

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
DECEMBER 20, 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 November 14, 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. BUSINESS ITEMS

1. Approval/Disapproval of Resolution No. 17-45 to repeal and replace Resolution No. 17-31, Correcting the Omission of 2415 Yucca from that Demolition Request Authorization.

Natasha Martinez-Padilla, Financial Specialist The of Las Vegas Housing Authority is replacing Resolution No. 17-31, with Resolution No. 17-45, a Resolution repealing and replacing the prior resolution, correcting the omission of

2415 Yucca from that Demolition Request, Authorizing the Las Vegas Housing Authority to Execute, Certify and Submit all documents necessary for a De Minimis Exception to Demolition request of existing Public Housing Units as Corrected.

XI. COMMISSIONER'S REPORT

XII. 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.**

XIII. 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 TUESDAY NOVEMBER 14, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

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

ALSO PRESENT:
Lorraine Ortiz, Executive Director
Corinna Laszlo-Henry, 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 the Holiday coming up. He stated, we are going to have a lot of our relatives and neighbors and families going out of town. Keep them in your prayers and hopefully they will go and come back safe, Amen.

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

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

Commissioner Barbara Casey made a motion to approve the minutes of October 16, 2017 as amended and corrected prior to 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 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.

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through October 31, 2017. She stated that 33% of the year has elapsed. Dwelling Rent is at 30%. The HA added more units to the rent roll, so that should be increasing. The HA is getting more families into Housing that have income, so this increases the Dwelling Rent amount. Operating Subsidy is at \$170,520 because that is what has been dispersed to the HA. There is \$56,000 that is being held for October. Once that is released the HA will be at 35% with \$226,520. In Other Income, the HA has \$5,236 coming in. The HA's big transfer will come through in December. Currently the HA is at 27% of Revenues. As soon as the \$56,000 gets released and the transfer goes through, this will be over a hundred thousand dollar jump. Natasha Martinez-Padilla stated that for Expenditures, Employee Expenses was at \$453,949 and Operating Expense was at \$459,546 for a total of \$913,495, with 29% of the budget expended.

DIRECTORS REPORT

Director Lorraine Ortiz stated she believed there were some questions for Barbara Padilla, Housing Manager Supervisor from Madam Chair Gurulé-Girón. Madam Chair Gurulé-Girón stated on the monthly report for Housing, under Housing Maintenance, she saw that for July, August, September, and October, there is a huge discrepancy as to the initial work order that was put in and the completion. She asked, what happened. Barbara Padilla addressed the Chair and Commission stating that there will always be somewhat of a discrepancy. Currently, Frank Lucero, the Maintenance Supervisor holds on to all the work orders and turns them in at the end of the week to be closed. At the time the report was run, Frank was out sick, and so there were a lot of work orders that are actually done, but not closed in the system. Once they are entered, the number will decrease significantly. Madam Chair Gurulé-Girón asked when Frank was sick. Director Ortiz answered that she believed he was out sick last week. Madam Chair asked, so he wasn't sick for three months? Director Ortiz stated, no. Madam Chair Gurulé-Girón asked if the

HA has a practice that when someone is out, someone else picks up the work orders, because work has to continue. Barbara Padilla stated that yes, that process can be changed, and Frank can turn in work orders daily.

Director Ortiz stated as part of the Director's monthly report, the Maintenance crew is continually working on unit turnaround, from move-out inspection to move-in inspection within a short period of time. They continually add to the spreadsheet to log the date, time, hours, salary, etc. for the in kind from the City of Las Vegas to the Housing Authority. Regarding the buildings and roofs, according to the HR Risk office, the general contractor is in the process of soliciting local contractors at this time, and should be beginning this work soon. The HR Risk office will advise everyone as soon as they have an estimated time when they will begin.

Regarding Housing Management, Director Ortiz stated, the Housing Managers are continually busy with the day to day operations of the HA, including new admissions, annual lease renewals, annual inspections of units, and lease enforcement.

Under staff training, Director Ortiz reported that staff will be attending the monthly safety training provided by the city. Director Ortiz stated, as required by HUD, she has continued to attend various web seminars, and teleconferences. She stated that on October 31st, she completed and is now certified in the Cyber Awareness Challenge, Department of Defense version. Also, as part of training, she stated that she and Natasha will attend HUD's Albuquerque Field Office Financial Management and Financial Risk Monitoring and an Oversight Conference, in Albuquerque from December 5th thru December 7th.

Director Ortiz stated, within the Compliance Monitoring Notification, as we know, HUD completed their Compliance Review and has told us they will be sending the report, which was due at the end of October. She stated, we still have not received it. Per the email of October 4, 2017, from HUD, we continue to scan and email all required documents as requested. On November 3, 2017 we emailed the GL and back up for the month of October.

Director Ortiz stated, lastly, she and the Finance Department have continued to work on the City of Las Vegas Housing Authority's Accounting Policy. She stated she is waiting for HUD's report to complete the Accounting Policy, and hopes to have it ready by December's meeting.

COMMISSIONERS REPORT

Commissioner Howell asked Director Ortiz, how is the relationship with HUD? Is it improving, or is it strained? Director Ortiz stated, since she came on board in August, she can say it is a good relationship. She stated we have constant contact with them, and have correspondence, mostly through email. She stated, they prefer emails, but we do have a good relationship with them. Commissioner Howell stated good, because last time he heard, this was before she came on, that it was kind of strained. Director Ortiz stated from what she has observed, yes, it is a good relationship.

Madam Chair Gurulé-Girón stated that she was truly unaware that we had a strained relationship with HUD.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. 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 Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	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 November 30, 2017-42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2018**

	A	B	C	D	E	G (E/B) % REV
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 YTD - ACTUAL	FY 2018 YTD - ACTUAL	
DWELLING RENT	500,000	540,000	225,000	518,211	202,147	37%
OPERATING SUBSIDY	575,000	640,000	266,667	644,012	170,520	27%
HOUSING-OTHER INCOME	9,800	12,850	5,354	30,842	8,421	66%
TRANSFERS IN (CFP FUNDS)	76,510	78,585	32,744	76,515	4,165	5%
TOTAL	1,161,310	1,271,435	529,765	1,269,580	385,253	30%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU November 30, 2017-42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2018**

	A	B	C	D	E	F	H (E/B) % BDGT
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 ACTUAL	FY 2018 YTD - ACTUAL	FY 2017 AVAIL. BAL.	
EMPLOYEE EXP.	687,214	649,727	270,720	658,372	243,295	406,432	37%
OPERATING EXP.	640,793	637,693	265,705	521,996	213,994	423,699	34%
TOTAL	1,328,007	1,287,420	536,425	1,180,368	457,288	830,132	36%

**CITY OF LAS VEGAS HOUSING AUTHORITY
MONTHLY REPORTING
NOVEMBER, 2017**

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

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 12/08/17 DEPT: Housing MEETING DATE: 12/20/17

ITEM/TOPIC:

Approval/Disapproval of Resolution No. 17-45 to Repeal and Replace Resolution No. 17-31, Correcting the Omission of 2415 Yucca from that Demolition Request Authorization.

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of Resolution No. 17-45 to Repeal and Replace Resolution No. 17-31, Correcting the Omission of 2415 Yucca from that Demolition Request. The Las Vegas Housing Authority desires to establish De Minimis Exception to Demolition for existing housing units located at 2410, 2412, 2413, **2415** Yucca, and 302 Sandoval Street. These units are beyond repair.

BACKGROUND/RATIONALE:

The Las Vegas Housing Authority would like to repeal and replace Resolution No. 17-31, correcting the omission of 2415 Yucca from that Demolition Request Authorization.

STAFF RECOMMENDATION:

Recommend approval of Resolution No. 17-45 to Repeal and Replace Resolution No. 17-31, Correcting the Omission of 2415 Yucca from that Demolition Request Authorization.

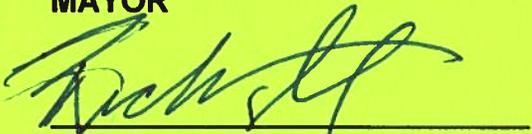
COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.

REVIEWED AND APPROVED BY:



**TONITA GURULE-GIRON
MAYOR**



**RICHARD TRUJILLO
CITY MANAGER**

**PURCHASING AGENT
(FOR BID AWARD ONLY)**



SUBMITTER'S SIGNATURE

**ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)**



**CORINNA LASZLO HENRY
CITY ATTORNEY (ALL CONTRACTS,
ORDINANCES AND RESOLUTIONS MUST BE
REVIEWED)**

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 17-45**

A RESOLUTION REPEALING AND REPLACING RESOLUTION 17-31; CORRECTING THE OMISSION OF 2415 YUCCA FROM THAT DEMOLITION REQUEST AUTHORIZATION; AUTHORIZING THE LAS VEGAS HOUSING AUTHORITY TO EXECUTE, CERTIFY AND SUBMIT ALL DOCUMENTS NECESSARY FOR A DE MINIMIS EXCEPTION TO DEMOLITION REQUEST OF EXISTING PUBLIC HOUSING UNITS AS CORRECTED

WHEREAS, the Las Vegas Housing Authority (LVHA) desires to establish De Minimis Exception to Demolition for existing housing units located at 2410, 2412, 2413, 2415 Yucca and 302 Sandoval Street. These units are beyond repair; and

WHEREAS, among several other benefits, the demolition of these units will allow for the removal of units from the LVHA inventory that have been vacant for longer than 24 months; and

WHEREAS, The LVHA has conducted a resident advisory meeting as well as a public input meeting to explain the De Minimis Exception to Demolition Request and how it would affect the residents and community as required.

THEREFORE, IT IS RESOLVED by The City of Las Vegas Housing Authority Board, authorizes the Las Vegas Housing Authority to execute, certify and submit all documents necessary for applications under the De Minimis Exception to Demolition Request the United States Department of Housing and Urban Development (HUD) for demolition of LVHA units located at 2410, 2412, 2413, 2415 Yucca and 302 Sandoval Street.

Passed, Approved and Adopted this _____ day of _____ 2017.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CORINNA LASZLO-HENRY, CITY ATTORNEY