

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

September 17, 2020, 7:00 a.m. at 501 Cedar Terrace South, Charles City, IA 50616

* Meeting is open to the public and you may attend the meeting in-person or on-line. Join Zoom Meeting to attend the meeting on-line at <https://us02web.zoom.us/j/2992129646>, Meeting ID: 299 212 9646 or call in at 312-626-6799

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of August 20, 2020..... 1-2
- IV. Approval of Bills for September 2020..... 3
 - 1. Communications 4-6
 - 2. Capital Fund Program Update
 - 3. Rehab Update
 - 4. Section 8 Funding/Utilization
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- V. Old Business
- VI. New Business
 - 1. Review Operating Reports 7-11
 - 2. Approve Resolution 10-20 to Approve Payment Standards..... 12-14
 - 3. Approve Resolution 11-20 to Retain Current Flat Rents 15-16
 - 4. Reappoint Vice-Chairperson..... 17
- VII. Executive Directors Report
- VIII. Move to Adjourn

Next regular meeting scheduled for **October 15th** at 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 20, 2020 at 7:00 a.m.

Members Present: Brandon Franke, Linda Klemesrud, and Jeremy Heyer. Absent: Beth Diers, and Joel Farnham. Others present: Heidi Nielsen, staff. Others present through Zoom: Phil Knighten, Council Liaison

Call to Order. Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of July 16, 2020. Klemesrud moved, Franke seconded the motion to approve the minutes of July 16, 2020 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Board members reviewed the revised bill listing, and Nielsen pointed out the non-routine payments to contractors for projects. Klemesrud moved, Franke seconded the motion to approve payment of the revised bill listing totaling \$302,327.61. Ayes: 3, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.

Board Chairperson Heyer declared the meeting open at 7:04 a.m.

Filing of Affidavit of Publication. The notice of public hearing was presented, and Nielsen confirmed the posting date as 08/11/2020.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Klemesrud moved to close the hearing and Franke seconded the motion. Roll call: Ayes: Heyer, Franke, Klemesrud. Nays: None. Motion carried on roll call vote and hearing ended at 7:06 a.m.

Consider Resolution 09-20 Land Disposition Nielsen reviewed the different components of the application to HUD for the disposition of the vacant lot at Morningside Apartments and explained the process required to sell the property to the school. Franke motioned to approve Resolution 09-20 Land Disposition, and Klemesrud seconded the motion. Ayes: Heyer, Franke, Klemesrud. Nays: None. Resolution approved on roll call vote.

Communications. Items under Communications were reviewed but no action was taken. Items discussed included updates on capital improvements/maintenance projects and the progress of the parking lot/sidewalk project, Rehab Program updates, Section 8 funding and utilization, and occupancy updates.

Old Business. None

New Business.

Review Financial Reports. The reports were reviewed, and Nielsen reported that one month into the new fiscal year there were no red flags. Nielsen explained that the larger than normal expenses for the HAP expenses were because the August payments were accidentally posted on the last day of July. Nielsen also stated that there would be no August HAP payments on the August report, and it would correct itself. No motion was necessary.

Approve Return Check/Payment Fee. Nielsen stated that City Hall had requested that we start charging a \$30.00 fee for each returned check or EFT payment for non-sufficient funds and explained that in the past there had not been issues with returned checks but it was becoming a problem with one to two a month. Nielsen said that the fee hadn't been charged before because the hardship that it would create for the

residents; but felt that the Board should honor the City's request. The Board discussed how to implement the new charge until it was incorporated into the lease. Franke mad a motion to approve the \$30 fee. Klemesrud seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Approve Purchase of Window A/C Units. Nielsen reminded the Board of the issues with the current A/C units which was previously discussed and made a request to purchase 20 A/C units to install in the apartments as they are turned over or the existing residents were having issues with theirs. Nielsen stated that the units would be tracked and shouldn't cause too much confusion with the new inventory system being installed. Heyer agreed with the solution. Klemesrud a motion to purchase the 20 units. There was a second by Franke. Ayes: 3, Nays: 0. Motion carried.

Develop Plan to Return to Full Operation. Nielsen requested direction from the Board to develop a plan to return to full operations and re-open the office to the public. The Board and staff agreed on a progressive plan which included opening the lobby area first with safety measures in place. The safety measures include requiring visitors in the lobby to wear a mask and socially distance. In addition, the second window would be closed and only one person would be waited on at a time. The suggestion was made to limit the number of people in the lobby, but it was decided that it would be too difficult to control. The plan is to put the responsibility on the individual and allow for remote access to those who are not comfortable coming into the office. Additionally, all agreed to wait to meet face-to-face for appointments for a while longer. Nielsen updated the Board on the safety measures being taken by the maintenance staff when entering and interacting with the residents. Nielsen stated that the plan would be reviewed with the City to ensure that the plan was acceptable.

Director's Report. Nielsen reported on phone call with HUD regarding asset repositioning and gave a brief overview on the concept. Nielsen stated that the phone call was required to be able to receive 16 hours of technical assistance from HUD and the purpose was for them to assist in determining what will work best for the Agency and City.

Being no further business, Franke moved, Klemesrud seconded the motion to adjourn. Ayes: 3. Nays: None. The meeting adjourned at 7:42 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 September 2020

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical maintenance	1,461.18
Business Card	office items, maintenance items	
Catherine Marie Ott	office cleaning	540.00
CenturyLink	phone bill	163.76
CenturyLink	shared line expense	15.84
Cintas	rug service	56.22
City of Charles City	water/sewer/URP/S8 inspections	
Gordon Electric Supply Inc.	maintenance supplies	250.90
HAPS	9/1/20 HAPS	67,872.60
Hockenson Plumbing	plumbing maintenance	202.80
Housing Authority Acctg. Spec, Inc.	accounting service	572.00
Iowa Department of Transportation	fuel	98.18
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisens maintenance items	30.96
Kwik Trip, Inc.	fuel	57.39
LEAF	copier lease	252.04
Mediacom	internet for security cameras	276.90
MidAmerican Energy	electric/gas/URP	
Perry Novak Electric	electrical maintenance items	795.00
Petty Cash	replenish fund	
Pitney Bowes	meter lease payment	160.38
Pitney Bowes Supplies	ink/meter supplies	205.06
Plunkett's Pest Control	treatment fees	
Schueth Ace Hardware	maintenance items for month	671.21
Sherwin Williams	paint	46.97
Short Elliott Hendrickson, Inc.	project payment	5,857.02
Shred-it	shredding service fee	123.47
Staples Advantage	office/maintenance items	187.45
Superior Lumber	maintenance items for month	2,069.60
T-J Service	maintenance repair items	151.77
The PI Company	background fees	78.00
Trent Parker	computer items	2,032.96
True Green	lawn treatment	796.00
US Cellular	cell phone bill	
Veenstra & Kimm, Inc.	engineering services	628.45
		86,444.11

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The sidewalk/parking lot project is complete. Now we will inspect the project and work with the contractor to close it out. I have the air conditioners ordered and was able to get the quantity that we needed from TJ Service. We have secured a company to replace the roofing material on the overhang on the office/laundry building at North Cedar Terrace, which should be done this fall.

We are planning send out a Request For Proposals this month for an Engineering/Architect Firm to prepare specifications to upgrade transformers and underground wires at North Cedar Terrace. The project will be similar to the one at South Cedar Terrace and include replacement of the security lighting. However, it shouldn't be quite as expensive because the layout of the buildings should make installation of conduit for the new wires much easier. We are also planning to run a second set of conduit to each of the security lights to install security cameras on them.

2. Rehab Update. The third and fourth projects are complete. We just need to close out the projects and finalize the paperwork. We are working on the specifications on the final two projects.
3. Section 8 Funding/Utilization. See attachment for utilization.
4. Monthly Rental Status Update.

Month of August 2020	Total Leased 8/1/20	New Leases	Removed Or Moved	Total Leased 9/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	1	7	125	N-50	N-9	N-6
					S-75	S-4	S-2
Morningside 16 Units	14	1	3	12	52	3	3
Section 8 197 Units	183	3	9	177	266	0	0

Declined Assistance (5) Over Income () Denied () Insufficient Address (2)
 Did not attend Briefing/Information Not Returned (4) Criminal Background Check (1)
 Voucher Expired () Purged ()
 Terminations: PH (2) S8 (4)

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	2										4
ZERO HAP		2											2
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1		2										3
PORT-OUT ABSORBED	1												1
PORT-OUT SEARCHING													0
DECEASED	1												1
MOVED IN VIOLATION		1											1
EVICTED													0
UNAUTHORIZED LIVE-IN			3										3
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW	1												1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION			1										1
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1										1
TOTALS	4	5	9	0	18								
PUBLIC HOUSING													
LEFT IN GOOD STANDING		1	4										5
DECEASED		1	3										4
MOVED IN VIOLATION		1	1										2
TERMINATED FOR LEASE VIOLATIONS	1		3										4
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
TOTALS	1	3	11	0	15								

MEETING DATE: 9/17/20

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The August 2020 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 8/2020, FISCAL 2/2021

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	1,003.30	2,082.10	2.97	67,917.90
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	41.00	81.00	2.03	3,919.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	525,000.00	41,970.00	90,687.00	17.27	434,313.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	970.75	1,665.25	13.88	10,334.75
173-532-4518	BAD DEBT COLLECTIONS	2,000.00	.00	307.00	15.35	1,693.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	1,100.00	55.00	900.00
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	225,000.00	15,368.00	30,735.00	13.66	194,265.00
	PUBLIC HOUSING TOTAL	840,000.00	59,353.05	126,657.35	15.08	713,342.65
173-910-4830	TRANSFER IN - PUBLIC HOUSING	10,000.00	.00	12,283.40	122.83	2,283.40-
	TRANSFERS IN/OUT TOTAL	10,000.00	.00	12,283.40	122.83	2,283.40-
173-532-6010	SALARY - PUBLIC HOUSING	121,045.00	7,688.89	15,728.42	12.99	105,316.58
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	9,413.00	470.81	962.93	10.23	8,450.07
173-532-6130	IPERS - PUBLIC HOUSING	11,615.00	725.82	1,484.75	12.78	10,130.25
173-532-6150	HEALTH INS - PUBLIC HOUSING	55,973.00	4,192.08	8,384.16	14.98	47,588.84
173-532-6151	LIFE INS - PUBLIC HOUSING	400.00	33.40	66.80	16.70	333.20
173-532-6152	DENTAL INSURANCE	420.00	54.36	111.93	26.65	308.07
173-532-6160	WORK COMP - PUBLIC HOUSING	5,324.00	.00	.00	.00	5,324.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	398.00	.00	126.88	31.88	271.12
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	10,000.00	.00	125.00	1.25	9,875.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	574.91	574.91	1.44	39,425.09
173-532-6371	UTILITIES - PUBLIC HOUSING	62,000.00	4,570.74	4,570.74	7.37	57,429.26
173-532-6374	WATER - PUBLIC HOUSING	20,000.00	1,383.80	2,922.86	14.61	17,077.14
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	30,000.00	2,275.58	4,635.44	15.45	25,364.56
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	5,000.00	200.00	400.00	8.00	4,600.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	45,261.00	.00	.00	.00	45,261.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	14,000.00	203.40	570.95	4.08	13,429.05
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,700.00	252.04	493.68	13.34	3,206.32
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	90,000.00	2,319.93	7,192.15	7.99	82,807.85
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	44,000.00	.00	.00	.00	44,000.00
173-532-6490	OTHER PROFESSIONAL SERV	2,960.00	.00	.00	.00	2,960.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	40,000.00	1,848.84	4,953.44	12.38	35,046.56
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	90,000.00	4,414.73	6,790.08	7.54	83,209.92
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	570.00	1.43	39,430.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	.00	.00	.00	100,000.00
	PUBLIC HOUSING TOTAL	846,509.00	31,209.33	60,665.12	7.17	785,843.88

REVENUE & EXPENSE REPORT
CALENDAR 8/2020, FISCAL 2/2021

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	87,550.00	6,412.18	12,816.37	14.64	74,733.63
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	.00	.00	5,000.00
173-536-6110	FICA - PH MAINT	8,750.00	476.51	951.79	10.88	7,798.21
173-536-6130	IPERS - PH MAINT	8,750.00	606.31	1,211.73	13.85	7,538.27
173-536-6150	HEALTH INS - PH MAINT	10,294.00	882.37	1,764.74	17.14	8,529.26
173-536-6151	LIFE INS - PH MAINT	207.00	17.22	34.44	16.64	172.56
173-536-6152	DENTAL INSURANCE	300.00	20.39	41.43	13.81	258.57
173-536-6160	WORK COMP - PH MAINT	4,400.00	.00	.00	.00	4,400.00
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	.00	141.83	33.14	286.17
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	126,579.00	8,414.98	17,862.33	14.11	108,716.67
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	121,000.00	.00	.00	.00	121,000.00
	TRANSFERS IN/OUT TOTAL	121,000.00	.00	.00	.00	121,000.00
	PUBLIC HOUSING TOTAL	244,088.00	19,728.74	60,413.30	24.75	304,501.30

REVENUE & EXPENSE REPORT
CALENDAR 8/2020, FISCAL 2/2021

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	77.18	123.09	6.15	1,876.91
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	377.50	1,043.00	20.86	3,957.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	69,096.00	140,310.00	18.71	609,690.00
174-533-4509	ADMIN FEE/HTH-SEC 8	120,000.00	38,035.00	46,977.00	39.15	73,023.00
174-533-4518	BAD DEBT COLLECTIONS	3,000.00	.00	.00	.00	3,000.00
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	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	882,000.00	107,585.68	188,453.09	21.37	693,546.91
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	49,000.00	3,378.72	6,180.59	12.61	42,819.41
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,250.00	211.13	383.65	11.80	2,866.35
174-533-6130	IPERS -SECTION 8	3,825.00	318.94	583.42	15.25	3,241.58
174-533-6150	HEALTH INS - SECTION 8	23,980.00	1,796.61	3,593.22	14.98	20,386.78
174-533-6151	LIFE INS - SECTION 8	172.00	14.32	28.64	16.65	143.36
174-533-6152	DENTAL INSURANCE	180.00	20.40	37.59	20.88	142.41
174-533-6160	WORK COMP - SECTION 8	2,708.00	.00	.00	.00	2,708.00
174-533-6170	UNEMPLOYMENT - SECTION 8	173.00	.00	84.59	48.90	88.41
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	300.00	300.00	7.50	3,700.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	.00	3,630.00	24.20	11,370.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,702.00	300.00	600.00	12.76	4,102.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	12,000.00	670.00	710.00	5.92	11,290.00
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	.00	2,542.00	15.89	13,458.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	.00	888.00	14.80	5,112.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	.00	9,436.20	3.93	230,563.80
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	.00	127,658.00	23.21	422,342.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	.00	.00	.00	.00	.00
174-533-6516	REFUND INTEREST-SEC 8	1,500.00	.00	.00	.00	1,500.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	5,000.00	614.00	614.00	12.28	4,386.00
	SECTION 8 VOUCHER TOTAL	939,790.00	7,624.12	157,269.90	16.73	782,520.10
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	10,000.00	.00	.00	.00	10,000.00

REVENUE & EXPENSE REPORT
CALENDAR 8/2020, FISCAL 2/2021

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	10,000.00	.00	.00	.00	10,000.00
	SECTION 8 VOUCHER TOTAL	67,790.00-	99,961.56	31,183.19	46.00-	98,973.19-

REQUESTED ACTION: Move to approve Resolution No. 10-20 Section 8 Payment Standards.

Comments: HUD has published the new Fair Market Rents that we use to determine the Payment standards for the Section 8 Voucher program. The Payment standards are used to calculate our portion of the rent to the owner. Participants also use the Payment standard as a guide to determine if a unit will meet the guidelines. The monthly rent plus the utility allowance, or gross rent, needs to be close to the payment standard in order for the unit to be approved.

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

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

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

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

0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
500	575	725	1000	1050

The attached table shows the current payment standard compared to the new Fair Market Rents and the proposed standards, and shows the allowable range between 90% - 110% of the Fair Market Rents and the percentages of the proposed standards. The table also shows the low and high gross rents currently being paid by program participants, the median rent, and average.

Payment Standards vs Fair Market Rents
PS vs FMR

	0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Current PS	500	575	725	975	1000
Current Percentage of New FMR	96.34%	101.95%	101.40%	96.73%	93.63%
Proposed PS	500	575	725	1000	1050
Current Percentage of New FMR	96.34%	101.95%	101.40%	99.21%	98.31%
New FMRs Effective 10/20	519	564	715	1008	1068
90% of new FMR / minimum for PS	467	508	644	907	961
110% of new FMR / maximum for PS	571	620	787	1109	1175
Current Gross Rents					
Low	370	375	495	603	947
Median	440	525	638	894	1032
High	440	707	852	1028	1103
Average	432	518	643	873	1034

Effective December 1, 2020

RESOLUTION NO. 10-20

SECTION 8 VOUCHER PAYMENT STANDARDS

Charles City Housing and Redevelopment Authority

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

WHEREAS, the Department of Housing and Urban Development has published the Fair Market Rents (FMR) to be effective October 1, 2020 and requested all housing agencies to implement them within 90 days of effective date as required by program regulations; and

WHEREAS, the Department of Housing and Urban Development requires Payment Standards for the Section 8 Voucher program to be within 90% – 110% of the published FMRs; and

WHEREAS, the agency increased the Payment Standards for all units effective December 1, 2020 to comply with regulation to ensure that they were within 90%-110%; and

WHEREAS, the agency has determined that it is necessary to make the units more affordable to the participants by instituting more increases to the Payment Standards, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority approves the following Payment Standards effective December 1, 2020:

<u>0 bedroom</u>	<u>1 bedroom</u>	<u>2 bedroom</u>	<u>3 bedroom</u>	<u>4 bedroom</u>
500	575	725	1000	1050

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 17TH DAY OF SEPTEMBER 2020.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

MEETING DATE: 9/17/20

RE: Consider Approval of Resolution 11-20 to Retain Current Flat Rent

REQUESTED ACTION: Discuss proposed flat rents, approve Resolution 11-20.

Comments: HUD just published the new Fair Market Rent (FMR) amounts for Federal Fiscal Year 2021. The unadjusted rent is the FMR estimated directly from the American Community Survey (ACS) source data that HUD uses to calculate FMRs before HUD applies its state non-metropolitan minimum rent policy. The most recent directives from HUD require housing agencies to set flat rents at no less than 80% of the new FMR's or unadjusted rents within 90 days. We are to use the lesser of the two (FMR or unadjusted rents). The effective date for the rents will be December 1, 2020.

The following tables list the proposed amounts for the units. We have them split between units which include the utilities in the rent and those with tenant paid utilities.

Flat Rents for Apartments with Non-Tenant Paid Utilities (Apts. 1-80 SCT & Apts. 81-128 NCT)

Bedroom Size	Current Flat Rents as of December 1, 2019	Unadjusted Rent		Fair Market Rent		Proposed Flat Rent
		2021 Unadjusted Rent	80% of Unadjusted Rent	2021 FMR	80% of FMR	
1	410	451	361	564	451	410
2	505	490	392	715	572	505

Flat Rents for Apartment with Tenant Paid Utilities (Apts 129-132 NCT and all 16 units at Morningside Apts.)

Bdrm Size	Current Flat Rents as of 12/1/19	Unadjusted Rent		Fair Market Rent		Utility Allowance	Calculation	Proposed Flat Rent
		2021 Unadjusted Rent	80% of Unadjusted Rent	2021 FMR	80% of FMR			
1	290	451	361	564	451	131	361-131=230	290
2	350	490	392	715	572	173	392-173=219	350
3	510	621	496	1008	806	210	496-210=505	510

It our recommendation to leave the flat rents at the current level. They are still lower than the market rate rents being charged for the area. We should look at possibly increasing the flat rents next year to bring them closer to the market rate rents.

RESOLUTION NO. 11-20

RETAINING FLAT RENTS AT CURRENT LEVELS

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 Sections 210 and 243 of Title II of P.L 113-76 of the Consolidated Appropriations Act of 2014, and HUD PIH Notice 2015-13 requires all Flat Rents to be set at no less than 80 percent of the applicable Fair Market Rent or 80% of the unadjusted rent; and

WHEREAS, the following flat rents have been set according to the preceding regulations to be implemented no later than 90 days from the publication of the FMR or December 1, 2020:

Flat Rents for units 1-128 at North and South Cedar Terrace

1 Bedroom - \$410

2 Bedroom - \$505

Flat Rents for units 129-132 at North Cedar Terrace and Morningside Apartments

1 Bedroom - \$290

2 Bedroom - \$350

3 Bedroom - \$510

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that they have reviewed the information and authorize their approval to retain the Flat Rents for 2021 at 2020 levels.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 19TH DAY OF SEPTEMBER 2020.

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Reappoint Vice-Chair to replace Eric Miller.

Comments: With Eric's resignation, we no longer have a Vice-Chairperson on the Board so it is necessary to nominate a replacement.

Vice-Chairperson Nomination.

_____ moved to nominate _____ as Vice-Chairperson.
_____ seconded the motion. _____ moved that all
nominations cease and _____ seconded the motion.

Roll call: Franke, Farnham, Diers, Klemesrud, Heyer.