

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY AUGUST 20, 2014 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Alfonso E. Ortiz, Jr.

COMMISSIONERS: David L. Romero
Vince Howell
Ember Davis
Joey Herrera - Absent
Tonita Gurule-Giron – Absent

ALSO PRESENT: Pamela Marrujo, Housing Director
Barbara Padilla, HM Supervisor
Dave Romero, City Attorney
Elmer Martinez, Acting City Manager

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Ortiz Jr. asked for a moment of silence to acknowledge life and how precious it is, and to reflect on the good things we have going for us.

Chairman Ortiz Jr. wanted it noted for the record that Commissioner Joey Herrera was absent because his child was sick, and Commissioner Tonita Gurule-Giron had informed him that she had a family emergency to tend to and she would be present for the second meeting.

APPROVAL OF AGENDA

Commissioner Vince Howell made a motion to approve the agenda as is. Commissioner Ember Davis seconded the motion

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Joey Herrera	Absent
Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Absent

Commissioner Ember Davis	Yes
Commissioner David Romero	Yes

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

APPROVAL OF MINUTES

Housing Director Marrujo advised that there was one change to the Minutes on a paragraph to revise, Finance Director Marrujo, to say Housing Director Marrujo.

Commissioner Ember Davis made a motion to approve the minutes of July 16, 2014 with the recommended changes. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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

PUBLIC INPUT

None at this time

PRESENTATION

Finance Director Gallegos presented the Housing Department financial report. The Housing Department Revenue and Expenditures report presented is a very preliminary report since it is the first month of the budget year for 14-15. The Housing Department has collected 7% of revenue and has expended 5% of the budget.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Marrujo passed out information on a Commissioners Training that she had discussed previously. HUD is providing commissioner and tenant participation training on September 5th and 6th in Raton, New Mexico. It is beneficial to our Commissioners and tenants to attend this training hosted by Mandy Griego from the HUD office. Housing Director Marrujo advised that she emailed all the commissioners and asked them to please notify her if they wish to attend so she can register them.

Housing Director Marrujo advised the commission that the Housing Department has moved forward with the asbestos testing for the 7 Unit Remodel project. The architect is in the

process of designing the invitation for bid for the asbestos removal as well as the construction on the 7 units.

Housing Director Marrujo advised that there were a couple of resolutions brought to the Commission last September related to the Replacement Housing Factor Funds (RHFF). Next month Housing Director Marrujo will be bringing those resolutions back to the commission to repeal and rescind.

Questions and discussion took place regarding the resolutions passed in September and future plans for the RHFF.

Chairman Ortiz Jr. wanted it noted for the record that it was not ill planning on the City's part that the resolutions are changing. It is because what was anticipated did not materialize.

BUSINESS ITEMS

1. Approval/Disapproval of Resolution #14-49 Flat Rent Significant Amendment.

There have been some rule changes with the Department of Housing & Urban Development (HUD) to calculate Flat Rents at 80% of fair market rents. Because it is a significant amendment, the Housing Authority has to amend the annual plan. A public hearing and resident advisory board meeting was held on August 7, 2014.

Commissioner Vince Howell made a motion to approve resolution #14-49 Flat Rent Significant Amendment. Commissioner David Romero seconded the motion.

Resolution #14-49 was presented as follows.

CITY OF LAS VEGAS HOUSING AUTHORITY

RESOLUTION NO. 14-49

Resolution Approving Flat Rent Significant Amendment

WHEREAS, there have been changes to the Flat Rent Requirements- 2014 Appropriations Act; and

WHEREAS, the new flat rent requirements are considered a significant change; and

WHEREAS, when a significant change occurs, an amendment needs to be made to the Annual Plan submitted by the City Housing Authority; and

WHEREAS, The City of Las Vegas Housing Authority Board of Commissioners has reviewed the Flat Rent Significant Amendment attached; and

NOW, THEREFORE, BE IT RESOLVED, the City of Las Vegas Housing Authority Board of Commissioners accepts and approves this resolution and the attached Flat Rent Significant Amendment.

PASSED, APPROVED AND ADOPTED this _____ day of August, 2014.

Signed:

ATTEST:

Mayor Alfonso E. Ortiz, Jr.

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAS SUFFICIENCY ONLY:

Dave Romero, City Attorney

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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

2. Approval/Disapproval of Resolution #14-50 Amending the Admissions and Continued Occupancy Policy (ACOP), Flat Rent Section 16.11.B.

Housing Director Marrujo explained that the Housing Authority is required to amend the ACOP to reflect the changes to the Flat Rent Section 16.11.B.

Commissioner Vince Howell asked about the attendance of the Public Meetings and Resident Advisory Board (RAB). Housing Director Marrujo stated that we have had only a few individuals attend the meetings. However, residents have been notified over the last couple of months of the proposed changes through the newspaper, monthly newsletter and in person.

Commissioner Vince Howell made a motion to approve resolution #14-50 Amending the Admissions and Continued Occupancy Policy (ACOP), Flat Rent Section 16.11.B. Commissioner David Romero seconded the motion.

Resolution #14-50 was presented as follows.

CITY OF LAS VEGAS HOUSING AUTHORITY

RESOLUTION NO. 14-50

Resolution Amending Admissions and Continued Occupancy Policy (ACOP) Flat Rent Section 16-II.B

WHEREAS, there have been changes to the Flat Rent Requirements- 2014 Appropriations Act; and

WHEREAS, the new flat rent requirements are considered a significant change; and

WHEREAS, when a significant change occurs, an amendment needs to be made to the Admissions and Continued Occupancy Policy (ACOP); and

WHEREAS, The City of Las Vegas Housing Authority Board of Commissioners has reviewed the ACOP- Flat Rent Section 16-II.B attached with revisions; and

NOW, THEREFORE, BE IT RESOLVED, the City of Las Vegas Housing Authority Board of Commissioners accepts and approves this resolution and the attached revised ACOP Flat Rent Section 16-II.B.

PASSED, APPROVED AND ADOPTED this _____ day of August, 2014.

Signed:

ATTEST:

Mayor Alfonso E. Ortiz, Jr.

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAS SUFFICIENCY ONLY:

Dave Romero, City Attorney

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero

Yes

Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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

Chairman Ortiz Jr. stated he would like to change the Housing Board meeting time to 5:00pm in order to have sufficient time to fully discuss all the items.

3. Approval/Disapproval of Replacement Housing Factor Funds (RHFF) Budgets.

Housing Director Marrujo explained that the Housing Authority developed budgets for 2011, 2012, 2013 and 2014. These budgets will be allocated to do the 9 Unit Remodel Project. This is going to be a 9 Unit Remodel project will deductive alternative for a 9, 7, and 5 unit contracts. The Replacement Housing Factor Funds (RHFF) has an obligation deadline of October 29, 2014. The Housing Authority wants to ensure that all the funds are obligated by the deadline to avoid losing any of the funding.

Commissioner Vince Howell had questions regarding the amounts of the RHFF. Housing Director Marrujo informed him of the amounts.

Commissioner Ember Davis made a motion to approve the Replacement Housing Factor Funds (RHFF) Budgets. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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

Chairman Ortiz Jr. asked Housing Director Marrujo for a timeline to have the units placed back on the rent roll. She stated that the Architectural firm selected will be able to give us a timeline once they start, but she expects it to be less than a year.

4. Approval/Disapproval of Resolution #14-52 Utility Allowance Schedule.

The Housing Authority is required to renew the Utility Allowances on an annual basis. Housing Director Marrujo explained that the last schedule was adopted in April 2013. This year the calculations were based off a 12 month consumption period, which resulted in a decrease in the utility allowance.

Commissioner Howell asked for an explanation of the utility allowance schedule. Housing Director Marrujo explained the utility allowance schedule.

Chairman Alfonso Ortiz Jr. asked about the possibility of having the utility allowance sent directly to the utility department to ensure it is used for the purpose it is intended. Housing Director Marrujo stated she will be speaking to HUD for guidance on that question.

Commissioner Howell asked if the tenants are informed on their lease that there is an annual adjustment to the utility allowance. Housing Director Marrujo stated that the lease does inform the residents.

Commissioner Vince Howell made a motion to approve Resolution #14-52 Utility Allowance Schedule. Commissioner David Romero seconded the motion.

Resolution #14-52 was presented as follows.

CITY OF LAS VEGAS HOUSING AUTHORITY

RESOLUTION NO. 14-52

Resolution Approving Utility Allowance Schedule

WHEREAS, the Housing Authority is relied upon for the annual review and establishment of utility allowances for tenant paid utilities; and

WHEREAS, the Housing Authority has adopted a statement of policies governing admission to and continued occupancy (ACOP) of its federally aided low rent public housing units; and

WHEREAS, the Authority is required to review the schedules for tenant paid utilities set forth in the aforementioned policy documents on an annual basis and update them if necessary; and

WHEREAS, The Housing Authority's Utility Allowance Schedule will be used in the operation of affordable rental housing programs/units within its jurisdiction, a copy of which is attached hereto; and

NOW, THEREFORE, BE IT RESOLVED, the City of Las Vegas Housing Board of Commissioners accepts and approves this resolution and the attached schedule:

PASSED, APPROVED AND ADOPTED this _____ day of August, 2014.

Signed:

ATTEST:

Mayor Alfonso E. Ortiz, Jr.

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAS SUFFICIENCY ONLY:

Dave Romero, City Attorney

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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

5. Approval/Disapproval to Award RFQ 2015-01 for A/E Services and enter into contract for the Housing Window Replacement Project.

The Housing Authority received qualifications from 5 different firms. Packets were opened on Monday August 11, 2014. The firms were rated and ranked. The Housing Authority is requesting to enter into contract with Lowry Consultants for A/E Services for the window project.

Commissioner Howell asked how the firms were rated and ranked. Housing Director Marrujo discussed the items the firms were ranked on.

Commissioner Ember Davis made a motion to approve to Award RFQ 2015-01 for A/E Serviced and enter into contract for the Housing Window Replacement Project. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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

6. Approval/Disapproval to Award RFQ 2015-02 for A/E Services and enter into contract for the 9 Unit RHFF (Replacement Housing Factor Fund) Remodel Project.

Housing Director Marrujo stated that 6 firms submitted qualifications for the 9 unit remodel project with deductive alternatives for 9, 7 and 5 unit contracts. The 6 firms were rated and ranked. The Housing Authority is recommending Conron & Woods Architectural Firm to be awarded the RFQ and enter into contract negotiations with them.

Chairman Ortiz Jr. asked how many evaluators were included. Housing Director Marrujo stated there were 3.

Commissioner Vince Howell made a motion to approve to Award RFQ 2015-02 for A/E Services and enter into contract for the 9 Unit RHFF (Replacement Housing Factor Fund) Remodel Project. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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

COMMISSIONERS REPORT

Commissioner Howell commented that he hopes the residents are well informed by letting them know we are attempting to make them as comfortable as possible and especially with all the equipment they need. Commissioner Howell stated that as long as we are informing the tenants and they are able to communicate their concerns to us, that's a good thing. He stated that in the Housing Advisory Board meetings, the Housing Authority explains everything very well.

Commissioner Vince Howell commended Housing Director Marrujo, stating that she has taken over her position very well and thanked her.

Commissioner David Romero asked about the weeds all around Housing. Housing Director Marrujo stated that the Housing Authority is really trying to address the weed problem. The Parks Department has helped by cutting weeds in the Macario Gonzales property. The Housing staff is trying to balance the weed control as well as unit turn around and work orders.

Chairman Ortiz Jr. stated that as Commissioner Howell said, we want to make sure to keep tenants informed, but we also want to remind them to be patient because there are so many things to be done. We are addressing as many issues as we can. If we don't have the resources it takes time, but we will get to it.

Commissioner Howell asked if there is enough staff in the Housing Department. Housing Director Marrujo informed him that the Housing Authority is in the process of interviews for a Maintenance position that has been vacant for the last couple of months.

EXECUTIVE SESSION/CLOSED SESSION

Housing Director Marrujo stated there was not a need for Executive Session.

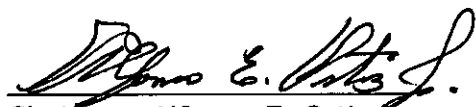
ADJOURN

Commissioner Vince Howell made a motion to adjourn the meeting. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

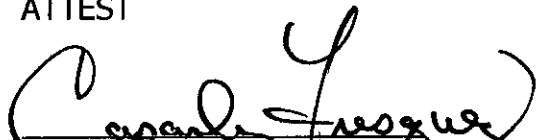
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Joey Herrera	Absent
Commissioner Tonita Gurule-Giron	Absent

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



Chairman Alfonso E. Ortiz Jr.

ATTEST



Casandra Fresquez, City Clerk