



# 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  
NOVEMBER 18, 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 October 21, 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 OCTOBER 21, 2020 AT 5:00 P.M. IN THE CITY COUNCIL CHAMBERS.

**CHAIRMAN:** Louie A. Trujillo  
**COMMISSIONERS:** David Ulibarri Jr. 5:08 p.m.  
Michael Montoya  
David Romero  
Elaine Rodriguez

**ALSO PRESENT:**  
Scott Aaron, City Attorney  
Terry Baca, Executive Director NRHA  
Natasha Martinez, Deputy Director NRHA  
Barbara Padilla, Site Manager

**CALL TO ORDER**

Meeting was called to order by Chairman Louie A. Trujillo

**ROLL CALL**

Chairman Trujillo stated that Commissioner Ulibarri Jr. called to inform him that he was running late. Commissioner Ulibarri Jr. arrived at 5:08 p.m.

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Chairman Louie A. Trujillo offered a moment of silence for all the people who are in health care, first responders, the people who are vital to the community, people who deliver groceries and people who check us out and are working so hard during this pandemic. He asks that God keeps us all safe and healthy and that this virus goes away as quickly as possible or that they provide a vaccine, Amen.

**APPROVAL OF AGENDA**

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

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

Commissioner Elaine Rodriguez Yes  
Commissioner Michael Montoya Yes  
Commissioner David Romero Yes  
Commissioner David Ulibarri Jr. Absent

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

**APPROVAL MINUTES**

Commissioner David Romero made a motion to approve the minutes of September 16, 2020. Commissioner Michael Montoya seconded the motion.

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

Commissioner Michael Montoya Yes

Commissioner Elaine Rodriguez	Yes
Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Absent

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

**PUBLIC INPUT**

None at this time.

**PRESENTATION**

**HOUSING AUTHORITY FINANCE REPORT**

Natasha Martinez, Deputy Director for Northern Housing Authority presented the Housing Department Revenue and Expenditure report thru September 30, 2020. Ms. Martinez stated 25% of this year has lapsed. Dwelling rent is at 25% which is right along what they were expecting at \$560,000 for the year. Ms. Martinez stated operating subsidy is a little bit lower than they had anticipated with \$181,250 and only received \$174,746. This has to do with the occupancy at the end of 2017 thru 2018 fiscal year. She stated they had some trouble occupying units at that time as well as some units that had not been rehabilitated. Other income as she explained previously is lower because the HA is not charging late fees due to COVID-19. The transfers in is coming from General Fund to Housing Low Rent for the repayment agreement. For Expenditures, employee expenses are at 20%, operating expenses is at 25% for a total of the full budget.

Ms. Martinez stated they have not billed for any of the employee expenses for Executive Director Baca or herself for the Las Vegas area. She stated they did the calculations today and will be submitting an invoice now that all the employees are hired through Northern Regional Housing Authority. She stated it will be based off the management agreement charging the hourly rate for everyone working in the Las Vegas office. Ms. Martinez stated they estimated that it is about a third of their time they are working in each of the areas. This will be about 26 hours a pay period for ED Baca and herself.

Chairman Trujillo asked if they are paying a full salary for Mr. Baca. Ms. Martinez stated it is 26 hours at \$75 per hour. This is what the management agreement accounted for. Ms. Martinez stated as per the management agreement, it is \$50 per hour for the other employees and \$75 for the Executive Director's hours.

Chairman Trujillo asked if there is anything in the finance report that they need to be made aware of. Ms. Martinez stated there is nothing except for the fact that they will be adding in the subsidy report for revenue, the COVID monies they were awarded. She stated this money will be coming in before December and they are a direct reflection of expenses. This is a reimbursement grant and what they used to purchase some new vehicles as well as some IT equipment so the staff can work remotely if needed.

Chairman Trujillo asked if Ms. Martinez knows the amount of the grant. She stated about \$150,000. Executive Director Baca stated they can also use some of that money to pay some of their operating expense.

**HOUSING DIRECTORS MONTHLY REPORT**

Executive Director (ED) Terry Baca stated they do appreciate everything that has been going on with the City of Las Vegas and the Northern Regional Housing Authority. He stated they are trying to work through some of the snags they have had. He stated that transferring some of the employees over has been somewhat of a challenge. They are working through the IT part of it as well. They purchased new computers and are trying to get them all online. Mr. Baca said they will be getting new laptops and they will upgrade their printers. Maintenance staff is doing a great job. He stated they had some sewer issues that Mr. Frank Lucero, the Maintenance Supervisor is putting together a scope of work to do a sewer replacement and sidewalk replacement on the Sagebrush site.

ED Baca stated they did a fencing project with Northeastern Construction with is about 85% complete. He stated that he, Natasha and a general contractor did a site inspection on what they felt they needed to take care of. They will be doing a final inspection soon.

ED Baca stated there are 10 units they are going to be rehabilitating. He stated this is the last 10 of the 15 units that were in distress.

ED Baca stated the repayment agreement has been signed by HUD. They have not received the original back, when they do, they will get that to the City for their records.

ED Baca stated he had a meeting with the Raton Housing Authority Board of Commissioners yesterday that went very well. He stated they also had a meeting with New Mexico Mortgage Finance Authority, which he does a quarterly report for them. He stated the Regional Housing Authority's are currently under the jurisdiction of the Mortgage Finance Authority originally. They are working towards Legislation to remove that layer of bureaucracy. He stated they answer to HUD. They have all the oversight, so this is just another layer that can create problems. Currently they are reporting to 4 Boards so that can create some problems. ED Baca stated if there is anything the City of Las Vegas would like them to attend they would welcome that. He stated if there is anything they would like to discuss with him, just give him a call and he will be glad to assist.

Chairman Trujillo asked when the 10 units will be completed. Deputy Director, Natasha Martinez stated that they just put out an RFP for a 15 unit rehab and they didn't get any responses on that so they will be going back to the drawing board and doing some direct solicitation for architects to see if they would be interested. They are hoping to have this project started by December.

Commissioner David Ulibarri Jr. asked ED Baca about the wall again on Hot Springs. ED Baca explained that he has been looking into this and if they are responsible for the wall they will address it, but if they are not, and HUD determines they are not, they will not be able to address it.

### **COMMISSIONERS REPORT**

Commissioner David Ulibarri asked ED Baca if he could take a look at the wall on Hot Springs Blvd. He stated there is a wall there between housing and Daylight Donuts. He stated he spoke to Natasha and Barbara about it and he thinks they were working to see if there was something they could do with it. He stated it is almost to fall and the property owner is very concerned about it. ED Baca stated he will take a look at it.

Commissioner Ulibarri asked if ED Baca has met with the land owner, Mr. Martinez from Daylight Donuts. ED Baca said he has spoken to him. He said he let him know they needed to look into it more as far as what has happened in the past and if it was not something the HA built, they would not have that liability.

Commissioner Michael Montoya is requesting that on North end of Sandoval Street, there is an alley way. He is asking if those trees can be removed. He said they serve no purpose and he had asked that they be removed when they did a demolition of a unit, but they are still there. He stated the trees are right along the fence line and on the fence. He stated that Housing is responsible for half the alley. Commissioner Montoya stated that people are hiding in the trees. ED Baca stated he will look into this issue.

Commissioner David Romero asked if there is some type of media notice they can put out to the citizens letting them know that Raton is not controlling everything. He stated there is a perception out there that this is happening and that they have no local control here. ED Baca and Deputy Director Martinez stated they can put something together. Commissioner Romero stated it is pretty often that they have to let people know that all the employees are still there and they still take care of everything here at the office, the only thing that has changed is the Governing Board. ED Baca stated this is understandable, anytime he has been involved in any kind of transfer, there is always concern for the tenants as well as the municipalities. He stated perhaps he

can get on the radio and explain to the citizens that none of the services have changed, and they hope they will get even better.

Commissioner Romeo stated another concern he had was concerning Commissioner Ulibarri and the concern about the wall on Hot Springs. He stated he has also looked into it and one thing he was warned about was not using Federal Funds on that wall if it does not the HA's responsibility. ED Baca agreed and stated that is their concern as well. He stated that when he spoke to the land owner, Mr. Martinez, he said that the wall was built by the Housing Authority. ED Baca and Deputy Director Martinez stated they have not been able to find any documentation saying that wall was built by the Housing Authority. Commissioner Romero stated he had spoken to some Federal Officials and they said they need to be very careful with that. ED Baca stated that is something they are very cautious about and he knows the City of Las Vegas is very sensitive to that line because it is something that is illegal. Deputy Director Martinez stated that the Albuquerque Field Office has received approval to travel so they hope to have an engineer come and look at that wall. She stated if the engineer states the wall needs to be replaced, the cost may not only fall on the Housing Authority if at all, and it may fall on the landowner.

Deputy Director Natasha Martinez stated that she will be working on partial release of declaration of trust so once they are signed they can release the property to those homeowners. ED Baca stated this is a major, major thing, to get those declarations of trust released. The homeowner's were treated wrong in this whole situation. Chairman Trujillo thanked Executive Director Baca and his staff.

#### **EXECUTIVE SESSION**

No executive session.

#### **ADJOURN**

Commissioner David Romero made a motion to adjourn the meeting. Commissioner Elaine Rodriguez seconded the motion.

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

Commissioner Elaine Rodriguez	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Michael Montoya	Yes
Commissioner David Romero	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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Cassandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON**  
**THRU October 31, 2020- 33% OF YEAR LAPSED (4 of 12 months)**  
**FISCAL YEAR 2021**

	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	186,667	537,617	190,827	34%
OPERATING SUBSIDY	660,000	725,000	241,667	805,364	254,346	35%
HOUSING-OTHER INCOME	16,400	16,000	5,333	22,125	247	2%
TRANSFERS IN (CFP FUNDS)	426,640	366,368	122,123	317,254	122,074	33%
<b>TOTAL</b>	<b>1,663,040</b>	<b>1,667,368</b>	<b>555,789</b>	<b>1,682,360</b>	<b>567,494</b>	<b>34%</b>

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON**  
**THRU October 31, 2020- 33% OF YEAR LAPSED (4 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	247,386	623,396	146,522	595,637	20%
OPERATING EXP.	838,795	710,462	236,821	522,313	210,973	499,489	30%
<b>TOTAL</b>	<b>1,501,372</b>	<b>1,452,621</b>	<b>484,207</b>	<b>1,145,709</b>	<b>357,495</b>	<b>1,095,126</b>	<b>25%</b>



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November 12, 2020

from: Executive Director Terry L. Baca

To: City of Las Vegas, Housing Board

We would like to start off by thanking the Las Vegas Administration for their efforts and communication to transition our computer systems to the new system that we will now have that will allow staff during this trying time work remotely as needed. We would also like to thank the City of Las Vegas Finance Department and Human Resources Department for transitioning the staff.

**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 advertising for a Maintenance Tech, and hoping to hire before the end of the calendar year.

**Projects:** The fencing project on Hot Springs is almost to completion only a few bolts and cleanup is needed would say it is about 85% complete, the contractor has informed us that the order that came in did not fit and they are hoping to be complete by this meeting. A fascia and soffit project has already been procured and was scheduled to start last week, due to the snow storm we experienced we were not able to start we hope that it is started by this meeting. Upcoming we will be doing a 10-unit rehabilitation for the LAST ten units that were left abandoned for 15+ years.

**City Outstanding Liability:** Our office has prepared the DOT and submitted them for legal review. As soon as they are approved we will be submitting to Housing and Urban Development for approval and signatures for recording.

**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







