



City of Las Vegas

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Madam Mayor Tonita Gurulé-Girón

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
SEPTEMBER 18, 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 August 21, 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

David Ulibarri
Councilor Ward 1

Vince Howell
Councilor Ward 2

Barbara Perea-Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4

- 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 AUGUST 21, 2019 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón
COMMISSIONERS: David Ulibarri Jr.
Vince Howell
Barbara Casey
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 Madam Chair Tonita Gurulé-Girón.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Tonita Gurulé-Girón asked Commissioner David Romero to offer the moment of silence. Commissioner Romero offered a moment of silence for community members that have passed since the last meeting, and that they have the guidance to do the right thing and do what’s right for the community.

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 Vince Howell	Yes	Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	Yes	Commissioner Ember Davis	Absent
Commissioner Barbara Casey	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 July 17, 2019. 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 Barbara Casey	Yes
Commissioner Vince Howell	Yes	Commissioner Ember Davis	Absent
Commissioner David Ulibarri Jr.	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, Financial Specialist presented the Housing Authority's Revenue and Expenditure report for the month through July 31, 2019. Ms. Martinez stated they are at the beginning of the fiscal year so only 8% of the year has lapsed. For the Revenues, dwelling rent, they billed out \$44,745. Operating Subsidy accrued was \$64,385. She stated, for an FYI, they did receive an email back after the budget was approved that HUD will be releasing the funds that were being held for Operations (the monthly subsidy). Ms. Martinez stated for Other Income is at \$1,349. Transfers in is at \$1,250. She stated that puts the HA at 8%, which is exactly where they need to be. She stated that usually at mid-year is when they do their CFP transfer. She stated that will be 100% once that's in the LOCCS system to transfer over. Employee Expenses year to date actual is at \$46,793. Operating Expenses are at \$24,938. That puts the HA at approximately 5% of the current budget to actual.

HOUSING DIRECTORS MONTHLY REPORT

Interim Director Barbara Padilla reported that Housing Maintenance staff prepared 5 units for move-ins in the month of July. There were 8 move-outs in the month of July as well. Maintenance is working hard on unit turnarounds and also trying to keep up with grass and weed cutting. She stated the waiting list manager continues to accept and process applications daily. She stated they are getting more applicants on the waiting list. At the end of July they had 53 applicants. On the 0-1 bedroom waiting list there were 36 applicants. On the 2 bedroom waiting list there were 9 applicants. On the 3 bedroom waiting list there were 4 applicants. On the 4 bedroom waiting list there were 3 applicants, and on the 5 bedroom waiting list there was 1 applicant. She stated that the Housing Managers continue with the day to day operations and lease enforcement, as well as annual and special inspections.

Interim Director Padilla stated, for training, the HA staff continues to attend the monthly safety trainings provided by the HR/Risk Management. She stated the HA is still offering the Smoke Fee Cessation classes to residents of Public Housing.

Interim Director Padilla reminded the Commission that there were spots reserved for all the Commissioners at the Lead the Way Board Training beginning on Friday at 1:00pm at the El Fidel Hotel. She stated if they did not have the agenda, she could provide them one.

Madam Chair Tonita Gurulé-Girón had a question on the monthly report. Under applicants denied in general it shows 2, and applicants denied for drug/crime activity shows 1. She asked what the other denial was for. Interim Director Padilla explained that it could be for a variety of reasons. It could be because the applicants are over the income limit, or they have a bad landlord reference, a bad background, or they have a debt owed to another PHA.

Commissioner Vince Howell asked Interim Director Padilla how many staff they were down. She replied that the Executive Director position is the only position open. Commissioner Howell asked if somebody applies for work at Housing as a city employee, do they ask for a New Mexico driver's license. Interim Director Padilla stated that would be a question for the Human Resources Department because all hires go through the City as well. Discussion ensued regarding HR and hiring practices.

Commissioner David Romero asked if the Lead the Way Board training this weekend is going to help toward the audit findings that suggested they attend. Interim Director Padilla stated she does not know if this is part of the compliance review they had, but it doesn't hurt to attend. She stated they do cover quite a bit of information in this training. Madam Chair Tonita Gurulé-Girón stated that should be a sole and separate issue stating they are looking at the audit on the federal level versus the state level. She asked if Floyd (Duran from

HUD) was going to be in charge of that. Interim Director Padilla stated the training is actually put on by NAHRO, but there will be HUD representation there.

COMMISSIONERS REPORT

Commissioner Romero stated he was able to go and look at one of the units and he told Interim Director Padilla she was right, it does take a lot of work to get that done. He wanted to thank the staff for all their hard work and all they go through. Interim Director Padilla thanked Commissioner Romero.

Commission Howell wanted to follow up on Commissioner Romero's statement. He asked about the progress on the Housing unit that he saw. Interim Director Padilla informed the Commission that maintenance had not started that unit yet because they have quite a few vacancies at this time. She stated what maintenance tries to do, to get as many units filled by the end of each month, is work on units that are a little bit easier to turn around. She stated that unit is going to take some time.

Commissioner Ulibarri thanked Interim Director Padilla for taking care of the weeds. He said it looks really nice. He asked about a building on Apache street. Interim Director Padilla stated she believes he is talking about 400 Apache. She stated that building was once designated as a community building. Natasha Martinez stated they had Fair Housing Housed there at one time. She stated the reason they don't open it up right now is because it needs to be made accessible and they would have to earmark funds to redo that building as well. She stated it is functional but it is not completely 504 accessible so you cannot go into the bathrooms in a wheelchair so it cannot be opened up for tenants use. Commissioner Ulibarri asked if they are thinking of opening it up. Ms. Martinez stated eventually they would like to open it up and have a community center in each area. The 5 year plan addressed that they would like to have community centers throughout the HA since they are scattered sites. Ms. Martinez state that they money they have now they are using for what they need, not what they want. Commissioner Ulibarri asked where that money comes from. Ms. Martinez stated they are Capital Funds which comes based off of vacancies, based off of occupancies, based off how many units they have. She stated the Operating fund is currently being funded at 70%. She stated 20% gets transferred to Operations because of the fact they will never be at 100%.

Commissioner Ulibarri stated sometime back the HA had tenant services, like day care. Interim Director Padilla stated the HA used to have a Resident Council, but they didn't have a day care. There was an organized resident council but there were issues with that, so currently they do not have a resident council. Commissioner Ulibarri asked if any municipalities have that. Natasha Martinez answered that some do have tenant services. There are a lot of different services. She stated what happens is the ROSS coordinator or FSS coordinator are positions that are not necessarily just tenant based, lease enforcement, management positions, they are positions for tenant outreach services and they are all separate grants that need to be applied for. She stated for the first 2 years, the entity has to actually pay for that person and after the 2 years and you prove that the program is efficient then you can actually apply for the money. There is no guarantee you will get the money to support the program so you are funding a program that you don't know if you will actually get funding for. She stated it is something they can do once they get more money, once they get more houses up.

Commissioner Ulibarri stated he was talking to some people out of Raton and Espanola and they were telling him that tenant services would pay the tenants to cut weeds and stuff like that. He asked if they had those kinds of services. Natasha Martinez stated, again, that is money that they don't have. They cannot pay with something they don't have.

Madam Chair Tonita Gurulé-Girón stated at this point in time they needed to move on, asking if there was any need for executive session.

EXECUTIVE SESSION

None

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 David Ulibarri Jr.	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.

Madam Chair Tonita Gurulé-Girón

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU July 31, 2019- 16% OF YEAR LAPSED (2 of 12 months)
FISCAL YEAR 2020**

	A	B	C	D	E	G (E/B)
	FY 2019	FY 2020	FY 2020	FY 2019	FY 2020	% REV
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	
DWELLING RENT	540,000	560,000	93,333	568,509	90,334	16%
OPERATING SUBSIDY	640,000	660,000	110,000	738,304	128,770	20%
HOUSING-OTHER INCOME	13,450	16,400	2,733	16,501	1,489	9%
TRANSFERS IN (CFP FUNDS)	193,775	124,386	20,731	193,775	2,499	2%
TOTAL	1,387,225	1,360,786	226,798	1,517,089	223,092	16%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU July 31, 2019- 16% OF YEAR LAPSED (2 of 12 months)
FISCAL YEAR 2020**

	A	B	C	D	E	F	H (E/B)
	FY 2019	FY 2020	FY 2020	FY 2019	FY 2020	FY 2017	%
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	BDGT
EMPLOYEE EXP.	651,002	662,577	110,430	605,556	93,177	569,400	14%
OPERATING EXP.	692,881	838,795	139,799	511,916	45,564	793,231	5%
TOTAL	1,343,883	1,501,372	250,229	1,117,472	138,741	1,362,631	9%

