

# CITY OF LAS VEGAS

1700 N. GRAND AVE. • LAS VEGAS , NEW MEXICO 87701-4731 • 505-454-1401 • FAX 505-425-7335

**CITY OF LAS VEGAS  
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA  
July 20, 2016 –WEDNESDAY – 5:30 P.M.  
City Council Chambers  
1700 North Grand Avenue**

**(The City Council is the Housing Authority Board of Commissioner on any matters concerning the Housing Department.)**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. MOMENT OF SILENCE**

**V. APPROVAL OF AGENDA**

**VI. APPROVAL OF MINUTES**

Approval/Disapproval of minutes of the Meetings on June 15, 2016.

**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. Finance Department – Finance Report Presentation

**IX. HOUSING DIRECTOR'S MONTHLY REPORT**

**X. BUSINESS ITEMS**

(Continuance from meeting on 6/15/16)

**1. Approval/Disapproval to Award Stucco Project to Northeastern Construction.**

***Natasha Martinez-Padilla, Finance Specialist*** The recommendation by Finance Department is to award the project to two separate vendors. A

Purchase Order will be issued to JM Sotello Construction in the amount of \$31,611 plus tax, and to Northeastern Construction in the amount of \$20,625 plus tax.

**2. Approval/Disapproval to reject and Re-Bid for Maintenance Inventory Supplies for the Housing Department.**

***Natasha Martinez-Padilla, Finance Specialist*** The Housing Authority is recommending to reject and rebid for Maintenance Inventory Supplies for the Housing Authority due to lack of competitive pricing.

**3. Approval/Disapproval of Resolution No. 16-27 Declaring Uncollectable Accounts.**

***Barbara Padilla, Interim Housing Director*** The City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2015). 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.

**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 MEETING HELD ON MONDAY  
JUNE 15, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurule-Giron

**COMMISSIONERS:** David Romero  
Ember Davis Absent  
Vince Howell  
Barbara Casey  
David Ulibarri Jr.

**ALSO PRESENT:** Pamela Marrujo,  
Barbara Padilla, Housing Manager Supervisor  
H. Chico Gallegos, City Attorney

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Gurule-Giron wanted to give condolences to the wife and family of Cruzito Roybal. Mr. Roybal was a city councilor who served the city for many years. He was a champion and fighter for the people.

**APPROVAL OF AGENDA**

Commissioner Barbara Casey made a motion to approve the agenda as is. Commissioner David Romero seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |        |
|---------------------------------|--------|
| Commissioner David Romero       | Yes    |
| Commissioner Vince Howell       | Yes    |
| Commissioner Barbara Casey      | Yes    |
| Commissioner David Ulibarri Jr. | Yes    |
| Commissioner Ember Davis        | Absent |

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

**APPROVAL OF MINUTES**

Commissioner Vince Howell made a motion to approve the minutes of May 23, 2016. Commissioner Barbara Casey seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |        |
|---------------------------------|--------|
| Commissioner David Romero       | Yes    |
| Commissioner David Ulibarri Jr. | Yes    |
| Commissioner Barbara Casey      | Yes    |
| Commissioner Vince Howell       | Yes    |
| Commissioner Ember Davis        | Absent |

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

**PUBLIC INPUT**

None at this time.

**PRESENTATION - FINANCE**

Finance Director Ann Marie Gallegos presented the Housing Revenue report thru May 31, 2016. She stated she was just discussing with the City Manager, Richard Trujillo that we are at 92% of the year. Housing is doing quite well, and is at 95% of their revenues projected. Housing is down to 80% of expenditures. July 1<sup>st</sup> Housing is going to increase the revenues for Betterments and Improvements for some of the units that need to continue to need upgrading and updating. Housing will land up with a good health cash balance for Maintenance and Operations.

Commissioner Barbara Casey asked what Other Income comprises. Pamela Marrujo explained that other income includes, interest, late fee charges and unit repair materials.

**HOUSING DIRECTORS MONTHLY REPORT**

Pamela Marrujo reported on the Housing Director behalf. Following up from the last meeting regarding the Samaritan House, Director Marrujo explained that Housing does not charge them rent, but they are charged a percentage of a utility cost. The bill is divided by the number of buildings in the Bernalillo site. Housing was charging them two tenths of the bill rather than one ninth. Housing did meet with Samaritan House and also discussed with the City Manager that the HA will average out 12 months of bills for that site, divide it by the one ninth to have a standard bill amount for each month. The standard utility cost for Samarian House will be \$170.00 for the building they are using.

Pamela Marrujo also reported that the income report that was reported by council at the last meeting is unavailable at this time. The HA is working with the HUD analyst to break down the income report which only shows in percentage amounts rather than in dollar amounts.

Commissioner Howell asked if the parking issue on Sagebrush is still going to be taken care of this next fiscal year. Director Marrujo explained that the HA has to get an architect on board first to develop a plan for the Sagebrush site. Once that is designed, it will have to go out for bids to get that parking lot completed.

**BUSINESS ITEMS**

Approval/Disapproval to Award Stucco Project to Northeastern Construction. The Housing Authority quoted out a stucco project to stucco 5 Housing Units (3 Buildings) that currently have siding. This is a project within the HA's 5 year plan. Director Marrujo invited Natasha

Martinez-Padilla, Finance Specialist for the HA to present on this item. Finance Specialist Martinez-Padilla explained that this will be getting paid out of the 2014 CFP. It was on the 2014 5 year plan that was presented to the commission in April, 2014. Now that the funds are available, the HA will be proceeding with Northeastern Construction to get 3 buildings, 5 units, stuccoed. Director Marrujo explained that these units are in the Louden site and they currently have siding. These are the only remaining units in that area that are not currently stuccoed.

Madam Chair Gurule-Giron stated that the issue she sees is that the actual units are broken down individually for the estimates and it should have been one estimate that included all of them. She stated that usually during the procurement process you have one estimate for the entire project. She asked what happened that this was broken down. Finance Specialist Martinez-Padilla stated that because they are all individually different scopes of work, each building is a different size therefore the work is going to be a little bit different. When the units were listed out on the scope of work, with the different addresses, the companies broke it out with the different addresses and gave a total at the end. Madam Chair Gurule-Giron asked if when the HA went out for the estimates, they had three separate scopes of work. Finance Specialist Martinez-Padilla stated that there was one scope of work, but then she listed out the individual buildings. Madam Chair Gurule-Giron asked Finance Director Gallegos what her thoughts were on that. Ms. Gallegos stated that originally we had reviewed the process and they had broken out the project in 3 different pieces which went over the \$60,000 threshold in which you need to have a formal bid. Finance Director Gallegos stated that she requested the HA to go back, request bids, which they did. She stated they had 4 proposals that the HA received back which was within the \$20,000 to \$60,000 threshold, which does meet procurement. Madam Chair Gurule-Giron said what about the bidding process. Finance Director Gallegos stated the bidding had to have at least 3 bids, which could be a quoted bid. The HA received 4 quotes from different vendors because it was under the \$60,000. Madam Chair stated she understands the \$60,000 and is not questioning that, she is questioning the actual scope and the fact that it was divided up into three different bids per estimate. Finance Director Gallegos stated the scope of work should have all been the same scope for all the 5 units. That's what we should have done, unless the scope of work did differ. Finance Specialist Martinez-Padilla stated again, they did have slight differences as well as sizes. Finance Director Gallegos stated she feels we need to go back to the table and she will bring it back to the commission once we've corrected it. Madam Chair Gurule-Giron stated we will continue the item till the next meeting. Director Marrujo explained that initially the project was quoted out in which they asked for three different quotes on three different units. Quotes were received back, but when they were added up, they ended up being with the same contractor which totaled over \$60,000. A couple of the scopes of work were very similar. She stated that as Finance Director Gallegos had mentioned, they were asked to request quotes again as one project, which they did, however, the units did have slightly different things needed for them. Some units needed additional work because of deterioration. The HA did request the quotes to come back as one whole quote. They then gave the HA one quote for the three units. Initially they had given three quotes. They were asked to re-quote on the three buildings so they gave us one quote for the project. Director Marrujo stated she believes the HA did what Finance Director Gallegos asked, and she believes it meets procurement. Finance Director Gallegos stated what she had requested was that there was an issue with the way the quoting had been

done so she would like to go back to the drawing table. Madam Chair stated that this item will be on a continuance till the next meeting.

**COMMISSIONERS REPORT**

Commissioner Howell stated he is glad the HA is going to be left with a lot of funds for all the repairs and maintenance coming up. He stated in talking with a lot of residents, they are really happy with where they are living and what is happening in Housing. He stated they really appreciate all the hard the HA has done.

Commissioner Romero asked about all the weeds. Director Marrujo stated maintenance is working on getting all the weeds cut in each site.

**EXECUTIVE SESSION/CLOSED SESSION**

No need for executive session.

**ADJOURN**

Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner Barbara Casey seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |        |
|---------------------------------|--------|
| Commissioner David Romero       | Yes    |
| Commissioner David Ulibarri Jr. | Yes    |
| Commissioner Barbara Casey      | Yes    |
| Commissioner Vince Howell       | Yes    |
| Commissioner Ember Davis        | Absent |

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

\_\_\_\_\_  
Madam Chair Tonita Gurule-Giron

ATTEST

\_\_\_\_\_  
Casandra Fresquez, City Clerk

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**CALL TO ORDER**

**ROLL CALL**

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**APPROVAL OF AGENDA**

Commissioner Barbara Casey made a motion to approve the agenda as is. Commissioner David Romero seconded the motion.

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| Commissioner David Romero       | Yes    |
| Commissioner Vince Howell       | Yes    |
| Commissioner Barbara Casey      | Yes    |
| Commissioner David Ulibarri Jr. | Yes    |
| Commissioner Ember Davis        | Absent |

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

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**EXECUTIVE SESSION/CLOSED SESSION**

No need for executive session.

**ADJOURN**

Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner Barbara Casey seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

|                                 |        |
|---------------------------------|--------|
| Commissioner David Romero       | Yes    |
| Commissioner David Ulibarri Jr. | Yes    |
| Commissioner Barbara Casey      | Yes    |
| Commissioner Vince Howell       | Yes    |
| Commissioner Ember Davis        | Absent |

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

\_\_\_\_\_  
Madam Chair Tonita Gurule-Giron

ATTEST

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON  
THRU JUNE 30, 2016-100% OF YEAR LAPSED (12 of 12 months)  
FISCAL YEAR 2016**

|                          | A                | B                | C                | D                | E                | G           |
|--------------------------|------------------|------------------|------------------|------------------|------------------|-------------|
|                          | FY 2015          | FY 2016          | FY 2016          | FY 2015          | FY 2016          | (E/B)       |
|                          | BUDGET           | BUDGET           | YTD - BUDGET     | YTD - ACTUAL     | YTD - ACTUAL     | % REV       |
| DWELLING RENT            | 390,000          | 430,000          | 430,000          | 406,726          | 527,187          | 123%        |
| OPERATING SUBSIDY        | 624,600          | 660,000          | 660,000          | 631,260          | 588,617          | 89%         |
| HOUSING-OTHER INCOME     | 8,300            | 9,800            | 9,800            | 8,013            | 7,329            | 75%         |
| TRANSFERS IN (CFP FUNDS) | 263,009          | 214,535          | 214,535          | 62,855           | 214,535          | 100%        |
| <b>TOTAL</b>             | <b>1,285,909</b> | <b>1,314,335</b> | <b>1,314,335</b> | <b>1,108,854</b> | <b>1,337,668</b> | <b>102%</b> |

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON  
THRU JUNE 30, 2016-100% OF YEAR LAPSED (12 of 12 months)  
FISCAL YEAR 2016**

|                | A                | B                | C                | D              | E                | F              | H          |
|----------------|------------------|------------------|------------------|----------------|------------------|----------------|------------|
|                | FY 2015          | FY 2016          | FY 2016          | FY 2015        | FY 2016          | FY 2016        | (E/B)      |
|                | BUDGET           | BUDGET           | YTD - BUDGET     | ACTUAL         | YTD - ACTUAL     | AVAIL. BAL.    | %<br>BDGT  |
| EMPLOYEE EXP.  | 666,676          | 660,702          | 660,702          | 533,316        | 651,761          | 8,941          | 99%        |
| OPERATING EXP. | 619,233          | 695,712          | 695,712          | 418,040        | 573,656          | 122,056        | 82%        |
| <b>TOTAL</b>   | <b>1,285,909</b> | <b>1,356,414</b> | <b>1,356,414</b> | <b>951,356</b> | <b>1,225,417</b> | <b>130,997</b> | <b>90%</b> |





**CITY COUNCIL MEETING AGENDA REQUEST**

DATE: 7/8/16 DEPT: Housing MEETING DATE: 7/20/16

**ITEM/TOPIC:**

Awardment of Stucco Project for the Housing Authority

**ACTION REQUESTED OF COUNCIL:**

Approval/Disapproval to award stucco project to Northeastern Construction.

**BACKGROUND/RATIONALE:**

The recommendation by Finance Department is to award the project to two separate vendors. A Purchase Order will be issued to JM Sotello Construction in the amount of \$31,611 plus tax, and to Northeastern Construction in the amount of \$20,625 plus tax.

**STAFF RECOMMENDATION:** Disapproval

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'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

  
TONITA GURULE-GIRON  
MAYOR

\_\_\_\_\_  
ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

  
RICHARD TRUJILLO  
CITY MANAGER

\_\_\_\_\_  
PURCHASING AGENT  
(FOR BID AWARD ONLY)

\_\_\_\_\_  
H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

**CITY COUNCIL MEETING AGENDA REQUEST**

DATE: 7/8/16 DEPT: Housing MEETING DATE: 7/20/16

**ITEM/TOPIC:**

Reject and Re-Bid for Maintenance Inventory Supplies for the Housing Department.

**ACTION REQUESTED OF COUNCIL:**

Approval/Disapproval to reject and Re-Bid for Maintenance Inventory Supplies for the Housing Department.

**BACKGROUND/RATIONALE:**

The Housing Authority is recommending to reject and Re-Bid Maintenance Inventory Supplies for the Housing Authority due to lack of competitive pricing.

**STAFF RECOMMENDATION:**

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'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:



TONITA GURULE-GIRON  
MAYOR



RICHARD TRUJILLO  
CITY MANAGER

  
SUBMITTER'S SIGNATURE

ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

PURCHASING AGENT  
(FOR BID AWARD ONLY)

H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

**CITY COUNCIL MEETING AGENDA REQUEST**

DATE: 7/8/16 DEPT: Housing MEETING DATE: 7/20/16

**ITEM/TOPIC:**

Resolution No. 16-27 Declaring Uncollectable Accounts

**ACTION REQUESTED OF COUNCIL:**

Approval/Disapproval of Resolution No. 16-27 Declaring Uncollectable Accounts.

**BACKGROUND/RATIONALE:**

The City of Las Vegas Housing Authority needs to write off accounts receivable over one year old off of the books (thru June 30, 2015). 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:**

**COMMITTEE RECOMMENDATION:**

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

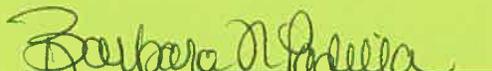
**REVIEWED AND APPROVED BY:**



**TONITA GURULE-GIRON  
MAYOR**



**RICHARD TRUJILLO  
CITY MANAGER**

  
**SUBMITTER'S SIGNATURE**

**ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)**

**PURCHASING AGENT  
(FOR BID AWARD ONLY)**

**H. CHICO GALLEGOS  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)**

**CITY OF LAS VEGAS HOUSING AUTHORITY**  
**RESOLUTION NO. 16-27**  
**A Resolution Declaring Uncollectable Accounts**

**WHEREAS**, there exists a total of uncollectable accounts in the amount of \$5,773.04 within the City of Las Vegas Housing Authority;

**WHEREAS**, the Housing Authority has made every reasonable means of collecting said accounts; the Housing Authority will keep a separate book of the doubtful accounts, which remain collectable to the City of Las Vegas Housing Authority by the tenant; and

**WHEREAS**, HUD Handbook HN G 7511.1, Chapter II, Section 1, Paragraph 12 (a) provides for the write off as collection losses , accounts of tenants who have moved from the Housing Authority after all means of collection have failed; and

**WHEREAS**, 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; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Chairman of the Board and the Housing Board of Commissioners that the following accounts be; and they hereby are, determined to be uncollectable and shall be written off the accounts receivable of the Housing Authority.

PASSED, APPROVED AND ADOPTED on this \_\_\_\_\_ day of July, 2016

SIGNED:

\_\_\_\_\_  
Madam Chair, Tonita Gurule-Giron

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICIENCY ONLY**

\_\_\_\_\_  
H. Chico Gallegos, City Attorney

**WRITE OFF DELINQUENT ACCOUNTS 2014-2015**

|  | ENTITY ID | MOVE-OUT DATE | AMOUNT     |
|--|-----------|---------------|------------|
|  | 201048    | 10/28/2014    | \$1,894.20 |
|  | 202641    | 1/5/2015      | \$1,640.00 |
|  | 201950    | 7/28/2014     | \$116.66   |
|  | 201295    | 10/6/2014     | \$161.49   |
|  | 201793    | 7/10/2015     | \$45.95    |
|  | 202703    | 5/11/2015     | \$167.75   |
|  | 201789    | 8/1/2014      | \$231.00   |
|  | 201734    | 8/5/2014      | \$9.99     |
|  | 200159    | 7/21/2014     | \$308.95   |
|  | 112867    | 4/14/2015     | \$637.55   |
|  | 202898    | 12/2/2014     | \$417.00   |
|  | 200545    | 9/19/2014     | \$142.50   |
|  |           |               |            |
|  |           |               | \$5,773.04 |
|  |           |               |            |
|  |           |               |            |