



City of Las Vegas

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

Madam Mayor Tonita Gurulé-Girón

**CITY OF LAS VEGAS
WORK SESSION CITY COUNCIL AGENDA
August 14, 2019–Wednesday– 5:30 p.m.
City Council Chambers
1700 N. Grand Ave**

(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. **PUBLIC INPUT (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting.)**
- VII. **DISCUSSION ITEMS**
 1. Resolution No. 19-42 for submittal of a section 5311 Grant Application for FY21 Federal Transit Funds.

Darlene Arguello, Transportation Manager Submittal of a Section 5311 Grant Application for FY21 Federal Transit Funds with a City match at a ratio of 80% State - 20% City for Administration Expenses and Capital Outlay and 50% State - 50% City for Operating Expenses.
 2. Resolution No. 19-44 Infrastructure Capital Improvement Plan, (ICIP)

Virginia Marrujo, Interim Community Development Director The Department of Finance and Administration (DFA) requires that Municipalities prepare and submit an ICIP in order to plan the systematic allocation of funds and to enable the Executive Branch of Government to submit an ICIP to the Legislative Branch of Government for the potential approval and distribution of funds. A local infrastructure capital improvement plan (ICIP) is a plan that establishes planning priorities for the anticipated capital projects. The state-coordinated ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency

situations, but can plan for, fund, and develop infrastructure at a pace that sustains their activities.

3. Resolution # 19-43 to transfer vehicles to Luna Community College.

David T. Bibb III, Chief of Police The Las Vegas Police Department wishes to transfer three vehicles to Luna Community College. Said vehicles are excess and have no value to the Police Department and would serve a much needed purpose to Luna Community College.

4. Out of State Travel - Lawrence, Indiana.

David T. Bibb III, Chief of Police Pedestrian/Bicycle Crash Investigations Training will be held in Lawrence, Indiana on September 22-27, 2019. The Las Vegas Police Departments Commander of Training and Recruiting and an Investigator will be attending the training.

VIII. 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.**

IX. ADJOURN

ATTENTION PERSONS WITH DISABILITES: 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, N.M 87701

Work Session

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 7/31/19 DEPT: Transportation MEETING DATE: 8/14/19

DISCUSSION ITEM/TOPIC: *Resolution No. 19-42 for Submittal of a Section 5311 Grant Application for FY21 Federal Transit Funds*

BACKGROUND/RATIONALE: Submittal of a Section 5311 Grant Application for FY21 Federal Transit Funds with a City match at a ratio of 80% State - 20% City for Administration Expenses and Capital Outlay and 50% State - 50% City for Operating Expenses.

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


**TONITA GURULE-GIRON
MAYOR**


**ANN MARIE GALLEGOS,
INTERIM CITY MANAGER**

**TANA VEGA, INTERIM
FINANCE DIRECTOR
(PROCUREMENT)**

**PURCHASING AGENT
(FOR BID/RFP AWARD)**

**ESTHER GARDUNO MONTOYA,
CITY ATTORNEY
(ALL RESOLUTIONS, ORDINANCES
& CONTRACTS MUST BE
REVIEWED)**

**STATE OF NEW MEXICO
CITY OF LAS VEGAS
RESOLUTION NO. 19-42**

**AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE NEW MEXICO
DEPARTMENT OF TRANSPORTATION TRANSIT AND RAIL DIVISION FOR A
PUBLIC RURAL TRANSPORTATION GRANT**

WHEREAS, the City of Las Vegas Meadow City Express was designated a Public Rural Transportation System in 1995; and

WHEREAS, since that time the City of Las Vegas Meadow City Express has applied for NMDOT Transit and Rail monies to assist with administrative, operating and capital expenses on an annual basis; and

WHEREAS, the City of Las Vegas matches the NMDOT Transit and Rail monies at a ratio and intends to match the monies in the amount of \$87,000.00; and

WHEREAS, the City of Las Vegas Meadow City Express intends to submit an application for FY 2021 Section 5311 Public Transportation Grant; and

NOW, THEREFORE, BE IT RESOLVED, by the City of Las Vegas, that the City of Las Vegas hereby authorizes the submittal of an application to the New Mexico Department of Transportation Transit and Rail Division for a Section 5311 Public Rural Transportation Grant.

PASSED, APPROVED AND ADOPTED by the **Governing Body**, this ____ day of August, 2019.

Signed:

Mayor Tonita Gurule-Giron

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Esther Garduno-Montoya, City Attorney



June 4, 2019

NOTICE TO INTERESTED PARTIES

**FY 2021 FINANCIAL ASSISTANCE FOR FORMULA GRANTS FOR RURAL AREAS 49 USC
SECTION 5311 AND ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS
WITH DISABILITIES 49 USC SECTION 5310**

The New Mexico State Department of Transportation's Transit and Rail Division is accepting Letters of Intent from organizations interested in applying for the following grant opportunities:

- FTA Section 5311 Program (Rural/Non-Urbanized Public Transportation) which provides administrative and operating assistance, and includes Section 5339 Grants for Bus and Bus Facilities, which provides capital grants to support rural public transportation.
- Federal Transit Administration (FTA) Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) which provides capital grants to assist private non-profit organizations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for seniors and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate.

Descriptions of these and other grant programs are available at the FTA website:
<https://www.transit.dot.gov/grants>

THIS NOTICE APPLIES TO FUNDING FOR THE 2021 FEDERAL FISCAL YEAR FOR SECTIONS 5311 and 5310 PROGRAMS BEGINNING OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021. Interested parties wishing to apply for assistance under SECTIONS 5311 and 5310 **MUST** return a signed Letter of Intent by mail or email postmarked by Friday, July 5, 2019 to:

**New Mexico Department of Transportation
Transit and Rail Division
Deborah Bach – FY 21 Intent to Apply
P.O. Box 1149
Santa Fe, New Mexico 87504-1149**

Letters of Intent *must* include:

1. Organization Name, Address, and Telephone Number.
2. Name, phone number and e-mail address of contact person.
3. Specify which application opportunities you are intending to apply for (Section 5311 and/or Section 5310)

For further information on these programs, please contact Deborah Bach at Deborah.Bach@state.nm.us or 505-819-9112.

**Michelle Lujan
Grisham**
Governor

Michael R. Sandoval
Cabinet Secretary

Commissioners

Jennifer Sandoval
Commissioner, Vice-Chairman
District 1

Bruce Ellis
Commissioner
District 2

Keith Mortensen
Commissioner
District 3

Walter G. Adams
Commissioner, Chairman
District 4

Vacant
Commissioner
District 5

Charles Lundstrom
Commissioner, Secretary
District 6



City of Las Vegas

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Madam Mayor Tonita Gurulé-Girón

June 5, 2019

New Mexico Department of Transportation
Transit and Rail Division
Deborah Bach - FY 21 Intent to Apply
P.O. Box 1149
Santa Fe, New Mexico 87504-1149

**Re: City of Las Vegas Transportation Department (Meadow City Express)
Letter of Intent to Apply for FY 2021 Financial Assistance for Formula
Grants for Rural Areas 49 USC Section 5311**

Dear Ms. Bach:

Please accept this as our Letter of Intent to apply for an FTA Section 5311 Program (Rural/Non Urbanized Public Transportation) which provides administrative and operating assistance, and includes Section 5339 Grants for Bus and Bus Facilities, which provides capital grants to support rural public transportation for the following organization:

City of Las Vegas Meadow City Express
500 Railroad Avenue
Las Vegas, New Mexico 87701

Darlene Arguello, Transit Manager
(505) 454-8583
darlenea@lasvegasnm.gov

Thank you for your attention and consideration in this matter.

Sincerely,

Ann Marie Gallegos,
Interim City Manager

xc: Darlene Arguello, Transit Manager
Tana Vega, Interim Finance Director

David Ulibarri
Councilor Ward 1

Vince Howell
Councilor Ward 2

Barbara Perea-Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4

**NOTICE OF INTENT
TO APPLY FOR
FEDERAL TRANSIT
FUNDS**

The City of Las Vegas intends to apply for financial assistance under Section 5311 of the Federal Transit Act. If awarded, this Grant will allow Meadow City Express to provide Transportation services to the citizens of Las Vegas, New Mexico. Meadow City Express will offer the services under a Demand Response System. Demand Response Transportation is a service designed to carry passengers from their homes or pick-up locations to specific destinations throughout the community of Las Vegas. The service requires an advanced 24-48 hour reservation. Days and times of operation will be Monday through Friday 6:30 a.m. to 5:00 p.m. Federal Law and State Administrative Procedures require that all other transportation providers serving the area be given a fair and timely opportunity to participate, to the maximum extent feasible, in the planning and provision of the proposed transportation services. Written comments on the proposed services may be submitted to:

Darlene Arguello
Transit Manager
City of Las Vegas
Meadow City Express
500 Railroad Avenue

Las Vegas, New Mexico
The deadline for written responses is August 16, 2019.

PUB: Las Vegas Optic,
July 28, Aug 2, 2019

#19070271

**FOURTH JUDICIAL
DISTRICT COURT
STATE OF
NEW MEXICO
COUNTY OF MORA
NO. D-
430-CV-2019-00045
IN THE MATTER OF
THE PETITION
FOR CHANGE OF
NAME OF
MARTHA BUSTOS
NOTICE OF PETITION
FOR CHANGE OF
NAME**

TAKE NOTICE that in accordance with the provisions of Sec. 40-8-1 through Sec. 40-8-3 NMSA 1978, the Petitioner Martha Bustos will apply to the Honorable Gerald E.

THE FAMILY CIRCUS



7-27
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**"Guess what
the B**

City of Las Vegas

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

Madam Mayor Tonita Gurulé-Girón



July 22, 2019

New Mexico Department of Transportation
Transit and Rail Division
Attn: Deborah Bach - FY 21 Intent to Apply
P.O. Box 1149
Santa Fe, New Mexico 87504-1149

**Re: City of Las Vegas Transportation Department (Meadow City Express)
Letter of Support for FY 2021 Financial Assistance for Formula
Grants for Rural Areas 49 USC Section 5311**

Dear Ms. Bach:

Please accept this Letter of Support on behalf of the City of Las Vegas for the Meadow City Express Transportation Department based in Las Vegas, New Mexico. Meadow City Express is committed to providing vital and professional services to the Citizens of Las Vegas. The City of Las Vegas fully supports their funding match proposal of public transportation funds under the FTA Section 5311 Program for Fiscal Year 2021.

The funding will enable Meadow City Express to continue to provide transportation at a very low cost fare to the Citizens of Las Vegas that do not have their own basic means of transportation for work, school and other essential errands.

Las Vegas is a rural community with many citizens that depend on public transportation as their main means of travel. Your favorable consideration of the Meadow City Express grant application will be greatly appreciated and utilized accordingly. We look forward to continue to serve our citizens safely and professionally with your support and assistance. Thank you.

Sincerely,

Ann Marie Gallegos,
Interim City Manager

AMG/da

xc: Darlene Arguello, Transit Manager
Tana Vega, Interim Finance Director



June 18, 2019

Darlene Arguello, Transit Manager
City of Las Vegas
500 Railroad Avenue
Las Vegas, New Mexico 87701

**Michelle Lujan
Grisham**
Governor

Michael R. Sandoval
Cabinet Secretary

Dear Ms. Arguello,

Commissioners

The New Mexico Department of Transportation Transit and Rail Division has reviewed your Section 5311 Administrative/Operating budget request and your 5339 Capital budget request for FY2020. Your administration, operating and capital budget award is outlined as follows:

Jennifer Sandoval
Commissioner, Vice-Chairman
District 1

Bruce Ellis
Commissioner
District 2

Keith Mortensen
Commissioner
District 3

Walter G. Adams
Commissioner, Chairman
District 4

| City of Las Vegas | Total | Federal | Local |
|--|----------------------|----------------------|----------------------|
| Administration (80/20) | \$ 78,191.00 | \$ 62,552.80 | \$ 15,638.20 |
| Operating (50/50) | \$ 188,418.78 | \$ 94,209.39 | \$ 94,209.39 |
| Capital (80/20) | \$ - | \$ - | \$ - |
| Total Administration, Operating and Capital | \$ 266,609.78 | \$ 156,762.19 | \$ 109,847.59 |

Vacant
Commissioner
District 5

Charles Lundstrom
Commissioner, Secretary
District 6

Please contact Deborah Bach at 505-819-9112 if you have any questions.

Sincerely,

Kevin Olinger,
Transit Bureau Chief

CC: Deborah Bach, Rural Transit Programs Supervisor, NMDOT

Application

Application: Section 5311 FY 2020 Application

Application Deadline: 8/31/2018 11:59:00 PM

Organization: City of Las Vegas

Year: 2020

Status: Not Complete

[Details](#)

[Submit](#)

Application Form(s)

Before you can submit this application, you must upload all required documents.

| Documents | | |
|-------------------------------------|---|---------------------------|
| | Download - 2020 Application Guide | |
| <input checked="" type="checkbox"/> | Articles of Incorporation | Re-Upload |
| <input checked="" type="checkbox"/> | 501(C)3 Certification (Required for Non-Profits) | Attach |
| <input checked="" type="checkbox"/> | SAM.gov Debarment and Suspension Search Verification | Re-Upload |
| <input checked="" type="checkbox"/> | Current Audit (FY 17) | Re-Upload |
| <input checked="" type="checkbox"/> | Transit Related Audit Finding Documentation (If Applicable) | Attach |
| <input checked="" type="checkbox"/> | Historical and Application Year Budget Information | Re-Upload |
| <input checked="" type="checkbox"/> | Map of Service Area | Re-Upload |
| <input checked="" type="checkbox"/> | Demographic Information | Re-Upload |
| <input checked="" type="checkbox"/> | Ridership and Transit System Statistics | Re-Upload |
| <input checked="" type="checkbox"/> | Civil Rights Complaints/Review Activities Documentation | Attach |
| <input checked="" type="checkbox"/> | Program Coordination | Re-Upload |
| <input checked="" type="checkbox"/> | Letter of Resolution of Financial Commitment of Local Match (Include Dollar Amount) | Re-Upload |
| <input checked="" type="checkbox"/> | Letter of Program Support from Municipality, Board, or Council | Re-Upload |
| <input checked="" type="checkbox"/> | Copy of Affidavit of Public Notice of Agency Intent to Apply for Federal Funds | Re-Upload |
| <input checked="" type="checkbox"/> | Published Public Hearing Notice (If Applicable) | Attach |
| <input checked="" type="checkbox"/> | Affidavit of Publication Hearing Notice (If Applicable) | Attach |
| <input checked="" type="checkbox"/> | Minutes of Public Hearing (If Applicable) | Attach |
| <input checked="" type="checkbox"/> | Program Justification | Re-Upload |
| <input checked="" type="checkbox"/> | Operations Profile | Re-Upload |

Optional Required Uploaded Required Incomplete

[Download All](#)

Project(s)

| Description | Line Item | Year | Description | Attach | Net Project Cost |
|------------------------|-----------|------|---|--------|------------------|
| Remove | 117900 | 2020 | Project Administration - Project Administration | | \$78,191.00 |
| Remove | 300901 | 2020 | Operating Assistance up to 50% Federal Share | | \$238,646.00 |

Budget Request Summary

| Budget Category | Net Project Cost | Total FTA Portion of Net Project Cost (max. allowed) | Total Minimum Required Local Match | Additional Local Funds |
|----------------------|---------------------|--|------------------------------------|------------------------|
| Administration | \$78,191.00 | \$62,552.80 | \$15,638.20 | \$0.00 |
| Less 20% Local Match | | | | |
| Operating | \$238,646.00 | \$119,323.00 | \$119,323.00 | \$0.00 |
| Less 50% Local Match | | | | |
| Total | \$316,837.00 | \$181,875.80 | \$134,961.20 | \$0.00 |

Budget Summary

Expense**Supplies**

| | | |
|---------|-------------------------------------|----------|
| 1-11-05 | Office Supplies | \$700.00 |
| 1-11-10 | Furniture and Equipment under \$500 | \$0.00 |
| 1-11-20 | Janitorial Supplies | \$900.00 |
| 1-11-95 | Other | \$0.00 |
| 2-08-05 | Shop Supplies | \$0.00 |
| 2-08-10 | Furniture & Equipment under \$500 | \$0.00 |
| 2-08-15 | Printing | \$0.00 |
| 2-08-95 | Other | \$0.00 |

Vehicle Costs

| | | |
|---------|------------------------------|-------------|
| 2-11-05 | Fuel | \$16,500.00 |
| 2-11-10 | License & Fees | \$0.00 |
| 2-11-15 | Oil & Lubricants | \$0.00 |
| 2-11-20 | Replacement Parts | \$0.00 |
| 2-11-25 | Tires | \$0.00 |
| 2-11-30 | Vehicle Maintenance | \$0.00 |
| 2-11-35 | Vehicle Painting | \$0.00 |
| 2-11-40 | Vehicle Interior Maintenance | \$0.00 |
| 2-11-45 | Freight | \$0.00 |
| 2-11-50 | Vehicle Repair | \$9,000.00 |
| 2-11-95 | Other | \$0.00 |

Insurance

| | | |
|---------|--|-------------|
| 1-07-05 | Buildings and Contents | \$0.00 |
| 1-07-10 | General & Employee Liability Insurance | \$0.00 |
| 1-07-15 | Surety and Fidelity Bonds | \$0.00 |
| 1-07-20 | Claims Deductible | \$0.00 |
| 1-07-25 | Vehicle Insurance | \$11,500.00 |
| 1-07-95 | Other | \$0.00 |

Communications

| | | |
|---------|------------------------------|----------|
| 1-03-05 | Fax Machine | \$0.00 |
| 1-03-10 | Internet Subscriber Services | \$0.00 |
| 1-03-15 | Postage | \$100.00 |
| 1-03-20 | Telephone | \$0.00 |
| 1-03-25 | Cell Phone | \$0.00 |
| 1-03-30 | Radio | \$0.00 |
| 1-03-35 | Repeater Fees | \$0.00 |
| 1-03-95 | Other | \$0.00 |
| 2-03-05 | Cell Phone | \$0.00 |
| 2-03-10 | Telephone | \$0.00 |
| 2-03-15 | Radio Repeater | \$0.00 |
| 2-03-20 | Mobile Radio | \$0.00 |
| 2-03-25 | Radio | \$0.00 |
| 2-03-95 | Other | \$0.00 |

Occupancy Costs

| | | |
|---------|----------------------|--------|
| 1-08-05 | Office Rent | \$0.00 |
| 1-08-10 | Utilities | \$0.00 |
| 1-08-20 | Building Maintenance | \$0.00 |
| 1-08-95 | Other | \$0.00 |
| 2-06-05 | Building Maintenance | \$0.00 |
| 2-06-10 | Operational Rent | \$0.00 |
| 2-06-15 | Utilities | \$0.00 |
| 2-06-20 | Building Insurance | \$0.00 |
| 2-06-25 | Building and Grounds | \$0.00 |
| 2-06-95 | Other | \$0.00 |

Contractual Services

| | | |
|---------|---------------------------------------|----------|
| 1-04-05 | Audit | \$0.00 |
| 1-04-10 | Advertising | \$700.00 |
| 1-04-15 | Equipment Rental | \$0.00 |
| 1-04-20 | Contractual Services - Other | \$0.00 |
| 1-04-25 | Contractual Services - Janitorial | \$0.00 |
| 1-04-95 | Other | \$0.00 |
| 2-04-05 | Maintenance - Machinery and Equipment | \$0.00 |
| 2-04-10 | Equipment Rental | \$0.00 |
| 2-04-15 | Contractual Services - Other | \$0.00 |
| 2-04-20 | Transit Services | \$0.00 |
| 2-04-30 | Indirect Cost Rate | \$0.00 |
| 2-04-95 | Other | \$0.00 |

Training

| | | |
|---------|----------|------------|
| 1-12-05 | Training | \$1,500.00 |
| 1-12-95 | Other | \$0.00 |
| 2-09-05 | Training | \$0.00 |
| 2-09-95 | Other | \$0.00 |

Capital Expenses**Fringe Benefits**

| | | |
|---------|------------------------|-------------|
| 1-02-05 | FICA | \$3,500.00 |
| 1-02-10 | PERA Retirement | \$4,200.00 |
| 1-02-15 | Health Insurance | \$4,400.00 |
| 1-02-20 | Unemployment Insurance | \$675.00 |
| 1-02-25 | Workmen's Compensation | \$350.00 |
| 1-02-30 | Other Fringe Benefits | \$1,066.00 |
| 1-02-95 | Other | \$0.00 |
| 2-02-05 | FICA | \$11,250.00 |
| 2-02-10 | PERA Retirement | \$14,450.00 |
| 2-02-15 | Health Insurance | \$35,500.00 |
| 2-02-20 | Unemployment Insurance | \$700.00 |
| 2-02-25 | Worker's Compensation | \$3,000.00 |
| 2-02-30 | Other | \$5,000.00 |
| 2-02-95 | Other | \$0.00 |

Personnel Costs

| | | |
|---------|------------------------|------------|
| 1-09-10 | Physicals | \$0.00 |
| 1-09-15 | Hepatitis Vaccinations | \$0.00 |
| 1-09-95 | Other | \$0.00 |
| 2-07-05 | Uniforms | \$1,500.00 |
| 2-07-06 | Background Checks | \$0.00 |
| 2-07-10 | Hepatitis Vaccinations | \$0.00 |
| 2-07-15 | Physicals | \$0.00 |
| 2-07-95 | Other | \$0.00 |

Dues and Subscriptions

| | | |
|---------|----------------------------|----------|
| 1-05-05 | NMTA | \$400.00 |
| 1-05-10 | SWTA | \$0.00 |
| 1-05-15 | Transit Publications | \$0.00 |
| 1-05-20 | CTAA | \$0.00 |
| 1-05-21 | Business Registration Fees | \$0.00 |
| 1-05-95 | Other | \$0.00 |

Printing/Copying Costs

| | | |
|---------|----------|----------|
| 1-10-05 | Printing | \$200.00 |
| 1-10-10 | Copying | \$0.00 |
| 1-10-95 | Other | \$0.00 |

Travel

| | | |
|---------------------------------|----------------------------|-------------|
| 1-13-05 | Mileage | \$0.00 |
| 1-13-10 | Public Transport Fares | \$0.00 |
| 1-13-15 | Per Diem | \$3,000.00 |
| 1-13-20 | Registration Fees | \$0.00 |
| 1-13-25 | Lodging and Meals | \$0.00 |
| 1-13-30 | Other | \$0.00 |
| 2-10-05 | Mileage | \$0.00 |
| 2-10-10 | Public Transport Fares | \$0.00 |
| 2-10-15 | Per Diem | \$0.00 |
| 2-10-20 | Registration Fees | \$0.00 |
| 2-10-25 | Lodging & Meals | \$0.00 |
| 2-10-30 | Other | \$0.00 |
| Equipment | | |
| 1-06-05 | Equipment Lease | \$1,500.00 |
| 1-06-10 | Equipment Repair | \$0.00 |
| 1-06-15 | Computer | \$0.00 |
| 1-06-95 | Other | \$0.00 |
| 2-05-10 | Assigned Vehicle Use | \$0.00 |
| 2-05-15 | Equipment Rental | \$0.00 |
| 2-05-95 | Other | \$0.00 |
| Salaries and Wages | | |
| 1-01-05 | Director | \$0.00 |
| 1-01-10 | Managers | \$43,500.00 |
| 1-01-12 | Financial Manager | \$0.00 |
| 1-01-15 | Clerical Support Staff | \$0.00 |
| 1-01-20 | Accounting Staff | \$0.00 |
| 1-01-25 | Administrative Assistant | \$0.00 |
| 1-01-30 | Village Administrator | \$0.00 |
| 1-01-35 | CFO | \$0.00 |
| 1-01-40 | Salary Adjustments | \$0.00 |
| 1-01-45 | Chief Executive Officer | \$0.00 |
| 1-01-50 | Transportation Coordinator | \$0.00 |
| 1-01-55 | Public Works Director | \$0.00 |
| 1-01-60 | Janitor | \$0.00 |
| 1-01-65 | Temporary | \$0.00 |
| 1-01-95 | Other | \$0.00 |
| 2-01-05 | Supervisor | \$34,341.00 |
| 2-01-10 | Drivers | \$89,200.00 |
| 2-01-15 | Mechanics | \$0.00 |
| 2-01-20 | Dispatcher | \$28,205.00 |
| 2-01-25 | Janitor | \$0.00 |
| 2-01-30 | Salary Adjustment | \$0.00 |
| 2-01-35 | Overtime | \$0.00 |
| 2-01-40 | Mechanic Supervisor | \$0.00 |
| 2-01-45 | Auto Parts Clerk | \$0.00 |
| 2-01-50 | Maintainer | \$0.00 |
| 2-01-55 | Accountant | \$0.00 |
| 2-01-60 | Laborer | \$0.00 |
| 2-01-95 | Other | \$0.00 |
| Revenue (Non-Calculated) | | |
| Advertising | | |
| | Advertising | \$0.00 |
| Contracting | | |
| | Contracting | \$0.00 |
| Revenue | | |

| Passenger Fares | | |
|-------------------------|-----------------|---------------------|
| 2-11-55 | Passenger Fares | \$10,000.00 |
| Total Expenses | | \$326,837.00 |
| Total Revenue | | \$10,000.00 |
| Net Project Cost | | \$316,837.00 |

Additional Documents

Document Name:
 Select Document No file chosen

No documents attached.

Comments

| Comments | Update By |
|--|--------------------------------------|
| revised 2-7-19 reduced per Tana Vega and Ann Marie | Marcelino Roybal 2/7/2019 3:49:08 PM |

Insert

History Log

| Status | Comments | Last Modified By |
|--------------|--|--|
| Not Complete | please upload the price quote for Rehab/Rebuild Vans | Vijay Ummadi on 5/6/2019 3:59:13 PM |
| Submitted | | Marcelino Roybal on 2/7/2019 4:43:33 PM |
| Not Complete | Not complete so Macrelino can make changes. | Jason Park on 2/7/2019 11:24:23 AM |
| Submitted | | Vijay Ummadi on 11/16/2018 8:24:06 AM |
| Not Complete | Please include these documents. Current Audit Commitment letter does not reflect the total amount of local match- please comment Operations Profile - all the sections should be addressed including drug and alcohol policy. Then re-upload and re-submit Thank you | Vijay Ummadi on 10/31/2018 5:01:59 PM |
| Submitted | | Victoria Benavidez on 9/5/2018 11:17:46 AM |



FY2021 Application Guide

Section 5310 and Section 5311

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2021 APPLICATION GUIDE – SECTIONS 5310 AND 5311

I. Introduction

1. **APPLICATIONS ARE DUE August 23, 2019.** A separate application is required for each program. All document uploads must be *native* documents in word, excel or PDF form. Scanned documents will not be accepted.
2. Refer to the State Management Plan (SMP) to determine eligibility for grant program. The SMP provides all eligibility guidelines; http://dot.state.nm.us/content/nmdot/en/Transit_Rail.html
3. Begin by downloading the Application Guide. Using the Checklist on the last page will serve as a guide for section uploads.
4. The Historical Budget, Project Coordination, and Operations Profile Sections may take some time to complete; you may want to begin these sections promptly in order to fully complete by the application deadline.
5. The BlackCat Users Guide can be found:
http://nmdot.blackcatgrants.com/Uploads/Documents/NM_State_User_Guide.pdf

II. Application Opportunities

1. Under the “**Applications**” tab select a “**New**” Grant Opportunity and click “**Apply**”. This will bring up the application page where the application will be created and submitted.
2. **Application Form(s)**: this is where all of the required and supporting documents will be uploaded. All sections must have a blue or green check mark to indicate the application is complete. Only at this time will the “**Submit**” button appear.
3. **Project(s)**: are created under the “**Projects**” tab “.
4. **Project Listing**: “**Add New**” to create all budget requests for Administration, Operating, and Capital projects.
 - ADMINISTRATION - select ALI Code 11.79.00
 - OPERATING - select ALI Code 30.09.01
 - CAPITAL - select the specific ALI Code per EACH capital item, even if there are two or more of the same capital items.

| | |
|-------------------------------|--|
| Project Information | |
| Year*: | 2018 |
| Activity Line Item (ALI): | 111215 -> Buy Replacement - Vans <input type="button" value="Lookup"/> |
| Description*: | Buy Replacement - Vans |
| Estimated Net Project Cost*: | \$90,000 |
| Priority: | |
| Quantity (if applicable): | |
| Notes: | Glaval Universal E-450 Cutaway |
| Vehicle Information | |
| Vehicle To Be Replaced (VIN): | Replacement Vehicle #1 |

| | |
|-------------------------------|--|
| Project Information | |
| Year*: | 2018 |
| Activity Line Item (ALI): | 111215 -> Buy Replacement - Vans <input type="button" value="Lookup"/> |
| Description*: | Buy Replacement - Vans |
| Estimated Net Project Cost*: | \$90,000 |
| Priority: | |
| Quantity (if applicable): | |
| Notes: | Glaval Universal E-450 Cutaway |
| Vehicle Information | |
| Vehicle To Be Replaced (VIN): | Replacement Vehicle #2 |

Vehicle ALI Codes and Description

| ALI Code | Description | ALI Code | Description | ALI Code | Description |
|----------|---------------------------------|----------|-------------------------------|----------|---------------------------------|
| 11.12.01 | Buy Replacement - Bus STD 40 FT | 11.13.01 | Buy Expansion - Bus STD 40 FT | 11.14.01 | Rehab / Rebuild - Bus STD 40 FT |
| 11.12.02 | Buy Replacement - Bus STD 35 FT | 11.13.02 | Buy Expansion - Bus STD 35 FT | 11.14.02 | Rehab / Rebuild - Bus STD 35 FT |
| 11.12.03 | Buy Replacement - Bus 30 FT | 11.13.03 | Buy Expansion - Bus 30 FT | 11.14.03 | Rehab / Rebuild - Bus 30 FT |
| 11.12.04 | Buy Replacement - Bus < 30 FT | 11.13.04 | Buy Expansion - Bus < 30 FT | 11.14.04 | Rehab / Rebuild - Bus < 30 FT |
| 11.12.15 | Buy Replacement - Vans | 11.13.15 | Buy Expansion - Vans | 11.14.15 | Rehab / Rebuild - Vans |

All capital requests for vehicles require an estimate from the vendor with a price, a detailed description of the vehicle and its specifications, and a diagram or photo. The documents must be uploaded in **“Projects Documents”** under the **“Projects”** tab. If you are requesting capital for an expansion vehicle, an additional document upload is required describing the new or expanded service. Acquisition requests will not be approved unless a price quote and item description is provided.

All capital requests for the acquisition of capital items other than vehicles, require at least one price quote for the item and a detailed description of the item (from the same source). The documents must be uploaded in **“Projects Documents”** under the **“Projects”** tab. Acquisition requests will not be approved unless a price quote and item description is provided.

If you are requesting a new construction project or a rehab/rebuild to a vehicle or facility, a document upload is required describing the new construction or rehab/rebuild project and a preliminary price quote for the capital request. The document must be uploaded in **“Projects Documents”** under the **“Projects”** tab. No capital projects will be approved unless a complete explanation is provided with an accompanying price quote.

Other Capital Items:

| ALI Code | Description |
|----------|---|
| 11.32.06 | Acquisition - Stationary Fare Collection Equip. |
| 11.32.07 | Acquisition - Surveillance / Security Equipment |
| 11.32.08 | Acquisition - Furniture/Graphics |
| 11.32.09 | Acquisition - Bus Route Signing |
| 11.32.10 | Acquisition - Bus Passenger Shelters |
| 11.32.20 | Acquisition - Miscellaneous Bus Station Equip. |
| 11.42.07 | Acquisition - ADP Hardware |

| | |
|----------|---|
| 11.42.08 | Acquisition - ADP Software |
| 11.42.09 | Acquisition - Surveillance / Security (Bus) |
| 11.42.10 | Acquisition - Fare Collection (Mobile) |
| 11.44.01 | Rehab / Renovation - Admin Building |
| 11.44.02 | Rehab / Renovation - Maintenance Facility |
| 11.44.05 | Rehab / Renovation - Yards & Shops |
| 11.44.06 | Rehab / Renovation - Shop Equipment |
| 11.62.03 | Acquisition - Radios |
| 11.93.02 | Construction - Bus Shelters |

III. Procurement: New applicants and any applicants who have updated their Procurement Policy during the past year *must* upload the Agency’s Procurement Policy.

IV. Historical Financial and Application Year Budget Information

Sections 5310 and 5311 Applicants

A. Upload the following **financial information** into the “**Application Form(s)**” Section:

- Copy of Articles of Incorporation
- Copy of 501(c)3 Certification
- Copy of SAM.gov Suspension and Debarment search verification
- Copy of most current audit (one COMPLETE copy)
- If transit-related audit findings occurred, copy of corrective action response submitted to auditor.

B. Provide a complete admin/operating/capital budget history for the entire organization’s transportation budget for the *last two (2) years*. Provide a complete admin/operating/capital budget for the entire organization’s transportation budget for *application year*. This is *not* just the transit budget for 5311 funding. **THE BUDGET MUST INCLUDE ALL FUNDING SOURCES/LOCAL MATCH USED TO OPERATE THE PROGRAM AND THE AMOUNTS CONTRIBUTED FROM EACH SOURCE.** Upload **historical and application year budget information** into the “**Application Form(s)**” Section.

V. Eligibility

Section 5310 Applicants: Please refer to FTA Advisory Circular 9070 1G https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf for eligibility criteria to receive Section 5310 funds.

Section 5311 Applicants: Please refer to FTA Advisory Circular 9040 1G https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Circular_9040_1Gwith_index_-_Final_Revised_-_vm_10-15-14%281%29.pdf for eligibility criteria to receive Section 5311 funds.

Sections 5310 and 5311 Applicants: Upload a map of your service area (8 ½ X 11) and complete the following demographic information (please indicate the source of the information) in the “**Application Form(s)**” Section.

| Ethnicity Category | Population | % |
|-----------------------------------|------------|---|
| Black | | |
| Hispanic | | |
| Asian or Pacific Islander | | |
| American Indian or Alaskan Native | | |
| White | | |
| Other | | |
| | * | |

= TOTAL* =

| % | Population | Seniors & Persons with Disability Category |
|---|------------|---|
| | | Seniors (no disability) |
| | | Persons with Disabilities (including seniors) |
| | | Other (everyone else) |
| | | |
| | | |
| | | |
| | * | |

VI. Service Characteristics

During the initial set up of your Organization you will select which “Modes” your agency operates, as shown in the example below:

Service Characteristics

Service Info

Modes:

| | | |
|---|------------------|---|
| <ul style="list-style-type: none"> Aerial Tramway (TR) Alaska Railroad (AR) Bus Rapid Transit (RB) Cable Car (CC) Commuter Bus (CB) Commuter Rail (CR) Demand Response (DR) Deviated Fixed Route (DF) | ↑ → ← ↓ | <ul style="list-style-type: none"> Demand Response - Taxi (DT) Bus (MB) (Fixed Route) |
|---|------------------|---|

Note: The selections made above establishes the reporting structure of the Service Hour section below.

VII. Ridership and Transit System Statistics

Sections 5310 and 5311 Applicants: Provide ridership and cost information. Create your own table and upload statistics into the “Application Form(s)” Section.

| Line # | Category | 2018 | 2019* | 2020 Projected |
|--------|----------------------|------|-------|----------------|
| 1 | Annual Ridership | | | |
| 2 | Annual Mileage | | | |
| 3 | Annual Vehicle Hours | | | |

* Prorate statistics to end of current fiscal year.

VIII. Civil Rights

NMDOT has developed the following requirements and procedures to ensure that no person in the State of New Mexico shall on the basis of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under Sections 5310 and 5311. All potential subrecipients shall upload in the Application Form(s) section the following required information, if applicable.

1. A list of any active law suits or complaints naming the potential subrecipient that allege discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits. If there have not been any lawsuits or complaints, there will be no upload.
2. A summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:
 - Purpose or reason for review; and
 - Name of organization performing the review; and
 - Summary of findings and recommendations of the review; and
 - Report on the findings and recommendations of the review.

If there have not been any civil rights compliance review activities, there will be no upload.

IX. Program Coordination

Note to all applicants: Please begin work on this section immediately after receiving the application packet.

Program coordination is requirement of all applicants; this section assures that limited resources are used as efficiently as possible. All applicants are required to coordinate with other existing local transportation service providers and local governments. Upload all documents related to Program Coordination under the “**Application Form(s)**” section as **one native** pdf in the system.

A separate document upload is required of the following items:

- Municipality, Board, or Council: A signed Letter of Resolution of Financial Commitment of local match. The Resolution Letter must include the dollar amount.
- Municipality, Board, or Council: Letter of Support.

Note to Section 5311 Applicants: As part of the Americans with Disabilities Act, similar information must also be collected specifically for the elderly and people with disabilities.

Management Assessment: Applicants should be prepared to assess the management experience of other service providers by asking questions about the type and size of transportation program previously or currently managed. Ask how the other service providers select and train drivers. Ask about risk management policies and safety programs.

If no one responds to your letter, your coordination efforts stop here.

Negotiations with Other Service Providers: If another service provider expresses interest in the service, you should meet with that person for an in-depth discussion. If the other service provider is still interested, that person should be given an outline to use in preparing an acceptable service proposal and a description of the methodology that will be used to evaluate the proposal. Applicants should set a reasonable time frame for the preparation and review of the proposal.

Decision Process and Notification of Other Service Providers: Applicants should evaluate all proposals using your methodology, and then decide whether or not to include the proposal in your application. Proposals of other service providers should be notified of your decision. If you do not accept the proposal, provide a detailed explanation of why. Inform that provider that he or she may appeal your decision by sending a written request for a hearing to the NMDOT within 10 days of the postmark on your letter. Tell the person how to reach the NMDOT.

Once the negotiations with other service providers are completed, attach your documentation to your application.

X. Program Justification

The purpose of this section is to describe the service provided and discuss why it is needed in the community. Include an essay (no longer than 5 pages) describing the geographic and socioeconomic characteristics of the service area and the goals and objectives of the program. Finally, justify the funding level you are requesting.

XI. Operations Profile

The following items must be included in the application and upload as one organized **native** pdf with table of contents, as follows, to the “**Application Form(s)**” section of the system.

1. Table of Contents
2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
 - (a) Route design
 - (b) Schedule (days and hours of operation)
 - (c) Fare structure (amounts, how set and by whom?)
 - (d) Advertising/marketing
5. Administrative Employees
 - (a) Title and job description
 - (b) Code of Conduct Policy
 - (c) Training Plan/Record Keeping Policy and Procedures
6. Operations Employees: Managers, Drivers, Mechanics and Dispatchers
 - (a) Titles and Job descriptions
 - (b) Hiring procedures (ie) background check, driving record, valid driver’s license
 - (c) Training Plan/Record Keeping Policy and Procedures
 - (d) Code of Conduct Policy
 - (e) Drug & Alcohol Policy for Safety Sensitive Employees (Required for *all* 5311 applicants and those 5310 applicants using program vehicles requiring CDL drivers)
7. Vehicle fleet
 - (a) Update in BlackCat - all vehicle inventories must be updated within 3 months of application due date. This includes recalls and accident reporting.

- (b) Maintenance schedules
- (c) Inspection procedures
- (d) Fleet Replacement Plan for FY 21
- 8. Accident/Incident Reporting Procedures
 - (a) Procedures to include accident reporting and documentation in the corresponding vehicle inventory record in BlackCat
 - (b) Insurance forms, Accident/incident reporting forms in vehicle
- 9. Passenger Conduct Policy

XII. Regional Prioritization of Transit Applications

Your application will be reviewed by Transit and Rail Division Staff for eligibility, accuracy, and completeness.

RTPOs and MPOs provide public participation, as well as advisory regional prioritization of transit grant proposals which request funds for proposed services in their region. All applications are **required** to be reviewed by regional RTPO evaluation committees and prioritized at the regional level. All applicants are required to attend and give a brief presentation to your local RTPO/MPO board in order to clarify questions or concerns of the RTPO evaluation committee and provide a means for public comment.

A Transit Application Statewide Budget Recommendation meeting takes place in Santa Fe in the spring of each year to announce the budget recommendation for the following federal fiscal year.

XIII. Generalized Application Timeline

| Timeline | |
|-----------------|--|
| June | Letters of Intent solicited by NMDOT |
| Early July | Letter of Intent due to NMDOT |
| July | 5310 and 5311 Application Opportunities open in BlackCat |
| August 23, 2019 | Applications must be complete and submitted in BlackCat |
| Nov. – Jan. | RTPO Regional Prioritization meetings |
| May | Statewide Budget Recommendation Meeting |
| June/July | Notice of Award |

XIV. Application Checklist

| Sections 5310 and 5311 Application Checklist | |
|--|-----------------|
| Required Application Documents | Uploads |
| Articles of Incorporation | ✓ |
| 501(c)3 Certification (Required for Non Profits) | (If Applicable) |
| SAM.GOV Suspension and Debarment Search Verification | ✓ |
| Current Audit | ✓ |
| Transit Related Audit Finding Documentation | (If Applicable) |
| Procurement Policy (New Applicants and Updated Policies) | (If Applicable) |
| Historical and Application Year Budget | ✓ |
| Map of Service Area | ✓ |
| Demographic Information | ✓ |
| Ridership and Transit System Statistics | ✓ |
| Civil Rights Complaints/Review Documentation | (If Applicable) |
| Program Coordination | ✓ |
| Letter(s) of Resolution of Financial Commitment | ✓ |
| Letter(s) of Program Support | ✓ |
| Program Justification | ✓ |
| Operations Profile | ✓ |



City of Las Vegas

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

Madam Mayor Tonita Gurulé-Girón

TRANSIT PROGRAM COORDINATION

Meadow City Express was established in 1995 in Las Vegas, New Mexico and has been serving the community since. Our Transit Program has been working with and continues to work with all aspects of the public. Our services extend from students and staff from all three of the colleges here in the community which are Highlands University, Luna Community College and the United World College, along with our public schools, the elderly, disabled, and a variety of the public in general.

Meadow City Express works with Park & Ride where riders can utilize our services to get to the Park & Ride location here in Las Vegas and board the bus for out of town work. Meadow City Express also helps promote Park & Ride by posting their schedule in our office and communicating their services to those in need of the out of town services.

Meadow City Express is housed in the old Train Depot that the AMTRAK Train stops at twice daily. Several AMTRAK passengers schedule with us to get to locations within Las Vegas and also to get to the Train Depot.

Meadow City Express coordinates with many state agencies, such as New Mexico Division of Vocational Rehabilitation and the Commission for the Blind. We also coordinate with the boarding and nursing homes to provide services to their clients to and from their appointments on a daily basis.

Meadow City Express works with all other City of Las Vegas departments, such as coordinating tours for the Utilities Department for the Governor and other State officials when necessary, for the individuals that utilize our Municipal Airport to include groups with the National Guard and other military groups, and the Recreation Center Summer Youth Programs which entails transporting for 90 - 100 youth to destinations throughout the community.

Meadow City Express is also on standby for any emergency services that may arise as to where we may need to transport the public in the case of a community evacuation.

David Ulibarri
Councilor Ward 1

Vince Howell
Councilor Ward 2

Barbara Perea-Casey
Councilor Ward 3

David G. Romero
Councilor Ward 4

Meadow City Express Marketing Plan was adopted by the Mayor and City Council. We continue to make every effort to implement the Marketing Plan by promoting and marketing our public transportation program by working with institutions, agencies, and organizations to provide affordable and reliable transportation within our community. Initiatives identified in the plan include the following:

- MCE has developed brochures which were designed and printed in-house so we can easily update information. The brochure is provided citywide in different locations and kept in all our passes for distribution to new passengers and to keep our current passengers updated.
- MCE has developed a flyer that has pull tab phone numbers on the bottom; recently a listing of all businesses was created and divided between the drivers. Each driver is responsible for going to each business monthly and maintaining the flyer.
- MCE has teamed up with the City of Las Vegas Utilities Department in printing a modified brochure on the back of all utility bills quarterly in an effort to reach all citizens within the city limits.
- MCE self promotes through the decals placed on each of the vans which include our name and telephone number.
- MCE has created a face book page in an effort to reach and provide information to all current and potential riders.
- MCE also maintains a Meadow City Express Website.
- MCE attends new student orientations for the local colleges, as well as working with their recruitment staff to inform all students and staff of our services through a power point presentation and handing out brochures and marketing items.
- MCE continues to offer all rides at seventy-five cents (.75) a ride and offers discounted passes in the amount of five dollars (\$5.00) for (10) rides and in the amount of ten dollars (\$10.00) for twenty (20) rides.



City of Las Vegas

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

Madam Mayor Tonita Gurulé-Girón

Program Justification

Amount Requested: \$ (Pending upon completion of Grant Application)

MISSION STATEMENT

To provide access to all citizens of the Las Vegas area with reliable, safe and affordable transportation.

SYSTEM INFRASTRUCTURE

Area of Operation: Las Vegas Area-see map

Hours of Operation: Monday – Friday 6:45 am – 5:00 pm

Number of Passengers (annually): 21,000 (estimated - pending actual numbers)

Number of miles driven (annually): 80,000 (estimated - pending actual numbers)

Number of Employees: 7

Director = 0

Manager = 1

Operations Supervisor/Driver = 1

Dispatch/Driver = 1

Drivers = 4

Fleet Schedule = 8 buses with a new bus purchase expected to arrive in August/September 2019

EVALUATING TRANSIT SERVICE QUALITY

AVAILABILITY: Monday-Friday 6:45 am -5:00 pm

FREQUENCY: Riders run every fifteen (15) minutes

RELIABILITY: We always have a back up driver for emergencies. Vehicles are well maintained

SECURITY: Our staff is trained in all aspects of safety and also teams up with all our first responders and emergency management team for any emergency situations that may arise. We have developed emergency management protocols for different situations and are established in our Safety, Security and Emergency Preparedness Plan.

ACCESSIBILITY: Door to Door on Demand Service

UNIVERSAL DESIGN: All are ADA Vehicles

ADVERTISEMENT AND INFORMATION ABOUT TRANSIT SERVICES: We have brochures distributed in several locations throughout the community, have established an MCE website, and an MCE face book page.

CUSTOMER SERVICE: Our staff are highly trained professional and friendly individuals ready to provide the best customer service possible. Management is always available to assist with any questions or concerns.

GOALS & OBJECTIVES

The goal of any transportation system is to provide the mobility options that meet the travel needs of all community members. Within every community there are residents whose physical limitations may prevent full access to all transportation services. In many cases, these individuals are transit dependent.

1. Grow the current level of service within the City limits.
2. Expand service limits to rural areas surrounding Las Vegas.
3. Meet the demand for services in the early morning hours, late afternoon and possibly Saturdays.
4. Assure safety compliance in operations
5. Promote and advertize more effectively.
6. Better able to meet demands of disabled and/or elderly passengers who require more time.

Meadow City Express (MCE) has been operating successfully for approximately twenty one (21) years within the city limits of Las Vegas. Las Vegas is located within San Miguel County and is the regional hub for northern New Mexico. MCE's current service area is approximately 35 square miles and would like to expand services in the future to the surrounding areas of San Miguel County and possibly Mora County.

MCE is located within the City of Las Vegas Intermodal Facility (Railroad Depot) at 500 Railroad Ave. The days and hours of operation are Monday thru Friday from 6:30 am to 5:00 pm. MCE office hours are from 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm.

MCE proposes to continue its demand response services within the municipal boundaries of the City of Las Vegas as the service proves to be effective and well accepted by the community. In March of 2019, there has been a change in staff with Darlene Arguello coming in as the new manager. Our Operations Supervisor Marcelino Roybal remains at the department for several years now. We currently have four (4) full time drivers and one (1) part time dispatcher; Ray Lucero, Joshua Martinez, Valerie Duran, Eloy Lucero and Tiffany Rodriguez. We are currently working on making our dispatcher full time, which is much needed and will play a key role in increasing ridership.

MCE currently has eight vans/buses and continues to properly maintain its current fleet while working to replace or add to the fleet to meet demands and expansion goals. We are expecting to add a 12-passenger van to or fleet now in August/September 2019. (See the attached Fleet Schedule)

MCE offers permanent scheduling to our riders and that has proven to be well utilized and extremely successful. A great portion of our permanent schedules are in the early morning hours and as a result can put a great demand on the drivers. As a result the drivers have been coming in earlier, which means they leave earlier. These permanent scheduled passengers are mainly people requiring a ride to work or to school before 8:00 am.

Our location is within the federally and locally designated Historic Railroad District as well as a designated Metropolitan Redevelopment Area in the Main Street Corridor which ties our three

historic commercial districts- from the Depot to the Plaza. It is anticipated that the Main Street initiative thru the City-adopted Downtown Master Plan will further the demand for public transportation. MCE is excited about the recent purchase and ongoing renovation of the historic Castaneda Hotel. Its revitalization has already resulted in an increase in demand for our services, as tourism numbers have increased.

MAJOR EMPLOYERS IN THE COMMUNITY ARE:

New Mexico Behavioral Health Institute.
New Mexico Highlands University
Luna Community College
United World College
West Las Vegas Schools
Las Vegas City Schools
Alta Vista Regional Hospital
Wal-Mart
District 4 of the Department of Transportation
San Miguel County
City of Las Vegas

A significant number of the customers MCE serves are employed by these institutions and agencies and/or are students.

Several agencies and schools operate limited services to their own constituents and there are currently no cab or uber services in Las Vegas that provide transportation for the public for general errands and that are ADA accessible and capable. For several Las Vegans, MCE is the only form of transportation available to them within the community. The following is a list from our review:

- Individuals utilizing Park & Ride Services to and from Las Vegas to Santa Fe
- Students and staff from New Mexico Highlands University
- Students and staff from Luna Community College
- Employees, visitors & clientele accessing Alta Vista Regional Hospital
- Employees, visitors, & clientele accessing New Mexico Behavioral Institute
- Individuals visiting the Senior Citizen Center
- Dialysis patients who receive services at the Dialysis Center
- Low income residents who have no vehicle or reliable transportation
- Citizens who choose to utilized MCE services in lieu of their own private vehicle.
- Senior citizens who need rides to go shopping, attend medical appointments or conduct other personal business
- Commuters going to and from their employment
- Individuals attending various programs for mental health, developmental disabilities, therapy, or other health issues.
- Persons who cannot operate a motor vehicle –DWI programs & classes.

- Disabled passengers- deaf, blind, etc. who require more assistance.
- Pilots and airport customers who require transportation to and from town after they fly into the Las Vegas Airport.
- Persons who use AMTRAK and need transportation to and from the depot.

TRANSPORTATION PROBLEMS MCE HELPS SOLVE

- Traffic congestion
- Parking congestion
- Traffic accidents
- Road & parking infrastructure costs
- Automobile costs to consumers
- Inadequate mobility for non-drivers
- Excessive energy consumption
- Pollution emissions
- Large elderly and/or Disabled population who rely on MCE for day to day transports
- There is no other mode of transportation in Las Vegas with ADA accessibility.

FACTORS TO IMPROVE TRANSIT SERVICES & ATTRACT NEW RIDERS

1. **EASE:** Our system is easy to use and our timetables are easy even to inexperienced users.
2. **EFFECTIVENESS:** Our routes operate on time and on a predictable schedule. Trips are made in a reasonable time frame.
3. **COMFORT:** Our passengers feel safe, secure and relaxed when using our transit system. Seating is very comfortable, and clean.
4. **ANESTHETICS:** Our vans are visually appealing, they are clean inside and outside. The vehicles temperature, fabrics, and hand holds feel good, and there are not unpleasant smells, flaring lights, or blaring audio systems.
5. **AFFORDABILITY:** Cost is very affordable: \$0.75 for each ride
 \$5.00 passes for 10 rides = .50 per ride
 \$10.00 passes for 20 rides = .50 per ride
6. **SAFETY:** Our drivers strive to maintain a safe and reliable atmosphere and management maintains an open door policy and availability to respond to any concerns by our passengers. We as a staff in whole will work on any means necessary to assure the safety and security of our passengers.

MCE strives to increase ridership and provide greater exposure to the general public about its services and benefits. We attempt to accommodate all requests for public transportation – in some instances we are able to accommodate by coordinating several pickups headed to one or several destinations within close proximity. MCE’s trained and certified staff is mindful of their responsibilities and they take pride in providing professional customer service.

Work Session

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 7/26/19

DEPT: CD

MEETING DATE: 8/14/19

ITEM/TOPIC: Infrastructure Capital Improvement Plan, (ICIP)

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of the ICIP through Resolution No. 19-44

BACKGROUND/RATIONALE: The Department of Finance and Administration (DFA) requires that Municipalities prepare and submit an ICIP in order to plan the systematic allocation of funds and to enable the Executive Branch of Government to submit and ICIP to the Legislative Branch of Government for the potential approval and distribution of funds. A local infrastructure capital improvement plan (ICIP) is a plan that establishes planning priorities for anticipated capital projects. The state-coordinated ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan for, fund, and develop infrastructure at a pace that sustains their activities.

STAFF RECOMMENDATION: Presentation, review, rank the top ten projects, and approve the ICIP through Resolution 19-44 so that the City of Las Vegas can establish planning priorities for anticipated capital projects and planning projects and submit the plan to DFA

COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


TONITA GURULÉ-GIRÓN
MAYOR

TANA VEGA
INTERIM FINANCE DIRECTOR
(PROCUREMENT)


ANN MARIE GALLEGOS
INTERIM CITY MANAGER

ESTHER GARDUNO-MONTOYA
CITY ATTORNEY

City of Las Vegas, NM

Resolution N. 19-44

A resolution adopting an Infrastructure Capital Improvement Plan (“ICIP”)

ADOPTING THE FY 2021-2025 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the City of Las Vegas recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF LAS VEGAS GOVERNING BODY that:

1. The City of Las Vegas has adopted the attached FY 2021-2025 Infrastructure Capital Improvement Plan, and;
2. it is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure and;
3. this Resolution supersedes Resolution No: 18-39.

PASSED, APPROVED AND ADOPTED THIS _____ day of August _____, 2019

CITY OF LAS VEGAS

Mayor Tonita Gurulé-Girón
(Seal)

ATTEST:

Casandra Fresquez, City Clerk

Esther Garduño, City Attorney
(for legal sufficiency only)

Current Plan

Infrastructure Capital Improvement Plan FY 2020-2024

**Las Vegas
Project Summary**

| ID | Year | Rank | Project Title | Category | Funded to date | 2020 | 2021 | 2022 | 2023 | 2024 | Total Project Cost | Amount Not Yet Funded | Phases? |
|-------|------|------|--|---|----------------|-----------|-----------|-----------|-----------|-----------|--------------------|-----------------------|---------|
| | | | | | | | | | | | | | |
| 27840 | 2020 | 001 | Peterson Dam Rehabilitation | Water - Water Supply | 600,000 | 400,000 | 300,000 | 600,000 | 9,300,000 | 0 | 11,200,000 | 10,600,000 | Yes |
| 12398 | 2020 | 002 | Gas Transmission Line Replacement | Other - Utilities (publicly owned) | 0 | 830,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 4,830,000 | 4,830,000 | Yes |
| 15548 | 2020 | 003 | Wastewater Collection System | Water - Wastewater | 0 | 200,000 | 700,000 | 700,000 | 700,000 | 700,000 | 3,000,000 | 3,000,000 | Yes |
| 12231 | 2020 | 004 | Replacement of PVC Gas Lines in West Las Vegas | Other - Utilities (publicly owned) | 0 | 10,000 | 120,000 | 0 | 0 | 0 | 130,000 | 130,000 | No |
| 35089 | 2020 | 005 | Mountain View Drive Road Improvements | Transportation - Highways/Roads/Bridges | 100,000 | 245,000 | 300,000 | 300,000 | 205,000 | 250,000 | 1,400,000 | 1,300,000 | Yes |
| 17060 | 2020 | 006 | West National Street construction | Transportation - Highways/Roads/Bridges | 0 | 400,000 | 300,000 | 300,000 | 100,000 | 0 | 1,100,000 | 1,100,000 | Yes |
| 10733 | 2020 | 007 | Mainstreet Corridor Improvement Project | Transportation - Highways/Roads/Bridges | 0 | 1,325,000 | 1,650,000 | 1,000,000 | 700,000 | 700,000 | 5,375,000 | 5,375,000 | Yes |
| 13921 | 2020 | 008 | Dee Bibb Industrial Park Infrastructure Improv | Transportation - Highways/Roads/Bridges | 0 | 250,000 | 250,000 | 200,000 | 0 | 0 | 700,000 | 700,000 | Yes |
| 25178 | 2020 | 009 | Bullet Proof Vest Replacement | Equipment - Public Safety Equipment | 0 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 | 125,000 | No |
| 10716 | 2020 | 010 | Heavy Rescue Unit | Vehicles - Public Safety Vehicle | 0 | 57,000 | 400,000 | 43,000 | 50,000 | 50,000 | 600,000 | 600,000 | Yes |
| 25353 | 2020 | 011 | Effluent Reuse System | Water - Water Supply | 0 | 600,000 | 500,000 | 500,000 | 0 | 0 | 1,600,000 | 1,600,000 | Yes |
| 27819 | 2020 | 012 | Mobile Data Communication | Equipment - Public Safety Equipment | 0 | 150,000 | 0 | 0 | 0 | 0 | 150,000 | 150,000 | No |
| 9792 | 2020 | 013 | Transfer Station Facility Repairs | Facilities - Administrative Facilities | 0 | 320,000 | 640,000 | 340,000 | 800,000 | 500,000 | 2,600,000 | 2,600,000 | Yes |

Proposed Plan

Infrastructure Capital Improvement Plan FY 2021-2025

**Las Vegas
Project Summary**

| ID | Year | Rank | Project Title | Category | Funded to date | 2021 | 2022 | 2023 | 2024 | 2025 | Total Project Cost | | Amount | |
|-------|------|------|--|---|----------------|-----------|-----------|-----------|------------|---------|--------------------|------------|----------------|--------|
| | | | | | | | | | | | Cost | Funded | Not Yet Funded | Phases |
| 27840 | 2021 | 001 | Peterson Dam Rehabilitation | Water - Water Supply | 600,000 | 400,000 | 400,000 | 500,000 | 10,000,000 | 0 | 11,900,000 | 11,300,000 | Y | |
| 15548 | 2021 | 002 | Wastewater Collection System | Water - Wastewater | 400,000 | 300,000 | 700,000 | 700,000 | 700,000 | 700,000 | 3,500,000 | 3,100,000 | Y | |
| 12231 | 2021 | 003 | Replacement of PVC Gas Lines in West Las Vegas | Other - Utilities (publicly owned) | 0 | 10,000 | 120,000 | 0 | 0 | 0 | 130,000 | 130,000 | N | |
| 35089 | 2021 | 004 | Mountain View Drive Road Improvements | Transportation - Highways/Roads/Bridges | 100,000 | 345,000 | 300,000 | 300,000 | 205,000 | 250,000 | 1,500,000 | 1,400,000 | Y | |
| 17060 | 2021 | 005 | West National Street construction | Transportation - Highways/Roads/Bridges | 268,000 | 400,000 | 300,000 | 300,000 | 100,000 | 0 | 1,368,000 | 1,100,000 | Y | |
| 10733 | 2021 | 006 | Mainstreet Corridor Improvement Project | Transportation - Highways/Roads/Bridges | 0 | 1,325,000 | 1,650,000 | 1,000,000 | 700,000 | 700,000 | 5,375,000 | 5,375,000 | Y | |
| 13921 | 2021 | 007 | Dee Bibb Industrial Park Infrastructure Improv | Transportation - Highways/Roads/Bridges | 0 | 250,000 | 250,000 | 250,000 | 0 | 0 | 750,000 | 750,000 | Y | |
| 25178 | 2021 | 008 | Bullet Proof Vest Replacement | Equipment - Public Safety Equipment | 0 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 | 125,000 | N | |
| 25353 | 2021 | 009 | Effluent Reuse System | Water - Water Supply | 0 | 700,000 | 500,000 | 500,000 | 0 | 0 | 1,700,000 | 1,700,000 | Y | |
| 27898 | 2021 | 010 | Hot Springs Blvd Reconstruction | Transportation - Highways/Roads/Bridges | 0 | 750,000 | 750,000 | 0 | 0 | 0 | 1,500,000 | 1,500,000 | Y | |
| 27819 | 2021 | 011 | Mobile Data Communication | Equipment - Public Safety Equipment | 0 | 150,000 | 0 | 0 | 0 | 0 | 150,000 | 150,000 | N | |
| 9792 | 2021 | 012 | Transfer Station Facility Repairs | Facilities - Administrative Facilities | 0 | 320,000 | 640,000 | 340,000 | 800,000 | 500,000 | 2,600,000 | 2,600,000 | Y | |
| 25211 | 2021 | 013 | Water Treatment Plant O&M | Water - Water Supply | 0 | 600,000 | 800,000 | 0 | 0 | 0 | 1,400,000 | 1,400,000 | Y | |

Infrastructure Capital Improvement Plan FY 2021-2025

| | Funded to date: | Year 1: | Year 2: | Year 3: | Year 4: | Year 5: | Total Project Cost: | Total Not Yet Funded: |
|---------------------|-----------------|------------|------------|------------|------------|-----------|---------------------|-----------------------|
| Grand Totals | 4,144,760 | 12,274,351 | 15,123,000 | 11,070,833 | 16,828,900 | 6,052,000 | 65,493,844 | 61,349,08 |

ICIP FY 2020 2021-2025

ICIP – What is it by DFA Definition?

- A plan that establishes planning priorities for anticipated capital projects.
- Covers a five-year fiscal year period (5 year) 2021-2025
- Developed, updated, and submitted annually to LGD of DFA.

An ICIP is NOT..... (No!)

- A Wish List (No longer can it be a wish list)
- Not a Funding Application
- Not a Funding Source
- Must be consistent with the Direction of the Entity (City/County/Tribal) in terms of projects.
- Will be reviewed by LFC, Governors Office, DFA, Legislators, etc....

Why is ICIP important?

- Establishes priorities for an entity (City)
- Places the City in a position to acquire funds.
- Increases funding opportunities.
- Demonstrates to the public that projects are being planned.
- Workable Plan that is realistic

Why is ICIP important? cont.....

- ICIP is a tool to showcase City's priority projects. (ICIP should be based on priority)
- Focus on critical needed projects
- Encourages planning
- Participation is strongly encouraged
- Funding agencies use the ICIP in many ways
- Governor will use it for vetting projects for approval/disapproval

What should the ICIP do?

- Create a new fixed asset (Relates to asset management plan)
- Enhances fixed asset plan
- Life expectancy of 10 years
- Be ready to proceed (Not a wish list) – Has to be shovel ready.

ICIP projects must.....

- Have good cost estimates that are close to total project costs for plan, design, and construction (inspection)
- Projects must be over \$10,000 dollars
- Identify funding sources
- Regionalize

ICIP- Benefits

- Benefits of completing the ICIP include:
- Encourages a more efficient government operation.
 - Functions as a tool for community/citizen involvement.
 - Fosters agreement and gives direction to a community's future.
 - Provides a way for departments and the public to cooperate and coordinate ideas.

ICIP – Benefits Cont....

- Reduces pressure to fund projects that aren't ready to proceed.
- Promotes repair or replacement of existing facilities before they fail.
- Provides a reminder to schedule capital improvements.
- Establishes and provides a method for tracking inventory.
- Provides a framework for decisions about community growth and development.
- Assists in preserving existing property values.
- Focuses community/agency attention on priority goals, needs, and capabilities.
- Avoids crisis-driven rate and tax increases.

Types of Project Examples

- Construction or expansion of a public building
- New storm or sewer systems
- Water/wastewater upgrades extensions
- Equipment
- Acquisition of land for public use
- Planning and engineering costs
- Recreational Facilities and parks
- Streets/Road construction

Developing the ICIP

- Determine process
- Goals and Objectives
- Review existing plans, regulations, etc.
- Analyze Factors
- Review inventory (needed upgrades)
- Identify and prioritize projects
- Analyze capacity
- Identify funding needs and sources (resources)
- Submit ICIP Plan to Governing Body
- Adopt Resolution
- Submit Plan to LGD

Entity Profiles (City must have)

- ICIP
- Procurement Officer
- Financial Officer

ICIP Projects

- Priority
- Rank
- Title
- Project Contact Info and demographics
- Total Project Costs
- Proposed Project Start date (Related to the project cost)
- Class
- Type/Sub Type

Project Information

- Project Location (Relates to site control)
- Latitude and Longitude
- Any legislative language (May relate to Capital Outlay)
- Scope of Work (Very Important)
- Secured and Potential Funding
- Project Budget (Must related to scope of work for plan design, and construction)
- Phasing Budget
- Annual Operating Budget
- Identify who will be responsible

Other questions related to the project

- Life Span of the project (10 years)
- Is project necessary to address the population?
- Regionalism
- Oversight mechanism
- Advance region's economy
- Beneficiaries
- Address risks or hazard to public health and/or safety

ICIP Submission Process

- Projects must be ready for funding
- Important aspects: 1) ICIP should create a new fixed asset;
- 2) have a life expectancy of 10 years;
- 3) Be ready to proceed
- 4) identify secured and potential funding

Work Session

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 8/2/19

DEPT: POLICE

MEETING DATE: August 14, 2019

DISCUSSION ITEM/TOPIC: Resolution # 19-43 to transfer the following vehicles to Luna Community College:

2002 Chevrolet Blazer VIN# 1GNDDT13W42K206533

2005 Ford Crown Victoria Police Interceptor VIN# 2FAFP71W15X109292

2007 Ford Crown Victoria Police Interceptor VIN# 2FAFP71W07X126765

BACKGROUND/RATIONALE: The Las Vegas Police Department wishes to transfer three vehicles to Luna Community College. Said vehicles are excess and have no value to the Police Department and would serve a much needed purpose to Luna Community College.

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



**TONITA GURULE-GIRON
MAYOR**



**ANN MARIE GALLEGOS,
INTERIM CITY MANAGER**

**TANA VEGA, INTERIM
FINANCE DIRECTOR
(PROCUREMENT)**

**PURCHASING AGENT
(FOR BID/RFP AWARD)**

**ESTHER GARDUNO MONTOYA,
CITY ATTORNEY
(ALL RESOLUTIONS, ORDINANCES
& CONTRACTS MUST BE
REVIEWED)**

CITY OF LAS VEGAS

RESOLUTION NUMBER 19-43

A RESOLUTION DONATING ONE 2002 CHEVROLET BLAZER, ONE 2005 FORD CROWN VICTORIA, AND ONE 2007 FORD CROWN VICTORIA BELONGING TO THE CITY LAS VEGAS TO LUNA COMMUNITY COLLEGE AND DIRECTING THE CITY OF LAS VEGAS POLICE DEPARTMENT TO TRANSFER SAID PROPERTY TO LUNA COMMUNITY COLLEGE.

WHEREAS, the City of Las Vegas wishes to transfer said vehicles to Luna Community College, and are described as follows:

2002 Chevrolet Blazer VIN# 1GNDDT13W42K206533 – odometer broken

2005 Ford Crown Victoria Police Interceptor VIN# 2FAFP71W15X109292 – mileage 64924

2007 Ford Crown Victoria Police Interceptor VIN# 2FAFP71W07X126765 – mileage 105760

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 _____, 2019.

CITY OF LAS VEGAS:

Tonita Gurule-Giron, Mayor

ATTEST:

Casandra Fresquez, City Clerk

Approved as to Legal Sufficiency Only

Esther Garduno Montoya, City Attorney



City of Las Vegas

318 Moreno Street • Las Vegas New Mexico 87701 • Ph# (505) 425-7504 • Fax # (505) 425-6346



David T. Bibb III
Chief of Police

TO: Tana Vega, Finance Department

From:


Eric N. Padilla
Commander

DATE: July 29, 2019

RE: Disposition of Police Department Vehicles

Mrs. Vega,

Listed are several vehicles that have become of no use or of having no value to the Las Vegas Police Department. They are high mileage, old, and were not purchased by any federal grant monies. These vehicles are still somewhat operable, and will cost more than they are worth to repair. We have been updating our fleet and wish to dispose of these vehicles, and if possible transfer or donate to a governmental agency within San Miguel Country, which may have use for them. Luna Community College (LCC) has asked for the police department to assist them in donating transfer our excess vehicles. We would like this unusable property to go through the proper resolution process for a smooth transfer to LCC.

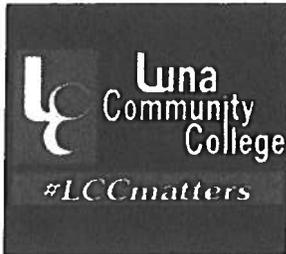
2007 Ford Crown Victoria VIN# 2FAFP71W07X126765 Odometer 105760

2005 Ford Crown Victoria VIN# 2FAFP71W15X109292 Odometer 64924

2002 Chevrolet Blazer VIN# 1GNDDT13W42K206533 Odometer Broken

Thank you for your attention to this matter.

XC: Marla Martinez, Finance Specialist File



Rolando M. Rael, PhD
President, Luna Community College
366 Luna Drive
Las Vegas, NM 87701
July 10, 2019

David T. Bibb III
Chief of Police
Las Vegas Police Department
318 Moreno Street
Las Vegas, NM 87701

Dear Chief Bibb:

Thank you for coming to see us here at Luna Community College, I was appreciative of the fact that you thought of us as you considered the disposal of some of your department's late model vehicles. We truly appreciate your generous offer of the following vehicles:

2002 Chevy Blazer VIN# 1GNDT13W42K206533
2005 Ford Crown Victoria VIN# 2FAFP7W15X10929
2007 Ford Crown Victoria VIN# 2FAFP71W07X126773

These vehicles will be transferred over to our Automotive Technology training program to serve as training demos for the students in the program. The vehicles will be considered castoffs, having no restorative value, in that they will be used solely for the purpose of training soon-to-be automotive technicians in the department.

Please work with Mr. Eugene Sandoval the Automotive Technology's lead instructor on coordinating the transfer of these vehicles over to his department.

Sincerely,

Rolando M. Rael, LCC President

Work Session

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 8/2/2019

DEPT: Police

MEETING DATE: 8/14/2019

DISCUSSION ITEM/TOPIC: Out of State Travel-Lawrence, Indiana.

BACKGROUND/RATIONALE: Pedestrian/Bicycle Crash Investigations Training will be held in Lawrence, Indiana on September 22-27, 2019. The Las Vegas Police Departments Commander of Training and Recruiting and an Investigator will be attending this training.

There will be no cost of registration for this training. The two Las Vegas Police Department personnel will be going actual and getting reimbursed when they return from training. The only cost for this training will be the reimbursement for Uber transportation, meals, airport parking for one Police Department Unit and per diem for travel only to and from Albuquerque, NM on September 22, 2019 and September 27, 2019. The total projected reimbursement for two Las Vegas Police Department Personnel is \$890.36.

Pedestrian/Bicycle Crash Investigations will assist the Investigator and Commander in pedestrian/cyclists' crashes. It will teach them how to develop a systematic approach to the analysis of these crashes in order for them to understand and explain collision avoidance issues. They will be introduced to tools they will need to analyze the speed of both vehicle and pedestrian/cyclists at impact.

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULE-GIRON
MAYOR



ANN MARIE GALLEGOS,
INTERIM CITY MANAGER

TANA VEGA, INTERIM
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

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



City of Las Vegas

318 Moreno Street • Las Vegas New Mexico 87701 • Ph# (505) 425-7504 • Fax # (505) 425-6346



Chief of Police
David T. Bibb III

MEMORANDUM

TO: Ann Marie Gallegos
Interim City Manager

FROM: *David T. Bibb III*
David T. Bibb III
Chief of Police

DATE 2 August 2019

RE: Out of State Travel – Lawrence, Indiana
IPTM Pedestrian Safety Training
September 22-27, 2019
2 LVPD Personnel

Estimated Travel Cost

Caleb Marquez: Projected Actual Reimbursement

Pamela Sandoval: Projected Actual Reimbursement

Travel to and from Alb, NM- \$12.00
Uber total projected cost- \$127.18
Meals total projected cost- \$270.00
Total projected reimbursement
Cost for 1 LVPD personnel- \$409.18

Travel to and from Alb, NM- \$12.00
Uber total projected cost- \$127.18
Meals total projected cost- \$270.00
Projected Parking PD
unit at Airport- \$72.00
Total projected cost for 1
LVPD personnel- \$481.18

Projected grand total reimbursement for 2 LVPD personnel- \$ 890.36

XC: File



**CITY OF LAS VEGAS
TRAVEL AUTHORIZATION**

No. _____

| | | | |
|---|---|--|---|
| 1. NAME, HOME ADDRESS & ZIP CODE WORK PHONE NO. <i>Pamela Sandoval Caleb Marquez</i> | | 2. DEPARTMENT NAME & NO. <i>Police</i> | 3. FUND - DEPT. - ACTIVITY |
| 5. DEPARTURE DATE & HOUR <i>9/22/19 7AM</i> | 6. RETURN - DATE & HOUR <i>9/27/19 8PM</i> | 7. TOTAL DAYS <i>Only 22 to Alb 4 hour. only 27 back to Vegas 2 hours</i> | |
| 8. <input type="checkbox"/> CONFERENCE <input type="checkbox"/> SCHOOL <input checked="" type="checkbox"/> OTHER _____ | 9. DESTINATION <i>Albuquerque</i> | 10. WHERE CAN YOU BE REACHED? | |
| 11. NAME OF SCHOOL, CONFERENCE OR OTHER <i>Out of State to + from Alb Airport. (GPNW)</i> | | 12. MEETING DATES <i>9/22 AND 9/27/19</i> | 13. ARE OUTSIDE FUNDS BEING CONTRIBUTED TOWARD THE TRIP? <input type="checkbox"/> YES <input type="checkbox"/> NO PROVIDE DETAILS. |

| | |
|-------------------------|--|
| For Accounting Use Only | |
| VENDOR NO. | |
| INVOICE NO. | |
| DISCOUNT / TERMS | |
| PAY DUE DATE | |
| INVOICE DATE | |
| TRANS TYPE | |
| Reviewed By | |

| | |
|--|---|
| 14. <input checked="" type="checkbox"/> CITY VEHICLE NO. <i>00499G</i> | 15. PUBLIC CONVEYANCE (PLANE, TRAIN, ETC.) |
| 16. <input type="checkbox"/> PRIVATE VEHICLE | 17. MILEAGE _____ X _____ = _____ DISTANCE RATE PER MILE TOTAL |
| 18. <input type="checkbox"/> TYPE OF REQUEST <input type="checkbox"/> ADVANCE <input type="checkbox"/> ACTUAL <input type="checkbox"/> PER DIEM | 19. PER DIEM <i>4H</i> X <i>12\$ x 2</i> = <i>2400</i> DAYS/HOURS RATE PER DAY TOTAL |

| ESTIMATED COST OF TRIP | | ACTUAL COST OF REIMBURSEMENT | |
|---------------------------|-------------------------------------|------------------------------|--|
| *TOTAL AUTHORIZED ADVANCE | TRAVEL \$ <i>0</i> | TRAVEL \$ _____ | |
| \$ <i>4</i> | REGISTRATION \$ <i>0</i> | REGISTRATION \$ _____ | |
| | *HOTEL \$ <i>0</i> | *HOTEL \$ _____ | |
| | *PER DIEM \$ <i>12 x 2 = 2400</i> | *PER DIEM \$ _____ | |
| | *OTHER \$ <i>0</i> | *OTHER \$ _____ | |
| | TOTAL COSTS \$ <i>12 x 2 = 2400</i> | TOTAL COSTS \$ _____ | |
| | *TOTAL DUE EMPLOYEE OR | TOTAL DUE CITY | |
| | <i>12 x 2 = 2400</i> | | |

ADVANCE SHALL NOT EXCEED 80% OF THESE COSTS

I authorize the City of Las Vegas to deduct from my bi-weekly pay check the amount of advance indicated above + \$15.00 penalty if all travel documents are not properly filed in Accounts Payable 5 working days after this trip is concluded.

I certify that the above information is correct to the best of my knowledge.

EMPLOYEE SIGNATURE DATE SOCIAL SECURITY NUMBER

| | |
|--|----------------------------------|
| APPROVED _____ AUTHORIZED SIGNATURE DATE | FOR ACCOUNTING ONLY |
| | _____ _____ _____ _____ |

APPROVED _____ 23. REVIEWED FOR COMPLETENESS

CITY MANAGER DATE FINANCE DIRECTOR DATE

DISTRIBUTION OF COPIES: FINANCE DEPARTMENT - WHITE; CITY MANAGER DEPARTMENT - GREEN; YELLOW VOUCHER SUBMITTED WITH REIMBURSEMENT VOUCHER; TRAVELER - PINK; DEPARTMENT HEAD - GOLDENROD

ATTACH COPIES OF BROCHURES AND ANY OTHER INFORMATION REGARDING REASON FOR TRAVEL

CITY OF LAS VEGAS OUT OF STATE TRAVEL AUTHORIZATION

No. _____

| | | | |
|---|---------------------------------------|--|---|
| 1. NAME, HOME ADDRESS & ZIP CODE WORK PHONE NO. Caleb Marquez Pamela Sandora | 2. DEPARTMENT NAME & NO. Police | 3. _____ CONFERENCE _____ SCHOOL <input checked="" type="checkbox"/> OTHER _____ | 4. DESTINATION Lawrence, In. |
| 5. DEPARTURE DATE & HOUR 9/22/19 7AM | 6. RETURN DATE & HOUR 9/27/19 8pm | 7. TOTAL DAYS/HOURS 5 days, 3 hours | 8. WHERE CAN YOU BE REACHED? |
| 9. NAME OF SCHOOL CONFERENCE OF OTHER IPTN (Pedestrian Safety) | 10. MEETING DATES 9/22-27/19 | 11. ARE OUTSIDE FUNDS BEING CONTRIBUTED TOWARD THE TRIP? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PROVIDE DETAILS. Host is paying flight + Reg. | 12. TYPE OF REQUEST <input checked="" type="checkbox"/> ACTUAL <input type="checkbox"/> PER DIEM |

13. _____ CITY VEHICLE NO. _____ PRIVATE VEHICLE PUBLIC CONVEYANCE plane
 (PLANE, TRAIN, ETC.)

| | |
|--|--|
| 14. PER DIEM <input checked="" type="checkbox"/> DAYS/HOURS _____ RATE/DAY _____ TOTAL _____ | 15. MILEAGE <input checked="" type="checkbox"/> DISTANCE _____ RATE / MILE _____ TOTAL _____ |
|--|--|

| ESTIMATED COST OF TRIP | LINE ITEM | SPECIAL INSTRUCTIONS |
|--------------------------|------------------------------|--|
| TRAVEL \$ <u>0</u> | Uber 34.24 | to + from airport AND 5.79 a day projected cost upon receiving receipt. <i>(68.43) * 2 = 136.86</i> |
| REGISTRATION \$ <u>0</u> | | |
| *HOTEL \$ <u>0</u> | | |
| *PERDIEM \$ <u>0</u> | | |
| *MEALS \$ <u>0</u> | \$ 210 per person (45 a day) | is projected cost upon receiving receipts. <i>58.70 * 2 = 117.40</i> |
| *OTHER \$ <u>0</u> | \$ 72 airport parking | is projected cost upon receiving receipt. <i>12 a day max</i> |
| TOTAL \$ <u>0</u> | | |

TOTAL AUTHORIZED ADVANCE: \$ 469.18 projected cost. (Cmdr Sandora total)

*ADVANCE SHALL NOT EXCEED 80% OF THESE COSTS: \$ 397.18 projected cost Caleb (80% of 360)

I AUTHORIZE THE CITY OF LAS VEGAS TO DEDUCT FROM MY BI-WEEKLY PAY CHECK THE AMOUNT OF ADVANCE INDICATED ABOVE + \$15.00 PENALTY IS ALL TRAVEL DOCUMENTS ARE NOT PROPERLY FILED IN ACCOUNTS PAYABLE 5 WORKING DAYS AFTER THIS TRIP IS CONCLUDED.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

| | |
|--|-------------------------------------|
| EMPLOYEE SIGNATURE: _____ DATE: _____ | SOCIAL SECURITY NUMBER: _____ |
| APPROVED: _____ MAYOR & COUNCIL MEETING DATE: _____ | FOR ACCOUNTING ONLY: _____ |
| APPROVED: _____ AUTHORIZED SIGNATURE: _____ DATE: _____ | REVIEWED FOR COMPLETENESS: _____ |
| CITY MANAGER: _____ DATE: _____ | FINANCE DIRECTOR: _____ DATE: _____ |

REASON FOR REQUEST OF ACTUAL EXPENSE REIMBURSEMENT: _____

CITY MANAGER APPROVAL REQUIRED FOR ADVANCE ON ACUTAL ----- APPROVED () NOT APPROVED ()

CITY MANAGER SIGNATURE: _____

DISTRIBUTION OF COPIES: FINANCE DEPARTMENT-WHITE; CITY MANAGER DEPARTMENT-GREEN; YELLOW VOUCHER SUBMITTED WITH REIMBURSEMENT VOUCHER; TRAVELER-PINK; DEPARTMENT-GOLDENROD.

ATTACH COPIES OF BROCHURES AND ANY OTHER INFORMATION REGARDING REASON FOR TRAVEL.

Parking Facilities



The parking facilities are open 24 hours per day. Cash, Master Card, Visa, American Express, and Discover are accepted for payment upon exiting. The safe, well-lit facilities are patrolled by the Aviation Police.

Call the parking information hotline at (505) 842-7030 for current information. Contact the parking administration office at (505) 244-7883.

Handicap spaces are located on all four levels of the garage near the elevators, the economy lot and the credit/debit lot.

There are also [cell phone waiting areas](#) available.

Parking Garage

A four-level garage adjacent to the ABQ terminal with covered access provides space for 3,400 vehicles on an hourly/daily basis.

Premium Economy Lot

There are 450 spaces available in the covered Premium Economy Lot, located directly north of the garage.

Basic Economy Lot

This 357-space lot is credit/debit card ONLY and is available to east of the parking structure. It is accessed via the arrival level roadway to Girard or via Gibson to Girard. The lot is self-pay, accessible anytime and monitored 24/7. Assistance is available via intercom with the parking office. The lot uses self-pay terminals that accept credit and debit cards, but not cash. See the video at the bottom of this page for more information.

Parking Rates

| Garage (covered) | Rates |
|--------------------------|--------------|
| Under 10 minutes | Free |
| 10 minutes to 30 minutes | \$2 |
| 30 minutes to 1 hour | \$4 |
| 1 hour to 3 hours | \$5 |
| 3 hours to 6 hours | \$6 |
| 6 hours to 24 hours | \$12 |
| Max daily rate | \$12 |

| Premium Economy (covered) | |
|----------------------------------|-------------|
| Under 10 minutes | Free |
| 10 minutes to 30 minutes | \$2 |
| 30 minutes to 24 hours | \$9 |
| Max daily rate | \$9 |

| Basic Economy | |
|--------------------------|-------------|
| Under 10 minutes | Free |
| 10 minutes to 30 minutes | \$2 |
| 30 minutes to 24 hours | \$7 |
| Max daily rate | \$7 |

| Handicapped Parking | |
|-----------------------------|----------------|
| First 24 hours | Free |
| After 24 hours (daily rate) | \$9/day |

Parking Information Video

Albuquerque International Sunport - Long Term Par...





City of Las Vegas

318 Moreno Street • Las Vegas New Mexico 87701 • Ph# (505) 425-7504 • Fax # (505) 425-6346



Chief David T. Bibb III

MEMORANDUM

TO: David T. Bibb III Chief of Police

FROM: 
Pamela Sandoval
Commander. Planning Training Recruiting

THRU: 
M. David Gallegos
Deputy Chief

DATE: July 20, 2019

RE: Request for out of state training: FREE Pedestrian Safety Trainings for NM Law Enforcement Agencies!

This training request is for Commander Pamela Sandoval and Inv. Caleb Marquez. This training is Free, food and rental vehicle is the responsibility of the department. Officer Marquez and I will be traveling actual due to the fact of meals being the only cost to the department and is required out of pocket.

Also requested for this training will be reimbursement of overnight airport parking for the week in Albuquerque NM, costs of transportation to and from the airport upon arrival and lastly cost for transportation to and from the hotel to class for the week.

Attached you will find the flyer and the registration form for this training

Should you have any questions, please do not hesitate to contact me. Thank you for your consideration in this matter.

XC: Training File
File





City of Las Vegas

318 Moreno Street • Las Vegas New Mexico 87701 • Ph# (505) 425-7504 • Fax # (505) 425-6346



Chief David T. Bibb III

IPTM Pedestrian/Bicycle Crash Investigation NHTSA Pedestrian Safety Training / LE

Level 1 - Topics

- Hit and run investigation, and reconstruction techniques
- Pedestrian conspicuity
- Reaction time/human factors
- Bicycle collision analysis

1. Level 1: 9/23-9/27/19, Lawrence, IN

Travel & lodging included! Food expenses are the responsibility of the participant

Review by:

Marla Martinez
 Marla Martinez, Finance Specialist

8/2/19
 Date

Beatrice Salazar
 Beatrice Salazar, Grants Administrator

080119
 Date *no grant funds for out of state travel*

~~Approved~~ ~~Disapproved~~
David T. Bibb III
 David T. Bibb III
 Chief of Police

8-2-19
 Date

XC: Training File File





Institute of Police Technology and Management

University of North Florida

Registration Form

STUDENT INFORMATION

First Name: Pamela Day Phone: (505) 424-5525
 Middle Initial: J Student Fax Number: _____
 Last Name: Sandoval Student Email: psandoval@lasvegashm.gov
 Address: 318 Moreno St Wk address Las Vegas NM
 Address 2: 1019 1/2 Romero St Las Vegas NM 87701
 Zip Code: 87701
 City: Las Vegas
 State: New Mexico
 Occupation (Rank): Commander Police
 Employer (Agency Name): Las Vegas Police Department

Americans with Disabilities Act Program Accessibility:
Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM at least five working days prior to the class.

COURSE INFORMATION

Course Title: Level I Pedestrian Bicycle Crash Investigation
 Course Dates: 9-23-19 - 9-27-19
 Course Location: Lawrence, IN
 Course Fee: \$ _____

Full payment must accompany all registrations!

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

PAYMENT INFORMATION

Payment must be submitted with your registration.

Check enclosed for: \$ _____ Make check payable to: Institute of Police Technology and Management
 Bill my: Visa MasterCard American Express Discover for \$ _____
 Card #: _____ 3- or 4-digit security code: _____
 Name as it appears on card: _____ Expiration Date: _____
 Email receipt to: _____

CANCELLATION/REFUND POLICY:

Complete the Cancellation Request Form found at www.ipm.org and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.

REGISTERING PERSON'S INFORMATION (if different than student)

Registering Person's Name: _____
 Registering Person's Title: _____ Phone Number: _____
 Registering Person's Email: _____

Four (4) FREE Ped Safety Trainings for NM Law Enforcement Agencies!

IPTM Pedestrian/Bicycle Crash Investigation



Level I - Topics

- Hit and run investigation, and reconstruction techniques
- Pedestrian conspicuity
- Reaction time/human factors
- Bicycle collision analysis

"Excellent course with practical examples to relate to real life situations. Outstanding knowledge of topic." – Capt. R.H.

1. Level I: 5/6 – 6/9/19, ONLINE, Instructor-led over 5 consecutive weeks

2. Level I: 9/23-9/27/19, Lawrence, IN

Travel & lodging included! Food expenses are the responsibility of the participant

Level II – Topics

- Review of pedestrian/cyclist impact dynamics and injuries
- Visibility issues and nighttime perception-reaction times
- Real world case analysis for understanding and practicing vehicle and pedestrian speed determination
- Real world case analysis for understanding collision avoidance issues

"Every aspect of material was beneficial. Both instructors and course material – excellent." – Det. Sgt. J.P.

3. Level II: 7/22 – 7/26/19 in Jacksonville, FL

Travel & lodging included! Food expenses are the responsibility of the participant

For detailed course descriptions, go to: iptm.org

NHTSA Pedestrian Safety Training / LE



4. Online, self-paced (2 hrs)

- Understand the factors involved in pedestrian crashes
- Identify effective enforcement countermeasure techniques
- Understand the importance of complete and accurate pedestrian crash reporting
- Become pedestrian safety advocates in the community

Sponsored by



****Registration is FREE for NM Law Enforcement & Government Agencies - Space is Limited!**
REGISTRATION DEADLINE – 3 weeks prior to event

REGISTRATION OR QUESTIONS, contact
 Joe Abbatacola, UNM Center for Injury Prevention
 505-272-5867 JAbbatacola@salud.unm.edu



Pedestrian/Bicycle Crash Investigation - Level II

(40 Hours)

This course will provide you with the latest theories and approaches to pedestrian/bicycle traffic crash investigations. Building upon the topics presented in IPTM's *Pedestrian/Bicycle Crash Investigation - Level I*, our focus in this advanced class will be on the analysis phase of the crash as well as on collisions that occur at night or during other conditions of degraded visibility.

We'll show you how to develop a systematic approach to the analysis of these crashes so that you will have all the tools and data necessary to understand and explain collision avoidance issues. You will be introduced to the equations and data needed to analyze the speed of both the vehicle and the pedestrian/cyclist at impact.

Actual pedestrian visibility testing will be conducted to help you understand the visibility issues associated with many pedestrian/cyclist crashes. To assist you in completing your investigations, you will be required to conduct pedestrian rate-of-movement testing to augment the pedestrian speed data reviewed in class.

Topics include:

- Review of pedestrian/cyclist impact dynamics and injuries

- Pedestrian and vehicle speed determination methods
- Visibility issues and nighttime perception-reaction times
- Pedestrian rate-of-movement research and data
- Pedestrian visibility research and data
- Collision avoidance issues and determination
- Real world case analysis for understanding and practicing vehicle and pedestrian speed determination
- Real world case analysis for understanding collision avoidance issues
- Pedestrian visibility and rate-of-movement field work

Prerequisite: You must have successfully completed IPTM's *Pedestrian/Bicycle Crash Investigation - Level I* course, or its equivalent.

Audience: Law enforcement and private traffic crash investigators, claims adjusters, engineers, attorneys, safety officers, military investigative personnel, animators and graphic designers

Course Fee: ~~\$845~~

REGISTRATION AND FEES

Full payment must accompany all registrations. You may register online at www.iptm.org and pay with your Visa, MasterCard, Discover or American Express credit card, or you may download a registration form and mail it to IPTM with a check.

CANCELLATION/REFUND POLICY

Complete the Cancellation Request Form and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.

COURSE CONFIRMATIONS

A minimum number of registrations must be received for a class to run as scheduled. When the minimum criterion has been met, written confirmation will be mailed, faxed, or emailed to you.

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

TRANSPORTATION AND LODGING

Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. However, hotels in the listed areas offer a special rate to IPTM program participants. For more information, please visit our website at www.iptm.org or call us at (904) 620-IPTM.

CONTINUING EDUCATION UNITS



This *Pedestrian/Bicycle Crash Investigation - Level II* course is eligible for 40 ACTAR CEUs. IPTM Continuing Education Units (CEUs) are also available. Please call us at (904) 620-IPTM for details.

To register for this course online,
please visit our website at:

www.iptm.org



Institute of Police Technology and Management

University of North Florida

Registration Form

STUDENT INFORMATION

First Name: Caleb Day Phone: (505) 425-7504 wk
 Middle Initial: _____ Student Fax Number: _____
 Last Name: Marquez Student Email: Cmarquez@lasvegasmn.gov
 Address: 318 Moreno St. Wk. address
 Address 2: _____
 Zip Code: 87701
 City: Las Vegas
 State: New Mexico
 Occupation (Rank): Investigator
 Employer (Agency Name): Las Vegas Police Department

Americans with Disabilities Act Program Accessibility:
Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM at least five working days prior to the class.

COURSE INFORMATION

Course Title: _____
 Course Dates: _____
 Course Location: _____
 Course Fee: \$ _____

Full payment must accompany all registrations!

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

PAYMENT INFORMATION

Payment must be submitted with your registration.

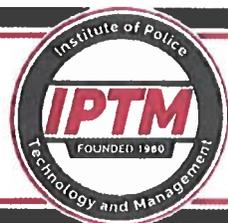
Check enclosed for: \$ _____ Make check payable to: Institute of Police Technology and Management
 Bill my: Visa MasterCard American Express Discover for \$ _____
 Card #: _____ 3- or 4-digit security code: _____
 Name as it appears on card: _____ Expiration Date: _____
 Email receipt to: _____

CANCELLATION/REFUND POLICY:

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Registering Person's Name: _____
 Registering Person's Title: _____ Phone Number: _____
 Registering Person's Email: _____



Pedestrian/Bicycle Crash Investigation - Level II

(40 Hours)

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We'll show you how to develop a systematic approach to the analysis of these crashes so that you will have all the tools and data necessary to understand and explain collision avoidance issues. You will be introduced to the equations and data needed to analyze the speed of both the vehicle and the pedestrian/cyclist at impact.

Actual pedestrian visibility testing will be conducted to help you understand the visibility issues associated with many pedestrian/cyclist crashes. To assist you in completing your investigations, you will be required to conduct pedestrian rate-of-movement testing to augment the pedestrian speed data reviewed in class.

Topics include:

- Review of pedestrian/cyclist impact dynamics and injuries

- Pedestrian and vehicle speed determination methods
- Visibility issues and nighttime perception-reaction times
- Pedestrian rate-of-movement research and data
- Pedestrian visibility research and data
- Collision avoidance issues and determination
- Real world case analysis for understanding and practicing vehicle and pedestrian speed determination
- Real world case analysis for understanding collision avoidance issues
- Pedestrian visibility and rate-of-movement field work

Prerequisite: You must have successfully completed IPTM's *Pedestrian/Bicycle Crash Investigation - Level I* course, or its equivalent.

Audience: Law enforcement and private traffic crash investigators, claims adjusters, engineers, attorneys, safety officers, military investigative personnel, animators and graphic designers

Course Fee: ~~\$825~~

REGISTRATION AND FEES

Full payment must accompany all registrations. You may register online at www.iptm.org and pay with your Visa, MasterCard, Discover or American Express credit card, or you may download a registration form and mail it to IPTM with a check.

CANCELLATION/REFUND POLICY

Complete the Cancellation Request Form and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.

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TRANSPORTATION AND LODGING

Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. However, hotels in the listed areas offer a special rate to IPTM program participants. For more information, please visit our website at www.iptm.org or call us at (904) 620-IPTM.

CONTINUING EDUCATION UNITS



This *Pedestrian/Bicycle Crash Investigation - Level II* course is eligible for 40 ACTA CEUs. IPTM Continuing Education Units (CEUs) are also available. Please call us at (904) 620-IPTM for details.

**To register for this course online,
please visit our website at:
www.iptm.org**

Three (3) FREE Ped Safety Trainings for NM Law Enforcement Agencies!

IPTM Pedestrian/Bicycle Crash Investigation



Level I - Topics

- Hit and run investigation, and reconstruction techniques
- Pedestrian conspicuity
- Reaction time/human factors
- Bicycle collision analysis

"Excellent course with practical examples to relate to real life situations. Outstanding knowledge of topic." – Capt. R.H.

1. Level I: 9/23-9/27/19, Lawrence, IN

Travel & lodging included! Food expenses are the responsibility of the participant

Level II – Topics

- Review of pedestrian/cyclist impact dynamics and injuries
- Visibility issues and nighttime perception-reaction times
- Real world case analysis for understanding and practicing vehicle and pedestrian speed determination
- Real world case analysis for understanding collision avoidance issues

"Every aspect of material was beneficial. Both instructors and course material – excellent." – Det. Sgt. J.P.

2. Level II: 7/22 – 7/26/19 in Jacksonville, FL

Travel & lodging included! Food expenses are the responsibility of the participant

For detailed course descriptions, go to: iptm.org

REGISTRATION or QUESTIONS, contact
Dr. Laura Banks, UNM Center for Injury Prevention, Research and Education
505-272-6279 // LBanks@sdiud.unm.edu

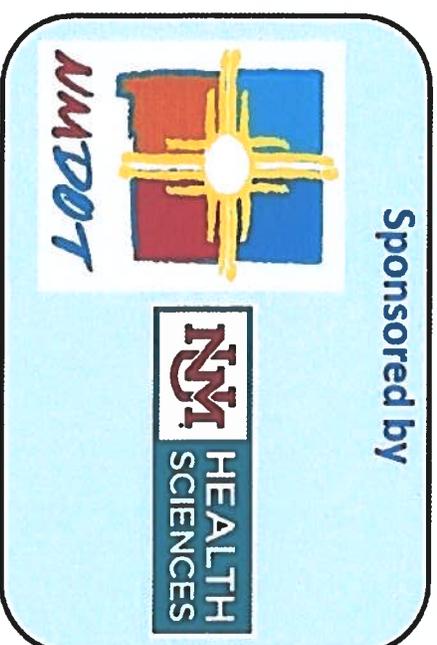
NHTSA Pedestrian Safety Training / LE



3. Online, self-paced (2 hrs)

- Understand the factors involved in pedestrian crashes
- Identify effective enforcement countermeasure techniques
- Understand the importance of complete and accurate pedestrian crash reporting
- Become pedestrian safety advocates in the community

Sponsored by



****Registration is FREE for NM Law Enforcement & Government Agencies – Space & Funding are Limited! Don't miss out!**

Travel Agreement

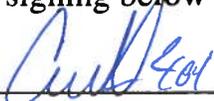
IPTM Pedestrian/Bicycle Crash Investigation Course (Level 1)
September 23-27, 2019
Lawrence, IN

The University of New Mexico Center for Injury Prevention, Research and Education (CIPRE) will provide airfare, lodging, and course registration fees. All reservations and registrations will be booked in advance and paid by CIPRE. Ground transportation, meals, and other travel expenses are the responsibility of the course registrants.

The following rules apply:

1. Attendance will be required from 8:00am through 5:00pm on each course day, at IVY Tech University campus, 9530 East 59th St, Lawrence, IN
2. Lodging rooms will be booked one room per sponsored traveler (room-sharing is not required)
3. CIPRE will sponsor lodging at the designated hotel for check-in on September 22nd and check-out on September 27th
4. The sponsorship will not cover the cost of room service meals, in-room movies, or any additional services offered by the hotel. The hotel may ask the registered guest to provide a credit card upon check-in that will be used to cover any additional costs incurred by the guest. If no additional cost are incurred, the credit card will not be used.
5. CIPRE will attempt to match the travelers requested schedule for flights, but UNM travel policies will apply including the requirement to purchase the most affordable, direct flight available. Departure will be on Sept. 22nd, return will be on the evening of Sept. 27th
6. Ground transportation will be required to travel between the airport and the training venue (approximately 35 miles) and between the hotel and the training venue. Ground transportation (airport/hotel shuttle, rental car, rideshare, etc.) is the responsibility of the traveler.

By signing below I agree that I have read and understand the rules outlined above.



Signature of traveler



Print Name



Please provide an email address (preferred) or phone # for confirmation messages

Registrants must return this signed page via email to: AEGarcia@salud.unm.edu

Travel Agreement

IPTM Pedestrian/Bicycle Crash Investigation Course (Level 1)

September 23-27, 2019

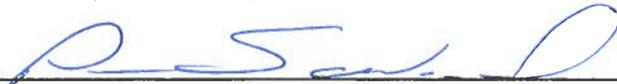
Lawrence, IN

The University of New Mexico Center for Injury Prevention, Research and Education (CIPRE) will provide airfare, lodging, and course registration fees. All reservations and registrations will be booked in advance and paid by CIPRE. Ground transportation, meals, and other travel expenses are the responsibility of the course registrants.

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6. Ground transportation will be required to travel between the airport and the training venue (approximately 35 miles) and between the hotel and the training venue. Ground transportation (airport/hotel shuttle, rental car, rideshare, etc.) is the responsibility of the traveler.

By signing below I agree that I have read and understand the rules outlined above.


Signature of traveler

Pamela Sandoval
Print Name

psandoval@lavegasnm.gov (505) 426-5525
Please provide an email address (preferred) or phone # for confirmation messages

Registrants must return this signed page via email to: AEGarcia@salud.unm.edu



Alexis Mcadams <amcadams@lasvegasnm.gov>

IPTM packet

1 message

Audrea E Garcia <AEGarcia@salud.unm.edu>

Wed, Jul 31, 2019 at 3:21 PM

To: Alexis Mcadams <amcadams@lasvegasnm.gov>

Cc: "cmarquez@lasvegasnm.gov" <cmarquez@lasvegasnm.gov>, Pamela Sandoval <psandoval@lasvegasnm.gov>

Hi Alexis,

Here are the complete travel packets. I did include some price quotes for Uber service.

Please let me know if there is anything else you will need on my end.

Thanks,

Audrea Garcia

Department of Emergency Medicine

Center for Disaster Medicine

Center for Injury Prevention Research and Education

Medicine Bow

MSC11 6025

1 University of New Mexico
Albuquerque, NM 87131-0001
(505) 272-5062

(505) 272-6503 (Fax)

mailto: AEGarcia@salud.unm.edu



SCHOOL OF MEDICINE
DEPARTMENT OF EMERGENCY MEDICINE

2 attachments

 **20190927 Marquez C IPTM packet.pdf**
1241K

 **20190927 Sandoval P IPTM packet.pdf**
1229K

Travel Agreement

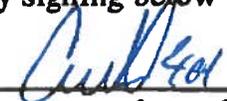
IPTM Pedestrian/Bicycle Crash Investigation Course (Level 1)
September 23-27, 2019
Lawrence, IN

The University of New Mexico Center for Injury Prevention, Research and Education (CIPRE) will provide airfare, lodging, and course registration fees. All reservations and registrations will be booked in advance and paid by CIPRE. Ground transportation, meals, and other travel expenses are the responsibility of the course registrants.

The following rules apply:

1. Attendance will be required from 8:00am through 5:00pm on each course day, at IVY Tech University campus, 9530 East 59th St, Lawrence, IN
2. Lodging rooms will be booked one room per sponsored traveler (room-sharing is not required)
3. CIPRE will sponsor lodging at the designated hotel for check-in on September 22nd and check-out on September 27th
4. The sponsorship will not cover the cost of room service meals, in-room movies, or any additional services offered by the hotel. The hotel may ask the registered guest to provide a credit card upon check-in that will be used to cover any additional costs incurred by the guest. If no additional cost are incurred, the credit card will not be used.
5. CIPRE will attempt to match the travelers requested schedule for flights, but UNM travel policies will apply including the requirement to purchase the most affordable, direct flight available. Departure will be on Sept. 22nd, return will be on the evening of Sept. 27th
6. Ground transportation will be required to travel between the airport and the training venue (approximately 35 miles) and between the hotel and the training venue. Ground transportation (airport/hotel shuttle, rental car, rideshare, etc.) is the responsibility of the traveler.

By signing below I agree that I have read and understand the rules outlined above.



Signature of traveler



Print Name



Please provide an email address (preferred) or phone # for confirmation messages

Registrants must return this signed page via email to: AEGarcia@salud.unm.edu



Institute of Police Technology and Management

Instructions for Registering Others

1. Complete one Registration Form per student.
2. Return the form(s) with full payment:
 - Email:** info@iptm.org
 - Fax:** (904) 620-2453
 - Mail:** IPTM/UNF
12000 Alumni Drive
Jacksonville, FL 32224-2678
 - Call:** (904) 620-IPTM (4786)
Please have your credit card information available.
3. An email confirming registration and payment will be sent to the student. To receive a copy, include your email address in the Registering Person's Information box if you send by email.

IMPORTANT INFORMATION

Do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

CANCELLATION/REFUND POLICY:

Complete the Cancellation Request Form found at www.iptm.org and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.



Institute of Police Technology and Management

University of North Florida

Registration Form

STUDENT INFORMATION

First Name: Caleb Day Phone: 505-429-1076
 Middle Initial: M Student Fax Number: _____
 Last Name: Marquez Student Email: cmarquez@lasvegasnm.gov
 Address: 318 Moreno St Las Vegas, NM
 Address 2: _____
 Zip Code: 87701
 City: Las Vegas
 State: New Mexico
 Occupation (Rank): Investigator
 Employer (Agency Name): Las Vegas NM Police Department

Americans with Disabilities Act Program Accessibility:
 Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM at least five working days prior to the class.

COURSE INFORMATION

Course Title: Level I Pedestrian Bicycle Crash
 Course Dates: 9/23-9/27, 2019
 Course Location: IVY Tech University Lawrence, IN
 Course Fee: \$ 795

Full payment must accompany all registrations!

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

PAYMENT INFORMATION

Payment must be submitted with your registration.

Check enclosed for: \$ _____ *Make check payable to: Institute of Police Technology and Management*
 Bill my: Visa MasterCard American Express Discover for \$ _____
 Card #: _____ 3- or 4-digit security code: _____
 Name as it appears on card: _____ Expiration Date: _____
 Email receipt to: _____

CANCELLATION/REFUND POLICY:

Complete the Cancellation Request Form found at www.iptm.org and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows. Refunds will normally be processed in 6-8 weeks.

REGISTERING PERSON'S INFORMATION (If different than student)

Registering Person's Name: Audrea Garcia
 Registering Person's Title: Administration Support Phone Number: 505-272-5062
 Registering Person's Email: aegarcia@salud.unm.edu

Return to: Institute of Police Technology and Management/University of North Florida
 12000 Alumni Drive • Jacksonville, Florida 32224-2678
 Phone: (904) 620-IPTM (4786) • Fax: (904) 620-2453 • E-mail: info@iptm.org

Audrea E Garcia

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Wednesday, July 31, 2019 12:17 PM
To: Audrea E Garcia
Subject: Caleb Matthew Marquez's 09/22 Indianapolis trip (WV3H6O): Your reservation is confirmed.

[[-- External - this message has been sent from outside the University --]]

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Caleb Matthew,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

SEPTEMBER 22 - SEPTEMBER 27

ABQ ✈️ IND

Albuquerque to Indianapolis

Confirmation # **WV3H6O** Confirmation date: 07/31/2019
PASSENGER Caleb Matthew Marquez
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262104062448

EXPIRATION¹ July 30, 2020
EST. POINTS EARNED 3,864

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Sunday, 09/22/2019 Est. Travel Time: 5h 5m [Wanna Get Away®](#)

FLIGHT # 4768
DEPARTS **ABQ 11:10AM** Albuquerque
 ARRIVES **DEN 12:35PM** Denver

Stop:  Change planes

FLIGHT # 5594
DEPARTS **DEN 02:00PM** Denver
 ARRIVES **IND 06:15PM** Indianapolis

Flight 2: Friday, 09/27/2019 Est. Travel Time: 4h 50m [Wanna Get Away®](#)

FLIGHT # 2127
DEPARTS **IND 01:00PM** Indianapolis
 ARRIVES **DAL 02:10PM** Dallas (Love)

Stop:  Change planes

FLIGHT # 0807
DEPARTS **DAL 03:00PM** Dallas (Love)
 ARRIVES **ABQ 03:50PM** Albuquerque

Payment information

Total cost

Air - WV3H60

| | | |
|-----------------------------|-----------|---------------|
| Base Fare | \$ | 643.72 |
| U.S. Transportation Tax | \$ | 48.28 |
| U.S. 9/11 Security Fee | \$ | 11.20 |
| U.S. Flight Segment Tax | \$ | 16.80 |
| U.S. Passenger Facility Chg | \$ | 18.00 |
| Total | \$ | 738.00 |

Payment

Visa ending in 8794
Date: July 31, 2019

Payment Amount: \$738.00

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262104062448

Prepare for takeoff



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy](#).

[See more travel tips](#)

Hotels.com Confirmation Number : **8047575103051**

Booked: Online - Friday, July 26, 2019 11:32:33 AM Mountain Standard Time

Your Receipt

Billing Name: Audrea Garcia

Booking Details

| | | | |
|-------------------|----------------------------|----------------|---|
| Guest Name: | Caleb Marquez | Room Type: | Standard Studio, 1 Double Bed, Kitchen |
| Check-in: | Sunday, September 22, 2019 | Hotel Details: | WoodSpring Suites Indianapolis Lawrence 9515 Pendleton Pike Indianapolis US +13178900909 |
| Check-out: | Friday, September 27, 2019 | | |
| Number of Nights: | 5 | | |
| Number of Rooms: | 1 | | |

| Charges: | USD \$ |
|--|------------------|
| Sunday, September 22, 2019: | \$74.99 |
| Monday, September 23, 2019: | \$74.99 |
| Tuesday, September 24, 2019: | \$74.99 |
| Wednesday, September 25, 2019: | \$74.99 |
| Thursday, September 26, 2019: | \$74.99 |
| Discount applied: | \$0.00 |
| Sub-total: | \$374.95 |
| Tax recovery charges and service fees: | \$63.75 |
| Total: | \$438.70 |
| Amount paid: | \$438.70 |
| Amount still due: | \$0.00 |
| Payment Method: | Visa |
| Card number: | XXXXXXXXXXXX8794 |

Cancellation Policy

Free cancellation until 09/21/19

How much does a ride with Uber cost?

Plan your next trip with the price estimator. Know before you go, so there's no math and no surprises.

Uber price estimator

- 7800 Col. H. Weir Cook Memorial ✕
- ▣ 9515 Pendleton Pike, Indianapolis ✕

Your options

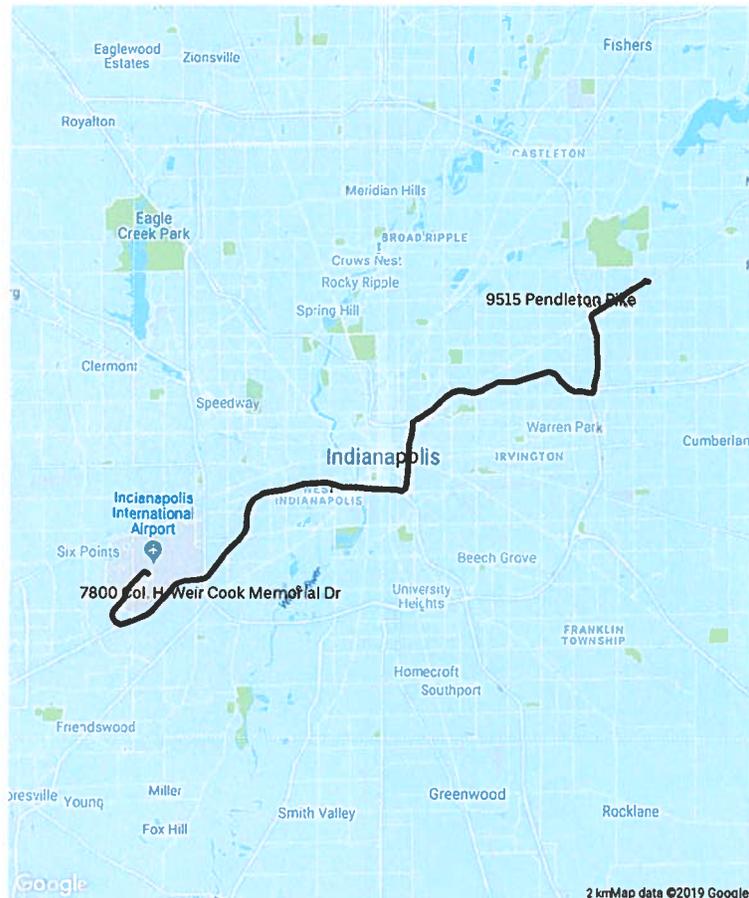
- **UberX** **\$34.24** ⓘ
- **Comfort** **\$40.68** ⓘ
- **UberXL** **\$61.75** ⓘ

[View all options](#)

[Request a ride](#)

[Sign up to ride >](#)

Sample rider prices are estimates only and do not reflect variations due to discounts, traffic delays, or other factors. Flat rates and minimum fees may apply. Actual prices may vary.



How prices are calculated

In most cities, your cost is calculated up front, before you confirm your ride. Here are some fees and factors that can affect your price:



Base rate

The base rate is determined by the time and distance of a trip.



Log in Sign up

How much does a ride with Uber cost?

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Uber price estimator

- 9515 Pendleton Pike, Inc ✕
- 9530 E 59th St, Indianap ✕

Your options

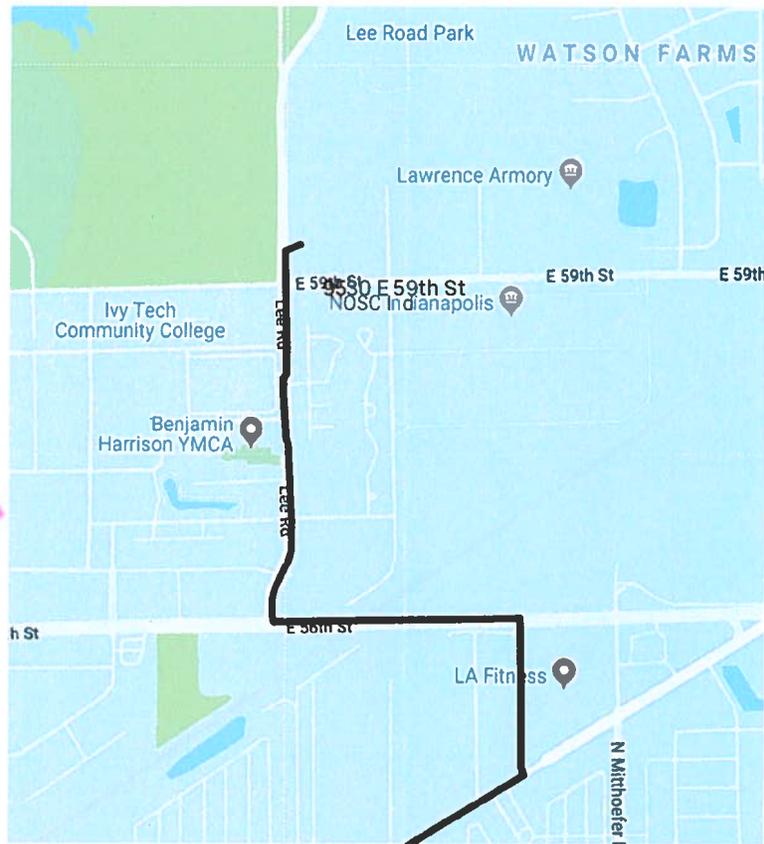
- **UberX** **\$5.87** ⓘ
- UberXL \$9.16 ⓘ
- Comfort \$10.00 ⓘ

[View all options](#)

[Request a ride](#)

[Sign up to ride >](#)

Sample rider prices are estimates only and do not reflect variations due to discounts, traffic delays, or other factors. Flat rates and minimum fees may apply. Actual prices may vary.



9515 Pendleton Pike



SPRINGFIELD

200 m

Map data ©2019

POST NEW TOPIC

ASK A RIDE GURU

Search RideGuru



Popular Links

- \$ Maximum Ridesharing Profits
Fare Estimator
Rideshare 101
\$ Sign up for Uber Ad
\$ Sign up for Uber Eats Ad
\$ Sign up for Lyft - \$5 off Ad

Hot Forum Topics

- Trashy Tuesday, Uber's new promo going on for Riders. Discount rides on Tuesday.
A new study says 28% of delivery drivers have eaten some of your food!
When will Uber be a profitable company? Is Uber comparison to Amazon correct?
Uber employees reveal how they were fired. Sounds similar to how drivers are deactivated.
Lyft bikes erupt into flames!
Is Uber the Amazon of Transportation? Will Uber ever be profitable?
Uk drivers will face 14yrs to Life in Prison for being on their cell and causing someone's death.

More...



The Guru Take

Payment is per car or per ride for Uber

With Uber (and most other rideshare services) you pay per car not per person. In other words, in an Uber X, up to 4 passengers can ride for the estimated price.

Travel Agreement

**IPTM Pedestrian/Bicycle Crash Investigation Course (Level 1)
September 23-27, 2019
Lawrence, IN**

The University of New Mexico Center for Injury Prevention, Research and Education (CIPRE) will provide airfare, lodging, and course registration fees. All reservations and registrations will be booked in advance and paid by CIPRE. Ground transportation, meals, and other travel expenses are the responsibility of the course registrants.

The following rules apply:

1. Attendance will be required from 8:00am through 5:00pm on each course day, at IVY Tech University campus, 9530 East 59th St, Lawrence, IN
2. Lodging rooms will be booked one room per sponsored traveler (room-sharing is not required)
3. CIPRE will sponsor lodging at the designated hotel for check-in on September 22nd and check-out on September 27th
4. The sponsorship will not cover the cost of room service meals, in-room movies, or any additional services offered by the hotel. The hotel may ask the registered guest to provide a credit card upon check-in that will be used to cover any additional costs incurred by the guest. If no additional cost are incurred, the credit card will not be used.
5. CIPRE will attempt to match the travelers requested schedule for flights, but UNM travel policies will apply including the requirement to purchase the most affordable, direct flight available. Departure will be on Sept. 22nd, return will be on the evening of Sept. 27th
6. Ground transportation will be required to travel between the airport and the training venue (approximately 35 miles) and between the hotel and the training venue. Ground transportation (airport/hotel shuttle, rental car, rideshare, etc.) is the responsibility of the traveler.

By signing below I agree that I have read and understand the rules outlined above.


Signature of traveler

Pamela Sandoval
Print Name

psandoval@laweeqasnm.gov *(505) 426-5525*
Please provide an email address (preferred) or phone # for confirmation messages

Registrants must return this signed page via email to: AEGarcia@salud.unm.edu



Institute of Police Technology and Management

University of North Florida

Registration Form

STUDENT INFORMATION

First Name: Pamela Day Phone: 505-426-5525
 Middle Initial: J Student Fax Number: _____
 Last Name: Sandoval Student Email: psandoval@lasvegasnm.gov
 Address: 318 Moreno St Las Vegas, NM
 Address 2: 1019 1/2 Ramon St Las Vegas, NM
 Zip Code: 87701
 City: Las Vegas
 State: New Mexico
 Occupation (Rank): Commander Police
 Employer (Agency Name): Las Vegas NM Police Department

Americans with Disabilities Act Program Accessibility:
 Individuals who require reasonable accommodation in order
 to participate must notify the registrar at (904) 620-IPTM
 at least five working days prior to the class.

COURSE INFORMATION

Course Title: Level I Pedestrian Bicycle Crash
 Course Dates: 9/23-9/27, 2019
 Course Location: IVY Tech University Lawrence, IN
 Course Fee: \$ 795

**Full payment must
accompany all registrations!**

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

PAYMENT INFORMATION

Payment must be submitted with your registration.

Check enclosed for: \$ _____ *Make check payable to: Institute of Police Technology and Management*
 Bill my: Visa MasterCard American Express Discover for \$ 795
 Card #: 4715291103028794 3- or 4-digit security code: 667
 Name as it appears on card: Audrea Garcia Expiration Date: 10/19
 Email receipt to: aegarcia@salud.unm.edu

CANCELLATION/REFUND POLICY:

Complete the Cancellation Request Form found at www.iptm.org and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows. Refunds will normally be processed in 6-8 weeks.

REGISTERING PERSON'S INFORMATION (If different than student)

Registering Person's Name: Audrea Garcia
 Registering Person's Title: Administration Support Phone Number: 505-272-5062
 Registering Person's Email: aegarcia@salud.unm.edu

Return to: Institute of Police Technology and Management/University of North Florida
 12000 Alumni Drive • Jacksonville, Florida 32224-2678
 Phone: (904) 620-IPTM (4786) • Fax: (904) 620-2453 • E-mail: info@iptm.org

Audrea E Garcia

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Thursday, July 25, 2019 12:11 PM
To: Audrea E Garcia
Subject: Pamela Jean Sandoval's 09/22 Indianapolis trip (SO4Y6R): Your reservation is confirmed.

[[-- External - this message has been sent from outside the University --]]

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Pamela Jean,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

SEPTEMBER 22 - SEPTEMBER 27

ABQ ✈️ **IND**

Albuquerque to Indianapolis

Confirmation # **SO4Y6R** Confirmation date: 07/25/2019
PASSENGER Pamela Jean Sandoval
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262102064637

EXPIRATION¹ July 24, 2020
EST. POINTS EARNED 3,864

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Sunday, 09/22/2019 Est. Travel Time: 5h 5m [Wanna Get Away®](#)

FLIGHT # 4768
DEPARTS **ABQ 11:10AM** ARRIVES **DEN 12:35PM**
Albuquerque  Denver

Stop:  Change planes

FLIGHT # 5594
DEPARTS **DEN 02:00PM** ARRIVES **IND 06:15PM**
Denver  Indianapolis

Flight 2: Friday, 09/27/2019 Est. Travel Time: 4h 50m [Wanna Get Away®](#)

FLIGHT # 2127
DEPARTS **IND 01:00PM** ARRIVES **DAL 02:10PM**
Indianapolis  Dallas (Love)

Stop:  Change planes

FLIGHT # 0807
DEPARTS **DAL 03:00PM** ARRIVES **ABQ 03:50PM**
Dallas (Love)  Albuquerque

Payment information

Total cost

Air - SO4Y6R

| | | |
|-----------------------------|-----------|---------------|
| Base Fare | \$ | 643.72 |
| U.S. Transportation Tax | \$ | 48.28 |
| U.S. 9/11 Security Fee | \$ | 11.20 |
| U.S. Flight Segment Tax | \$ | 16.80 |
| U.S. Passenger Facility Chg | \$ | 18.00 |
| Total | \$ | 738.00 |

Payment

Visa ending in 8794
Date: July 25, 2019

Payment Amount: \$738.00

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262102064637

Prepare for takeoff



24 hours before your departure:

Check-in on Southwest.com or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy](#).

[See more travel tips](#)

Cancellation Policy

Free cancellation until 09/21/19

- *If you change or cancel your booking after 3:00 PM, 09/21/19 (America/Chicago) you will be charged for 1 night (including tax)*

We will not be able to refund any payment for no-shows or early check-out.

You were charged for this booking.

Any additional charges and fees incurred during your stay will be charged to your hotel's local currency and may be subject to a foreign exchange fee.

This receipt was printed on: Tuesday, July 30, 2019 7:45:02 AM Mountain Standard Time

This is not a VAT invoice.

Retain this copy for statement verification.

Please note that if you make changes in your booking, they could result in charges applicable by policy and availability.

Your booking confirmation does act as payment proof. Therefore, the "tax" charges referred to on your reservation confirmation do not relate to sales taxes charged to you by Hotels.com, but to any transaction taxes incurred by Hotels.com (e.g. sales and use, hotel occupancy tax, excise tax, etc.) that Hotels.com pay directly to the hotel in relation to your reservation.

Please see the website for Terms and Conditions:

https://www.hotels.com/customer_care/terms_conditions.html

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Uber price estimator

- 7800 Col. H. Weir Cook Memorial
- ▣ 9515 Pendleton Pike, Indianapolis

Your options

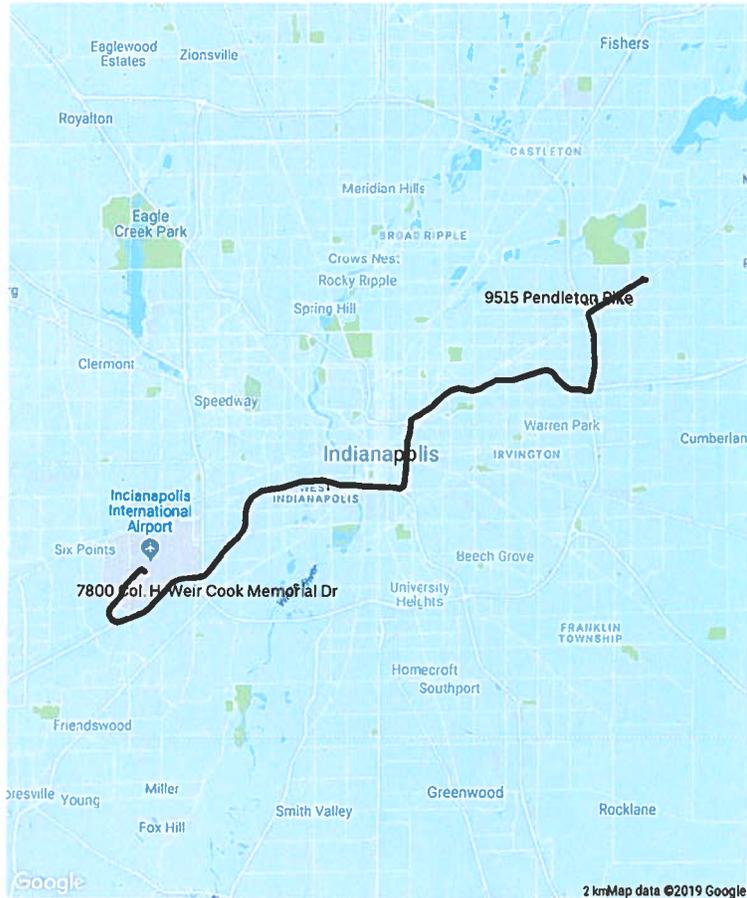
- **UberX** **\$34.24** ⓘ
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- **UberXL** **\$61.75** ⓘ

[View all options](#)

[Request a ride](#)

[Sign up to ride >](#)

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Uber price estimator

o 9515 Pendleton Pike, Inc X

o 9530 E 59th St, Indianap X

Your options

- UberX \$5.87 ⓘ
- UberXL \$9.16 ⓘ
- Comfort \$10.00 ⓘ

[View all options](#)

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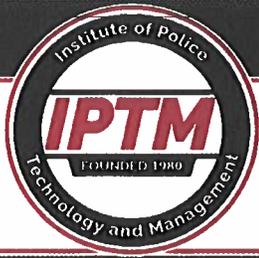
9515 Pendleton Pike



Google

200 m

Map data ©2019



COURSE TITLE: PEDESTRIAN / BICYCLE CRASH INVESTIGATION – LEVEL I

CONDUCTED AT: LAWRENCE, INDIANA

DATE: SEPTEMBER 23-27, 2019

COURSE SCHEDULE

| A.M. | MONDAY SEPTEMBER 23 | TUESDAY SEPTEMBER 24 | WEDNESDAY SEPTEMBER 25 | THURSDAY SEPTEMBER 26 | FRIDAY SEPTEMBER 27 |
|-------|--|---------------------------------------|-------------------------------|------------------------------------|---|
| 8:00 | REGISTRATION AND GOALS | PEDESTRIAN/BIKE INJURY ANALYSIS | PRACTICAL PROJECTS | RECONSTRUCTION PROJECTS | PROJECT REVIEW |
| 8:50 | | | | | |
| 9:00 | PRETEST | | | | |
| 9:50 | | | | | |
| 10:00 | INTRODUCTION TO PEDESTRIAN CRASH INVESTIGATION | | | | |
| 10:50 | | | | | |
| 11:00 | | BODY DYNAMICS | | | |
| 12:00 | | | | | |
| P.M. | ≡ ≡ | ≡ ≡ ≡ | ≡ LUNCH ≡ | ≡ ≡ ≡ | ≡ ≡ |
| 1:00 | PEDESTRIAN COLLISION SITE INVESTIGATION | MATH REVIEW | HIT AND RUN CASE ANALYSIS | BICYCLE ISSUES | FINAL EXAMINATION AND COURSE EVALUATION |
| 1:50 | | | | | |
| 2:00 | | RECONSTRUCTION | HUMAN FACTORS | | |
| 2:50 | | OF THE CRASH SCENE | | | |
| 3:00 | | | | ANALYZE | |
| 3:50 | | | | PEDESTRIAN | |
| 4:00 | | | CRASH DATA | | |
| 5:00 | | | | | |



City of Las Vegas

318 Moreno Street • Las Vegas New Mexico 87701 • Ph# (505) 425-7504 • Fax # (505) 425-6346



**Chief of Police
David T. Bibb III**

MEMORANDUM

**TO: Ann Marie Gallegos
Interim City Manager**

**FROM: *Alexis McAdams*
Alexis McAdams
Administrative Assistant I**

DATE 2 August 2019

RE: Back-up travel to and from Albuquerque, NM

This memo is to inform you Investigator Caleb Marquez and Commander Pamela Sandoval will be traveling to an out of state training in Lawrence, Indiana. The Police unit (00499G) will be used for travel to and from Albuquerque, NM on two separate dates. They will be departing at 7:00 AM from Las Vegas, NM on September 22, 2019 and parking at the airport in Albuquerque, NM until September 27, 2019 and return by 8:00 PM September 27, 2019 to Las Vegas.

XC: File