

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Riverview Manor, 625 N. Main St., River Falls**  
**Wednesday, January 9, 2019 at 6:30 pm**

ROLL CALL

MINUTES OF REGULAR MEETING – December 12, 2018

MINUTES OF CLOSED SESSION December 12, 2018

TENANT REPRESENTATIVES

ELECTION OF OFFICERS

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. Approve Unlawful Harassment and/or Discrimination Policy
2. Approve Revisions to Leases for Tenants in HUD and Rural Development Properties

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report

REPORTS

1. Vacancy and Re-rental Report
2. Edgewater/Briarwood Revitalization Project
3. Year-end Goals and Outcomes Report

CHAIR AND COMMISSIONERS REPORT

Closed session per State Statue 19.85(1)c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

ADJOURN

Minutes of the Regular Meeting of the River Falls Housing Authority December 12, 2018

Chair Todd Bjerstedt called the meeting to order at 6:30

Present: Nick Carow, Todd Bjerstedt, Jacqueline Niccum, Matt Fitzgerald, Amy Peterson

Absent:

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Fitzgerald/Carow to approve the minutes of November 14, 2018.

CONSENT ITEMS

M/S/C Carow/Niccum Resolution #539 to approve Amendment to Admissions and Continued Occupancy –Ceiling Rents; Revision of Pet Policy for Elderly Or Disabled Tenants and to revise the Riverview Manor Security Deposit.

ACTION ITEMS

1. M/S/C Peterson/Carow to approve payment of bills and financial report.

REPORTS

1. McAlpine presented the vacancy and rental report.
2. McAlpine reported that contracts for paint and carpet replacement were awarded in November.
3. McAlpine reported that the Edgewater/Briarwood revitalization Prime Contractor contract has been awarded to Braden Construction. Two separate contracts for elevator modernization and for paving and striping were awarded to Braun ThyssenKrupp and Monarch Paving respectively.
4. McAlpine provided a year-end review of the goals and outcomes. Fitzgerald suggested some changes. In January, Commissioners will revisit current goals and set new goals.
5. McAlpine provided a copy of the report to City Council given on November 13, 2018.
6. McAlpine provided a copy of the letter from HUD Washington about repositioning Public Housing.

CHAIR & COMMISSIONER

Bjerstedt reported that the City Council has agreed to support the workforce housing development on S. Main Street.

M/S/C Carow/Fitzgerald to move to closed session per State Statute 19.85(1)c

Carow/Niccum to adjourn at 8:15

Respectfully submitted, Anne McAlpine, Executive Director

MEMO

TO: Board of Commissioners  
FROM: Anne McAlpine, Executive Director  
RE: January Board Meeting  
DATE: 1/2/2019

ELECTION OF OFFICERS –Annual election of officers is conducted in January. The current officers are:

Chair: Todd Bjerstedt  
Vice Chair: Nick Carow  
Treasurer: Matt Fitzgerald

CONSENT ITEMS

1. Unlawful Harassment and/or Discrimination Policy. HUD requires Housing Authorities to adopt policies that prohibit and address any type of harassment including sexual harassment of tenants. Our attorney has reviewed HUD’s requirements and developed a policy for RFHA. The policy identifies the procedure for reporting harassment including sexual harassment. The policy is attached. Attachment 1
2. Approve Revisions to Leases for Tenants in HUD and Rural Development Properties- There are four revisions to the Lease and House Rules. HUD and Rural Development have different lease requirements. We purchase a lease for the Rural Development properties each year. Our attorney reviews the HUD lease annually to capture any changes in state laws or Federal requirements. I will have a hard copy of each type of lease for you to review. The sections with changes are attached.
  - a. Add the new Unlawful Harassment Policy to all leases.
  - b. Insert the words “or Drug-related criminal activity (as defined in Section 704.17 (3m)(a)(2) of the Wisconsin Statutes)” in section 4.c. of the Rural Development lease. Attachment 2
  - c. Adding two items to the Housekeeping Standards that are part of the House Rules. The Housekeeping Standards are attached. Attachment 3
  - d. Revise the first page of the HUD lease to resemble the Rural Development Lease. Attachment 4

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report - Attachment 5

REPORTS

1. Vacancy and Re-rental Report - Attachment 6
2. Edgewater/Briarwood Revitalization Project – The loan closing is scheduled for January 22, 2019. There is a pre-construction meeting schedule for January 8, 2019. Both of these events may be rescheduled because Rural Development is currently closed due to the government shutdown.
3. Year-end Goals and Outcomes Report – Attachment 7

## UNLAWFUL HARASSMENT AND/OR DISCRIMINATION

The River Falls Housing Authority (RFHA) strives to maintain rental housing facilities and housing related services that foster harmonious and respectful tenant/landlord relationships and harmonious and respectful relationship between tenants in our rental housing facilities. RFHA believes that discrimination, harassment, and/or retaliation based on protected class constitutes misconduct that undermines the integrity of the landlord/tenant relationship and disturbs tenants' peaceful enjoyment of their rental housing.

Therefore, the RFHA prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, conviction record, or any other basis protected by federal, state, or local law. This policy applies to all employees and/or agents of the RFHA and to all tenants in our housing facilities.

**Definition of Sexual Harassment and other Unlawful Discriminatory Harassment:** Sexual harassment and other discriminatory harassment includes unwelcome sexual conduct or severe or pervasive offensive remarks or hostile behavior because of a person's race, color, religion, sex, disability, familial status, conviction record, or national origin, that is so severe or pervasive that it interferes with another tenant's right to obtain, maintain, use, or enjoy the housing or housing related services provided by RFHA. Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a harassing and/or discriminatory nature will constitute harassment and/or discrimination when the person involved feels compelled to submit to that misconduct in order to obtain, maintain or continue to enjoy the housing or housing related services the RFHA provides. In addition, if this type of misconduct is so severe or hostile that it interferes with the tenant's peaceful enjoyment of the rental housing or housing related services or creates an intimidating, hostile, or offensive living environment in the RFHA housing, it also may be considered sexual harassment or other type of discriminatory harassment. This behavior can include but is not limited to suggestive or insulting noises, facial expressions, vulgar language, nicknames, slurs, derogatory comments, cartoons, jokes, written materials, and offensive gestures or touching.

The RFHA expects that its employees, agents, and tenants in its housing facilities will act responsibly and respectfully to establish a pleasant and friendly living environment for all tenants. However, if a tenant feels he/she has been subjected to any form of harassment and/or discrimination as described above, the tenant should report that conduct to the RFHA Executive Director **within three calendar days of the harassment or discriminatory conduct**. A written Incident form is provided as an attachment to the lease. Tenants are not required to approach the person who is allegedly harassing and/or discriminating against them. An Incident may be submitted by phone, email, or in person. Although the RFHA prefers that tenants use the Incident form, use of the Incident form is not required. It is most important that the tenant report the harassing conduct to the RFHA Executive Director or, if the Executive Director is the offending person, then the tenant should report the harassment to the Office Manager, within three calendar days of the harassment or discriminatory conduct. The person the harassment or discrimination is reported to will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

RFHA will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, RFHA cannot guarantee confidentiality and RFHA will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each Incident will be reached and communicated to the victim tenant and to the person who allegedly harassed the tenant. Appropriate corrective action, up to and including eviction (if a tenant is the offending party) will be taken promptly against any tenant engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's rental history and any similar Incidents of prior unlawful discrimination and/or harassment will be taken into consideration.

RFHA prohibits retaliation of any kind against tenants, who, in good faith, report harassment and/or discrimination or assist in investigating such Incidents. If a tenant feels he/she has been subjected to any form of retaliation, the tenant should report that conduct to the Executive Director, or the Office Manager (if the Executive Director is the offending person) **within three calendar days of the alleged retaliation conduct.** Tenants are not required to approach the person who is retaliating against them.

In addition to filing an Incident Report with the RFHA Executive Director, a tenant may also file a Fair Housing Act Complaint. A Fair Housing Act Complaint can be filed:

1. With HUD online at: [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/online-Incident](https://www.hud.gov/program_offices/fair_housing_equal_opp/online-Incident)
2. With HUD by phone at: (800)669-9777;FederalRelay Service/TTY: (800) 877-8339.
3. With a State or local fair housing agency:  
[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/partners/FHAP/agencies](https://www.hud.gov/program_offices/fair_housing_equal_opp/partners/FHAP/agencies).

For more information, tenants can also go to [https://www.hud.gov/program\\_officesfair\\_housing-equal\\_opp/LGBT\\_Housing\\_Discrimination](https://www.hud.gov/program_officesfair_housing-equal_opp/LGBT_Housing_Discrimination) .

## 1. Lease.

- (a) **Generally.** *Landlord* hereby leases to *tenant* the *unit*, *personal property* and *parking space*, and, if applicable (see Section 1), the *storage space*. In addition, *tenant* will generally be entitled to share with all or certain other *project* tenants, use of certain common spaces within the *project* all as may be identified by *landlord* from time to time. *Landlord* shall provide to *tenant*, in addition to the rent, the *landlord* services according to exhibit D.
- (b) **Mandatory Relocation.** If the *unit* is designed or equipped to accommodate persons with disabilities, and no member of *tenant*'s household has such disabilities, *landlord* may require *tenant* to relocate to a *unit* that is not so designed or equipped, especially in order to enable another household which includes a person with such disabilities to occupy the *unit*. If the *tenant* has a Letter of Priority Entitlement (LOPE) issued according to RD Handbook Letter 201 or 7 CFR Section 3560.655(d) [sic], and the *tenant* is not eligible to occupy the *unit*, *landlord* may require *tenant* to relocate to a suitable *unit* once one becomes available. If *tenant*'s household becomes over housed or under housed in the *unit*, *landlord* may require *tenant* to move to the next available appropriately sized *unit*. Any such moves shall only be required following at least thirty days written notice to *tenant* from *landlord*, and *landlord* shall bear the expenses of any such moves. If *tenant* is required to relocate under this Subsection, *tenant* and *landlord* shall execute an amendment to the *lease* changing the address of the *unit* accordingly. If *tenant* does not wish to relocate as provided in this Subsection, *tenant* may provide written notice to *landlord* and terminate the *lease* effective as of the relocation date specified by *landlord* in *landlord*'s notice to *tenant*.

## 2. Term.

- (a) **Generally.** The term of the *lease* begins on the full execution of this *lease* and continues through the termination date. The term is not automatically renewable. *Landlord* and *tenant* must agree in a written new *lease* or written amendment to the *lease* if *tenant* is to continue to occupy the *unit* after the termination date. Notwithstanding the foregoing, the term of the *lease* continues until *tenant*'s personal belongings are removed from the *unit* either voluntarily or by legal means, subject to state and local law.
- (b) **Early Termination by Tenant.** Notwithstanding Subsection (a), *tenant* may terminate the *lease* upon giving thirty days prior written notice to *landlord* for "good cause," such as moving to another location for employment, loss of job, severe illness, death of spouse, imminent threat of serious physical harm as described in Section 704.16(1), Wisconsin Statutes, or other reasons approved by RD; and in such case *tenant* will have no obligation to pay rent applicable to any period subsequent to the effective date of termination.
- (c) **Early Termination or Non-Renewal by Landlord.** Notwithstanding Subsection (a), *landlord* may, in accordance with the lease, terminate or refuse to renew the *lease* only for material noncompliance with the *lease* provisions, material noncompliance with the rules or other good causes, or if *tenant* is no longer eligible for occupancy under applicable requirements; or for **or Drug-related criminal activity (as defined in Section 704.17 (3m)(a)(2) of the Wisconsin Statutes)** provided that this *lease* shall not be terminated solely based upon the commission of a crime where the *tenant* or a member of *tenant*'s household is the victim (as defined in Section 950.02(4) of the Wisconsin Statutes), or alcohol abuse by a member of *tenant*'s household in accordance with the provisions of 24 CFR Sections 5.858, 5.859, 5.860 and 5.861. Material noncompliance includes actions such as: violations of *lease* provisions or rules that are substantial and/or repeated; nonpayment or repeated late payment of rent or other financial obligations due under the *lease* or rules; or admission to or conviction for use, attempted use, possession, manufacture, selling, or distribution of an illegal controlled substance when such activity has occurred on or in the *project* by *tenant*, a member of *tenant*'s household, a guest of *tenant*, or any other person under *tenant*'s control at the time of the activity. Good causes include imminent threat of serious physical harm as described in Section 704.16(3), Wisconsin Statutes; actions such as: actions by *tenant* or a member of *tenant*'s household which disrupt the livability of the housing by threatening the health and safety of other persons or the right of other persons to enjoyment of the premises and related facilities; actions by *tenant* or a member of *tenant*'s household which result in substantial physical damage causing an adverse financial effect on the *project* or the property of other persons; or actions prohibited by state or local laws.

- (d) Notice. Prior to terminating the lease, *landlord* shall give *tenant* written notice of the violation and give *tenant* an opportunity to correct the violation. Subsequently, termination may only occur when the incidences related to the termination are documented and there is documentation that *tenant* was given notice prior to the initiation of the termination action that their activities would result in occupancy termination. At a minimum, the occupancy termination notice must include the following information: a specific date by which *lease* termination will occur; a statement of the basis for *lease* termination with specific reference to the provisions of the *lease* or rules that, in landlord's judgment, have been violated by *tenant* in a manner constituting material non-compliance or good cause; and a statement explaining the conditions under which *landlord* may institute judicial action to enforce the *lease* termination notice. If *landlord* accepts past due rent from *tenant* after commencement of an action for *tenant*'s failure to pay rent or otherwise, *landlord* shall not be deemed to waive its right to continue with such action. **Notwithstanding any other provision of this lease, nothing in this lease shall authorize the eviction or exclusion of *tenant* from project other than by judicial eviction procedures as provided under Chapter 799, Wisconsin Statutes.**
- (e) Notice for Criminal Activity or Drug –related criminal activity. Prior to terminating the lease due to criminal activity or Drug-related criminal activity, the *Landlord* shall give *tenant* written notice of the violation. The *Landlord* is not required to give the *tenant* the opportunity to correct the violation. At a minimum, the termination notice shall state the basis for its issuance and include a description of the criminal activity or drug-related criminal activity, the date on which the activity took place, and the identity or description of the individual(s) engaging in the activity. In addition, the notice shall state that the *tenant* may seek assistance of legal counsel, a volunteer legal clinic, or a tenant resource center and must state the *tenant* has the right to contest the allegations in the notice before a court commissioner or judge if an eviction action is filed.
- (f) Notice of Domestic Abuse Protections. As provided in Section 106.50(5m)(dm) of the Wisconsin Statutes, *tenant* has a defense to an eviction action if *tenant* can prove that the *landlord* knew, or should have known, the *tenant* is a victim of domestic abuse, sexual assault, or stalking and that the eviction action is based on conduct related to domestic abuse, sexual assault or stalking committed by either of the following: (a) a person who was not the *tenant*'s invited guest; or (b) a person who was the *tenant*'s invited guest, but the *tenant* has done either of the following: (i) sought an injunction barring the person from the unit; or (ii) provided a written statement to the *landlord* stating that the person will no longer be an invited guest of the *tenant* and the *tenant* has not subsequently invited the person to be the *tenant*'s guest. A *tenant* who is a victim of domestic abuse, sexual assault, or stalking may have the right to terminate this *lease* in certain limited situations, as provided in section 704.16 of the Wisconsin Statutes. If *tenant* has safety concerns, *tenant* should contact a local victim service provider or law enforcement agency.

### **River Falls Housing Authority Housekeeping Standards**

By following these standards on a regular basis, tenants can be sure that their apartments are in decent, safe and sanitary condition as required. Apartments must meet these standards when inspected annually.

**FLOORS** must be clean, free from damage, dirt, grease, sticky substances, smudges, writing, or marks. The only objects on the floor should be clean rugs, furnishings and décor.

**WALLS** must be clean, free from damage, dirt, grease, sticky substances, smudges, writing, or marks. Pictures may be hung using appropriate hardware.

**WOODWORK** must be clean, free from damage, dirt, grease, sticky substances, smudges, writing, or marks and hardware must be operable. This includes all cabinets, doors, and trim work.

**WINDOWS & SCREENS** must be clean, free from damage, dirt, grease, sticky substances, smudges, writing, or marks and hardware must be operable. Curtain rods must be secured to the wall. Shades must be operable and securely installed. Furniture or stored items must not block access to windows.

**LIGHT FIXTURES** must be free from damage, dirt, grease, sticky substances, smudges, writing, or marks and must be operable. A bulb must be in each socket.

**HEAT REGISTERS** must be accessible and uncovered at all times.

**ELECTRICAL OUTLETS, LIGHT SWITCHES AND SMOKE DETECTORS** must operate properly **and must be free from damage, dirt, grease, sticky substances, smudges, writing, or marks**. Outlets must not have adapters; surge protectors are recommended. Circuit breaker panel must not be blocked or covered.

**KITCHEN APPLIANCES** must be free from damage, dirt, grease, sticky substances, smudges, writing, or marks inside and out, and must be operable.

**KITCHEN SINK, COUNTER, & CUPBOARDS** must be free from damage, dirt, grease, sticky substances, smudges, writing, or marks and must be operable. Dishes, food and cookware must be properly stored.

**BATHROOM FIXTURES** must be free from damage, dirt, grease, sticky substances, smudges, writing, or marks and must be operable.

**HALLS** must be free from storage and clutter.

**CLOSETS/STORAGE AREAS** must not contain flammable liquids or fire hazards. Items must be safely stored and in sanitary condition.

**INFESTATION** by common household pests due to substandard housekeeping will be treated at tenant's expense.

**CITY CODE** requires that there is three (3) feet of clear space in all halls and rooms giving access to doors and windows.

**AIR QUALITY must not smell of poor personal or pet hygiene, dirt, mold/mildew, dust, grease or unsanitary conditions.**

**LEASE AGREEMENT  
RIVER FALLS HOUSING AUTHORITY  
RIVERVIEW MANOR**

Add the following

Tenant: _____	Household member: _____
Tenant: _____	Household member: _____
Unit Address: <u>625 N. Main Street, # _____</u> River Falls WI 54022	
Landlord: <u>RIVER FALLS HOUSING AUTHORITY, 625 N Main St., River Falls WI 54022</u>	
Term begins: _____	Term ends: _____
The Initial Term of this Agreement shall be one year. After the Initial Term ends, the Lease Agreement shall continue for successive month-to-month terms unless otherwise terminated as permitted by the Lease Agreement.	
Security Deposit <b>\$300.00</b>	Monthly rent: \$ _____
	First rent payment: \$ _____
The amount of rent may change subject to Section 3.	
All rent and charges are due, in full, on the first day of the month to Landlord.	
Laundry: <b>\$10.00</b>	Air Purifier: <b>\$0.00</b>
Excess Utilities, per Attachment 3: <b>\$0.00</b> Total monthly payment: \$ _____	
Laundry and additional monthly charges are identified in Attachment 3	

**This Lease Agreement is entered into by Tenant (Tenant’s Household) and Landlord for the Unit Address, Term, Rent and Monthly Charges as noted above. Tenant and Landlord agree as provided below.**

.....  
Remove the following

1. Parties and Dwelling Unit:
  - A. The parties to this Agreement are the River Falls Housing Authority, hereinafter referred to as “Landlord” and \_\_\_\_\_, referred to as “Tenant.” Landlord leases to Tenant: Unit # \_\_\_\_\_ at 625 N. Main St. River Falls, Wisconsin 54022.  
The following individuals are authorized household members under the terms of this Lease Agreement to reside in this Unit:  
Household Member \_\_\_\_\_ Age \_\_\_\_\_ Household Member \_\_\_\_\_
  - B. Term (Length) of Lease: The initial term of this Agreement shall be one year, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.  
After the initial term ends, the Agreement shall continue for successive month-to-month terms unless otherwise terminated as permitted by this Agreement.
2. Rental Amounts:
  - A. Tenant agrees to pay \$0.00 for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.
  - B. Effective \_\_\_\_\_, Tenant agrees to pay the rental amount of \$ \_\_\_\_\_ (Net Family Contribution) per month.
  - C. Tenant agrees to pay additional monthly charges as specified in Excess Utility Schedule, Attachment 3.
  - D. All rents and charges are due, in full, on the First day of the month, to The River Falls Housing Authority located at 625 N. Main St., River Falls WI 54022.

Year Ending June 2019					
November		5		Months at: 42%	
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2018
					92%
<b>Income</b>					
Budget	398,724.00	463,502.00	142,394.00	31,683.00	216,660.00
To Date	164,599.00	201,239.00	83,675.00	14,143.00	218,546.00
Percent	<b>41.28%</b>	<b>43.42%</b>	<b>58.76%</b>	<b>44.64%</b>	<b>100.87%</b>
<b>Utilities</b>					
Budget	101,500.00	90,000.00	19,200.00	8,180.00	22,770.00
To Date	38,068.00	36,939.00	7,707.00	3,347.00	19,615.00
Percent	<b>37.51%</b>	<b>41.04%</b>	<b>40.14%</b>	<b>40.92%</b>	<b>86.14%</b>
<b>Maint</b>					
Budget	208,480.00	120,910.00	30,900.00	9,225.00	40,390.00
To Date	77,080.00	54,322.00	9,470.00	1,348.00	44,153.00
Percent	<b>36.97%</b>	<b>44.93%</b>	<b>30.65%</b>	<b>14.61%</b>	<b>109.32%</b>
<b>Ins/Taxes</b>					
Budget	40,341.00	49,055.00	15,100.00	2,660.00	15,650.00
To Date	18,096.00	20,510.00	6,150.00	1,018.00	14,499.00
Percent	<b>44.86%</b>	<b>41.81%</b>	<b>40.73%</b>	<b>38.27%</b>	<b>92.65%</b>
<b>Admin</b>					
Budget	148,484.00	144,488.00	45,930.00	8,102.00	33,711.00
To Date	63,574.00	49,497.00	15,196.00	2,537.00	31,108.00
Percent	<b>42.82%</b>	<b>34.26%</b>	<b>33.09%</b>	<b>31.31%</b>	<b>92.28%</b>
<b>Mortgage &amp; Fees</b>					
Budget		30,980.00	2,546.00	4,868.00	85,000.00
To Date		12,908.33	1,060.83	2,028.33	47,399.00
Percent		<b>41.67%</b>	<b>41.67%</b>	<b>41.67%</b>	<b>55.76%</b>
<b>Trx to Reserves</b>					
Budget		28,000.00	24,924.00	1,914.60	7,829.00
To Date		11,666.67	10,385.00	797.75	7,176.58
Percent		<b>41.67%</b>	<b>41.67%</b>	<b>41.67%</b>	<b>91.67%</b>
<b>Net</b>	(32,219.00)	15,396.00	33,706.17	3,066.92	54,595.42
<b>Investments</b>					
Reserves		53,140.00	33,625.00	8,866.00	92,708.00
Sec Dep	25,831.00	26,961.00	8,610.00	2,651.00	8,000.00
PILOT	7,248.00	31,044.00	9,533.00	1,459.00	
CFP 2018	36,679.00				
Mgmt Fund	405,390.76				

Vacancy and Re-Rental Activity Report December 2018						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	OFFERS	COMMENTS
	BW 108	1E	12/09/18			HOLD
	EW 103	2E	12/15/18		HOLD for reno	
	BW 103	2E	12/31/18		HOLD for reno	
leased	EW 220	2E	11/30/18	12/31/18	tsf frm #103	
leased	405K	2F	11/30/18	12/28/18	2	
leased	RV 218	1E	11/30/18	12/28/18	3	
	427 K	3F	01/03/19			termination
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	18-Sep	18-Oct	18-Nov	18-Dec
38	31	15	1 on hold	3 for transfers	2+2 for transfers	5
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	18-Sep	18-Oct	18-Nov	18-Dec
10	8	11	0	1	1	1
VOUCHER LEASING BY MONTH						
FY 2016	FY 2017	FY 2018	18-Sep	18-Oct	18-Nov	18-Dec
4	13	9	0	2	1	1
HUD VACANT UNITS BY MONTH (RVM & Family)						
18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec
2	3	0	1	1	2	2
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
97%	97%	96%	94%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	108	107	90	91		
Denied	0	0	0	0		
Approved for move in	1	0	0	0		
Non-disabled - RVM only	21					
In Process	0	0	0	0		
Housed	0			0		
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	NA	11	7	9	104	
Approved		0	0	0	0	
In Process		0	0	0	0	
Housed		1		0		
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	29	147	93	22		
Denied	0	0	0	0		
Approved	0	0	0	0		
In Process	0	0	2	0		
Housed		1	0	0		
VOUCHER						
WAITING LIST	284			UNDER CONTRACT		53
ISSUED & SEARCHING	6			NUMBER FUNDED		60

## Goals & Objectives 2018

To manage, maintain and facilitate affordable housing

To partner with the community

To be proactive, creative and collaborative in development and delivery of fair, safe, sustainable and inclusive housing programs.

Board		Staff	
Goal	Objective	Actions	Outcomes (Measurable)
<b>1. Increase Effective Partnering</b>	a. Attend, participate and sponsor events	Attended <u>15</u> community event as attendee on behalf of RFHA	Developed professional contacts with Our Neighbors Place, Chamber
		RFHA informational table at <u>2</u> event(s)	Community Connect and Dementia Friendly Community conversations
		Presented topic at <u>1</u> non- Housing Authority meeting(s).	Annual report to City Council
	b. Serve on boards and commissions.	Served on <u>1</u> Board/ committee	WAHA Scholarship Committee
<b>2. Maximize staff development and efficiency</b>	a. Identify opportunities for increased staff responsibility	Develop staff performance goals to ensure accountability	Reviewed performance of each employee annually
		Provide training opportunities	Each employee wrote a job manual for my review/comment.
		Mentor and train employees to maximize their own potential	Mentored Property Manager who was hired as an Executive Director at Hudson HA.
	b. Ensure regulatory compliance	Conduct quality control monitoring	Reviewed <u>47 files</u> and corrected 2 identified file errors
		Ensure that required policies are complete and current	Updated Admissions & Occupancy, Administrative Plan, Rural Development Management Plan, review all policies according to schedule.
	c. Ensure accurate and complete rent calculations	Conduct quality control monitoring	Reviewed <u>47 files</u> and corrected <u>4</u> identified file errors
	d. Ensure maximum occupancy	Screen applicants prior to receiving vacate notice from tenant	Housed <u>59</u> applicants within 20 days of vacate notice

		Conduct pre-vacate inspection	Conducted <u>59</u> pre-vacate inspections
		Promptly prepare unit for re-rental	Prepared <u>59</u> units for re-rental
	e. Maintain rental properties	Promptly respond to work orders	Responded and corrected <u>1,968</u> work orders
		Schedule grounds and preventative maintenance	Awarded <u>3</u> (seasonal) grounds and preventive maintenance contracts
<b>3. Increase Board Development</b>	a. Enhance commissioner literacy about RFHA	Provide individual training sessions to commissioners	Provided 1 introductory training sessions to 1 new commissioner
		Provide tours of RFHA buildings and units	Viewed units in 6 buildings this summer
		Budget will include funding for Commissioners to attend WAHA conference	<u>0</u> commissioners attended 2018 WAHA conference
	b. Provide opportunities for commissioners to meet with/gather feedback/gain perspective from tenants	Held <u>4</u> meetings at buildings other than Riverview Manor	Create opportunities for Commissioners to meet tenants
<b>4. Sustainability</b>	a. Utilize local, state and federal energy programs	Used focus on Energy Rebate to replace 48 florescent tubes with LED lamps	Reduced energy cost with longer lasting and higher quality light output.
		Used Focus on Energy program to have pilot energy audit performed on a unit in ___ buildings.	Energy Audit was not available for multifamily buildings.
	b. Promote a conservation ethic to tenants	Quarterly newsletters to tenants include information about recycling.	Received feedback from tenants about their use of recycling
<b>5. Increase access to capital and find operational cost savings</b>	a. Maximize sources of income	Apply for WHEDA grants	Applied for and received WHEDA Grant for \$22,000 allowing replacement of windows in 6 Oakpark units
		Utilize Rural Development incentives	Received Housing Preservation Loan for Edgewater & Briarwood renovation that will result in modernization through new carpet, kitchen cabinets, bathroom remodels, elevator upgrades, fire protection systems and appliance replacement.

	b. Achieve HUD High Performer score	Monitor occupancy, financial status, physical condition and use of Capital Improvement funding.	Received HUD High Performer for both Public Housing and Section 8 Voucher Program
	Ensure Occupancy Indicator is above 98%	Turned over 99.7% of units within 21 days	Occupancy score was 22/25
	Ensure Financial Indicators are in upper 98%	Monitor income & expenses/promptly utilize Capital Funds.	Financial score was 20/25
	Ensure REAC inspection score exceed 90 points	Annual inspections were conducted in __208_ units resulting in _426__ work orders	REAC inspection score was 95/100
<b>6. Assess Community Opportunities</b>	a. Collaborate with City of River Falls	Coordinate with City Planning Dept. to support future development of affordable housing	Collaborated on developing Housing Needs Study.
		Site and common area inspections were completed by RF Fire Dept.	_0__ fire safety items were found during Fire Department inspection
<b>7. Maximize Subsidy in all programs</b>	a. Maintain high occupancy	Maintain a viable waiting list	Waiting list increased by Elderly 27, Family by 24, Prescott by 18, Voucher list is still closed.
	b. Accurately calculate tenant rent calculations	Tenant rent calculations submitted on time	Auditor identified _0__ inaccurate submissions

x:Board reports/Goals & Objectives