



CITY OF LAS VEGAS

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ALFONSO E. ORTIZ, JR.

Mayor

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
NOVEMBER 19, 2014 – 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 October 15, 2014, October 23, 2014, and October 27, 2014

VII. PUBLIC INPUT **(not to exceed 3 minutes per person)

VIII. PRESENTATION ** (not to exceed 10 minutes per person)

1. Finance Department – Finance Report Presentation

IX. HOUSING DIRECTOR'S MONTHLY REPORT

X. COMMISSIONER'S REPORT

XI. EXECUTIVE SESSION/CLOSED SESSION

THE HOUSING AUTHORITY BOARD OF COMMISSIONERS MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT

TONITA GURULE-GIRON
Councilor, Ward 1

VINCE HOWELL
Councilor, Ward 2

JOSEPH "JOEY" HERRERA
Councilor, Ward 3

DAVID L. ROMERO
Councilor, Ward 4

FROM THE OPEN MEETINGS REQUIREMENT UNDER §(H) OF THE OPEN MEETINGS ACT.

- i. Personnel matters, as permitted by Section 10-15-1(H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- ii. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1(H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- iii. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1(H) (8) of the Open Meetings Act, NMSA 1978.**

XII. ADJOURN

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

NOTE: A final Agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY OCTOBER 15, 2014 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Alfonso E. Ortiz, Jr.

COMMISSIONERS: David L. Romero
Joey Herrera
Vince Howell
Tonita Gurule-Giron – Arrived at 5:33pm
Ember Davis - 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 Alfonso E. Ortiz Jr. asked for a moment of silence to recall how precious we as individuals are and how unique we are in this world of ours. The many skills and potentials we have is unbelievable.

APPROVAL OF AGENDA

Commissioner Vince Howell made a motion to approve the agenda as is. Commissioner David Romero seconded the motion.

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

Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Absent
Commissioner Tonita Gurule-Giron	Absent – Arrived at 5:33pm

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

APPROVAL OF MINUTES

Commissioner Joey Herrera made a motion to approve the minutes of September 17, 2014 as is. 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 Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Tonita Gurule-Giron	Absent – Arrived at 5:33pm
Commissioner Ember Davis	Absent

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

Chairman Alfonso E. Ortiz Jr. wanted it stated for the record that Commissioner Tonita Gurule-Giron is present and advised her that the minutes had just been approved.

PUBLIC INPUT

No Public Input

PRESENTATION

Finance Director Gallegos presented the Housing Department financial report. The Housing Department Revenue and Expenditures report was discussed. The HA should be at 25% of revenue and expenditures. The HA is at 24%, the reason being is the transfer for the \$63,009 has not been approved by HUD. She stated she believes we need to have a commitment from HUD that we can go ahead and transfer those funds. So once that is approved and sent to HUD we can move forward with that transfer. The expenditure piece is at 28% and stated we will see it higher than usual because we have a liability of Workman's Comp this month that impacts the budget as well.

Commissioner Howell asked for the reason why HUD had not sent the money. Finance Director Gallegos stated that they usually don't do it till the end of the year. That's when those funds are released. Last year it was released in June. She stated we have to wait till HUD gives us authority to release.

Commissioner Gurule-Giron asked if this will remain as an outstanding or open account, and when can we close it out. Finance Director Gallegos stated it will be with the HUD funds that are coming in from the Capital funds that will come over to the operating fund. Commissioner Gurule-Giron asked if that might be an audit finding. Finance Director Gallegos stated it is normally done by the end of the year so it hasn't been a noted item by the auditors as far as she knows.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Marrujo informed the Commission that the Commissioners training that was previously discussed has not yet been scheduled.

Housing Director Marrujo advised there will be a Special Meeting next Thursday at 9:00am to award the bid for the 9 Unit Remodel. The packets will be included on that day for the bids with the tabulations.

Housing Director Marrujo wanted to point out that the Housing Staff worked really hard to get these contracts for the 7 Unit and 9 Unit Remodel pushed, advertised, and contracts approved by the obligation date. She wanted to thank her staff for working hard to get that done in a timely manner.

The windows project is in the design phase. The architect was measuring windows yesterday. That bid should be going out pretty soon and the weather will determine when that project starts.

BUSINESS ITEMS

1. Approval/Disapproval of Memorandum of Agreement (MOA) with Samaritan House.

Housing Director Marrujo stated that the Housing Authority has a really good relationship with the Samaritan House. The agreement is being updated because it has since expired. The HA provides Samaritan House office space at 220 Bernalillo in exchange for services they provide to Housing Residents and the community. Samaritan Housie is responsible for paying their utility costs. The only change to this agreement is that they provide a quarterly report to the commission so they can give a status report of how things are going.

Chairman Ortiz Jr. asked what kind of services they provide. Housing Director Marrujo informed him that the HA can refer residents who are in need of food or clothing, things of that nature.

Commissioner Joey Herrera made a motion to approve to Memorandum of Agreement with the Samaritan House. Commissioner Vince Howell and Commissioner David Romero seconded the motion.

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

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

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

2. Approval/Disapproval to Award Bid #2015-05 7 Unit Remodel to the lowest responsive bidder.

The Commission members were handed the bid packet with the bid tabulations. Housing Director Marrujo explained that the bid opening was held on October 8, 2014. Three bids came in. The Architect's recommendation was to award the bid to Sol System Builders, as they were the lowest responsive bidder. The contract amount is \$339,135.33. These funds will be paid from the Replacement Housing Factor Funds. They have a total of 150 days to complete the project.

Chairman Ortiz Jr. wanted it clarified that the Campaign Contributions tab should clarify that it is a disclosure form, so it does not appear misleading. Housing Director Marrujo explained that the form presented is the form that the Finance Procurement Officer uses to document the bids that come in.

Commissioner Herrera asked if it was a concern that the base bid amount was substantially less than the other two bidders. Housing Director Marrujo stated that at this point in time the Architect does not have any issues with that.

Commissioner Gurule-Giron asked how the HA is going to cover the \$339,000 for this project. Housing Director Marrujo stated the actual budget is \$360,000 for this project and the architectural fees are being paid out of a different grant. They are not included in the \$360,000. Commissioner Gurule-Giron asked where funding is coming from for this project. Director Marrujo explained that funding for the 7 Unit Remodel project is coming from the Replacement Housing Factor Funds that have been accumulated and were approved at the previous meeting.

Commissioner Gurule-Giron asked what the bonding requirements are for this project. Housing Director Marrujo stated they need to bond the amount they bid on the project. Commissioner Gurule-Giron asked if there was a \$500,000 bonding requirement or a bond requirement that requires a CPA financial report with that. Housing Director Marrujo said each company provided a bid bond but she is not aware that it has to be a CPA surety bond. Commissioner Gurule-Giron asked who led this process. Housing Director Marrujo informed her that the architect handles this process. Commissioner Gurule-Giron stated the reason she is bringing this issue up is because she claims that there was a company that did submit a bid bond but were told that they did not have the surety bond that was required with a CPA so their bid would not be accepted and therefore they withdrew their bid. She stated there may be a protest. Housing Director Marrujo stated she is not aware of any situations that have occurred with any contractor's bid being withdrawn.

City Attorney Dave Romero recommending that the Commission continue the process without anticipating a problem that may or may not occur. Based on the assumption of a protest, the City may miss the obligation deadline and lose funds that are available.

Discussion ensued regarding the procurement process and the responsibility of the Engineer and the contractors.

Chairman Ortiz Jr. stated that if the governing body makes a decision to approve it, it may be subject to clarification with the Housing Authority the Architect and the City Manager. If they find a problem they should point it out immediately. If they don't find a problem it goes through.

Commissioner Vince Howell made a motion to approve to Award Bid #2015-05, 7 Unit Remodel to the lowest responsive bidder as Sol System Builders with a stipulation subject to review by the Housing Director and the City Manager for the boding issue. 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 Tonita Gurule-Giron	Yes
Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Absent

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

Chairman Ortiz Jr. stated that the reason he does not call for discussion is because it is already in agreement with the governing body that if there is discussion, we will stop the vote and go to discussion. The discussion item is always on the table.

COMMISSIONERS REPORT

Commissioner Joey Herrera stated that he is glad to see progress is being done with both HUD and our local department. He would like to see the units remodeled and put back on the rent roll and for Housing to fill all the vacancies and get back into complete compliance with HUD. He congratulated Housing Director Marrujo on moving forward with this.

Commissioner Vince Howell discussed that one of the Housing residents went into Better Stop and spoke with him and gave him some feedback. She stated she is very happy living in Housing and she is being treated well. She stated the grounds are being kept well and all her needs are taken care of. Commissioner Howell wanted Director Marrujo to thank her staff.

EXECUTIVE SESSION/CLOSED SESSION

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

ADJOURN

Commissioner Joey Herrera made a motion to adjourn the meeting. Commissioner Tonita Gurule-Giron seconded the motion.

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

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

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

Chairman Alfonso E. Ortiz Jr.

ATTEST

Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY SPECIAL MEETING
HELD ON THURSDAY OCTOBER 23, 2014 AT 9:00 A.M. AT NMHU BALLROOM.**

CHAIRMAN: Alfonso E. Ortiz, Jr. – Arrived at 5:36 p.m.

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

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 our appreciation for life our appreciation for water as a resource needed for quality of life living in this world of ours.

APPROVAL OF AGENDA

Commissioner Vince Howell made a motion to accept 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	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner Tonita Gurule-Giron	Absent
Commissioner David Romero	Absent

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

PUBLIC INPUT

No Public Input

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Marrujo informed the Commission that from the meeting held on October 15, 2014, there was some discussion on the 7 Unit Remodel Project and the procurement process that was followed regarding the question if a CPA surety bond was required. Housing Director Marrujo reported that she, the City Manager, and the Finance Director have reviewed the 7 Unit Remodel Project and find that procurement was in fact followed. There is not a specific surety bond that was required, so the bid is fine. Housing Director Marrujo thanked the Commission for approving the bid so they can move forward with the project.

BUSINESS ITEMS

1. Approval/Disapproval to Award Bid #2014-08, 9 Unit Remodel to the Lowest Responsive Bidder.

Housing Director Marrujo provided bid packets to the Commissioners that included the bid opening form, the bid tabulation, the Architects recommendation and a copy of the contract. The bid opening was held yesterday, October 22, 2014. There were two bidders. The Architects recommendation was to award the bid to Northeastern Construction, with a contract amount \$494,756 for the 9 Unit remodel with deductive alternatives.

Chairman Ortiz Jr. asked Housing Director Marrujo to share with the Commission the urgency for taking action on these bids. Housing Director Marrujo explained that the reason for the special meeting today is that there is an obligation deadline to obligate the funds that are going to be used to fund this project, which is the Replacement Housing Factor Funds (RHFF). There is an obligation date of October 29, 2014 which is next Wednesday. By having the meeting today and awarding this bid, the HA is able to obligate the funds and not lose any of the funding.

Commissioner Joey Herrera made a motion to approve to Award Bid #2014-08, 9 Unit Remodel to the Lowest bidder, Northeastern Construction. Commissioner Vince Howell seconded the motion.

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

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

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

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 Ember Davis seconded the motion.

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

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

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

Chairman Alfonso E. Ortiz Jr.

ATTEST

Casandra Fresquez, City Clerk

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY EMERGENCY MEETING HELD ON MONDAY OCTOBER 27, 2014 AT 10:00 A.M. IN THE CITY COUNCIL CHAMBERS.

CHAIRMAN: Alfonso E. Ortiz, Jr.

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

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. called for a moment of silence in appreciation for the success we have had with our water projects and the efforts that we exert in trying to improve our community.

APPROVAL OF AGENDA

Commissioner Vince Howell made a motion to approve the agenda as is. Commissioner Tonita Gurule-Giron seconded the motion

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

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

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

PUBLIC INPUT

No Public Input.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Marrujo informed the Commission that the reason for this meeting today is regarding the contract that was awarded on Thursday to Northeastern Construction. Housing Director Marrujo stated she received a letter on Friday from Northeastern Construction stating that they would like to withdraw their bid due to a material mistake. Additionally they were requesting to add \$100,000 to their bid. The commission was provided a copy of the letter of withdraw followed by a copy of the procurement code stating that bidders are able to make any changes to their bid prior to the bid opening date and time. Once that time comes there are absolutely no changes allowed. Housing Director Marrujo discussed the situation with HUD, and HUD agreed with the process that with Northeastern withdrawing their bid the HA can move on to the next bidder. The next bidder was \$715,000 which is beyond the budget, however that is how the bid was developed with deductive alternatives for a situation like this. The HA can deduct some of the alternates to bring it down to an amount similar to the initial award amount of \$494,000 plus GRT.

Chairman Ortiz Jr. wanted it noted for the record that HUD concurs with the procedure and asked if the phone call with HUD (Mandy Griego) was verified by Housing Director Marrujo as well as City Manager, Elmer Martinez. Housing Director Marrujo stated yes it was.

Commissioner Vince Howell asked if it has been decided which alternatives will be deducted. Housing Director Marrujo provided a copy of the bid proposal form that listed the deductive alternates with various prices. Housing Director Marrujo explained which items will be deducted to bring the amount down to about \$495,100 which will be within budget. It will also deduct a couple of units so it will probably end up being a 6 unit remodel rather than a 9 unit remodel.

Commissioner Tonita Gurule-Giron stated that if this is going to reduce the 9 unit remodel to approximately 6 how does that affect the actual bid advertisement. Housing Director Marrujo explained that it was advertised as a 9 unit remodel with deductive alternatives for a situation like this.

BUSINESS ITEMS

1. Approval/Disapproval to Award Bid #2015-08, 9 Unit Remodel with Deductive Alternatives to the next lowest responsive bidder.

Commissioner Vince Howell made a motion to approve to Award Bid #2015-08, 9 Unit Remodel with Deductive Alternatives as per the recommendation of the Housing Authority and consensus and approval from Mandy Griego from the HUD office. Commissioner Joey Herrera seconded the motion.

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

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

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

Housing Director Marrujo wanted to acknowledge her staff that was present, Natasha Martinez-Padilla, Frank Lucero and Barbara Padilla. She stated everyone worked really hard to get this bid in line. The HA has been working on it for several months and had to develop a timeline to ensure that the obligation deadline of October 29, 2014 was met so funding would not be lost. Housing Director Marrujo thanked the Commission for their support in this project.

Commissioner Tonita Gurule-Giron asked City Manager, Elmer Martinez, under what emergency clause this meeting was held. City Manager Martinez stated he consulted with the City Clerk and due to the fact that the municipality could have suffered a substantial loss they were able to substantiate the need for an emergency meeting under that clause. City Manager Martinez thanked the Commission for holding this emergency meeting.

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

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

Chairman Alfonso E. Ortiz Jr.

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU OCTOBER 31, 2014-33% OF YEAR LAPSED (4 of 12 months)
FISCAL YEAR 2015**

	A	B	C	D	E	G
	FY 2014	FY 2015	FY 2015	FY 2014	FY 2015	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	YTD - ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	378,000	390,000	130,000	406,726	130,231	33%
OPERATING SUBSIDY	757,254	594,600	198,200	631,260	211,849	36%
HOUSING-OTHER INCOME	59,522	8,300	2,767	8,013	395	5%
TRANSFERS IN (CFP FUNDS)	63,431	63,009	21,003	62,855	0	0%
TOTAL	1,258,207	1,055,909	351,970	1,108,854	342,475	32%

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

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU OCTOBER 31, 2014-33% OF YEAR LAPSED (4 of 12 months)**

	A	B	C	D	E	F	H
	FY 2014	FY 2015	FY 2015	FY 2014	FY 2015	FY 2015	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	%
							BDGT
EMPLOYEE EXP.	631,054	666,676	222,225	533,316	218,174	448,502	33%
OPERATING EXP.	540,881	389,233	129,744	418,040	141,449	247,784	36%
TOTAL	1,171,935	1,055,909	351,970	951,356	359,623	696,286	34%