

**CITY OF ALAMOGORDO, NEW MEXICO  
HOUSING AUTHORITY BOARD  
SPECIAL MEETING MINUTES  
6:45 P.M., COMMISSION CHAMBERS  
TUESDAY, FEBRUARY 12, 2008**

**CHAIRMAN DON CARROLL  
VICE CHAIRMAN RON GRIGGS  
MEMBER INEZ MONCADA  
MEMBER ED COLE  
MEMBER MARION LEDFORD  
MEMBER CHRIS LUJAN**

**MEMBER STEVE BROCKETT  
MEMBER NINA WALKER SAENZ  
CITY MANAGER PAT McCOURT  
CITY ATTORNEY STEPHEN THIES  
SECRETARY RENEE CANTIN**

**CALL MEETING TO ORDER AND ROLL CALL**

Chairman Carroll called the meeting to order at 6:48 p.m. Roll call was taken, and Member Moncada was absent.

Chairman Carroll welcomed Member Nina Walker Saenz as the newest member of the Housing Authority Board.

1. Minutes of December 18, 2007 Special Meeting.

*Recommendation:* Approve the minutes.

**Member Brockett made a motion to approve the minutes of the December 18<sup>th</sup>, 2007 meeting. Member Lujan seconded the motion. A vote was taken, and all voted “aye.” The motion carried with a vote of 7-0-0.**

2. Consider HA Resolution No. 2008-01 Determining Reasonable Notice of Meetings of the Housing Authority Board of the City of Alamogordo.

*Recommendation:* Approve the resolution.

**Member Saenz made a motion to approve Resolution No. 2008-01 determining reasonable notice of meetings of the Housing Authority Board of the City of Alamogordo. Vice Chairman Griggs seconded the motion. A roll call vote was taken, and all voted “aye.” The motion carried with a vote of 7-0-0.**

3. Consider Resolution No. 2008-02 revising the HA budget for Fiscal Year 2007-2008.

*Recommendation:* Approve the resolution.

City Manager Pat McCourt explained that the majority of the Resolution deals with a mid-year review of the budget bringing the revenues and expenditures in line with the actual first half-year experience and the projection for the second half of the year. City Manager McCourt drew their attention to the request by the staff to change the software program for reporting purposes to Yardi.

Ms. Evelyn Huff stated that they have had increasing problems with the current software, which is causing them to spend more time undoing what the software does than actually using the software. They have looked into several different providers over the past year and gotten insight from many different housing authorities in the State. Yardi best fits the needs of a housing authority the size of Alamogordo's. It offers not only the best price per unit, but it also has all of the different processes that are needed. Ms. Huff provided a summary of the problems that they have had with the current

software. It also included a summary of the highlights of Yardi, which would solve a lot of the problems as well as add extra things that they are not able to do currently without using separate software. There would also be a conglomerate of other housing authorities in New Mexico who would be using Yardi, which would provide not only support but brainstorming for other things as well. The timing for the request has been brought into question, and Ms. Huff explained that one of the reasons they would like to do it now is so that they don't have to renew the current software for another year. Doing it now would allow time to do all of the necessary data conversion, and hopefully by August when the contract runs out for the current software, they will be able to run Yardi solely and have all of the data converted.

Chairman Carroll stated that he had made the comment that he is generally not in favor of a lot of capital expenditures especially when they are looking at taking them out of reserves at the end of a budget year, and he stated that he still has concerns over revision number six. That said, there are financial reasons why it may be advantageous to make the expenditure now rather than later. He expressed that he would be in support of making this revision to allow the purchase of the new software.

Member Cole expressed his agreement with Chairman Carroll's thoughts, and he asked for clarification on when they thought they would bring it on-line. Ms. Huff said that they hoped to bring it on-line as soon as possible. The August date is when the current software runs out, and so they hoped to have the Yardi on-line as soon as possible running concurrently. Then as soon as the current contract runs out in August, Yardi would be the only one running. By that time, all of the data will have been inputted and all of the processes on Yardi. Member Cole also asked what type of training would take place, and Ms. Huff explained that training is included in the initial set-up costs. Support personnel will be present for eight days to help with the data conversion and also to conduct training. Ms. Huff went on to say that they are known for their training program, which is supposed to be very comprehensive. Everybody in the office would be included in the training so that everybody would know how to do the processes instead of being specialized.

Member Cole asked City Manager McCourt if anyone has looked at the continuity of Yardi to what is used at the City personnel office, and City Manager McCourt explained that they had looked into trying to integrate the reporting requirements from the Housing Authority into the City's computer system to see if the information could be gathered. But because the City's system is set up for municipalities and the reporting system that the Housing Authority needs would need to be set up for the Housing and Urban Development reporting, the systems are not compatible. That is why a separate system is needed.

Member Brockett asked what the feedback has been from other municipalities that use Yardi, and Ms. Huff said that they have been very happy with the support. Santa Fe has been very happy with it, and there are other municipalities moving to it also. They were also satisfied with the training that was provided as far as Ms. Huff knew. Member Brockett asked if Yardi is capable of keeping a real-time inventory of consumables, and it is.

Chairman Carroll stated that even though the projected cost is \$26,000, they are talking about adjusting the budget to reflect \$35,000. Hopefully, that will wind up as an ending cash balance. Ms. Huff stated that there are some projected costs that are not included such as the travel per diem for the people that come out to do the training.

Chairman Carroll had additional questions regarding revision #6. In his understanding, they wanted to transfer \$51,000 from the reserves into property purchases. He asked what the current balance was in the fund to allow the Housing Authority to purchase houses, and what they expected to purchase between the time of the meeting and the end of the Authority's fiscal year.

Ms. Huff stated that they had \$180,000 in the budget, and close to the beginning of the fiscal year, Barbara, who is head of the home ownership program, bought two houses, which left her after buying the houses and repairing the houses, with about \$51,000 in the budget. She wanted to buy

more houses, and last year they had budgeted for her to sell four houses. She actually sold five, and the fifth one closed and they got the check on the last day of the fiscal year. They were not able to capture that money in fiscal year 2007's budget so coming into the current year there was a large pool of reserves because more houses were sold than were budgeted for. What they are asking to do is to be able to capture that revenue. By increasing it as requested, two more houses could be purchased. The reserve that they would be transferring from would be the cash balance in the operating account. If the transfer were not approved, the money would stay in the checking account in the cash balance as reserve. City Manager McCourt said that it's a separate fund that can only be used for the housing ownership fund.

Member Lujan asked when they buy and sell houses if the City finances that, but they do not.

**Member Brockett made a motion to approve Resolution No. 2008-02 revising the HA budget for Fiscal year 2007-2008. Member Cole seconded the motion. A roll call vote was taken, and all voted "aye." The motion carried with a vote of 7-0-0.**

4. Consider approval of a Memorandum of Understanding (MOU) between the Housing Authority and Department of Public Safety.

*Recommendation:* Approve the MOU.

Ms. Alicia Rios, Housing Manager, stated that this project started last year, as somewhat of an experimental project. They were doing all of the fingerprinting by hand, and they want to work with DPS on continuing the project and getting it done a lot quicker.

Member Lujan asked how often there is a "hit," and Sam Trujillo, DPS Director, said that it depends. It's just like running anybody else in the community across the country. Sometimes they get hits, and sometimes they don't. Ms. Rios and Director Trujillo explained that they ran 432 checks in 2007, and there were about 30 that came back with hits on which they needed to do more, which included the fingerprints so they could get the fingerprints examined at the FBI. Member Lujan asked if it is possible to charge the applicants, but Ms. Michelle Richhart stated that federal rules do not allow them to pass the cost on to the applicant or tenant.

**Member Brockett made a motion to approve the Memorandum of Understanding (MOU). Member Lujan seconded the motion. The motion carried with a vote of 7-0-0.**

Chairman Carroll commented that this would be his last meeting with the Housing Authority, and he wished them great success in the future.

### **ADJOURNMENT**

**Member made a motion to adjourn at 7:10 p.m. Member seconded the motion. A vote was taken, and all voted "aye." The motion carried with a vote of 7-0-0.**

(SEAL)

*/s/Steve Brockett*

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Chairman Steve Brockett

ATTEST:

*/s/Reneé L. Cantin*

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Secretary Reneé L. Cantin

*(Prepared by Ubiquis Reporting)*

*Approved at the Special Annual Meeting held on March 18, 2008.*