

**Santa Fe County Housing Authority Board
January 29, 2013
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. Accept the Resignation of Housing Board member Tim Vigil** (Action)
- VII. Approval of Resolution 2013-01HB, a Resolution Writing Off Uncollectable Accounts for the Santa Fe County Housing Authority's Public Housing (\$57,667.67)** (Action)
- VIII. Approval of Resolution 2013-02HB, a Resolution Requesting an Increase to the Low Rent Public Housing Fund (517) for Building Maintenance, Utilities, and Tenant Utility Reimbursements in Fiscal Year 2013 (\$66,500)** (Action)
- IX. Housing Authority Updates** (Discussion)
 - (a) Site Improvement Plan/CFP Update
 - (b) Vacancy Update
 - (c) Director's Report
- X. Public Comments**
- XI. Matters from the Board** (Discussion)
- XII. Executive Session Regarding Limited Personnel Issues** (Discussion)
 - Discussion of appointment of a permanent Executive Director
- XIII. Appointment of an Executive Director** (Action)
- XIV. Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

November 27, 2012

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 10:05 a.m. by County Commission Chair Liz Stefanics.

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

Members Present:

Liz Stefanics, Commissioner
Kathy Holian, Commissioner
Robert Anaya, Commissioner
Danny Mayfield, Commissioner
Frances Ong, Resident Member
Virginia Vigil, Commissioner
Tim Vigil, Community Member

Member(s) Excused:

None

Staff Present:

Katherine Miller, County Manager
Rachel Brown, Deputy County Attorney
Ron Pacheco, Interim Housing Director
Penny Ellis-Green, Deputy County Manager
Victor Gonzales, Housing Staff
Deanna Lopez, Department Administrator
Tracey Young, Senior Accountant
Steve Brugger, Affordable Housing Director
Rosemary Bailey, Affordable Housing

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Holian moved to approve the agenda as published. Commissioner Mayfield seconded, and the agenda was unanimously [7-0] approved.

V. Approval of Minutes: September 25, 2012

Commissioner Mayfield moved to approve the minutes from the above-cited date as presented. His motion was seconded by Commissioner Holian and passed by unanimous [7-0] voice vote.

VI. Action: Resolution 2012-23HA, a resolution granting the executive director signature authority to execute amendment #1 to the performance agreement between Santa Fe County Housing Authority and Life Link to administer portions of the Bridge Program, a voucher-based rental assistance program

Mr. Pacheco explained the resolution allows him to sign an agreement to continue supporting a program that helps people who have traumatic brain injury. It has to be signed on an annual basis; this is the second year. He had copies of the resolution available.

Commissioner Holian asked if there was a limited number of vouchers and Mr. Pacheco said there was. Tracey Young stated only two were in use presently. The program is different from the Linkages program which is continuous funding. Everyone that Life Link has sent under this program is being helped, but they haven't sent many people.

Recalling Hank Hughes' comments from the previous month regarding the number of homeless people with mental issues, Chair Stefanics expressed surprise that so few people were being referred. Mr. Pacheco said the Housing Authority does not do the qualifying, so he was unable to comment. Chair Stefanics suggested that outreach be done. Ms. Ong noted that her son goes to Life Link and he has never heard of the program. Mr. Pacheco said he would look into it.

Commissioner Vigil moved to approve the resolution and Commissioner Holian seconded. The motion passed unanimously [7-0].

VII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Victor Gonzales stated the replacement cabinets have been ordered and will be installed probably late December. A BAR will be needed for architectural and engineering services at Camino Jacobo. Sewer lines are being replaced at Camino de Jacobo and Santa Cruz. Two large trees were removed that were causing damage. A unit was renovated for handicap access on San Mateo Way.

Chair Stefanics said she would like to be present to see the cabinet replacements.

Mr. Gonzales said a private contractor is helping decrease the turnaround rate of units in order to lower the vacancy rate.

Commissioner Anaya indicated he would like monthly reports of total capital dollars by

fund year with expended balance in order to get a better handle on what's been contracted and what's been spent, perhaps in the form of a spreadsheet. Mr. Pacheco said Ms. Young already has forms that can be adjusted for meeting presentation.

VII. B. Vacancy Update

Mr. Pacheco referred to the packet and said the vacancy rate is slightly higher which is typical for this time of year. They are working on lowering turnaround time but with the holidays staff is reduced. That is the reason for using contractors.

VII. C. Director's Report

Mr. Pacheco thanked Ms. Young for the work done on the depository agreement that is now complete and they are in compliance with all HUD regulations.

Mr. Pacheco pointed out that 18 families were provided with complete meal packages this Thanksgiving and he commended Ms. Lopez for working on that. She is also in charge of the Joshua trees. He added 2/3 of the names on the tree are already gone. He also recognized the Board's support for that program, through which 200 kids will receive gifts from County employees.

Chair Stefanics asked if anything was done for the parents and Mr. Pacheco said he was not aware of anything other than the weekly commodity distributions.

Residents are being advised they are not to remove batteries from smoke and carbon monoxide detectors. This information is in the newsletter and in the leases. About 2/3 of the residences have detectors. Commissioner Mayfield asked if the detectors are hard-wired. Mr. Gonzales said each unit has a hard-wired smoke detector in the hallway and the others are battery-operated. CO detectors are hard-wired or plug-in. Mr. Pacheco said they will make sure that all homes for sales have detectors. Commissioner Holian said she appreciated the work done on this and recommended it be mentioned at the resident meetings.

Commissioner Mayfield asked about fire extinguishers and Mr. Pacheco said he believed the units did not have them. Commissioner Mayfield suggested they be provided and noted the Fire Chief may know about donations. Mr. Pacheco said there have been fires in the units and one did burn down. Ms. Ong advised that training be given since people don't know how to use them. Ms. Miller agreed that improper use can be a problem so training is essential.

A discussion ensued regarding Neighborhood Watch programs. Mr. Pacheco said he believed it was not officially organized but neighbors were keeping an eye out. Chair Stefanics pointed out the newsletter made reference to Neighborhood Watch meetings. Mr. Pacheco said sheriffs are living at each neighborhood. Ms. Ong said there was a presentation but no follow-through. Mr. Pacheco said he would look into the situation and report back.

Mr. Pacheco said he has spoken with the Public Information Officer to make clear the distinction between the affordable housing program and the Housing Authority. A link is being

added to the landlord-tenant hotline.

Chair Stefanics asked why there are complaints about the mailboxes getting too full. Mr. Pacheco stated that could be from people not living in the units or away from the unit. He said they monitor to make sure the units are being lived in. Ms. Ong said there are lots of advertisements and the boxes are small. Another problem is mail for past residents is delivered.

Commissioner Mayfield suggested the post office be notified when a tenant has moved. There are ways to get off junk mail lists, and Mr. Pacheco stated he would look into that.

IX. Public Comments

None were offered.

X. Matters from the Board

Commissioner Anaya asked if it would be possible to get the minutes earlier. Ms. Miller noted if there are immediate questions her office can circulate answers the next day. Mr. Pacheco added they sometimes request the minutes be expedited.

Regarding the presentation on procurement, Commissioner Anaya asked there be information be provided on that topic across the board.

Commissioner Anaya asked there be follow-up on seeking funding from 202, 504, 811, and 542 sources. He pointed out keeping on top of availability could provide funding opportunities. Mr. Pacheco said he would be happy to do that.

Referring to the roads within the public housing sites, Commissioner Anaya indicated that they were adopted by the County Public Works in order not to draw funds from housing dollars. He asked for an update on the long-range plan for upgrading the roads. He noted Camino Jacobo is not a city road although it has city utilities under it. He said fixing the sewer line is a huge problem and a health and safety issue. Mr. Gonzales said they did a BAR on that but money needs to be allocated.

Commissioner Anaya asked to be kept updated on that in case City officials need to be brought in. Mr. Pacheco said he spoke to the Mayor and the City Manager regarding jurisdictional matters with the Civic Housing Authority. The Mayor understood the issue and was supportive. However, he did not bring up the sewer issue.

Commissioner Anaya remarked that over the years they had provided fire extinguishers but they disappeared or were misused. "It is a difficult item to manage." There needs to be training, recharged and inspected. He suggested looking into what other housing authorities do.

Commissioner Anaya noted there used to be an organized Neighborhood Watch program. The Sheriff is available to reinvigorate it. He agreed on the value of the Joshua Tree program and agreed that perhaps something could be done for the adults, perhaps starting next year. Commissioner Anaya asked that other staff from the Housing Authority be invited to meetings to provide input at meetings.

Mr. Vigil suggested there be trainings on the symptoms of CO poisoning. Mr. Pacheco

said that could be done at the monthly meetings.

Commissioner Mayfield requested Housing Authority meetings occasionally be held at the housing sites.

XI. Executive Session: Personnel Matters

Commissioner Vigil moved to go into executive session to discuss personnel matters. Commissioner Holian seconded.

The motion to go into executive session pursuant to NMSA Section 10-15-1-H (2) to discuss the matter delineated above passed upon unanimous roll call vote with Commissioners Anaya, Holian, Mayfield, Vigil and Stefanics and Mr. Vigil and Ms. Ong all voting in the affirmative.

[The Authority met in closed session from 10:45 to 11:05.]

Commissioner Vigil moved to come out of executive session where only personnel matters were discussed. Commissioner Mayfield seconded and the motion carried by unanimous [6-0] voice vote. [Commissioner Holian was not present for this action.]

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 11:05 a.m.

Approved by:

Liz Stefanics, Commission Chair
Housing Authority Board

ATTEST TO:

VALERIE ESPINOZA
COUNTY CLERK

Submitted by:

Debbie Doyle, Wordswork

January 2, 2012

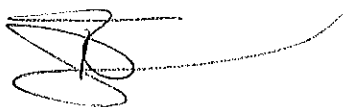
Ron Pacheco
Interim Executive Director
Santa Fe County Housing Authority
52 Camino de Jacobo
Santa Fe, New Mexico 87507

Re: Resignation of Board Member Timothy J. Vigil

Dear Mr. Pacheco:

Effective December 28, 2012, I am hereby resigning my position as a Board Member of the Santa Fe County Housing Authority Board. It has been my great pleasure working with you and your staff and serving with the Board of Housing Commissioners.

Yours truly,

A handwritten signature in black ink, appearing to be 'TJ Vigil', with a long horizontal line extending to the right.

Timothy J. Vigil

SANTA FE COUNTY

Housing Authority Board Resolution No. 2013-01

A RESOLUTION WRITING OFF UNCOLLECTABLE ACCOUNTS FOR THE SANTA FE COUNTY HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM

WHEREAS, the Santa Fe County Housing Authority Board of Commissioners implemented policies and procedures to write off uncollectable tenant accounts as reflected in Housing Authority Board ("HAB") Resolution No. 2011-07;

WHEREAS, pursuant to the procedures set forth in HAB Resolution No. 2011-07, the Santa Fe County Housing Authority (the "Housing Authority") has reviewed the account balances of tenants that are no longer residing in public housing of the Housing Authority;

WHEREAS, HAB Resolution No 2011-07 provides that the Housing Authority is required to review the accounts of tenants that have vacated a Housing Authority residence at the beginning of each calendar year for the previous twelve months;

WHEREAS, Attachment "A" is a listing of the tenants and their accounts that are deemed to be uncollectable and are requested to be written off pursuant to HAB Resolution No. 2011-07 for 2012; and

WHEREAS, the Housing Authority has made every reasonable effort to collect any balance owed by the tenants listed in Attachment "A" and who no longer reside at the Housing Authority.

NOW THEREFORE BE IT RESOLVED, that the Board of Housing Commissioners hereby approves and adopts the write off of uncollectable tenant accounts for the Housing Authority set forth in Attachment "A" of this Resolution.

APPROVED, ADOPTED AND PASSED this 29th day of January 2013.

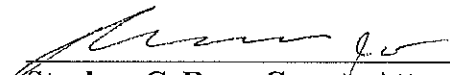
BOARD OF HOUSING COMMISSIONERS

Kathy Holian, Chairperson

Attest:

Geraldine Salazar, County Clerk

Approved as to form:



Stephen C. Ross, County Attorney

ATTACHMENT A

Santa Fe County Housing Authority Resolution No. 2013-01HB Schedule of Write-Off of Uncollectible Accounts

Account	Name	Type	Amount	Date
7266	Lozaya, Daniel	Tenant	\$ 558.00	June 30, 2012
1455	Garica, Lugarda	Tenant	216.00	May 31, 2012
5829	Tapia, Elizabeth	Tenant	5.19	May 25, 2012
6970	Chavez, Donald	Tenant	428.60	May 20, 2012
5542	Sanchez, Miranda	Tenant	25.99	May 7, 2012
6585	Montoya, Arial	Tenant	85.43	May 3, 2012
6547	Valdez, Savannah	Tenant	143.13	May 1, 2012
7794	Diaz, Ana	Tenant	203.50	April 14, 2012
6616	Equino, Iris	Tenant	460.88	April 12, 2012
6999	Esquibel, Lola	Tenant	106.02	April 5, 2012
6981	Cole, Regina	Tenant	981.60	April 3, 2012
6038	Hernandez, Luz	Tenant	54.53	March 28, 2012
6469	Lopez, Angela	Tenant	826.60	March 20, 2012
6993	Montoya, Stephanie	Tenant	410.00	February 28, 2012
5559	Conn, Cat	Tenant	846.00	February 21, 2012
6673	Gonzales, Julisa	Tenant	474.40	December 9, 2011
9104	Vigil, Adrian	Repayment	297.00	November 23, 2011
7803	Bautista, Otilia	Tenant	285.00	October 15, 2011
9059	Rojas, Augustine	Repayment	988.00	October 4, 2011
6659	Maes, Denise	Tenant	382.96	September 16, 2011
1723	Zamora, Tina	Tenant	188.10	September 2, 2011
6909	Medina, Brenda	Tenant	745.87	August 5, 2011
7802	Martinez, Maria	Tenant	759.00	July 25, 2011
9097	Lozano, Bellanira	Repayment	191.00	July 12, 2011
6942	Ruybal, Eva	Tenant	315.46	June 30, 2011
7800	Miera, Lia	Tenant	201.00	June 24, 2011
7801	Marez, Monica	Tenant	234.00	June 21, 2011
7797	Martinez, Katherine	Tenant	315.60	June 20, 2011
7798	Flores, Cynthia	Tenant	748.00	June 20, 2011
7799	Mascarenas, Nicole	Tenant	160.00	May 9, 2011
7795	Silva, Marta	Tenant	95.00	March 31, 2011
9085	Griego, Ronnie	Repayment	94.00	April 23, 2010
9084	Montoya, Madelyn	Repayment	100.00	March 29, 2010
7784	Sepulveda, Naomi	Tenant	7,754.00	March 26, 2010
7777	Delacruz, Virginia	Tenant	1,126.00	March 18, 2010
9082	Ramirez, Clarissa	Repayment	120.00	March 12, 2010
7775	Beacham, Chantay	Tenant	17.00	December 15, 2009
7772	Noriega, Josie	Tenant	3,551.70	November 16, 2009
7773	Herrera, Esthher	Tenant	458.69	November 16, 2009
	Stechel, Tammy	Tenant	2,030.50	October 14, 2009
7782	Garcia, Joe	Tenant	236.00	September 30, 2009

ATTACHMENT A
Santa Fe County Housing Authority Resolution No. 2013-01HB
Schedule of Write-Off of Uncollectible Accounts

Account	Name	Type	Amount	Date
7770	Rivera, Felicia	Tenant	411.00	August 31, 2009
7769	Simmons, Donna	Tenant	166.66	August 7, 2009
7767	Zafario, Crucita	Tenant	337.07	April 27, 2009
7780	Vigil, Crystal	Tenant	633.16	April 21, 2009
9077	Valdez, Rosie	Repayment	208.00	March 16, 2009
7763	Jacquez, Mirna	Tenant	445.20	February 28, 2009
7762	Sandoval, Crestina	Tenant	243.50	February 28, 2009
9074	Lerner, Patricia	Repayment	0.14	February 6, 2009
7766	Lopez, Lori	Tenant	154.24	January 1, 2009
7761	Duran, Sandra	Tenant	781.73	November 30, 2008
9073	Lucero, Angel	Repayment	763.00	November 24, 2008
7783	Mendoza, Alicia	Tenant	1,166.50	November 20, 2008
7760	Robinson, Rebecca	Tenant	197.80	November 13, 2008
7759	Wheeler, Audrey	Tenant	1,071.85	October 20, 2008
7757	Serrano, Sandra	Tenant	593.12	October 16, 2008
9070	Berry, Monica	Repayment	480.60	October 10, 2008
7756	Figueroa, Elena	Tenant	931.67	October 7, 2008
7758	Trujillo, Simon	Tenant	418.44	October 3, 2008
7755	Montoya, Lorraine	Tenant	1,262.30	September 15, 2008
7751	Martinez, Angie	Tenant	345.71	July 31, 2008
7753	Alboth, Rebecca	Tenant	4,924.42	July 31, 2008
7748	Tapia, Anita	Tenant	108.24	July 14, 2008
9058	Mendoza, Celina	Repayment	130.00	July 9, 2008
7750	Burke, Suzette	Tenant	872.48	June 30, 2008
9069	Cervantes, Diane	Repayment	1,902.00	June 20, 2008
9066	Fresquez, Diana	Repayment	34.00	November 2, 2007
9055	Trujillo, Lupita	Repayment	103.00	June 28, 2006
9053	Sanchez, Rhoda	Repayment	25.00	March 30, 2006
9050	Payne, Wendy	Repayment	1,008.22	January 2, 2006
9049	Bryant, Douglas	Repayment	2,966.00	August 1, 2005
9045	Sanchez, Tammy	Repayment	188.41	November 10, 2004
9044	Duran, James	Repayment	801.91	November 2, 2004
9036	Gomez, Andrea	Repayment	1,381.75	July 22, 2004
9026	Rodriquez, Gianna	Repayment	2,167.00	April 10, 2003
9012	Lujan, Evangeline	Repayment	258.00	May 17, 2002
9001	Rivera, Michelle	Repayment	846.00	March 5, 2002
9009	Salazar, Laura	Repayment	2,119.80	June 5, 2001
Total of uncollectible accounts			<u>\$ 57,667.67</u>	

SANTA FE COUNTY HOUSING AUTHORITY BOARD

Page 1 of 4

RESOLUTION 2013 - 02 HB

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

Whereas, the Board of County Commissioners meeting in regular session on January 29, 2013, did request the following budget adjustment:

Department / Division: Community Services / Housing Division Fund Name: Low Rent Public Housing

Budget Adjustment Type: Budget Increase Fiscal Year: 2013 (July 1, 2012 - June 30, 2013)

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
517	1930	381	01-00	Budgeted cash / Federal Funds	66,500	
TOTAL (if SUBTOTAL, check here)					66,500	

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
517	1930	471	40-01	Maintenance - Buildings	30,000	
517	1930	471	70-04	Electricity	6,500	
517	1930	471	70-06	Garbage	10,000	
517	1930	471	70-07	Water and Wastewater	15,000	
517	1930	471	70-92	Utility reimbursements	5,000	
TOTAL (if SUBTOTAL, check here)					66,500	

Requesting Department Approval: gn Pacheco Title: Interim Executive Director Date: 12/31/12

Finance Department Approval: [Signature] Date: 1/7/13 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

SANTA FE COUNTY HOUSING AUTHORITY BOARD

RESOLUTION 2013 - C/L HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: James R. Pacheco Dept/Div: CSD / Housing Services Phone No.: (505)992-3060

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

- 1) Please summarize the request and its purpose.
This request will budget additional funds for Low Rent Public Housing maintenance expenditures, utilities expenditures, and tenant utility reimbursements. Funds in excess of the original budget are required due to the conversion of a unit into a handicapped accessible unit, higher tenant turnover, higher utility costs, and lower than projected incomes of existing tenants. When tenant incomes are lower, utility reimbursements increase to provide additional assistance.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense _____

SANTA FE COUNTY HOUSING AUTHORITY BOARD

Page 3 of 4

RESOLUTION 2013 - HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: James R. Pacheco Dept/Div: Community Services / Housing Phone No.: (505) 992-3058

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 NO X
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 an 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.
There are no other funding sources to match this request.

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2013 - 02 HB

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 29th Day of January, 2013.

Santa Fe Board of County Commissioners

Kathy Holian, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

Memorandum

To: Santa Fe County Housing Authority Board

From: Victor Gonzales, Project Manager

VIA: James R. Pacheco, Interim-Executive Director

Date: 1/29/2013

Re: CFP Report

Cabinet Replacements at the Valle Vista Site

A Notice to Proceed was issued on January 7, 2013. The removal of old cabinets and the installation of new cabinets have begun at the Valle Vista Site. The project should be completed by early April and will include thirty-seven (37) units. This project also includes the replacement of vanities, faucets, sinks and countertops in each of the 37 units.

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

A meeting was held with Roy Woods and Paul McGinnes, Engineer, on January 3, 2013. A walk through of the Jacob D. Martinez site was completed the same day. Santa Fe County has a surveyor on contract that will be hired to work in conjunction with the contractor. Mr. McGinnes will meet with appropriate staff at the City of Santa Fe, Public Works Division, to determine where to tie into the existing main-line off of Lopez Lane. Mr. Woods stated it will be the responsibility of the City of Santa Fe to maintain the main line through the Jacob D. Martinez Site subsequent to the completion of the project.

Sewer Lines in Santa Cruz

A discussion with James Kolidin at Sub-Surface Construction was held to see if Santa Fe County can partner on a current open contract with the City of Santa Fe for underground construction work. Mr. Kolidin met with Bill Euwey of the City of Santa Fe's Waste Water Division. Mr. Euwey approved the sharing of their contract with Sub-Surface Construction. Mr. Kolidin will perform a detailed walk through of the site with staff to determine which part of the City's contract we can share (piggy back) for completion of this underground project.

Update on Assistance with Unit Turn Around for Six Public Housing Units

A Purchase Order was issued on January 14, 2013 to Sol Systems Builders, LLC. Sol Systems began working on unit rehabilitation on Friday, January 18, 2013. Staff is monitoring the work and is satisfied that the project is progressing at a good rate. The project should be completed by mid-February.

Information on Fire Extinguishers at Other Housing Authorities

I spoke with Frank Lucero, Maintenance Supervisor, at the City of Las Vegas Housing Authority in regards to the question that was raised in November by the Santa Fe County Housing Authority Board. Mr. Lucero stated the Las Vegas Housing Authority placed fire extinguishers in public housing units at one point. The fire extinguishers became a maintenance issue because they were taken from the units. Placement of fire extinguishers also became an adverse finding during the annual REAC inspection by HUD because REAC requirements state that if extinguishers are placed in one unit, then they must be in all units. Terry Baca, Executive Director of the Raton Housing Authority, stated that the Raton Housing Authority does not have extinguishers in their units due to the high costs of maintaining them.

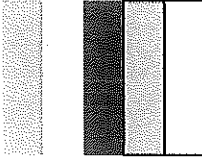
FISCAL YEAR 2013 CAPITAL FUND ANALYSIS AT JANUARY 23, 2013

Grant/ Award	Original Amount	Project Description	Total Expended to Date	Current Encum- brances	Total	Percent Original of Grant
CFP 2012	55,000	CFP coordinator salary & benefits	0	0	0	0.0 %
	10,000	Staff training	0	0	0	0.0
	20,000	Re-roofing (5 units)	0	0	0	0.0
	101,687	Cabinet replacement	0	85,566	85,566	84.1
	25,000	Asbestos Abatement (10 units)	0	0	0	0.0
	20,000	Appliances (49)	0	6,283	6,283	31.4
Totals	231,687	Obligation cutoff 3/11/14	0	91,850	91,850	39.6 %
CFP 2011	55,000	CFP coordinator salary & benefits	39,065	15,935	55,000	100.0 %
	10,000	Staff training	730	0	730	7.3
	50,000	Sewer replacement	7,465	0	7,465	14.9
	30,000	Re-stucco (6 units)	29,663	0	29,663	98.9
	20,158	Re-roofing (5 units)	1,565	3,621	5,185	25.7
	52,000	Cabinet replacement (13 units)	0	52,000	52,000	100.0
	25,000	Asbestos Abatement (6 units)	10,024	356	10,380	41.5
	20,000	Unit Turnovers (6 units)	0	19,800	19,800	99.0
Totals	262,158	Obligation cutoff 8/2/13	88,511	91,712	180,223	68.7 %
				0		
CFP 2010	55,000	CFP coordinator salary & benefits	55,000	0	55,000	100.0 %
	5,990	Staff training	5,990	0	5,990	100.0
	10,192	Architect fees	10,192	0	10,192	100.0
	30,000	Re-stucco (3 sites)	30,000	0	30,000	100.0
	20,492	Re-roofing (3 sites)	20,492	0	20,492	100.0
	130,000	Bathroom remodel (3 sites)	130,000	0	130,000	100.0
	25,000	Asbestos Abatement (2 sites)	25,000	0	25,000	100.0
	30,318	Appliances	20,842	9,476	30,318	100.0
	3,500	Miscellaneous equipment	1,498	2,002	3,500	100.0
Totals	310,492	Disbursement cutoff 7/14/14	299,014	11,478	310,492	100.0 %
Site Imp		Re-stucco	39,213	15,641	54,854	
		Sidewalks, driveways, block wall	44,078	0	44,078	
		Landscaping	232,191	0	232,191	
		Fencing	16,223	0	16,223	
		Tree removal	55,211	0	55,211	
		Window replacement	219,288	0	219,288	
		Sewer repair/replacement	0	10,263	10,263	
Totals	1,000,000		606,204	25,904	632,108	63.2 %
Totals	1,804,337		993,729	220,944	1,214,673	67.3 %

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY REPORT
October 2012 – March 2013

	October	November	December	January	February	March
Total Units Available for Lease	199	199	199	199		
Units Off-line Due to Modernization	2	2	1	1		
Vacant Units (ready for occupancy)	0	0	1	0		
Total Vacant Units (preparing for occupancy)	10	13	10	9		
Vacant Units per Site	5	8	5	4		
<u>Valle Vista</u>						
<u>Santa Cruz</u>	4	4	5	5		
<u>Camino de Jacobo</u>	3	1	0	1		
Total Units Under Lease	189	186	188	190		
	5%	7%	6%	5%		

SANTA FE COUNTY HOUSING AUTHORITY
 VACANCY AND U... TURNAROUND
 Camino de Jacobo/50-1/50-2
 FY 2011-2012
 January 29, 2013



Units / Modernization
 Units / Make Ready
 Units Ready for Lease Up
 Scheduled Lease-up
 Units Leased FY 2011-2012

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment	Tentative Ready Date
59 CDJ	2	5/1/12	5/1/12	7/9/12	7/9/12	7/10/12	2	69	S. Valdez	moved out	A. Najera	leased 7/10/12	
19 CDJ	2	5/19/12	5/19/12	7/20/12	7/20/12	7/20/12	0	61	M. Perez	Transfer	M. Tapia	leased 7/20/12	
18 CDJ	3	6/2/12	6/2/12	7/20/12	7/20/12	7/20/12	0	48	J. Tongate	Transfer	N. Quintana	MI 7/20/12	
68 CDJ	2	5/26/12	5/26/12	8/27/12	8/31/12	8/31/12	1		E. Tapia	moved out	Santistevan	Tentative MI 8/29/12	7/23/12
25 CDJ	1	7/20/12	8/24/12	10/15/12	10/15/12	10/19/12	4	56	R. Martinez	deseased	T. Clokey	MI 10/19/12	
69 CDJ	2	8/21/12	8/21/12	11/14/12	11/14/12	11/16/12	2	86	M Serrano	moved out	E. Sanchez	MI 11/16/12	
22 CDJ	2	10/3/12	10/3/12	12/17/12	12/17/12	12/21/12	4	75	M. Crespín	evicted	G. Armijo		
17 CDJ	3	5/4/12	5/4/12	8/2/12	8/2/12	8/3/12	1	92	A. Montoya	evicted	Altamirano	8/3/12	7/16/12
13 CDJ	3	8/1/12	8/1/12	10/3/12	10/3/12	10/3/12	0	60	M. Tapia	transfer	R. Crawford	MI 10/3/12	
64 CDJ	2	1/7/13	1/7/13						G Bernal	evicted			

Santa Fe County Housing Authority
Vacancy and Unit Turnaround

Santa Cruz

FY2012-2013

January 29, 2013

Units / Modernization

Units / Make Ready

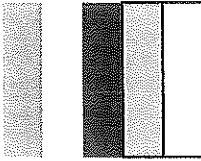
Units Ready for Lease Up

Scheduled Lease-up

Units Leased FY 2012-2013

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease- Up Date	# of Days Lease- Up	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment	Tentative Ready Date
124 Q	4	6/30/12	6/30/12	8/23/12	8/23/12	8/31/12	8	53	D. Lazoya	moved out		leased Paul Perkins	
138 Q	3	8/9/12	8/13/12	10/31/12	10/31/12	10/31/12	0	43	F. Harris	Moved to Civic	M. Zimmerman	MI 11/5/12	
133 Q	3	6/6/12	6/6/12	8/15/12	8/15/12	8/16/12	1	75	L. Jacquez		M. Casillas		
110 DR	2	8/28/12	8/29/12	11/13/12	11/13/12	11/15/12	2	78	K. Williams	abandoned	A. Gabadon	MI 11/15/12	
112 DR	2	9/19/12	9/20/12						C. Valdez	moved out	A. Atencio	Ten MI 1/29/13	1/28/13
147 Q	2	10/23/12	10/24/12						F. Martinez	moved out	E. Montoya		
140 Q	3	11/1/12	11/2/12						A. Espinoza	moved out	C. Talavera	Ten MI 1/29/13	1/28/13
143 Q	2	8/31/12	9/20/12						E. Cruz	moved out	J. Brown		
141 Q	2	1/2/13	1/3/13						G. Martinez	moved out	J. Lawson		

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY AND UNIT TURNAROUND
Valle Vista/50-1/50-2
FY 2012-2013
January 29, 2013



Units / Modernization
Units / Make Ready
Units Ready for Lease Up
Scheduled Lease-up
Units Leased FY 2011-2012

Address	Bdrm Size	Move Out Date	Date to Maint	Date Unit Completed	Make Ready Date	Lease-Up Date	# of Days Lease-Up	# of Days Vacant	Tenant	Comment	Tentative Tenant	Comment	Tentative Ready Date
13A LL	2	7/9/12	7/9/12	9/4/12	9/5/12	9/5/12	1	56	A. Sena	abandoned	N. Martinez	leased N. Mtz	
13B T	2	7/12/12	7/13/12	9/18/12	9/18/12	9/20/12	2	56	G. Gomez	abandoned	J. Duran	MI 9/21/12	9/17/12
10 LL	4	7/14/12							L. Grajeda	abandoned	Y. Serna	roach investigation	
4 LL	3	8/9/12	8/9/12	10/24/12	10/24/12	10/24/12	1	74	C. Sandoval	MO	Gamboa		
11 SMW	4	7/23/12		12/6/12	12/6/12	12/13/12	7	97	N. Quintana	transfer to CDJ	G. Ponce	mold	
10AVV	2	9/4/12	9/4/14	9/6/12	9/6/12	9/6/12	1	2			K. Saiz		
18 SPN	4	9/10/12	9/10/12	12/6/12	12/6/12	12/11/12	5		A. Alvarado	evicted	B. Crowder	MI 12/11/12	
9 SMW	3	4/3/12	4/3/12	10/23/12	10/23/12	10/23/12	1	190	B. Chavarria		P. Otero	abatement and handicap modificat	

SANTA FE COUNTY SING AUTHORITY
VACANCY AND U... TURNAROUND

9A Tusa	1	10/1/12	10/1/12	12/27/12	12/27/12	1/11/13		Mendoza	Moved out	E. C de Baca	
									transfer to	Officer	
20A SPN	2	11/2/12	11/2/12	1/18/13	1/18/13	1/18/13	1	56	9SMW	Ames	
								C.			
20B SPN	2	10/3/12	10/3/12	1/18/13	1/18/13	1/18/13	1	76	Martinez	E. Romero	
3ALL	1	10/31/12							deseased		
7BT	2	11/22/12	11/22/12						Moved out		
7B SPN	2	1/8/13	1/8/13						Section 8		
								V Pena			

Memorandum

To: Santa Fe County Housing Authority Board
From: Ron Pacheco, Interim-Housing Director
Date: 1/24/2013
Re: Director's Report

Free Income Tax Service to be Provided by The County Housing Authority

Two staff members of the Santa Fe County Housing Authority have received comprehensive training in the preparation of tax returns. These employees will provide tax preparation services to public housing clients and section-eight voucher holding clients by appointment during the upcoming tax season. Many of our public housing participants are elderly or lack transportation and we believe this service will be very helpful to them.

The Search for Two Housing Board Members

The County Housing Authority has begun the process of submitting a formal request for two housing board members to replace Frankie Ong as the "resident" board member and to replace Tim Vigil as the community "at large" member of the Housing Authority Board. The two year term for Ms. Ong has ended and the resignation of Mr. Vigil was submitted earlier at the beginning of this month (effective Dec. 28th). The Housing Authority would like to thank both of these members for their service on this important county board. At the February Housing Board Meeting candidate's names for both positions will be brought forward for consideration by the current Housing Board membership.

Work on Potential Single Family Project Based Housing in Greater SF County

With prospective developments seeking approval to build homes in Santa Fe County staff is investigating the possibility of a potential affordable housing project that could include project based rental housing for low-income families wanting to participate in county public housing programs. This could include the possibility of mixed-income senior housing or mixed-income family housing. Staff would like to ask for direction from the Board regarding these possibilities in greater Santa Fe County.

Update on Voucher Based Programs Including VASH, Linkages, Bridge and FSS

In addition to traditional section-eight vouchers the County Housing Authority administers several other voucher based programs to assist special populations in need of housing support that might not otherwise qualify for voucher assistance. These programs include the VASH (Veterans Affairs Supportive Housing), Linkages, Bridge and FSS (Family Self Sufficiency) with each program providing support for a targeted population in need of supportive housing and services.