



**CITY OF LAS VEGAS**  
1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701  
505-454-1401 FAX: 505-425-7335

Mayor Tonita Gurule-Giron  
CITY OF LAS VEGAS  
**PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA**  
**JUNE 21, 2017 – 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 May 17, 2017

**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. Certification Presentation to Housing Manager, Carmelita Lucero
2. Finance Department – Finance Report Presentation

**IX. BUSINESS ITEMS**

1. Approval/Disapproval of Resolution No. 17-17 Declaring Uncollectable Accounts.

***Carmela Martinez, Housing Director*** The City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2016). Outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las Vegas Housing Authority, they must pay outstanding debt off before being accepted at another Housing Authority.

Wesley Young  
Councilor, Ward 1

Wesley Young  
Councilor, Ward 2

Barbara Casey  
Councilor, Ward 3

David L. Romero  
Councilor, Ward 4

**X. HOUSING DIRECTOR'S MONTHLY REPORT**

**XI. COMMISSIONER'S REPORT**

**XII. 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.**

**XIII. 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 MEETING HELD ON WEDNESDAY  
MAY 17, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

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

**ALSO PRESENT:**  
Carmela Martinez, Housing Director  
Corrina Laszlo Henry, City Attorney

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Gurulé-Girón asked Commissioner Ulibarri to offer the moment of silence. Commissioner Ulibarri stated, Dear Lord, I know that Mother's Day just past a few days ago. I know that our mother's are looking at us and cheering for us that we are here to help the City of Las Vegas and everyone else that comes to us. We pray for them every day. Amen.

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

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

**APPROVAL OF MINUTES**

Commissioner Barbara Casey made a motion to approve the minutes of April 12, 2017 and April 17, 2017 as presented with minor typographical errors corrected. 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 Jr	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Absent

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

### **PUBLIC INPUT**

None at this time.

### **FINANCE REPORT**

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through April 30, 2017. 83% of the year has lapsed. Revenues are right on schedule. With Expenditures, the HA has stayed under budget at about 73%. Employee expenses is at 78%, and Operating is at 66%. For the operations budget, the HA is keeping in mind next year's projects that will be coming up in the next fiscal year, so if the budget is over, the HA will have that cash balance for any upcoming expenditure projects.

Director Martinez commented that in a recent HUD conference call, the HA's were informed that they will see an increase in funding from the Federal Government, which is good news.

### **BUSINESS ITEM #1**

Approval/Disapproval of Out of State Travel for Natasha E. Martinez-Padilla, Finance Specialist and Barbara Padilla, Housing Manager Supervisor for the Southwest NAHRO Conference in San Antonio, Texas. Director Martinez stated in the HA's 5 year plan and annual plan, under the line item for management improvements, it is specific to HUD trainings. She stated there is funding that is always put into that line item. NAHRO is the association in which most or all PHA's attend their conferences. These trainings address the latest updates and regulations that impact all PHA's. Director Martinez stated that Barbara will attend certification training on Property Management Essentials. This will address critical issues that concern property management that personnel must address on a day to day basis. Natasha will attend workshops on new Federal Procurement Regulations, finding right contractors, capital needs planning, conflicts of interest, and common findings out of the office of Inspector General. Director Martinez asked for the approval of Out of State Travel for the two Housing Employees.

Madam Chair asked what is the impact to the operations, with both individuals gone. Director Martinez stated she will be there as well as the other Housing Managers and Maintenance staff.

Commissioner Barbara Casey made a motion to Approve Out of State Travel for Natasha E. Martinez-Padilla, Finance Specialist and Barbara Padilla, Housing Manager Supervisor to attend the Southwest NAHRO Conference in San Antonio, Texas. 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 David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Ember Davis	Absent

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

### **DIRECTORS REPORT**

Director Martinez stated the HA has 2 vacant unit turnarounds currently being addressed. There are 2 units that will be housed tomorrow, and one unit that will be contracted out. With regards to projects, the stucco projects in Loudon are complete. The Parking Lot and Pavement Project on Sagebrush and Calle's Contenta and Bonita has begun. Staff has notified and directed all tenants to relocate their vehicles to designated areas. The HA staff is parking at the Fire Department. Director Martinez stated they meet every Thursday with the Contractor and Architect to get weekly updates on the progress of the project.

Director Martinez reported on the New Mexico NAHRO Conference that staff attended in Ruidoso. She stated that staff went to various tracks that related to their specific job assignments. The key note speaker was Senator Howie Morales. He was very enthusiastic and supportive of the work people do in Housing and how important it is to the state. Director Martinez stated that Michael Varela, Maintenance Tech II was nominated and received an award for Maintenance Employee of the year. Natasha Martinez-Padilla received her CPO Certification, and was also nominated and elected to the New Mexico NAHRO Executive Board of Directors where she will serve as the Treasurer. The maintenance staff participated in the Maintenance Olympics where Frank Lucero took 1<sup>st</sup> place, Michael Varela took 2<sup>nd</sup> place, and Charlie Gallegos took 3<sup>rd</sup> place.

Commissioner Vince Howell congratulated Ms. Martinez-Padilla for getting on the Executive Board and to the Maintenance Staff for the Maintenance Olympics. Commissioner Howell asked Director Martinez for an update on the Samaritan House. Director Martinez referred the question to the City Attorney. Corrina Laszlo Henry reported that the city has an arrangement with the Samaritan House and have granted a little extra time to relocate. She stated it is her understanding that they have entered into a lease and are in the process of moving. She stated they should be completely vacated by June 7, 2017. Commissioner Howell thanked the HA for working with the Samaritan House.

Commissioner Howell asked Director Martinez when she is planning to start the project to renovate the Bernalillo unit into 2 Housing units. Director Martinez stated that as soon as they are moved out, the HA will begin the process. Commissioner Howell asked for the estimated cost. Director Martinez said that is yet to be determined.

Commissioner Howell stated that the building is in very bad condition and that there are cracks on the walls. He also mentioned that the parking lot is in very bad shape.

Commissioner Howell stated he hopes that the City can continue to support the Samaritan House in the future. City Manager, Richard Trujillo stated the city is committed to helping them to relocate to their new facility.

Director Martinez stated that he hopes the Commission will also continue to support the Housing Authority in the way that they have in the past. She stated she knows this was a 15 year issue with Samaritan House that she inherited, along with the Homeownership project. Hopefully the HA can stay on track and do the right thing for the citizens of this community. Director Martinez stated that the HA needs to continue to be in good standing with HUD in order to move forward with new projects and new programs that are out there.

**COMMISSIONERS REPORT**

None at this time.

**EXECUTIVE SESSION/CLOSED SESSION**

No need for Executive Session

**ADJOURN**

Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner Barbara Casey 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.	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 May 31, 2017-92% OF YEAR LAPSED (11 of 12 months)  
FISCAL YEAR 2017**

	A	B	C	D	E	G
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	430,000	500,000	458,333	527,187	478,442	96%
OPERATING SUBSIDY	660,000	575,000	527,083	588,617	562,908	98%
HOUSING-OTHER INCOME	9,800	9,800	8,983	7,329	18,492	189%
TRANSFERS IN (CFP FUNDS)	214,535	76,510	70,134	214,535	75,678	99%
<b>TOTAL</b>	<b>1,314,335</b>	<b>1,161,310</b>	<b>1,064,534</b>	<b>1,337,668</b>	<b>1,135,520</b>	<b>98%</b>

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU May 31, 2017-92% OF YEAR LAPSED (11 of 12 months)  
FISCAL YEAR 2017**

	A	B	C	D	E	F	H
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	660,702	687,214	629,946	533,316	587,053	100,161	85%
OPERATING EXP.	695,712	640,793	587,394	418,040	446,233	194,560	70%
<b>TOTAL</b>	<b>1,356,414</b>	<b>1,328,007</b>	<b>1,217,340</b>	<b>951,356</b>	<b>1,033,286</b>	<b>294,721</b>	<b>78%</b>

**CITY COUNCIL MEETING AGENDA REQUEST**

DATE: 06/12/17 DEPT: Housing MEETING DATE: 06/21/17

**ITEM/TOPIC:**

Resolution No. 17-17 Declaring Uncollectable Accounts.

**ACTION REQUESTED OF COUNCIL:**

Approval/Disapproval of Resolution No. 17-17 Declaring Uncollectable Accounts.

**BACKGROUND/RATIONALE:**

The City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2016). Outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las Vegas Housing Authority, they must pay outstanding debt off before being accepted at another Housing Authority.

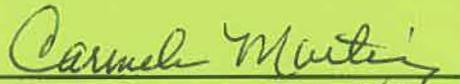
**STAFF RECOMMENDATION:**

Recommend approval of Resolution No. 17-17 Declaring Uncollectable Accounts.

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

REVIEWED AND APPROVED BY:

  
SUBMITTER'S SIGNATURE

  
TONITA GURULE-GIRON  
MAYOR

\_\_\_\_\_  
ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

  
RICHARD TRUJILLO  
CITY MANAGER

\_\_\_\_\_  
PURCHASING AGENT  
(FOR BID AWARD ONLY)

\_\_\_\_\_  
CORRINA LASZLO HENRY  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

**WRITE OFF DELINQUENT ACCOUNTS 2015-2016**

	ENTITY ID	MOVE-OUT DATE	AMOUNT
	200603	12/18/2015	\$160.00
	202135	9/30/2015	\$55.99
	201904	10/6/2015	\$838.00
	201767	9/11/2015	\$74.95
	203038	6/20/2016	\$133.74
	203143	6/6/2016	\$114.00
	201805	12/18/2015	\$12.68
	202648	10/14/2015	\$241.00
	200566	11/23/2015	\$617.47
			\$2,247.83

**CITY OF LAS VEGAS HOUSING AUTHORITY**  
**RESOLUTION NO. 17-17**  
**A Resolution Declaring Uncollectable Accounts**

**WHEREAS**, there exists a total of uncollectable accounts in the amount of \$2,247.83 within the City of Las Vegas Housing Authority;

**WHEREAS**, the Housing Authority has made every reasonable means of collecting said accounts; the Housing Authority will keep a separate book of the doubtful accounts, which remain collectable to the City of Las Vegas Housing Authority by the tenant; and

**WHEREAS**, HUD Handbook HN G 7511.1, Chapter II, Section 1, Paragraph 12 (a) provides for the write off as collection losses , accounts of tenants who have moved from the Housing Authority after all means of collection have failed; and

**WHEREAS**, outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant leaves a balance at Las Vegas Housing Authority, they must pay outstanding debt off before being accepted at another housing authority; and

**WHEREAS**, the Housing Authority Board of Commissioners has reviewed the following accounts from the City of Las Vegas Housing Authority and has determined the same are uncollectable.

**NOW, THEREFORE, BE IT RESOLVED**, by the Chairman of the Board and the Housing Board of Commissioners that the following accounts be; and they hereby are, determined to be uncollectable and shall be written off the accounts receivable of the Housing Authority.

PASSED, APPROVED AND ADOPTED on this \_\_\_\_\_ day of June, 2017

SIGNED:

\_\_\_\_\_  
Madam Chair, Tonita Gurulé-Girón

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICIENCY ONLY**

\_\_\_\_\_  
Corrina Laszlo Henry, City Attorney