

May 10, 2023

COMMISSIONERS:

Richard Laferte, Chair
Leah Gulliver, Vice Chair
Awa Conteh
Paul Chaiken

Katelyn Michaud
Sarah Loyd
Christal Curtis

Notice is hereby given that a Regular Meeting of the Board of Commissioners of the Housing Authority City of Bangor will be held on **Wednesday, May 17th at 12:00 PM** in the Board Room located at 161 David Road.

MEETING AGENDA:

1. Welcome and Approval of Minutes
2. Management Report
3. Financial Report
4. Old Business
 - a. Commissioner iPad setup
5. New Business
6. Open Forum
7. Executive Session - 1 M.R.S. sec. 405 6 (A) – Personnel Matter (Executive Director Evaluation)
8. Adjourn

Executive Director's Report – May 2023

Public Housing

<u>Project Name</u>	<u>Current Occupancy</u>	<u>Year to Date Occupancy</u>
Capehart	99%	98%
Griffin Park	92%	94%
Birch Circle	100%	100%
Nason Park	98%	98%

Managed Properties (BHDC Owned)

<u>Project Name</u>	<u>Current Occupancy</u>	<u>Year to Date Occupancy</u>
Autumn Park	96%	98%
Crestwood	100%	98%
Greenfield	94%	95%
The Lofts	100%	97%
Griffin Square	98%	97%
Ohio Street	100%	100%

- 1. Staff Update:** Donna Peirce, a long-time employee and current Director of Voucher Programs has announced her retirement. Her official last day in the office will be in February of next year but she's going to be enjoying some time off this summer. As such, I have appointed Jennifer Holt as the Acting Director of Voucher Programs and the two will work to transition the department over the coming months. Donna is very excited and we are all very happy for her and her family. We are currently advertising for a HCV Program Officer.
- 2. Opportunity Center:** We are currently asking for qualifications from three contractors for construction management services to help design and ultimately build our new building. A contractor will be on board by the end of the month and our goal is to begin construction in October. This will be funded from the \$2MM CDBG Grant we received from Congress as well as Capital Funds.
- 3. ARPA Application:** BHDC applied for \$2MM of ARPA funds to help with the development of 48 units of housing on Sunset Avenue. Competition for funds is very stiff as there were approximately 60 applications requesting over \$36MM. We're not entirely sure how much is remaining to award from the original \$20.8MM allocation but it could be in the \$16MM range. The Council will review applications after a volunteer group organized by the United Way reviews them first. City Council will start to review the applications publicly in late June.

AMP 1 Summary: Capehart 1+2, Birch Circle, Griffin Park

Line Item:

- A: Total Income: Revenue is higher due to \$267K FSS Gorham Grant.
- B: Operation/Off/Exp: Due to computer contracts that we budgeted for, but budget is hitting the wrong line, I will update it for next month.
- C: Admin Sal/Ben: Due to allocations being changed after budget was approved.
- D: Work Orders/Maint: Current month is within variance but the React inspection in March is causing the variance.
- E: Utilities: Budget is based on a 12-month spread. I need to adjust the budget to reflect high and low months.
- F: Pilot: We will get this posted and up to date.
- G: Insurance: Due to higher insurance rates that we budgeted for.
- H: Equip/EPC: Due to having the EPC consultant fee spread over a 12-month period. Also, equipment cost being less than budgeted.

AMP 4 Summary: Nason Park

- I: Utilities: Budget is based on a 12-month spread. I need to adjust the budget to reflect high and low months.

HCV Summary: Housing Choice Voucher Program

- J: Total Income: HUD gave us more HAP than we expected and budgeted, due to leasing up more people.
- K: HAP Paid to LL: We are paying out more due to getting more HAP and more leased up.

Local Programs: Bangor Housing Development Corp (Management Company)

- L: Admin Sal/Ben: Due to allocations being changed after budget was approved.

COCC Summary: Central Office Cost Center (Management Company)

M: Total Income: Due to fee for service work being lower than we budgeted.

N: Admin/Maint Ben: Due to having budgeted positions that have not been filled, and savings in benefits due to changing companies after the budget was approved.

O: Work Orders /Maint: Due to having Maintenance positions budgeted that have not been filled.

Bangor Housing Authority
Operating Statement
Four Months Ending 04/30/2023
Program: Public Housing - AMP 1 Project: Consolidated

	Period Amount	Period Budget	Period Variance	%	Last Year's YTD Amount	YTD Amount	YTD Budget	YTD Variance	%	
INCOME										
Rental Income	218,689.91	218,198.42	491.49	0.22%	837,841.69	861,120.49	872,793.67	(11,673.18)	(1.36)%	
Operating	643,440.31	423,415.32	220,024.98	34.20%	1,664,428.74	1,580,539.05	1,693,661.32	(113,122.27)	(7.16)%	
TOTAL INCOME	862,130.22	641,613.74	220,516.48	25.58%	2,502,270.43	2,441,659.54	2,566,454.99	(124,795.45)	(5.11)%	A
EXPENSES										
FSS/Families Forward	1,151.71	2,818.00	1,666.29	(144.68)%	11,277.51	7,081.13	11,272.00	(4,190.87)	(59.18)%	
Operation/Office Expense	36,273.07	29,948.33	(6,324.74)	17.44%	81,704.39	146,310.72	119,793.33	26,517.39	18.12%	B
Admin Salaries/Benefits	107,978.27	97,233.98	(10,744.27)	9.95%	390,241.56	434,253.80	388,935.98	45,317.82	10.44%	C
Mgmt Fees	48,835.07	46,075.67	(2,759.40)	5.65%	186,470.66	194,856.83	184,302.67	10,554.16	5.42%	
Asset Mgmt Fee	0.00	0.00	5,180.00	0.00%	0.00	0.00	0.00	0.00	0.00%	
Legal	1,421.61	1,583.33	161.72	(11.38)%	4,215.55	6,351.03	6,333.33	17.70	0.28%	
Bookkeeping/Fee Account	3,772.50	3,676.33	(96.17)	2.55%	15,105.00	15,052.50	14,705.33	347.17	2.31%	
Bad Debts/Credit/Bank Ch	2,596.87	452.08	2,041.55	(78.62)%	9,732.73	9,903.73	1,808.33	8,095.40	81.74%	
Resident Services	57,562.87	54,836.66	(2,726.20)	4.74%	208,928.26	226,433.02	219,346.66	7,086.36	3.13%	
Travel & Training	8,645.09	3,916.67	(4,728.42)	54.69%	8,328.54	26,924.32	15,666.67	11,257.65	41.81%	
Work Orders - Maint	162,130.73	152,648.00	(9,482.73)	5.85%	1,070,729.46	728,818.92	610,592.00	118,226.92	16.22%	D
Utilities	40,643.47	152,911.41	112,267.95	(276.23)%	767,545.93	704,365.43	611,645.66	92,719.77	13.16%	E
Pilot	0.00	7,831.33	7,831.33	0.00%	45,801.32	869.51	31,325.33	(30,455.82)	(3502.64)%	F
Insurance	27,659.49	23,662.00	(3,997.49)	14.45%	99,548.06	110,637.96	94,648.00	15,989.96	14.45%	G
FSS-Escrow Deposits	16,630.00	16,929.50	299.50	(1.80)%	68,810.00	63,759.25	67,718.00	(3,958.75)	(6.21)%	
EPC Principal/Interest	10,349.42	11,132.00	782.58	(7.56)%	40,217.90	38,942.32	44,528.00	(5,585.68)	(14.34)%	
Equipment /EPC Consit Fe	0.00	11,250.09	11,250.08	0.00%	2,550.00	7,300.00	45,000.34	(37,700.34)	(516.44)%	H
TOTAL EXPENSES	525,650.17	616,905.38	91,255.21	14.79%	3,011,206.87	2,721,860.47	2,467,621.63	254,238.84	9.34%	
SURPLUS	336,480.05	24,708.36	(311,771.69)	(1261.81)%	(508,936.44)	(280,200.93)	98,833.36	(379,034.29)	135.27%	

Bangor Housing Authority
Operating Statement
Four Months Ending 04/30/2023
Program: Public Housing - AMP 4 Project: Consolidated

	Period Amount	Period Budget	Period Variance	%	Last Year's YTD Amount	YTD Amount	YTD Budget	YTD Variance	%
INCOME									
Rental Income	18,341.00	17,636.42	704.58	3.84%	70,723.44	72,484.50	70,545.67	1,938.83	2.67%
Operating	19,652.38	19,544.42	107.96	0.55%	63,315.66	62,070.04	78,177.67	(16,107.63)	(25.95)%
TOTAL INCOME	37,993.38	37,180.84	812.54	2.14%	134,039.10	134,554.54	148,723.34	(14,168.80)	(10.53)%
EXPENSES									
Operation/Office Expense	1,819.44	1,531.67	(287.77)	15.82%	4,761.22	7,771.10	6,126.67	1,644.43	21.16%
Admin Salaries/ Benefits	6,670.13	7,758.25	1,088.12	(16.31)%	25,889.82	27,536.34	31,033.00	(3,496.66)	(12.70)%
Mgmt Fees	4,834.50	4,465.00	(369.50)	7.64%	17,792.67	19,144.62	17,860.00	1,284.62	6.71%
Asset Mgmt Fee	0.00	500.00	500.00	0.00%	0.00	0.00	2,000.00	(2,000.00)	0.00%
Bookkeeping/Fee Accounti	375.00	356.25	(18.75)	5.00%	1,447.50	1,485.00	1,425.00	60.00	4.04%
Bad Debts/Credit/Bank Ch	111.10	352.75	241.65	(217.51)%	409.66	492.35	1,411.00	(918.65)	(186.58)%
Resident Services	361.53	0.00	(361.53)	100.00%	1,335.11	1,230.64	0.00	1,230.64	100.00%
Travel Training	0.00	25.00	25.00	0.00%	6.18	0.00	100.00	(100.00)	0.00%
Work Orders - Maint	14,886.72	10,636.53	(4,250.22)	28.55%	62,618.61	44,522.66	42,546.03	1,976.63	4.44%
Utilities	8,944.93	8,297.25	(647.68)	7.24%	56,823.22	63,918.87	33,189.00	30,729.87	48.08%
Pilot	0.00	973.00	973.00	0.00%	1,339.62	(87.60)	3,892.00	(3,979.60)	4542.92%
Insurance	1,868.83	1,187.83	(681.00)	36.44%	5,738.95	7,475.32	4,751.33	2,723.99	36.44%
EPC Principle/Interest	1,362.02	1,518.00	155.98	(11.45)%	5,291.76	5,113.82	6,072.00	(958.18)	(18.74)%
TOTAL EXPENSES	41,234.20	37,601.53	(3,632.67)	(9.66)%	183,454.32	178,603.12	150,406.03	28,197.09	15.79%
SURPLUS	(3,240.82)	(420.69)	2,820.13	(670.36)%	(49,415.22)	(44,048.58)	(1,682.69)	(42,365.89)	96.18%

Bangor Housing Authority
Operating Statement
Four Months Ending 04/30/2023
Program: S8 Vouchers Project: Consolidated

	Period Amount	Period Budget	Period Variance	%	Last Year's YTD Amount	YTD Amount	YTD Budget	YTD Variance	%
INCOME									
Oper Sub -HAP	232,511.00	219,008.92	13,502.08	5.81%	889,428.00	928,044.00	876,035.67	52,008.33	5.60%
Oper Sub - Admin Fees	30,820.00	30,218.75	601.25	1.95%	123,145.00	127,217.00	120,875.00	6,342.00	4.99%
Int Earned on UNA	0.00	42.92	(42.92)	0.00%	147.01	1,233.70	171.67	1,062.03	86.08%
5430.000 Int.Earned on N	0.00	0.00	0.00	0.00%	0.00	336.77	0.00	336.77	100.00%
Oper Sub - FSS	0.00	626.92	(626.92)	0.00%	0.00	0.00	2,507.67	(2,507.67)	0.00%
Adm Ports- Portables	260.33	855.00	(594.67)	(228.43)%	3,052.54	1,041.32	3,420.00	(2,378.68)	(228.43)%
Collection	0.00	208.33	(208.33)	0.00%	0.00	0.00	833.33	(833.33)	0.00%
TOTAL INCOME	263,591.33	250,960.84	12,630.49	4.79%	1,015,772.55	1,057,872.79	1,003,843.34	54,029.45	5.11%
EXPENSES									
Operation/Office Expense	2,112.93	2,680.83	567.90	(26.88)%	10,636.91	13,807.52	10,723.33	3,084.19	22.34%
Admin Salaries/Benefits	20,053.94	20,727.32	673.39	(3.36)%	80,318.34	89,576.69	82,909.32	6,667.37	7.44%
Mgmt/Bookkeeping Fees	8,073.00	8,151.00	78.00	(0.97)%	32,389.50	32,292.00	32,604.00	(312.00)	(0.97)%
Legal	0.00	125.00	125.00	0.00%	0.00	0.00	500.00	(500.00)	0.00%
Travel & Training	1,698.69	333.33	(1,365.36)	80.38%	1,071.28	4,993.03	1,333.33	3,659.70	73.30%
Work Orders	0.00	1,398.58	1,398.58	0.00%	390.00	2,684.33	5,594.33	(2,910.00)	(108.41)%
Insurance	526.76	547.25	20.49	(3.89)%	2,428.21	2,107.04	2,189.00	(81.96)	(3.89)%
HAP Paid to Land Lords	248,909.00	219,008.92	(29,900.08)	12.01%	854,576.00	973,540.00	876,035.67	97,504.33	10.02%
HAP Dmgs/Unpd Rent	(2,028.00)	0.00	2,028.00	100.00%	(2,705.00)	(9,480.00)	0.00	(9,480.00)	100.00%
HAP Escrow FSS	1,007.00	0.00	(1,007.00)	100.00%	6,757.00	5,348.00	0.00	5,348.00	100.00%
Port Out HAP Expenses	2,365.00	0.00	(2,365.00)	100.00%	7,742.00	9,115.00	0.00	9,115.00	100.00%
Port In HAP Expense	0.00	0.00	0.00	0.00%	(152.00)	(166.00)	0.00	(166.00)	100.00%
HAP Admin Fees	283.45	0.00	(283.45)	100.00%	598.32	1,077.11	0.00	1,077.11	100.00%
TOTAL EXPENSES	283,001.77	252,972.23	(30,029.54)	(11.87)%	994,050.56	1,124,894.72	1,011,888.98	113,005.74	10.05%
SURPLUS	(19,410.44)	(2,011.39)	17,399.05	(865.03)%	21,721.99	(67,021.93)	(8,045.64)	(58,976.29)	88.00%

Bangor Housing Authority
Operating Statement
Four Months Ending 04/30/2023
Program: Local Programs Project: Consolidated

	Period	Period	Period	%	Last Year's	YTD	YTD	YTD	%
	Amount	Budget	Variance		YTD Amount	Amount	Budget	Variance	
INCOME									
Mgmt Fees	47,195.86	43,457.51	3,738.36	7.92%	160,712.07	178,989.78	173,830.01	5,159.77	2.88%
Interest Income	0.00	29.17	(29.17)	0.00%	(119.87)	278.89	116.67	162.22	58.17%
TOTAL INCOME	47,195.86	43,486.68	3,709.18	7.86%	160,592.20	179,268.67	173,946.68	5,321.99	2.97%
EXPENSES									
Operation/Office Expense	1,677.47	2,568.09	890.61	(53.09)%	11,309.99	18,857.11	10,272.34	8,584.77	45.53%
Admin Salaries/ Benefits	18,048.61	22,775.25	4,726.64	(26.19)%	68,417.88	73,771.53	91,101.00	(17,329.47)	(23.49)%
Mgmt/Book/Fee Acct Fees	17,628.55	16,540.93	(1,087.63)	6.17%	70,679.25	72,550.01	66,163.68	6,386.33	8.80%
Travel & Training	0.00	20.83	20.83	0.00%	0.00	0.00	83.33	(83.33)	0.00%
Insurance	281.79	287.50	5.71	(2.03)%	1,298.95	1,127.16	1,150.00	(22.84)	(2.03)%
TOTAL EXPENSES	37,636.42	42,192.60	4,556.18	10.80%	151,706.07	166,305.81	168,770.35	(2,464.54)	(1.48)%
SURPLUS	9,559.44	1,294.08	8,265.36	86.46%	8,886.13	12,962.86	5,176.33	7,786.53	60.07%

Bangor Housing Authority
Operating Statement
Four Months Ending 04/30/2023
Program: COCC Project: Consolidated

	Period	Period	Period	%	Last Year's	YTD	YTD	YTD	%
	Amount	Budget	Variance		YTD Amount	Amount	Budget	Variance	
INCOME									
Asset/Mgmt/Book Fees	78,158.82	81,479.00	(24,833.51)	(31.77)%	302,182.83	311,905.95	325,916.00	(14,010.05)	(4.49)%
Fee for Service -Labor WO	148,570.00	146,865.00	1,705.00	1.15%	552,022.00	566,879.00	587,460.00	(20,581.00)	(3.63)%
LHA Consult/Equip Rental	0.00	0.00	0.00	0.00%	8,199.36	9,444.08	0.00	9,444.08	100.00%
TOTAL INCOME	226,728.82	228,344.00	(1,615.18)	(0.71)%	862,404.19	888,229.03	913,376.00	(25,146.97)	(2.83)%
EXPENSES									
Operation/Office Expense	14,372.35	12,957.67	(1,414.68)	9.84%	31,169.69	54,482.88	51,830.67	2,652.21	4.87%
Admin/Maint Benefits	72,839.43	94,910.09	22,070.65	(30.30)%	259,510.18	257,921.17	379,640.34	(121,719.17)	(47.19)%
Legal	0.00	208.33	208.33	0.00%	0.00	0.00	833.33	(833.33)	0.00%
Travel & Training	2,144.97	4,497.67	2,352.70	(109.68)%	5,178.07	19,599.77	17,990.67	1,609.10	8.21%
Work Orders -Maint	93,018.62	104,868.43	11,849.80	(12.74)%	327,362.24	383,864.65	419,473.68	(35,609.03)	(9.28)%
Utilities	3,502.00	2,875.01	(627.00)	17.90%	29,719.04	23,629.69	11,500.01	12,129.68	51.33%
Insurance	6,440.49	7,004.17	563.68	(8.75)%	27,055.26	25,761.96	28,016.67	(2,254.71)	(8.75)%
Mortgage Principal/Interest	179.33	616.25	436.92	(243.64)%	3,107.92	951.58	2,465.00	(1,513.42)	(159.04)%
TOTAL EXPENSES	192,497.19	227,937.62	35,440.43	15.55%	683,102.40	766,211.70	911,750.37	(145,538.67)	(18.99)%
SURPLUS	34,231.63	406.38	33,825.25	98.81%	179,301.79	122,017.33	1,625.63	120,391.70	98.67%

BANGOR HOUSING AUTHORITY

	Actual Units	HUD Funding 2023	HAP Actual 2023	Monthly Under/(over) Funded	Cummulative Under/(over) Funded	PUC	HAP Equity Account
Jan-23	407	\$231,511.00	\$ 234,157.00	(\$2,646.00)	(\$2,646.00)	\$575.32	\$68,767.15
Feb-23	410	\$231,511.00	\$ 246,673.00	\$ (15,162.00)	(\$17,808.00)	\$601.64	\$66,121.15
Mar-23	415	\$232,511.00	\$ 254,719.00	\$ (22,208.00)	(\$40,016.00)	\$613.78	\$50,959.15
Apr-23	416	\$232,511.00	\$ 254,877.00	(\$22,366.00)	(\$62,382.00)	\$612.69	\$28,751.15
May-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
Jun-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
Jul-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
Aug-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
Sep-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
Oct-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
Nov-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
Dec-23	0	\$0.00	\$ -	\$0.00	(\$62,382.00)	#DIV/0!	\$6,385.15
	<u>1648</u>	<u>\$928,044.00</u>	<u>\$ 990,426.00</u>	<u>(\$62,382.00)</u>			

* Before interest income and Fraud Recovery

Baseline Units 1836

Over/Under Leases -188

HAP To Date	<u>\$ 990,426.00</u>	Current PUC	<u>\$612.69</u>
Beginning NRA Balance	\$198,758.00	Utilization	
Cummulative Under(over) Funding	(\$62,382.00)	Dollars	106.72%
Half of Fraud/Interest		Units	89.76%
End of Month NRA	<u>\$136,376.00</u>		
HUD Retained HAP	<u>\$ 394,898.00</u>		
Total HAP Reserves	<u>\$ 531,274.00</u>		
Hud Held Reserve 12/31/2022	\$ 501,000.00		
2022 Funding	\$ 2,558,151.00		
2022 HUD Disbursed	(\$2,664,253.00)		
2021 Ending Huld Held Reserves	<u>\$ 394,898.00</u>		
2023 Funding	\$928,044.00		
2023 HUD Disbursed	\$ (990,426.00)		
2023 Ending Huld Held Reserves	<u>\$ (62,382.00)</u>		
Remianing 2023 Funding	<u>\$1,852,088.00</u>		
Amount per month	<u>\$ 231,511.00</u>		