

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

December 19, 2019, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of November 21, 2019. . . . . 1
- IV. Approval of Bills for December 2019 . . . . . 2
- V. Communications . . . . . 3-5
  - 1. CFP Update
  - 2. Rehab Update
  - 3. Section 8 Funding/Utilization
  - 4. Monthly Rental Status Update
  - 5. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Operating Reports . . . . . 6-10
  - 2. Approve Resolution 13-19 to Adopt Passbook Rate..... 11-12
  - 3. Approve Resolution 14-19 to Approve Lease Revisions..... 13-17
  - 4. Certification of Net Restricted Assets for FYE 2019..... 18-19
- VIII. Executive Director's Report
- IX. Motion to Adjourn

Next regular meeting scheduled for Thursday, January 16, 2020,  
7:00 a.m., CCHRA Office

HAPPY HOLIDAYS!

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
November 21, 2019 7:00 a.m.

Members Present: Jeremy Heyer, Linda Klemesrud, Diane Stewart, and Eric Miller. Absent: Beth Diers. Others present: Heidi Nielsen, staff.

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

Public Comments. None

Amend-Approve Minutes of October 22, 2019. Stewart moved, Miller seconded the motion to approve the minutes of October 22, 2019 as amended. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that the bills were routine except the payments for the tractor, work at NCT, the appraisal, and flood insurance. Miller moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$111,071.06. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications included capital fund program, and rehab program. Also discussed were the SEMAP score, and program utilization. The End of Participation Tracker was not included in the agenda and will be reviewed at the December meeting. All items were informational, so no action was needed.

Old Business. The Morningside Appraisals for the vacant lot and the portion of the parcel containing the buildings were discussed. Nielsen expressed interest in the possibility of building some new units and transferring the assistance from Morningside to the new units. The Board also agreed that it would be beneficial to dispose of the vacant lot, but before any more discussion on "Repositioning" the public housing units it was a good idea to have some discussions involving HUD and the Board, City Council and City Staff. Miller requested that the discussions be delayed until after the Christmas holiday. Nielsen agreed to set up a meeting after the first of the year. Miller made motion to recommend negotiations for the sale of the vacant lot at Morningside. Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

New Business.

Review Operating Reports. The reports were reviewed by the board. Nielsen explained that there were no concerns with the Section 8 Budget and there were only two accounts in the Public Housing Budget, training and PILOT, which will need to be revised. There were no other concerns.

Discuss Participation in "Foster Youth to Independence Initiative". Nielsen discussed the program with the Board. They all agreed that the first step would be to locate some potential partnerships for the program. Nielsen explained that this would be brought back for a vote if it becomes feasible to participate in. Nielsen also suggested using existing Vouchers instead of using the Tenant Protection Vouchers from HUD.

Executive Directors Report. Nielsen told the Board that the arrangements had been made for the Procurement Training in San Antonio coming up on December 8<sup>th</sup>. Nielsen also discussed the planned LBP Visual Risk Assessment required by HUD.

Being no further business, Klemesrud moved, Stewart seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried, and meeting adjourned at 7:35 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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

Customer	Description	Amount
Arnold Motor Supply	maintenance items	45.39
Brian Staudt	security deposit refund	140.00
Business Card	staff training, maintenance, backup fees	2,451.47
Catherine Marie Ott	office cleaning	480.00
CenturyLink	phone bill	163.16
CenturyLink	shared phone line expense	10.76
Charles City Housing	held deposits for cleaning/damages	260.00
Cintas	rug service	82.83
City of Charles City	water/sewer/URP/S8 inspections	3,290.56
City of Charles City	postage expense	25.80
D & C Stanton Electric	transformer project payment	78,311.35
Do It All Services	maintenance repairs	55.00
HAPS	Dec HAPS	60,656.40
Herron's Band Box, Inc.	carpet cleaning @ MS	384.88
HHS Program Support Center	interest payment to HUD	1,384.82
Hockenson Plumbing	maintenance repairs	120.24
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Iowa Division of Labor	boiler inspections	800.00
Iowa NAHRO	membership dues	150.00
Iowa Surveillance Team	security camera repairs	1,404.90
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisen's maintenance items	58.87
Karen Heuser	security deposit refund	200.00
Koch Office Group	copy costs	6.93
Kwik Trip, Inc.	fuel	70.78
LEAF	copier lease	241.64
Linderman Heating & Air, LLC	maintenance repairs	1,321.77
Mediacom	internet for security cameras	156.90
Mehmen's Painting	contract painting	270.00
Mid American Energy	electric/gas/URP	5,592.13
Nick Zirbel	meal reimbursement from staff training	
Pitney Bowes	meter lease	153.75
R&S Mowing LLC	salt for snow removal	2,304.00
Rosea Hamelau, Mike Bill, & Rich Bunn	security deposit refund - Dann	250.00
Schueth Ace Hardware	maintenance items for month	474.67
Schueth Ace Hardware	maintenance-billed to city so line item	34.16
Sherwin Williams	paint	186.15
Staples Advantage	office items	1.00
Superior Lumber	maintenance items	112.25
T-J Service	replacement refrigerator, maintenance repairs	750.94
The PI Company	background fees/work verification	461.00
Trent Parker	computer support	
US Cellular	cell phone bill	140.51
		<b>164,295.01</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. SEH, the engineers for the sidewalk/parking lot project are to have the plans and specifications ready and go out to bid by sometime in February with the work commencing in April. They will have the cost estimate to us sometime in the next few weeks. We will have a better idea of the scope of the project by then.

The Electrical Upgrades Project is substantially complete. The contractor is requesting that we pay all the retainage except \$4,000 and \$6,000 to cover the work remaining. The last work items will not be done until Spring when it warms up. He still needs to finish the landscaping and paint the conduit. Skott & Anderson are recommending that we proceed with his pay request and retain the \$10,000 balance until the project is complete.

We have discovered an issue with most of the double hung windows installed at South Cedar Terrace. One or both sashes have developed a gap between the window and window frame which is causing the windows to leak air. The windows were good when we closed the project. As a first step, we have contacted Atura Architecture and advised them of the issue. They have contacted the window company and have given them a list of the failed windows and pictures of the problem. We are waiting on a response from Heartland Windows and are also trying to determine if the issue is due to faulty installation or a design issue with the window. We will provide an update as soon as one is available.

2. Rehab Update. We are finishing up the first two projects and will be ready to start the next two after Christmas. A lot of the work is exterior on both projects so we will have to give them an extension until spring. It is still our plan to have the entire grant competed by the end of 2020.
3. Section 8 Funding/Utilization. See attachment for utilization.
4. Monthly Rental Status Update.

Month of November 2019	Total Leased 11/1/19	New Leases	Removed Or Moved	Total Leased 12/1/19	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	127	2	3	126	N-26	N-7	N-5
					S-24	S-4	S-2
Morningside 16 Units	14	1	2	13	7	0	0
Section 8 197 Units	161	7	2	166	86	30	20

Declined Assistance (9) Over Income ( ) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (18) Criminal Background Check ( )  
 Voucher Expired (1) Purged ( )  
 Terminations: PH ( ) S8 ( )

5. 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	1	1	1	2	1							7
ZERO HAP					1								1
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1	1	1	1	1	1							5
PORT-OUT ABSORBED	1		2	1	1								5
PORT-OUT SEARCHING		1											1
DECEASED													0
MOVED IN VIOLATION													0
EVICTED													0
UNAUTHORIZED LIVE-IN	1				1								2
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			1		1								2
UTILITIES DISCONNECTED			1										1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1												1
<b>TOTALS</b>	<b>7</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	3		2	3	1	4							13
DECEASED					1								1
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS			1										1
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)						1							1
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

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**MEETING DATE:** 12/19/19

**RE:** Review Operating Reports

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**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The November 2019 operating reports are attached for your review.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 11/2019, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	4,070.63	24,414.75	34.88	45,585.25
173-532-4504	FRAUD-PUBLIC HOUSING	6,000.00	122.89	2,197.39	36.62	3,802.61
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	41,029.11	215,249.11	43.05	284,750.89
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	773.75	4,925.50	41.05	7,074.50
173-532-4518	BAD DEBT COLLECTIONS	.00	.00	155.00	.00	155.00-
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	12,000.00	.00	958.56	7.99	11,041.44
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	.00	77,441.00	35.20	142,559.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>820,000.00</b>	<b>45,996.38</b>	<b>325,341.31</b>	<b>39.68</b>	<b>494,658.69</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	5,025.00	.00	5,025.00-
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>.00</b>	<b>.00</b>	<b>5,025.00</b>	<b>.00</b>	<b>5,025.00-</b>
173-532-6010	SALARY - PUBLIC HOUSING	93,540.00	7,076.14	40,843.64	43.66	52,696.36
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	162.36	8.12	1,837.64
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,309.00	443.24	2,611.79	35.73	4,697.21
173-532-6130	IPERS - PUBLIC HOUSING	9,019.00	667.97	3,870.93	42.92	5,148.07
173-532-6150	HEALTH INS - PUBLIC HOUSING	46,908.00	3,882.00	19,410.00	41.38	27,498.00
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	33.40	167.24	47.78	182.76
173-532-6152	DENTAL INSURANCE	.00	34.78	181.37	.00	181.37-
173-532-6160	WORK COMP - PUBLIC HOUSING	4,840.00	.00	2.80-	.06-	4,842.80
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	449.00	.00	62.70	13.96	386.30
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	5,000.00	.00	5,822.94	116.46	822.94-
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	891.79	4,529.09	11.32	35,470.91
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	3,095.48	23,212.17	46.42	26,787.83
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,589.06	7,558.03	39.78	11,441.97
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	2,502.79	11,751.63	47.01	13,248.37
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	200.00	1,812.00	60.40	1,188.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	6,721.05	6,721.05	19.20	28,278.95
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	1,892.20	47.31	2,107.80
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	241.64	1,198.74	34.25	2,301.26
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	46,000.00	3,049.30	16,161.81	35.13	29,838.19
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	84.64	4.23	1,915.36
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	42,066.50	105.17	2,066.50-
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	35,000.00	5,379.19	13,796.58	39.42	21,203.42
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	80,000.00	4,176.40	38,198.25	47.75	41,801.75
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	14,810.00	37.03	25,190.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	15,689.73	22,489.73	22.49	77,510.27
	<b>PUBLIC HOUSING TOTAL</b>	<b>713,915.00</b>	<b>55,673.96</b>	<b>279,412.59</b>	<b>39.14</b>	<b>434,502.41</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 11/2019, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	85,000.00	6,417.27	35,017.02	41.20	49,982.98
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	.00	.00	5,000.00
173-536-6110	FICA - PH MAINT	6,885.00	476.94	2,639.26	38.33	4,245.74
173-536-6130	IPERS - PH MAINT	8,496.00	603.47	3,185.79	37.50	5,310.21
173-536-6150	HEALTH INS - PH MAINT	9,897.00	817.01	4,085.05	41.28	5,811.95
173-536-6151	LIFE INS - PH MAINT	176.00	17.22	68.58	38.97	107.42
173-536-6152	DENTAL INSURANCE	.00	21.48	104.95	.00	104.95-
173-536-6160	WORK COMP - PH MAINT	3,080.00	.00	4.20-	.14-	3,084.20
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	104.76	24.48	323.24
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	450.00	50.00	450.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	274.00	.00	274.00-
	PUBLIC HOUSING MAINTENANC TOTA	119,862.00	8,353.39	45,925.21	38.32	73,936.79
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	350,000.00	.00	.00	.00	350,000.00
	TRANSFERS IN/OUT TOTAL	350,000.00	.00	.00	.00	350,000.00
	PUBLIC HOUSING TOTAL	363,777.00-	18,030.97-	5,028.51	1.38-	368,805.51-

**REVENUE & EXPENSE REPORT**  
**CALENDAR 11/2019, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	313.12	1,943.74	97.19	56.26
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	206.50	1,436.00	28.72	3,564.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	40,576.00	240,812.00	32.11	509,188.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	7,294.00	39,193.00	35.63	70,807.00
174-533-4518	BAD DEBT COLLECTIONS	.00	.00	.00	.00	.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	207.00	20.70	793.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	869,000.00	48,389.62	283,591.74	32.63	585,408.26
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	40,089.00	3,203.00	15,654.41	39.05	24,434.59
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	132.84	13.28	867.16
174-533-6110	FICA - SECTION 8	3,143.00	202.55	1,015.06	32.30	2,127.94
174-533-6130	IPERS -SECTION 8	3,879.00	302.37	1,490.31	38.42	2,388.69
174-533-6150	HEALTH INS - SECTION 8	20,103.00	1,663.71	8,318.55	41.38	11,784.45
174-533-6151	LIFE INS - SECTION 8	147.00	14.32	71.67	48.76	75.33
174-533-6152	DENTAL INSURANCE	.00	15.10	68.03	.00	68.03-
174-533-6160	WORK COMP - SECTION 8	2,462.00	.00	.00	.00	2,462.00
174-533-6170	UNEMPLOYMENT - SECTION 8	193.00	.00	41.80	21.66	151.20
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	193.59	193.59	4.84	3,806.41
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	904.00	3,713.00	24.75	11,287.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	300.00	1,867.50	46.69	2,132.50
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	620.50	4,505.26	45.05	5,494.74
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,294.00	7,705.00	48.16	8,295.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	451.00	2,255.00	37.58	3,745.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	6,401.40	45,772.80	19.07	194,227.20
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	48,836.00	214,661.00	39.03	335,339.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	1,384.82	1,384.82	.00	1,384.82-
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	25.80	547.75	12.17	3,952.25
	SECTION 8 VOUCHER TOTAL	931,816.00	65,812.16	309,398.39	33.20	622,417.61
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

**REVENUE & EXPENSE REPORT**  
**CALENDAR 11/2019, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	62,816.00-	17,422.54-	25,806.65-	41.08	37,009.35-

**REQUESTED ACTION:** Approve Resolution 13-19 to Adopt Passbook Rate

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

In 2011 HUD directed us to reduce the rate to 0%. They have since determined that the individual housing agencies should set their own rate and review that rate on an annual basis. The passbook rate established must be within .75 percent of the current Savings National Rate. As of December 9, 2019, that rate was .09%. That means that our adopted rate must fall somewhere between -.66% and .84%, and the rate may not be less than 0%. The area passbook rates at the following area banks as of December 12, 2019, were:

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

We have discussed the rates and have decided that the rates should remain at .15% because it reflects a typical rate for the area banks for a regular savings account. This rate will only affect residents and participants whose assets' cash value exceeds \$5,000. Many times, those with assets higher than that will have an actual income from their assets that exceeds the imputed value.

\*No response

## RESOLUTION NO. 13-19

### ADOPTION OF PASSBOOK RATE

#### CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

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

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

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

WHEREAS, the Savings National Rate on December 12, 2019 was .09% and the proposed rate of .15% is within the required .75% of that rate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that adoption of the proposed passbook rate of .15% is necessary to ensure that all rent calculations comply with regulation.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19th DAY OF DECEMBER 2019.

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

ATTEST:

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

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**MEETING DATE:** 12/19/19

**RE:** Approve Resolution 14-19 to Adopt New Public Housing Lease

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**REQUESTED ACTION:** Review proposed changes and tenant comments and approve Resolution 14-19 to adopt the revised lease.

**Comments:** The existing lease has been reviewed and the changes identified on the attachment were determined to be in the best interest of the agency. The tenants were provided a copy of the revised lease and were given 30 days to provide any comments or concerns they may have. We have received one comment on the clarification on the amount of time a resident may be gone from their apartment.

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

## Proposed Lease Revisions

The following lease revisions, once approved, will be effective March 1, 2020.

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The revisions to the **No Smoking Policy** consist of the addition of a graduated warning system and implementation of a \$250 cleaning/damage fee and will read as follows:

### Under Rules and Regulations

6. **Violations.** Property managers will assess a graduated warning system prior to lease termination. Leaseholder or residents found violating this rule will receive the following warnings:

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Written Warning
- 3<sup>rd</sup> Offense: Lease Termination

Leaseholders or residents found to be in violation of the "Smoking Rule" will have a \$250 cleaning charge assessed at move out.

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The following revisions or additions to the **House Rules** were made:

### Under Section 1. General Conditions.

**Incense** – Tenant may burn incense if it is used in a container manufactured for such use.

**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. *In addition to possible lease termination, those found to be smoking inside the unit will be assessed a cleaning charge.*

### Under SECTION II. Unit Restrictions and Requirements.

**Televisions** – All tenants must refrain from installing televisions or computer monitors on the walls of the unit.

**Rugs/Carpeting (NCT & SCT only)** – Residents will not be permitted to install any sort of carpeting in the units with the new vinyl plank flooring. Area rugs will be permitted; however, they must not be taped or adhered to the floor.

**Plumbing** – Tenant should never flush food, pet waste, smoking materials, paper towels, or hygiene products down the toilet. Any tenant found in violation of this rule will be charged for the repair costs.

Under SECTION III. Unit Exterior and Common Area Restrictions

**Decorations** – Tenant is not permitted to place any type of decorations, holiday or general, in the common areas.

**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. *Garden area must be contained by some sort of edging and not extend beyond the roof line.*

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The costs of charges listed in the Maintenance Charge Addendum were revised. The Maintenance Charge Addendum is attached for you to review.

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Under the Pet Policy the following change was made:

**10-II.B. MANAGEMENT APPROVAL OF PETS**

**Registration of Pets**

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

PHA Policy

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Tenants with Dogs must follow City Ordinances and register them with the City.

Pets will not be approved to reside in a unit until completion of the registration requirements.

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The final change was made to the Part I of the Lease:

**VII. Terms and Conditions:** The following terms and conditions of occupancy are made a part of the Lease.

- (c) All absences from unit longer than seven (7) consecutive days require prior notice to the PHA and absences longer than fourteen (14) consecutive days require third party verification and prior approval from PHA. ***The maximum approved cumulative absences in a twelve-month period (except medically necessary absence) will be no longer than two months or sixty days.*** In all cases the lease will terminate if approved cumulative absences will extend beyond 180 days in a twelve-month period. All unapproved absences may result in lease termination.
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## MAINTENANCE CHARGES

Tenants may be charged for tenant caused damages either while still residing in the unit or after they vacate. Tenants are responsible for damage caused by invited guests. If a tenant claims the damage was caused due to an attempted or successful break-in, the resident shall not be held responsible for payment of damages if a police report has been filed. Tenant shall present the HA with a copy of the police report. Items needing repair due to normal wear shall not be charged and the HA shall withstand the cost to correct the deficiency.

Examples of normal wear and tear include but are not limited to:

Appliances that stop working due to age or condition, carpet that has outlived its usefulness and needs replacing, or leaking water faucets

Examples of tenant caused damages include but are not limited to:

Holes in walls larger than standard nails for hanging decorations, torn screen, damaged (burned, excessively soiled) carpet or unit left dirty at time of move-out

## CHARGES

Tenant may be charged, and will be responsible for payment, at a rate of the individual who was assigned to perform the work to correct deficiencies in addition to actual cost for material or supplies used to repair the damage. There shall be no "mark-up" on labor or material from the HA for any charges.

### Material Replacement Costs Estimates

Replace Medicine Cabinet		\$ 80.00
Patch holes in walls:	Small	\$ 25.00
	Medium	\$ 40.00
	Large	\$ 75.00
Screen Repair		\$ 15.00 to \$30.00
Replace main door		\$800.00
Replace locks		\$ 25.00
Replace carpet:	Living Room	\$400.00
	Large Bedroom	\$400.00
	Small Bedroom	\$300.00
	Hallway	\$200.00
	Steps	\$200.00
Replace kitchen cabinet door/drawer		\$ 75.00 each
Curtain rods (small)		\$ 4.00
Curtain rods (large)		\$ 5.50
Window Shades (small)		\$ 12.00
Window Shades (Medium)		\$ 17.00
Window Shades (large)		\$ 30.00
Closet Door (per section/bi-fold)		\$100.00
Closet doorknob		\$ 3.00
Light Bulbs		\$ 1.00 per bulb
Light switch/outlet cover plate		\$ 1.00 each
Drip pans for stove (small)		\$ 3.00 per pan
Drip pans for stove (large)		\$ 4.00
Smoke detector batteries		\$ 2.00
Smoke detector		\$ 17.00
Interior door: Morningside		\$ 135.00
	Terraces	\$ 98.00
General cleaning of apartment when vacated		\$ 20.00 per hour
Cleaning apartment with smoking residue		\$ 250.00
Refrigerator bracket		\$ 5.00
Sink strainer basket		\$ 5.00
Toilet paper holder tube		\$ 3.00
Bathroom light fixture/cover		\$ 40.00
Hallway light (Morningside)		\$ 25.00

**These costs are only estimates, and you will be charged the actual cost of replacement plus labor costs if an item is not listed on the list above or if the actual cost exceeds the estimate above.**

RESOLUTION NO. 14-19

ADOPTION OF THE PUBLIC HOUSING  
LEASE

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

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

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

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

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

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND  
REDEVELOPMENT AUTHORITY ON THIS 19th DAY OF DECEMBER 2019.

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

ATTEST:

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

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**MEETING DATE:** 12/19/19

**RE:** Certification of Net Restricted Assets for  
FYE 06/30/19

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**REQUESTED ACTION:** Approve certification for interest earned on excess HAP funds during the year.

**Comments:** HUD has provided us with the attached certification to verify compliance with the requirement to return all interest earned on excess HAP funds or Net Restricted Assets (NRA) exceeding \$500 in accordance with 2 CFR 200.305, which states:

“(9) Interest earned amounts up to \$500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment System (PMS) through electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances must include pertinent information of the payee and nature of payment in the memo are (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds.”

For the FYE 06/30/2019 we accrued \$1,884.82 in interest and are required to return all of the funds except the first \$500, or \$1,384.82. These are the amounts which were recorded in the Voucher Management System (VMS).

The certification is not required; however, it provides us with documentation that we are in compliance with regulations.

Housing Choice Voucher Programs  
Interest Earned on Excess HAP Funds and RNP Balances  
PHA Annual Certification for Internal Records

PHA Name: Charles City Housing & Redevelopment Authority

PHA Number: IA002

PHA FYE: 06/30/2019

This is to certify that the Charles City Housing & Redevelopment Authority earned interest on invested HAP and Restricted Net Position (RNP) funds (formerly referred to as Net Restricted Assets or NRA) for the PHA fiscal year ending, 06/30/2019 in the amount of \$1,884.82.

The PHA remitted \$ 1,384.82 on (November 21, 2019) to the Department of Health and Human Services (HHS), Payment Management System (PMS).

**Certification:** I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802)

December 19, 2019

\_\_\_\_\_  
Signature of Authorized PHA Official

\_\_\_\_\_  
Date

Jeremy Heyer, Board Chairperson

\_\_\_\_\_  
Printed Official's Name and Title

This Certification must be signed by the appropriate PHA official and keep for financial review purposes by the auditor or the Housing Voucher Quality Assurance Division (QAD). Interest must be remitted to the Treasury via the HHS Payment Management System no later than 45 days following the PHA FYE covered by this certification.

HHS guidance related to funds remittances can be found on the HHS Division of Payment Management website at the following link:

[http://www.dpm.psc.gov/grant\\_recipient/funding\\_requests/returning\\_interest.aspx](http://www.dpm.psc.gov/grant_recipient/funding_requests/returning_interest.aspx)

Click on "*returning funds*" for specific information.