



# City of Las Vegas

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## Madam Mayor Tonita Gurulé-Girón

**CITY OF LAS VEGAS  
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA  
APRIL 17, 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 March 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 MARCH 20, 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

**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 please keep in mind all our community members that had damage through the wind storm recently. Pray for them to get their situations all straightened out and to be safe throughout our community.

**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 of February 20, 2019. 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 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.

## **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 through February 28, 2019. Mrs. Martinez-Padilla stated 67% of the year as lapsed, month 8 of the fiscal year. Dwelling Rent and Subsidy are accrued and there is about \$280,000 in cash that is still in LOCCS that does not get released, but the HA gets \$59,000 every month and they record it as it is accrued. Mrs. Martinez-Padilla explained this is the same for Dwelling Rents stating, the report shows not the amount collected, but the amount billed out. She stated the HA is good at collecting the majority of what is billed out. The majority of the uncollectable would be for move-out expenses, which is normally in Other Income.

Mrs. Martinez-Padilla stated that the transfers were released in February so they have received the full transfers for both the 2017 and 2018 grants. They are still getting in the transfer in from General Fund of \$10,000. Employee expenses are where they should be currently. Operating expenses are a bit lower. She stated they would be talking to Finance about doing some line item transfers. She stated the HA has a couple of trucks that are down right now that need to be replaced.

### **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Barbara Padilla reported that maintenance staff prepared 4 units for move-ins while continuing to do work orders and grounds keeping. Maintenance addressed all emergency work orders within 24 hours. Interim Director Padilla reported that there was an emergency repair for a water leak on Sagebrush. She stated that the work was done by JCG and Northeastern Construction, along with Housing Maintenance Personnel. Interim Director Padilla wanted to thank the Utilities Department for their help in alleviating the problem on Sagebrush.

Interim Director Padilla stated that the Waiting List Manager continues to accept and process applications daily. She stated at the end of February there were 57 applicants on the waiting list, with 4 applications being processed for move-ins. The Housing Managers continue with their lease enforcement, lease renewals, annual and special inspections and other day to day operations.

Interim Director Padilla stated Housing Staff is awaiting a court date for an eviction through Magistrate Court. She stated the Resident Advisory Board (RAB) will be holding a meeting on April 3, 2019 at 12:00pm. She explained that there was a meeting scheduled on March 13, 2019 that was cancelled due to the high winds that caused a power outage and closure of the City Offices. She stated the RAB meeting on April 3<sup>rd</sup> will be to discuss the 2019 Annual Plan and the Capital Fund and Five Year Action Plan. Interim Director Padilla said there will also be a Public Input meeting on April 16, 2019 at 4:00pm at the HA office, which is open to the public.

Interim Director Padilla stated the HA staff continues to attend safety trainings provided by HR/Risk Management, and is still offering the Smoke Free Cessation Classes to PHA Residents.

Interim Director Padilla stated that the Lead the Way Board Training is available on-line, free of charge. She encouraged the Commissioners to please take advantage of this free training.

Interim Director Padilla reported that the Smoke Free at Home, New Mexico sent a letter to Natasha Martinez-Padilla. Interim Director Padilla asked Mrs. Martinez-Padilla to discuss the letter that was addressed to her.

Natasha Martinez-Padilla read the letter which read:

Smoke Free at Home NM is a collaboration between the American Lung Association in New Mexico and the New Mexico Department of Health, which seeks to reduce the harm of secondhand smoke in multi-unit housing ensuring that all New Mexicans have access to a healthy smoke-free environment. Thanks to your partnership with the Smoke-Free at Home NM program, the policies you have helped create, implement and support are positively impacting the lives of thousands of New Mexicans.

I am honored to announce that Las Vegas Housing Authority will be presented as the 2019 Outstanding Industry Champion for Resident Support at the upcoming NM ACTION Conference on May 6<sup>th</sup> and 7<sup>th</sup> in Albuquerque, NM at the Marriott Pyramid. The awards luncheon will be held from 12 to 2pm on Monday, May 6<sup>th</sup>.

Mrs. Martinez Padilla continued reading the letter which stated they would appreciate an RSVP to the event as one of their honorees.

Madam Chair Gurulé-Girón congratulated the Housing Staff. Interim Director Padilla thanked the Commission, stating that the Housing Authority is very proud of this recognition and as she mentioned previously, the City of Las Vegas Housing Authority will be recognized by the American Lung Association on a Nationwide Map showing all the Smoke Free agencies. Mrs. Martinez-Padilla explained, this is for individuals who are looking for places to live that are smoke free.

#### **COMMISSIONERS REPORT**

Commissioner Vince Howell had a question on the monthly report regarding occupancy. He stated in February there were 5 vacancies and 4 move-ins. He asked if this was including the 5. Interim Director Padilla stated the report is a little confusing because it's like a rotation. She stated it changes because we might have someone move out of a unit and have another family moved in within the same month, so that unit is not considered as vacant. She explained that the numbers may sound confusing, but the HA is trying very hard to keep up with the move-outs.

Commissioner Howell asked if the HA is going to be prepared for the summer months for all the residents in regards to AC units or keeping them cool because it's going to be a hot summer. Interim Director Padilla stated the HA does not have air conditioning units nor centralized air, but they do allow residents to utilize air conditioners in their units, either fans or AC unit. However they need to be properly braced if installed on the windows so they do not cause damage to the window frames. She explained the HA has residents fill out a permission form when they are requesting to have AC's installed in the windows and are informed that they are liable for charges for the repair of damages to the windows. Commissioner Howell asked if the staff would be able to help the seniors that need AC units. Interim Director Padilla stated, yes, they can assist if a reasonable accommodation is requested.

Commissioner Howell asked if the HA is doing anything for the residents for Easter. Interim Director Padilla stated the Housing Authority is not having any events for Easter, however in the monthly newsletter the HA can notify residents about the big Easter Egg Hunt that the City is hosting through the Museum, which she understands is very big event.

Commissioner Barbara Casey wanted to know if there was any damage done to any of the properties with the wind storm the city had. Interim Director Padilla stated the HA did have some issues with roofs that were lifting up with the winds, as well as a wooden fence by the maintenance shop that was blown down. She stated maintenance repaired the fence the next day. Interim Director Padilla stated they also had a brick veneer wall that fell down on Sagebrush. She stated the unit that was affected is a unit that had already been put on remodel status and the brick veneer will be replaced with stucco. She stated as far as damage anywhere else, there were not made aware of any other damage, other than some trees, which was the case throughout the city. Commissioner Casey asked if the HA had any estimate for the cost of repairs for the damages that were done. Finance Specialist Natasha Martinez-Padilla stated that luckily the roofs that were

lifting and possibly damaged with the wind were the roofs that are either in the process of being fixed or replaced through the insurance claim due to the hail damage, so those roofs are already on the list to be repaired. She stated that they have spoken to the construction company who will be returning to work on some gutters and other items that flew off due to the wind, so they can go make necessary repairs.

Commissioner David Ulibarri asked about the wall between Daylight Donuts and the City. He asked if Interim Director Padilla had assessed that, or had the insurance, HUD, or anyone looked into that. Interim Director Padilla stated she had spoken to the City Manager about this, and explained that the wall was not put up by the Housing Authority so she believes it is the owner's responsibility. She stated she does not know if the owners made contact with the City after that. Commissioner Ulibarri asked if there is any way HUD or anybody can help the owner put that wall up because it's pretty dangerous. He stated if the residents go by there, what if the wall falls? You are going to have a lawsuit against you. Interim Director Padilla stated, that would actually be the responsibility of the owner of the property. She stated as for HUD repairing the wall if it is not their property, they cannot fix it.

Commissioner David Romero asked if they had received an update from the DC review. Interim Director Padilla stated the HA has not, she does not know if the City has. Interim City Manager Ann Marie Gallegos responded, no they have not. Commissioner Romero stated the reason he asked is because he heard some rumbling that it is not good, but of course they have to wait for that report. He stated to Madam Chair Gurulé-Girón he knows she requested this. She stated, yes I did. Commissioner Romero asked if there is a way that she could contact the person that she got started. Madam Chair Gurulé-Girón stated that actually she has had Ann Marie (Interim City Manager) follow up on that and she's done her work and they still have no update. Commissioner Romero stated he is under the impression that it was through Congressman Pearce's office, but now that he is gone, he asked, is it in limbo, or not going to happen. Madam Chair Gurulé-Girón stated, actually, it is still in audit. Interim City Manager Gallegos stated it is still being reviewed, and she believes it was someone from the regional office so they have not received anything that she knows of.

**EXECUTIVE SESSION**

None

**ADJOURN**

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner Ember Davis 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 Barbara Casey	Yes
Commissioner Vince Howell	Yes	Commissioner David Ulibarri	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 March 31, 2019- 75% OF YEAR LAPSED (9 of 12 months)  
FISCAL YEAR 2019**

A	B	C	D	E	G (E/B) % REV
FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	
DWELLING RENT	540,000	405,000	516,011	426,162	79%
OPERATING SUBSIDY	640,000	480,000	684,165	517,523	81%
HOUSING-OTHER INCOME	12,850	13,450	21,707	13,265	99%
TRANSFERS IN (CFP FUNDS)	78,585	172,090	10,000	184,262	107%
TOTAL	1,271,435	1,365,540	1,231,883	1,141,212	84%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU March 31, 2019- 75% OF YEAR LAPSED (9 of 12 months)  
FISCAL YEAR 2019**

A	B	C	D	E	F	H (E/B) % BDGT
FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	FY 2017 AVAIL. BAL.	
EMPLOYEE EXP.	649,727	651,002	606,820	470,373	180,629	72%
OPERATING EXP.	637,693	692,881	491,265	319,353	373,528	46%
TOTAL	1,287,420	1,343,883	1,098,085	789,726	554,157	59%

# CITY OF LAS VEGAS HOUSING AUTHORITY

## MONTHLY REPORTING

### MARCH, 2019

OCCUPANCY	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
UNITS AVAILABLE TO RENT	249	249	249	249	249	249	249	249	251			
UNITS UNDER LEASE	246	247	247	247	247	245	245	244	246			
TOTAL UNITS VACANT FOR MONTH	3	2	2	2	2	4	4	5	5			
MOVE-INS THIS MONTH	4	3	2	5	3	4	6	4	6			
<b>APPLICATIONS</b>												
APPLICATIONS ON FILE	62	67	75	67	63	64	69	57	54			
APPLICATIONS TAKEN THIS MONTH	13	13	16	6	16	7	9	7	11			
APPLICATIONS IN PROCESS	4	3	2	3	3	3	5	4	6			
APPLICANTS REQUIRING 504 ADA	1	0	1	1	0	0	0	0	0			
APPLICANTS DENIED IN GENERAL	2	3	3	1	1	1	1	3	2			
APPLICANTS DENIED FOR DRUG/CRIME RELATED	1	4	5	1	2	1	2	3	0			
TOTAL # OF DAYS FOR LEASE-UP TIME	4	3	1	7	4	1	7	4	5			
<b>HOUSING MANAGEMENT</b>												
FAMILIES THAT DID NOT PAY RENT ON TIME	20	12	29	18	29	22	18	23	25			
FAMILIES NOT PAID BY CUT-OFF	2	0	1	1	2	1	0	1	2			
FAMILIES THAT PAID BY CUT-OFF	18	12	28	17	26	21	17	22	23			
FAMILIES THAT ENTERED REPAYMENT AGREEMENT	1	0	2	1	1	0	1	0	0			
NOTICES ISSUED TO VACATE FOR NON-PAYMENT	2	0	0	0	2	1	0	2	1			
CONFERENCES HELD FOR LEASE VIOLATIONS	8	9	7	6	11	6	7	8	6			
NOTICES TO VACATE FOR LEASE VIOLATIONS	1	0	0	0	0	0	0	1	0			
NOTICES TO VACATE FOR DRUG/CRIME RELATED	0	2	0	1	1	0	0	1	0			
TOTAL # OF DOWN-TIME DAYS THIS MONTH	0	0	0	0	0	0	0	0	0			



<b>HOUSING MAINTENANCE</b>											
NUMBER OF EMERGENCY WORK ORDERS	7	3	8	15	18	16	11	2	8		
# OF EMERGENCY WORK ORDERS ABATED W/24 HRS	7	3	8	15	18	16	11	2	8		
# OF NON EMERGENCY WORK ORDERS ISSUED	172	122	142	120	100	99	94	124	93		
# OF NON-EMERGENCY WORK ORDERS COMPLETED	76	87	97	105	120	85	117	125	138		
# OF OUTSTANDING WORK ORDERS	109	82	45	64	78	102	77	91	103		
# OF UNITS MADE READY THIS MONTH	3	3	2	5	3	4	6	4	6		
AVERAGE # OF DAYS REQUIRED TO MAKE READY	19	11	15	20	18	12	19	16	22		
<b>UPCS INSPECTION STATUS</b>											
NUMBER OF UNITS INSPECTED YEAR TO DATE	27	51	71	93	119	144	153	182	205		
NUMBER OF EXT.BUILDS INSPECTED YEAR TO DATE	0	0	0	0	0	0	0	0	0		
NUMBER OF COMMON AREAS INSPECTED Y-T-D	0	0	0	0	0	0	0	0	0		
NUMBER OF BUILD SYS INSPECTED YEAR TO DATE	27	51	71	93	119	144	153	182	205		
<b>CAPITAL FUND MODERN. PROJECTS</b>											