City of Las Vegas

1700 N. Grand Avenue, Las Vegas, NM 87701 505.454.1401 lasvegasnm.gov

MAYOR LOUIE TRUJILLO

CITY OF LAS VEGAS
REGULAR CITY COUNCIL AGENDA
April 15, 2020–Wednesday– 6:00 p.m.
City Council Chambers
1700 N. Grand Avenue

(The City Council shall act as the Housing Authority Board of Commissioners on any matters on the Agenda concerning the Housing Department.)

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. MOMENT OF SILENCE

V. APPROVAL OF AGENDA

VI. MAYOR'S APPOINTMENTS/REPORTS

1. Approval/Disapproval to confirm the reappointment of Casandra Fresquez, City Clerk for the City of Las Vegas and enter into a Professional Contract.

   Mayor Louie A. Trujillo As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.05. City Clerk, C. The Mayor shall appoint the City Clerk, subject to Council approval. The Governing Body shall enter into a contract with the city clerk which shall establish, among other matters, compensation, benefits, duties and responsibilities.

VII. MAYOR'S RECOGNITIONS/PROCLAMATIONS

- **Proclamation for Earth Day**

VIII. PUBLIC INPUT (City Clerk will read public input into the record)

IX. PRESENTATIONS (Not to exceed 10 minutes per person)

- Presentation by Leo Masestas providing an update on the COVID-19 (Coronavirus)

X. CITY MANAGER'S REPORT

XI. FINANCE REPORT

XII. BUSINESS ITEMS

1. Approval/Disapproval of Professional Contract for City Manager, William Taylor.

   Mayor Louie A. Trujillo Mr. William Taylor was appointed City Manager at the Organizational meeting on April 8, 2020 and Council requested that the Professional contract be negotiated with Mr. Taylor and brought back to Council with the revisions for consideration.

2. Approval/Disapproval of the Profressional Contract for City Attorney, Scott Aaron.

   Mayor Louie A. Trujillo Mr. Scott Aaron was appointed City Attorney at the Organizational meeting on April 8, 2020 and Council requested that the Professional contract be negotiated with Mr. Aaron and brought back to Council with the revisions for consideration.

3. Approval/Disapproval to appoint Mary Romero as Finance Director.

   William Taylor, City Manager. As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing Body.

4. Approval/Disapproval to appoint William Hendrickson as Community Development Director.

   William Taylor, City Manager As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing Body.

5. Approval/Disapproval of Resolution #20-10.

Dominic Chavez, Deputy Finance Director The City of Las Vegas is requesting increase/decrease to the FY2020 Budgeted revenues and expenditures for various funds.

6. Approval/Disapproval of Resolution 20-14 two (2) vehicles to Gallinas Volunteer Fire Department.

   David Bibb III, Police Chief The Las Vegas Police Department wishes to transfer two vehicles to Gallinas Volunteer Fire Department. Said vehicles are excess and have no value to the Police Department and would serve a much needed purpose to Gallinas Volunteer Fire Department.

XIII. COUNCILORS' REPORTS

XIV. EXECUTIVE SESSION

THE COUNCIL MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER § (H) OF THE OPEN MEETINGS ACT.

A. Personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978.

B. 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.

C. 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.

XV. 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.

ATTENTION PERSONS ATTENDING COUNCIL MEETING: By entering the City Chambers, you consent to photography, audio recording, video recording and its/their use for inclusion on the City of Las Vegas Web-site, and to be televised on Comcast.

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 N. Grand Avenue, Las Vegas, NM 87701

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 4/10/2020 **DEPT:** Executive **MEETING DATE**: 4/15/2020

ITEM/TOPIC: Re-appointment of City Clerk

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to confirm the re-appointment of Casandra Fresquez, City Clerk for the City of Las Vegas and enter into a Professional Contract.

BACKGROUND/RATIONALE As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.05. City Clerk, C. The Mayor shall appoint the City Clerk, subject to Council approval. The Governing Body shall enter into a contract with the city clerk which shall establish, among other matters, compensation, benefits, duties and responsibilities.

STAFF RECOMMENDATION:

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.

REVIEWED AND APPROVED BY:
MAYOR LOUIE A. TRUJILLO

DOMINIC CHAVEZ
DEPUTY FINANCE DIRECTOR
(PROCUREMENT)

Ann M. Gallegos by CA.
ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

CITY ATTORNEY
ALL CONTRACTS,
ORDINANCES AND
RESOLUTIONS MUST BE
REVIEWED)

PROFESSIONAL SERVICE CONTRACT
CITY CLERK

THIS CONTRACT, made and entered into this _____day of _____, 2020, by and between the City of Las Vegas, a municipal corporation (hereinafter called "Employer" or the "City" and **CASANDRA FRESQUEZ**, (hereinafter called "Employee or "City Manager"):

WHEREAS, pursuant to the City Charter, the Employee has been re-appointed as the City Clerk for the City of Las Vegas, New Mexico by the Mayor and this appointment has been approved by the City Council at its meeting held and

WHEREAS, the City Charter requires that the Governing Body enter into a contract with the City Clerk, which shall establish, among other matters compensation, benefits, duties and responsibilities;

NOW, THEREFORE, the parties hereto agree as follows:

1. **TERM:**
   This Contract shall begin on **April 15, 2020** and will continue in effect until the date of the Governing Body's Organizational Meeting which is anticipated to be held in April or May of 2022 after the 2022 City Municipal election.

2. **DUTIES AND AUTHORITY:**

A. Employer agrees to employ **CASANDRA FRESQUEZ** as the City Clerk for the City to perform the functions and duties specified in this contract, any job description adopted by the City Council and the duties outlined in the Charter of the City of Las Vegas.

3. **COMPENSATION:**
   Employer agrees to pay Employee an annual base salary of $72,696.00 per annum, payable in installments at the same time that the other management employees of the City are paid.

4. **INSURANCE BENEFITS:**
   The Employer agrees to provide and pay the same City portions of the insurance benefits, which are provided to all other employees of the City.

5. **VACATION, SICK, AND MILITARY LEAVE:**
   The Employee will accrue sick leave and vacation leave in accordance with the City Personnel Policy.

6. **MISCELLANEOUS BENEFITS:**

A. The Employer agrees to enroll the City Clerk into the applicable state or local retirement system (P.E.R.A.) and to make the same contributions to such retirement as other City employees received.

7. GENERAL BUSINESS EXPENSES:

A. The Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in organizations, if the Employer determines that these expenses are necessary for the Employee's professional participation and for the good of the City.

B. The City shall allow the City Clerk to attend training programs with the NM Municipal League and other similar programs to allow the City Clerk's professional advancement. The City shall defray tuition, per diem and mileage expenses if these trainings have been approved in advance by the Mayor and City Council.

C. The City shall provide sufficient support staff for the City Clerk.

D. The Employer shall provide Employee with a computer, software, fax/modem/ and cell phone (or cell phone stipend of $50.00 per month of relevant phone bill) as required for the Employee to perform the job and to maintain communication.

8. TERMINATION:

A. The City Manager understands and agrees that he/she serves at the will of the Governing Body of the City of Las Vegas pursuant to the terms of the City Charter and that he/she may be suspended or removed with or without cause at any time by the Mayor, subject to approval of the City Council, or by a majority of all members of the Governing Body.

B. Should the Employee be terminated as outlined herein, then this Contract will immediately become null and void.

C. At termination, the City Manager shall be entitled to receive pay for the hours he/she has worked to the point of termination, as well as for the accumulated vacation leave in the time and manner that all other City employees are paid such benefits. Under no circumstances shall the City Manager have a right to severance pay.

9. RESIGNATION:

In the event that Employee voluntarily resigns his/her position with the City, the Employee shall provide a minimum of 14 days notice in writing. The Employee is entitled to accrued annual leave in accordance with the City Personnel Ordinance.

10. **SEVERABILITY:**
The invalidity of partial invalidity of any portion of this Agreement will not affect the validity of any other provision.

11. **HOURS OF WORK:**
The Employee shall work a minimum of 40 hours per week plus be available for City needs outside the regular business hours without additional compensation.

12. **BINDING EFFECT:**
This Contract shall be binding upon and inure to the benefit of the successor and assigns of the parties hereto. No other person(s) shall have any right, benefit or obligation hereunder.

13. **LAW THAT APPLIES:**
It is mutually agreed by and between the parties hereto that this Agreement shall be performed in Las Vegas, San Miguel County, New Mexico, and further that any legal action or cause of action in connection herewith shall be within the jurisdiction of the appropriate court in San Miguel County, New Mexico, for all purposes.

14. **ENTIRE AGREEMENT:**
This Contract constitutes the entire agreement between the parties hereto; any prior agreement, whether written or oral, assertion or statement, understanding or other commitment antecedent to this Contract shall not have any force or effect whatsoever, unless the same in mutually agreed to by the parties hereto and reduced to writing. No changes or amendments to this Contract shall be effective, except those on written approval by both parties.

15. **NO WAIVER:**
No waiver of any of the provisions of this contract shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

16. **APPROPRIATIONS:**
The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the Legislature of New Mexico and the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature of the City, this Agreement shall terminate immediately upon written notice being given by the City to Employee. The City's decision as to whether sufficient appropriations are available shall be accepted by the Employee and shall be final. If the City proposes an amendment to the Agreement unilaterally reduce funding, the Employee shall have the option to terminate the Agreement of to agree to

the reduced funding, within thirty (30) days of receipt of the proposed amendment.

17. **CONFLICT OF INTEREST; GOVERNMENTAL CONDUCT ACT.**
The Employee warrants that he/she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Employee certifies that the requirements of Governmental Conduct Act, Section 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

18. **PENALTIES FOR VIOLATION OF LAW.**
The Procurement Code, Section 13-1-28 through 13-1-199, NMSA 1978, Imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

Approved by the Governing Body on _____, 20_____.

_____
Louie A. Trujillo
Mayor of the City Of Las Vegas

ATTEST:

_____
Deputy City Clerk of the City of Las Vegas

EMPLOYEE/CITY CLERK

_____

Approved as to Form

_____
City Attorney

GENERAL FUND REVENUE COMPARISON
THRU MARCH 31, 2020 75% OF YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2020

Total Budget to Actual Comparison

	A FY 2019 BUDGET	B FY 2020 BUDGET	C FY 2020 YTD - BUDGET	D FY 2019 YTD - ACTUAL	E FY 2020 YTD - ACTUAL	G (E/B) FY 2020 % REV
PROPERTY TAX	1,485,000	1,312,372	984,279	959,470	984,909	75%
GROSS RECEIPT TAX 1.225	3,550,000	3,550,000	2,662,500	2,672,280	2,971,186	84%
FRANCHISE TAX	750,000	750,000	562,500	608,030	577,598	77%
GROSS RECEIPT TAX .75	2,332,500	2,449,125	1,836,844	2,033,710	1,951,288	80%
1/8 INFRASTRUCTURE	372,000	372,000	279,000	293,269	309,478	83%
GRT .25 (JAN 2011)	1,060,000	1,060,000	795,000	741,082	848,721	80%
GRT -HOLD HARMLESS (JULY 2015	-	0	0	-		0%
LICENSE & FEES	83,500	63,000	47,250	41,255	39,154	62%
INTERGOVERNMENTAL	77,144	76,500	57,375	60,174	57,205	75%
LOCAL-FINES	66,500	66,500	49,875	42,160	52,612	79%
LOCAL-MISC	1,648,800	1,667,450	1,250,588	1,483,326	1,335,521	80%
TOTAL	11,425,444	11,366,947	8,525,210	8,934,756	9,127,672	80%

(License& Fees-Business Licenses, Liquor Licenses and Building Permits,Development Fees)
(Local Fines- Court Fines, Library Fines, Traffic Safety Fines)

FISCAL YEAR 2020

Total Budget to Actual Comparison

	A FY 2019 BUDGET	B FY 2020 BUDGET	C FY 2020 YTD - BUDGET	D FY 2019 YTD - ACTUAL	E FY 2020 YTD - ACTUAL	F FY 2020 AVAIL. BAL.	H (E/B) % BDGT
JUDICIAL	294,648	300,157	225,118	201,371	225,016	75,141	75%
GOVERNING BODY	73,038	72,409	54,307	54,902	52,025	20,384	72%
MAYOR	60,736	43,484	32,613	40,105	12,917	30,567	30%
MANAGER	261,412	287,678	215,759	143,791	173,438	114,240	60%
EXECUTIVE		0	0			0	0%
MUNICIPAL CLERK	222,499	270,729	203,047	167,645	198,763	71,966	73%
CITY ATTORNEY	229,704	218,052	163,539	100,019	136,508	81,544	63%
PERSONNEL/HR	245,259	226,733	170,050	147,980	148,682	78,051	66%
FINANCE	467,223	475,653	356,740	300,258	357,906	117,747	75%
COMMUNITY DEV.	528,706	506,791	380,093	250,542	253,216	253,575	50%
POLICE	4,006,680	4,277,031	3,207,773	2,805,589	2,775,335	1,501,696	65%
CODE ENFORCEMENT	150,334	132,039	99,029	81,613	39,385	92,654	30%
ANIMAL SHELTER	135,490	150,424	112,818	100,948	94,213	56,211	63%
FIRE	1,357,467	1,384,729	1,038,547	870,087	1,013,629	371,100	73%
PUBLIC WORKS/AIRPORT	450,832	487,071	365,303	316,847	318,786	168,285	65%
PARKS	290,709	290,323	217,742	150,829	170,294	120,029	59%
AIRPORT	0	0	0	0	0	0	0%
LIBRARY	200,046	245,540	184,155	137,826	186,915	58,625	76%
MUSEUM	148,116	154,939	116,204	93,659	87,542	67,397	57%
GENERAL SERVICES	3,161,410	2,675,300	2,006,475	1,504,632	1,594,950	1,080,350	60%
SALARY CONTINGENCY	0	0	0	0		0	0%
TRANSFERS	751,352	778,667	584,000	559,301	556,128	222,539	71%
TOTAL	13,035,661	12,977,749	9,733,312	8,027,943	8,395,645	4,582,104	65%

ENTERPRISE FUNDS-REVENUE COMPARISON
THRU MARCH 31, 2020 75% YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2020

Total Budget to Actual Comparison

	A	B	C	D	E	G
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	(E/B) % BUDGET
WASTE WATER (610)	2,966,100	2,966,800	2,225,100	2,264,623	2,121,271	72%
NATURAL GAS (620)	5,036,000	5,036,000	3,777,000	3,785,786	3,661,346	73%
SOLID WASTE (630)	3,419,400	3,413,400	2,560,050	2,555,540	2,601,284	76%
WATER (640)	5,138,950	5,172,720	3,879,540	3,888,775	3,744,287	72%
Total of Enterprise Funds	16,560,450	16,588,920	12,441,690	12,494,724	12,128,188	73%

ENTERPRISE FUNDS-EXPENDITURES COMPARISON
THRU MARCH 31, 2020 75% YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2020

Total Budget to Actual Comparison

	A	B	C	D	E	F	H
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 AVAIL. BAL.	(E/B) % BUDGET
WASTE WATER(610)	3,317,958	3,656,737	2,742,553	2,292,174	2,592,599	1,064,138	71%
NATURAL GAS (620)	6,179,773	6,082,679	4,562,009	3,571,404	3,545,797	2,536,882	58%
SOLID WASTE (630)	3,760,097	3,781,260	2,835,945	2,370,093	2,430,313	1,350,947	64%
WATER (640)	4,707,663	5,488,886	4,116,665	3,088,819	3,933,502	1,555,384	72%
Total of Enterprise Funds	17,965,491	19,009,562	14,257,172	11,322,491	12,502,211	6,507,351	66%

RECREATION DEPARTMENT-REVENUE COMPARISON
THRU MARCH 31, 2020 - 75% OF YEAR LAPSED 9 OF 12 MONTHS
FISCAL YEAR 2020

	A	B	C	D	E	G (E/B)
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	% REV
RECREATION-TAXES (Cig)	0	0	0	0	0	0%
WELLNESS CENTER	115,000	115,000	86,250	83,119	63,122	55%
OPEN SWIM	20,000	10,000	7,500	6,043	4,705	47%
YAFL	0	0	0	0	0	0%
YABL/ADULT BASKETBALL	16,500	16,500	12,375	2,396	2,983	18%
SUMMER FUN PROGRAM	26,000	30,000	22,500	28,515	29,730	99%
RECREATION-OTHER	85,000	62,500	46,875	23,911	24,600	39%
GEN FUND TRANSFER	400,000	400,000	300,000	299,880	299,880	75%
TOTAL	662,500	634,000	475,500	443,864	425,019	67%

RECREATION DEPARTMENT- EXPENDITURE COMPARISON
THRU MARCH 31, 2020 - 75% OF YEAR LAPSED 9 OF 12 MONTHS
FISCAL YEAR 2020

	A	B	C	D	E	F	H (E/B)
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	633,166	619,444	464,583	356,864	413,434	206,010	67%
YAFL	0	0	0	0	0	0	0%
YABL/ADULT BASKETBALL	8,500	8,500	6,375	4,930	4,785	3,715	56%
OTHER OPERATING EXP.	95,350	89,585	67,189	54,543	49,437	40,148	55%
CAPITAL OUTLAY	9,500	3,765	2,824	4,161	1,948	1,817	52%
TOTAL	746,516	721,294	540,971	420,498	469,603	251,691	65%

LODGERS TAX PROMOTION - REVENUE COMPARISON
THRU MARCH 31, 2020 - 75% OF YEAR LAPSED 9 OF 12 MONTHS
FISCAL YEAR 2020

	A	B	C	D	E	G (E/B)
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	% REV
LODGER'S TAX PROMO	328,000	301,600	175,933	136,311	276,199	157%
LODGER'S TAX - INFRASTRUCTURE	82,000	75,400	43,983	34,041	51,506	68%
TOTAL	410,000	377,000	219,917	170,353	327,704	87%

LODGERS TAX PROMOTION - EXPENDITURE COMPARISON
THRU MARCH 31, 2020 - 75% OF YEAR LAPSED 9 OF 12 MONTHS
FISCAL YEAR 2020

	A	B	C	D	E	F	H (E/B)
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	44,729	42,389	24,727	14,543	14,274	28,116	34%
OPERATING EXPENSES	26,561	24,100	14,058	7,027	11,807	12,293	0%
PUBLICATIONS & ADVERT	175,158	140,900	82,192	42,983	69,032	71,868	49%
CONTRACTUAL SERVICES	304,238	229,738	134,014	62,700	103,471	126,267	45%
CAPITAL OUTLAY	2,000	76,400	44,567	0	29,140	47,260	
TRANSFERS	51,567	41,956	24,474	21,478	31,454	10,502	75%
TOTAL	604,253	555,483	324,032	148,731	259,179	296,304	47%

MEMO:

			ADVISORY BOARD APPROVED
BEG CASH BALANCE	205,626.45		316,031.00
BUDGETED REVENUES	377,000.00	INFRASTRUCTURE	(75,400.00)
BUDGETED EXPENSES & TRANSFERS	(555,483.00)	PUBLICATIONS, ADV & CONTRACTUAL	240,631.00
ENDING CASH BALANCE	**27,143.45**		

FY2020 LODGERS TAX FUND	ACTUAL EXPENDITURES	ADVISORY BOARD APPROVED EXPENSES	ACTUAL EXPENDITURES	BUDGET REMAINING
PUBLICATION & ADVERTISING (7317)				
LAS VEGAS OPTIC		**14,200.00**	8,564.31	5,635.69
Salute to the Troops	1,197.77			-
Original Las Vegas	783.16			-
2019 Fiestas	1,197.77			-
Reel Las Vegas	783.16			-
2019 Electric Light Parade	1,197.77			-
Las Vegas Film	1,197.77			-
Ads for 2019 Fiesta Guide	921.36			-
Ads for Lodgers Tax Meeting	44.14			-
Ads for Lodgers Tax Meeting	46.87			-
Ads for Lodgers Tax Meeting	45.50			-
Ads for Lodgers Tax Meeting	45.20			-
Ads for Lodgers Tax Meeting	32.10			-
Event Ads in Las Vegas Optic - ROP 2019 Rough Rider Gu	541.98			-
Event Ads in Las Vegas Optic - ROP 2019 Heritage Week	433.58			-
Event Ads in Las Vegas Optic - Service Charges for Aug-D	96.18			-
ALL AMERICAN PUBLISHING, LIMIT		?????	797.00	(797.00)
Ads in School Calendar	797.00			-
WAGON MOUND BEAN DAY ASSOCIATION		**400.00**	400.00	-
Full Color Front Page Ad 7"x 9 1/2"	400.00			-
ALBUQUERQUE JOURNAL		**29,646.00**	29,565.22	80.78
Ads Summer Guide	476.81			-
Ads Summer Guide	2,066.37			-
Ads Summer Guide	4,681.79			-
8" x 9 1/2" Full Color Ad	5,933.13			-
4" x 9 1/2" Full Color Ad	3,236.25			-
Home Page Take Over	970.88			-
Ads Summer Guide	12,199.99			-
RADIO ADS		**11,000.00**	4,967.72	6,032.28
SDC BROADCASTING CO, INC				-
2019 Fiestas Ads	1,112.14			-
GCBENDITA 4 LLC				-
2019 Fiesta Ads	1,483.47			-
LA VOZ BROADCASTING				-
2019 Fiesta Ads	1,015.85			-
2019 Fiesta Ads				-
RICHARD L. GARCIA BROADCASTING				-

FY2020 LODGERS TAX FUND	ACTUAL EXPENDITURES	ADVISORY BOARD APPROVED EXPENSES	ACTUAL EXPENDITURES	BUDGET REMAINING
2019 Fiesta Ads	686.30			-
2019 Fiesta Ads	669.96			-
CCHP		**5,000.00**	2,500.00	2,500.00
Radio Ads	1,325.00			-
Flyers	325.00			-
Optic Heritage Week Guide	850.00			-
CORDIA A SAMMETH		**500.00**	500.00	-
Promotion of La Llorona Festival	500.00			-
LAS VEGAS FIRST, IBA		**5,000.00**	5,000.00	-
Ads & Promotion of Friday's Al Fresco	5,000.00			-
NMHU - ALUMNI FOUNDATION		**5,000.00**	5,000.00	-
Painters Exhibition Promotion	5,000.00			-
				-
				-
ADVERTISING CONTRACT(S)				-
*VENDOR:				-
EVENT ACTIVITY DATE				-
CONTRACTUAL SERVICES (7507)				-
BAP AGENCY.COM INC		?????	5,500.00	(5,500.00)
Full Color Laser Show Final Payment July 4th	5,500.00			-
SEPI MARKETING		**400.00**	399.00	1.00
Ad in guest Guide for Storrie Lake Park	399.00			-
LAS VEGAS FIRST, IBA		**19,145.00**	13,989.90	5,155.10
North & South Bound I-25 Billboards	10,059.90			-
North & South Bound I-25 Billboards	780.00			-
				-
North & South Bound I-25 Billboards	3,150.00			-
NM TOURISM DEPT-BRAND DEVELOPMENT		**60,000.00**	59,960.00	40.00
Tourism Advertising Services - NM True	12,456.00			-
Tourism Advertising Services - NM True	13,771.00			-
CLEAR CHANNEL OUTDOOR				-
Tourism Advertising Services	33,733.00			-
ROBERT J. GONZALES		**10,000.00**	10,000.00	-
Ads/Promotion of 2019 Salute to the Troops	10,000.00			-
INK PUBLISHING CORPORATION		**10,000.00**	10,000.00	-
Amtrak Magazine (August/September 2019 issue)	5,000.00			-
Amtrak Magazine (October/November 2019 issue)	5,000.00			-
				-
				-

FY2020 LODGERS TAX FUND	ACTUAL EXPENDITURES	ADVISORY BOARD APPROVED EXPENSES	ACTUAL EXPENDITURES	BUDGET REMAINING
CAPITAL OUTLAY (INFRASTRUCTURE - Identify) (8703)				-
BUILDING & STRUCTURES				-
EQUIPMENT & MACHINERY				-
INFRASTRUCTURE				-
MAINSTREET LAS VEGAS				-
		26,000.00	12,140.21	13,859.79
Mainstreet Wayfinding Project	12,140.21			-
				-
HERMIT'S PEAK WATERSHED ALLIANCE		**5,000.00**	5,000.00	-
Riverfest Promotion	5,000.00			-
				-
FRIENDS OF THE MUSEUM AND R		**12,000.00**	12,000.00	-
E. Romero Interior Infrustructure	12,000.00			-
				-
				-
SUB-TOTAL	186,283.36	**213,291.00**	186,283.36	27,007.64
				-
OTHER PROJECTS BUDGETED UNIDENTIFIED TO ABOVE "PAID" PROJECTS				
FIBER CRAWL 4/19		**500.00**		500.00
PEOPLES'S FAIR (ADVERTISING) 4/19		**3,000.00**		3,000.00
LV ART COUNCIL (MARKETING) FOR "REEL" LV FILM FESTIVAL		**15,000.00**	CANCELED	15,000.00
LVFIBA (VISITOR'S GUIDE & DISTRIBUTION)		**24,540.00**		24,540.00
AWC - ART BARK		**5,000.00**		5,000.00
GORDON'S JEWELRY CLOCK		**5,000.00**	CANCELED	5,000.00
GAXEBO FOR REINA FLOAT		**1,700.00**	CANCELED	1,700.00
TOTAL LODGER TAX ADVISORY BOARD B UDGET AND ACUTAL EXPENDITURES		**268,031.00**	186,283.36	81,747.64
CITY BUDGET FOR PUBLISHING & ADVERTISING		**140,900.00**	57,294.25	83,605.75
CIRY BUDGET FOR CONTRACTUAL SERVICES		**229,738.00**	99,848.90	129,889.10
CITY BUDGET FOR CAPITAL OUTLAY		**76,400.00**	29,140.21	47,259.79
TOTAL CITY BUDGETS FOR EVENTS & CONTRACTS		**447,038.00**	**186,283.36**	260,754.64
TOTAL AVAILABLE UNCOMMITTED FUNDS				**179,007.00**

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 4/10/2020 **DEPT:** Executive **MEETING DATE**: 4/15/2020

ITEM/TOPIC: Professional Contract for City Manager

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Professional Contract for City Manager, William Taylor.

BACKGROUND/RATIONALE Mr. William Taylor was appointed City Manager at the Organizational meeting on April 8, 2020 and Council requested that the Professional contract be negotiated with Mr. Taylor and brought back to Council with the revisions for consideration.

STAFF RECOMMENDATION:

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.

REVIEWED AND APPROVED BY:
MAYOR LOUIE A. TRUJILLO

DOMINIC CHAVEZ
DEPUTY FINANCE DIRECTOR
(PROCUREMENT)

Ann M. Gallegos by OF.
ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

CITY ATTORNEY
ALL CONTRACTS,
ORDINANCES AND
RESOLUTIONS MUST BE
REVIEWED)

PROFESSIONAL SERVICE CONTRACT
CITY MANAGER

THIS CONTRACT, made and entered into this _____day of _____, 2020, by and between the City of Las Vegas, a municipal corporation (hereinafter called "Employer" or the "City" and **WILLIAM TAYLOR**, (hereinafter called "Employee or "City Manager"):

WHEREAS, pursuant to the City Charter, the Employee has been appointed as the City Manager for the City of Las Vegas, New Mexico by the Mayor and this appointment has been approved by the City Council at its meeting held and

WHEREAS, the City Charter requires that the Governing Body enter into a contract with the City Manager, which shall establish, among other matters compensation, benefits, duties and responsibilities;

NOW, THEREFORE, the parties hereto agree as follows:

1. **TERM:**
   This Contract shall begin on **April 13, 2020** and will continue in effect until the date of the Governing Body's Organizational Meeting which is anticipated to be held in April or May of 2022 after the 2022 City Municipal election.

2. **DUTIES AND AUTHORITY:**

A. Employer agrees to employ **WILLIAM TAYLOR** as the City Manager for the City to perform the functions and duties specified in this contract, any job description adopted by the City Council and the duties outlined in the Charter of the City of Las Vegas.

B. Mayor and Council shall review and evaluate the performance of the City Manager, at least once annually following the adoption of the annual operating budget or at any other time, the Governing Body shall so determine. Said review and evaluation shall be in accordance with specific goals and performance, objectives as determined necessary for the operations of the City utilizing an evaluation form created by Mayor and Council.

3. **COMPENSATION:**
   Employer agrees to pay Employee an annual base salary of $100,000.00 per annum, payable in installments at the same time that the other management employees of the City are paid.

4. **INSURANCE BENEFITS:**

The Employer agrees to provide and pay the same City portions of the insurance benefits, which are provided to all other employees of the City.

5. **VACATION, SICK, AND MILITARY LEAVE:**
The Employee will accrue sick leave and vacation leave in accordance with the City Personnel Policy.

6. **MISCELLANEOUS BENEFITS:**
   A. The City Manager may have the use of a City owned and maintained vehicle for City related purposes.

   B. The Employer agrees to enroll the City Manager into the applicable state or local retirement system (P.E.R.A.) and to make the same contributions to such retirement as other City employees received.

7. **GENERAL BUSINESS EXPENSES:**

   A. The Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in organizations, if the Employer determines that these expenses are necessary for the Employee's professional participation and for the good of the City.

   B. The City shall allow the City Manager to attend training programs with the NM Municipal League and other similar programs to allow the City Manager's professional advancement. The City shall defray tuition, per diem and mileage expenses if these trainings have been approved in advance by the Mayor and City Council.

   C. The City shall provide sufficient support staff for the City Manager.

   D. The Employer shall provide Employee with a computer, software, fax/modem/ and cell phone (or cell phone stipend of $50.00 per month of relevant phone bill) as required for the Employee to perform the job and to maintain communication.

8. **TERMINATION:**
   A. The City Manager understands and agrees that he/she serves at the will of the Governing Body of the City of Las Vegas pursuant to the terms of the City Charter and that he/she may be suspended or removed with or without cause at any time by the Mayor, subject to approval of the City Council, or by a majority of all members of the Governing Body.

   B. Should the Employee be terminated as outlined herein, then this Contract will immediately become null and void.

C. At termination, the City Manager shall be entitled to receive pay for the hours he/she has worked to the point of termination, as well as for the accumulated vacation leave in the time and manner that all other City employees are paid such benefits. Under no circumstances shall the City Manager have a right to severance pay.

9. RESIGNATION:

In the event that Employee voluntarily resigns his/her position with the City, the Employee shall provide a minimum of 14 days notice in writing. The Employee is entitled to accrued annual leave in accordance with the City Personnel Ordinance.

10. SEVERABILITY:

The invalidity of partial invalidity of any portion of this Agreement will not affect the validity of any other provision.

11. HOURS OF WORK:

The Employee shall work a minimum of 40 hours per week plus be available for City needs outside the regular business hours without additional compensation.

12. BINDING EFFECT:

This Contract shall be binding upon and inure to the benefit of the successor and assigns of the parties hereto. No other person(s) shall have any right, benefit or obligation hereunder.

13. LAW THAT APPLIES:

It is mutually agreed by and between the parties hereto that this Agreement shall be performed in Las Vegas, San Miguel County, New Mexico, and further that any legal action or cause of action in connection herewith shall be within the jurisdiction of the appropriate court in San Miguel County, New Mexico, for all purposes.

14. ENTIRE AGREEMENT:

This Contract constitutes the entire agreement between the parties hereto; any prior agreement, whether written or oral, assertion or statement, understanding or other commitment antecedent to this Contract shall not have any force or effect whatsoever, unless the same in mutually agreed to by the parties hereto and reduced to writing. No changes or amendments to this Contract shall be effective, except those on written approval by both parties.

15. NO WAIVER:

No waiver of any of the provisions of this contract shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar),

nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

16. **APPROPRIATIONS:**
The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the Legislature of New Mexico and the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature of the City, this Agreement shall terminate immediately upon written notice being given by the City to Employee. The City's decision as to whether sufficient appropriations are available shall be accepted by the Employee and shall be final. If the City proposes an amendment to the Agreement unilaterally reduce funding, the Employee shall have the option to terminate the Agreement of to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

17. **CONFLICT OF INTEREST; GOVERNMENTAL CONDUCT ACT.**
The Employee warrants that he/she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Employee certifies that the requirements of Governmental Conduct Act, Section 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

18. **PENALTIES FOR VIOLATION OF LAW.**
The Procurement Code, Section 13-1-28 through 13-1-199, NMSA 1978, Imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

Approved by the Governing Body on _____, 20_____.

_____
Louie A. Trujillo
Mayor of the City Of Las Vegas

ATTEST:

_____
City Clerk of the City of Las Vegas

EMPLOYEE/CITY MANAGER

_____

Approved as to Form

_____
Contracted City Attorney

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 4/10/2020 **DEPT:** Executive **MEETING DATE**: 4/15/2020

ITEM/TOPIC: Professional Contract for City Attorney

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Professional Contract for City Attorney, Scott Aaron.

BACKGROUND/RATIONALE Mr. Scott Aaron was appointed City Attorney at the Organizational meeting on April 8, 2020 and Council requested that the Professional contract be negotiated with Mr. Aaron and brought back to Council with the revisions for consideration.

STAFF RECOMMENDATION:

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.

REVIEWED AND APPROVED BY:
MAYOR LOUIE A. TRUJILLO

DOMINIC CHAVEZ
DEPUTY FINANCE DIRECTOR
(PROCUREMENT)

ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

CITY ATTORNEY
ALL CONTRACTS,
ORDINANCES AND
RESOLUTIONS MUST BE
REVIEWED)

PROFESSIONAL SERVICE CONTRACT
CITY ATTORNEY

THIS CONTRACT, made and entered into this _____day of _____, 2020, by and between the City of Las Vegas, a municipal corporation (hereinafter called "Employer" or the "City" and **SCOTT AARON** , (hereinafter called "Employee or "City Attorney"):

WHEREAS, pursuant to the City Charter, the Employee has been appointed as the City Attorney for the City of Las Vegas, New Mexico by the Mayor and this appointment has been approved by the City Council at its meeting held and

WHEREAS, the City Charter requires that the Governing Body enter into a contract with the City Attorney, which shall establish, among other matters compensation, benefits, duties and responsibilities;

NOW, THEREFORE, the parties hereto agree as follows:

1. **TERM:**
   This Contract shall begin on **April 13, 2020** and will continue in effect until the date of the Governing Body's Organizational Meeting which is anticipated to be held in April or May of 2022 after the 2022 City Municipal election.

2. **DUTIES AND AUTHORITY:**

A. Employer agrees to employ **SCOTT AARON** as the City Attorney for the City to perform the functions and duties specified in this contract, any job description adopted by the City Council and the duties outlined in the Charter of the City of Las Vegas.

B. If the City's other staff members seek to obtain counsel or legal opinion on matters of City business, the Employee shall first clear the request with either the City Manager or the Mayor.

C. If City Council members seek to obtain counsel as to a specific matter or a legal opinion as to matters of City business, they shall have the approval of the Governing Body through majority at a regular or special meeting of the City Council in order for the City Attorney to undertake the requested work.

D. Mayor and Council members may seek to obtain information, advisement, counsel, and legal opinions on specific matters pertaining to City business from the City Attorney.

E. City Attorney's job description (attached).

3. **COMPENSATION:**

A. Employer agrees to pay Employee an annual base salary of $100,000.00. per annum, payable in installments at the same time that the other management employees of the City are paid.

B. The employee agrees to represent the City of Las Vegas as a full-time employee and agrees to establish his office and staff at city hall. No outside practice shall occur. The City Attorney shall be available to respond to requests within a reasonable time.

4. **INSURANCE BENEFITS:**
The Employer agrees to provide and pay the same City portions of the insurance benefits which are provided to all other employees of the City.

5. **VACATION, SICK, AND MILITARY LEAVE:**
The Employee will accrue sick leave and vacation leave in accordance with the City Personnel Policy.

6. **MISCELLANEOUS BENEFITS:**

A. The City Attorney may have the use of a City owned and maintained vehicle for City related purposes.

B. The Employer agrees to enroll the City Attorney into the applicable state or local retirement system (P.E.R.A.) and to make the same contributions to such retirement as other City employees received.

7. **GENERAL BUSINESS EXPENSES:**

A. The Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in organizations, if the Employer determines that these expenses are necessary for the Employee's professional participation and for the good of the City.

B. The City shall allow the City Attorney to attend training programs with the NM Municipal League and other similar programs to allow the City Attorney's professional advancement. The City shall defray tuition, per diem and mileage expenses if these trainings have been approved in advance by the Mayor and City Council.

C. The City shall provide sufficient support staff for the City Attorney.

1. One (1) paralegal and one (1) administrative assistant.

D. The City shall allow for and pay for reasonable assistance of outside counsel in specialty areas of the law, for assistance with training of the City Attorney upon approval in advance by Mayor and Council.

E. The Employer shall provide Employee with a computer, software, fax/modem/ and cell phone (or cell phone stipend of $50.00 per month of relevant phone bill) as required for the Employee to perform the job and to maintain communication.

F. Should Employee not be available to attend certain meetings of the Governing Body as required by his/her job description, the City will reasonably provide alternate counsel to serve this purpose.

8. TERMINATION:

A. The City Attorney understands and agrees that he/she serves at the will of the Governing Body of the City of Las Vegas pursuant to the terms of the City Charter and that he/she may be suspended or removed with or without cause at any time by the Mayor, subject to approval of the City Council, or by a majority of all members of the Governing Body.

B. Should the Employee be terminated as outlined herein, then this Contract will immediately become null and void.

C. At termination, the City Attorney shall be entitled to receive pay for the hours he/she has worked to the point of termination, as well as for the accumulated vacation leave in the time and manner that all other City employees are paid such benefits. Under no circumstances shall the City Attorney have a right to severance pay.

9. RESIGNATION:

In the event that Employee voluntarily resigns his/her position with the City, the Employee shall provide a minimum of 14 days notice in writing. The Employee is entitled to accrued annual leave in accordance with the City Personnel Ordinance.

10. SEVERABILITY:

The invalidity of partial invalidity of any portion of this Agreement will not affect the validity of any other provision.

11. HOURS OF WORK:

The Employee shall work a minimum of 40 hours per week plus be available for City needs (as identified and determined by the City Manager) outside the regular business hours without additional compensation.

12. BINDING EFFECT:

This Contract shall be binding upon and inure to the benefit of the successor and assigns of the parties hereto. No other person(s) shall have any right, benefit or obligation hereunder.

13. LAW THAT APPLIES:

It is mutually agreed by and between the parties hereto that this Agreement shall be performed in Las Vegas, San Miguel County, New Mexico, and further that any legal action or cause of action in connection herewith shall be within the jurisdiction of the appropriate court in San Miguel County, New Mexico, for all purposes.

14. ENTIRE AGREEMENT:

This Contract constitutes the entire agreement between the parties hereto; any prior agreement, whether written or oral, assertion or statement, understanding or other commitment antecedent to this Contract shall not have any force or effect whatsoever, unless the same in mutually agreed to by the parties hereto and reduced to writing. No changes or amendments to this Contract shall be effective, except those on written approval by both parties.

15. NO WAIVER:

No waiver of any of the provisions of this contract shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

16. APPROPRIATIONS:

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the Legislature of New Mexico and the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature of the City, this Agreement shall terminate immediately upon written notice being given by the City to Employee. The City's decision as to whether sufficient appropriations are available shall be accepted by the Employee and shall be final. If the City proposes an amendment to the Agreement unilaterally reduce funding, the Employee shall have the option to terminate the Agreement of to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

17. CONFLICT OF INTEREST; GOVERNMENTAL CONDUCT ACT.

The Employee warrants that he/she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Employee certifies that the requirements of Governmental Conduct Act, Section 10-16-1 through 10-16-18, NMSA 1978, regarding contracting

with a public officer or state employee or former state employee have been followed.

18. **PENALTIES FOR VIOLATION OF LAW.**
The Procurement Code, Section 13-1-28 through 13-1-199, NMSA 1978, Imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

Approved by the Governing Body on _____, 20_____.

_____
Louie A. Trujillo
Mayor of the City Of Las Vegas

ATTEST:

_____
City Clerk of the City of Las Vegas

EMPLOYEE/CITY ATTORNEY

_____

Approved as to Form

_____
Contracted City Attorney

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 4/10/2020 **DEPT:** Executive **MEETING DATE**: 4/15/2020

ITEM/TOPIC: Appointment of Finance Director

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to appoint Mary Romero as Finance Director.

BACKGROUND/RATIONALE As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing Body.

STAFF RECOMMENDATION:

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.

REVIEWED AND APPROVED BY:
MAYOR LOUIE A. TRUJILLO

DOMINIC CHAVEZ
DEPUTY FINANCE DIRECTOR
(PROCUREMENT)

ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

CITY ATTORNEY
ALL CONTRACTS,
ORDINANCES AND
RESOLUTIONS MUST BE
REVIEWED)

Mary V. Romero
712 Lincoln St,
Las Vegas, NM 87701

Phone: (575)520-2522
E-mail: mvromer@msn.com

Education:
New Mexico Highlands University, Master of Business Administration. July, 1993.
New Mexico Highlands University, Bachelor of Arts in Business Administration with concentration in Professional Accounting. July, 1987.

Certification:
Certified Public Accountant, April 25, 1990. Certificate number 3528. Retired.

Professional Experience:
Accountant, July 1990 – Present
Prepare monthly, quarterly and annual financial statements, governmental reports, tax returns, annual Medicare and Medicaid cost reports, payroll, other general accounting services, interview and hire employees, represent agencies in arbitration hearings, and provide other business consulting services as needed.

Dean, School of Business, Media and Technology, NMHU, July 2018 – July 2019
Responsible for the organization and function of the School of Business, Media and Technology which includes two academic departments, Department of Business Administration and Department of Media Arts. Facilitated consensus among faculty. Administrative functions; including all aspects of curricula planning and development, faculty and staff evaluation, outcomes assessment, faculty development, budgets, and facilities of the school. Responsible for ACBSP accreditation requirements.

Department Chair and Professor of Accounting, Department of Business Administration, NMHU, Dec 2016 – June 2018
Responsible for the administration of the Department of Business Administration's budget and curriculum. Provided supervision and leadership for the department's faculty by facilitating consensus among faculty. Academic and administrative functions included curricula planning and development, class scheduling, faculty and staff evaluation, outcomes assessment, faculty development, budgets, and holding regular department faculty meetings. Facilitated the preparation and implementation of the department's BBA and MBA outcomes assessment plan. Collected five years of student outcomes data, and prepared outcomes assessment reports. Prepared the Student Outcomes Assessment section of the ACBSP ten-year reaccreditation report.

Professor of Accounting, Dept of Business Admin, NMHU, August 2014 – December 2016
Courses taught: Intermediate Accounting 1, Intermediate Accounting 2, Intermediate Accounting 3, and Accounting Technology. Advise and mentor students. Prepared and implemented the outcomes assessment plan for the accounting BBA and MBA.

Assistant Professor of Accounting, NMHU School of Bus Admin, August 2006 – August 2012
Courses taught: Principles of Financial Accounting, Principles of Managerial Accounting, Intermediate Accounting I, Intermediate Accounting II, Intermediate Accounting III, Accounting Systems, Tax Planning, Accounting Technology, Computer Technology, CPA Review, Governmental Accounting, International Accounting, Cost Accounting, Individual Taxation, Current Topics in Accounting, Micro Computer Applications in Business, Business Law and other courses as needed. Student advisement, faculty advisor to NMHU Association of Latino Professionals in Finance and Accounting Student Chapter, served on various faculty committees.

Accounting Instructor, Luna Community College, August 1991 – August 2001
Instructor of all accounting and many management information classes. Provided student advisement and served on various LCC committees.

Adjunct Professor of Accounting, NMHU School of Business Admin, June, 1989 – May, 1991
Courses taught: Principles of Financial Accounting, Principles of Managerial Accounting, and Principles of Financial Accounting Labs.

Graduate Assistant, NMHU School of Business Admin, January, 1988 – December, 1988
Teaching assistant for Professor Ursel Albers in Principles of Financial Accounting and Principles of Managerial Accounting courses, preparation of course materials for professors, accounting and finance tutor.

Executive Director, Youth College, Luna Community College, May, 2000 – August, 2000
Organized, administered, and managed the first Youth College at LCC. Developed curriculum, developed and implemented a database to track students through graduation from high school, interviewed and hired 14 employees and 60 volunteers, scheduled guest speakers, administered summer food program, ensured personnel were on task and activity goals and objectives met.

Partner, Romero, Bowers & Romero, CPAs, January, 1989 – August, 1991
Performed audits of governmental and private non-profit entities; prepared tax returns for corporations, partnerships, proprietors, and individuals; set-up manual and computerized accounting systems; provided business consulting and general accounting services.

Executive Director, Helping Hands, Inc., Mora, NM July, 1982 – June, 1985
Administered seven health care, youth recreation, alcoholism outpatient, and counseling programs. Proposal writing for funding from various state and federal programs. Liaison between board of directors, funding agencies, and staff. Supervised 37 employees.

Assist Director/Financial Manager, Helping Hands, Inc., Mora, NM June, 1976 – July, 1982
Monitored various state and federal contract for compliance with laws and regulations. Trained new employees and held weekly staff meetings. Developed a manual governmental accounting system for agency. Maintained integrated accounting system, prepared monthly and annual governmental financial statements, and handled all aspects of annual audits.

Community Service:

Las Vegas New Mexico Community Foundation board member and treasurer. Member of the Executive Board Committee.

Provided volunteer income tax assistance for NMHU students and low-income community members. Participated in the IRS Volunteer Income Tax Assistance Program (VITA) for the over 20 years. Prepared federal and state income tax returns for NMHU students, community of Las Vegas and surrounding areas.

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 4/10/2020 **DEPT:** Executive **MEETING DATE**: 4/15/2020

ITEM/TOPIC: Appointment of Community Development Director

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to appoint William Hendrickson as Community Development Director.

BACKGROUND/RATIONALE As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing Body.

STAFF RECOMMENDATION:

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.

REVIEWED AND APPROVED BY:
MAYOR LOUIE A. TRUJILLO

DOMINIC CHAVEZ
DEPUTY FINANCE DIRECTOR
(PROCUREMENT)

ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

CITY ATTORNEY
ALL CONTRACTS,
ORDINANCES AND
RESOLUTIONS MUST BE
REVIEWED)

4/9/2020

City of Las Vegas
Louie Trujillo, Mayor
Bill Taylor, City Manager

Reference: Position for Community Development Director

I am providing this cover letter, my resume and the City Employment Application in response to the impending position for Community Development Director.

From a community development standpoint, I have been working in the area of economic development for Las Vegas/San Miguel County and Portales/Roosevelt County, both rural communities, for the past five and a half years. I have developed working relationships with the various organizations and State Departments associated with community/economic development. This allows me to draw on these relationships to assist the City and the community in fulfilling the needs and plans that exist, and for future development.

From a management standpoint, my experience ranges from working independently as an Executive Director for non-profits in the area of economic development, to supervising crews, site facility management, and program operations management for a government contract. This background has provided me with the ability to work and manage the complexities of the multiple parts that make up a city's organization. I understand the importance of having the right people in positions of responsibility as well as the importance of assisting and providing guidance to accomplish the goals of the City.

Finally, as a resident of Las Vegas, I am aware of our history, our needs, and the desires as developed in the various plans of the City. I have a good track record of working with many of the organizations and key individuals in the community to make things happen for the betterment of all.

Best Regards,

William Hendrickson
505-490-5738
billmh@msn.com

William M Hendrickson

PO Box 3242, Las Vegas, NNM 87701 , E-Mail: billmh@msn.com

Home Phone: 505-490-5738

Objective: Management position which draws on my demonstrated skills and education for business management, community/economic development, personnel management, training, and diversity

Profile: Motivated professional with both college degrees and hands on experience. Five years economic development experience working with rural communities. Twenty years progressive experience in program and facility management to include budgeting, data analysis, process analysis, systems analysis and integration, Facility maintenance and operations, training & safety, customer service processes, and technical/management liaison. Both a team player and a team builder, accomplished by implementing good ethical practices and maintaining a diverse workplace. Experienced working in the Middle East.

Skills Summary:

Community/economic Development, Program/Project Mgmt., Delegating, Planning Report Preparation, Quality Control Processes, Interviewing/Hiring, Budgeting, Prioritizing, Personnel Assessment, Computer Savvy.

Sales and marketing experience, extensive software experience including Windows, Microsoft Access, PowerPoint, and Excel, Visual Basic, and web technologies. Hardware experience includes PC, servers, peripherals, and networks. Ability to handle multiple projects as a facilitator or team player. Good presentation, interpersonal, and customer relations skills.

Professional Experience:

Economic Development: Business recruitment, entrepreneur/business support/development, grant writing.

Program Management: Policy and procedure development, Training and Safety Program development, Data Analysis, Presentations and reporting, Customer interfacing.

Facility Management: Work Prioritizing, Workorder Management

Personnel Management: Interviewing, Personnel Selection/Assessment, Training/Disciplining/Rewarding.

Education Experience: Developing and implementing training programs, GED Math instructor, and Secondary Education degree program.

Employment History:

Roosevelt County Community Development Corp, Portales, NM 5/18-Present

Business Consulting, Las Vegas, NM 11/17-5/18

Las Vegas/San Miguel Economic Development Corp, Las Vegas, NM, Executive Director, 11/14-11/17

Mideast LTA, Kuwait, Flight Operations Director and Training, 06/06 – 11/14

Lockheed Martin, Deming, NM, Facility Manager/Site Manager USAF TARS Program, 6/02-06/06

Lockheed Martin, Cudjoe Key, FL, Flight Operations Director, 4/01-6/02

Cyber Exchange, Orlando, FL, Owner/Manager Computer Retail, 2/97-4/01

Lockheed Martin, Cape Canaveral, FL, Operations Management USAF TARS Program Office, 1/93-1/97

Loral Aerospace Services, PAFB, FL, Training and Safety Supervisor, 2/92-1/93

GE, Melbourne, FL, Flight Operations Director/Trainer, 1982-1992

Education:

Western NM Univ.; New Mexico Economic Development Course, 2015

Grand Canyon Univ., Master in Secondary Ed. Program Coursework, 2008-2009

Univ. of Central Florida, MBA, Business 1990

Univ. of South Florida, BA, Geology 1973

Organizations:

Portales: Rotary Club, Member; Portales Chamber, Board Member; Portales Military Affairs Committee; Youth Success, Chair Vocational & Career Pathways, High Plains Small Business League founding member.

Las Vegas: Rotary Club, past board member; Sunrise Kiwanis Club, past board member; North Central New Mexico Economic Development District (NCNMEDD), Past board member; North East Economic Development Organization (NEEDO), Past board member; Las Vegas Community Foundation, past board member

City of Las Vegas

1700 N. Grand Ave., Las Vegas, New Mexico 87701
(505)454.1401 · fax (505) 425.7335
www.lasvegasnm.gov

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, marital or veteran status, or the presence of a medical condition or disability (unless a bona fide occupational qualification for position).

Position Applied: Community Development Director

Are you available to work (check all that apply)

☑ Full-Time ☐ Part-Time ☐ Temporary/Seasonal

PERSONAL INFORMATION

Name Hendrickson (Last) William (First) Mansfield (Middle)

Mailing Address PO Box 3242 (Number, Street) Las Vegas, NM 87701 (City, State, Zip)

Physical Address 825 7th St (Number, Street) Las Vegas, NM 87701 (City, State, Zip)

Telephone (Home) ( ) _____ (Cell) (505) 490-5738

Have you ever used a different name for school or employment? Yes ☐ No ☑

If so, what name(s): _____

Have you ever been employed by the City of Las Vegas? Yes ☐ No ☑

If yes, give date(s) and reason for leaving: _____

Does the City of Las Vegas employ any relatives of yours? Yes ☐ No ☑

Name _____

Relationship _____

Are you eligible to work in the United States? Yes ☑ No ☐

(If selected, proof of eligibility will be required)

Do you possess a valid Driver's License Yes ☑ No ☐

State NM Class D License # 500631791

For Human Resource Use Only

Record of Receipt

Date: _____ Time: _____

Received by: _____

TDMJanuary2012

INSTRUCTIONS
PLEASE READ FIRST

- Complete this application in ink.
- You must specify the position you are applying for.
- Resumes are not accepted in lieu of applications.
- Each position you apply for requires a separate application. Copies of your application are acceptable. Each must be clear, have an original signature and correct job title and required attachments.
- Applications and attachments become official property of the City of Las Vegas and cannot be returned after being submitted.
- Read the job posting to assure you meet all of the minimum qualifications set forth for the available position.
- If high school/GED, college education, or certification is required, either attached a copy of your diploma, degree, transcripts or required certifications to application.
- If additional space is needed for completion of answers you may attach a separate sheet of paper.
- Your completed application is the primary source of information used in making selection decisions. Carefully complete each experience block describing your work or volunteer experience. Your qualifications for a position will depend on your description of previous experience and its relevance to the position you are seeking.
- Applications must be submitted to the Human Resource Department by deadline posted to be considered for the vacant position.
- Applications will be reviewed and forwarded to the Department Director.
- All applications will be kept on file for six (6) months after it is received.

EDUCATION

Yes ✔ No	High School Graduate / GED Certification? If no, indicate grade completed ___
Vocational / Technical: School-Major Field:	Hours Completed:___
Business College: University of Central Florida Major Field: Business Administration	Hours Completed: 53
College or University - Name: University of Central Florida	

UNDERGRADUATE		GRADUATE
School(s) University of South Florida		School(s) University of Central Florida
Major Field(s) Geology		Major Field(s) Masters in Business Administration
Hours Completed: 122		Hours Completed: 53

Degree(s) Received: BA Geology, MBA
(Copies of diploma and/or transcripts may be requested upon offer of employment)

1. License/Certificate Issued by:			
Field / Trade / Specialization:	Lic. / Cert. Number:	Issue Date:	Exp. Date:

2. License/Certificate Issued by:			
Field / Trade / Specialization:	Lic. / Cert. Number:	Issue Date:	Exp. Date:

APPLICANT DATA RECORD

In order to help us comply with Equal Employment Opportunity record keeping, reporting and other legal requirements, we ask that you please fill out the information requested below. This is not required, the information will not be used in the employment process, but we would appreciate your cooperation. If you choose not to provide the information you will still be considered for the position you applied for.

Sex: ☑ Male ☐ Female Veteran of Vietnam-era: ☐ Yes (Fill out attachment) ☑ No

Veteran of the Vietnam-era means a veteran, any part of whose active military, naval, or air service, was during the period of August 5, 1964 through May 7, 1975 who (i) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, or (ii) was discharged or released from active duty because of a service-connected disability.

Race/Ethnic Group
(Choose the ethnic group with which you most closely identify and mark the box provided.

☑ White ☐ Black ☐ Hispanic ☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander

WORK EXPERIENCE

List your last four (4) employers, assignments or volunteer activities that would be relevant to this position; starting with the most recent, including military experience. Explain any gaps in employment in the ***COMMENTS section***. You may submit a resume, but a resume is not a substitute for this application.

Employer: Roosevelt County Community Development Corp	Telephone: 575-356-8541	Dates Employed:
Address: 100 S. Ave A, Portales, NM 88130		From: May 1 2018
Job Title: Executive Director		To: March 31st 2020
Immediate Supervisor and Title: Randy Knudson, Prersident of the Board		Hourly Rate / Salary:
Reason for Leaving: Resigned to return to Las Vegas, NM		Start: 52,500
Summarize work performed/job responsibilities:		Final: 53550
Managed economic development program. Business attraction/expansion was the main focus. Acted		May we contact for reference?
as agent for the City of Portales in allocating their LEDA funding supporting local businesses.		☑ Yes ☐ No

Employer: Self Employed	Telephone: 505-490-5738	Dates Employed:
Address: 825 7th St, Las Vegas, NM 87701		From: Nov 2017
Job Title: Consultant		To: May 2018
Immediate Supervisor and Title: Self		Hourly Rate / Salary:
Reason for Leaving: Took poisition in Portales, NM		Start:
Summarize work performed/job responsibilities: Provided busines advice in areas of marketing, personne		Final:
and basic business operation. Also worked with contractors developing the		May we contact for reference?
San Miguel County Comprehensive Plan.		☑ Yes ☐ No

Employer: Las Vegas Economic Deviopemnt Corp	Telephone: Unknown	Dates Employed:
Address: Unknown		From: Nov 2014
Job Title: Executive Director		To: Nov 2017
Immediate Supervisor and Title: Present board has disbanded. President is in a nursing home with seve		Hourly Rate / Salary:
Reason for Leaving: Resigned for personal reasons		Start: 50,000
Summarize work performed/job responsibilities: Managed the corp economic development plan.		Final: 55,000
Primary focus was business attraction and expansion support.		May we contact for reference?
		☐ Yes ☐ No

Employer: Mideast LTA	Telephone: 407-719-7900	Dates Employed:
Address: Jahra, Kuwait, overseas address		From: May 2006
Job Title: Flight Director		To: Nov 2017
Immediate Supervisor and Title: Tom Wiler, Site Manager (phone number is Mr. Wiler's now stateside)		Hourly Rate / Salary:
Reason for Leaving: Took the position in Las Vegas, NM		Start: 60,000
Summarize work performed/job responsibilities: Managed flight operations and maintenance on		Final: 80,000
a Kuwaiti Air Force project as a civilian contractor		May we contact for reference?
		☑ Yes ☐ No

ACKNOWLEDGEMENT

PLEASE READ AND SIGN THE STATEMENTS BELOW
(Unsigned applications will be rejected and not be considered):

The facts set forth in my application for employment are true and complete, to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that the City of Las Vegas and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application.

Applicant Signature: William Hendrickson Date: 03 / 31 / 2020

DOB: 09 / 16 / 1951

PRE-EMPLOYMENT SCREENING ACKNOWLEDGMENT AND AGREEMENT

By my signature below, I William Hendrickson, realize and understand that if considered for employment with the City of Las Vegas, I will be required to submit to pre-employment screenings as a condition of hire. The City of Las Vegas will pay for this drug screening.

My signature below also serves to acknowledge and agree to the fact that if I receive a preliminary offer of employment with the City of Las Vegas, and accept it, one factor that must be met PRIOR to a final offer of employment being made is the successful completion of all pre-employment screenings. If successful completion of a pre-employment screenings is not obtained, I understand I will not be eligible for hire with the City of Las Vegas.

Applicant Signature: William Hendrickson Date: 03 / 31 / 2020

DOB: 09 / 16 / 1951

AUTHORIZATION FOR RELEASE OF CRIMINAL ARRESTS AND DRIVING RECORD

I authorize the City of Las Vegas to obtain criminal arrests and driving record information about me from law enforcement agencies, courts of law, and motor vehicle departments, of any state in which I reside (or have resided).

Applicant Signature: William Hendrickson Date: 03 / 31 / 2020

DOB: 09 / 16 / 1951

CITY OF LAS VEGAS
JOB APPLICATION
VETERAN'S CERTIFICATION FORM

/ NAME: William Hendrickson Position Title: Comunity Development Director

Pursuant to City of Las Vegas Resolution No. 13-40, the City of Las Vegas Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment.

The purpose of this form is to allow job applicants the opportunity to identify and certify that they are a veteran who has an honorable discharge from the military or to verify that the job applicant is a member of the National Guard or Reserve who has successfully completed basic training.

Once verified and/or certified as a veteran AND if it is determined that the veteran applicant meets or exceeds the minimum qualifications on a recruitment announcement, the HRD will identify the veteran applicant on the list of eligible applicants for the department/division seeking to fill the position. Once certified and identified by HRD the department/division shall interview the identified veteran.

In further accordance with the City of Las Vegas Resolution No. 13-40; the Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Las Vegas.

To identify yourself as a veteran or a member of the National Guard or Reserve who has successfully completed basic training, answer the following questions:

		Yes	No
1.	Have you ever served in United States Military on Active, Guard or Reserve status?	o	ø
2.	Did you receive an honorable discharge?	o	ø
3.	Are you a member of the National Guard or Reserve who has successfully completed basic training?	o	ø

To certify your veteran status please attach a copy of your "DD214" or "DD215" form, and/or proof of current Active, Guard or Reserve enlistment.

Please ensure your application clearly indicates your military experience and identify any education, job duties and/or responsibilities.

Signature William Hendrickson Date 03/31/2020

Print Name William Hendrickson

Applicant Drug Testing Acknowledgment

**(This form only applies to USDOT Applicants applying for a safety-sensitive position within the City of Las Vegas Meadow City Express/Transportation Department)

I understand that as part of my application for employment I must successfully complete a USDOT drug test as required by 49 CFR Parts 40 & 655. I understand that a negative test result is required before I will be able to perform a safety sensitive function. Participation in the Federal Drug and Alcohol Testing Program is a condition of employment.

I also certify that I have not had a positive drug test result or refused to test on a DOT pre-employment drug test in the past two (2) years.

_____	_____
Signature of Applicant	Witness
_____	_____
Date	Date

Regular

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 3/27/20 **DEPT: Finance** **MEETING DATE: 04/15/2020**

ITEM/TOPIC: Resolution 20-10

ACTION REQUESTED OF COUNCIL: APPROVAL/DISAPPROVAL

BACKGROUND/RATIONALE: The City of Las Vegas is requesting increases to the FY2020 Budgeted revenues and expenditures within various funds of the FY2020 Budget.

STAFF RECOMMENDATION: Approval

COMMITTEE RECOMMENDATION: None

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:

LOUIE A. TRUJILLO
MAYOR

DOMINIC CHAVEZ, DEPUTY FINANCE DIRECTOR (PROCUREMENT)

ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

CITY ATTORNEY
(ALL RESOLUTIONS, ORDINANCES & CONTRACTS MUST BE REVIEWED)

STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF LAS VEGAS
RESOLUTION NO. 20-10

WHEREAS, The Governing Body in and for the Municipality of Las Vegas, State of New Mexico has developed a budget adjustment request for fiscal year 2019-20, and

WHEREAS, said budget adjustments were developed on the basis of increases in revenues, expenditures through cooperation with all user departments, elected officials and other department supervisors, please see attached schedule; and

WHEREAS, the City of Las Vegas is in need of making budget adjustments in the 2019-20 fiscal year budget; to include a net increase of $90,000.00 in revenues and expenditures for communication equipment needed by the City of Las Vegas Fire Department to be funded by a 100% grant from New Fire Protection in Fund 203 – State Fire/Grant; a net increase of $25,738.00 in revenues and expenditures to be funded by a grant from New Mexico Department Health for Emergency Medical Services, City of Las Vegas Fire Department - $12,763.00 and Superior Ambulance – LV $12,975.00 in Fund 206 – Emergency Medical Service; a net increase of $6,000.00 in revenue and expenditures for hazardous materials response to a WIPP transportation event to be funded by NM Energy, Minerals and Natural Resources Department in fund 260 – Waste Isolation Pilot Project and a net increase in revenues for NMFA Debt Service - $11,193.36 in Fund 645.

WHEREAS, it is the majority opinion of this governing body that the budget adjustment request be approved and meets the requirements as currently determined for fiscal year 2019-20;

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Municipality of the City of Las Vegas, State of New Mexico hereby approves the budget adjustment request herein above described and respectfully requests approval from the Local Governing Division of the Department of Finance and Administration.

RESOLVED: In session this 15th day of April, 2020

_____
Louie A. Trujillo, Mayor

ATTEST:

_____
Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

_____
City Attorney

CITY OF LAS VEGAS

RESOLUTION # 20-10

BUDGET ADJUST REQUEST

FISCAL YEAR 2020

Resolution 20-10	Fund		Revenues	Transfers	Expenditures	
State Fire/Grant	203-0000-450-5309	STATE GRANT	90,000.00			NM Fire Proctection Grant
State Fire/Grant	203-0000-710-8004	EQUIPMENT			90,000.00	NM Fire Proctection Grant
Emergency Medical Services	206-0000-430-5302	Emergency Medical Grant	25,738.00			DOH - EMS Grant
Emergency Medical Services	206-0000-710-7114	EMS Supplies			25,738.00	DOH - EMS Grant
Waste Isolation Pilot Project	260-0000-430-5878	St Fire Marshal Enery, Minerals & Natural Resources	6,000.00			NM Minerals and Natural Resources Dept
Waste Isolation Pilot Project	260-0000-710-8004	Equipment			6,000.00	NM Minerals and Natural Resources Dept
NMFA Debt Service	645-0000-510-5504	Reibursements and Refunds	11,193.36		11,193.36	Bank Deposit
			132,931.36	-	132,931.36	

Invoice No.: 20200116 FY 20 FP Grant Award

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

DISTRICT 1 CYNTHIA B. HALL
DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
DISTRICT 3 VALERIE ESPINOZA
DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
DISTRICT 5 STEPHEN FISCHMANN

INTERIM CHIEF OF STAFF
Jason N. Montoya, P.E.

P.O. Box 1269
1120 Paseo de Peralta
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
John Kondratick
Interim State Fire Marshal
Phone (505) 470-1044
Fax (505)476-0100

January 16, 2020

Treasurer
City of Las Vegas
1700 N Grand Ave Las Vegas, NM 87701-4731

Ref: FY 20 New Mexico Fire Protection Grant Council Award Notice

Dear Treasurer:

Congratulations! Your grant application on behalf of the **City of Las Vegas Fire Department** for **Communication** has been reviewed and an award has been granted.

Over *120* grant applications were submitted and over $23 million in needs were considered, while $10.7 million were available for distribution. The **City of Las Vegas Fire Department** has met the minimum requirements and is clearly addressing a critical need affecting the ISO fire protection classification. The specifications submitted for the equipment needs identified in the 2020 Grant application must be approved by this office by close of business February 1, 2020 and prior to encumbering any funds. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

Upon approval of the specifications, FY 20 Grant Award funds in the amount of **$90,000.00**, for the purchase of the approved project request; are scheduled to be distributed via ACH no later than February 28, 2020. Notification of ACH distribution will be sent via email, prior to the ACH release by the Department of Finance and Administration (DFA).

The deadline to encumber the money by contract with the vendor is **May 15, 2020**. If the bid amount exceeds the awarded amount plus the required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment may be purchased for less than the grant amount plus the matching amount, **the remaining money shall be returned to the grant fund**. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

If further information is required, please contact Deputy Fire Marshal Randy Varela, Fire Service Support Bureau at (505) 709-8150.

Sincerely,

John Kondratick
Interim State Fire Marshal

Sincerely,

Norma Jean Valdez
Grant Council Chair

xc: Chief
Board of County Commissioners

FY20 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST

Upon completion of the funded project, this checklist must be submitted to the State Fire Marshal's Office, Fire Services Support Bureau.

DEPARTMENT NAME: City of Las Vegas COUNTY: San Miguel

FUNDED PROJECT: Communication

AMOUNT AWARDED: $90,000.00

PROJECT CHECKLIST

Benchmark	Deadline	Date	Name of SFMO Representative
Project specifications submitted to State Fire Marshal's Office for Review/Approval	November 1, 2019	Submittal Date	Submitted to:
Approval from SFMO to proceed with project specifications	February 15, 2020	Approval Date	Approved by:
Funds Encumbered by Procurement Code	May 15, 2020	Encumbrance Date	Encumbrance Method Contract/Purchase Order #
Project Completed		Goods/Services Received Date	
SFMO Inspection		Requested Date	Requested of whom:
SFMO Inspection Completed		Inspection Date	By Whom:
SFMO Check of NFIRS Compliance			

MICHELLE LUJAN GRISHAM
GOVERNOR

NEW MEXICO
DEPARTMENT OF
HEALTH

KATHYLEEN M KUNKEL
CABINET SECRETARY

August 12, 2019

City of Las Vegas
1700 N. Grand Ave.
Las Vegas, NM 87701

Dear Sir/Mam:

In accordance with the Terms of Rules Governing in Emergency Medical Services Fund Act, DOH 7.27.4 NMAC, a warrant in the amount of **$25,738.00** is authorized for disbursement on behalf of the following local recipient (s) in accordance with their approved applications:

City of Las Vegas Fire Department $12,763.00 *Superior Ambulance -LV $12,975.00*

These funds from the Local Funding Program of the EMS Fund Act for FY 20 (July 1,2019 June 30,2020) must be accounted for in accordance with the rules set forth by the New Mexico Department of Finance and Administration, Local Government Division and the EMS Fund Act Rules 7.27.4 NMAC.

In order to keep our records in order, we are asking that each Applicant (Fiscal Agent) submit an itemized expenditures report for FY19 EMS Fund Act Local Funding Award (July 1, 2018 – June 30, 2019). If you administer funds for more than one (1) Local recipient, please submit a report for each.

If you have any questions, please contact me at (505) 476-8233 or by e-mail at ann.martinez1@state.nm.us

Sincerely,
Ann Martinez
Ann Martinez FF I / EMT- I
EMS Fund Act Coordinator

Xc: EMS Regional Director
City of Las Vegas
Local Government Division/DFA

EPIDEMIOLOGY AND RESPONSE EMERGENCY MEDICAL SYSTEMS BUREAU
1301 Siler Rd Bldg F • Santa Fe, New Mexico • 87507
(505) 476-8200 • FAX: (505) 471-2122 • www.nmems.org

ACCREDITED HEALTH DEPARTMENT
PHAB
Public Health Accreditation Board

MEMORANDUM OF AGREEMENT BETWEEN THE NEW MEXICO ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT AND THE CITY OF LAS VEGAS

THIS MEMORANDUM OF AGREEMENT (MOA) is entered into by and between the State of New Mexico, Energy, Minerals and Natural Resources Department (EMNRD) and the City of Las Vegas (City).

WHEREAS, EMNRD is responsible for providing staff support to the New Mexico Radioactive Waste Consultation Task Force (Task Force) authorized pursuant to NMSA 1978, § 74-4A-1 through 74-4A-14;

WHEREAS, the U.S. Department of Energy (DOE) has entered into a Cooperative Agreement with EMNRD to implement the Waste Isolation Pilot Plant (WIPP) transportation safety program;

WHEREAS, EMNRD is responsible for management of funds provided under the Cooperative Agreement DE-EM0004167 (Cooperative Agreement) (Attachment 1) between the State of New Mexico and the U.S. Department of Energy Carlsbad Field Office (DOE-CBFO);

WHEREAS, EMNRD is responsible for meeting the requirements of DOE's Special Terms and Conditions for Financial Assistance Awards (Special Terms and Conditions) (Attachment 2);

WHEREAS, in the approved budget (Approved Budget) (Attachment 3) of the Cooperative Agreement between the State of New Mexico and DOE, EMNRD is provided funding to assure that appropriate emergency response personnel in state, local, and tribal governments and emergency response organizations along the New Mexico WIPP routes are properly and adequately equipped to safely and effectively respond to, abate and control, and assist in the mitigation of a WIPP transportation emergency;

WHEREAS, DOE has agreed to provide funds to off-set costs associated with a hazardous materials response to a WIPP transportation event, of which up to $6,000.00 is allocated under this MOA for the City of Las Vegas Fire Department;

WHEREAS, the City does not have an existing mechanism to receive funding from DOE;

WHEREAS, the purpose of this MOA is to provide the City access to the funds provided under the Cooperative Agreement;

WHEREAS, EMNRD seeks to use its experience in oversight of the Cooperative Agreement to support management of those funds provided within the Approved Budget; and

WHEREAS, EMNRD and the City desire to enter into this Agreement for administrative efficiency so that the funds can be expended through a single program;

NOW, THEREFORE, THE PARTIES AGREE as follows:

1. **EMNRD shall:**

A) provide the City with a statement of annual funding prior to June 1 of each state Fiscal Year;

B) provide management of the funds allocated under the Approved Budget to be provided to the City and to be used by the City of Las Vegas Fire Department and reimburse the City for costs incurred under this MOA in an amount not to exceed six thousand dollars ($6,000.00), including New Mexico Governmental Gross Receipts Taxes, if applicable, and any travel necessary, for each fiscal year this MOA is in effect, subject to expected approval of the appropriate budget amounts when EMNRD submits its budget to DOE each fiscal year. Upon notification by EMNRD of available Fiscal Year funding, the City and EMNRD shall jointly develop projects that enhance the response to a WIPP transportation event;

C) reimburse the City quarterly, for expenses arising from the MOA in accordance with the Cost Principles for Local Governments located in 2 Code of Federal Regulations (C.F.R.) 200;

D) render assistance in the development of a hazardous materials and radiological response program;

E) determine if the City's project justifications and workplans are sufficient to enhance the response capability as it relates to a WIPP transportation event prior to project start, and review proposed expenditures for funding eligibility;

F) review quarterly progress reports as required under the Special Terms and Conditions; and

G) provide quarterly progress and financial reports to the DOE.

2. **The City shall**:

A) comply with the established rules and regulations in the Cooperative Agreement;

B) submit in writing to EMNRD WIPP program staff a project justification for approval on each project, and have written approval prior to expending

any funds within this MOA to include all equipment purchases, proposed travel, and training-related expenses;

C) successfully implement, in all respects, the activities outlined below:

1) develop and implement a city-wide hazardous materials emergency response training program, including response protocols (to include fire fighters, emergency medical service providers, law enforcement officers, dispatchers, emergency managers, and volunteers, and others as appropriate) that enhances the response capability of emergency responders as it pertains to hazardous materials without negatively impacting other areas of response training;

2) use funds to provide OSHA 29 C.F.R. 1910.120 (Attachment 4) compliant awareness level training for personnel that may come upon an incident while performing their normal duties; OSHA 29 C.F.R. 1910.120 compliant operations level training for responders who will likely respond to an incident to take defensive actions to protect nearby persons, property, or the environment;

3) provide training on instruction on the State Hazardous Materials Emergency Response Plan (Attachment 5) and emergency response as it applies to an incident involving a WIPP shipment;

4) use funds for training-related expenses that enhance the WIPP transportation safety program, including course tuition, course materials, training aids, travel and per diem for fire services related activity, and instructor fees that are incurred for the purpose of enhancing its hazardous materials emergency response capability;

5) demonstrate proficiency as it pertains to hazardous materials emergency response through mutually agreed upon participation in drills or exercises conducted by the Task Force. Funds allocated under this MOA may be used to support the local jurisdiction in preparation of and during Task Force training and exercises. Such expenses intended for WIPP training, drills, and exercises will be to the City Emergency Manager by the Department of Homeland Security and Emergency Management (DHSEM) through a separate agreement between DHSEM and the City.

6) submit detailed statements accounting for all services performed, goods obtained, and expenses incurred to EMNRD for reimbursement. If EMNRD finds that the statement, services, goods, or expenses are not acceptable, within 30 days after the date of receipt of (i) written notice from the City that payment is requested, and (ii) all supporting documentation, EMNRD shall provide the City a letter of exception explaining the defect or objection to the statement, services, goods, or expenses, and outlining steps the City may take to provide remedial action. Upon EMNRD's certification that the statement, supporting documentation, services, goods, or expenses have been received and accepted, EMNRD shall tender payment to the City within 30 days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, EMNRD shall not incur late

charges, interest, or penalties, for failure to make payment within the time specified herein;

7) provide written quarterly project performance reports to EMNRD in accordance with the Cooperative Agreement, beginning with the first report due September 30, 2019 and on the last day of the month ending the quarter thereafter throughout the duration of this MOA, and until the completion of all projects, and all funds are expended in the approved Fiscal Year;

8) provide written quarterly financial reports on the projects to EMNRD with the first report due September 30, 2019 and on the last day of the month ending the quarter thereafter throughout the duration of this MOA, and until the completion of all projects, and all funds are expended in the approved fiscal year;

9) pay all costs of the project(s) over the amount set forth in this MOA; and

10) maintain all equipment within the fire service organization for which it was purchased. The City may only transfer equipment purchased under this MOA upon EMNRD's written approval to a fire service organization that has an MOA with EMNRD for this funding.

4. **Term**: This MOA becomes effective on EMNRD's signature and shall be ongoing, unless terminated earlier terminated pursuant to Section 5, Termination, or Section 6, Appropriations, below.

5. **Termination**: Either party may terminate this MOA upon written notice delivered to the other at least 15 days prior to the intended termination date. By such termination, neither party may nullify or avoid any obligation required to have been performed prior to termination.

6. **Appropriations**: This MOA's terms are contingent upon the New Mexico Legislature, City Council, and DOE granting sufficient appropriation and authorization. If sufficient appropriation or authorization is not granted, either party may terminate this MOA, or in the alternative suspend performance pending approval of sufficient appropriation or authorization upon written notice from one party to the other. Either party's decision as to whether sufficient appropriations are available shall be final, binding and accepted by the other.

7. **Subcontracting**: Contractor shall not subcontract any portion of the services it performs under this Agreement or obligate itself in any manner to any third party, with respect to any rights or responsibilities under this Agreement, without EMNRD's prior written approval.

A. Contractor is required to provide EMNRD with evidence of competitive procurement for any subcontract, including records of advertisement of bid, proposals received and methods to select each subcontractor

B. Any subcontract shall include provisions necessary to allow Contractor to meet its obligations and requirements under this Agreement.

8. **Strict Accountability for Receipts and Disbursements**:

A. The City shall be strictly accountable for receipts and disbursements relating hereto and shall make all relevant financial records available to EMNRD, the Department of Finance and Administration, the New Mexico State Auditor, and DOE upon request, and shall maintain all such records for six years after the funding for each project has expired or has been terminated.

B. If the City receives $750,000 or more in federal funding from all sources in the aggregate in a fiscal year, City's financial records involving services and procurement under this MOA shall be audited annually pursuant to all federal, state and local government audit requirements, and in accordance with the Single Audit Act Amendments of 1996, 2 C.F.R. 200, Subpart F – Audit Requirements, OMB Circular Compliance Supplement and Government Auditing Standards, as prescribed by the Single Audit Act of 1984, or any subsequent OMB Circular. Contractors who do not meet the $750,000 audit threshold (Tier 7), must complete the State of New Mexico – Office of the State Auditor Certification Form for Tier 1 and Tier 2, or the Office of the State Auditor Agreed Upon Procedures (Tiers 3-6) in accordance with the Audit Act, NMSA 1978, §§ 12-6-1 through 12-6-14, and 2.2.2.16 NMAC, Annual Financial Procedures Required for Local Public Bodies with Annual Revenues Less than Five Hundred Thousand Dollars. In order to comply with state audit requirements, City shall have one of the above-mentioned Forms or Agreed Upon Procedures on file with the Office of the State Auditor. City shall provide EMNRD with a copy of the independent financial audit, either in hard copy format or on disk, no more than 45 days after the audit's completion for each fiscal year this Agreement is in effect.

9. **Disposition, Division, or Distribution of Property; Return of Surplus Funds**: Upon expiration or termination of this MOA, if either party has property or funds in its possession belonging to the other, it shall return the property or funds in proportion to the parties' original contribution.

10. **Equal Opportunity Compliance**: The City agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with

all such laws of the State of New Mexico, the City assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity be excluded from employment with or participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If the City is found not to be in compliance with these requirements during the life of this MOA, the City agrees to take appropriate steps to correct these deficiencies.

11. **Compliance with Funding Source Conditions**: the City shall comply with all applicable state and federal statutes and rules and regulations the funding source imposes.

12. **Insurance Coverage**: By signing this MOA, Contractor certifies that activities described in Section 1 above are covered by insurance as specified within this Section, secured in accordance with any method allowed by applicable law, including self-insurance, pooling of self-insured reserves, or insurance provided by a third party. City shall maintain continuous insurance coverage as specified below of the activities described in Section 1 above so long as this MOA is in effect. Failure to maintain such coverage is reason for this MOA's immediate termination. City shall notify EMNRD prior to cancellation or expiration of any insurance required under this MOA.

A. Worker's Compensation protection that complies with the requirements of the New Mexico Workers' Compensation Act, NMSA 1978, § 52-1-1, *et seq.*, if applicable. If City fails to comply with the Workers' Compensation Act and applicable rules when required to do so, EMNRD may terminate this MOA.

B. Comprehensive public liability protection covering property damage and personal injury liability that may arise under this Agreement and any amendments hereto, in amounts equal or greater than liability limits set forth in NMSA 1978, § 41-4-19, as it may be amended from time to time.

13. **Liability**: Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this MOA. Any liability incurred with this MOA is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, § 41-4-1, *et seq.*, as amended.

14. **Amendment**: This MOA shall not be altered, changed, or amended except by written instrument executed and approved by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have herein below executed this Agreement.

STATE OF NEW MEXICO, ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT

By: _____ Date: 9/12/19
Cabinet Secretary or Designee

CITY OF LAS VEGAS

By: Ann M. Gallegos Date: 8/30/19
Authorized Representative Signature

Ann M. Gallegos, Interim City Manager
Printed Name and Title

"64/5"

NEW MEXICO FINANCE AUTHORITY

ATTN: PPRF ADMIN TEAM
207 SHELBY ST
SANTA FE, NM 87501

(505) 984-1454
FAX (505) 992-9635

Activity Statement

Mailing Address:
[illegible]

Project Project Address:
[illegible]

Loan Number: LASVEGAS27
Statement as of: 12/10/2019
Interest Paid to: 05/01/2019

Period Beginning: 11/01/2019
Period Ending: 11/30/2019

Account Activity

Date	Transaction Type	Activity Type	Memo	Amount	Balance	Due for
[illegible]		Bal Balance	[illegible]		[illegible]	
[illegible]		Bal Balance	[illegible]		[illegible]	
1020 Cash - Debt Servicing						
11/01/2019		BEGINING BALANCE			2,958.51	
[illegible]	Disbursement	Disbursement	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Adjustment	Adjustment	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Receipt	Interest Earned	[illegible]	[illegible]	[illegible]	[illegible]
11/30/2019		ENDING BALANCE			9,295.24	
1300 Principal						
11/01/2019		BEGINING BALANCE			194,222.00	
[illegible]	Adjustment	Adjustment	[illegible]	[illegible]	[illegible]	[illegible]
11/30/2019		ENDING BALANCE			189,574.00	
4010 Interest						
11/01/2019		BEGINING BALANCE			11,193.36	
[illegible]	Adjustment	Adjustment	[illegible]	[illegible]	[illegible]	[illegible]
11/30/2019		ENDING BALANCE			0.00	
4015 Administrative Fee						
11/01/2019		BEGINING BALANCE			1,810.15	
[illegible]	Receipt	Disbursement	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Adjustment	Adjustment	[illegible]	[illegible]	[illegible]	[illegible]
11/30/2019		ENDING BALANCE			2,034.70	

224.55

Int. Inc
(15.92)

Interest Reimbursement
(11,193.36)

Adm
236.97
(12.42)
224.55

Principal
4648.00

2958.51
Cash
6557.78
(236.97)
15.92 Int
9295.24

DEC 13 2019
DS

Regular

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 3/25/2020 **DEPT: Police** **MEETING DATE**: 4/15/2020

ITEM/TOPIC: Resolution #20-14

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Resolution #20-14 to transfer two (2) Vehicles to Gallinas Volunteer Fire Department.

BACKGROUND/RATIONALE: The Las Vegas Police Department wishes to transfer two vehicles to Gallinas Volunteer Fire Department. Said vehicles are excess and have no value to the Police Department and would serve a much needed purpose to Gallinas Volunteer Fire Department. The two vehicles are listed below:

2007 Ford Crown Victoria, Vin # 2FAFP71V88X139059
2007 Ford Crown Victoria, Vin # 2FAFP73W6YX214931

STAFF RECOMMENDATION:

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.

David Bill III
SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:

LOUIE A. TRUJILLO
MAYOR

DOMINIC CHAVEZ
DEPUTY FINANCE DIRECTOR
(PROCUREMENT)

Ann M. Gallegos by E.T.
ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

CITY ATTORNEY
ALL CONTRACTS, ORDINANCES AND RESOLUTIONS MUST BE REVIEWED)

Revised 9/18

CITY OF LAS VEGAS

RESOLUTION NUMBER 20-14

A RESOLUTION DONATING TWO (2) 2001 FORD CROWN VICTORIA VEHICLES BELONGING TO THE CITY LAS VEGAS TO GALLINAS VOLUNTEER FIRE DEPARTMENT AND DIRECTING THE CITY OF LAS VEGAS POLICE DEPARTMENT TO TRANSFER SAID PROPERTY TO GALLINAS VOLUNTEER FIRE DEPARTMENT.

WHEREAS, the City of Las Vegas wishes to transfer said vehicles to Gallinas Volunteer Fire Department, and are described as follows:

2007 Ford Crown Victoria, VIN # 2FAFP71V88X139059, unknown mileage
2007 Ford Crown Victoria, VIN # 2FAFP73W6YX214931, mileage 123,404

WHEREAS, the following described item is property, which is excess and not needed for any essential government function, it is no longer being used by the City of Las Vegas Police Department.

WHEREAS, when this property is transferred to another agency, it shall be understood that the property listed above may or may not meet current standards. The City of Las Vegas shall not be responsible for any cost associated with bringing said equipment up to standards, and the City of Las Vegas shall be released from any liability associated with this equipment.

WHEREAS, the receiving agency accepts this equipment on an "AS IS" basis, and accepts any and all costs associated with bringing said equipment up to standards prior to placing equipment in to service.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAS VEGAS, NEW MEXICO, that the above described item belonging to the City of Las Vegas Police Department is hereby declared excess property and not needed for any City purpose of function and that said property should be transferred.

PASSED, APPROVED AND ADOPTED this _____day of _____, 2020.

CITY OF LAS VEGAS:

_____
Louie Trujillo, Mayor

ATTEST:

_____
Casandra Fresquez, City Clerk

Approved as to Legal Sufficiency Only

_____
City Attorney

David T. Bibb III
Chief of Police

TO: **Dominic Chavez,**
Deputy Finance Director

FROM: _____
June Tafoya-Cordova,
Financial Specialist

THRU: _____
Martin D. Gallegos,
Deputy Chief

DATE: **March 27, 2020**

RE: **DISPOSITION OF POLICE DEPARTMENT VEHICLES**

Listed are two vehicles which have no use or of having no value to the Las Vegas Police Department. They are high in mileage, old and were not purchased with Federal grant funds. These vehicles are still somewhat operable and will cost more than their value to repair. The Police Department has been updating their fleet and wish to transfer these two vehicles to a government agency within the State of New Mexico who has a better use for them.

Gallinas Volunteer Fire Department (GVFD) has asked the Police Department to assist them in transferring two of our excess vehicles to them. Please consider this unusable property transfer to be processed through Resolution No. 20-14 to Gallinas Volunteer Fire Department (GVFD).

2007 Ford Crown Victoria, VIN # 2FAFP71V88X139059, unknown mileage
2007 Ford Crown Victoria, VIN # 2FAFP73W6YX214931, mileage 123,404

Thank you for your consideration in this matter.

GALLINAS FIRE DISTRICT

SAN MIGUEL COUNTY FIRE/RESCUE

Dear Chief David T. Bibb III,

I am Arthur Gonzales and I am the Fire Chief of the Gallinas Volunteer Fire Department. At Gallinas Volunteer Fire Department, we seek to help the citizens of San Miguel County by protecting and serving the citizens of San Miguel County and surrounding counties. Gallinas Volunteer Fire Department is interested in your used fleet vehicles as in condition and requesting a transfer of the vehicles to our Volunteer Fire Department to better the department.

While we have made some great strides, Gallinas Volunteer Fire Department still has a lot to accomplish.

We need your support with the used vehicle transfers. At this time we are requesting for 2 vehicles to be transferred to our department.

Would you consider transferring used patrol vehicles to help us achieve our mission?

If you have any questions, I would be happy to provide you with more information about how you can help support our work at Gallinas Volunteer Fire Department.

We greatly appreciate your vehicle, and it will be used to transport volunteer firefighters to calls for service in the county of San Miguel. If you wish to contribute, please give us a call at 505-425-6171 Thank you again for your time in this manner.

Please join us! With your transfer, we're one step closer to updating out fleet with newer used vehicles!

Sincerely,

Arthur Gonzales

Gallinas Volunteer Fire Chief

26 New Mexico Highway 65. ● P.O. Box 2926 ● Las Vegas, NM 87701 ● gallinasfire@smcounty.net
Station: (505) 425-6171 ● Admin: (505) 425-2855 ● Fax: (505) 426-3034