



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Madam Mayor Tonita Gurulé-Girón

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
MARCH 20, 2019 – 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 20, 2019.
- 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. Housing Authority Finance Report – Financial Specialist
- 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 COMMISSION MEETING HELD ON WEDNESDAY FEBRUARY 20, 2019 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

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

ALSO PRESENT:
Esther Garduno-Montoya, City Attorney
Barbara Padilla, Interim Housing Director
Natasha Martinez-Padilla, Finance Specialist

CALL TO ORDER

Meeting was called to order by Madam Mayor Tonita Gurulé-Girón at 5:30pm.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Tonita Gurulé-Girón asked Commissioner Romero to offer the moment of silence. Commissioner Romero offered a moment of silence for those that have passed in our community also for the homeless that are out in the cold this time of year and for those who are sick.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is. Commissioner Vince Howell seconded the motion.

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

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

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

APPROVAL MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of the meeting on January 16, 2019 as amended. Commissioner Vince Howell seconded the motion.

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

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

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

PUBLIC INPUT

None at this time.

PRESENTATION

HOUSING AUTHORITY FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the Housing Authority's Revenue and Expenditure report for the month ending January 31, 2019. Mrs. Martinez-Padilla stated 58% of the year as lapsed. Dwelling rent and Operating Subsidy are right on track at 60% accrued. The operating subsidy reported on here is actually what is accrued in LOCCs and designated for our housing authority. Mrs. Martinez-Padilla stated they are continuing to draw down \$59,000.00 every month. The Dwelling rent is also the accrued amount that has been billed. She stated, as soon as HUD returned to work the operating transfers that had been approved through the board were drawn down and have been released. She informed the Commission they will be seeing these reflected in next month's reports. She reported that the LVHA did remain frugal during this time due to the lack of excess cash. Year to date Employee expenses of \$377,061 and Operating expenses of \$288,404 as presented. She stated we will be starting our capital projects, so be on the lookout for those.

Mrs. Martinez-Padilla stated that there was a Continuing Resolution signed that goes through the month of December so we are not looking forward to any shutdowns in the near future.

Madam Chair Gurulé-Girón stated that the last comment answered her question and asked if there were any additional questions or comments.

Commissioner Romero asked if there was a delay in the draw downs of funds during the shutdown, Mrs. Martinez-Padilla answered that yes there was. Madam Chair Gurulé-Girón added that she remembered a discussion at the last meeting. Mrs. Martinez-Padilla clarified that yes there was a delay the LVHA was not able to receive any cash during the shutdown. Commissioner Romero asked if because we were two draw downs behind if we were not going to get the cash. Mrs. Martinez-Padilla responded stating that no as we provide HUD with monthly statements they will be releasing the funds. They started the shutdown before they received January's financials so they have now released Decembers, and January's have been submitted, so we hope for those to be released soon as well. Also, they received the Bar in January for the transfers. Mrs. Martinez-Padilla explained the process.

HOUSING DIRECTORS MONTHLY REPORT

Interim Director Barbara Padilla reported that maintenance prepared 6 units for move-ins while continuing to do work orders, grounds keeping, and everything else they were asked to do. They addressed 11 emergency work orders within the month of January with all 11 being abated within 24 hours. Interim Director Padilla stated that maintenance prioritizes emergency work orders for heating and plumbing issues.

Interim Director Padilla stated the Housing Staff continues with day to day operations. The Waiting List Manager continues to accept and process applications daily. She stated at the end of January there were 69 applicants on the waiting list. The Housing Managers continue with their lease enforcement, lease renewals, annual and special inspections and other day to day operations.

Interim Director Padilla stated that the Housing Staff meets monthly with Law Enforcement to discuss incidents in Public Housing in order to maintain that open communication. The Housing Authority is currently awaiting a court date for an eviction through magistrate court.

Interim Director Padilla stated Housing Staff continues to keep the tenants informed through the monthly newsletter. She stated the Housing Authority is still offering the Smoke Free Cessation classes to residents of Public Housing with two classes being offered each month. She stated we have one tenant that has made strides. She asked Natasha to speak on that. Mrs. Martinez-Padilla then referred it back to Commissioner Davis who then reported we had one tenant that had successfully attended for 3 months. Mrs. Martinez-Padilla added how excited the tenants were to have this additional support for quitting smoking. She added that they hold two classes to offer different types of support. The 1:00pm class is for the new "quitters" where as the 3:00pm class offers continued support. The continued support really helps those who attend as they are able to share their trials, tribulations, and their downfalls and all they have had to overcome.

COMMISSIONERS REPORT

Commissioner David Romero inquired on a concern that he received from a tenant that stated there was a tenant on Sagebrush threatening the another tenant with a gun. He wanted to know what was being done and what was going to happen to this tenant. Interim Director Padilla answered stating the LVHA is in contact with the Chief and Deputy Chief on this matter. Mrs. Martinez-Padilla added that the LVHA is working with Deputy Chief Gallegos and that he would probably have a better answer for Commissioner Romero's questions. Deputy Chief Gallegos stated that the LVPD is investigating and that a video that was obtained the night of the incident by the officer is not clear as to whether the item in the subjects hand is a firearm. Deputy Chief Gallegos said with some enhancement on the video there would be some clarification. He added that the investigation still needs to go a little bit further. Commissioner Romero followed up by asking if the investigation needs to be complete before any action is taken with the tenant. Mrs. Martinez-Padilla and Interim Director Padilla both answered stated it depended on the severity of action to be taken based off the report. Mrs. Martinez-Padilla added that the PD's expertise is needed for this to be successful in a court proceeding.

Commissioner Vince Howell also inquired as to what action would be taken next if everything is found true. Interim Director Padilla stated that it would be considered a substantial violation and would result in a three day notice of lease termination, which the HA would work with the City Attorney on. She clarified that it has not been given just yet because the investigation has not concluded, but the LVHA is taking the proper steps to keep our tenants safe. Mrs. Martinez-Padilla also stated the LVHA would be meeting with the tenant and requesting a civil stand by so law enforcement is present. Commissioner Howell asked if the Commission should be informed as to incidents. Interim Director Padilla stated that we have incidents occurring daily so that it is not protocol to inform the Board on all incidents. She also stated Law enforcement was notified immediately and that we would be working with the City attorney as to what information could and should be released to the Board.

Commissioner Howell inquired, due to the Federal Government being open again have they communicated as to the investigation or report. Interim Director Padilla responded stating that she believes the report will go to the City administration before it returns to the Housing Authority. Madam Chair asked City Manager Gallegos if she had received anything she responded stating she had not.

Commissioner Howell asked about another participant being included in the advocacy program. Interim Director Padilla responded stating the LVHA is actively seeking participation at this time. We will be advertising in our newsletter and we will be contacting them.

Commissioner Howell asked how the staffing is at the LVHA, interim Director Padilla responded stating we are fully staffed minus an executive director. She stated everyone seems to be doing well and we are just handling the unit vacancies as they arise.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner David Ulibarri seconded the motion.

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

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

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

Madam Chair Tonita Gurulé-Girón

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU February 28, 2019- 67% OF YEAR LAPSED (8 of 12 months)
FISCAL YEAR 2019**

A	B	C	D	E	G (E/B)
FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	% REV
DWELLING RENT	540,000	360,000	516,011	374,919	69%
OPERATING SUBSIDY	640,000	426,667	684,165	464,599	73%
HOUSING-OTHER INCOME	12,850	13,450	21,707	10,989	82%
TRANSFERS IN (CFP FUNDS)	78,585	172,090	10,000	181,092	105%
TOTAL	1,271,435	1,365,540	1,231,883	1,031,599	76%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU February 28, 2019- 67% OF YEAR LAPSED (8 of 12 months)
FISCAL YEAR 2019**

A	B	C	D	E	F	H (E/B) %
FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	FY 2017 AVAIL. BAL.	BDGT
EMPLOYEE EXP.	649,727	651,002	606,820	399,667	251,335	61%
OPERATING EXP.	637,693	692,881	491,265	296,358	396,523	43%
TOTAL	1,287,420	1,343,883	1,098,085	696,025	647,858	52%

**CITY OF LAS VEGAS HOUSING AUTHORITY
MONTHLY REPORTING
FEBRUARY, 2019**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
OCCUPANCY												
UNITS AVAILABLE TO RENT	249	249	249	249	249	249	249	249				
UNITS UNDER LEASE	246	247	247	247	247	245	245	244				
TOTAL UNITS VACANT FOR MONTH	3	2	2	2	2	4	4	5				
MOVE-INS THIS MONTH	4	3	2	5	3	4	6	4				
APPLICATIONS												
APPLICATIONS ON FILE	62	67	75	67	63	64	69	57				
APPLICATIONS TAKEN THIS MONTH	13	13	16	6	16	7	9	7				
APPLICATIONS IN PROCESS	4	3	2	3	3	3	5	4				
APPLICANTS REQUIRING 504 ADA	1	0	1	1	0	0	0	0				
APPLICANTS DENIED IN GENERAL	2	3	3	1	1	1	1	3				
APPLICANTS DENIED FOR DRUG/CRIME RELATED	1	4	5	1	2	1	2	3				
TOTAL # OF DAYS FOR LEASE-UP TIME	4	3	1	7	4	1	7	4				
HOUSING MANAGEMENT												
FAMILIES THAT DID NOT PAY RENT ON TIME	20	12	29	18	29	22	18	23				
FAMILIES NOT PAID BY CUT-OFF	2	0	1	1	2	1	0	1				
FAMILIES THAT PAID BY CUT-OFF	18	12	28	17	26	21	17	22				
FAMILIES THAT ENTERED REPAYMENT AGREEMENT	1	0	2	1	1	0	1	0				
NOTICES ISSUED TO VACATE FOR NON-PAYMENT	2	0	0	0	2	1	0	2				
CONFERENCES HELD FOR LEASE VIOLATIONS	8	9	7	6	11	6	7	8				
NOTICES TO VACATE FOR LEASE VIOLATIONS	1	0	0	0	0	0	0	1				
NOTICES TO VACATE FOR DRUG/CRIME RELATED	0	2	0	1	1	0	0	1				
TOTAL # OF DOWN-TIME DAYS THIS MONTH	0	0	0	0	0	0	0	0				

