



# City of Las Vegas

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## Madam Mayor Tonita Gurulé-Girón

**CITY OF LAS VEGAS  
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA  
JANUARY 16, 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 December 19, 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. Certifications for Public Housing Occupancy Specialists
  2. Certificates of Completion for UPCS Fundamentals Training & UPCS Proficiency Exam
  3. 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 DECEMBER 19, 2018 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

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

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

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Gurulé-Girón asked Commissioner Vince Howell to offer the moment of silence. Commissioner Howell offered a moment of silence saying to keep in mind all the families in our community. To make them stay close to each other, and to bless each other’s things that are happening around them, and to keep close to the Lord. Amen.

**APPROVAL OF AGENDA**

Commissioner Barbara Casey made a motion to approve the agenda as is. Commissioner Vince Howell and Commissioner Ember Davis 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 Romero	Yes
Commissioner Vince Howell	Yes	Commissioner Ember Davis	Yes
Commissioner David Ulibarri	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 November 20, 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 Ember Davis	Yes
Commissioner Vince Howell	Yes	Commissioner Barbara Casey	Yes
Commissioner David Ulibarri	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-Padilla, Financial Specialist presented the Housing Authority’s Revenue and Expenditure report for the month ending November 30, 2018. Mrs. Martinez-Padilla stated 42% of the year as lapsed; this is five months of the fiscal year. Dwelling rent is at 43%, which is right where we need to be, although we do have some tenants who are behind on paying their rent, we are still billing monthly. Operating Subsidy is right where it should be also. This is what is earned, not what has been deposited in the account. Other Income tends to be a little higher but as stated previously, this does include unit repair, maintenance, late fees etc. Mrs. Martinez-Padilla stated sometimes when tenants have large fees they may enter a repayments agreement so the income comes in steadily over the next six months instead of all at the same time. She stated, the total at the end is 43%, which is where we should be. She stated hopefully they will be getting both the transfers and then they will be increasing the transfer budget as well to get those transfers in. The transfers won’t be on the accrual basis, they will be posted and recorded when the case is received. On the expenditure side, employee expenses are right at 41%, and operating expenses are right at 22%. Mrs. Martinez-Padilla stated the Commissioners had asked in the past about keeping the heating going for the tenants. She stated they do maintain the units. If it is a heating issue or a water issue and maintenance is not able to correct the problem quickly, the Housing Authority does arrange for the tenants to stay in a hotel in some cases. She stated the HA does make sure to take care of tenants especially in this cold season.

Commissioner Vince Howell asked Mrs. Martinez-Padilla if the HA works with residents who are having difficulty paying in regards to establishing a payment plan or something to help the person out. Commissioner Howell stated one reason is because there is one resident that has been there for fifteen years and she’s talking to him and saying the HA is planning to evict her. He stated he does not know the whole story and that is why he is asking. Natasha Martinez-Padilla informed Commissioner Howell that the file for this tenant is actually with our City Attorney right now, so it is not something we can speak about in an open meeting. Commissioner Howell stated he doesn’t know if they are talking about the same person. Mrs. Martinez-Padilla stated there is only one, so she is almost positive it is. She stated, the HA does work with tenants and offer them repayment plans, so they do have six months to catch up and this goes for all tenants. She stated this particular tenant had the same opportunity as the rest and that is all she can say about this particular situation.

Madam Chair Gurulé-Girón advised the Commissioners to speak to the City Attorney and she can brief them. City Attorney Garduno-Montoya stated she believes the person we are talking about is represented by an attorney and there is threatened litigation. Commissioner Howell stated again he does not know if we are talking about the same person, because this person can’t afford an attorney, so it might be a different person. City Attorney Garduno-Montoya stated she is pretty sure it is the same person.

**HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Barbara Padilla reported that maintenance continues working on unit turnarounds and to work on work orders. She stated they did have several move-out’s within the month so maintenance has been doing a very good job at keeping up with the turnaround time and reoccupying them within each month as they try to do every month. Maintenance also continues to do daily work orders and ground keeping. Interim Director Padilla stated that the Waiting List Manager continues to accept and process applications daily. Interim Director Padilla stated that Housing Staff meets with Law

Enforcement monthly to discuss any incidents that occur in Public Housing and to maintain an open communication. She stated the HA keeps tenants informed and updated with monthly newsletters. The Housing Staff continues to attend monthly safety training provided by Risk Management.

Interim Director Padilla stated that two maintenance staff attended the UPCS (Uniform Physical Conditions Standard) training on December 4<sup>th</sup> and 5<sup>th</sup> in Las Cruces New Mexico. This training included an overview of the UPCS with an in-depth study of the most critical inspectable areas. This training ensures we are ready for our next REAC inspection. The two maintenance staff completed a proficiency exam and will receive a certificate.

Interim Director Padilla stated the Housing Staff is still offering Smoke Free Cessation classes to residents of Public Housing, with two classes having been held this week. There were two participants at the training.

For projects, Interim Director Padilla stated they anticipate that the 2 unit remodel project on Sandoval will be completed within the next couple of days.

Interim Director Padilla responded to Commissioner David Romero who had asked about the debris behind Sagebrush/Yucca. She stated the HA received assistance from the Streets Department. She wanted to thank Chris Rodarte for the assistance they received from the department. She stated they picked up 70 tons of debris.

### **COMMISSIONERS REPORT**

Commissioner David Romero asked about the findings. He stated he knows they worked on a few of them and believes there are still some to address. Natasha Martinez-Padilla stated that two of the findings were sent to the HUD Field Office last month for review. Those were the Internal Control Policy and the Accounting Policy. She stated they have not received a response if they were accepted as compliance for those findings. Madam Chair Gurulé-Girón stated essentially the policies have been sent but HUD has not responded. Mrs. Martinez-Padilla stated, yes.

Commissioner Vince Howell asked if this was the same situation where they came and interviewed everyone, is this the status they are asking about. Madam Chair Gurulé-Girón stated there are two. She stated at this point in time if she is correct, they have pretty much addressed all the initial 18 findings. She stated but now we have HUD doing their internal audit, that is the Regional Office, and this is a separate audit so we don't know what is going to surface on that audit as well. Commissioner Romero stated they sort of tied together, right. Madam Chair Gurulé-Girón stated a portion of it will but her understanding is that they are also looking at the entire operations of HUD and how it is being handled so they might find something. Commissioner Howell said so we haven't heard from our interviews from them. Madam Chair Gurulé-Girón stated, no, not yet. She referred the question to Ann Marie Gallegos, Acting City Manager, who said no, sir, we have not heard anything yet. She stated there is one other policy they submitted, this was the Obsolete Property that they added language to and is on the consent agenda for today. She stated they will send that as well.

Madam Chair Gurulé-Girón wanted it stated for the record that Commissioner David Ulibarri would not be here today. She stated he had some family matters.

### **EXECUTIVE SESSION**

Commissioner David Romero asked if the Commission could get an update on the possible litigation that Commissioner Howell had asked about regarding a tenant. Commissioner Romero made a motion to

enter into Executive Session; 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 in Section 10-15-1(H)(8) of the Open Meetings Act, NMSA 1978. Commissioner Barbara Casey 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 Barbara Casey	Yes
Commissioner David Ulibarri	Absent		

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

**RECONVENE INTO REGULAR SESSION**

Commissioner David Romero made a motion to reconvene into regular session stating that no items except for those that were mentioned and no decisions were made. Commissioner Howell and Commissioner Davis 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	Absent		

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

**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 Ember Davis	Yes
Commissioner Vince Howell	Yes	Commissioner Barbara Casey	Yes
Commissioner David Ulibarri	Absent		

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

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Madam Chair Tonita Gurulé-Girón

ATTEST

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Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON  
THRU December 31, 2018- 50% OF YEAR LAPSED (6 of 12 months)  
FISCAL YEAR 2019**

	A	B	C	D	E	G (E/B) % REV
	FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	
DWELLING RENT	540,000	540,000	270,000	516,011	280,350	52%
OPERATING SUBSIDY	640,000	640,000	320,000	684,165	356,922	56%
HOUSING-OTHER INCOME	12,850	13,450	6,725	21,707	9,215	69%
TRANSFERS IN (CFP FUNDS)	78,585	68,000	34,000	10,000	4,998	7%
TOTAL	1,271,435	1,261,450	630,725	1,231,883	651,485	52%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU December 31, 2018- 50% OF YEAR LAPSED (6 of 12 months)  
FISCAL YEAR 2019**

	A	B	C	D	E	F	H (E/B) % BDGT
	FY 2018 BUDGET	FY 2019 BUDGET	FY 2019 YTD - BUDGET	FY 2018 ACTUAL	FY 2019 YTD - ACTUAL	FY 2017 AVAIL. BAL.	
EMPLOYEE EXP.	649,727	651,002	325,501	606,820	318,720	332,282	49%
OPERATING EXP.	637,693	692,881	346,441	491,265	157,739	535,142	23%
TOTAL	1,287,420	1,343,883	671,942	1,098,085	476,459	867,424	35%

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

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

