



# City of Las Vegas

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## Madam Mayor Tonita Gurulé-Girón

**CITY OF LAS VEGAS  
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA  
AUGUST 21, 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 July 17, 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 JULY 17, 2019 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

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

**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 Chair Tonita Gurulé-Girón.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Tonita Gurulé-Girón asked Commissioner Vince Howell to offer the moment of silence. Commissioner Howell offered a moment of silence saying to pray for our city. Make sure we do the right thing, make sure that we get the guidance and communication we need to do the right thing.

**APPROVAL OF AGENDA**

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

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

Commissioner Barbara Casey	Yes	Commissioner Ember Davis	Yes
Commissioner David Romero	Yes	Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	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 of June 19, 2019. Commissioner David Ulibarri 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 Ember Davis	Yes	Commissioner David Ulibarri	Yes
Commissioner David Romero	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, Financial Specialist presented the Housing Authority's Revenue and Expenditure report for the month through June 30, 2019. Ms. Martinez stated the Dwelling Rent accruals for the end of the year is \$568,509. For Operating Subsidy, which is also on the accrual basis is at \$738,304, and that is 115% over what the HA was expecting. She stated they were only expecting \$6470,000. Other Income came in at \$16,501 and transfers are right in line at \$193,775. For Expenditures, the HA stayed frugal but also saved money being that they are rolling over those balances for Betterments and Improvements. Ms. Martinez stated for the Employee Expenditures for FY2019, the total was \$605,556, and for Operating Expenses it was at \$511,916 which gave the HA an ending of 83% spent of the total budgeted expenditures.

Madam Chair Tonita Gurulé-Girón stated, on the actual Housing Budget she sees that they have for the closing Operating Subsidy is at 5% and the Other Income at 15% and the Transfers at 23%. Madam Chair asked if Ms. Martinez could explain the 15% and also the 23%. Ms. Martinez stated with Operating Subsidy they could be funded anywhere from 60 to 98% on funding availability, so it depend on what Congress gives them for those months. Ms. Martinez stated they like to stay a little bit modest when budgeting for that.

Madam Chair Tonita Gurulé-Girón asked about the Housing Other Income. Ms. Martinez stated this is mostly damage to units and move-out charges. Ms. Martinez stated this was the reason Interim Director Padilla had invited the Commission to come see a unit that was recently moved out of so they could see the extent of the damage that was left at times.

Madam Chair Tonita Gurulé-Girón asked once a unit is vacated, how long it takes to do the repairs to get that unit back on-line. Ms. Martinez stated it varies. Someone can move out and it can be a 3-day turn around because all they have to do is paint, strip and wax floors if the tenant left the unit in impeccable condition. There are other times when a move out is done and the unit is in such bad condition, it can take anywhere from one to two months to turn that unit around, it varies from unit to unit.

Commissioner David Ulibarri stated if the HA is saying they don't look behind the doors or anything, how often do they inspect the units. Interim Director Padilla replied that they do an annual inspection. She stated they also do special inspections, such as when there is a police that indicates that there was some sort of altercation or something. She stated they will give a 48 hour notice of inspection. She stated they actually do look behind the doors, and she thinks it was misunderstood when Ms. Martinez state they do not see behind doors, it is actually damage not seen behind furniture and other items. Interim Director Padilla stated all the damage cannot be seen until the unit is actually empty. She stated this is why she did invite the commission to come and see a unit. She stated she thinks Commissioner Howell will probably speak about what he saw because they have provided pictures to the commission before and the pictures do not do it justice.

Commissioner Ulibarri stated that Interim Director Padilla said they only inspect them annually. Ms. Padilla stated, annually and for special inspections. Commissioner Ulibarri asked what about the tenants they know they have problems with. Interim Director Padilla stated in those circumstances they rely on maintenance to inform them of any violations they see when they enter a unit for work orders or as needed. If the unit is found to be in disarray or not up to par, maintenance will notify the Housing Managers who will schedule a housekeeping inspection. Interim Director Padilla stated the annual inspections are required, the special and housekeeping inspections are not required, but they do them.

Commissioner Barbara Casey asked about the budget and if the money that is left over is going to transfer to this Fiscal Year. She asked if it is transferred by line item or in a lump sum. Ms. Martinez stated what she does at the end of the year is get the amount that's left over in that line item for betterments and

improvements and she adds the \$10,000 that gets transferred to it. She stated this is the amount she leaves in Betterments and Improvements. This is to balance it out to the end of the following year.

Commissioner Vince Howell thanked the HA for inviting them to go see the unit. Commissioner Howell stated when he went to the unit that was in focus, it was horrible. He stated it is really sad that people leave their responsibilities of not taking care of their units and not paying rent or whatever is owned to them and moved to us. He stated Frank Lucero, the Maintenance Supervisor was very articulate in stating what it is going to take to fix that unit. Commissioner Howell stated they looked behind doors, there were kicked in doors, broken windows, the tile floor was separating and there was some indication of varmints there. Commissioner Howell stated they really need to appreciate what the HA staff does because looking at reports does not exactly tell them what they do, but now that they can see it, it's very important that they understand that it takes a lot. It may not take 3 days, but it will probably take 3 months the way that unit was left. Commissioner Howell stated to the HA staff, thank you for all you do, and thank Frank for his communication. Interim Director Padilla thanked Commissioner Howell and stated she will pass this along to her staff.

Madam Chair Tonita Gurulé-Girón asked Ms. Martinez about the transfer in of the CFP funds. She asked how they are in regards to the Federal Draw Downs. Ms. Martinez stated they are getting them on a month to month basis. She stated she submits them and sends the backup and then they get the cash as HUD releases it. She stated they did release all of 2018 for Operating Subsidy but at the end of the fiscal year the accrual will be about \$400,000 that is being held in the LOCCS account. Ms. Martinez stated they got permission starting this month, so the draw down is going to be about \$13,000 more that they were drawing down preciously and they will be getting that in a faster amount of time because the ones that were being held were funded at a higher percentage that the one's they received.

Madam Chair Tonita Gurulé-Girón asked on the Housing Department Expenditure comparison, she was looking at the actual cost savings. She asked Ms. Martinez to explain to the Commission exactly where the cost savings are used thereafter for transfer in and transfer out. Ms. Martinez asked for clarification of what to explain. Madam Chair Tonita Gurulé-Girón stated it looked like on the actual expenditure comparison they saved a lot of money. Ms. Martinez stated, yes they did. Ms. Martinez stated when they save a little they are able to buy other things they can't buy with capital funds such as vehicles or tools for maintenance.

## **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Barbara Padilla reported that she did a count of how many units were moved out of and turned around last fiscal year, 2018-2019. She reported that there were 60 units vacated and turned around by maintenance. She reported that in the month of May there were 8 move-outs and 9 move-ins. Interim Director stated that last month she mentioned they needed applicants for the 2 bedroom waiting list. She reported there are now 10 people on that waiting list. She stated there are 35 applicants on the 1 bedroom waiting list, 10 applicants on the 2 bedroom waiting list, 4 applicants on the 3 bedroom waiting list, 3 applicants on the 4 bedroom waiting list, and 1 applicant on the 5 bedroom waiting list.

Interim Director stated provided a copy to each commission of a letter from the HUD Field Office Director, Floyd Duran, with an attached registration form for the Lead the Way Board Training that will be coming up in August. Interim Director informed the commission that Housing will be taking care of the registration cost. She stated that HUD strongly encourages all commission members to participate in this training. Interim Director stated if any commissioners would like her to register them, they can fill out as much information as they can and they can bring it by the Housing office or they can arrange to have it picked up.

Commissioner Vince Howell asked Interim Director Padilla if HUD was giving them this presentation and asked if they have found out anything if HUD Washington has said anything about their situation, and if that is why they are doing this. Interim Director Padilla stated she does not know anything about a response from HUD Washington. She stated she knows HUD had wanted to do a Lead the Way Board Training they were able to set dates and get this organized. Ms. Martinez Padilla informed the Commission that this is actually hosted by

NAHRO (National Association of Housing and Redevelopment Officials), so they are not just doing the training here in Las Vegas, they are doing it throughout the state. This particular training is for the northern part of the state and other Housing Authorities will also be attending. Commissioner Howell asked in clarification, HUD has not giving us anymore information in regards to their visit here. Interim Director Padilla stated, no, not to us.

**BUSINESS ITEMS**

**ITEM #1 Approval/Disapproval of Resolution No. 19-41 to repeal and replace Resolution No. 19-30 Declaring uncollectable Accounts for Las Vegas Housing Authority.**

Interim Director Barbara Padilla stated the Housing Authority needs to repeal and replace Resolution No. 19-30, which was approved at the last meeting, to correct the write off amount due to a payment that was received. Interim Director Padilla stated that the amount of the payment received was \$573.21 so the amount needed to be corrected to reflect that. She stated the new amount they are asking to write off is \$16,120.58 the previous amount was \$16,683.79.

Commissioner Howell stated so this data base really works in regards to monies owed. He asked if it is National. Interim Director Padilla stated yes, it is Nationwide. Commissioner Howell stated they would have to pay us first before being accepted at another HA. Interim Director Padilla stated yes, that is correct.

Commissioner David Romero made a motioned to approve Resolution number 19-41 to repeal and replace Resolution No. 19-30 Declaring Uncollectable Accounts for Las Vegas Housing Authority. Commissioner Barbara Casey seconded the motion. Roll call was taken as follows.

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

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

Resolution No. 19-41 was recorded into record as follows:

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 19- 41**

**A Resolution Repealing and Replacing Resolution 19-30 Declaring Uncollectable Accounts**

**WHEREAS**, Resolution 19-30 showed a total of uncollectable accounts in the amount of \$16,683.79 within the City of Las Vegas Housing Authority to be amended;

**WHEREAS**, there exists a total of uncollectable accounts in the amount of \$16,120.58 within the City of Las Vegas Housing Authority;

**WHEREAS**, the Housing Authority has made every reasonable means of collecting said accounts; the Housing Authority will keep a separate book of the doubtful accounts, which remain collectable to the City of Las Vegas Housing Authority by the tenant; and

**WHEREAS**, HUD Handbook HN G 7511.1, Chapter II, Section 1, Paragraph 12 (a) provides for the write off as collection losses , accounts of tenants who have moved from the Housing Authority after all means of collection have failed; and

**WHEREAS**, outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las Vegas Housing Authority, they must pay outstanding debt off before being accepted at another housing authority; and

**WHEREAS**, the Housing Authority Board of Commissioners has reviewed the following accounts from the City of Las Vegas Housing Authority and has determined the same are uncollectable.

**NOW, THEREFORE, BE IT RESOLVED**, by the Housing Authority Board of Commissioners that the following accounts be; and they hereby are, determined to be uncollectable and shall be written off the accounts receivable of the Housing Authority.

PASSED, APPROVED AND ADOPTED on this 17th day of July, 2019

## **COMMISSIONERS REPORT**

Commissioner Vince Howell asked Interim Director Padilla if Frank Lucero ever came with an estimate of what it is going to cost to fix the unit that was shown. Interim Director Padilla stated she did get the move-out inspection but has not had a chance to add all the charges up, but she will get those numbers soon. Commissioner Howell asked Interim Director Padilla to let her staff know they are doing a good job. Interim Director Padilla thanked Commissioner Howell.

Commissioner David Ulibarri stated he has a few items. He asked about weeds, stating at the last meeting Interim Director Padilla said she had so many employees working on weeds an hour a day or a week. He stated the weeds are very bad on Hot Springs. He said it looks bad for the City and we get on other properties in the city. He stated you talk about having money to buy other things. He stated I don't know if you have money to buy weed eaters or lawn mowers or anything. Interim Director stated the only thing with that is again, the tenants are responsible for maintain their yards. She stated they are trying to keep up with the cutting as much as possible and they are getting to each site as they can. Interim Director Padilla once the tenants start seeing the charges for cutting, the commission will also be hearing about that. Commissioner Ulibarri asked how much of their yards tenants are responsible for. Interim Director Padilla stated they are responsible for the perimeter of the unit. He asked about the hill on Hot Springs. Interim Director Padilla stated the hill is something Housing will do. Commissioner Ulibarri said it hasn't been addressed. He stated he goes by there every day because he has coffee there in the restaurant, and he hasn't seen anybody cutting the weeds there.

Commissioner Ulibarri said he has another item, the wall on Hot Springs between the City and Daylight Donuts. He asked the City Manager if there has been a response to that. He stated the owner asked him what is going on with it because it's a liability for him or for the City. Finance Specialist, Natasha Martinez responded that the HA is in the process of having two engineers from HUD that are going to come down and evaluate the wall itself so they can give their opinion on how they think we should proceed. She stated they wanted us to quote a surveyor to go and flag the property so they know exactly where the lines are drawn. She stated after that is done they can work on budgeting money to allocate for that. She stated they will have to bring that back to the Commission because it was not on the HA's Operating Budget, nor was it on any Capital Fund 5 year plan. She stated that is something we will have to address that way.

Commissioner Ulibarri asked if the HA had contacted the owner from Daylight Donuts or talked to him about what's going on. Ms. Martinez stated we have not contacted him because she wanted HUD to come and look at the issue before contacting the owner so she can have an accurate answer for him. Commissioner Ulibarri said the owner is concerned about the wall and he wants some answers. He asked if they can talk to the owner about it or if the City Manager can talk to him about it.

Commissioner Ulibarri then asked about pot holes in the areas of Housing. Ms. Martinez stated that issue is for the Streets Department actually because they are the City's property. She stated they can write letters to the Streets Department or an email to let them know about his concerns.

Madam Chair Tonita Gurulé-Girón stated at this point in time they needed to move on, asking if there was any need for executive session.

**EXECUTIVE SESSION**

None

**ADJOURN**

Commissioner Barbara Casey made a motion to adjourn the meeting. 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.

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Madam Chair Tonita Gurulé-Girón

ATTEST

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Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON  
THRU July 31, 2019- 8% OF YEAR LAPSED (1 of 12 months)  
FISCAL YEAR 2020**

	A		B		C		D		E		G
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 YTD - ACTUAL	(E/B) % REV
DWELLING RENT	540,000	560,000	46,667	568,509	44,745	568,509	44,745	568,509	44,745	44,745	8%
OPERATING SUBSIDY	640,000	660,000	55,000	738,304	64,385	738,304	64,385	738,304	64,385	64,385	10%
HOUSING-OTHER INCOME	13,450	16,400	1,367	16,501	1,349	16,501	1,349	16,501	1,349	1,349	8%
TRANSFERS IN (CFP FUNDS)	193,775	124,386	10,366	193,775	1,250	193,775	1,250	193,775	1,250	1,250	1%
TOTAL	1,387,225	1,360,786	113,399	1,517,089	111,728	1,517,089	111,728	1,517,089	111,728	111,728	8%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU July 31, 2019- 8% OF YEAR LAPSED (1 of 12 months)  
FISCAL YEAR 2020**

	A		B		C		D		E		F		H
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	FY 2017 AVAIL. BAL.	FY 2020 YTD - ACTUAL	FY 2017 AVAIL. BAL.	(E/B) % BDGT
EMPLOYEE EXP.	651,002	662,577	55,215	605,556	46,793	605,556	46,793	605,556	46,793	615,784	615,784	615,784	7%
OPERATING EXP.	692,881	838,795	69,900	511,916	24,938	511,916	24,938	511,916	24,938	813,857	813,857	813,857	3%
TOTAL	1,343,883	1,501,372	125,114	1,117,472	71,731	1,117,472	71,731	1,117,472	71,731	1,429,641	1,429,641	1,429,641	5%



