



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
June 15, 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 May 23, 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

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

Pamela Marrujo, Housing Director The Housing Authority quoted out a stucco project to stucco 5 Housing Units (3 Buildings) that currently have siding. This is a project within our 5 year plan.

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 MAY 23, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

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

ALSO PRESENT: Pamela Marrujo, Housing Director
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 asked Commissioner Howell to present the moment of silence. Commissioner Howell stated lets all keep in mind the families that lost family members in the most recent airplane crash. The families, as well as our nation are suffering. Please try to do the good things we are asked to do by our Lord. Amen.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is. Commissioner Vince Howell seconded the motion.

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

Commissioner Vince Howell	Yes
Commissioner David Romero	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 April 27, 2016. 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 Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	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 April 30, 2016. 83% of the year has lapsed and we are nearing completion. She stated revenues for the HA are at 89%, that's mainly due to the dwelling rent that has been collected throughout the year. We are looking at a few more collections than what was anticipated. For expenditures, the HA is down to 74%. Finance Director Gallegos stated Director Marrujo has plans to review the cash carryover and then budget in Betterments and Additions for the following year.

Madam Chair Gurule-Giron asked on the dwelling rent increase, it shows 104% on the rentals, she asked if that includes the most recent rental from the Samaritan House, which she stated is being charged double. Director Marrujo stated the HA does not charge Samaritan House rent for the facility they use on 220 Bernalillo Street. Director Marrujo stated that the increase was due to the addition of 12 units being added to the rent roll. Additionally the HA is renting to more working families who pay income based rent or a flat rent, versus in the past where more families were on a negative rent.

Madam Chair Gurule-Giron stated that one of the concerns she has with that is what has been discussed in the past how this is supposed to benefit low income individuals. Madam Chair Gurule-Giron asked Director Marrujo if we have leveled the field with regards to renting to individuals who fall within that income. Director Marrujo explained that everyone who applies for Housing meets the income threshold. Madam Chair Gurule-Giron stated they meet the threshold, but do they meet the lower threshold. Director Marrujo stated there are three levels of income and we do have people who meet the lower income threshold. Madam Chair Gurule-Giron stated in the past one of the questions that was raised, you do recall what the question was that was asked. Director Marrujo asked if Madam Chair Gurule-Giron was referring to the over income families. She stated yes, have you leveled those off. Director Marrujo stated as she had mentioned in the past, the HA cannot evict residents for being over the income limit. The HA has not evicted anyone for being over the income limit. As was reported before, the HA only has 3 families out of the 267 PHA units that are over the income limit. Madam Chair asked if the others fall in the low or very low income range. Director Marrujo stated she can do some research and provide a breakdown of where the families sit on an income level.

Madam Chair Gurule-Giron stated she got a complaint from the individual who runs Samaritan House stating they were charged double. Director Marrujo stated if Madam Chair Gurule-Giron

is talking about utilities, the HA does charge them for their portion of utilities. Madam Chair stated before they were paying for one unit, now they are paying for two units. Director Marrujo stated she will have to confer with the Housing Finance Specialist as to what they are being charged. Madam Chair asked if Director Marrujo discussed this with the City Manager prior to charging the Samaritan House. Director Marrujo stated she is unsure of what is being charged and she will look into the matter.

HOUSING DIRECTORS MONTHLY REPORT

Director Marrujo provided an inspection summary report to the Commission. She stated the HA had completed the REAC (Real Estate Assessment Center) Inspection that HUD does on an annual basis. These inspections are done to look for hazards throughout the HA. The inspector randomly selects about 25 units. They inspect inside and out of the selected unit. The HA had 5 health and safety findings out of the entire inspection. Those findings had to be abated within 24 hours, which were all abated. Director Marrujo reported that this year the HA received a score of 80. Last year the HA had a score of 74, so there has been an improvement of 6 points from last year. She is happy for the increase in score but is aware there is still room to improve. Director Marrujo stated this is only one aspect of the way HUD scores the Housing Authorities. We are scored on our Physical Assessment, Financial Condition, Management Operations, and on our Capital Fund. By September or October we will have an accumulation of all the scores telling if the HA is standard, sub-standard, above average, or below average. Director Marrujo stated she will bring those scores back to the Commission at a future meeting once they are presented to the Housing Authority.

Commissioner Ulibarri asked what the violations were on the REAC inspection. Director Marrujo explained that the violations for the health and safety were a blocked egress, in which a tenant had a dresser in front of a window. The tenant was asked to move the dresser and did so. There were two smoke alarms that needed to be repaired or replaced. There was an electrical outlet outside that was not covered properly and a missing outlet cover in one of the units. Commissioner Ulibarri asked who inspects the units and if they are inspected once a month. Director Marrujo stated that the units are inspected on an annual basis by the staff.

Madam Chair Gurule-Giron asked if these reports are being delivered to the City Manager. Director Marrujo stated this particular report had just come in this afternoon, so she had not presented it to the City Manager.

Director Marrujo wanted to remind the Commission of the Home Buyer Education class being offered on Saturday from 9-4pm, that is open to the public. The following Saturday is the Financial Fitness for Life class from 9-4pm which is being offered by Homewise as well.

COMMISSIONERS REPORT

Commissioner Howell stated he had a suggestion from a community member with regard to the Macario Gonzalez Property. He said he is aware HUD has to approve anything done on that property. However, he stated in the interim time, community members are suggesting that they would love to see a dog park on that property, even if just temporarily. Director Marrujo stated that before we do anything on that property, we will be having community meetings to get input from the Public, so if Commissioner Howell would please ask that constituent and any others to come to the meetings so their input can be heard. HUD is open to different

suggestions. Director Marrujo stated she will be working the with the City Manager on planning future Public Input Meetings to discuss the Macario Gonzales area.

EXECUTIVE SESSION/CLOSED SESSION

No need for executive session.

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. 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 Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	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 MAY 31, 2016-92% OF YEAR LAPSED (11 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	394,167	406,726	484,737	113%
OPERATING SUBSIDY	624,600	660,000	605,000	631,260	544,978	83%
HOUSING-OTHER INCOME	8,300	9,800	8,983	8,013	5,281	54%
TRANSFERS IN (CFP FUNDS)	263,009	214,535	196,657	62,855	213,698	100%
TOTAL	1,285,909	1,314,335	1,204,807	1,108,854	1,248,694	95%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU MAY 31, 2016-92% OF YEAR LAPSED (11 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.	%
							BDGT
EMPLOYEE EXP.	666,676	660,702	605,644	533,316	603,372	57,330	91%
OPERATING EXP.	619,233	695,712	637,736	418,040	488,246	207,466	70%
TOTAL	1,285,909	1,356,414	1,243,380	951,356	1,091,618	264,796	80%

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 6/3/16

DEPT: Housing

MEETING DATE: 6/15/16

ITEM/TOPIC: Award Stucco Project to Northeastern Construction

ACTION REQUESTED OF COUNCIL: *Approval/Disapproval to award Stucco Project at Loudon Site to Northeastern Construction in the amount of \$51,600*

BACKGROUND/RATIONALE: *The Housing Authority quoted out a stucco project to stucco 5 housing units (3 buildings) that currently have siding. This is a project within our 5 year plan.*

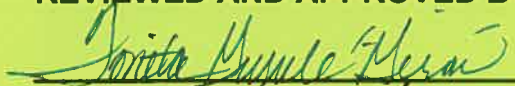
STAFF RECOMMENDATION: *Award Stucco Project to Northeastern Construction*

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.


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

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

		5/11/2016
Louden Stucco		
	w/o GRT	w/GRT
Northeastern Construction	\$ 51,600.00	\$ 55,932.23
Sotelo, JM Construction	\$ 53,000.00	\$ 57,449.77
JAE Construction	\$ 63,673.32	\$ 69,019.20

Natasha Padilla

From: NorthEastern Construction [quickbooks-email@intuit.com]
Sent: Wednesday, May 11, 2016 8:36 AM
To: npadilla@ci.las-vegas.nm.us
Cc: necontractors@yahoo.com
Subject: Estimate from NorthEastern Construction
Attachments: Estimate_1191_from_NorthEastern_Construction.pdf

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
NorthEastern Construction

----- Estimate -----

925 Mills Ave.
Las Vegas, NM 87701
(505)426-7585
necontractors@yahoo.com
<http://www.necbuilders.net>

Estimate #: 1191
Date: 05/10/2016
Exp. Date: \$51,600.00

Address:

City of Las Vegas housing dept

Activity	Quantity	Rate	Amount
Specialties, 2802 LOUDEN #5 & #6	330	59.00	19,470.00
Specialties, 2816 LOUDEN APT# 11 & 12	275	75.00	20,625.00
Specialties, 2809 Louden	195	59.00	11,505.00
----- Total:			\$51,600.00

Not Including NMGRT



NorthEastern Construction
 925 Mills Ave.
 Las Vegas, NM 87701

(505)426-7585
 necontractors@yahoo.com
 http://www.necbuilders.net

Estimate

Date	Estimate #
05/10/2016	1191
Exp. Date	

Address
City of Las Vegas housing dept

Activity	Quantity	Rate	Amount
• Specialties, 2802 LOUDEN #5 & #6	330	59.00	19,470.00
• Specialties, 2816 LOUDEN APT# 11 & 12	275	75.00	20,625.00
• Specialties, 2809 Louden	195	59.00	11,505.00
Not Including NMGRT		Total	\$51,600.00

Accepted By _____

Accepted Date _____

Natasha Padilla

From: Jose Sotelo [sotelojose22@gmail.com]
Sent: Wednesday, May 11, 2016 8:50 AM
To: Natasha Padilla
Subject: Scanned from a Xerox multifunction device.pdf
Attachments: Scanned from a Xerox multifunction device.pdf

CITY OF LAS VEGAS HOUSING AUTHORITY
 2400 SAGEBRUSH
 LAS VEGAS, NM 87701

PHONE#
 (505)425-9463

EMAIL
 npadilla@ci.las-vegas.nm.us
 QUOTE SHEET

FAX#
 (505)425-7204

Return By: April 19, 2016 9am

VENDOR: Sotelo, JM Construction Email: Sotelo, Jose J @ gmail.com

		Project	Price (not inclusive of GRT)
		Stucco Project 2802 Louden #5/#6	
		See Attached Scope of Work	
UNITS	Louden		
5/6	2802	Total Price for 5 and 6 is \$15,100.	
2809	Louden	Total Price for 2809 is \$15,100.	
11/12	2816	Total Price for 11 and 12 is \$22,800.	
		Total for All three is \$53,000.	
		Price includes Labor, Materials, and Fuel expenses. GRT as agreed will be paid by the City.	

If anything changes from the Scope of work, Additional Cost will incur.

QUOTATION BY: Jose Sotelo
 SIGNATURE: Jose Sotelo

Walk through for this project will be at Wednesday April 13, 2016 @10am, 2400 Sagebrush Las Vegas,
 NM 87701

Any inquires as to the project may be asked at the walk through.

The LVHA requires that all contractors abide by the Davis Bacon Wage Rate Decision

Please provide the City of Las Vegas Housing Authority with acopy of your contractors license

Please attach certified payrolls to every invoice submitted to the LVHA

THANK YOU!
 Natasha Martinez-Padilla
 Finance Specialist / Office Manager
 (505)425-9463 (p) (505)425-7204 (f)
 npadilla@ci.las-vegas.nm.us



JAE Construction LLC
P O Box 3713
Las Vegas, NM 87701

Louden Stucco Project
Updated





J A E Construction LLC

James Encinias - Owner

P. O. Box 3713

505-454-8401 (office)

505-426-5004 (cell)

May 10, 2016

**City Of Las Vegas
2816 Louden #11 & 12**

Total square footage	sq/ft
	2,400

BID PROPOSAL

<u>Material and labor</u>	<u>TOTAL</u>
• Remove security screen doors to remove brick molding on both doors, siding and all of trim board through-out exterior of building.	
• Remove all trim board through-out, including gable trim & fascia on east and west wall, fill in where fascia was removed with 7/16 OSB. Wall needs to get stucco up and underneath of gable trim, re-install gable trim after stucco is completed.	
• Remove and install proper insulation on unite R-19	
• Install 7/16 OSB throughout exterior of building.	
• Install 4 new attic vents	
• Wrap entire exterior of building w/jumbo tex wrap.	
• Install 20 gauge stucco wire on entire.	
• Install new outside corners stucco lath net.	
• Install expansion joints to match rest of units (top & bottom of windows.)	
• Install stucco stop through-out.	
• Apply first coat with fast wall concentrate.	
• Second coat with perma Flex stucco.	
• Paint exterior jamb and door on unite, color to be chosen by owner.	
• Stucco must be applied to match existing unites.	
• Stucco stop around windows	
• Wire and OSB all the way down.	
• Remove and replace gutter (use existing.)	
• Paint fascia and soffit	
• Remove concrete erosion control.	
• Patch up inside of windows and window seals	
• Remove windows and bring out to top of OSB	
• Install 1/2 or 1" insulation foam with foil back	

	Permits	\$900.00
	Disposal	\$1,000.00
	Material	\$28,873.32
	Labor	\$32,900.00
	Contractor Fee	Deferred
	SUBTOTALS FOR MATERIAL AND LABOR	\$63,673.32
	SUBTOTAL	\$63,673.32
	TAX @ 8.3958%	\$
	TOTAL BID	\$63,673.32

***Payment Method:**

½ due at time of starting date \$

½ due at time of completion \$

Natasha Padilla

From: Natasha Padilla [npadilla@ci.las-vegas.nm.us]
Sent: Monday, May 09, 2016 5:13 PM
To: 'Natasha Padilla'
Cc: 'Pam Marrujo'; 'Frank Lucero'
Subject: Louden Stucco Project UPDATED
Attachments: LOUDEN UPDATED QUOTE.PDF; Updated stucco project scope of work.pdf

Importance: High

Good Evening,

Please see attached Letter and updated scope of work.

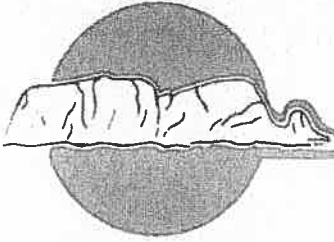
Thank you and please feel free to contact me with any questions. Re-quotes due back by Wednesday May 11, 2016 at 9am.

Respectfully,

Natasha E. Martinez-Padilla

Natasha E. Martinez-Padilla
Financial Specialist/Office Manager
City of Las Vegas Housing Authority
Phone: 505-425-9463
Fax: 505-425-7204
Email: npadilla@ci.las-vegas.nm.us
2400 Sagebrush
Las Vegas, NM 87701





CITY OF LAS VEGAS
1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701
505-454-1401 FAX: 505-425-7335

May 9, 2016

Re: Louden Stucco Project

Dear Contractors,

After further consultation with our HUD Analyst, it was brought to our attention that three of our scopes of work were identical therefore the project needed to be merged into one project.

Please find attached the updated Scope of Work for the combined Louden Stucco Project. Also note that one of the structures was removed from the project.

Please provide a new combined quote that includes all structures listed:

2816 Louden #11 & #12

2809 Louden

2802 Louden #5 & #6

Please email, fax or return quote no later than **Wednesday May 11, 2016 by 9:00am** to Natasha Martinez-Padilla @ npadilla@ci.las-vegas.nm.us or fax 505-425-7204 or deliver to 2400 Sagebrush.

Thank you in advance for taking the time to quote.

City of Las Vegas Housing Authority Staff

SCOPE OF WORK

2802 LOUDEN #5 & #6 / 2809 Louden

- Remove all trim board through- out, including gable trim & fascia on east & west wall, fill in where fascia was removed with 7/16 wafer board. Wall needs to get stucco up & underneath of gable trim, re-install gable trim after stucco is completed.
- Install 7/16 wafer board on east & west wall to match up with existing siding, replace any rotted siding.
- Install new attic vents.
- Wrap entire exterior of building w/ jumbo tex wrap.
- Install 20 gauge stucco wire on entire.
- Install new outside corners stucco lath net.
- Install expansion joints to match the rest of units (top & bottom of windows.)
- Install stucco stop through- out.
- Apply first coat with fast wall concentrate.
- Second coat with perma flex stucco.
- Paint exterior jam & door on unit, color to be chosen by owner.
- Paint exposed foundation to match color of stucco.
- Stucco must be applied to match existing units.

After Walk Thru Changes

- Stucco stop around windows.
- Wire and wafer board all the way down.
- Remove and replace gutter. (Use existing)
- Paint Fascia and soffit
- Remove concrete erosion control.

2816 LOUDEN APT# 11 & 12

SCOPE OF WORK

- REMOVE SECURITY SCREENDOORS TO REMOVE BRICK MOLDING ON BOTH DOORS, SIDING AND ALL OF TRIM BOARD THROUGH OUT EXTERIOR OF BUILDING.
- REMOVE GABLE TRIM AROUND ROOF EDGE AND RE-INSTALL WHEN STUCCO HAS BEEN COMPLETELY DONE.
- REMOVE & INSTALL PROPER INSULATION ON UNIT R-19.
- INSTALL NEW 7/16 WAFER BOARD THROUGH OUT EXTERIOR OF BUILDING.
- WRAP ENTIRE EXTERIOR OF BUILDING WITH JUMBO TEX WRAP.
- INSTALL 20 GAUGE STUCCO NET ON ENTIRE BUILDING.
- INSTALL NEW OUTSIDE CORNERS STUCCO LATH NET.
- INSTALL EXPANSION JOINT TO MATCH THE REST OF THE UNITS.(TOP & BOTTOM OF WINDOWS).
- INSTALL STUCCO STOP THROUGH OUT.
- APPLY FIRST COAT WITH FAST WALL CENCENTRATE.
- SECOND COAT WITH PERMA FLEX STUCCO.
- PAINT EXTERIOR OF JAM AND DOOR ON BOTH UNITS, COLOR TO BE CHOSEN BY OWNER.
- INSTALL ALL SECURITY SCREENDOORS.
- PAINT EXPOSED FOUNDATION TO MATCH COLOR OF STUCCO & DOORS.
- INSTALL NEW ATTIC VENTS.
- STUCCO MUST BE APPLIED TO MATCH EXISTING UNITS.

After Walk Thru Changes

- Remove windows and bring out to top of wafer board.
- Patch up inside of windows and window seals.
- Remove from concrete erosion control.
- Paint Fascia and soffit.
- Install 1/2" or 1" Insulation foam with foil back