



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
DECEMBER 16, 2020 –WEDNESDAY– 5:00 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 November 18, 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 – Deputy Director

IX. HOUSING DIRECTOR'S MONTHLY REPORT

X. COMMISSIONERS' 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

Elaine Rodriguez
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 NOVEMBER 18, 2020 AT 5:00 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Louie A. Trujillo

COMMISSIONERS: David Romero
Elaine Rodriguez
Michael Montoya
David Ulibarri Jr.

ALSO PRESENT:

Scott Aaron, City Attorney
Terry Baca, Executive Director NRHA – Via Phone
Natasha Martinez, Deputy Director NRHA – Via Phone
Barbara Padilla, Site Manager – Via Phone

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 all the people in our community who have been affected by Coronavirus. He looks forward to meeting up and finding a solution and ways to help people stay safe and follow the Governors Health Order. Chairman Trujillo offered prayers for the family of Ms. Enadine Gonzales who passed away earlier this week. She was a member of the church who sang with the choir for many years.

APPROVAL OF AGENDA

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

Chairman Louie Trujillo asked for all in favor. All Commissioners stated "I".

Cassandra Fresquez, City Clerk advised the motion carried.

APPROVAL MINUTES

Commissioner David Romero made a motion to approve the minutes of October 21, 2020. Commissioner David Ulibarri Jr. seconded the motion.

Chairman Louie Trujillo asked for all in favor. All Commissioners stated "I".

Chairman Louie Trujillo stated motion carries. carried.

PUBLIC INPUT

None at this time.

PRESENTATION

Chairman Louie Trujillo wanted it stated to the public that Deputy Director, Natasha Martinez and Executive Director, Terry Baca were on the meeting via telephone due to HUD issuing a directive to all their employees stating they cannot attend in-person meetings at this time. All meetings must be conducted by video or phone, that is why Natasha and Terry Baca are not present tonight.

HOUSING AUTHORITY FINANCE REPORT

Natasha Martinez, Deputy Director for Northern Housing Authority presented the Housing Department Revenue and Expenditure report thru October 31, 2020. Ms. Martinez stated for dwelling rent, they are a little over what they were expecting to get. She stated their units are staying occupied. They are at a \$190,827. Operating subsidy accrued is at \$254,346. They had budgeted \$241,667 for the year so they are right in line there. For Housing other income as she stated they are not doing any charged for late fees so the charges are lower at \$247. The transfers in for the repayment agreement is at \$122,074 giving them a total of \$567,494. On employee expenditures for this month, they are going to be rather low. She reminded the Commission a third of the salaries for both the Executive Director (ED) and herself (DD), isn't going to come out until November, so in November they are going to see a spike on the employee expense side. This flows the management agreement. Right now, year to date they have spent \$146,522 on employee expenditures, and on operating expenses, \$210,973 to date. DD Martinez stated this brings them to 25% of the budget for the year. For expenditures they are at 33% of the year so they are doing good.

Ms. Martinez added that they are going to be starting a 10 unit project soon so that will be an added expenditure out of the operating expenses for A&E serviced and the remainder will be paid out of Capital Fund and RHF Funds. DD Martine stated they submitted a letter to HUD's office of Capital Improvements to use two RHF funds that were expiring to see if they can get them allocated.

Chairman Trujillo asked for the record, if there was anything with this budget that they needed to make the Commission aware of. ED Baca stated there is not anything at this time. He stated as they can see, they are running their expenses well within the budget. With both his and DD Martinez salaries being split, it reduces he expense to the Authority.

HOUSING DIRECTORS MONTHLY REPORT

Executive Director (ED) Terry Baca commended the Deputy Director, Natasha Martinez and all the staff in Las Vegas. He stated they are well qualified, and it is great to have them there. He stated as part of the transfer that is taking place is that they have a new computer system, a new phones system, and everything has been upgraded. He stated as a department they are transitioning away from the City so hopefully it will free up some time for the City of Las Vegas to address their IT and phone issues.

ED Baca stated the administrative staff is working hard on the waiting list and get units turned over. He stated that fortunately there are not a lot of vacant units in Las Vegas, which is a good thing. Their goal is to keep the units all occupied. The staff is working hard to keep the units full and help as many people as they can.

ED Baca stated the maintenance staff is doing well and they did advertise for an additional person to replace Charlie Gallegos that recently retired. He stated he is going to be hard to replace.

ED Baca stated they are beginning to work together with the material aspect stating they are brining more materials into the Raton site and distributing them to Las Vegas or Taos or wherever they are

needed. He stated in purchasing more quantity they get a better price. ED Baca stated they are fortunate to have a very strong staff in the Las Vegas and Raton offices.

ED Baca stated he and DD Martinez did an inspection with the contractor of the fence being done on Hot Springs and there are a few items they need to finish up this project and close out the contract. ED Baca stated they are waiting on better weather for the painting of the soffits and facias in the Loudon site.

ED Baca stated he has been dealing on some of the roofing issues that they have had in the past. He is dealing with the same contractor in Raton that did some of the work for the City of Las Vegas. He is working with them as well as the New Mexico Self-Insurers Fund to find out where they are regarding those repairs.

ED Baca said they liabilities for the City regarding the repayment agreement and the liabilities for the DOT's, the transfer of the Declarations of Trust. He stated Natasha is working on those with the attorney.

ED Baca stated that all the transfer documents have been submitted to HUD and they are looking at protentional by the middle of December they should have the approval of the transfer of the Las Vegas Housing Authority as well as the Raton Housing Authority into the Northern Region. He stated they look forward to having this done. They are hoping to grow and provide more housing for the area.

Commissioner Michael Montoya asked how many units are available at the present time. DD Martinez stated that currently they are fully occupied, having no vacancies. ED Baca stated this is pretty common.

Commissioner Montoya asked if they have a constant average of 40 applicants per month, what is the answer to that in the near future. DD Martinez answered saying that just because they don't have a unit available right now, that doesn't mean they aren't becoming available. As soon as a tenant gives a 30 day notice to vacate, the Housing Managers and Maintenance crew are working on getting the next family housed. She stated they had 4 families move out, and 4 families move-in within the month. They are turning the units around a little quicker. She sated the units are in amazing shape before families are housed. She stated this is why there are no units currently available. Ms. Martinez commended the staff in Las Vegas for working hard and getting and keeping the units occupied. ED Baca stated it is a common practice in all sites to do a quick unit turnaround and have the unit occupied within the same month of a move-out if possible. He stated that as part of the Northern Regional Housing Authority, they will be able to have access to section 8 vouchers as well.

Commissioner David Romero stated he has been in conversation with Natasha and concerning Commissioner Montoya's statement, he said he knows they are continuing to accept applications. Commissioner Romero asked ED Baca if, when they have their next Commissioners meeting, if hey would be able to send this commission the link to that meeting. He said he believes a majority of the commissioners still want to advocate for housing, and he understands they won't have physical oversight, but perhaps they can have some input. ED Baca stated he will be glad to do that. He stated they have a board meeting set up for Monday so he will get everyone's email address and sent that link.

COMMISSIONERS REPORT

None.

EXECUTIVE SESSION

No executive session.

ADJOURN

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

Chairman Louie Trujillo asked for all in favor. All Commissioners replied "I". Chairman Trujillo advised motion carried. Meeting was adjourned.

Chairman of the Board of Commissioners

ATTEST

Casandra Fresquez, City Clerk

HOUSING DEPARTMENT-REVENUE COMPARISON
THRU November 30, 2020- 42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2021

79600

	A	B	C	D	E	G
	FY 2020	FY 2021	FY 2021	FY 2020	FY 2021	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	560,000	560,000	233,333	537,617	239,866	43%
OPERATING SUBSIDY	660,000	725,000	302,083	805,364	333,946	46%
HOUSING-OTHER INCOME	16,400	16,000	6,667	22,125	247	2%
TRANSFERS IN (CFP FUNDS)	426,640	366,368	152,653	317,254	152,653	42%
TOTAL	1,663,040	1,667,368	694,737	1,682,360	726,712	44%

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

HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU November 30, 2020- 42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2021

	A	B	C	D	E	F	H
	FY 2020	FY 2021	FY 2021	FY 2020	FY 2021	FY 2020	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	%
EMPLOYEE EXP.	662,577	742,159	309,233	623,396	289,270	452,889	39%
OPERATING EXP.	838,795	710,462	296,026	522,313	241,779	468,683	34%
TOTAL	1,501,372	1,452,621	605,259	1,145,709	531,049	921,572	37%



December 10, 2020

from: Executive Director Terry L. Baca

To: City of Las Vegas, Housing Board

We had a productive meeting with the City of Las Vegas Finance Department, City Manager and Housing and Urban Development Field Office Division Director. We feel we have a great plan of action to finalize all of the transfer of assets.

Tenant Management: The administrative staff has worked diligently to keep the LVHA tenants up to date while still remaining socially distant to comply with all health orders local, state and federal. The waiting list manager is working hard to make sure that once a unit is available a family is ready to move in. Our waiting lists are open for all sites. We encourage our communities to apply.

Maintenance Staff: Our Maintenance staff is working diligently to make sure all emergency work orders are completed as well as completing unit turnarounds in a timely fashion. We are advertised for a Maintenance Tech, and received a great response we will hopefully announce our hire at the meeting.

City Outstanding Liability: We have spoke and feel we have a great plan for the repayment plan with the City, and Housing Authority invoicing. We hope to receive and record the partial releases for the DOTs by mid November.

Transfer: All documents were approved by legal and Fair Housing and were submitted up to Head Quarters for final approval.

Thank You, Terry L. Baca Executive Director



