



**CITY OF LAS VEGAS  
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA  
MARCH 21, 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 February 14, 2018.

Approval/Disapproval of minutes of the Meeting on February 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 WORK SESSION MEETING HELD ON WEDNESDAY FEBRUARY 14, 2018 AT 4:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

**COMMISSIONERS:** David Romero  
Vince Howell  
Ember Davis 4:33pm  
Barbara Casey  
David Ulibarri Jr. 4:42pm

**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 Vince Howell to offer the moment of silence. Commissioner Howell offered a moment of silence saying he would like for us all to keep in mind the families from the major tragedy that happened in Florida (school shooting). Pray for the families. There are really a lot of sorrows that are happening there. Please keep their families in mind.

**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 Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Not Present
Commissioner Ember Davis	Not Present

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

**PUBLIC INPUT**

None at this time.

**DISCUSSION ITEMS**

1. Resolution No. 18-11 to adopt the City of Las Vegas Housing Authority’s Crime Free Policy for Residents Living in Public Housing. Interim Director Barbara Padilla stated, the Las Vegas Housing Authority (LVHA) is required to adhere to all Federal Regulations and Notices Published regarding Public Housing. Compliance Monitoring Review, Finding #12 states: “The LVHA policy to deny applicants for drug-related criminal activity is out of date. The policy references the One Strike rule, which was replaced in 1998. Questions on the application for admission and recertification cover use of illegal drugs, but omit questions about the presence of sex offenders

in the household". As a corrective action, the CLVHA would like to adopt the "Crime Free Policy" for Residents Living in Public Housing.

Interim Director Padilla stated the policy is included in the packets. This policy does adhere to the guidelines suggested.

Commissioner Howell asked Interim Director Padilla asked if being a sex offender is a felony. Interim Director Padilla stated she believes it is a felony and this policy addresses lifetime sex offenders, who get a lifetime ban. Commissioner Howell asked if we could ask if they have been convicted of a felony. Interim Director Padilla stated that the HA does currently ask that question on the application, but it did not include the wording asking about sex offenders.

Commissioner Howell asked acting City Attorney, David Silva if he had reviewed the policy. Mr. Silva stated yes, he reviewed it and it does follow all HUD and CFR requirements.

Madam Chair Gurulé-Girón asked, what is the pleasure of the Commission. Commissioner Barbara Casey stated, consent agenda.

2. Resolution No. 18-02 to adopt the City of Las Vegas Housing Authority's Non-Smoking Policy for Residents Living in Public Housing. Natasha Martinez-Padilla, Finance Specialist stated that last month the HA did bring the smoke free policy to the Commission. There were some changes that were requested and those changes have been made. In speaking with legal counsel and based off of liabilities, a few other changes have been made as well. Mrs. Martinez-Padilla stated that in the packets, the commissioners will find the "Smoke Free" Policy.

Commissioner Barbara Casey asked if this also covers one of the findings in the Compliance Monitoring Review. Mrs. Martinez-Padilla stated no, this does not cover those findings, but does prevent further findings because of a notice that came out in February, 2017 that needs to be adhered to by April of this year.

Commissioner Vince Howell asked if the HA addressed Medical Marijuana smoking. Mrs. Martinez-Padilla stated, it is not allowed in Public Housing. Discussion commenced regarding previous notices about Medical Marijuana.

Commissioner Howell asked, so they can smoke so many feet away from the Housing Units. Mrs. Martinez-Padilla stated no, the policy states curb to curb, meaning the entire Housing Properties. The reason for this is because 25 feet from one unit, could be at the neighbors front step, or in the parking lot. This would increase the liability if a driver strikes someone sitting in the middle of the parking lot because it may be 25 feet from the unit. The HA felt, in the best interest of the HA it is best to do a full non-smoking property.

Commissioner David Romero asked if this means all around the surroundings of the Housing. Mrs. Martinez-Padilla stated if it is off of Housing Property, they can smoke there. Discussion ensued regarding issues that could occur if smoking was allowed 25 feet from the units, as well as cost savings for maintenance on non-smoking properties.

Commissioner Howell asked, before this non-smoking policy was started, were the residents allowed to smoke. Mrs. Martinez-Padilla stated, yes they were. She explained that before this policy was created, the HA did a survey of PHA residents and it was found that 74% of residents did not want smoking to be permitted on PHA Property.

Commissioner Howell asked, what are the disciplinary actions for tenants found smoking on Housing Property. Interim Director Padilla stated that the "Non-Smoking" Policy, which all residents will be required to sign,

informs residents that it will be a progressive warning notice. Residents will be issued three (3) warning notices, after which eviction may be pursued, in accordance with the residential lease agreement.

Madam Chair Gurulé-Girón asked, what is the pleasure of the Commission. Commissioner Barbara Casey stated, consent agenda.

Madam Chair Gurulé-Girón wanted it stated for the record that Commissioner Ulibarri Jr. had arrived (4:42pm).

3. Resolution No- 18-03 Amending the Las Vegas Housing Authority's Residential Lease Agreement. Interim Director Padilla stated, the CLVHA is required to adhere to all Federal Regulations and Notices Published regarding Public Housing. The LVHA must include the policy's being updated in the Residential Lease Agreement to include the Crime Free Policy and the Non-Smoking Policy. Interim Director Padilla informed the Commission that this resolution is to include the previously discussed resolutions, in our current Lease Agreement.

Madam Chair Gurulé-Girón asked, what is the pleasure of the Commission. Commissioner Vince Howell and Commissioner Barbara Casey stated, consent.

4. Resolution No. 18-12 to Amend the CLVHA's Admissions and Continued Occupancy Policy (ACOP), to include Crime Free Requirements for Resident's Living in Public Housing. Natasha Martinez-Padilla presented this resolution stating, the CLVHA is required to adhere to all Federal Regulations and Notices Published regarding Public Housing. Compliance Monitoring Review, Finding #12 states: "The LVHA policy to deny applicants for drug-related criminal activity is out of date. The Policy references the One Stroke rule, which was replaced in 1998". As part of a corrective action, the CLVHA would like to amend the LVHA's ACOP Chapter 13.

Madam Chair Gurulé-Girón asked, what is the pleasure of the Commission. Commissioner David Ulibarri Jr. stated, consent.

5. Resolution No. 18-10 to adopt the Las Vegas Housing Authority's Income Targeting Requirements Policy and Procedures. Interim Director Padilla stated that the CLVHA is required to abide by Federal Regulatory Requirements. 24 CFR 906.202(b) requires that Extremely Low-Income (ELI) families make up at least 40% of the families admitted to Public Housing during the LVHA's fiscal year. As a corrective action for Compliance Monitoring Review, Finding #18, the LVHA has developed policy and procedure for Income Targeting Requirements.

Madam Chair Gurulé-Girón asked, what is the pleasure of the Commission. Commissioner Barbara Casey stated, consent.

6. Resolution No. 18-08 to adopt the City of Las Vegas Housing Authority's Utility Allowance Schedule. Natasha Martinez-Padilla stated, the Las Vegas Housing Authority is relied upon for an annual review to establish a utility allowance schedule for tenant paid utilities. She stated, in the Commissioners packets, they have the utility allowance schedule that the HA would like to implement, February, 2018. Mrs. Martinez-Padilla explained how rents are calculated including the utility allowance.

Madam Chair Gurulé-Girón asked, what is the pleasure of the Commission. Commissioner David Ulibarri Jr. stated, consent.

7. Resolution No. 18-09 to adopt the City of Las Vegas Housing Authority's Flat Rent Schedule for Residents Living in Public Housing. Natasha Martinez-Padilla stated, the LVHA is required to adhere to all Federal Regulations and Notices Published regarding Public Housing. Compliance Monitoring Review, Finding #17 states: "Tenants must be offered the opportunity to choose between the current flat rent established

according to HUD regulations, and the income based rent at each annual recertification (The flat rent rate was last updated 2014)". As a corrective action, the CLVHA would like to adopt the 2018 Flat Rent Schedule.

Madam Chair Gurulé-Girón asked, what is the pleasure of the Commission. Commissioner Vince Howell stated, consent.

8. Replacement Housing Factor Funds (RHFF) 2016 and 2017. Natasha Martinez-Padilla stated that the LVHA would lie to obligate the 2016 and 2017 RHFF by utilizing them to do construction serviced on the sagebrush site. These funds can only be used for construction of buildings. Compliance Monitoring Review, Finding #15 states: "The 2016 Capital Fund and Modernization grant and Replacement Housing Factor fund grant obligation deadline is only 4 months away (3 ½), and steps have not been taken by the Board and ED to ensure these funds are obligated". As a corrective action, the CLVHA would like to adopt the 2016 and 2017 Budgets to start the procurement process for obligation certainty.

Commissioner Barbara Casey asked to clarify if this would cover finding #15 and asked about the years. Mrs. Martinez-Padilla stated, yes, this will correct that finding. She explained that the way the grants are given, is that they are given a year at a time. The amounts given do not give the HA enough money to do the projects we would like, so what the HA is doing is combining the two. Even though it's just the 2016 that needs to be obligated in 3 ½ months, the HA would like to obligate them both right away so we do not lose the grant and we can combine them and spend them together.

Commissioner Vince Howell asked for clarification on the construction services on Sagebrush, asking, was that already in the plans. Mrs. Martinez-Padilla stated, yes it was already in the plans. She explained that Sagebrush is not the street, but the site, which includes, Yucca, Cholla, and Sandoval. Since it was in the plans, we can do construction there. The HA has already started with the Capital Fund money, by testing the units for lead based paint and asbestos, as well as getting them ready for the rehabilitation to get them housed. Commissioner Howell asked if the finding was stating that we had not encumbered the funds. Mrs. Martinez-Padilla stated, yes. Commissioner Howell asked if there was a reason why we had not encumbered the funds. Mrs. Martinez-Padilla stated they had to be specific to construction.

Commissioner Barbara Casey asked Madam Chair Gurulé-Girón if she could ask for an update on the Compliance Monitoring Review. Madam Chair Gurulé-Girón stated she will allow it even though it is not on the agenda.

Interim Director Barbara Padilla stated she does have an update for the findings. She stated that the HA is cooperating with the HUD field office to ensure that what is needed to be in compliance is what is being worked on and what is submitted to HUD. Interim Director Padilla stated she can report on finding's number 1, 4, 10, 12, 14, 15, 16, 17 and 18. Commissioner Casey stated that is not necessary but asked how many of the findings have been completed and are ready to go. Interim Director Padilla stated, nine. Madam Chair Gurulé-Girón asked Mrs. Padilla if she could provide a copy of her report on the findings to the Commissioners. She stated that she had provided the report to the Administrative Assistant, Desaree, who she believes provided a copy to the Commissioners.

Interim Director Padilla wanted to reiterate her invitation to the Commissioners, whoever would like help in signing up for the Lead the Way Training. The HA does have an available office and workstation for their use. She stated she has also called and emailed all the Commissioners and they are more than welcome to come to the Housing office.

Commissioner Vince Howell asked what was the score on the Housing Assessment report. Finance Specialist, Natasha Martinez-Padilla stated, 73 was the HA's most recent score. On the Management score, due to vacancies, the HA lost about 15 points on the Management side, and another 5 points and for Occupancy for

the Capital Fund side. She stated she believes the HA lost 20 points and another 7 points in the physical inspection. Commissioner Howell asked if the HA is in Troubled Status. Mrs. Martinez-Padilla stated no, we are Substandard Performers. She stated it will help our scores once we get more units back online, as well as the De Minimis Project. As soon as the HA can take those 5 units offline, that will really help our occupancy as well as getting the 8 units planned to be put back online.

Interim City Manager, Ann Marie Gallegos addressed the Commission stating she has been in touch with Mandy Griego from HUD and stated that they are working toward the February 28<sup>th</sup> deadline. She stated that at some point, Ms. Griego would like to come in and address the Commission as well. She stated it would be a recommendation by Madam Chair Gurulé-Girón and the Commissioners as to when they would like to see her. Interim City Manager Gallegos stated that Ms. Griego would like to see the policies and procedures submitted. She stated she met with HA staff and took care of some of the other findings that Finance was able to manage.

Commissioner Barbara Casey inquired if the HA has these findings that have already been worked on and the ones that are on the Agenda for next week for approval. Interim Director Padilla stated, yes.

Interim City Manager Gallegos stated she and Finance met with Housing and Finance has taken care of Findings, numbers 3, 5, 6, 7, 9, and 10. She stated they have been sending all of that information over to Housing so they can incorporate it into one Policy Binder. She stated she will meet again with Housing Staff next week to see what more needs to be done. Mrs. Gallegos stated she feels the Housing Authority will meet the deadline.

### **ADJOURN**

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

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY FEBRUARY 21, 2018 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

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

**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 Vince Howell to offer the moment of silence. Commissioner Howell stated, please let our community do the right thing in selecting who they feel are the best candidates for the Council seats. He wished all candidates luck in the elections coming up.

**APPROVAL OF AGENDA**

Madam Chair Tonita Gurulé-Girón asked for the agenda to be amended accordingly. Interim Director Barbara Padilla stated she would like to make a change to the agenda to include a brief description of items to be discussed on the Housing Director's monthly report.

Commissioner Barbara Casey made a motion to amend the agenda. Commissioner David Romero and 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 David Ulibarri Jr.	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes

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

Madam Chair Tonita Gurulé-Girón asked Interim Director Padilla to justify for the record as to why we are amending the agenda. Interim Director Padilla stated she requested to amend the agenda to include a description of what will be discussed as far as the HUD Compliance Monitoring Review. Madam Chair Tonita Gurulé-Girón asked it be read into the record.



Interim Director Padilla stated she is amending the agenda under the Director's Report, to discuss Finding #1, Governance. Corrective action, Lead the Way Training. Finding #4, Admissions and Continued Occupancy, update needed. Finding #10, Insurance Policies, not provided. Finding #12, Replace One-Strike Policy. Finding #14, Physical Needs Assessment, outdated. Finding #15, Capital Fund deadline needed. Finding #16, no check meters. Finding #17, Flat Rent, outdated. Finding #18, Extremely Low-Income requirement violation.

Madam Chair Tonita Gurulé-Girón stated, now this has all been corrected, right. Interim Director Padilla stated, yes ma'am. She then stated, this is not corrective action. Interim Director Padilla stated this is to discuss it.

### **APPROVAL OF MINUTES**

Commissioner Barbara Casey made a motion to approve the minutes of January 17, 2018. Commissioner David Romero 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 Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes

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

### **PUBLIC INPUT**

None at this time.

### **PRESENTATION - FINANCE REPORT**

Finance Specialist, Natasha Martinez-Padilla discussed the finance report ending January 31, 2018. She stated for revenue, the HA has submitted HUD form 51999 to the HUD field office and is awaiting signatures and approval to draw down money from LOCCS. Once signatures are received the revenue side will be reflected on that. Mrs. Martinez-Padilla stated on the expenditure side, the HA is trying to maintain the expenditures. For operating expenses the HA is doing what needs to be done, but nothing extra ordinary.

Commissioner Casey asked how much money the HA gets a year for CFP Funds. Mrs. Martinez-Padilla stated the HA gets approximately \$312,000, and 20% of that gets allocated to operations.

### **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Padilla stated she is going to be reporting on the Compliance Monitoring Notification. The HA is cooperating and working with the HUD field office on what needs to be done in order to be in compliance. Interim Director Padilla began reading the Findings. Madam Chair Gurulé-Girón stated that the findings were already read into record, so continue.

Finding #1. Interim Director Padilla stated she has contacted all members of the Commission by either phone call and/or email and has offered assistance on helping them to obtain user names and passwords for the Lead the Way Training. She stated that the offer is still open to anyone who needs assistance. Interim Director Padilla said she knows several of the commissioners have already signed up for the training and have either begun or completed it.

Finding #4. The Las Vegas HA is preparing a draft Admissions and Continued Occupancy Policy (ACOP). Interim Director Padilla stated that so far, 4 Chapters out of 17 have been updated and the HA is working closely with our HUD Analyst on each chapter.

Finding #10. Interim Director Padilla reported that the City of Las Vegas Finance Director has provided copies of the insurance policies to the HUD field office, correcting this finding.

Finding #12. Interim Director Padilla stated that this evening the HA is presenting to the Board of Commission, Resolution No. 18-11 to adopt the Crime Free Policy, as well as updating the application for admissions and recertification to include questions about the presence of sex offenders in the household. She stated that the ACOP is also being updated to reflect these changes, and that is in Resolution No. 18-12.

Finding #14. The Physical Needs Assessment (PNA) has been quoted out. Interim Director Padilla stated the HA is hoping to have a Purchase Order by the end of the week. The LVHA Financial Specialist is on the last steps of completing the Energy Audit.

Finding #15. Interim Director Padilla stated that the Replacement Housing Factor Funds (RHFF), 2016 and 2017 are being presented this evening.

Finding #16. Interim Director Padilla stated that for this finding regarding no check meters, the estimate will be included with the Energy Audit.

Finding #17. This evening the HA is presenting to the Board of Commission, Resolution No. 18-08, to adopt the CLVHA's Flat Rent Schedule for Residents Living in Public Housing.

Finding #18. Interim Director Padilla stated that this evening the HA is also presenting to the Board of Commission, Resolution No. 18-10 to adopt the CLVHA's income targeting requirement, policy and procedures.

Interim Director Padilla stated that the HA will be preparing a report on all the findings they have addressed and this will be given to the City of Las Vegas Administration to be included with the Final response for the Compliance Monitoring Review to the Department of Housing and Urban Development.

Commissioner Vince Howell asked if HUD had received this. Interim Director Padilla stated no, the HA is presenting the items to the Commission for approval before submitting the responses. Commissioner Howell asked if the Commissioners have not completed the Lead the Way Training, but are in the process of it, would that be OK with HUD. Interim Director Padilla stated she does not know the answer to that, she does not know what their expectation is. Madam Chair Gurulé-Girón asked Interim Director Padilla to get a response on that.

Commissioner Barbara Casey asked, to follow up on what Commissioner Howell asked, will the remaining findings be corrected by next Thursday's deadline. Interim Director Padilla stated that the findings the HA has addressed, except for finding #10, which the City of Las Vegas provided the required insurance policies, are the responsibility of the HA. She stated that Interim City Manager, Ann Marie Gallegos and Interim Finance Director Tana Vega, are also working with the HA on the remaining findings. She stated that Interim City Manager Gallegos could report on any findings that are being worked on. Madam Chair Gurulé-Girón asked Interim Director Padilla if the HA would meet the deadline, to which she responded, yes, the HA is meeting the deadline.

Madam Chair Gurulé-Girón referred the question to Interim City Manager Gallegos who stated what they have done is updated and given all the information over to the Interim Housing Director and she just needs to compile it with her findings. A binder was started and they have already given all the information to insert with all the other findings that are lacking. She stated the only thing lacking was a letter to HUD which will

give them all of the information they are requesting. Interim City Manager Gallegos stated she knows it has been hard on the HA because they have been busy and having to do a lot of research. They will be meeting again to go over the listing and see what else is needed but she believes they have received all the information from Finance.

Commissioner Casey stated she was wondering why the people who did the audit, or the Director of the HUD office in Albuquerque has not come to the City to meet with the Council to review the findings and let them know what the process is and what the consequences of doing or not doing, or completing or not completing, the findings are. She stated she always thought that with an audit there was an exit conference of some kind and she hasn't heard about one. She said she doesn't know if one took place and it was just with the Executive and Finance. Madam Chair Gurulé-Girón stated, most exit conferences do take place with the Executive Office, and that does include the Director of HUD, the City Manager, the Mayor, or other individuals that are involved. She stated then those individuals bring back the findings to the Council at that point in time, and it is up to the Interim Director or Director to present those findings. Commissioner Casey asked if that has taken place. Interim Director Padilla stated, not yet, they are working on all the findings to present before that is done. She stated she believes the Interim City Manager spoke to the Field Analyst but doesn't know if there is a definite meeting set up. Interim City Manager Gallegos stated she did speak to the Field Division Director about a week ago. They agreed that they would submit the answers to all of the findings, then she would have an opportunity to review them, and she would then come to the City of Las Vegas to attend a meeting to review the audit findings and proceed with any recommendations. That is in the process and should happen once her review is complete. If there has to be a special meeting, if that is the pleasure of the commission, then that will be scheduled so all commissioners can be here. She stated it is not an audit, per say, it is a review, but we want to continue reporting any compliance issues that are still outstanding.

Commissioner Vince Howell stated as he was going through the Lead the Way Training, it was highly recommended that the HUD field office come and speak to the board in regards to the audit. He stated in following up to Commissioner Casey's comment about the review, have we invited HUD. Interim City Manager Gallegos said as she just stated, HUD is going to review the responses to the audit and then we will set up a time for them to come in and review it with the Commissioners. That has not been scheduled because we are trying to finalize the responses, which are due on February 28<sup>th</sup>. Madam Chair Gurulé-Girón asked the Commission if they understand the process.

## **CONSENT AGENDA**

Commissioner Barbara Casey moved approval of the Consent Agenda as presented. Commissioner David Romero seconded the motion.

### **Item #1**

Resolution No. 18-11 to adopt the City of Las Vegas Housing Authority's Crime Free Policy for Residents Living in Public Housing.

## **CITY OF LAS VEGAS HOUSING AUTHORITY RESOLUTION NO. 18-11**

### **A RESOLUTION TO ADOPT THE CITY OF LAS VEGAS HOUSING AUTHORITY'S CRIME FREE POLICY FOR RESIDENTS LIVING IN PUBLIC HOUSING**

**WHEREAS**, the Las Vegas Housing Authority (LVHA) is required to adhere to all Federal Regulations and Notices Published regarding Public Housing; and

**WHEREAS**, 24 CFR 960.204 provides guidance as to policies and procedures Housing Authorities must adhere to and;

**WHEREAS**, Notice 2015-19 also gives guidance as to how to Housing Authorities should distinguish between application denials and lease termination in regards to criminal backgrounds; and

**THEREFORE**, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it approves and adopts this resolution and Crime Free Policy attached:

Passed, Approved and Adopted this \_\_\_\_\_ day of February 2018.

\_\_\_\_\_  
MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

\_\_\_\_\_  
CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

\_\_\_\_\_  
CITY ATTORNEY

**Item #2**

Resolution No. 18-02 to adopt the City of Las Vegas Housing Authority's Non-Smoking Policy for Residents Living in Public Housing.

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 18-02**

**A RESOLUTION TO ADOPT THE CITY OF LAS VEGAS HOUSING AUTHORITY'S  
NON-SMOKING POLICY FOR RESIDENTS LIVING IN PUBLIC HOUSING**

**WHEREAS**, the Las Vegas Housing Authority (LVHA) is required to adhere to the updates and notices published by The US Department of Housing and Urban Development (HUD); and

**WHEREAS**, Notice 2017-03 issued February 15, 2017 provides guidance to Public Housing Agencies on Instituting and Enforcing Smoke-Free Public Housing Policies; and

**WHEREAS**, Implementation of the policy will commence on May 31, 2018; and

**THEREFORE, BE IT RESOLVED**, by the City of Las Vegas Housing Authority's (LVHA's) Board of Commissioners that it approves and adopts the LVHA's Non-Smoking Policy for Residents Living in Public Housing, attached hereto and incorporated by reference hereby:

Passed, Approved and Adopted this \_\_\_\_\_ day of February 2018.

\_\_\_\_\_  
MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

\_\_\_\_\_  
CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

\_\_\_\_\_  
CITY ATTORNEY

**Item #3**

Resolution No. 18-03 Amending the Las Vegas Housing Authority's Residential Lease Agreement.

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 18-03**

**A RESOLUTION TO ADD THE NON-SMOKING POLICY IN THE CITY OF LAS VEGAS HOUSING  
AUTHORITY'S LEASE AGREEMENT**

**WHEREAS**, the Las Vegas Housing Authority (LVHA) is required to adhere to the updates and notices published by The US Department of Housing and Urban Development (HUD); and

**WHEREAS**, Notice 2017-03 issued February 15, 2017 provides guidance to Public Housing Agencies on Instituting and Enforcing Smoke-Free Public Housing Policies; and

**WHEREAS**, Implementation of the policy will commence on May 31, 2018; and

**THEREFORE, BE IT RESOLVED**, by the City of Las Vegas Housing Authority's (LVHA's) Board of Commissioners that it approves and adopts the LVHA's Non-Smoking Policy as incorporated into its lease agreement attached hereto and incorporated by reference hereby:

Passed, Approved and Adopted this \_\_\_\_\_ day of February 2018.

\_\_\_\_\_  
MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

\_\_\_\_\_  
CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

\_\_\_\_\_  
CITY ATTORNEY

**Item #4**

Resolution No. 18-12 to amend the City of Las Vegas Housing Authority’s Admissions and Continued Occupancy Policy (ACOP), to include Crime Free Requirements for Residents Living in Public Housing.

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 18-12**

A RESOLUTION AMENDING THE CITY OF LAS VEGAS HOUSING AUTHORITY’S ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP), CHAPTER 13 SECTION 13-II.F AND 13-II.G.

**WHEREAS**, the Las Vegas Housing Authority (LVHA) is required to adhere to all Federal Regulations and Notices Published regarding Public Housing; and

**WHEREAS**, 24 CFR 960.204 provides guidance as to policies and procedures Housing Authorities must adhere to and;

**WHEREAS**, Notice 2015-19 also gives guidance as to how to Housing Authorities should distinguish between application denials and lease termination in regards to criminal backgrounds; and

**THEREFORE**, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it accepts and approves this Resolution and the attached revised ACOP, Methamphetamine Manufacturing in Public Housing 13-II.F and Sex Offenders Registration 13.II.G.

Passed, Approved and Adopted this \_\_\_\_\_ day of February 2018.

\_\_\_\_\_  
MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

\_\_\_\_\_  
CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

\_\_\_\_\_  
CITY ATTORNEY

**Item #5**

Resolution No. 18-10 to adopt the Las Vegas Housing Authority’s Income Targeting Requirements Policy and Procedures.

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 18-10**

A RESOLUTION ADOPTING THE LAS LEGAS HOUSING AUTHORITY’S INCOME TARGETING REQUIREMENT POLICY AND PROCEDURES

**WHEREAS**, the Las Vegas Housing Authority (“LVHA”) mission is to provide safe, adequate, and affordable housing to low-income families, in an environment that fosters cultural preservation , self-sufficiency and community pride; and

**WHEREAS**, the LVHA has adopted a statement of policies governing Admissions and Continued Occupancy Policy (ACOP) of its federally aided low rent public housing units; and

**WHEREAS**, the LVHA also has to abide by federal regulatory requirements, 24CFR 906.202(b) requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during the LVHA’s fiscal year; and

**WHEREAS**, the LVHA has developed an Income Targeting Requirement Policy and Procedure; and

**THEREFORE**, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas that it accepts and approves this Resolution and the attached Policy and Procedure:

Passed, Approved and Adopted this \_\_\_\_\_ day of February 2018.

\_\_\_\_\_  
MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

\_\_\_\_\_  
CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

\_\_\_\_\_  
CITY ATTORNEY

**Item #6**

Resolution No. 18-08 to adopt the Las Vegas Housing Authority’s Utility Allowance Schedule.

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 18-08**

**A RESOLUTION ADOPTING THE LAS LEGAS HOUSING AUTHORITY’S UTILITY ALLOWANCE  
SCHEDULE**

**WHEREAS**, the Las Vegas Housing Authority is relied upon for the annual review and establishment of Utility Allowances for tenant paid utilities; and

**WHEREAS**, the Las Vegas Housing Authority has adopted a statement of policies governing Admissions and Continued Occupancy Policy (ACOP) of its federally aided low rent public housing units; and

**WHEREAS**, the Las Vegas Housing Authority is required to review the schedules for tenant paid utilities set forth in the aforementioned policy documents on an annual basis and update them if necessary; and

**WHEREAS**, the Las Vegas Housing Authority’s Utility Allowance Schedule will be used in the operation of affordable rental housing programs/units within its jurisdiction, a copy of which is attached hereto; and

**THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it accepts and approves this resolution and the attached schedule:**

Passed, Approved and Adopted this \_\_\_\_\_ day of February 2018.

\_\_\_\_\_  
MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

\_\_\_\_\_  
CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

\_\_\_\_\_  
CITY ATTORNEY

**Item #7**

Resolution No. 18-09 to adopt the City of Las Vegas Housing Authority's Flat Rent Schedule for Residents Living in Public Housing.

**CITY OF LAS VEGAS HOUSING AUTHORITY  
RESOLUTION NO. 18-09**

**A RESOLUTION ADOPTING THE LAS LEGAS HOUSING AUTHORITY'S FLAT RENTS**

**WHEREAS**, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) Section 523, establishes Family Choice of rental payment, effective September 1, 1999; and

**WHEREAS**, each Public Housing Authority (PHA) must adopt a policy that gives Residents the choice between two types of rent payment – a flat rent or an income-based rent; and

**WHEREAS**, the City of Las Vegas Housing Authority has adopted Flat Rents in accordance with PHI Notice 2017-23; and

**WHEREAS**, the Las Vegas Housing Authority's Utility Allowance Schedule will be used in the operation of affordable rental housing programs/units within its jurisdiction, a copy of which is attached hereto; and

**THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it accepts and approves this resolution and the attached schedule:**

Passed, Approved and Adopted this \_\_\_\_\_ day of February 2018.

\_\_\_\_\_  
MAYOR TONITA GURULÉ-GIRÓN



ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

**Item #8**

Replacement Housing Factor Funds (RHFF) 2016 and 2017.

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 Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes

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

**COMMISSIONERS REPORT**

Commissioner Howell asked if there is an Annual Contribution Contract (ACC) that we have with HUD. Interim Director Padilla asked Finance Specialist, Natasha Martinez-Padilla to respond. Mrs. Martinez-Padilla stated, yes, the ACC is what the City of Las Vegas has with HUD. This contract itself is what binds the City and HUD together. The ACC is the contract that has the Housing Authority as part of the City. Commissioner Howell asked if this contract gives the responsibilities to both the City and the Housing Authority. Mrs. Martinez-Padilla explained it gives the responsibility of the Housing Authority to the City. Madam Chair Gurulé-Girón stated it is primarily fiscal, correct? Mrs. Martinez-Padilla stated it is managerial and fiscal. Madam Chair Gurulé-Girón stated if that is the case, then why is it that Mandy (Griego) continues to get involved in the managerial aspect of Housing. Mrs. Martinez-Padilla stated she thinks it is more of compliance than a managerial aspect that she is getting involved in. Madam Chair Gurulé-Girón stated, not based on the memorandums she's read.

Commissioner Howell asked if the Commission can get a copy of the ACC. Mrs. Martinez-Padilla stated she can look into it. She believes the initial contract was done in 1967, and was updated with each Turn Key Project. She will ask when the last one was done and recorded. She stated the ACC is signed and amended every year for the Capital Fund.

Commissioner Casey stated the contract is very old and asked, is there anything everywhere saying it should be reviewed every five years or two years? Mrs. Martinez-Padilla stated she is not sure on that. There are components of the contract that get reviewed every year, which goes to the Chairman and that is for the Capital Fund amount that comes in every year. She stated, as far as when the contract comes in, who receives it, or how it works, she cannot answer that right now, but can research it and get back to the Commission. Commissioner Casey stated that would be a really good idea because they have not seen the contract and do not know what it says. It is difficult to be in compliance with the contract not having seen it. Madam Chair Gurulé-Girón stated she does not believe we are out of compliance with the ACC because it has not been raised as corrective action. Commissioner Casey stated though it is not a finding, if they don't know

what it is that they are supposed to be doing every year, it's difficult to know what to expect. Madam Chair Gurulé-Girón asked Interim City Manager, Ann Marie Gallegos if she is familiar with the ACC. Mrs. Gallegos stated, no she is not, and has not seen a current contract. She does not remember seeing a contract since years ago. Madam Chair Gurulé-Girón stated what she believes it does, is give the City of Las Vegas authority fiscal responsibility. She's not certain about the administrative functions, but if that is the case, we have to review that. She stated at this time the City makes about a \$500,000 commitment yearly. Interim City Manager Gallegos stated the City owes the Housing. Madam Chair Gurulé-Girón asked, what is the responsibility, in addition to what the City owes. Mrs. Gallegos stated we have the fiscal responsibility because the City takes care of Housing's fiscal responsibilities. As far as administration, she believes that the Director of Housing would be the first person as far as the administrative part of it.

Commissioner Vince Howell stated the Lead the Way Training states that the ACC does describe the responsibility of this Commission as not only finances, but management, and physical inspection. He stated that they, as a Commission are responsible to ensure that the residents of Housing are in a clean, sanitized situation, and they are accountable for that. He stated that is why he was asking about the ACC.

**EXECUTIVE SESSION/CLOSED SESSION**

No need for Executive Session

**ADJOURN**

Commissioner Barbara Casey made a motion to adjourn the meeting. 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 Ember Davis	Yes
Commissioner David Romero	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

**HOUSING DEPARTMENT-REVENUE COMPARISON  
THRU February 28, 2018-67% OF YEAR LAPSED (8 of 12 months)  
FISCAL YEAR 2018**

	A	B	C	D	E	G (E/B)
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 ACTUAL	FY 2018 YTD - ACTUAL	% REV
DWELLING RENT	500,000	540,000	360,000	518,211	334,883	62%
OPERATING SUBSIDY	575,000	640,000	426,667	644,012	170,520	27%
HOUSING-OTHER INCOME	9,800	12,850	8,567	30,842	13,125	102%
TRANSFERS IN (CFP FUNDS)	76,510	78,585	52,390	76,515	6,813	9%
<b>TOTAL</b>	<b>1,161,310</b>	<b>1,271,435</b>	<b>847,623</b>	<b>1,269,580</b>	<b>525,341</b>	<b>41%</b>

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

**HOUSING DEPARTMENT - EXPENDITURE COMPARISON  
THRU February 28, 2018-67% OF YEAR LAPSED (8 of 12 months)  
FISCAL YEAR 2018**

	A	B	C	D	E	F	H (E/B) %
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 ACTUAL	FY 2018 YTD - ACTUAL	FY 2017 AVAIL. BAL.	BDGT
EMPLOYEE EXP.	687,214	649,727	433,151	658,372	407,096	242,631	63%
OPERATING EXP.	640,793	637,693	425,129	521,996	299,215	338,478	47%
<b>TOTAL</b>	<b>1,328,007</b>	<b>1,287,420</b>	<b>858,280</b>	<b>1,180,368</b>	<b>706,311</b>	<b>581,109</b>	<b>55%</b>

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

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

