

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY COMMISSION MEETING HELD ON WEDNESDAY NOVEMBER 20, 2019 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

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

**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 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 Romero offered a moment of silence saying for all the community to pray for all of us that have lost so many wonderful people. He stated, his mother and other family members that are within this community. He stated thank you for all your graces and your prayers to the Lord to help them go through this traumatic time period.

**APPROVAL OF AGENDA**

Interim Director Barbara Padilla stated she had one slight change to the agenda, removing the presentation by PNM. She stated that PNM wishes to be at next month's meeting. Commissioner Barbara Casey made a motion to approve the agenda as amended. 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 Ulibarri	Yes	Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes	Commissioner Ember Davis	Absent
Commissioner Vince Howell	Yes		

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

**APPROVAL MINUTES**

Commissioner Barbara Casey stated there are two errors she found on the minutes from October 16, 2019. After stating the corrections, she made a motion to approve the minutes of the meeting of October 16, 2019 as corrected. Commissioner David Ulibarri 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 Ulibarri	Yes
Commissioner Vince Howell	Yes	Commissioner David Romero	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 through October 31, 2019. Ms. Martinez stated that 33% of the year has lapsed. The revenues for dwelling rent are a little under what the year to date budget would normally be. She stated they are at \$170,012. This is the amount that the HA has billed. She explained that the reason for the decrease is due to several recent move-outs. Ms. Martinez stated for Operating Subsidy they are over budget. The year to date budget was \$220,000. They have accrued \$257,574. Ms. Martinez stated for other income they have billed out \$4,584 and year to date it should be \$5,467. For transfers, which they are hoping to get the Capital Fund transfer in December that will be a lump sum amount, currently they have only transferred the amount from operations. They are hoping to get that transfer to come in December due to the fact that the continuing resolution that was presented to the President is only through December 20<sup>th</sup>, so right now there is no active budget for the Federal Government. They are hoping if they sign the continuing resolution tonight they will at least have the resolution budget through December 20<sup>th</sup> so the Albuquerque Field Office will still be working so they can continue their funding. Ms. Martinez stated she will be requesting that HUD process the transfer in December prior to any shut down that might be happening. For expenses they are still staying as frugal as possible. For employee expenses they are under at 29%. They have spent \$189,158. For Operating Expenses they are at \$140,306. Ms. Martinez stated as she has said in the past, for operating expenses they have that large line item that is for betterments and improvements, and that line item they don't touch so it always looks like they are way under for operating expenses.

Commissioner Vince Howell said Ms. Martinez had stated the reason for the dwelling rent to be only 30%, he asked what that was. Ms. Martinez stated they're move-outs and vacancies. She stated people's incomes are substantially lower when they move into housing. This can cause the dwelling rents to be less than what they were expecting.

Commissioner Howell said in regard to employee expense, he asked if they are understaffed. Ms. Martinez stated they are not understaffed but are currently without an executive director, so there are cost savings for Barbara's alternate position of Housing Manager Supervisor that is vacant.

### **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Barbara Padilla reported that maintenance staff prepared 5 units for move-in in the month of October. There were 7 move-outs in October. Maintenance is working on unit turnarounds and work orders as well as furnace and plumbing issues as they occur.

Interim Director Padilla stated the Waiting List Manager continues to accept and process applications daily. She stated they need applicants for their 2, 3, 4 and 5 bedroom waiting list. They are advertising on the City's website and FaceBook page and they plan to advertise in the newspaper as well. There are currently 53 applicants on the 1 bedroom waiting list, 10 on the 2 bedroom waiting list, 6 on the 3 bedroom waiting list, 4 on the 4 bedroom waiting list and 1 on the 5 bedroom waiting list. She stated the 5 bedroom applicants are going to be housed this week so there will not be anyone on that waiting list. She stated they hope people will apply saying sometimes people don't think they will qualify, but if they inquire they might find that they do. They encourage people to call the office to see if they do qualify.

Interim Director Padilla reported that the Housing Managers continue with the lease enforcement, lease renewal, annual and special inspections and other day to day operations. They are currently awaiting two evictions in magistrate court which are both for non-payment of rent.

Interim Director Padilla stated the staff continues to attend monthly safety meetings and they are still offering the Smoke Free Cessation classes.

Commissioner Howell asked if they are able to go on the radio to advertise for the need for applicants and if they have done that. Interim Director Padilla stated yes they are able to. They have not at this point but will be going on the radio soon to advertise.

Commissioner Ulibarri asked Interim Director if they could have a copy of her monthly report. Interim Director Padilla stated that report is provided to the City Manager's office and she believes they do receive it. Madam Chair Gurulé-Girón stated it is in their packets. Commissioner Ulibarri stated on the monthly reports he does not see anything about outside maintenance or anything like that. Interim Director Padilla asked for clarification. He stated as far as weeds and such. Interim Director Padilla stated that right now what they are concentrating on is filling the vacant units. She stated they have 7 vacancies and they only have 4 maintenance men, who just returned from training on hands-on electrical and plumbing, which will also help the department so they do not have to bid out services for their furnaces. She explained they are behind as far as unit turnarounds and that is where they need to concentrate. As far as the yards, maintenance does still try to keep the areas clear of trash, but as far as improvements, she is not sure what he is questioning. Commissioner Ulibarri said he is talking about the roads and the yards outside.

Interim Director Padilla asked Natasha Martinez to discuss the projects that the HA is currently working on. Ms. Martinez stated that they have fencing in the Bernalillo/Delgado area that will be getting replaced. There is a PO for Northeastern Construction. She explained that these were small purchases so they did small purchase procurement. She stated they have a sidewalk project that Michael Long Construction will be doing throughout Housing, but there is a requirement that the temperature has to be above 45 degrees for a consecutive 48 hours so the sidewalks do not begin to crumble. Ms. Martinez explained that there is also a stucco project for the exterior of 2816 Loudon #9 and 10, and a cabinet replacement project to replace 5 sets of cabinets. They also have a fencing project on Sagebrush to replace damaged fencing. Ms. Martinez explained that all these projects have been awarded and the work is on-going, weather permitting.

Commissioner Ulibarri stated what he is talking about is the units that are not vacant. He said there is a lot of trash and a lot of dead weeds and it looks real bad. Interim Director Padilla stated again, that is the tenant's responsibility to clean their yards and cut the weeds, unless they are elderly or disabled in which case maintenance will do. She explained that the Housing Managers issue warning notices for any violations of dirty yards or debris outside of the units. If it is not picked up by a certain day, maintenance will pick it up or clean it and it will be charged to the tenant. She stated they are trying to keep up with all that as well as keep up with the unit vacancies.

Commissioner Barbara Casey had questions about the monthly report regarding the number of work orders. Interim Director Padilla stated as she explained prior, the work order numbers always fluctuate so the numbers are not going to be exact. The number that is accurate is the number of open work orders, which is what to look at.

Commissioner David Romero stated on maintenance, it seems like sometimes like they are asking questions like they are not doing something and he knows they only have 4. He asked if there is a national average as to square footage that they cover versus how many maintenance staff they should have. Interim Director Padilla stated she does not know if there is a national standard but she believes it is 50 units per maintenance man. Natasha Martinez stated the standard which HUD goes by for funding is 50 units per maintenance man. She stated being that they have 4 Maintenance Tech II and 1 Maintenance Supervisor, they consider the

Maintenance Supervisor as Maintenance staff as well, so for they have them fully staffed because there are 251 units. Commissioner Romero asked if the size of the unit matters. Ms. Martinez stated the size of the unit does not matter because if it's something that needs to be completely redone, like tile, normally they would contract that out to an outside construction company. As far as move-out's she stated a lot of it is cleaning and minor repairs and painting.

Commissioner David Romero stated they mentioned court evictions. He asked what the average time it is taking for an eviction and is that because of the courts. Interim Director Padilla stated she can't really answer that question as to how long it takes. She said they submit it and wait until it is scheduled with Magistrate Court. Commissioner Romero asked if these evictions mentioned have been pending for a while. The question was deferred to the City Attorney. City Attorney, Esther Garduño-Montoya stated they had one eviction that was closed out that took about 2 or three months. She stated they have two that are ready to be filed as soon as it goes to Finance for the filing fee and then she anticipates about two months. Commissioner Romero stated the reason he is asking is because obviously there are people waiting for these homes. He asked if there is a way that the city could speed that up or is it just really in the court system. City Attorney Garduño-Montoya stated that Housing also needs to follow a certain process that HUD sets forth. She stated they have to give them a notice, a 3 day notice or a 14 day notice. Then they are entitled to a grievance hearing first if they request one and then the filing that takes place. Then there is so much time that the Sheriff's office has to serve them with their paperwork and get the case started. She stated that usually the court date takes a couple of weeks.

Commissioner David Romero asked about contracting for fencing. He asked if they are soliciting the bids or are they calling contractors or how are they advertising. He asked how that is being done. Natasha Martinez replied that they did direct solicitation. She stated she solicited 13 companies around Las Vegas so she did the local construction companies. She said they also had a walk-through of the unit. She stated that 4 companies attended and 3 responded. Ms. Martinez stated they also did a 5 unit De Minimus bid that went out and was opened yesterday. She stated they did receive the bids for that. That was done as a sealed bid process. Ms. Martinez stated that project also came in under the small purchase threshold.

## **BUSINESS ITEMS**

### **ITEM#1**

Approval/Disapproval of Resolution No. 19-56 to Approve the Housing of Law Enforcement Officers in Public Housing. The Housing Authority would like to recommend approval to renew the housing of Law Enforcement Officers in Public Housing Units, at a fixed rent, with a maximum of one officer per site at any given time. Natasha Martinez stated that every three years the HA has to bring a resolution to the commission for housing Law Enforcement. She stated the reason they push to house Law Enforcement Officers is for extra security and to provide a safer environment for the residents. She stated the tenants feel safer because there is police presence. In the HA's plan of action there are certain requirements that the officers need to abide by. Included in the Commissioners packets is the resolution, a letter of support from the City Chief of Police, David Bibb, the plan of action for the housing of LE in Public Housing, and the lease agreement for police officers. Ms. Martinez stated that the rent will be slightly increasing for the LE's from \$138.00 to \$150.00. There are currently 3 units approved as Law Enforcement units. Ms. Martinez went over the statistics crime log, which was included in the packets.

Commissioner Vince Howell asked how many years the officers have been residing in Public Housing. Ms. Martinez stated she believes the HA has been housing law enforcement since 2009. Madam Chair Gurulé-Girón stated she believes it was in 2010 because she was on the council then. Ms. Martinez explained that there is a waiting list for Law Enforcement Officers. Currently all 3 designated units are being occupied by State Police Officers.

Commissioner Howell asked if they prioritize which public housing area needs officers. Ms. Martinez stated there was a study done when they began housing police officers as to which sites were high crime areas.

Interim Director Padilla stated again that with the study that was done, they decided which areas had the higher crimes. These areas are where the HA requested to house the LEO's. The HA had to get permission from HUD to change the status of those units and designate them as Non-Dwelling Units. She explained the HA does not get subsidy for those units but having the police presence makes a big difference. Even the police vehicle being visible can deter crime. She stated that at one time, Louden was one of the worst crime areas, and with the police presence, that has changed. She stated that now the crime in that area has significantly decreased.

Commissioner David Romero said they mentioned it is for all law enforcement. He stated in speaking with Chief Bibb as far as recruitment and retention within the Las Vegas Police Department, he asked if we can specifically use that focus. He stated State Police doesn't have as hard of a time recruiting as the City does. He asked if there is a way that we can make that focus specifically for them. Natasha Martinez stated they have pushed for that and for some reason they (LVPD) are not responsive to that. She stated perhaps because of the additional responsibilities it may make it a little more difficult for City Police.

Commissioner Barbara Casey made a motion for approval of Resolution No. 19-56 to Approve the Housing of Law Enforcement Officers in Public Housing. 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 Vince Howell	Yes	Commissioner David Ulibarri	Yes
Commissioner David Romero	Yes	Commissioner Ember Davis	Absent
Commissioner Barbara Casey	Yes		

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

## **ITEM #2**

Approval/Disapproval to award Bid #2020-04 for 2019-2020 Las Vegas Housing Authority Maintenance Inventory Supplies to the lowest responsive bidder per item listed. The City of Las Vegas Housing Authority goes out for bid annually for Maintenance Inventory Supplies for the Housing Authority.

Natasha Martinez stated they have items that the HA needs to keep on hand so they do a by item bid on an annual basis. The Commissioners were provided the bid as well as the break down from each of the three companies that responded. The three companies that responded were BTU Building Materials, Hacienda Home Centers and DOC Savage Supply.

Madam Chair Gurulé-Girón asked if being that it's a quantitative bid, did they get one supplier or how did they handle it. Natasha Martinez stated they did a sealed bid. They advertised in the local paper as well as on the city's web site. Madam Chair Gurulé-Girón asked if on the quantitative bid, if it went to the lowest bidder based on the quantity they were able to provide and possibly could provide that quantity or that unit. Ms. Martinez answered that the actual award is a by-item for a single amount.

Commissioner Barbara Casey made a motion for approval to award Bid #2020-04 for 2019-2020 Las Vegas Housing Authority Maintenance Inventory Supplies to the lowest responsive bidder per item listed. 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 David Ulibarri Jr.	Yes	Commissioner Ember Davis	Absent
Commissioner Barbara Casey	Yes		

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

**COMMISSIONERS REPORT**

No comments

**EXECUTIVE SESSION**

None

**ADJOURN**

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

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

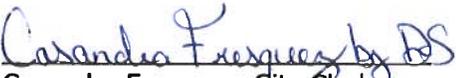
Commissioner David Romero	Yes	Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes	Commissioner Ember Davis	Absent
Commissioner Vince Howell	Yes		

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



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City Clerk