

**CITY OF ALAMOGORDO, NEW MEXICO
HOUSING AUTHORITY BOARD
SPECIAL MEETING AGENDA
6:45 P.M., COMMISSION CHAMBERS
MONDAY, AUGUST 27, 2007**

**CHAIRMAN DON CARROLL
VICE CHAIRMAN RON GRIGGS
MEMBER INEZ MONCADA
MEMBER ED COLE
MEMBER MARION LEDFORD
MEMBER - VACANT**

**MEMBER CHRIS LUJAN
MEMBER STEVE BROCKETT
CITY MANAGER PAT McCOURT
CITY ATTORNEY WILLIAM BROGAN
CITY CLERK RENEE CANTIN**

CALL MEETING TO ORDER AND ROLL CALL

Chairman Don Carroll called the meeting to order at 6:45 p.m. and all members were present.

1. Minutes of June 12, 2007 Special Meeting.

Recommendation: Approve the Minutes.

Ms. Alicia Rios provided a correction to the minutes. On the last page, reference is made to "Houston," and it should be Bohannon Huston out of Las Cruces.

Member Ed Cole made a motion to approve the minutes as corrected. The motion was seconded by Member Lujan. A vote was taken, and all voted "aye." The motion carried by a vote of 6-0-0.

2. Consider HA Resolution No. 2007-07 revising the FY 2008 HA budget.

Recommendation: Approve the resolution.

Ms. Evelyn Huff explained that the revisions include adjusting the beginning cash balances to actuals, which is a regular procedure that occurs going into the new year. Revision two is moving \$50,000 from reserves to the operating budget so that they can match the CDBG grant that they received in April, which is a 10% match. Revision three is a request for another \$20,000 from the reserves \$10,000 of which will be used for in-house engineering and \$10,000 for cleaning costs so they can hopefully speed up the turnover of the units, as they have been told by the maintenance personnel that cleaning is what is holding them back.

Member Cole asked if Ms. Huff was just referring to cleaning an apartment after someone moves out, and she explained that there are several different steps that take place when someone moves out. First, the maintenance crew goes in to patch holes in the walls and do any major things that they have to do to the unit. As always, the unit is going to have some dirt in it due to the person moving out. That would be when they need it cleaned both after the maintenance crew and possibly the former tenant. They try to also do as much preventative maintenance as they can. Some of the units were vacant for a long time, and some of them need cleaning before they can be rented out. It is better economically to use maintenance mechanics for skilled things than to have them doing medial cleaning.

Ms. Huff went on to say that revision four is to remove the project coordinator position, which they are no longer staffing. It is removing that expense and adding it to contract costs so that they can do a physical needs assessment, which is required by HUD and will be very, very useful in the future planning. Mayor Carroll asked where the physical needs assessment is showing up, and it is showing up also in the "Other Contract Costs" line.

Revision five is to adjust the Capital Fund, which is a reimbursement grant. At the beginning of the year, it needs to be adjusted to reflect the moneys that are actually available. Revision six is to adjust the section eight expenditures. They have received some advice that they will have to reimburse the interest, and so this is to bring the expenditure level up to what they currently have in the account. Mayor Carroll asked if they had any indication of exactly when they are supposed to write the check, and Ms. Huff said they do not. They have spoken with several different people in HUD positions, and they are also working pretty closely with the HUD field office. They are aware of the situation, and the hope is that it will be resolved this year.

Vice Chairman Griggs asked with regard to revision number three how long they would expect the \$10,000 for cleaning to last and how they would account for it. Ms. Rios said that they are going to just use the \$10,000 because there has been an exodus of people for various reasons, which will be further explained in the end-of-month report. There is a backlog of units that need to be worked on, and the cleaning is what is keeping that from happening. They want to have the units available for people that want to rent them, and so they need to be cleaned up. In addition, they can't afford too much time delay on the match report that is coming up in August for this fiscal year. If they don't use the whole \$10,000, that is fine. If they do, that is fine also, but they are going to do as much as they can with \$10,000. It is a one-time thing, however, as they have also been short on maintenance help. They have just hired a third individual, and one individual is on disability. It is their hope that this will move things along, and hopefully by the time that \$10,000 is expended, there will be a full crew of four maintenance individuals, which will allow them to do that kind of activity.

Chairman Carroll asked where they are in the process of making the major renovations that needed to be made to get the units ready to rent, and Ms. Rios said that they are done though there are about 12 units that need this cleaning/maintenance work.

Vice Chairman Griggs made a motion to approve HA Resolution #2007-07 revising the fiscal year 2008 Housing Authority budget. The motion was seconded by Member Lujan. A roll call vote was taken, and all voted "aye." The motion carried by a vote of 6-0-0.

UNSCHEDULED COMMUNICATIONS:

1. Michelle Richhart

Ms. Michelle Richhart wanted to discuss making a change to the security deposit requirement to either a full payment or half when they first come in and half the next month, as they are trying to update the ACOP for the Housing Authority. Currently, it is a third down and a third every month until they pay it off. From July 2006 to current, however, of the 70 individuals that have moved out, 12 did not pay in full, which is a cost to the Housing Authority. There are 20 individuals who still owe, and of those, 8 are past due. Taking it to court will cost extra money so she doesn't want to do that. Six of the twenty are current on their payments. They have made the first payment and are good on their second payment. They just have to pay the last one.

Member Lujan asked if it has ever been done that way before, but it has not. When Ms. Richhart came on board, the security deposit was \$50. It wasn't until about four years ago that it was raised to \$100 for those on disability and \$200 for everybody else. It is small compared to the market today, but it does need to be attended to. Member Lujan asked what other money individuals have to put up in order to get in. Ms. Richhart said that the Housing Authority pays for electricity. The individuals have to pay at least half of the \$155 for water and the second half in 30 days. They have to also pay for the gas, and the amount depends on their history and the history of that unit.

Mayor Carroll asked if they have done any analysis to determine if there is a correlation with the sliding scale for the rent, and Ms. Richhart said that when she was looking at it, she didn't notice a correlation. Mayor Carroll said his concern is, though it doesn't seem like a big change, whether it would be an impediment to most of the people who would be attempting to move in. Ms. Rios does not see that as a problem.

City Manager McCourt said that he appreciates the question that is being raised, and he also appreciates that \$100 for people who are really low-income could be prohibitive. He would like to see a little more analysis in terms of what is really being lost and what it is really costing the Authority. He would like to also see if they could more definitively identify who it is that it is being lost from.

Chairman Carroll said they are receptive to the concept, but they don't want to be in a position where for a few dollars that they may lose people are being kept from moving into the housing that need it. There may be other ways to accomplish it, but they would like a little more information on what the impact is if this is not done and what the potential impact is to individuals who want to move in if it is done.

Member Brockett said that it might not be a bad idea to research whether they could differentiate between the high end and the low end to see where the problem is. One question would be could they penalize the high end without penalizing the low end and whether it would have to be level? Member Lujan asked if Ms. Rios knows the number, and she will compile that information. Member Lujan pointed out that they don't want to defeat the purpose of what they are trying to do.

Member Ledford asked for clarification on what the problem is, and Ms. Richhart explained that the problem is there are individuals who don't pay the full deposit. Member Ledford asked if they do a credit check, but Ms. Richhart said they do a background check but not a credit check because of the cost involved. Ms. Rios pointed out that there is also an additional cost to go to court.

Chairman Carroll reiterated that they don't want to be in a position where they are keeping people from moving in, but they also don't want the reputation that people don't have to pay and there won't be consequences.

Ms. Rios also commented that they are still actively recruiting for a board member. One person has shown some interest. She has been sent an application, but as yet she has not returned it. Ms. Rios will call her to follow up.

Member Brockett made a motion to adjourn the meeting at 7:06 p.m. It was seconded by Member Lujan. A vote was taken, and all voted "aye." The motion carried by a vote of 6-0-0.

/s/Donald E. Carroll

Chairman Donald E. Carroll

(SEAL)

ATTEST:

/s/Reneé L. Cantin

City Clerk Reneé L. Cantin

(Prepared by Ubiquis Reporting)

Approved at Special Meeting held on December 18, 2007.