

Amended 7/9/2020

AGENDA

REGULAR MEETING

BOARD OF COMMISSIONERS

RIVER FALLS HOUSING AUTHORITY

Wednesday, July 15, 2020 at 6:30 pm

Please note that due to the ongoing COVID-19 public health emergency, all members of the River Falls Housing Authority may attend via telephone or internet. Tenants and members of the public who wish to attend may join the meeting by telephone: dial 1-844-992-4726 and enter your event number/access code: 132 197 8144. Telephones must be muted except during public comment period in the meeting. Tenants and members of the public may only speak during the tenant comment period. To attend via computer <https://tinyurl.com/ybmey4ue>

ROLL CALL

MINUTES OF REGULAR MEETING – June 10, 2020

TENANT COMMENT

MISSION STATEMENT

River Falls Housing Authority manages, maintains and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

CONSENT ITEMS

1. Review and approve Fiscal Year End write-off accounts
2. Review and approve Amenities Policy, Reasonable Accommodations Policy, Auditor Policy Packet, and Van Use Policy.

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report
2. Review and Approve Capital Fund Budget Revisions
3. Review and Approve New Phone System

REPORTS

1. Vacancy and Re-rental Report

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD
ADJOURN

Minutes of the Regular meeting of the River Falls Housing Authority, June 10, 2020

Chair Todd Bjerstedt called the meeting to order at 6:30. Due to the ongoing COVID 19 public Health emergency, all members attended via telephone and internet.

Present: Amy Peterson, Todd Bjerstedt, Matt Fitzgerald

Absent: Jacqueline Niccum, Nick Carow

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Peterson/Fitzgerald to approve the minutes of May 13, 2020.

The public was invited to attend via telephone. There were no telephone calls made to the meeting.

CONSENT ITEMS

1. Review and Approve Resolution for Rural Development Preservation Funding –M/S/C Fitzgerald/Peterson to approve Resolution # 557 relating to loan closed February 13, 219 for Preservation Funding

ACTION ITEMS

1. M/S/C Peterson/Fitzgerald to approve payment of bills and budget report.
2. M/S/C Fitzgerald/Peterson to approve the proposal from Voss place two wall pack fixtures which will be installed by Prestige electric on the east end of the family playground. Discussed the Voss proposal as opposed to the Steiner proposal for a single centered pole light. McAlpine explained that she visited the site after dark and determined that the edges needed light but the center was well lit by street lights, parking lot lights and existing wall packs on the west side of the playground. Peterson identified that a conflict of interest has been declared by Voss in submitting this proposal. The declaration of identity of interest will remain in the record. The record shows that Carow was not present and would recuse himself from voting on this contract.

REPORTS

1. McAlpine reported on vacancies/ turnovers during May. There are two tenants who had their leases terminated in Feb. The hearing has been conducted for both tenants. Both cases the Hearing Officer found in favor of the Housing Authority. If the tenants hold over past the lease end date a court eviction will need to be scheduled when courts are open.

ADJOURN Peterson/Fitzgerald 6:53 pm

Respectfully submitted Anne McAlpine, Recording Secretary

MEMO

TO: River Falls Housing Authority Board of Commissioners

FROM: Anne McAlpine, Executive Director

RE: July Board of Commissioners Meeting

DATE: July 1, 2020

CONSENT ITEMS

1. Review and approve Fiscal Year End write-off accounts – With your approval, our accountant will write-off these accounts totaling \$5,973. This is the remaining amount due for tenants who have moved out owing us money. We will continue to attempt to collect from these tenants by registering them with the Wisconsin Tax Return Intercept Program.
2. Review and Approve Amenities Policy, Reasonable Accommodations Policy, Auditor Policy Packet, and Van Use Policy. The Schedule of Board Activities calls for review of these policies. These policies have been implemented and staff are familiar with them. They recommend continued use of the policies as they are now. Attachments 1 - 5

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report – The budget report for May is attached. Attachment 6
2. Review and Approve Capital Fund Budget Revisions- During this fiscal year we used the last of the 2018 CFP grant and the entire 2019 CFP grant for Riverview Manor and Family townhomes. I have attached a report showing the original budget allocations and the actual expenditures for these grants. Budget revisions are needed to finalize these two grants.

A budget revision is needed to change the 2020 CFP grant to include flooring replacement. The budgeted amounts are for vanity, cabinet replacement. New flooring should have been included with that work.

Finally, I request approval of an amendment to the 5 Year Capital Improvements Plan to include flooring replacement with cabinets and vanities. The original budget estimates were low and anticipated replacing components in 6 apartments per year. The revised budget shows more accurate estimates and includes flooring in 2 apartments per year. Attachment 7

REPORTS

1. Vacancy and Re-rental Report – Attachment 8



**625 North Main Street, River Falls, Wisconsin 54022
Phone: 715-425-7640/Fax: 715-425-8530**

Windmill Place Amenities Policy

Amenities include remote controlled garage door, dishwasher, in-apartment laundry appliances. When RFHA receives a work order that an amenity is not working correctly, Management/Maintenance will assess the problem within 1 work day and schedule a contractor to repair or replace the failed amenity.

If the amenity is not expected to be back in working order within one week, Management will inform the tenant of the expected repair schedule and offer alternatives. Approved alternatives are:

Dishwashers – wash by hand or use paper plates

Laundry appliances - use laundry mat or receive a key to Oakpark Apartments

Garage door – park outside, open door manually each time, use the Housing Authority van and River Falls Taxi

Air conditioners, stove and refrigerators are required household appliances. Spare appliances will be kept in inventory to trade for the inoperable appliance.

Adopted 2014-02

REASONABLE ACCOMMODATION POLICY

River Falls Housing Authority is a public agency that provides low rent housing to eligible families, elderly families and single people. RFHA does not discriminate against applicants on the basis of their race, religion, sex, national origin or disability. In addition, RFHA has an obligation to provide “reasonable accommodations” to applicants and tenants if they have a disability.

A “reasonable accommodation” is some modification or change RFHA can make to its apartments or procedures that will assist an otherwise eligible applicant with a disability to take advantage of RFHA programs. Persons with disabilities may need a reasonable accommodation in order to take full advantage of RFHA housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability.

This policy clarifies how people can request accommodations and the guidelines RFHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, RFHA will ensure that all applicants/residents are aware of the opportunity to request reasonable accommodations.

Reasonable accommodations for persons with disabilities

Upon request and verification, RFHA will provide reasonable accommodations for an eligible Applicant’s or Tenant’s disability. An accommodation may include making exceptions to rules, policies, or procedures and/or making and paying for structural alterations to a unit or common area(s). RFHA is not required to provide accommodations that constitute a fundamental alteration to RFHA program or which would pose an unreasonable financial and administrative hardship.

If more than one accommodation is equally effective in providing access to the RFHA’s programs and services, we retain the right to select the most efficient or economic choice. The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by RFHA if there is no one else willing to pay for the modifications. If another party pays for the modification, RFHA will seek to have the same entity pay for any restoration costs.

If the resident requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, RFHA will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a resident to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

Questions RFHA will ask before granting the requested accommodation

1. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:
A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. (The disability may not be apparent to others, i.e., a heart condition). If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, RFHA will require verification that the person is a person with a disability.
2. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, RFHA will require documentation that the requested accommodation is needed due to the disability. RFHA will not inquire as to the nature of the disability.
3. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
 - a. Would the accommodation constitute a fundamental alteration to RFHAs business practices and procedures? RFHA’s business is housing. If the request would alter the fundamental business that RFHA conducts, that would not be reasonable. For instance, we would deny a request to have the staff do grocery shopping for a person with disabilities.
 - b. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, RFHA may request a meeting with the individual to investigate and consider equally effective alternatives.
4. Generally the individual knows best what it is they need; however, RFHA retains the right to be shown how the requested accommodation enables the individual to access or use RFHA's programs or services.

5. As a Reasonable Accommodation to a tenant currently living in RFHA assisted housing; RFHA may issue a Housing Choice Voucher to a current tenant who requires modifications to the assisted unit which are physically or financially unreasonable in that dwelling unit but are in place in another housing unit. The issuance of a Housing Choice Voucher will ensure that the tenant continues to pay 30% of his/her income for rent.

Attachments

Request for a reasonable accommodation

Verification of need for a reasonable accommodation



625 North Main Street, River Falls, Wisconsin 54022
Phone: 715-425-7640/Fax: 715-425-8530

VISITING PETS POLICY

For Briarwood, Edgewater, Oakpark, Riverview Manor and Windmill Place

Tenants may have pets visit in their apartments on two conditions: 1) pets may stay no longer than 14 days in any 12 month period; 2) after providing River Falls Housing Authority with the information required by the Pet Policy. Animals which serve as an emotional support or service animal for a tenant's visitor may come onto Housing Authority property after providing River Falls Housing Authority with the required information. FAILURE TO ABIDE BY THE PROVISIONS OF THE VISITING PET POLICY IS A SERIOUS LEASE VIOLATION AND MAY RESULT IN TERMINATION.

- A. Tenants are responsible for any damage or injury caused by visiting pets or emotional support animals, including the cost of fumigating or cleaning their units. Tenant assumes full responsibility and liability for the visiting pet and agrees to hold the River Falls Housing Authority harmless from any claims caused by an action or inaction of the visiting pet.
- B. Application for Visiting Pet Permit. Prior to allowing any visiting pet the Tenant shall apply to the Housing Authority for a pet permit which shall be accompanied by the following:
 1. A current license issued by the appropriate authority, if applicable;
 2. Documentation from a Veterinarian that the pet has been spayed or neutered;
 3. Documentation from a Veterinarian that the pet has received current DHLPP and rabies inoculations or boosters, as applicable;
 4. Pet Deposit, in the amount of \$100.00, must be paid before allowing a pet to visit.
- C. All Tenants with pets shall comply with the following rules:
 1. Exotic and poisonous animals are not permitted.
 2. All visiting pets must be caged or leashed when out of the dwelling unit.
 3. Tenants shall not permit the visiting pet to disturb, interfere or diminish the peaceful enjoyment of other Tenants.
 - i) The term "disturb, interfere and diminish" shall include but not be limited to barking, howling, chirping, chewing, biting, scratching, and other like activities.
 - ii) Complaints of disturbances of this nature shall constitute a violation of lease and may result in the revocation of the pet permit, termination of the lease agreement, or both.
 4. Dog waste must be picked up immediately and disposed of by placing it in the dumpster. Litter or other pet waste shall be disposed of in the trash. Failure to properly dispose of pet waste shall constitute a lease violation.
 5. Visiting pets must not be left alone in a dwelling unit.
 6. No pet shall be permitted on any common area furniture in any Housing Authority-development.
 7. No animals shall be permitted in social rooms, community rooms, or any common area associated with cooking or eating, in any Housing Authority development.
 8. Tenants shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
 9. Tenants shall not alter their units, patio or unit area in order to create an enclosure for any visiting pet.
 10. Tenants are responsible for all damages caused by the visiting pet including the cost of cleaning carpets and draperies and/or fumigation of units.
 11. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the Housing Authority. Feeding wild birds is allowed.
 12. Tenants are responsible for the safety and health of their visiting pet when the dwelling units in the development are being treated for infestation prevention. The Housing Authority shall not be liable for the ill health or death of a visiting pet as a result of periodic de-infestation treatment.

- D. The privilege of having a visiting pet in a development owned and/or operated by River Falls Housing Authority shall be subject to the rules set forth in paragraph C, above. This privilege may be revoked at any time if an animal should become destructive, create a nuisance, represent a threat to the safety and security of Tenants or other animals, or create a problem in the area of cleanliness and sanitation.
- E. Should a breach of the rules set forth in paragraph C (above) occur, River Falls Housing Authority may also exercise any remedy granted it in accordance with applicable State statutes.



River Falls
Housing Authority

625 North Main Street, River Falls, Wisconsin 54022
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VISITING PET PERMIT

By completing this application for a visiting pet I state that I understand the rules and regulations regarding the privilege of having a visiting pet as set forth in the Visiting Pet Policy and agree to abide by those rules and regulations.

Name _____ Telephone _____

Address _____

Date Pet will be Visiting _____ Ongoing _____

Type of Visiting Pet _____ Description of Pet _____

Name of Visiting Pet _____

Vaccination Date _____ Spayed/Neutered Date _____

VISITING PETS OWNER

Name _____ Telephone _____

Address _____

I have received a copy of the Visiting Pet Policy. I assume full responsibility and liability for the visiting pet and agree to hold the River Falls Housing Authority harmless from any claims caused by an action or inaction of the visiting pet.

I agree to pay a pet deposit of \$100.00.

I agree to provide the River Falls Housing Authority copies of the documents described in the Visiting Pet Policy.

Tenant Signature _____ Date

Application approved by:

Signature of Staff Member _____ Date



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ASSET DISPOSITION POLICY

Personal property (furnishings, equipment, supplies and intangible property owned by RFHA) shall not be sold or exchanged for less than its fair value. Personal property of the value of \$1,000 or more, which is to be sold to other than a public body for a public use, shall be sold at public sale.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than \$500.0 the Executive Director may negotiate a sale in the open market after such informal inquiry as he considers necessary to ensure a fair return to the Local Authority. The sale shall be documented by an appropriate bill of sale.
2. For sales from \$100.00 to \$1,000, the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
3. Sales of \$1,000 or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers or circular letters to all prospective purchasers. In Addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board for its approval. A copy of the Board's approval, together with the complete documentation in support of the destruction, abandonment, or donation, shall be retained as a part of the permanent records.

Reviewed and approved 2014-06
 Reviewed and approved 2017-06



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CASH MANAGEMENT PROCEDURE

No cash payments are accepted. Payment of rent and other charges shall be made with a check or money order or by direct deposit.

Tenants pay rent by dropping their rent check or money order into the rent box located in the community room of their building or in the rent box located in the office of River Falls Housing Authority. Receipts are computer generated and are available on request.

Rent is collected and deposited on the 4th of the month (or on the first workday after the 4th of the month).

The Executive Director collects rent from all rent boxes and forwards them to the Office Assistant.

The Office Assistant sorts rent by building/project. Payments from each building/project are alphabetized, and endorsed, then forwarded to the Office Manager.

The Office Manager posts rent to the rent roll and prepares the deposit.

The Office Manager deposits endorsed checks and money orders to the Board designated financial institution.

Rent paid after the 10th of the month is late. A late fee, per the lease agreement, is charged for payments received after the 10th.

The Office Manager sends late rent notices to tenants who have not paid rent by the 10th.

Resolution #393 2010-09
Reviewed & approved 2011-03
Reviewed and approved 2014-06
Reviewed and revised 2017-06



CAPITALIZATION POLICY

River Falls Housing Authority shall establish and maintain complete and accurate records of all real and personal property owned by the Authority as follows:

CAPITALIZATION

1. Real Property: Defined as land and buildings and all fixtures permanently attached or installed in a fixed position, such as water heaters, heating equipment, (except space heaters not connected to ducts or pipes for the distribution of heat), cabinets, plumbing fixtures, etc.
2. Furniture Equipment and Machinery: For accounting purposes, other property is treated in three (3) general classes of items as follows:
 - A. Non-Expendable items: Defined as items of furniture, equipment and machinery (FEM) having a useful life of more than one (1) year and value of \$5,000 or more.
Non-Expendable FEM shall be capitalized for the purposes of establishing the property ledger and records prepared for each individual item recording the cost of each piece in the appropriate project.
 - B. Expendable items: Defined as items of furniture, equipment and machinery (FEM) having a useful life of more than one (1) year and value of \$25 to \$4,999.99 each, consisting of office equipment, maintenance tools, etc.
Expendable FEM shall be set up under a physical inventory method under the control of the Office Manager and records prepared for each individual item recording the cost of each piece in the appropriate project.
 - C. Materials and Supplies: Defined as items of property which (a) can be used only once, such as fuel, cleaning supplies, etc., (b) are spent in use, such as brooms, brushes, etc., or (c) lose their identity when put into use, such as nails, lumber, cement, repair parts, etc. The term "materials and supplies" also includes items such as small tools and equipment having a useful life of one (1) year or less. The net cost of materials and supplies purchased for stock is charged to the appropriate project.
3. Intangible assets: Defined as all software purchased for use in conducting day to day operations. Software having a purchase price of \$5,000.00 or more will be capitalized.
 - A. Data protection: Data stored in any of the software will be backed up regularly. Back up data will be stored offsite. Software may contain confidential data. No confidential data will be transmitted except over secure systems as required by HUD, USDA and WHEDA.

DEPRECIATION

Capitalized FEM will be depreciated according to the following schedule:

Computers & computer hardware	4 years
Software	5 years
Carpet & vinyl	7 years
Equipment	10 years
Vehicles	10 years

Reviewed and approved 2014-06
Reviewed and approved 2017-06



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COMPENSATED ABSENCES POLICY

In accordance with Generally Accepted Accounting Principals (GAAP) the following policy is adopted.

Compensated absences are payments and related fringe benefits such as FICA, Medicare and retirement contribution due to an employee upon termination of employment with River Falls Housing Authority. The Personnel Policy of RFHA establishes that employees will be paid for the full amount of their accumulated vacation time upon voluntary separation with RFHA. The Compensated Absence policy establishes the prorated portion to be paid to permanent part-time employees upon separation.

Permanent part-time employees accrue prorated leave according to the fraction of the full time rate they work. Accrued leave may be used as Sick Leave or Vacation Leave during employment. Upon voluntary termination separation, a part time employee will be compensated for only the prorated portion of leave accrued as Vacation Leave.

A financial liability will be reported at the end of each fiscal year to record the accrued vacation time and related fringe benefits due to each employee at the rate of pay in effect as of June 30th of each year.

Reviewed & Approved 2011-03
Reviewed and approved 2014-06
Reviewed and approved 2017-06



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INVENTORY POLICY

1. A physical inventory of non-expendable and expendable property shall be performed every two years in order to verify that the property listed on the inventory can be located and is in use or remains part of a supply stock. The physical inventory will be performed by River Falls Housing Authority staff. The Executive Director or his/her designee shall perform a sampling of the inventory to verify the accuracy of the inventory.
2. Equipment to be inventoried will follow the value range guidelines set forth under the Capitalization Policy.
3. The additions and deletions from inventory will be reported to the Office Manager who is responsible for maintaining the inventory record. Newly acquired equipment will be promptly added to the inventory records and equipment removed from use will be promptly deleted from the inventory records.

Resolution # 99-02
Amended 2011-03
Reviewed and approved 2014-06
Reviewed and revised 2017-06



River Falls
Housing Authority

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INVESTMENT POLICY

The following investment restrictions have been adopted to assure attainment of the investment objective. Substantial compliance with these criteria shall govern HUD approval. Nothing in this investment policy is intended to preclude the exercise of managerial judgment by the investor in investment selection and the timing of purchases or sales in recognition of shorter-term, cyclical business, economic, or market conditions.

- a. All investments will be in an insured deposit at the highest interest rate.
- b. Investment in equity securities shall be within a carefully designated and promulgated statement of investment policy.
- c. Real estate shall not be purchased or sold as a principal activity.
- d. No purchase of commodities or commodity contracts shall be made.
- e. Loans shall not be made except through the acquisition of bonds, debentures, or other evidences of indebtedness of a type customarily purchased by institutional investors, whether publicly distributed or not.
- f. Investment shall not be made in the securities of a company for the purpose of exercising management or control. As such, not more than ten per cent of the voting securities of any one issuer will be acquired.
- g. Short sales of securities shall not be made.
- h. Purchases shall not be made on margin, except for such short-term credits as are necessary for the clearance of transactions.
- i. Borrowings shall not be made except for emergency or temporary administrative purposes to an extent not exceeding that permitted by Section 18(f)(1) of the Investment Company Act of 1940.

Reviewed and approved 2014-06

Reviewed and approved 2017-06



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RECORDS RETENTION POLICY

<u>DESCRIPTION OF ITEM</u>	<u>LENGTH OF RETENTION:</u>
➤ Acc Contract	Permanently
<input type="checkbox"/> Adjustment Slips	2 Yrs After Audit
<input type="checkbox"/> Administration Contracts.....	Permanently
<input type="checkbox"/> Analysis Of Debt Amortization.....	Permanently
<input type="checkbox"/> Applications For Reservations Of Low Rent Housing & Pre-Loan.....	Permanently
<input type="checkbox"/> Applications (Withdrawn Or Ineligible).....	3 Yrs (After W/D or Deemed I/E)
<input type="checkbox"/> Attendance Reports	2 Yrs After Audit
<input type="checkbox"/> Audits	Permanently
<input type="checkbox"/> Auditors Adjustments	5 Yrs
<input type="checkbox"/> Bank Statements, Reconciliations, Cancelled Checks.....	6 Yrs After Audit
<input type="checkbox"/> Checks For Taxes, Property, Or Special Contracts.....	Permanently
<input type="checkbox"/> Budgets:	4 Yrs After Audit
Operating, Revisions, Section 8 Budgets, Requisition	
<input type="checkbox"/> Cash Disbursements And Receipt Register	10 Yrs After Audit
<input type="checkbox"/> Cash Receipts: Rent And Security Deposit	2 Yrs After Audit
<input type="checkbox"/> Check Copies.....	4 Yrs
<input type="checkbox"/> Construction Contracts:.....	10 Yrs After Completion
Bid Forms, Notice To Proceed, Progress Reports, Unsuccessful Bids	
<input type="checkbox"/> Contract Forms, Specs, Plans, Changes	Permanently
Contractor Payrolls.....	3 Yrs After Completion
Architect & Engineer Contracts	10 Yrs After Completion
Change Orders, Special Warranties	10 Yrs After Completion
<input type="checkbox"/> Contracts For Financial Assistance	Permanently
<input type="checkbox"/> Cooperative Agreements & Amendments	Permanently
<input type="checkbox"/> Correspondence:	
General	10 Yrs
Routine Maintenance, Personnel Matters.....	2 Yrs
Relating To Accruing Annual Contributions	Permanently
Relating To Fiscal Agent	Permanently
Relating To Policy & Procedure.....	Permanently
<input type="checkbox"/> Deeds, Mortgages, And Bills Of Sale.....	Permanently
<input type="checkbox"/> Depreciation Schedules	Permanently
<input type="checkbox"/> Development Program.....	Permanently
<input type="checkbox"/> Development Costs & Documents	Permanently
<input type="checkbox"/> Deposit Slips.....	2 Yrs
<input type="checkbox"/> Financial Reports:.....	10 Yrs
Acc- Balance Sheet 52595, Income And Expense, Operating Receipts	

<input type="checkbox"/>	Financing Records.....	Permanently
	Preliminary Loan Notes, Advance/Temporary Notes, Records Relating To Permanent Financing	
➤	Rural Development Reports	10 Yrs
<input type="checkbox"/>	Fiscal Agent's Agreement.....	Permanently
<input type="checkbox"/>	Garnishments.....	7 Yrs
<input type="checkbox"/>	General Depositing Agreement	Permanently
<input type="checkbox"/>	General Ledger (Year End & Year To Date).....	Permanently
<input type="checkbox"/>	HUD 52397 & 52427	Permanently
<input type="checkbox"/>	Insurance Claims (Accident Claims).....	Permanently
<input type="checkbox"/>	Insurance And Fidelity Bonds	6 Yrs After Audit
<input type="checkbox"/>	Inventory	2 Yrs After Audit
<input type="checkbox"/>	Investments.....	4 Yrs After Audit
<input type="checkbox"/>	Journal Vouchers.....	4 Yrs After Audit
<input type="checkbox"/>	Minutes Of Ha Meetings, Resolutions, Motions,	Permanently
	Notice Of Meeting, Certificate Of Secretary, Index	
<input type="checkbox"/>	Maintenance Work Orders.....	3 Yrs After Review
<input type="checkbox"/>	Rural Development: Tenant Inspections, Files, Etc.....	3 Yrs After Review
<input type="checkbox"/>	Management Reports.....	3 Yrs After Audit
<input type="checkbox"/>	Regional Office, Mgmt Review, Occupancy Audit.....	2 Most Current
<input type="checkbox"/>	Non Expendable Equipment Records.....	2 Yrs After Disposal
<input type="checkbox"/>	Personal Property Disposition:	
	\$5,000 To \$25,000	7 Yrs After Disposal
	\$25,000 Or Over.....	10 Yrs After Disposal
<input type="checkbox"/>	Personnel Records:	
	Employee Records.....	10 Yrs After Termination
	Earnings, Leaves.....	10 Yrs After Termination
	Position Description	1 Yr After Revision
	Payrolls	2 Yrs After Audit
	Statistical Reports.....	2 Yrs After Audit
	Unsuccessful Applications.....	6 Months After Date
<input type="checkbox"/>	Purchase Contracts:	
	\$1,000 Or Less	4 Yrs
	\$1,000 To \$25,000.....	7 Yrs
	\$25,000 Or Over.....	10 Yrs
<input type="checkbox"/>	Purchase Orders.....	4 Yrs
<input type="checkbox"/>	Real Property Disposition Records.....	Permanently
<input type="checkbox"/>	Rent Roll.....	4 Yrs
<input type="checkbox"/>	Site Certificate Records, Maps, Appraisal Reports	Permanently
<input type="checkbox"/>	Retirement & Pension Records	Permanently
<input type="checkbox"/>	Tenant Files (Unless Claim Pending)	3 Yrs After Vacate
<input type="checkbox"/>	Tenant Files Involving A Claim.....	3 Yrs After Settled
<input type="checkbox"/>	Travel Expense Records	4 Yrs

Resolution # 206-1994-08
Reviewed and approved 2014-06
Reviewed and approved 2017-06



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REPAYMENT POLICY

It is the policy of the River Falls Housing Authority not to provide housing assistance to any person/family who owes money to RFHA, until the balance is paid in full or a Repayment Agreement has been executed.

A repayment agreement will be established such that:

- This agreement will be in default when
 - One (1) payment is delinquent on an agreement of six (6) months or less.
 - Two (2) payments are delinquent on an agreement of greater than six (6) months.
- When the Repayment Agreement is in default, the unpaid balance will be due in full and no further Repayment Agreements shall be made.
- RFHA will pursue any necessary legal remedy for collection of the unpaid balance, including but not limited to court judgment and Income Tax Intercept programs.
- Tenants may have their tenancy terminated in accordance with the lease.
- Section 8 participants may have their Rental Assistance terminated with proper notice to the landlord.

Reviewed and approved 2014-06
Reviewed and revised 2017-06



625 North Main Street, River Falls, Wisconsin 54022
Phone: 715-425-7640/Fax: 715-425-8530

TENANT FILE REVIEW PROCEDURE

To address audit finding 2009-4 and to ensure that rent and subsidy calculations are accurate, River Falls Housing Authority adopts the following review procedure.

Management will review tenant eligibility certifications according to the following schedule:

1. Management will review 100% of all initial certifications before an applicant is offered housing. Management review will include:
 - a. Economic eligibility including timeliness of verifications, accuracy of the determination of income, asset and medical or child care expense deductions and compliance with regulations in the calculation of tenant rent and for Section 8 Voucher holders the HAP.
 - b. Non-economic eligibility to ensure that incoming tenants meet the criteria established in the Admissions and Occupancy policy. Management will approve the applicant for admission during this file review.
2. Management will randomly examine 10% of the annual tenant recertifications for those tenants who have been in residence for more than one year and which shall be completed per month. File review will examine compliance with regulations for current verifications, accurate calculation of income, asset and medical or childcare expense deductions and accurate determination of tenant rent and for Section 8 Voucher holders the HAP.
3. Management will record the date of the file review and whether any errors were found on a file review form and place it on the left side of the tenant file.

Resolution #391 Dated 2010-08
Reviewed and approved 2014-06
Reviewed and approved 2017-06

Van Use Policy

- 1) River Falls Housing Authority employees are the only authorized persons who may drive the company van. Drivers must have a valid driver's license.
- 2) Trips are limited to a 12 mile radius of River Falls.
- 3) Trips must be available to all residents.
- 4) Only Management will schedule trips and make arrangements with the driver.
- 5) Drivers must follow scheduled routes/stops for weekly van trips.
- 6) Riders must be able to board and dismount safely and must refrain from distracting the driver while in the van.
- 7) Riders are responsible for removing all of their items when they exit the van. Neither driver nor River Falls Housing Authority is responsible for items lost or left behind.

Reviewed and approved 05/13/2008
Reviewed and approved 05/14/2014
Reviewed and Revised 06/14/2017

HOUSING AUTHORITY BUDGET REPORT FOR July 2020					
Year Ending June 2020					
April		10	Months at: 83%		
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2020
					25%
Income					
Budget	423,965.00	417,770.00	145,245.00	31,399.00	241,080.00
To Date	358,592.00	352,371.00	118,787.00	28,280.00	103,188.00
Percent	84.58%	84.35%	81.78%	90.07%	42.80%
Utilities					
Budget	101,500.00	84,900.00	19,300.00	8,680.00	23,000.00
To Date	79,009.00	63,637.00	15,786.00	6,055.00	8,793.00
Percent	77.84%	74.96%	81.79%	69.76%	38.23%
Maint					
Budget	227,222.00	78,027.00	30,300.00	9,225.00	44,600.00
To Date	170,490.00	87,328.00	30,252.00	2,283.00	12,301.00
Percent	75.03%	111.92%	99.84%	24.75%	27.58%
Ins/Taxes					
Budget	42,541.00	47,500.00	15,100.00	2,660.00	15,275.00
To Date	31,549.00	36,974.00	11,083.00	1,529.00	4,936.00
Percent	74.16%	77.84%	73.40%	57.48%	32.31%
Admin					
Budget	138,460.00	133,630.00	44,125.00	8,680.00	39,630.00
To Date	88,405.00	109,160.00	34,130.00	6,483.00	20,617.00
Percent	63.85%	81.69%	77.35%	74.69%	52.02%
Mortgage & Fees					
Budget		-	2,546.00	4,868.00	85,000.00
To Date		-	2,121.67	4,056.67	24,872.00
Percent			83.33%	83.33%	29.26%
Trx to Reserves					
Budget		59,500.00	24,924.00	1,914.60	7,829.00
To Date		49,583.33	20,770.00	1,595.50	1,957.25
Percent		83.33%	83.33%	83.33%	25.00%
Net	(10,861.00)	5,688.67	4,644.33	6,277.83	29,711.75
Investments					
Reserves		204,586.00	60,478.00	8,522.00	103,112.00
Sec Dep	25,850.00	26,981.00	8,616.00	2,652.00	8,100.00
PILOT	7,253.00	31,066.00	9,540.00	1,460.00	
CFP 2018	-				
CFP 2019	67,958.00				
Mgmt Fund	405,390.76				

Proposed Budget Revisions For Use Of Capital Funds 2018-2025

Budget revisions are needed in order to close the 2018 and 2019 grants. The following spread sheet shows the approved CFP budget and how the funds were actually spent.

2018 Capital Fund Program grant/expenditures		
WI39PO60501-18	grant	\$106,532
	Budget	Expended
Operations *	40,130.00	46,114.49
front porch remodel	16,000.00	0.00
water heater replacement	35,200.00	0.00
storage sheds	4,000.00	13,100.79
resurface RVM parking lot	10,000.00	0.00
operations	1,202.00	0.00
appliances		1,639.00
remodel soc. rm & paint halls		10,607.86
back patio, smoking shelter, tree-trimming/removal		10,846.51
Rerental – trashed apt.		24,223.02
total	106,532.00	106,531.67
* Operations		
security camera equipment		
server replacement		
workstation upgrade		
misc maint. & rental		

2019 Capital Fund Program grant/expenditures		
WI39PO60501-19	grant	110,774
	Budget	Expended
Operations *	57,009.00	69,604.00
kitchen cabinets	30,400.00	0.00
roof & gutters	23,365.00	5,900.00
vanity & bathroom floor/walls		11,800.00
rerental –flooring 5 family apts		18,643.30
Appliances		1,053.00
patio, sidewalk, sewer line		3,773.00
total	110,774.00	110,773.30
Operations *		
gutters		
replace damaged windows		
misc maint. & rental		

The approved 2020 CFP budget has very specific items such as replace kitchen cabinets and replaces vanities. I would like to include flooring replacement with this work. The best time to make these upgrades to the apartments is when they are vacant. I request approval of a budget revision for the CFP 2020 budget to bundle these three work items under one name, rental renovations.

In March you approved the Five Year Capital Improvements plan for 2021-2025. I'd like to amend the 2016-2020 5 Year Plan to reflect the renamed work items (rental renovations) and a more accurate budget estimate. The following spreadsheet shows the revised 2020 CFP budget and revised 5 Year Plan.

		HUD 5-year plan 2021-2025					
Family	revised	2020	2021	2022	2023	2024	2025
front porch (6 units)		40,000					
flooring (2 per year)	<i>Rental renovations</i>	18,380	18,380	18,380	18,380	18,380	18,380
vanity (2 per year)	"						
bath fan (2 per year)	"						
cupboards (2 per year)	"						
water heaters (as needed)				1,000	1,000	1,000	1,000
radon test			6,600				
playground lighting		6,200					
waterproofing	<i>Operations</i>		4,000	4,000	4,000	4,000	4,000
landscaping	"						
sidewalk repair	"						
sealcoat							4,500
remaining sheds		14,000					
roofs & gutters (2 per year)				21,100	21,100	21,100	21,100
yearly total		78,580	28,980	44,480	44,480	44,480	48,980
Office							
Upgrade server & 1 workstation	<i>Operations</i>	1,500	1,500	1,500	1,500	1,500	1,500
replace Kitchen floor	"						
upgrade phone system	"						
yearly total		1,500	1,500	1,500	1,500	1,500	1,500
Riverview Manor							
Mill & resurface RVM lot			70,000				
roof & gutters				42,000			
replace hall carpet		14,750					
cupboards (2 per year)	<i>Rental renovations</i>	12,000	12,000	12,000	12,000	12,000	12,000
vanity (2 per year)							
bath fan (2 per year)							
flooring (2 per year)							
corridor lighting	<i>Operations</i>	4,400					
upgrade security cameras	"	0					
appliance replacement as needed	"						
yearly total		31,150	82,000	54,000	12,000	12,000	12,000
Combined total		111,230	112,480	99,980	57,980	57,980	62,480

Vacancy and Re-Rental Activity Report June 2020						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
Ready	430 G	3F	04/30/20	06/01/20	10	1 approved
Ready	440 G	4F	05/31/20		12	
Keys in	RVM 214	1E	06/30/20		10	
Keys in	RVM 206	1E	06/30/20		10	
Keys in	RVM 220	1E	6/15/2020		10	Term - Unit Trashed
Keys in	EW 206	1E	06/30/20		5	
	412 G	2F	06/30/20			Term on hold
	EW 226	1E	06/15/20			Term on hold
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	2/20	3/20	4/20	5/20	6/20
15	22	2	1	2	0	1
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	2/20	3/20	4/20	5/20	6/20
11	9	4	3	3	1	2
VOUCHER LEASING BY MONTH						
FY 2018	FY 2019	2/20	3/20	4/20	5/20	6/20
9	7			2	2	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
12/19	1/20	2/20	3/20	4/20	5/20	6/20
4 (1 offline)	4 (1 offline)	3	2 (1 offline)	2 (1 offline)	1	
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
95%	97%	100%	100%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	47	57	50	45		
Denied	0	0	0	0		
Approved for move in		0	0	0		
Non-disabled - RVM only	27	0	0			
In Process	0	0	0	0		
Housed	0	0	0	1		
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	NA	7	4	5	93	
Approved		0	0	1	0	
In Process		0	6	1	0	
Housed		0	0	0		
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	16	40	35	19		
Denied	0	0	0	0		
Approved	0	0	1	1		
In Process	0	0	0	0		
Housed		2	2	0		
VOUCHER						
WAITING LIST	52			UNDER CONTRACT		57
ISSUED & SEARCHING	4			NUMBER FUNDED		59

Review and Approve New Phone System

River Falls Housing Authority purchased the current phone system about 20 years ago. Many of the features are outdated and many new features are not supported. Peggy has researched phone technology and costs. Replacing our current phone system will save money and provide staff with greater ability to work remotely.

All of the phone systems we examined offer leased equipment. Any system we select will run through the cloud and is internet dependent.

The proposed new system will allow:

1. Callers to contact staff directly.
2. Caller ID.
3. Recording calls. Calls can also be saved for future reference.
4. E-mail notification of voicemail.
5. Maintenance staff and employees who work remotely, to forward their work phone number to their personal cell phones. The after-hours/emergency number will also be forwarded, eliminating the need for all work cell phones. (When making or taking calls, the other party's caller ID will not see the employee's personal #).
6. Faxing. Employees can send & receive faxes directly from/to their workstation, whether in the office or working.
7. Hardware, software and new technological advances to be updated as wanted/needed at no extra cost for the duration of the contract.

In addition to improved office functionality, user flexibility and convenience to callers a lease updated phone system provides cost savings of:

Eliminating the cell phone bill	\$160.00 +/-
Reducing the office phone bill	\$160.00 +/-

The following chart shows the features offered by each company and the monthly contract cost. Some included features which we do not see a need for are listed below the chart.

I recommend approval of Ravon because it is a local company, it is the lowest cost provider, and is highly recommended by StarTech, our IT support contractor. StarTech works with many companies and has interactions with all of these phone service providers.

Features	Ravon	Baldwin	Granite	Mitel
5 New desk phones	Free w/ 5 yr contr	30.00	30.05	15.00
Admin Portal				
Main # + 2 rollovers				
Direct lines to 8 employees				
Soft-phone				
Port over "After-Hours" phone # (From Verizon) so it can be routed to Maint via softphone				
Lines for 3 Maint staff & the afterhours phone will be routed to personal cells via "soft-seat"				
Unl Min/mo				
LD Chgs				
Record Call				
VM-VM to email				
5 Fax fr Workstation				50.00
Presence/Avail				
Outlook Intgrtn				
Find me Follow me				
Tech Sprt				
Connect for Mobile				
Desktop client (?)				
Bundle cost	171.20	206.84	248.37	247.91
Total Monthly Cost	\$171.20	\$236.84	\$278.42	\$312.91
Set up Cost	125.00	279.04	-	15.00

local

local

Bonus Features with MITEL

- Audio Conf
- Web Conf
- Video Conf
- Peer to Peer
- IM
- Webb Dialer
- VM to em Transc
- Music on hold