

CITY OF LAS VEGAS
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TONITA GURULÉ-GIRÓN
MAYOR

DAVID ULIBARRI
COUNCILOR, WARD 1

VINCE HOWELL
COUNCILOR, WARD 2

BARBARA PEREA-CASEY
COUNCILOR, WARD 3

DAVID L. ROMERO
COUNCILOR, WARD 4

CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
DECEMBER 21, 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 November 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

1. Approval/Disapproval to award and enter into contract to Forsgren Associates Inc. the only response to RFQ for LANDSCAPE ARCHITECT/ENGINEER SERVICES – Sagebrush Parking Lot/ 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage.

Carmela Martinez, Housing Director The City of Las Vegas Housing Authority plans to renovate and expand parking at Sagebrush Parking Lot / 2322 Calle Conenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage.

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 TUESDAY
NOVEMBER 15, 2016 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

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

ALSO PRESENT: Carmela Martinez, Housing Director
H. Chico Gallegos, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurule-Giron asked Commissioner Howell to offer the moment of silence. Commissioner Howell stated, these are tumultuous times. We need to really pray to our Lord to give us the strength to accept what is going to be happening. We need to look at our local area and ask the Lord to give us the guidance to make the right decisions, and to think about our community members for the betterment of our lives. That is what we are all here for, in God's name.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is with minor typographical errors brought to Director Martinez' attention on the lease agreement section of the resolution being submitted in the agenda packet. Commissioner David Romero seconded the motion.

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

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

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

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of October 19, 2016 with some minor typical errors as corrected. Commissioner David Ulibarri Jr. 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 Ember Davis | Yes |
| Commissioner Vince Howell | Yes |

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

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE

Natasha Martinez-Padilla, Finance Specialist presented the Housing Revenue and expenditure report thru October 31, 2016. As of October 31st, 33% of the year has lapsed. The revenues are at total 33%, and expenditures are at total 24%. Mrs. Martinez-Padilla stated she realizes the transfers are at zero. That transfer of \$66,510 will be going through in December. Additionally, other income is at 49%. This 49% is represented on our unit materials, late charges, and interest.

Commissioner Barbara Casey wanted to thank Director Martinez for providing pictures of the pot holes that had been filled on Sagebrush.

PRESENTATION – PHAS REPORT

Natasha Martinez-Padilla explained the Public Housing Assessment System (PHAS) scores for the Housing Authority. These scores show where we are nationally ranked. Mrs. Martinez-Padilla stated the HA is currently a "Standard Performer". The physical score was a 32 out of 40. There are some things that need to be fixed such as sidewalks and fascias on the buildings. The HA is going to be putting together a fascia project to help bring up that score. On financials, the HA received a score of 25 out of 25. On management, the HA received a score of 25 out of 25. For the HA's Capital Fund, a score of 7 out of 10 was received. The reason the HA did not get the full 10 points was because of the occupancy. As mentioned, the HA is currently a Standard Performer. A score of 90 points is needed in order to be a "High Performer". We receive a score of 89. This is only the second year the HA has been Standard Performers. Prior that that the HA was listed as "Troubled Performers". Instead of an 89, the HA was scoring a lot lower rate due to circumstances such as late audits, maintenance issues, and other housing activities. Currently, the HA is in good standing with the HUD field office and have commended us on multiple occasions. Our occupancy increased in double digits.

Commissioner Howell asked since we are 8 points below the maximum score on the physical aspect, is there a reason we are not fixing things that are noted. Ms. Martinez-Padilla stated some things we are losing points for, are things we are not aware of. Once we become aware of these things, they are fixed. The HA sends out a newsletter every month asking tenants to let us know if there is anything wrong in their unit so a work order can be done.

Discussion ensued about some of the deficiencies that cause the HA to lose points.

Madam Chair Gurule-Giron asked Ms. Martinez-Padilla what the benefits are for the higher rating. Is there additional funding? Ms. Martinez-Padilla stated when you are in troubled status, we have less give and take with HUD. They monitor everything within the HA. Once you become higher rated, the reporting is less diligent. When the HA hits the 90% the HA will acquire additional funding.

PRESENTATION – Law Enforcement

Director Carmela Martinez stated to the commission that there is a resolution in the business items to approve the housing of Law Enforcement Officers in Public Housing. Director Martinez introduced Lt. Michael Padilla from LVPD, to do a presentation on crime reports within HA Properties.

Lt. Padilla discussed that the violent crimes, domestic violence has risen over the last year. He stated this is pretty much everywhere throughout the state. He stated there have not been any major issues in Housing. When there are issues, officers respond quickly and try to prevent anything major from happening.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Carmela Martinez thanked Commissioner Casey for bringing up the millings project on Sagebrush. It is done, thanks to the collaboration with the Public Works Department and Director Veronica Gentry and her street crew who came out to get that project done. This parking allows for at least 15 vehicles to be parked.

The Maintenance crew continues to work on units to prepare them for move-in. We have quite a bit this month, we should have those all filled in the month of December.

There are a couple of projects in Loudon, including 5 units that are being prepared for stuccoing.

BUSINESS ITEM

Approval/Disapproval of Resolution No. 16-42 to approve the Housing of Law Enforcement Officers in Public Housing Units.

The commission was provided with a packet which includes the lease agreement, a plan of action, and other supporting documents that are being submitted to HUD in order to get approval to continue to house Law Enforcement Officers.

Commissioner Casey asked how many officers will be housed. Director Martinez stated we have 3 certified Law Enforcement Officers being housed in the PHA.

Madam Chair Gurule-Giron asked where the officers are located. Barbara Padilla, Housing Manager Supervisor advised the commission that the HA is allowed 3 units to be designated for occupancy by Law Enforcement Officers. This agreement with HUD is renewable every 3 years. At this time we are requesting to renew for another 3 years. We currently house an officer in the Apache/Navajo area, one in the Loudon area, and one in the Calle Contenta area. Director Martinez stated they are all State Police Officers currently living in the units.

Commissioner Howell asked Director Martinez if HUD is allowing us to house 3 officers and if it goes against any HUD regulations in regard to income or any other regulations. Director Martinez explained that this is a national program that is in all Public Housing. We have been providing this for the past 3 years and we hope to continue it. Commissioner Howell asked how this affects the applicants on the waiting list. Director Martinez deferred the question to Barbara Padilla, Housing Manager Supervisor. Ms. Padilla stated to the commission that it has been proven that housing law enforcement officers in Public Housing is a benefit for Housing by helping to deter crime. Therefore it outweighs the loss of rental income. The officers are given a flat rent amount of \$138 which assists the officers. The officers are providing a service to the HA as well as the community, so HUD sees this as a benefit. In Housing, we have had instances where there are tenants creating problems in their neighborhood. When there is the presence of an officer or even just a police car, often times these problem tenants will move out, creating a safer neighborhood.

Commissioner Howell asked, why not city police. Barbara Padilla answered that currently all the officers living in housing happen to be State Police Officers. The HA did put out the offer to City Police, State Police and Sheriff. If one of the officers moves out, we have a list of officers who are interested and are housed on a first come first serve basis.

Commissioner Barbara Casey made a motion to approve Resolution No. 16-42 to approve the Housing of Law Enforcement Officers in Public Housing Units. Commissioner David Ulibarri Jr. seconded the motion.

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

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

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

COMMISSIONERS REPORT

Commissioner Howell thanked Director Martinez for getting the parking on Sagebrush taken care of.

EXECUTIVE SESSION/CLOSED SESSION

Director Martinez stated there is no need for Executive Session at this time.

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

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 November 30, 2016-42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2017

| | A | B | C | D | E | G (E/B) |
|--------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------------|------------|
| | FY 2016 BUDGET | FY 2017 BUDGET | FY 2017 YTD - BUDGET | FY 2016 ACTUAL | FY 2017 YTD - ACTUAL | % REV |
| DWELLING RENT | 430,000 | 500,000 | 208,333 | 527,187 | 22,208 | 4% |
| OPERATING SUBSIDY | 660,000 | 575,000 | 239,583 | 588,617 | 199,361 | 35% |
| HOUSING-OTHER INCOME | 9,800 | 9,800 | 4,083 | 7,329 | 20,690 | 211% |
| TRANSFERS IN (CFP FUNDS) | 214,535 | 76,510 | 31,879 | 214,535 | 4,165 | 5% |
| TOTAL | 1,314,335 | 1,161,310 | 483,879 | 1,337,668 | 246,424 | 21% |

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

HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU November 30, 2016-42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2017

| | A | B | C | D | E | F | H (E/B) % BDGT |
|----------------|-------------------|-------------------|-------------------------|-------------------|-------------------------|------------------------|-------------------------|
| | FY 2016 BUDGET | FY 2017 BUDGET | FY 2017 YTD - BUDGET | FY 2016 ACTUAL | FY 2017 YTD - ACTUAL | FY 2017 AVAIL. BAL. | |
| EMPLOYEE EXP. | 660,702 | 687,214 | 286,339 | 533,316 | 259,197 | 428,017 | 38% |
| OPERATING EXP. | 695,712 | 640,793 | 266,997 | 418,040 | 156,110 | 484,683 | 24% |
| TOTAL | 1,356,414 | 1,328,007 | 553,336 | 951,356 | 415,307 | 912,700 | 31% |

NOVEMBER, 2016

[illegible]

| | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|--|--|--|--|--|--|--|--|
| HOUSING MAINTENANCE | | | | | | | | | | | | | |
| NUMBER OF EMERGENCY WORK ORDERS | 8 | 7 | 12 | 7 | 5 | | | | | | | | |
| # OF EMERGENCY WORK ORDERS ABATED W/24 HRS | 8 | 7 | 12 | 7 | 5 | | | | | | | | |
| # OF NON EMERGENCY WORK ORDERS ISSUED | 139 | 114 | 102 | 107 | 75 | | | | | | | | |
| # OF NON-EMERGENCY WORK ORDERS COMPLETED | 62 | 115 | 83 | 76 | 52 | | | | | | | | |
| # OF OUTSTANDING WORK ORDERS | 103 | 90 | 57 | 54 | 64 | | | | | | | | |
| # OF UNITS MADE READY THIS MONTH | 3 | 3 | 7 | 4 | 2 | | | | | | | | |
| AVERAGE # OF DAYS REQUIRED TO MAKE READY | 14 | 15 | 22 | 23 | 23 | | | | | | | | |
| UPCS INSPECTION STATUS | | | | | | | | | | | | | |
| NUMBER OF UNITS INSPECTED YEAR TO DATE | 27 | 42 | 62 | 93 | 113 | | | | | | | | |
| NUMBER OF EXT.BUILDS INSPECTED YEAR TO DATE | 0 | 0 | 0 | 0 | 0 | | | | | | | | |
| NUMBER OF COMMON AREAS INSPECTED Y-T-D | 0 | 0 | 0 | 0 | 0 | | | | | | | | |
| NUMBER OF BUILD SYS INSPECTED YEAR TO DATE | 27 | 42 | 62 | 93 | 113 | | | | | | | | |
| CAPITAL FUND MODERN. PROJECTS | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 12/09/16 DEPT: Housing MEETING DATE: 12/21/16

ITEM/TOPIC: Award and enter into contract for LANDSCAPE ARCHITECT / ENGINEER SERVICES – Sagebrush Parking Lot / 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to award and enter into contract for LANDSCAPE ARCHITECT / ENGINEER SERVICES – Sagebrush Parking Lot / 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage

BACKGROUND/RATIONALE: The City of Las Vegas Housing Authority plans to renovate and expand parking at Sagebrush Parking Lot / 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage

STAFF RECOMMENDATION: Approval to Award and enter into contract to Forsgren Associates Inc., the only response to RFQ for LANDSCAPE ARCHITECT / ENGINEER SERVICES – Sagebrush Parking Lot / 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage

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)

**LANDSCAPE ARCHITECT / ENGINEER SERVICES – Sagebrush Parking Lot / 2322 Calle Contenta, 2323 Calle Bonita,
2324 Calle Contena Parking Lot Drainage**

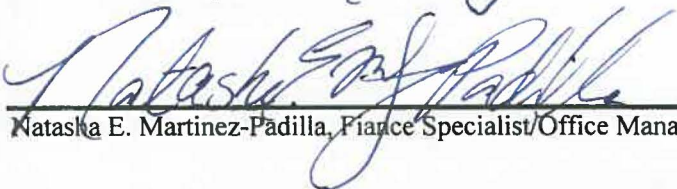
| Criteria | Valued Points | Points Earned | Points Earned | Points Earned | Total |
|---|---------------|---------------|---------------|---------------|------------|
| Committee Evaluator | | A | B | C | |
| 1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities, | 10 | 10 | 9 | 9 | 28 |
| 2) Capability to provide professional services in a timely manner, | 10 | 10 | 9 | 8 | 27 |
| 3) Past performance in terms of cost control, quality of work, and compliance with performance schedules, | 10 | 8 | 10 | 10 | 28 |
| 4) Proof of egress knowledge as acceptable with HUD standards, | 10 | 8 | 8 | 9 | 25 |
| 5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico, | 10 | 8 | 10 | 10 | 28 |
| 6) Knowledge of Landscape Engineering standards, | 10 | 8 | 9 | 10 | 27 |
| 7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and | 10 | 10 | 10 | 8 | 28 |
| 8) Evidence of prior work with HUD. | 30 | 30 | 27 | 28 | 85 |
| Total | 300 | | | | 276 |

Total Possible 300, Scored 276 gives an average of 92%

***Recommendation of Committee is to enter into contract negotiations with Forsgren Associates Inc.**


Carmela Martinez, Executive Director


Frank Lucero, Maintenance Supervisor


Natasha E. Martinez-Padilla, Finance Specialist/Office Manager

A

**LANDSCAPE ARCHITECT / ENGINEER SERVICES – Sagebrush Parking Lot /
2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contena Parking Lot Drainage**

| Criteria | Valued Points | Points Earned |
|---|---------------|---------------|
| 1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities, | 10 | 10 |
| 2) Capability to provide professional services in a timely manner, | 10 | 10 |
| 3) Past performance in terms of cost control, quality of work, and compliance with performance schedules, | 10 | 8 |
| 4) Proof of egress knowledge as acceptable with HUD standards, | 10 | 8 |
| 5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico, | 10 | 8 |
| 6) Knowledge of Landscape Engineering standards, | 10 | 8 |
| 7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and | 10 | 10 |
| 8) Evidence of prior work with HUD. | 30 | 30 |

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(B)

**LANDSCAPE ARCHITECT / ENGINEER SERVICES – Sagebrush Parking Lot /
2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contena Parking Lot Drainage**

| Criteria | Valued Points | Points Earned |
|---|---------------|---------------|
| 1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities, | 10 | 9 |
| 2) Capability to provide professional services in a timely manner, | 10 | 9 |
| 3) Past performance in terms of cost control, quality of work, and compliance with performance schedules, | 10 | 10 |
| 4) Proof of egress knowledge as acceptable with HUD standards, | 10 | 8 |
| 5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico, | 10 | 10 |
| 6) Knowledge of Landscape Engineering standards, | 10 | 9 |
| 7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and | 10 | 10 |
| 8) Evidence of prior work with HUD. | 30 | 27 |

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C

LANDSCAPE ARCHITECT / ENGINEER SERVICES – Sagebrush Parking Lot /
2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contena Parking Lot Drainage

| Criteria | Valued Points | Points Earned |
|---|---------------|---------------|
| 1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities, | 10 | 7 |
| 2) Capability to provide professional services in a timely manner, | 10 | 8 |
| 3) Past performance in terms of cost control, quality of work, and compliance with performance schedules, | 10 | 10 |
| 4) Proof of egress knowledge as acceptable with HUD standards, | 10 | 9 |
| 5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico, | 10 | 10 |
| 6) Knowledge of Landscape Engineering standards, | 10 | 10 |
| 7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and | 10 | 8 |
| 8) Evidence of prior work with HUD. | 30 | 28 |

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