



**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
SEPTEMBER 20, 2017 –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 Meeting on August 14, 2017

**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 Resolution No. 17-31 to Authorize the Las Vegas Housing Authority to execute certify and submit all documents necessary for a DeMinimis Exception to Demolition Request of Existing Public Housing Units.

Natasha Martinez-Padilla, Finance Specialist The City of Las Vegas Housing Authority desires to establish DeMinimis Exception to Demolition for existing housing units located at 2410, 2412, 2413 Yucca and 302 Sandoval Street.

2. **Approval/Disapproval to Award Bid #2018-16 for Maintenance Inventory Supplies for the Housing Department to Hacienda Home Centers and BTU Building Materials Inc., the lowest responsive bidders per item listed.**

Natasha Martinez-Padilla, Finance Specialist The City of Las Vegas Housing Authority is required to go out for Bid annually for Maintenance Inventory Supplies for the Housing Authority.

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 MONDAY
AUGUST 14, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

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

ALSO PRESENT:

Barbara Padilla, Interim Housing Director
Corinna Laszlo Henry, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner David Romero to offer the moment of silence. Commissioner Romero offered a moment of silence for our Lord to comfort all families.

APPROVAL OF AGENDA

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

Natasha Martinez-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 19, 2017. 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 Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Absent
Commissioner David Ulibarri Jr.	Absent

Natasha Martinez-Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through July 31, 2017. The HA has completed 8% of the budget into the first month of the Fiscal Year. The HA is right where was projected. Dwelling rents are coming in right on schedule as well as subsidy. Expenditures are going to be a little bit lower because there is currently not a permanent director. Operating expenses is currently lower until some projects are completed.

Madam Chair Gurulé-Girón asked if the current rate was consistent with the actual fiscal year spending, the percentage. Mrs. Martinez-Padilla stated, yes. Madam Chair asked, what is that percentage? Mrs. Martinez-Padilla stated the HA has currently spent 6% of the budget. Madam Chair asked where the HA is supposed to be at. Mrs. Martinez-Padilla stated at 8%.

DIRECTORS REPORT

Interim Director Barbara Padilla stated that the Housing Authority will be going out for Bids for Maintenance Inventory Supplies for the Housing Authority, which the HA will be requesting approval from Commission, at the next commission meeting.

Interim Director Padilla reported that Housing Managers are continually busy with the day to day operations of the HA, including new admissions, annual lease renewals, annual inspections of units, and lease enforcement. The Waiting List Manager purged the waiting list, as is done annually.

Interim Director Padilla stated that the HUD Compliance Monitoring Review has been rescheduled for September 18 thru 19, 2017.

COMMISSIONERS REPORT

Commissioner Barbara Casey had a question regarding the number of emergency work orders, and if those were related to the rain. Interim Director Padilla stated yes, many of those were because of the rain. Commissioner Casey asked about the large number of non-emergency work orders. Interim Director Padilla stated many of those work orders were for grass/weed cutting.

Commissioner Vince Howell wanted to thank Interim Director Barbara Padilla and Finance Specialist, Natasha Martinez-Padilla for managing the Housing Authority in the interim time. He stated he appreciates all they have done.

Interim Director Padilla thanked Madam Chair Gurulé-Girón, City Manager Trujillo, and the Commissioners for having given her the opportunity to serve as Interim Director. Interim Director Padilla also wanted to thank the Housing Authority Staff for their support as well, stating it is a group effort.

EXECUTIVE SESSION/CLOSED SESSION

Commissioner Barbara Casey made a motion to convene into executive session to discuss Personnel Matters as permitted by section 10-15-1(H) (2) of the New Mexico Open Meetings Act, NMSA 1978. 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 David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Absent
Commissioner David Ulibarri Jr.	Absent

Natasha Martinez-Padilla re-read the motion and advised the motion carried.

Commissioner Vince Howell made a motion to reconvene into regular session stating no decisions were made. There was only discussion on Personnel Matters as permitted by section 10-15-1(H) (2) of the New Mexico Open Meetings Act, NMSA 1978. Commissioner David Romero 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 David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Absent
Commissioner David Ulibarri Jr.	Absent

Natasha Martinez-Padilla re-read the motion and advised the motion carried.

ADJOURN

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

Natasha Martinez-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 August 31, 2017-17% OF YEAR LAPSED (2 of 12 months)
FISCAL YEAR 2017**

	A		B		C		D		E		G (E/B) % REV
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 YTD - ACTUAL	FY 2018 YTD - BUDGET	FY 2017 YTD - ACTUAL	FY 2018 YTD - ACTUAL	FY 2017 YTD - ACTUAL	FY 2018 YTD - ACTUAL		
DWELLING RENT	500,000	540,000	90,000	518,211			75,160			14%	
OPERATING SUBSIDY	575,000	640,000	106,667	644,012			112,662			18%	
HOUSING-OTHER INCOME	9,800	12,850	2,142	30,842			2,561			20%	
TRANSFERS IN (CFP FUNDS)	76,510	68,000	11,333	76,515			1,666			2%	
TOTAL	1,161,310	1,260,850	210,142	1,269,580			192,049			15%	

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU August 31, 2017-17% OF YEAR LAPSED (2 of 12 months)
FISCAL YEAR 2017**

	A		B		C		D		E		F	H (E/B) % BDGT
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 ACTUAL	FY 2018 YTD - BUDGET	FY 2017 ACTUAL	FY 2018 YTD - ACTUAL	FY 2017 AVAIL. BAL.	FY 2018 YTD - ACTUAL	FY 2017 AVAIL. BAL.		
EMPLOYEE EXP.	687,214	649,727	108,288	658,372			97,890			551,837	15%	
OPERATING EXP.	640,793	637,693	106,282	521,996			123,205			514,488	19%	
TOTAL	1,328,007	1,287,420	214,570	1,180,368			221,095			1,066,325	17%	

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/08/17 **DEPT:** Housing **MEETING DATE:** 09/20/17

ITEM/TOPIC:

Resolution No. 17-31 to Authorize the Las Vegas Housing Authority to execute certify and submit all documents necessary for a DeMinimis Exception to Demolition Request of Existing Public Housing Units.

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of Resolution No. 17-31 Authorize the Las Vegas Housing Authority to execute certify and submit all documents necessary for a DeMinimis Exception to Demolition Request of Existing Public Housing Units.

BACKGROUND/RATIONALE:

The City of Las Vegas Housing Authority desires to establish MeMinimis Exception to Demolition for existing housing units located at 2410, 2412, 2413 Yucca and 302 Sandoval Street.

STAFF RECOMMENDATION:

Recommend approval of Resolution No. 17-31 to Authorize the Las Vegas Housing Authority to execute certify and submit all documents necessary for a DeMinimis Exception to Demolition Request of Existing Public Housing Units.

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.

REVIEWED AND APPROVED BY:


SUBMITTER'S SIGNATURE

TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID AWARD ONLY)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 17-31**

A RESOLUTION TO AUTHORIZE THE LAS VEGAS HOUSNG AUTHORITY TO EXECUTE, CERTIFY AND SUBMIT ALL DOCUMENTS NECESSARY FOR A DeMINIMIS EXCEPTION TO DEMOLITION REQUEST OF EXISTING PUBLIC HOUSING UNITS

WHEREAS, the Las Vegas Housing Authority (LVHA) desires to establish DeMinimis Exception to Demolition for existing housing units located at 2410, 2412, 2413 Yucca and 302 Sandoval Street. These units are beyond repair; and

WHEREAS, among several other benefits, the demolition of these units will allow for the removal of units from the LVHA inventory that have been vacant for longer than 24 months; and

WHERAS, The LVHA has conducted a resident advisory meeting as well as a public input meeting to explain the DeMinimis Exception to Demolition Request and how it would affect the residents and community as required; and

THEREFORE, IT IS RESOLVED by The City of Las Vegas Housing Authority Board, authorizes the Las Vegas Housing Authority to execute, certify and submit all documents necessary for applications under the DeMinimis Exception to Demolition Request the United States Department of Housing and Urban Development (HUD) for demolition of LVHA units located at 2410, 2412, 2413 Yucca and 302 Sandoval Street.

Passed, Approved and Adopted this _____ day of _____ 2017.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFICIENCY ONLY

CORINNA LASZLO-HENRY, CITY ATTORNEY

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/08/17 **DEPT:** Housing **MEETING DATE:** 09/20/17

ITEM/TOPIC:

Award Bid #2018-16 for Maintenance Inventory Supplies for the Housing Department.

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval to Award Bid #2018-16 for Maintenance Inventory Supplies for the Housing Department to Hacienda Home Centers and BTU Building Materials Inc., the lowest responsive bidder per item listed.

BACKGROUND/RATIONALE:

The City of Las Vegas Housing Authority is required to go out for Bid annually for Maintenance Inventory Supplies for the Housing Authority.


STAFF RECOMMENDATION:

Recommend approval to Award Bid #2018-16 for Maintenance Inventory Supplies for the Housing Department to Hacienda Home Centers and BTU Building Materials Inc., the lowest responsive bidder per item listed.

COMMITTEE RECOMMENDATION:

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REVIEWED AND APPROVED BY:



SUBMITTER'S SIGNATURE

TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID AWARD ONLY)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS MUST BE REVIEWED)