



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

JUNE 17, 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 May 20, 2020 and Special Meeting on May 27, 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. BUSINESS ITEMS

1. **Approval/Disapproval of Resolution No. 20-30 Declaring Uncollectable Accounts for the Las Vegas Housing Authority.**

Barbara Padilla, Interim Director 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

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Joseph P. Baca
Councilor Ward 3

David G. Romero
Councilor Ward 4

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.

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.

Natasha Martinez, Finance Specialist On May 20, 2020 the City of Las Vegas approved Resolution No. 20-3 to begin the process of transferring the Annual Contributions Contract from the City of Las Vegas to the Northern Regional Housing Authority of New Mexico.

XI. COMMISSIONER'S REPORT

XII. 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.**

XIII. 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 MAY 20, 2020 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Louie A. Trujillo
COMMISSIONERS: Michael Montoya
Joseph Baca
David Ulibarri Jr.
David Romero
Ember Davis Absent

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 people of the community that are suffering with the Coronavirus and he hopes the numbers stay where they are at. He stated they feel for the families, their loved ones, people who are quarantined for 14 days. He asked for prayers for the entire community so they can do good and open up the City soon.

Commissioner Joseph Baca wanted to add to Chairman Trujillo’s statement, to remember the Sanchez family. Leroy “Huero” Sanchez, former City Councilor, former Mayor, former President of Luna Community College, who passed away. Commissioner Baca stated he spoke with Mr. Sanchez brother two days ago and they are doing well. Chairman Trujillo stated this was a big loss.

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 Joseph Baca	Yes	Commissioner Michael Montoya	Yes
Commissioner David Romero	Yes	Commissioner Ember Davis	Absent
Commissioner Davie Ulibarri Jr.	Yes		

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

Commissioner Joseph Baca stated that as they are required by the City Charter, all of them know, Mayor, and each Councilor knows, as well as the City Manager and City Attorney, that their company, Baca Broadcasting has a contract with the City for the radio shows that the staff conducts twice a month. He stated according to the requirement of the Charter, I needs to publicly disclose that. Chairman Trujillo thanked Commissioner Baca for that.

APPROVAL MINUTES

Commissioner Michael Montoya made a motion to approve the minutes of April 15, 2020. Commissioner Joseph Baca seconded the motion.

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

Commissioner David Romero	Yes	Commissioner Joseph Baca	Yes
Commissioner David Ulibarri Jr.	Yes	Commissioner Ember Davis	Yes
Commissioner Michael Montoya	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 stated in the Commissioners packets today, they have the revenues and expenditures report through April 30, 2020. Ms. Martinez stated that 83% of the year has lapsed. For dwelling rent they are at 81%. She stated they have had a few vacancies and now with the Coronaviurs, a lot of incomes have changed, therefore the rents will reflex that.

Ms. Martinez stated for operating subsidy they have actually accrued \$724,688. Other income that they built up which is also on the accrual basis is \$12,602. The transfers in is at zero right now. Ms. Martinez stated they have a special meeting coming up that will address the budgeted transfers as well as the actual transfers so they can all be recorded properly. Ms. Martinez stated there were transfers made but they were not recorded in the areas they needed to be recorded, so next month’s finance report will be reflective of all those changes that will be coming to the Commission in a BAR next week. Ms. Martinez stated that for the Capital Fund transfer they should be receiving that in the upcoming month as well, which is \$103,000. Ms. Martinez stated for the expenditure comparison, they are 83% of the year. Employee expense is at \$507,742, they have spent 77% of the budget. She stated they do have positions that they consolidated; the Housing Manager Supervisor is the Interim Director so they have cost savings there for employees.

Ms. Martinez stated for operating expenses they have \$352,103 which they have spent 42%. With the BAR that will happen next week that percentage will go down because they will have a carryover of \$299,511 that will go to betterments and improvements for the rehabilitation of the units that need to be repaired on the Sagebrush site, which is Yucca, Cholla and Sandoval area. The number will go down, but they have been staying frugal. She stated hopefully they can get those units repaired and get everything back on schedule. Currently they are at 57% of their budget on the expenditure side.

Commissioner Joseph Baca commented that last week when they discussed this, the City Manager and Natasha noticed that he came away from the meeting with a lot of questions. He stated thanked the City Manager and Natasha for meeting with him. He stated Natasha gave him a 40 minute class on the whole issues with Housing. He stated now feels very comfortable with the work the Housing staff is doing. He believes they are doing a good job. He also stated he had been speaking to the Raton City Manager and he speaks very highly of Las Vegas. Commissioner Baca stated he called him on the phone two days ago and introduced him to Mr. Terry Baca. He stated Mr. Baca spoke very highly of the Housing staff, and he spoke very positive of this agreement that they are going into with HUD. He thanked the staff for all the hard work and for giving him all the information last Friday.

HOUSING DIRECTORS MONTHLY REPORT

Interim Director Padilla informed the Commission that the Housing Authority's focus right now is to fill the vacant units. She stated June 30th is the end of their fiscal year and this is when HUD takes a snap shot of their vacancies. These numbers affect the scoring of the HA which is vital for the funding.

Housing Managers are conducting their annual re-examinations on a timely basis. They have received extensions for from HUD if needed. However, they have not had to request extensions at this time. Interim Director Padilla stated they have been able to conduct business by phone and mail. She stated that annual inspections are being postponed at this time, so the staff is not going into any units due to the COVID-19. She explained to the Commission that the Housing Managers do inspections in every unit at least once a year.

Interim Director Padilla stated that the DiMinimus project will begin within the next few days. This project is to demolish 3 buildings, 5 units.

The Housing Authority is taking applications for the waiting list and is encouraging people to apply. Interim Director Padilla stated that some of the waiting lists are not very long at all. She stated currently there are 86 applicants on the waiting list. There are 54 applicants on the 0 to 1 bedroom waiting list, 17 on the 2 bedroom waiting list, 12 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 anyone interested can obtain the income guidelines by either calling the Housing Authority or by doing a Google search for the income guidelines in San Miguel County. She stated sometimes people don't think they qualify for Housing and they actually do.

Interim Director stated the Housing Authority is still following the recommendations given by the City of Las Vegas as far as re-opening the Housing office. They continue to practice social distancing and wearing face masks in public.

Commissioner Joseph Baca stated he has not driving by Housing in a while, but he asked if the residents are doing a good job of keeping up their properties. Interim Director Padilla stated to the commission that right now they are struggling as far as the weeds. She stated she believes this is a City wide issue. She stated again, as they know, Housing staff, including maintenance had been on administrative leave because of the COVID-19 Coronavirus, so maintenance was behind on a lot of their work. Interim Director Padilla stated that the tenants are actually responsible for maintaining their own yards within their perimeter. This does not apply to the elderly and/or disabled. Maintenance is responsible for the grounds and common areas. Interim Director Padilla stated she spoke to the Maintenance Supervisor regarding the weeds because of the concerns, and he is trying to make a schedule. Again she stated the priority is to fill the vacant units.

Commissioner David Romero had a question regarding the applications for Housing due to the COVID-19. He asked if they are accepting applications on-line or how they are doing it. Interim Director Padilla stated that the application is available on-line for people to download and print, they can also be mailed or picked up at the front door of the office. She stated they have received a few applications but would like to see more apply.

BUSINESS ITEM #1

Approval/Disapproval of Resolution No. 20-23 a Resolution of the City of Las Vegas acknowledging financial liability to Housing and Urban Development and to repeal and replace Resolution No. 20-05.

Natasha Martinez stated that previously they had Resolution No. 20-05 which acknowledged. She stated in a letter sent out to the previous City Manager and previous Mayor Pro-tem to acknowledge the debt that was in the quality assurance audit that came out. She stated they did that in Resolution 20-05 however, when asked for the actual proof of what was transferred, where it was transferred, when it was budgeted, and all those questions came up from their Program Analyst from HUD, at that time the Finance Director was not able to give them the answers or the proof. Ms. Martinez stated thankfully working with Ms. Romero (current Finance Director), she was able to give her access to the general ledger where they had to research it. She stated

they worked together as well as members of her staff to come up with numbers of actual amounts that had been transferred. She stated they did see money passed through different funds, and this is why they are doing this resolution to streamline everything. She stated there is a spreadsheet in their packets showing a check that was made for the purchase of a church in the amount of \$150,656. There was also a cash transfers of \$10,000. She stated they borrowed an employee from the Streets Department and they were able to credit their salary toward in-kind services. She stated they had a window project where the City funds paid for two of the units, and they were able to apply that as in-kind as well. She stated for 2017 and 2018 they did cash transfers of \$10,000 and at the end of 2019 there were checks that were written but then left out and not included in last year's audit. Ms. Martinez stated that is what they are going to do in the budget resolution next week, is to correct all of this.

Ms. Martinez stated this gives them a total transfer for the previous repayment agreement of \$516,851.84 as far as cash. She stated they had an additional \$14,555. Taking that away from the original repayment agreement of \$611,082, left them with a balance of \$79,674.62, which is a little bit better than the previous repayment agreement. She stated when the City acknowledged the liability back in February, they said there was a balance of \$90,425, when the City has actually transferred enough that the balance is \$79,674.62. Ms. Martinez stated they are going to acknowledge this new amount and repeal the last resolution. She stated the City Attorney also changed some of the wording. She stated she worked with Mr. Aaron (City Attorney) and Mandy Griego from HUD to make sure that this resolution will fit perfectly into everything they are asking to move forward as far as the repayment agreement in the future.

Commissioner David Romero made a motion to approve Resolution No. 20-23, a Resolution of the City of Las Vegas acknowledging financial liability to Housing and Urban Development and to repeal and replace Resolution No. 20-05. Commissioner Joseph Baca 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 Michael Montoya	Yes	Commissioner Ember Davis	Absent
Commissioner Joseph Baca	Yes		

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

Resolution No. 20-23 was approved as follows.

Resolution No. 20-23
 A RESOLUTION OF THE CITY OF LAS VEGAS
 ACKNOWLEDGING FINANCIAL LIABILITY TO HOUSING
 AND URBAN DEVELOPMENT AND TO REPEAL AND
 REPLACE RESOLUTION 20-05

WHEREAS, the Governing Body in and for the City of Las Vegas ("City") has received that certain letter from U.S. Department of Housing and Urban Development ("HUD") Regional Manager Donna Wicks addressed to former mayor pro tem Vince Howell and interim city manager Ann Marie Gallegos outlining the amount of funds the City needs to repay HUD; and

WHEREAS, the City and HUD have entered into a repayment agreement in February 2016 in the amount of \$611,082.00, of which a balance of \$79,674.62 remains; and

WHEREAS, in addition to the \$79,674.62 balance of the repayment agreement, the City has agreed to reimburse HUD in the amount of \$3,584,000.00 and enter into a new repayment agreement with HUD; and

WHEREAS, HUD has agreed that any property units, that were previously sold to ineligible purchasers, that are subsequently acquired by the City, without the use of federal funds, and that are delivered to HUD for use in the Housing Authority program, shall be applied as an offset the \$3,584,000.00 in an amount of not less than \$112,000.00 per unit or the actual amount paid by the City to purchase the property, whichever is higher.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO, that the recitals are incorporated herein by reference and the Governing Body hereby acknowledges its liability to HUD for the aforementioned amounts and repeals and replaces Resolution 20-05 with this Resolution 20-23.

APPROVED AND ADOPTED THIS ___ day of May, 2020

Mayor Louie A. Trujillo

ATTEST: Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney

BUSINESS ITEM #2

Approval/Disapproval of Resolution No. 20-20 to Adopt the 2020-2021 Las Vegas Housing Authority Budget

Ms. Natasha Martinez presented the 2020-2021 fiscal year budget. She stated the Housing Authority’s program is completely federally funded. Therefore, their regulations state they need to get things done a little bit sooner that the City has to for local governance. She stated the HA received \$129,252 for COVID-19 stimulus money. She stated they will also see this in a BAR next week. Ms. Martinez stated she was directed by HUD to put it in this year’s and next year’s budget because there are expenditures that are coming up prior to June 30th and after June 30th. She stated she does not know if this is all the stimulus money they will be getting, but so far this is the actual money in their ELOCS system.

Commissioner David Romero made a motion to approve resolution No. 20-20 to adopt the 2020-2021 Las Vegas Housing Authority Budget. 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 David Ulibarri Jr.	Yes
Commissioner Michael Montoya	Yes	Commissioner Ember Davis	Absent
Commissioner Joseph Baca	Yes		

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

Resolution No. 20-20 was approved as follows.

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 20-20**

2020-2021 LAS VEGAS HOUSING AUTHORITY BUDGET ADOPTION

WHEREAS, the Las Vegas Housing Authority (“LVHA”) mission is to provide safe, adequate, and affordable housing to low-income families, in an environment that fosters cultural preservation, self-sufficiency and community pride; and

WHEREAS, the LVHA has adopted a Program Budget on the basis of need; and

WHEREAS, it is the majority opinion of the LVHA Board the 2020-2021 LVHA Budget meets the requirements as currently determined for fiscal year 2020-2021; and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vega that it accepts and adopts the budget hereinabove described:

APPROVED AND ADOPTED THIS ____ day of May, 2020

Mayor Louie A. Trujillo

ATTEST: Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney

COMMISSIONERS REPORT

Commissioner David Ulibarri stated six or seven months ago they had a meeting between the City and Daylight Donuts. He wants to know if the City of Las Vegas or Housing can do something about it. He stated it is a liability for the City and for Housing. He stated there a lot of kids and people around there. He stated he has asked Barbara and the Housing if they could do something about it. He is now asking the City if they can do something about it.

Commissioner Ulibarri said he was out in what he calls, "Little Juarez", a few days ago and he saw real bad pot holes in that area. He asked City Manager Taylor if he could have his street guys check it out, as well as on Hot Springs. Commissioner Ulibarri stated the weeds around the Housing look very bad. Commissioner Ulibarri told Interim Director Padilla and Natasha Martinez they are doing a good job, to keep it up.

EXECUTIVE SESSION

No executive session at this time.

ADJOURN

Commissioner David Romero 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 Michael Montoya	Yes	Commissioner David Ulibarri	Yes
Commissioner Joseph Baca	Yes	Commissioner Ember Davis	Absent
Commissioner David Romero	Yes		

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

Chairman of the Board of Commissioners

ATTEST

Casandra Fresquez, City Clerk

MINUTES OF THE SPECIAL CITY OF LAS VEGAS HOUSING AUTHORITY COMMISSION MEETING HELD ON WEDNESDAY MAY 27, 2020 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Louie A. Trujillo Absent

COMMISSIONERS: David Romero Chairman Pro Tem
Joseph Baca
Michael Montoya
Ember Davis Absent
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 Pro Tem David Romero.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Pro Tem David Romero asked Commissioner Ulibarri to offer a moment of silence. Commissioner Ulibarri Jr. offered a moment of silence for all the residents in Las Vegas and the county, for Law Enforcement, first responders, our nurses, firefighters, and our children. Te keep our distance and to keep praying for this virus to go away and keep healthy and be good to each other.

Commissioner Joseph Baca wanted to add to keep in their prayers the Mischler family, Ann Mischler. He stated that Ben Mischler died last Monday. He also wanted to send positive thoughts to the elected officials in Washington and Santa Fe. To the Governor, he knows they are under a lot of pressure with the COVID-19. He stated they will be calling a special meeting to deal with the budget. He stated let’s hope they try their best to do the right thing for the entire state.

APPROVAL OF AGENDA

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

Chairman Pro Tem David Romero 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 Ember Davis	Absent
Commissioner Joseph Baca	Yes		

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

PUBLIC INPUT

None at this time.

BUSINESS ITEM

Approval/Disapproval of Resolution No. 20-24, a resolution to revise the 2019-2020 fiscal year budget.

Ms. Natasha Martinez stated she is bringing a resolution to revise the 2019-2020 City of Las Vegas budget. She stated line items that they are adjusting are only Housing related. She stated this year as they know there was a cash transfer between general fund and the Housing Low Rent program that the general fund was not credited for, for the repayment agreement because of the lack of budget, so they are adding that in there. She stated it was \$299,511. Additionally, they had \$2,743 left on one of their capital fund grants that they were allowed to draw down and transfer to the general fund as well. She stated they also got \$129,252 in stimulus money. This money is also budgeted in next year's budget for 2020-2021. She stated they wanted them to budget the full amount in both areas to make sure they capture all expenditures.

Ms. Martinez stated there is a little confusion as far as FAQ's on the CARES act itself because the CARES act was signed on March 27, 2020 but the money wasn't deposited or sent to each individual entity till May 1, 2020. She stated they know they need to go back on the expenditures that were made, COVID related to reimburse this money, they just don't know if the date they are going back to is going to be March 27th or May 1st. She stated they should have more direction on that this week.

Ms. Natasha Martinez stated the resolution is to reflect all of that. After this resolution is signed, it will be sent to the finance department where they will input it and submit it to DFA.

Commissioner Joseph Baca asked Ms. Martinez if this information she had already reviewed with the commission in the last meeting. Ms. Martinez stated, correct.

Commissioner Baca said he was not sure if this was an issued but on the voucher it states the banks name is Bank of Las Vegas. He asked if that should be Southwest Capital Bank. Ms. Martinez stated that when the initial certificate of deposit was signed with the federal government, it was Bank of Las Vegas. She stated the routing number is the same but the system does reflect Bank of Las Vegas.

Commissioner David Ulibarri Jr. made a motion to approve Resolution No. 20-24, a Resolution to revise the 2019-2020 fiscal year budget. Commissioner Joseph Baca 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 David Romero	Yes	Commissioner Ember Davis	Absent
Commissioner Michael Montoya	Yes		

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

Resolution No. 20-24 was approved as follows.

STATE OF NEW MEXICO
MUNICIPALITY OF THE CITY OF LAS VEGAS
RESOLUTION NO. 20-24

A RESOLUTION TO REVISE THE 2019-2020 CLV BUDGET

WHEREAS, the Governing Body in and for the Municipality of Las Vegas, State of New Mexico has developed a budget adjustment request for fiscal year 2019-2020; and

WHEREAS, said budget adjustments were developed on the basis of increases in revenues, expenditures, and transfers through cooperation of all user departments, elected officials and other department supervisors, please see attached schedule; and

WHEREAS, the City of Las Vegas is need of making budget adjustments in the 2019-2020 fiscal year budget; to include a transfer from General Fund to the Housing Operating Fund to reflect payments made to the 2016 repayment agreement; To budget and record Stimulus Money awarded to the Las Vegas Housing Authority for COVID-19 preparation, prevention and response; To budget the Las Vegas Housing Authority's 2016 Capital Fund grant Revenue received and to be transferred to the LVHA's Operations for operating expenses use; and

WHEREAS, it is the majority opinion of the LVAH Board that the budget adjustment request be approved as it meets the requirements as currently determined for fiscal year 2019-2020; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Las Vegas that it accepts and adopts the budget revision hereinabove described and respectfully requests approval form the Local Governing Division of the Department of Finance and Administration:

Passed, Approved and Adopted this 27th day of May 2020.

Louie A. Trujillo, Mayor

ATTEST:

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFICIENCY ONLY

Scott Aaron, City Attorney

EXECUTIVE SESSION

No executive session at this time.

ADJOURN

Commissioner Joseph Baca 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 Ember Davis	Absent
Commissioner David Ulibarri Jr.	Yes		

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

Chairman of the Board of Commissioners

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU May 31, 2020- 92% OF YEAR LAPSED (11 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	513,333	586,509	497,881	89%
OPERATING SUBSIDY	640,000	660,000	605,000	738,304	805,364	122%
HOUSING-OTHER INCOME	13,450	16,400	15,033	16,501	13,216	81%
TRANSFERS IN (CFP FUNDS)	193,775	426,640	391,087	193,775	317,254	74%
TOTAL	1,387,225	1,663,040	1,524,453	1,535,089	1,633,715	98%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU May 31, 2020- 92% OF YEAR LAPSED (11 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	607,362	605,556	574,903	87,674	87%
OPERATING EXP.	692,881	838,795	768,895	511,916	476,109	362,686	57%
TOTAL	1,343,883	1,501,372	1,376,258	1,117,472	1,051,012	450,360	70%

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 06/08/2020 DEPT: Housing MEETING DATE: 06/17/2020

ITEM/TOPIC:

Approval/Disapproval of Resolution No. 20-30 Declaring Uncollectable Accounts for the Las Vegas Housing Authority.

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of Resolution No. 20-30 Declaring Uncollectable Accounts for the Las Vegas Housing Authority.

BACKGROUND/RATIONALE:

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.

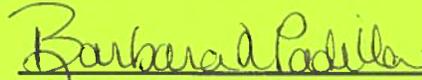
STAFF RECOMMENDATION:

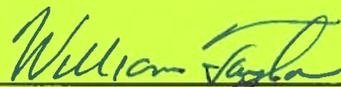
Recommend approval of Resolution No. 20-30 Declaring Uncollectable Accounts for the Las Vegas Housing Authority.

COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.

REVIEWED AND APPROVED BY:


SUBMITTER'S SIGNATURE


WILLIAM TAYLOR, CITY MANAGER

SCOTT AARON, CITY ATTORNEY
(ALL CONTACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)

MARY ROMERO, FINANCE DIRECTOR
PROCUREMENT

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 _____ day of June, 2020

Louie A. Trujillo, Chairman of the Board

ATTEST:

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Scott Aaron, City Attorney

WRITE OFF DELINQUENT ACCOUNTS 2018-2019

ENTITY ID	MOVE-OUT DATE	AMOUNT
5/11/2457	6/4/2019	\$675.20
203420	1/3/2019	\$806.89
203412	7/3/2018	\$437.62
203433	4/2/2019	\$121.00
202851	12/5/2018	\$574.82
203333	8/21/2018	\$349.87
202802	2/11/2019	\$640.33
200931	11/30/2018	\$1.80
202942	8/6/2018	\$405.00
203359	5/2/2019	\$729.84
203296	6/5/2018	\$237.00
203373	6/3/2019	\$727.28
203478	10/1/2018	\$5.00
201558	4/5/2019	\$656.55
203426	5/1/2019	\$815.36
203390	1/8/2019	\$294.27
203389	7/12/2018	\$5.36
112852	3/1/2019	\$1.63
201740	4/22/2009	-\$0.27
TOTAL		\$7,484.55

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 06/09/2020 **DEPT:** Housing **MEETING DATE:** 06/17/2020

ITEM/TOPIC:

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.

ACTION REQUESTED OF COUNCIL:

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.

BACKGROUND/RATIONALE:

On May 20, 2020 the City of Las Vegas approved Resolution No. 20-20 to begin the process of transferring the Annual Contributions Contract from the City of Las Vegas to the Northern Regional Housing Authority of New Mexico.

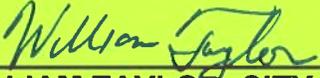
STAFF RECOMMENDATION:

Recommend approval of Resolution No. 20-231 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.

COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.

REVIEWED AND APPROVED BY:


WILLIAM TAYLOR, CITY MANAGER


SUBMITTER'S SIGNATURE

**SCOTT AARON, CITY ATTORNEY
(ALL CONTACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)**

**MARY ROMERO, FINANCE DIRECTOR
PROCUREMENT**

**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, NHRA 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 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, acting through its management entity, The Raton Housing Authority, a quasi-governmental authority.

Passed, Approved and Adopted this 17th day of June 2020.

Louie A Trujillo, Mayor

ATTEST:

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY

Scott Aaron, City Attorney

Professional Services Agreement

This professional services agreement (“Agreement”) is made and entered into on this ___ day of _____, 2020 (“Effective Date”) by and between the City of Las Vegas, a New Mexico home-rule municipality (“City”), and the Northern Regional Housing Authority of New Mexico (“NRHA”), a New Mexico quasi-governmental authority, acting through its management entity, the Raton Housing Authority, a quasi-governmental authority.

Recitals

WHEREAS, the 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 (“Project”);

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 NRHA;

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 through its management entity the Raton Housing Authority; and

WHEREAS, NRHA has agreed to accept the transition of the Contract from the City to NRHA, subject to the final approval of HUD.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties incorporate the Recitals and any exhibits herein by reference and agree as follows:

1. **Effective Date.** As of July 1, 2020, NRHA will assume responsibility of the Program, and shall manage all operations of the Program pursuant to the terms and conditions herein.
2. **Agreement Term.** NRHA shall begin its obligations pursuant to this Agreement on the Effective Date and shall continue until the Contract is transferred from the City to NRHA, unless this Agreement is terminated earlier pursuant to Section 7 below (“Agreement Term”).
3. **Scope of Work.** NRHA’s obligations pursuant to this Agreement shall include the following:
 - a. NRHA shall assume full and complete control, on the City’s behalf, for the administration of the Program, including all HUD reporting requirements related thereto and financial accounting for the period beginning with the Effective Date of this Agreement and continuing until such time as this Agreement terminates. Nothing contained herein shall require NRHA to expend any of its own funds to pay for the City’s bills.
 - b. NRHA shall be responsible for administering the operating funds, capital funds from HUD received by the City during the Agreement Term. In so doing, NRHA will ensure

oversight and accountability of the financial systems for the City in accordance with HUD's financial requirements.

4. The City shall continue to process all financial aspects of the Program's day-to-day activities through June 30, 2020. As of the Effective Date, NRHA shall process all financial aspects of the Program's day-to-day activities.

5. **Payments for Services.** The City shall make a payment to NRHA in the amount of \$50.00 per hour for any NRHA staff time related to the day-to-day operation of the Program, and for the NRHA Executive Director shall pay \$75.00 per hour, plus mileage and per diem for travel. Billing will be on the 1st of every month beginning on the Effective Date. No time will be billed for work related to the transitioning of the Program to NRHA. Beginning on the Effective Date, NRHA shall have full control over all funds belonging to the Program. NRHA shall be responsible for and accountable for administering those funds in accordance with HUD's guidelines. The City shall transfer the Program's funds to NRHA. The City shall close all Program bank accounts upon HUD approving NRHA's eLoccs requests for the City and all outstanding Program checks issued by the City have cleared. NRHA shall make payment to the City in the amount of \$50.00 per hour for any City staff time occurring after the Effective Date related to the day-to-day operations of the Program, including mileage and per diem for travel. Billing will be on the 1st of every month beginning on the Effective Date for services provided. No time will be billed for work related to the transitioning of the Program to NRHA.

6. **Confidentiality.** NRHA acknowledges that the disclosure by any party of any information concerning a client, for any purpose not directly connected with the administration of the Program or NRHA's responsibilities under the Agreement, is prohibited, except on written consent of the client, their attorney, or responsible parent or guardian. NRHA agrees to take such actions as are necessary to ensure the confidentiality of the identity of any individual assisted under the Program and any other information regarding any individual receiving assistance through the Program.

7. **Termination.** This Agreement may be terminated by either party, with or without cause, upon 90 days prior written notice to the other and written consent of the Albuquerque HUD field office. In the event of termination, NRHA will be entitled to services rendered hereunder through the date of termination. To the extent that operating funds and capital funds due from HUD have not yet been received as of the date of termination, but are received subsequent thereto, and the receipt of such funds is necessary to compensate NRHA hereunder, then the City will pay NRHA the amount due hereunder within five days after receipt of written demand by NRHA.

8. **Cooperation of the Parties.** Once either party has give written notice of termination to the other, and upon approval of such termination by the Albuquerque HUD field office, the parties hereto will cooperate fully to effect a smooth transition of material files. So long as this Agreement is in effect, the City will fully cooperate with NRHA in NRHA's performance of its duties hereunder. The City shall provide and make arrangements for NRHA's free and unrestricted access to the City's program documents, as well as its operation and financial

documents. The City shall, upon the request of NRHA, execute and deliver such documents as NRHA may reasonably request in order to effectuate the terms of this Agreement.

9. Status of NRHA. The parties acknowledge that NRHA will be performing professional services for the City and shall act as an independent contractor. No employees of NRHA shall be deemed to be employees of the City, HUD or the State of New Mexico. Neither NRHA or its agents and employees shall accrue leave, retirement, insurance, bonding or any other benefit afforded to the employees of the City during the term of this Agreement. So long as this Agreement remains in effect, no employee of the City shall be deemed to be an employee of NRHA unless NRHA actually hires said City employees.

10. NRHA shall be solely responsible for paying all applicable taxes, insurance and other benefits to its employees who are responsible for performing work pursuant to this Agreement.

11. NRHA shall have complete access to the office building owned by the City, for conducting the business of the City.

12. NRHA agrees to abide by the Governmental Conduct Act, NMSA 10-16-1 et al., and HUD's Annual Contributions Contract Conflict of Interest policies, and shall abide by any conflict of interest laws set forth in federal laws or regulations.

13. This Agreement shall be governed by the laws of the State of New Mexico.

14. This Agreement as written herein is the entire agreement of the parties, and replaces any other prior or additional agreements between the parties.

15. This Agreement shall not be modified except by a written amendment signed by both parties.

16. Time shall be of the essence regarding all obligations of the parties herein.

17. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, successors, administrators and assigns. Neither party shall assign any interest under this Agreement unless and until prior written consent is given by the other party to this Agreement.

18. Any notice require to be made hereunder shall be in writing to each parties address of record as provided herein. Notice shall be made by personal delivery, overnight courier, or U.S. first class mail postage prepaid. Such notice shall be effective as of the date it is personally delivered or on the third day it is placed with an overnight courier or deposited with the U.S. Postal Service.

19. Each individual who signs this Agreement warrants and represents that he/she has full and complete authority to execute this Agreement on behalf of their respective entity.

In witness whereof, the parties named above have duly executed this instrument as of this Effective Date.

City of Las Vegas Housing Authority

Northern Regional Housing Authority

By:
Title: _____

By:
Title: _____