

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 20th day of May, 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 15th day of May, 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, May 20, 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 Sandi Flores ____ Vice-Chair Sarah Benatar ____
Mayor Jerry Nabours ____ Al White ____
Pamela Harris ____ David Hirsch ____
3. Approval of the Minutes of the April 15, 2015 Regular Meeting.
4. Public Comments
5. Board Member Comments
6. Old Business
7. New Business
Resolution 13-15, Resolution Approving the FY2016 Operating Budget for the Period July 1, 2015 to June 30, 2016
8. Staff Reports
 - a. Finance Report – Deborah Beals
 - b. Section 8 Housing Programs Report – Ellen Ishii
 - c. Public Housing/Clark Homes Report – Kurt Aldinger

- d. Flagstaff Police Department – Office Kelly Brown
- e. Resident Council – Dione Paul
- f. Maintenance Report – Jesse Dominguez
- g. Deputy Housing Director – Sarah Darr
- h. Executive Director Report – Michael Gouhin

9. Adjourn

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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 10:04 a.m. on April 15, 2015 by Chairperson Sandi Flores. The meeting was held in the Siler Homes Board Room.

Roll Call:	Present	Absent
Sandi Flores, Chairperson	X	
Sarah Benatar, Vice Chairperson (Excused)		X
Mayor Jerry Nabours, Member	X	
Pamela Harris, Member	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
Officer Kelly Brown, Flagstaff Police Department
Sarah Darr, Deputy Housing Director
Mark Landsiedel, Community Development Director

APPROVAL OF MINUTES:

The Minutes of the March 23, 2015 Regular Meeting were presented for approval. Pamela Harris moved, seconded by Jerry Nabours, that the Minutes be approved. Approved.

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

Pamela Harris requested that there be no meetings in June and July. The board agreed.

OLD BUSINESS

No Old Business

NEW BUSINESS

No 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 provided a power point presentation on the Section 8 Housing Choice Voucher Program with questions and answers.
- B. SECTION 8 HOUSING REPORT – Ellen Ishii gave an update on applications.
- C. PUBLIC HOUSING/CLARK HOMES REPORT – Kurt Aldinger provided a written report. He is going to reassign staff effective July 1 for cross training.
- D. FLAGSTAFF POLICE DEPT. – Officer Kelly Brown – Not much activity with the exception of an increase in transient traffic due to milder weather.
- E. ROSS – Since there is no more activity this item will be removed from the agenda.
- F. RESIDENT COUNCIL REPORT – Dione Paul no report.
- G. MAINTENANCE REPORT - Jesse Dominguez – Gave an update on the status of the roof replacement.
- H. DEPUTY HOUSING DIRECTOR REPORT – Sarah Darr – No report.
- I. EXECUTIVE DIRECTOR REPORT – Michael Gouhin gave an update on the Capital Fund Programs.

There being no further business Sandi Flores adjourned the meeting at 11:08 a.m.

Sandi Flores, Chairperson

Michael A. Gouhin, Secretary

Date

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

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RESOLUTION 13-15

RESOLUTION APPROVING THE FY2016 OPERATING BUDGET FOR THE PERIOD JULY 1, 2015 TO JUNE 30, 2016

WHEREAS, Annual Operating Budgets shall be approved by Resolution of the Board of Commissioners stating that the Board has approved the Operating Budget.

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

SECTION 1: That the FY2016 Operating Budget has been incorporated into the City of Flagstaff's budget process.

SECTION 2: That the Board of Commissioners approved the FY2016 Operating Budget.

Moved, seconded by _____, that Resolution 13-15 be adopted.

The following vote was tabulated:

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

Passed and adopted by the Board of Commissioners of the Flagstaff Housing Authority this 20th day of May, 2015.

Sandi Flores
Chairperson

Michael A. Gouhin
Secretary

Fiscal year 2015

9 Months Ended March 31, 2015

CFHA Enty Wide Summary

	Actual	Budget	\$\$ Difference	% Difference
Revenues				
Rental Income	\$771,537	\$717,476	\$54,061	7.5%
HUD Revenue	\$3,101,572	\$3,248,370	(\$146,798)	-16.4%
Other Revenues	\$71,653	\$135,689	(\$63,214)	-125.9%
Non-Operating Transfers	\$49,918	\$44,112	(\$16,694)	200.8%
Total Revenues	\$3,994,679	\$3,965,846	\$28,833	0.7%
Expenditures				
Operating Expenditures	\$1,567,540	\$1,719,163	(\$119,347)	-6.9%
HAP Payments	\$2,291,288	\$2,403,927	(\$112,639)	-4.7%
Capital Improvements	\$19,422	\$182,768	(\$163,346)	-89.4%
Non-Operating Transfers	\$22,500	\$22,500	\$0	0.0%
Total Expenditures	\$3,900,749	\$4,305,858	(\$405,109)	-9.4%
Total Net Income/(Loss)	\$93,930	(\$340,013)	\$433,942	-127.6%

	Restricted Equity	Unrestricted Equity	Total Equity
Net Assets			
Beginning Equity	\$4,053	\$297,943	\$301,996
Year to Date Net Income/(Loss)	(\$35,036)	\$128,966	\$93,930
Current Fund Balance	(\$30,983)	\$426,909	\$395,926

Fiscal year 2015

9 Months Ended March 31, 2015

PUBLIC HOUSING (East West and Capital Fund)

Revenues	Actual	Budget	\$\$ Difference	% Difference
Rental Income	\$771,537	\$717,476	\$54,061	7.5%
Other Income	\$22,376	\$33,750	(\$11,375)	-33.7%
HUD Operating Subsidy	\$503,414	\$390,758	\$112,657	28.8%
Capital Fund - Operations	\$52,219	\$52,220	(\$1)	0.0%
Capital Fund - Admin and Mgt Improvements	\$54,733	\$42,686	\$12,048	28.2%
Capital Fund - Capital Improvements	\$44,191	\$182,768	(\$138,577)	-75.8%
Non-Operating Transfers In from City	\$21,896	\$21,715	\$181	0.8%
Total Revenue	\$1,470,365	\$1,441,371	\$28,994	2.0%
Expenditures				
Administration	\$423,672	\$409,793	\$13,879	3.4%
Tenant Services	\$7,541	\$31,819	(\$24,278)	-76.3%
Utilities	\$230,907	\$258,944	(\$28,037)	-10.8%
Maintenance	\$371,512	\$373,515	(\$2,003)	-0.5%
General	\$302,905	\$312,058	(\$9,152)	-2.9%
Capital Improvements	\$19,422	\$182,768	(\$163,346)	-89.4%
Total Expenses	\$1,355,960	\$1,568,897	(\$212,937)	-13.6%
Net Income/(Loss)	\$114,406	(\$127,526)	\$241,931	-189.7%

Net Assets	Restricted Equity	Unrestricted Equity	Total Equity
Beginning Equity			\$209,321
Year to Date Net Income/(Loss)			\$114,406
Current Fund Balance	\$323,727	\$323,727	\$323,727

NOTE: Maintenance is over budget due to the summer flooding and the re-siding project.

Fiscal year 2015

9 Months Ended March 31, 2015

Section 8 Voucher and MRO/SRO Programs

	Actual	Budget	\$\$ Difference	% Difference
Revenue				
HUD Administrative Fees Earned	\$190,763	\$175,795	\$14,968	8.5%
HUD HAP Funding	\$2,256,251	\$2,404,145	(\$147,893)	-6.2%
Port In Income	\$15,259	\$65,925	(\$50,666)	-76.9%
Other Income	\$3,257	\$3,750	(\$494)	-13.2%
Transfer from NHP	\$22,500	\$16,875	\$5,625	33.3%
Transfer from City Aff Housing Fund	\$0	\$16,875	(\$16,875)	100.0%
Transfer from City Gen Fund/Compensation Tri	\$4,008	\$4,008	\$0	100.0%
TOTAL REVENUE	\$2,492,038	\$2,687,372	(\$195,335)	145.7%
Expenditures				
Administration	\$139,939	\$156,347	(\$16,408)	-10.5%
Port IN HAP	\$16,804	\$63,750	(\$46,946)	-73.6%
General	\$42,339	\$48,863	(\$6,524)	-13.4%
Housing Assistance Payments	\$2,291,288	\$2,403,927	(\$112,639)	-4.7%
TOTAL EXPENDITURES	\$2,490,370	\$2,672,887	(\$182,517)	-6.8%
Net Income/(Loss)	\$1,668	\$14,486	(\$12,818)	-88.5%

	HAP Equity Restricted	Administrative Equity Unrestricted	Total Equity
Net Assets			
Beginning HAP Equity - Restricted	\$4,053	\$5,826	\$9,879
Funds Received from HUD and Other Income	\$2,256,251	\$235,786	\$2,492,038
Expenditures	(\$2,291,288)	\$199,082	-\$2,092,206
Change in HAP Equity	(\$35,036)	\$36,704	\$1,668
Current HAP Equity	(\$30,983)	\$42,530	\$11,547

NOTE: We requested and received HUD held HAP funds to cover the negative NFA position at 12.31.2014.

Fiscal year 2015

9 Months Ended March 31, 2015

NHP (CENTRAL OFFICE)

Revenues	Actual	Budget	\$\$ Difference	% Difference
Management Fee	\$30,070	\$30,750	(\$680)	-2.2%
Other Income	\$692			
Non-Operating Transfer from City	\$1,514	\$1,514	(\$0)	
Total Operating Revenue	\$32,276	\$32,264	\$12	0.0%
Expenditures				
Administration	\$27,901	\$27,241	\$660	2.4%
Equity Transfer to S8HCV	\$22,500	\$22,500	\$0	0.0%
General	\$4,019	\$4,570	(\$551)	-12.1%
Total Expenditures	\$54,420	\$54,311	\$110	0.2%
Total Net Income/(Loss)	(\$22,144)	(\$22,046)	(\$98)	0.4%

Net Assets	Restricted Equity	Unrestricted Equity	Total Equity
Beginning Unrestricted Fund Balance		\$82,796	\$82,796
Year to Date Net Income/(Loss)		(\$22,144)	(\$22,144)
Current Unrestricted Fund Balance		\$60,652	\$60,652

FHA HOUSING PROGRAMS

Prepared for: Michael A Gouhin, Executive Director
 Prepared by: Kurt Aldinger, Public Housing Manager
 May 15, 2015

I. FHA Low-Income Public Housing (LIPH), 265 Combined FHA Units
 As of May 15, 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 May 15, 2015:	Turn-Over Rate:
136	99%	23	59 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> May 15, 2015	<u>1Brm</u>	<u>2Brm</u>	<u>3Brm</u>	<u>4Brm</u>	<u>Total</u>
	190	243	92	34	559

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

Total # Leased:	Lease-Up Rate:	# Unit Turn-Over as of May 15, 2015:	Turn-Over Rate:
127	99%	32	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> May 15, 2015	<u>2Brm</u>	<u>3Brm</u>	<u>4Brm</u>	<u>5Brm</u>	<u>Total</u>
	245	93	21	16	375

All figures since July 1, 2014. 766 Households removed from Waiting List; 53 of these were interviewed, but did not move in