

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

September 19, 2013, 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 August 15, 2013..... 1
- IV. Approval of Bills for September 2013..... 2
- V. Communications 3-17
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Staffing Changes
 - 4. Security Cameras
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
 - 7. Newsletters
 - 8. Financial Reports
- VI. Old Business
- VII. New Business
 - 1. Consider Approval of Resolution 08-13 Approving the Adoption of Updated Utility Allowance Schedules as required by DHUD..... 18-25
 - 2. Consider Approval of Resolution 09-13 Accepting Changes to Administrative Plan and ACOP..... 26-27
 - 3. Consider Approval of Resolution 10-13 Accepting “No Smoking Policy” and Lease Addendum..... 28-35
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, October 17, 2013 at 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 15, 2013 7:00 a.m.

Members Present: Margaret Calvert, Jill Streich, Jeremy Heyer, and Trey Becker. Absent: Sally Jenkins.
Others present: Heidi Nielsen, staff.

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

Public Comments. None

Amend-Approve Minutes of July 18, 2013. Heyer moved, Becker seconded the motion to approve the minutes of July 18, 2013 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Heyer moved, Streich seconded the motion to approve payment of the revised bill listing totaling \$97,806.29. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business.

New Business.

Approve Resolution 06-13 Accepting the SEMAP Certification for FYE June 30, 2013. Staff discussed the purpose of SEMAP and the areas that required under the self-assessment. All of the files reviewed were in order and there was only one error noted. Calvert asked if we were going to receive a High Performer ranking this year and Nielsen indicated that was the expected score. Becker made a motion to approve Resolution 06-13 to certify the SEMAP submission. Heyer seconded the motion. Motion carried on roll call vote: Ayes: Calvert, Streich, Heyer and Becker. Nays: None.

Approve Resolution 07-13 Accepting the 2013 Capital Fund Award. Staff explained that HUD requires the Board to accept the funding by resolution. This is because acceptance of the funding is tied to the agreement to continue to operate the public housing for an additional 40 years. The funding is not earmarked for any projects at this time. Streich made a motion to approve Resolution 07-13 to Accept the 2013 Capital Fund award. Becker seconded the motion. Motion carried on roll call vote: Ayes: Calvert, Streich, Heyer and Becker. Nays: None.

Being no further business, Streich moved, Becker seconded the motion to adjourn. Ayes: 4. Nays: None. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 September 2013

Customer	Description	Amount
Arlie Wilson	security deposit refund	200.00
Bluhms Cedar Valley Electric 2008	electrical repair	168.00
Business Card	staff training, label printers, backup	1,150.20
C.Naber & Associates	accounting fees including REAC	930.00
Cedar Valley Printing	office items	57.06
CenturyLink	phone service	186.05
Cintas	rug service	115.80
City of Charles City	water/sewer/URP/S8 inspections	3,020.71
City of Charles City	taxes-underpaid last month	5,000.00
Don's Repair	maintenance repairs	17.98
Floyd Co. Sheriff's Office	fee for serving tenant notice	18.50
GE Capital	copy lease payment	230.51
HAPS	Sept 1 HAPS	48,294.92
Heidi Nielsen	meal reimbursement	46.51
Iowa Department of Transportation	fuel	326.80
Jendro Sanitation	trash service	563.00
Kronlage & Olson, P.C.	payment for audit service	1,200.00
Mid American Energy	electric/gas/URP	4,410.14
Paul Hughes	meal reimbursement	33.68
Pitney Bowes	meter lease	47.74
Plunkett's Pest Control	treatment fee	25.00
Purchase Power	postage	300.00
Ron's Plumbing	plumbing repair	810.64
Schueth Ace Hardware	maintenance items	266.90
Sherwin Williams	paint	146.15
Stock Glass	screen/window repair	241.40
Superior Lumber	maintenance items	324.29
T-J Service	maintenance repairs/replacement refrig.	1,394.94
Trent Parker	computer service	447.80
Uline	security mirror for office	58.79
US Cellular	cell phone service	69.22
YARDI	criminal background check fee	63.00
		70,165.73

REQUESTED ACTION: None - for your information only.

1. **Capital Fund Update.** The Parking Lot project still needs to be closed out. We are waiting for the final inspection and some Davis Bacon paperwork from the contractor. The garbage enclosure has been built and the seeding has been done. We have a final inspection scheduled on September 12, 2013.
2. **Rehab Update.** The final two projects in the first phase have been bid and the contracts have been awarded. Watertight Construction was awarded the project at 1203 Waller Street and Connerly Construction was awarded the project at 601 S Jackson. The pre-construction meetings will be held sometime during the next week. Once these projects are substantially completed, we will start working on the second phase to determine which properties will be included.
3. **Staffing Changes.** Due to the reduction in administrative funding for the Section 8 program, we were forced to cut the part-time position. It is anticipated that this reduction in staff will be permanent. We are working on adjusting the workload so Stacy won't have as much of a burden since she will be taking over the entire caseload. Some of the more clerical aspects of the Housing Specialist position have been assigned to Julie to free up some of Stacy's time, so she has more time to work on the files. If the additional responsibilities become too burdensome for Julie, we have to shift some of her responsibilities to me. The City will continue to do the Section 8 inspections. A letter was sent to all of the landlords and Section 8 participants informing them of the changes. A copy is attached for your review.
4. **Security Cameras.** I spoke with the fiber optic company and they said that at a minimum, the cost to run the cables would be about \$8,000 and the total cost including the equipment installation could be as much as \$20,000. In addition, there would be a monthly cost for the data service. The library received an estimate of \$1450 per month. So, we will not be proceeding any further with this. However, we still have to find a way to get the data to the office. I plan to contact the school to see if they would object to installing the radio somewhere else on the school and we could use our existing equipment. If they won't let us, we have a few other options; they just are not ideal solutions. Once we hear back from the school, I will contact Circle K, to get some cost estimates.
5. **Monthly Rental Status Update.**

Month of August 2013	Total Leased 8/1/13	New Leases	Removed Or Moved	Total Leased 9/31/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	3	2	132	18	3	0
Morningside 15 Units	15	0	0	15	19	1	1
Section 8 197 Units	164	7	15	156	47	12	5

Declined Assistance () Over Income () Denied () Insufficient Address ()
Did not attend Briefing/Information Not Returned (6) Criminal Background Check ()
Voucher Expired () Purged ()
Terminations: PH () S8 (4)
Port Out: (2)

6. End of Participation Tracker. See attachment
7. Newsletters. See attachments
8. Financial Statements. August 2013 statements are attached.



Charles City Housing and Redevelopment Authority
501 Cedar Terrace South
Charles City, Iowa 50616
Office (641)228-6661 Fax (641)228-6758
Email: cchra@mchsi.com

August 19, 2013

To: All Section 8 Landlords, Section 8 Participants, and Public Housing Residents

Due to a reduction in our budget, we have been forced to reduce staffing levels once again. As of today, Stacy Cleveland will be handling all of the casework. If you previously worked with Shirley Platte or Naomi Bienfang, you will be working with Stacy for all future appointments. The City's new Building Code Enforcement Department, consisting of Jason Webster and Paul Hughes, will be conducting all Section 8 inspections.

Because of her increased caseload and time constraints, Stacy, will not be available to take phone calls. Most of the time Julie or Heidi will be able to answer your questions; if not, you will be requested to leave Stacy a message so she can return your call. This also applies to those who stop by the office to talk to her without a scheduled appointment. We will have forms available for you to fill out. These forms will be given to Stacy and she will respond as her schedule allows. It is our hope that the level of customer service that you have come to expect isn't affected by the reduction in staff. We are asking for your patience during the transition period, as we re-assign job responsibilities.

In addition, we are asking all of you not to wait until the end of the month with any changes. Please make sure to submit changes, like a reduction in hours or loss of a job by the 25th of the month. We will do as much as possible to process all changes by the end of the month; however, we cannot make any guarantees.

Charles City Housing Staff



END OF PARTICIPATION
TRACKER
2012-2013

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	2	2									6
ZERO HAP	2	2	2	2									6
MUTUAL RECISSION													0
ANNUAL RE-EXAM SEARCHING		1	1	1									2
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING				2									2
DECEASED													0
MOVED IN VIOLATION			3										3
EVICED	1	1											2
UNAUTHORIZED LIVE-IN	1	1	1	1									3
VIOLATION OF FAMILY OBLIGATION	1												1
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME			1										1
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			3										3
TOTALS	7	7	15	0	28								
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2										4
DECEASED	2	2											4
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICED													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													0
UTILITIES DISCONNECTED													0
TOTALS	3	3	2	0	8								



TERRACE NEWS

September 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

September 19th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.



LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

Karen Christensen Apt. 82	1
Susan Anderson Apt. 94	3
Ernestine Ceradsky Apt. 124	3
Matt Losee Apt. 28	6
Russ Scholl Apt. 44	9
Cecil Climer Apt. 29	10
Judith Gartland Apt. 74	10
Cleopatra Oropesa Apt. 66	10
Jeanne Rowe Apt. 15	15
Tammy Steege Apt. 122	19
Gary French Apt. 100	20
Rose Wiggins Apt. 117	22
Sylvia DeCaro Apt. 19	27
LeVern Mullinex Apt. 67	28
Sue Gonyo	30

Sept.:

- 2:** Labor Day! Office Closed!
- 4:** Trinity UMC annual Pork BBQ-4pm-6:30pm
- 6-7:** Floyd Gospel Sing, Floyd
- 12:** Old Time Music Jam Session @ 7pm, CC Senior Center
- 13:** Salad Luncheon @ First Congregational Church, 11am-1:30pm
- 14:** Adult Prom benefit for Floyd County Cancer Friends, \$10 in advance, \$15 at door, KC Hall 7:30pm (21yrs or older)
- 21:** Freewill donation movie, 2pm @ Charles Theatre. Families Making Connections and Proud Parent Association sponsoring event
- 26-27:** First Congregational Church Fall Ramage Sale, 8am-3pm/8am-11am
- 26:** Old Time Music Jam Session @ 7pm, CC Senior Center

Just a reminder that effective October 1, 2013 smoking will **NO LONGER** be allowed inside **ANY** unit! **EVERYONE MUST** go outside to smoke at **ALL** times. This will require signing a new lease and those will be distributed soon.

Banned Individuals From Any Public Housing Property:

David "Boone" Mahnesmith, Roy Bode

If any of these individuals are seen on any public housing property, at any time of day, please call the police department. Under no circumstances are they able to be on the properties.

SAY HELLO TO YOUR NEW NEIGHBORS!

Lynn Ayer-Apt.75 SCT

Larry Jepsen-Apt. 99 NCT

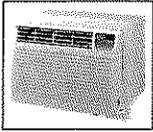
Mark Fisher-Apt.103 NCT

ENJOY YOUR NEW HOME!

THE OFFICE WILL BE CLOSED ON MONDAY SEPTEMBER 2 TO OBSERVE LABOR DAY

INFORMATION TO KNOW!

HAVE YOU PAID YOUR A/C?



Reminder the \$60 A/C charge is due by September 5th. If you still owe, please submit payment by then. Statements will go out after the 5th to anyone who has not paid.

DOGS & CATS:

Recently we have had a few people come in and tell us they got a cat or a dog. Just a reminder the Pet Policy clearly states that you are to contact the housing office PRIOR to bringing the pet into your home. A form needs completed, vet records needed, and pet deposit of \$50 must be paid.



AUTOMATIC RENT WITHDRAWAL:

Did you know you can have your rent automatically deducted from your checking or savings account? This is a very convenient way to get your rent paid on time every month! If you currently mail your rent payment, or bring it to the office, this will save you time and money! If interested in more information, just call the office.

BUDGET CUTS:

You received a letter notifying you of the recent budget cuts which forced us to downsize staff by 1 person. Due to this we are asking your cooperation and patience. To help with the staff reduction our phone system has been changed to have the answering machine pick up on the 5th ring. During office hours if you get the machine it means we are here but cannot answer the phone so please leave a message and we will return it as time permits. After hour messages will be returned the next business day. **Reminder...**if it is after hours, and you have a maintenance **emergency**, call the after hours number for assistance. (the number is on the magnet that should be on your refrigerator) Non-emergency work orders should be called in on the office number and leave a message. Again, thank you for your understanding!

WORK ORDERS:

If you have a maintenance issue, please try to call during office hours. If the machine picks up, please leave a message! Work orders called in after hours will only be ad-



ressed if they cannot wait until normal business hours. Also, if something needs fixed, please try to call right away. Late in the day/week work orders called in sometimes get delayed. If something still is an issue after being fixed, you need to call the office to let us know. We cannot fix what we don't know is wrong!

SEPTEMBER 2013 MENUS*				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2-Labor Day	3	4	5	6
CLOSED	Vegetable Soup Egg Salad Sandwich Melon Cup Royal Brownie	Chicken & Orange Salad Raisin Bran Muffin Fruited Pudding Tomato Juice 	Cod Loin Roasted Red Potatoes Peas Strawberry/Rhubarb Crisp w/Ice Cream WW Bread	Turkey Roast Potatoes w/Gravy Spinach Apple Slices
9	10	11	12	13
Meat Loaf Baked Potato Lima Beans WW Roll Angelfood Cake Strawberries	Baked Chicken Baked Beans Asparagus Apricots	Tater Tot Casserole Tossed Salad Peaches Oatmeal Applesauce Cake Lemonade	Liver & Onions -OR- Beef Patty Boiled Potatoes w/Gravy Green Bean Casserole Banana Cream Pie	Crab Salad Lettuce Cup 3 Bean Salad Oranges & Bananas Fruit Oat Muffin Lemonade
16	17	18	19	20
Egg & Potato Bake Brussel Sprouts Strawberries & Bananas Fruit Oat Muffin	Golden Baked Chicken Potatoes w/Gravy 3 Bean Salad Melon Cup Tomato Juice	Crunchy Pollock Potato Wedges Peas Chocolate Cream Pie OJ	Ham Loaf California Blend Raisin Rice Pudding Tomato Juice 	Cheese Burger on a WW Bun Santa Fe Corn Baby Carrots Plums OJ
23	24	25	26	27
Salisbury Ground Beef Baked Potato Mixed Vegetables Peach Crisp Lemonade	Hot Pork Sandwich [w/ WW Bread and Potatoes w/Gravy] Carrots/Broccoli Oatmeal Raisin Bar	Creamed Chicken Biscuit Green Beans Strawberries Tomato Juice	Hearty Veg Beef Soup Corn Bread Mixed Fruit Chocolate Chip Cookie	Fish Sandwich Potato Salad Cole Slaw Ice Cream
30				
Swiss Style Ground Beef Baked Potato Triple Salad Blushing Pears Tomato Juice 1% Milk			Each Meal Includes: * 1/3 of the Required Daily Amounts (RDA) for persons age 70+ *Milk * Condiments as appropriate 	 AGENCY ON AGING

Monday		Tuesday		Wednesday		Thursday		Friday	
2	• Labor Day CLOSED	3	9:00 Men's Pool 11:00-11:30 Living Better In CC 1:00 p.m. Cards	4	9:00 Women's Pool Paper Fun "The Scoop on Potatoes" by Rose	5	9:00 Open Pool 11:20 Program Paws/Snap by Vivian Immel	6	11:00-11:30 Living Better In CC
9	11:00-11:30 Living Better in CC 6:30 Bingo	10	9:00 Men's Pool 11:15 Music by Dick Knight 1:00 p.m. Cards	11	9:00 Women's Pool 11:00-11:30 Living Better In CC	12	9:00 Open Pool 11:15 Music by Roger Wedeking 1:00 p.m. General Membership Mtg. Jam Session	13	• Friday the Thirteenth 11:00-11:30 Living Better In CC
16	10:15 Site Council Mtg 11:00-11:30 Living Better in CC 6:30 Bingo	17	9:00 Men's Pool 11:15 Healthline "Radiology" by Wendy Burk 1 p.m. Cards	18	9:00 Women's Pool 11:15 Program by Chris from Otto's Oasis	19	9:00 Open Pool 11:00 Music by Tim Howland	20	11:00-11:30 Living Better In CC
23	• Autumn Begins 11:00-11:30 Living Better in CC Celebrate BD 6:30 Bingo	24	9:00 Men's Pool 11:20 Sing-A-Long 1:00 p.m. Cards	25	9:00 Women's Pool 11:00-11:30 Living Better In CC	26	9:00 Open Pool 11:15 Music by Jack Tynan Jam Session	27	1st Summer Fling 11:15 Bingo
30	11:00-11:30 Living Better In CC 6:30 Bingo								<ul style="list-style-type: none"> • National Honey Month • National Ice Cream Sandwich Month • National Little League Baseball Month • National Piano Month • National Potato Month • National Rice Month • National Seaweed Month • Pain Awareness Month • BIRTHSTONE - Sapphire (Love & Clear Thinking) • FLOWERS - Aster (Alt. - Morning Glory) • COLOR - Brown

Programs Subject to
Change
Sept. 2013



FOUNDATION

Senior Community Service Employment Program

Job placement assistance for job seekers 55+

AARP Foundation administers the Senior Community Service Employment Program (SCSEP) which is funded by the U.S. Department of Labor under the authority of the Older Americans Act of 1965. As a national sponsor of SCSEP, AARP Foundation manages nearly 75 project sites in 22 states and Puerto Rico. Approximately 10,000 job seekers participate in the program at any one time.

Goals of SCSEP

SCSEP helps low-income job seekers age 55+ gain the skills needed to re-enter the workforce. The program does this by:

- Providing participants with temporary training and income to prepare them for finding employment in the community;
- Helping employers address their workforce shortages by becoming a resource for trained, qualified mature workers.

Building Job Skills

SCSEP provides a range of training opportunities for its participants:

- Community Service Assignments:

The primary location for job training is the Host Agency—a nonprofit or public agency that serves as a work/training site. Participants train 20 hours per week and earn minimum wage. **Get paid to train while looking for a job!**

- Trial Employment/Hiring Incentive:

SCSEP can offer to pay the wages and cover the worker's compensation for 2-3 weeks with a private employer. This is a great incentive for employers to hire an older worker from SCSEP.

To apply, please call our toll free number:

**AARP Foundation Senior Employment
(888) 234-0206**

Serving a total of 44 counties throughout Iowa. Please call for more information on counties served.



MORNINGSIDE NEWS

September 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

September 19th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

Did you know you can have your rent automatically deducted from your bank account? Call the office to sign up! If you pay your rent with cash please have the exact amount. We do not keep change on hand.

WORK ORDERS:

If you have a maintenance issue, please try to call during office hours.



If the machine picks up, please leave a message! Work orders called in after hours will only be addressed if they cannot wait until normal business hours. Also, if something needs fixed, please try to call right away. Late in the day/week work orders called in sometimes get delayed. If something still is an issue after being fixed, you need to call the office to let us know. We cannot fix what we don't know is wrong!

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**THE OFFICE WILL BE CLOSED ON MONDAY
SEPTEMBER 2 TO OBSERVE LABOR DAY**

BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:
DAVID "BOONE"
MAHNESMITH & ROY BODE

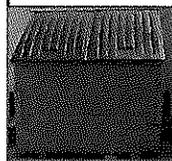
INFORMATION TO KNOW!

BUDGET CUTS:

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DOGS & CATS:

Recently we have had a few people come in and tell us they got a cat or a dog. Just a reminder the Pet Policy clearly states that you are to contact the housing office PRIOR to bringing the pet into your home. A form needs completed, vet records needed, and pet deposit of \$200 must be paid.



PLEASE READ!

ALL trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation! Also, please break down empty boxes when putting them in the dumpsters!

GREAT
PARENT/
CHILD
EVENTS



FOR YOUR INFORMATION:

MOPS(Mothers with preschoolers): call St. John Lutheran Church @ 228-3397
Our Kids Count: call Central Preschool @ 228-6803

Community Nursing Clinic Schedules for September 2013. To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Thursday, Sept. 5th: 9:00 am-12:00 pm
Wednesday, Sept. 11th: 1:00 pm—4:00 pm
Wednesday, Sept. 18th: 9:00 am-12:00 pm
Tuesday, Sept. 24th: 9:00 am-12:00 pm
Monday, Sept.. 30th: 1:00 pm-4:00 pm



WIC CLINICS

Sept. 24, 25, & 26
9:00 A.M. to 12:00 P.M.
and
12:40 P.M. to 3:00 P.M.
at :
1010 South Grand
1-800-657-5856



Charles City Housing and Redevelopment Authority
501 Cedar Terrace South
Charles City, Iowa 50616
Office (641)228-6661 Fax (641)228-6758
Email: cchra@mchsi.com

September 1, 2013

NOTICE:

Charles City Housing has purchased magnetic curtain rods for your front entry door. These will be required and only curtains are allowed to be hung in the door window. No blankets/towels or anything else will be allowed. You are responsible to provide your own curtain.

Damaged or lost curtain rods will result in a replacement charge to you in the amount of \$20.00.

Steve and Joe will be bringing these around to the apartments either Thursday, September 5th or Friday, September 6th. You do not need to be home.

If you have any questions please call the office.



CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2013, FISCAL 2/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,919.24	3,778.02	16.08	19,721.98
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	144.00	389.00	9.73	3,611.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	32,049.00	69,272.00	16.30	355,728.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	1,190.00	2,291.00	21.82	8,209.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	2,008.75	2,028.75	15.61	10,971.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	421.41	421.41	6.02	6,578.59
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	14,476.00	28,951.00	.00	28,951.00-
	PUBLIC HOUSING TOTAL	483,000.00	52,208.40	107,131.18	22.18	375,868.82
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	1,500.00	1,500.00	.00	1,500.00-
	TRANSFERS IN/OUT TOTAL	.00	1,500.00	1,500.00	.00	1,500.00-
173-532-6010	SALARY - PUBLIC HOUSING	101,000.00	10,272.97	17,428.89	17.26	83,571.11
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	7,880.00	723.90	1,211.08	15.37	6,668.92
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	906.02	1,545.08	16.80	7,652.92
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,330.66	4,661.32	12.60	32,338.68
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.25	50.21	13.39	324.79
173-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	.00	.00	.00	2,520.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	.00	.00	.00	750.00
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	8,000.00	892.50	1,100.79	13.76	6,899.21
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	1,048.23	2,438.49	6.97	32,561.51
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	3,456.62	6,200.38	13.78	38,799.62
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,443.40	2,574.74	15.60	13,925.26
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	2,025.99	3,618.64	15.73	19,381.36
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	330.00	8.25	3,670.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	.00	390.00	19.50	1,610.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	536.02	536.02	35.73	963.98
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	16,000.00	630.44	2,234.08	13.96	13,765.92
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	93.53	2,378.61	39.64	3,621.39
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	27,985.69	27,985.69	82.31	6,014.31
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,957.10	2,824.83	11.30	22,175.17
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,003.89	5,086.91	10.17	44,913.09
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	451,723.00	57,497.21	82,595.76	18.28	369,127.24
173-536-6010	SALARY - PH MAINT	72,000.00	8,064.24	13,316.55	18.50	58,683.45
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	82.41	227.88	11.39	1,772.12
173-536-6110	FICA - PH MAINT	5,661.00	612.88	1,014.85	17.93	4,646.15

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2013, FISCAL 2/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	727.51	1,209.53	18.30	5,399.47
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	1,146.16	16.61	5,753.84
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	16.74	16.74	83.26
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	.00	.00	550.00
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	10,068.49	17,381.71	18.09	78,688.29
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	.00	.00	34,000.00
	PUBLIC HOUSING TOTAL	98,793.00-	13,857.30-	8,653.71	8.76-	107,446.71-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 8/2013, FISCAL 2/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	87.65	186.69	15.56	1,013.31
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	130.00	289.00	6.42	4,211.00
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	30,502.00	74,399.00	11.90	550,601.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	5,503.00	11,006.00	12.23	78,994.00
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	722,700.00	36,222.65	85,880.69	11.88	636,819.31
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	57,000.00	5,076.12	7,979.43	14.00	49,020.57
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01
174-533-6110	PICA - SECTION 8	4,361.00	365.92	571.28	13.10	3,789.72
174-533-6130	IPERS -SECTION 8	5,091.00	446.61	709.33	13.93	4,381.67
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,553.78	3,107.56	12.53	21,692.44
174-533-6151	LIFE INS - SECTION 8	250.00	16.83	33.47	13.39	216.53
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	500.00	.00	.00	.00	500.00
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	.00	.00	4,000.00
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	990.00	1,912.00	11.25	15,088.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	420.00	14.00	2,580.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	569.50	1,272.50	42.42	1,727.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	46,674.92	93,378.07	15.56	506,621.93
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	224.00	224.00	7.47	2,776.00
	SECTION 8 VOUCHER TOTAL	723,982.00	56,127.68	109,646.65	15.14	614,335.35
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	.00	.00	5,000.00
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	.00	.00	5,000.00
	SECTION 8 VOUCHER TOTAL	6,282.00-	19,905.03-	23,765.96-	378.32	17,483.96

MEETING DATE: 9/19/13

RE: Consider Approval of Resolution 08-13 Approving the Adoption of Updated Utility Allowance Schedules as required by DHUD

REQUESTED ACTION: Approve Resolution 08-13 to adopt updated utility allowance schedules as required by DHUD.

Comments: As a result of our current audit, an error was found in the calculations which determine the necessity of updating the allowances. If the utility costs increase or decrease 10% or more than the previous update, we must update the allowance schedules. The original calculation showed the electrical rate increased a little over 9% and the correct calculation showed an increase of exactly 10%.

The attached allowance schedules were prepared, in part, by our housing software vendor. The past two years we have been having them calculate our water and sewer rates also. In reviewing the schedules, many of the dollar amounts for the water usage increased 100% since last year. The City only increases the costs at a rate of 3.5% each year. Because of the inconsistent data, I contacted the software company to determine how they arrived at the rates. It turns out that they were using incorrect data to prepare the schedules for the previous year. I contacted the City to see what the rates should be, I was given a calculation to use as an estimate for a water bill based on the size of the unit. When I applied the formula, the amounts still seemed a little inflated; but they were more in line with what an actual water bill would be in Charles City. For instance, the allowance for a four bedroom single family unit on the original schedules was \$116. This amount included the water, sewer, and trash. The allowance using the formula provided by the City produced an allowance of \$103. Due to this, we adjusted all of the water and sewer rates on the new schedules.

We plan on applying the new allowances to all file calculations as of October 1st. This date was recommended by the auditor.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 08-13

**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 their utility allowance schedules to reflect all increases or decreases that amount to 10% or more from the previous update.

WHEREAS, the Charles City Housing and Redevelopment Authority is required to provide 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 October 1, 2013.

PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER, 2013

Margaret Calvert, 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 9/30/2012)

Locality		Unit Type					Effective
Mid American/Charles City -6/1/13		Single family detached Single Family Detached					10/01/2013
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	38	52	62	79	89	103
	b. Electric	33	44	53	67	76	88
	c. Bottle Gas	64	87	104	132	149	173
	d. Oil	160	216	259	327	369	429
Cooking	a. Natural Gas	4	5	7	9	11	12
	b. Electric	4	5	6	8	9	10
	c. Bottle Gas	7	9	12	15	19	20
Other Electricity		13	17	22	28	34	37
Air Conditioning							
Water Heating	a. Natural Gas	5	7	9	11	14	15
	b. Electric	6	8	10	13	16	17
	c. Bottle Gas	9	11	15	19	23	25
	d. Oil	20	26	35	43	53	58
Water		19	23	27	31	36	40
Sewer		18	24	30	36	41	47
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	7
Other -- specify		7	7	10	13	17	20

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

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

Name of Family _____

Address of Unit _____

Number of Bedrooms _____

Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp 9/30/2012)

Locality		Unit Type					Effective
Mid American/Charles City -6/1/13		Semi-detached Older Home Converted, Two/Three Family (Duplex)					10/01/2013
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	34	43	58	71	85	96
	b. Electric	29	37	49	61	73	82
	c. Bottle Gas	56	72	97	120	143	160
	d. Oil	140	179	240	297	355	398
Cooking	a. Natural Gas	4	5	7	9	11	12
	b. Electric	4	5	6	8	9	10
	c. Bottle Gas	7	9	12	15	19	20
Other Electricity		13	17	22	28	34	37
Air Conditioning							
Water Heating	a. Natural Gas	5	7	9	11	14	15
	b. Electric	6	8	10	13	16	17
	c. Bottle Gas	9	11	15	19	23	25
	d. Oil	20	26	35	43	53	58
Water		19	23	27	31	36	40
Sewer		18	24	30	36	41	47
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	7
Other -- specify		7	7	10	13	17	20

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

	Utility or Service	per month cost
Name of Family	Heating	_____
	Cooking	_____
	Other Electric	_____
Address of Unit	Air Conditioning	_____
	Water Heating	_____
	Water	_____
	Sewer	_____
	Trash Collection	_____
	Range/Microwave	_____
Number of Bedrooms	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 9/30/2012)

Locality		Unit Type					Effective
Mid American/Charles City -6/1/13		Rowhouse/townhouse Row House/Garden Apt.					10/01/2013
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	29	39	53	66	79	92
	b. Electric	25	33	45	56	68	79
	c. Bottle Gas	49	65	88	110	133	155
	d. Oil	121	162	219	273	330	384
Cooking	a. Natural Gas	4	5	7	9	11	12
	b. Electric	4	5	6	8	9	10
	c. Bottle Gas	7	9	12	15	19	20
Other Electricity		13	17	22	28	34	37
Air Conditioning							
Water Heating	a. Natural Gas	5	7	9	11	14	15
	b. Electric	6	8	10	13	16	17
	c. Bottle Gas	9	11	15	19	23	25
	d. Oil	20	26	35	43	53	58
Water		19	23	27	31	36	40
Sewer		18	24	30	36	41	47
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	7
Other -- specify		7	7	10	13	17	20

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

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

Name of Family _____

Address of Unit _____

Number of Bedrooms _____

Allowance for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp 9/30/2012)

Locality		Unit Type					Effective
Mid American/Charles City -6/1/13		Low-rise Older Multi-Family					10/01/2013
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	31	41	55	68	82	94
	b. Electric	27	35	47	58	70	80
	c. Bottle Gas	53	69	92	114	137	158
	d. Oil	131	172	229	283	341	391
Cooking	a. Natural Gas	4	5	7	9	11	12
	b. Electric	4	5	6	8	9	10
	c. Bottle Gas	7	9	12	15	19	20
Other Electricity		13	17	22	28	34	37
Air Conditioning							
Water Heating	a. Natural Gas	5	7	9	11	14	15
	b. Electric	6	8	10	13	16	17
	c. Bottle Gas	9	11	15	19	23	25
	d. Oil	20	26	35	43	53	58
Water		19	23	27	31	36	40
Sewer		18	24	30	36	41	47
Trash Collection		16	16	19	22	26	29
Range/Microwave		4	4	5	5	5	5
Refrigerator		3	3	3	5	5	7
Other -- specify		7	7	10	13	17	20

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

Name of Family	Utility or Service
Address of Unit	per month cost
Number of Bedrooms	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. 7/31/2007)

Locality Charles City Housing and Redevelopment Agency MidAmerican Energy	Unit Type Row House/Garden Apartment (Rowhouse/Townhouse)*	Effective 10/01/2013 Expires 06/30/2014
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MORNINGSIDE UNITS

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas			53	66	
	b. Electric					
	c. Bottle Gas					
	d. Oil					
Cooking	a. Natural Gas					
	b. Electric			6	8	
	c. Bottle Gas					
Other Electricity			22	28		
Air Conditioning						
Water Heating	a. Natural Gas			9	11	
	b. Electric			10	13	
	c. Bottle Gas					
	d. Oil					
Water			27	31		
Sewer			30	36		
Trash Collection						
Range/Microwave						
Refrigerator						
Other – Trash Bags						

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

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

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

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

Locality Charles City Housing and Redevelopment Agency MidAmerican Energy	Unit Type Row House/Garden Apartment (Rowhouse/Townhouse)*	Effective 10/01/2013 Expires 06/30/2014
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NCT-HANDICAP UNITS

Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas		39				
b. Electric						
c. Bottle Gas						
d. Oil						
Cooking						
a. Natural Gas						
b. Electric		5				
c. Bottle Gas						
Other Electricity		17				
Air Conditioning						
Water Heating						
a. Natural Gas		7				
b. Electric						
c. Bottle Gas						
d. Oil						
Water		29				
Sewer		24				
Trash Collection						
Range/Microwave						
Refrigerator						
Other - Trash Bags						

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

HAPPY Software, Inc.
www.happysoftware.com

*HUD 50058 Unit Type in Parenthesis

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

MEETING DATE: 9/19/13

RE: Consider Approval of Resolution 09-13 Accepting
Changes to the Administrative Plan and ACOP

REQUESTED ACTION: Approve Resolution 09-13 .

Comments: There are some adjustments that need to be made to the policies in the Admin Plan and ACOP. These changes are listed in the resolution. All changes to policy must be approved by Board Resolution.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 09-13

**RESOLUTION ACCEPTING CHANGES TO THE
ADMINISTRATIVE PLAN AND THE ADMISSIONS AND CONTINUED
OCCUPANCY POLICY (ACOP)**

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

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

WHEREAS, the Agency has determined the following amendments to the Administrative Plan and ACOP would be beneficial to the agency and program participants:

1. Remove the requirement to provide a copy of a certificate of marriage at the time of application for all married applicants.
2. Remove requirement of annual review and update of both the Administrative Plan and ACOP. Instead the requirement will be to update the policies as needed to comply with regulation.
3. Remove the requirement to perform credit checks on all applicants and participants over the age of 18 at admission and annually thereafter. Instead credit checks will only be performed on applicants over the age of 18 prior to admission to the public housing program.

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners, meeting in regular session on September 19, 2013 to amend the Administrative Plan and ACOP include the previously listed changes as presented.

PASSED AND ADOPTED THIS 19th DAY OF SEPTEMBER, 2013

Margaret Calvert, Chairperson

Heidi Nielsen, Director

MEETING DATE: 9/19/13

RE: Consider Approval of Resolution 10-13 Accepting
"No Smoking" Policy and Lease Addendum

REQUESTED ACTION: Approve the proposed "No Smoking" Policy and Lease Addendum and authorize incorporation into the ACOP.

Comments: The policy and lease addendum are attached. The residents were sent the policy and lease addendum and given 30-days to provide comment. We received no comments. The adoption of the policy requires a board resolution.

There were two changes made to the policy and lease based on comments received from Ralph Smith. The first change was to remove the graduated penalty system and just use the remedies available to us through Iowa Tenant/Landlord Law. The second change was to remove the requirement for us to post signs on the property regarding the policy. The residents are responsible for ensuring that their guests do not smoke in their apartments. If the entire property was being designated as smoke free, it would be more important to post signs to inform visitors of the policy.

We also extended the effective date to January 1, 2014. This was necessary to account for the 60 day notice we are required to give the residents. We had intended to run the 60-day and 30-day concurrently. However, the 60-day notice must be given after the adoption of the policy. Because of this, we decided to give them until January 1st.

No-Smoking Policy

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Introduction

Due to the increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke, the Charles City Housing and Redevelopment Authority (CCHRA) has determined that for the benefit and well-being of the residents, guests, employees and all who visit North and South Cedar Terrace and Morningside Apartments, smoking will only be permitted outside of the units and common areas effective January 1, 2014.

Smoking shall not be permitted:

By any person including current residents, new residents, tenants, their guests, their agents nor their employees inside any building or individual apartment which is part of the North and South Cedar Terrace and Morningside Apartments.

In common areas within any building, hallways, restrooms, laundry rooms and administrative offices.

Smoking shall be permitted only:

Outside of the buildings and individual apartments. There are no minimum set-backs from the buildings; however, care should be taken to keep smoke from entering doors and windows.

Definitions

The term "smoking" means inhaling, exhaling, breathing, burning, carrying, or possessing any lighted cigar, cigarette, pipe, other tobacco products, or similarly lighted smoking material in any manner or in any form including all electronic cigarette products, commonly referred to as "e-cigarettes".

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

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

Rules and Regulations

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

1. **Prohibition of Smoking Inside Buildings.** Smoking shall not be permitted inside any building or individual apartment which is part of the North and South Cedar Terrace and Morningside Apartments or in common areas within any building, hallways, restrooms, laundry rooms and administrative offices.
2. **Proper Disposal of Cigarette Butts & Smoking Material.** Cigarette butts and all smoking material must be disposed of in a neat and safe manner. No person may throw cigarette butts or other smoking material on the ground.
3. **Compliance by Leaseholders/Resident's Guests.** Leaseholders, residents and tenants are responsible for ensuring that all other live-in aides, guests, invitees, agents and employees of the housing unit for which the leaseholder, resident or tenant is responsible are made aware of and comply with this policy. Failure to comply with any of the rules or regulations contained in this policy may be considered a material lease violation and subject to leaseholder(s), resident(s) and tenant(s) to all leasehold remedies including lease termination and eviction.
4. **Complaints.** If leaseholder or resident witnesses someone smoking or smells tobacco smoke in any place within the interior of the individual apartments or common areas, the leaseholder or resident should report the violation or the odor to the property manager in writing as soon as possible.
5. **Investigations.** Property managers receiving a complaint will seek the specific source of the tobacco smoke and will take appropriate enforcement action, consistent with paragraph 3 above as soon as possible.
6. **Communication of Policy.** This policy shall be communicated to all current leaseholders and residents of North and South Cedar Terrace and Morningside Apartments and employees of CCHRA at least sixty (60) days prior to its effective date, and at the time of employment for all new employees, and prior to admission and/or prior to the signing of a lease for any new leaseholder or resident.
 - a. New leaseholders shall be given two (2) copies of the Smoke Free Lease Addendum. After review, the leaseholder and all household members aged 18 and older must sign one copy and return the executed copy to the property manager prior to moving in. The property manager shall place the signed copy in the leaseholder's file.

- b. Upon adoption of the policy, all persons aged 18 and older whose names are on a lease of a housing unit at North and South Cedar Terrace and Morningside Apartments shall be given two copies of the Smoke Free Lease Addendum by the property manager. After review, all such persons must sign one copy and return the executed copy to the property manager within ten (10) days. The property manager shall place the signed copy in the leaseholder's file.
- c. In the event that any such person fails or refuses to sign and return the Smoke Free Lease Addendum and fails or refuses to comply with the provisions of this policy, the CCHRA will exercise all options available to them including lease termination.

7. **Effective Date.** The effective date of this policy shall be January 1, 2014.

8. If any provision of this policy is invalid or unenforceable under applicable law, such provision shall be amended to comply with such law. The reformation of any provision of this policy shall not invalidate this policy or any lease agreement into which this policy is incorporated. An invalid provision that cannot be reformed shall be severed and the remaining portions of this policy shall be enforced.

Smoke-Free Lease Addendum

Tenant and all members of Tenant's family or household are parties to a written lease with Landlord (the Lease). This Addendum states the following additional terms, conditions and rules which are hereby incorporated into the Lease. A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease.

1. **Purpose of No-Smoking Policy.** The parties desire to mitigate (i) the irritation and known health effects of secondhand smoke; (ii) the increased maintenance, cleaning, and redecorating costs from smoking; (iii) the increased risk of fire from smoking; and (iv) the higher costs of fire insurance for a non-smoke-free building;

2. **Definitions:**

Smoking. The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted or heated cigar, cigarette, or other tobacco product or plant product in any manner or in any form. Smoking also includes use of an electronic cigarette.

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

3. **Smoke-Free Units.** Tenant agrees and acknowledges that the premises to be occupied by Tenant and members of Tenant's household have been designated as a smoke-free living environment. Tenant and members of Tenant's household shall not smoke anywhere in the unit rented by Tenant, or the building where the Tenant's dwelling is located or in any of the common areas or other parts of the rental community, nor shall Tenant permit any guests or visitors under the control of Tenant to do so. Smoking will be permitted outside of the units. However, care should be taken to keep smoke from entering the units through open doors and windows.
4. **Tenant to Promote No-Smoking Policy and to Alert Landlord of Violations.** Tenant shall inform Tenant's guests of the no-smoking policy. Further, Tenant shall promptly give Landlord a written statement of any incident where tobacco smoke is migrating into the Tenant's unit from sources outside of the Tenant's apartment unit.

6. **Landlord Not a Guarantor of Smoke-Free Environment.** Tenant acknowledges that Landlord's adoption of a smoke-free living environment, and the efforts to designate the rental units as smoke-free, do not make the Landlord or any of its managing agents the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit and the common areas. However, Landlord shall take reasonable steps to enforce the smoke-free terms of its leases and to make the units smoke-free. Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking.
7. **Other Tenants are Third-Party Beneficiaries of Tenant's Agreement.** Tenant agrees that the other Tenants at the complex are the third-party beneficiaries of Tenant's smoke-free addendum agreements with Landlord. A Tenant may sue another Tenant for an injunction to prohibit smoking or for damages, but does not have the right to evict another Tenant. Any suit between Tenants herein shall not create a presumption that the Landlord breached this Addendum.
8. **Effect of Breach and Right to Terminate Lease.** A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease. A material breach of this Addendum shall be a material breach of the lease and grounds for termination of the Lease by the Landlord. The Landlord's remedies include all remedies afforded the landlord under Iowa law including eviction.
9. **Disclaimer by Landlord.** Tenant acknowledges that Landlord's adoption of a smoke free living environment and the efforts to designate the rental units as smoke-free do not in any way change the standard of care that the Landlord or managing agent would have to a Tenant household to render buildings and premises designated as smoke free any safer, more habitable, or improved in terms of air quality standards than any other rental premises. Landlord specifically disclaims any implied or express warranties that the building, common areas, or Tenant's premises will have any higher or improved air quality standards than any other rental property. Landlord cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Tenant acknowledges that Landlord's ability to police, monitor, or enforce the agreements of this Addendum is dependent in significant part on voluntary compliance by Tenant and Tenant's guests. Tenants with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that Landlord does not assume any higher duty of care to enforce this Addendum than any other landlord obligation under the Lease.

10. **Enforcement Date.** The no-smoking policy implementation period will begin January 1, 2014 for all current and new tenants.

I acknowledge receipt of the "No Smoking Policy" and understand that continued occupancy of my unit depends on my compliance with the policy and I agree with provisions contained in the "Smoke Free Lease Addendum and will keep my unit smoke free.

Tenant

Date

Tenant

Date

RESOLUTION NO. 10-13

ACCEPTING "NO SMOKING POLICY" AND LEASE ADDENDUM

Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority (CCHRA) 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, HUD Notice PIH-2009-21 (A) Issued July 17, 2009 and reissued May 29, 2012 under PIH-2012-25, which strongly encourage Public Housing Authorities to implement non-smoking policies; and

WHEREAS, in an effort to promote increased indoor air quality, reduce maintenance costs, and reduce the risks of fire caused by smoking materials the CCHRA intends to implement a "No Smoking" Policy to eliminate all smoking inside of the residential units and indoor common areas to be effective January 1, 2014; and

WHEREAS, in accordance with HUD regulations the residents have been given a 30-day comment period prior to incorporation into the lease and have received a proper 60-day notice prior to the effective date;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Board has reviewed the policy and lease addendum in addition to any comments received and has agreed to incorporate the changes into the Admissions and Continued Occupancy Policy and lease as of January 14, 2014.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND
REDEVELOPMENT AUTHORITY ON THIS 19th DAY OF September, 2013.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director