



# 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  
AUGUST 19, 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 July15,2020.
- 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. **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.**

- 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 JULY 15, 2020 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**CHAIRMAN:** Louie A. Trujillo

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

**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 asked Commissioner Michael Montoya to offer a moment of silence. Commissioner Montoya offered a moment of silence stating it is hard to find words of encouragement with everything that is going on today in this world. He said he hopes God gives them the ability to work together for the betterment of the city.

**APPROVAL OF AGENDA**

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

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

**APPROVAL MINUTES**

Commissioner Michael Montoya made a motion to approve the minutes of June 17, 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 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.

## **PUBLIC INPUT**

None at this time.

## **PRESENTATION**

### **HOUSING AUTHORITY FINANCE REPORT**

Natasha Martinez, Financial Specialist presented the Housing Department Revenue and Expenditure report thru June 30, 2020. Ms. Martinez stated they are ending their fiscal year. Ms. Martinez reminded the Commission that the Housing Authority is on a full accrual basis, not modified accrual like the City, so the financial statements are usually on the accrual basis. This is before they closed out all their receivables and everything else. Ms. Martinez stated the dwelling rent for the entire year was \$537,617. She stated that last year for the entire year the HA was at \$586,509. The revenue did go down for the dwelling rent because they are income based and due to COVID-19, there have been some tenants who have lost income. Operating subsidy did go up, in large part because of the occupancy. Operating subsidy does get funded on the basis of their occupancy so as occupancy goes up, the subsidy goes up. Ms. Martinez stated that last year they accrued \$738,304 and this year they accrued \$805,364 which is great. For Housing other income, they billed \$22,000. A lot of this was move-outs, and other charges for tenant caused damages. Ms. Martinez stated in the other income, the \$8,000 insurance claim for a maintenance truck that was vandalized by fire was included in there. Ms. Martinez stated for transfers in, that was for the repayment agreement of \$317,251. She stated this is more than they received last year but due to the cash balance and the amount of money in operations, they did that pull down. She stated they left the capital fund money in Capital Fund. For expenditures, the employee expenses at the end of the year they are at \$622,396 and operating expenses were \$522,313. Both well below what the HA had budgeted. Ms. Martinez stated the HA will start working on the rehabilitation of the 10 distressed units with the betterments and improvements.

Ms. Martinez stated she wanted to add that the repayment agreement she believes has been passed to the attorney's. She stated they have told them to hold off because of the unit they were purchasing, not to give a price so they would have a different amount for budgeting purposes for the city, but with the sale of the 2409 Cholla that did not go through because of issues with the mortgage company, the City will still be liable for \$3,584,000 and that is taking out the 2412 Cholla and 2400 Yucca out of the 3.8 million and adding back \$79,674. Ms. Martinez stated that was a little summary on what was going on with the repayment agreement as well.

Chairman Joseph Baca asked if he heard correctly that a truck was lit on fire. He asked how that happened. Natasha Martinez explained that the maintenance supervisor was on call and the truck was parked at his home. There was a number of vandalisms that happened down his street that night and one of the things that happened was that they set the work truck on fire outside of his residence. Commissioner Baca asked if the insurance would cover that because it was at his residence. Ms. Martinez stated it did. The truck was totaled and they issued a check for \$8,000. Ms. Martinez stated there is a policy regarding taking vehicles home on call, so that covers that issue. Commissioner Baca asked if a police report was done. Ms. Martinez stated yes, police and fire reports were done. Commissioner Baca stated somebody doesn't like housing he guesses. Ms. Martinez stated that they slashed several tires throughout that street and they attempted to set another vehicle on fire, so it wasn't just directed at Housing. Interim Director Barbara Padilla stated to the Commission that the police department did receive video surveillance and she believes they actually did arrest a suspect.

Chairman Louie Trujillo asked Ms. Martinez if there is anything in the financial reporting that they need to bring their attention. Ms. Martinez stated the only thing she wanted to let them know is that they did not transfer any funds from the capital fund due to the amount of money they have in their operating cash balance. She stated they did not do a capital fund transfer. Additionally the fact that they only hit 62% of the

operating has to do with the betterments and improvements. She stated again that they would be rehabilitating those 10 units this fiscal year.

### **HOUSING DIRECTORS MONTHLY REPORT**

Interim Director Padilla reported to the Commission that Office and Maintenance Staff continue with the day to day operations despite the Housing Authority office lobby still being locked. She assured that services are not being affected. The 5 unit DiMinimus project was completed as well as the fencing project on Sagebrush. She stated as she mentioned to some of the commissioners before the meeting, someone did cut the fence the day after it was installed. She stated they are going to try and get that repaired as soon as possible. Interim Director Padilla stated she and the entire Housing staff are very proud of the fact that they have successfully housed all 251 houseable units by the deadline of June 30, 2020. Interim Director Padilla stated that the whole staff has been personally commended by the Albuquerque Field Office for the job they have done. She stated it was difficult at times because through the months there were times when they had several vacancies and they filled every houseable unit by that deadline. Chairman Louie Trujillo also commended the Housing Staff for their accomplishments.

Interim Director Padilla stated that the Housing Authority still continues to work closely with the Northern Housing Authority on the transfer of the LVHA to the NRHA.

The Housing Managers are up to date with their annual lease renewals despite not having in person contact with the tenants. Interim Director Padilla stated that the annual inspections are currently on hold due to the safety concerns of the COVID-19. She stated they have received permission from HUD to extend some deadlines.

Interim Director Padilla stated the Housing Authority put out an add asking for applicants on the City's website and on the City's FaceBook page. She stated there was a mishap and they are getting an obscene amount of calls from Las Vegas Nevada. She stated they are trying to find out where this information was put out so that they can clearly inform everyone it is Las Vegas New Mexico, not Las Vegas Nevada.

Interim Director Padilla stated there are currently 60 applicants on the waiting list. There are 48 applicants on the 0 to 1 bedroom waiting list, 6 on the 2 bedroom waiting list, 3 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 HA is still accepting applications. If someone wants to pick up an application, they can call the office and an employee will meet them outside to issue one or they can print one off the City's website and return it.

Chairman Louie Trujillo stated congratulations to the Housing Staff. He thinks it is fantastic that they got all those units filled. Interim Director Padilla thanked Chairman Trujillo and said she would pass that along to the rest of the HA staff.

Commissioner Michael Montoya asked what kind of investment dollar wise was the fencing on Sagebrush and where was the funding source from. Natasha Martinez responded that the fencing project was a capital fund project that was funded through their capital fund program. It was the 2017 dollars that were used. Ms. Martinez stated for the entire project it was about \$28,000. She stated the damaged caused was roughly about \$175 that needs to get fixed. She stated it is not much, but it is still disheartening that that they had not even been invoiced for the fence before it was vandalized.

Commissioner Montoya stated the reason he brings this up is because people in this community need to understand that the city is trying to improve our community, our housing units and so forth and for them to spend \$28,000 and then they go and mess it up or cut it up the same day or after, that is kind of ridiculous. Commissioner Montoya stated maybe they need more policing in that area. He stated it is so discouraging sometimes when you try to move forward and you land up being two steps back. Commissioner Montoya

thanked the Housing staff for their efforts and for finding the funding and getting the job done. He stated it looks very nice.

Ms. Martinez stated that as far as the PHAS's scores go, they are going to give the HA the same score as last year and they did get 5 units offline. That will help with the Operating subsidy dollars, but it won't help the score. Ms. Martinez reminded the Commission that the boarded up or distressed units are still being counted against the HA.

Commissioner Montoya asked if they were going to continue the fencing on the Calle Contenta area. Ms. Martinez asked if he was referring to the property by the school. Ms. Martinez stated she does not have scope out for fencing in that area because a lot of the fencing currently there belongs to the school so they would essentially be putting a fence on top of a fence.

**COMMISSIONERS REPORT**

None

**EXECUTIVE SESSION**

No executive session at this time.

**ADJOURN**

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

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

Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Michael Montoya	Yes
Commissioner Joseph Baca	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 July 31, 2020- 8% OF YEAR LAPSED (1 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	46,667	537,617	43,837	8%
OPERATING SUBSIDY	660,000	725,000	60,417	805,364	58,249	8%
HOUSING-OTHER INCOME	16,400	16,000	1,333	22,125	344	2%
TRANSFERS IN (Repayment)	124,386	366,368	30,531	317,254	30,518	8%
<b>TOTAL</b>	<b>1,360,786</b>	<b>1,667,368</b>	<b>138,947</b>	<b>1,682,360</b>	<b>132,948</b>	<b>8%</b>

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

Housing and Finance are currently working on a Budget Resolution and properly recording transfers between General Fund and Housing

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON**  
**THRU July 31, 2020- 8% OF YEAR LAPSED (1 of 12 months)**  
**FISCAL YEAR 2018**

	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.	%
							BDGT
EMPLOYEE EXP.	662,577	742,159	61,847	605,556	56,048	686,111	8%
OPERATING EXP.	838,795	710,462	59,205	511,916	896	709,566	0%
<b>TOTAL</b>	<b>1,501,372</b>	<b>1,452,621</b>	<b>121,052</b>	<b>1,117,472</b>	<b>56,944</b>	<b>1,395,677</b>	<b>4%</b>





