



# 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  
FEBRUARY 16, 2016 – TUESDAY – 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 January 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 JANUARY 20, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.**

**CHAIRMAN:** Alfonso E. Ortiz, Jr.

**COMMISSIONERS:** David Romero Absent  
Joey Herrera 5:33pm  
Vince Howell  
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**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Chairman Ortiz Jr. asked for a moment of silence. He stated the cold is still with us and there are a lot of people that are hurting for heat, for homes, for food. If there is anything we can do on our part, any contributions we can make, it will make us a stronger community, and stronger individuals.

Chairman Ortiz Jr. wanted it noted for the record that Commissioner Joey Herrera was present.

**APPROVAL OF AGENDA**

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

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

Commissioner Joey Herrera	Yes
Commissioner Ember Davis	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Vince Howell	Yes
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 December 16, 2015. Commissioner Tonita Gurule-Giron and Commissioner Ember Davis seconded the motion. Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Joey Herrera	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
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 December 31, 2015. This includes 50% of the 2015-2016 fiscal year. The report shows 60% of incoming revenues. One of the highest is the Dwelling Rent. Director Marrujo previously briefed the Commission on the reasons for that increase. The expenditures are at 42%, which is well below the revenues.

No questions were asked.

**PRESENTATION - SMOKE FREE @ HOME**

Shelley Cohen, Project Coordinator for Smoke-free @ Home, American Lung Association gave a presentation to the commission. Ms. Cohen explained that more and more Housing Authorities as well as private renters are going "Smoke Free". There are many benefits to going smoke free including, improving resident health and reducing operating costs. There is no safe level of exposure to secondhand smoke. Secondhand smoke is especially harmful to children and elderly. Ventilation systems do not protect family members or neighboring residents from secondhand smoke. Going smoke-free reduces the risk of household fires, as well as operating costs. Apartment turnover costs can be two to seven times greater when smoking is permitted, compared to the cost of maintaining and turning over a smoke-free unit.

Ms. Cohen stated she will be available to assist Housing Director Marrujo if she needs anything as she continues the implementation of the "Smoke-Free Housing".

Commissioners thanked Ms. Cohen for the valuable information.

**HOUSING DIRECTORS MONTHLY REPORT**

Housing Director Marrujo thanked Shelley Cohen for coming to the meeting and sharing the information on Going Smoke-Free. Director Marrujo reminded the Commissioners that HUD will be requiring ALL Housing Authorities to go smoke-free in the near future. Ms. Cohen has been working with the HA for almost a year, providing literature and cessation information to tenants who wish to quit smoking in preparation for going Smoke-Free.

Director Marrujo reminded the Commission that there will be Resident Advisory Board (RAB) meetings and Public Input Meetings next month which are being advertised in the optic, relating to the De Minimis Project, the Annual Plan and CPF Budget.

Director Marrujo informed the Commission that staff is working on the Annual Plan to bring to the Commission for approval in March.

Director Marrujo informed the Commission that Housing signs were ordered for the Loudon site to more easily identify addresses. Director Marrujo stated she worked with the Police and Fire Departments and got their input for the signage. She invited the commission to take a drive up to Loudon once the signs are installed.

Director Marrujo advised the Commission that New Mexico NAHRO (National Association of Housing and Redevelopment Officials) will be holding their annual conference in Ruidoso, New Mexico in April. She stated there is a commissioner portion of the conference and would like to invite the Commission to attend. Once the agenda is finalized, she will share that information with the Commission. She stated that "Lead the Way" training is said to be provided.

Director Marrujo provided a quick reference handout to the Commission related to Skills: Assessing and Improving your PHA.

### **BUSINESS ITEMS**

No business items

### **COMMISSIONERS REPORT**

Commissioner Vince Howell stated he had received calls from residents on Sagebrush regarding bad parking conditions on Sagebrush. Director Marrujo informed Commissioner Howell that this has been budgeted in the HA's Annual Plan. She will inform the Commission next month of the plan on how this will be addressed.

Commissioner Gurule-Giron thanked Director Marrujo for getting signage for the Loudon site. She stated that there is a lot of trash accumulation in the Loudon area. Director Marrujo assured Commissioner Gurule-Giron that Maintenance will address the trash/debris issue immediately.

### **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 Tonita Gurule-Giron	Yes
Commissioner Ember Davis	Yes

Commissioner Vince Howell	Yes
Commissioner Joey Herrera	Yes
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 JANUARY 31, 2016-58% OF YEAR LAPSED (7 of 12 months)  
FISCAL YEAR 2016**

	A	B	C	D	E	G
	FY 2015	FY 2016	FY 2016	FY 2015	FY 2016	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	YTD - ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	390,000	390,000	227,500	406,726	309,481	79%
OPERATING SUBSIDY	624,600	660,000	385,000	631,260	341,585	52%
HOUSING-OTHER INCOME	8,300	9,800	5,717	8,013	3,615	37%
TRANSFERS IN (CFP FUNDS)	263,009	214,535	125,145	62,855	210,366	98%
<b>TOTAL</b>	<b>1,285,909</b>	<b>1,274,335</b>	<b>743,362</b>	<b>1,108,854</b>	<b>865,047</b>	<b>68%</b>

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU JANUARY 31, 2016-58% OF YEAR LAPSED (7 of 12 months)  
FISCAL YEAR 2016**

	A	B	C	D	E	F	H
	FY 2015	FY 2016	FY 2016	FY 2015	FY 2016	FY 2016	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	666,676	660,702	385,410	533,316	402,544	258,158	61%
OPERATING EXP.	619,233	695,712	405,832	418,040	309,441	386,271	44%
<b>TOTAL</b>	<b>1,285,909</b>	<b>1,356,414</b>	<b>791,242</b>	<b>951,356</b>	<b>711,985</b>	<b>644,429</b>	<b>52%</b>





