

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON MONDAY
ARRIL 17, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

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

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 God, thank you for bringing us back for our short meeting. Thank you for the weekend that was so beautiful with our families and all those that were with us, and for all the people here in Las Vegas.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is 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 Barbara Casey	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	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 March 15, 2017 as presented. 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 Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	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 finance report through March 31, 2017. 75% of the year has lapsed. Current revenues are at 81% of the budget. Current expenditures are at 65% of the budget.

Director Carmela Martinez thanked the Commission for meeting on this day rather our regular meeting day of Wednesday. The HA staff will be leaving to Ruidoso for annual NAHRO training.

BUSINESS ITEM #1

Approval/Disapproval of Resolution #17-08 to Approve and Adopt the Las Vegas Housing Authority’s 2017 Annual Plan and 5 Year Capital Fund Plan.

Director Martinez stated the US Department of Housing and Urban Development (HUD) requires the Housing Authority’s to develop an Annual Plan and Capital Fund Plan to ensure a plan is in place for the future improvements to the HA. Director Martinez stated that a lot of work had been done prior to her coming to the HA, by the previous Executive Director, Pamela Marrujo, and it continued with the existing staff. Director Martinez asked Natasha Martinez-Padilla to present the Annual and 5 Year plans.

Mrs. Martinez-Padilla read Resolution #17-08 to the Housing Commission. Copies of the plan were provided to the commission. Mrs. Martinez-Padilla went over the Annual Plan explaining the annual submission. She covered any changes being made to the Annual Plan. Under New Activities, changes included Demolition and/or Disposition, Non-Smoking Policies, and Other Capital Grant Programs (i.e, Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). The Housing Authority discontinued the Homeownership Program and utilized the accumulated Replacement Housing Factor Funds to complete 12 of the unit remodel boarded up units in the Yucca, Cholla, and Sandoval area. The remaining boarded up units will be addressed one by one with funds available to the HA to remodel and bring back to the rent roll. There are 5 boarded up units that are beyond repair and the HA will be going through a De Minimus process to eliminate those units. The units selected are 2413 and 2415 Yucca, 2410 and 2412 Yucca, and 302 Sandoval. This process should be completed within the 2016 calendar year. The HA has applied for Emergency Security Funding to install fencing, a security system and security screen doors throughout the LVHA Properties. This is through a grant that has been applied for but not yet received.

Mrs. Martinez-Padilla went over the Civil Rights Certification which comes from the Mayor and certifies that we are not violating any of our tenants civil rights as far as our plan goes. Madam Chair Tonita Gurulé-Giròn asked Mrs. Martinez-Padilla to read the Civil Rights Certification. She read the Certification to the commission. Director Martinez stated this certification shows the process that has to be done for this plan and the 5 year plan, and she can assure that all the CFR requirements have been done.

Mrs. Martinez-Padilla stated that on section B.4, Most Recent Fiscal Year Audit, the HA had no findings within the audit. On section B.5, Progress Report. The HA met the goals in the previous 5 years by being successful in rent collection, maintaining the vacancy rate and the management standards. The CFP programs have been obligated and expended in a timely manner. In addition, the maintenance staff continues to be aggressive with work orders and made quick turnarounds in vacant units. Mrs. Martinez-Padilla discussed the Resident Advisory Board (RAB) and provided their comments and responses to them. For Capital Improvements, she referenced to attachments 50075.1 and 50075.2. Mrs. Martinez-Padilla continued to explain these references to the commission, as well as provided comments received from the Public Input Meeting held earlier in the day to comply with the CFR.

Commissioner Barbara Casey found some errors on the Resolution that were noted to be corrected. Commissioner Casey asked how much was applied for on the Emergency Security Funding. Mrs. Martinez-Padilla stated we requested \$240,000. \$250,000 was the maximum we could apply for. We will not know if we will receive the grant until around November.

Commissioner Vince Howell stated he can see that the HA worked very hard on this. He stated as a previous Housing Advisory Committee (HAC) member he was involved in helping with the plans and knows it involves a lot of information. Director Martinez thanked Commissioner Howell for his previous work and the work of the previous Executive Director, Pamela Marrujo as well.

Commissioner Barbara Casey made a motion to approve Resolution #17-08 to Approve and Adopt Las Vegas Housing Authority's 2017 Annual Plan and 5 Year Capital Fund Plan. Commissioner Vince Howell and Commissioner Ember Davis seconded the motion.

Resolution #17-08 was adopted and approved as follows:

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 17-08**

A RESOLUTION APPROVING AND ADOPTING THE LAS VEGAS HOUSING AUTHORITY'S
(PHA) 2017 ANNUAL PLAN AND 5 YEAR CAPITAL FUND PLAN

WHEREAS, it has been deemed necessary by the U.S. Department of Housing and Urban Development (HUD) to establish a new PHA plan (Annual Plan for 2017 and 5 Year Capital Fund Plan); and

WHEREAS, the PHA Plan has been set out in Title VI of the Civil Rights Act and is required in accordance with a revised act dated 7/88: and

WHEREAS, The PHA produced this plan in accordance with the HUD outlined procedures and conducted Public Input and Resident Advisory Board meetings as required; and

WHEREAS, the Las Vegas Housing Authority Board of Commissioners, having reviewed this plan, believe that it is consistent with Federal Regulations and in the best interest of the Department, do hereby approve the PHA Plan as follows:

- 2017 Annual Plan
- 2017 5 Year Capital Fund Plan

THEREFORE, IT IS RESOLVED by THE City of Las Vegas Housing Authority Board, the plan mentioned above is hereby approved and adopted this _____ day of April, 2017.

Passed, Approved and Adopted this _____ day of April 2017.

Mayor Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY

Corinna Laszlo-Henry, City Attorney

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

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

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

BUSINESS ITEM #2

Approval/Disapproval to Award and enter into contract for ARCHITECT/ENGINEER SERVICES – (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval.

Housing Director Carmela Martinez stated the City of Las Vegas Housing Authority plans to rehabilitate 2 units on Sandoval Street and make habitable to be returned to the Las Vegas Housing Authority rent roll and be housed by low income families of the Las Vegas Community. It is staff recommendation for your approval to award and enter into contract with Lowry Consultants, Inc., the most qualified responder to the RFQ for ARCHITECT ENGINEER SERVICES – (2) Unit Rehabilitation at 408 Sandoval and 303 Sandoval.

Commissioner Howell asked the time frame for completion of the project. Natasha Martinez-Padilla stated that will be projected after Mr. Lowry does his assessment and we receive the plans. This is just for A&E Services so the Architect can develop the scope of work so we can put it out for Request for Bids (RFB) to get those units returned to the rent roll.

Madam Chair Gurulé-Girón asked if the Architect Engineer will ensure that there is a timeline for completion. Mrs. Martinez-Padilla stated yes they will, and there will be liquidated damages just as in the previous RFB. There are always liquidated damages if the project is not completed within the time frame because we lose money.

Commissioner Vince Howell made a motion to Approve to Award and enter into contract for ARCHITECT/ENGINEER SERVICES to Lowry Consultants, Inc., for (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval. 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 Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	Absent

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

DIRECTORS REPORT

None at this time.

COMMISSIONERS REPORT

None at this time.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

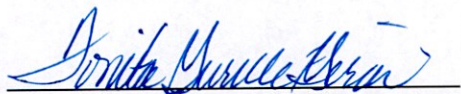
ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner Ember Davis seconded the motion.

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

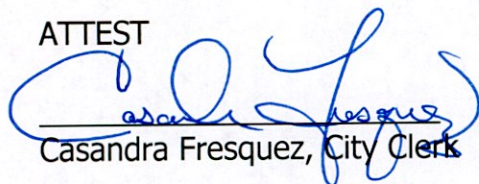
Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Yes
Commissioner Ember Davis	Absent

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



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City Clerk