



CITY OF LAS VEGAS

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**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
MARCH 15, 2017 –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 February 15, 2017.
- 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
FEBRUARY 15, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

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

ALSO PRESENT: Carmela Martinez, Housing Director
H. Chico Gallegos, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurule-Giron asked Commissioner Barbara Casey to offer the moment of silence. Commissioner Casey offered her sincere condolences to Housing Director Carmela Martinez, for the loss of her father, who was a Purple Heart Recipient. He served his country with honor, and obviously he raised a good family. We ask that God will give Carmela and her family solace and peace and fill their hearts with all the wonderful memories that he left them.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner David Romero seconded the motion.

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

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

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 January 18, 2017. 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 David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Absent

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

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE

Natasha Martinez-Padilla, Finance Specialist presented the Housing Revenue and expenditure report through January 31, 2017. The HA was at 58% of budget. The HA received 65% of all revenues expected. The HA will be doing a budget revision to add to that. In other income, next month the HA is expecting a large increase due to the disposal of scrap metal. With regard to expenditures, the HA is below budget at 51%. No questions were asked.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Carmela Martinez stated under unit maintenance, there are currently 2 vacant unit turnarounds assigned to maintenance staff. Other maintenance staff is busy with non-emergency work orders.

For projects, a scope of work is being developed for asbestos and lead based paint, for 12 unoccupied dwelling units. We have a unit at 2801 Loudon that had to be outsourced to a local construction company in order to expedite the turnaround. This unit had been occupied for 15 years. Due to the condition of the unit, a lot of work needs to be done to it in order to bring it up to the quality standard that we take pride in, before renting it out.

The stucco project on Loudon continues. The contractors continue to work on the stucco, weather permitting. Design Office/Forsgren and Associates has selected a surveyor to come and survey the Calle Contenta, Calle Bonita, and Sagebrush areas for the drainage project that will be happening very soon. They will be providing us with a total map survey as well as updates so we can begin that project.

The environmental assessment for the De Minimus Project has been completed and has been submitted to HUD for approval.

Director Martinez stated that Carmelita Lucero, Housing Manager, has been appointed as a member on the Housing Advisory Committee. The first meeting was held on January 19, 2017. The focus of the HAC will be to broaden the scope of outreach in housing issues to the entire community. Discussion topics will include homelessness, domestic violence, high cost of homeownership, high rents and utility costs as well as declining population, low income and very low income families. Director Martinez stated she feels that for the HAC to be under the guise of the Community Development Department, it is a very strategic move in the sense that

the department has the community links already in place to move the city forward in housing matters and other issues that the city has to deal with.

Director Martinez stated that staff attended the 2 hour training on Pre-Task Planning that was put on by the Human Resources Department. Two maintenance staff attended training last week on Small Engine and Servicing Repair. We will now have these individuals internally working on our small equipment so we don't have to send it out for repair. The HA will be having a Master Meter Gas Training on Friday at our housing office. 5 staff members will be attending that training.

Carmelita Lucero, Housing Manager, will be attending a Housing Choice Voucher and Public Housing Rent Calculation Certification provided by Nan McKay & Associates, in Albuquerque.

Director Martinez asked the City Attorney to report on the Homeownership Project that they have been working very diligently on. City Attorney, H. Chico Gallegos gave a brief update on the status of the Homeownership issue. He stated that one of the obstacles the City was facing in terms of balancing the relationship with HUD and having an improved relationship on how we manage and deal with some of the residual issues left over from the Housing problems that occurred all those years ago, and we are still dealing with today. One of those obstacles was litigation has been filed, two in particular. One was the Reynaldo Maestas litigation. The Fund initially had refused or declined to represent the City, and the Housing in that regard. That created some issues for us and we had to problem solve, in terms of strategy and how we would move forward. After the right amount of encouragement from the City, the Fund decided to go ahead and represent us in that matter. This helps in terms of access to the insurance for one. We have separate council and separate representation which allows us to maintain a relationship with HUD to develop strategies to resolve the other issues. This really does open up a lot of opportunities that were not there before. By virtue of having independent counsel backed by insurance to represent us in that issue, to the extent that there may be other potential litigants or plaintiffs out there. In the absence of that, it would have probably come out of the General Fund. City Attorney Gallegos stated we managed to preserve that, and he felt that would be good news to report to the Commission. Madam Chair Gurule-Giron stated, this is very good news because in the past, the Fund has backed away in representing the City on tough calls. She stated she is glad they stepped up in dealing with this.

COMMISSIONERS REPORT

Commissioner Vince Howell stated to Director Martinez, that in the presence of a Purple Heart Recipient, he wanted to salute her and her family, and also wanted to make sure her family knows they are in his prayers. Director Martinez stated she appreciated that very much and will pass that along to her family.

EXECUTIVE SESSION/CLOSED SESSION

Director Martinez stated there is no need for Executive Session at this time.

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. 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 Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Ember Davis	Absent

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 February 28, 2017-67% OF YEAR LAPSED (7 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	ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	430,000	500,000	333,333	527,187	351,091	70%
OPERATING SUBSIDY	660,000	575,000	383,333	588,617	396,992	69%
HOUSING-OTHER INCOME	9,800	9,800	6,533	7,329	24,582	251%
TRANSFERS IN (CFP FUNDS)	214,535	76,510	51,007	214,535	73,179	96%
TOTAL	1,314,335	1,161,310	774,207	1,337,668	845,844	73%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU February 28, 2017-67% OF YEAR LAPSED (7 of 12 months)
FISCAL YEAR 2017**

	A	B	C	D	E	F	H
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	660,702	687,214	458,143	533,316	438,149	249,065	64%
OPERATING EXP.	695,712	640,793	427,195	418,040	306,180	334,613	48%
TOTAL	1,356,414	1,328,007	885,338	951,356	744,328	583,679	56%

