

**Santa Fe County Housing Authority Board
September 30, 2014
Legal Conference Room
10:00 a.m.**

AMENDED AGENDA

- I. **Call to Order**
 - II. **Roll Call**
 - III. **Introductions**
 - IV. **Approval of Agenda** (Action)
 - V. **Approval of Minutes** (Action)
 - VI. **Approval of Resolution 2014 - __ HB, a Resolution Requesting Authorization to Make a Budget Adjustment to the CFP 2011 Fund** (Action)
 - VII. **Approval of a Memorandum of Understanding Between the Santa Fe County Housing Authority and the Turquoise Trail Resident Council, the Jacob D. Martinez Resident Council, and the Valle De Esperanza Resident Council** (Action)
 - VIII. **Housing Authority Updates:** (Discussion)
 - a. **Site Improvement Plan/CFP Update**
 - b. **Vacancy Update**
 - c. **Director's Report**
 - IX. **Galisteo Project Update: Request for Authorization to Procure a Traffic Study** (Action)
 - X. **Public Comments** (Discussion)
 - XI. **Matters from the Board** (Discussion)
 - XII. **Executive Session** (Discussion)
- Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

August 26, 2014

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 County Courthouse at approximately 10:00 a.m. by County Commission Chair Danny Mayfield.

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

Members Present:

Danny Mayfield, Commissioner
Liz Stefanics, Commissioner [late arrival]
Miguel Chavez, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member

Member(s) Excused:

Kathy Holian, Commissioner
Robert Anaya, Commissioner

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Rachel Brown, Deputy County Attorney
Teresa Martinez, Finance Director
Bernadette Salazar, HR Director
Victor Gonzales, Housing Authority Staff
Deanna Lopez, Housing Administrator
Marcus MacDonald, Housing Accountant
Chris Barela, Constituent Services
Lisa Katonak, County Manager's Office

Others Present:

Sam Noble

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Mr. Loewy moved to approve the agenda. Commissioner Chavez seconded and the motion passed by unanimous [4-0] voice vote. [Commissioner Stefanics was not present for this action.]

V. Approval of Minutes: July 29, 2014

Mr. Loewy moved approval of the minutes as submitted and Ms. Ong seconded. The motion carried unanimously 4-0. [Commissioner Stefanics was not present for this action.]

VI. Approval of Corrective Action Letter to HUD Regarding SEMAP Confirmatory Review

Mr. Pacheco reminded the Board that at its July meeting staff presented a draft letter outlining the steps underway to address the seven items identified during the SEMAP [Section Eight Management Assessment Program) verification. The letter was forwarded to HUD for their review and Flora Chavez, HUD, wrote back that, it appeared to be acceptable format for a corrective action letter and once the Board approves the letter, she will review and respond.No official response can be obtained until the letter has an official Board signature. Mr. Pacheco said the draft letter was received within the HUD-designated 45-day timeline.

Ms. Loewy moved to approve the letter for the Chair’s signature and that they maintain the original date on the header of the letter with Chair’s signature accurately dated. Commissioner Chavez seconded and the motion passed by unanimous [4-0] voice vote. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

VII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales reported on the extension of the main sewer line at the Jacob D. Martinez site, bathroom remodels at the Santa Cruz site and home sale of a unit at Valle Vista site.

Mr. Loewy congratulated Mr. Gonzales on the cabinetry remodels inValle Vista and said he understands from the residents council that they are very pleased with the improvements.

B. Vacancy Update

Noting that the summer is more difficult for keeping the units occupied, Mr. Pacheco stated they are at about 95 percent occupancy. He noted the additional column with a year-to-date average occupancy

Mr. Loewy appreciated the difficulties in enforcing community service and thanked staff for their efforts. Mr. Pacheco said staff extends as many opportunities as possible for individuals to step up and meet their obligations before terminating leases.

C. Director's Report

An issue regarding trash removal at a property adjacent to the Valle Vista Housing site was brought to the Board's attention at a previous meeting. Mr. Pacheco said the property owner has hired a planner to assist in organizing maintenance and the site has been posted with signs to discourage illegal dumping in English and Spanish. NM ED is involved in scheduling the required cleanup of the site. The fence line shared with Valle Vista is at a very steep angle and it will be difficult to remove the overgrowth. Mr. Pacheco said he hoped that issue will be resolved soon.

Chair Mayfield requested that staff develop a letter to the property owner advising of the County's desire for the weeds to be removed.

Mr. Pacheco said this Board has directed staff to move forward with a plan to develop housing at the County-owned Galisteo site. Staff has met with the Santa Fe Community Housing Trust to discuss options as well as attending the annual MFA conference last week. At that conference he participated in the training on the process of obtaining tax credits. A project catering to low-income seniors and units for individuals challenged with homelessness. There are two possible tax credits: 9 percent or 4 percent. The County could sell the tax credits to financiers of the project. Obtaining tax credits is a very competitive process and it could take up to two years to receive approval on a project. A team would present the development package to MFA in January.

Mr. Pacheco said he had confidence that Santa Fe's project was very strong with the County owning the property, having cash and a focus on addressing low-income senior housing. The County would need to hire a consultant to structure the package for presentation to MFA. He estimated that would cost \$50,000 to \$70,000.

MFA also has a non-competitive 4 percent tax credit. Mr. Pacheco said MFA is required to funnel the funds to jurisdictions where there is the greatest need.

Commissioner Stefanics asked whether multi-generational housing was considered within the project. Mr. Pacheco said it was not. He added that he reviewed the Authority's minutes from 2009/2010 and the focus at that time was low-income homeownership. The project could include multi-generational; however, the idea is to service the lowest-income groups. Senior-friendly design includes what is called "universal" design that accommodates seniors and disabled. Universal design, also called barrier-free design, focuses on making the house safe and accessible for everyone, regardless of age, physical ability, or stature.

Commissioner Stefanics suggested an analysis of the agency's waiting list would be appropriate to determine the percentage of the very low-income, seniors, etc. Ms. Lopez said the public housing wait list is the lengthiest with many elderly and disabled individuals and guesstimated those groups make up 75 percent. She offered to provide that information.

Commissioner Stefanics asked staff to research best practices in terms of safety regarding intergenerational living, disabled, elderly housing arrangement. Mr. Pacheco said as a general rule senior housing, because of design parameters, is separate from intergenerational. However,

the universal design can accommodate everyone.

Mr. Loewy said he managed a 70-unit elderly and disabled project which had 70 percent to 80 percent elderly. There were generational problems with the young disabled and the elderly.

Mr. Pacheco said the design of the units needs to be completed at the front end when the project is pitched to MFA. Ms. Ong said the building has to be built to accommodate for special needs from the get-go.

Commissioner Chavez supported universal design and the different populations proposed by staff.

Mr. Pacheco said staff is proposing a focus on homeless veterans and the VASH program. He said including the homeless sector opens up a series of components in a team-type approach. Commissioner Chavez said that needs to be highlighted within the application.

Commissioner Stefanics requested the inclusion of an action item on the September agenda to provide formal direction on the Galisteo site.

Ms. Miller advised the Board that the 4 percent tax credits are allocated by the State Board of Finance. The 9 percent tax credit is awarded via a competitive process. She suggested if the County failed to win the MFA 9 percent tax credit the application could be adjusted and presented to the Board of Finance for the 4 percent program. She recommended going for the 9 percent first.

Mr. Pacheco explained that the County would not own the project. The third-party who funds the project will have ownership and that arrangement requires professional facility management of the completed project.

Mr. Pacheco said he would bring back to the Board a description of the waiting list and points to facilitate a conversation on consultants. He and Mr. Brugger will meet again with DFA to understand other available products.

Commissioner Stefanics asked staff to investigate the Program for All-inclusive Care for the Elderly (PACE) model to ascertain whether there is another funding stream that can be tapped.

Responding to Commissioner Chavez' comments Mr. Pacheco said he did envision that senior meals would be served at the project and expanding into transportation, etc. He said the cost of green building is going down and the savings to residents in green buildings are tremendous.

Chair Mayfield asked that the project comply with the County's building code and requested an update on the site remediation at the next meeting.

VIII. Public Comment

None were offered.

XI. Matters from the Board

None were offered.

XII. Executive Session

Ms. Miller reminded the Board that the Mr. Pacheco’s performance evaluation has not been finalized. She requested the Board consider meeting in executive session to complete that.

Commissioner Chavez moved to go into executive session pursuant to NMSA Section 10-15-1-H. 2. Mr. Loewy seconded the motion which passed upon unanimous roll call vote:

Chairman Mayfield	Yes
Commissioner Stefanics	Yes
Commissioner Chavez	Yes
Ms. Ong	Yes
Mr. Loewy	Yes

[The Board met in executive session from 11 to 11:13]

Announcing the only item discussed was that of limited personnel, Commissioner Stefanics moved to return to open session. Commissioner Chavez seconded and the motion passed by unanimous [5-0] voice vote.

Commissioner Stefanics said the Board discussed the final performance evaluation and goals and are directing the County Manager to review those goals with Mr. Pacheco. She mentioned the word “card” was removed from the evaluation.

XI. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chairman Mayfield adjourned the meeting at approximately 11:15 a.m.

Approved by:

Daniel W. Mayfield, Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

Respectfully submitted by:

Karen Farrell, Wordswork

Daniel “Danny” Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: September 15, 2014

To: Santa Fe County Housing Authority Board

From: Marcus MacDonald, Accountant Senior, SFCHA *M.M.*

Re: Santa Fe County Resolution 2014-14HB

The Santa Fe County Housing Authority receives Capital Fund Program (CFP) grants, which are utilized in the maintenance and operations of public housing. This resolution will allow for the purchasing of tools, in order update the maintenance team’s equipment and allow for increased productivity in maintaining the public housing stock.

This resolution will establish a budget for the remaining amount of CFP 2011 funding and will close out the grant, upon expenditure.

SANTA FE COUNTY

RESOLUTION 2014 - 14HB

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on _____, did request the following budget adjustment:

Department / Division: CSD/Housing Fund Name: Housing CFP 2011

Budget Adjustment Type: Increase Fiscal Year: 2015 (July 1, 2014 - June 30, 2015)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
301	1981	372	03-01	Housing and Urban Development	\$2,544.00	
TOTAL (if SUBTOTAL, check here)					\$2,544.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
301	1981	471	80-99	Inventory Exempt	\$2,544.00	
TOTAL (if SUBTOTAL, check here)					\$2,544.00	

Requesting Department Approval: [Signature] Title: Executive Director Date: 9/12/14
 Finance Department Approval: [Signature] Date: 9/11/14 Entered by: _____ Date: _____
 County Manager Approval: [Signature] Date: 9.15.14 Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - 14HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Marcus MacDonald Dept/Div: Housing Phone No.: (505) 995-9531

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

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: September 23, 2014

Re: Approval of a Memorandum of Understanding Between the Santa Fe County Housing Authority and the Turquoise Trail Resident Council, the Jacob D. Martinez Resident Council, and the Valle De Esperanza Resident Council

On an annual basis, HUD requires Housing Authority's to review the Memorandum of Understanding with Resident Councils for payment of stipends to Resident Council Members. The stipends paid to resident board members have not changed since the last MOU was approved. Approval of the Memorandum of Understanding confirms that the Santa Fe County Housing Authority Board approves the stipends paid to Resident Council Members to be used in the administration of the Public Housing Program.

**Memorandum of Understanding
Between the Santa Fe County Housing Authority and
the Turquoise Trail Resident Council,
the Jacob D. Martinez Resident Council, and
the Valle De Esperanza Resident Council**

This Memorandum of Understanding (MOU) is entered into on this ____ day of October, 2014 between the Santa Fe County Housing Authority (SFCHA) and the Turquoise Trail Resident Council, the Jacob D. Martinez Resident Council, and the Valle de Esperanza Resident Council (hereinafter referred to as "Resident Council").

WHEREAS, the purpose of this MOU is to define policy and procedures supporting the resident participation funding provided through the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the SFCHA has agreed to maintain the FY 2015 stipend at the levels established for executive Resident Council members in 2012, which is \$25 per member per meeting, subject to availability of appropriations.

NOW THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES AS FOLLOWS:

A. Goals and Objectives

Resident participation funding is provided by the United States Department of Housing and Urban Development (HUD) and used to support interaction between the SFCHA and residents of SFCHA housing. HUD funds must be used to inform, acquaint, advise, promote, train, or update residents concerning issues and operations that affect resident households and their living environment.

B. Scope of Work for Each Resident Council

1. Resident Council Responsibilities include, but are not limited to:
 - a. Holding a Resident Council meeting at least once a month;
 - b. Submitting requests for funds for resident participation activities that qualify as eligible activities according to the Resident Participation Fund Policy and Agreement. All requests shall be in written form and shall be signed by the Resident Council President and Treasurer. Each written request shall list the desired purchases or services, and if required by County regulation or ordinance, procurement of services and quotes shall be provided in written form to conform to County regulation or ordinance;
 - c. Expending Resident Participant Funds (with approval by the SFCHA's Executive Director or Housing Manager) within the maximum funding level provided for in Paragraph C of this document;

- d. Complying with the procurement policies of the Santa Fe County Housing Authority and Santa Fe County;
- e. Taking over from SFCHA responsibility for maintaining account records when the Resident Council determines it possesses the capacity to and chooses to maintain its own financial accounting system;
- f. Submitting a monthly report to the SFCHA on the monthly activities carried out by the Resident Council

2. Santa Fe County Housing Authority Responsibilities:

- a. Attendance by staff at all regular Resident Council meetings;
- b. Maintenance of a Resident Participation Fund account and providing the Resident council with a monthly report of the account' expenditures;
- c. Consistent with Resident Participation Policy and 2014 HUD funding requirements, make a stipend available to the Resident Council to fund eligible costs and costs associated with the Resident Council meetings. The stipend available to eligible executive Resident Council members will be an amount not to exceed \$25.00 per Resident Council member per meeting attended, not to exceed \$200 per month for each officer.

C. Maximum Funding Levels

HUD Funding for Fiscal Year 2015

Total HUD funding to Resident Council activities, including the stipend available to eligible executive Resident Council members for Resident Council meeting attendance, shall not exceed the budget set forth herein:

Turquoise Trail Resident Council	\$1,710.00
Jacob D. Martinez Resident Council	\$1,615.00
Valle de Esperanza Resident Council	<u>\$1,401.00</u>
	\$4,726.00

D. Termination

This MOU may be terminated by either party upon delivery of a written notice to the other party at least 30 days prior to the intended date of termination. Upon such termination, neither party may nullify or avoid any obligations incurred prior to termination.

E. Liability

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this MOU. Any liability incurred in connection with this MOU is subject to the immunities and limitation of the New Mexico Tort Claims Act, NMSA §41-4-1 et seq., as amended.

F. Appropriations

The terms of this MOU are contingent upon sufficient appropriations and authorization being made by the governing bodies of the State and County for the performance of this MOU. If sufficient appropriations and authorization are not made, this MOU shall terminate upon written notice being given from one party to the other. Any party's decision as to whether sufficient appropriations are available shall be accepted by the other party and shall be final.

G. Accountability

During the term of this MOU and for a period of three years thereafter, each of the parties will maintain accurate and complete records of all disbursement made and monies received by each under this MOU; and, upon receipt of reasonable written request, each shall make such records available to the other party and to the public, including any federal, state or local authority during regular business hours.

H. Scope of Memorandum of Understanding

This Memorandum of Understanding incorporates all the agreements, covenants, and understanding between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written agreement. No prior agreement, covenant or understanding, verbal or otherwise of the parties or their agents shall be valid or enforceable unless embodied in this Memorandum of Understanding.

I. Applicable Law

This MOU shall be governed by the ordinances of the Santa Fe County, the laws of the State of New Mexico and all relevant HUD statutes and regulations.

J. Amendments

This MOU shall not be altered, changed, or amended except by an instrument in writing executed by all parties hereto.

K. Effective Date and Term

This MOU shall become effective upon the signature of the parties to this MOU and shall terminate on June 30, 2015.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date of the signature.

SANTA FE COUNTY HOUSING AUTHORITY:

Daniel Mayfield, Chairperson

Date

James Ron Pacheco, Executive Director

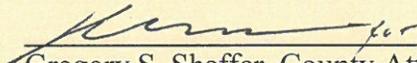
Date

ATTEST:

Geraldine Salazar, Santa Fe County Clerk

Date

APPROVED AS TO FORM:



Gregory S. Shaffer, County Attorney

9.22.14

Date

TURQUOISE TRAIL RESIDENT COUNCIL:

Signature and Title

Date

JACOB D. MARTINEZ RESIDENT COUNCIL:

Signature and Title

Date

VALLE DE ESPERANZA RESIDENT COUNCIL:

Signature and Title

Date

Memorandum

To: Santa Fe County Housing Authority Board
From: Victor Gonzales, Project Manager
Via: James R. Pacheco, Executive Director
Date: 9/18/14
Re: CFP Report

Extension of the Main Sewer Line at Jacob D. Martinez Site

Staff continues to work with Mr. Brecher and his attorney to get his signature on the Mylar so that the project can move forward. We are working to address any concerns they might have.

Bathroom Remodels at Santa Cruz Site

The scope of work and all paperwork was submitted to the Procurement Division to generate an Invitation for Bid (IFB). When the Procurement Division completes the IFB, housing staff will move forward with the remodels in Santa Cruz.

Home Sales Unit at Valle Vista Site

Asbestos abatement will occur during the second week of October. Once abatement of the unit is complete, staff will move forward on getting quotes to proceed with the renovation process.

Water Metering at the Santa Cruz Site

Staff will individually meter the Santa Cruz Boys and Girls Club and the Abedon Lopez Senior Center so that usage of the water that is being used by each entity can be accurately determined. Once usage has been determined, the SFCHA will bill each entity for water usage.

CFP GRANTS
As of August 31, 2014

Aggregate CFP Grants	Initial Grant	Expensed	Balance	
Operations	143,117	63,728	79,389	
Mgmt improvements	27,060	11,067	15,993	
Administration	98,283	49,983	48,300	
Fees & costs	0	-	0	
Site improvements	68,380	52,905	15,475	
Dwelling structures	602,387	342,612	259,775	
Dwelling equipment	14,000	13,904	96	
Non-dwelling eq&str	30,000	30,000	0	
Total	983,227	564,199	419,028	43%

CFP 2011	Initial Grant	Expensed	Balance	
Operations	28,785	28,785	0	
Mgmt improvements	4,060	4,060	0	
Administration	26,215	26,215	0	
Fees & costs	0	-	0	
Site improvements	50,000	50,000	0	
Dwelling structures	153,098	150,310	2,788	
Dwelling equipment	0	-	0	
Non-dwelling eq&str	0	-	0	
Total	262,158	259,370	2,788	1%

CFP 2012	Initial Grant	Expensed	Balance	
Operations	31,832	31,832	0	
Mgmt improvements	10,000	6,407	3,593	
Administration	23,168	23,168	0	
Fees & costs	0	-	0	
Site improvements	0	-	0	
Dwelling structures	152,687	149,834	2,853	
Dwelling equipment	14,000	13,904	96	
Non-dwelling eq&str	0	-	0	
Total	231,687	225,146	6,541	3%

CFP 2013	Initial Grant	Expensed	Balance	
Operations	33,900	3,111	30,789	
Mgmt improvements	5,000	600	4,400	
Administration	24,500	-	24,500	
Fees & costs	0	-	0	
Site improvements	10,000	2,905	7,095	
Dwelling structures	141,602	42,468	99,134	
Dwelling equipment	0	-	0	
Non-dwelling eq&str	30,000	30,000	0	
Total	245,002	79,084	165,918	68%

CFP 2014	Initial Grant	Expensed	Balance	
Operations	48,600	-	48,600	
Mgmt improvements	8,000	-	8,000	
Administration	24,400	-	24,400	
Fees & costs	0	-	0	
Site improvements	8,380	-	8,380	
Dwelling structures	155,000	-	155,000	
Dwelling equipment	0	-	0	
Non-dwelling eq&str	0	-	0	
Total	244,380	-	244,380	100%

FISCAL YEAR 2015 CAPITAL FUND ANALYSIS
9/17/2014

CFP Year	Grant by Category	Grant Budget FY 2015	Project Description	HUD Category	FY2015 Expenditures		Unspent Encumbrances		Grant Remaining 9/17/2014		Total Encmbrd to Date	Total Expended to Date
					Expenditures	Unspent Encumbrances	Un-Spent	Un-Encmbrd				
2014	48,600	48,600	CFP coordinator s&b	1406 Operations	-	-	48,600	48,600	0.00	0.00	0.00	0.00
	8,000	8,000	Staff training	1408 Mgmt Improvements	-	-	8,000	8,000	0.00	0.00	0.00	0.00
	24,400	24,400	CFP coordinator s&b	1410 Administration	-	-	24,400	24,400	0.00	0.00	0.00	0.00
	20,000	20,000	Furnaces (30 units)	1460 Dwelling structures	-	-	20,000	20,000	0.00	0.00	0.00	0.00
	45,000	45,000	Cabinet replacement (12 units)	1460 Dwelling structures	-	-	45,000	45,000	0.00	0.00	0.00	0.00
	30,000	30,000	Modernization/Bath Remodels (12 units)	1460 Dwelling structures	-	-	30,000	30,000	0.00	0.00	0.00	0.00
	30,000	30,000	Unit turnaround (30 units)	1460 Dwelling structures	-	-	30,000	30,000	0.00	0.00	0.00	0.00
	30,000	30,000	Asbestos/Mold Abatement (8 units)	1460 Dwelling structures	-	-	30,000	30,000	0.00	0.00	0.00	0.00
	8,380	8,380	Fencing & Gravel (2250 ft)	1450 Site Improvement	-	-	8,380	8,380	0.00	0.00	0.00	0.00
	1475	-	Non-Dwelling equipment	1475 Non-Dwelling equipment	-	-	-	-	0.00	0.00	0.00	0.00
Totals	244,380	244,380	Obligation end 05/12/2016		0.00	0.00	244,380.00	244,380.00	0.00	0.00	0.00	0.00
2013	33,900	33,900	CFP coordinator s&b	1406 Operations	-	-	33,900	33,900	0.00	0.00	0.00	0.00
	5,000	5,000	Staff training	1408 Mgmt Improvements	600	-	4,400	4,400	600.00	600.00	600.00	600.00
	24,500	24,500	CFP coordinator s&b	1410 Administration	3,111	-	21,389	21,389	3,111.31	3,111.31	3,111.31	3,111.31
	10,000	10,000	Re-roofing (2 units)	1460 Dwelling structures	-	-	10,000	10,000	0.00	0.00	0.00	0.00
	36,602	2,509	Cabinet replacement (10 units)	1460 Dwelling structures	-	-	2,509	2,509	34,093.04	34,093.04	34,093.04	34,093.04
	50,000	41,625	Modernization/Bath Remodels (12 units)	1460 Dwelling structures	-	-	41,625	41,625	8,374.84	8,374.84	8,374.84	8,374.84
	20,000	20,000	Unit turnaround (6 units)	1460 Dwelling structures	-	-	20,000	20,000	0.00	0.00	0.00	0.00
	25,000	25,000	Asbestos/Mold Abatement (3 units)	1460 Dwelling equipment	-	-	25,000	25,000	0.00	0.00	0.00	0.00
	10,000	7,095	Fencing (2250 ft)	1450 Site Improvement	-	-	7,095	7,095	2,904.62	2,904.62	2,904.62	2,904.62
	30,000	-	Vehicle Purchase (2 units)	1475 Non-Dwelling equipment	-	-	-	-	30,000.00	30,000.00	30,000.00	30,000.00
Totals	245,002	169,630	Obligation end 09/08/15		3,711.31	0.00	165,918.19	165,918.19	79,083.81	79,083.81	79,083.81	
2012	31,832	-	CFP coordinator s&b	1406 Operations	-	-	(0)	(0)	31,832.00	31,832.00	31,832.00	31,832.00
	10,000	4,643	Staff training	1408 Mgmt Improvements	1,050.00	-	3,593	3,593	6,407.40	6,407.40	6,407.40	6,407.40
	23,168	3,818	CFP coordinator s&b	1410 Administration	3,818.35	-	0	0	23,167.92	23,167.92	23,167.92	23,167.92
	20,000	2,852	Re-roofing (5 units)	1460 Dwelling structures	-	-	2,852	2,852	17,147.73	17,147.73	17,147.73	17,147.73
	101,687	-	Cabinet replacement	1460 Dwelling structures	-	-	-	-	101,687.00	101,687.00	101,687.00	101,687.00
	25,000	-	Modernization (1 unit)	1460 Dwelling structures	-	-	-	-	25,000.00	25,000.00	25,000.00	25,000.00
	6,000	1	Water heaters (18)	1460 Dwelling structures	-	-	0.6	0.6	5,999.40	5,999.40	5,999.40	5,999.40
	14,000	13,716	Stoves/Refrigerators (15/20)	1460 Dwelling structures	-	-	13,620	96	13,904.00	13,904.00	13,904.00	13,904.00
	231,687	25,030	Obligation end 3/11/14		18,488.35	-	6,541.43	6,541.43	225,145.85	225,145.85	225,145.85	225,145.85
	Totals	231,687	25,030			18,488.35	-	6,541.43	6,541.43	225,145.85	225,145.85	225,145.85
2011	28,785	2,788	CFP coordinator s&b	1406 Operations	-	-	2,788	2,788	25,997.00	25,997.00	25,997.00	25,997.00
	4,060	-	Staff training	1408 Mgmt Improvements	-	-	-	-	4,060.00	4,060.00	4,060.00	4,060.00
	26,215	-	CFP coordinator s&b	1410 Administration	-	-	-	-	26,215.00	26,215.00	26,215.00	26,215.00
	50,000	-	Sewer replacement	1450 Site Improvement	-	-	-	-	50,000.00	50,000.00	50,000.00	50,000.00
	29,663	-	Re-stucco (6 units)	1460 Dwelling structures	-	-	-	-	29,663.00	29,663.00	29,663.00	29,663.00
	17,980	-	Re-roofing (5 units)	1460 Dwelling structures	-	-	-	-	17,980.00	17,980.00	17,980.00	17,980.00
	52,000	-	Cabinet replacement (13 units)	1460 Dwelling structures	-	-	-	-	52,000.00	52,000.00	52,000.00	52,000.00
	27,655	-	Asbestos/Mold Abatement (6 units)	1460 Dwelling structures	-	-	-	-	27,655.00	27,655.00	27,655.00	27,655.00
	6,000	0	Water heaters (18)	1460 Dwelling structures	-	-	0.33	0.33	5,999.67	5,999.67	5,999.67	5,999.67
	19,800	-	Unit Turnovers	1460 Dwelling structures	-	-	-	-	19,800.00	19,800.00	19,800.00	19,800.00
Totals	262,158	2,788	Disbursement end 8/2/15		-	-	2,788.33	2,788.33	259,369.67	259,369.67	259,369.67	259,369.67
Totals	738,847	197,448			22,200	-	175,248	175,248	563,598.93	563,598.93	563,598.93	563,598.93

**SANTA FE COUNTY HOUSING AUTHORITY
VACANCY REPORT
April 2014 – September 2014**

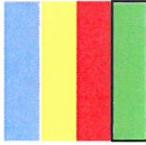
	April	May	June	July	August	September
Total Units Available for Lease	199	199	199	199	199	199
Units Off-line Due to Modernization or Home Sales	1	1	0	0	1	1
Vacant Units (ready for occupancy)	0	0	0	2	1	0
Total Vacant Units (preparing for occupancy)	4	7	8	7	6	8
Vacant Units per Site						
<u>Valle Vista</u>	1	2	2	1	3	5
<u>Santa Cruz</u>	4	6	4	5	4	3
<u>Camino de Jacobo</u>	0	0	2	3	1	1
Total Units Under Lease	194	191	191	190	191	190
	3%	5%	5%	5%	5%	5%

Average Vacancy Rate FY14– 4%

Average Vacancy Rate FY15– 5%

**Santa Fe County Housing Authority
Vacancy and Unit Turnaround
Santa Cruz**

September 22, 2014



Units / Modernization

Units / Make Ready

Units Ready for Lease Up

Scheduled Lease-up

Units Leased FY 2014-2015

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comments
108 CDR	2	1/31/2014	1/31/2014	6/18/2014	7/31/2014	43	138	181	P Martinez	moved out		(Medical)
101 CDR	2	3/18/2014	3/18/2014	5/27/2014	7/31/2014	65	70	135	G Benavidez	moved out		Moved in with family
137 Q	3	4/28/2014	4/28/2014						L Valdez	moved out	M Armijo	Move with family
149 Q	2	5/1/2014	5/2/2014						J Martinez	moved out	F Munoz	Move with family (Medical)
157 Q	3	5/1/2014	5/2/2014	7/10/2014	7/17/2014	7	70	77	M Cuevas	Evicted	Florentina	Non-payment of rent
146 Q	2	7/9/2014	7/9/2014						K Tsoodle	Abandoned	V Vigil	7 Day Notice of Abandonment
106 CDR	2	8/1/2014	8/1/2014	8/18/2014	8/21/2014	3	17	20	J Balderamos	Abandoned	A Romero	7 Day Notice of Abandonment

Daniel "Danny" Mayfield
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Miguel M. Chavez
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Robert A. Anaya
Commissioner, District 3



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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: September 24, 2014

Re: Director's Report

The Housing Authority Continues to Work With ICAST to Become Energy Efficient

In a recent assessment conducted by ICAST (International Center for Appropriate and Sustainable Technology) to improve the energy efficiency of public housing apartments, it was determined that the priority to improve energy efficiency in public housing should be to replace the older less efficient forced air furnaces with modern highly efficient models. The discussions are now at a point where we are making a determination about how to proceed in the replacement of the older furnaces. The housing authority has established a replacement schedule and we will now meet with ICAST to see if they can provide a better product and price for the work as compared to our evaluation and schedule. A section of the assessment concluded that, "the public housing buildings appear to be in excellent condition and exceptionally maintained. The only significant energy saving measure we identified was all of the forced air furnaces which are at the end of their usable life and need to be replaced." The plan is to upgrade to more efficient models on a staggered basis at each housing site. Interior and exterior lighting was another item noted in the assessment as an opportunity to realize energy savings. We will be looking to provide more efficient lighting in the locations noted in the assessment.

The Continuing Education of Employees at the Housing Authority

Over the past two months, housing authority staff have attended several trainings to continue to be current with evolving federal housing requirements and best practices in Public Housing and Housing Choice Voucher programs. This has included trainings in:

- Housing Quality Standards for inspections
- Best practices regarding financials and audit requirements at the Housing Summit
- Continuing education credits at NM EDGE trainings in Albuquerque
- Best practices regarding HUD reporting requirements at the HUD open house event

Staff will continue to look for opportunities to be informed of the latest information regarding our programs and attending them when possible.

UTILIZATION OF HOUSING CHOICE VOUCHERS (HCV) FOR HUD FY14

	OCT. 2013	NOV. 2013	DEC. 2013	JAN. 2014	FEB. 2014	MAR. 2014	APR. 2014	MAY 2014	JUNE 2014	JULY 2014	AUG. 2014	SEPT. 2014
HOUSING CHOICE VOUCHER (SECTION 8) LEASED	238	251	233	235	232	227	226	225	219	216	218	220
VASH (VETERANS) LEASED	34	32	33	33	33	34	33	34	34	33	31	32
HOUSING CHOICE VOUCHER (SECTION 8) SEARCHING	6	1	12	0	0	5	6	9	16	13	14	18
VASH (VETERANS) SEARCHING	0	1	1	0	0	1	1	1	1	2	4	3
TOTAL	278	285	279	268	265	267	266	269	270	264	267	273

TOTAL HCV PER ACC 241
 TOTAL VASH PER ACC 35
 TOTAL VOUCHERS 276

AVERAGE TOTAL OF
 VOUCHERS 10/2013 - 10/2014 271

**Housing Programs
Actual vs Budget
August 2014**

HCV & VASH Fiscal YTD				
	Actual	Budget	Better/ (Worse)	% Rem.
Revenue				
Repayment agreement	985	1,667	(682)	41%
Investment income	0	0	0	N/A
Port-in vouchers	23,545	20,000	3,545	-18%
Port-in admin fees	1,911	3,333	(1,423)	43%
Housing assist. pmt	157,608	323,888	(166,280)	51%
FSS coordinator grmt	0	0	0	N/A
Admin fees	30,552	35,530	(4,978)	14%
Total revenue	214,601	384,418	(169,817)	44%
Expenditure				
Salaries & benefits	39,249	41,840	2,591	6%
Travel	0	92	92	100%
Vehicle expense	162	439	277	63%
Maintenance	0	0	0	N/A
Audit contract	0	341	341	100%
Software	3,000	500	(2,500)	-500%
Vouchers paid	474,265	515,832	41,567	8%
Admin fee port-out	3,217	5,000	1,783	36%
Supplies	0	417	417	100%
Utilities	1,200	1,533	333	22%
Seminars, dues, pstge	581	525	(56)	-11%
Total expense	521,674	566,519	44,844	8%
Net	(307,074)	(182,101)	(124,973)	169%
UML	522	552	(30)	95%

Home Sales Fund Fiscal YTD		
Original Amount	Used thru 8/31/2014	Balance Remaining
1,000,000	255,155	744,845
Foreclosure Prevention	1,000,000	180,745
		819,255

LRPH Fiscal YTD				
	Actual	Budget	Better/ (Worse)	% Rem.
Revenue				
Rent, repayments, etc.	34,886	66,167	(31,281)	47%
Investment income	0	0	0	N/A
FSS coordinator grmt	0	0	0	N/A
Operating subsidy	44,960	80,167	(35,207)	44%
Total revenue	79,846	146,333	(66,487)	45%
Expenditure				
Salaries & benefits	95,136	117,592	22,456	19%
Travel	0	0	0	N/A
Vehicle expense	2,151	3,308	1,157	35%
Maintenance	5,504	8,417	2,913	35%
Audit contract	0	142	142	100%
Software	3,186	1,138	(2,048)	-180%
Other contractl svc	0	0	0	N/A
Supplies	631	925	294	32%
Utilities	19,265	17,787	(1,478)	-8%
Utility reimbursemnts	2,706	3,333	627	19%
Seminars, dues, pstge	1,248	583	(665)	-114%
Insurance	12,866	6,571	(6,295)	-96%
Total ops expense	142,692	159,795	17,104	11%
Net before captl & RP	(62,846)	(13,462)	(49,384)	-367%
UML	0	398	(398)	
Capital expense	0	0	0	N/A
Stipends	500	788	288	37%
RP supplies	0	750	750	100%
RP capital expense	0	0	0	N/A
Total expense	143,192	161,333	18,141	11%
Net after capital & RP	(63,346)	(15,000)	(48,346)	-322%

CFP Fiscal YTD			
	Grants @ 7/1/13	Grants @ 8/31/2014 YTD	Grants @ 8/31/2014
Revenue			
HUD subsidies	479,394	51,746	531,140
Expenditure			
1406 Operations	60,617	3,111	63,728
1408 Mgmt imprvmts	9,417	1,650	11,067
1410 Administration	45,565	4,418	49,983
1730 Fees & costs	0	0	0
1450 Site imprvmts	52,905	0	52,905
1460 Dwelling strctrs	342,612	0	342,612
1465 Dwelling equip.	284	13,620	13,904
1475 Non-dwllg equip	30,000	0	30,000
Total expense	541,400	22,800	564,199
Net	(62,006)	28,946	(33,059)

Daniel "Danny" Mayfield
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County Manager

Memorandum

To: Santa Fe County Housing Authority Board

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

Date: September 24, 2014

Re: Galisteo Project Update

On Thursday, September 18, 2014, staff from Santa Fe County met with City of Santa Fe Land Use staff. The meeting was scheduled to discuss the process required by the City to apply for a zoning change in order to accommodate a housing development on the old public works site on Galisteo Road. In order to move forward with the planning process for a 70+ unit development at this location, a zoning designation of R-12 or higher will be required. Currently the zoning is R-1.

At the meeting, discussions regarding environmental remediation, building density, open space requirements, early neighborhood notifications and parking were reviewed and addressed by the group. The information was helpful and it was determined that the main focus at this point was to address the requirements for a zoning change and general plan amendment change needed to be able to move forward.

After the meeting with Land Use staff, a meeting was held with the City's traffic engineer to discuss the zoning change and general plan amendment request and requirements needed to make the formal request. In that meeting the city's traffic engineer made it clear that, due to the increase in density on this site, it would be important to determine the impact of increased traffic at these two intersections: the intersection of Rodeo Road and Galisteo Road and the intersection of Zia Road and Galisteo Road. The information provided by this study would establish what measures, if any, would mitigate the increased traffic expected at these two intersections. The city's traffic engineer determined that the traffic study would be required as an important part of the zoning change and general plan amendment request.

In the process of realizing a project at this location we have determined that the best course of action will be to apply for nine percent (9%) tax credits through the MFA (Mortgage Finance Authority) tax credit application process. With the successful award of this type of credit we will be able to raise equity funds to help pay for up to seventy percent (70%) of the completed project. This process is an annual competitive process where only a few projects are chosen for funding

based on a point driven scoring process. The more the project meets the needs of low-income target populations in a sustainable manner, the higher the points awarded to the application. We believe that we can create a highly competitive application for a project meeting these criteria. The successful zoning change is the first step in this long process. For this project it will be a two year process that will allow us to be ready for the tax credits to be awarded to projects in early 2016.

In conversations with a local traffic engineering firm a price range from five thousand dollars (\$5,000) to ten thousand dollars (\$10,000) was quoted as a price for the required traffic study. Currently, the County has a service contract with an engineering firm capable of handling this requirement. To move forward, a directive by the Housing Board approving a traffic study required for requesting a zoning change and general plan amendment for this site is recommended. With that directive we can determine the feasibility of moving forward with a preliminary development plan.

La Voz de la Gente

September 2014

Santa Fe County Supports Fair Housing

Maintenance After Hours Emergency Phone Numbers

William Baca – Maintenance
Supervisor (505) 490-0345

Rodney Martinez
Joseph Gonzales
Carlos Maestas
(505) 412-1613

Resident Council Meetings

The Valle Vista Resident Council will hold its monthly meeting on September 9, 2014, at 6:00 PM at the Valle Vista Office

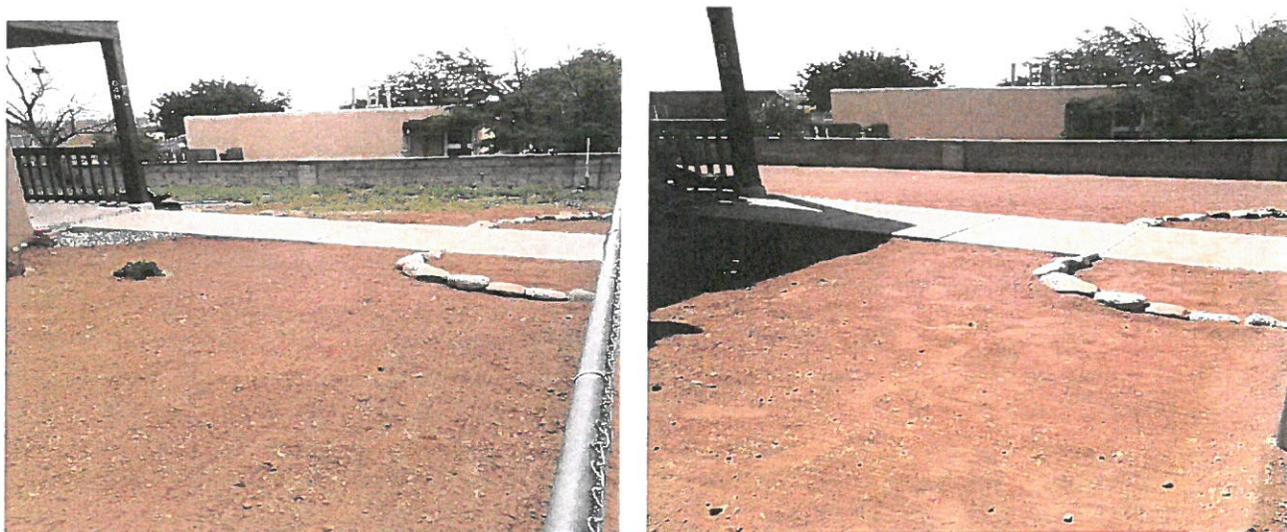
The Santa Cruz Resident Council will hold its monthly meeting on September 11, 2014, at 4:00 PM at 153 Camino de Quintana (Office)

The Jacobo Resident Council will hold its monthly meeting on September 15, 2014, at 5:00 PM at 52 Camino de Jacobo

Congratulations to Justine Lawson the new Vice President of the Santa Cruz Resident Council

Valle Vista Fundraiser

During the summer the Valle Vista Resident Council held a raffle in which the winner gets their yard cleaned up. The last month winners were James and Debbie Barnes. The money raised goes to support the community events held each year in our neighborhood.



This picture was taken during the yard clean up and after the yard was finished.

Attention to all the Valle Vista Residents: The Resident Council will have one last raffle to get your yard looking like James and Debbie's. Tickets are \$5 for 2 chances or \$3 for 1 chance. If any resident wants to participate and take a chance call Andrew the Resident Council President at 316-6065 or call Lorraine (your Housing Manager) at 992-3060. The drawing will be held on September 9, 2014, at the Resident Council Meeting. This is a great way to help your community and support your resident council.

Pet Policy

Last month's newsletter informed the tenants that some of you were in violation of the Pet Policy. Guess what! **Not one family** (who was in violation) came to the office to register their pet to be in compliance with the Pet Policy. Starting next month if your address appears in this section (Pet Policy) expect a letter from the Housing Authority scheduling a meeting with the Executive Director of Housing.



FSS Training

There will be an FSS (Family Self Sufficiency) on September 24, 2014, at 5:30 PM at 57 Camino de Jacobo.

The FSS Training topic is "Life Coaching". If you are a participant of the FSS Program you are required to attend all training. In your Contract of Participation, there are goals that must be met and these trainings are part of those goals.

Holidays in September

- Labor Day – September 1, 2014
THE SANTA FE COUNTY HOUSING AUTHORITY WILL BE CLOSED FOR LABOR DAY ON SEPTEMBER 1, 2014
- Patriot Day – September 11, 2014
- First day of Autumn – September 22, 2014
- Rosh Hashanah – Begins at sundown on September 24, 2014

Superstitions of the Number 13

More than 80 percent of high-rises lack a 13th floor.

Many airports skip the 13th gate.

Airplanes have no 13th aisle.

Hospitals and hotels regularly have no room number 13.

Italians omit the number 13 from their national lottery.

On streets in Florence, Italy, the house between number 12 and 14 is addressed as 12 and a half.

Many cities do not have a 13th Street or a 13th Avenue

In France, socialites known as the quatorziens (fourteeners) once made themselves available as 14th guests to keep a dinner party from an unlucky fate.

Many triskaidekaphobes, as those who fear the unlucky integer are known, point to the ill-fated mission to the moon, Apollo 13.

If you have 13 letters in your name, you will have the devil's luck. Jack the Ripper, Charles Manson, Jeffrey Dahmer, Theodore Bundy and Albert De Salvo all have 13 letters in their names.