

**Santa Fe County Housing Authority Board Meeting
May 26, 2015
Legal Conference Room
1 p.m.**

AGENDA

- I. Call to Order**
 - II. Roll Call**
 - III. Introductions**
 - IV. Approval of Agenda (Action)**
 - V. Approval of Minutes (Action)**
 - VI. Approval of 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)**
 - VII. Approval of Resolution 2015-___ HB, A Resolution Requesting Authorization to Make a Budget Adjustment, a Budget Increase to the FY15 Budget for the Public Housing Program (Action)**
 - VIII. Approval of Resolution 2015-___ HB, A Resolution Requesting Authorization to Make a Budget Adjustment, a Budget Decrease/Increase to the FY15 Budget for the HCV Program (Action)**
 - IX. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site (Discussion)**
 - X. Housing Authority Updates: (Discussion)**
 - a. Site Improvement Plan/CFP Update**
 - b. Vacancy Update**
 - c. Director's Report**
 - XI. Public Comments (Discussion)**
 - XII. Matters from the Board (Discussion)**
 - XIII. Executive Session (Discussion)**
- Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

April 28, 2015

I. This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 1:10 p.m. by County Commission Chair Robert Anaya.

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

Members Present:

Robert Anaya, Commissioner
Kathy Holian, Commissioner
Liz Stefanics, Commissioner
Henry Roybal, Commissioner
Cathy Hurtado, Resident Member
Joseph Loewy, Community Member

Member(s) Excused:

Miguel Chavez, Commissioner

Staff Present:

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

III. Introductions

Mr. Pacheco introduced Cathy Pacheco, the new resident member, stating she has been an incredible resource over the years at the Housing Authority. She has retired from working at the City's Monica Roybal Youth Center.

Ms. Hurtado said she was honored to be appointed to the board.

The others present introduced themselves.

IV. Approval of Agenda

Mr. Pacheco pointed out that the resolution regarding the five-year plan requires a public hearing and he failed to notice it as such, so it has been withdrawn and will be heard at the next board meeting.

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

V. Approval of Minutes: March 31, 2015

Mr. Loewy noted some changes to the minutes that were incorporated and recorded with the County Clerk. Commissioner Stefanics moved approval as amended and Mr. Loewy seconded. The motion carried unanimously.

VI. Approval of Resolution 2015-2HB, a Resolution Approving HUD Form 50077-CR, Civil Rights Certification

Mr. Pacheco explained that HUD requires the civil rights certification resolution on an annual basis. This certifies that practices conform to the Title VI, the Civil Rights Act, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Commissioner Holian moved approval and Commissioner Roybal seconded. The motion carried by unanimous [6-0] voice vote.

VII. Approval of Resolution 2015-3HB, a Resolution Approving HUD Form 50071, Certification of Payments to Influence Federal Transactions

With the approval of the 2015 capital funding projects grant the Authority is required to submit a certification of payments that states grant funding was achieved without undue influence from any individual or agency in the process of requesting grant funding. Any relationships with lobbyists are required to be disclosed to HUD.

Commissioner Holian moved to approve Resolution 2015-3HB. Commissioner Stefanics seconded and the motion passed by unanimous [6-0] voice vote.

VIII. Approval of Resolution 2015-4HB, a Resolution Approving HUD Form 50070, Certification of a Drug-Free Workplace

Mr. Pacheco stated HUD requires agencies receiving grant funding to comply with the certification of a drug-free workplace. This resolution confirms that the Housing Authority provides a drug-free workplace in compliance with HUD directives. The Authority continues to promote awareness of the dangers of drugs in the workplace.

Chairman Anaya noted these were all standard HUD requirements.

Commissioner Holian moved approval and Mr. Loewy seconded. The motion carried unanimously.

IX. Approval of Resolution 2015-__, a Resolution Approving HUD Form 50077, PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA Five-Year and Annual PHA Plan (**Withdrawn**)

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

Mr. Pacheco indicated that he, Mr. Flores and the accountant met with the chosen contractor, Wayne Lloyd Architects and his team.

Mr. Flores said he has provided a list of steps taken to date on the subject property to determine the feasibility of a potential multi-housing project. There is a preliminary site plan in the packet to start the discussion. Mr. Lloyd was directed to use the QAP from the New Mexico Finance Authority as a guideline for potential funding. The layout and units sizes are in conformance with a plan providing maximum leverage. Final revisions and recommendations will be presented at the May 26th Board meeting.

The site could be maximized to over 200 units utilizing three stories. However, this might not fit into the neighborhood, so a small number could be called for with two stories, for instance 138 to 150 units.

Mr. Loewy said he spoke with Mr. MacDonald and Mr. Pacheco regarding the number of units vis-à-vis the waiting lists.

Mr. Pacheco stated the next step will be to provide Mr. Lloyd with data on the size of the units needed and meeting with HUD and MFA to understand each of the subsidy levels and funding available. He thanked the Manager's Office for their help.

Commissioner Stefanics said there is a variety of housing in the area and the closest on Galisteo and Rodeo seem to be apartments. She asked for a potential timeline. Mr. Pacheco said there are two components. By moving through the QAP process with nine percent tax credits staff would have to have a proposal ready by this fall. Funds would be awarded in the spring of 2016. Construction could begin that fall. Once the amount of funding is established they can work backward to see how many units they can fit in. It remains to be decided whether consultants are called in.

Commissioner Holian asked if the units would be rented or sold. Mr. Pacheco stated they were thinking in terms of a rental project in order to get the tax credits. They do not know how many vouchers will be available; they are planning on between 40 and 56 being used. The remainder would be market rate. Management would be in the hands of a corporation for the first ten or 15 years, although the County would be closely involved.

Chairman Anaya noted that once there is a recognition of the number of units there needs to be a careful evaluation of the size and type of units. Then with the help of Mr. Brugger, rents

can be determined. He asked that a financial baseline be provided at the next meeting.

Mr. Loewy asked if the project could be completed in phases. Mr. Pacheco said he would look into that. In response to a further question by Commissioner Holian he said there would be at least two early neighborhood notification meetings.

Mr. Flores said Mr. Lloyd is required to provide required benchmarks per the City's guidelines.

Mr. Pacheco pointed out that the traffic lights at Rodeo and Zia intersections are already overburdened. A traffic analysis needs to be carried out to estimate vehicle counts to determine additional pressure on those signals.

Commissioner Holian asked if there would be a barrier to the railroad tracks. Mr. Pacheco said he was not aware of any fencing at this point. Mr. Flores said that could be decided as the process continues. Commissioner Stefanics noted that some businesses about the tracks and research could be done as to possible solutions. Mr. Pacheco said there are some fences on Pacheco Street.

Mr. Flores stated that in Mr. Lloyd's concept, all of the units have a maximum depth of 35 feet to maximize the site while adhering to open space requirements.

Chairman Anaya suggested requesting a sample proposal from MFA. It would not include financial information but could give ideas of how submittals are done. He asked if any commercial space was contemplated. Commissioner Stefanics said that has not been discussed and she noted that the voting machines will be moved out. Chairman Anaya recommended reaching out to Merritt Brown about their project across the street. Mr. Pacheco said there could be more space available after financing considerations are finalized.

Ms. Miller said the nine percent credit could work with under 100 units, but with the four percent credit more units are needed.

XI. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales said a Notice to Proceed was issued on Friday for the remodeling of a unit at Valle Vista. Roofing has started.

Chairman Anaya noted that asset management has traditionally been paper-based. He asked if they were moving toward computerization for things like reroofing. Ms. Miller said a consultant was called in to do the initial facility assessment but the housing units were not included. Mr. Gonzales said there are four roofers under contract and they might have appropriate software. The unit in question is a home-sale unit; he keeps a log and list of all the units and what has been done. Chairman Anaya said he was trying to ascertain how they track all the capital improvements and recommended looking into an asset management tool. Commissioner Roybal mentioned that GIS can customize their maps to keep a tremendous amount of attribute information on properties and maintenance could be added.

Continuing with the CFP report, Mr. Gonzales said construction is complete at 110 Camino de Roberto. The appraisal of the Camino de Jacobo sewer line project will be completed soon and he will provide information at the next meeting.

Referring to the fiscal year capital analysis, Mr. Loewy asked about furnaces and cabinet replacement. Mr. Gonzales said there are 12 units at Valle Vista needing cabinet replacement. They are concentrating furnace replacement on the Santa Cruz site since that is the farthest to go for the maintenance crews. These will be done this fiscal year.

XI. B. Vacancy Update

Mr. Pacheco said they are running a 95 percent occupancy due to staffing challenges. Chairman Anaya mentioned that maintenance supervisor Billy Baca's brother died and asked for a moment of silence.

XI. C. Director's Report

Mr. Pacheco announced coming cleanup days for the three sites on three successive weekends. Employees get comp time for helping out.

He also announced that at the April National Association of Housing and Redevelopment Officials (NAHRO) conference Lorraine Fede, the public housing manager nominated resident Blanca Ortiz for a \$500 scholarship which she will be receiving. Additionally, Joseph Gonzales was named maintenance employee of the year. He lauded Mr. J. Gonzales' hard work.

Deanna Lopez and Victor Gonzales were asked to sit on the State NAHRO board, which will benefit Santa Fe County.

Mr. Pacheco stated HUD requires every housing authority to have a fully trained chief procurement officer. Marcus MacDonald went through the training and passed the test. Deanna Lopez also went through a training and testing process.

In a cost-cutting measure the housing inspector was moved from a temporary building at Valle Vista to Camino Jacobo. The remainder of the employees there will also be moved which will leave that building available for other uses and save utility costs.

XII. Matters from the Public

None were presented.

XIII. Matters from the Board

Commissioner Holian welcomed Ms. Hurtado and congratulated Joseph Gonzales on being honored. She thanked staff for their contributions.

Commissioner Roybal and Commissioner Stefanics also congratulated staff.

Chairman Anaya noted Santa Fe Community College is looking for space to house their

auto mechanics program and has requested consideration for the Galisteo site. He mentioned the Youth Development Facility might be an appropriate location for a vo-tech type institution.

XIV. Executive Session

None was required.

XV. Adjournment

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

Approved by:

Robert A. Anaya, Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

Respectfully submitted by:

Debbie Doyle, Wordswork

Henry Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Ron Pacheco
Executive Director

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Housing Authority Board

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

Date: May 19, 2015

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 June, 2015, between the Santa Fe County Housing Authority (SFCHA), a separate body politic created by Santa Fe County Resolution 2010-104 pursuant to NMSA 1978, Section 3-45-5 (2009), the Turquoise Trail Resident Council, the Jacob D. Martinez Resident Council, and the Valle de Esperanza Resident Council (hereinafter collectively referred to as "Resident Council").

WHEREAS, the purpose of this MOU is to further 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 2012 stipend available to executive Resident Council members at \$25 per member per meeting for FY 2016, 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 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

Resident Council Responsibilities include, but are not limited to:

- Hold a Resident Council meeting at least once a month.
- Submit funding requests for eligible resident participation activities under the Resident Participation Fund Policy and Agreement. Requests shall be in writing and signed by the Resident Council President and Treasurer. Requests shall list the proposed purchases or services and, if applicable, provide written bids and otherwise comply with the Santa Fe County Purchasing Regulations and Procurement Manual.
- Expend 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.
- Comply with the procurement policy of the Santa Fe County Housing Authority.

- Agree that the SFCHA will initially maintain account records until such time the Resident Council determines it possesses the capacity to and chooses to maintain its own financial accounting system.
- Submit a monthly report to the SFCHA on the monthly activities carried out by the Resident Council.

SFCHA Responsibilities:

- SFCHA staff will attend all regular Resident Council meetings.
- Maintain a Resident Participation Fund account and provide the Resident Council with a monthly report of the account's expenditures;
- Consistent with Resident Participation Policy and 2015 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.

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

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

SFCHA's performance of this MOU is contingent upon sufficient appropriations by the BCC. If BCC does make sufficient appropriations, and notwithstanding Paragraph D, SFCHA may terminate this MOU immediately upon mailing written notice of termination for lack of funding to the Resident Council. Whether sufficient appropriations have been made by BCC is committed to SFCHA's discretion.

G. Third Party Beneficiaries

The parties do not intend to create, and have not created, any third-party beneficiaries to this MOU.

H. Notices

The notices and other submittals required under this MOU shall be delivered by mailing, first class, to the following addresses:

SFCHA:
James R. Pacheco
Executive Director
52 Camino de Jacobo
Santa Fe, NM 87507

Turquoise Trail Resident Council:
Andrew Brunner
7A Las Lomas Drive
Santa Fe, NM 87508

Jacob D. Martinez Resident Council:
Brenda Saenz
58 Camino de Jacobo
Santa Fe, NM 87507

Valle de Esperanza Resident Council:
Rose Monarque
158 Camino de Quintana
Espanola, NM 87532

I. 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.

J. 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.

K. Applicable Law

This MOU shall be governed by the ordinances of the Santa Fe County and the laws of the State of New Mexico.

L. Amendments

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

M. Effective Date and Term

This MOU shall become effective upon the signature of the parties to this MOU and shall terminate on June 30, 2016.

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

SANTA FE COUNTY HOUSING AUTHORITY:

Robert A. Anaya, 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

5/19/15
Date

TURQUOISE TRAIL RESIDENT COUNCIL:

Signature and Title

Date

JACOB D. MARTINEZ RESIDENT COUNCIL:

Signature and Title

Date

VALLE DE ESPERANZA RESIDENT COUNCIL:

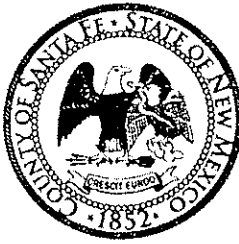
Signature and Title

Date

Henry Roybal
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: May 20, 2015

To: Santa Fe County Housing Authority Board

From: Marcus MacDonald, Accountant Senior, SFCHA

Via: James R. Pacheco, Executive Director *JP*

Re: Budget Adjustment Resolution for Fund 517

The Santa Fe County Housing Authority has obtained the ROSS grant from HUD. The grant will be used to pay for salary and benefits associated to the administration of the Family Self-Sufficiency Public Housing Program that is run by the Housing Authority.

SANTA FE COUNTY

RESOLUTION 2015 - _____

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: _____ Housing Fund Name: _____ Housing Operations/Administration

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
517	1930	381	01-03	FSS-Grant	\$16,712	
TOTAL (if SUBTOTAL, check here)					\$16,712	

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	10-26	Term Employees	\$10,027	
517	1930	471	20-01	FICA- Regular	\$1,036	
517	1930	471	20-02	FICA- Medicare	\$242	
517	1930	471	20-03	Retirement Contributions	\$3,433	
517	1930	471	20-05	Health Care	\$1,639	
517	1930	471	20-06	Retirement Health Care	\$334	
TOTAL (if SUBTOTAL, check here)					\$16,712	

Requesting Department Approval: AN Pecheno Title: Executive Director Date: 5/13/15

Finance Department Approval: Carey J. Gervais 5/14/15 Entered by: _____ Date: _____

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

SANTA FE COUNTY

RESOLUTION 2015 - _____

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.):

- 1) Please summarize the request and its purpose.

The request of this budget resolution is to increase the budget for the awarded Ross Grant.

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 X

SANTA FE COUNTY

RESOLUTION 2015 - _____

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.

SANTA FE COUNTY

RESOLUTION 2015 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

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

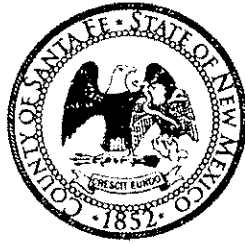
DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 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.

Henry Roybal
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: May 20, 2015

To: Santa Fe County Housing Authority Board

From: Marcus MacDonald, Accountant Senior

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

Re: Budget Adjustment Resolution for Fund 227

The Santa Fe County Housing Authority has obtained the ROSS grant from HUD. The grant will be used to pay for salary and benefits associated with the administration of the Family Self-Sufficiency Housing Choice Voucher Program that is run by the Housing Authority. Additionally, the HAP revenues and expenditures in the amount of \$56,000 will not be received or expended in the fund.

RESOLUTION 2015 - _____

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: _____ Housing Fund Name: _____ Housing Section 8 Voucher Program

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
227	1949	381	01-03	FSS-Grant	\$16,712	\$56,000
227	1949	381	01-01	HAP		
TOTAL (if SUBTOTAL, check here)					\$16,712	\$56,000

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
227	1949	471	50-90	Other Services		\$56,000
227	1949	471	10-26	Term Employees	\$10,027	
227	1949	471	20-01	FICA- Regular	\$1,036	
227	1949	471	20-02	FICA- Medicare	\$242	
227	1949	471	20-03	Retirement Contributions	\$3,434	
227	1949	471	20-05	Health Care	\$1,639	
227	1949	471	20-06	Retirement Health Care	\$334	
TOTAL (if SUBTOTAL, check here)					\$16,712	\$56,000

Requesting Department Approval: M. Paehung Title: Executive Director Date: 5/13/15

Finance Department Approval: Cecilia Garza Entered by: _____ Date: _____

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

SANTA FE COUNTY RESOLUTION 2015 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY:

DEPARTMENT CONTACT: Name: Marcus MacDonald Deputy 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.):

- 1) Please summarize the request and its purpose:

The request of this budget resolution is to increase the budget for the Ross Grant and decrease the revenue and expenditures associated to the Housing Assistance Payments that are not expected to be received or spent on HAP.

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 X _____

RESOLUTION 2015 - _____

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.

SANTA FE COUNTY

RESOLUTION 2015 - _____

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.

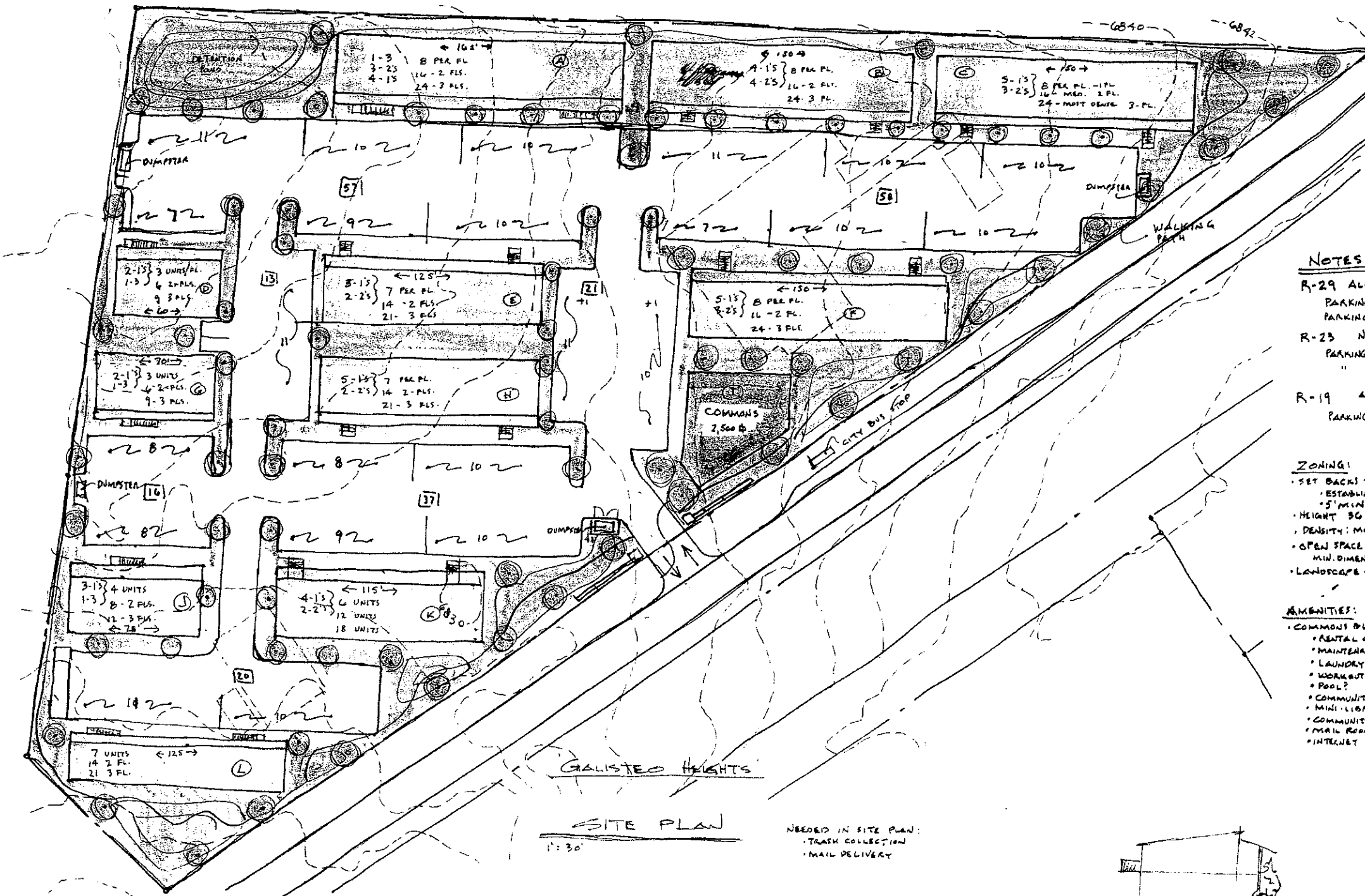
Approved, Adopted, and Passed This _____ Day of _____, 2015.

Santa Fe Board of County Commissioners

Robert A. Anaya, Chairperson

ATTEST:

Geraldine Salazar, County Clerk



NOTES:

- R-29 ALLOWABLE UNITS: $6.114AC \times 29 = 177$ UNITS
 PARKING REQ'D FOR (THESE) 177 UNITS = 227
 PARKING PROVIDED 224 (3 NEEDED)
- R-23 NO THIRD STORY - 138 UNITS
 PARKING REQ'D 177 SPACES
 " PROVIDED 224 " (47 ADDITIONAL SPACE)
- R-19 ALL BLDG ONE STORY 70% 231, 118
 PARKING REQ'D 152 SPACES (72 ADDITIONAL)

ZONING:

- SET BACKS - 10' AT FRONT
- ESTABLISHED BY DEVELOPMENT PLAN
- 5' MIN.
- HEIGHT 30'
- DENSITY: MAX. R-29 X G.199 = 178
- OPEN SPACE: 2500 PER UNIT
 MIN. DIMENSION IS
- LANDSCAPE - AS REQ'D. BY 19.

AMENITIES:

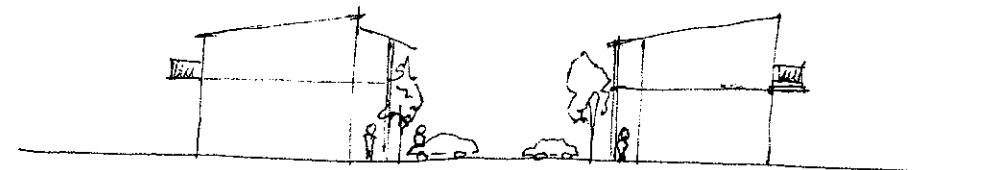
- COMMONS BLDG.
- RENTAL OFFICE
- MAINTENANCE AREA
- LAUNDRY?
- WORKOUT?
- POOL?
- COMMUNITY ROOM
- MINI-LIBRARY
- COMMUNITY GARDEN?
- MAIL ROOM
- INTERNET

GRADATED HEIGHTS

SITE PLAN

1" = 30'

NEEDED IN SITE PLAN:
 • TRASH COLLECTION
 • MAIL DELIVERY



SECTION

- PRELIMINARY -

Memorandum

To: Santa Fe County Housing Authority Board
From: Victor Gonzales, Project Manager
VIA: James R. Pacheco, Executive Director
Date: 5/18/2015
Re: CFP Report

Homesales Unit

The work at #2 Tusa Drive at the Valle Vista housing site, which is designated for home sales, is moving along. A new roof has been installed. Drywall repair and replacement has taken place. The electrical panel has been replaced and updated.

Next steps include a complete bathroom remodel, texturing of all walls, installation of new colonial style doors and woodwork.

Jacob D. Martinez Sewer Line Project

Pinnacle West Investments has finalized the appraisal and it has been sent to the Legal Department for review and a recommendation on what the next step will be.

CFP GRANTS			
As of April 30, 2015			
Aggregate CFP Grants	Initial Grant	Expensed	Balance
Operations	145,905	84,659	61,246
Mgmt improvements	27,060	13,665	13,395
Administration	98,283	49,983	48,300
Fees & costs	0	-	0
Site improvements	68,380	60,660	7,720
Dwelling structures	599,599	359,650	239,949
Dwelling equipment	14,000	13,904	96
Non-dwelling eq&str	30,000	30,000	0
Total	983,227	612,521	370,706

38%

<u>CFP 2011</u>	Initial Grant	Expensed	Balance
Operations	31,573	31,573	(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	150,310	150,310	0
Dwelling equipment	0	-	0
Non-dwelling eq&str	0	-	0
Total	262,158	262,158	0

0%

<u>CFP 2012</u>	Initial Grant	Expensed	Balance
Operations	31,832	31,832	0
Mgmt improvements	10,000	9,005	995
Administration	23,168	23,168	0
Fees & costs	0	-	0
Site improvements	0	-	0
Dwelling structures	152,687	152,687	0
Dwelling equipment	14,000	13,904	96
Non-dwelling eq&str	0	-	0
Total	231,687	230,595	1,092

0%

<u>CFP 2013</u>	Initial Grant	Expensed	Balance
Operations	33,900	21,254	12,646
Mgmt improvements	5,000	600	4,400
Administration	24,500	-	24,500
Fees & costs	0	-	0
Site improvements	10,000	10,000	0
Dwelling structures	141,602	95,144	46,458
Dwelling equipment	0	-	0
Non-dwelling eq&str	30,000	30,000	0
Total	245,002	156,998	88,004

36%

<u>CFP 2014</u>	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	660	7,720
Dwelling structures	155,000	6,687	148,313
Dwelling equipment	0	-	0
Non-dwelling eq&str	0	-	0
Total	244,380	7,347	237,033

97%

FISCAL YEAR 2015 CAPITAL FUND ANALYSIS
5/21/2015

CFP Year	Grant by Category	Grant Budget FY 2015	Project Description	HUD Category	FY 2015		Unspent		Grant Remaining		Total Encmbrd to Date	Total Expended to Date
					Expenditures	Encumbrances	Un-Spent	Un-Encmbrd	5/21/2015	Un-Encmbrd		
2014	48,600	48,600	CFP coordinator s&b	1406 Operations	-	-	-	-	48,600	48,600	0.00	0.00
	8,000	8,000	Staff training	1408 Mgmt Improvements	-	-	-	-	8,000	8,000	0.00	0.00
	24,400	24,400	CFP coordinator s&b	1410 Administration	-	-	-	-	24,400	24,400	0.00	0.00
	20,000	20,000	Furnaces (10 units)	1460 Dwelling structures	-	-	-	-	20,000	20,000	0.00	0.00
	45,000	45,000	Cabinet replacement (12 units)	1460 Dwelling structures	-	-	-	-	45,000	45,000	0.00	0.00
	30,000	30,000	Modernization/Bath Remodels (12 units)	1460 Dwelling structures	-	-	-	-	30,000	30,000	0.00	0.00
	30,000	30,000	Unit turnaround (30 units)	1460 Dwelling structures	-	-	-	-	30,000	30,000	0.00	0.00
	30,000	30,000	Asbestos/Mold Abatement (8 units)	1460 Dwelling equipment	6,687	0	-	-	23,313	23,313	6,687.16	6,687.16
	8,380	8,380	Fencing & Gravel (2250 ft)	1450 Site Improvement	660	-	-	-	7,720	7,720	659.76	659.76
				1475 Non-Dwelling equipment	-	-	-	-	-	-	0.00	0.00
Totals	244,380	244,380	Obligation end 05/12/2016	Totals	7,347	0	237,033	237,033	237,033	237,033	7,347	7,347
2013	33,900	33,900	CFP coordinator s&b	1406 Operations	21,254	-	-	-	12,646	12,646	21,254.37	21,254.37
	5,000	5,000	Staff training	1408 Mgmt Improvements	600	-	-	-	4,400	4,400	600.00	600.00
	24,500	24,500	CFP coordinator s&b	1410 Administration	-	-	-	-	24,500	24,500	0.00	0.00
	10,000	10,000	Re-roofing (2 units)	1460 Dwelling structures	10,000	-	-	-	-	-	10,000.00	10,000.00
	36,602	2,509	Cabinet replacement (10 units)	1460 Dwelling structures	2,509	-	-	-	-	-	36,602.00	36,602.00
	50,000	41,625	Modernization/Bath Remodels (12 units)	1460 Dwelling structures	8,929	341	-	-	32,696.22	32,355	17,644.57	17,303.78
	20,000	20,000	Unit turnaround (6 units)	1460 Dwelling structures	20,000	-	-	-	-	-	20,000.00	20,000.00
	25,000	25,000	Asbestos/Mold Abatement (3 units)	1460 Dwelling equipment	11,238	-	-	-	13,762	13,762	11,237.92	11,237.92
	10,000	7,095	Fencing (2250 ft)	1450 Site Improvement	7,095.38	-	-	-	-	-	10,000.00	10,000.00
	30,000	-	Vehicle Purchase (2 units)	1475 Non-Dwelling equipment	-	-	-	-	-	-	30,000.00	30,000.00
Totals	245,002	169,630	Obligation end 09/08/15	Totals	81,626	341	88,004	87,663	117,339	155,959	155,959	
2012	31,832	-	CFP coordinator s&b	1406 Operations	-	-	-	-	(0)	(0)	31,832.00	31,832.00
	10,000	4,643	Staff training	1408 Mgmt Improvements	3,647.35	-	-	-	995	995	9,004.75	9,004.75
	23,168	3,818	CFP coordinator s&b	1410 Administration	3,818.35	-	-	-	0	0	23,167.92	23,167.92
	20,000	2,852	Re-roofing (5 units)	1460 Dwelling structures	2,852.27	-	-	-	-	-	20,000.00	20,000.00
	101,687	-	Cabinet replacement	1460 Dwelling structures	-	-	-	-	-	-	101,687.00	101,687.00
	25,000	-	Modernization (1 unit)	1460 Dwelling structures	-	-	-	-	-	-	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
	14,000	13,716	Stoves/Refrigerators (15/20)	1465 Dwelling equipment	13,620	-	-	-	96	96	13,904.00	13,904.00
	231,687	25,030	Obligation end 3/11/14	Totals	23,938	-	-	1,092	1,092	1,092	230,996	230,996
	2011	28,785	2,788	CFP coordinator s&b	1406 Operations	2,786	-	-	-	(0.00)	(0.00)	28,782.68
4,060		-	Staff training	1408 Mgmt Improvements	-	-	-	-	-	-	4,060.00	4,060.00
26,215		-	CFP coordinator s&b	1410 Administration	-	-	-	-	-	-	26,215.00	26,215.00
50,000		-	Sewer replacement	1450 Site Improvement	-	-	-	-	-	-	50,000.00	50,000.00
29,663		-	Re-stucco (6 units)	1460 Dwelling structures	-	-	-	-	-	-	29,663.00	29,663.00
17,980		-	Re-roofing (5 units)	1460 Dwelling structures	-	-	-	-	-	-	17,980.00	17,980.00
52,000		-	Cabinet replacement (13 units)	1460 Dwelling structures	-	-	-	-	-	-	52,000.00	52,000.00
27,655		-	Asbestos/Mold Abatement (6 units)	1460 Dwelling structures	-	-	-	-	-	-	27,655.00	27,655.00
6,000		-	Water heaters (18)	1460 Dwelling structures	-	-	-	-	-	-	6,000.00	6,000.00
19,800		-	Unit Turnovers	1460 Dwelling structures	-	-	-	-	-	-	19,800.00	19,800.00
Totals	262,158	2,788	Disbursement end 8/2/15	Totals	2,786	-	(0)	(0)	(0)	262,158	262,158	
Totals	738,847	197,448		Totals	108,350	341	89,096	88,755	650,089.61	649,748.82	649,748.82	

La Voz de la Gente

May 2015

Santa Fe County Supports Fair Housing

Maintenance Emergency After Hours Telephone Number

William Baca – 490-0345

Carlos Maestas
Rodney Martinez
Joseph Gonzales
412-1613

Resident Council Meetings

Valle Vista will meet at the Valle Vista Office at 6:00 PM on May 12th.

Santa Cruz will meet at 153 Camino de Quintana (Santa Cruz Office) at 10:00 AM on May 14th.

ATTENTION!!!!

Camino de Jacobo will meet at **52 Camino de Jacobo** at 5:00 PM on May 18th.

Community Clean Up Day

The following are the dates for each housing site Clean Up Day

Saturday May 9, 2015 at 8:00 AM to 12:00 PM at the Jacobo site. We will meet at 57 Camino de Jacobo.

Saturday May 16, 2015, at 8:00 AM to 12:00 PM at the Santa Cruz site. We will meet at 153 Camino de Quintana.

Saturday May 23, 2015, at 8:00 AM to 12:00 PM at the Valle Vista site. We will meet at the Valle Vista Community Center.

Everyone is needed to accomplish this task. **If you owe Community Service you are expected to be there.**

These are your communities and your home. Let's come together and make it a better place to live.

Everyone should bring a hat, work gloves, sunscreen and the Housing Authority will provide water.



REAC (Real Estate Assessment Center) Is Coming

HUD (Housing and Urban Development) contacts with REAC to assess Housing Authorities across the U.S. REAC will be coming to the Santa Fe County Housing Authority on June 23rd and 24th. Please make sure all smoke alarms are working properly, all outlet covers are in place and that they are not broken or missing, no furniture is to block the windows in any room, and clean your units and yard.

Family Self Sufficiency (FSS) Training

The FSS Training for May will be about saving money.

Monday May 18, 2015 at 9:30 AM or 5:30 PM at 57 Camino de Jacobo.

The Santa Fe County Housing Authority Has a New Resident Commissioner

Kathy Hurtado who lives in the Jacobo neighborhood has been confirmed by the Board of County Commissioners to serve as the Resident Commissioner on the Housing Board. Congratulations Kathy.

The Santa Fe County Housing Authority would like to thank Frankie Ong for her service on the Housing Board who served as the Housing Commissioner for many years.

Thank You

La Voz de la Gente

Mayo 2015

Condado de Santa Fe apoya vivienda justa

Emergencia de mantenimiento después de horas de teléfono

William Baca – 490-0345

Carlos Maestas
Rodney Martinez
Joseph Gonzales
412-1613

Resident Council Meetings

Valle Vista se reunirá en la oficina de Vista Valle a 18:00 del 12 de mayo.

Santa Cruz se reunirá a las 153 Camino de Quintana (oficina de Santa Cruz) a 10:00 el 14 de mayo.

Camino de Jacobo se reunirán en 57 Camino de Jacobo a 17:00 el 18 de mayo.

Comunidad limpiar día

Las siguientes son que las fechas para cada vivienda día de limpieza del sitio

Sábado, 09 de mayo de 2015 a 8:00 a 12:00 PM en el sitio de Jacobo. Nos reuniremos en 57 Camino de Jacobo.

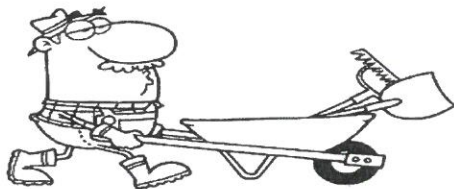
Sábado, 16 de mayo de 2015, de 8:00 a 12:00 en el sitio de Santa Cruz. Nos reuniremos en 153 Camino de Quintana.

Sábado, 23 de mayo de 2015, de 8:00 a 12:00 en el sitio de la Vista del Valle. Nos reuniremos en el centro comunitario Valle Vista.

Todos los residentes se necesitan para cumplir con esta tarea. Si debes servicio a la comunidad esperamos que estes allí.

Estos sus las comunidades y su hogar. Vamos juntos y hacerlo un lugar mejor para vivir.

Todos deben traer un sombrero, guantes, protector solar y la autoridad de vivienda proveerá de agua.



Reñaca (Real Estate Assessment Center) viene

Contactos de HUD (Housing and Urban Development) con REAC evaluar las autoridades de vivienda en los Estados Unidos REAC vendrá a la autoridad de vivienda del Condado de Santa Fe el 23 de junio y el 24. Por favor asegúrese de que todas las alarmas de humo funcionan correctamente, todas las cubiertas electricas de salida estén en su lugar y que no estan rotas o no faltantes, muebles no pueden bloquear las ventanas en cualquier habitación y limpie sus unidades y el patio.

Family Self Sufficiency (FSS) Training

El entrenamiento de FSS para mayo será acerca de ahorrar dinero.

Lunes, 18 de mayo de 2015 a 9:30 o 17:30 a 57 Camino de Jacobo.

La autoridad de vivienda del Condado de Santa Fe tiene un nuevo Comisionado Residente

Kathy Hurtado quien vive en el barrio de Jacobo ha sido confirmado por la Junta de Comisionados del condado para servir como el Comisionado Residente en la Junta de vivienda. Kathy Felicitaciones.

La autoridad de vivienda del Condado de Santa Fe quisiera dar las gracias a Frankie Ong por su servicio en la Junta de vivienda que sirvió en la Comisión de vivienda durante muchos años. Gracias