

HOUSING AUTHORITY OF THE CITY OF FLAGSTAFF

3481 N. FANNING DRIVE, P.O. BOX 2098, FLAGSTAFF, AZ 86003
(928) 526-0002 / FAX (928) 526-3734



NOTICE OF REGULAR MEETING

FLAGSTAFF HOUSING AUTHORITY

Pursuant to A.R.S 38-431.02, as amended, notice is hereby given to the general public that the BOARD OF COMMISSIONERS OF THE FLAGSTAFF HOUSING AUTHORITY will hold a Regular Meeting open to the public on the 21st day of January, 2015 at 10:00 a.m. The Meeting will be held in the Conference Room of the Flagstaff Housing Authority, 3481 N. Fanning Dr., Flagstaff, AZ.

Attached hereto and incorporated herein by this reference is the Agenda of items to be considered, discussed or decided at said meeting.

For special accommodations, please call (928) 526-0002x213 prior to the scheduled meeting time.

DATED this day 15th of January, 2015

BY Michael A. Gouhin
Michael A. Gouhin
Secretary

Date and Time of Posting: _____

Initials of Person Posting: _____

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FLAGSTAFF HOUSING AUTHORITY BOARD AGENDA

Agenda for a Regular Meeting of the Flagstaff Housing Authority Board of Commissioners to be held WEDNESDAY, January 21, 2015 at 10:00 a.m. The meeting will be held in the Conference Room of the Flagstaff Housing Authority, 3481 N. Fanning Dr., Flagstaff, AZ.

NOTICE OF OPTION TO ENTER INTO EXECUTIVE SESSION

Executive Session. Pursuant to A.R.S.38-431.02, notice is hereby given to the board of Commissioners and to the general public that, at this regular meeting, the Board of Commissioners may vote to go into executive session, which will be closed to the public, for legal advice, discussion and/or consultation with the Housing Authority of the City of Flagstaff's attorney(s) for legal advice on any item on this Agenda, pursuant to A.R.S 38-431.03(A)(3). No legal action shall be taken in executive session.

1. Call to Order
2. Roll Call
Chair Pamela Harris ___ Vice-Chair Sandi Flores ___
Mayor Jerry Nabours ___ Al White ___
Sarah Benatar ___ David Hirsch ___
3. Approval of the Minutes of the October 30, 2014 Regular Meeting.
4. Public Comments
5. Board Member Comments
6. Old Business
7. New Business
Resolution 09-15, Resolution Revising Utility Allowances for the Low-Rent Public Housing Program
Resolution 10-15, Resolution Amending the Public Housing Grievance Procedure
8. Staff Reports
 - a. Finance Report – Deborah Beals
 - b. Section 8 Housing Programs Report – Ellen Ishii

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MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CITY OF FLAGSTAFF HOUSING AUTHORITY

The Regular Meeting of the Board of Commissioners of the City of Flagstaff Housing Authority was called to order at 10:06 a.m. on November 18, 2014 by Chairperson Pamela Harris. The meeting was held in the Siler Homes Board Room.

Roll Call:	Present	Absent
Pamela Harris, Chairperson	X	
Sandi Flores, Vice Chairperson	X	
Mayor Jerry Nabours, Member	X	
Sarah Benatar, Member (Telephonic)	X	
Al White, Member	X	
Dave Hirsch	X	
Resident Member - Vacant		

Others:

Michael A. Gouhin, Executive Director
Deborah Beals, Finance Manager
Ellen Ishii, Section 8 Manager
Kurt Aldinger, Public Housing/Clark Homes Manager
Jesse Dominguez, Maintenance Manager (Excused)
Officer Kelly Brown, Flagstaff Police Department
Sarah Darr, Deputy Housing Director
Barbara Goodrich, Community Development Director

APPROVAL OF MINUTES:

The Minutes of the October 30, 2014 Regular Meeting were presented for approval. Pamela Harris moved, seconded by Sandi Flores, that the Minutes be approved. Approved.

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

OLD BUSINESS

Sarah Darr gave an update on the Sawmill Property options; lease or sell RFP to test market; and how the lease amount was determined. Al White moved, seconded by Pamela Harris, to proceed with an RFP for the sale or lease to determine the best return and to create a revenue stream for the creation of affordable housing.

NEW BUSINESS

Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

STAFF REPORTS:

- A. FINANCE REPORT – Deborah Beals
- B. SECTION 8 HOUSING REPORT – Ellen Ishii
- C. PUBLIC HOUSING/CLARK HOMES REPORT – Kurt Aldinger
- D. FLAGSTAFF POLICE DEPT. – Officer Kelly Brown
- E. ROSS – Kurt Aldinger
- F. RESIDENT COUNCIL REPORT – Dione Paul
- G. MAINTENANCE REPORT - Jesse Dominguez
- H. DEPUTY HOUSING DIRECTOR REPORT – Sarah Darr
- I. EXECUTIVE DIRECTOR REPORT – Michael Gouhin

There being no further business Pamela Harris adjourned the meeting at 11:00 a.m.

Pamela Harris, Chairperson

Michael A. Gouhin, Secretary

Date

The full text of the meeting was recorded on tape and is stored in the Housing Authority vault.

- c. Public Housing/Clark Homes Report – Kurt Aldinger
- d. Flagstaff Police Department – Office Kelly Brown
- e. ROSS – Kurt Aldinger
- f. Resident Council – Dione Paul
- g. Maintenance Report – Jesse Dominguez
- h. Deputy Housing Director – Sarah Darr
- i. Executive Director Report – Michael Gouhin

9. Adjourn

CITY OF FLAGSTAFF HOUSING AUTHORITY STAFF SUMMARY REPORT

To: Board of Commissioners

From: Kurt Aldinger, Public Housing Manager

Meeting Date: January 8, 2015

TITLE: Adjustment of Public Housing Utility Allowance

RECOMMENDED ACTION: Approve the proposed utility allowances

ACTION SUMMARY

- **Policy Decision of Reason for Action:** 24 CFR 965.507 requires “The PHA shall review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to the standards stated in § 965.505, shall establish revised allowances. The review shall include all changes in circumstances (including completion of modernization and/or other energy conservation measures implemented by the PHA) indicating probability of a significant change in reasonable consumption requirements and changes in utility rates.
- **Financial Impact:** Most of the utility allowances recommended are a slight decrease over the current rates. Due to the relationship to the rent this will cause a slight increase to the overall rent roll. This slight increase is expected to be short term since the operating subsidy will eventually be adjusted to the higher rents, therefore the long-term impact is neutral.
- **Has there been a previous Board decision on this topic?** Annually
- **Options:** Approve the adjustment to the utility allowances to remain in compliance with HUD policy; Table or disapprove the adjustment to utility allowances and risk non compliance



Section Director

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RESOLUTION 09-15

RESOLUTION REVISING UTILITY ALLOWANCES FOR THE LOW-RENT PUBLIC HOUSING PROGRAM

WHEREAS, the Department of Housing and Urban Development requires the Board of Commissioners of the Local Authority to approve policies relating to the operation of the Low-Rent Public Housing Program; and

WHEREAS, the Local Authority is required to update the Low-Income Public Housing Program Utility Allowances annually; and

WHEREAS, the updated Utility Allowance Schedule was provided to the Siler Resident Management Corporation and notification was given to all public housing residents that review and comment would be available for thirty (30) days.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: That the updated Utility Allowance Schedule attached hereto for the Low-Rent Public Housing Program Developments be adopted.

SECTION 2: The Low-Rent Public Housing Utility Allowances shall be effective April 1, 2015.

Moved, seconded by _____, that Resolution 09-15 be adopted.

The following vote was tabulated:

Pamela Harris
Sandi Flore
Jerry Nabours
Al White
Sarah Benatar
Dave Hirsch

Passed and adopted by the Board of Commissioners of the Flagstaff Housing Authority this 21st day of January, 2015.

Sandi Flores
Vice-Chairperson

Michael A. Gouhin
Secretary

FLAGSTAFF HOUSING AUTHORITY

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December 12, 2014

RE: Public Notice and Request for Comments-Low Income Public Housing Utility Allowances

Based on a study of actual utility consumption the Flagstaff Housing Authority is proposing to adjust utility allowances for all move ins and Annual Recertifications completed on or after April 1, 2015. These changes will apply only to Residents paying income based rent, and not to Flat Rent Residents. In homes where the allowances are going down the result will be higher rents. The proposed allowances are listed below:

BR Size	Old	New
	Brannen Homes	

1	22	22
2	28	29
3	31	33
4	30	33

	Siler Homes	
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2	26	31
3	30	33
4	28	29
5	51	46

6-9 Scattered Sites (11 W Cedar, 718-750 Crestview, 1917-1921 N Center St, 3638 N Alta Vista, 3345 N Steves Blvd)

3	89	79
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6-13 Scattered Sites (3390 E Lockett, 2001 E Dortha, 1820 N East St, 1819 N Main St, 300 S Verde)

3	89	65
4	90	60

Comments must be submitted in writing to Kurt Aldinger at Flagstaff Housing Authority 3481 N Fanning Dr or Flagstaff Housing West, 1 Brannen Circle by January 12, 2015.

The Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or Access to, or treatment or employment in, it's federally assisted programs and activities

**CITY OF FLAGSTAFF HOUSING AUTHORITY
STAFF SUMMARY REPORT**

To: Board of Commissioners

From: Kurt Aldinger

Meeting Date: January 8, 2015

TITLE: Amendment to Grievance Procedure

RECOMMENDED ACTION: Approve

ACTION SUMMARY

- **Policy Decision of Reason for Action:** The current Grievance Procedure was passed in 2001 by the Board of Commissioners and amended in July, 2014. 24 CFR 966.51 gives PHAs the authority to exclude terminations for certain criminal behavior from the Grievance process, however, this has not been spelled out in the current grievance procedure. As a result of this omission the Grievance Procedure has been utilized by households that were being terminated for criminal activity, resulting in the delay, and in some instances the reversal of terminations for potentially dangerous or disturbing individuals.
- **Financial Impact:** Neutral
- **Has there been a previous Board decision on this topic?** No
- **Options:** Approve as written; amend to make the policy more or less stringent within the federal guidelines; disapprove and leave the current policy in affect.


Section Director

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RESOLUTION 10-15

RESOLUTION AMENDING THE PUBLIC HOUSING GRIEVANCE PROCEDURE

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that public housing policies be kept current; and

WHEREAS, the Public Housing Grievance Procedure is to be amended to include Federal regulatory changes; and

WHEREAS, the amendment to the Public Housing Grievance Procedure was provided to the Siler Resident Management Corporation and notification was given to all public housing residents that review and comment would be available for thirty (30) days.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: That Section 1.1, ACTIONS EXCLUDED FROM THE GRIEVANCE PROCEDURE, attached hereto for the Public Housing Grievance Procedure be adopted.

SECTION 2: That the amendment will be effective upon passage.

Moved, seconded by _____, that Resolution 10-15 be adopted.

The following vote was tabulated:

Pamela Harris
Sandi Flores
Jerry Nabours
Al White
Sarah Benatar
Dave Hirsch

Passed and adopted by the Board of Commissioners of the Flagstaff Housing Authority this 21st day of January 2015.

Sandi Flores
Vice-Chairperson

Michael A. Gouhin
Secretary

1.1 ACTIONS EXCLUDED FROM THE GRIEVANCE PROCEDURE

Pursuant to 24CFR 966.51 the following actions are excluded from the right to participate in the Grievance Procedure: Termination due to:

- A. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the PHA;
 - B. Any violent or drug-related criminal activity on or off such premises; or
 - C. Any criminal activity that resulted in felony conviction of a household member
- This section does not affect the resident's right to contest the PHA's action in disposing of the complaint in an appropriate judicial proceeding.

The Public Housing Manager may, at their discretion, grant an informal settlement of grievance as described in Section 3.0. However, the decision of this meeting is final, there is no procedure to obtain a Formal Hearing.

**Fiscal year 2015
Income Statement/Budget Report
6 Months Ended December 31, 2014**

EAST

Operating Income	Actual	Budget	\$\$ Difference	% Difference
OPERATING INCOME				
Rental Income	\$242,387	\$232,967	\$9,420	4.04%
Other Income	\$38,998	\$11,250	\$27,748	246.65%
HUD Operating Funds/HAP Payments	\$187,117	\$136,263	\$50,855	37.32%
Capital Fund - Operations	\$0	\$17,407	(\$17,407)	-100.00%
Total Operating Revenue	\$468,502	\$397,886	\$70,616	17.75%
Operating Expense				
Administration	\$119,741	\$125,142	(\$5,401)	-4.32%
Tenant Services	\$951	\$10,246	(\$9,295)	-90.72%
Utilities	\$57,748	\$81,581	(\$23,833)	-29.21%
Maintenance	\$172,083	\$118,742	\$53,342	44.92%
General	\$73,184	\$103,150	(\$29,966)	-29.05%
Total Operating Expenses	\$423,707	\$438,860	(\$15,153)	-3.45%
Net Operating Income	\$44,795	(\$40,974)	\$85,769	-209.32%

WEST

Operating Income	Actual	Budget	\$\$ Difference	% Difference
Operating Income				
Rental Income	\$234,480	\$245,350	(\$10,870)	-4.43%
Other Income	\$9,149	\$11,250	(\$2,101)	-18.67%
HUD Operating Funds/HAP Payments	\$170,405	\$124,243	\$46,163	37.16%
Capital Fund - Operations	\$0	\$17,407	(\$17,407)	-100.00%
Total Operating Revenue	\$414,034	\$398,249	\$15,785	3.96%
Operating Expense				
Administration	\$123,709	\$122,881	\$828	0.67%
Tenant Services	\$830	\$10,967	(\$10,137)	-92.44%
Utilities	\$66,719	\$91,049	(\$24,330)	-26.72%
Maintenance	\$100,387	\$130,269	(\$29,882)	-22.94%
General	\$71,764	\$101,633	(\$29,869)	-29.39%
Extraordinary Maintenance	\$0	\$0	\$0	
Total Operating Expenses	\$363,409	\$456,798	(\$93,389)	-20.44%
Net Operating Income	\$50,625	(\$58,549)	\$109,174	-186.47%

NHP (CENTRAL OFFICE)

Operating Income	Actual	Budget	\$\$ Difference	% Difference
Rental Income	\$0	\$0	\$0	
Other Income	\$13,244	\$20,500	(\$7,256)	-35.40%
HUD Operating Funds/HAP Payments	\$0	\$0	\$0	
Total Operating Revenue	\$13,244	\$20,500	(\$7,256)	-35.40%
Operating Expense				
Administration	\$16,926	\$18,161	(\$1,235)	-6.80%
Equity Transfer to SBHCV	\$22,500	\$22,500	\$0	0.00%
General	\$10,606	\$3,047	\$7,559	248.12%
Total Operating Expenses	\$50,031	\$43,707	\$6,324	14.47%
Total Net Income / (Loss)	(\$36,786)	(\$23,207)	(\$13,581)	58.52%

Section 8 Voucher and MRO/SRO Programs

Operating Income	Actual	Budget	\$\$ Difference	% Difference
HUD Administrative Fees Earned	\$127,233	\$117,197	\$10,037	8.56%
HUD HAP Funding	\$1,391,853	\$1,517,393	(\$125,540)	-8.27%
Port In Income	\$15,311	\$43,950	(\$28,639)	-65.16%
Other Income	\$2,247	\$2,500	(\$253)	-10.12%
Total Operating Revenue	\$1,536,644	\$1,681,040	(\$144,396)	-8.59%
Non Operating Income				
Transfer from NHP	\$22,500	\$22,500	\$0	0.00%
Transfer from City Aff Housing Fund	\$0	\$22,500	(\$22,500)	100.00%
Transfer from City Gen Fund/Compe	\$0	\$5,344	(\$5,344)	100.00%
Total Non Operating Income	\$22,500	\$50,344	(\$27,844)	-55.31%
TOTAL INCOME	\$1,559,144	\$1,731,384	(\$172,240)	-11.05%
Operating Expense				
Administration	\$89,983	\$104,232	(\$14,249)	-13.67%
Port IN HAP	\$15,023	\$42,500	(\$27,477)	-64.65%
General	\$28,186	\$32,575	(\$4,389)	-13.47%
Housing Assistance Payments	\$1,471,622	\$1,484,395	(\$12,773)	-0.86%
Total Operating Expenses	\$1,604,813	\$1,663,701	(\$58,888)	-3.54%
Net Operating Income	(\$45,669)	\$67,682	(\$113,352)	-167.48%
Non Operating Expense				
HAP Receipts and Expenditures - VOUCHER ONLY				
Beginning HAP Equity	\$4,053			
Hap Funds Received from HUD	\$1,356,512			
HAP Expenditures (VMS)	(\$1,431,549)			
NRA Portion of Fraud Recovery	\$730			
Change in HAP Equity	(\$74,307)			
Current HAP Equity	(\$70,254)			

+34,000 Admin Bal

NOTE: We are requesting HUD held HAP funds to cover the negative NRA position at 12.31.2014.

FHA HOUSING PROGRAMS

Prepared for: Michael A Gouhin, Executive Director
Prepared by: Kurt Aldinger, Public Housing Manager
January 8, 2015

I. FHA Low-Income Public Housing (LIPH), 265 Combined FHA Units As of January 8, 2015, HUD Public Information Center (PIC) Delinquency Reporting Rate: 100%

A. Flagstaff Housing West (FHW) Occupancy – 1 Brannen Circle (137 Units)

Total # Leased:	Lease-Up Rate:	# Unit Turn-Over as of January 8, 2015:	Turn-Over Rate:
135	99%	14	38 Avg days

Flagstaff Housing West properties consist of Brannen Homes (127 units),
Crestview Street (6 units), W. Cedar Avenue (2 units) and Verde Street (2 units).

Flagstaff Housing West (FHW) Applicant Waiting Lists:

<u>FHW</u>	<u>1Brm</u>	<u>2Brm</u>	<u>3Brm</u>	<u>4Brm</u>	<u>Total</u>
January 8, 2015	190	215	85	23	513

B. East Flagstaff Housing (EFH) Occupancy – 3481 N Fanning Drive (128 Units)

Total # Leased:	Lease-Up Rate:	# Unit Turn-Over as of January 8, 2015	Turn-Over Rate:
125	98%	23	41 Avg days

East Flagstaff Housing consist of Siler Homes (99), Steves Blvd (1),
Lockett Road (4), Alta Vista (2), Main Street (12), Center Street (4), Dortha Ave (5).

East Flagstaff Housing (EFH) Applicant Waiting Lists:

<u>EFH</u>	<u>2Brm</u>	<u>3Brm</u>	<u>4Brm</u>	<u>5Brm</u>	<u>Total</u>
January 8, 2015	227	88	12	14	341

All figures since July 1, 2014. 573 Households removed from Waiting List; 32 of these were interviewed, but did not move in