

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

July 18, 2019, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of June 20, 2019..... 1-2
- IV. Approval of Bills for July 2019 3
- V. Communications 4-6
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. HUD Visit
 - 4. Staffing changes
 - 5. Section 8 Funding/Utilization
 - 6. Monthly Rental Status Update
 - 7. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 7-11
 - 2. Consider Approval of Resolution 08-19, Updated Utility Allowances... 12-19
 - 3. Consider the Disposition of land at Morningside..... 20
- VIII. Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, August 15, 2019, 7:00 a.m., CCHRA
Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 20, 2019 7:00 a.m.

Members Present: Jeremy Heyer, Eric Miller, Beth Diers, and Linda Klemesrud. Absent: Carol Tyler. Others present: 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 May 16, 2019. Diers made a motion and Miller seconded the motion to approve the minutes of May 16, 2019 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen pointed out the non-routine bills on the listing such as the payment for the door locks, boiler maintenance, and annual payment to the City. Miller made a motion and Diers seconded the motion to approve payment of the revised bill listing totaling \$147,236.54. Ayes: 4, Nays: 0. Motion carried.

Communications. Nielsen updated the board on the issues with the new flooring and the progress on the transformer project and lock installation. The board was given an update on the Rehab Program. Also discussed was the HUD visit and the new proposed contract with HUD. The board was given an update on the lawsuit with HUD. In addition, the program funding and utilization was reviewed. No action was required.

Old Business.
None

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May 2019 were reviewed. Nielsen informed the board that the public housing program was going to be ending the year just under budget and there were no concerns with the Section 8 program budget. No action was required or taken.

Approve Resolution No. 06-19, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen explained that all receivables were reviewed annually, and the ones determined to be uncollectible were written off. She also explained that collection efforts will continue, and that use of the Iowa Offset Program was the most successful means to collection of old debt. Miller made a motion, and Klemesrud seconded the motion to approve Resolution No. 06-19. Motion carried on roll call vote: Ayes: Heyer, Klemesrud, Diers, and Miller. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-19, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that the old pick-up truck/plow and HAPPY Software were removed from service during the year and the resolution was necessary to show that the HUD requirement had been met. Diers made a motion, and Klemesrud seconded the motion to approve Resolution No. 07-19. Motion carried on roll call vote: Ayes: Klemesrud, Diers, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Review and Discuss the new "Over Income Rule". Nielsen explained the history behind the new rule, proposed rule, and informed the board that the new rule will only potentially affect one resident. Pending further guidance from HUD, Nielsen stated the purpose of the discussion was to get board feedback on the rule going into the Resident Advisory Board Meeting the following week and this item would be on the agenda for next month's meeting.

Director's Report. Nothing to report

Being no further business, Klemesrud moved, Miller seconded the motion to adjourn. Ayes: 4. Nays: 0. Meeting Adjourned at 7:52 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
Monthly Bill Listing
July 2019

Customer	Description	Amount
Arianna Kluender	security deposit refund	160.00
Arnold Motor Supply	maintenance	9.23
Business Card	staff training, back up service	
Carquest	maintenance	180.77
Catherine Marie Ott	office cleaning	480.00
CenturyLink	phone bill	156.76
Charles City Housing	held security deposits for damages	348.00
Charles City Press	apartment advertising	908.00
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections/fire extinguishers	8,835.57
Croell Inc	sand-maintenance	8.00
Don's Repair	maintenance	46.97
HAPS	July 1 payments	53,288.10
Heidi Nielsen	mileage reimbursement	148.13
Hockenson Plumbing	plumbing maintenance (bathtub replacement)	2,848.27
Houdek Floorcovering	flooring supplies	228.00
Housing Authority Acctg. Spec, Inc.	accounting service	1,460.00
Iowa Department of Inspections & Appeals	fraud investigations	102.38
Iowa Department of Transportation	fuel	62.97
Jendro Sanitation	trash service	818.00
John Deere Financial	Theisen's maintenance items	97.31
John Harvey	Quality Control Inspection fee	450.00
Koch Office Group	copy costs	11.55
Kwik Trip, Inc.	fuel	245.04
LEAF	copier lease	232.18
Linderman Heating & Air, LLC	maintenance repairs	67.05
Marquis Gentry	security deposit refund	92.00
Mediacom	internet for security cameras	142.69
Mehmen's Painting	contract painting	170.00
Michaels Band Box	carpet cleaning	861.46
Mid American Energy	electric/gas/URP	5,940.31
Noah, Smith & Schuknecht, P.L.C.	legal fees	217.30
Pitney Bowes	meter lease	54.09
Pitney Bowes Supplies	meter ink	161.48
Plunkett's Pest Control	2019-2020 contract fees	1,969.56
R&S Mowing LLC	fill dirt- maintenance	780.80
Reserve Account	postage for meter	750.00
Schueth Ace Hardware	maintenance items	696.82
Sherwin Williams	paint	186.15
Shred-it	shredding fee	45.00
Staples Advantage	office items, maintenance items	44.92
Stock Glass	glass repairs	338.00
Superior Lumber	maintenance items	60.67
T-J Service	maintenance repairs	294.95
The PI Company	criminal background checks	
True Green	lawn treatment	796.00
US Cellular	cell phone bill	138.74
		84,988.44

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The transformer project is under way, and so far, it has been going well. We are also working with the engineers to develop the plans for the sidewalks and parking lots and are trying to determine the best time to go out for bids on the project.
2. Rehab Update. The mechanical work has started on the first two projects and they should be finished by the end of the summer. The information for the second two projects has been submitted to the State Historical Preservation Office for approval. We are working with the last two applicants on some of the eligibility requirements.
3. HUD Visit. We had our HUD visit and it went well. Our main goal was to find out if we could get a waiver on the regulatory requirements to sell the field at Morningside. We have since found out that it isn't possible. They shared with us some opportunities to assist the City with some housing development.
4. Staff Changes. We have had some staffing changes recently. Adam has left us to take a position with the DOT. His last day was July 8th. It is our plan to have someone hired to fill his position by mid-August.
5. Section 8 Funding/Utilization. See attachment for utilization.
6. Monthly Rental Status Update.

Month of June 2019	Total Leased 6/1/19	New Leases	Removed Or Moved	Total Leased 7/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	1	1	129	N-28	N-0	N-0
					S-28	S-0	S-1
Morningside 16 Units	14	0	4	10	10	3	5
Section 8 197 Units	137	8	7	138	54	24	3

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

7. End of Participation Tracker. See attachment

END OF PARTICIPATION
TRACKER
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2												2
ZERO HAP													0
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED	1												1
PORT-OUT SEARCHING													0
DECEASED													0
MOVED IN VIOLATION													0
EVICTED													0
UNAUTHORIZED LIVE-IN	1												1
VIOLATION OF FAMILY OBLIGATION													0
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													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1												1
TOTALS	7	0	7										
PUBLIC HOUSING													
LEFT IN GOOD STANDING	3												3
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED	1												1
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)													0
UTILITIES DISCONNECTED													0
TOTALS	4	0	4										

MEETING DATE: 7/18/19

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: June 2019 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 6/2019, FISCAL 12/2019

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	5,612.35	73,515.28	105.02	3,515.28-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	234.81	4,252.80	106.32	252.80-
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	40,843.00	520,892.00	104.18	20,892.00-
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,075.75	9,057.02	75.48	2,942.98
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	5,000.00	39.99	7,214.49	144.29	2,214.49-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	13,258.00	184,900.00	84.05	35,100.00
	PUBLIC HOUSING TOTAL	811,000.00	61,063.90	799,831.59	98.62	11,168.41
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	91,033.00	7,598.99	95,985.67	105.44	4,952.67-
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,117.00	477.44	6,192.87	87.02	924.13
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	717.35	9,025.04	102.77	243.04-
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,699.82	44,373.73	100.05	23.73-
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.93	335.14	95.75	14.86
173-532-6152	DENTAL INSURANCE	.00	36.65	36.65	.00	36.65-
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	.00	2,572.80	58.47	1,827.20
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	141.05	296.69	539.44	241.69-
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	840.14	2,516.97	50.34	2,483.03
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	1,282.63	29,583.72	73.96	10,416.28
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	4,164.52	58,685.78	117.37	8,685.78-
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,314.84	16,307.78	85.83	2,692.22
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,196.89	24,290.06	97.16	709.94
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	.00	3,587.50	119.58	587.50-
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	35,000.00	.00	37,405.05	106.87	2,405.05-
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	192.00	2,263.43	56.59	1,736.57
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	232.18	2,444.20	69.83	1,055.80
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	46,000.00	39,487.07	90,456.02	196.64	44,456.02-
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	309.85	15.49	1,690.15
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	38,344.91	95.86	1,655.09
173-532-6490	OTHER PROFESSIONAL SERV	21,000.00	.00	.00	.00	21,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	45,000.00	996.57	39,509.77	87.80	5,490.23
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	85,000.00	13,219.22	95,902.09	112.83	10,902.09-
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	45,000.00	.00	41,344.56	91.88	3,655.44
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	60,000.00	30,495.70	44,660.72	74.43	15,339.28
	PUBLIC HOUSING TOTAL	687,587.00	107,120.99	686,431.00	99.83	1,156.00
173-536-6010	SALARY - PH MAINT	85,000.00	6,268.58	83,673.53	98.44	1,326.47

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REVENUE & EXPENSE REPORT
CALENDAR 6/2019, FISCAL 12/2019

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	1,985.99	39.72	3,014.01
173-536-6110	FICA - PH MAINT	6,885.00	466.30	6,376.98	92.62	508.02
173-536-6130	IPERS - PH MAINT	8,496.00	595.36	7,939.93	93.45	556.07
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	9,337.20	98.73	119.80
173-536-6151	LIFE INS - PH MAINT	176.00	14.70	176.40	100.23	.40-
173-536-6152	DENTAL INSURANCE	.00	46.23	46.23	.00	46.23-
173-536-6160	WORK COMP - PH MAINT	2,800.00	.00	3,859.20	137.83	1,059.20-
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	160.68	359.14	513.06	289.14-
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	118,784.00	8,329.95	114,654.60	96.52	4,129.40
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	4,629.00	54,387.04-	1,254.01-	27.09-	5,883.01

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REVENUE & EXPENSE REPORT
CALENDAR 6/2019, FISCAL 12/2019

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	498.88	5,235.77	261.79	3,235.77-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	790.00	6,639.00	132.78	1,639.00-
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	27,472.00	663,646.00	88.49	86,354.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,974.00	99,541.00	90.49	10,459.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	6.00	.60	994.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	869,000.00	36,734.88	775,067.77	89.19	93,932.23
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	39,017.00	2,404.65	34,469.61	88.35	4,547.39
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,061.00	152.34	2,227.61	72.77	833.39
174-533-6130	IPERS -SECTION 8	3,778.00	226.99	3,248.26	85.98	529.74
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,585.64	19,017.29	100.05	10.29-
174-533-6151	LIFE INS - SECTION 8	175.00	11.97	143.66	82.09	31.34
174-533-6152	DENTAL INSURANCE	.00	13.23	13.23	.00	13.23-
174-533-6160	WORK COMP - SECTION 8	2,238.00	.00	.00	.00	2,238.00
174-533-6170	UNEMPLOYMENT - SECTION 8	75.00	94.03	197.77	263.69	122.77-
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	2,000.00	.00	89.73	4.49	1,910.27
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,082.00	9,735.00	64.90	5,265.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	.00	3,250.00	81.25	750.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	5,592.50	15,455.25	154.55	5,455.25-
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	17,000.00	1,411.00	17,191.00	101.12	191.00-
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	420.00	4,470.00	74.50	1,530.00
174-533-6444	PORTABILITY VOUCHER	200,000.00	9,943.90	165,427.26	82.71	34,572.74
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	36,190.00	443,735.00	80.68	106,265.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	500.00	.00	.00	.00	500.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	7,500.00	199.00	6,072.84	80.97	1,427.16
	SECTION 8 VOUCHER TOTAL	891,651.00	59,327.25	724,743.51	81.28	166,907.49
174-536-6152	DENTAL INSURANCE	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	.00	.00	.00	.00	.00
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 6/2019, FISCAL 12/2019

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	SECTION 8 VOUCHER TOTAL	22,651.00-	22,592.37-	50,324.26	222.17-	72,975.26-

REQUESTED ACTION: Approve resolution 08-19 to approve updated utility allowances effective 08/01/2019.

Comments: HAPPY Software, our software vendor, supplies us with the consumption and rate information for the gas and electric. We calculate the water, sewer, and garbage rates and average consumption based on rates set by the City. We have reviewed the current utility rates and compared them against last year's rates. The water rates went up 3.5%, sewer rates have increased 24% this year, and the garbage rates have stayed the same. The gas rate has decreased by 21%, and the electric rate has decreased 10%. HUD requires us to change the utility allowances whenever there is a change of more than 10%. However, we normally change the rates every year to allow the rates to mirror the current market.

The updated allowances are scheduled to be effective as of 8-01-19. The allowance for a two-bedroom single family home with all other factors being equal will be \$196 versus last year's allowance of \$187, which is an increase of \$9 or 5%.

We are required to provide the public housing residents who pay for their utilities notice of the change and a 30-day comment period. The notices were sent on May 17, 2019.

The schedules are attached for your review.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 08-19

**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 annually review utility rates being charged and update the 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 the public housing tenants with a notice of the updated schedules and a 30-day comment period.

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, 2019.

PASSED AND ADOPTED THIS 18th DAY OF JULY 2019

Jeremy Heyer, Chairperson

Heidi Nielsen, Director

Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp 4/30/2018)

Locality		Unit Type					Effective
Mid American Revised -7/1/19		Single family detached Single Family Detached					08/01/2019
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	28	38	46	58	65	76
	b. Electric	37	50	59	75	85	98
	c. Bottle Gas	62	84	100	126	143	166
	d. Oil	101	136	163	206	232	270
Cooking	a. Natural Gas	3	4	5	6	8	8
	b. Electric	6	7	9	12	15	16
	c. Bottle Gas	7	8	11	14	17	19
Other Electricity		19	24	32	40	50	54
Air Conditioning							
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	8	10	14	17	21	23
	d. Oil	12	16	21	26	33	35
Water		24	36	42	47	52	58
Sewer		25	34	43	51	60	69
Trash Collection		15	15	18	18	18	21
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

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

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 4/30/2018)

Locality		Unit Type					Effective
Mid American Revised -7/1/19		Semi-detached Older Home Converted, Two/Three Family (Duplex)					08/01/2019
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	25	32	42	52	63	70
	b. Electric	32	41	55	68	81	91
	c. Bottle Gas	54	69	93	115	137	154
	d. Oil	88	113	151	187	223	250
Cooking	a. Natural Gas	3	4	5	6	8	8
	b. Electric	6	7	9	12	15	16
	c. Bottle Gas	7	8	11	14	17	19
Other Electricity		19	24	32	40	50	54
Air Conditioning							
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	8	10	14	17	21	23
	d. Oil	12	16	21	26	33	35
Water		24	36	42	47	52	58
Sewer		25	34	43	51	60	69
Trash Collection		15	15	18	18	18	21
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

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	_____
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 4/30/2018)

Locality		Unit Type					Effective
Mid American Revised -7/1/19		Rowhouse/townhouse Row House/Garden Apt.					08/01/2019
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	21	28	39	48	58	68
	b. Electric	28	37	50	62	76	88
	c. Bottle Gas	47	62	85	106	128	149
	d. Oil	76	102	138	172	208	242
Cooking	a. Natural Gas	3	4	5	6	8	8
	b. Electric	6	7	9	12	15	16
	c. Bottle Gas	7	8	11	14	17	19
Other Electricity		19	24	32	40	50	54
Air Conditioning							
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	8	10	14	17	21	23
	d. Oil	12	16	21	26	33	35
Water		24	36	42	47	52	58
Sewer		25	34	43	51	60	69
Trash Collection		15	15	18	18	18	21
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

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	
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 4/30/2018)

Locality		Unit Type					Effective
Mid American Revised -7/1/19		Low-rise Older Multi-Family					08/01/2019
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	23	30	40	50	60	69
	b. Electric	30	39	52	65	78	90
	c. Bottle Gas	51	66	89	110	132	151
	d. Oil	82	108	144	178	214	246
Cooking	a. Natural Gas	3	4	5	6	8	8
	b. Electric	6	7	9	12	15	16
	c. Bottle Gas	7	8	11	14	17	19
Other Electricity		19	24	32	40	50	54
Air Conditioning							
Water Heating	a. Natural Gas	4	5	6	8	10	11
	b. Electric	7	9	12	15	18	20
	c. Bottle Gas	8	10	14	17	21	23
	d. Oil	12	16	21	26	33	35
Water		24	36	42	47	52	58
Sewer		25	34	43	51	60	69
Trash Collection		15	15	18	18	18	21
Range/Microwave		4	4	5	5	5	5
Refrigerator		4	4	4	5	5	5
Other -- specify							

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	_____
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. 4/30/2014)

Locality Charles City Housing and Redevelopment Agency - NCT Mid American Revised	Unit Type Row House / Garden Apartment (Rowhouse/Townhouse)*	Effective 08/01/2019
		Expires 06/30/2020

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	28				
	b. Electric					
	c. Bottle Gas					
	d. Oil					
Cooking	a. Natural Gas					
	b. Electric		7			
	c. Bottle Gas					
Other Electricity		24				
Air Conditioning						
Water Heating	a. Natural Gas		5			
	b. Electric					
	c. Bottle Gas					
	d. Oil					
Water		36				
Sewer		34				
Trash Collection						
Range/Microwave						
Refrigerator						
Other -- specify						

Actual Family Allowances To be used by the family to compute allowance. Complete below for actual unit rented.	Utility or Service	per month cost
	Heating	\$
Name of Family	Cooking	
	Other Electric	
Address of Unit	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
Number of Bedrooms	Other	
	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. 4/30/2014)

Locality	Charles City Housing and Redevelopment Agency - Mid American Revised	Unit Type	Row House / Garden Apartment (Rowhouse/Townhouse)*	Effective	08/01/2019
				Expires	06/30/2020

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating			a. Natural Gas	39	48	
			b. Electric			
			c. Bottle Gas			
			d. Oil			
Cooking			a. Natural Gas			
			b. Electric	9	12	
			c. Bottle Gas			
Other Electricity			32	40		
Air Conditioning						
Water Heating			a. Natural Gas			
			b. Electric	12	15	
			c. Bottle Gas			
			d. Oil			
Water			42	47		
Sewer			43	51		
Trash Collection						
Range/Microwave						
Refrigerator						
Other -- specify						

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

REQUESTED ACTION: Recommend approval of proceeding with process to dispose of vacant lot at Morningside.

Comments: We have been approached by an organization to purchase the vacant lot at Morningside. The land was purchased in 1981 and the entire parcel was never developed. The vacant lot that sits to the west of the apartments has no useful purpose for us. We have been mowing and maintaining the lot for more than 35 years.

We have investigated the process required to dispose of the land and it is a cumbersome process. However, it may be worth it in the long run to remove it from HUD's restrictive covenants. Once done, we would be able to do anything we would want with the land. We will also have to pay HUD for the Fair Market Value of the property including any improvements completed with federal funds. There is also a process to get the repayment requirement waived. However, the waiver would only be granted if the future use of the property were to serve housing needs of low-income families or something that supports the service of low-income families.

We still need to determine whether we will be able to divide the parcel and only dispose of the vacant lot. Once HUD's interest in the lot would be removed, we would not be able to use any of our federal funds to maintain the lot, which is also a consideration.

At this point, the discussion needs to be centered on whether we want to keep the lot or investigate the cost of the disposition process. We would also need to get City Council approval to proceed with the disposition.