

**Santa Fe County Housing Authority Board Meeting**  
**June 30, 2015**  
**Legal Conference Room**  
**1 p.m.**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Approval of Agenda (Action)
- V. Approval of Minutes (Action)
- VI. Approval of Resolution 2015-\_\_ HB, A Resolution Approving Standard Form LLL, Disclosure of Lobbying Activities (Action)
- VII. Approval of Resolution 2015-\_\_ HB, A Resolution Approving HUD Form 52190-B, Declaration of Trust (Action)
- VIII. Approval of Resolution 2015-\_\_ HB, A Resolution Approving HUD Form 50077, PHA Certification of Compliance with the PHA Plans and Related Regulations (Action)
- IX. Approval of Resolution 2015-\_\_ HB, A Resolution Approving HUD Form 52574, PHA Board Resolution Approving Operating Budget for FY16 (Action)
- X. Approval of Resolution 2015-\_\_ HB, A Resolution Approving the Santa Fe County Housing Authority's Payment Standards (Action)
- XI. Public Hearing Regarding Updated Schedule of Charges for Costs, Repairs, and Work Order Relating to the Public Housing Program (Discussion)
- XII. Approval of Resolution 2015-\_\_ HB, A Resolution Approving the Santa Fe County Housing Authority's Updated Schedule of Charges for Costs, Repairs, and Work Orders Relating to the Public Housing Program (Action)
- XIII. Approval of Resolution 2015-\_\_ HB, A Resolution Adopting Policies and Procedures to Ensure Compliance with Federal Accounting Requirements (Action)
- XIV. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site (Discussion)
- XV. Housing Authority Updates: (Discussion)

- a. **Site Improvement Plan/CFP Update**
- b. **Vacancy Update**
- c. **Director's Report**

**XVI. Public Comments (Discussion)**

**XVII. Matters from the Board (Discussion)**

**XVIII. Executive Session for limited Personnel Matters (Discussion and Possible Action)**

**Adjournment**

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HOUSING AUTHORITY BOARD**

**May 26, 2015**

**I.** This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the Old County Courthouse/Admin Building at approximately 1:00 p.m. by County Commission Chair Robert Anaya.

**II.** Roll call indicated the presence of a quorum with the following Board members present:

**Members Present:**

Robert Anaya, Commissioner  
Miguel Chavez, Commissioner  
Kathy Holian, Commissioner  
Cathy Hurtado, Resident Member  
Joseph Loewy, Community Member  
Henry Roybal, Commissioner

**Member(s) Excused:**

Liz Stefanics, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Victor Gonzales, Housing Authority Staff  
Tony Flores, Deputy County Manager  
Carole Jaramillo, Finance Director  
Lynn Kennard, Accounting Division  
Bruce Fredericks, Assistant County Attorney  
Deanna Lopez, Housing Division  
Joseph Gonzales, Housing Division  
Marcus MacDonald, Housing Accountant  
Chris Barela, Constituent Liaison  
Lisa Katonak, County Manager's Office

**Others Present:**

Frances Ong, Former Housing Authority Board Member  
Crystal Ramos, FSS Graduate

**III. Introductions**

Those present introduced themselves.

**IV. Approval of Agenda**

Commissioner Holian moved to approve the agenda. Commissioner Chavez seconded and the motion passed by unanimous [6-0] voice vote.

**V. Approval of Minutes: April 28, 2015**

Mr. Loewy noted an error on page one where the new Authority members was referred to as Cathy Pacheco rather than Hurtado.

Commissioner Chavez moved approval as amended and Mr. Loewy seconded. The motion carried unanimously.

**VI. Approval of Memorandum of Understanding Between the Santa Fe County Housing Authority and the Turquoise Trail Resident Council, the Jacobo D. Martinez Resident Council, and the Valle de Esperanza Resident Council**

Mr. Pacheco explained that this is an annual MOU allowing the Authority to provide a stipend for resident council members. He said the Authority provides outreach to members of the Resident Council for input to staff. Every housing authority is represented.

Commissioner Holian moved to approve the MOU. Mr. Loewy seconded and the motion passed by unanimous voice vote.

**VII. Approval of Resolution 2015-5HB, a Resolution Requesting Authorization to Make a Budget Adjustment, a Budget Increase to the FY15 Budget for the Public Housing Program**

Mr. Pacheco indicated that the Housing Authority has obtained the ROSS (Resident Opportunities Self-Sufficiency) grant from HUD. The grant will be used to pay for salary and benefits associated with the administration of the Family Self-Sufficiency (FSS) public housing program that is run by the Housing Authority. The program is for public housing and Section 8 residents who want to get involved with saving for the future.

Commissioner Holian moved to approve Resolution 2015-5. Commissioner Chavez seconded and the motion passed by unanimous [6-0] voice vote.

**VIII. Approval of Resolution 2015-6HB, a Resolution Requesting Authorization to Make a Budget Adjustment, Budget Decrease/Increase to the FY15 Budget for the HCV (Housing Choice Voucher) Program**

Mr. Pacheco stated the FSS also addresses the HCV support for people in Section 8 to apply for the FSS program. The resolution allows the Authority to continue allowing individuals within the HCV program to participate FSS.

Commissioner Chavez moved approval and Mr. Loewy seconded. The motion carried unanimous [6-0] voice vote.

Mr. Pacheco confirmed that the Housing Authority is rated standard under the HCV Program.

Chair Anaya requested that staff be available in the event new board member Hurtado has any questions.

**IX. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site**

Deputy Manager Flores stated that following the last Authority meeting staff received the draft document regarding the potential development from Wayne Lloyd Architects and his team. Staff offered clarification and corrections to the draft which included projected construction budget and project schedule. He anticipates presenting the document at the June meeting.

At the last meeting, the Board directed staff to contact MFA and begin dialogue regarding the housing tax credit program. Those discussions have begun and the next round of applications is due in January.

Mr. Pacheco said the support of the Manager's Office has been instrumental in this project.

**X. Housing Authority Updates**

**A. Site Improvement Plan/CFP Update**

Victor Gonzales, Project Manager, said the homesale unit #2 Tusa Drive, Valle Vista, renovations are moving on schedule. He anticipated the work would be completed next week. Mr. Pacheco said staff will contact non-profit housing agencies to provide qualified low-income buyers.

Mr. Gonzales said the finalized appraisal of the easement for the Camino de Jacobo sewer line project was received last week and has been forwarded to the County Legal Department.

Chair Anaya asked Manager Miller to work with Mr. Pacheco on the easement issue.

**B. Vacancy Update**

Mr. Pacheco said they are running a 96 percent occupancy rate and he acknowledged the hard work of his staff. REAC inspection is next month and staff is preparing for that.

**C. Director's Report**

Mr. Pacheco reported on the following:

- The cleanup days at Jacobo de Martinez and Santa Cruz Housing sites were very successful with excellent community participation
- The Housing Authority is celebrating its fourth year as a smoke-free program.

Aside from the health benefits, maintenance has experienced a savings in work time and paint to maintain the interiors. The partnership with Smoke Free Santa Fe has been excellent

- David Coriz, housing plumber, has retired after 30 years of service for Santa Fe County

In response to Commissioner Holian's question of whether there is an insurance savings for having a smoke-free program, Mr. Loewy said he talked to insurers of other housing programs and the answer was no. Mr. Pacheco said he would investigate that.

Mr. Pacheco said he would like to formally recognize Mr. Coriz at the next Housing meeting. The Chair agreed and asked that staff arrange with Chris Barela for special acknowledgement at BCC meeting.

Mr. Pacheco introduced Crystal Ramos, a participant of the FSS program since June 2010 is now graduating and has accrued over \$24,000 that she will use to purchase a home.

Deanna Lopez, FSS Coordinator, said Ms. Ramos has worked diligently to accomplish her goals of obtaining full-time employment and owning a home. Through full-time employment she has improved her credit scores and is preparing to purchase a home. Ms. Ramos will be entering the Housing Choice Voucher Homeownership Program and Santa Fe County Housing Authority will subsidize her mortgage payment rather than her rent.

Ms. Ramos received a round of applause and she thanked the County for providing the program which made it possible for her to take care of her children.

The Board recognized Ms. Ramos as a role model for the community and congratulated her on her accomplishments. She was encouraged to spread the word of her success to others.

Former board member Francis Ong was presented a plaque in appreciation for her contribution to the Housing Authority. The Board thanked and congratulated Ms. Ong for her tremendous efforts.

Ms. Ong said the garden has produced some wonderful food and she championed the practice of farming.

#### **XI. Matters from the Public**

None were presented.

#### **XII. Matters from the Board**

Mr. Loewy asked about an item withdrawn from a previous agenda having to do with a HUD form. Mr. Pacheco said the resolution was withdraw because it requires a public hearing which is scheduled for June and also a signature from the City Mayor certifying that the County's annual Housing Authority plan is consistent with the City's consolidated five-year plan. The documents were submitted to the City. The Resident Council members were given the plan and asked to provide comments.

Chair Anaya said he'd like to honor former County Commissioner and Association of Counties president, Jacobo Martinez at both the Housing and BCC meetings. He asked that staff arrange for his family to be present. He understood that Commissioner Stefanics may have started some research on this and asked that staff work together.

Chairman Anaya said in the next seven months he would be targeting the following areas:

- Roads in the public housing sites – staff was directed to provide a district by district summary of road conditions, how those issues will be addressed and adoption of the roads. Include annexation with the City as well as Española's responsibilities with the roads
- Staff to update the Board on targeted goals regarding wraparound services and possible enhancements to those services
- Schedule evaluation of Executive Director Pacheco
- Staff to provide a summary and continue discussion on the trust fund
- Completion of the Galisteo Property

Mr. Loewy asked that the issue of safety be included in all discussions having to do with roads.

Chair Anaya said the ultimate goal with Santa Cruz and Jacobo is to have the cities of Española and Santa Fe take those roads into their inventory. He requested that staff prepare a summary/historical perspective of the roads in the sites and include Commissioner Roybal in discussions having to do with his district.

Chair Anaya reminded the Board that the City of Española charges the County three times what it charges its other customers for water. He asked that staff initiate a broader dialogue with that entity. Mr. Pacheco said at a recent meeting with the Española city manager that issue came up and the manager agreed to change the County's commercial charge which will provide a savings. He anticipated he would have more to report at the next meeting on water as well as road issues with Española.

Manager Miller said the Mayor of Española has asked the County to participate in their 911 center. She said there is benefit to working with them to improve communications. She indicated that staff is still working with the City of Santa Fe in regard to road acceptance.

Chair Anaya asked that the Manager's office finalize the white paper on annexation and isolate roads. He and Commissioner Chavez will request to address the City's Public Works Committee on this issue.

### **XIII. Executive Session**

None was required.

### **IX. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Anaya adjourned the meeting at approximately 2:00 p.m.

Approved by:

---

Robert Anaya, Chair  
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR  
COUNTY CLERK

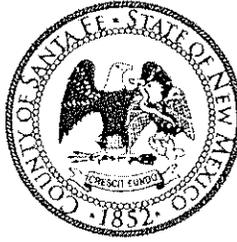
Respectfully submitted by:

Karen Farrell, Wordswork

**Henry Roybal**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

# Memorandum

**To:** Santa Fe County Housing Authority Board  
**From:** Ron Pacheco, Executive Director, Santa Fe County Housing Authority  
**Date:** 6/16/2015  
**Re:** **Disclosure of Lobbying Activities**

---

The Santa Fe County Housing Authority is the recipient of Capital Fund Grant awards for maintenance of our public housing stock each year from HUD. On an annual basis the Santa Fe County Housing Authority is required to disclose any lobbying activity in support of our CFP (Capital Fund Program) Grant award. The Disclosure of Lobbying Activities form confirms that there has been no active lobbying by anyone associated with this program in support of our CFP Grant award process.

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Santa Fe County Housing Authority 52 Camino de Jacobo Santa Fe, NM 87505  Congressional District, if known: 4c 3rd	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> N/A  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> U.S. Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> N/A CFDA Number, if applicable: N/A	
<b>8. Federal Action Number, if known:</b> Unknown	<b>9. Award Amount, if known:</b> \$ Unknown	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i> N/A	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> N/A	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: Robert A. Anaya Title: Chairperson, Santa Fe County Housing Authority Board Telephone No.: 505-992-6200      Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
 Geraldine Salazar  
 Santa Fe County Clerk

  
 \_\_\_\_\_  
 Gregory S. Shaffer  
 Santa Fe County Attorney

**Henry Roybal**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Santa Fe County Housing Authority Board  
**From:** Ron Pacheco, Executive Director, Santa Fe County Housing Authority *RP*  
**Date:** 6/16/2015  
**Re:** **Declaration of Trust Form 2015**

---

The Santa Fe County Housing Authority is entrusted by HUD to administer and maintain one hundred-ninety (199) public housing homes for low income families. On an annual basis the Housing Authority is required to submit for approval by the Housing Board this Declaration of Trust form. The approval of this form confirms that the Housing Authority acknowledges its responsibilities in administering, maintaining and providing safe and decent housing to our tenants as is required by accepting our Annual Contributions Contract with HUD.

Declaration of Trust

(Public Housing Modernization Grant Projects)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB No. 2577-0270 exp. 09/30/2013

Whereas, (1, see instructions) Housing Authority of the County of Santa Fe (herein called the Public Housing Agency (PHA), a public body corporate and politic, duly created and organized pursuant to and in accordance with the provisions of the laws of the (2) State of New Mexico, and the United States of America, Secretary of Housing and Urban Development (herein called HUD) pursuant to the United States Housing Act of 1937 (42 U.S.C. 1437, et seq.) and the Department of Housing and Urban Development Act (5 U.S.C. 624) entered into a certain contract with the effective date as of (mm/dd/yyyy) (3) 07/10/2002, (herein called the Annual Contributions Contract) and a certain Modernization Project Grant Amendment to the Annual Contributions Contract with the effective date as of (mm/dd/yyyy) (4) 05/13/2014, (herein called the Modernization Grant Amendment) providing for a grant to be made by HUD to assist the PHA in modernizing lower income housing project(s); and

Whereas, as of the date of the execution of this Declaration of Trust, the Modernization Grant Amendment and the Annual Contributions Contract cover certain individual lower income housing projects located in: (5) County of Santa Fe which will provide approximately (6) 199 dwelling units; and which lower income housing projects are known as Modernization Project No. (7) NM02P05050114 and individual projects as follows: Project No. (8) 50-1 with approximately 59 dwelling units, Project No. (8) 50-2 with approximately 72 dwelling units, and Project No. (8) 50-3 with approximately 68 dwelling units; and

Whereas, the modernization of each Project will have been financed with grant assistance provided by HUD.

Now Therefore, to assure HUD of the performance by the PHA of the covenants contained in the Modernization Grant Amendment and the Annual Contributions Contract, the PHA does hereby acknowledge and declare that it is possessed of and holds in trust for the benefit of HUD, for the purposes herein stated, the following described real property situated in: (9)

County of Santa Fe

To Wit: (Insert legal description for each individual project. )(10)

See Attachments A, B, and C

and all buildings and fixtures erected or to be erected thereon or appurtenant thereto.

The PHA hereby declares and acknowledges that during the existence of the trust hereby created, HUD has been granted and is possessed of an interest in the above described Project property, To Wit:

The right to require the PHA to remain seized of the title to said property and to refrain from transferring, conveying, assigning, leasing, mortgaging, pledging, or otherwise encumbering or permitting or suffering any transfer, conveyance, assignment, lease, mortgage, pledge or other encumbrance of said property or any part thereof, appurtenances thereto, or any rent, revenues, income, or receipts therefrom or in connection therewith, or any of the benefits or contributions granted to it by or pursuant to the Modernization Grant Amendment and the Annual Contributions Contract, or any interest in any of the same except that the PHA may (1) to the extent and in the manner provided in the Annual Contributions Contract, (a) lease dwellings and other spaces and facilities in any Project, or (b) convey or otherwise dispose of any real or personal property which is determined to be excess to the needs of any Project, or (c) convey or dedicate land for use as streets, alleys, or other public right-of-way, and grant easements for the establishment, operation, and maintenance of public utilities; or (d) enter into and perform contracts for the sale of dwelling units to members of tenant families, as authorized by the United States Housing Act of 1937, or (2) with the approval of HUD, release any Project from the trust hereby created; Provided, That nothing herein contained shall be construed as prohibiting the conveyance of title to or the delivery of possession of any Project to HUD pursuant to the Annual Contributions Contract.

The endorsement by a duly authorized officer of HUD (1) upon any conveyance or transfer made by the PHA of any real or personal property which is determined to be excess to the needs of any Project, or (2) upon any instrument of conveyance or dedication of property, or any interest therein, for use as streets, alleys, or other public right-of-way, or for the establishment, operation and maintenance of public utilities, or (3) upon any instrument transferring or conveying a dwelling unit, or an interest therein, to a member of a tenant family, or (4) upon any instrument of release made by the PHA of any Project shall be effective to release such property from the trust hereby created.

The individual projects covered by the Modernization Grant Amendment shall be subject to this Declaration of Trust for a period of twenty years beginning on the date of the Modernization Grant Amendment. Each individual project shall also be subject to this Declaration of Trust for a period of twenty years after the date of the most recent Modernization Grant Amendment applicable to that project. Upon expiration of the period during which the PHA is obligated to operate the individual projects in accordance with the Annual Contributions Contract, the trust hereby created shall terminate and no longer be effective.

In Witness Whereof, the PHA by its officers thereunto duly authorized has caused these presents to be signed in its name and its corporate seal to be hereunto affixed and attested this date (mm/dd/yyyy) 06/30/2015

(Seal)

(1, see instructions)

Santa Fe County Housing Authority Approved as to form: Gregory S. Shaffer, County Attorney

By \_\_\_\_\_ Chairperson

Attest \_\_\_\_\_ Secretary

Date (mm/dd/yyyy) \_\_\_\_\_ County Clerk

A portion on Exception No. 263, Private Claim No. 305 of the Santa Clara Pueblo Grant in Section 1, Township 10 North, Range 8 East, N.M.P.M., beginning at Corner Number 2 being the North-west corner of the official survey of said tract filed April 14, 1936 at the Public Survey Office in Santa Fe, New Mexico, thence bearing S. 83° 40' 54" E., 2056.15 feet; thence bearing S. 20° 51' 15" W., 460.68 feet; thence bearing N. 78° 44' 15" W., 65.06 feet; thence bearing N. 80° 02' 08" W., 275.22 feet; thence bearing N. 81° 58' 00" W., 974.29 feet; thence bearing N. 06° 19' 06" E., 360.67 feet; thence bearing N. 83° 40' 54" W., 600 feet; thence bearing N. 21° 53' 45" W., 56.74 feet to the point and place of beginning. Containing 14 acres more or less.

Together with an easement for utilities fifteen feet in width lying to the North of the existing residence on property of Grantor, described as being 7 1/2 feet on each side of a center line commencing at a point on McCurdy Road which point is 285 feet, more or less, Southwest of the Northwest corner of the land herein conveyed; thence N. 89° 19' E., 120 feet; thence S. 62° 40' 54" E., 81 feet; thence S. 83° 54' E., 300 feet to a point on the western boundary of the land herein conveyed;

Excepting and reserving unto Grantor an easement for an irrigation pipeline 5 feet in width and lying along the northern boundary of the land herein conveyed, and described as follows: Commencing at a point where the northern boundary of the land herein conveyed intersects the Santa Cruz Ditch, thence N. 83° 40' W., 804 feet more or less to a point; thence in a Southwesterly direction across a roadway 70 feet, more or less, to the Northeast corner of property of the Grantor.

ATTACHMENT A

Tract D-2, more particularly described:

Beginning at a point marked by a No. 5 rebar, the southeast corner of this tract, from whence a U.S.C.L.O. Brass Cap marked P.C. 435/PC 5950 TR1-1914 bears N. 05° 42' 17" E., 300.40 feet; thence from said beginning point S. 79° 07' 50" W., 196.17 feet to No. 5 rebar, the southwest corner of this tract; thence N. 12° 28' 41" W., 254.68 feet to a 1/2" pipe; thence N. 77° 41' 34" E., 87.82 feet to a 1/2" pipe; thence N. 11° 52' 46" W., 1296.49 feet to a 3/4" pipe the northwest corner of this tract; thence N. 77° 52' 44" E., 51.44 feet to a 1/2" pipe; thence N. 77° 33' 47" E., 30.34 feet to a 3/4" pipe; thence N. 77° 42' 57" E., 175.59 feet to a 1/2" pipe, the northeast corner of this tract; thence S. 10° 53' 23" E., 777.61 feet to a 3/4" pipe; thence S. 10° 52' 53" E., 468.25 feet to a 1/2" pipe; thence S. 10° 52' 10" E., 314.44 feet to the point of beginning; all as shown on plat of survey entitled "Replat of Survey of Tract B into Tract B-1 and Tract B-2, part of P.C. 435, Tract 1, and part of P.C. 1244, Tract 1 in parts of Section 5 and Section 6, T. 16 N., R. 9 E., N.M.P.M., County of Santa Fe, State of New Mexico" by Robert L. Benavides, N.M.L.S. No. 5824 in April, 1980.

SUBJECT TO reservations, restrictions and easements of record.

Together with access over and across a 54 foot wide ingress, egress and utility easement running south from the southerly boundary of said Tract D-2 to Airport Road as shown on the above referenced plat, as more particularly described as follows:

Beginning at the Southeast corner of this tract from whence a 3/4" pipe marking the section corner common to Sections 5, 6, 7 and 8, 16th, 82E, N.M.P.M., bears S. 15° 18' 55" E., 300.15 feet; thence along Airport Road S. 80° 37' 50" W., 54.00 feet to a 1/2" pipe marking the Southwest corner of this tract; thence N. 12° 10' 26" E., 307.60 feet to a 3/4" pipe; thence N. 12° 07' 37" E., 140.09 feet to a 3/4" pipe; thence N. 12° 13' 22" E., 312.74 feet to a 3/4" pipe; thence N. 12° 18' 47" E., 453.89 feet to a rebar marking the Northeast corner of this tract; thence N. 72° 07' 50" E., 54.07 feet to the Northeast corner of this tract; thence S. 12° 15' 24" E., 563.58 feet to a rebar; thence S. 12° 12' 23" E., 654.14 feet to the point of beginning. All as shown and delineated as a 54 foot wide ingress and egress and utility easement on "Replat of Survey of Tract B, into Tract B-1 and Tract B-2, part of P.C. 435, Tract 1 and part of P.C. 1244, Tract 1, in parts of Section 5 and Section 6 T. 16 N., R. 9 E., N.M.P.M., County of Santa Fe, State of New Mexico" by Robert L. Benavides, N.M.L.S. No. 5824 in April, 1980.

ATTACHMENT B

beginning at the northwest corner of this tract, from whence the northwest corner of the northwest quarter of the southeast quarter of Section 26, T 16 N R 8 E N.M.P.M. bears N. 89° 47' W., 920.24 feet; thence from said point and place of beginning N. 00° 17' 19" W., 717.28 feet to a point, the northwest corner of this tract; thence N. 89° 47' E. 310 feet to a point, the northeast corner of this tract; thence S. 00° 17' 19" E. 717.28 feet to a point, the southeast corner of this tract; thence S. 89° 47' W. 310 feet to the point and place of beginning. All as shown on Plat of Survey for A.D. Apodaca and Phillip Pascala within the N/2 of SW/4 Section 26 T16N R8E NMPM by Jack C. Horne P.E. & L.S. No. 889 dated December 16, 1900.

This land is given subject to rights of way for streets and parkways and easements for utilities as may be required for approval of declaration of Proactor Access Subdivision, and further subject to Easement Agreement by and between Alizata Luna Company of New Mexico and A. D. Apodaca and Juli Byndenta, et al, No. Show fu 78-2298, which said Agreement shall survive this Warranty Deed,

Subject to Reservations, Restrictions and Easements of record,

AND

A certain tract of land situated wholly within the Southeast Quarter (SE 1/4) of Section 26, T 16 N, R 8 E, N.M.P.M., Santa Fe County, State of New Mexico, more particularly described as follows:

Beginning at the southwest corner of the north half of the southeast quarter of Section 26, T 16 N, R 8 E, said point being also the southwest corner of the herein described tract; thence N00°02'02"W, along the west line of said quarter section 473.29 feet to the northwest corner; thence N89°32'26"E, 918.05 feet to the northeast corner; thence S00°17'19"E, 477.18 feet to the southeast corner, lying on the north boundary of Valle Vista Subdivision; thence S89°47'00"W, 920.24 feet along said boundary to the point of beginning and containing 10.00 acres more or less.

Subject to easements and reservations of record.

AND

A certain tract of land situated within the southeast quarter (SE 1/4) of Section 26, T16N, R8E, N.M.P.M., Santa Fe County, State of New Mexico, and being more particularly described as follows:

Beginning at the southeast corner of the north half of the southeast quarter of Section 26, T16N, R8E, thence bearing N00°02'02"W, along the west line of said quarter section 473.29 feet to the true point of beginning; thence bearing N00°02'02"W, 523.00 feet; thence bearing N89°32'26"E, 915.72 feet; thence bearing S00°17'19"E, 523.00 feet; thence bearing S89°32'26"W, 225.00 feet; thence bearing S00°17'19"E, 62.00 feet; thence bearing S89°32'26"W, 28.00 feet; thence bearing S00°17'19"E, 77.00 feet; thence bearing S89°32'26"W, 31.00 feet; thence bearing S00°17'19"E, 21.00 feet; thence bearing S89°32'26"W, 312.00 feet; thence bearing N00°17'19"W, 21.00 feet; thence bearing S89°32'26"W, 51.00 feet; thence bearing N00°17'19"W, 86.00 feet; thence bearing S89°32'26"W, 25.00 feet; thence bearing N00°17'19"W, 53.00 feet; thence bearing S89°32'26"W, 223.05 feet to the point of beginning and containing 12.560 acres more or less.

ATTACHMENT C

### Continuation of Attachment C

Less and Except Lots 4, 5, 6, 7, 8, 10, 12, 15, 16, 17, 17-A, 19, 21, 22, 22-A, 23, 24, 25, 26, 27, 28, 29, 30, 30-A, 31, 37, 38, 39, 41, 42-A, 67, 68, 69, 70, 74 and 74-A, 91, and 92, as shown on "Subdivision Plat for Santa Fe County Public Housing Authority known as 'Valle Vista' being Cerrillos Sites 1 and 2" dated October 3, 2001, prepared by Richard A. Morris N.M.P.S. No. 10277 and recorded October 4, 2001, as Document No. 1175082 in Plat Book 485, Pages 048-050 in the records of Santa Fe County, New Mexico.

**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Santa Fe County Housing Authority Board

**From:** James R. Pacheco, Executive Director *JR*

**Date:** June 16, 2015

**Re:** **Approval of the Housing Authority's Annual Plan for 2016**

---

Every year the Santa Fe County Housing Authority is required to submit an Annual Plan outlining the housing priorities that the Authority will be working on and supporting area-wide. The Plan as submitted to HUD should be consistent with the City's Five Year Plan and correspond with their stated goals and priorities. In the process of completing the plan for the county, staff has met with city planning staff to assure compliance and acquire the Mayors signature in support of the County's Annual Plan. Included in this Resolution is approval of the Housing Authorities Capital Fund Program (CFP) Plan for spending the 2015 CFP Grant allocation. Annually we are required to submit for approval the proposed plan for spending CFP monies and this year we are including the approval with Annual Plan.

**PHA Certifications of Compliance  
with PHA Plans and Related  
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

Santa Fe County Housing Authority Board Resolution 2015- HB

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

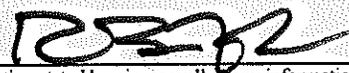
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Santa Fe County Housing Authority  
 PHA Name

NM 050  
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20      2014 - 2019

Annual PHA Plan for Fiscal Years 20 - 20      2016 - 2017

Approved as to Form:   Gregory S. Shaffer, County Attorney

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

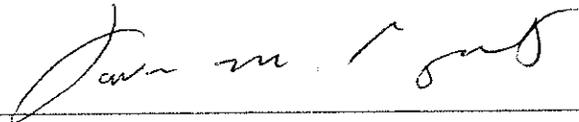
Name of Authorized Official Robert A. Anaya	Title Chairperson, Santa Fe County Housing Authority Board
Signature	Date

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Javier Gonzales the Mayor of the City of Santa Fe certify that the Five Year and  
Annual PHA Plan of the Santa Fe County HA is consistent with the Consolidated Plan of  
City of Santa Fe NM prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

<b>PHA 5-Year and Annual Plan</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	--	--

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Housing Authority of Santa Fe County</u> PHA Code: <u>NM050</u> PHA Type: <input type="checkbox"/> Small                      High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (07/01/2015)				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>199</u> Number of HCV units: <u>276</u>				
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1: <u>Housing Authority of Santa Fe County</u>	NM050			PH      HCV 199      276
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<p>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years.</p> <p><b>To provide safe, decent and sanitary housing for low income and very low-income families in an environment that fosters self-sufficiency, community pride and to manage resources efficiently. The Santa Fe County Housing Authority will promote personal economic and social upward mobility to provide families the opportunity to make the transition from subsidized housing to non-subsidized housing, including homeownership. It is the mission of the Santa Fe County Housing Authority to provide drug-free, safe decent and sanitary housing to low-income and very low-income families in an environment that fosters self-sufficiency and community pride.</b></p>				

- 5.2 **Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

Five Year Goals and Objectives

Public Housing Programs:

- Obtain and Maintain a 96% Occupancy Rate
- Continue to systematically address site appearance, yard inspection, street maintenance and common areas
- Landscape public housing neighborhoods (2)
- Complete all tenant requested work orders within 21 days of request
- Prepare vacant units for occupancy within 21 days of vacancy
- Decrease tenant's accounts receivables to no more than 5% of rents charged
- Obtain and maintain "High Performer" PHAS status
- Design and distribute a comprehensive Tenant Handbook
- Provide two resident trainings a year

Housing Choice Voucher Program

- Maintain a 97% Utilization Rate
- Implement a quarterly HCV Newsletter
- Achieve and Maintain a "High Performer" SEMAP Status
- Maintain an MTCS Reporting rate non less than 97%
- Apply for additional rental vouchers (including special program vouchers) in an effort to expand the supply of assisted housing

Family Self-Sufficiency Program

- Maintain program size to a minimum of 35 families
- Increase the public housing program to no less than 15 families
- Continue to provide at least 8 FSS trainings per year
- Distribute and FSS newsletter at least quarterly
- Implement Individual Development Accounts

Homeownership Program and Use of Home sales Proceeds

Home Sales Proceeds may be used for any of the following programs or projects permissible under 24 CFR 906.15:

- Foreclosure Prevention
- Emergency mortgage assistance
- Purchase of land
- Development Projects (units for rental and/or homeownership)
- Down Payment assistance
- Operations/Management of the Housing Authority's Public Housing Program (under ACC), including maintenance, modernization, protective services and resident services

Progress Made in achieving the Goals and Objectives Described in the Previous 5-Year Plan

- Landscaped one public housing neighborhood
- Developed a plan to address site appearance, yard inspections, streets and common areas
- Completed all tenant work orders requested work orders within 21 days of request
- Obtained and maintained "High Performer" PHAS status
- Maintained a 97% utilization rate for HCV Program
- Maintain a MTCS Reporting rate of no less than 97%
- Provided at least 8 FSS trainings per year
- Foreclosure prevention to 5 families
- Down payment assistance to 18 families

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <b>The Santa Fe county Housing Authority is implementing a new Flat Rent Schedule as required by HUD (PIH 2014-12). The housing authority will follow the guidance provided by HUD.</b></p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <b>The public may obtain copies of the 5-Year and Annual Plan at the administrative offices of Santa Fe County Housing Authority located at 52 Camino de Jacobo, at the Administrative offices of Santa Fe County located at 102 Grant Avenue in downtown Santa Fe and online at <a href="http://santafecountynm.gov">santafecountynm.gov</a>.</b></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p>
8.0	<p><b>Capital Improvements.</b> See HUD Form 50075.2 approved by HUD and SFC Housing Board on 04/26/2011</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b><u>Housing Needs for low-income families in Santa Fe County</u></b></p> <ul style="list-style-type: none"> <li>• Additional low-income rental housing options for families below eighty percent (80%) of the area median income in areas of the county other than the city of Santa Fe. This includes smaller one and two bedroom homes that are energy efficient with accessible transportation options in outlying areas of the county. This includes the communities of Edgewood, Eldorado and the Pojoaque corridor.</li> <li>• Affordable rental housing below eighty percent (80%) of the area median income designed specifically for the growing senior populations that are energy efficient and easily accessible in one and two bedroom options throughout the county.</li> <li>• Affordable rental housing below eighty percent (80%) of the median income designed specifically for the special needs population that are easily accessible, energy efficient in one and two bedroom options throughout the county..</li> <li>• Access to housing specifically designed for families below eighty percent (80%) of the median income with disabilities including one and two bedroom homes that are energy efficient with access to transportation options.</li> <li>• For sale housing that can be efficiently constructed in all areas of the county and marketed to families in all income levels below one hundred percent (100%) of the median income.</li> </ul>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: <b>Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>The Santa Fe County Housing Authority is working towards utilizing all housing choice vouchers under our authority and to sustain a 95% or better occupancy rate by selecting from our waiting list.</p>

10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.  <b>The Santa Fe County Housing Authority is making progress in meeting the mission and goals outlined in our 5-Year Plan in the following areas:</b></p> <ul style="list-style-type: none"> <li>• The maintenance staff has been able to complete all tenant requests for work orders within 21 days.</li> <li>• We have made progress in decreasing tenant accounts receivable to no more than 5% of rents charged.</li> <li>• We have been granted additional (VASH) rental vouchers in an effort to expand the supply of assisted housing.</li> <li>• Housing Staff continue to provide at least 8 FSS training per year.</li> <li>• Housing Staff continue to distribute an FSS Newsletter at least quarterly.</li> <li>• A team of Santa Fe County Staff are working on a Tax Credit Project Proposal to increase low income housing options.</li> <li>• The County has established a down payment assistance program that supports families seeking assistance in home purchase.</li> </ul> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
------	--

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
------	--

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

<b>Part I: Summary</b>						
PHA Name/Number	Locality (City/County & State)	Santa Fe, Santa Fe County, NM	Original 5-Year Plan X	Revision No:		
Development Number and Name	Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5	Revision No:
	for Year I FFY 2014	2015	2016	2017	2018	2018
A.	Annual Statement	212,000	207,000	330,000	393,000	
B.	Physical Improvements Subtotal		25,000	30,000	30,000	
C.	Management Improvements	25,000	45,000			
D.	PHA-Wide Non-dwelling Structures and Equipment		100,000	110,000	110,000	
E.	Administration	100,000				
F.	Other		120,000	130,000	135,000	
G.	Operations	120,000				
H.	Demolition					
I.	Development					
J.	Capital Fund Financing-- Debt Service					
K.	Total CFP Funds	457,000	497,000	600,000	668,000	
L.	Total Non-CFP Funds					
M.	Grand Total	457,000	497,000	600,000	668,000	





Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/20011

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY	Work Statement for Year FFY 2017		Work Statement for Year FFY 2018			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PHA-Wide:			PHA-Wide:		
Annual Statement	<b>Operations</b>		130,000	<b>Operations</b>		135,000
	<b>Management</b>		30,000	<b>Management</b>		30,000
	<b>Administration</b>		110,000	<b>Administration</b>		110,000
	<b>Physical Improvements:</b>			<b>Physical Improvements:</b>		
	Re-roofing	5 units	20,000	Re-roofing	5 units	20,000
	Bathroom remodels	15 units	60,000	Flooring	5 units	10,000
	Landscaping	PHA	50,000	New furnaces	200	200,000
	Security doors	46	8,000	Exterior doors	60	15,000
	Sidewalk repair	10,000 sq	20,000	Stucco	5 units	20,000
	Asbestos & Mold abatement	4 units	30,000	Tree removal	9	3,000
	Stoves/Refrigerators	20	30,000	Fencing	2,550 sq ft	10,000
	Stucco	5 units	30,000	Lighting	40	10,000
	Unit turnaround	6 units	25,000	Ranges/Refrigerators	60	30,000
	Water heaters	14	5,000	Unit turnaround	5 units	25,000
	Range heads	25	2,000	Interior doors	40	10,000
	Force account labor	4	50,000	Asbestos & Mold abatement	5 units	40,000
				<b>New Development</b>	Partial	2,000,000
				<b>Debt Servicing</b>	1	1,000,000
	Subtotal of Estimated Cost		\$600,000	Subtotal of Estimated Cost		\$3,668,000





**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Santa Fe County Housing Authority Board

**From:** James R. Pacheco, Executive Director *JRP*

**Date:** June 16, 2014

**Re:** **Approval of Santa Fe County Housing Authority's Operating Budget**

---

On an annual basis, HUD requires housing authority's receiving grant funding to approve the operating budget for the upcoming fiscal year. The attached resolution confirms that the Santa Fe County Housing Authority Board approves the Operating Budget for FY 2016 in compliance with the HUD directive addressing this requirement.

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

**Santa Fe County Housing Authority Board Resolution 2015- HB**

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Santa Fe County Housing Authority      PHA Code: NM050

PHA Fiscal Year Beginning: July 1, 2015      Board Resolution Number: 2015-\_\_HB

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 05/26/2015
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Approved as to Form   Gregory S. Shaffer, County Attorney

Print Board Chairperson's Name: Robert A. Anaya	Signature:	Date:
--	------------	-------

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
GENERAL FUND				
HOUSING DEPARTMENT				
BOYS' & GIRLS' CLUB				
SERVICES				
101-1975-432.50-03	CONTRACTUAL/PROFESSIONAL	130,000	130,000	0
*	SERVICES	130,000	130,000	0
**	BOYS' & GIRLS' CLUB	130,000	130,000	0
***	HOUSING DEPARTMENT	130,000	130,000	0
****	GENERAL FUND	130,000	130,000	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
227-1949-471.70-05	GAS & HEATING COSTS	2,200	2,000	200
227-1949-471.70-06	GARBAGE & SEWER	1,000	1,000	0
227-1949-471.70-07	WATER	1,100	1,000	100
227-1949-471.70-33	SEMINARS & WORKSHOPS	500	400	100
227-1949-471.70-36	POSTAGE & MAIL SERVICE	650	500	150
227-1949-471.70-37	PRINTING/PUBLISHING/ADS	250	250	0
227-1949-471.70-39	SUBSCRIPTIONS & DUES	1,100	1,000	100
227-1949-471.70-41	REPORTING & RECORDING	1,000	1,000	0
★	OTHER OPERATING COSTS	13,350	12,350	1,000
**	HOUSING SECTION 8 VOUCHER	2,276,495	2,368,144	91,649-
***	HOUSING DEPARTMENT	2,276,495	2,368,144	91,649-
****	SECTION 8 VOUCHER FUND	2,276,495	2,368,144	91,649-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
301-1982-471.10-26	HOUSING CAPITAL IMPROV HOUSING DEPARTMENT HOUSING CFP - 2012 SALARY & WAGES TERM EMPLOYEES	0	4,232	4,232-
*	SALARY & WAGES	0	4,232	4,232-
301-1982-471.20-01	EMPLOYEE BENEFITS FICA - REGULAR	0	262	262-
301-1982-471.20-02	FICA - MEDICARE	0	61	61-
301-1982-471.20-03	RETIREMENT CONTRIBUTIONS	0	869	869-
301-1982-471.20-05	HEALTH CARE	0	955	955-
301-1982-471.20-06	RETIREMENT HEALTH CARE	0	85	85-
301-1982-471.20-08	WORKERS COMP (ASSESSMENT)	0	1	1-
*	EMPLOYEE BENEFITS	0	2,233	2,233-
301-1982-471.30-03	TRAVEL IN-STATE TRAVEL	0	4,276	4,276-
*	TRAVEL	0	4,276	4,276-
301-1982-471.40-01	MAINTENANCE BUILDING / STRUCTURE	0	3,518	3,518-
*	MAINTENANCE	0	3,518	3,518-
301-1982-471.70-33	OTHER OPERATING COSTS SEMINARS & WORKSHOPS	0	4,150	4,150-
*	OTHER OPERATING COSTS	0	4,150	4,150-
**	HOUSING CFP - 2012	0	18,409	18,409-
301-1983-471.10-26	HOUSING CFP - 2013 SALARY & WAGES TERM EMPLOYEES	40,598	30,071	10,527
*	SALARY & WAGES	40,598	30,071	10,527
301-1983-471.20-01	EMPLOYEE BENEFITS FICA - REGULAR	2,517	1,864	653
301-1983-471.20-02	FICA - MEDICARE	589	436	153
301-1983-471.20-03	RETIREMENT CONTRIBUTIONS	8,339	6,177	2,162
301-1983-471.20-05	HEALTH CARE	5,709	7,777	2,068-
301-1983-471.20-06	RETIREMENT HEALTH CARE	501	601	211
301-1983-471.20-08	WORKERS COMP (ASSESSMENT)	9	5	4

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
301-1984-471.70-33	SEMINARS & WORKSHOPS	3,500	3,500	0
*	OTHER OPERATING COSTS	3,500	3,500	0
**	HOUSING CFP - 2014	242,706	208,531	34,175
***	HOUSING DEPARTMENT	362,419	394,382	31,963
****	HOUSING CAPITAL IMPROV	362,419	394,382	31,963

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
517-1930-471.70-01	RENT OF EQUIP / MACHINERY	500	500	0
517-1930-471.70-03	TELEPHONE	2,220	2,220	20-
517-1930-471.70-04	ELECTRICITY	21,000	21,000	0
517-1930-471.70-05	GAS & HEATING COSTS	8,000	7,000	1,000
517-1930-471.70-06	GARBAGE & SEWER	40,000	35,000	5,000
517-1930-471.70-07	WATER	43,000	41,000	2,000
517-1930-471.70-36	POSTAGE & MAIL SERVICE	1,000	1,000	0
517-1930-471.70-37	PRINTING/PUBLISHING/ADS	1,000	1,000	0
517-1930-471.70-39	SUBSCRIPTIONS & DUES	1,250	1,500	250-
517-1930-471.70-41	REPORTING & RECORDING	4,500	4,500	0
517-1930-471.70-90	MISC.	500	500	0
517-1930-471.70-92	UTILITY REIMBURSEMENTS	19,000	20,000	1,000-
* OTHER OPERATING COSTS		141,950	134,720	7,230
INSURANCE & DEDUCTIBLES				
517-1930-471.75-01	BROKERAGE & POLICY FEES	1,807	1,033	774
517-1930-471.75-02	WORKERS COMP. PREMIUMS	15,988	12,790	3,198
517-1930-471.75-03	AUTO INSURANCE PREMIUMS	3,259	2,602	657
517-1930-471.75-04	PROPERTY INSURANCE PREM.	20,555	16,407	4,148
517-1930-471.75-06	GEN. LIAB & UMBRELLA PREM	5,610	4,478	1,132
517-1930-471.75-13	AUTO INSURANCE DEDUCTIBLE	10,000	10,000	0
* INSURANCE & DEDUCTIBLES		57,219	47,310	9,909
** ADMINISTRATION		990,030	978,020	12,010
RESIDENT PARTICIPATION				
SUPPLIES				
517-1931-471.60-90	OTHER SUPPLIES	725	725	0
* SUPPLIES		725	725	0
OTHER OPERATING COSTS				
517-1931-471.70-90	MISC.	4,000	4,000	0
* OTHER OPERATING COSTS		4,000	4,000	0
** RESIDENT PARTICIPATION		4,725	4,725	0
HOUSING DEPARTMENT				
*** HOUSING DEPARTMENT		994,755	982,745	12,010
**** ENTERPRISE - HOUSING ADMN		994,755	982,745	12,010
		4,166,169	4,277,771	111,602-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
GENERAL FUND				
HOUSING DEPARTMENT				
BOYS' & GIRLS' CLUB				
SERVICES				
101-1975-432.50-03	CONTRACTUAL/PROFESSIONAL	130,000	130,000	0
*	SERVICES	130,000	130,000	0
**	BOYS' & GIRLS' CLUB	130,000	130,000	0
HOUSING DEPARTMENT				
***	HOUSING DEPARTMENT	130,000	130,000	0
GENERAL FUND				
****	GENERAL FUND	130,000	130,000	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
SECTION 8 VOUCHER FUND				
HOUSING DEPARTMENT				
HOUSING SECTION 8 VOUCHER				
SALARY & WAGES				
227-1949-471.10-22	CLASSIFIED EMPLOYEES	34,672	33,976	696
227-1949-471.10-26	TERM EMPLOYEES	144,457	143,743	714
*	SALARY & WAGES	179,129	177,719	1,410
EMPLOYEE BENEFITS				
227-1949-471.20-01	FICA - REGULAR	11,106	11,019	87
227-1949-471.20-02	FICA - MEDICARE	2,597	2,577	20
227-1949-471.20-03	RETIREMENT CONTRIBUTIONS	36,793	36,503	290
227-1949-471.20-05	HEALTH CARE	27,042	30,333	3,291-
227-1949-471.20-06	RETIREMENT HEALTH CARE	3,583	3,554	29
227-1949-471.20-08	WORKERS COMP (ASSESSMENT)	64	32	32
*	EMPLOYEE BENEFITS	81,185	84,018	2,833-
TRAVEL				
227-1949-471.30-03	IN-STATE TRAVEL	550	550	0
*	TRAVEL	550	550	0
VEHICLE EXPENSES				
227-1949-471.35-01	VEHICLE FUEL	2,000	1,935	65
227-1949-471.35-02	VEHICLE OIL	0	120	120-
227-1949-471.35-03	VEHICLE MAINTENANCE	600	580	20
*	VEHICLE EXPENSES	2,600	2,635	35-
SERVICES				
227-1949-471.50-01	AUDIT CONTRACT	4,000	2,044	1,956
227-1949-471.50-15	SOFTWARE LICENSE/MAINTNCE	3,100	3,000	100
227-1949-471.50-90	OTHER SERVICES	1,967,031	2,063,328	96,297-
227-1949-471.50-91	OTHR CONT SVC-AD FEE PORT	22,000	20,000	2,000
*	SERVICES	1,996,131	2,088,372	92,241-
SUPPLIES				
227-1949-471.60-07	OPERATIONAL SUPPLIES	3,000	2,000	1,000
227-1949-471.60-09	EDUCATIONAL SUPPLIES	550	500	50
*	SUPPLIES	3,550	2,500	1,050
OTHER OPERATING COSTS				
227-1949-471.70-03	TELEPHONE	2,300	2,200	100
227-1949-471.70-04	ELECTRICITY	3,250	3,000	250

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
227-1949-471.70-05	GAS & HEATING COSTS	2,200	2,000	200
227-1949-471.70-06	GARBAGE & SEWER	1,000	1,000	0
227-1949-471.70-07	WATER	1,100	1,000	100
227-1949-471.70-33	SEMINARS & WORKSHOPS	500	400	100
227-1949-471.70-36	POSTAGE & MAIL SERVICE	650	500	150
227-1949-471.70-37	PRINTING/PUBLISHING/ADS	250	250	0
227-1949-471.70-39	SUBSCRIPTIONS & DUES	1,100	1,000	100
227-1949-471.70-41	REPORTING & RECORDING	1,000	1,000	0
*	OTHER OPERATING COSTS	13,350	12,350	1,000
**	HOUSING SECTION 8 VOUCHER	2,276,495	2,368,144	91,649-
***	HOUSING DEPARTMENT	2,276,495	2,368,144	91,649-
****	SECTION 8 VOUCHER FUND	2,276,495	2,368,144	91,649-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
	HOUSING ASST./HOME SALES			
	HOUSING DEPARTMENT			
	ADMINISTRATION			
	CAPITAL PURCHASES			
229-1930-471.80-10	ROADWAYS (BRIDGE/CULVERT)	390,000	390,000	0
*	CAPITAL PURCHASES	390,000	390,000	0
**	ADMINISTRATION	390,000	390,000	0
	AFFORDABLE HOME PURCHASES			
	MAINTENANCE			
229-1932-471.40-01	BUILDING / STRUCTURE	2,500	2,500	0
*	MAINTENANCE	2,500	2,500	0
	OTHER OPERATING COSTS			
229-1932-471.70-04	ELECTRICITY	1,500	1,500	0
229-1932-471.70-05	GAS & HEATING COSTS	1,000	1,000	0
229-1932-471.70-06	GARBAGE & SEWER	500	500	0
229-1932-471.70-07	WATER	2,000	2,000	0
229-1932-471.70-37	PRINTING/PUBLISHING/ADS	5,000	5,000	0
*	OTHER OPERATING COSTS	10,000	10,000	0
**	AFFORDABLE HOME PURCHASES	12,500	12,500	0
***	HOUSING DEPARTMENT	402,500	402,500	0
****	HOUSING ASST./HOME SALES	402,500	402,500	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
HOUSING CAPITAL IMPROV				
HOUSING DEPARTMENT				
HOUSING CFP - 2012				
SALARY & WAGES				
301-1982-471.10-26	TERM EMPLOYEES	0	4,232	4,232-
*	SALARY & WAGES	0	4,232	4,232-
EMPLOYEE BENEFITS				
301-1982-471.20-01	FICA - REGULAR	0	262	262-
301-1982-471.20-02	FICA - MEDICARE	0	61	61-
301-1982-471.20-03	RETIREMENT CONTRIBUTIONS	0	869	869-
301-1982-471.20-05	HEALTH CARE	0	955	955-
301-1982-471.20-06	RETIREMENT HEALTH CARE	0	85	85-
301-1982-471.20-08	WORKERS COMP (ASSESSMENT)	0	1	1-
*	EMPLOYEE BENEFITS	0	2,233	2,233-
TRAVEL				
301-1982-471.30-03	IN-STATE TRAVEL	0	4,276	4,276-
*	TRAVEL	0	4,276	4,276-
MAINTENANCE				
301-1982-471.40-01	BUILDING / STRUCTURE	0	3,518	3,518-
*	MAINTENANCE	0	3,518	3,518-
OTHER OPERATING COSTS				
301-1982-471.70-33	SEMINARS & WORKSHOPS	0	4,150	4,150-
*	OTHER OPERATING COSTS	0	4,150	4,150-
**	HOUSING CFP - 2012	0	18,409	18,409-
HOUSING CFP - 2013				
SALARY & WAGES				
301-1983-471.10-26	TERM EMPLOYEES	40,598	30,071	10,527
*	SALARY & WAGES	40,598	30,071	10,527
EMPLOYEE BENEFITS				
301-1983-471.20-01	FICA - REGULAR	2,517	1,864	653
301-1983-471.20-02	FICA - MEDICARE	589	436	153
301-1983-471.20-03	RETIREMENT CONTRIBUTIONS	8,339	6,177	2,162
301-1983-471.20-05	HEALTH CARE	5,709	7,777	2,068-
301-1983-471.20-06	RETIREMENT HEALTH CARE	812	601	211
301-1983-471.20-08	WORKERS COMP (ASSESSMENT)	9	5	4

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
* EMPLOYEE BENEFITS		17,975	16,860	1,115
TRAVEL				
301-1983-471.30-03 IN-STATE TRAVEL		0	1,500	1,500-
* TRAVEL		0	1,500	1,500-
MAINTENANCE				
301-1983-471.40-01 BUILDING / STRUCTURE		56,740	115,511	58,771-
* MAINTENANCE		56,740	115,511	58,771-
OTHER OPERATING COSTS				
301-1983-471.70-33 SEMINARS & WORKSHOPS		4,400	3,500	900
* OTHER OPERATING COSTS		4,400	3,500	900
** HOUSING CFP - 2013		119,713	167,442	47,729-
HOUSING CFP - 2014				
SALARY & WAGES				
301-1984-471.10-26 TERM EMPLOYEES		8,741	23,504	14,763-
* SALARY & WAGES		8,741	23,504	14,763-
EMPLOYEE BENEFITS				
301-1984-471.20-01 FICA - REGULAR		542	1,458	916-
301-1984-471.20-02 FICA - MEDICARE		127	341	214-
301-1984-471.20-03 RETIREMENT CONTRIBUTIONS		1,795	4,828	3,033-
301-1984-471.20-05 HEALTH CARE		1,289	6,550	5,261-
301-1984-471.20-06 RETIREMENT HEALTH CARE		175	470	295-
301-1984-471.20-08 WORKERS COMP (ASSESSMENT)		9	0	9
* EMPLOYEE BENEFITS		3,937	13,647	9,710-
TRAVEL				
301-1984-471.30-03 IN-STATE TRAVEL		4,500	4,500	0
* TRAVEL		4,500	4,500	0
MAINTENANCE				
301-1984-471.40-01 BUILDING / STRUCTURE		214,308	155,000	59,308
301-1984-471.40-03 INFRASTRUCTURE		7,720	8,380	660-
* MAINTENANCE		222,028	163,380	58,648
OTHER OPERATING COSTS				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
301-1984-471.70-33	SEMINARS & WORKSHOPS	3,500	3,500	0
*	OTHER OPERATING COSTS	3,500	3,500	0
**	HOUSING CFP - 2014	242,706	208,531	34,175
***	HOUSING DEPARTMENT	362,419	394,382	31,963-
****	HOUSING CAPITAL IMPROV	362,419	394,382	31,963-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
ENTERPRISE - HOUSING ADMN				
HOUSING DEPARTMENT				
ADMINISTRATION				
SALARY & WAGES				
517-1930-471.10-22	CLASSIFIED EMPLOYEES	52,007	50,963	1,044
517-1930-471.10-26	TERM EMPLOYEES	425,188	441,405	16,217-
* SALARY & WAGES		477,195	492,368	15,173-
EMPLOYEE BENEFITS				
517-1930-471.20-01	FICA - REGULAR	29,586	30,527	941-
517-1930-471.20-02	FICA - MEDICARE	6,919	7,139	220-
517-1930-471.20-03	RETIREMENT CONTRIBUTIONS	98,016	101,133	3,117-
517-1930-471.20-05	HEALTH CARE	82,272	71,303	10,969
517-1930-471.20-06	RETIREMENT HEALTH CARE	9,544	9,847	303-
517-1930-471.20-08	WORKERS COMP (ASSESSMENT)	129	100	29
* EMPLOYEE BENEFITS		226,466	220,049	6,417
VEHICLE EXPENSES				
517-1930-471.35-01	VEHICLE FUEL	19,000	16,819	2,181
517-1930-471.35-03	VEHICLE MAINTENANCE	3,100	3,026	74
* VEHICLE EXPENSES		22,100	19,845	2,255
MAINTENANCE				
517-1930-471.40-01	BUILDING / STRUCTURE	44,000	40,000	4,000
517-1930-471.40-02	EQUIPMENT	3,500	3,000	500
517-1930-471.40-03	INFRASTRUCTURE	1,500	2,500	1,000-
517-1930-471.40-10	PEST CONTROL	5,000	5,000	0
* MAINTENANCE		54,000	50,500	3,500
SERVICES				
517-1930-471.50-01	AUDIT CONTRACT	1,000	852	148
517-1930-471.50-15	SOFTWARE LICENSE/MAINTNCE	3,500	6,826	3,326-
* SERVICES		4,500	7,678	3,178-
SUPPLIES				
517-1930-471.60-02	SAFETY EQUIPMENT	600	400	200
517-1930-471.60-03	UNIFORM EXPENSE	2,600	2,400	200
517-1930-471.60-07	OPERATIONAL SUPPLIES	3,100	2,500	600
517-1930-471.60-09	EDUCATIONAL SUPPLIES	300	250	50
* SUPPLIES		6,600	5,550	1,050
OTHER OPERATING COSTS				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2016 FINAL BUDGET	FY 2015 ORIGINAL BUDGET	FY2016 FINAL LESS FY 2015 ORIG
517-1930-471.70-01	RENT OF EQUIP / MACHINERY	500	500	0
517-1930-471.70-03	TELEPHONE	2,200	2,220	20-
517-1930-471.70-04	ELECTRICITY	21,000	21,000	0
517-1930-471.70-05	GAS & HEATING COSTS	8,000	7,000	1,000
517-1930-471.70-06	GARBAGE & SEWER	40,000	35,000	5,000
517-1930-471.70-07	WATER	43,000	41,000	2,000
517-1930-471.70-36	POSTAGE & MAIL SERVICE	1,000	1,000	0
517-1930-471.70-37	PRINTING/PUBLISHING/AES	1,000	1,000	0
517-1930-471.70-39	SUBSCRIPTIONS & DUES	1,250	1,500	250-
517-1930-471.70-41	REPORTING & RECORDING	4,500	4,500	0
517-1930-471.70-90	MISC.	5,000	0	5,000
517-1930-471.70-92	UTILITY REIMBURSEMENTS	19,000	20,000	1,000-
* OTHER OPERATING COSTS		141,950	134,720	7,230
INSURANCE & DEDUCTIBLES				
517-1930-471.75-01	BROKERAGE & POLICY FEES	1,807	1,033	774
517-1930-471.75-02	WORKERS COMP. PREMIUMS	15,988	12,790	3,198
517-1930-471.75-03	AUTO INSURANCE PREMIUMS	3,259	2,602	657
517-1930-471.75-04	PROPERTY INSURANCE PREM.	20,555	16,407	4,148
517-1930-471.75-06	GEN. LIAB & UMBRELLA PREM	5,610	4,478	1,132
517-1930-471.75-13	AUTO INSURANCE DEDUCTIBLE	10,000	10,000	0
* INSURANCE & DEDUCTIBLES		57,219	47,310	9,909
** ADMINISTRATION		990,030	978,020	12,010
RESIDENT PARTICIPATION				
SUPPLIES				
517-1931-471.60-90	OTHER SUPPLIES	725	725	0
* SUPPLIES		725	725	0
OTHER OPERATING COSTS				
517-1931-471.70-90	MISC.	4,000	4,000	0
* OTHER OPERATING COSTS		4,000	4,000	0
** RESIDENT PARTICIPATION		4,725	4,725	0
HOUSING DEPARTMENT				
*** HOUSING DEPARTMENT		994,755	982,745	12,010
**** ENTERPRISE - HOUSING ADMN		994,755	982,745	12,010
*****		4,166,169	4,277,771	111,602-

**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Santa Fe County Housing Authority Board

**From:** James R. Pacheco, Executive Director

**Date:** June 16, 2015

**Re:** Approval of Payment Standards for Housing Choice Voucher Program 2016

---

On an annual basis HUD requires Housing Authorities to review the current payment standards to landlords for families living with the assistance of a Housing Choice Voucher. The review requires the Housing Authority to confirm that the housing assistance payments to participating landlords are between ninety (90%) percent and one-hundred percent (110%) of the FMR (Fair Market Rents) for this community. This Resolution confirms that the Santa Fe County Housing Authority Board approves the current payment standards to be used in the administration of the housing choice voucher program.

SANTA FE COUNTY

*Housing Authority Board Resolution No. 2015-\_\_\_\_\_ HB*

---

**A RESOLUTION APPROVING THE SANTA FE  
COUNTY HOUSING AUTHORITY'S PAYMENT STANDARDS**

---

**WHEREAS**, under regulations promulgated by the United States Department of Housing and Urban Development ("HUD"), the Santa Fe County Housing Authority ("Housing Authority") "must adopt a payment standard schedule that establishes voucher payment standard amounts" in relation to the fair market rent ("FMR") for housing units having zero to four bedrooms (*see* 24 CFR 982.503 (a)(1)); and

**WHEREAS**, HUD regulations provide that the Housing Authority may "establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size" and that "HUD approval is not required to establish a payment standard amount" within that range; and

**WHEREAS**, HUD published national FMRs for fiscal year 2015, including the Santa Fe County area, on October 3, 2014 (*see* 79 FR 59786-01); and

**WHEREAS**, the Housing Authority has reviewed the current average contract rents for the units under a Housing Assistance Payments Contract, which are set forth below, and finds that they are within approximately 92 percent to 97 percent of HUD's published FMR for the Santa Fe area.

**NOW, THEREFORE, BE IT RESOLVED** that following payment standards for the Santa Fe County Housing Choice Voucher Program, effective July 1, 2015, are hereby approved and adopted:

Zero Bedroom	\$ 680
One Bedroom	\$ 781
Two Bedroom	\$ 881
Three Bedroom	\$ 1177
Four Bedroom	\$ 1259

**PASSED, APPROVED, AND ADOPTED THIS 30<sup>TH</sup> DAY OF JUNE, 2015.**

**SANTA FE COUNTY HOUSING AUTHORITY BOARD**

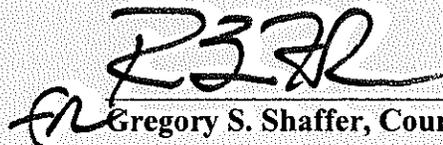
**SANTA FE COUNTY HOUSING AUTHORITY BOARD**

\_\_\_\_\_  
**Robert A. Anaya, Chairperson**

**Attest:**

\_\_\_\_\_  
**Geraldine Salazar, County Clerk**

**Approved as to form:**

  
\_\_\_\_\_  
**Gregory S. Shaffer, County Attorney**

**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Santa Fe County Housing Authority Board

**From:** James R. Pacheco, Executive Director *JRP*

**Date:** June 16, 2015

**Re:** **Approval of the Schedule of Charges for the Public Housing Program 2016**

---

On a regular basis Housing Authority maintenance staff performs repairs beyond normal wear at public housing residences. The cost of these repairs is charged to public housing residents based on an approved Schedule of Charges for each type of repair. The Schedule of Charges used for this purpose by the Housing Authority has not been updated to reflect current costs since the year 2000. With approval of this resolution the Housing Authority Board will adopt a Schedule of Charges that better reflects the current economic environment in which the Housing Authority maintenance staff operates.

**SANTA FE COUNTY**

***Housing Authority Board Resolution No. 2015-\_\_ HB***

---

**A RESOLUTION APPROVING THE SANTA FE COUNTY HOUSING AUTHORITY'S UPDATED SCHEDULE OF CHARGES FOR COSTS, REPAIRS, AND WORK ORDERS RELATING TO THE PUBLIC HOUSING PROGRAM**

---

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) requires the formal adoption of a "Schedule of Charges" for costs, repairs, and work orders relating to the County's HUD-assisted Public Housing Program; and

**WHEREAS**, a Schedule of Charges was formally adopted by the Commission on April 11, 2000 by Resolution No. 2000-44; and

**WHEREAS**, the Schedule of Charges should be updated from time to time to cover the Housing Authority's increased operational costs; and

**WHEREAS**, the Santa Fe County Housing Authority's updated Schedule of Charges, effective July 1, 2015, for costs, repairs, and work orders related to the Public Housing Program are set forth in Attachment "A".

**NOW, THEREFORE, BE IT RESOLVED** that the Santa Fe County Housing Authority Board hereby approves and adopts the Schedule of Charges, effective July 1, 2015, set forth in Attachment "A" of this Resolution.

**PASSED, APPROVED, and ADOPTED** this 30th day of June, 2015.

**SANTA FE COUNTY HOUSING AUTHORITY BOARD**

---

**Robert A. Anaya, Chairperson**

**Attest:**

**Approved as to form:**

---

**Geraldine Salazar, County Clerk**

  
**Gregory S. Shaffer, County Attorney**

# SCHEDULE OF CHARGES

Effective 7/1/2015

## BASIC REPAIR LIST

	LABOR	MAX.
Cleaning of yards	\$50.00	\$75.00
Cleaning of stoves	\$50.00	\$75.00
Cleaning of refrigerator	\$50.00	\$75.00
Unclogging of sinks	\$18.00 hr.	
Unclogging of water closets	\$18.00 hr.	
Unclogging building sewer line	\$18.00 hr.	
Clothesline repair, plus material	\$18.00 hr.	
Window and door screen repair, plus material	\$18.00 hr.	
Illegal washing of vehicles	\$25.00	
Chain link fence repair, \$18.00 per foot/this includes material	\$18.00 ft.	
<b>All other charges not listed above shall be based on the actual cost of the material and labor.</b>		
<b>TENANTS WILL NOT BE CHARGED FOR NORMAL WEAR AND TEAR.</b>		

## ELECTRICAL

	MATERIAL	LABOR	TOTAL
Medicine Cabinet	\$54.00	\$18.00	\$72.00
Exhaust Fan	\$58.78	\$18.00	\$76.78
Electric Smoke Detector	\$15.00	\$18.00	\$33.00
Range Hood	\$50.00	\$18.00	\$68.00
Thermostats	\$13.00	\$18.00	\$31.00
6" light fixture	\$15.00	\$18.00	\$33.00
10" light fixture	\$25.00	\$18.00	\$43.00
Laundry room fixture	\$4.00	\$18.00	\$22.00
Exterior light fixture	\$5.00	\$18.00	\$23.00
Under cabinet fixture	\$41.00	\$18.00	\$59.00
4' florescent	\$34.00	\$18.00	\$52.00
<b>All other charges not listed above shall be based on the actual cost of the material and labor. (outlets, switches, cover plates, light bulbs etc).</b>			

## PLUMBING

	MATERIAL	LABOR	TOTAL
Tub and Shower valve (single handle)	\$74.00	\$18.00	\$92.00
Tub and Shower valve (double handle)	\$89.00	\$18.00	\$107.00
Back Flush Toilets	\$780.00	\$18.00	\$798.00
Regular Toilets	\$150.00	\$18.00	\$168.00
Regular Toilet Seat	\$15.00	\$18.00	\$33.00

# SCHEDULE OF CHARGES

	<b>Effective 7/1/2015</b>		
Elongated Toilet Seat	\$20.00	\$18.00	\$38.00
4" bathroom faucet	\$20.00	\$18.00	\$38.00
Kithcen faucet	\$45.00	\$18.00	\$63.00
7" hand held shower head and sprayer (Handicap units)	\$40.00	\$18.00	\$58.00
Shower Heads	\$20.00	\$18.00	\$38.00
Flush valves	\$15.00	\$18.00	\$33.00
Tub diverter spout	\$13.00	\$18.00	\$31.00
Stove Replacement (If abused)	\$350.00		
Refrigerator Replacement (If abused)	\$465.00		
Wall hung bathroom sink	\$82.53	\$18.00	\$100.53
16" oval bathroom sink	\$72.34	\$18.00	\$90.34
<b>All other charges not listed above shall be based on actual cost of the material and labor. (sink stoppers, basket strainers, copper connections, gas flexes, etc.</b>			

## **DOORS**

6' Bifold	\$62.00	\$18.00	\$80.00
5' Bifold	\$53.00	\$18.00	\$71.00
4' Bifold	\$50.00	\$18.00	\$68.00
3' Bifold	\$41.00	\$18.00	\$59.00
3' Exterior door	\$278.00	\$15.00	
2'8" Exterior door	\$263.00	\$15.00	
2' Solid Core door	\$115.00	\$15.00	
2'4" Solid Core door	\$119.00	\$15.00	
2'6" Solid Core door	\$121.00	\$15.00	
2'8" Screen door	\$180.00	\$15.00	
3' Screen door	\$180.00	\$15.00	
<b>All other charges not listed above shall be based on acutal costs of the material and labor. (interior locks, deadbolts, rescreen material, screen door handles, hindges, door jambs, cabinet hardware, etc.</b>			

## **Window Glass and Mirrors**

<b>These will be priced as window sizes and mirror replacement differ in sizes. (Window and Glass Contractor Prices).</b>			
---	--	--	--

**Henry Roybal**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Ron Pacheco**  
*Executive Director*

**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Housing Authority Board

**From:** Ron Pacheco, Executive Director, Santa Fe County Housing Authority *RP*

**Date:** 6/18/2015

**Re: Policies Adopted regarding the 2013 Housing Authority Audit**

---

The Santa Fe County Housing Authority's 2013 Audit found four (4) minor findings. As a result policies and procedures were implemented to avoid similar findings in subsequent audits of the Housing Authority's programs. The adopted policies and procedures are outlined in the attached resolution and continue to be followed by staff. HUD has requested that the policies and procedures be memorialized for future compliance and adoption of this resolution by the Housing Board meets that request.

# SANTA FE COUNTY HOUSING AUTHORITY RESOLUTION NO. 2015 - \_\_\_\_\_

---

## A Resolution Adopting Policies and Procedures to Ensure Compliance with Federal Accounting Requirements

---

**WHEREAS**, Santa Fe County hires contractors to perform annual audits of the Authority; and

**WHEREAS**, each year the Authority forwards a copy of its annual audits to the United States Department of Housing and Urban Development ("HUD") for review; and

**WHEREAS**, the Authority's 2013 audit included four minor findings regarding the Authority's accounting procedures; and

**WHEREAS**, HUD requested the Authority to address the four findings through adoption of appropriate policies and procedures; and

**WHEREAS**, the Authority desires to comply with HUD's request and to prevent similar findings from occurring in future audits by adopting the Policies and Procedures below.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Authority hereby approves and adopts the following **POLICIES AND PROCEDURES**:

1. The Housing Authority will ensure that all federal financial reports are reviewed and approved by someone other than the persons who prepared the reports.
2. The Housing Authority will ensure that the general ledger is verified against the draw requests made on behalf of the Authority, including verification that the supporting documentation is consistent with the amount of expenditure.
3. The Housing Authority will ensure that all payroll certifications of its contractors include a statement that the prevailing wages paid under the contract comply with the Davis-Bacon Act of 1931.
4. The Housing Authority will work with the Santa Fe County Procurement Office to assure that vendors providing services to the Authority are not on the federal Excluded Parties List System. The Authority staff shall provide the Procurement Office with a copy of the compliance requirements of OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations) regarding suspension and debarment.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_ DAY OF \_\_\_\_\_,  
2015.

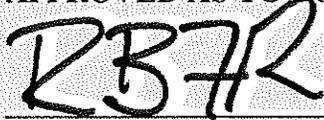
**SANTA FE COUNTY HOUSING AUTHORITY BOARD**

\_\_\_\_\_  
Robert A. Anaya, Chair

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar, Santa Fe County Clerk

**APPROVED AS TO FORM:**



 \_\_\_\_\_  
Gregory S. Shaffer, Santa Fe County Attorney