



CITY OF LAS VEGAS

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**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
SEPTEMBER 21, 2016 –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 August 10, 2016 and August 17, 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 SPECIAL MEETING HELD ON WEDNESDAY AUGUST 10, 2016 AT 5:00 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

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

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 wanted to keep in prayer and give condolences to Chief Juan Montano, and his family for the loss of his father.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is. Commissioner Ember Davis seconded the motion.

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

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

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

PUBLIC INPUT

None at this time.

BUSINESS ITEMS

Approval/Disapproval to Award Bid #2017-04 for Maintenance Inventory Supplies for the Housing Department to Hacienda Home Centers, the only responsive bidder.

Natasha Martinez-Padilla, Finance Specialist for the Housing Department discussed this item. She stated as the Commission knows, the City of Las Vegas Housing Authority is required to go out for Bid annually for Maintenance Inventory Supplies for the Housing Authority. It was advertised via the Las Vegas Daily Optic as well as on the city’s website. There was only one responsive bidder, which was Hacienda. We are asking that all the items on the bid be awarded to Hacienda Home Center.

Commissioner David Romero questioned, there were no other bidders beside Hacienda. Ms. Martinez-Padilla stated, no, no one else responded to the bid.

Commissioner Howell asked if the whole bid process was followed. Ms. Martinez-Padilla stated, yes it was.

Commissioner Barbara Casey made a motion to approve to Award Bid #2017-04 for Maintenance Inventory Supplies for the Housing Department to Hacienda Home Centers, the only responsive bidder. Commissioner David Romero and 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 David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes

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

Madam Chair Tonita Gurule-Giron wanted to acknowledge the new Public Housing Director, Carmela Marintez. She thanked her and also thanked Barbara Padilla and Natasha Martinez-Padilla for the jobs they are doing as well.

EXECUTIVE SESSION

No need for Executive Session

ADJOURN

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

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

Madam Chair Tonita Gurule-Giron

ATTEST

Casandra Fresquez, City Clerk

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY
AUGUST 17, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

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

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 stated, today we should give thanks for all the good things we have in our city. We have wonderful neighbors, we have friends, family. We have people who care about each other. We have a strong sense of community, and a strong sense of volunteerism and giving. For all those things we give thanks, in the name of Jesus. Amen.

APPROVAL OF AGENDA

Commissioner Vince Howell made a motion to approve the agenda as is. Commissioner Ember Davis 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 Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

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 July 20, 2016. Commissioner David Romero seconded the motion.

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

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

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

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE

Finance Specialist, Natasha Martinez-Padilla presented the Housing Revenue and expenditure report thru July 31, 2016. Ms. Martinez-Padilla stated that 8% of the year has lapsed. Currently the HA is at 10% of our expected revenues and at 5% of expenditures.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Carmela Martinez reported that the Housing Authority maintenance crew has been very busy with unit turnarounds. They have also been working on weed control and grass mowing. With all the rains it has been hard to keep up, but they are doing the best that they can. The Maintenance staff is also practicing some cost saving measures by refurbishing old appliances and using parts on other appliances. The Housing Managers continue to conduct lease and code enforcement. They have been out inspecting units and red tagging vehicles that are inoperable.

The LVHA is currently working on an RFQ (Request for Qualifications) for a landscape architect to work on a parking lot and drainage project for Sagebrush, Calle Contenta and Calle Bonita.

Director Martinez stated while we are here, and we have Barbara here, who was the interim Director prior to Director Martinez coming on board, she wanted to acknowledge the good work she did and the overall management and the operations of the Housing Authority. Director Martinez also wanted to let the commission know that Barbara just completed her 19 years with the City Government, and all of those years were in Housing. She stated we have somebody with a lot of experience in Housing. Barbara Padilla thanked Director Martinez for this acknowledgment.

Director Martinez thanked the commission for approving the Maintenance Inventory Supply Bid, which was very much needed.

COMMISSIONERS REPORT

Commissioner Howell wanted to ask if there have been any leaks in the Housing Units because of the recent rains. Director Martinez stated she was not aware of any, but she will ask that question tomorrow at the staff meeting which Housing Staff has every Wednesday morning.

She will get back to Commissioner Howell on that. She stated that so far, no one has reported any leaks.

EXECUTIVE SESSION/CLOSED SESSION

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

ADJOURN

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

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 August 30, 2016-16% OF YEAR LAPSED (2 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	83,333	527,187	85,860	17%
OPERATING SUBSIDY	660,000	575,000	95,833	588,617	99,879	17%
HOUSING-OTHER INCOME	9,800	9,800	1,633	7,329	3,115	32%
TRANSFERS IN (CFP FUNDS)	214,535	76,510	12,752	214,535	1,666	2%
TOTAL	1,314,335	1,161,310	193,552	1,337,668	190,520	16%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU August 30, 2016-16% OF YEAR LAPSED (2 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	114,536	533,316	105,758	581,456	15%
OPERATING EXP.	695,712	640,793	106,799	418,040	41,792	599,001	7%
TOTAL	1,356,414	1,328,007	221,335	951,356	147,550	1,180,457	11%

