

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 (5/27/2009) – on going
 - Update 6/10/09 – Identified resources to address barrier. Called Catherine Hummel at MFA and she will be providing information on TBRA recipients that can assist applicants with deposits and first months rents. Also, LVHA was added to her mailing list for notification of next funding cycle.
 - (Update 5/27/2009) – HA is having trouble qualifying applicants for new admissions. In process of identifying factors.
 - Update 6/10/2009 – HA identified several barriers to decreasing vacancies.
 - Bad reputation at the Loudon area
 - Increase of application rejections due to drug offenses
 - Unable to pay deposit for City utilities and security deposit
 - Past due amounts for utilities
 - Update 6/24/2009 – Implement strategies beginning July 1, 2009.
 - Update 7/8/2009 – Implement strategies beginning July 1, 2009.
 - Update 8/5/2009 - Reviewing procedures to see if we can streamline and reduce the verification process.
 - Update 8/19/2009 – Waiting List is getting purged to eliminate uninterested applicants. This will shorten the list and allow us to bring in those who are ready to occupancy.
 - Update 9/16/2009 – Staff attended “Fingerprint” training in Santa Fe last week which will allow HA to streamline background checks.
 - Update 9/29/2009 - Monitoring . No changes at this time.
 - Update 10/14/2009 – Monitoring. No changes at this time.
 - Update 10/28/2009 – Monitoring. No changes at this time.
 - Update 12/9/2009 – Monitoring. No changes at this time.
- **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 6/10/09 – Priorities in effect. Will monitor progress throughout the year.
 - Update 6/24/2009 – ongoing.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – ongoing.
 - Update 8/19/2009 – ongoing.
 - Update 9/2/2009 - Junk cars have been removed. Continuing to make changes to waiting list procedures.
 - Update 9/16/2009 – Staff attended “Fingerprint” training in Santa Fe last week which will allow HA to streamline background checks.
 - Update 9/29/2009 - Monitoring . No changes at this time.
 - Update 10/14/2009 – Monitoring.
 - Update 10/28/2009 – Monitoring. No changes at this time.
 - Update 12/9/2009 – Monitoring. No changes at this time.
- **Attract, retain and develop qualified staff. Provide training on all policies.**
 - Update (5/27/2009) – on going
 - Update 6/10/09 – Discussed with staff on their responsibility to have continuous professional development and will become part of their growth plan.
 - Update 6/24/2009 - ongoing.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – Training staff currently on Emergency Management Procedures.
Update 8/19/2009 – Training staff currently on Emergency Management Procedures.
 - Update 9/1/2009 - Training weekly.
 - Update 9/16/2009 – Training in Maintenance Policy this week.
 - Update 9/29/2009 – Maintenance training continues.
 - Update 10/14/2009 – Staff training continues.
 - Update 10/28/2009 - Training continues.
 - Update 12/9/2009 – Monitoring. No changes at this time.
- **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 (5/27/2009) – Bid awarded on May 6 2009 for three of the units. A six unit bid is pending Board approval on June 3 2009
 - Update 6/10/09 – Bid awarded on June 3, 2009 for next six units. Currently working on additional units.
 - Update 6/24/2009 – ongoing.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – Three units completed.
 - Update 8/5/2009 – 10 unit remodel pending board approval for RFP.
 - Update 8/5/2009 – RFP scheduled for Board approval in Sept. 2009
 - Update 9/1/2009 – same as above.
 - Update 9/16/2009 – Pre-bid conference schedule for 9/16/2009 for 10 unit remodeled.

- Update 9/29/2009- 10 unit remodel bid schedule for board approval.
 - Update 10/14/2009 – HUD rejected bid for 10 unit remodel. Awaiting approval.
 - Update 10/28/2009 – No changes at this time.
 - Update 12/8/2009 – Bid approval schedule for Special Board meeting on 12/16/2009.
- **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 (5/27/2009) – on going
 - Update 6/10/2009 – Identified additional units to modernize.
 - Update 6/24/2009 – ongoing. Units will be added to the Five Year Plan for remodel under Capital Funds.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 - ongoing.
 - Update 8/19/2009 – ongoing.
 - Update 9/2/2009 – ongoing
 - Update 9/16/2009 – ongoing.
 - Update 9/29/2009 - Attended “Affordable Housing” training with MFA on 9/24 & 25, 2009.
 - Update 10/16/2009 – Plan is to complete those units that are counting at “vacant” before action is taken on this issue.
 - Update 10/28/2009 – No changes at this time.
 - Update 12/19/2009 - HA in process of identifying and inspecting units to be included in Five Year Plan for remod.
- **Develop a process to review MOA progress.** Comply with the HUD monitor review to determine the troubled status designation.
 - Update – On going (HUD review schedule for June 22-24, 2009)
 - Update (5/27/2009) – on going
 - Update 6/10/2009 – Working on HUD’s visits on June 22-24, 2009 to address MOA progress.
 - Update 6/24/2009 – HUD visited and significant progress noted.
 - Update 7/8/2009 – HUD will re-visit on Sept 14 2009 to check progress.
 - Update 8/5/2009 – on going.
 - Update 8/19/2009 – on going.
 - Update 9/2/2009 - ongoing
 - Update 9/16/2009 - ongoing.
 - Update 9/30/2009 – HUD visited on September 16, 2009. Progress is positive with HA operations.
 - Update – 10/16/2009 – Progress is positive.
 - Update 10/28/2009 – Monitoring. No changes at this time.
 - Update 12/9/2009 – No changes at this time.
- **Continue to work closely with the Las Vegas Police Department to improve security and enforce the “One Strike You’re Out Policy.”**

- Update (5/27/2009) – New MOA pending Board approval
 - Update 6/10/2009 – Board approved MOA on June 3, 2009.
 - Update 6/24/2009 – MOA in effect. Meeting scheduled for Thursday June 25 2009 to discuss details.
 - Update 7/8/2009 – Meeting with PD scheduled by-weekly and discussion are being held.
 - Update – 8/5/2009 – PD shorthanded, meetings are not being held. MOA on hold.
 - Update 8/19/2009 – PD starting to meet with HA and patrolling sites.
 - Update 9/2/2009 – PD in contact with Director to determine what HUD expects.
 - Update – 9/16/2009 – Police Dept has not been in touch with Director for over two weeks. Director to contact PD and set up follow up.
 - Update – 9/29/2009 – meetings schedule for October 2009.
 - Update 10/14/2009 – Meeting with PD underway.
 - Update 10/28/2009 – Meetings with PD ongoing.
 - Update 12/9/2009 – No changes at this time.
- **Develop a plan to increase opportunities for self-sufficiency and home ownership for our clientele.**
 - FSS grant application approved. Currently working on grant applications.
 - Update – 8/5/2009 – FSS grant application almost completed.
 - Update 8/19/2009 – Grant application submitted to HUD on 8/7/2009.
 - Update 9/2/2009 - ongoing .
 - Update 9/16/2009 – Director and staff will be attending “Affordable Housing” training in Albuquerque to commence planning for homeownership.
 - Update 10/16/2009 – Waiting for the ten unit remodeled to be completed before taking action on this issue.
 - Update 10/28/2009 – Monitoring. No changes at this time.
 - Update 12/9/2009 – Monitoring. No changes at this time.
- **Develop a plan to replace the HOPE VI units at the Marcario Gonzalez site.**
 - Update (3/20/2009) – on-going.
 - Update (3/27/2009) – on-going.
 - Update (4/22/2009) - on-going
 - Update (5/13/2009) - on-going
 - Update (5/27/2009) – on going
 - Update 6/10/2009 – Scheduled for 2010.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – Ongong.
 - Update 8/19/2009 – At last board meeting, City Manger indicated that we should start planning. Executive Director recommends that Public Hearings, committees should be set up to study feasibility before advertising (RFP). HUD recommends waiting until “Trouble Status” is

corrected before continuing with project. Deadline to complete study on or about 07/01/2010.

- Update 9/2/2009 - ongoing
 - Update 9/16/2009 - Director and staff will be attending “Affordable Housing” training in Albuquerque to commence planning for homeownership/tax credit development.
 - Update 9/29/2009 - Attended “Affordable Housing” training with MFA on 9/24 & 25, 2009.
 - Update 10/16/2009 – Made contact with USDA (Andres Aragon). Will be discussing funding availability through USDA in the near future.
 - Update 10/28/2009 – No changes at this time.
 - Update 12/9/2009 - City Manager/Executive Director starting planning process. Met with HUD, developers and financials to outline plan of action.
- **Develop a plan to return funds from the unauthorized sale of the Church.**
 - Update 6/10/2009 – Meeting with Somos Familia who is trying to acquire funding to pay off the land and return funds.
 - Update 6/24/2009 - Somos Familia is in process of acquiring funding. MOA was discussed to set up a payment plan July 2010.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – Somos Familia has submitted an grant application to the VA for \$359K. MFA funding approved a grant for \$474K. Other funding sources being explored.
 - Update 9/2/2009 – ongoing.
 - Update 9/16/2009 - ongoing. Have not received an update from Somos Familia.
 - Update 9/29/2009 - Somos Familia waiting on funding.
 - Update 10/14/2009 – No change.
 - Update 10/28/2009 –No changes at this time.
 - Update 12/9/2009 – City Manager/Executive Director starting planning process. Met with HUD to outline plan of action.
- **Improve curb appeal throughout the sites.**
 - Update 6/10/2009 – Applying for competitive grant (Stimulus)
 - Update 6/24/2009 – ongoing.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – ongoing.
 - Update 8/19/2009 – on going
 - Update 9/2/2009 - ongoing
 - Update 9/16/2009 – Will start using Capital Funds to improve sidewalks throughout sites.
 - Update 9/29/2009 - Maintenance staff working to improve grounds. Improvements noticeable at all sites.
 - Update 10/14/2009 – Maintenance continues to make progress HA wide.
 - Update 10/28/2009 – Monitoring. No changes at this time.

- Update 12/9/2009 – No changes at this time.
- 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 – On going
 - Update (2/20/09) – On going
 - Update (2/27/09) – On going
 - Update (3/13/09) - Held Public Meeting on Wed. March 10, 2009, no response. Sent to City Attorney for review today.
 - Update (3/20/2009) – pending Board approval.
 - Update (3/27/2009) – Ready for Board approval.
 - Capital Fund 2008 budget request to HUD - was due in December 2008 and will be completed by January 31, 2009 - Extended to mid February. Ex Director working on familiarization with CFP on-going projects.
 - Update – On going
 - Update (2/20/09) – Made revision to budget once I received final bill from auditor. Will be completed next week.
 - Update (2/27/09) – Revision made, pending receipt from Engineer
 - Update (3/13/09) – Mailed to HUD for approval.
 - Update (3/20/2009) – waiting for HUD approval.
 - Update (3/27/2009) – waiting for HUD approval.
 - Update (4/22/2009) – waiting for HUD approval.
 - Update (5/13/2009) - waiting for HUD approval.
 - Update (5/27/2009) - waiting for HUD approval.
 - Update (6/10/2009) - waiting for HUD approval.
 - Update 6/24/2009 – waiting for HUD approval.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – on going.
 - Update 8/19/2009 – Hud approved budget. Waiting for Finance dept to enter amounts into City's financial software.
 - Update 9/2/2009 – No change since 8/19/2009 update.
 - Update 9/16/2009 – HUD approved CFP 2009 funding on 9/9/2009.
 - Update 9/29/2009 - Production schedule implemented. Capital Funds for modernization started.
 - Update 10/14/2009 – No change since 9/29/2009 update.
 - Update 10/28/2009 – Monitoring. No changes at this time.
 - Update 12/9/2009 – Five Year Plan process begins this month.
- Stimulus Funding (CFP) Housing –
 - Update (3/27/09) - Waiting for Housing Board approval.
 - Update (4/22/2009) – Board approved. Waiting for HUD approval of budget and work items.
 - Update (5/13/2009) Waiting for HUD approval of budget and work items.
 - Update (5/13/2009) - HUD approved. Funds available for drawdown.

- Update 6/10/2009 – completed.
- Update 6/24/2009 - HUD announces that close monitoring of stimulus grant will be in place. Meeting scheduled for Thursday, June 25 2009 at 1:30 pm to discuss implementation.
- Update 7/8/2009 – Instructions received from HUD on compliance.
- Update 8/5/2009 – HUD scheduled for compliance review and guidance in September 2009.
- Update 8/19/2009 – CFP performance schedule complete. Ready for HUD review.
- Update 9/2/2009 - ongoing
- Update 9/16/2009 - HUD reviewed CFP stimulus production schedule and will be forwarding recommendations to ensure timely obligations.
- Update 9/29/2009 - Production schedule implemented. Capital Funds for modernization started.
- Update 10/14/2009 – ongoing.
- Update 10/28/2009 – Monitoring. No changes at this time.
- Update 12/9/2009 – Compliance with ARRA funds requirements continues to change and HA scheduled “Special Meetings” to meet obligation deadline.

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

- Conduct an on-site inspection of all units with Maintenance Supervisor.
 - Update – On going
 - Update 6/10/2009 – Executive Director is conducting on-site inspections.
 - Update 6/24/2009 – Currently meeting with residents.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – on going
 - Update 8/19/2009 – Inspection of all units and sites to be completed by the end of August 2009.
 - Update 9/2/2009 – All units inspected. Will start developing a master plan to address each unit and each site for improvements.
 - Update 9/16/2009 – ongoing.
 - Update 9/29/2009 – ongoing.
 - Update 10/14/2009 – ongoing.
 - Update 10/28/2009 – No changes at this time.
 - Update 12/9/2009 – No changes at this time.

- Hire a home-ownership administrator to re-start the program.
 - Update – On going
 - Update 6/10/2009 - Scheduled for 2010
 - Update 6/24/2009 – Schedule for 2010
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 - on going.
 - Update 8/19/2009 – ongoing.
 - Update 9/2/2009 - ongoing

- Update 9/16/2009 – ongoing.
- Update 9/29/2009 – ongoing.
- Update 10/14/2009 – ongoing.
- Update 10/28/2009 – Phoned Region III today. Left message. Will attempt to get history of transactions to determine next step.
- Update 12/9/2009 - City Manager/Executive Director starting planning process. Met with HUD to outline plan of action.

Department Goals – long term (next 12 months):

- Work closely with Housing Administrator to ensure the PHAS indicators are being complied with.
- Correct any deficiencies found on audits and HUD reviews.
- Conduct an intensive review of all housing stock, prioritize their condition and implement plans to modernize those using Capital Funds.
- Work on addressing vacancy issues; improve security throughout the Housing Authority and overall communication.
- Get into compliance with the Section 32 home-ownership program and the development of the Demolition site known as the Macario Gonzales Community Neighborhood.
- Work with Engineer for on-going Modernization Projects, such as replacing master meter and install individual meter where needed.
- Address Site Improvements, sidewalks, parking areas and streets.
 - Update (4/22/2009) - on-going.
 - Update (5/13/2009) – on going.
 - Update (5/27/2009)– On going
 - Update 6/10/2009 – on going.
 - Update 6/24/2009 – on going.
 - Update 7/8/2009 – ongoing.
 - Update 8/5/2009 – on going.
 - Update 8/19/2009 – Vacancies is high priority. All efforts to decrease vacancies are currently being reviewed.
 - Update 9/2/2009 - Changes to procedures made, waiting to see if waiting list will be affected.
 - Update 9/16/2009 – Vacancies remain high priority. Staff attending training to help streamline background checks.
 - Update 9/16/2009 – Occupancy rates improving. Monitoring continues.
 - Update 10/14/2009 – Occupancy rates improving. Monitoring continues.
 - Update 10/28/2009 – Monitoring. No changes at this time.
 - Update 12/9/2009 – Monitoring. No changes at this time.

Professional Services Contracts & contracts: (under your department)

- Jeff Lowery, Engineer,
- Gary Gaylord, Fee Accountant.
- Yardi Software conversion is half way completed.