

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY COMMISSION MEETING HELD ON WEDNESDAY APRIL 17, 2019 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

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

**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 Madam Chair Tonita Gurulé-Girón.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Tonita Gurulé-Girón asked Commissioner Vince Howell to offer the moment of silence. Commissioner Howell offered a moment of silence saying please keep in mind all our community members that are concerned about our community. Please give our leadership and our government the guidance to do the right thing Lord. Amen.

**APPROVAL OF AGENDA**

Commissioner Barbara Casey made a motion to approve the agenda as presented. 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 Vince Howell	Yes	Commissioner Ember Davis	Absent
Commissioner David Ulibarri	Yes		

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 of March 20, 2019. Commissioner Vince Howell and Commissioner Ulibarri seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

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

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 through March 31, 2019. Mrs. Martinez-Padilla stated 75% of the year has lapsed, 9 out of the 12 months. She stated revenues, they are billing as expected, slightly over at 79%. This will be increasing slightly as they are putting two more units on the rent roll. Mrs. Martinez-Padilla explained that two units that were just rehabilitated were put on the rent roll bringing the HA to 251 units. Mrs. Martinez Padilla explained that anything under 250 units is considered a small Housing Authority. She stated that the HA's Fair Cloth limit is 377 units. Mrs. Martinez Padilla stated the HA has 267 units on our ACC (Annual Contributions Contract), and currently 251 units are occupiable. She stated that the revenues will be increasing because they will be getting subsidy for the two additional units within the next 2 years, as well as dwelling rents for the two additional units and other units as they come up. Mrs. Martinez-Padilla stated the Operating Subsidy is at 81%. She stated that HUD has shown them what they will be getting through May, so in May they will get June's allocation. They will see where they will be standing as far as accrued revenue and receivable at the end of the fiscal year. For Other Income, she stated this is the late fee charges and unit repair, it's always going to be a little bit higher. For transfers the HA has already received the full transfers in. The HA is at 84% on the Revenue side. On the Expenditure side, the HA is low at 59%. The HA will be using some of the Operating Expenses to purchase two vehicles. There are currently two vehicles out of commission, so the HA is hoping to use the budget to purchase two. She stated the HA has been very frugal this year so they hope to be able to purchase the needed vehicles for the maintenance staff.

Mrs. Martinez-Padilla stated that last week they submitted the Operating Subsidy Calculation to the Albuquerque Field Office for review.

Commissioner David Romero asked how the purchasing of the vehicles is done. Mrs. Martinez-Padilla stated at this time they are just finding budget for it right now, but they will have to do an independent cost estimate as far as federal funds go and then they will use a state contract.

### **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Barbara Padilla reported that in the month of March, maintenance staff prepared 6 units for move-ins. There were 4 move-outs within the month as well. Maintenance also continued to do work orders and grounds keeping.

Interim Director Padilla stated that the Waiting List Manager continues to accept and process applications daily. She stated at the end of March there were 54 applicants on the waiting list, with 6 applications being processed for move-ins. The Housing Managers continue with their lease enforcement, lease renewals, annual and special inspections and other day to day operations.

Interim Director Padilla stated as Natasha mentioned, the HA added two new units to the rent roll. She stated those were then units they had discussed previously that underwent remodeling, which are 303 Sandoval and 408 Sandoval. Those units are now on the rent roll and the number on the monthly report of units available to rent has changed from 249 to 251 units available to rent.

Interim Director Padilla stated the HA had a public input meeting on April 16<sup>th</sup> at the HA office to discuss the 2019 Annual Plan and the Capital Fund Program 5 Year Action Plan. She stated there was also a Resident Advisory Board meeting as well on Thursday, prior to that.

Commissioner David Romero asked if the HA has heard anything from the HUD review. Interim City Manager, Ann Marie Gallegos stated, no, they have not. Commissioner Romero stated he does not know how this

works, but asked will the response come to Housing, or the City Manager, or the Mayor. Interim Director Barbara Padilla stated she believes it will go to the Mayor's office. Commissioner Romero asked Madam Chair Gurulé-Girón if the Commissioners will get a copy of the response. Madam Chair Gurulé-Girón stated that once they get the processes at that point in time, then the City Manager will either release the report once it meets a certain criteria and then at that point in time they will either discuss it in open session or they can choose to discuss it, it depends on the findings, in executive session.

## **COMMISSIONERS REPORT**

Commissioner Romero asked, as far as policies that the commission approved, he asked if they were waiting for a response on that. Natasha Martinez-Padilla stated that the last time they got a response, was the response they received back in July. She stated that as far as the other policies that were submitted, the internal control policy, the accounting policy and the disposition of obsolete items, those 3 items that were sent back in November, they have not received responses on those.

Madam Chair Gurulé-Girón asked if Mrs. Martinez-Padilla could follow up on that, and stated to get it in writing. She stated, yes ma'am.

Commissioner Barbara Casey stated that she was lucky enough to attend the Public Input Meeting yesterday. She stated that she was impressed with the information that was presented for the participants in that meeting. She stated there were very relevant questions asked and answered, and she wanted to thank Mrs. Martinez-Padilla and Interim Director Barbara Padilla for putting on a very well organized community event. She stated there was a nice group of residents and people from Las Vegas.

Commissioner Vince Howell stated the question was already answered with regard to communication with Federal HUD, he asked, what about Albuquerque HUD. He asked, how is our relationship with them, are they communicating to us. Interim Director Padilla informed the Commission that the Albuquerque field office communicates very well with the Housing Authority. She stated they are always available to help staff with whatever issues they have. She stated they are in constant touch with HUD because there is always reporting that is due and always questions being asked. She stated the Albuquerque field office always responds.

Commissioner Howell asked, so there are no concerns coming from them about our operations? Natasha Martinez-Padilla stated to the commission that as far as operations, she has never heard of concerns. She stated that the HA addressed and completed any operating findings that came from the compliance review. She stated that the ACOP (Admissions and Continued Occupancy Policy) was completed and updated. She stated she believes HUD is content as far as how operations are functioning. She stated the HA has not submitted anything late. The FDS (Financial Data Schedule) was submitted on time, the Operating Subsidy was received on time. The semi-annual labor standards report was submitted on time. She stated all reporting has been timely.

Commissioner Howell stated that he hopes the report from Federal HUD, their review, will be going to them, the council, and that it won't be redacted.

## **EXECUTIVE SESSION**

None

## **ADJOURN**

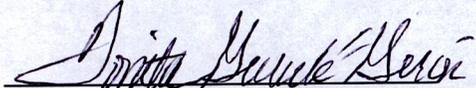
Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner Vince Howell seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

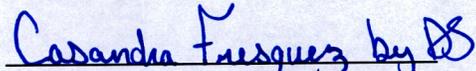
Commissioner Vince Howell      Yes  
Commissioner David Romero      Yes  
Commissioner Barbara Casey      Yes

Commissioner David Ulibarri      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