

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
AGENDA

June 15, 2017, 7:00 a.m.  
at  
501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of May 18, 2017..... 1-2
- IV. Approval of Bills for June 2017 ..... 3
- V. Hearing – Revisions to Agency Plan ..... 4-6
  - 1. Open Hearing
  - 2. Posting of Notice – 05/01/2017
  - 3. Written Comments or Objections \_\_\_\_\_
  - 4. Oral Comments or Objections \_\_\_\_\_
  - 5. Motion to Close Hearing \_\_\_\_\_ Second \_\_\_\_\_  
Vote: Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_
  - 6. Consider Resolution No. 04-17 Adoption of Revisions to Agency Plan  
Discussion: \_\_\_\_\_  
Vote: Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_
- VI. Communications ..... 7-10
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. Section Funding/Utilization
  - 4. Monthly Rental Status Update
  - 5. End of Participation Tracker
- VII. Old Business - None
- VIII. New Business
  - 1. Review Operating Report and Consider Approval of Resolution 05-17,  
PH Budget Amendments for FYE 06/30/2017 ..... 11-18
  - 2. Consider Approval of Resolution 06-17, Writing Off Accounts Receivables..... 19-20
  - 3. Consider Approval of Resolution 07-17, Removal of Assets from Depreciation  
Report ..... 21-22
  - 4. Consider Approval of Resolution 08-17, Updates to Utility Allowances..... 23-30
  - 5. Consider Approval of Resolution 9-17, Revisions to Public Housing Lease..... 31-40
  - 6. Approve Participation in HUD Lawsuit ..... 41-43
- IX. Executive Directors Report
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, July 20, 2017, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
May 18, 2017 7:00 a.m.

Members Present: Stewart Coulson, Jeremy Heyer, Linda Klemesrud, and Eric Miller. Absent: Carol Tyler. Others Present: Peggy Drake, SCT Resident; and Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. None.

Amend-Approve Minutes of April 18, 2017. Miller moved, Coulson seconded the motion to approve the minutes of April 18, 2017 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Coulson moved, Klemesrud seconded the motion to approve the revised bill listing totaling \$119,076.43. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Review Operating Reports. The board reviewed the operating reports. Nielsen stated that there were a few budget revisions made which were approved by the Council on the 15<sup>th</sup>, and reviewed the revisions. Once we receive the updated reports they will be sent to C. Naber so they can update the HUD budgets. The budget amendment will be on the June agenda for approval.

Review Revisions to CFP – Five Year Plan. Nielsen discussed the proposed revisions to the Capital Improvement Plan and explained that the changes would be approved during the Public Hearing during the June meeting. The upcoming projects were discussed and Nielsen explained that to complete all projects it is necessary to budget some of the repairs under the operating budget. Updates to the electrical transformers were also discussed and due to the cost of the updates Nielsen suggested purchasing one transformer for each location to have on hand in case of an emergency repair until a plan is in place. Since plan is to be approved at the June meeting, no motion is required at this time.

Approve Purchase of Lawn Mowers. Nielsen stated that the maintenance staff had requested that we replace the lawn mowers. According to them, the existing mowers do not cut evenly and are not reliable. The plan is to purchase three zero-turn mowers and to keep one of the old tractors with a snow blower attachment as a back-up. Nielsen presented the three quotes received from Cal's, Don's, and Swartzrock and requested approval to purchase the mowers from Swartzrock for a total of \$15,000. Additionally, the board was informed that they were able to test drive the mower and were happy with the ease of use and results. Miller made a motion to approve the purchase of the mowers from Swartzrock for \$15,000. Klemesrud seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Approve Contract for Sidewalk Project. Nielsen reviewed the scope of the project and explained that the work was required to eliminate tripping hazards. In addition, if any are found during the site inspection by HUD there is a seven-point reduction in the score and because the inspections are only done every three years any point reduction will impact the overall score for each year. Nielsen explained that the project requires two different proposals because some of the sidewalks require new sidewalks poured and some of them only require lifting to bring them to grade. The board was given the information from the companies. There was one proposal from DeBoest

Concrete (\$7,803) and one from Matt Nolt (\$6,175) these were for the sidewalk replacement. The proposal received from American Waterworks for \$4,811 was the only one received for the sidewalk lifting. The engineer's estimate was \$10,000. Nielsen said that the recommendation was to accept the proposals from Matt Nolt and the one from American Waterworks. Nielsen also informed the Board that there would likely be a change order for some work which needed to be done at North Cedar Terrace and Morningside. Coulson motioned to proceed with the project and accept the proposals from American Waterworks and Matt Nolt. The motion was seconded by Miller. Ayes: 4. Nays: 0. Motion carried

Directors Report

Nielsen reported that the fair housing complaint has been dismissed with HUD finding no probable cause. In addition, the board was given a report on the progress of the front lobby remodel and procurement for consultant to review the procurement files. Also reported was some storm damage which resulted in an uprooted tree that fell on the office at North Cedar Terrace. Finally, Nielsen told the board of a visit by some of the HUD staff in June and their plans to attend the June Board Meeting.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Meeting Adjourned at 7:49.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 June 2017

Customer	Description	Amount
Business Card	back up service	0.00
C.Naber & Associates	accounting fees	395.00
Casey McCoy	pet deposit refund	200.00
Cintas	rug service	134.36
City of Charles City	water/sewer/URP/S8 inspections	693.00
Deutsch Tree & Timber	tree removal NCT	800.00
Don's Repair	mower repairs	215.61
HAPS	June HAPS	57,486.86
Hockenson Plumbing	plumbing maintenance	389.98
Iowa Department of Transportation	fuel	179.86
Jendro Sanitation	trash service	611.00
Linderman Heating & Air, LLC	maintenance fees	60.00
Michaels Band Box	office carpet cleaning, 2204 carpet cleaning	571.25
Mid American Energy	electric/gas/URP	5,196.82
Nan McKay	admin book update	224.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	80.00
On-Site Information Destruction	shredding service	68.80
Otto's Oasis	flowers for office planters	49.98
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	year contract for pest control 2017-2018	1,224.77
Quality Auto Service	tire repair	19.25
Reserve Account	postage for meter	500.00
Schueth Ace Hardware	maintenance items for month	1,023.70
Staples Direct	office/maintenance items	208.69
Superior Lumber	maintenance items for month	241.80
Titus Lock Services	lock repair	20.00
Wells Fargo Vendor FIN Serv	copier lease payment	252.02
YARDI	criminal background fees	42.00
		<b>70,942.84</b>

# NOTICE

## PUBLIC HEARING

The Charles City Housing and Redevelopment Authority will be holding a public hearing in compliance with the Quality Housing and Work Responsibility Act of 1998. The purpose of the hearing is to allow the public to comment on the policies of the agency and budget amendments to the 5-Year Capital Improvement Plan. The information is available for review at the Housing Office, 501 Cedar Terrace South, Charles City, IA 50616. The hours of operation are 8:00 a.m. – 4:30 p.m., M-F. The public hearing will be held at the housing office on June 15, 2017 at 7:00 a.m. The public is invited to attend to comment or may submit written comments to the housing office prior to the hearing.

Date Posted: April 28, 2017

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 04-17**

**ADOPTION OF REVISIONS TO THE AGENCY PLAN**

WHEREAS, the Charles City Housing and Redevelopment Authority (CCHRA) provides housing for low income families through various programs including the Section 8 Housing Choice Voucher Program and Public Housing Program, and

WHEREAS, the CCHRA is directed by HUD to maintain the Section 8 Housing Choice Voucher programs regulations in accordance with 24 CFR 982 as stated in their Administrative Plan and the Public Housing program in accordance with 24 CFR 960 as stated in their Admission and Continued Occupancy Policy (ACOP), and

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 and Section 2072 of Title VII of Division B of the Housing and Economic Recovery Act of 2008 requires each qualified public housing agency to hold a public hearing to discuss annually changes to goals, objectives, and policies of the agency, and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of a qualified agency as defined by the act, and

WHEREAS, a public hearing was held on June 15, 2017 to allow an opportunity for public comment and where any comments received were taken into consideration including input from the Resident Advisory Board, and

WHEREAS, the following changes were proposed:

1. Verification of disability accommodations will only be required annually if the disability is not of permanent nature
2. Imposing limitations on public housing overnight guests who are under 18 to ten nights per year without being subject to registration under the Overnight Guest Policy.
3. Revision of the Public Housing Guest Policy to eliminate the following clause:  
*Any program participant family having excessive non-resident guests visiting, (excessive is defined as more than six hours per day for seven or more days per 30-day period) without prior written approval from CCHRA and/or landlord, are subject to termination.*
4. Revise the complaint inspection process under the Section 8 program to require the landlord to address any potential 24-hour fail items prior to starting the complaint process.
5. Revise Public Housing Lease to:
  - a. prohibit plantings or garden spaces along sidewalks and to require approval from office for changes to existing garden area
  - b. discontinue acceptance of cash as a form of payment
  - c. no longer allow smoking within 25 feet of any building on the property and to permit use of e-cigarettes

- d. discontinue the acceptance of used needles at office for disposal.
  - e. discontinue to use of portable washers and dryer in the units, unless there is a dedicated laundry hook up in unit
  - f. only allow installation of a/c units in the sleeve unless an accommodation is requested
  - g. eliminate any excess utility surcharges
  - h. require that tenants occupy the assisted unit and that all absences longer than 7 days require prior notice
  - i. restructure the lease to move tenant obligations which are not included in the models lease to the House Rules with a reference to the House Rules under tenant obligations
6. Revisions to ACOP and Admin Plan to ensure compliance with HUD statutory and regulatory requirements
  7. Revisions to the Capital Fund Five Year Action Plan including the addition of work on the high voltage electrical transformers, replacement of water heaters, purchase of lawn mowers, and the procurement of consulting services
  8. Revision of the rent calculation policy to eliminate interim rent changes in most circumstances

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners, meeting in regular session on June 15, 2017, to amend the Agency Plan to include the previously listed changes as presented.

PASSED AND ADOPTED THIS 15th DAY OF JUNE 2017

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Jeremy Heyer, Chairperson

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Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. We are under contract for the sidewalk project. American Waterworks will begin the sidewalk lifting on June 22<sup>nd</sup> and Matt Nolt will begin the other concrete work the week of June 19<sup>th</sup>. Specifications for the window replacement project at South Cedar Terrace are also being prepared.
2. Rehab Update. Nothing to report
3. Section 8 Funding/Utilization. See attachments
4. Monthly Rental Status Update.

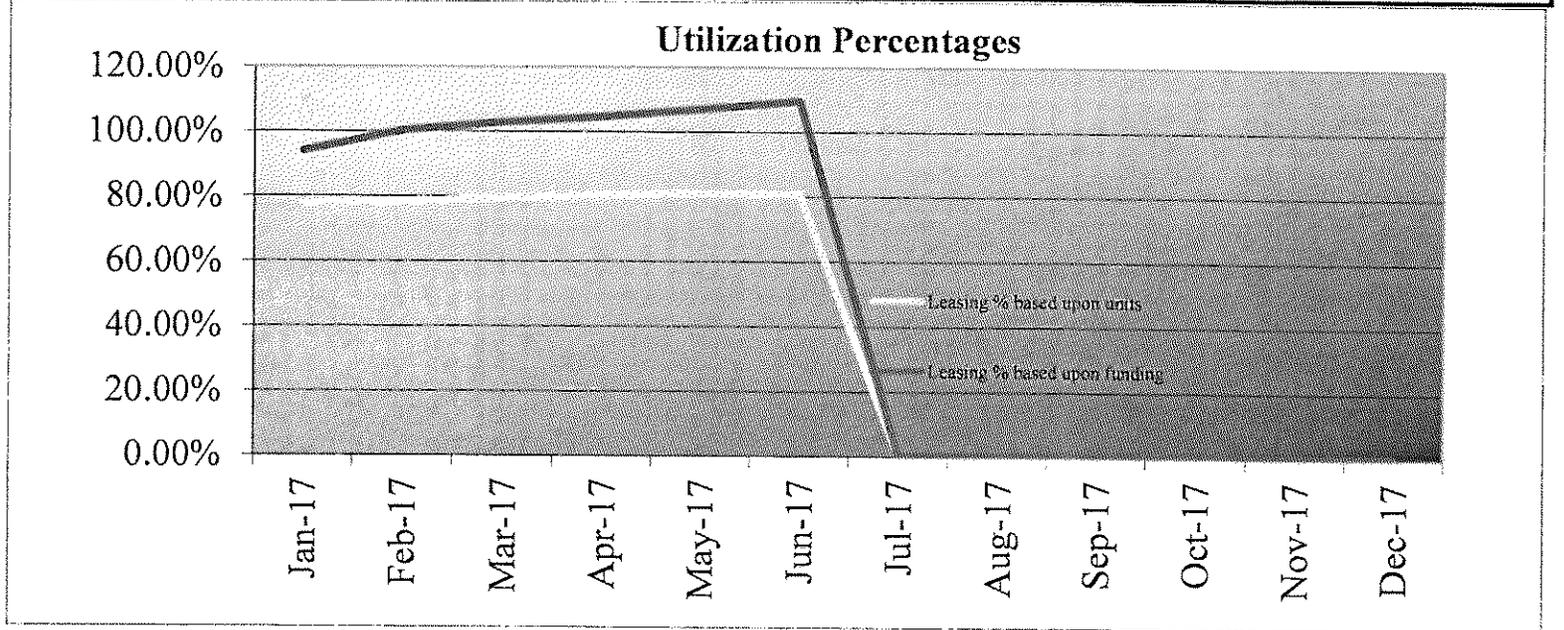
Month of May 2017	Total Leased 5/1/17	New Leases	Removed Or Moved	Total Leased 6/1/17	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	2	130	11	3	0
Morningside 16 Units	15	0	1	14	5	2	2
Section 8 197 Units	168	8	8	168	27	12	2

Declined Assistance (1) Over Income ( ) Denied ( ) Insufficient Address (1)  
 Did not attend Briefing/Information Not Returned (2) Criminal Background Check ( )  
 Voucher Expired (9) Purged ( )  
 Terminations: PH (1) S8 (4)

5. 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-17	208	161	77.40%	\$ 51,440.00	\$ 52,171	\$ 48,998	93.92%	\$ 304.34
Feb-17	208	163	78.37%	\$ 51,440.00	\$ 52,171	\$ 52,253	100.16%	\$ 320.57
Mar-17	208	165	79.33%	\$ 52,930.00	\$ 52,171	\$ 53,610	102.76%	\$ 324.91
Apr-17	208	167	80.29%	\$ 52,930.00	\$ 52,171	\$ 54,570	104.60%	\$ 326.77
May-17	208	168	80.77%	\$ 52,930.00	\$ 52,171	\$ 55,806	106.97%	\$ 332.18
Jun-17	208	168	80.77%	\$ 52,930.00	\$ 52,171	\$ 57,160	109.56%	\$ 340.24
Jul-17	208		0.00%		\$ 52,171		0.00%	
Aug-17	208		0.00%		\$ 52,171		0.00%	
Sep-17	208		0.00%		\$ 52,171		0.00%	
Oct-17	208		0.00%		\$ 52,171		0.00%	
Nov-17	208		0.00%		\$ 52,171		0.00%	
Dec-17	208		0.00%		\$ 52,171		0.00%	
<b>YTD</b>	<b>2,496</b>	<b>992</b>	<b>39.74%</b>	<b>\$ 314,600.00</b>	<b>\$ 626,052</b>	<b>\$ 322,397</b>	<b>51.50%</b>	<b>\$ 325.00</b>



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2017:	\$ 156,594		
HAP Funding YTD:	\$ 626,052		
HAP Expenditures YTD:	\$ 322,397	Current Year Funding:	156
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 2,259		
Current Remaining NRA / Prog Reserve:	\$ 462,508		
Current Monthly Funding (a)	\$ 52,171	Current Year Funding and reserves:	237
Current Average HAP Payment (b)	\$ 325		
# of Units the Current Monthly Funding Would Support (a)/(b)	161		
# of Units Currently Leased	168		
Excess Units Leased, Current Month	7		
Current Year-to-Date Funding (a)	\$ 626,052		
Current Year-to-Date Average HAP Payment (b)	\$ 325		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,926		
# of Unit-Mos Leased Year-to-Date	992		
Remaining Unit-Mos to Lease Year-to-Date	934		
Estimate of next years funding:			
YTD HAP expense	\$ 322,397		
Months to date	6		

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	2			1	1	1	1	14
ZERO HAP			1	1	1								3
MUTUAL RESICION	2				1	1							5
ANNUAL RE-EXAM SEARCHING	1		1									1	3
PORT-OUT ABSORBED										1			1
PORT-OUT SEARCHING	3	2					2						9
DECEASED													0
MOVED IN VIOLATION	1		1	1	2		1	1	1		1		9
EVICTED													0
UNAUTHORIZED LIVE-IN				1					1	2		1	5
VIOLATION OF FAMILY OBLIGATION					1							1	2
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW							1	1			1	1	4
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO				1									1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION						1				1			2
VOUCHER EXPIRED	3	1	1	2		2	1					9	19
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD				3		1							6
<b>TOTALS</b>	<b>12</b>	<b>6</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>17</b>	<b>84</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	1	1	2	2	4		2	2			2	1	17
DECEASED								2					5
MOVED IN VIOLATION		1	1	3	1				1				7
TERMINATED FOR LEASE VIOLATIONS													1
EVICTED													0
UNAUTHORIZED LIVE-IN											1	1	2
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				2
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>34</b>

MEETING DATE: 6/15/17

RE: Review Operating Reports and Consider Approval of Resolution 05-17, PH Budget Amendments for FYE 06/30/2017

**REQUESTED ACTION:** Review monthly operating reports and approve Resolution 05-17, PH Budget Amendments for FYE 06/30/2017.

**Comments:** The May 2017 operating reports are attached for your review. In addition, the following revisions to the Public Housing Budget were approved by the City Council and were sent to our fee accountant to update the amounts in our HUD Budget.

Public Housing

Account Code	Account Description	Revision Amount	New Total	Reason
173-532-6371	Utilities	\$ 2,000	\$ 50,000	Increased Costs
173-532-6442	PILOT	\$ 2,203	\$ 39,203	Increased Costs
173-532-6518	Sundry - Off Exp	\$10,000	\$ 35,000	Audit Fees, Software
Maintenance - PH				
173-536-6040	Overtime Salary	\$ 1,000	\$ 6,000	Additional Employee
173-536-6010	Salary	\$22,000	\$112,000	Additional Employee
173-536-6110	FICA	\$ 1,232	\$ 8,500	Additional Employee
173-536-6130	IPERS	\$ 516	\$ 9,000	Additional Employee
173-536-6150	Health Ins	\$ 3,000	\$ 38,000	Additional Employee
173-536-6151	Life Ins	\$ 50	\$ 250	Additional Employee
173-536-6160	Work Comp	\$ 53	\$ 2,000	Additional Employee
173-536-6412	Health Services	\$ 500	\$ 500	New Account

A copy of the revised budget is also enclosed for your review.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2017, FISCAL 11/2017**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	36,000.00	4,510.44	38,324.23	106.46	2,324.23-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	1,259.88	6,001.88	150.05	2,001.88-
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	41,323.00	444,641.16	90.74	45,358.84
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	7,000.00	.00	5,026.00	71.80	1,974.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,086.50	8,836.50	73.64	3,163.50
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	1,450.82	72.54	549.18
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	13,883.00	181,175.00	82.35	38,825.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>771,000.00</b>	<b>62,062.82</b>	<b>685,455.59</b>	<b>88.90</b>	<b>85,544.41</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
173-532-6010	SALARY - PUBLIC HOUSING	87,500.00	6,334.43	78,147.37	89.31	9,352.63
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	500.00	.00	31.12	6.22	468.88
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,000.00	418.00	5,275.29	87.92	724.71
173-532-6130	IPERS - PUBLIC HOUSING	7,500.00	565.67	6,949.12	92.65	550.88
173-532-6150	HEALTH INS - PUBLIC HOUSING	38,000.00	3,062.08	33,682.88	88.64	4,317.12
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	30.79	330.04	106.46	20.04-
173-532-6160	WORK COMP - PUBLIC HOUSING	3,719.00	.00	3,719.00	100.00	.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	34.23	5.71	565.77
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	806.79	2,519.21	50.38	2,480.79
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	2,659.28	24,230.33	69.23	10,769.67
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	4,289.04	50,736.96	101.47	736.96-
173-532-6374	WATER - PUBLIC HOUSING	18,000.00	1,402.19	15,703.14	87.24	2,296.86
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	24,000.00	1,935.95	19,339.17	80.58	4,660.83
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,647.08	88.24	352.92
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	32,000.00	.00	32,048.95	100.15	48.95-
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	2,099.00	52.48	1,901.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	2,850.28	91.94	249.72
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	28,000.00	6,506.53	25,280.83	90.29	2,719.17
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	895.81	44.79	1,104.19
173-532-6442	PILOT-PUBLIC HOUSING	39,203.00	.00	39,202.70	100.00	.30
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	200.00	10.00	353.00	176.50	153.00-
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	2,640.43	32,650.84	93.29	2,349.16
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	5,619.02	64,269.91	85.69	10,730.09
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
	<b>PUBLIC HOUSING TOTAL</b>	<b>531,632.00</b>	<b>36,707.22</b>	<b>442,996.26</b>	<b>83.33</b>	<b>88,635.74</b>
173-536-6010	SALARY - PH MAINT	112,000.00	9,953.83	78,534.70	70.12	33,465.30
173-536-6040	OVERTIME SALARY - PH MAINT	6,000.00	186.63	4,858.43	80.97	1,141.57

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**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2017, FISCAL 11/2017**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	8,500.00	747.96	6,025.72	70.89	2,474.28
173-536-6130	IPERS - PH MAINT	9,000.00	906.77	7,345.30	81.61	1,654.70
173-536-6150	HEALTH INS - PH MAINT	38,000.00	1,454.30	19,058.15	50.15	18,941.85
173-536-6151	LIFE INS - PH MAINT	250.00	16.74	133.92	53.57	116.08
173-536-6160	WORK COMP - PH MAINT	2,000.00	.00	2,694.00	134.70	694.00-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	34.23	6.22	515.77
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	500.00	110.00	818.00	163.60	318.00-
	PUBLIC HOUSING MAINTENANC TOTA	177,700.00	13,376.23	119,952.45	67.50	57,747.55
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	61,668.00	11,979.37	122,506.88	198.66	60,838.88-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 5/2017, FISCAL 11/2017**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	93.96	1,725.58	143.80	525.58-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	124.00	6,035.00	120.70	1,035.00-
174-533-4505	HUD CONTRIB-SEC 8	630,000.00	52,930.00	561,006.00	89.05	68,994.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,635.00	86,315.00	95.91	3,685.00
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	.00	185.00	18.50	815.00
	SECTION 8 VOUCHER TOTAL	728,200.00	60,782.96	655,266.58	89.98	72,933.42
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	3,162.85	31,464.82	80.68	7,535.18
174-533-6040	OVERTIME SALARY - SECTION 8	200.00	.00	34.09	17.05	165.91
174-533-6110	FICA - SECTION 8	3,060.00	211.83	2,132.54	69.69	927.46
174-533-6130	IPERS -SECTION 8	3,572.00	282.43	2,807.42	78.60	764.58
174-533-6150	HEALTH INS - SECTION 8	16,348.00	1,312.32	14,435.52	88.30	1,912.48
174-533-6151	LIFE INS - SECTION 8	200.00	13.20	153.85	76.93	46.15
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	22.82	5.71	377.18
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	546.54	36.44	953.46
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,367.00	11,766.00	78.44	3,234.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,610.00	74.57	890.00
174-533-6411	LEGAL-SEC 8	4,000.00	.00	3,000.00	75.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,000.00	4,049.00	9,316.70	116.46	1,316.70-
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	17,300.00	3,130.00	17,297.00	99.98	3.00
174-533-6443	HOME OWNERSHIP VOUCHER	5,000.00	539.00	4,399.00	87.98	601.00
174-533-6444	PORTABILITY VOUCHER	35,000.00	2,254.28	30,204.90	86.30	4,795.10
174-533-6445	HC VOUCHER PAY-SEC 8	503,000.00	94,974.00	531,748.24	105.72	28,748.24-
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	6,000.00	.00	4,299.81	71.66	1,700.19
	SECTION 8 VOUCHER TOTAL	668,197.00	111,515.91	666,239.25	99.71	1,957.75
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	60,003.00	50,732.95-	10,972.67-	18.29-	70,975.67

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**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Charles City Housing & Redevelopment Authority      PHA Code: IA002

PHA Fiscal Year Beginning: 07/01/2016      Board Resolution Number: 05-17

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on: 06/15/2017
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Jeremy Heyer	Signature:	Date: 06/15/2017
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**Operating Budget**

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

\*OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and Public reporting burden statement

a. Type of Submission <input type="checkbox"/> Original <input checked="" type="checkbox"/> Revision No.: #1		b. Fiscal Year Ending 06/30/17	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)		d. Type of HUD assisted project(s)		
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CHARLES CITY HOUSING AUTHORITY				01	<input checked="" type="checkbox"/>	PHA/IHA-Owned Rental Housing	
f. Address (city, State, zip code) 501 CEDAR TERRACE SOUTH CHARLES CITY, IA 50616				02	<input type="checkbox"/>	IHA Owned Mutual Help Homeownership	
g. ACC Number KC-9056				03	<input type="checkbox"/>	PHA/IHA Leased Rental Housing	
h. PAS/LOCCS Project No. IA00200117J				04	<input type="checkbox"/>	PHA/IHA Owned Turnkey III Homeownership	
i. HUD Field Office				05	<input type="checkbox"/>	PHA/IHA Leased Homeownership	
j. No. of Dwelling Units 148		k. No. of Unit Months Available 1776	m. No. of Projects ONE				

Line No.	Acct. No.	Description (1)	Actual	Estimates		Requested Budget Estimates			
			Last Fiscal Yr. 06/30/16	<input checked="" type="checkbox"/> Estimates	Current Budget yr. 06/30/17	PHA/IHA Estimates		HUD Modifications	
				<input type="checkbox"/> or Actual		PUM	Amount (to nearest \$10) (5)	PUM	Amount (to nearest \$10) (7)
			PUM (2)	PUM (3)	PUM (4)				
<b>Homebuyers Monthly Payments for:</b>									
010	7710	Operating Expense			0.00				
020	7712	Earned Home Payments			0.00				
030	7714	Nonroutine Maintenance Reserve			0.00				
<b>Operating Receipts</b>									
070	3110	Dwelling Rental	271.31	281.53	281.53		500,000		
080	3120	Excess Utilities	4.97	5.35	5.35		9,500		
090	3190	Nondwelling Rental			0.00		0		
100	<b>Total Rental Income (sum of lines 070, 080, and 090)</b>		<b>276.28</b>	<b>286.88</b>	<b>286.88</b>		<b>509,500</b>		
110	3610	Interest on General Fund Investments	18.37	15.77	15.77		28,000		
120	3690	Other Income	11.69	10.14	10.14		18,000		
130	<b>Total Rental Income (sum of lines 100, 110, and 120)</b>		<b>306.34</b>	<b>312.79</b>	<b>312.78</b>		<b>555,500</b>		
<b>Operating Expenditures - Administration:</b>									
140	4110	Administrative Salaries	48.51	50.11	50.11		89,000		
145	411045	Administrative Benefits	24.91	30.30	30.30		53,810		
150	4130	Legal Expense	2.91	2.25	2.25		4,000		
160	4140	Staff Training	1.91	2.82	2.82		5,000		
170	4150	Travel	1.25	0.00	0.00		0		
180	4170	Accounting Fees	1.53	2.25	2.25		4,000		
	4171	Auditing Fees	4.53	3.94	4.50		8,000		
190	4195	City Mgmt / Accounting	5.07	5.07	5.07		9,000		
200	4190	Office Expense	8.02	7.88	12.95		23,000		
200	4192	Advertising & Marketing	2.35	1.13	1.13		2,000		
200	4194	Other Admin Expense	4.49	3.43	3.43		6,100		
210	<b>Total Administrative Expense (sum of line 140 thru line 200)</b>		<b>105.48</b>	<b>109.16</b>	<b>114.81</b>		<b>203,910</b>		
<b>Tenant Services:</b>									
220	4210	Salaries			0.00		0		
225	421045	Tenant Services Benefits			0.00				
230	4220	Recreation, Publications and Other Services	1.20	1.13	1.13		2,000		
240	4230	Contract Costs, Training and Other			0.00				
250	<b>Total Tenant Services Expense (sum of lines 220, 230, and 240)</b>		<b>1.20</b>	<b>1.13</b>	<b>1.13</b>		<b>2,000</b>		
<b>Utilities:</b>									
260	4310	Water	9.97	10.14	10.14		18,000		
270	4320	Electricity	25.27	27.03	27.03		48,000		
280	4330	Gas	12.41	22.52	22.52		40,000		
290	4340	Fuel			0.00		0		
300	4390	Other Utilities Expense	7.90	6.76	7.88		14,000		
310	4431	Garbage Removal	5.16	6.76	6.76		12,000		
320	<b>Total Utilities Expense (sum of line 260 thru line 310)</b>		<b>60.71</b>	<b>73.21</b>	<b>74.32</b>		<b>132,000</b>		

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Name of PHA/IHA  
**CHARLES CITY HOUSING AUTHORITY**

Fiscal Year Ending  
**06/30/17**

Line No.	Acct. No.	Description (1)	Actual	<input checked="" type="checkbox"/> Estimates	HUD Modifications				
			Last Fiscal Yr.	or Actual					
			06/30/16	Current Budget Yr. 06/30/17	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)	
			PUM (2)	PUM (3)					
<b>Ordinary Maintenance and Operation:</b>									
330	4410	Labor	45.35	53.49	66.44		118,000		
335	441045	Maintenance Benefits	17.31	29.51	32.49		57,710		
340	4420	Materials	15.67	42.23	42.23		75,000		
350	4430	Misc contract Costs	5.19	4.22	4.22		7,500		
	4431	with Utilities			0.00				
350	4432	Heating & Cooling Contracts	3.90	0.00	0.00				
350	4433	Snow Removal Contracts		0.00	0.00				
350	4434	Elevator Maintenance Contracts		0.00	0.00				
350	4435	Landscape & Grounds Contracts		0.28	0.28		500		
350	4436	Unit Turnaround Contracts	7.32	2.82	2.82		5,000		
350	4437	Electrical Contracts		0.00	0.00		0		
350	4438	Plumbing Contracts	3.33	1.13	1.13		2,000		
350	4439	Extermination Contracts	3.80	2.53	2.53		4,500		
350	4440	Janitorial Contracts	2.51	2.53	2.53		4,500		
	4441	Routine Maintenance Contracts	5.28	1.13	1.13		2,000		
350	4480	Security Contract Cost	14.08	14.08	14.08		25,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	123.74	153.95	169.88		301,710		
<b>General Expense:</b>									
410	4510	Insurance - All	14.12	14.08	14.08		25,000		
410	4512	Insurance - Work Comp	3.33	2.62	2.65		4,705		
410	4510	Insurance - Flood			1.13		2,000		
420	4520	Payments in Lieu of Taxes	22.07	20.83	22.07		39,203		
450	4570	Collection Losses	1.90		0.00		0		
	Total	General Expense (sum of lines 410 to 460)	41.42	37.53	39.93		70,908		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	332.55	375.00	400.07		710,528.00		
550	Total	Operating Expenditures (sum of lines 500 and 540)	332.55	375.00	400.07		710,528.00		
<b>Prior Year Adjustments:</b>									
560	6010	Prior Year Adjustments Affecting Residual Receipts			0.00				
<b>Other Expenditures:</b>									
570		Capital Outlays			22.52		40,000		
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	332.55	375.00	422.59		750,528		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(26.21)	(62.21)	#####		(195,028)		
<b>HUD Contributions:</b>									
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year			0.00				
610	8011	Prior Year Adjustments - (Debit) Credit			0.00				
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00		0		
630	8020	Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj)	117.36	109.80	109.80		195,000		
640		Mandatory PFS Adjustments (net):			0.00				
650		Other (specify):			0.00				
660		Other (specify):			0.00				
670		Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	0.00		0		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	109.09	109.80	109.80		195,000		
690	Total	HUD Contributions (sum of lines 620 and 680)	109.09	109.80	109.80		195,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)	82.88	47.59	(0.02)		(28)		

Name of PHA/IHA CHARLES CITY HOUSING AUTHORITY		Fiscal Year Ending 06/30/17	
	Operating Reserve		PHA/IHA Estimates
	Part I - Maximum Operating Reserve - End of Current Budget Year		HUD Modifications
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	

<b>Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End</b>			
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	
790		Provision for Operating Reserve - Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE	
	<input type="checkbox"/>	Actual for FYE	
800		Operating Reserve at End of Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE	
	<input type="checkbox"/>	Actual for FYE	N/A
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	0
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	0
830		Cash Reserve Requirement- 25 % Of line 480	0

Comments

PHA / IHA Approval

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Field Office Approval

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**MEETING DATE:** 6/15/17    **RE:** Approve Resolution No 06-17 Writing Off Accounts Receivables

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**REQUESTED ACTION:** Approve Resolution No. 06-17 to remove uncollectible accounts from the records.

**Comments:** Every year we review our outstanding accounts receivable accounts and determine which ones appear to be uncollectible. It is recommended that the "uncollectible" accounts should be written off the books to reflect a better financial position. It is important to note that even though accounts are written off, effort is made to continue to collect the debt. Also, if an account is written off and the person reapplies for assistance, they are not eligible until the debt is paid in full or we can no longer collect due to the statute of limitations. Anyone who owes us money is entered into a nationwide database that all housing agencies can check. We are also continuing to utilize the Iowa Offset Program to recover debts owed from state tax refunds. So far for calendar year 2017, we have collected \$4,958.00 from the offset program.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 06-17**

**RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY AS REQUIRED BY DHUD FOR FYE 06/30/17**

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

WHEREAS, a listing of uncollectible past due accounts has been prepared totaling \$5,430.43, and

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

Public Housing

Bruncheon/Teepe	Morningside, rent	\$ 205.51
Everly	SCT, rent	\$ 51.84
Houdek	NCT, rent	\$ 201.00
Jackson	Morningside, damages	\$ 109.63
Metz	SCT, rent	\$ 340.00
Valle	Morningside, rent	\$ 284.45
Wordes	Morningside, rent/damages	\$ 588.00
		<u>\$ 1,780.43</u>

Section 8

Campbell	Section 8, unreported income	\$ 290.00
Foster	Section 8, unreported income	\$ 750.00
Hesse	Section 8, unreported income	\$ 258.00
Kuhns	Section 8, unreported income	\$ 854.00
McNutt	Section 8, unreported income	\$ 1,365.00
		<u>\$ 3,517.00</u>

Total \$ 5,430.43

June 15, 2017

\_\_\_\_\_  
Jeremy Heyer, Chairperson

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

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**MEETING DATE:** 6/15/17

**RE:** Consider Approval of Resolution No. 07-17  
Removal of Assets from Depreciation Report

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**REQUESTED ACTION:** Consider approval of Resolution No. 07-17 Removal of Assets from Depreciation Report

**Comments:** As required by HUD, at least annually we must review and update the inventory list of depreciable items. Removal of items requires a board resolution. The only items disposed of or sold this year to be removed from the depreciation schedule were the computers and server. Since they were fully depreciated, removing them will not have an effect on the depreciation amount. The handrail project expense and the new computers will be added to the Depreciation Report. The resolution is being done as a record to verify that the schedule was reviewed.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 07-17

**RESOLUTION APPROVING THE REMOVAL OF ASSETS FROM THE DEPRECIATION REPORT FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY FOR FYE 6/30/17**

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the Department of Housing and Urban Development; and

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

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

GENERAL LEDGER NUMBER 110140016: CF15 SITE IMPROVEMENT

ADDITION: 144 – Handrails \$ 14,576.00  
145 – Handrails \$135,174.00

GENERAL LEDGER NUMBER 112140009: CF16 OFFICE EQUIPMENT

ADDITION: 147 – Office Equipment \$6,164.69

GENERAL LEDGER NUMBER 112140016: CF16 SITE IMPROVEMENT

ADDITION: 146 – Handrails \$27,168.75

GENERAL LEDGER NUMBER 140007: BUILDINGS

REMOVED: None

GENERAL LEDGER NUMBER 140009: NONDEWLLING EQUIPMENT

REMOVED: 95 - New Server (fully depreciated)  
99 – Computer (fully depreciated)

GENERAL LEDGER NUMBER 140016: LAND IMPROVEMENT

REMOVED: None

GENERAL LEDGER NUMBER 140017: BLDG IMPROVEMENT

REMOVED: None

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June 15, 2017

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Jeremy Heyer, Chairperson

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Heidi Nielsen, Director

**REQUESTED ACTION:** Approve updated utility allowances effective 08/01/2017

**Comments:** We have reviewed the current utility rates and compared them against last year's rates. The water and sewer rates have increased 3.5% this year, the garbage rates have remained unchanged. The gas rate has increased by 7.12%, and the electric rate has increased by 6.9%. HUD requires us to change the utility allowances whenever there is a change of more than 10%.

HAPPY Software, our software vendor, supplies us with the consumption and rate information for the gas and electric. We use information from the City to determine the rates for the water, sewer, and trash. We will be incorporating all changes again this year, even though we aren't required to change any of the allowances. Using the current rates provides us with a more accurate allowance. With all other variables being the same other than updated rates, the utility allowance for a two-bedroom single family home under the existing schedule is \$178 a month. The revised schedule would be \$187 a month.

Under the Section 8 Program, the increase in utility allowance would increase the gross rent for the unit by \$9 a month. If the gross rent is under the payment standard, we would absorb the increased cost. However, if the gross rent is over the payment standard, the tenant would pay for the increase. Under the Public Housing Program, an increased utility allowance would reduce the amount of rent the tenant pays if they were to choose the income based rent calculation. If the resident chooses the flat rent option, they are not entitled to a utility allowance.

We are required to provide the public housing residents who pay utilities with updated schedules and give them a 60-day notice and an opportunity to comment on the revised schedules. The Morningside residents and the residents at North Cedar Terrace in units 129-132 were sent copies of their schedules and were given the opportunity to comment. The remainder of the residents were not sent the revised schedules because they do not pay for utilities.

The updated allowances are scheduled to be effective as of 8-01-17. Copies of the schedules are attached for your review.

# Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169  
(exp 9/30/2017)

Locality		Unit Type <b>Single family detached</b>					Effective
Mid American Energy -7/1/17		<b>Single Family Detached</b>					08/01/2017
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	32	44	53	66	75	87
	b. Electric	37	51	61	77	87	101
	c. Bottle Gas	54	73	87	109	124	144
	d. Oil	81	110	132	166	188	218
Cooking	a. Natural Gas	3	4	6	7	9	10
	b. Electric	6	7	10	12	15	16
	c. Bottle Gas	6	7	10	12	15	16
Other Electricity		19	25	33	41	51	55
Air Conditioning							
Water Heating	a. Natural Gas	4	6	7	9	11	12
	b. Electric	7	9	12	15	19	21
	c. Bottle Gas	7	9	12	15	19	20
	d. Oil	10	13	17	21	26	28
Water		21	26	31	36	41	46
Sewer		21	28	34	41	48	55
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	5
Other -- specify		7	7	10	13	17	20

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

Name of Family

Address of Unit

Number of Bedrooms

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

# Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169  
(exp 9/30/2017)

Locality		Unit Type					Effective
Mid American Energy -7/1/17		Semi-detached Older Home Converted, Two/Three Family (Duplex)					08/01/2017
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	28	36	49	60	72	81
	b. Electric	33	42	56	70	83	93
	c. Bottle Gas	47	60	80	100	119	133
	d. Oil	71	91	122	151	180	202
Cooking	a. Natural Gas	3	4	6	7	9	10
	b. Electric	6	7	10	12	15	16
	c. Bottle Gas	6	7	10	12	15	16
Other Electricity		19	25	33	41	51	55
Air Conditioning							
Water Heating	a. Natural Gas	4	6	7	9	11	12
	b. Electric	7	9	12	15	19	21
	c. Bottle Gas	7	9	12	15	19	20
	d. Oil	10	13	17	21	26	28
Water		21	26	31	36	41	46
Sewer		21	28	34	41	48	55
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	5
Other -- specify		7	7	10	13	17	20

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

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

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

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

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

# Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169  
(exp 9/30/2017)

Locality		Unit Type					Effective
Mid American Energy -7/1/17		Rowhouse/townhouse Row House/Garden Apt.					08/01/2017
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	25	33	44	55	67	78
	b. Electric	28	38	51	64	77	90
	c. Bottle Gas	41	54	73	91	111	129
	d. Oil	61	82	111	139	168	195
Cooking	a. Natural Gas	3	4	6	7	9	10
	b. Electric	6	7	10	12	15	16
	c. Bottle Gas	6	7	10	12	15	16
Other Electricity		19	25	33	41	51	55
Air Conditioning							
Water Heating	a. Natural Gas	4	6	7	9	11	12
	b. Electric	7	9	12	15	19	21
	c. Bottle Gas	7	9	12	15	19	20
	d. Oil	10	13	17	21	26	28
Water		21	26	31	36	41	46
Sewer		21	28	34	41	48	55
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	5
Other -- specify		7	7	10	13	17	20

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

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

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

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

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

# Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169  
(exp 9/30/2017)

Locality		Unit Type <b>Low-rise Older Multi-Family</b>					Effective
Mid American Energy -7/1/17							08/01/2017
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	27	35	46	57	69	79
	b. Electric	31	40	54	66	80	92
	c. Bottle Gas	44	58	77	95	114	131
	d. Oil	67	87	116	144	173	199
Cooking	a. Natural Gas	3	4	6	7	9	10
	b. Electric	6	7	10	12	15	16
	c. Bottle Gas	6	7	10	12	15	16
Other Electricity		19	25	33	41	51	55
Air Conditioning							
Water Heating	a. Natural Gas	4	6	7	9	11	12
	b. Electric	7	9	12	15	19	21
	c. Bottle Gas	7	9	12	15	19	20
	d. Oil	10	13	17	21	26	28
Water		21	26	31	36	41	46
Sewer		21	28	34	41	48	55
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	5
Other -- specify		7	7	10	13	17	20

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

Name of Family

Address of Unit

Number of Bedrooms

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

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

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

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

Locality <b>Charles City Housing and Redevelopment Agency</b> MidAmerican Energy	Unit Type <b>Row House/Garden Apartment</b> (Rowhouse/Townhouse)*	Effective 08/01/2017 Expires 07/31/2018
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**NCT-HANDICAP UNITS**

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas		33				
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking						
a. Natural Gas						
b. Electric		7				
c. Bottle Gas						
Other Electricity		25				
Air Conditioning						
Water Heating						
a. Natural Gas		6				
b. Electric						
c. Bottle Gas						
d. Oil						
Water		33				
Sewer		28				
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

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

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

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

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

Locality <b>Charles City Housing and Redevelopment Agency</b> MidAmerican Energy	Unit Type <b>Row House/Garden Apartment</b> (Rowhouse/Townhouse)*	Effective <b>08/01/2017</b> Expires <b>07/31/2018</b>
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**MORNINGSIDE UNITS**

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas			44	55		
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking						
a. Natural Gas						
b. Electric			10	12		
c. Bottle Gas						
Other Electricity			33	41		
Air Conditioning						
Water Heating						
a. Natural Gas			7	9		
b. Electric			12	15		
c. Bottle Gas						
d. Oil						
Water			31	36		
Sewer			34	41		
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

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

HAPPY Software, Inc.  
www.happysoftware.com

\*HUD 50058 Unit Type in Parenthesis

form HUD-52667 (12/97)  
ref. Handbooks 7420.8

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 08-17**

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

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the Department of Housing and Urban Development; and

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

WHEREAS, the Charles City Housing and Redevelopment Authority has provided residents with a 60-day notice of the updated schedules and an opportunity to comment on the revisions,

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the updated utility allowance schedules and related documents indicate that the requirements have been met and the schedules are approved for use beginning August 1, 2017.

PASSED AND ADOPTED THIS 15<sup>th</sup> DAY OF JUNE, 2017

\_\_\_\_\_  
Jeremy Heyer, Chairperson

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

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MEETING DATE: 6/15/17

RE: Approve Resolution 09-17 to Revisions to Public Housing Lease

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**REQUESTED ACTION:** Review proposed changes and tenant comments and approve Resolution 9-17 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 and in compliance with HUD requirements. The tenants were provided a copy of the revisions and were given 30 days to provide any comments or concerns they may have. A copy of the letter to the residents outlining the changes is attached. We have only received one comment to date. It is concerning the new smoking rule. The resident is concerned about compliance with the changes and would like designated smoking areas and a way for the residents to disposed of cigarettes.

Once the changes to the lease have been approved, the residents will get a sixty-day notice of the changes. They will then be sent the lease addendum and will have 30-days to sign and return the addendum, which will run concurrently with the sixty-day notice. The changes will become effective on September 1, 2017. If the residents fail to sign the lease addendum, their lease will be terminated and they will be required to move.



**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**

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May 12, 2017

Notice to All Residents

On June 15, 2017, the Housing Board will be considering adoption of the attached revised documents. Please review the revised attached lease addendums, the No Smoking Policy, and House Rules. You are being given 30 days to provide comments prior to adoption of the revised addendums. All comments must be made in writing no later than June 13, 2017.

The revisions to the No Smoking Policy consist of the addition of the prohibition of smoking within 25 feet of any building, including inside of personal vehicles within 25 feet of buildings. In addition, the revised policy allows for the use of e-cigarettes on the property, except for use in common areas.

The following revisions to the House Rules were made:

Under Section 1. General Conditions. **"Smoking** – All tenants must abide by the "No Smoking Policy" and refrain from smoking inside the units and within 25 feet of all buildings. All smoking materials must be properly disposed and not allowed to accumulate outside of the units."

Under Section 1. General Conditions. Since cash is no longer an acceptable form of payment, the following was changed to reflect this. **"Rent Collection Policy** – All rents are due on or before the first day of the month and are considered late after the fifth day of the month. We request that your rent be paid directly to the housing office by check, automatic payments, or money order. 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."

Under Section VI. Refuse Requirements. Since the office will no longer be accepting needles or syringes, the following was changed to reflect this. **"Hazardous Waste** - No needles or syringes are to be disposed of in the dumpster, they must be taken to appropriate disposal sites."

Once adopted by the Housing Board, you will be given a 60-day notification and will be required to sign and return the addendum by August 30, 2017 with the changes being enforced on September 1, 2107. If you have any questions, please contact us at the office. In addition, if you require a reasonable accommodation in communicating with us, please notify a member of the staff. For hearing impaired individuals, dial 711 then 641-228-6661.

Thank you for your cooperation

Charles City Housing Staff  
501 Cedar Terrace South  
641-228-666



# **No-Smoking Policy**

## **CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY**

### **Introduction**

Due to the recent publication in the Federal Register "Instituting Smoke-Free Public Housing" and increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke, the existing prohibition of smoking is being expanded. In addition to the existing policy prohibiting smoking in rental units and common areas, effective September 1, 2017, smoking will no longer be permitted within 25 feet of any building

### **Smoking or use of prohibited tobacco products shall not be permitted:**

- By any person including current residents, new residents, tenants, their guests, their agents nor their employees, and all other visitors to the property.
- Inside any building or individual apartment which is part of the North and South Cedar Terrace and Morningside Apartments.
- In common areas within any building, hallways, restrooms, laundry rooms and administrative offices.
- In outdoor areas within 25 feet from any building on the CCHRA property.
- In personal vehicles, if they are parked within 25 feet of any building.

### **Smoking shall be permitted only:**

- Outside of all buildings and individual apartments, as long as smoking kept 25 feet from all buildings.
- Use of electronic cigarettes or e-cigarettes **will be** permitted on the property or inside rental units, as long as they are not used in the common areas.

### **Definitions**

The term "smoking" means inhaling, exhaling, breathing, burning, carrying, or possessing any lighted cigar, cigarette, pipe, other tobacco products, or similarly lighted smoking material in any manner or in any form including water pipes (hookahs).

The term "electronic cigarette" means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes or under any product name.

The terms "leaseholder" "resident and "tenant" shall refer to any entity or person(s) who have signed a lease agreement leasing a housing unit from Charles City Housing and Redevelopment Authority (CCHRA).

### **Rules and Regulations**

All leaseholders, residents and tenants of housing units of CCHRA and live in aides, or occupants of those housing units and their guests, agents, employees, and invitees must abide by the following rules and regulations:

1. **Prohibition of Smoking Inside Buildings.** Smoking shall not be permitted inside any building or individual apartment which is part of the North and South Cedar Terrace and Morningside Apartments or in common areas within any building, hallways, restrooms, laundry rooms and administrative offices.

**In addition, smoking will not be permitted within 25 feet of any building on the property.**

2. **Proper Disposal of Cigarette Butts & Smoking Material.** Cigarette butts and all smoking material must be disposed of in a neat and safe manner. No person may throw cigarette butts or other smoking material on the ground.
3. **Compliance by Leaseholders/Resident's Guests.** Leaseholders, residents and tenants are responsible for ensuring that all other live-in aides, guests, invitees, agents and employees of the housing unit for which the leaseholder, resident or tenant is responsible are made aware of and comply with this policy. Failure to comply with any of the rules or regulations contained in this policy may be considered a material lease violation and subject leaseholder(s), resident(s) and tenant(s) to all leasehold remedies including lease termination and eviction.
4. **Complaints.** If leaseholder or resident witnesses someone smoking or smells tobacco smoke in any place within the interior of the individual apartments or common areas, the leaseholder or resident should report the violation or the odor to the property manager *in writing* as soon as possible.
5. **Investigations.** Property managers receiving a complaint will seek the specific source of the tobacco smoke and will take appropriate enforcement action, consistent with paragraph 3 above as soon as possible.

6. **Communication of Policy.** This policy shall be communicated to all current leaseholders and residents of North and South Cedar Terrace and Morningside Apartments and employees of CCHRA at least sixty (60) days prior to its effective date, and at the time of employment for all new employees, and prior to admission and/or prior to the signing of a lease for any new leaseholder or resident.
  - a. New leaseholders shall be given a copy of the Smoke Free Lease Addendum..
  - b. Upon adoption of any revisions of this policy, all leaseholders renting a housing unit at North and South Cedar Terrace and Morningside Apartments shall be given a copy of the Smoke Free Lease Addendum by the property manager.
  - c. In the event that any such person fails to comply with the provisions of this policy, the CCHRA will exercise all options available to them including lease termination.
7. **Effective Date.** The effective date of the revised policy shall be September 1, 2017.
8. If any provision of this policy is invalid or unenforceable under applicable law, such provision shall be amended to comply with such law. The reformation of any provision of this policy shall not invalidate this policy or any lease agreement into which this policy is incorporated. An invalid provision that cannot be reformed shall be severed and the remaining portions of this policy shall be enforced.

**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 and are considered late after the fifth day of the month. We request that your rent be paid directly to the housing office by check, automatic payments, or money order. 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 and within 25 feet of all buildings. 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 should be installed in the sleeves provided by the PHA and will be permitted to be installed in kitchen/dining/living room window upon request. Installing A/C units in bedroom windows blocks the egress and will not be permitted.

**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.

**Siding and exterior doors** - Tenant must refrain from hanging anything from the exterior of buildings that requires the use of nails, tacks, screws, etc.

**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

#### **SECTION V. Laundry Facilities Maintenance (North and South Cedar Terrace Apartments)**

**Hours** – Tenant must abide by the posted hours for the laundry facilities.

**Use** – Use of the laundry facilities is limited to tenant use only. Tenants are not permitted to allow use by other individuals.

**Key Tag** – Tenant is responsible for the key tag issued. There is a \$10 charge for lost key tags.

**Cleaning** – Tenant must clean the machines and empty the lint trap after each use.

## **SECTION VI. Refuse Requirements**

**Dumpsters** – Dumpsters are provided for tenant use only.

**Proper Disposal** - Garbage is not to be left outside of unit where it can invite bugs and rodents into unit. All garbage is to be picked up in the area adjacent to the units.

**Hazardous Waste** - No needles or syringes are to be disposed of in the dumpster, they must be taken to an appropriate disposal site.

**Non-permitted items** - No chemicals, paints, furniture, televisions or appliances are to be placed in the dumpster. Arrangements must be made by contacting Jendro Sanitation to dispose of them properly at 228-3525.

## **SECTION VII. Tenant Guests & Banned Individuals**

**Overnight Guests** – Tenants are responsible for registering all overnight guests. Refer to the Overnight Guest Policy for required provisions.

**Behavior of Guests** – Tenants are responsible for the behavior of all guests.

**Banned Individuals** – Tenants must refrain from and cause members of tenant's household to refrain from allowing any person who is under a "no trespass" order or banned from the property in or near the dwelling unit.

## **SECTION VIII. Pet Restrictions**

**Pets** – Pets shall not be allowed in the apartments or on the grounds without approval of the Housing Authority. Pet Policy must be followed, at all times.

**Pet Waste** – Tenant must never allow pet waste to accumulate in the unit or anywhere else on the property.

**Pet Restraint** – All pets must be restrained while outside of tenant's unit

## **SECTION IX. Utilities (Not applicable to units 1-128)**

**Payment** – Tenant must pay 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.

**Disconnection** - Failure to keep utilities paid current and connected will be cause for termination.

RESOLUTION NO. 9-17

REVISIONS TO 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 in compliance with HUD requirements; 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;

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 lease by addendum.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 15th DAY OF JUNE 2017.

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

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

**REQUESTED ACTION:** Approval to participate in lawsuit against HUD for breach of contract.

**Comments:** In calendar year 2012, HUD imposed an operating reserve offset for those agencies which had accumulated a large operating reserve. So, for 2012 HUD offset our entire operating subsidy leaving our agency with no subsidy income for the year. The Public Housing Authorities Directors Association (PHADA) and National Association of Housing & Redevelopment Officials (NAHRO) joined forces with many housing agencies across the country and successfully argued that the reserve offset was a breach of the Annual Contributions Contract between HUD and the housing agencies. We did not participate in the lawsuit because the required fee must come from non-HUD sources and our agency does not have any other income.

PHADA and NAHRO are filing a second lawsuit giving the non-participating agencies an opportunity to obtain money damages. Based on the Claims Court's decision from the January 18, 2017 decision, the amount our agency would receive is \$167,435. In initial correspondence with the City, they may be willing to cover the \$1,000 it would cost our agency to participate in the lawsuit. At this point, we are looking to the Board for the direction our agency should go. If the decision is made to move forward, we would need to turn this over to the City Council and City Attorney. As a City Department, we are not permitted to enter into litigation on behalf of the City. The submission deadline is August 15, 2017.

A copy of the letter from PHADA and NAHRO is attached.



May 17, 2017

Charles City Housing Auth  
501 Cedar Terrace South 50616  
Charles City, IA

**RE: Money Damages Owed to Your Housing Authority**

Dear Executive Director:

As you may have heard, we achieved a successful outcome in a lawsuit challenging the operating reserve offset that Congress and HUD imposed on your 2012 operating subsidies. In a decision handed down on January 18, 2017, the United States Court of Federal Claims (Claims Court) held that the operating reserve offset was a breach of the Annual Contributions Contract between HUD and Public Housing Agencies.

The Claims Court found that the 2012 appropriation for operating subsidies should have been prorated for all housing authorities. The Claims Court agreed with us that any HA that received operating subsidies that were less than 81.04 percent of its eligibility amount was entitled to money damages equal to the difference. **In this lawsuit, 309 housing authority plaintiffs were awarded a total of over \$135 million.**

You are among a large number of HAs who would have been entitled to money damages if you had joined the lawsuit. **The total amount of money damages for you and the other HAs that did not participate in the lawsuit is over \$230 million.** All this money will be lost if a second lawsuit is not filed before November 18, 2017, which is the end of the six-year statute of limitations period for the filing of a breach of contract lawsuit against the United States. To avoid this, we are advising you of your legal option to participate in a second lawsuit against HUD. The estimated amount of money damages you are eligible to receive, based on the Claims Court's January 18 decision, is \$167435

As we did for the first lawsuit, PHADA and NAHRO will administer a second lawsuit in order for HAs, like yours, to have the opportunity to obtain the money damages to which you are entitled. As with the first lawsuit, the Washington, D.C. law firm of Coan and Lyons will manage the litigation and provide necessary legal services. That law firm developed the strategy, and represented the HAs that were the plaintiffs, in the first lawsuit that we won. PHADA and NAHRO will not be parties to the second lawsuit. We will not benefit in any way from the result of the second lawsuit, as we similarly will not benefit from the result of the first lawsuit. PHADA and NAHRO's role in this second lawsuit is solely advisory and administrative. Additionally we cannot guarantee you will receive money damages since there is a possibility that HUD might appeal the Claims Court decision and win that appeal.

We do not know yet whether HUD will appeal the January 18 decision to the United States Court of Appeals for the Federal Circuit, the court to which appeals from the Claims Court are made. We will let you know as soon as we know. Meanwhile, time is short. If you want to file suit to receive money damages, you should obtain board approval to participate in the second lawsuit and identify the **non-federal funds** you can use to pay legal fees as soon as possible. Even if HUD appeals the decision, you will still need to participate in a lawsuit filed before November 18, 2017, to receive the money damages to which you are entitled for HUD's breach of your ACC.

The fee for small HAs (less than 250 units) is \$1,000. The fee for HAs with 250 or more units is \$3,000. These amounts include a \$400 filing fee the Claims Court is expected to charge each plaintiff. These fees were determined, in part, by the costs incurred in the first lawsuit. Again, **the money used to pay for the legal fees must come from non-federal funds.**

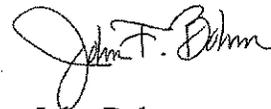
If you wish to participate in this lawsuit, please so indicate in a **signed letter, showing the full formal name of your agency, the name of a contact person with that person's email address and phone number**, and include a check made out to "Operating Reserves Litigation" for the requisite amount. Send the payment to: PHADA 511 Capitol Court NE Washington DC 20002. **The submission deadline is August 15, 2017.**

If you have questions, please email them to [ccoan@coanlyons.com](mailto:ccoan@coanlyons.com) and [raykames@comcast.net](mailto:raykames@comcast.net). Thank you.

Sincerely,



Timothy G. Kaiser  
PHADA Executive Director



John Bohm  
NAHRO Acting CEO