



CITY OF LAS VEGAS

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

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
OCTOBER 19, 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 September 21, 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 MEETING HELD ON WEDNESDAY
SEPTEMBER 21, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

COMMISSIONERS: David Romero
Vince Howell Absent
Barbara Casey
David Ulibarri Jr.
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 stated let us take a moment to reflect on all the people in our community who serve either in elected or appointed office and think positive thoughts for these people and ask for guidance so that everything they do is for the benefit and betterment of our community and the good of our people.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is. 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 Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Ember Davis	Absent
Commissioner Vince Howell	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 August 10, 2016 and August 17, 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 David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Absent
Commissioner Vince Howell	Absent

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 August 30, 2016. Ms. Martinez-Padilla stated the HA is at 16% of the budget year. The HA is at 16 % of revenue, that is because the one time transfer usually goes through in December, so you will see a huge bump up on Revenues in December. The HA is at 11% of current expenditures expected.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Carmela Martinez reported that the Financial Specialist and herself, attended a HUD sponsored training on Fair Housing and Reasonable Accommodations Certification training. She stated they will have the results of that in about 2 weeks. It was a 2 day intense training and at the end they had to take an exam. Director Martinez stated she will let the commission know when they receive the results.

Director Martinez stated staff including Barbara Padilla, Housing Manager Supervisor, Natasha Martinez-Padilla, Finance Specialist, and herself just returned from the MFA (Mortgage Finance Authority) Housing Summit in Albuquerque. The staff attended some very interesting sessions.

Director Martinez informed the Commission that the fence on New Mexico Avenue was damaged. It was reported by the Police Department as a hit and run. The maintenance crew has picked up the damaged pieces of the fencing.

COMMISSIONERS REPORT

Commissioner David Romero told Director Martinez that the weeds in front of the Housing Projects need to be taken care of. He also stated the fence on New Mexico was hit over the weekend and it is just thrown there. Director Martinez informed Commissioner Romero that the maintenance staff had already picked up the broken parts of the fence. He stated that the fence was also hit two years ago and he wanted to know why it had not been repaired. Director Martinez asked Natasha Martinez-Padilla to explain. Ms. Martinez-Padilla stated that the HA is trying to be as fiscally responsible as possible to get that fence replaced. Because of the cost to repair that fence, there is a possibility that a different type of fencing may have to be installed. The HA will begin discussing how to take care of this fence issue.

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. and Commissioner David Romero both 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 Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	Absent
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 September 30, 2016-25% OF YEAR LAPSED (3 of 12 months)
FISCAL YEAR 2017

	A	B	C	D	E	G (E/B)
	FY 2016 BUDGET	FY 2017 BUDGET	FY 2017 YTD - BUDGET	FY 2016 ACTUAL	FY 2017 YTD - ACTUAL	% REV
DWELLING RENT	430,000	500,000	125,000	527,187	137,171	27%
OPERATING SUBSIDY	660,000	575,000	143,750	588,617	149,926	26%
HOUSING-OTHER INCOME	9,800	9,800	2,450	7,329	5,644	58%
TRANSFERS IN (CFP FUNDS)	214,535	76,510	19,128	214,535	2,499	3%
TOTAL	1,314,335	1,161,310	290,328	1,337,668	295,239	25%

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

HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU September 30, 2016-25% OF YEAR LAPSED (3 of 12 months)
FISCAL YEAR 2017

	A	B	C	D	E	F	H (E/B) % BDGT
	FY 2016 BUDGET	FY 2017 BUDGET	FY 2017 YTD - BUDGET	FY 2016 ACTUAL	FY 2017 YTD - ACTUAL	FY 2017 AVAIL. BAL.	
EMPLOYEE EXP.	660,702	687,214	171,804	533,316	154,465	532,749	22%
OPERATING EXP.	695,712	640,793	160,198	418,040	83,716	557,077	13%
TOTAL	1,356,414	1,328,007	332,002	951,356	238,181	1,089,826	18%

CITY OF LAS VEGAS HOUSING AUTHORITY

MONTHLY REPORTING

SEPTEMBER, 2016

[illegible]

[illegible]

Mayor, Tonita Gurule-
Giron, Madam Chair
Richard Trujillo,
City Manager

COMMISSIONERS:

David Ulibarri Jr.
Vince Howell
Barbara Perea-Casey

David Romero

TENANT COMMISSIONER

Ember Davis

Commissioner, Mayor and
/or City Manager may be
reached by calling (505)454-
1401.

LV HOUSING AUTHORITY

Carmela Martinez,
Executive Director

Barbara Padilla,
Housing Manager Supervisor
Rita Sanchez, Housing
Manager Specialist
Carmelita Lucero, Housing
Manager

Natasha Martinez-Padilla,
Finance Specialist/Office
Manager

Elizabeth Garcia,
Waiting List Manager

Frank Lucero,
Maintenance Supervisor

Maintenance Staff

Michael Varela
Charles Gallegos
David Palomino
William Taft

Mission Statement

The City of Las Vegas Housing Authority provides a safe, adequate, and affordable housing to low-income families, in an environment that fosters cultural preservation, self-sufficiency and community pride.

FHEO & FAIR HOUSING

Title VI "no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity" receiving Federal Financial Assistance. See 24 CFR § 1.4.

**CITY OF LAS VEGAS HOUSING AUTHORITY
NEWSLETTER – OCTOBER, 2016**

2400 SAGEBRUSH, LAS VEGAS, NM 87701
PHONE: (505)425-9463 FAX: (505)425-7204
24 Hour Maintenance on Call (505)425-7504 LVPD



FRIENDLY REMINDERS FROM HOUSING MAINTENANCE AND STAFF



**IMPORTANT REMINDERS FROM
HOUSING**

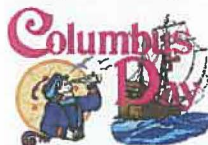
Please be advised of the following:

- If you are required to do community service, please remember to turn in your timesheet monthly. Failure to comply with the community service requirement is a violation and is cause for non-renewal of the lease. For a list of places to do community service, call your Housing Manager.
- Only OUTDOOR furniture is allowed outside of the unit. Warnings will be given for other items/debris and tenants will be charged for disposal.
- DO NOT tie any bikes, chains, or animals to the gas meters. Tenants will be cited for this violation.
- Please pick up any trash/debris from around your unit.
- Do not leave any bags on front or back porches. Maintenance will pick up and dispose of it, and you will be charged.

MOVING OUT?

As per your lease agreement, you are required to give 30 Days Written Notice of Move-Out. Tenants will be charged till the end of the notice period. Keys MUST be turned in and a Move-Out Inspection must be conducted. Please notify your Housing Manager of your intentions to move out.

**CITY OFFICES WILL BE CLOSED ON
MONDAY, OCT 10, 2016 IN
OBSERVANCE OF**



**HAPPY
HALLOWEEN!**

SECURITY SCREEN DOORS

Please make sure you keep your security screen door closed at all times. Often times tenants leave the doors opened and the wind causes the doors to slam against the unit causing damage. If tenants are not securing the screen doors, they may be removed by maintenance.

MAINTENANCE CHARGES

Window Replacement = charged vendor cost.

Window Screens = \$30/screen

Lock Out = \$20 during working hours
\$30 after hours/on call

Damage to Unit = Cost of materials plus labor.

For a full list of Charges see your Maintenance Charge schedule or you can request a copy from your Housing Manager.

One Strike You're Out Policy

If tenants violate the lease by engaging in drug-related or criminal activity or for abuse of alcohol, which threatens the health, safety or right to peaceful enjoyment of the premises by other residents, the PHA will terminate tenancy.