



# CITY OF LAS VEGAS

1700 N. GRAND AVE. • LAS VEGAS , NEW MEXICO 87701-4731 • 505-454-1401 • FAX 505-425-7335

**CITY OF LAS VEGAS  
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA  
August 17, 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 July 20, 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 WEDNESDAY  
JULY 20, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurule-Giron

**COMMISSIONERS:** David Ulibarri Jr.  
Ember Davis  
David Romero  
Vince Howell  
Barbara Casey

**ALSO PRESENT:** Barbara Padilla, Interim Housing Director  
Danelle Smith, Attorney

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Gurule-Giron asked Commissioner Ulibarri Jr. to offer the moment of silence. Commissioner Ulibarri Jr. stated, Dear Lord, I wanted to thank you for everything you give us. That you let us work together, and for all the law enforcement that have been killed in the line of duty. He stated to the people in Las Vegas, we should work together with our law enforcement.

**APPROVAL OF AGENDA**

Barbara Padilla, Interim Director requested to amend the agenda to move Executive Session above the approval of the minutes, and to remove business item #2.

Commissioner Barbara Casey made a motion to approve the agenda with the change of moving executive session up and removing business item #2. Commissioner David Romero seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |     |
|---------------------------------|-----|
| Commissioner David Romero       | Yes |
| Commissioner Ember Davis        | Yes |
| Commissioner Vince Howell       | Yes |
| Commissioner Barbara Casey      | Yes |
| Commissioner David Ulibarri Jr. | Yes |

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

**EXECUTIVE SESSION / CLOSED SESSION**

Commissioner Vince Howell made a motion to convene into executive session to discuss potential litigation as permitted Section 10-15-1(H)(7) of the New Mexico Open Meetings Act, NMSA 1978. Commissioner Barbara Cases seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |     |
|---------------------------------|-----|
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey      | Yes |
| Commissioner David Romero       | Yes |
| Commissioner Ember Davis        | Yes |
| Commissioner Vince Howell       | Yes |

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

Commissioner Vince Howell made a motion to reconvene into regular session, and specified that no decisions were made, and only possible litigation was discussed. Commissioner Barbara Casey seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |     |
|---------------------------------|-----|
| Commissioner Barbara Casey      | Yes |
| Commissioner David Romero       | Yes |
| Commissioner Ember Davis        | Yes |
| Commissioner Vince Howell       | Yes |
| Commissioner David Ulibarri Jr. | Yes |

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

**APPROVAL OF MINUTES**

Commissioner Barbara Casey made a motion to approve the minutes of June 15, 2016. Commissioner Barbara Casey. Commissioner David Romero seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |     |
|---------------------------------|-----|
| Commissioner Ember Davis        | Yes |
| Commissioner David Romero       | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey      | Yes |
| Commissioner Vince Howell       | Yes |

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 Revenue and expenditure report thru June 30, 2016. She stated she will have the most accurate data on Monday with the final reports. Housing came in at 102% of revenues which was mostly due to the excess dwelling rent that the HA has collected because of the 12 additional units that were added. Finance Director Gallegos stated the HA is going to be putting that into the Betterments and Improvements. The expenditure side came in at 90%. She stated that the HA is well below their budget. She stated it was a good year for Housing.

## **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Barbara Padilla reported that the Housing Authority is continuing with the day to day operations. The HA is currently at 98% occupancy not including the 18 units that are currently offline. The maintenance department is working hard on unit turnarounds, work orders and weed trimming. The Housing Managers are continuing with their day to day operations and lease enforcement.

## **BUSINESS ITEMS**

### **1. Approval/Disapproval to Award Stucco Project to Northeastern Construction**

Interim Director Barbara Padilla invited Natasha Martinez-Padilla, Finance Specialist for the Housing Authority to present the item. Ms. Martinez-Padilla stated that the recommendation from Finance is to disapprove the awardment of the stucco project to Northeastern and instead award the project with two separate vendors with a purchase order to JM Sotelo Construction and a purchase order to Northeastern Construction.

Madam Chair Gurule-Giron asked Ms. Martinez-Padilla to explain to the commission why this happened. Ms. Martinez-Padilla stated that under the different details of what each unit needed/scope of work, there were differences. All the differences were included to prevent change orders. In that, it created two separate scopes of work. Because they gave individual amounts, we are able to award them separately via purchase order.

Madam Chair Gurule-Giron asked if the HA awarded actual bids for each project. Ms. Martinez-Padilla stated that two of the units will be on one purchase order and the other unit will be on the other purchase order. She explained that the HA bid them out with the scope of work that had the two separate scopes of work. That is how the HA is able to award them separately to two separate vendors. Madam Chair Gurule-Giron stated, so, that was a correction, and wanted to ask Finance Director Ann Marie Gallegos if there is going to be a ratification to this. Finance Director Gallegos stated what we had to do was encumber the funds and so the City Manager gave his approval to encumber the funds and bring it back to the Commission to award the bids separately.

Madam Chair Gurule-Giron explained that because this item was being brought back as a continuance, the item needed to be the same. Finance Specialist Martinez-Padilla clarified that the HA is asking for disapproval to Award the Awardment to Northeastern. Finance Director Gallegos stated that Procurement code allows us to award anything under \$50,000. She stated they will expedite the purchase orders for both Northeastern and to Sotelo Construction.

Discussion ensued to clarify this item. Danelle Smith, Attorney, explained that the action the HA is requesting is to disapprove the item, then the HA can award it to both vendors under a small purchase.

Commissioner Vince Howell made a motion to disapprove to Award Stucco Project to Northeastern Construction. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |     |
|---------------------------------|-----|
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner David Romero       | Yes |
| Commissioner Ember Davis        | Yes |
| Commissioner Vince Howell       | Yes |
| Commissioner Barbara Casey      | Yes |

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

**Item #2 Approval/Disapproval of Resolution No. 16-27 Declaring Uncollectable Accounts.**

Interim Director Barbara Padilla explained that the City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2015). Outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las Vegas Housing Authority, they must pay outstanding debt off before being accepted at another Housing Authority. Interim Director Padilla explained to the Commission that this is something the HA does on an annual basis to write off collectable accounts.

Commissioner Howell stated that the amount the HA is writing off this year is substantially less than last year. He stated that was a good job by the Housing Authority and asked for the amount. Interim Director Padilla stated that the amount is \$5,773.04.

Commissioner Howell made a motion to Approve Resolution No. 16-27 Declaring Uncollectable Accounts. Commissioner Ember Davis seconded the motion.

Resolution No. 16-27 Declaring Uncollectable Accounts was presented as follows.

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 16-27  
A Resolution Declaring Uncollectable Accounts**

**WHEREAS**, there exists a total of uncollectable accounts in the amount of \$5,773.04 within the City of Las Vegas Housing Authority;

**WHEREAS**, the Housing Authority has made every reasonable means of collecting said accounts; the Housing Authority will keep a separate book of the doubtful accounts, which remain collectable to the City of Las Vegas Housing Authority by the tenant; and

**WHEREAS**, HUD Handbook HN G 7511.1, Chapter II, Section 1, Paragraph 12 (a) provides for the write off as collection losses , accounts of tenants who have moved from the Housing Authority after all means of collection have failed; and

**WHEREAS**, outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las Vegas Housing Authority, they must pay outstanding debt off before being accepted at another housing authority; and

**WHEREAS**, the Housing Authority Board of Commissioners has reviewed the following accounts from the City of Las Vegas Housing Authority and has determined the same are uncollectable.

**NOW, THEREFORE, BE IT RESOLVED**, by the Chairman of the Board and the Housing Board of Commissioners that the following accounts be; and they herby are, determined to be uncollectable and shall be written off the accounts receivable of the Housing Authority.

PASSED, APPROVED AND ADOPTED on this \_\_\_\_\_ day of July, 2016

SIGNED:

\_\_\_\_\_  
Madam Chair, Tonita Gurule-Giron

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICIENCY ONLY**

\_\_\_\_\_  
H. Chico Gallegos, City Attorney

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.  
\*\*\*\*

- |                                 |     |
|---------------------------------|-----|
| Commissioner Ember Davis        | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey      | Yes |
| Commissioner Vince Howell       | Yes |
| Commissioner David Romero       | Yes |

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

**COMMISSIONERS REPORT**

Commissioner Howell stated he is still waiting for activity to take care of the parking lot on Sagebrush. He asked if that is still ongoing and when we can expect that. Interim Director Padilla explained that is something the Housing Authority is going to be working on. Finance Specialist Martinez-Padilla stated that the HA first needs to obtain an environmental architect. The HA is currently working on a scope of work for the Sagebrush area as well as other areas that need work for drainage.

**ADJOURN**

Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner Barbara Casey seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |     |
|---------------------------------|-----|
| Commissioner Barbara Casey      | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Vince Howell       | Yes |
| Commissioner David Romero       | Yes |
| Commissioner Ember Davis        | Yes |

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

\_\_\_\_\_  
Madam Chair Tonita Gurule-Giron

ATTEST

\_\_\_\_\_  
Casandra Fresquez, City Clerk



**HOUSING DEPARTMENT-REVENUE COMPARISON  
THRU JULY 31, 2016-8% OF YEAR LAPSED (1 of 12 months)  
FISCAL YEAR 2017**

|                          | A                | B                | C             | D                | E              | G          |
|--------------------------|------------------|------------------|---------------|------------------|----------------|------------|
|                          | FY 2016          | FY 2017          | FY 2017       | FY 2016          | FY 2017        | (E/B)      |
|                          | BUDGET           | BUDGET           | YTD - BUDGET  | YTD - ACTUAL     | YTD - ACTUAL   | % REV      |
| DWELLING RENT            | 430,000          | 500,000          | 41,667        | 527,187          | 58,268         | 12%        |
| OPERATING SUBSIDY        | 660,000          | 575,000          | 47,917        | 588,617          | 49,940         | 9%         |
| HOUSING-OTHER INCOME     | 9,800            | 9,800            | 817           | 7,329            | 1,904          | 19%        |
| TRANSFERS IN (CFP FUNDS) | 214,535          | 76,510           | 6,376         | 214,535          | 833            | 1%         |
| <b>TOTAL</b>             | <b>1,314,335</b> | <b>1,161,310</b> | <b>96,776</b> | <b>1,337,668</b> | <b>110,945</b> | <b>10%</b> |

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU JULY 31, 2016-8% OF YEAR LAPSED (1 of 12 months)  
FISCAL YEAR 2017**

|                | A                | B                | C              | D              | E             | F                | H         |
|----------------|------------------|------------------|----------------|----------------|---------------|------------------|-----------|
|                | FY 2016          | FY 2017          | FY 2017        | FY 2016        | FY 2017       | FY 2016          | (E/B)     |
|                | BUDGET           | BUDGET           | YTD - BUDGET   | ACTUAL         | YTD - ACTUAL  | AVAIL. BAL.      | %         |
|                |                  |                  |                |                |               |                  | BDGT      |
| EMPLOYEE EXP.  | 660,702          | 687,214          | 57,268         | 533,316        | 60,367        | 626,847          | 9%        |
| OPERATING EXP. | 695,712          | 640,793          | 53,399         | 418,040        | 970           | 639,823          | 0%        |
| <b>TOTAL</b>   | <b>1,356,414</b> | <b>1,328,007</b> | <b>110,667</b> | <b>951,356</b> | <b>61,337</b> | <b>1,266,670</b> | <b>5%</b> |