



CITY OF LAS VEGAS

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LAS VEGAS HOUSING AUTHORITY

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
JULY 19, 2017 – 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 Meeting on June 21, 2017
- 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. Finance Department – Finance Report Presentation
- 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 MEETING HELD ON WEDNESDAY
JUNE 21, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

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

ALSO PRESENT:

Carmela Martinez, Housing Director
Corrina Laszlo Henry, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner Ulibarri to offer the moment of silence. Commissioner Ulibarri stated, Dear Lord, give us the strength to keep our city on the right track, and for our former Councilman and for our Mayor and City Manager. Give us hope that we can keep everything on the right track, and help us every day of our lives.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of May 17, 2017 as presented with minor typographical errors corrected. Commissioner David Romero 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 Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

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

PUBLIC INPUT

None at this time.

PRESENTATION – Certification Presentation to Carmelita Lucero, Housing Manager

Director Martinez stated there was a certification that Barbara Padilla, Housing Manager Supervisor would like to present to Carmelita Lucero, Housing Manager. Barbara Padilla addressed the Commission stating that Carmelita Lucero, Housing Manager, attended a hands on training which covered income determination, income exclusions, assets, income from assets, adjusted income, minimum rent, tenant rent, and more. Mrs. Padilla stated that since Carmelita began working with the HA in 2014, she quickly learned her job duties and all that the position entails. Carmelita does an excellent job at enforcing the lease while still providing caring and compassionate service to the clients we serve. Carmelita is truly an asset to the HA. Her hard work and dedication to this department is highly appreciated. Mrs. Padilla stated, I am proud to present this Public Housing Rent Calculation Specialist Certification to Carmelita Lucero, who has fulfilled the certification requirements of Nan McKay & Associates Inc., and NMA University for successful completion of the Housing Rent Calculation Examination.

Madam Chair Tonita Gurulé Girón and the Commissioners all congratulated Carmelita on her achievement.

PRESENTATION - FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through May 31, 2017. 92% of the year has lapsed. The HA is right on track with collections as far as dwelling rent goes, and operating subsidy. The HA has collected 98% of the budget and after seeing the final allocations for June as well, the HA will be exceeding budgeted revenues. For expenditures, employee expenses were at 85% and operating expenses were at 70%. In our operating expense there is a line item called Building Improvements. Natasha Martinez-Padilla explained that the 303 Sandoval, and 408 Sandoval Unit Remodel Project will be expensed out of the HA's Operating account. This is money that we transferred from our repayment agreement between the General Fund and the Housing Authority. There are enough funds in there to rehabilitate at least one of the units. The other will be paid out of Replacement Housing Factor Funds.

BUSINESS ITEM #1

Approval/Disapproval Resolution No. 17-17 Declaring Uncollectable Accounts. Director Martinez stated that the City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2016). Outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las

Vegas Housing Authority, they must pay outstanding debt off before being accepted at another Housing Authority. Director Martinez read Resolution No. 17-17 Declaring Uncollectable Accounts in the amount of \$2,247.83.

Commissioner Howell stated this is good because the amount is less than last year.

Commissioner Vince Howell made a motion to Approve Resolution No. 17-17 Declaring Uncollectable Accounts. Commissioner Barbara Casey and Commissioner David Romero 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 Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

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

DIRECTORS REPORT

Director Martinez stated that maintenance staff is busy with vacant unit turnarounds. There are currently 4 vacant units that we plan to have housed by June 30, 2017. One unit will be contracted out. As far as projects, the Sagebrush paving project has been completed. The last bit of work done was the re-striping of the employee parking lot. Because the contractor was ahead of schedule, they moved on to Calle Bonita and Calle Contenta where the drainage project is on-going. Director Martinez stated there were some issues with utilities and cable lines which were obstructing areas where the project is taking place. However, the Project Manager, Natasha Martinez-Padilla worked diligently with the architects and contractors and got all the utility representatives together for a meeting at the Housing Authority to work out all the details.

Director Martinez stated that the Maintenance Supervisor will be providing the Independent Cost Estimate for 220 Bernalillo. The HA is planning on turning that building into (2) one bedroom units. These units will be applied to the Homeownership issue which is a positive for the HA.

Director Martinez stated that the Housing Manager Supervisor, Barbara Padilla, and the Finance Specialist, Natasha Martinez-Padilla attended the Southwest NAHRO Conference in San Antonio, Texas. She stated they are awaiting the results of their tests in Property Management Certification.

The HA has been notified by the HUD office that they will be conducting a compliance monitoring review at our office on August 1-3, 2017. In the mean time they have requested a long list of documents prior to their visit. HUD will have a team of 5 out of their office to review

these documents. Director Martinez stated that everyone in city government is assisting in getting those documents by June 30th.

Director Martinez wanted to announce with the City Manager's approval, that she is retiring, and tomorrow will be her last day. In the meantime, Barbara Padilla has accepted the Interim Director position.

Madam Chair Gurulé Girón wanted to congratulate Director Carmela Martinez on her retirement. She stated, she has worked hard all her life, so it is well deserved, and for her to enjoy her retirement. Director Martine thanked Madam Chair and the Commission for the time she was here. Madam Chair Gurulé Girón thanked Barbara Padilla for accepting the Interim position.

COMMISSIONERS REPORT

Commissioner Howell thanked Director Martinez for all her service. He stated it was frustrating for him to hear at first about all the Samaritan House issues, but Director Martinez explained it to him and he is glad they got through it.

Commissioner David Ulibarri Jr. thanked Director Martinez and told her to enjoy her retirement.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

ADJOURN

Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner Barbara Casey 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 David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
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

HOUSING DEPARTMENT-REVENUE COMPARISON
THRU June 30, 2017-100% OF YEAR LAPSED (11 of 12 months)
FISCAL YEAR 2017

	A	B	C	D	E	G
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	430,000	500,000	500,000	527,187	518,211	104%
OPERATING SUBSIDY	660,000	575,000	575,000	588,617	644,012	112%
HOUSING-OTHER INCOME	9,800	9,800	9,800	7,329	30,842	315%
TRANSFERS IN (CFP FUNDS)	214,535	76,510	76,510	214,535	76,515	100%
TOTAL	1,314,335	1,161,310	1,161,310	1,337,668	1,269,580	109%

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

HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU June 30, 2017-100% OF YEAR LAPSED (11 of 12 months)
FISCAL YEAR 2017

	A	B	C	D	E	F	H
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	%
EMPLOYEE EXP.	660,702	687,214	687,214	533,316	658,372	28,842	96%
OPERATING EXP.	695,712	640,793	640,793	418,040	521,996	118,797	81%
TOTAL	1,356,414	1,328,007	1,328,007	951,356	1,180,368	147,639	89%