



**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
APRIL 18, 2018 –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 March 21, 2018.
- 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 21, 2018 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

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

ALSO PRESENT:
Barbara Padilla, Interim Housing Director
David Silva, Acting City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner David Ulibarri Jr. to offer the moment of silence. Commissioner Ulibarri offered a moment of silence for all of us here, to come and do the best for the City, to take care of our citizens and of our families. He offered prayers for his grandchildren, stating one of his grandchildren will be having surgery this weekend, and to keep her in our prayers.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of February 14, 2018 and February 21, 2018, after having submitted some minor corrections. 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 Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Absent

PUBLIC INPUT

None at this time.

PRESENTATION – HOUSING AUTHORITY FINANCE REPORT

Natasha Martinez-Padilla, Finance Specialist presented the Housing Finance report through February 28, 2018. 67% of the year has lapsed, which is 7 of the 12 months. Mrs. Martinez-Padilla stated in looking at the revenues, they currently do not look very good. However, she reported that at the beginning of the month, the HA did get money in the bank account and was able to draw down about \$60,000. She stated there is money coming in, so the HA is making progress in that way. Next month the HA should have more money in that area. Mrs. Martinez-Padilla stated the HA is working very closely with the HUD analyst, and when she and Interim City Manager, Ann Marie Gallegos spoke to her (Mandy Griego), they stressed the importance of needing the subsidy. She stated that she agreed and released a partial subsidy, one month. The HA has continued to try to keep the expenses as low as possible. The HA is working off of the cash balance, and is also working on the 2016 CFP (Capital Fund Program). Once all that is taken care of, it will balance out the expenditures as well.

Madam Chair Gurulé-Girón asked if the HA has been working off of reserves. Natasha Martinez-Padilla stated, yes for the most part. The HA receives about \$40,000 a month in dwelling rent as well as what we already have received in operating subsidy. She stated, if you look at our revenues to expenditures, we have not used too much of the cash balance because we have been very frugal.

Commissioner Howell stated he knows the HA is being very frugal, but how are the Housing Units. Are we making sure they are safe and secure? Interim Housing Director Barbara Padilla stated yes, all the units pass inspections as required. Commissioner Howell asked if there happened to be a fire in one of the units. Interim Director Padilla stated, yes the HA did have a fire in one of the units, and we are going through the insurance currently and so that is in the process. Commissioner Howell asked what caused the fire. Interim Director Padilla stated she does not know if she is at liberty to discuss details on how the fire occurred. The question was directed to Acting City Attorney, David Silva. Attorney Siva advised that it should not be discussed in an open meeting since it is pending investigation.

HOUSING DIRECTORS MONTHLY REPORT

Interim Housing Director Barbara Padilla stated, under unit maintenance, the Maintenance Department has been working on work orders and property upkeep, including trash pickup, cutting weeds and addressing work orders as they are created. She stated, as of today's date, the Housing Authority is fully occupied, having zero vacancies. Open work orders are down to a minimal amount, having gone from about 80-90 open work orders to approximately 10 open work orders. Interim Director Padilla stated, she would like to thank the entire Housing Staff for this achievement, which HUD has also

commended the Housing Department on. It has been a full team effort in bringing the vacancies down as well as the number of open work orders.

Under Housing Management, Interim Director Padilla reported that the Waiting List Manager works non-stop on qualifying and screening applicants, getting them prepared to for move-in. The Housing Managers continue working on lease renewals, interim adjustments, annual and special inspections, lease enforcement and other day to day operations.

Under Projects, the Housing Authority has received quotes on Tuesday, for abatement on units that will be getting rehabilitated. This will be 4 buildings, 8 units which will be part of that project.

For the Compliance Monitoring Notification, Interim Director Padilla reported that the City of Las Vegas and Housing Authority submitted a binder to HUD with responses to all 18 Findings. Our HUD analyst, Mandy Griego visited our office on March 13th - 14th to go over the findings with staff. She will be preparing a report to the City of Las Vegas in response to the Corrective Actions that were submitted.

Commissioner Casey stated that when she met with Mandy Griego on the 13th, Mrs. Martinez-Padilla was leaving to go do a physical assessment of some of the units. Commissioner Casey asked if she could have an update on that. Natasha Martinez-Padilla stated she had abatement contractors there to do a walkthrough of some of the units that are going to be abated through the De Minimis Project. The other units they looked at were the abandoned or dilapidated buildings. These units have been vandalized and because they more than likely have asbestos in them, we need to make sure that gets taken care of. She stated that it was an excellent walkthrough. The HA should be receiving quotes on Friday. Since it is a small purchase it will be under the small purchase threshold. This should help the HA finish obligating for the 2016 CFP.

Commissioner Howell asked if Ms. Griego is going to come and give a review to the city, and is that to the executive department or to the council in executive session. Interim Director Padilla stated Ms. Griego was here on the 13th and 14th as she had informed everyone. She stated she does not know if she is going to be coming again to present to the commission. She stated the response will be submitted to the city at which time they will find out if there is going to be a close out or what will be done. ✓ Commissioner Howell stated at the last commission meeting, they had requested her come and give a review. Interim Director Padilla stated, correct, and she was here on the 13th and 14th. Commissioner Howell stated they requested it as a council. Madam Chair Gurulé-Girón stated she did not believe it was requested as a council, but asked, is there going to be an exit conference. Interim Director Padilla stated she can check on that, and stated she does not know if the Interim City Manager has discussed that with Ms. Griego, but she can find out and let them all know.

Commissioner David Ulibarri Jr. stated that he had some residents complaining that sometimes when they need paint and all that, they go buy their own paint and then Housing reimburses them. He asked, is that true. Interim Director Padilla stated that the HA actually supplies paint to the residents every 2 to 3 years as needed. Commissioner Ulibarri stated another resident went to him and told him that the lock and keys, when they open, are not very good, and said the resident told him she bought her own. Interim Director Padilla stated they should not be purchasing their own locks, as the HA provides those materials to them. She stated if the residents inform them that there is an issue, they definitely take care of it. Interim Director Padilla asked Commissioner Ulibarri to have them call the office and we make sure the locks are working properly. She stated that the tenants are not allowed to change their locks because the HA needs to have access to the units. Commissioner Ulibarri asked, what if they are not safe in their unit. Interim Director Padilla stated to the Commission that the Housing Authority provides security screen doors as well as double locks, entrance and deadbolt locks, on the front and back doors.

Interim Director Padilla stated to Commissioner Ulibarri, if there is a tenant who is feeling unsafe, they should contact the HA and they will do as much as possible to make them feel safe. Commissioner Ulibarri said, on the condition of the unit, about paint and all that, does the HA inspect them once a month or how often. Interim Director Padilla stated to the Commission that the HA does annual inspections, special inspections as well as the REAC (Real Estate Assessment Center) inspectors come every year or every two years. She stated that the main thing that is needed is communication from our residents. If there is an issue, they need to let us know, and we will take care of it.

COMMISSIONERS REPORT

None

EXECUTIVE SESSION

None

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner David Romero and 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 Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Ember Davis	Absent

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 March 31, 2018-75% OF YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2018**

	A	B	C	D	E	G
	FY 2017	FY 2018	FY 2018	FY 2017	FY 2018	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	500,000	540,000	405,000	518,211	379,870	70%
OPERATING SUBSIDY	575,000	640,000	480,000	644,012	229,762	36%
HOUSING-OTHER INCOME	9,800	12,850	9,638	30,842	14,244	111%
TRANSFERS IN (CFP FUNDS)	76,510	78,585	58,939	76,515	7,646	10%
TOTAL	1,161,310	1,271,435	953,576	1,269,580	631,522	50%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU March 31, 2018-75% OF YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2018**

	A	B	C	D	E	F	H
	FY 2017	FY 2018	FY 2018	FY 2017	FY 2018	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	687,214	649,727	487,295	658,372	451,168	198,559	69%
OPERATING EXP.	640,793	637,693	478,270	521,996	340,182	297,511	53%
TOTAL	1,328,007	1,287,420	965,565	1,180,368	791,350	496,070	61%

**CITY OF LAS VEGAS HOUSING AUTHORITY
MONTHLY REPORTING
MARCH, 2018**

OCCUPANCY	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
UNITS AVAILABLE TO RENT	248	248	248	248	248	248	248	248	248			
UNITS UNDER LEASE	242	243	243	244	242	245	243	246	248			
TOTAL UNITS VACANT FOR MONTH	4	5	5	4	3	3	4	2	0			
MOVE-INS THIS MONTH	3	7	9	5	3	7	4	5	3			
APPLICATIONS												
APPLICATIONS ON FILE	56	68	72	75	87	86	94	88	81			
APPLICATIONS TAKEN THIS MONTH	13	19	10	10	14	11	8	9	6			
APPLICATIONS IN PROCESS	5	6	5	5	3	6	2	4	2			
APPLICANTS REQUIRING 504 ADA	1	1	0	1	2	0	1	1	2			
APPLICANTS DENIED IN GENERAL	0	0	0	0	0	0	0	2	0			
APPLICANTS DENIED FOR DRUG/CRIME RELATED	0	1	0	1	2	1	0	0	1			
TOTAL # OF DAYS FOR LEASE-UP TIME	1	4	1	1	4	3	3	5	3			
HOUSING MANAGEMENT												
FAMILIES THAT DID NOT PAY RENT ON TIME	20	15	25	25	17	14	18	19	18			
FAMILIES NOT PAID BY CUT-OFF	2	2	1	1	1	1	0	0	0			
FAMILIES THAT PAID BY CUT-OFF	18	13	24	22	16	11	17	19	18			
FAMILIES THAT ENTERED REPAYMENT AGREEMENT	1	0	0	2	1	2	1	0	0			
NOTICES ISSUED TO VACATE FOR NON-PAYMENT	2	2	1	0	0	1	0	0	0			
CONFERENCES HELD FOR LEASE VIOLATIONS	8	7	4	8	8	4	9	7	6			
NOTICES TO VACATE FOR LEASE VIOLATIONS	1	0	1	0	0	1	0	2	0			
NOTICES TO VACATE FOR DRUG/CRIME RELATED	0	0	1	0	0	0	0	1	0			
TOTAL # OF DOWN-TIME DAYS THIS MONTH	0	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

7 9 1 5 5 8 6 12 8
 7 9 1 5 5 8 6 12 8
 172 122 176 116 86 94 66 92 75
 76 110 112 116 136 77 84 88 110
 109 92 130 122 31 64 50 45 13
 3 7 9 5 3 7 4 5 3
 19 23 24 20 56 19 17 23 9

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

27 50 70 91 117 138 157 184 100
 0 0 0 0 0 0 0 0 0
 0 0 0 0 0 0 0 0 0
 27 50 70 91 117 138 157 184 100

CAPITAL FUND MODERN. PROJECTS