



# CITY OF LAS VEGAS

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

**ALFONSO E. ORTIZ, JR.**

Mayor

**CITY OF LAS VEGAS  
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA  
JUNE 24, 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 April 15, 2015.

**VII. PUBLIC INPUT \*\*(not to exceed 3 minutes per person)**

**VIII. PRESENTATION \*\* (not to exceed 10 minutes per person)**

1. Finance Department – Finance Report Presentation

**IX. HOUSING DIRECTOR'S MONTHLY REPORT**

**X. BUSINESS ITEMS**

**1. Approval/Disapproval of change to Maintenance Charge Schedule.**

*Pamela Marrujo, Housing Director* The City of Las Vegas Housing Authority is requesting approval to add a "Cut Weeds/Grass" charge to the Maintenance Charge Schedule.

## **2. Approval/Disapproval of Resolution No. 15-26 Declaring Uncollectable Accounts.**

***Pamela Marrujo, Housing Director*** The City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2014). 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.

### **XI. COMMISSIONER'S REPORT**

### **XII. 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.**

### **XIII. 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 MAY 20, 2015 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.**

- CHAIRMAN:** Alfonso E. Ortiz, Jr.
- COMMISSIONERS:** David Romero  
Joey Herrera  
Vince Howell  
Tonita Gurule-Giron - Absent  
Ember Davis
- ALSO PRESENT:** Pamela Marrujo, Housing Director  
Barbara Padilla, HM 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 to reflect on life. Memorial Day is on Monday, which is a time to honor those who have passed away, but especially to acknowledge the sacrifices made by services members. Life is precious and we need to take moments to address that. A memorial service is taking place on Monday, June 25, 2015 at Veteran's Park and the Elks Lodge for Memorial Day.

**APPROVAL OF AGENDA**

Housing Director Marrujo made a recommendation to remove Presentation Item #2, Samaritan House Quarterly Report. Samaritan House had another obligation come up, so they were not able to make it tonight. Director Marrujo also recommended to remove Business Item #1. Approval/Disapproval of change to Maintenance Charge Schedule.

Commissioner Vince Howell made a motion to approve the agenda as is with the amendments. Commissioner David Romero seconded the motion.

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

Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Tonita Gurule-Giron	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 April 15, 2015. Commissioner Ember Davis seconded the motion.

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

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

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

**PUBLIC INPUT**

None at this time

**PRESENTATION**

Finance Director Gallegos discussed the Finance report for the Housing Division through the month of April 30, 2015. The HA has reached 99% of their budget and Director Marrujo and Finance Director Gallegos have been discussing possibly going back to the commission and requesting an increase in the budge. The HA's operating subsidies are coming in a little bit higher that was anticipated. Finance Director Gallegos also discussed the other income which relates to tenants moving out, having higher deposits and maintenance charges. They will be taking another look at it in June to see about possibly doing a budget increase. On the expenditures, the HA has kept up to 75% of expenditures.

On the expenditures, Commissioner Howell stated he knows we are watching the expenditures very closely, but he asked if we are neglecting anything in regards to making sure Housing structures are doing well. Director Marrujo explained that the HA has the Capital Fund Budgets as well that is used to budget different projects. The HA tried to be frugal with the Operating Funds because we never know when something is going to come up. At this point in time, Director Marrujo does not feel that we are neglecting anything, just being cautious with the spending.

**HOUSING DIRECTORS MONTHLY REPORT**

Housing Director Marrujo reported on the progress of the 7 and 5 unit remodels. They are coming to an end with the final walk thru being done this week and next week. A ribbon cutting ceremony will be held on June 4, 2015 at 10:30a.m. Director Marrujo stated that the window project is ongoing. All the windows on Calle Bonita have been replaced and are looking good. The contractors will be moving on to the next site this week. The project is going a lot faster than anticipated, so she is very happy with that.

Director Marrujo reported that this month the HA offered a Mother's Day card making event for PHA residents. We had two families participate. We will be having a Father's Day event as well in the month of June.

Director Marrujo updated the Commission on the Macario Gonzales site, saying that a meeting was held with HUD. The HA was first tasked to find out if there was an Affordable Housing Plan adopted, which there is. It was adopted in 2012. Director Marrujo explained she needs to go through that report and highlight specific items related to Public Housing and add them to the Annual Plan. The Annual Plan was presented to the commission in April and was approved. Director Marrujo stated she will now have to go back and amend the plan to add those items to it. From there HUD will give the HA approval to move forward on a plan for that property.

Chairman Ortiz Jr. said there are a lot of good things going on in Housing. He thanked Director Marrujo and all her staff members.

**BUSINESS ITEMS**

Approval/Disapproval of out of state travel for Professional Development of Housing Director.

Housing Director Marrujo stated that the Housing Director is required to obtain a Public Housing Manager (PHM) Certification. The certification course is offered in Phoenix Arizona June 8-12, 2015. Director Marrujo is requesting permission to attend that training.

Chairman Ortiz Jr. stated he is glad that Director Marrujo is keeping up with credentials.

Commissioner Joey Herrera made a motion to approve out of state travel for Professional Development of Housing Director.

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

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

**COMMISSIONERS REPORT**

Commissioner Romero asked if the weed cutting had already started. Director Marrujo stated yes, maintenance has begun cutting weeds/grass.

Commissioner Joey Herrera thanked Director Marrujo and her staff for doing a wonderful job keeping within budget and collecting revenues.

Commissioner Howell stated to Director Marrujo that they are glad to have her on that seat and thanked her.

Chairman Ortiz Jr. stated that everything Director Marrujo is doing is very positive.

**EXECUTIVE SESSION / CLOSED SESSION**

Housing Director Marrujo stated there was not a need for Executive Session.

**ADJOURN**

Commissioner Ember Davis 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 Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Tonita Gurule-Giron	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 MAY 31, 2015-92% OF YEAR LAPSED (11 of 12 months)  
FISCAL YEAR 2015**

	A	B	C	D	E	G
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 YTD - ACTUAL	FY 2015 YTD - ACTUAL	(E/B)  % REV
DWELLING RENT	378,000	390,000	357,500	406,726	391,391	100%
OPERATING SUBSIDY	757,254	624,600	572,550	631,260	644,980	103%
HOUSING-OTHER INCOME	59,522	8,300	7,608	8,013	14,174	171%
TRANSFERS IN (CFP FUNDS)	63,431	263,009	241,092	62,855	263,009	100%
TOTAL	1,258,207	1,285,909	1,178,750	1,108,854	1,313,554	102%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU MAY 31, 2015-92% OF YEAR LAPSED (11 of 12 months)**

	A	B	C	D	E	F	H
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 ACTUAL	FY 2015 YTD - ACTUAL	FY 2015 AVAIL. BAL.	(E/B) % BDGT
EMPLOYEE EXP.	631,054	666,676	611,120	533,316	592,471	74,205	89%
OPERATING EXP.	540,881	619,233	567,630	418,040	505,451	113,782	82%
TOTAL	1,171,935	1,285,909	1,178,750	951,356	1,097,922	187,987	85%





**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 5/15/15**

**DEPT: HOUSING**

**MEETING DATE: 6/24/2015**

**ITEM/TOPIC:** Change to Maintenance Charge Schedule.

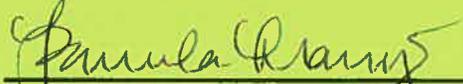
**ACTION REQUESTED OF COUNCIL:** Approval/Disapproval of change to Maintenance Charge Schedule.

**BACKGROUND/RATIONALE:** The City of Las Vegas Housing Authority is requesting approval to add a "Cut Weeds/Grass" charge to the Maintenance Charge Schedule.

**STAFF RECOMMENDATION:**

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**



ALFONSO E. ORTIZ, JR.  
MAYOR

  
ELMER J. MARTINEZ  
CITY MANAGER

ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

PURCHASING AGENT  
(FOR BID/RFP AWARD)

DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)



## CITY OF LAS VEGAS HOUSING AUTHORITY

2015

### MAINTENANCE CHARGE SCHEDULE

• ITEMS DUE TO TENANT NEGLIGENCE: COST FROM SUPPLIER PLUS CURRENT MAINTENANCE HOURLY WAGE RATE AT \$15.21 FOR ALL ITEMS THAT ARE NOT CONSIDERED WEAR AND TEAR.

- RE-KEY OF INDIVIDUAL LOCKS..... \$10.00
- LOCK OUTS DURING REGULAR WORK DAY..... \$20.00
- LOCK OUTS AFTER HOURS, WEEKENDS, HOLIDAYS..... \$30.00
- CLEAN RANGE..... \$50.00
- CLEAN REFRIGERATOR..... \$50.00
- CARPET REMOVAL PLUS SOLID WASTE FEE..... \$25.00
- REPLACEMENT OF BROKEN WINDOWS.....Actual Vendor's Cost
- UNPLUG FEE DUE TO TENANT NEGLIGENCE..... \$25.00 +  
MAINTENANCE HOURLY RATE..... \$15.21
- WINDOW SCREEN REPLACEMENT/PER SCREEN..... \$30.00  
COMPLETE WINDOW REPAIR
- DISPOSAL OF FURNITURE OR ANY ITEMS LEFT BEHIND BY TENANT  
\$15.21 PER HOUR + SOLID WASTE FEE
- REMOVAL OF BATTERIES FROM SMOKE DETECTORS  
After 3<sup>rd</sup> Warning has been issued for removal of batteries.....\$20.00
- TRASH PICK UP ..... \$20.00
- CUT WEEDS/GRASS..... \$15.00
- PET POLICY MAINTENANCE MONTHLY CHARGE..... \$10.00/Monthly

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

**LAS VEGAS HOUSING AUTHORITY**

**2012**

**MAINTENANCE CHARGES SCHEDULE**

• **ITEMS DUE TO TENANT NEGLIGENCE:** COST FROM SUPPLIER PLUS CURRENT MAINTENANCE HOURLY WAGE RATE AT \$15.21 FOR ALL ITEMS THAT ARE NOT CONSIDERED WEAR AND TEAR.

- **REKEY OF INDIVIDUAL LOCKS**.....\$10.00
- **LOCK OUTS DURING REGULAR WORK DAY**.....\$20.00
- **LOCK OUTS AFTER HOURS, WEEKENDS, HOLIDAYS**.....\$30.00
- **CLEAN RANGE**.....\$50.00
- **CLEAN REFRIGERATOR**.....\$50.00
- **CARPET REMOVAL PLUS SOLID WASTE FEE**.....\$25.00
- **REPLACEMENT OF BROKEN WINDOWS**.....Actual Vendor's Cost
- **UNPLUG FEE DUE TO TENANT NEGLIGENCE**.....\$25.00 +  
MAINTENANCE HOURLY RATE \$15.21
- **WINDOW SCREEN REPLACEMENT/PER SCREEN**.....\$30.00  
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After 3<sup>rd</sup> Warning has been issued for removal of batteries.....\$20.00
- **TRASH PICK UP** .....\$20.00
- **PET POLICY MAINTENANCE MONTHLY CHARGE**.....\$10.00 Monthly

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 5/15/15**

**DEPT: HOUSING**

**MEETING DATE: 6/24/2015**

**ITEM/TOPIC: Resolution #15-26 Declaring Uncollectable Accounts**

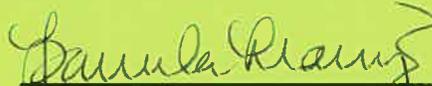
**ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Resolution #15-26 Declaring Uncollectable Accounts.**

**BACKGROUND/RATIONALE:** The City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2014). 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.

**STAFF RECOMMENDATION:**

**COMMITTEE RECOMMENDATION:**

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**SUBMITTER'S SIGNATURE**

**REVIEWED AND APPROVED BY:**



**ALFONSO E. ORTIZ, JR.  
MAYOR**



**ELMER J. MARTINEZ  
CITY MANAGER**

**ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)**

**PURCHASING AGENT  
(FOR BID/RFP AWARD)**

**DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)**

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 15-26  
A Resolution Declaring Uncollectable Accounts**

**WHEREAS**, there exists a total of uncollectable accounts in the amount of \$19,483.51 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 us 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 June, 2015.

SIGNED:

\_\_\_\_\_  
Chairman Alfonso E. Ortiz, Jr.

ATTEST:

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

**APPROVED AS TO LEGAL SUFFICIENCY ONLY**

\_\_\_\_\_  
Dave Romero, City Attorney

**WRITE OFF DELINQUENT ACCOUNTS 2013-2014**

ENTITY ID	MOVE-OUT DATE	AMOUNT
202662	10/1/2013	\$216.07
202643	3/4/2014	\$315.76
202866	10/30/2013	\$671.14
200353	12/18/2013	\$2.53
200134	1/2/2014	\$1,199.05
202762	5/7/2014	\$4,076.95
202671	3/28/2014	\$847.40
202598	8/3/2012	\$179.00
201091	11/5/2013	\$1,003.64
201039	4/21/2014	\$73.00
201636	3/18/2014	\$5.00
202796	6/27/2013	\$649.33
202079	10/1/2013	\$1.00
201245	12/23/2013	\$357.64
200442	5/6/2014	\$654.17
201049	9/3/2013	\$687.82
200233	5/29/2014	\$5,721.65
202653	10/7/2013	\$371.65
201893	4/17/2014	\$600.03
202626	6/16/2014	\$1,779.26
202715	4/17/2014	\$71.42
	<b>TOTAL</b>	<b>\$19,483.51</b>