

Santa Fe County Housing Authority Board
July 30, 2013
Legal Conference Room
10:00 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Introductions**
- IV. Approval of Agenda** (Action)
- V. Approval of Minutes** (Action)
- VI. SFCHA Operating Budget** (Discussion)
- VII. Santa Fe County Support for a New Southside Boys and Girls Club** (Discussion)
- VIII. Senior Housing Project Site on Galisteo Street by Economic Development Division and SFCHA** (Discussion)
- IX. Housing Authority Updates:** (Discussion)
 - (a) Site Improvement Plan/CFP Update
 - (b) Vacancy Update
 - (c) Director's Report
- X. Public Comments** (Discussion)
- XI. Matters from the Board** (Discussion)
- XII. Executive Session** (Discussion)
- XIII. Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

June 25, 2013

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 9:00 a.m. by County Commission Chair Kathy Holian.

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

Members Present:

Kathy Holian, Commissioner
Robert Anaya, Commissioner
Miguel Chavez, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member
Danny Mayfield, Commissioner
Liz Stefanics, Commissioner

Member(s) Excused:

None

Staff Present:

Katherine Miller, County Manager
Rachel Brown, Deputy County Attorney
Rachel O'Connor, Community Services
Ron Pacheco, Housing Authority Director
Deanna Lopez, Housing Administrator
Robert Griego, Growth Management Division
Tracey Young, Senior Accountant
Steve Brugger, Affordable Housing Administrator
Victor Gonzales, Housing Authority Staff
Tim Vigil, Assistant County Attorney
Chris Barela, Constituent Liaison
Molly Saiz, Finance
Lisa Roybal, Manager's Office

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Mr. Loewy moved to approve the agenda as published. His motion was seconded by Commissioner Anaya and passed by unanimous [4-0] voice vote. [Commissioners Stefanics, Chavez and Mayfield were not present for this action.]

V. Approval of Minutes: May 28, 2013

Mr. Loewy noted the following corrections: Page one, the "y" on Chair Holian's first name was missing; page two, capitalize Executive Session and Community Board Member.

Commissioner Stefanics moved to approve the minutes from the above-cited date as amended. Mr. Loewy seconded and the motion passed by unanimous [5-0] voice vote. [Commissioners Mayfield and Chavez were not present for this action.]

VI. Resolution 2013-06HB: Approval of Form HUD-52757, PHA Board Resolution Approving Operating Budget

Mr. Pacheco said this item is to approve the Authority's operating budget as required by HUD.

Ascertaining that neither Board Members Ong nor Loewy had an opportunity to review the budget, Commissioner Anaya asked that they bring forward any questions and amendments following their review.

Commissioner Stefanics moved to approve Resolution 2013-06HB with the proviso that the budget be presented at the next meeting for any cursory review and questions. Commissioner Anaya seconded and the motion passed by unanimous [6-0] voice vote. [Commissioner Chavez was not present for this action.]

VII. Approval of Resolution 2013-07HB: A Resolution of the Santa Fe County Housing Authority Board Adopting a Rent-to-Own Program and Policy and Delegating Signature Authority for Transactions Valued at \$250,000 and Below to the County Manager for the Negotiation, Sale and Lease of Homes Under the Rent-to-Own Program

Under the direction of this Board, Mr. Pacheco said staff has been to working to formulate a "Rent-to-Own Program." This establishes an additional tool in the affordable housing toolbox to provide homeownership on homes the County has purchased through the foreclosure program. The rental would provide the County income on the foreclosures prior to sale and help leverage homeownership for buyers who would not normally be able to purchase a home.

Steve Brugger, Affordable Housing Administrator, advised the Board that the resolution was recently reviewed by the legal department where additional changes have been recommended, so at this time the resolution is not ready for approval. The program attempts to reach the 80 percent of the area median income households who have sufficient income but are

not yet purchase ready, i.e., with too much debt or poor credit scores. The program will provide the buyer the opportunity and time to accumulate downpayment funds in conjunction with the foreclosure prevention program. The program would be completely transparent and well advertised with an open enrollment period on a website along with other forms of marketing. He reviewed the eligibility requirements and the screening process.

A 24-month rental lease agreement and option to purchase agreement would be executed with successful applicants. During the rental period, half of the rent will be a rent credit going toward the purchase price and the security deposit and any interest will apply to the purchase price. He outlined the lease terms which included monthly rent, security deposit, utilities, buyer/tenant obligation to maintain the property, property inspection by staff and termination of lease agreement. Defaulting on the lease agreement is an automatic default on the option to purchase. The option to purchase agreement was outlined and included the recapture of subsidies and appreciation control. Mr. Brugger reviewed the obligations of the potential homebuyer in the rental agreement.

The objective is rent to own, stated Mr. Brugger and mentioned successful candidates would be encouraged to apply to the Affordable Housing Program for downpayment assistance thus creating multiple subsidies. The program is structured to meet HUD requirements which he outlined. He mentioned that an existing voucher holder could participate in the program with the voucher counting as income.

Responding to Commissioner Stefanics' question of what prevents an applicant from leaving the program, Mr. Brugger said they would be barred from participating in the program in the future, lose not only the option consideration and the money spent on maintenance, but also potentially the best opportunity to purchase a home at a greatly reduced price with rent credit.

Commissioner Anaya requested additional "teeth" in the contracts. He requested greater specificity to the areas regarding homebuyer training, financial fitness and the work plan. Without adequate training the applicant would fail and a partnership with a non-profit was suggested.

Commissioner Chavez said the inspection should be conducted at a minimum of every six months insuring that the property is maintained and renter-occupied.

Commissioner Anaya said the tenant and landlord responsibilities must be clearly delineated and he strongly recommended that the tenant sign off on each point under Section 2.9 of the Option to Purchase Agreement as an addendum.

Mr. Pacheco identified the homes in the program as those in foreclosure that already have County funds attached and/or can be purchased at an extremely low price.

Commissioner Mayfield asked that staff investigate whether Santa Fe County residency could be included as a requirement.

Mr. Brugger confirmed that self-employed individuals can qualify for the program.

In an effort to protect the County's property, more frequent inspection was recommended as well as insurance.

At present the County owns two homes that would be the initial properties. Three others

have been purchased.

Mr. Pacheco said he and Mr. Brugger will discuss the program with HUD and a landlord/tenant expert.

Commissioner Anaya recommended postponement of the purchase of additional homes pending program results.

VIII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales reported the following:

- The engineering plans associated with the removal of the sewer lift at the Jacob D. Martinez site are underway
- Sewer lines at the Santa Cruz site will be completed early July
- Big Rock Builders of Española won the bid for the renovations at the Camino de Quintana house

Regarding roofers, Mr. Pacheco said it is expected that there will be roofers on contract by this fall. He was asked to report back on this item in August.

B. Vacancy Update

Mr. Pacheco reported that the occupancy rate is holding at 96 and 97 percent.

C. Director's Report

Mr. Pacheco reported on the following:

- A Real Estate Assessment Center (REAC) inspection is scheduled for July. Maintenance is working to insure that all units will pass inspection
- There was a successful cleanup day at the Santa Cruz housing site
- County Economic Development Director David Griscom is evaluating the County-owned Galisteo Street site
- Funds that may remain from the Valle Vista sewer work will be used for comprehensive landscape improvement at Valle Vista and Santa Cruz
- LifeLink has contracted with a former Bernalillo housing director to run the case management component of the Linkages program

Mr. Pacheco announced the Tracey Young will be leaving the agency and he recognized and thanked her for her contributions to the County. Ms. Young said she will be working for the Supportive Housing Coalition in Albuquerque. The Authority wished her the best of luck in the future.

IX. Public Comments - None were offered.

X. Matters from the Board

Commissioner Mayfield requested an update on the commodities program in the future. Commissioner Stefanics suggested the senior vans be used to transport seniors to commodity program locations.

XI. Executive Session was deemed unnecessary

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Holian adjourned the meeting at approximately 10:00 a.m.

Approved by:

Kathy Holian, Commission Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

Submitted by:

Karen Farrell, Wordswork

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
ADMINISTRATION								
SALARY & WAGES								
517-1930-471.10-22	CLASSIFIED EMPLOYEES	48056	0	48,056	0	0	48,056	100
517-1930-471.10-26	TERM EMPLOYEES	445171	0	445,171	0	0	445,171	100
* SALARY & WAGES		493227	0	493,227	0	0	493,227	100
EMPLOYEE BENEFITS								
517-1930-471.20-01	FICA - REGULAR	30580	0	30,580	0	0	30,580	100
517-1930-471.20-02	FICA - MEDICARE	7152	0	7,152	0	0	7,152	100
517-1930-471.20-03	RETIREMENT CONTRIBUTIONS	99336	0	99,336	0	0	99,336	100
517-1930-471.20-05	HEALTH CARE	60359	0	60,359	0	0	60,359	100
517-1930-471.20-06	RETIREMENT HEALTH CARE	9678	0	9,678	0	0	9,678	100
517-1930-471.20-08	WORKERS COMP (ASSESSMENT)	100	0	100	0	0	100	100
* EMPLOYEE BENEFITS		207205	0	207,205	0	0	207,205	100
VEHICLE EXPENSES								
517-1930-471.35-01	VEHICLE FUEL	21896	0	21,896	0	400	21,496	98
517-1930-471.35-02	VEHICLE OIL	580	0	580	0	0	580	100
517-1930-471.35-03	VEHICLE MAINTENANCE	7000	0	7,000	0	0	7,000	100
* VEHICLE EXPENSES		29476	0	29,476	0	400	29,076	99
MAINTENANCE								
517-1930-471.40-01	BUILDING / STRUCTURE	50000	0	50,000	0	2,742	47,258	95
517-1930-471.40-02	EQUIPMENT	2200	0	2,200	58	544	1,598	73
517-1930-471.40-03	INFRASTRUCTURE	2500	0	2,500	0	0	2,500	100
517-1930-471.40-07	SUPPLIES	2000	0	2,000	0	0	2,000	100
517-1930-471.40-10	PEST CONTROL	1000	0	1,000	0	0	1,000	100
* MAINTENANCE		57700	0	57,700	58	3,286	54,356	94
PROFESSIONAL SERVICES								
517-1930-471.50-01	AUDIT CONTRACT	15000	0	15,000	0	15,000	0	0
517-1930-471.50-15	SOFTWARE LICENSE/MAINTNCE	6826	0	6,826	0	3,000	3,826	56
* PROFESSIONAL SERVICES		21826	0	21,826	0	18,000	3,826	18
SUPPLIES								
517-1930-471.60-02	SAFETY EQUIPMENT	400	0	400	0	0	400	100
517-1930-471.60-03	UNIFORM EXPENSE	2400	0	2,400	0	0	2,400	100
517-1930-471.60-07	OPERATIONAL SUPPLIES	2500	0	2,500	0	392	2,108	84
517-1930-471.60-09	EDUCATIONAL SUPPLIES	250	0	250	0	0	250	100
517-1930-471.60-90	OTHER SUPPLIES	0	0	0	12	368	380	0
* SUPPLIES		5550	0	5,550	12	760	4,778	86
OTHER OPERATING COSTS								
517-1930-471.70-01	RENT OF EQUIP / MACHINERY	500	0	500	0	0	500	100
517-1930-471.70-03	TELEPHONE	3240	0	3,240	0	600	2,640	81
517-1930-471.70-04	ELECTRICITY	20000	0	20,000	0	21,200	1,200	6
517-1930-471.70-05	GAS & HEATING COSTS	11000	0	11,000	0	12,000	1,000	9
517-1930-471.70-06	GARBAGE	67000	0	67,000	0	28,000	39,000	58

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
517-1930-471.70-07	WATER & WASTEWATER	28000	0	28,000	0	58,500	30,500-	109-
517-1930-471.70-36	POSTAGE & MAIL SERVICE	1000	0	1,000	0	0	1,000	100
517-1930-471.70-37	PRINTING/PUBLISHING/ADS	1000	0	1,000	0	600	400	40
517-1930-471.70-39	SUBSCRIPTIONS & DUES	1500	0	1,500	0	283	1,217	81
517-1930-471.70-41	REPORTING & RECORDING	3000	0	3,000	147-	4,166	1,019-	34-
517-1930-471.70-92	UTILITY REIMBURSEMENTS	18000	0	18,000	1,780	3,629	12,591	70
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*	OTHER OPERATING COSTS	154240	0	154,240	1,633	128,978	23,629	15
	INSURANCE & DEDUCTIBLES							
517-1930-471.75-01	BROKERAGE & POLICY FEES	1166	0	1,166	120	0	1,046	90
517-1930-471.75-02	WORKERS COMP. PREMIUMS	20573	0	20,573	0	0	20,573	100
517-1930-471.75-03	AUTO INSURANCE PREMIUMS	7272	0	7,272	0	0	7,272	100
517-1930-471.75-04	PROPERTY INSURANCE PREM.	4298	0	4,298	118	0	4,180	97
517-1930-471.75-05	PROF. LIABILITY PREMIUMS	1470	0	1,470	0	0	1,470	100
517-1930-471.75-06	GEN. LIAB & UMBRELLA PREM	3789	0	3,789	0	0	3,789	100
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*	INSURANCE & DEDUCTIBLES	38568	0	38,568	238	0	38,330	99
	CAPITAL PURCHASES							
517-1930-471.80-03	EQUIPMENT & MACHINERY	10000	0	10,000	0	0	10,000	100
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*	CAPITAL PURCHASES	10000	0	10,000	0	0	10,000	100
**	ADMINISTRATION	1017792	0	1,017,792	1,941	151,424	864,427	85

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
RESIDENT PARTICIPATION								
SUPPLIES								
517-1931-471.60-90	OTHER SUPPLIES	975	0	975	0	0	975	100

*	SUPPLIES	975	0	975	0	0	975	100

OTHER OPERATING COSTS								
517-1931-471.70-90	MISC.	4000	0	4,000	0	0	4,000	100

*	OTHER OPERATING COSTS	4000	0	4,000	0	0	4,000	100
**	RESIDENT PARTICIPATION	4975	0	4,975	0	0	4,975	100
***	HOUSING DEPARTMENT	1022767	0	1,022,767	1,941	151,424	869,402	85
****	ENTERPRISE - HOUSING ADMN	1022767	0	1,022,767	1,941	151,424	869,402	85
		1022767	0	1,022,767	1,941	151,424	869,402	85

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
ADMINISTRATION								
MAINTENANCE								
229-1930-471.40-03	INFRASTRUCTURE	394000	0	394,000	0	0	394,000	100

*	MAINTENANCE	394000	0	394,000	0	0	394,000	100
**	ADMINISTRATION	394000	0	394,000	0	0	394,000	100

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
AFFORDABLE HOME PURCHASES								
MAINTENANCE								
229-1932-471.40-01	BUILDING / STRUCTURE	5000	0	5,000	0	0	5,000	100
229-1932-471.40-07	SUPPLIES	1000	0	1,000	0	0	1,000	100
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*	MAINTENANCE	6000	0	6,000	0	0	6,000	100
OTHER OPERATING COSTS								
229-1932-471.70-04	ELECTRICITY	2000	0	2,000	0	500	1,500	75
229-1932-471.70-05	GAS & HEATING COSTS	2000	0	2,000	0	500	1,500	75
229-1932-471.70-06	GARBAGE	1000	0	1,000	0	0	1,000	100
229-1932-471.70-07	WATER & WASTEWATER	1500	0	1,500	0	1,000	500	33
229-1932-471.70-90	MISC.	5000	0	5,000	1,349	2,898	753	15
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*	OTHER OPERATING COSTS	11500	0	11,500	1,349	4,898	5,253	46
**	AFFORDABLE HOME PURCHASES	17500	0	17,500	1,349	4,898	11,253	64
***	HOUSING DEPARTMENT	411500	0	411,500	1,349	4,898	405,253	98
****	HOUSING ASST./HOME SALES	411500	0	411,500	1,349	4,898	405,253	98
		411500	0	411,500	1,349	4,898	405,253	98

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
LINKAGES PROGRAM								
SALARY & WAGES								
226-1950-471.10-26	TERM EMPLOYEES	5451	0	5,451	0	0	5,451	100

*	SALARY & WAGES	5451	0	5,451	0	0	5,451	100
EMPLOYEE BENEFITS								
226-1950-471.20-01	FICA - REGULAR	338	0	338	0	0	338	100
226-1950-471.20-02	FICA - MEDICARE	79	0	79	0	0	79	100
226-1950-471.20-03	RETIREMENT CONTRIBUTIONS	1098	0	1,098	0	0	1,098	100
226-1950-471.20-05	HEALTH CARE	480	0	480	0	0	480	100
226-1950-471.20-06	RETIREMENT HEALTH CARE	109	0	109	0	0	109	100
226-1950-471.20-08	WORKERS COMP (ASSESSMENT)	1	0	1	0	0	1	100

*	EMPLOYEE BENEFITS	2105	0	2,105	0	0	2,105	100
PROFESSIONAL SERVICES								
226-1950-471.50-03	CONTRACTUAL/PROFESSIONAL	122913	0	122,913	0	0	122,913	100
226-1950-471.50-90	OTHER SERVICES	0	0	0	7,616	0	7,616	0

*	PROFESSIONAL SERVICES	122913	0	122,913	7,616	0	115,297	94
**	LINKAGES PROGRAM	130469	0	130,469	7,616	0	122,853	94

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
BRIDGE PROGRAM								
PROFESSIONAL SERVICES								
226-1960-471.50-90	OTHER SERVICES	56000	0	56,000	1,071	7,353	47,576	85

*	PROFESSIONAL SERVICES	56000	0	56,000	1,071	7,353	47,576	85
**	BRIDGE PROGRAM	56000	0	56,000	1,071	7,353	47,576	85
***	HOUSING DEPARTMENT	186469	0	186,469	8,687	7,353	170,429	91
****	LINKAGES	186469	0	186,469	8,687	7,353	170,429	91
		186469	0	186,469	8,687	7,353	170,429	91

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
HOUSING SECTION 8 VOUCHER								
SALARY & WAGES								
227-1949-471.10-22	CLASSIFIED EMPLOYEES	32037	0	32,037	0	0	32,037	100
227-1949-471.10-26	TERM EMPLOYEES	134585	0	134,585	0	0	134,585	100
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* SALARY & WAGES		166622	0	166,622	0	0	166,622	100
EMPLOYEE BENEFITS								
227-1949-471.20-01	FICA - REGULAR	10331	0	10,331	0	0	10,331	100
227-1949-471.20-02	FICA - MEDICARE	2416	0	2,416	0	0	2,416	100
227-1949-471.20-03	RETIREMENT CONTRIBUTIONS	33558	0	33,558	0	0	33,558	100
227-1949-471.20-05	HEALTH CARE	24677	0	24,677	0	0	24,677	100
227-1949-471.20-06	RETIREMENT HEALTH CARE	3269	0	3,269	0	0	3,269	100
227-1949-471.20-08	WORKERS COMP (ASSESSMENT)	31	0	31	0	0	31	100
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* EMPLOYEE BENEFITS		74282	0	74,282	0	0	74,282	100
TRAVEL								
227-1949-471.30-03	IN STATE MEALS & LODGING	550	0	550	0	0	550	100
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* TRAVEL		550	0	550	0	0	550	100
VEHICLE EXPENSES								
227-1949-471.35-01	VEHICLE FUEL	2200	0	2,200	0	0	2,200	100
227-1949-471.35-02	VEHICLE OIL	100	0	100	0	0	100	100
227-1949-471.35-03	VEHICLE MAINTENANCE	700	0	700	0	0	700	100
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* VEHICLE EXPENSES		3000	0	3,000	0	0	3,000	100
PROFESSIONAL SERVICES								
227-1949-471.50-01	AUDIT CONTRACT	7500	0	7,500	0	7,500	0	0
227-1949-471.50-15	SOFTWARE LICENSE/MAINTNCE	3000	0	3,000	0	2,386	614	20
227-1949-471.50-90	OTHER SERVICES	2253000	0	2,253,000	171,275	937,963	1,143,762	51
227-1949-471.50-91	OTHR CONT SVC-AD FEE PORT	25000	0	25,000	1,498	8,546	14,956	60
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* PROFESSIONAL SERVICES		2288500	0	2,288,500	172,773	956,395	1,159,332	51
SUPPLIES								
227-1949-471.60-07	OPERATIONAL SUPPLIES	2000	0	2,000	0	277	1,723	86
227-1949-471.60-09	EDUCATIONAL SUPPLIES	500	0	500	0	0	500	100
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* SUPPLIES		2500	0	2,500	0	277	2,223	89
OTHER OPERATING COSTS								
227-1949-471.70-04	ELECTRICITY	3000	0	3,000	0	2,500	500	17
227-1949-471.70-05	GAS & HEATING COSTS	2000	0	2,000	0	2,000	0	0
227-1949-471.70-06	GARBAGE	1000	0	1,000	0	0	1,000	100
227-1949-471.70-07	WATER & WASTEWATER	1000	0	1,000	0	2,000	1,000	100
227-1949-471.70-33	SEMINARS & WORKSHOPS	400	0	400	0	0	400	100
227-1949-471.70-36	POSTAGE & MAIL SERVICE	500	0	500	0	0	500	100
227-1949-471.70-37	PRINTING/PUBLISHING/ADS	250	0	250	0	0	250	100
227-1949-471.70-39	SUBSCRIPTIONS & DUES	1000	0	1,000	0	283	717	72
227-1949-471.70-41	REPORTING & RECORDING	1000	0	1,000	0	1,000	0	0

ACCOUNT NUMBER		ACCOUNT DESCRIPTION		ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
*		OTHER OPERATING COSTS		10150	0	10,150	0	7,783	2,367	23
**		HOUSING SECTION 8 VOUCHER		2545604	0	2,545,604	172,773	964,455	1,408,376	55
***		HOUSING DEPARTMENT		2545604	0	2,545,604	172,773	964,455	1,408,376	55
****		SECTION 8 VOUCHER FUND		2545604	0	2,545,604	172,773	964,455	1,408,376	55
				2545604	0	2,545,604	172,773	964,455	1,408,376	55

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
HOUSING CFP - 2011								
MAINTENANCE								
301-1981-471.40-01	BUILDING / STRUCTURE	29793	0	29,793	0	227	29,566	99
301-1981-471.40-03	INFRASTRUCTURE	50285	0	50,285	0	0	50,285	100

*	MAINTENANCE	80078	0	80,078	0	227	79,851	100
**	HOUSING CFP - 2011	80078	0	80,078	0	227	79,851	100

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	BAR'S	ADJUSTED BUDGET	EXPENDED	ENCUMB. BALANCES	AVAIL. BUDGET BALANCE	% REM.
HOUSING CFP - 2012								
SALARY & WAGES								
301-1982-471.10-26	TERM EMPLOYEES	31979	0	31,979	0	0	31,979	100

*	SALARY & WAGES	31979	0	31,979	0	0	31,979	100
EMPLOYEE BENEFITS								
301-1982-471.20-01	FICA - REGULAR	1983	0	1,983	0	0	1,983	100
301-1982-471.20-02	FICA - MEDICARE	464	0	464	0	0	464	100
301-1982-471.20-03	RETIREMENT CONTRIBUTIONS	6441	0	6,441	0	0	6,441	100
301-1982-471.20-05	HEALTH CARE	6748	0	6,748	0	0	6,748	100
301-1982-471.20-06	RETIREMENT HEALTH CARE	640	0	640	0	0	640	100
301-1982-471.20-08	WORKERS COMP (ASSESSMENT)	6	0	6	0	0	6	100

*	EMPLOYEE BENEFITS	16282	0	16,282	0	0	16,282	100
TRAVEL								
301-1982-471.30-03	IN STATE MEALS & LODGING	6000	0	6,000	0	0	6,000	100

*	TRAVEL	6000	0	6,000	0	0	6,000	100
MAINTENANCE								
301-1982-471.40-01	BUILDING / STRUCTURE	59493	0	59,493	0	0	59,493	100
301-1982-471.40-03	INFRASTRUCTURE	8086	0	8,086	0	0	8,086	100

*	MAINTENANCE	67579	0	67,579	0	0	67,579	100
SUPPLIES								
301-1982-471.60-01	NON-CONSUMABLE SUPPLIES	14000	0	14,000	0	0	14,000	100

*	SUPPLIES	14000	0	14,000	0	0	14,000	100
OTHER OPERATING COSTS								
301-1982-471.70-33	SEMINARS & WORKSHOPS	4000	0	4,000	0	0	4,000	100

*	OTHER OPERATING COSTS	4000	0	4,000	0	0	4,000	100
**	HOUSING CFP - 2012	139840	0	139,840	0	0	139,840	100
***	HOUSING DEPARTMENT	219918	0	219,918	0	227	219,691	100
****	HOUSING CAPITAL IMPROV	219918	0	219,918	0	227	219,691	100
		219918	0	219,918	0	227	219,691	100

Memorandum

To: Santa Fe County Housing Authority Board
From: Victor Gonzales, Project Manager
Via: James R. Pacheco, Executive Director
Date: 7/17/13
Re: CFP Report

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

Conron and Woods Architects are finalizing the "As-Built" Plans for the Jacob D. Martinez sewer line replacement. The preliminary plans have been reviewed and approved by staff. After we receive the final plans for this project with itemized cost totals, we will begin the bidding process to select a contractor.

Sewer Lines at Santa Cruz Site

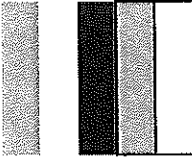
Big Rock Builders has completed all the abatement work that was contracted out. They have also completed the final trim-out including installing the faucets, shower heads and vanity top in the bathroom. The painting of the unit has been completed and the unit is now ready for occupancy.

**SANTA FE COUNTY HOUSING AUTHORITY
VACANCY REPORT**

April 2013 – September 2013

	April	May	June	July	August	September
Total Units Available for Lease	199	199	199	199		
Units Off-line Due to Modernization	1	1	1	1		
Vacant Units (ready for occupancy)	1	0	1	0		
Total Vacant Units (preparing for occupancy)	6	4	3	5		
Vacant Units per Site						
<u>Valle Vista</u>	1	2	4	3		
<u>Santa Cruz</u>	4	3	1	3		
<u>Camino de Jacobo</u>	2	0	0	0		
Total Units Under Lease	192	194	194	193		
	4%	3%	3%	4%		

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



Units / Modernization
Units / Make Ready
Units Ready for Lease Up
Scheduled Lease-up
Units Leased FY 2013-2014

**Valle Vista
July 22, 2013**

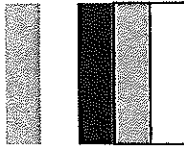
Address	Bdrn Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment
9BT	1	4/17/13	4/17/13	5/30/13	5/30/13	7/1/13	32	43	75	J. Ortiz	abandoned	C Voullo	
6 SPN	3	4/26/13	4/26/13	7/16/13	7/16/13	7/17/13	1	81	82	F Ortiz	transfer	Transfer S Vigil	
8A SMW	2	5/20/13	5/20/13							A Atchison	MO		
10B SMW	2	6/17/13	6/17/13							H Stomper	MO		
10B VV	2	6/25/13	6/25/13							D Ortiz	Evicted		

Totals

Number of turnaround units

Housing Specialist Turn Around Days
Maintenance Turn Around Days
Combined Days

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



Units / Modernization
Units / Make Ready
Units Ready for Lease Up
Scheduled Lease-up
Units Leased FY 2013-2014

**Santa Cruz
July 22, 2013**

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	Make Ready	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comments
540	5	6/13/13	6/11/13				0		0	A. Martinez	moved out		
110 DR	2	6/25/13	6/25/13				0		0	A Gabaldon	abandoned	F Ortiz	transfer
134 Q	3	7/16/13								J Sosa	abandoned		

Totals
Number of turnaround units

Housing Specialist Days
Maintenance Staff Days
Combined Days

CDJ
Santa Cruz
Valle Vista
Total all sites

Totals for the year

[illegible]

Memorandum

To: Santa Fe County Housing Authority Board
From: Ron Pacheco, Housing Executive Director
Date: 7/18/2013
Re: Director's Report

Successful Summer Clean-ups at Santa Cruz and Valle Vista Housing Sites

On separate successive Saturdays' in June housing staff, county employees and volunteers including a housing board member, made themselves available to spend a morning cleaning-up at two Santa Fe County Housing Sites. On June 22nd, the Santa Cruz Public Housing Site was worked on by about ten people who were able to complete much needed weed and debris removal as well as tree pruning. The areas surrounding the housing office and the senior center were completed. On June 29th, the Valle Vista Housing Site was cleaned-up with the help of another ten people who helped with weed removal, trash removal, tree pruning as well as a concentrated effort in the area of the Boys and Girls Club and Housing Office. All of those involved worked diligently and made a significant improvement to the neighborhoods. The comp-time incentive provided by the Managers office was helpful in getting employees out to housing sites and involved in making a positive impact in public housing neighborhoods.

Senior Transportation Provided for Senior Citizens Living in Public Housing

As was discussed at the last Board Meeting, the SF County Senior Services Program is currently providing transportation services to senior citizens living at public housing sites. Seniors living in the county service area including the Jacob D. Martinez housing site (in the city limits) are provided transportation services with a call to the program the day before transportation is needed and then scheduled for pick-up and return home after. With specialized vans designed for senior needs (low level entry and wheel chair friendly), the new vans are well received by seniors using the service. Also, a new senior meal-site has been opened in close-proximity to the Jacob D. Martinez Housing site at the Rufina Apartments and should provide another opportunity for hot meals to seniors living in the area.

Rent-to-Own Program Update

The Office of Affordable Housing and the Housing Authority continue to work on the county's Rent-to-Own Program for homes purchased under the Foreclosure Prevention Program. The suggestions made by the Housing Authority Board are being incorporated into the program documents as requested. A meeting with the HUD Office in Albuquerque to discuss the details of the program has been requested and will occur early in August. At the Housing Board meeting at the end of August, staff will present the program to the housing board for their review and approval.