



# 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  
OCTOBER 16, 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 September 18, 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. Recognition of Residents for Neighborhood Beautification in Loudon Area
  2. 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 5(H) OF THE OPEN MEETINGS ACT.**

David Ulibarri  
Councilor Ward 1

Vince Howell  
Councilor Ward 2

Barbara Perea-Casey  
Councilor Ward 3

David G. Romero  
Councilor Ward 4

- 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 SEPTEMBER 18, 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 Ember Davis to offer the moment of silence. Commissioner Davis offered a moment of silence for the community and everything that’s been going on, and to have some peace.

**APPROVAL OF AGENDA**

Commissioner Barbara Casey made a motion to approve the agenda as presented. Commissioner Davis and Commissioner 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 Ember Davis	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 August 21, 2019 with minor changes already submitted. Commissioner Vince Howell seconded the motion.

Madam Chair Gurulé-Girón 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 David Ulibarri Jr.	Yes
Commissioner Barbara Casey	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 August 31, 2019. Ms. Martinez stated they are two months into the fiscal year. Ms. Martinez apologized for having the incorrect header that showed July instead of August. However the amounts on the report are correct. For Dwelling rents the HA is right on schedule. The year to date budget is \$93,333. The year to date actual is \$90,334 we are about \$3,000 lower as far as billing goes. Ms. Martinez explained how rents and billing fluctuate because of move-ins and move-outs. She stated for Operating Subsidy, the HA is a little over at 20%. They have accrued \$128,770 which is 20%. She stated the budget was \$110,000. Other Income is at \$2,733 for budget, they have billed out 9% of that for \$1,489. She stated the Transfers are the actual transfers and they have received 2% of those after the budget and everything is into LOCCS then she can draw down the Operating Budget from CFP. She stated that usually happens around December. She stated with their luck it's been more like March and April, but hopefully they get it in December, and that's 20% of the Capital Fund that was awarded for that year. Employee Expenses are at \$93,177. Budgeted they had \$110,430. Their Operating Expenses to date are \$45,564 and they had budgeted year to date at \$139,799.

### **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Barbara Padilla reported for the month of August, Housing Maintenance staff prepared 7 units for move-ins and there were 6 move-outs in for the month of August. She stated that maintenance is working hard on those unit turnarounds as well as trying to maintain the property as far as cutting weeds and grass. Interim Director Padilla stated it has been a bit of a struggle as they have had quite a bit of move-outs so they are trying to keep up with that. For Housing Management, the Waiting List Manager continues to accept and process applications daily. As of September 10, 2019 there were 67 applicants on the waiting list all together. On the 0-1 bedroom waiting list there were 48 applicants, which is the highest waiting list. On the 2 bedroom waiting list there were 9 applicants. On the 3 bedroom waiting list there were 6 applicants. On the 4 bedroom waiting list there were 3 applicants, and on the 5 bedroom waiting list there was 1 applicant. She stated that the Housing Managers continue with the day to day operations and lease enforcement, as well as annual and special inspections.

Interim Director Padilla stated the HA is awaiting a court eviction in Magistrate Court that they are working with the City Attorney on. She stated the Housing Staff also continues to attend the monthly safety trainings provided by the HR/Risk Management. She stated the HA is still offering the Smoke Free Cessation classes to residents of Public Housing.

Madam Chair Tonita Gurulé-Girón asked City Attorney, Esther Garduno-Montoya if she could explain to the Commission as much as she can as to what happened on the eviction. City Attorney Garduno-Montoya stated the eviction has been filed, they have a court date in October and they are trying to move it to a sooner date. Madam Chair Tonita Gurulé-Girón asked what the circumstances were. City Attorney Garduno-Montoya stated as a result of police activity/drug activity.

Commissioner Howell asked Interim Director Padilla, to qualify for emergency housing, if a person is homeless and has stage 4 cancer, would that qualify. Interim Director Padilla stated, unfortunately, no, that does not qualify. She stated the HA does not have emergency housing, they have preferences or priorities on the waiting list which are currently domestic violence or natural disaster, which would give them priority on the waiting list.

Commissioner Howell commented that he really liked the training seminar that they received from HUD a couple of weeks ago. He stated he learned a lot, and from what he understands, if their rating gets better

they would be able to apply for a lot more funds. Interim Director Padilla stated yes, that is something they have always stressed and it is important. Commissioner Howell asked how they are doing with our ratings. Natasha Martinez answered that what that is, is the PHAS (Public Housing Assessment System) score. She stated they go over that report as they get it. She stated they usually get the report in February or March after their plan is submitted. She stated there is a point system. The HA gets points for Management, for the Physical Assessment, for the Financial Assessment, and for the Management Score. Ms. Martinez stated they are standard performers in every other score except for the management score, which they are substandard in. She stated the reason for the substandard designation is because of the vacancies. She stated with the number of units the HA has that are available for occupancy and the units that are either boarded up or were sold ineligibly, the HA is only allowed to have one vacancy at the end of each month and that's it. That being said, she stated the reason they are only allowed one vacancy is because all the other units are still being counted against them, the boarded up units and the ineligibly sold units.

Commissioner Howell asked if they had made a decision on what they were going to do about the illegally sold units. Madam Chair Tonita Gurulé-Girón stated they would have to refer that to the City Attorney. City Attorney Esther Garduno-Montoya stated that is an issue that they can discuss. She stated she believes there is some type of litigation that may be involved in that. She stated they could discuss that in executive session.

Commissioner Howell again stated he did enjoy the class and that he did tell that to Floyd (Duran) and the others that were there.

Commissioner Ulibarri stated he knows the HA is working on the weeds, but winter is coming and the weeds are going to die. He stated he has been going to all the housing areas and they are pretty bad. He asked if they have a plan to clean up the areas in Housing. Interim Director Padilla stated they are trying as she stated. She stated currently they have about 13 vacancies coming up and that is their priority, to get those units turned around. She stated they are considering having maintenance do overtime. She stated they only have 4 maintenance men, and 251 units to maintain. She stated with all those vacancies, those have been their priority, to fill those vacancies. Interim Director Padilla said maintenance has taken time to cut the weeds in areas that are really bad but they are trying as much as they can.

Commissioner Ulibarri asked how many Housing Units are condemned. Natasha Martinez stated there are 17 units, explaining that she should not have used the word condemned. The units that are boarded up were gutted-out. They were being rehabilitated for what was to be a homeownership program at that time. She stated when they put a stop to that they left them as is. There were 17 units, 5 of which the HA is going out for IFB (Invitation for Bids). She stated they have already taken out any asbestos and mold that were in those units for the 5 unit DeMinimus. Commissioner Ulibarri asked if they are taking the asbestos out. Ms. Martinez stated they already have. Commissioner Ulibarri asked if they are planning to put them back for rent. Interim Director Padilla stated to the commission that those are the 5 units they have discussed, the DeMinimus Project. Commissioner Ulibarri said they were talking about 17 units. Ms. Martinez stated the remaining 12 units they do plan to put back on the rent roll. She stated they need to accumulate money, which is what the betterments and additions on the general ledger are for. She stated they have to keep accumulating money until they have enough to do it. She stated it costs about \$70,000 to rehabilitate those units because of the plumbing being out dated. She stated sometimes it may cost more when you take the A&E and everything else into consideration.

Commissioner Barbara Casey stated at the training they had, which was very good, Mr. Duran explained that through the section 18 of the HUD guidelines, the demolition and disposition process, that might be a way to sell the Macario Gonzales Property and use the money from that property to fix the boarded up units. Natasha Martinez stated, with that the demo/dispo is actually what they are doing to help the vacancy rating, so section 18 is what they are using for the 5 unit DeMinimus Project that is underway. She stated that right now, in the PHA Plan, the Macario Property is there as a replacement for those units that were sold ineligibly that if they obtained the money to rebuild, they have property to build on. She stated if they sell that

property, then they have to come up with another plan to say where they are going to put the units they put back online. Natasha stated when they re-acquire units, they have to say where are going to put them or where they are going to be. She stated the way they have it right now in their foreseen plans is that the property is going to be used because the city has property that can actually be used to rebuild units if need be. She explained that the Demo/Dispo Section 18, they are utilizing that section and are doing the 5 unit DeMinimus to help the vacancy rating to help their PHAS score to work toward possibly getting additional grants and helping their sub-standard performing management score.

Commissioner Casey said the other thing that came up at the training that caught her attention was on the fair market rent. She said when they redid the ACOP and they had the fair market rent that included Santa Fe rent, she asked at the training why that was included and they were told that it did not have to be included and should not have been included. She stated she further asked if they could redo that section of the ACOP to take Santa Fe rent out of there and keep only the Las Vegas rent. Interim Director Padilla informed the commission that they did not use Santa Fe County, they used San Miguel County. Commissioner Casey said they have been given a hand out and it had Santa Fe and there were two others. Interim Director Padilla stated that it was only San Miguel County on the paperwork and she can provide the information provided at that meeting. Commissioner Casey wanted to make sure because it was so high. Interim Director Padilla agreed that it is high and that report indicated that San Miguel County is higher for some reason, but that is what was used. Natasha Martinez stated what she thinks the confusion with the Santa Fe County is that was the next closest county that they could have used had San Miguel's been higher than theirs.

Commissioner Howell wanted clarification on Commissioner Casey's comments. He asked if they are regulated to use those figures. Natasha Martinez stated what they can do is do a rate study on their own and get rentals throughout the community. She stated if they could find enough homes that meet the criteria to do a fair market study themselves, then they could do a different rate. Ms. Martinez stated when she did call around to different private rentals and their rates exceeded the fair market rates. She said the study would have basically exceeded what MFA had already done. The study MFA did would have been the same thing she would have done and called different entities that are not subsidized. Ms. Martinez said they did look around and call a few private owners and their rates also exceeded the fair market rates.

## **COMMISSIONERS REPORT**

Commissioner Romero stated that the training was awesome and giving his input he stated it gave him more of a clarification as to the need for the transfer just because of the opportunities, grants and stuff they spoke about that they can get.

Commissioner Vince Howell said he left the training with some blank copies of forms they handed out at the training and said he would like to go and visit with the HA staff to help him fill out those forms so he can more clearly understand the numbers that go along with that information. Commissioner Howell said he will give them a call and set a time and date to meet. Interim Director Padilla said, certainly.

Commissioner Howell asked if the question he had regarding the pending litigation can be discussed in executive session at the next meeting. Madam Chair Tonita Gurulé-Girón stated she does not have a problem with that. City Attorney Esther Garduno-Montoya stated she would prefer they do it at the next council meeting that way she can meet with staff and find out where they are with that so she can be updated.

Commissioner Barbara Casey stated that San Miguel County is putting together a census count committee and she has gone to a couple of committee meetings and she would like to know how the HA deals with the census to make sure that all of the people are counted. Interim Director Padilla said she believes the census employees go the homes individually, they don't go to them. She stated there is really no way for them to know what information they supply. Commissioner Casey stated not anymore. The census counts are supposed to be done on-line, so they may have to provide computers and help people log on so they can put their information in. She stated this starts on March 13, 2020. She wanted to give the HA the heads up and

said she is sure the county will be getting in touch with them. Diego Trujillo is in charge of the Census Count Committee and he will be getting in touch with the City Manager and others here at the City. Commissioner Casey stated that is something they are going to have to plan for. Madam Chair Gurulé-Girón stated to Commissioner Casey that she has actually been working with the census for the last 2 years on this and she thinks the City Manager is fully apprised of how they are handling this. She worked with the Census Bureau years ago, for a few years, and they had certain protocols. She stated she knows that has adversely impacted the actual numbers here for Federal Funding in San Miguel which dropped by about 3,000. She stated they do it online. She told Interim Director Padilla maybe they can meet with their Resident Council and see if they can set up a certain time for the residents to go in and work on the online process, but they also mail out forms as well. She stated if they are not successful with that then they do go door to door. Madam Chair Gurulé-Girón said that is something they can do but she is not certain if they need to actually purchase computers, she thinks one computer will suffice.

Commissioner Casey said she thinks encouraging people to fill out the census forms would be wonderful because only 62% of population for San Miguel County filed their census forms last time which meant a huge loss of money for this area.

**EXECUTIVE SESSION**

None

**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 Barbara Casey	Yes	Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes	Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	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 September 30, 2019- 25% OF YEAR LAPSED (3 of 12 months)  
FISCAL YEAR 2020**

	A		B		C		D		E		G (E/B) % REV
	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		
DWELLING RENT	540,000	560,000	140,000	568,509	121,642	568,509	121,642			22%	
OPERATING SUBSIDY	640,000	660,000	165,000	738,304	193,155	738,304	193,155			29%	
HOUSING-OTHER INCOME	13,450	16,400	4,100	16,501	3,102	16,501	3,102			19%	
TRANSFERS IN (CFP FUNDS)	193,775	124,386	31,097	193,775	3,749	193,775	3,749			3%	
TOTAL	1,387,225	1,360,786	340,197	1,517,089	321,647	1,517,089	321,647			24%	

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU September 30, 2019- 25% OF YEAR LAPSED (3 of 12 months)  
FISCAL YEAR 2020**

	A		B		C		D		E		F		H (E/B) % BDGT
	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 2017 AVAIL. BAL.		
EMPLOYEE EXP.	651,002	662,577	165,644	605,556	146,490	605,556	146,490			516,087	516,087	22%	
OPERATING EXP.	692,881	838,795	209,699	511,916	103,123	511,916	103,123			735,672	735,672	12%	
TOTAL	1,343,883	1,501,372	375,343	1,117,472	249,613	1,117,472	249,613			1,251,759	1,251,759	17%	





