



CITY OF LAS VEGAS

1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701
505-454-1401 FAX: 505-425-7335

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
APRIL 27, 2016 – WEDNESDAY – 5:30 P.M.
City Council Chambers
1700 North Grand Avenue**

(The City Council is the Housing Authority Board of Commissioner on any matters concerning the Housing Department.)

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. MOMENT OF SILENCE**
- V. APPROVAL OF AGENDA**
- VI. APPROVAL OF MINUTES**
Approval/Disapproval of minutes of the Meetings on March 16, 2016.
- VII. PUBLIC INPUT **** (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting)****
- VIII. PRESENTATION **** (not to exceed 10 minutes per person)****
 1. Finance Department – Finance Report Presentation
- IX. HOUSING DIRECTOR'S MONTHLY REPORT**
- X. COMMISSIONER'S REPORT**
- XI. EXECUTIVE SESSION/CLOSED SESSION**

THE HOUSING AUTHORITY BOARD OF COMMISSIONERS MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT

FROM THE OPEN MEETINGS REQUIREMENT UNDER §(H) OF THE OPEN MEETINGS ACT.

- i. Personnel matters, as permitted by Section 10-15-1(H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- ii. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1(H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- iii. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1(H) (8) of the Open Meetings Act, NMSA 1978.**

XII. ADJOURN

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

NOTE: A final Agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON TUESDAY MARCH 16, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Alfonso E. Ortiz, Jr.

COMMISSIONERS: Barbara Casey
Vince Howell
Tonita Gurule-Giron
Ember Davis Absent
David Romero Absent

ALSO PRESENT: Pamela Marrujo, Housing Director
Barbara Padilla, Housing Manager Supervisor
Dave Romero, City Attorney
Elmer Martinez, City Manager

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Ortiz Jr. asked for a moment of silence in thanksgiving to parents who had a hard time providing life for us. As time goes on, things hopefully improve and we can look back and say our parents had a hard time. It's nice to have the blessings. We can do so many things for ourselves, for friends, family, and our community.

Chairman Ortiz Jr. stated for the record that two commissioners had reason not to be here, one medical and one personal. Commissioner Ember Davis and Commissioner David Romero are not present.

APPROVAL OF AGENDA

Commissioner Vince Howell made a motion to approve the agenda as is. Commissioner Tonita Gurule-Giron seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Absent
Commissioner David Romero	Absent

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL OF MINUTES

Commissioner Vince Howell made a motion to approve the minutes of February 16, 2016. Commissioner Tonita Gurule-Giron seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Absent
Commissioner David Romero	Absent

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE

Finance Director Ann Marie Gallegos presented the Housing Financial report thru February 29, 2016. 67% of the year has passed. For FY 2016, the Housing Department has collected 76% of revenues. In the expenditure portion, the HA has expended 60% of the budget for the year 2016.

Chairman Ortiz Jr. asked Director Marrujo for an update as to the status of the payback to HUD is. Director Marrujo explained that the HA has a repayment agreement that was approved by the City Council last month. The agreement states that the City General Fund has to pay back for the expenditures that were made about 10 years ago. Funds were spent on ineligible items. It was agreed that the General Fund would transfer the Housing Authority \$10,000 a year. The agreement allows for an additional \$5,000 a year in in-kind services. Any work the General Fund provides the HA, that amount will be deducted off the amount owed. The total was about \$611,000 at first. The General Fund has already paid back for the church that was purchased at \$150,000 and also a transfer of \$23,000 a few years ago for some travel. The balance is at about \$400,000. The HA is keeping track of any deductions that can be taken. Every year in August the HA has to report back to HUD of any in-kind services provided throughout the year so they can keep track as well. Chairman Ortiz Jr. stated he is happy that the settlement was reached. He stated the HA is not in the Red, we are doing good. We are balancing our books so that's a plus.

Commissioner Howell asked about the Dwelling Rents collected at 90%. Director Marrujo stated the HA budgeted conservatively. The additional 12 units placed back on the rent roll as well as having more working families living in Public Housing contributes to this increase.

HOUSING DIRECTORS MONTHLY REPORT

Commissioner Howell asked Director Marrujo about some numbers on the Housing monthly report for February. He asked why the total unit vacant and move-in's for the month did not coincide. Director Marrujo asked Barbara Padilla to explain those numbers. Barbara Padilla stated there is sometimes a laps in the numbers because there are times when a resident may

move out of a unit during the month. Within that month, the unit may be considered vacant, but may again be housed within that same month. Commissioner Howell stated it is great that we have mostly all the units housed.

Director Marrujo welcomed Commissioner Barbara Casey to the Board. She stated she looks forward to working with her, to move the Housing Authority forward.

Director Marrujo gave the Commission an update on the "Smoke Free" in Public Housing. She stated that HUD will be requiring all HA's to be "Smoke Free" in the near future. HUD is in the process of having a Final Rule for this. After the final rule is finalized, the HA will have 18 months to implement a policy. Director Marrujo stated she has a goal of January, 2017 to become a "Smoke Free" Housing Authority. Housing Staff including Director Marrujo have been going door to door to all PHA units to try and get input on the resident's thoughts on the Smoke Free Policy. A survey is being given to all residents, or is left on the door, for them to fill out and return to the HA. A small raffle drawing incentive was created in order to obtain more participation. The HA will also be offering a cessation class giving by Shelley Cohen from "Smoke Free at Home" (American Lung Association) for anyone interested in obtaining information on how to quit smoking.

Director Marrujo discussed the "Over Housed" issue in Housing. She stated there are some tenants who are living in a bigger bedroom size unit than their family qualifies for. The HA staff has identified approximately 15 families that are over housed. Because the Maintenance Staff has done a tremendous job in turning units around and rented out, the HA will now begin to transfer some of those individuals into smaller units to make room for families needing those bigger units. Director Marrujo explained that she wanted the Commissioners to be aware of this incase they receive any phone calls from constituents that may be upset about having to transfer. Because this is considered a required transfer, the HA will absorb any costs the residents may incur in order to transfer. Director Marrujo stated she realizes this is a very sensitive situation for residents who have been living in the same unit they raised their families in, and they may be very resistant to moving. She stated that the HA is required by the Federal Government to look at family composition annually and make sure that the unit still fits the needs of the family. Director Marrujo stated the first step is to identify over housed families and give them notice. This step has been done. She ensured the Commission that she is going to be sensitive to the residents, giving time to discuss it with their Housing Manager, and also give the resident sufficient time to transfer. Director Marrujo stated this process is not going to happen very quickly. It is probably going to take a couple of years to complete. The HA does not have units that become vacant very often, and families on the waiting list need to be housed as well.

Director Marrujo informed the Commission of the upcoming REAC (Real Estate Assessment Center) inspection on May 12, 2016. These inspections are conducted annually by HUD contractors. The HA will be preparing for this upcoming inspection.

Director Marrujo again reminded the commission of her invitation to attend Commissioners Training at the NAHRO conference in Ruidoso New Mexico on April 22nd and 23rd.

BUSINESS ITEMS

Item #1

Approval/Disapproval of Resolution #16-11 to approve and adopt the Housing Authority's 2016 Annual Plan

Director Marrujo stated the US Department of Housing and Urban Development (HUD) requires Housing Authority's to develop an Annual Plan in order to receive funds and to ensure a plan is in place for future improvements to the Housing Authority. This plan is developed annually. Director Marrujo introduced Natasha Martinez-Padilla, Finance Specialist for the PHA, to explain the Annual Plan. Finance Specialist Martinez-Padilla informed the commission that the HA is required to hold Public Input meetings, and RAB (Resident Advisory Board) meetings, and advertise for 45 days prior. She explained that those processes have already been completed. She discussed the changes to the plan from last year. On part 7 of the PHA 5-Year and Annual Plan, previously the HA only put how the money was being spent to rehab the units. Now all the addresses are listed on this portion of the Plan.

Commissioner Gurule-Giron asked what is going to happen with that area after the selected units are demolished. Finance Specialist Martinez-Padilla explained that the purpose of the Public Input and RAB meetings are to get input from residents and community members as to what the options are allowed, as per HUD, and what they would like to see happen in those areas after demolition. Commissioner Gurule-Giron asked how participation from residents has been. Finance Specialist Martinez-Padilla stated that there has been strong resident involvement as well as Public involvement.

Finance Specialist Martinez-Padilla explained that the HA is planning to explore options for the Macario Gonzales property. The HA has adopted an Affordable Housing Plan that identifies the needs of the community related to housing. Within that plan, the Macario Gonzales property is identified as a property that can be developed to provide affordable housing. There is also a "New Mexico Consolidated Plan" provided by the Mortgage Finance Authority (MFA) that is known as the "Consolidated Plan for Housing and Community Development". It is intended to comprehensively fulfill three basic goals of providing decent housing, expanding economic opportunities and providing a suitable living environment. Those are all goals that we have for our Las Vegas community and utilizing the Macario Gonzales Property to accomplish those goals is the Housing Authority's intention. The HA plans to hold public input and Charett meetings to discuss the community's ideas for the site. Director Marrujo explained to the commission that anything the HA plans to do with the Macario Gonzales Property must be included in the annual plan. Otherwise HUD will not even consider it. Plans for the Macario Gonzales Property have never been placed in the plans previously. This is the first step to get that site developed.

Commissioner Vince Howell made a motion to approve Resolution #16-11 to approve and adopt the Housing Authority's 2016 Annual Plan. Commissioner Barbara Casey seconded the motion.

Resolution #16-11 was presented as follows:

STATE OF NEW MEXICO CITY OF LAS VEGAS HOUSING AUTHORITY

RESOLUTION NO. 16-11

A RESOLUTION APPROVING AND ADOPTING THE LAS VEGAS PUBLIC HOUSING AUTHORITY’S (PHA) 2016 ANNUAL PLAN.

WHEREAS, it has been deemed necessary by the U.S. Department of Housing And Urban Development (HUD) to establish a new PHA Plan (Annual Plan for 2016) ; and

WHEREAS, the PHA Plan has been set out in Title VI of the Civil Rights Act and is required in accordance with a revised act dated 7/88 ; and

WHEREAS, the PHA produced this plan in accordance with the HUD outlined procedures and conducted Public Input and Resident Advisory Board meetings as required; and

WHEREAS, the Las Vegas Housing Authority Board of Commissioners, having reviewed this plan, believe that it is consistent with Federal Regulations and in the best interest of the Department, do hereby approve the PHA Plans as follows:

- 2016 Annual Plan

NOW, THEREFORE, BE IT RESOLVED, by the Las Vegas Housing Authority Board of Commissioners accepts and approves the Annual Plan.

PASSED, APPROVED AND ADOPTED this _____ day of March, 2016.

Signed:

Mayor Alfonso E. Ortiz, Jr.

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Dave Romero, City Attorney

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Tonita Gurule-Giron	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Absent
Commissioner	Absent

Barbara Padilla re-read the motion and advised the motion carried.

Item #2

Approval/Disapproval of Resolution #16-12 to approve and adopt the PHA's 2016 Capital Fund Program (CFP) Budget

The US Department of HUD requires Housing Authority's to develop a Capital Fund Program Budget in or order to receive funds for future improvements to the Housing Authority.

Finance Specialist Martinez-Padilla explained to the Commission that this is part of the HA's 5 Year Budget. The amount awarded to the HA this year is \$332,550 for Capital Funds to be spread out in the Housing Authority.

Commissioner Gurule-Giron asked for an explanation of an item on the budget for Operations. Ms. Martinez-Padilla explained that the Operations is what is transferred in. There is a transfer from Capital Improvements to Operations to maintain the units.

Commissioner Gurule-Giron asked about site improvements and if the HA has determined which sites would be improved. Ms. Martinez-Padilla stated sites have been identified and will be improved as needed. Director Marrujo explained to the commission that the HA does identify and address anything that needs immediate attention.

Discussion ensued regarding where other monies will be allocated.

Commissioner Howell asked if this years plan will include the parking area on Sagebrush. Director Marrujo explained that this has already been identified in a previous year CFP Budget (2015, which funds were just released). The HA will be starting that project.

Commissioner Vince Howell made a motion to approve Resolution #16-12 to approve and adopt the PHA's 2016 Capital Fund Program (CFP) Budget. Commissioner Barbara Casey seconded the motion.

Resolution #16-12 was presented as follows:

**STATE OF NEW MEXICO
CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 16-12**

**A RESOLUTION APPROVING AND ADOPTING THE LAS VEGAS HOUSING
AUTHORITY'S 2016 CAPITAL FUND PROGRAM (CFP) BUDGET.**

WHEREAS, it has been deemed necessary by the U.S. Department of Housing And Urban Development (HUD) to establish a 2016 CFP Budget; and

WHEREAS, the 2016 CFP Budget is in compliance with the previously HUD approved 5-Year Action Plan ; and

WHEREAS, the PHA produced this plan in accordance with the HUD outlined procedures and conducted Public Input and Resident Advisory Board meetings as required; and

WHEREAS, the Las Vegas Housing Authority Board of Commissioners, having reviewed this budget, believe that it is consistent with Federal Regulations and in the best interest of the Department, do hereby approve the CFP Budget as follows:

- 2016 CFP Budget

NOW, THEREFORE, BE IT RESOLVED, by the Las Vegas Housing Authority Board of Commissioners accepts and approves the 2016 CFP Budget.

PASSED, APPROVED AND ADOPTED this _____ day of March, 2016.

Signed:

ATTEST:

Mayor Alfonso E. Ortiz, Jr.

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Dave Romero, City Attorney

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Absent
Commissioner Ember Davis	Absent

COMMISSIONERS REPORT

Commissioner Vince Howell wanted to compliment Director Marrujo and her staff for the accomplishment of getting the 12 units remodeled and put back on the rent roll. He stated they worked hard and worked as a team to get that project done. He thanked her for listening to her staff and providing them with what they needed.

Chairman Ortiz Jr. stated the Housing Authority is doing a very good job. He is glad to see Director Marrujo involve her staff. He extended his thanks and appreciation to her and all her staff.

EXECUTIVE SESSION/CLOSED SESSION

No need for executive session.

ADJOURN

Commissioner Tonita Gurule-Giron made a motion to adjourn the meeting. Commissioner Vince Howell seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Absent
Commissioner David Romero	Absent

Barbara Padilla re-read the motion and advised the motion carried.

Chairman Alfonso E. Ortiz Jr.

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU MARCH 31, 2016-75% OF YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2016**

	A	B	C	D	E	G (E/B)
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	% REV
DWELLING RENT	390,000	430,000	322,500	406,726	396,553	92%
OPERATING SUBSIDY	624,600	660,000	495,000	631,260	448,459	68%
HOUSING-OTHER INCOME	8,300	9,800	7,350	8,013	5,111	52%
TRANSFERS IN (CFP FUNDS)	263,009	214,535	160,901	62,855	212,032	99%
TOTAL	1,285,909	1,314,335	985,751	1,108,854	1,062,155	81%

(Other income includes: interest, late fee charges and unit repair materials)

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU MARCH 31, 2016-75% OF YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2016**

	A	B	C	D	E	F	H (E/B) %
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL BAL.	% BDGT
EMPLOYEE EXP.	666,676	660,702	495,527	533,316	503,125	157,577	76%
OPERATING EXP.	619,233	695,712	521,784	418,040	408,329	287,383	59%
TOTAL	1,285,909	1,356,414	1,017,311	951,356	911,454	444,960	67%

