$49,587	\$48,246	\$417	\$8,825	\$97,318	\$49,130	\$49,587	\$96,861			
13	July	\$8,825	\$39,901	\$51,695	\$2,969	\$2,969	\$96,861	\$49,730	\$39,901	\$106,690			
14	August	\$2,969	\$54,469	\$51,161	\$339	\$349	\$106,690	\$49,130	\$54,469	\$101,351			
15	September	\$349	\$56,900	\$49,196	\$85	\$8,138	\$101,351	\$49,130	\$56,900	\$93,581			
16	October	\$8,138	\$52,729	\$49,666	\$116	\$11,317	\$93,581	\$49,010	\$52,729	\$89,662			
17	November	\$11,317	\$51,161	\$48,245	\$122	\$14,355	\$89,662	\$49,010	\$51,161	\$87,711			
18	December	\$14,355	\$51,161	\$44,561	\$163	\$21,118	\$87,711	\$58,544	\$51,161	\$95,094			
19	Total		\$597,637	\$682,662	\$2,285	\$21,118		\$598,254	\$597,637				
20													
21	CY 2016												
22	January	\$21,118	\$50,180	\$42,876	\$65	\$28,487	\$95,094	\$49,010	\$50,180	\$93,924			
23	February	\$28,487	\$39,175	\$46,671	\$117	\$21,108	\$93,924	\$49,010	\$39,175	\$103,759			
24	March	\$21,108	\$49,210	\$47,421	\$405	\$23,302	\$103,759	\$49,010	\$49,210	\$103,559			
25	April	\$23,302	\$45,452	\$49,301	\$976	\$20,429	\$103,559	\$49,010	\$45,452	\$107,117			
26	May	\$20,429	\$47,604	\$47,428	\$13	\$20,618	\$107,117	\$49,010	\$47,604	\$108,523			
27	June	\$20,618	\$27,244	\$47,889	\$38	\$11	\$108,523	\$49,010	\$27,244	\$130,289			
28	July	\$11	\$47,604	\$45,821	\$49	\$1,843	\$130,289	\$49,010	\$47,604	\$131,695			
29	August	\$1,843	\$50,762	\$48,111	\$3	\$4,497	\$131,695	\$52,168	\$50,762	\$133,101			
30	September	\$4,497	\$51,537	\$47,333	\$226	\$8,927	\$133,101	\$52,170	\$51,537	\$133,734			
31	October	\$8,927	\$51,537	\$46,728	\$106	\$13,842	\$133,734	\$52,170	\$51,537	\$134,367			
32	November	\$13,842	\$47,999	\$48,794	\$207	\$13,254	\$134,367	\$52,170	\$47,999	\$138,538			
33	December	\$13,254	\$49,897	\$47,495	\$205	\$15,656	\$138,538	\$52,171	\$49,897	\$140,812			
34	Total		\$558,201	\$665,868	\$2,205	\$15,656		\$603,919	\$558,201				

END OF PARTICIPATION
TRACKER
2016-2017

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	3	1	1	1	1	2						10
ZERO HAP			1	1	1	1							3
MUTUAL RECISION	2				1	1							4
ANNUAL RE-EXAM SEARCHING	1		1										2
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING	3	2											5
DECEASED													0
MOVED IN VIOLATION	1		1	1	2								5
EVICTED													0
UNAUTHORIZED LIVE-IN				1									1
VIOLATION OF FAMILY OBLIGATION					1								1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY				1									1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION						1							1
VOUCHER EXPIRED	3	1	1	2	2								9
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD				3	1								4
TOTALS	12	6	5	10	5	8	0	0	0	0	0	0	46
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	4								10
DECEASED					2	1							3
MOVED IN VIOLATION		1	1	3	1								6
TERMINATED FOR LEASE VIOLATIONS					1								1
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 (moved to new unit)						1							1
UTILITIES DISCONNECTED													0
TOTALS	1	2	3	5	8	2	0	0	0	0	0	0	21

MEETING DATE: 12/15/16

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The November 2016 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2016, FISCAL 5/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	28,000.00	3,273.10	15,465.67	55.23	12,534.33
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	254.16	1,721.16	43.03	2,278.84
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	39,304.00	201,651.00	40.33	298,349.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	168.00	4,426.00	46.59	5,074.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	.00	3,339.25	27.83	8,660.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	165.37	362.35	18.12	1,637.65
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	18,265.00	91,922.00	47.14	103,078.00
	PUBLIC HOUSING TOTAL	750,500.00	61,429.63	318,887.43	42.49	431,612.57
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	87,000.00	10,091.96	37,649.11	43.27	49,350.89
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	31.12	1.56	1,968.88
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,809.00	680.94	2,547.06	37.41	4,261.94
173-532-6130	IPERS - PUBLIC HOUSING	7,948.00	901.22	3,364.87	42.34	4,583.13
173-532-6150	HEALTH INS - PUBLIC HOUSING	38,145.00	3,062.08	15,310.40	40.14	22,834.60
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	30.79	145.30	46.87	164.70
173-532-6160	WORK COMP - PUBLIC HOUSING	2,704.00	.00	.00	.00	2,704.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	11.01	1.84	588.99
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	910.51	18.21	4,089.49
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	1,220.99	5,406.50	13.52	34,593.50
173-532-6371	UTILITIES - PUBLIC HOUSING	48,000.00	2,656.92	23,771.89	49.52	24,228.11
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,341.39	7,102.16	39.46	10,897.84
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,708.80	8,685.91	36.19	15,314.09
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	175.00	1,447.08	36.18	2,552.92
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	25,542.00	.00	.00	.00	25,542.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	314.50	917.00	22.93	3,083.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	265.03	1,325.15	42.75	1,774.85
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	26,000.00	2,167.54	10,417.11	40.07	15,582.89
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	485.81	24.29	1,514.19
173-532-6442	PILOT-PUBLIC HOUSING	37,000.00	.00	39,202.70	105.95	2,202.70-
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	73.00	7.30	927.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	2,815.28	16,750.94	67.00	8,249.06
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	5,463.55	33,603.39	44.80	41,396.61
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	517,158.00	32,895.99	209,158.02	40.44	307,999.98
173-536-6010	SALARY - PH MAINT	90,000.00	10,632.35	37,805.13	42.01	52,194.87
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	79.17	1,300.75	26.02	3,699.25

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2016, FISCAL 5/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	7,268.00	759.24	2,796.86	38.48	4,471.14
173-536-6130	IPERS - PH MAINT	8,484.00	956.54	3,492.15	41.16	4,991.85
173-536-6150	HEALTH INS - PH MAINT	35,000.00	2,098.69	9,204.67	26.30	25,795.33
173-536-6151	LIFE INS - PH MAINT	200.00	16.74	66.96	33.48	133.04
173-536-6160	WORK COMP - PH MAINT	1,947.00	.00	.00	.00	1,947.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	7.51	1.37	542.49
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	110.00	298.00	.00	298.00
	PUBLIC HOUSING MAINTENANC TOTA	149,349.00	14,652.73	55,422.03	37.11	93,926.97
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	83,993.00	13,880.91	54,307.38	64.66	29,685.62

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 11/2016, FISCAL 5/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	700.00	139.28	693.73	99.10	6.27
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	413.00	1,266.00	25.32	3,734.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	47,999.00	249,439.00	41.57	350,561.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,520.00	40,665.00	45.18	49,335.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	185.00	185.00	18.50	815.00
	SECTION 8 VOUCHER TOTAL	697,700.00	56,256.28	292,248.73	41.89	405,451.27
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	39,000.00	4,153.95	14,558.42	37.33	24,441.58
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	34.09	3.41	965.91
174-533-6110	FICA - SECTION 8	3,060.00	281.36	989.39	32.33	2,070.61
174-533-6130	IPERS -SECTION 8	3,572.00	370.93	1,303.05	36.48	2,268.95
174-533-6150	HEALTH INS - SECTION 8	16,348.00	1,312.32	6,561.60	40.14	9,786.40
174-533-6151	LIFE INS - SECTION 8	200.00	13.20	74.65	37.33	125.35
174-533-6160	WORK COMP - SECTION 8	1,817.00	.00	.00	.00	1,817.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	7.34	1.84	392.66
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	165.53	546.54	36.44	953.46
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	968.00	5,002.00	33.35	9,998.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	1,290.00	36.86	2,210.00
174-533-6411	LEGAL-SEC 8	.00	.00	3,000.00	.00	3,000.00-
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	892.50	2,721.50	34.02	5,278.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	.00	1,565.00	6,342.00	.00	6,342.00-
174-533-6443	HOME OWNERSHIP VOUCHER	.00	421.00	2,105.00	.00	2,105.00-
174-533-6444	PORTABILITY VOUCHER	.00	2,501.30	12,506.50	.00	12,506.50-
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	43,415.00	211,266.00	35.21	388,734.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	.00	.00	.00	5,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	1,354.00	1,529.19	50.97	1,470.81
	SECTION 8 VOUCHER TOTAL	701,697.00	57,634.09	269,837.27	38.45	431,859.73
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	3,997.00-	1,377.81-	22,411.46	560.71-	26,408.46-

REQUESTED ACTION: Approve Resolution 14-16 to Adopt Passbook Rate

Comments: HUD regulations require us to apply the passbook rate to the cash value of assets greater than \$5,000 when calculating participant income to determine an imputed income. Then we compare the imputed value against the actual income generated by the assets. The larger amount of the two is included the participant's annual income.

In 2011 HUD directed us to reduce the rate to 0%. They have since determined that the individual housing agencies should set their own rate and review that rate on an annual basis. The passbook rate established must be within .75 percent of the current Savings National Rate. As of December 1, 2016, that rate was .06%. That means that our adopted rate must fall somewhere between -.69% and .81%, and the rate may not be less than 0%. The area passbook rates at the following area banks as of December 1, 2016, were:

First Security Bank	.10%
First Citizens Bank	.10%
Security State Bank	.15%
CUSB	.10%

We have discussed the rates and have decided that we should continue to use .10% as our passbook rate because it reflects the majority of the area banks for a regular savings account. This rate will only affect residents and participants whose assets' cash value exceeds \$5,000. Many times those with assets higher than that will have an actual income from their assets that exceeds the imputed value.

RESOLUTION NO. 14-16

ADOPTION OF PASSBOOK RATE

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, according to 24 CFR § 5.609(b)(3), when determining annual income for families who apply for or receive assistance in the Housing Choice Voucher Program (HCV) and public housing programs, a public housing agency (PHA) includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5000; and

WHEREAS, HUD has issued Notice 2012-29 requiring all Housing Authorities to establish a passbook rate based on the current Savings National Rate and review them annually; and

WHEREAS, the Savings National Rate on December 1, 2016 was .06% and the proposed rate of .10% is within the required .75% of that rate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that adoption of the proposed passbook rate of .10% is necessary to ensure that all rent calculations are in compliance with regulation.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15TH DAY OF DECEMBER 2016.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 12/15/16

RE: Approve Resolution 15-16 to Adopt New Public Housing Lease

REQUESTED ACTION: Review proposed changes and tenant comments and approve Resolution 15-16 to adopt the revised lease.

Comments: The existing lease has been reviewed and the changes identified on the attachment were determined to be in the best interest of the agency. The tenants were provided a copy of the revised lease and were given 30 days to provide any comments or concerns they may have. We have received a few comments on the provision which requires the tenants to install the air conditioners in the sleeve provided and not in the windows. In addition, one comment was provided on the elimination of allowing the residents to use washers and dryers in the units unless the unit has dedicated laundry hook-ups.

Once the final version of the lease has been approved, the residents will get a sixty-day notice of the approved lease. They will then be sent the new lease and will have 30-days to sign the new lease. If they fail to sign the lease, their lease will be terminated and they will be required to move.

The following changes were made to Part 1 of the Residential Lease Agreement: Terms and Conditions

I. Description of the Parties and Premises:

(c) was added and reads "Tenant must live in unit and carry out all functions of daily living in leased unit and must not maintain a residence at any location other than the unit identified in Part II of the lease".

VI. Utilities and Appliances

The following sentences were removed from (a) "PHA will provide a cooking range and refrigerator. Other major electrical appliances, air conditioners, freezers, extra refrigerators, washers, dryers, etc., may be installed and operated only with the written approval of the PHA. A monthly service charge will be payable by Tenant for the electricity used in the operation of such appliances, as shown on the Schedule posted in the Office"

(c, d, & e,) were added to section as follows:

(c) PHA will provide a cooking range and refrigerator.

(d) Other permitted major electrical appliances include freezers, and extra refrigerators. Washer and dryers are only permitted to be installed in units with dedicated laundry hook-ups.

(e) Window A/C units may only be installed in A/C sleeves and will not be permitted to be installed in any windows.

The restriction of the use of space heaters was moved to the "House Rules".

VII. Terms and Conditions:

The provision under (a) Use and Occupancy of the Dwelling restricting visitors to not more than six hours per day for seven or more days per 30 day period was eliminated. In addition, the last sentence was changed from "Permission may be granted, upon written request to the PHA, for an extension of this provision in cases of medical instances" to "Permission may be granted, upon written request to the PHA, for an extension of this provision as a reasonable accommodation"

(c) was revised from "At least one adult family member listed on the lease must physically occupy the unit at least six (6) months of any consecutive twelve (12) month period, and agrees to continue payment of rent as stated in the lease for each month they are not physically occupying the unit" to read "All absences from unit longer than seven (7) days require third party verification and prior notice to the PHA. In all cases, the lease will terminate if approved absence will extend beyond 180 days. All unapproved absences may result in lease termination."

The last paragraph under (d)(4) was changed from "This lease will NOT be revised to permit a change of family composition resulting from a request to allow adult children to move back into the unit unless it is determined that the move is essential for the mental or physical health of Tenant AND it does not disqualify the family for size unit is currently occupying" to read "This lease will NOT be revised to permit a change of family composition resulting from a request to add adult family members or allow adult children to move back into the unit."

IX. Tenant's Obligations

(b)(2) The phrase "(in excess of 30 days in a calendar year or more than six hours a day for seven or more days in a 30-day period)" was removed. It now reads "Not to give accommodation to long-term guests without the advance written consent of PHA".

(d) The second sentence was changed from "These regulations or House Rules shall be posted in conspicuous manner in the main office and incorporated by reference to this Lease." to read "These regulations shall be posted in conspicuous manner in the main office and incorporated as an attachment to this Lease"

(l) The following was added at the end "Notice: Management maintains a "Zero Tolerance Drug Policy" with respect to violation of the lease terms regarding drug related activity."

The following items (m-gg) were moved to the House Rules:

- (m) To make no alterations or repairs or redecorations to the interior of the dwelling unit or to the equipment, nor to install additional equipment or major appliances without written consent of PHA. To make no changes to locks or install new locks on exterior doors without PHA's written approval. To use no nails, tacks, screws, brackets, or fasteners on any part of the dwelling unit (a reasonable number of picture hangers excepted) without authorization by PHA.
- (n) To give prompt prior notice to PHA, in accordance with Section XIII hereof, of Tenant's leaving dwelling unit unoccupied for any period exceeding one calendar week.
- (o) To act in a cooperative manner with neighbors and PHA Staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and PHA staff.
- (p) Not to display, use, or possess or allow members of Tenant's household or guests to display, use or possess any illegal firearms, (operable or inoperable) or other illegal weapons as defined by the laws and courts of the State of Iowa anywhere on the property of PHA.
- (q) To take reasonable precautions to prevent fires and not store or keep highly volatile or flammable materials upon the premises.
- (r) To avoid obstructing sidewalks, areaways, galleries, passages, elevators, or stairs, and to avoid using these for purposes other than going in and out of the dwelling unit.
- (s) To refrain from erecting or hanging radio or television antennas on or from any part of the dwelling unit.
- (t) To refrain from placing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of PHA.

- (u) To refrain from, and cause members of Tenant's household to refrain from keeping, maintaining, harboring, or boarding any animal of any nature in the dwelling unit except in accordance with the PHA's pet policy, unless a verified disability warrants the possession of a service animal or companion animal.
- (v) To remove from PHA property any vehicles without valid registration and inspection stickers. To refrain from parking any vehicles in any right-of-way or fire lane designated and marked by PHA. Any inoperable or unlicensed vehicle as described above will be removed from PHA property at Tenant's expense. Automobile repairs are not permitted on project site.
- (w) To remove any personal property left on PHA property when Tenant leaves, abandons or surrenders the dwelling unit. Property left for more than 30 days shall be considered abandoned and will be disposed of by PHA. Costs for storage and disposal shall be assessed against the former tenant.
- (x) To use reasonable care to keep the dwelling unit in such condition as to ensure proper health and sanitation standards for Tenant, household members and neighbors. **TENANT SHALL NOTIFY THE AUTHORITY PROMPTLY OF KNOWN NEED FOR REPAIRS TO THE DWELLING UNIT**, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and grounds of the Project. Tenant's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs.
- (y) 1. Not to commit any fraud in connection with any Federal housing assistance program, and
2. Not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease.
- (z) To pay promptly any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities. Failure to keep utilities paid current and connected will be cause for termination.
- (aa) To make arrangements and pay for the disposal of any household items that require special handling such as, but not limited to paint, chemicals, microwaves, appliances, and furniture.
- (bb) For each adult in the Tenant household to perform at least 8 hours per month of qualifying community service (as specified by the PHA) unless the requirement is waived due to age, disability, or the fact that an adult is excused from this requirement because he/she is working, attending an educational institution, or participating in some other qualified training program.
- (cc) To have no animal(s) or pet(s) of any kind on the premises, other than those expressly permitted in writing by the PHA.
- (dd) To have no trampolines or swimming pools, except wading pools less than 12 inches deep and less than 8 feet in diameter.
- (ee) To keep all barbeque grills a minimum of 10-feet from the building when in use. Fire pits and/or open burning are not allowed.
- (ff) To refrain from using blankets, sheets, paper, aluminum foil and other household items as window coverings. Only curtains, drapes, sheers, blinds, or shades, which are designed to be used as window coverings are allowed. These window coverings must be hung with rods and hangers designed for use on windows. Window coverings must not be tacked, tied, taped, or stapled to walls or trim.
- (gg) To refrain from and cause guests to refrain from consuming alcohol or possessing an open container of alcohol in common areas of the property. Common areas will be defined as all areas of PHA property other than inside of the tenant's unit and the concrete patio adjacent to the unit entrance.

Please refer to the House Rules, as revised.

A new item (m) was added which reads "To abide by all other "House Rules" established by management & incorporated into this lease as an addendum to the lease."

XI. Inspections

The following was added after (f): "(g) Lease Violation Inspections: The tenant agrees to permit the PHA to perform an inspection in response to a report or complaint regarding any lease violations."

XII. Entry of Premises

(a)(1) permissible time of entry into unit was changed from 8:30 a.m. to 8:00 a.m.

(b)(1) required written notice for entry changed from 24 to 48 hours.

XIV. Termination of the Lease

(a)(4) Was changed from "Misrepresentation of family income, assets; Tenant will be given one chance before being terminated due to misrepresentation of family income or assets provided they sign a memorandum of understanding and repay any money owed the PHA." to "Misrepresentation of family income, assets; Tenant will be given one chance before being terminated in the case of non-reported income in between annual re-exams provided they sign a memorandum of understanding and repay any money owed the PHA."

(a)(10) was added which reads, "Violation of any of the House Rules contained in the lease addendum or violation of any other lease requirement."

(d) The terms "thirty or 30-day" were eliminated from the paragraph.

XVI. Housekeeping Standards:

(e)(2) storage areas, or utility rooms were added to areas of porches which must be kept clear.

**HOUSE RULES
CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
CHARLES CITY, IOWA**

The following Rules and Regulations were developed to maintain the standards of our properties. The Rules and Regulations are part of the Lease Agreement and violation of these rules by tenant, family members, or guests may result in lease termination.

SECTION 1. General Conditions

Office Hours – The Charles City Housing regular office hours are 8:00 a.m. to 4:30 p.m. Please make all maintenance or service requests to the Office during regular business hours by calling 641-228-6661. If an emergency should arise after office hours, report it immediately by calling our maintenance emergency number at 330-9259. If you are locked out after office hours or on the weekends you may contact the Charles City Police Department at 641-228-3366 to let you in your unit.

Rent Collection Policy – All rents are due on or before the first day of the month. We request that your rent be paid directly to the housing office by check, automatic payments, money order or exact amount of cash or mailed to the office. If rent is paid late 3 times within 12-months, the lease will be terminated. Checks returned by the bank marked "Insufficient Funds" will be treated as nonpayment of rent.

Insurance – Tenant agrees that the Housing Authority has no liability toward tenants' personal belongings in case of fire, theft, vandalism, or acts of God. Tenant is responsible for obtaining insurance against these occurrences.

Loud Noises – All tenants should be considerate of their neighbors and refrain from making any loud noises that will disturb other tenants. It is requested that no unnecessary noise be made before 7:30 a.m. or after 10:00 p.m.

Christmas Trees – No live Christmas trees are allowed on the premises because of a fire hazard.

Behavior – Tenant must act in a cooperative manner with neighbors and PHA Staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and PHA staff.

Illegal Firearms – Tenant must not display, use, or possess or allow members of Tenant's household or guests to display, use or possess any illegal firearms, (operable or inoperable) or other illegal weapons as defined by the laws and courts of the State of Iowa anywhere on the property of PHA.

Fires – Tenant must take reasonable precautions to prevent fires and not store or keep highly volatile or flammable materials upon the premises.

Smoking – All tenants must abide by the "No Smoking Policy" and refrain from smoking inside the units. All smoking materials must be properly disposed and not allowed to accumulated outside of the units.

Illegal or Undesirable Activity – All tenants must refrain from activity, illegal or not, which impairs the physical or social environment of the development.

SECTION II. Unit Restrictions and Requirements

Damage – The cost of damage to the apartments and apartment's furnishings and appliances from misuses or harmful cleaning materials shall be borne by the tenant. Tenant agrees not to use nails, tacks, screws, brackets, or fasteners on any part of the dwelling unit (a reasonable number of picture hangers excepted) without authorization by PHA.

Repairs – Repairs and painting of the apartments and appliances are a responsibility of the management. Only the maintenance personnel or an approval contractor are permitted to do this type of work.

Alterations – There must be no alterations or repairs or redecorations to the interior of the dwelling unit or to the equipment. This includes the installation of wallpaper, borders, or contact paper; and painting any surface of the unit.

Windows – Tenant shall conscientiously keep windows closed to avoid weather damage. When leaving the apartment for extended periods of time, windows should be closed.

Window Coverings - To refrain from using blankets, sheets, paper, aluminum foil and other household items as window coverings. Only curtains, drapes, sheers, blinds, or shades, which are designed to be used as window coverings are allowed. These window coverings must be hung with rods and hangers designed for use on windows. Window coverings must not be tacked, tied, taped, or stapled to walls or trim.

Doors – Tenant must not put holes in any of the doors, frame or trim, inside or out. If any holes are made tenant will be charged to replace the door. Also, do not allow anyone to hang onto the door handle and swing on the door. This will damage the swing mechanism. If this happens, the tenant will be charged to have this fixed or replaced.

Furnace – Please do not turn off the furnace, or baseboard heaters when leaving the apartment for a long period or when vacating the apartment during cold weather. Turning off the furnace during cold weather will cause pipes to freeze and break. This will cause major water damage that the tenant will be responsible for paying.

Central Air Conditioners (not applicable to units 1-128) – The temperature for the AC units should not be set below 70 degrees. Also, when the outside temperature is consistently below 70 degrees the unit should be shut off. This is to prevent any problems with the unit running properly.

Window Air Conditioners – All A/C units must be installed in the sleeves provided by the PHA. No A/C units are to be installed in the windows.

Light Bulbs – Bulbs are furnished in sockets when tenant moves into the apartment. Replacement for bulbs missing at move-out will be charged to the tenant.

Additional Heaters – No auxiliary heaters or space heaters are allowed.

Curtain Rods and Shades – Curtain rods are provided on all windows. Shades are provided in the kitchen and all bedrooms and are not to be removed. Tenant will be charged for replacement if missing or damaged when vacating the unit.

Inspections – The PHA reserves the right to make periodic inspections of the apartment, with prior notice, to insure the desired standards of maintenance and cleanliness are maintained.

Pest Control – Tenant will assist in minimizing insect and rodent infestation by immediately reporting the presence of infestation. Plunket's Pest Control will spray the units two times per year on the outside of the apartment and treat any reported infestations.

Appliances - The range and range hood require regular cleaning. This is the tenant's responsibility and any repair required due to improper cleaning will be at the tenant's expense. The refrigerator-freezer is a self-defrosting model. Avoid using any sharp instruments to clean the refrigerator as this action can puncture the coil or interior wall causing damage and requiring replacement, which would be borne by the tenant. Installation of any additional major appliances must be approved by the PHA.

Bathroom – Tenant must notify the Housing Authority of any plumbing problem. Tenant will be responsible for the cost of unstopping stools and drains, unless stoppage is due to defective plumbing. Use only non-abrasive cleaner on all bathroom fixtures (tub & sink). Examples to use: Soft Scrub, Dow Bathroom Cleaner, etc.

Door Locks – Tenant agrees to make no changes to locks or install new locks or hooks on exterior or interior doors. There will be a \$25 charge to change locks during tenancy.

SECTION III. Unit Exterior and Common Area Restrictions

Obstruction of entrances and common areas – Tenant must refrain from obstructing sidewalks, areaways, galleries, passages, elevators, or stairs, and to avoid using these for purposes other than going in and out of the dwelling unit.

Antennas – Tenant must refrain from erecting or hanging radio or television antennas on or from any part of the dwelling unit.

Signs and/or Posters – Signs and/or posters are not to be placed on entry doors, closet doors, or windows of the apartment at any time without prior written approval from the Housing Authority.

Cable Dish Services – No antennas or cable dishes of any kind shall be attached to the exterior of the buildings. We do allow Direct TV services by PR Connections. Please contact them directly at 641-423-3216. Any other dish or satellite services are not allowed.

Clotheslines – Do not attach any clothesline to the building and only use the clotheslines provided.

Swimming Pools & Trampolines – Tenant may not have trampolines or swimming pools, except wading pools less than 12 inches deep and less than 8 feet in diameter. Pools must be emptied and stored after each use.

Garden Areas – Tenant may maintain a garden space adjacent to unit with prior approval from PHA. There will be no plantings permitted along sidewalks. All plantings and yard art or ornaments must meet PHA approval or be removed.

Grills – Tenant must keep all barbeque grills a minimum of 10-feet from the building when in use

Fire Pits or open burning – Use of fire pits, or grills for recreational fires are prohibited. This includes open burning.

Alcohol Use – Tenant must refrain from and cause guests to refrain from consuming alcohol or possessing an open container of alcohol in common areas of the property. Common areas will be defined as all areas of PHA property other than inside of the tenant's unit and the concrete patio adjacent to the unit entrance.

SECTION IV. Parking and Parking Lot Restrictions

Permitted Vehicles - Only one vehicle per licensed driver is permitted on the property. No additional vehicles or equipment can be parked or stored on the premises. There are no reserved parking spaces for the tenants.

Car Repairs - Changing oil and other repair work on vehicles or equipment is not permitted on the premises.

Unpermitted Vehicles - Inoperable or unlicensed vehicles shall not be stored on the premises.

Permitted Parking - Parking is permitted only in paved areas provided for that purpose. Tenant must refrain from parking any vehicles in any right-of-way or fire lane designated and marked by PHA

RESOLUTION NO. 16-16

ADOPTION OF THE PUBLIC HOUSING
LEASE

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 Charles City Housing and Redevelopment Authority (CCHRA) has reviewed the lease and has made revisions that are in the best interest of the agency; and

WHEREAS, the tenants have been given the required 30-day comment period required under 24 CFR 966.3 with consideration being given to all comments received; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the CCHRA has complied with all Federal Regulations prior to adopting all lease revisions, and that all agreed upon revisions will be incorporated into the new lease.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND
REDEVELOPMENT AUTHORITY ON THIS 15th DAY OF DECEMBER 2016.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Purchase of new computers from CDW for \$3,907.19

Comments: Trent has advised us that our computers have outlived their useful life and should be replaced. He has been working with our software vendor to make sure that our software will be compatible with the new computers. The attached quote contains the proposed equipment. Even though we only need four computers to serve as work stations, we need to have the 5th to act as a server to host the software application. He also would like us to purchase two hard drives for the host computer. One server would run the applications and the other would store the data files.

The quote is from CDW Government. They have already competitively bid their products so we can by-pass getting competitive quotes. The quote received is for \$3,907.19, but there will be an additional cost for Trent's labor to install the computers. We have \$10,000 budgeted for the installed computers. This should be more than adequate to cover the expense.



QUOTE CONFIRMATION

DEAR TRENT PARKER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HNQB004	12/2/2016	HNQB004	12051008	\$3,907.19

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Lenovo ThinkCentre M700 10GT - Core i5 6400 2.7 GHz - 8 GB - 1 TB Mfg. Part#: 10GT002SUS UNSPSC: 43211508 Contract: MARKET	5	3980109	\$613.45	\$3,067.25
Samsung 850 PRO 256 GB Internal SSD Mfg. Part#: MZ-7KE256BW UNSPSC: 43201830 Contract: MARKET	6	3417029	\$139.99	\$839.94

PURCHASER BILLING INFO	SUBTOTAL	GRAND TOTAL
Billing Address: CHARLES CITY HOUSING ACCTS PAYABLE 501 CEDAR TER S CHARLES CITY, IA 50616-2704 Phone: (641) 228-6661 Payment Terms: Net 30 Days-Govt State/Local	\$3,907.19	
	SHIPPING	\$0.00
	GRAND TOTAL	\$3,907.19
DELIVER TO Shipping Address: CHARLES CITY HOUSING TRENT PARKER 501 CEDAR TER S CHARLES CITY, IA 50616-2704 Phone: (641) 228-6661 Shipping Method: FEDEX Ground	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Stefan Parafink	(866) 537-4661	stefpar@cdw.com
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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>. For more information, contact a CDW account manager.

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MEETING DATE: 12/15/16

RE: Approval Renewal of Contract for Computer Support

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

Comments: We have been working with Trent Parker for all of our computer support since 2012. He has requested an updated contract with an increase in fees. The current contract fees being paid are \$45 per hour with phone calls at \$15 per half hour. He has proved himself to be an asset to our agency and has helped us through many computer related issues over the past four years and is currently working on the installation of new computers.

Because Trent has designed and installed the computer system, it is to our advantage to maintain the arrangement between Trent and our agency and approve the new contract. The terms of the new contract are an hourly fee of \$55. However, under the new contract he would like to be compensated at a rate \$82.50 if he is required to respond on an emergency basis during the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday and on holidays.

A copy of the contract is attached along with a statement he prepared to explain his request.

Trent Parker

Changes for 2017

First off I want to start out by saying thanks for your business. I have been at this side job for a little while now and appreciate the work you have given me. I have learned a lot from each project and look forward to the new and exciting ideas in 2017.

The jobs have required more attention, work has become more efficient, and the skills and knowledge have increased. I can now provide much more to my customers than I was able to 6 years ago. Response times will still stay consistent as they have in the past.

There are a few changes I would like to make in 2017. Work is currently done at \$45 per hour across the board and is billed by time spent on each project. This works great as it holds me accountable for each job, as I have to be working to get paid. In 2017 I will be keeping the same format but will be raising the rate to \$55 per hour.

The other change will be for emergency visits. This is for any time that I am **required** to leave work Monday-Friday (8 a.m. to 5p.m.) and or Holidays. In the past I have taken PTO at work or skipped lunches to become available at these times. I will continue to do this to meet the quick response times and requirements needed by each business. This will now be billed at time and half or \$82.50 per hour.

Thanks Again for your business and I hope that you and your families have a great holiday season.

Thanks,

Trent Parker

*Let me know if there are any issues with these changes and I will be more than willing to talk to you about them.

Contract with Trent Parker for Technical Support

January 1, 2017

This document is to serve as a service contract between Charles City Housing and Trent Parker.

Trent Parker will:

- Provide computer and/or network maintenance services at the direction of the Charles City Housing staff, including updates to software and security products.
- Troubleshoot computer or network issues at the request of Charles City Housing.
- Advise on computer or technology related projects and purchases.
- Advise and assist in other computer or technology related areas for Charles City Housing as requested.
- Services may be by telephone or in person.
- Document his time and services to Charles City Housing.

Costs

Charles City Housing agrees to pay Trent Parker \$55/ hour for his services. Emergency visits (Monday-Friday 8 a.m. to 5 p.m. and or Holidays) were a visit is **required** will be billed at 82.50/ hour.

This contract is in effect as January 1, 2017. Should either party desire to discontinue this contract, notice shall be given in writing 30 days prior to discontinuation.

Signed

_____ Board President

_____ Trent Parker

MEETING DATE: 12/15/16

RE: Approve Resolution 16-16 to revise Legal
Domicile Policy

REQUESTED ACTION: Review proposed change to the Legal Domicile policy and approve Resolution 16-16.

Comments: We have been using the current policy since 2012 without any issues. However, recently another housing agency has had this policy challenged and HUD has chosen to side with the applicant. For that reason, we feel that it is best that we revise the policy to ensure that we are operating under HUD's "safe harbor" ruling.

The current policy requires that applicants must be able to document that they have been a resident in the jurisdiction for more than 12 months to be able to port their assistance directly from the waiting list. HUD is taking the position that requiring the applicant to reside in our jurisdiction for any length of time violates 24 CFR 982.207, which prohibits a PHA from basing a residency preference on how long an applicant has lived in a residency preference area.

Our current policy is based on different requirements to qualify for a residence preference and legal domicile. To qualify for a residency preference an applicant must have a verifiable local address, Iowa ID, all vehicles must be registered in Iowa, any DHS benefits must be received from Iowa, and all school aged children must be enrolled in a local school. Meeting these requirements allow an application to receive local preference and be placed higher in the waiting list. In order to port from the waiting list we applied stricter requirements to show that they had legal domicile as required in the regulations. We based those requirements on the definition of the Iowa Supreme Court, which includes the phrase "intent to remain indefinitely". This was why we imposed the one-year residency requirement.

HUD views residency and legal domicile as the same. Even though that is not our interpretation, we feel that we will be in a better position to remove the one-year residency requirement from the definition of legal domicile

RESOLUTION NO. 16-16

AMMENDING DEFINITION OF "LEGAL DOMICILE" AND CRITERIA FOR DETERMINATION OF "LEGAL DOMICILE"

Charles City Housing and Redevelopment Authority (CCHRA)

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 CCHRA is directed by HUD to maintain the Section 8 Housing Choice Voucher program regulations in accordance with 24 CFR 982 as stated in their Administrative Plan in which all changes must be adopted by board resolution; and

WHEREAS, the proposed changes to be incorporated into the Administration Plan include the continued use of the definition of "legal domicile" as defined by the Iowa Supreme Court in *Julson v. Julson*, 255 Iowa 301, 122N.W.2d 329, 331 (1963) and criteria to be used to determine "legal domicile". The definition shall read "An individual is "domiciled" in the state of Iowa if the individual intends to permanently or indefinitely reside in Iowa and intends to return to Iowa whenever the individual may be absent from this the state. Individuals are domiciled in Iowa if the following three elements exist: (1) a definite abandonment of a former domicile; (2) actual removal to, and physical presence in the state; and (3) a bona fide intention to change domicile and to remain in this state permanently or indefinitely. The intention to change one's domicile must be present and fixed and not dependent upon the happening of some future or contingent event." The criteria to be used for the purposes of determining domicile upon application prior to admission to the Section 8 program shall be: "The residency of an applicant shall be determined by utilizing the criteria set forth in 4-III.C of the Administrative Plan. The applicant's intention to remain a resident of a jurisdiction either permanently or indefinitely will not be a consideration.

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 authorize their approval for the implementation effective December 15, 2016.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15TH DAY OF DECEMBER 2016.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director