



## City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

**PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA**  
**JULY 15, 2020 – 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 June 17, 2020.

**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

Michael L. Montoya  
Councilor Ward 2

Joseph P. Baca  
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  
JUNE 17, 2020 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**CHAIRMAN:** Louie A. Trujillo

**COMMISSIONERS:** Michael Montoya  
David Romero  
Joseph Baca  
David Ulibarri Jr.

**ALSO PRESENT:**  
Scott Aaron, City Attorney  
Barbara Padilla, Interim Housing Director  
Natasha Martinez-Padilla, Finance Specialist

**CALL TO ORDER**

Meeting was called to order by Chairman Louie A. Trujillo

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Chairman Louie A. Trujillo offered a moment of silence for the community. He hopes that they can continue to grow and that they remain peaceful in all they do and continue to work hard for the betterment of the citizens.

**APPROVAL OF AGENDA**

Commissioner David Romero made a motion to approve the agenda as presented. Commissioner David Ulibarri seconded the motion.

Chairman Louie Trujillo asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Michael Montoya	Yes
Commissioner Joseph Baca	Yes
Commissioner David Ulibarri Jr.	Yes

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

**APPROVAL MINUTES**

Commissioner David Romero made a motion to approve the minutes of May 20, 2020 and the Special meeting minutes of May 27, 2020. Commissioner David Ulibarri Jr. seconded the motion.

Chairman Louie Trujillo asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Ulibarri Jr.	Yes
Commissioner Joseph Baca	Yes
Commissioner Michael Montoya	Yes
Commissioner David Romero	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 Department Revenue and Expenditure report. She stated for revenues they have put in the BAR that was presented at the special meeting they had, so for year to date transfers they went all the way up to \$317,254. Dwelling Rent accrued is at \$497,881, Operating Subsidy accrued is \$805,364. Ms. Martinez stated housing, other income is at \$13,216. This puts the HA at 98% of the total budgeted for the year and 92% of the year has lapsed. Ms. Martinez stated that employee expenses are at \$574,903, 87% of the budget, and Operating Expenses is at \$476,109. This puts the HA at 70% of the budget that has lapsed.

Chairman Trujillo asked if there are any significant numbers that they should be aware of. Ms. Martinez stated the significant numbers would actually be the numbers from last month, if they recall they were all at a zero, so now they have been recorded properly and all where they need to be so that when the repayment agreement is put into place all that will be left is the \$79,000. She stated everything is there with DFA. Ms. Martinez stated the amount from the last bar that she didn't put into this report was the COVID monies that are being allocated, which is \$129,000. Ms. Martinez stated that is not in the budget right now, and they are allowing them to go back to March with any expenditures. She stated she did receive an email from the finance department that it has all been submitted to DFA but they have not gotten approval back. She stated they can't record any expenses to those lines until they get that authorization from DFA.

Chairman Trujillo asked what that money would be used for. Ms. Natasha Martinez stated that money is for prevention and any sort of responses to the Coronavirus. Anything that helps the HA, safety wise, security wise, etc. She stated they spoke to staff and the Waiting List Manager would like a drop box installed similar to the one at the Utilities department. She stated they spoke about having a washer and dryer set up inside the maintenance facility incase maintenance feels the need to decontaminate themselves. She stated rubber boots may be needed for maintenance so that if there is a plug up or something, maintenance can decontaminate those boots. She stated there have been different talks with what can be purchased, such as lap tops for staff so they can work from home as opposed to working in the office.

Commissioner Joseph Baca asked if the COVID money they spoke about has a timeline that they need to use that money. Ms. Martinez stated by December, 2020.

Commissioner David Romero asked about the transfers that they approved last month. He asked if those payments were already made and shouldn't they reflect on the report. Ms. Martinez stated yes, they are already there on the actual, the \$317,254, that is the amount that has been transferred from general fund to operations presently. Commissioner Romero asked, hadn't the payments already been made. Ms. Martinez stated it is where it needs to be now. She stated it was being reflected in the cash, not in the budget so it was sent in then backed out. She stated the way they did it now is by doing the budget adjustment resolution so that everything could reflect so if there is an audit or compliance review, anyone that looks can track the actual transfers that took place.

### **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Padilla reported to the Commission that the Housing Authority office lobby still remains closed to the public due to the COVID-19, however they are fully operational. Maintenance staff and office staff continue with the day to day operations despite the office being closed, so those services are not being affected. Interim Director Padilla stated that the 5 unit DiMinimus project has been completed. She stated that maintenance has started mowing in difference areas during different days of the week. She reminded the Commission that their priority is still to occupy as many units as possible by June 30<sup>th</sup>. She stated that

maintenance is working very hard at turning those units around and the Waiting List and Housing Managers are also working hard to get those units housed.

Interim Director Padilla stated they are having a bit of a problem with the lack of applicants. She stated they need for people to come in and apply for units, especially for the bigger sized units. She stated currently there are only 72 applicants on the waiting list. There are 49 applicants on the 0 to 1 bedroom waiting list, 13 on the 2 bedroom waiting list, 7 on the 3 bedroom waiting list, 2 on the 4 bedroom waiting list and only 1 family on the 5 bedroom waiting list. She stated the Waiting List Manager is running through those numbers very quickly. She stated often times a family is offered a unit and sometimes they will either reject the unit for different reasons, so they go on to the next applicant.

Chairman Trujillo asked Interim Director Padilla if there is anything they can do as a community to encourage people to apply for Public Housing. Interim Director Padilla stated yes, advertising, and they did speak to Commissioner Baca about that as well as advertising through the City's FaceBook page. She stated they have put up fliers and tried getting the word out as much as possible. Interim Director Padilla stated some people don't think they qualify, and even if their rent is a little lower than what it is out in the community, this helps people. She stated the Housing units are very nice. They pass inspections which have Federal guidelines so they are often a lot better than some of the rentals in the community.

Commissioner Joseph Baca stated Housing staff had talked to him and had sent him a flyer to announce that they need applicants. He stated this is his question, and may be a sensitive one, does the HA have an advertising budget. He explained they are willing to announce anything and everything but the one thing they experience is that they announce messages for whomever and they end up seeing an advertisement in the Optic, and they know they paid for it to be put in the Optic. He stated they are a business, like the Optic and they cannot afford to be giving free advertising if it is being purchased somewhere else. He asked if the HA is planning to purchase anything with his "buddy in the corner" (Las Vegas Daily Optic representative). Ms. Natasha Martinez stated yes, they do have a budget for advertising and they can do an advertisement with both radio stations as well as the Optic. Commissioner Baca stated they have a program called Community Bulletin Board. He stated if the HA gives him a list of the homes they have he can read them and describe them. Ms. Martinez stated the problem with the program is that they have 5 vacancies and maintenance is working on all 5 of those units. They do not know which unit will come up first or last, and they can't give out addresses because they just need people to apply. They don't know if the person at the top of the waiting list is going to qualify for a one bedroom or if that is even what becomes available. She stated they are a low income program, but there are still deposits that are due, such as utilities.

Commissioner Baca said they also do a Trading Post which people post that they are looking for apartments or homes, but they also have people send in messages looking for renters. He stated he can see that the problem is to first see if they qualify. Ms. Martinez discussed that other Housing Authority's waiting lists are currently closed. She stated our waiting list is open.

Ms. Martinez stated that the 5 Unit DiMinimus project is going to help the HA with their PHAS scores. She explained that every year they get scored on their occupancy, on their financials and management. She stated they had been substandard because of the occupancy being that the distressed units sold ineligibly have been counted against the HA all these years. She stated with the 5 units being taken out of the equation, it will help with the Capital Fund snap shot as well as their occupancy form here on out. They will not have those additional units counted against them as vacant.

#### **BUSINESS ITEM #1**

Approval/Disapproval of Resolution No. 20-30 Declaring Uncollectable Accounts for the Las Vegas Housing Authority. Interim Director Barbara Padilla stated that the Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2019). 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. Interim Director Padilla explained to the Commission that this is something they do every year and this year they are requesting to write off \$7,484.55. Commissioner Michael Montoya asked what the amount of the write off was last year. Interim Director Padilla stated that last year the write off amount was \$16,683.79. She stated there are always different reasons for balances left. She stated that last year they had a few incidents with units being destroyed due to chemical substances being found to have contaminated the units and the HA having to do abatement of those units. She stated that is one reason that number was a lot bigger last year.

Commissioner Joseph Baca asked if the applicants pay a deposit when they move into housing. Interim Director Padilla stated they do charge a deposit, however because they are a low income program, the security deposits are not very high. She explained that elderly and or disabled only pay \$100 deposit and other families are charged a minimum of \$150 or the 1<sup>st</sup> month's rent, whichever is higher.

Commissioner David Ulibarri Jr. made a motion to approve Resolution No. 20-30, Declaring Uncollectable Accounts for the Las Vega Housing Authority. Commissioner Michael Montoya seconded the motion.

Chairman Louie Trujillo asked for a roll call. Roll call was taken and reflected the following.

Commissioner Joseph Baca	Yes
Commissioner David Romero	Yes
Commissioner Michael Montoya	Yes
Commissioner David Ulibarri Jr.	Yes

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

Resolution No. 20-30 was approved as follows.

City of Las Vegas Housing Authority  
Resolution No. 20-30  
A Resolution Declaring Uncollectable Accounts

**WHEREAS**, there exists a total of uncollectable accounts in the amount of \$7,484.55 within the City of Las Vegas Housing Authority ("LVHA"); and

**WHEREAS**, LVHA has made every reasonable means of collecting said accounts and will keep a separate book of such delinquent accounts, which remain due and owing to LVHA by the respective tenants; and

**WHEREAS**, HUD Handbook HN G 7511.1, Chapter II, Section 1, Paragraph 12 (a) provides that such delinquent and uncollected accounts of tenants who no longer reside at LVHA properties may be written off as collection losses; and

**WHEREAS**, outstanding amounts remain on a national database that all Federally Funded programs use so that if a tenant fails to pay off their balance with LVHA, such former must pay their outstanding balance off before being accepted at another housing authority program; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the City of Las Vegas Housing Authority that the recitals are incorporated herein by reference, and that the aforementioned delinquent and uncollected accounts shall be written off the accounts receivable of LVHA.

APPROVED AND ADOPTED on this 17th day of June, 2020

Louie A. Trujillo, Chairman of the Board

ATTEST:

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Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

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Scott Aaron, City Attorney

**BUSINESS ITEM #2**

Approval/Disapproval of Resolution No. 20-31 to enter into Professional Services Agreement by and between City of Las Vegas, a New Mexico home-rule municipality and the Northern Regional Housing Authority of New Mexico ("NRHA") a quasi-governmental authority.

Ms. Natasha Martinez stated this is all part of the process of the transfer. She stated the initial resolution they brought forth was to begin the process, this is the next step in the process is to enter into a professional services agreement. This service agreement will allow the Las Vegas Housing Authority and the Northern Housing Authority to be in relations to do the transfer. They will now be able to work together to review policies, tenant files, employee records, etc. This management agreement also solidifies the agreement between the City of Las Vegas and the "NRHA". Ms. Martinez wanted to add that Raton Housing Authority is also in the mix. There are three Housing Authorities and they are all intertwined together. The three HA's will be working together to combine so the actual director in all three senses will be Terry Baca, who is currently the Executive Director in Raton.

Commissioner David Romero had a question as far as the payments for service. Ms. Martinez stated as far as the payments for service go, and she stated this is a working document, so if the commission wants changes or wants to table it and take it back t NRHA's board, they can do so. She stated the City attorney had some changes as well. This is part of the negotiations. Ms. Martinez gave an example that if Terry Baca was to come to Las Vegas and help with an issue such as occupancy or to hear a denial or help with the PHA's, it would be a \$75 per hour charge to the Housing Authority. She stated if she was to go help Northern while being a City of Las Vegas employee, there would be a \$50 per hour charge that they would have to reimburse the housing fund. It will be back and forth until their funds are intermingled. They are just trying to keep the separation of AMP's.

Commissioner Romero stated he wanted to ensure that they had representation from the City of Las Vegas. He asked if that would be in the services agreement or where that would be. Ms. Martinez asked for clarification as to what he is meaning as far as representation. Commissioner Romero said, under the Housing Board. Ms. Martinez stated that currently, under the Mortgage Finance Authority, because they are government, she stated it is going through legislation and it's a whole municipal act. She stated you have the municipal act and you have the Housing Authority's Act. She stated currently, Donna Vigil, who is a retired accounting professor from Highlands, is the representation for San Miguel County. Natasha stated they do elections and all of that and she believes the Governor's office appoints them through MFA. Ms. Martinez stated she is not sure how it works as far as the selection of the Board members but currently it is Ms. Vigil representing San Miguel County.

Commissioner Romero stated his biggest concern was that his understanding is that they would always have representation from here, he's not saying council wise, and he's just saying a person from the county. Natasha Martinez said, yes, Ms. Vigil is a resident of Las Vegas and she is currently the representation on that Board for San Miguel County. Ms. Martinez said she does not know when it changes or how it gets revamped.

Commissioner Romero said in the event that she decided not to or is term limited and is no longer the representation for San Miguel, would there be a possibility that they wouldn't have any San Miguel representative. Natasha Martinez stated, no, there will always be San Miguel representation. She stated there was San Miguel representation before they even did that, it has always been represented there. Ms. Martinez stated they do it county based because the seven county's are in that region.

Commissioner Romero asked Scott Aaron, City Attorney, if he thinks they need to put something in language to ensure that would happen. Chairman Louie Trujillo state he thinks it is in their bi-laws. City Attorney Aaron stated he thinks that is governed particularly by what governs Northern and their bi-laws. Chairman Trujillo stated they say they need to have representation for each county. Ms. Martinez stated she can look it up and find the housing act itself where it talks about the regional housing authority and representation for each county.

Chairman Trujillo entertained a motion. Commissioner David Romero made a motion to approve Resolution No. 20-31 to enter into Professional Services Agreement by and between City of Las Vegas, a New Mexico home-rule municipality and the Northern Regional Housing Authority of New Mexico ("NRHA") a quasi-governmental authority. Commissioner David Ulibarri Jr. seconded the motion.

Chairman Louie Trujillo asked for a roll call. Roll call was taken and reflected the following.

Commissioner Joseph Baca	Yes
Commissioner David Romero	Yes
Commissioner Michael Montoya	Yes
Commissioner David Ulibarri Jr.	Yes

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

Resolution No. 20-31 was approved as follows.

**STATE OF NEW MEXICO  
MUNICIPALITY OF THE CITY OF LAS VEGAS  
RESOLUTION NO. 20-31**

**WHEREAS**, the City of Las Vegas ("City") has maintained the Annual Contributions Contract ("Contract") with the United States Department of Housing and Urban Development ("HUD"), and under the contract operates the low-income housing project; and

**WHEREAS**, on May 20, 2020, the City approved Resolution 20-22 to begin the process of transferring the Annual Contributions Contract from the City to the Northern Regional Housing Authority of New Mexico, (NRHA), and

**WHEREAS**, NRHA has the expertise to operate and manage the Contract for units within the City in Compliance with various state and federal housing programs; and

**WHEREAS**, NHRA has agreed to accept the transition of the Contract from the City to the NHRA subject to the final HUD approval; and

NOW, THEREFORE BE IT ENACTED, by the Board of Commissioners of the Housing Authority of the City of Las Vegas that it accepts this Professional Serviced Agreement by and between City of Las Vegas, a New Mexico home-rule municipality and the Northern Regional Housing Authority of New Mexico, (NRHA), a quasi-governmental authority, acting through its management entity, The Raton Housing Authority, a quasi-governmental authority.

Passed, Approved and Adopted this 17<sup>th</sup> day of June 2020

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Mayor Louie A. Trujillo

ATTEST:

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Casandra Fresquez, City Clerk

Reviewed and approved as to legal sufficiency only:

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Scott Aaron, City Attorney

**COMMISSIONERS REPORT**

Commissioner Michael Montoya wanted to acknowledge the Housing Authority Staff for cleaning up the Housing Development. He stated they have been doing a good job. They have been cutting weeds and grass and picking up trash. He stated now with the three houses they demolished, the area looks a lot better. He stated before the windows and doors were open and people were going into the units at night. He stated it seems to be more under control now and is a cleaner area. Commissioner Montoya stated they sold a couple of houses to individuals that have moved in there and they are doing nice remodeling jobs so it is bringing up the neighborhood. Chairman Trujillo asked Interim Director Padilla to please recognize the staff for this.

**EXECUTIVE SESSION**

No executive session at this time.

**ADJOURN**

Commissioner Michael Montoya made a motion to adjourn the meeting. Commissioner David Ulibarri Jr. seconded the motion.

Chairman Vince Howell asked for a roll call. Roll call was taken and reflected the following.

Commissioner Joseph Baca	Yes
Commissioner Michael Montoya	Yes
Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes

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

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Chairman of the Board of Commissioners

ATTEST

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Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON**  
**THRU June 360, 2020- 100% OF YEAR LAPSED (12 of 12 months)**  
**FISCAL YEAR 2020**

	A	B	C	D	E	G (E/B)
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	% REV
DWELLING RENT	540,000	560,000	560,000	586,509	537,617	96%
OPERATING SUBSIDY	640,000	660,000	660,000	738,304	805,364	122%
HOUSING-OTHER INCOME	13,450	16,400	16,400	16,501	22,125	135%
TRANSFERS IN (CFP FUNDS)	193,775	426,640	426,640	193,775	317,254	74%
<b>TOTAL</b>	<b>1,387,225</b>	<b>1,663,040</b>	<b>1,663,040</b>	<b>1,535,089</b>	<b>1,682,360</b>	<b>101%</b>

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON**  
**THRU June 360, 2020- 100% OF YEAR LAPSED (12 of 12 months)**  
**FISCAL YEAR 2018**

	A	B	C	D	E	F	H (E/B)
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	651,002	662,577	662,577	605,556	623,396	39,181	94%
OPERATING EXP.	692,881	838,795	838,795	511,916	522,313	316,482	62%
<b>TOTAL</b>	<b>1,343,883</b>	<b>1,501,372</b>	<b>1,501,372</b>	<b>1,117,472</b>	<b>1,145,709</b>	<b>355,663</b>	<b>76%</b>



