



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Vincent Howell

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
MARCH 18, 2020 –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 February 19, 2020.
- 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**

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Barbara Perea-Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4

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 FEBRUARY 19, 2020 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

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

ALSO PRESENT:
Esther Garduño-Montoya, City Attorney
Barbara Padilla, Interim Housing Director
Natasha Martinez-Padilla, Finance Specialist

CALL TO ORDER

Meeting was called to order by Chairman Vince Howell.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Vince Howell asked Commissioner Barbara Casey to offer the moment of silence. Commissioner Casey offered a moment of silence saying tonight she asks that everyone pray for the Perea family. She stated her niece, Paulina Perea passed away in Albuquerque. She stated she was a kind, wonderful, generous person and even after death she demonstrated that by donating her organs so that other people might have an opportunity to live a normal life. Please pray that she rest in peace and that the family is able to better cope with the loss of a wonderful human being.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as presented. Commissioner David Ulibarri seconded the motion.

Chairman Vince Howell asked for a roll call. Roll call was taken and reflected the following.

| | | | |
|----------------------------|-----|-----------------------------|--------|
| Commissioner Barbara Casey | Yes | Commissioner David Ulibarri | Yes |
| Commissioner David Romero | Yes | Commissioner Ember Davis | Absent |

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

APPROVAL MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of January 15, 2020 with minor corrections already submitted. Commissioner David Ulibarri seconded the motion.

Chairman Vince Howell asked for a roll call. Roll call was taken and reflected the following.

| | | | |
|-----------------------------|-----|---------------------------|--------|
| Commissioner David Ulibarri | Yes | Commissioner David Romero | Yes |
| Commissioner Barbara Casey | Yes | Commissioner Ember Davis | Absent |

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 ending January 31, 2020. Ms. Martinez stated for dwelling rents, they are at 55%. Budgeted was \$362,667, year to date billed has been \$310,213. For Operating Subsidy, they are above at 67% which the actual accrual is \$445,314 where they had budgeted \$385,000. Other income is slightly above by about \$1,000. Other income budgeted is \$9,567 and actual billed out is \$10,588. Ms. Martinez stated that the transfers-in has not been received yet from Capital Fund, so the only transfer showing on the report is from the General Fund. Transfer-in is at \$8,747 which is 7%. As soon as they get the transfer from the annual budgeted Capital Fund, that amount will go up. On the expenditure side, Employee expenses are at 55%, with an available balance of \$295,010. Operating Expense is at \$579,789 so total expenditures are at 32% of the total budget for the year.

Commissioner David Romero stated he had a question regarding the repayment agreement payment of \$150,000. He stated on the transfers-in, right now it shows \$8,747. He asked Interim City Manager, Ann Marie Gallegos if the repayment agreement for Housing was made in December. Interim City Manager Gallegos said she didn't think it was December. Commissioner Romero said shouldn't the \$150,000 come into that line-item and then be paid out. Interim City Manager Gallegos stated she believes that Tana (Vega) was closing all of those up and she believes it was done now in February, the full \$150,000 which would have left them with a balance of \$90,000. She stated that according to the resolution they were supposed to be at \$90,432. Commissioner Romero asked if they transfer that \$150,000 into this line item. Interim City Manager Gallegos stated it should go into that line item, yes. She stated she will update her records once they receive the full dollar amount of \$150,000 but that will reflect next month. Commissioner Romero asked if that will put them in a predicament because it was not done. Interim City Manager Gallegos stated that the payment was made in February and that brings them up to compliance and with the balance of \$90,432.

Commissioner Romero questioned the process asking if the transfer should have been done first and then the check. Interim City Manager stated they don't do a check they do the cash transfer. She stated that was approved by Mayor and Council at the beginning of the year. Ms. Natasha Martinez stated if it goes into that line, the budget line is at \$124,000 so she thinks it will be over by that amount. She stated they will have to do a Budget Adjustment Resolution (BAR) to increase that budget line item on both general fund side and on Housing's side to reflect the \$150,000. Commissioner Romero stated his question again is should the BAR have been done before. Interim City Manager Ann Marie Gallegos stated that the budget was approved with the transfer from general fund so on their side they were able to transfer the full dollar amount bringing back the balance to \$90,000. She asked Natasha Martinez if that goes against the liability account or into the transfer, because she's not sure how Housings book work. Ms. Martinez stated it goes against the transfer so it would be the transfer and then the liability. Then it would be an increase on the expenditure for operating expenses. She stated they will increase the transfer and then increase the line item for betterment's and improvements.

Interim City Manager Gallegos stated on their general fund side, they had the approved budget for the two hundred and some thousand dollars that was supposed to take place.

Chairman Vince Howell asked about the operating expenses at 31%. He read somewhere in the packet that they are waiting for betterment's and improvements. Natasha Martinez explained that the betterment's and improvements is the line item for the money they were speaking about that gets transferred. She stated that line item will be increased, she assumes because of the \$150,000 that is going to be transferred and then they

will have to do an increase for any additional monies that have come through that were part of that repayment agreement, so basically they have to balance the betterment's and improvements with the amount of money that has been transferred from operations to the HA. That money is what they use to rehabilitate the units that are boarded up.

HOUSING DIRECTORS MONTHLY REPORT

Interim Director Padilla reported that for the month of January there were 5 units prepared for move-ins. There were 3 move-outs in the month of January. She stated that Maintenance is always focused on unit turnarounds but also handles emergency work orders regarding furnace and plumbing issues when they occur. They also do snow removal for the elderly and disabled residents. The waiting list manager continues accept and process applications daily. Currently there are 80 applicants on the waiting list. On the 0 to 1 bedroom list there are currently 56 applicants, on the 2 bedroom, 12 applicants, on the 3 bedroom, 10 applicants, on the 4 bedroom, 1 applicant on the 5 bedroom there is one family on that waiting list.

Interim Director Padilla stated that the Housing Managers conducted 21 recertifications, completed 5 move-in orientations and continued with all other day to day operations.

Housing staff continues to attend monthly safety training provided by HR. She stated the HA is still offering smoking cessation classes to residents of public Housing.

Interim Director Padilla stated that two Housing staff, along with two Housing Commissioners and the City's Purchasing Officer, Helen Vigil attended a Procurement training in Albuquerque, yesterday and today. She stated it was very informative.

The Housing Authority will be having a Public Meeting and Resident Advisory Board meeting on March 25, 2020 at 3:00pm at the Housing office. This meeting will be to discuss the agency plan and the 5 year action plan for the Housing Authority.

Interim Director Padilla stated they have three pending evictions.

Interim Director Padilla said she wanted to thank the New Mexico State Police (NMSP) at the last meeting, however, time was limited. She stated that in the month of December the NMSP organized an event for some residents of Housing. They provided a dinner and gifts to several families as well as elderly residents of Housing. She stated they had a very good turnout to the event.

Commissioner Casey had a question on the monthly report showing units vacant for the month. She asked what kind of money do they lose when they are vacant. Ms. Natasha Martinez stated that its actually formula based. Each month that a unit is vacant and not under modernization or other circumstances, it goes against the end of year calculation. She stated they have so many months available and then they have the per unit month housed. So when HUD calculates that amount, Housing gets the occupancy. She stated for the PHA's report, if that score goes lower they get a poor management score. If the HA is below 96% that directly affects the funding. Ms. Martinez explained that the ineligibly sold units are counted against their vacancies. She stated that without getting more units on-line, the percentage will never go up.

Commissioner Casey asked about the number of non-emergency work order's completed being blank on the report. Interim Director Padilla stated that was an error on her part for not entering that number. She stated next month that number will be included in the report.

Chairman Vince Howell had a question on the applications in process from the monthly report. He asked how long that takes. Interim Director Padilla stated that the applications in process means that the waiting list manager has now received notification from maintenance that a unit is going to become available. At that

time, she starts contacting the next person on the waiting list to prepare them, let them know what they have to pay as far as deposits and which utilities they are responsible for. Once the unit is available to be housed, the applicant has 3 days to accept or reject the unit. She stated within those 3 days they are usually moved into the unit.

COMMISSIONERS REPORT

Commissioner Romero stated he has a couple of concerns. He said he knows it has been brought up, 2517 and 2519 Church Street has had sewage backup. He stated it has been constantly happening. Interim Director Padilla stated she was aware that maintenance has had some issues there. She stated she will have to get an update tomorrow on that from maintenance. She asked for Commissioner Romero to call the office or have the tenant call the office so they could get an answer on this issue.

Commissioner Romero stated that he and Commissioner Ulibarri were at the Procurement training. He stated it was very informative. He stated they have some homework to do, to review their procurement policies that they have not only within Housing but with the City as well. Commissioner Romero thanked the HA for the opportunity to attend the training.

Commissioner David Ulibarri Jr. stated at the last Housing Meeting they discussed the wall on Hot Springs. He asked for the status on that. Interim Director Padilla stated they needed to discuss with HUD if there is anything the HA can do as far as helping resolve the leaning wall. She stated they are going to have to have a meeting with the City Manager's office and well as the property owner to discuss it further.

Commissioner Ulibarri Jr. thanked the HA also for inviting him to the Procurement training stating it was a big eye opener for him. He stated there are a lot of things that he is going to look into. Interim Director thanked both Commissioners for attending.

Chairman Howell stated in regards to the wall situation near Daylight Donuts. He asked if the HA did contact HUD and talk to them about it. Natasha Martinez stated that 23 feet of that wall belong to Housing. This is from the bottom of the wall, not the top, based off the survey. She stated the rest of the wall does belong to the owner. The HA can repair or take down 23 feet that belongs to the HA the remainder of that wall needs to be taken care of by the owner. She stated they cannot use any Federal Funds, they don't have any de-federalized funds in their reach, as well as the anti donation clause of the state of New Mexico which states they cannot do anything for an individual's personal gain. Ms. Martinez stated that wall where it is leaning is actually the liability of the owner and the owner is not the City of Las Vegas Housing Authority, it is the private property owner. Because it is like that, the HA cannot do anything with the wall other than the 23 feet.

Chairman Howell asked if the HA did anything with the 23 feet, would it affect the remaining wall. Ms. Martinez stated the 23 feet is from the bottom of Hot Springs, which is not leaning in any way. She stated it appears that the wall was built on the HA property. Commissioner Howell asked if they have spoken to the property owner. Ms. Martinez stated they have not, but they did clarification as to what steps would have to be taken on their end with the 23 feet. The 5 year plan does include landscaping in that area as well as any sort of engineering services for Housing's area. That is the 1st step that needs to be taken. After that it will go to the Resident Advisory Board for recommendations. Ms. Martinez stated again the HA can only work on the 23 feet.

Chairman Howell asked Interim City Manager Gallegos if they can get a scheduled meeting with the property owner, Housing and Commissioner Ulibarri Jr. so they can have this discussion and everyone will be informed of what needs to happen. Interim City Manager Gallegos said absolutely.

EXECUTIVE SESSION

Commissioner David Romero stated he has a question pertaining to pending litigation concerning an eviction and would like to go into executive session.

Commissioner David Romero made a motion to convene into executive session pertaining to matters subject to the attorney client privilege pertaining to threatening 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. Commissioner Barbara Casey seconded the motion.

Chairman Vince Howell asked for a roll call. Roll call was taken and reflected the following.

| | | | |
|----------------------------|-----|-----------------------------|--------|
| Commissioner Barbara Casey | Yes | Commissioner David Ulibarri | Yes |
| Commissioner David Romero | Yes | Commissioner Ember Davis | Absent |

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

RECONVENE INTO REGULAR SESSION

Commissioner David Romero made a motion to reconvene into regular session as permitted by section 10-15-1(H)(7) of the New Mexico Open Meetings Act, NMSA 1978, noting for the record that only those matters pertaining to executive session were discussed and no action was taken. Commissioner Barbara Casey seconded the motion.

Chairman Vince Howell 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 |

Barbara 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.

Chairman Vince Howell asked for a roll call. Roll call was taken and reflected the following.

| | | | |
|-----------------------------|-----|---------------------------|--------|
| Commissioner David Ulibarri | Yes | Commissioner David Romero | Yes |
| Commissioner Barbara Casey | Yes | Commissioner Ember Davis | Absent |

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

Chairman of the Board of Commissioners

ATTEST

Cassandra Fresquez, City Clerk

**CITY OF LAS VEGAS HOUSING AUTHORITY
MONTHLY REPORTING
FEBRUARY 2020**

| OCCUPANCY | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE |
|---|-------------|------------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| UNITS AVAILABLE TO RENT | 251 | 251 | 251 | 251 | 251 | 251 | 251 | 251 | | | | |
| UNITS UNDER LEASE | 243 | 244 | 246 | 244 | 246 | 242 | 244 | 246 | | | | |
| TOTAL UNITS VACANT FOR MONTH | 8 | 7 | 5 | 7 | 5 | 9 | 7 | 5 | | | | |
| MOVE-INS THIS MONTH | 5 | 7 | 11 | 5 | 7 | 4 | 5 | 6 | | | | |
| APPLICATIONS | | | | | | | | | | | | |
| APPLICATIONS ON FILE | 53 | 64 | 73 | 74 | 80 | 72 | 80 | 81 | | | | |
| APPLICATIONS TAKEN THIS MONTH | 23 | 21 | 18 | 13 | 10 | 3 | 24 | 11 | | | | |
| APPLICATIONS IN PROCESS | 3 | 6 | 10 | 5 | 5 | 3 | 4 | 4 | | | | |
| APPLICANTS REQUIRING 504 ADA | 1 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | | | | |
| APPLICANTS DENIED IN GENERAL | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | | | | |
| APPLICANTS DENIED FOR DRUG/CRIME RELATED | 1 | 0 | 0 | 1 | 1 | 2 | 0 | 2 | | | | |
| TOTAL # OF DAYS FOR LEASE-UP TIME | 3 | 3 | 4 | 4 | 5 | 5 | 8 | 8 | | | | |
| HOUSING MANAGEMENT | | | | | | | | | | | | |
| FAMILIES THAT DID NOT PAY RENT ON TIME | 18 | 28 | 21 | 20 | 23 | 20 | 19 | 20 | | | | |
| FAMILIES NOT PAID BY CUT-OFF | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | | | | |
| FAMILIES THAT PAID BY CUT-OFF | 16 | 25 | 21 | 18 | 23 | 19 | 19 | 19 | | | | |
| FAMILIES THAT ENTERED REPAYMENT AGREEMENT | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | | | | |
| NOTICES ISSUED TO VACATE FOR NON-PAYMENT | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | | | | |
| CONFERENCES HELD FOR LEASE VIOLATIONS | 8 | 7 | 8 | 6 | 7 | 6 | 5 | 8 | | | | |
| NOTICES TO VACATE FOR LEASE VIOLATIONS | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | | | | |
| NOTICES TO VACATE FOR DRUG/CRIME RELATED | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | | | | |
| TOTAL # OF DOWN-TIME DAYS THIS MONTH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | |

HOUSING MAINTENANCE

NUMBER OF EMERGENCY WORK ORDERS
 # OF EMERGENCY WORK ORDERS ABATED W/24 HRS
 # OF NON EMERGENCY WORK ORDERS ISSUED
 # OF NON-EMERGENCY WORK ORDERS COMPLETED
 # OF OUTSTANDING WORK ORDERS
 # OF UNITS MADE READY THIS MONTH
 AVERAGE # OF DAYS REQUIRED TO MAKE READY

3 4 6 7 27 8 9 9
 3 4 6 7 27 8 9 9
 89 116 100 135 84 64 76 73
 110 120 115 128 134 123 163 159
 130 136 141 95 105 83 78 54
 5 7 11 5 7 4 5 6
 24 31 43 20 25 20 16 35

UPCS INSPECTION STATUS

NUMBER OF UNITS INSPECTED YEAR TO DATE
 NUMBER OF EXT.BUILDS INSPECTED YEAR TO DATE
 NUMBER OF COMMON AREAS INSPECTED Y-T-D
 NUMBER OF BUILD SYS INSPECTED YEAR TO DATE

24 49 70 96 115 133 155 178
 0 0 0 0 0 0 0 0
 0 0 0 0 0 0 0 0
 24 49 70 96 115 133 155 178

CAPITAL FUND MODERN. PROJECTS