

CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
November 18, 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 October 21, 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. BUSINESS ITEMS

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

Pamela Marrujo, Housing Director HUD is sponsoring and providing a Comprehensive Capital Fund Guidebook Training in Huston, Texas on December

8-9, 2015. This training will be invaluable as it will teach the PHA's to understand the requirements contained under the recent Public Housing Capital Fund Program Final Rule.

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 OCTOBER 21, 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
Ember Davis

ALSO PRESENT: Pamela Marrujo, Housing Director
Maire Lopez, Deputy City Clerk
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. We should be thankful every day of our lives especially when rain comes to us when we are in dire need. Reflect on thoughts of how fortunate we are to live in this community and to have the things that we do have.

APPROVAL OF AGENDA

Housing Director recommended adding a presentation by the Samaritan House to present their quarterly report.

Commissioner Joey Herrera made a motion to approve the agenda with the addition of the presentation from the Samaritan House. Commissioner Vince Howell seconded the motion.

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

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

Maire Lopez re-read the motion and advised the motion carried.

APPROVAL OF MINUTES

Maire Lopez explained that when the Clerk's office was scanning and making packets, page 5 of the minutes appears to have gotten stuck so that page was not included in the packet that was

distributed. We did provide a paper copy at your computer and when we were made aware, we updated the agenda packet and sent the new agenda with the missing page to the commissioners. We do apologize for the error and for not catching it sooner.

Commissioner Joey Herrera made a motion to approve the minutes of September 23, 2015. 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 Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Tonita Gurule-Giron	Yes

Maire Lopez re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION

Finance Director Gallegos discussed the Housing Financial report. The Commission was presented with the HA revenue report as of September 2015. Finance Director Gallegos stated the HA should be at 25% of their revenue, and is currently at 32%. On the expenditures side, the HA has expended 22% of the budget. Ms. Gallegos explained that they did 100% of the transfer of the monies from the Homeownership fund to the operating fund to close out that fund at the request of HUD.

The Samaritan House's Cory and Arline presented the quarterly report. Cory reported that the Samaritan House was able to provide 724 meals to 63 clients, 30 of which were new clients. Hotel Vouchers were provided to 13 people, 6 adults and 7 children for 18 bed nights. Clothing was provided to 77 people, 50 adults, 27 children. 854 Food bags were provided to 359 households. Permanent housing was provided to 4 people, 3 adults and 1 child with 28 hours of case management. Arline thanked the City for the money they provide to Samaritan House. Cory reported that he saw the process of housing a client, and he was there the day the client was handed keys to his new home. The client's face lit up. Cory was happy to be a part of that process. Mr. Chair ensued discussion. Commissioner Howell asked if the shelter had opened. Arline confirmed that it had been opened early due to the cold weather.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Marrujo shared with the Commission that the last year and a half the Housing Authority has been busy with projects. The remodel project that added 12 new units to our rent roll, the Window Project was a success. Director Marrujo stated that a few final touches on the Sagebrush site would be completed this week. Director Marrujo reported that the Housing Authority would be moving on to the next project which is a project from the Annual Plan. The plan discusses demolishing five units through a De minimus exception to demolition project. The units boarded up in the Cholla/Yucca/Sandoval area are the units being recommended.

HUD allows for 5 units to be demolished in a 5 year period. Director Marrujo stated that ultimately, this will come back to the Commission for action in the future. The Housing Authority is at the beginning stages of the project and the progress will be reported back to the Commission as the process moves forward. It was reported that the Housing Authority has 18 boarded up units and that is after the 12 units were remodeled. The boarded up units do count against our occupancy rate. Eliminating an additional 5 units will improve our occupancy rate by an additional 2%. Director Marrujo stated that although 2% does not sound like much, it is huge when it comes to funding from the federal government.

Director Marrujo passed out the PHAS score sheet showing the Housing Authority's results from the REAC Inspection. Housing Authorities get scored on a number of areas. The REAC inspector was inspecting our physical sites a few months ago. That score is comprised within this overall score. The Housing Authority was designated as a Standard Performer. The Housing Authority scored 83 out of 100. The goal is to become a High Performer in the future.

Director Marrujo also passed out the Income Limits Summary as requested at the last commission meeting. It shows the thresholds of income for public housing. You have the number of people in the family, and follow the "low income limit" to see the amount a family can make to become eligible. This is just a reference guide that commissioners can refer to if community members ask. The community is always welcome to call our office for the information as well.

The last item Director Marrujo shared was a Quick Reference Guide on the Public Housing Basics from Lead the Way Commissioner Training. Director Marrujo plans to provide a Quick Reference from Lead The Way on new topics each meeting.

Commissioner Tonita Gurule-Giron asked if the Housing Authority had 5 or 6 bedroom units. Director Marrujo informed her that the biggest bedroom size is a 5 bedroom unit. Commissioner Gurule-Giron confirmed that there are 18 units still boarded up. Director Marrujo confirmed that, stating that there might be 18 units but only 9 buildings because majority of the units are duplexes. Commissioner Gurule-Giron asked which units would be demolished. Director Marrujo stated that an assessment would be made, based on the units that are boarded up and are beyond repair. Commissioner Gurule-Giron asked where the units will be. Director Marrujo stated that they are in the Cholla, Yucca, Sandoval Area. Commissioner Gurule-Giron asked what our anticipated plans for the areas once a unit has been demolished. Director Marrujo stated that there are a number of options for the sites. Options like, community garden, playground, etc. That decision will be part of the process when we have Public Input Meetings where we can get input on what the public wants in those areas. Commissioner Gurule-Giron asked if we planned to rebuild in those spots, Director Marrujo advised that at this time there were not plans to rebuild in those areas. Commissioner Gurule-Giron asked how it was going to impact the Housing within the Community overall. Director Marrujo stated that it will impact the Housing Authority by eliminating some boarded up units that are currently counting against us, to improve our occupancy rate. The plans for the remaining boarded up units are to remodel them like we did the other 12, once the Housing Authority can accumulate some money. Commissioner Gurule-Giron asked what the housing needs were locally and how demolishing the units was going to impact the low income. Director Marrujo stated that the Public Housing waiting list is about 35 per bedroom size with

the exception of the bigger units, so overall about 100 people are on our waiting list. As for the demolishing of the 5 units, it will not impact the need because currently the Housing Authority does not have the funds to rehab the units so they will stay there counting against us. If we however, demolish, it will help our occupancy rate, therefore improve our funding. Director Marrujo stated that demolished units will not impact the need for housing. Commissioner Gurule-Giron asked Director Marrujo if they had gone through the citizen participation process to let the people know what is happening. Director Marrujo stated that as mentioned before, the Housing Authority is at the beginning stages of the process and that is part of the requirement and that would be done. Commissioner Gurule-Giron asked how many meetings were planned. Director Marrujo stated that 2-3 would be held.

Commissioner Vince Howell asked if there was a plan in place to improve the standard performer designation. Director Marrujo stated that there are four designations, high performer, standard performer, substandard performer and troubled. She stated that the Housing Authority has shown improvement as they are a step up from last year's designation of Substandard Performer and there are plans in place to move forward to achieve High Performer. Director Marrujo stated there are areas that the Housing Authority can improve on our Physical site, for example, when REAC is inspecting and a soffit has chipped paint, points are counted against us. There are different areas that we can work on to improve our future scores. Commissioner Howell asked if demolishing the units will help our score. Director Marrujo stated that it will affect our overall score, especially the Occupancy.

Commissioner Joey Herrera stated that Lead the Way is part of the HUD Exchange. He asked if all of the Commissioners had had a chance to sign into it. Director Marrujo stated that she did give all of the commissioners a step by step guide on how to register for Lead the Way at the last meeting. Commissioner Herrera asked if it counted with HUD if all of our commissioners were registered. Director Marrujo stated she was unaware if it counted toward anything but that it would really help and that it was beneficial for the commissioners. Commissioner Herrera asked if I receive a report showing what level of commissioners are registered. Director Marrujo stated that she did not receive reports on who is registered however it could be requested. Commissioner Herrera stated that he would submit his information to Ms. Marrujo as he was already 100% through the training.

COMMISSIONERS REPORT

Commissioner Gurule-Giron stated that she had no questions but that an 83 B rating was good but she was sure we could do better.

Commissioner Howell apologized for not making it to the Commissioner training but would be at the next meeting and was looking forward to getting back in action. Director Marrujo welcomed Commissioner Howell back.

Mr. Chairman Ortiz asked Director Marrujo to keep reminding Commission of the importance of certain things because I want to make sure we are as close to assisting you in any way possible. Mr. Chair stated that just by the responses to the questions, I feel very comfortable with the things that are taking place and of course whatever good things you share with us reflect on the employees that you have, so Thank you.

Commissioner Gurule-Giron stated for the record that she did advise Ms. Marrujo that she could not make it on certain days and that Ms. Marrujo gave her options. She stated she did tell Director Marujo what days she could make it, but it was scheduled on the day she could not make it. She stated that's why she didn't make it.

Commissioner Joey Herrera stated that he wanted to stress the importance of the HUD exchange, not so much for our credentials towards HUD but for our own personal knowledge. If you really get into depth, you will find a lot on ethics, on the needs assessments, technical assistance, as well as training and things that are available. So if you find some spare time, I know its hard to find now days, but I encourage the commissioners to get on HUD Exchange and register on Lead the Way. The information that is there is valuable. It opens up the door to more ideas, gives us a better direction on what everybody else is doing and possibly something we may want to encourage in our local PHA.

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

Maire Lopez re-read the motion and advised the motion carried.

Chairman Alfonso E. Ortiz Jr.

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU OCTOBER 31, 2015-33% OF YEAR LAPSED (4 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	130,000	406,726	176,109	45%
OPERATING SUBSIDY	624,600	660,000	220,000	631,260	187,427	28%
HOUSING-OTHER INCOME	8,300	9,800	3,267	8,013	2,431	25%
TRANSFERS IN (CFP FUNDS)	263,009	214,360	71,453	62,855	143,317	67%
TOTAL	1,285,909	1,274,160	424,720	1,108,854	509,284	40%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU OCTOBER 31, 2015-33% OF YEAR LAPSED (4 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	220,234	533,316	224,044	436,658	34%
OPERATING EXP.	619,233	613,458	204,486	418,040	149,026	464,432	24%
TOTAL	1,285,909	1,274,160	424,720	951,356	373,070	901,090	29%

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 11/10/15 DEPT: HOUSING MEETING DATE: 11/18/15

ITEM/TOPIC: Out of State Travel for Natasha Martinez-Padilla, Housing Financial Specialist, for Capital Fund Guidebook Training in Houston, Texas.

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Out of State Travel for Financial Specialist

BACKGROUND/RATIONALE:

HUD is sponsoring and providing a Comprehensive Capital Fund Guidebook Training in Houston, Texas on December 8-9, 2015. This training will be invaluable as it will teach the PHA's to understand the requirements contained under the recent Public Housing Capital Fund Program Final Rule.

STAFF RECOMMENDATION: Approval

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)**

HUD Approved and Sponsored
Public Housing Capital Fund Guidbook & Training
A Comprehensive Review

Flight	\$	450.00	Round trip estimated
Hotel	\$	700.00	Estimated
Mileage	\$	124.23	(Round trip to and from airport)
Meals	\$	135.00	(\$45/day)
Registration		Free	
Total	\$	1,409.23	



Final Training - Registration Still Open – But Space Going Fast!

HUD Approved and Sponsored Public Housing Capital Fund Guidebook Training - A Comprehensive Review

**Houston, TX
December 8-9, and December 10-11, 2015**

**Authorized, Developed and Led by: HUD's Office of Public and Indian Housing (PIH)
Office of Public Housing Investments - Capital Fund Division**

This training is the **only free training on the Capital Fund Guidebook delivered by the HUD experts that wrote the Capital Fund Rule and the Guidebook**. The two-day training is designed to help public housing authorities (PHA's) understand the requirements contained under the recent Public Housing Capital Fund Program Final Rule. Some of the specific topics will include:

- Eligible and Ineligible Activities and Cost Limits
- Decoupling of the Capital Fund from the PHA Plan Submission
- Replacement Housing Factor Grants (RHF) and Demolition and Disposition Transitional Funding (DDTF)
- Changes in Obligation and Expenditure End Dates and Close-out Requirements
- Emergency, [Non-Presidentially Declared] Natural Disaster, and Safety and Security Grant Program Requirements
- Streamlined Mixed-Finance, and other Public Housing Modernization and Development Requirements
- Changes to Demonstration Programs such as RAD
- Capital Fund Rule Impact on Security Interests and Financing Activities

**** The Capital Fund Guidebook will be posted to the Capital Fund webpage shortly. Additionally training materials will be available on the HUD Exchange following the training ****

Who Should Attend:

All PHAs in HUD Region 6: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas that receive public housing annual Capital Fund Formula Grants. **Registration is limited so initially only one staff member per PHA will be confirmed, but as space allows additional PHA registrants will be confirmed on a first come first serve basis. Register all desired attendees initially they will be confirmed and waitlisted per the above stated criteria.**

Training Location:

**Houston Housing Authority
Allen Parkway Village Community Building
1600 Allen Parkway
Houston, TX 77019**

Register for the conference on-line at: <https://www.hudexchange.info/training-events/courses/2015-public-housing-capital-fund-guidebook-training-a-comprehensive-review>. Then choose "Register Now" for the Houston, TX training sessions. There are two sessions offered in Region 6 to accommodate all of the PHAs, but only choose one.

PLEASE NOTE: Your enrollment in the training **DOES NOT GUARANTEE** approval. You will receive a confirmation email titled "Confirmation -Capital Fund Guidebook Training", once your enrollment has been confirmed. PLEASE **DO NOT** make any non-refundable travel arrangements until you receive an email confirmation. HUD cannot be responsible for penalties incurred due to cancellation.

IMPORTANT - Prior to Registration

Before you **Register**, you will need to have a HUD Exchange User Account. **To Create a HUD Exchange Account**

1. Go to the [HUD Exchange Account Registration Page](#).
2. Fill out the Personal Information and Login Information sections.
3. In the **Organization Information** section, select the appropriate box and choose your organization from the dropdown list.
4. Click the **Step 2** button.
5. **Step 2** prompts you to provide your experience with the various HUD programs, systems, and topic areas.
Please note that the program experience fields are optional and you may proceed to the next step without completing this section.
6. Click the **Register** button at the bottom of the page to create your HUD Exchange account.

Once your account has been created, please proceed with registration instructions for **"If you have a HUD Exchange Account"**. If your PHA has **strong spam filters** you may want to provide a personal email or a spam allowance for the email listed below, so that confirmations and other training correspondence is received.

For Questions, email: CFTrain@econometricainc.com

Hotel Options:

HUD has not blocked any room space for the training, however below are some hotels that are reasonably close to the training site.

Hotel	Address	Telephone	Email/Website
Crowne Plaza Hotel Houston Downtown	1700 Smith St Houston, TX 77002	713-739-8800	http://www.cpdowntown.com/sales@cpdowntown.com
Best Western Plus Downtown Inn & Suites	915 W Dallas St Houston, TX 77019	713-571-7733 800-780-7234	http://book.bestwestern.com/bestwestern/US/TX/Houston-hotels/BEST-WESTERN-PLUS-Downtown-Inn-&-Suites/HotelOverview.do?propertyCode=44498&cm_mmc=BL--Google--GMB--44498
Hyatt Regency Houston	1200 Louisiana St Houston, TX 77002	713 -654-1234	houstonregency.hyatt.com
Holiday Inn Houston Downtown	1616 Main Street Houston, TX 77002	713-658-8888 888 465 4329	houhi@pathfinderdev.com http://www.ihg.com/holidayinn/hotels/us/en/houston/houhi/hoteldetail
Doubletree Hotel Houston Downtown	400 Dallas St, Houston, TX 77002	713-759-0202	http://doubletree3.hilton.com/en/hotels/texas/doubletree-by-hilton-hotel-houston-downtown-HOUBDT/index.html
Athens Hotel Suites	1308 Clay St, Houston, TX 77002	713.739.1960	http://www.athenshotelsuites.com/reservations@athenshotelsuites.com

Courtyard Houston Downtown	916 Dallas St, Houston, TX 77002	832-366-1600	http://www.marriott.com/hotels/travel/houdt-courtyard-houston-downtown--convention-center/
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