



CITY OF LAS VEGAS

1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701
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**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
December 16, 2015 – 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 November 18, 2015.
- 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 NOVEMBER 18, 2015 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Alfonso E. Ortiz, Jr.

COMMISSIONERS: David Romero
Joey Herrera
Vince Howell Absent
Tonita Gurule-Giron
Ember Davis

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

CALL TO ORDER

ROLL CALL

Chairman Ortiz Jr. stated for the record that Commissioner Vince Howell would not be attending the meeting due to a medical procedure he was having.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Ortiz Jr. asked for a moment of silence. We should think of forgiving and loving one another, we should have an attitude of gratitude every day. We should make peace with the past and open our hearts to the future.

APPROVAL OF AGENDA

Commissioner Joey Herrera made a motion to approve the agenda as is. Commissioner Tonita Gurule-Giron and Commissioner David Romero seconded the motion.

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

Commissioner Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Yes
Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Absent

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

APPROVAL OF MINUTES

Commissioner Joey Herrera made a motion to approve the minutes of October 21, 2015. Commissioner David Romero seconded the motion.

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

Commissioner Ember Davis	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Yes
Commissioner Vince Howell	Absent

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

PUBLIC INPUT

None at this time.

PRESENTATION

Deputy Finance Director Tana Vega presented the Housing Financial report for October 31, 2015. It represents 33% of the year lapsed. Dwelling rents are at 45%. Operating subsidy is at 28%. Housing, other income is at 25%, and transfers in are at 67% for a net result of 40% in net revenues. Deputy Finance Director Vega stated that the expenditures, employee expenses, is at 34% of budget, and operating expenses, 24%. A net of 29% expended at October 31st.

Commissioner Gurule-Giron asked Deputy Finance Director Vega about the transfers of CPF Funds and to explain the 67%. Deputy Finance Director Vega explained that 100% of the Homeownership transfer was already recorded in the books. Being that it was cash on hand in the Homeownership fund which was transferred into the low rent. Commissioner Gurule-Giron asked her to explain the 67% of the 100%. Deputy Finance Director Vega stated there is also an additional amount budgeted for one of the capital funds. Commissioner Gurule-Giron stated under other income it includes interest, late fees, charges, and unit repair. Commissioner Gurule-Giron asked if she could itemize the interest. How much is that was interest and where did that come from. Deputy Finance Director Vega stated that the checking account incurs interest on a monthly basis. Additionally there is a NOW account which is like a savings account which also incurs monthly interest. Housing Director Marrujo offered to provide a break down at next months meeting showing specifically what portion is interest, what portion are late fee charges, and what portion is maintenance charges. Commissioner Gurule-Giron stated that her question is, if they are federal dollars, she does not believe they are supposed to put them into an interest bearing account. Deputy Finance Director Vega stated that we can because the dwelling rent is not considered Federal dollars because that is local income. Commissioner Gurule-Giron said thank you for explaining that then asked for an explanation on the late fee charges. Director Marrujo explained that if tenants pay after the 5th day of the month they are charged a \$5.00 late fee. Commissioner Gurule-Giron asked what is done with those funds that come in once they are in the actual budget. Director Marrujo explained they go back into the operating budget. Those are also considered local funds.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Marrujo stated that last month she discussed the De minimus project. She stated the HA is currently scheduling the Resident Advisory Board (RAB) and Public Input

Meetings. She stated at the next meeting she will provide dates to the commission as to when those meetings will take place. Director Marrujo also provided to the commission with a "Lead the Way" reference with the roles and responsibilities of the Board of Commissioners for their information.

BUSINESS ITEMS

Approval/Disapproval of Out of State Travel for Natasha Martinez-Padilla, Housing Financial Specialist for the Capital Fund Guidebook Training in Huston, Texas.

Housing Director Marrujo explained that HUD is sponsoring this training, providing a Comprehensive Capital Fund Guidebook Training in Huston, Texas on December 8th and 9th. The training will be teaching the PHA's to understand the requirements contained under the recent Public Housing Capital Fund Program Final Rule. The estimated cost of the training was included in the packet for the Commissioners information. Also provided was the information on what the training will entail. This will be paid out of the Capital Fund Budget, Management Improvements.

Commissioner Joey Herrera made a motion to approve Out of State Travel for Natasha-Martinez-Padilla, Housing Financial Specialist for the Capital Fund Guidebook Training in Huston, Texas. Commissioner Tonita Gurule-Giron seconded the motion.

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

Commissioner David Romero	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Yes
Commissioner Joey Herrera	Yes
Commissioner Vince Howell	Absent

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

COMMISSIONERS REPORT

Commissioner Joey Herrera wanted to recognize Director Marrujo for having a Housing Authority that is in good standing and stated for her to continue the good work.

Chairman Ortiz Jr. thanked Director Marrujo and also told her to keep up the good work and to express his appreciation to the staff for their hard work.

EXECUTIVE SESSION/CLOSED SESSION

No need for executive session.

ADJOURN

Commissioner Joey Herrera made a motion to adjourn the meeting. Commissioner Tonita Gurule-Giron seconded the motion.

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

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU NOVEMBER 30, 2015-42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2016**

	A	B	C	D	E	G
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	(E/B) % REV
DWELLING RENT	390,000	390,000	162,500	406,726	219,829	56%
OPERATING SUBSIDY	624,600	660,000	275,000	631,260	238,385	36%
HOUSING-OTHER INCOME	8,300	9,800	4,083	8,013	2,587	26%
TRANSFERS IN (CFP FUNDS)	263,009	214,535	89,390	62,855	144,150	67%
TOTAL	1,285,909	1,274,335	530,973	1,108,854	604,951	47%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU NOVEMBER 30, 2015-42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2016**

	A	B	C	D	E	F	H
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	(E/B) % BDGT
EMPLOYEE EXP.	666,676	660,702	275,293	533,316	273,591	387,111	41%
OPERATING EXP.	619,233	695,712	289,880	418,040	175,024	520,688	25%
TOTAL	1,285,909	1,356,414	565,173	951,356	448,615	907,799	33%

