

**NOTICE AND AGENDA OF ANNUAL BOARD MEETING OF THE  
HOUSING AUTHORITY CITY OF YUMA**

**March 21, 2023**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Housing Authority Board of Commissioners and to the general public that the Housing Authority of the City of Yuma will hold a meeting open to the public on **March 21, 2023** beginning at 12:00 PM in the Boardroom at 420 South Madison Avenue; Yuma, Arizona. As indicated in the following agenda, the Housing Authority City of Yuma may vote to go into Executive Session, which will not be open to the public, to discuss certain matters.

**I. Call to Order (Roll Call)**

Glendon Moss, Chairman  
James Allen, Commissioner  
Connie Jerpseth, Commissioner  
David Haws, Commissioner

Chris Harmon, Commissioner  
Liz Laster, Commissioner  
Vacant – Resident Commissioner

**II. Agenda**

1. Minutes from February 21, 2023

**III. Reports**

1. Executive Director's Report by Michael Morrissey – Executive Director
2. Finance Report by Howard Tang – Deputy Director of Finance and Management

**IV. Resolutions**

1. Resolution 993 – Approval of PHA Plan
2. Resolution 994 – Approval of FYE23 Revised Projected Budgets
3. Resolution 995 – Approval of FYE24 Budget Proposals
4. Resolution 996 – Approval of Admin Plan
5. Resolution 997 – Approval of Homeownership Policy

**V. Discussions – (No vote or action will be taken on discussion items)**

**VI. Call to the Public**

**VII. Announcements**

**VIII. Executive Session**

Executive Session for legal, real estate, and personnel matters, of any agenda item - Pursuant to A.R.S. 38-431.03-Section A (1), (3), (4), and (7).

**IX. Adjournment**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the City of Yuma does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in city programs, activities, or services contact: Maria Moreno, Deputy Director, HACY, 420 S. Madison Ave, Yuma, AZ 85364 (928) 782-3823, ext. 132.



**Board of Commissioner's Meeting**  
Housing Authority City of Yuma  
420 South Madison Avenue Yuma, Arizona

Minutes from February 21, 2023

**Present**

Connie Jerpseth, Chair  
Glendon Moss, Vice-Chairman  
David Haws, Commissioner  
Liz Laster, Commissioner  
Jim Allen, Commissioner  
Chris Harmon, Commissioner  
Michael Morrissey, Executive Director/Secretary

**Absent**

**Staff**

Raquel Sodari, Director of Compliance & Information Systems  
Howard Tang, Deputy Director- Finance & Management  
Maria Moreno, Deputy Director- Administration, Programs & Services

**Preliminaries**

A Monthly Board Meeting of the Housing Authority City of Yuma was held on February 21, 2023 at 12:05 pm at HACY board room.

**Approval of Board Minutes**

D. Haws moved to approve the minutes of November 15<sup>th</sup>, 2022, and L. Laster seconded the motion. The minutes were unanimously approved.

**Executive Director's Report**

**On The Cover**

Garden Classes for 1350 SHINE After School Program

The Yuma County Health Department is working with our children at the SHINE Center to build a community garden at 1350 West Colorado Street.

Our Marine Veteran Giving Back to the Community!

Rafael Jubera, an FSS case manager and U.S. Marine veteran assisted the Yuma Coalition to End Homelessness in preparing 200 backpacks with needed supplies for local homeless persons/families.

## **General**

This month's Board Meeting serves as our Annual Board of Commissioner's Meeting, and therefore we will be nominating Commissioners to serve as Chairman and Vice-Chairman of the HACY Board of Commissioners. City Council will need to approve our recommendations.

We completed our Annual Financial Audit without Findings. Our Auditors were impressed with the quality of our Resident Files.

We are interviewing for several staff positions, including Receptionist, Multi-Family Resident Service Coordinator, and two Section 8 Specialists. The positions are needed to fulfill grant obligations, support growth and customer service needs, and replace retiring personnel.

We continue to iron-out Yardi Systems conversion issues, and are still working through an action plan with Yardi representatives to improve utilization of the system, streamline operations, strengthen customer service, and reduce costs (i.e. paper, postage, etc.).

We completed the planned renovations at our single-family-home on 1015 West 2<sup>nd</sup> Street, and moved in a family of three. They signed a six-month lease agreement for below market rate, and agreed to allow unconditional access to the property to make continued improvements and ensure efficient operations and exceptional housing quality. We will increase rent in June to meet standard affordable rent reasonableness.

Our application for the construction of a triplex on Maple Avenue for SMI was approved by Arizona Complete Health and AHCCCS. We are still working with Pilkington Construction on timeline for completion of the project. AHCCCS has temporarily held up the process, due to needed revisions regarding their contract with AHDC and other awardees.

We were awarded \$1,571,109 of the available \$2.3M in HOME-ARP funding offered by the Yuma County HOME Consortium. Additionally, will receive approximately \$550K in HOME and CHDO funding from the City of Yuma for the Magnolia Gardens development. Due to the reduction in anticipated award, we will revise our original proposal from up to 16 units to now build a minimum of 8-10 units. We are petitioning the COY for approval to expand footprint to develop upwards of 32 units. A site plan is being redrawn to show a multi-phase development to support this plan. Additional funding will be available through HOME/CHDO annual grant allocations. The awards granted to date will effectively cover expenses to complete Phase I of our multi-phase affordable housing project for qualifying populations, including those that are homeless; at risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and other populations.

The City of Yuma released their RFP for the available land on 18<sup>th</sup> Street and Arizona Avenue. We are working through an application that proposes six units (3 duplex) of affordable housing. Interestingly, the RFQ states, "Design must be architecturally and aesthetically consistent with the Mesa Heights Apartments multi-family development located at 2150 S. Arizona Avenue." Submission is due March 3<sup>rd</sup>.

We are still working through the final stages of an RFP with Vega and Vega resulting in \$350K in major renovations at the city-owned apartments on Arizona Avenue. The scope of work will include new paving, parking structures, block wall, windows and doors, exterior lighting and building façade. We completed the lot tie and submitted design plans for COY approval.

Our CHDO application was approved by the COY. We are now eligible for HOME set-aside funding each year.

We are reviewing options to purchase Casa Sierra Vista, a 30 unit HUD 202 project for low-income elderly and disabled persons. The property could support a maximum of \$1.2M. We're optimistic that our 40 years of property management service and commitment to maintain the integrity of the program will provide support for the CSV Board to accept our offer.

HUD conducted a Management and Occupancy Review (MOR) at CSV and we scored an Overall Rating of Above Average with an Overall Score of 85.

I received a call from Chelsea Investment (representing David Loo) to determine our interest in providing property management and maintenance services for a future low-income housing project in Somerton. The development will contain 60-70 units, and may be the first of a multi-phase affordable housing project.

We identified a large tract of land available for purchase within city limits, and are facilitating a due diligence effort with our previous development partner, the Gorman Company, to determine feasibility of a Low-Income Housing Tax Credit project. At first glance, it appears the property could support upwards of 300 units of affordable housing.

We are still working through the design phase and RFP process needed to renovate the HACY Home, which will serve as the Prosperity Business and Learning Center. The PBLC will be designed to meet the higher-education, career development, and business needs of our low-income community.

We met with the STEDY leadership team and worked out details to partner with the SHINE Mentor Leader program. STEDY will cover tuition costs for eligible students, enroll them in the Future Business Leaders of America, and take the lead on recruitment/registration efforts. SHINE will provide education, activities, and community service opportunities for students.

Mentor Leaders recently participated in a team-building ropes challenge course at the University of California in San Diego. It was a great opportunity for personal growth and group bonding.

We scheduled additional staff training to effectively deal with aggressive people, dangers in the community, and violent situations. We will improve camera and security systems at HACY and add cameras to all community rooms and our maintenance shop. The cost of installation and set-up is approximately \$30K.

We submitted an application to the U.S. Department of Housing and Urban Development (HUD) to acquire additional vouchers to expand affordable housing options for our low-income families experiencing or at risk of homelessness and/or domestic violence. We await confirmation.

See attached Reports for more detail on Program Activities, Services, and Accomplishments.

## **Section 8 Program**

Section 8 currently has 1,408 units under lease (97% Lease-up). There were 2 briefings completed, 2 vouchers issued, 72 outstanding vouchers, and 1 new (RAD) contract for the month. Staff completed 113 Annual Re-Exams, 68 Interims, and 7 Unit Transfers. There were 19 Section 8 residents terminated from the Section 8 Program for various reasons. There were 72 unit inspections.

## **HACY Housing / Property Management**

There were 0 move-outs from HACY Housing this month. The average length of time to turnover a unit year-to-date is 44 days.

Staff collected 92% of rent billed this month. The total HACY Housing YTD delinquency is \$5,800. Almost half of our delinquency amount is covered with Payment Agreements in place.

## **Maintenance**

There were 141 total work orders issued and 66 completed this month. There were 13 emergency work orders of which 7 were completed after hours. Maintenance completed turnover of 0 units.

## **Community Services**

We currently have 204 active participants in the FSS Program. There was 0 home-ownership closing this month – YTD total of 5 homeowners were produced in 2022.

**End of Report - Respectfully Submitted by:** Michael Morrissey, Executive Director.

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**Resolutions** – Resolution 991 – Approval of Recommendation for City Council to Appoint Chairman of the HACY Board of Commissioners

C. Harmon moved to approve and D. Haws seconded the motion.

Resolution 992 – Approval of Recommendation for City Council to Appoint Vice-Chairman of the HACY Board of Commissioners

L. Laster moved to approve and D. Haws seconded the motion.

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**Discussions** – No Discussions

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**Call to the Public** – No Comments

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**Announcements** – No Announcements

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**Executive Session** – No Executive Session

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**Adjournment**

G. Moss moved to adjourn the regular meeting and D. Haws seconded the motion. The motion to adjourn was unanimously approved. The Board Meeting was adjourned at 12:40 pm.

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Respectfully submitted,

**Dated this 21<sup>st</sup> Day of February, 2023**

**Attest:**

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**Glendon Moss, Chairman or, James Allen Vice-Chairman**

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**Michael Morrissey, Executive Director**