

**Monthly Department Head Report/Update**  
**Housing Department, Robert Pacheco, Director**  
**4/14/2010**

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.
  - Update 2/10/2010 – Vacancies have been reduced for 2009. Maintenance team working on implementation plan for 2010.
  - Update 3/17/2010 - Maintenance team working on implementation plan for 2010.
  - Update 4/14/2010 – effective April 1, 2010, all unit turnaround are complying with HUD “Management Operations Certification” indicators that allow 15 day to make a unit ready.
  
- **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.
  - Update 2/10/2010 - No change.
  - Update 3/17/2010 – All staff attending training with NM NAHRO in Ruidoso in April.
  - Update 4/14/2010 – Training schedule for April 13-17 2010.
  
- **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.
  - Update 2/10/2010 – Construction ongoing.
  - Update 3/17/2010 – Construction ongoing.
  - Update 4/14/2010 – Construction ongoing.

- **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.
  - Update 1/13/2010 – Five Year Plan updated - achievable within THREE years (June 30 2013). SWOT implementation plan forthcoming.
  - Update 3/17/2010 – Meeting with staff and Engineer to identify 7 units for modernization was held today. Seven units identified .
  - Update 4/14/2010 – Ongoing.
  
- **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.
  - Update 2/10/2010 – No change. Implementation plan forthcoming.
  - Update 3/17/2010 – SWOT analysis implemented. Deputy Director and Executive Director meet weekly to review MOA and document correction/action taken.
  - Update 4/14/2010 – Ongoing.
  
- **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.
  - Update 2/10/2010 – Meetings with PD ongoing.
  - Update 3/17/2010 - Meetings with PD ongoing.
  - Update 4/14/2010 – 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.”
  - Update 2/10/2010 – No change at this time.
  - Update 3/17/2010 – No change at this time.
  - Update 4/14/2010 – No change at this time.

- **Develop a plan to replace the HOPE VI units at the Marcario Gonzalez site or possibly make a park at the site and find alternative locations for HOPE VI units. (New)**
  - 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.
  - Update 2/10/2010 – No change at this time.
  - Update 3/17/2010 – Mayor requested possibility of making a park in the area. No change since last update.
  - Update 4/14/2010 - Once the Master Plan is completed a Housing Market Study needs to be conducted. The Housing Authority will work closely with Tim and Elmer on this project. The Housing Authority will look into obtaining MFA Funds for the Market Study.
  
- **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.
  - Update 2/10/2010 – No change since last update.
  - Update 3/17/2010 – No change at this time.
  - Update 4/14/2010 – No change at this time.
  
- **Improve curb appeal throughout the sites.**
  - Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.
  - Update 2/10/2010 - Implementation plan forthcoming.
  - Update 3/17/2010 – Plan is to use 2010 CFP funding or ARRA funding if additional funds provided.
  - Update 4/14/2010 – Will be using 2008 CFP Funds to address this need and will fund it with additional Five Year Capital Improvement funds.

**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 4/14/2010 – Working with maintenance department to identify units.
  - Update 1/13/2010 - Conducted SWOT analysis and will implement new direction in the coming month.
    - Update 4/14/2010 -Completed.

**Department Goals – long term (next 12 months):**

- **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”.
- Update 2/10/2010 – No change since last update.
- Update 3/17/2010 – No change since last update.

Professional Services Contracts & contracts: (under your department)

Jeff Lowery, Engineer,

- Gary Gaylord, Fee Accountant.
- IHD Construction