

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

August 16, 2012, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of July 19, 2012 1-2
- IV. Approval of Bills for August 2012 3
- V. Communications 4-13
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Monthly Rental Status Update
 - 4. End of Participation Tracker
 - 5. Newsletters
 - 6. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve Resolution No. 09-12 Adopting a Definition of “Legal Domicile”
and Verification Requirements 14-16
 - 2. Approve Installation of Outlets at SCT..... 17
 - 3. Approve Installation of Automatic Openers on Laundry Room Doors 18
- VIII. Move to Adjourn

Next regular meeting scheduled for September 20, 2012, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
July 19, 2012 7:00 a.m.

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

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

Public Comments. Officer Bill Vetter was in attendance to update the Board on the position.

Amend-Approve Minutes of June 21, 2012. Soifer moved, Jenkins seconded the motion to approve the minutes of June 21, 2012 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Soifer moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$65,964.79. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Consider Approval to Provide Training for Staff. Staff requested approval to cover the costs for the remaining three firefighters to become Certified Lead Inspectors. Staff explained with the retirements and reduction in the staffing at the Fire Department it was difficult to schedule lead tests. This is also made more difficult by the fact that the Fire Station is now only staffed with two full time firefighters. Since our department is the only department that requires Certified Lead Inspectors, Darien Uetz contacted us to see if we would cover the cost of the class. Streich asked whether we would be able to realize the cost savings to bring the training to Charles City. Nielsen responded that any savings would go to the Fire Department because they are organizing the training. We would realize a cost savings because we only have to pay for the cost of the class and since it will be in Charles City, there will not be any additional expenses to cover travel. Soifer made a motion to approve the training for the Fire Department Staff. Jenkins seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Consider Approval of Contract for Computer Support. The request was made to approve a contract with Trent Parker for computer support. Staff expressed frustrations with the current provider. Trent was contacted to help assist with a computer issue and he proved to be efficient and knowledgeable. The question was raised as to his availability because he has a full time job. He provides the support to the library and they have been happy with the service that he has provided them, so we don't anticipate that being an issue. The terms of the contract and costs for the services are reasonable and the contract can be ended with 30-day notice if the arrangement doesn't work. Due to this, Streich made a motion to approve the contract. Soifer seconded the motion. Ayes: 4, Nays: 0.

Being no further business, Soifer moved, Streich seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
Monthly Bill Listing
August 2012

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	bathroom timer repair	120.00
Business Card	tenant services-party items, back-to-school items	567.12
C.Naber & Associates	accounting fees	363.00
Cedar Valley Printing	office supplies	42.63
Charles City Area Chamber of Commerce	tenant party items-charles city cash	300.00
Cintas	rug service	91.06
City Motor Parts LTD	maintenance	24.28
City of Charles City	water/sewer/URPS/S8 inspections	600.00
City of Charles City	payment on the new trail	27,154.00
DeBoest Concrete	extra cement for trail	1,055.25
Elk's Lodge	tenant luncheon-balance	97.00
HAPS	Aug.1 HAPS	49,175.60
Hobert Electric	electrical maintenance	54.95
Iowa Department of Transportation	fuel	353.70
Jendro Sanitation	trash service	623.00
K-Mart	tenant services-back to school items	69.62
Kathleen McCann	tenant services-CC magnets	50.00
Linda Gohr	security deposit refund	250.00
Mehmen's Painting	painted apt. 51	115.00
Mick Gage Plumbing & Heating	porta potties for back to school event	290.00
Mid American Energy	electric/gas/urps	263.50
Nan McKay	PIH/ S8 materials	425.00
Pam's Catering	catering for tenant luncheon	966.00
Pitney Bowes	meter lease	47.74
Rent Grow	criminal background check	84.00
Ron's Plumbing	maintenance items	396.80
Schueth Ace Hardware	maintenance items	352.00
Sherwin Williams	paint	305.17
Superior Lumber	maintenance items	15.11
US Cellular	cell phone service	68.17
		84,319.70

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. HUD has recently released two videos on the Physical Needs Assessment tool. It is still being tested and not approved yet, but it is coming soon.
2. Rehab Update. We are still working on the preliminary grant requirements and should have the release of funds from IDEA by the end of September.
3. **Monthly Rental Status Update.**

Month of July 2012	Total Leased 7/1/12	New Leases	Removed Or Moved	Total Leased 8/01/12	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	1	3	129	7	8	4
Morningside 15 Units	15	0	0	15	11	0	0
Section 8 197 Units	168	5	5	168	56	18	7

Declined Assistance (5) Over Income () Denied (1) Insufficient Address (1)
 Did not attend Briefing/Information Not Returned (4) Criminal Background Check ()
 Voucher Expired (1) Purged ()
 Terminations: PH () S8 (3)
 Port Out: (1)

4. End of Participation Tracker. See attachment
5. Newsletters. See attachments
6. Financial Statements. July 2012 statements are attached.

END OF PARTICIPATION
TRACKER
2010-2011

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	4	1											5
ZERO HAP													0
MUTUAL RESCISION	1												1
ANNUAL RE-EXAM SEARCHING		1											1
PORT-OUT ABSORBED	2												2
PORT-OUT SEARCHING	3												3
DECEASED													0
MOVED IN VIOLATION	3	2											5
EVICTED													0
UNAUTHORIZED LIVE-IN	1												1
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW													0
FAILURE TO REPAY	1												1
FAILURE TO PROVIDE INFO	1												1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED		1											1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	2	1											0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
TOTALS	18	6	0	21									
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	2											4
DECEASED	1	1											2
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
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													0
TOTALS	3	3	0	6									



TERRACE NEWS

August 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

August 16th 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!

NAME&APT.#	DATE
Ginny Brown -	4
Mabel Schroder #113	9
George Banwell #131	10
Dean Sears #63	15
Brad Lynch #64	15
Jeanne Tomsic #109	19
Dan Nash—	20
Janell Onken #31	26

HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!

Esther Rolph #5 SCT
Mildred Rekow NCT

We hope you like your new home!

AUGUST:

- 1:** Neighborhood Picnic/Carnival @ Trinity UMC 5-8pm
- 2:** Messiah Lutheran Church Ice Cream Social, 5-7pm, free will donation, proceeds to Messiah Food Pantry, Floyd Co. Ministerium Heating Assistance Fund, and Meals on Wheels
- 3:** Proud Parents Association Back-to-School Drive, 2-7 @ Morningside/Highland Terrace Apts. Preregister at Housing to receive school supplies for your children
- 3:** Office closed @ noon
- 3&17:** Classic Car Night @ Dave's Restaurant 4-8pm
- 4:** Pressure Canner Testing by ISU Extension at Farmer's Market 9am-noon @ Central Park
- 5:** Girl Scout Day Camp, 1-6pm, Call Marsha Duncan for info/to register, 641-330-7075
- 7:** National Night Out, hosted by CCPD, 5:30pm-8:30pm @ Central Park. Free Kids Activities
- 8:** Office closed for office event!
- 10&17:** Party in the Park, 5-9pm
- 18:** Open House @ Carrie Lane Chapman, 10am-4pm
- 18:** Art-A-Fest, Central Park, 9AM-4pm
- 18:** Freewill Donation movie, "Sandlot", 2pm, Charles Theatre. Proceeds to Caring Connections-MAC
- 19:** Buttercup Slalon Event @ CC WhiteWater Park
- 19:** Trinity UMC "Worship in Central Park" 10am, Lunch served
- 21&22:** CC Schools start!
- 25:** FREE Encouragement Corp Christian Music Concert, corner of Clark & Main, 7pm. Opening Act: Bread of Stone, Featuring: Super Chick
- 25:** IC Fall Festival @ IC Church

THE OFFICE WILL BE CLOSED @NOON, AUGUST 3RD AND ON AUGUST 8TH FOR THE PARTY!

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.



MORNINGSIDE NEWS

August 2012 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

August 16th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

If you pay your rent with cash please have the exact amount. We do not keep change on hand.

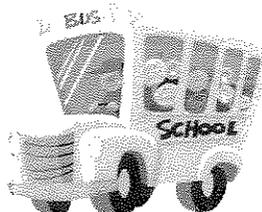
CIGARETTE BUTTS:

If you and/or your guests are smokers, you must use some sort of a "butt can" to dispose of the cigarettes outside. It is NOT ok to "flick" them into the yard or parking areas. They make the property look very dirty. You will be notified if this is happening in your area.

BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:

**DAVID "BOONE"
MAHNESMITH & ROY BODE**

**HAPPY BACK TO
SCHOOL DAYS!**



AUGUST:

- 1:** Neighborhood Picnic/Carnival @ Trinity UMC 5-8pm
- 2:** Messiah Lutheran Church Ice Cream Social, 5-7pm, free will donation, proceeds to Messiah Food Pantry, Floyd Co. Ministerium Heating Assistance Fund, and Meals on Wheels
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**THE OFFICE WILL BE CLOSED
@NOON AUGUST 3RD FOR THE BACK-
TO-SCHOOL EVENT, AND ON AUGUST
8TH FOR AN OFFICE EVENT.**

Back-To-School Tips

Getting a new school year off to a good start can influence children's attitude, confidence, and performance both socially and academically. The transition from Summer Break to the first day of school can be difficult for both parents and kids. Even children who are eager to return to class must adjust to greater levels of activity, structure, and, for some, pressures associated with school life.

Before School Starts

Re-establish the bedtime and mealtime routines at least one week before school starts.

If your child is young or new to school, visit the school with your child. Meeting the teacher, locating their classroom, locker, lunch room, etc. will help ease pre-school anxieties and also allow your child to ask questions.

Designate a spot in your home for children to place their school belongings as well as a place to put important notices and information sent home for you to see. Explain that emptying their back pack each evening is part of their responsibility, even for young children.

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 August 2012. To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Monday, Aug. 6th: 1:00 pm-4:00 pm
Wednesday, Aug. 15th: 9:00 am—12:00 pm
Thursday, Aug. 23rd: 1:00 pm-4:00 pm
Tuesday, Aug. 28th: 9:00 am-12:00 pm



WIC CLINICS

Aug. 22, 23 & 28
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



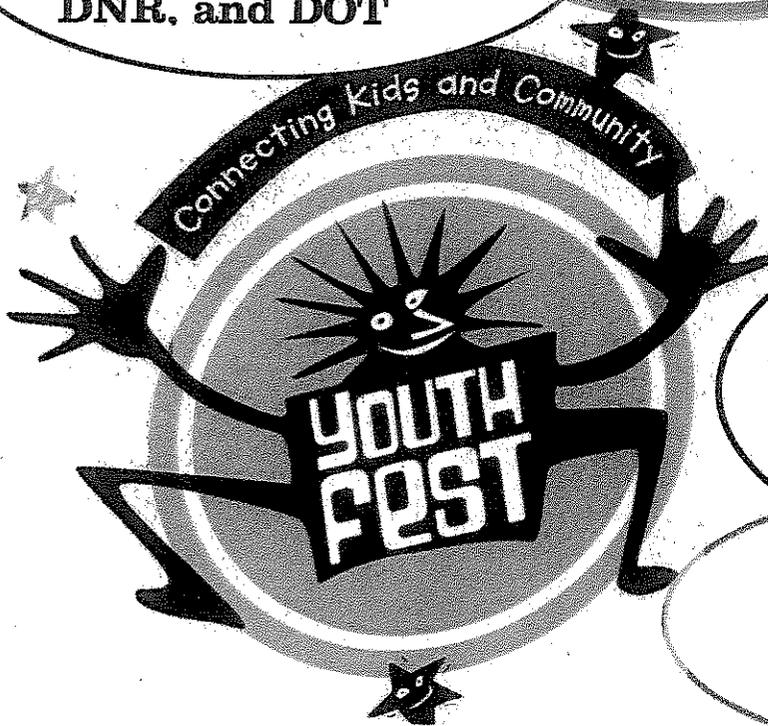
Join

The Charles City
Police Department and
Community Partners
in Protecting Children

TRIPLE H
PETTING
ZOO

Emergency
Displays by
Police, Fire, AMR,
DNR, and DOT

TUESDAY,
AUGUST
7TH



5:30-8:30 PM
CENTRAL PARK
CHARLES CITY

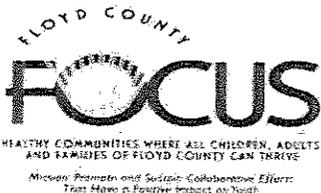
FREE KIDS
TRAIN AND
ICE CREAM

**Food, Fun, Games and Prizes,
Interactive Safety Information for all ages.**

NATIONAL NIGHT OUT
Tuesday, August 7



Child Abuse Preventi
COUNCIL



CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2012, FISCAL 1/2013

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
174-533-4300	SEC 8 INTEREST	161.50	161.50	2,300.00	2,138.50
174-533-4504	SEC 8 FRAUD	10.00	10.00	4,500.00	4,490.00
174-533-4505	SEC 8 HUD CONTRIB	44,856.00	44,856.00	670,000.00	625,144.00
174-533-4509	SEC 8 ADMIN FEE/HTH	8,592.00	8,592.00	85,000.00	76,408.00
174-533-4710	SEC 8 REIMBURSED EXP	25.00	25.00	1,000.00	975.00
174-533-4715	SEC 8 REFUNDS			1,000.00	1,000.00
	SECTION 8 VOUCHER TOTAL	53,644.50	53,644.50	763,800.00	710,155.50
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00
	TOTAL REVENUE	53,644.50	53,644.50	763,800.00	710,155.50
174-533-6010	SEC 8 REGULAR SALARY	4,890.30	4,890.30	55,000.00	50,109.70
174-533-6110	SEC 8 HOUSING FICA	333.00	333.00		333.00-
174-533-6130	SEC 8 HOUSING IPERS	423.96	423.96		423.96-
174-533-6199	SEC 8 EMPLOYEE BEN	2,241.38	2,241.38	38,000.00	35,758.62
174-533-6230	SEC 8 STAFF TRAINING	215.00	215.00	3,000.00	2,785.00
174-533-6380	SEC 8 UTILITY ALLOT	872.00	872.00	15,000.00	14,128.00
174-533-6401	SEC 8 ACCOUNTING FEES	204.00	204.00	3,000.00	2,796.00
174-533-6420	SEC 8 CONTRACTED SERVICES	132.94	132.94	11,000.00	10,867.06
174-533-6423	SEC 8 SPECIAL SERVICE			300.00	300.00
174-533-6445	SEC 8 HC VOUCHER PAY	48,597.40	48,597.40	640,000.00	591,402.60
174-533-6518	SEC 8 SUNDRY-OFF EXP	300.00	300.00	3,000.00	2,700.00
	SECTION 8 VOUCHER TOTAL	58,209.98	58,209.98	768,300.00	710,090.02
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH			11,000.00	11,000.00
	TRANSFERS IN/OUT TOTAL	.00	.00	11,000.00	11,000.00
	TOTAL EXPENSES	58,209.98	58,209.98	779,300.00	721,090.02
	SECTION 8 VOUCHER TOTAL	4,565.48-	4,565.48-	15,500.00-	10,934.52-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2012, FISCAL 1/2013

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
173-532-4300	PUBLIC HOUSING INTEREST	1,966.96	1,966.96	21,500.00	19,533.04
173-532-4504	PUBLIC HOUSING FRAUD	135.00	135.00	4,000.00	3,865.00
173-532-4506	PUBLIC HOUSING DWELLING RENT	33,401.00	33,401.00	20,000.00	13,401.00-
173-532-4507	PUBLIC HOUSING EXCESS UTILITY	1,120.00	1,120.00	11,000.00	9,880.00
173-532-4508	PUBLIC HOUSING CONTRIB-OTHER	1,161.25	1,161.25	11,000.00	9,838.75
173-532-4710	PUBLIC HOUSING REIMBURSED EXP			2,000.00	2,000.00
	PUBLIC HOUSING TOTAL	37,784.21	37,784.21	69,500.00	31,715.79
173-910-4830	TRANSFER IN - PUBLIC HOUSING			182,648.00	182,648.00
	TRANSFERS IN/OUT TOTAL	.00	.00	182,648.00	182,648.00
	TOTAL REVENUE	37,784.21	37,784.21	252,148.00	214,363.79
173-532-6010	PUBLIC HOUSING SALARY	5,511.38	5,511.38	10,400.00	4,888.62
173-532-6040	PUBLIC HOUSING OVERTIME			1,000.00	1,000.00
173-532-6070	PUBLIC HOUSING LABOR/MAINT			72,000.00	72,000.00
173-532-6110	PUBLIC HOUSING FICA	366.52	366.52		366.52-
173-532-6130	PUBLIC HOUSING IPERS	477.85	477.85		477.85-
173-532-6198	PUBLIC HOUSING EMP BEN MAINT	1,004.16	1,004.16	22,081.00	21,076.84
173-532-6199	PUBLIC HOUSING EMPLOYEE BEN	2,739.46	2,739.46	59,326.00	56,586.54
173-532-6230	PUBLIC HOUSING STAFF TRAINING			8,000.00	8,000.00
173-532-6370	PUBLIC HOUSING GAS	864.61	864.61	40,000.00	39,135.39
173-532-6371	PUBLIC HOUSING UTILITIES	3,266.99	3,266.99	45,000.00	41,733.01
173-532-6374	PUBLIC HOUSING WATER	1,296.66	1,296.66	16,000.00	14,703.34
173-532-6379	PUBLIC HOUSING SEWER/OTH UTIL	1,767.82	1,767.82	23,000.00	21,232.18
173-532-6401	PUBLIC HOUSING ACCOUNTING FEES	159.00	159.00	4,000.00	3,841.00
173-532-6408	PUBLIC HOUSING INSURANCE			24,000.00	24,000.00
173-532-6411	PUBLIC HOUSING LEGAL	25.00	25.00	2,000.00	1,975.00
173-532-6420	PUBLIC HOUSING CONTRACT SERV	1,880.66	1,880.66	14,000.00	12,119.34
173-532-6441	PUBLIC HOUSING TENANT SERVICES	429.00	429.00	6,000.00	5,571.00
173-532-6442	PUBLIC HOUSING PILOT			34,000.00	34,000.00
173-532-6518	PUBLIC HOUSING SUNDRY-OFF EXP	732.69	732.69	25,000.00	24,267.31
173-532-6599	PUBLIC HOUSING MAINT MATERIALS	4,472.32	4,472.32	50,000.00	45,527.68
173-532-6725	PUBLIC HOUSING CAP OUTLAY-EQUI			40,000.00	40,000.00
173-532-6750	PUBLIC HOUSING CAP IMPR BLDG			160,000.00	160,000.00
173-532-6799	PUBLIC HOUSING COPIER LEASE			2,800.00	2,800.00
	PUBLIC HOUSING TOTAL	24,994.12	24,994.12	658,607.00	633,612.88
173-536-6010	WAGES - FULL TIME	5,249.20	5,249.20		5,249.20-
173-536-6040	WAGES - OVERTIME	89.63	89.63		89.63-
173-536-6110	FICA	397.99	397.99		397.99-
173-536-6130	IPERS	462.87	462.87		462.87-
	PUBLIC HOUSING MAINTENANC TOTA	6,199.69	6,199.69	.00	6,199.69-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 7/2012, FISCAL 1/2013

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
173-910-6910	TRANSFER OUT - PUBLIC HOUSING			34,000.00	34,000.00
	TRANSFERS IN/OUT TOTAL	.00	.00	34,000.00	34,000.00
	TOTAL EXPENSES	31,193.81	31,193.81	692,607.00	661,413.19
	PUBLIC HOUSING TOTAL	6,590.40	6,590.40	440,459.00-	447,049.40-

REQUESTED ACTION: Approve Resolution 09-12 to adopt the Iowa Supreme Court's definition of "Legal Domicile" and set criteria to determine domicile.

Comments: We have been working with Ralph Smith to develop a definition of "Legal Domicile". The HUD regulations found at 24CFR 986.353 (c)(1) characterize an applicant as a "nonresident applicant" if neither the household head nor spouse of an assisted family already had a "domicile" (legal residence) in the jurisdiction of the initial PHA at the time when the family first submitted an application for participation in the program to the initial PHA. This applies to portability or the ability to take the Section 8 voucher and lease up in a different jurisdiction. When an applicant can verify that they have a legal domicile at the time of application, they can port their assistance immediately upon issuance of a voucher. If not, they must lease up in Charles City for 12 months prior to exercising portability.

While we have determined what criteria must be met for an applicant to receive local preference, such as a verifiable local address, Iowa ID or Driver's License, Vehicles being registered in the State of Iowa, any DHS benefits received must be from Iowa, and all school aged children currently registered and attending school in the Charles City School District, we don't currently have a definition of what is considered a "domicile".

The distinction between the two is important because the applicants only have to verify that they are living in Charles City to receive local preference, which affects their placement on the waiting list. The right for applicants to port assistance immediately upon being issued a voucher is governed by that jurisdiction's definition of "domicile". According to the Iowa Supreme Court, to have legal domicile a person has to verify that they have abandoned a former residence, actually moved and physically reside in the state, and have a bona fide intention to change domicile and reside in Iowa permanently or indefinitely. In addition, the intention to change one's domicile must be present and fixed and not dependent upon the happening of some future or contingent event. The regulations allow us to define "domicile" and set the requirements to be able to exercise portability directly from the waiting list.

We currently have applicants who move here and are able to meet our local preference requirements. They are leasing a unit simply for a valid Charles City address so they can provide a current lease with the intent to port their assistance upon receiving their vouchers. This is not consistent with Iowa's definition of "domicile" because they don't intend to be a resident within our jurisdiction permanently. Their claim to be an Iowa Resident is contingent upon them receiving a voucher and porting to another jurisdiction. Due to this, Ralph has assisted us with the following criteria to show that an applicant has a legal domicile at the time of application:

"The residency of an applicant shall be determined by utilizing the criteria set forth in 4-III.C of the Administrative Plan. The applicant's intention to remain a resident of a jurisdiction and establish domicile shall be determined through consideration of the following criteria: (1) length of residency; (2)

length of employment in the jurisdiction; (3) statement of the applicant's intentions. There shall be a presumption of domicile upon proof of residency in this jurisdiction if the applicant has resided within the jurisdiction for a period of six months unless the applicant states that it is not the intention of the applicant to remain within the jurisdiction; and there shall be a conclusive establishment of domicile upon proof of residency in the jurisdiction for a period of one year or more."

RESOLUTION NO. 09-12

ADOPTION OF DEFINITION OF "LEGAL DOMICILE" AND CRITERIA FOR DETERMINATION OF "LEGAL DOMICILE"

Charles City Housing and Redevelopment Authority (CCHRA)

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 CCHRA is directed by HUD to maintain the Section 8 Housing Choice Voucher program regulations in accordance with 24 CFR 982 as stated in their Administrative Plan in which all changes must be adopted by board resolution; and

WHEREAS, the proposed changes to be incorporated into the Administration Plan include the adoption of the definition of "legal domicile" as defined by the Iowa Supreme Court in *Julson v. Julson*, 255 Iowa 301, 122N.W.2d 329, 331 (1963) and criteria to be used to determine "legal domicile". These changes shall read "An individual is "domiciled" in the state of Iowa if the individual intends to permanently or indefinitely reside in Iowa and intends to return to Iowa whenever the individual may be absent from this the state. Individuals are domiciled in Iowa if the following three elements exist: (1) a definite abandonment of a former domicile; (2) actual removal to, and physical presence in the state; and (3) a bona fide intention to change domicile and to remain in this state permanently or indefinitely. The intention to change one's domicile must be present and fixed and not dependent upon the happening of some future or contingent event." The criteria to be used for the purposes of determining domicile upon application prior to admission to the Section 8 program shall be: "The residency of an applicant shall be determined by utilizing the criteria set forth in 4-III.C of the Administrative Plan. The applicant's intention to remain a resident of a jurisdiction and establish domicile shall be determined through consideration of the following criteria: (1) length of residency; (2) length of employment in the jurisdiction; (3) statement of the applicant's intentions. There shall be a presumption of domicile upon proof of residency in this jurisdiction if the applicant has resided within the jurisdiction for a period of six months unless the applicant states that it is not the intention of the applicant to remain within the jurisdiction; and there shall be a conclusive establishment of domicile upon proof of residency in the jurisdiction for a period of one year or more."

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding policy changes and authorize their approval for the implementation effective August 16, 2012.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 16TH DAY OF AUGUST 2012.

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

REQUESTED ACTION: Approve installation of dedicated outlets for the refrigerators at South Cedar Terrace.

Comments: We have been having issues with the refrigerators at SCT tripping the GFCI outlets that they are utilizing. We have had TJ Service check the refrigerators and they think that as the compressors are aging they are drawing more current and causing the outlets to trip. When this happens the power is cut off from the refrigerator. If the tenant isn't home when this happens, they can lose all of the food in their refrigerator/freezer.

So far there have been four apartments with this issue. When the GFCI's in the first couple of apartment began to trip, we switched refrigerators with our spare units or purchased new refrigerators. The old refrigerators were taken to North Cedar Terrace to be used as back-up units. They have been plugged into a dedicated outlet for about five months and are still running normally. Instead of replacing the refrigerator in the most recent unit to experience the same problem we had a dedicated outlet run. We have had the existing refrigerator plugged into the new outlet for about four weeks and it is still running without any power interruption.

The cost to run dedicated outlets for all 80 units will be about \$4,000. It would cost us about \$35,000 to replace all of the refrigerators. Even if we replace all of the refrigerators, we will still need to run the dedicated outlets because Ed Hobert has informed us that a GFCI outlet should not be used to supply power to a refrigerator.

REQUESTED ACTION: Approve purchase of automatic door openers for the laundry rooms at North and South Cedar Terrace from Automatic Doors of Iowa, L.C. for \$5,070.00.

Comments: Ever since the new flood door was installed on the laundry room at South Cedar Terrace we have been having issues with keeping the door locked. The old door locked automatically when the key was released. However, the new door is too heavy to operate that way and would cause the keys to break off in the lock. The weight of the door is also an issue with many of the elderly residents. After looking at many different options, we have determined that an automatic opener for the door with a key tag card reader will provide the residents with access to the laundry room and maintain the security of the room.

The opener proposed is a typical opener that can be used with a push button switch. In our application, there will be a push button to open the door from the inside of the laundry rooms. The doors will remain locked at all times from the outside and each resident will be given a key tag that will be programmed to release the door latch and operate the opener.

Even though we are primarily having issues with the door at South Cedar Terrace, we would like to install the openers at both sites. That way the residents who have mobility issues and aren't strong enough to open the door at the North will have equal access to the laundry room there.

We received quotes from the following companies:

Automatic Doors of Iowa, L.C. \$5,070.00

Automatic Door Group \$5,975.00

With both companies we are required to pay extra and make arrangements for the electrical lines to be run to the openers.

Our current automatic opener on the office door was purchased from Automatic Door Group. We haven't had any major issues with it and have gotten prompt service on it when required. However, while it would be easier to stay with the same company, they are about \$900 higher than the low bid from Automatic Doors of Iowa.