



City of Las Vegas

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Madam Mayor Tonita Gurulé-Girón

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
FEBRUARY 20, 2019 – 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 Meetings on January 16, 2019.
- 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 JANUARY 16, 2019 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón 5:34pm

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

ALSO PRESENT:
Esther Garduno-Montoya, City Attorney
Barbara Padilla, Interim Housing Director
Natasha Martinez-Padilla, Finance Specialist

CALL TO ORDER

Meeting was called to order by Mayor Pro Tem, Vince Howell during the absence of Madam Chair Tonita Gurulé-Girón.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Mayor Pro Tem, Vince Howell asked Commissioner Casey to offer the moment of silence. Commissioner Casey offered a moment of silence saying let us remember all our citizens who have recently died. There have been many outstanding citizens and people who have contributed to our community. In her point of view everyone who dies, who is a Las Vegan, contributes by being a Las Vegan and living here. She stated let us pray for their families that they have solace and peace after their loss.

Madam Chair Tonita Gurulé-Girón arrived at 5:34pm.

APPROVAL OF AGENDA

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

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

APPROVAL MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of the meeting on December 19, 2018 with minor corrections submitted. 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	Yes
Commissioner Vince Howell	Yes	Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Absent		

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

PUBLIC INPUT

None at this time.

PRESENTATION

1. Certifications for Public Housing Occupancy Specialist

Interim Director Barbara Padilla reminded the Commission that back in September she informed them that there were 4 Administrative Staff that were going to be attending the Public Housing Occupancy Training in Albuquerque. She stated that the staff successfully passed the certification examination. Interim Director Padilla presented a plaque to Natasha Martinez-Padilla saying Mrs. Martinez-Padilla has fulfilled the certification requirements of Nan McKay and Associates, Inc, and NMA University, by successful completion of the Public Housing Occupancy Examination. Interim Director Padilla and the Commission congratulated Natasha Martinez-Padilla.

Interim Director Padilla then presented a plaque to Mrs. Rita Sanchez, stating that Mrs. Sanchez has fulfilled the certification requirements of Nan McKay and Associates, Inc, and NMA University, by successful completion of the Public Housing Occupancy Examination. Interim Director Padilla and the Commission congratulated Mrs. Rita Sanchez.

Mrs. Natasha Martinez-Padilla then presented a plaque to Interim Director Barbara Padilla stating that Barbara Padilla has fulfilled the certification requirements of Nan McKay and Associates, Inc, and NMA University, by successful completion of the Public Housing Occupancy Examination. Mrs. Martinez-Padilla and the Commission congratulated Interim Director Padilla.

Interim Director Padilla stated that Carmelita Lucero, who is the other Housing Manager Specialist, is not present tonight. However, she also received the same certification.

Interim Director Padilla stated the test involved a lot of questions that help them in their day to day operations.

2. Certificates of Completion for UPCS Fundamentals Training & UPCS Proficiency Exam.

Interim Director Padilla awarded Mr. William Taft a certificate of completion for completing the course materials, and received a passing grade on the UPCS Proficiency Exam. Interim Director Padilla and the Commission congratulated Mr. Taft.

Interim Director Padilla awarded Mr. Jeremy Padilla a certificate of completion for completing the course materials, and received a passing grade on the UPCS Proficiency Exam. Interim Director Padilla and the Commission congratulated Mr. Padilla.

Interim Director Padilla stated that William Taft and Jeremy Padilla are the newest maintenance employees at the Housing Authority. She stated since they were hired they jumped right in and they do an excellent job. She thanked them both for their hard work.

HOUSING AUTHORITY FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the Housing Authority's Revenue and Expenditure report for the month ending December 31, 2018. Mrs. Martinez-Padilla stated 50% of the year as lapsed; they are half way through the year. Dwelling rent is coming in a little above average at \$280,350. Operating Subsidy that has been accrued is \$356,922. Other income is at \$9,215 and transfers in (they still have transfers pending) is at \$4,498. Expenditures, which are the actual expenses (these are not budgeted), for employees is currently at 49%. Year to date is \$318,720. Operating expenses are at \$157,739. She stated the HA is at 35% of the budget.

Mrs. Martinez-Padilla stated that currently the Federal Government is on a shut down. She stated the LVHA is on 100% oversight, so 100% of the cash coming in has to be released by an employee of the Federal Government. Currently those employees are not working. Therefore the cash is not coming in. The only cash that the HA is receiving, though our revenues are there, is the cash coming in for dwelling rents. Right now the HA is working off the Dwelling Rents, which the HA receives about \$40,000 each month, and the cash balance in the account is about \$350,000. She stated the expenses average about \$23,000 each pay period so they are looking at about \$47,000 just for payroll for employees each month. All of the operating expenses are currently coming out of the cash balance so the HA is staying as frugal as possible. All Capital Improvements have been put on hold. The HA will not be doing rehabilitation on Sagebrush nor starting the process for the Di Minimis Project as far as contracting. Stoves and refrigerators needed will have to be purchased through operations for now because they are a necessity.

Mrs. Martinez-Padilla explained that if the HA was not on 100% oversight they would be able to draw down money and it would be coming into their account. They would also be able to access what HID is allowing other Housing Authorities to do, which is access previous years Capital Fund that has not been fully obligated until that comes through. She stated she is sure the money will come in, but it won't be until the employees are restored back at HUD.

Interim Director Padilla stated she wanted to let the Commission know that none of their tenants are having any kind of negative affect because of this issue. Interim Director Padilla wanted to ensure the Commission that services are continuing for all the residents.

HOUSING DIRECTORS MONTHLY REPORT

Interim Director Barbara Padilla reported that maintenance continues to do their day to day work. They prepared 4 units for move-ins while continuing to do work orders, and ground keeping and everything else they were asked to do. They addressed 16 emergency work orders within the month of December with all 16 being abated within 24 hours. Interim Director Padilla stated that maintenance prioritizes emergency work orders for heating and plumbing issues.

Interim Director Padilla stated the Housing Staff continues with day to day operations. The Waiting List Manager continues to accept and process applications daily. She stated at the end of December there were 64 applicants on the waiting list. The Housing Managers continue with their lease enforcement, lease renewals, annual and special inspections and other day to day operations.

Interim Director Padilla stated Housing Staff continue to attend monthly safety training provided by HR, Risk Management. She stated the Housing Authority is still offering the Smoke Free Cessation classes to residents of Public Housing with two classes being offered each month. She stated they are having some participation in the classes.

Interim Director Padilla wanted to thank Utilities Director, Maria Gilvarry and her department for their assistance for a water leak that Housing had on Apache Street. It was an emergency and the Utilities Department got in there and took care of it.

COMMISSIONERS REPORT

Commissioner David Romero congratulated all the employees on the certifications they received. He stated it is very important that they continue with their education and is important for the program. He stated it takes some time when tests have to be taken and it says something about the employees and what they are doing for the program. Commissioner Romero stated he is sure with the government shut down, they are still waiting for those individuals to release the report back from the audit that the Mayor requested. Madam Chair Gurulé-Girón stated absolutely, everything is on hold right now. Natasha Martinez-Padilla stated she thinks they said it was released to one of the Congressmen so she does not know where it goes from there.

Commissioner Barbara Casey wanted to reiterate what Commissioner Romero said about the employees. She stated we have excellent employees at Housing. She stated she and her husband were having dinner one night and a woman came up to them and asked her to please tell the staff at Housing that they are so wonderful and that she love living there. Commissioner Casey stated she does not know who the woman was but she thought it was an awfully nice thing to have someone approach her and say thank you. She stated the woman wanted the Council to know that everyone at Housing has been extremely helpful to her and her family.

Interim Director Padilla thanked the Commission stating it is always nice to get positive feedback. She stated that is the mission of the Housing Authority, to provide safe sanitary Housing and they do their best, with compassion for their tenants.

Commissioner Vince Howell stated thank you to the Maintenance rookies that stepped up. He told them to keep it up. He stated he appreciates their passion to really do their job right. He congratulated the Maintenance Techs for their recent awards. Commissioner Howell also congratulated Interim Director Padilla, Mrs. Martinez-Padilla, and Ms. Rita Sanchez for their accomplishments. He stated it is a really good honor that we have this quality of personnel here.

Commissioner Howell stated he hopes that all of the residents of Housing are staying warm and that there are no problems with heat or anything like that. Interim Director Padilla stated that this is the first priority, especially with this cold weather. She stated that Mr. William Taft is one of our experts in fixing furnaces. She stated Mr. Taft attended training specifically for appliance repair and he does a great job.

Commissioner Howell asked about snow plowing in the Housing areas. Interim Director Padilla stated the Maintenance Staff is trying to keep up with snow removal. She stated that on days when the City is on a two hour delay, the maintenance staff goes in to work at 8:00am to shovel the sidewalks for as many elderly and disabled tenants as they can.

Commissioner David Ulibarri stated thank you to the Housing Staff saying they work very hard. He stated there are a lot of people calling him and they ask him about water leaks and such. He stated he doesn't think they have any, but he knows they will take care of it. Again he stated thank you, the Housing Staff does a great job.

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 Barbara Casey	Yes
Commissioner David Ulibarri	Yes	Commissioner Vince Howell	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 January 31, 2019- 58% OF YEAR LAPSED (7 of 12 months)
FISCAL YEAR 2019

A	B	C	D	E	G (E/B)
FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	% REV
	540,000	270,000	516,011	327,472	61%
DWELLING RENT	640,000	320,000	684,165	411,152	64%
OPERATING SUBSIDY	12,850	6,725	21,707	10,552	78%
HOUSING-OTHER INCOME	78,585	34,000	10,000	5,831	9%
TRANSFERS IN (CFP FUNDS)	1,271,435	630,725	1,231,883	755,007	60%
TOTAL					

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

HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU January 31, 2019- 58% OF YEAR LAPSED (7 of 12 months)
FISCAL YEAR 2019

A	B	C	D	E	F	H (E/B)
FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	FY 2019 AVAIL. BAL.	% BDGT
	649,727	325,501	606,820	377,061	273,941	58%
EMPLOYEE EXP.	637,693	346,441	491,265	288,404	404,477	42%
OPERATING EXP.	1,287,420	671,942	1,098,085	665,465	678,418	50%
TOTAL						

**CITY OF LAS VEGAS HOUSING AUTHORITY
MONTHLY REPORTING
JANUARY, 2019**

OCCUPANCY	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
UNITS AVAILABLE TO RENT	249	249	249	249	249	249	249					
UNITS UNDER LEASE	246	247	247	247	247	245	245					
TOTAL UNITS VACANT FOR MONTH	3	2	2	2	2	4	4					
MOVE-INS THIS MONTH	4	3	2	5	3	4	6					
APPLICATIONS												
APPLICATIONS ON FILE	62	67	75	67	63	64	69					
APPLICATIONS TAKEN THIS MONTH	13	13	16	6	16	7	9					
APPLICATIONS IN PROCESS	4	3	2	3	3	3	5					
APPLICANTS REQUIRING 504 ADA	1	0	1	1	0	0	0					
APPLICANTS DENIED IN GENERAL	2	3	3	1	1	1	1					
APPLICANTS DENIED FOR DRUG/CRIME RELATED	1	4	5	1	2	1	2					
TOTAL # OF DAYS FOR LEASE-UP TIME	4	3	1	7	4	1	7					
HOUSING MANAGEMENT												
FAMILIES THAT DID NOT PAY RENT ON TIME	20	12	29	18	29	22	18					
FAMILIES NOT PAID BY CUT-OFF	2	0	1	1	2	1	0					
FAMILIES THAT PAID BY CUT-OFF	18	12	28	17	26	21	17					
FAMILIES THAT ENTERED REPAYMENT AGREEMENT	1	0	2	1	1	0	1					
NOTICES ISSUED TO VACATE FOR NON-PAYMENT	2	0	0	0	2	1	0					
CONFERENCES HELD FOR LEASE VIOLATIONS	8	9	7	6	11	6	7					
NOTICES TO VACATE FOR LEASE VIOLATIONS	1	0	0	0	0	0	0					
NOTICES TO VACATE FOR DRUG/CRIME RELATED	0	2	0	1	1	0	0					
TOTAL # OF DOWN-TIME DAYS THIS MONTH	0	0	0	0	0	0	0					

