



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

Resolutions: October 23, 2024

- **2024-28: Approval of Year End Schedule**
- **2024-29: Adoption of Fixed Asset Policy**
- **2024-31: Approval of Amended Utility Allowances**
- **2024-32: Approval of RAD PBV Contract Rents OCAF 2024**
- **2024-33: Approval of Temporary Preference-HVC Recipients Displaced by Hurricane Helene**
- **2024-34: Approval of Temporary Stay of New Eviction Filings until February 1, 2025**



RESOLUTION NO. 2024-28
APPROVAL OF 2024 END OF YEAR HOLIDAY CLOSURE

The Housing Authority of the City of Asheville (“HACA” or “Authority”) wishes to express its sincere appreciation to its employees for their dedicated service to the HACA and the communities that we serve. It is therefore recommended that a holiday schedule be adopted with dedicated time off during the Holiday Season.

WHEREAS, the HACA recognizes the value of time spent with families, work life balance, and self-care during the holiday season; and

WHEREAS, the HACA’s leadership propose the addition of 2 days to the following 2024 End of Year Holiday Schedule; and

Date	Holiday Status
Monday, December 23, 2024	HACA Designated Holiday Day – Additional
Tuesday, December 24, 2024	HACA Designated Holiday Day – Existing
Wednesday, December 25, 2024	HACA Designated Holiday Day – Existing
Thursday, December 26, 2024	PTO or workday if previously approved by supervisor
Monday, December 30, 2024	HACA Designated Holiday Day – Additional
Tuesday, December 31, 2024	HACA Designated Holiday Day – Existing
Wednesday, January 1, 2025	HACA Designated Holiday Day – Existing

WHEREAS, essential services employees, as defined herein, shall maintain necessary staffing levels to provide basic services as needed during the holiday period; and

WHEREAS, staff required to work during these designated holiday days shall receive their regular pay for the hours worked, plus additional pay for the day of the closure; and

WHEREAS, staff who are on-call and perform work on these designated holiday days will receive twice their regularly hourly rate for the hours worked, as per the HACA on-call policy defined in the HACA Employee Handbook; and

WHEREAS, all staff, unless previously approved by their supervisor, will return to work on Thursday, January 2, 2025; and

WHEREAS, a Public Notice will be issued regarding office closures and availability of essential staff and services during the holiday period; and

WHEREAS, this policy shall be reviewed annually by the HACA President and CEO, and the Director of Human Resources, and any proposed changes shall be presented to the Board of Commissioners for approval,



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby directs and authorizes the President and CEO or her delegate to adopt the proposed 2024 End of Year Holiday Schedule.
2. The President & CEO or her Designee is hereby authorized and directed, in the name and on behalf of the HACA, to negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as she shall determine to be necessary or desirable and any additional actions that are legally permissible and necessary or advisable to carry it out.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.



RECORDING OFFICER'S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-28** was properly approved at a regular meeting held on **October 23, 2024**

(SEAL)

By: _____

Monique L. Pierre, Secretary



ESSENTIAL WORKERS AS DEFINED BY THE HACA
Grounds Crew and General Laborers (as scheduled)
Maintenance Crew (on-call / emergency)
Finance and Accounting Teams (for month-end, payroll and audit purposes))



RESOLUTION NO. 2024-29

RESOLUTION ADOPTING CAPITALIZATION AND DISPOSITION POLICY

The Housing Authority of the City of Asheville is establishing a Capitalization and Disposition Policy (the “Policy”) for the purpose of stating the capitalization and disposition criteria in determining, distinguishing, recording and disposing of non-expendable and expendable equipment purchased or acquired in connection with the development, management, and maintenance of the programs and public housing development operated by the Housing Authority of the City of Asheville. The Policy also includes the inventory documentation policy.

WHEREAS, the Housing Authority of the City of Asheville (the “HACA” or “Authority”) recognizes the importance of properly managing and accounting for its fixed assets; and

WHEREAS, the Policy, as defined in its entirety herein, covers

- Non-Expendable Equipment costs \$5,000 or more
- Expendable Equipment costs of less than \$4,999.99

WHEREAS, the Board of Commissioners deems it necessary to establish a comprehensive fixed asset policy to ensure consistency, accountability, and in accordance with the Generally Accepted Accounting Practices (GAAP); and

WHEREAS, the HACA will adhere to what HUD dictates as specific actions be reviewed on an annual basis to ensure compliance to GAAP; and

WHEREAS, the HACA had not previously adopted a Capitalization and Disposition Policy,

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby adopts the Capitalization and Disposition Policy as presented.
2. The President & CEO or her Designee is hereby authorized and directed, in the name and on behalf of the HACA, to negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as she shall determine to be necessary or desirable and any additional actions that are legally permissible and necessary or advisable to carry it out.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER’S CERTIFICATION

I, Monique Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that Resolution **No. 2024-29** was properly adopted at a regular meeting held October 23, 2024.

(SEAL)

By: _____
Monique L. Pierre, Secretary

Housing Authority of the City of Asheville

Capitalization and Disposition Policy (pending adoption)

October 23, 2024

INTRODUCTION

Established by the Commissioners of the Housing Authority of the City of Asheville (HACA or Authority) during the regular meeting of the Commission held on October 23, 2024, this Capitalization and Disposition Policy this policy will be effective for all programs in accordance with the Generally Accepted Accounting Principles (GAAP).

This Policy is being established for the purpose of stating the capitalization and disposition criteria in determining, distinguishing, recording and disposing of non-expendable and expendable equipment purchased or acquired in connection with the development, management and maintenance of the programs and public housing development operated by the Housing Authority of the City of Asheville. Additionally, this policy includes the inventory documentation policy.

I. NON-EXPENDABLE EQUIPMENT

Where inventory equipment costs \$5,000.00 or more and the anticipated life or useful value of said equipment is more than one year, the same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure. All items that are capitalized will be considered fixed assets of the Authority and be duly recorded and tagged by the Authority's inventory system. Any inventory equipment purchase costing \$1,000.00 to \$4,999.00 may be inventoried by HACA staff for control purposes but it is not subject to depreciation, it is, however, required to be expensed when the items are paid for. More specifically, inventory items will generally fall into and be tracked by the following categories:

- Dwelling Equipment (1465.1)
 - Office Furniture and Equipment (1475.1)
 - Maintenance Equipment (1475.2)
 - Community Space Equipment (1475.3)
 - Congregate Furnishings (1475.4)
 - Automotive Equipment (1475.7)
- A. 1465.1 Ranges, refrigerators, and other Authority supplied appliances
1. Refrigerators
 2. Ranges
- B. 1475.1 Office Furniture and Equipment
1. Computers and other data processing equipment
 2. Calculators and other accounting machines

3. Desks, tables, and chairs
4. Facsimile Machines
5. File cabinets and other safekeeping equipment
6. Photocopiers and other duplicating equipment
7. Photography equipment
8. Telephone equipment

C. 1475.2 Maintenance Equipment

1. Tools and machinery
2. Tractors
3. Snow removal equipment
4. Lawn care equipment
5. Fire control equipment
6. Cleaning equipment
7. Painting equipment
8. Portable heaters
9. Portable pumps
10. Storage equipment
11. Floor sanders
12. Moving equipment

D. 1475.3 Community Space Equipment

1. Sofas
2. Chairs
3. Tables
4. Entertainment equipment
5. Authority owned washers and dryers

E. 1475.4 Congregate Housing and Community Residence Furnishings

F. 1475.7 Automotive Equipment

1. Automobiles
2. Trucks
3. Utility Trailers

II. EXPENDABLE EQUIPMENT

If the initial cost of the equipment is less than \$4,999.00 or its useful life is less than one year, regardless of cost, the item shall be treated and recorded as expendable equipment and chargeable to the appropriate maintenance or administrative program expense. It is at the Housing Authority discretion whether or not to maintain an inventory over those items for control purposes.

III. DETERMINATION OF EXPENDABLE OR NON-EXPENDABLE STATUS

The President & CEO or her Designee is hereby authorized to make determinations on the purchase of equipment acquired by the Authority in connection with the development, management and maintenance of the developments owned and/or operated by the Authority whether the property is expendable or non-expendable, pursuant to the criteria established above.

IV. CAPITALIZATION FOR INTERNAL CONTROL

The President & CEO or her Designee is hereby authorized to make determinations on the application of the capitalization criteria with respect to non-expendable equipment, in those instances where the dollar value and/or the anticipated useful life is less than \$1,000.00 or one year where capitalization of the specific equipment would afford, within reasonable limits, more desirable administrative control over the equipment.

V. DISPOSITION OF ITEMS

Excess equipment and/or personal property belonging to the Housing Authority shall not be sold or exchanged for less than fair value. Any Housing Authority equipment that is no longer needed for Housing Authority operations shall be declared excess. Any such excess equipment valued at \$1,000.00 or more, which is not being sold to a public body for a public use or to a non-profit organization for low-income housing related purposes (e.g. a resident organization), shall be sold at a public sale.

Sales of excess equipment and/or personal property shall be conducted in the following manner:

- A.** The President & CEO or her Designee shall declare excess equipment and/or personal property that is worn out, obsolete or surplus to the needs of the Housing Authority. All such declarations shall be documented in writing. A survey to identify such property shall be conducted at least once a year following the inventory policy.
- B.** If the estimated market value of the excess equipment and/or personal property offered for sale is less than \$1,000.00, the President & CEO or her Designee, at their discretion, may negotiate a sale in the open market after such informal inquiry as they consider necessary to ensure a fair return to the Housing Authority. The sale shall be documented by an appropriate bill of sale.
- C.** For sales of excess equipment and/or personal property valued between \$1,000.00 and \$4,900.00 The President & CEO or her Designee shall solicit informal bids orally, by telephone, or in writing from all known perspective 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.

- D. For sales of excess equipment and/or personal property valued at more than \$5,000.00 a contract of sale shall be awarded only after advertising for formal bids. The advertisement shall be posted at least fifteen (15) days prior to award of the sale contract and shall be published 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 part of the permanent record. The award shall be made to the highest bidder as to price.
- E. Notwithstanding the above, the sale or donation of excess equipment and/or personal property to a public body for public use or a non-profit organization for low-income housing related purposes may be negotiated at its fair value subject to approval by the Board of Commissioners. The transfer shall be documented by an appropriate bill of sale.

Excess equipment and/or personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board of Commissioners. The President & CEO or her Designee 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, the President and CEO or her Designee, shall prepare a statement detailing 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 of Commissioners for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

Inventory of Equipment

The Housing Authority will conduct an inventory of all items of nonexpendable equipment annually each year and compare the physical inventory with the inventory records.

If there are any discrepancies in the records and the amounts obtained through the physical count that is a result of a recordkeeping error, the appropriate adjustment will be made by staff and presented to the President & CEO or her Designee for approval.

Any difference will be investigated for theft, destruction, or obsolescence by the internal compliance and audit Specialist. Upon completion of the evaluation, the updated record will be presented to the President & CEO or her Designee for approval.



RESOLUTION NO. 2024-31

RESOLUTION APPROVING THE AMENDED UTILITY ALLOWANCES FOR THE HOUSING CHOICE VOUCHER PROGRAM EFFECTIVE DECEMBER 1, 2024

The Housing Authority of the City of Asheville (“HACA” or “Authority”) requires an annual study of utility rates and charges, and any time the results of these annual reviews reflect 10% or greater change in utility rates, the Authority is required to adjust its utility allowances. This resolution will allow HACA to update annual utility allowances effective December 1, 2024.

WHEREAS, the annual study was conducted by Nelrod Company in accordance with HUD Regulations 24 CFR 982.517 Utility Allowance Schedule Housing Choice Voucher Program. The HUD Regulation (24 CFR 982.517) requirement of a comparison of the utility providers’ rates and charges was conducted and indicated a greater than 10% change in utility rates and charges since the 2023 study was conducted; and

WHEREAS, in accordance with HUD Regulations 24 CFR 982.517, it is acceptable for the Housing Authority of the City of Asheville, NC to update utility allowances (using HUSM, conversion factors, and national averages) for electricity, natural gas, bottle gas/propane, fuel oil, water, sewer, and trash collection for a Section 8 HCV Multi-Family (Apartment) and Single-Family (Detached House); and

WHEREAS, the amended utility allowances pertain to the HCV program and do not affect residents in the HACA project-based properties since utilities are included in project-based voucher contract rents; and

WHEREAS, the increased utility allowances will take effect on December 1, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to implement the amended utility allowances for the Housing Choice Voucher Program effective December 1, 2024.
2. The Board of Commissioners hereby directs and authorizes the President & CEO or her Designee, in the name and on behalf of the HACA, to negotiate, execute and deliver all such agreements, documents and instruments and take all such other



actions as she shall determine to be necessary or desirable and any additional actions that are legally permissible and necessary or advisable to carry it out.

3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER'S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-31** was properly approved at a regular meeting held on **October 23, 2024**

(SEAL)

By: _____

Monique L. Pierre, Secretary



RESOLUTION NO. 2024-32

RESOLUTION APPROVING THE UPDATED RAD CONTRACT RENT OPERATING COST ADJUSTMENT FACTOR (OCAF) EFFECTIVE DECEMBER 1, 2024

The Housing Authority of the City of Asheville (“HACA” or “Authority”) has the opportunity to adjust our contract rents for our RAD Project-based Voucher properties on an annual basis. HUD calculates and publishes the amount we can increase, and this year’s Operating Cost Adjustment Factor (OCAF) is 4.9%.

WHEREAS, tenant rent will continue to be based on each Project-based Voucher family’s adjusted annual income, or based on the stepped rent for families selected to that study group; and

WHEREAS, HACA has 71 residents who pay full contract rent without a housing subsidy, representing a collective monthly rent total of \$67,072, who will see an increase of 4.9% to their rent; and

WHEREAS, approval of the 2024 Operating Cost Adjustment Factor (OCAF) will be a 4.9% increase in revenue for HACA. The increase will not affect our income-based resident’s portion of rent; and

WHEREAS, this annual increase is important because it allows for HACA to get more federal subsidy for our properties so that we can continue to pay our bills as costs increase over time; and

WHEREAS, this increase affects all our Project-based Voucher units with the exception of Maple Crest. Maple Crest is on a different schedule, and we will address their increase in January 2025; and

WHEREAS, this increase will take effect on December 1, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to implement the 2024 Operating Cost Adjustment Factor (OCAF).
2. The Board of Commissioners hereby directs and authorizes the President & CEO or her Designee, in the name and on behalf of the HACA, to negotiate, execute and deliver all such agreements, documents and instruments and take all such other



actions as she shall determine to be necessary or desirable and any additional actions that are legally permissible and necessary or advisable to carry it out.

3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER’S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-32** was properly approved at a regular meeting held on **October 23, 2024**

(SEAL)

By: _____
Monique L. Pierre, Secretary



RESOLUTION NO. 2024-33

RESOLUTION APPROVING A TEMPORARY PREFERENCE FOR HCVP RECIPIENTS DIPLACED BY HURRICANE HELENE

The Housing Authority of the City of Asheville (“HACA” or “Authority”) recognizes that Hurricane Helene has caused significant damage and displacement in our community, affecting many residents, including recipients of Housing Choice Vouchers (HCVs), and that there is an urgent need to provide safe and stable housing for these displaced families.

There is an inventory of vacant Project-Based Voucher units that can provide immediate housing solutions for displaced recipients, on a temporary basis.

WHEREAS, the HACA recognizes that Hurricane Helene has caused significant damage and displacement in our community, affecting many residents, including recipients of Housing Choice Vouchers (HCVs); and

WHEREAS, the HACA recognizes the urgent need to provide safe and stable housing options for these displaced individuals and families; and

WHEREAS, the HACA has available Project-Based Voucher (PBV) units that can provide immediate housing solutions for displaced HCV recipients; and

WHEREAS, appropriate required waiver have been submitted to Housing and Urban Development; and

WHEREAS, the HACA will implement a temporary preference effective upon HUD’s approval of the requested waiver, and shall remain in effect until the end of calendar year 2024; and

WHEREAS, eligible HCV recipients must provide documentation demonstrating their displacement due to Hurricane Helene; and

WHEREAS, HCV recipients who choose to accept a PBV unit under this temporary preference shall retain the right to move with continued tenant-based assistance in accordance with HUD regulations and the HACA policies.



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to implement a temporary preference for HCV recipients who have been displaced by Hurricane Helene, allowing them the option to move into available PBV units.
2. The Board of Commissioners hereby directs and authorizes the President & CEO or her Designee, in the name and on behalf of the HACA, to negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as she shall determine to be necessary or desirable and any additional actions that are legally permissible and necessary or advisable to carry it out.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER’S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-33** was properly approved at a regular meeting held on **October 23, 2024**

(SEAL)

By: _____

Monique L. Pierre, Secretary



RESOLUTION NO. 2024-34

RESOLUTION APPROVING A TEMPORARY STAY OF NEW EVICTION FILINGS FOR RESIDENTS UNTIL FEBRUARY 1, 2025

The Housing Authority of the City of Asheville (“HACA” or “Authority”) is committed to providing safe, decent, and affordable housing for low-income residents of our communities, and recognizes the ongoing economic challenges and housing insecurity faced by many of its residents after the Presidentially Declared Disaster, Hurricane Helene.

The HACA proposes implementing a Temporary Stay of New Eviction Filings until February 1, 2025.

WHEREAS, the HACA is committed to providing safe, decent, and affordable housing to low-income residents of the City of Asheville; and

WHEREAS, the HACA recognizes the ongoing economic challenges and housing insecurity faced by many of its residents due to the impacts of Hurricane Helene; and

WHEREAS, the HACA has the authority to implement policies that promote the well-being of its residents and the community at large; and

WHEREAS, the HACA will implement a temporary stay on new eviction filings for non-payment of rent, effective immediately until February 1, 2025; and

WHEREAS, during this period, HACA will not initiate new eviction filing proceedings against residents for non-payment of rent ; and

WHEREAS, this stay does not apply to evictions deemed necessary for serious criminal activity, actions that pose an imminent threat to health and safety of other residents or staff, or severe and repeated violations of the lease agreement; and

WHEREAS, the HACA staff is directed to work with residents facing financial hardships to develop reasonable payment plans and connect them with available rental assistance programs; and

WHEREAS, the HACA will continue to accept rent payments from residents who are able to pay, and encourages all residents to continue making payments to the best of their ability to avoid accumulating large balances; and

WHEREAS, this resolution does not forgive or cancel any rent owed by residents. All unpaid rent will remain due and payable, subject to payment plans or other arrangements made with the HACA.



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ASHEVILLE:

1. The Board of Commissioners hereby directs and authorizes the President and CEO or her Designee to implement a temporary stay on new eviction filings of residents from all HACA-owned and managed properties, effective immediately and lasting until February 1, 2025
2. The Board of Commissioners hereby directs and authorizes the President & CEO or her Designee, in the name and on behalf of the HACA, to negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as she shall determine to be necessary or desirable and any additional actions that are legally permissible and necessary or advisable to carry it out.
3. All acts of the officers and staff of the Authority in furtherance of the purposes of this resolution are hereby ratified and approved.
4. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER'S CERTIFICATION

I, Monique L. Pierre, the duly appointed Secretary of the Housing Authority of the City of Asheville, do hereby certify that **Resolution NO. 2024-334** was properly approved at a regular meeting held on **October 23, 2024**

(SEAL)

By: _____
Monique L. Pierre, Secretary