

Monthly Department Head Report/Update
Housing Department, Robert Pacheco, Director
12/9/2009

Action Items/ongoing:

PRIORITY

- **Develop and implement a unit turn-around plan, to reduce vacancies.**
 - Update 12/9/2009 – Monitoring. No changes at this time.
 - Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.
- **Added following priorities to the objectives of the Housing Authority:**
 - Remove junk cars from public housing property
 - Address the problems with dogs and cats that run loose
 - Enforce housekeeping standards and compliance
 - Enforce lawn care policy
 - Enforce “disturbing” the peace (parties etc)
 - Enforce “One Strike You’re Out” policy

Update 1/13/2010 - Goals achieved in 2009 except problems with dogs and cats (this is a City wide problem).

- **Attract, retain and develop qualified staff. Provide training on all policies.**
 - Update 12/9/2009 – Monitoring. No changes at this time.
 - Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.
- **Increase our rent roll by modernizing fifteen units that are vacant due to REMOD status which will reduce our unit turn around management scores.**
 - Update 12/8/2009 – Bid approval schedule for Special Board meeting on 12/16/2009.
 - Update 1/13/2010 - Board approved bid on 10 unit remodel to AHD Construction.
- **Modernize twenty units that are currently designated “Homeownership” and put them back on our rent roll to increase income and reduce dependency on Capital Funds.**
 - Update 12/19/2009 - HA in process of identifying and inspecting units to be included in Five Year Plan for remodel.
 - Update 1/13/2010 – Five Year Plan updated to change from twenty to fifteen which is achievable within five years.

- **Develop a process to review MOA progress.** Comply with the HUD monitor review to determine the troubled status designation.
 - Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.
- **Continue to work closely with the Las Vegas Police Department to improve security and enforce the “One Strike You’re Out Policy.”**
 - Update 1/13/2010 – Meetings with PD ongoing.
- **Develop a plan to increase opportunities for self-sufficiency and home ownership for our clientele.**
 - Update 1/13/2010 – This plan is on hold until HA gets out of “Trouble Status.”
- **Develop a plan to replace the HOPE VI units at the Marcario Gonzalez site.**
 - Update 12/9/2009 - City Manager/Executive Director starting planning process. Met with HUD, developers and financials to outline plan of action.
 - Update 1/13/2010 – No change since last update.
- **Develop a plan to return funds from the unauthorized sale of the Church.**
 - Update 12/9/2009 – City Manager/Executive Director starting planning process. Met with HUD to outline plan of action.
 - Update 1/13/2010 – No change since last update.
- **Improve curb appeal throughout the sites.**
 - Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.
- **Annual Plan for Housing** - Currently working on updating ACOP and HA’s policies. Will be presenting HUD plan outlining corrective action to Council on March 4, 2009. Will set up a meeting with Interim City Manager and Mayor beforehand.
 - Update 12/9/2009 – Five Year Plan process begins this month.
 - Update 1/13/2010 - Goals met in 2009. Complete.

Department Goals – short term (next 3 months): **(Priority)**

- Conduct an on-site inspection of all units with Maintenance Supervisor.
 - Update 9/2/2009 – All units inspected. Will start developing a master plan to address each unit and each site for improvements.

- Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.
- **Hire a home-ownership administrator to re-start the program.**
 - Update 12/9/2009 - City Manager/Executive Director starting planning process. Met with HUD to outline plan of action.
 - Update 1/13/2010 - This goal on hold until HA gets out of “Trouble Status”.

Department Goals – long term (next 12 months):

- Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.

Professional Services Contracts & contracts: (under your department)

- Jeff Lowery, Engineer,
- Gary Gaylord, Fee Accountant.
- IHD Construction