

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY  
DECEMBER 21, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

<b>MADAM CHAIR:</b>	Tonita Gurule-Giron	
<b>COMMISSIONERS:</b>	David Ulibarri Jr. Barbara Casey Vince Howell David Romero Ember Davis	Absent

<b>ALSO PRESENT:</b>	Carmela Martinez, Housing Director H. Chico Gallegos, City Attorney
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**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Gurule-Giron asked Commissioner David Romero to offer the moment of silence. Commissioner Romero stated, we are getting ready for Christmas, and he hopes everyone can work together from there after.

**APPROVAL OF AGENDA**

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

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

Commissioner David Romero is	Yes
Commissioner Vince Howell	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.

**APPROVAL OF MINUTES**

Commissioner Barbara Casey made a motion to approve the minutes of November 15, 2016. Commissioner David Romero seconded the motion.



Madam Chair Gurule-Giron 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 David Ulibarri Jr.	Yes
Commissioner Ember Davis	Absent

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

### **PUBLIC INPUT**

None at this time.

### **PRESENTATION - FINANCE**

Natasha Martinez-Padilla, Finance Specialist presented the Housing Revenue and expenditure report thru November 30, 2016. 42% of the year has lapsed. The operating subsidy is on a cash basis, so it is recorded as it is received. In November there was a glitch in the ELOCS system, which is where the HA draws down funds. The November operating subsidy did not come in until December. There will be a 35% there, which the HA did receive the \$48,824, along with Decembers operating subsidy. We are at 43% when it came in. In dwelling rents, it should be \$222,000, which puts the HA at about 42%. For operating subsidy, the HA should be at \$248,185, which would put the HA at 43%. The housing, other income is at \$20,000. Mrs. Martinez-Padilla stated the reason this amount is so high is because of the way people are leaving and harming the units. The more maintenance has to put into a unit, the more it costs. Mrs. Martinez-Padilla discussed a chemical abatement that had to be done to a unit that was involved in a fire, which was later discovered to have unsafe chemicals detected. The cost of the abatement was approximately \$14,000.

Ms. Martinez-Padilla advised that the transfer will be coming in December as well for a total of \$63,000. These financials look a little low, but in December they are going to jump up drastically. As far as expenditures, employee expenses are at \$428,000, the HA is at 38% of the budget. Operating is at \$484,683. Total Expenditures year to date are at \$912,700.

### **HOUSING DIRECTORS MONTHLY REPORT**

Housing Director Carmela Martinez stated that the maintenance crew continues to work on vacant units. We have approximately 9 vacant units at this time. The HA expects to fill 5 of those vacant units by the end of December. Director Martinez reminded the Commission that at the last meeting they discussed the HA was at 89% (occupancy) with HUD and that will bring us up to 90%. The maintenance crew has been working very hard at unit turnarounds. As far as projects, the contractors continue to work on the stucco project in Loudon. They are done applying the finishing touches and doing some minor details. They are waiting on some nice weather for the painting to be done to finish that project. We are in receipt of one response for RFQ for the parking lot and drainage project. That should be coming up soon with commission approval. This will be coming up on the business items to follow.



Director Martinez reported that the HA has coordinated with community development on sending certified letters for an environmental assessment that needs to be done for the De Minimus project to demolish 3 structures and 5 units.

Director Martinez informed the commission that the Housing Manager Supervisor, Barbara Padilla, has coordinated training for housing managers on Rent Calculations. She stated Robert Duran, the safety coordinator for the city has agreed to conduct basic safety trainings on various topics at our Wednesday staff meetings.

Commissioner Barbara Casey asked Director Martinez for some examples of what the violations for tenant may encompass. Director Martinez stated violations can be anything from not complying with the Housekeeping policy. Also vent violations, late rent payments and also unauthorized people being in the units. They are allowed to have guests but sometimes they stay longer than they should. Commissioner Casey asked how many violations can they get before they are asked to leave. Director Martinez stated there are various violations and it depends on what the violations are. Director Martinez directed the question to Barbara Padilla to give more information. Barbara Padilla stated as mentioned, there are several violations and it depends on the seriousness of these violations when we will proceed with an eviction. For some violations, there is no leeway, such as the One Strike You're out Policy, which involves drugs on or off the premises, or for other serious or repeated violations of the lease.

Commissioner Howell asked if there have been any lack of heat issues in any of the units. Director Martinez stated that no, there is no lack of heat in any of our units. Commissioner Howell asked if we are seeing any utility hikes in the units. Director Martinez directed the question to the Financial Specialist, Natasha Martinez-Padilla. Mrs. Martinez-Padilla stated that what we do see is those tenants who are not paying for their gas, tend to keep their thermostats up at a constant 90 degrees sometimes, and have their doors wide open. We have seen spikes in the heating of the units, but because we have master meters, we are not able to charge the tenants individually. Putting individual meters on the units is part of our 5 year plan.

### **BUSINESS ITEM**

Approval/Disapproval to award and enter into contract to Forsgren Associates Inc. the only response to RFQ for LANDSCAPE ARCHITECT/ENGINEER SERVICES – Sagebrush Parking Lot/ 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage.

The City of Las Vegas Housing Authority plans to renovate and expand parking at Sagebrush Parking Lot/ 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage.

Commissioner Casey asked where this company is from. Director Martinez stated they have offices in Santa Fe and Albuquerque. They have done business with many public housing and also City of Las Vegas and City of Santa Fe. Commissioner Casey stated they did not get much information on the bidder, they just got the score sheet from the bid, which does not show the name of the company or an owner or anything. Commissioner Casey was shown a packet for review.



Commissioner Howell asked, so this is the only company that submitted a bid. Director Martinez stated, yes, they were the only response. Director Martinez also stated she likes their experience. She named several places they have done work for.

Madam Chair Gurule-Giron asked if they were properly licensed and in good standing. Finance Specialist Martinez-Padilla stated yes, they are properly licensed and in good standing.

Commissioner Vince Howell made a motion to approve and award and enter in contract with Forsgren Associates Inc. the only response to the RFQ for Landscape Architect/ Engineer Services – Sagebrush Parting Lot / 2322 Calle Contenta, 2323 Calle Bonita, 22324 Calle Contenta Parking Lot Drainage. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurule-Giron 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 David Ulibarri Jr.	Yes
Commissioner Ember Davis	Absent

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

### **COMMISSIONERS REPORT**

Commissioner Howell wanted to let Director Martinez know that he has a friend that lives in Public Housing and his friend stated that it is a please to work with Director Martinez and her staff. And he is really enjoying living there.

Madam Chair asked when this project was approved and the source of funding for it. Mrs. Martinez-Padilla stated that it was with the 2015 Capital Fund Program. Madam Chair stated this was prior to the new council and they will be looking at the other Housing Units as well.

### **EXECUTIVE SESSION/CLOSED SESSION**

Director Martinez stated there is no need for Executive Session at this time.

### **ADJOURN**

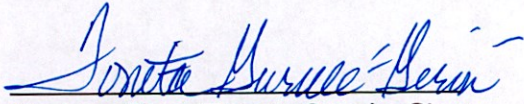
Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner Barbara Casey seconded the motion.

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

Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Absent

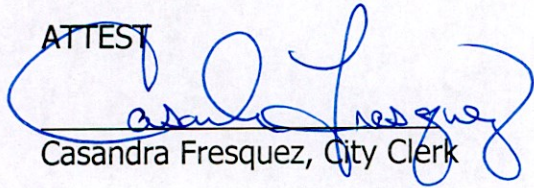


Barbara Padilla re-read the motion and advised the motion carried.

A handwritten signature in blue ink, appearing to read "Tonita Gurule-Giron".

Madam Chair Tonita Gurule-Giron

ATTEST

A handwritten signature in blue ink, appearing to read "Casandra Fresquez".

Casandra Fresquez, City Clerk