

Santa Fe County Housing Authority Board
February 25, 2014
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. Approval of Resolution 2014-02HB, A Resolution Requesting Authorization to Make a Budget Adjustment, a Budget Increase to the FY14 Budget for the Bridge Program** (Action)
- VII. Housing Authority Updates:** (Discussion)
 - a. Site Improvement Plan/CFP Update**
 - b. Vacancy Update**
 - c. Director's Report**
- VIII. Public Comments** (Discussion)
- IX. Matters from the Board** (Discussion)
- X. Executive Session** (Discussion)
- XI. Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

January 28, 2014

This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:23 a.m. by County Commission Chair Danny Mayfield.

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

Members Present:

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

Member(s) Excused:

Miguel Chavez, Commissioner

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Steve Brugger, Affordable Housing Administrator
Victor Gonzales, Housing Authority Staff
Teresa Martinez, Finance Director
Tim Vigil, Assistant County Attorney
Deanna Lopez, Housing Division
Chris Barela, Constituent Liaison
Marcus MacDonald, Housing Accountant
Billy Baca, Housing Staff
Rosemary Bailey, Affordable Housing
Molly Saiz, Finance

Others Present:

Bob Smith, ICAST

III. Introductions

Those present introduced themselves, and Mr. Pacheco introduced Billy Baca who has been hired to replace Larry Narvaiz. Mr. Baca described his background in construction and expressed his appreciation at the opportunity to work for the Housing Authority.

IV. Approval of Agenda

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

V. Approval of Minutes: November 22, 2013

Upon motion by Commissioner Stefanics and second by Commissioner Holian, the minutes were unanimously [6-0] approved as presented.

VI. Approval of Resolution 2014-01HB, A Resolution Requesting Authorization to Make a Budget Adjustment, a Budget Increase to the FY14 Budget

Mr. Pacheco explained there is a need for more vehicles and their intent is to purchase more fuel efficient, compact models. One of their vehicles was severely damaged in an accident and the \$11,251 received in the insurance settlement will help purchase two new vehicles for maintenance staff.

Chair Mayfield asked if there was a County policy regarding hybrid vehicles. Ms. Miller said staff is currently working on a comprehensive policy to encompass fuel efficiency, vehicle replacement, take-home, etc. Procurement will be off the state price agreement.

Commissioner Holian moved approval and Mr. Loewy seconded. The motion carried unanimously 6-0.

VII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Pacheco recognized the work of Mr. Gonzales who “has had a lot on his plate.”

Mr. Gonzales spoke of the main sewer line at Camino Jacobo, noting agreement has been reached with Mr. Brecher for the easement. A purchase order for resurveying that plat is being obtained. Mr. Pacheco added this will allow a trench to be dug on Mr. Brecher’s property that will facility the gravity-feed system. In response to Chair Mayfield’s question about funding, Mr. Pacheco said money was previously set aside and all that remains is the cost of the survey. Mr. Gonzales said once this line is connected to the City line, the City will take over maintenance.

Mr. Loewy asked about the timeframe and Mr. Gonzales said he expected an RFP would go out by the end of February and the project could be completed by late May or June.

Mr. Gonzales stated five houses have been turned around, three bids were received for cabinet replacement, and there will be a pre-bid conference today for on-call roofing contractors. Bathroom renovations proceed at Santa Cruz on 12 units. The contractors will remove the debris in that work.

Ms. Miller asked about authorization to sell some units in Valle Vista. Mr. Gonzales said an extensive cost estimate was done. Mr. Pacheco said some of the units were sold and there has been interest in another that is up for sale. Mr. Gonzales said CFP funds weren't used for the renovation back in 2011. Commissioner Stefanics asked if formal action was taken and Ms. Miller recalled two units were renovated and then dropped off the radar. Mr. Pacheco said he would follow up and report back.

B. Vacancy Update

Mr. Pacheco said the occupancy rate is remaining at 95-96 percent, which is a credit to staff turning the units around promptly.

C. Director's Report

Mr. Pacheco reported they have decided to move forward on the Galisteo property. Steve Brugger noted that RFPs were reviewed in September regarding making the property available for private development. Glorieta GeoScience has completed a site assessment with soil boring to make sure contamination levels met state standards. Staff is requesting that the state issue a No Further Action decision stating the site is ready for all uses including residential development. When that document is received progress can proceed on energy efficient mixed-income development, probably multi-family. The site is zoned R-1, with higher density tracts nearby, so rezoning would be necessary. There will be a neighborhood meeting.

HUD has approved home sales proceeds for a list of proposed uses, including gap financing. This will be made known to potential proponents, who will make oral presentations. Agreements could be presented to the Commission by June; these would have to be approved by the State Board of Finance as well.

Commissioner Stefanics asked about rezoning within the city limits. Mr. Brugger stated they would have to go through the City review process. Mr. Vigil said if there is private ownership involved there would be a question of who is taking it through the process.

Mr. Loewy asked about the deadline for responses to the RFP. Mr. Brugger said currently it is April 4th, but it could be pushed back a few days and they should be able to give a preliminary report next month on the pre-proposal conference participation. Mr. Pacheco said they will be bringing back reports on a monthly basis.

Mr. Pacheco thanked the Board for their support of the Joshua Tree project and singled out the work of Deanna Lopez. Over 200 children received gifts and many families got holiday meals.

Chair Mayfield asked for an update on what goes on at the resident council meetings. Ms. Ong stated one was held the previous Monday. Council members are given a \$25 stipend per

meeting. Community problems are discussed – lights, dogs, etc. – and events are planned. She said an arts and crafts fair is anticipated. Mr. Pacheco said there is coordination with the senior centers, Meals on Wheels, flu shot programs, etc. The senior transportation program has been an incredible asset.

IX. Matters from the Public

None were presented.

X. Matters from the Board

Commissioner Anaya stated he was fully committed to extending opportunities for youth programs, particularly on Airport Road. He had a meeting with the head of the Boys & Girls Club and Councilor Dominguez regarding the changing demographics. The majority of kids are now in the southern sector. There was further discussion on the property adjoining the Boys & Girls Club property. Mr. Pacheco said he knew who owned the property and he would reach out to them. Commissioner Anaya noted the property was not in his district.

Mr. Loewy thanked Commissioner Holian for her work the previous year as chair and welcomed Commissioner Mayfield to the post.

XI. Executive Session

None were presented.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Mayfield adjourned the meeting at approximately 10:56 a.m.

Approved by:

Daniel W. Mayfield, Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

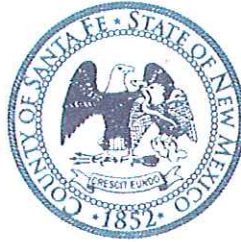
Respectfully submitted by:

Debbie Doyle, Wordswork

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Ron Pacheco
Executive Director

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Housing Authority Board

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

Date: February 11, 2014

Re: Resolution 2014-02HB

Santa Fe County Housing Authority Resolution 2014-02HB is a budget adjustment for an increase to the Fiscal Year 2014 budget for the Bridge Program. The budget increase of \$4,759.14 will reflect the accurate balance of monies, within the Bridge Program Fund.

SANTA FE COUNTY

Page 1 of 4

RESOLUTION 2014 – 02HB

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

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

Department / Division: _____ CSD/Housing _____ Fund Name: _____ Bridge Program _____

Budget Adjustment Type: _____ Increase _____ Fiscal Year: 2014 (July 1, 2013 - June 30, 2014) _____

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
226	0000	385	00-00	Budgeted Cash	\$4,759.14	
TOTAL (if SUBTOTAL, check here)						

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
226	1960	471	50-90	Other Services	\$4,579.14	
TOTAL (if SUBTOTAL, check here)						

Requesting Department Approval: _____ Title: Executive Director Date: 2/6/14

Finance Department Approval: _____ Date: 2/6/14 Entered by: _____ Date: _____

County Manager Approval: _____ Date: 2-10-14 Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2014 - 02HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Marcus MacDonald Dept/Div: CSD/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.
This is an increase to the bridge program budget, in order to set the fund to its proper allocated amount for Fiscal Year 2014.

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
50-90	Contract Professional Services for administering the Bridge Program. The services rendered will consist of rental housing for low-income families in the Life Link Program.	\$4,579.14

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

SANTA FE COUNTY

RESOLUTION 2014 - 02HB

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Marcus MacDonald Dept/Div: CSD/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 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 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 2014 - 02HB

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 _____, 2014.

Santa Fe Board of County Commissioners

Daniel W. Mayfield, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

Memorandum

To: Santa Fe County Housing Authority Board
From: Victor Gonzales, Project Manager
Via: James R. Pacheco, Executive Director
Date: 2/12/14
Re: CFP Report

Extension of our Main Sewer Line at Jacob D. Martinez

A bar has been generated to create a purchase order for the surveying of the new easement plat. The survey should be completed by the end of February.

Per the Legal Department, staff will be conducting a Phase I Environmental Assessment of the utility easement. The assessment will take place after the new survey plat has been completed.

Cabinet Replacement at Valle Vista

Bid opening was on Wednesday, February 19, 2014 at 2 pm.

On Call Roofing

Proposals were submitted on February 18, 2014. The evaluation committee will review proposals from February 18th thru February 25th.

Bathroom Renovation at Santa Cruz

Finalization of the scope of work, along with all details and paperwork pertaining to the project, will be submitted to the Procurement Division on March 4, 2014.

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY REPORT
October 2013 – March 2014

	October	November	December	January	February	March
Total Units Available for Lease	199	199	199	199	199	
Units Off-line Due to Modernization	0	0	1	1	1	
Vacant Units (ready for occupancy)	0	0	2	2	0	
Total Vacant Units (preparing for occupancy)	7	10	5	4	4	
Vacant Units per Site						
<u>Valle Vista</u>	3	3	2	2	1	
<u>Santa Cruz</u>	1	3	5	4	3	
<u>Camino de Jacobo</u>	3	4	1	1	1	
Total Units Under Lease	192	189	191	192	194	
	4%	5%	4%	4%	3%	

**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
February 12, 2014**

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
154 Q	5	3/8/13	3/11/13	8/14/13	8/14/13	8/15/13	1	159	160	A. Marquez	moved out	M Ortega	
110 DR	2	6/25/13	6/25/13	9/9/13	9/9/13	9/13/13	4	76	80	A Gabaldon	abandoned	F Ortiz	transfer
134 Q	3	7/9/13	7/9/13	10/9/13	10/9/13	10/11/13	2	92	94	J Sosa	abandoned	Quiroz	
144 Q	2	7/31/13	8/5/13	9/3/13	9/3/13	9/3/13	0	34	34	M Martinez	Sheriff unit	State Police	
154 Q	5	9/10/2013	9/10/2013	10/9/2013	10/9/2013	10/11/2013	2	29	31	M Ortega	Evicted	Guzman	
106 DR	2	10/2/13	10/2/13	10/30/13	10/30/13	11/8/13	9	28	37	C Martinez	moved out	H Cuevas	
152 Q	3	9/13/2013	9/13/2013							F Ortiz	Transferred		
139 Q	3	10/29/13	10/29/13	12/26/13	12/26/13	12/31/13	5	58	63	A Martinez	Moved out	J Coriz	
132 Q	3	11/4/13	11/4/13	11/19/13	11/19/13	12/5/13	16	15	31	E Varela	moved out	T Marquez	
147Q	2	12/3/13	12/3/13	2/10/14	2/10/14	2/11/14	1	69	70	S Maes	moved out		
128 Q	3	12/3/2013	12/3/2013	1/31/2014	1/31/2014	1/31/2014	0	59	59	M Cuevas	moved out	Grace C	
126 Q	3	12/5/2013	12/5/2013							L Pena	Evicted		
108 CDR	2	1/31/2014								P Martinez	moved out		

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

[illegible]

Memorandum

To: Santa Fe County Housing Authority Board
From: Ron Pacheco, Executive Director, Santa Fe County Housing Authority
Date: 2/12/2014
Re: Director's Report

Housing Choice Voucher Waiting List Purge at the Housing Authority

Every two years the Santa Fe County Housing Authority conducts a purge of our Section-8 (Housing Choice Voucher) Program waiting list. This detailed process includes contacting by mail more than 1500 (fifteen-hundred) families who are now on our waiting list, to determine if they are still interested in securing housing assistance through the county program. Due to the length of the list it is important that we check in bi-annually with prospective clients to potentially shorten the amount of time waiting for assistance, as many are able to find permanent housing prior to their name arriving at the top of the list. This process allows families in need of housing to move up on the list and have access to housing assistance sooner rather than later.

Boys and Girls Club Contract Renewal Process

The current Boys and Girls Club Agreement that was approved in 2010 is now operating under the third amendment to the original contract. The Housing Authority is working with the Purchasing Division to secure another contract for services as this is the fourth and final year of the current agreement. A determination as to whether this is a sole source procurement or IFB (Invitation for Bid) will need to be made as we move forward with this process.

Annual NAHRO Conference In Ruidoso

This Spring, New Mexico NAHRO will be having their annual conference in Ruidoso. The listed dates are from April 2nd thru April 5th. This event is an opportunity for staff to attend important specialized trainings and have the opportunity to collaborate with other housing partners in the state. In addition, the final Saturday includes Commissioner training for those Commissioners interested. The Housing Authority will provide registration and per diem for any Commissioner who is interested in attending the conference.

La Voz de la Gente

February Holidays

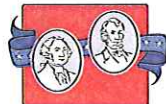
February 2nd Groundhog Day - As the legend goes groundhog Punxsutawney Phil will come out of his burrow and predict the weather for the rest of the winter. If he sees his shadow there will be six more weeks of winter weather. If he doesn't see his shadow then there will be an early spring.



February 14th Valentine's Day – The day to share with our love ones and give flowers, candy and love notes all in the name of St. Valentine. Anyone interested in learning more about Saint Valentine should “google him”.



February 17th President's Day – The day the people of the United States celebrate the life and death of two Presidents that contributed towards two major events in our history. George Washington was the first President of the United States and considered the father of our country. He led the United States to independence from the British. Abraham Lincoln was our sixteenth President of the United States and led the first fight for equality and freed the black people from slavery. This was the first step towards equal rights for all Americans.



Resident Council Meetings

The Resident Councils hold monthly meetings. The following are the dates and times of those meetings:

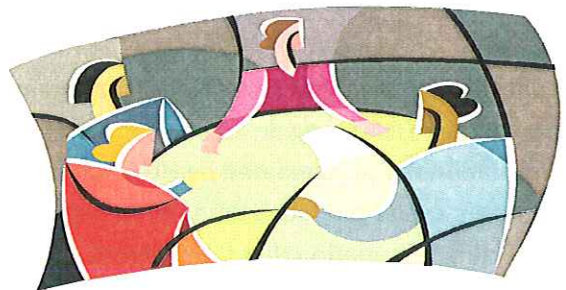
Valle Vista – February 11, 2014 – 6:00 PM at the Valle Vista Office

Santa Cruz – February 11, 2014 – 4:00 PM at the Santa Cruz Office (153 Camino de Quintana)

Camino de Jacobo – February 17, 2014 – 1:00 PM at 57 Camino de Jacobo

The Resident Councils sponsor four events each year to enrich their communities. All residents should be grateful and assist in these efforts. They also bring forth concerns that residents may have and again to enrich your living experiences in public housing. To have input in helping your community, come to the meetings.

Reminder: If you owe Community Service you can come to the meetings and your obligation for that month would be fulfilled.



Community Service

All residents who are not employed or of exempt status must perform 8 hours of community service per month. This is a HUD regulation and is also stated in your lease. If you are required to perform community service you are responsible to submit on a monthly basis to the Housing Authority, that you are complying with this regulation. The Housing Authority has forms that are to be filled out by the non-profit indicating you are doing the community service. **IF YOU FAIL TO PERFORM THE REQUIRED COMMUNITY SERVICE YOUR LEASE WILL NOT BE RENEWED.**

Santa Cruz Residents

The Santa Cruz Resident Council is looking for residents to become members of the Resident Council. The positions that need to be filled are the President of the Council and the Treasurer. Anyone that is interested please contact Valerie Huerta at 992-3057.

Whoever is eating their fast food and throwing the garbage at the entry of the Santa Cruz site must stop! This is your community and the residents need to take care of it.

Housing Policy

All residents that have pets are required to have those pets registered with the Housing Authority. You can come into the office and pick up the registration form and the policy. The Housing Authority will call Animal Control and have the dog(s) picked up that aren't registered and/or roaming the site.

Rent is due and payable 1st of the month. The Housing Authority will not tolerate residents that are continuously late on rent or residents that are behind on their rent.

Residents on Zero Income

Residents that claim not to have any household income are required to sign a monthly certification. This form indicates to the Housing Authority how residents are paying their bills and what may be considered income. This form must be submitted to your housing manager by the 5th of each month. The forms can be picked up at any of the three housing sites. If you fail to submit the form each month the Housing Authority may not renew your lease.

Hint: If you receive a monthly utility reimbursement check from the Housing Authority you are required to fill out the form.

Responsibility

The residents receive notification by letter of their annual inspection and their recertification date. In this letter it states the information that is to be brought with them to their recertification.

Residents need to be responsible for their housing. It is not the responsibility of the Housing Managers to remind the residents again and again to bring in information that is mandated by HUD. The Housing Managers spend too much time sending letters requesting information that the resident should have submitted to the office at the time of their recertification (lease renewal).

The Housing Managers also receive telephone calls from the residents stating that their household income has changed and expect the Housing Manager to change their rent without verification. All rent changes must have the supporting documentation.

Saying of the Month

A Section 8 Manager has this saying hanging in her office. This is so apropos to public housing residents that I wanted to share it with you.

Poor Planning on your part

does not

constitute an emergency

on mine.

It now hangs in my office