



# City of Las Vegas

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Mayor Louie A. Trujillo

**CITY OF LAS VEGAS  
WORK SESSION CITY COUNCIL AGENDA  
June 10, 2020–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. **APPROVAL OF MINUTES (May 13<sup>th</sup>, May 20<sup>th</sup>, 2020)**
- VII. **PUBLIC INPUT (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting.)**
- VIII. **PRESENTATIONS (Not to exceed 10 minutes per person)**
  - Presentation by Diego Trujillo with San Miguel County providing information on the Census Outreach
  - Presentation by Maria Gilvarry, Utilities Director providing the Drinking Water Quality Report
- IX. **DISCUSSION ITEMS**

1. The Lodgers Tax Advisory Board requests to use lodger's tax funding for the purchase of Marketing Software.

***Krutik Bhakta, Lodgers Tax Chairman*** The Community Development Department submitted an application for lodger's tax funding for Programs necessary to be utilized for the promotion of marketing. The Lodgers Tax Advisory Board approved funding at their May 26, 2020 board meeting and Council is asked to consider and approve the funding.

2. The Lodgers Tax Advisory Board requests to use lodger's tax funding for NM True Advertising.

***Krutik Bhakta, Lodgers Tax Chairman*** The Las Vegas First Business Alliance submitted an application for lodger's tax funding to be utilized in securing the billboards in collaboration with NM True Campaign. The Lodgers Tax Advisory Board approved funding at their May 26, 2020 board meeting and Council is asked to consider and approve the funding.

3. The Lodgers Tax Advisory Board requests to use lodger's tax funding for City Tourism and Film Tourism Websites.

***Krutik Bhakta, Lodgers Tax Chairman*** The Community Development Department submitted an application for lodger's tax funding for hosting and securing domain name for the City and Film tourism websites. The Lodgers Tax Board approved funding at their May 26, 2020 board meeting and Council is asked to consider and approve the funding.

4. Resolution #20-25 to accept grant agreement, (Project No. LVS-20-02) for the purchase of Tractor Equipment for the Las Vegas Municipal Airport.

***Daniel Gurule, Public Works Manager*** As part of the New Mexico Department Aviation Division Agreement, it is required a resolution of support from the Local Governing Body accompanies agreement, for the purchase of Tractor Equipment for the Las Vegas Municipal Airport.

5. Resolution #20-26 to apply for and accept grant offer on the Las Vegas Airport and award bid #2020-10, crack seal and marking to American Road Maintenance Inc. contingent on receiving a grant administered by the Federal Aviation Administration (FAA).

***Daniel Gurule, Public Works Manager*** Crack seal and marking scope of works is to fill cracks on taxiways as well as repaint markings at the Las Vegas Municipal Airport.

6. Resolution #20-28 to increase the budget of the Senior Center Program by \$11,700 thanks to an emergency assistance payment from San Miguel

County to assist the seniors enrolled in the Senior Center Program in San Miguel County.

**Wanda Salazar, Senior Center Manager** The City of Las Vegas Senior Center program requested via a memo emergency funding, to assist Seniors in their homes so they do not have to go out and hunt for necessities to include nonperishable food items and toiletries. The request was at a cost of \$30 per senior enrolled in the congregate and home delivery programs totaling 390 seniors, at the time, equaling to 11,700.

7. Publication of Ordinance 20-03, amending the current Fire Code.

**Steven Spann, Deputy Fire Chief** Update to current fire code enforcement standards, which will be in compliance and coincide with the New Mexico State Fire Marshal's office. This will also establish City of Las Vegas Code Enforcement Bureau standards, penalties, fees and enforcement process.

8. Resolution #20-27, a resolution to adopt a municipal records retention schedule and email retention guidelines.

**Casandra Fresquez, City Clerk** This schedule has been developed to provide a uniform retention schedule across all municipalities. It will also allow some customization by individual municipalities.

## **X. 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.**

## **XI. ADJOURN**

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

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

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

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL WORK SESSION MEETING  
HELD ON WEDNESDAY, MAY 13, 2020 AT 5:30 P.M. IN THE CITY COUNCIL  
CHAMBERS**

**MAYOR:** Louie A. Trujillo

**COUNCILORS:** David G. Romero  
Joseph P. Baca  
Michael L. Montoya  
David A. Ulibarri, Jr.

**ALSO PRESENT:** William Taylor, City Manager  
Casandra Fresquez, City Clerk  
Scott Aaron, City Attorney  
David T. Bibb III, Chief of Police

**CALL TO ORDER**

The meeting was called to order by Mayor Trujillo at 5:30 PM.

Mayor Louie Trujillo welcomed Councilor Joseph P. Baca.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Councilor Baca asked for a moment of silence for families who are losing loved ones because of COVID-19, to pray for our community and to pray the Governing Body be led by wisdom, for all the decisions that affect the community and employees.

**APPROVAL OF AGENDA**

Councilor Romero made a motion to move the executive session which is item 10, after public input which is item 7.

Councilor Baca asked if he could say a few words.

Mayor Trujillo afforded Councilor Baca three minutes to speak.

Councilor Baca advised he was glad to be there and it's an honor to serve with Mayor Trujillo and the rest of the Governing Body. Councilor Baca stated he's convinced they will do a good job and is pleased with the personnel Mayor Trujillo appointed. Councilor Baca stated he knows they will help turn the community around and make it shine. Councilor Baca advised the Governing Body will respect the City employees, even though the Governing Body makes decisions, it's the employees that keep the City running daily. Councilor Baca praised all the City employees for all the work they do.

Councilor Romero repeated his motion to move the executive session which is item 10, after public input which is item 7. Councilor Ulibarri, Jr., seconded the motion. Mayor Trujillo asked for a roll call. Roll Call Vote was taken and reflected the following:

Joseph P. Baca	Yes	Michael L. Montoya	Yes
David G. Romero	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Casandra Fresquez re-read the motion and advised that the motion carried.

### **APPROVAL OF MINUTES**

Councilor Baca made a motion to approve the minutes for the April 8 and April 15, 2020 minutes. Councilor Montoya seconded the motion. Mayor Trujillo asked for a roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Joseph P. Baca	Yes
David G. Romero	Yes	Michael L. Montoya	Yes

City Clerk Casandra Fresquez re-read the motion and advised that the motion carried.

**PUBLIC INPUT**

City Clerk Fresquez advised she did not receive any public input for the meeting.

**EXECUTIVE SESSION**

Councilor Romero made a motion to convene into executive session for the purpose of discussing 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 and also for personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978. Councilor Montoya seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	Joseph P. Baca	Yes
David G. Romero	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Casandra Fresquez re-read the motion and advised that the motion carried.

Mayor Trujillo advised they would make the executive session as brief as possible.

Councilor Romero made a motion to reconvene into Regular session after being in executive session for the purpose of discussing 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 and also for personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978, only those matters were discussed and no action was taken. Councilor Montoya seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Michael L. Montoya	Yes
Joseph P. Baca	Yes	David G. Romero	Yes

City Clerk Casandra Fresquez re-read the motion and advised that the motion carried.

## **PRESENTATIONS**

Emergency Manager Leo Maestas from the Office of Emergency Management and Dr. Jesus Tafoya gave an update on COVID-19 (coronavirus) and recommendations regarding big City events. Emergency Manager Maestas discussed how mass gatherings can spread COVID-19 rapidly and how they want to avoid that from happening during Fiestas and the Bike Rally. Emergency Manager Maestas advised how social distancing can help the spread of the virus, which is highly contagious. Emergency Manager Maestas advised there are a total of 5,364 cases in New Mexico, 155 new cases, 200 hospitalized, 12 new deaths, and 115,011 tests administered in New Mexico.

Councilor Baca asked if there were 7 cases in Las Vegas.

Emergency Manager Maestas advised the Department of Health's website was reflecting 7 but there were 8 cases.

Dr. Tafoya discussed how measures and more testing could help lower the numbers of cases. Dr. Tafoya advised measures such as social distancing, requiring masks, and people to stay home will lower the number of cases. Dr. Tafoya advised all it takes is one person from out of state to come and introduce the infection into our community. Dr. Tafoya discussed how the virus is mutating at a rapid rate and bringing people from out of state could bring new strains of the virus into the community. Dr. Tafoya advised that is a big reason to not have the Fiestas or the Bike Rally, because if we do we will see a big spike of infection during the summer.

Councilor Romero thanked Emergency Manager Leo Maestas and Dr. Jesus Tafoya for all their work and awareness they are providing to the community and also thanked Mayor Trujillo for listening to them and taking steps to protect the community.

Councilor Baca thanked Mayor Trujillo and members of the Council for the stand that he took in making a difficult decision. Councilor Baca also thanked City Manager William Taylor and Police Chief David Bibb for enforcing wearing masks at stores.

Discussion took place regarding testing at Alta Vista Hospital, El Centro and the Public Health Department.

Fire Chief Billy Montoya gave an update regarding the Fire Department's improvement plan and gave a brief breakdown of the employees in the Fire Department. Fire Chief Montoya spoke about the replacement of aging fire trucks and the purchase of two new fire trucks and equipment. Fire Chief Montoya spoke about the E. Romero Fire and Hose Museum project.

Councilor Baca advised Fire Chief Montoya about recording commercials at KFUN to let the community know about fire prevention.

Utilities Director Maria Gilvarry gave an update on the City's water supply. Utilities Director Gilvarry advised the primary source of water comes from the Gallinas River and they are diverting water to top off reservoirs. Utilities Director Gilvarry advised Peterson Dam was at 88% capacity, Storrie is at 99% capacity, and Bradner Dam is at 58% capacity which is currently unavailable.

Councilor Montoya asked if there would be any water restrictions during the summer.

Utilities Director Gilvarry advised no, since she's been there they have not had to go above stage 0 restrictions.

Mayor Trujillo suggested getting information about stage 0 restrictions out to the public.

Councilor Baca asked if they should consider planning in case of a drought.

Utilities Director Gilvarry advised with the amount of storage they have and keeping the reservoirs topped off there is enough water in case of a drought.

## **DISCUSSION ITEMS**

1. Discussion with NMDOT Chairman Walter Adams and District four Engineer James Gallegos providing an update on current and future projects.

NMDOT Chairman Walter Adams and District four Engineer James Gallegos gave an update regarding projects and spoke about accomplishing projects and working together with the City of Las Vegas and San Miguel County. NMDOT Chairman Adams spoke about building another welcome sign if the City could maintain it.

District Four Engineer Gallegos spoke about different projects within the City of Las Vegas and the outskirts of Las Vegas that would tie into each other.

Mayor Trujillo asked about a call for projects for the City of Las Vegas and asked if the money had already been allocated.

NMDOT Chairman Adams advised the money was allocated and gave a brief breakdown regarding the projects that were allocated for the City of Las Vegas.

Mayor Trujillo asked if there was a possibility that money that was allocated could be pulled.

NMDOT Chairman Adams advised no, that money is there to complete that project.

Councilor Montoya thanked NMDOT Chairman Adams and District Four Engineer Gallegos for their help and all their work.

2. Discussion/Recommendation of tourism recovery and tourism related City events.

Community Development Director Bill Hendrickson gave an update regarding City events. Community Development Hendrickson advised that Fiestas and the motorcycle rally have been put into a delayed mode since they rely on other police agencies to come in and help out during those events which is not going to happen right now. Community Development Hendrickson spoke about the possibility of having a Las Vegas recovery celebration as time goes on. Community Development Hendrickson advised their recommendation for those types of events are either delayed or cancelled depending on the time frame.

Community Development Hendrickson advised the budget for Lodgers Tax is going to be tight and he doesn't expect additional monies until the lodging increases. Community Development Hendrickson stated the board will be working with New Mexico Tourism for a recovery plan.

Councilor Baca asked about restricting the sales of fireworks.

Mayor Trujillo advised no, they are prohibiting the City holding the fireworks display but firework sales would still be allowed.

Councilor Romero asked if they had to give direction or a recommendation regarding the item.

City Manager William Taylor advised a decision would be made at the next meeting based on the information given.

Councilor Ulibarri, Jr., advised he would like to see the item on the agenda for the next meeting.

The governing body agreed to place the item as a consent agenda item.

3. Discussion/Consideration of Resolution 20-17 Rules of Order and Decorum for all City of Las Vegas Council Meetings.

City Clerk Casandra Fresquez advised she met with City Attorney Scott Aaron regarding the resolution for rules of order and decorum for all City of Las Vegas council meetings and he made minor changes. City Clerk Fresquez advised she would take any suggestions or changes.

Councilor Montoya advised he wanted to add under item 3, during this pandemic the City Clerk could receive emails for public input.

City Clerk Fresquez stated adding language to say, during unforeseen circumstances, public input may be forwarded to the City Clerks email address.

Mayor Trujillo also recommended that public input be limited to items on the agenda.

City Clerk Fresquez advised placing the item on the next meeting's consent agenda with the recommendations from Councilor Montoya.

The governing body agreed to place the item as a consent agenda item.

4. Resolution 20-14 Transfer of three (3) vehicles to Animal Welfare Coalition.

Police Chief David Bibb advised on behalf of the Police Department is seeking approval to transfer three vehicles to the Animal Welfare Coalition in their capacity.

Councilor Romero asked if the Animal Welfare Coalition was aware the vehicles come as is.

Police Chief Bibb advised yes, and there was a letter drafted stating that.

The governing body agreed to place the item as a consent agenda item.

5. Resolution 20-18 Transfer of two (2) vehicles to West Las Vegas Schools.

Police Chief David Bibb advised seeking approval to transfer two vehicles to West Las Vegas School District, in as is condition and would serve a better purpose for them instead of the Police Department.

Mayor Trujillo asked what they needed the vehicles for.

Police Chief Bibb advised one would be used for security and the other for staff.

The governing body agreed to place the item as a consent agenda item.

6. Resolution 20-19 Transfer of two (2) vehicles to Las Vegas City Schools.

Police Chief David Bibb advised seeking approval to transfer two vehicles as is, to Las Vegas City Schools, for the purpose of their security staff. Police Chief Bibb advised the vehicles have no value to the Police Department.

Councilor Baca asked about removing stickers that represent the Police Department.

Police Chief Bibb advised all stickers were removed.

Discussion took place regarding the transfer of vehicles to NMHU and the purchase of two vehicles for the Police Department.

Mayor Trujillo asked who will receive those vehicles.

Police Chief Bibb advised they would go to two patrol lieutenants.

Councilor Romero thanked Police Chief Bibb and advised he received two Explorers that were donated from Santa Fe.

The governing body agreed to place the item as a consent agenda item.

- 7. Resolution #20-16 donating two (2) rocks from the City Museum to NMHU Geology Department.

City Attorney Scott Aaron advised the City Museum has two rocks of geological and educational value and are not in need of them. City Attorney Aaron advised transferring the possession of the two rocks to the Geology Department at NMHU. City Attorney Aaron advised in return the City of Las Vegas and City Museum are released of any type of liability concerns associated with the two rocks.

Discussion took place regarding where the rocks came from and the interest NMHU has for the rocks.

The governing body agreed to place the item as a consent agenda item.

Mayor Trujillo thanked everyone who was present during the meeting.

Discussion took place regarding the new street sweeper.

**ADJOURN**

Councilor Romero made a motion to adjourn. Councilor Ulibarri Jr., seconded the motion. Mayor Trujillo asked for a roll call. Roll Call Vote was taken and reflected the following:

Joseph P. Baca	Yes	David A. Ulibarri, Jr.	Yes
Michael L. Montoya	Yes	David G. Romero	Yes

City Clerk Casandra Fresquez re-read the motion and advised that the motion carried.

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Mayor Louie A. Trujillo

ATTEST:

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Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL REGULAR MEETING HELD ON WEDNESDAY, MAY 20, 2020 AT 6:00 P.M. IN THE CITY OF LAS VEGAS COUNCIL CHAMBERS**

**MAYOR:** Louie A. Trujillo

**COUNCILORS:** Joseph P. Baca  
David G. Romero  
Michael L. Montoya  
David A. Ulibarri, Jr.

**ALSO PRESENT:** Bill Taylor, City Manager  
Casandra Fresquez, City Clerk  
Aaron Scott, City Attorney  
David Bibb III, Sergeant at Arms

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Councilor Montoya thanked the community for their patience, support and understanding during this time of daily change in the world and asked God for compassion upon the Council as they work together for the betterment of the community.

Tina Holguin with the AWC introduced “Azlee”, a 3 year old Rottie-Shepherd mix, ready to be adopted.

**APPROVAL OF AGENDA**

Councilor Montoya made a motion to approve the agenda with one amendment, moving Councilor’s Reports after Mayor’s Recognitions/Proclamations. Councilor Romero seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Joseph P. Baca	Yes	David G. Romero	Yes
Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

### **MAYOR'S APPOINTMENTS/REPORTS**

Mayor Trujillo advised that he had no appointments although wanted to thank and acknowledge those who were making masks for the community. He thanked Kathy Jameson from Texas for her contribution of masks.

City Manager Taylor informed that a message would be posted on the City's website recognizing and thanking those who had contributed and Ms. Jameson would be included.

Brief discussion took place regarding getting more information out to the public regarding COVID-19.

### **MAYOR'S RECOGNITIONS/PROCLAMATIONS**

None at this time.

### **COUNCILORS' REPORTS**

Councilor Montoya advised that he and Councilor Baca were working with constituents regarding abatement, fencing and parking issues in the area of Santana Street. Also being addressed was abandoned City owned property in the areas around Columbia, Prince and Pecos Streets that needed abatement or to be sold. He reported that he was working with staff on clean up times and locations that would take place every first Saturday of the month, starting June 6th. Councilor Montoya requested verbal permission from Mayor and Council to attend the DOT Commission Meeting via online in order to thank them for all the projects they had completed in the community.

Mayor Trujillo agreed with Councilor Montoya in thanking NMDOT for what they have done for the community.

Councilor Baca stated that the constituents from the Commerce/Pecos Streets were feeling ignored and had requested that a clean-up be scheduled for that area, since it had not been addressed.

Mayor Trujillo advised that they should be informed to come out at the time the clean up is scheduled in that area, which would be sometime in August and encouraged the community to participate with the clean-up.

Councilor Romero thanked the new administration for the work accomplished thus far and that the difference had been shown in the community.

Councilor Montoya advised that a meeting had been coordinated with County Commissioner Max Trujillo for the following morning in order to define the boundaries or city limits regarding 8th Street Extension. He stated that would help in better serving the constituents of the City and of the County.

### **PUBLIC INPUT**

City Clerk Fresquez read a Public Input report received via email as follows:

Phyllis Ludi - Complaint regarding Unreasonable Noise as described in Municipal Ordinance Sec. 192-12.

Beth Rings (Present) - Spoke in reference to her concerns regarding City Events being cancelled and the Fort Union Drive-In closure.

Mayor Trujillo stated that the cancellations were based on the Governor's mandates and felt if they would be eased in the near future, hopefully combined events could take place soon. He advised that the Drive-In was close to opening although it never happened due to the Governor's orders.

### **PRESENTATIONS**

Maria Gilvarry, Utilities Director gave a detailed presentation on the Water and Waste Water treatment systems operations contract, the history/scope of work at both facilities and the need for required state mandated Level 4 Operators.

Lengthy discussion and questions took place regarding training employees through the State and In-House level 4 training, Water/Wastewater Programs for High School graduates and accurate job descriptions as well as pay.

Councilor Baca asked if the City would pay the students after completing the program.

Ms. Gilvarry advised it would be the City paying the students, that it was a new program and she would obtain more information about it.

Councilor Ulibarri, Jr. asked how many employees were currently working towards their Level 4.

Ms. Gilvarry explained the difficulty of the test and advised that there was only one employee right now working towards it.

Councilor Romero had questions regarding the timeline of the contract and stated that he felt the City had not done enough to move away from this contract and was concerned that \$900,000.00 had already been paid to the contractor and the City could not continue to pay that amount anymore. He added that another concern was that the contractor had direct oversight of City staff, which had brought up Union issues.

Ms. Gilvarry stated that it was a 4 year contract, amending every year if needed and that managing the staff was part of the contract as the Level 4 Operator, which was handing out tasking and requirements although they would not get involved in issues that dealt with employee disciplines or pay.

Further discussion took place regarding hiring of Level 4 Operators in order to do away with hiring contractors.

Mayor Trujillo gave City Manager Taylor the directive to meet with Utilities Director Gilvarry on a regular basis in regard to getting out of this contract soon, as he also was concerned.

City Manager Taylor advised that he and Utilities Director Gilvarry had been meeting to discuss this issue and would continue in order to resolve it.

Councilor Montoya agreed with Mayor Trujillo's recommendation to give the City Manager the directive to look into a more cost effective way on the issue.

Councilor Romero requested a Plan of Action that included a timeline regarding the termination of the contract.

City Manager Taylor advised Councilor Romero they would work on that and informed that Ms. Gilvarry would be offering tours of both facilities and would be providing a schedule.

### **CITY MANAGER'S REPORT**

City Manager Taylor reported on current projects taking place as follows:

- Fire Prevention Bureau - Reopening Business Inspections
- Utilities Customer Service New Location - Open
- Senior Ctr.- Providing Meals for persons over 60 (Delivery Avail.)
- Parks- Irrigation, Mowing & Equipment Inspections
- Riverwalk Park - Plan & Design complete by November 2020 (\$238,000.00 avail. for Construction Projects)
- Great Blocks-Railroad Ave. (Comm. Dev./ MainStreet)-Construction complete, early fall 2020
- Code Enforce./Anml. Ctrl. under P.D. 1 Code Enforce. Under Comm.Dev.(Building issues)
- City Transfer Station-Limited Operating Hrs. (COVID-19), balancing increased demand

Brief discussion and questions took place regarding Senior Center budget and animal control issues and accountability of pets.

### **FINANCE REPORT**

Finance Director Mary Romero presented the Finance Report for the month ending April 30, 2020 (84% of Year Lapsed) reporting General Fund revenue at 88% (\$10,001,615) and expenditures coming in at 71% (\$9,234,468) and advised that 67% of the revenue came from gross receipts and that they were expecting a large drop in the next few months and spending needed to be controlled. She advised that the City was in good shape for this fiscal year although projections were not clear for the next couple of years.

Councilor Ulibarri, Jr. asked how the City would be supporting non-profits as the gross receipts tax is down.

Finance Director Romero advised that the FY2021 Preliminary Budget was usually due on June 1st but because of the impact of COVID-19, Governments were facing

a lot of uncertainty. She advised that the Local Government Division recognized the problems in Municipality projections, so they amended their budget process so that municipalities would be able to roll over their 2020 budget and then the final budget would be due on July 31st and would be brought to Council then for approval.

She reported Enterprise Funds revenue at 80% (\$13,693,331) and expenditures at 67% (13,940,251). Ms. Romero reported that the Recreation Department revenue was at 25% (\$458,652), coming in low due to mandated closure and expenditures at (516,178) 72% were up due to minimum wage increase and benefits for part-time employees.

Finance Director Romero presented the Lodgers Tax Promotion revenue for the month ending April 30, 2020 at 90% (\$338,110) and expenditures at 48% (\$266,268). She added that referring to the question about funding non-profits, the DFA Local Government Division provided a list of recurring revenues and expenses that were recommended to be restricted.

Mayor Trujillo thanked the Finance Director Romero and City Manager Taylor for their financial expertise.

Brief discussion took place regarding possible funding available for State Governments and Municipalities that would help in building reserves.

Finance Director Romero advised that she had provided the check report. She stated that in regard to the rollover of the Interim Budget, DFA was allowing to make any changes at this point and would add the approved Housing Budget and a few errors in last year's budget in the Utilities Department.

### **CONSENT AGENDA**

1. Approval of Resolution 20-17 Rules of order and Decorum for all City of Las Vegas Council Meetings.

Resolution 20-17 was presented as follows:

**A RESOLUTION OF THE CITY OF LAS VEGAS ADOPTING RULES OF ORDER AND DECORUM  
FOR CITY COUNCIL MEETINGS**

**WHEREAS**, the primary purpose of the City of Las Vegas Council (the “Council”) meetings is for elected officials to conduct City business; and

**WHEREAS**, during a meeting of the Council, there is a need for order and efficiency in the carrying out of public business which may include the public having an opportunity to be heard. This resolution is written notice to all persons of the rules of order and decorum at Council meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO, THAT;**

By entering the Council chambers, every person thereby consents to their image, voice, expressions and/or activities being captured by photography, audio recording, video recording or any other means (collectively the “Captured Data”), and furthermore consents to the use of any such Captured Data by the City of Las Vegas for use on the City’s website, media broadcasts and other such uses as the City may determine, in its sole discretion, from time to time.

**General Rules of Order and Decorum**

During any Council meeting, the following rules of order and decorum shall be observed.

1. All remarks shall be addressed to the Council as a whole and not to any single member of the Council.
2. Council members and other persons shall address the Mayor when they desire to speak.
3. Members of the public desiring to address Mayor and/or Council during the public input portion of the Council meeting must sign in at least fifteen (15) minutes prior to the scheduled start time of the Council meeting.
4. A person who addresses the Council pursuant to the public input portion of the Council meeting shall strictly limit their content to topic(s) on the agenda for the current Council meeting. A person may not engage in speech or conduct that: (i) may provoke others; (ii) may disturb the peace of the Council meeting; (iii) is repetitive or irrelevant to the current agenda; or (iv) disrupts, disturbs, or otherwise impedes the orderly conduct of the Council meeting.
5. A person signed up for the public input portion of the Council meeting pursuant to paragraph four (4) above will be allowed three (3) minutes to speak, and will not be allowed to yield any time to any other person.
6. No person in the audience shall speak or express themselves unless formally recognized for such a purpose by the Mayor.
7. No person in the audience at a Council meeting shall engage in conduct that is contrary to the rules herein, including the utterance of loud, threatening or abusive language, whistling, clapping, stamping of feet, or other acts or noises which may disturb, disrupt or otherwise impede the orderly conduct of any Council meeting.

**Enforcement of the Decorum Rules**

8. Any person violating any of the aforementioned provisions of this resolution shall be in violation of the rules of order and decorum.

9. In the event of any violation of the aforementioned rules of order and decorum, the Mayor, in the Mayor's sole discretion, may: (i) issue a warning to such person who violates these rules, or (ii) may take such other action as the Mayor deems appropriate.

10. If any person(s) persists in violating the rules of order and decorum during any Council meeting, the sergeant at arms may take the appropriate actions to remove such person(s) from the Council meeting. Any person(s) removed from a Council meeting shall be excluded from further attendance and participation in the Council meeting.

APPROVED AND ADOPTED this \_\_\_\_ day of May, 2020.

\_\_\_\_\_  
Mayor Louie A. Trujillo

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

\_\_\_\_\_  
Scott Aaron, City Attorney

**2. Approval of Resolution 20-14 Transfer of three (3) vehicles to Animal Welfare Coalition.**

**Resolution 20-14 was presented as follows:**

**CITY OF LAS VEGAS  
RESOLUTION NUMBER 20-14**

**A RESOLUTION DONATING THREE (3) VEHICLES BELONGING TO THE CITY LAS VEGAS TO ANIMAL WELFARE COALITION AND DIRECTING THE CITY OF LAS VEGAS POLICE DEPARTMENT ENFORCEMENT SERVICES DIVISION TO TRANSFER SAID PROPERTY TO ANIMAL WELFARE COALITION.**

WHEREAS, the City of Las Vegas wishes to transfer said vehicles to Animal Welfare Coalition, and are described as follows:

- 2003 Chevrolet Silverado truck, VIN 1GCEK19T73E190616 with Animal box (unattached)
- 2002 Ford F250 truck, VIN 1FTNF21S92EC28388
- 2004 Chevrolet truck, VIN 1GBHK24U94E166651

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 Enforcement Services Division.

WHEREAS, when this property is transferred to another agency, it shall be understood that the property listed above may or may not meet current standards. The City of Las Vegas shall not be responsible for

any cost associated with bringing said equipment up to standards, and the City of Las Vegas shall be released from any liability associated with this equipment.

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

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

PASSED, APPROVED AND ADOPTED this \_\_\_day of \_\_\_\_\_, 2020.

CITY OF LAS VEGAS:

Louie A. Trujillo, Mayor

ATTEST:

Casandra Fresquez, City Clerk

Approved as to Legal Sufficiency Only

Scott Aaron, City Attorney

**3. Approval of Resolution 20-18 Transfer of two (2) vehicles to West Las Vegas Schools.**

**Resolution 20-18 was presented as follows:**

**CITY OF LAS VEGAS  
RESOLUTION NUMBER 20-18**

**A RESOLUTION DONATING TWO (2) VEHICLES BELONGING TO THE CITY OF LAS VEGAS TO WEST LAS VEGAS SCHOOLS AND DIRECTING THE CITY OF LAS VEGAS POLICE DEPARTMENT TO TRANSFER SAID PROPERTY TO WEST LAS VEGAS SCHOOLS.**

WHEREAS, the City of Las Vegas wishes to transfer said vehicles to West Las Vegas Schools, and are described as follows:

2007 Ford Crown Victoria, VIN 2FAFP71V88X139062 (door) and 2FAFP71V88X139059 (dash)  
2007 Ford Crown Victoria, VIN 2FAFP73W6YX214931

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.



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 Enforcement Services Division is hereby declared excess property and not needed for any City purpose of function and that said property should be transferred.

PASSED, APPROVED AND ADOPTED this \_\_\_day of \_\_\_\_\_, 2020.

CITY OF LAS VEGAS:

Louie A. Trujillo, Mayor

ATTEST:

Casandra Fresquez, City Clerk

Approved as to Legal Sufficiency Only

Scott Aaron, City Attorney

**5. Approval of Resolution 20-16 donating two (2) rocks from the Museum to NMHU Geology Department.**

Resolution 20-16 was presented as follows:

**CITY OF LAS VEGAS  
RESOLUTION 20-16**

**A RESOLUTION DONATING TWO ROCKS TO THE NEW MEXICO HIGHLANDS UNIVERSITY  
GEOLOGY DEPARTMENT**

**WHEREAS**, the City of Las Vegas Museum and Rough Rider Collection (the "Museum") exists and operates under the authority of the City of Las Vegas (the "City"); and

**WHEREAS**, the Museum is in possession of two rocks one containing carnotite and the other containing barite (the "Rocks"), both elements are radioactive minerals, and, with the authorization of the City, desires to transfer ownership and possession of the Rocks to the Geology Department of the New Mexico Highlands University; and

**WHEREAS**, the Rocks are of a de minimis monetary value, and have become obsolete, unusable, unneeded and unfit for continued use or storage by the Museum or the City; and

**WHEREAS**, the Rocks are of educational value to the Geology Department of the New Mexico Highlands University; and

**WHEREAS**, the City and Museum desire to be released, and the University of New Mexico Highlands ("UNMH") agrees to fully and forever release the City and Museum, from any and all liability concerning, associated with, or regarding the Rocks.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAS VEGAS**, that the recitals are hereby incorporated herein; the Rocks are hereby declared obsolete, unusable, unneeded and unfit for any municipal purpose of the City or the Museum; ownership and possession of the Rocks are hereby

transferred to the Geology Department of the New Mexico Highlands University on the condition that the City and Museum are fully and forever released by UNMH from any liability associated with or regarding the Rocks.

PASSED, APPROVED AND ADOPTED this 20th day of May, 2020.

\_\_\_\_\_  
Mayor Louie A. Trujillo

Attested to:

\_\_\_\_\_  
City Clerk Casandra Fresquez

Approved for legal sufficiency:

\_\_\_\_\_  
City Attorney Scott Aaron

Councilor Romero made a motion to approve the Consent Agenda. Councilor Baca seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes
David G. Romero	Yes	Joseph P. Baca	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

**BUSINESS ITEMS**

1. Conduct a public hearing and approval/disapproval to adopt Ordinance 20-01.

Councilor Romero made a motion to go into a public hearing. Councilor Montoya seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Joseph P. Baca	Yes	David G. Romero	Yes
Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

City Attorney Scott Aaron asked anyone who wished to speak, to stand and be sworn in. Maria Perea and Pearl Maes were sworn in.

Planning and Zoning Coordinator, Maria Perea advised that this was an ordinance amending the City of Las Vegas zoning map from R-2 (multi-family residential) to R-3 (mixed residential) for property located at the southeast corner of 2122 North Gonzales Street and 139 Delgado Street, Las Vegas, NM 87701 at the request of the property owner Nora T. Maes.

Pearl Maes asked that Council would consider the zone change for the property.

Councilor Baca asked for clarification of the zone change for the property.

Ms. Perea explained that it was one property as an R2, allowing to have two houses and that Mrs. Maes wanted to transfer the property to her daughter; it did not meet the square footage per area for each property as required. She advised they recommended the change to an R3, which would only require a 5,000 square footage for each property, meeting the 5 foot property line requirement.

Mayor Trujillo opened the floor to any public comments on this issue.

There was no public comment.

Councilor Romero made a motion to approve the record proper. Councilor Ulibarri, Jr. seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes
David A. Ulibarri, Jr.	Yes	Joseph P. Baca	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

Councilor Romero asked if there was any objection to the zone change and also asked if it had gone to the Planning & Zoning Commission due to the documents (Exhibit 12, Facts & Findings) had not been signed by the Chairperson.

Ms. Perea advised that there were no objections to the zone change and that it had gone to the Planning & Zoning Board although she would usually take them to be signed at the next P & Z meeting. She added that she would bring the documents already signed, if that was Council's recommendation.

Councilor Romero asked City Attorney Aaron if he would look into whether those documents would need to be signed before coming to Council.

City Attorney Aaron advised that it was his understanding it was included in the Ordinance and that there was a public hearing done by Planning & Zoning. He stated that everything had been prepared for Council's signature but he would be happy to confirm.

Councilor Romero made a motion to close the Public Hearing and go back into Regular Session. Councilor Montoya seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	David G. Romero	Yes
Michael L. Montoya	Yes	Joseph P. Baca	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

Councilor Romero made a motion to approve to adopt Ordinance 20-01. Councilor Ulibarri, Jr. seconded the motion.

Ordinance 20-01 was presented as follows:

**CITY OF LAS VEGAS, CITY COUNCIL  
ORDINANCE NO. 20-01**

**AN ORDINANCE AMENDING THE CITY OF LAS VEGAS ZONING MAP FROM R-2 (MULTI-FAMILY RESIDENTIAL) TO R-3 (MIXED RESIDENTIAL) FOR PROPERTY LOCATED AT THE SOUTHEAST CORNER OF 2122 NORTH GONZALES STREET AND 139 DELGADO STREET, LAS VEGAS, NEW MEXICO 87701 AT THE REQUEST OF THE PROPERTY OWNER NORA T. MAES.**

**WHEREAS**, Nora T. Maes ("Owner") is the owner of that certain real property located at the southeast corner of 2122 North Gonzales Street and 139 Delgado Street in Las Vegas, New Mexico 87701, described as:

A tract of land located within Block 3 of the Francisco Baca / Sandoval Addition to the Town now the City of Las Vegas, San Miguel County, New Mexico and being more particularly described as follows: Beginning at the New Mexico State "Alto" Triangulation Station thence N08° 58' 32"W a distance of 5328.07 feet to a surveyor's monument set at the intersection of the Easterly Right-of-Way line of North Gonzales Street and the Southerly Right-of-Way line of Delgado Street. Said monument being the Northwesterly corner and true point of beginning of this tract. Thence along said Southerly Right-of-Way line N56° 26' 26"E a distance of 140.00 feet to a 5/8" rebar being the Northeasterly corner

of this tract. Thence leaving said Southerly Right-of-Way line and following a fence line S31° 28' 47"E a distance of 83.70 feet a 5/8" rebar set at the Southeasterly corner of this tract. Thence along a wire fence and a rock wall S57° 32' 44"W a distance of 139.93 feet to a 5/8" rebar located along said Easterly Right-of-Way line. Said rebar being the Southwesterly corner of this tract. Thence along said Easterly Right-of-Way line N31° 28' 47"W a distance of 81.00 feet to the true point of beginning of this tract. Said tract contains 0.26 acres more or less. All bearings are based on NMCS Grid North East Zone.

**WHEREAS**, pursuant to City Ordinance 450-12, the City Council of the City of Las Vegas ("City Council") may make changes to the Official Zoning Map; and

**WHEREAS**, pursuant to the Las Vegas City Zoning Ordinance, Owner petitioned the City of Las Vegas Planning and Zoning Commission ("Planning and Zoning") for an amendment to the Official Zoning Map of the City of Las Vegas ("City"); and

**WHEREAS**, on February 24, 2020, Planning and Zoning held a public hearing, after providing notice as required by law, for the purpose of receiving testimony and input regarding the amendment of the Property zoning designation in the City's Official Zoning Map from R-2 (Multi-Family Residential) to R-3 (Mixed Residential); and

**WHEREAS**, on February 24, 2020, pursuant to City Ordinance 18-14, Planning and Zoning adopted a motion recommending approval of Owner's aforementioned proposed amendment to modify the zoning of the Property in the City's Official Zoning Map; and

**WHEREAS**, a copy of the survey of the Property dated April 1977, performed by Tom Klingenhagen from Drissel & Associates Land Surveying, is attached hereto and incorporated herein by reference.

**NOW, THEREFORE BE IT ENACTED**, pursuant to City Ordinance 14-8, by the City Council, that the Owner's petition is granted and the Official Zoning Map is amended to reflect that the zoning classification of the Property is changed from R-2 to R-3 effective immediately, and the recitals are incorporated herein by reference.

PASSED, ADOPTED AND APPROVED this \_\_\_ day of May, 2020.

\_\_\_\_\_  
Louie A. Trujillo, Mayor

Reviewed and approved as to legal sufficiency only:

\_\_\_\_\_  
Scott Aaron, City Attorney

Attest:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Joseph P. Baca	Yes	Michael L. Montoya	Yes
David G. Romero	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

2. Approval/Disapproval to cancel the following events:

1. Fourth of July Fiestas
2. 4th of July City Firework Celebration
3. Motorcycle Rally

Community Development Director, Bill Hendrickson advised that due to the uncertainty of virus related State and local gathering restrictions, these events are expected to exceed State planned limits. In addition, local PD and FD advised that crowds expected to converge on parking areas around the vicinity of the golf course during the 4th fireworks, would exceed their capabilities to control. Finally, the motorcycle rally requires security assistance from the State Gang Taskforce to provide the needed extra support, and this assistance was not approved. Community Development Director, Bill Hendrickson added that the event had been cancelled by the motorcycle rally committee. He stated that this item was being looked at as more of a delay of these events and they would continue to monitor and plan future events.

Councilor Ulibarri, Jr. made a motion to approve to cancel Fourth of July Fiestas, 4th of July City Firework Celebration and the Motorcycle Rally. Councilor Baca seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David G. Romero	Yes
Joseph P. Baca	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

3. Approval/Disapproval of Resolution 20-21 to appoint William Taylor, City Manager as “Authorized Representative” to execute a grant offering for the Las Vegas Municipal Airport.

Public Works Manager Daniel Gurule advised that as part of FAA submittal criteria for the CARES Act Grant Offer, Grant No. 3-35-0025-019-2020 in the amount of Twenty Thousand Dollars (\$20,000) a resolution of support from our Local Governing Body to appoint william Taylor, City Manager authority to execute grant offer for the City of Las Vegas Municipal Airport accompany grant agreement.

Councilor Romero made a motion to approve Resolution 20-21 to appoint William Taylor, City Manager as “Authorized Representative” to execute a grant offering for the Las Vegas Municipal Airport. Councilor Ulibarri, Jr. seconded the motion.

Resolution 20-21 was presented as follows:

**Resolution No. 20-21**

**A RESOLUTION OF THE CITY OF LAS VEGAS APPOINTING  
THE CITY MANAGER AS THE AUTHORIZED REPRESENTATIVE REGARDING  
THE CARES ACT GRANT**

WHEREAS, the City of Las Vegas (“City”) applied for the Federal Aviation Administration CARES Act Grant No. 3-35-0025-019-2020 (“Grant”) by which the City expects to receive a financial grant in the amount of \$20,000.00; and

WHEREAS, the Grant is provided in accordance with the CARES Act to help offset a decline in revenues arising from diminished airport operations and activities resulting from the Covid-19 public health emergency for the City’s Municipal Airport; and

WHEREAS, the Grant will be used directly to maintain safe and efficient operations within the City’s Municipal Airport upon the Federal Aviation Administration’s approval of the Grant; and

WHEREAS, the Grant requires that the City appoint an authorized representative to execute the Grant.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO**, that the recitals are incorporated herein by reference and the Governing Body hereby appoints the City Manager, William Taylor, as the authorized representative for purposes of the Grant.

APPROVED AND ADOPTED this \_\_\_\_ day of May, 2020.

\_\_\_\_\_

Mayor Louie A. Trujillo

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

\_\_\_\_\_  
Scott Aaron, City Attorney

Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes
David G. Romero	Yes	Joseph P. Baca	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

4. Discussion/Direction on selection process for the Campaign and Ethics Board.

Councilor Joseph Baca advised that as per the City of Las Vegas Municipal Charter, Article VI Boards, Commissions and Advisory Committees, Section 6.07 Campaign and Ethics Board. A. Membership. The Campaign and Ethics Board shall consist of six (6) members who shall be selected as follows. The Council shall appoint three (3) members; the Mayor shall appoint one (1) member; the Municipal Judge shall appoint (1) member; and the five (5) members so appointed shall appoint a sixth member.

Councilor Baca spoke regarding the harassment and abuse of power, at the hands of one person, that both the community and City employees experienced in the recent past. He stated that it was important for this Governing Body to regain the trust and respect back from them. Councilor Baca felt that creating the Charter mandated Campaign and Ethics Board would send out a positive message of doing the right thing.

Lengthy discussion took place regarding the importance of having a structured plan that consisted of rules and regulations that should be followed by the board before beginning the board selection process.

Councilor Romero made a motion to give direction to the City Attorney to come up with procedures discussed. Councilor Baca seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes
David G. Romero	Yes	Joseph P. Baca	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

5. Approval/Disapproval of Resolution 20-22, a resolution to begin the process to transfer the Annual Contributions Contract for the Las Vegas Housing Authority from the City of Las Vegas to the Northern Regional Housing Authority.

City Manager Taylor advised they had been in discussion with HUD in joining every other municipality in the state in transferring the City’s Housing Authority to the Northern Regional Housing Authority. He stated that the benefits of transferring would be more resources available for housing opportunities for low income residents and it would reduce the City’s costs and obligations.

Housing Finance Specialist/Office Manager, Natasha Martinez advised that the Northern Regional Housing Authority had the expertise to own, operate and manage housing projects in compliance with various State and Federal Affordable Housing Programs, including the laws and regulations related to the Las Vegas Housing Authority, which would benefit the City of Las Vegas residents.

Councilor Romero wanted the community to understand that the City was doing this in order to take care of the Housing residents and with this transfer they would have more resources available to them. He advised that the office would still be open, employees would still be working as usual and the majority of them were in favor of the transfer.

Councilor Baca advised that it would send a message of a “good faith effort” and he supported it.

Councilor Montoya stated there had been a misprint in the Optic related to the transfer and clarified that the Housing was being transferred to another entity and not to another City.

Ms. Martinez clarified that it was a consolidation of the North, which would strengthen many Housing Authorities in working together that would benefit in the long run. She read into the record, the *“Current challenges for the Local Government”* and *“Benefits of Transferring”* report, in its entirety.

Councilor Romero made a motion to approve Resolution 20-22, a resolution to begin the process to transfer the Annual Contributions Contract for the Las Vegas Housing Authority from the City of Las Vegas to the Northern Regional Housing Authority. Councilor Ulibarri, Jr. seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

David G. Romero	Yes	David A. Ulibarri, Jr.	Yes
Joseph P. Baca	Yes	Michael L. Montoya	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

### **EXECUTIVE SESSION**

None at this time.

### **CITY MANAGER’S APPOINTMENTS**

1. Approval/Disapproval to appoint Donna Castro as Human Resource Director.

City Manager William Taylor advised that as per City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing body. He stated that Ms. Castro had 30 years of experience as Human Resource Director/Consultant and worked with her previously, she was very professional and had extensive knowledge in the field and highly recommended her for the position.

Councilor Romero made a motion to approve to appoint Donna Castro as Human Resource Director. Councilor Montoya seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Joseph P. Baca	Yes	David A. Ulibarri, Jr.	Yes
Michael L. Montoya	Yes	David G. Romero	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

2. Approval/disapproval to appoint Stephen Aragon as Parks and Recreation Director.

City Manager William Taylor advised that as per City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing body. He stated that they were creating a Parks & Recreation Department due to the two being interconnected and was recommending Stephen Aragon who had been a Municipal Court Administrator and felt he had the skills, a vision and the passion to see this forward.

Councilor Romero asked Mr. Aragon what his vision would be as Parks & Recreation Director.

Stephen Aragon stated that his vision as Parks and Recreation Director was to commit to accomplishing many programs that were much needed in our community, as they had slowly dwindled throughout the years. He stated that there were amazing resources in our community and it was limitless to what they could do.

Lengthy discussion and questions took place on many different areas that needed addressing throughout the City, regarding Parks & Recreation.

Councilor Montoya made a motion to appoint Stephen Aragon as Parks and Recreation Director. Councilor Ulibarri, Jr. seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Joseph P. Baca	Yes	David G. Romero	Yes
Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

**ADJOURN**

Councilor Montoya made a motion to adjourn. Councilor Ulibarri, Jr. seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David A. Ulibarri, Jr.	Yes
Joseph P. Baca	Yes	David G. Romero	Yes

City Clerk Fresquez re-read the motion and advised that the motion carried.

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Mayor Louie A. Trujillo

ATTEST:

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Casandra Fresquez, City Clerk

**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

DATE: 5/29/2020

DEPT: CD

MEETING DATE: 6/10/2020

**DISCUSSION ITEM/TOPIC:** City of Las Vegas, Marketing Software

**BACKGROUND/RATIONALE:** Programs necessary to be utilized for the promotion of marketing.

**HIS 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.**

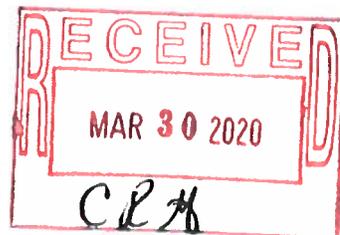
*Krutik Bhakta / Charles R. Gauje*  
**SUBMITTER'S SIGNATURE**

**REVIEWED AND APPROVED BY:**

*William Taylor*  
\_\_\_\_\_  
**WILLIAM TAYLOR, CITY MANAGER**

\_\_\_\_\_  
**SCOTT AARON, CITY ATTORNEY**  
(ALL CONTRACTS, ORDINANCES  
AND RESOLUTIONS MUST BE  
REVIEWED)

\_\_\_\_\_  
**MARY ROMERO, FINANCE DIRECTOR**  
(PROCUREMENT)



CITY OF LAS VEGAS, NEW MEXICO
REQUEST FOR MARKETING ASSISTANCE

Requests must be received by the Community Development Department no later than

For questions email: cgriego@lasvegas.nm.gov or (505) 454-1401 ext 1604

PART I: PROJECT INFORMATION

A request for marketing assistance application must be completed and submitted for each individual event or project. Please note if you have previously received financial marketing or monetary assistance from Lodgers tax for your event you may not receive additional funding for the same event. A marketing work group is tasked with evaluating well organized events with strong marketing plans.

Organization

Name: City of Las Vegas

Event Name: Marketing Software - Adobe Creative Cloud - All Apps

Event Location: City of Las Vegas

Event Start Date: July 2020 Event End Date: June 2021

Is this a new event? [ ] Yes [x] No

If this is a repeat event, how many individuals attended in each of the past three (3) years? N/A

What means do/did you utilize to calculate attendance? (Evaluations, ticket sales, estimation, etc)
The software is used to help with creation of marketing and promotions.
The software is for photography/videography/Animation/Design etc.

PART II: PREVIOUS FUNDING REQUESTS

Has your organization previously received Lodgers Tax Funding? [x] Yes [ ] No
What amount of funding did you receive? Dates/Amounts (past 3 years)?
Of the marketing firm package which was the amount was part

PART III: EVENT DETAIL

Define/describe the overall event: (300 words or less - Attach additional sheets if necessary)
The software is used to help w/creation process of marketing and promotions. The software is used for photography/videography/design/animation/etc.



**PART IV: EVALUATION INFORMATION**

The following information is utilized by the Marketing Work Group to evaluate your proposal and help determine the recommendation for marketing assistance which is paid for under Lodger Tax. Please provide specific information relevant to each question/statement. Attach additional sheets if necessary.

**1. Lodgers Tax Impact Information (10 Point Value)**

1.1. How does your event create the need for an overnight stay thus creating lodgers tax revenue?

N/A

1.2. How many Las Vegas room nights will be generated? (A room night is a paid night of lodging in an establishment that pays Lodger Tax.)

N/A

<b>SECTION A TOTAL POINTS</b> 10 Points Max.	
Evaluator Use Only	

**2. Size and Demographics of Audience Served (10 point value)**

2.1. How many individuals are anticipated to attend the event? How did you calculate this number?

N/A

2.2. What percentage of attendees will be non-City residents? How many will come from within San Miguel County? Mora County? Santa Fe County? Intra-State? Out of State?

N/A

2.3. What are the anticipated ages of the participants? Please provide estimates of what your audience will be composed of, demographics, psychographics.

N/A

<b>SECTION B TOTAL POINTS</b> 10 Points Max.	
Evaluator Use Only	

**3. Quality of Life (10 Point Value)**

- 3.1. Do you provide a program or event that is otherwise absent in the City of Las Vegas?  
*Yes the software allowse for the graphic designer/photographer/ videographer to create the marketing without hiring a design firm.*
- 3.2. Has this program or something similar been requested by tourists and/or residents? Who made the request and how was the request made?  
*yes, the request was made as part of the marketing firm package.*
- 3.3. Does this event occur during a season when Las Vegas typically lacks events (Spring, Winter)  
*yes, it is used year-round.*

SECTION C TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**4. Financial Information (10 Point Value)**

- 4.1. What is the total budget for this event? (Include marketing costs; please exclude any assistance you may receive.)  
*\$ 1,844.84*
- 4.2. Where are matching funds, sponsorships, and other sources of funding being obtained? Include ALL sources and amounts and specific uses of funds.  
*N/A*

SECTION D TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**5. Marketing Plan (10 Point Value)**

- 5.1. Provide specific details on where and how you plan to market and advertise the event.  
*The software will be used to help City of Las Vegas market across various platforms such as magazines, billboards, digital and the Reader board*
- 5.2. If provided with marketing design assistance, what is your intent to supplement what is provided?
- 5.3. What percentage of advertising will reach an audience outside a 65 mile radius of Las Vegas?

SECTION E TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**6. Documentation (10 Point Value)**

6.1. Have Lodger Tax rules been followed and all requested documents provided?

*yes*

6.2. Will anyone within your organization, a spouse of anyone within your organization, a child, parent, brother or sister of anyone within your organization receive monetary compensation from any aspect of this event? Who? For what purpose? *NO*

SECTION F TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**7. Other (10 Point Value)**

7.1. Please provide any other financial impact to the City of Las Vegas this project or event will create. Be specific and indicate how it was calculated.

SECTION G TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**PART V: ASSURANCES AND CERTIFICATIONS**

I CERTIFY THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE VEST OF MY KNOWLEDGE. IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW FUNDS WERE UTILIZED. REQUESTS WILL FOLLOW CITY POLICY. WE UNDERSTAND THAT SHOULD WE BE PROVIDED WITH MARKETING ASSISTANCE AND THE EVENT IS CANCELLED, WE WILL BE OBLIGATED TO PAY FOR THE COST OF ANY AND ALL COSTS ASSOCIATED WITH THE DESIGN AND PLACEMENT OF ADS. WE UNDERSTAND THAT THE CITY MAY EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED BY THE CITY OF LAS VEGAS AND WE WILL DELIVER A REPORT ON EACH EVENT WITHIN THIRTY (30) DAYS TO THE CITY.

PRINTED NAME: Virginia Marrujo  
TITLE: Media Coordinator  
SIGNATURE:   
DATE: 3/27/2020

# QUOTE CONFIRMATION



**DEAR KENNY ROYBAL,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KWXB072	9/20/2019	ADOBE RENEWAL	2618260	\$1,844.84

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Adobe Creative Cloud for teams - All Apps - Team Licensing Subscription Ren</a>	2	5053042	\$922.42	\$1,844.84
Mfg. Part#: 65291078BC01A12 UNSPSC: 43232102 Electronic distribution - NO MEDIA Contract: New Mexcio NVP Software (ADSP016-130652 60-000-15-)				

PURCHASER BILLING INFO		SUBTOTAL	\$1,844.84
<b>Billing Address:</b> CITY OF LAS VEGAS ACCTS PAYABLE 1700 N GRAND AVE LAS VEGAS, NM 87701-4731 Phone: (505) 454-1401 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		<b>GRAND TOTAL</b>	<b>\$1,844.84</b>
		<b>DELIVER TO</b>  <b>Shipping Address:</b> CITY OF LAS VEGAS KENNY ROYBAL 1700 N GRAND AVE LAS VEGAS, NM 87701-4731 Phone: (505) 454-1401 Shipping Method: ELECTRONIC DISTRIBUTION	

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	Alex Pas	(877) 837-2705   alexpas@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.asp>  
For more information, contact a CDW account manager

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**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 5/29/2020

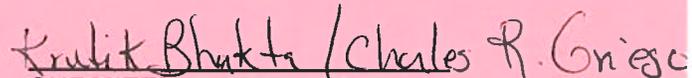
**DEPT:** CD

**MEETING DATE:** 6/10/2020

**DISCUSSION ITEM/TOPIC:** LVFIBA – NM True Advertising

**BACKGROUND/RATIONALE:** Fiscal Year 2020, NM True Campaign.

**HIS 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:**

  
\_\_\_\_\_  
**WILLIAM TAYLOR, CITY MANAGER**

\_\_\_\_\_  
**SCOTT AARON, CITY ATTORNEY**  
(ALL CONTRACTS, ORDINANCES  
AND RESOLUTIONS MUST BE  
REVIEWED)

\_\_\_\_\_  
**MARY ROMERO, FINANCE DIRECTOR**  
(PROCUREMENT)



CITY OF LAS VEGAS, NEW MEXICO
REQUEST FOR MARKETING ASSISTANCE

Requests must be received by the Community Development Department no later than

For questions email: cgriego@lasvegas.nm.gov or (505) 454-1401 ext 1604

PART I: PROJECT INFORMATION

A request for marketing assistance application must be completed and submitted for each individual event or project. Please note if you have previously received financial marketing or monetary assistance from Lodgers tax for your event you may not receive additional funding for the same event. A marketing work group is tasked with evaluating well organized events with strong marketing plans.

Advertising Project: Highway Billboard Advertising

Organization Name: Las Vegas First Independent Business Alliance

Event Name: Highway Billboard Advertising

Event Location: I-25 (4 boards) & NM-518 (1 board)

Event Start Date: July 2020 Event End Date: June 2021

Is this a new event? No

If this is a repeat event, how many individuals attended in each of the past three (3) years?

3.2 million cars pass these 5 billboards every year

What means do/did you utilize to calculate attendance? (Evaluations, ticket sales, estimation, etc)

Highway traffic counts

PART II: PREVIOUS FUNDING REQUESTS

Has your organization previously received Lodgers Tax Funding? Yes

What amount of funding did you receive? Dates/Amounts (past 3 years)?

- 2019 - billboards \$26,990; Visitor Guide \$24,500; Fridays al Fresco \$5,000; NM True \$60,000
2018 - billboards \$26,205; Visitor Guide \$19,500
2017 - billboards \$3,000

LVFIBA is the City's strongest non-profit marketing partner. LVFIBA utilizes City lodger tax, leveraged with County lodger tax, NM Tourism grants, and advertising provided by corporate sponsorship to provide over half the annual marketing of Las Vegas. This includes Visitor Guide advertising, NM True advertising, and billboard advertising.

### **PART III: EVENT DETAIL**

Define/describe the overall event: (300 words or less - Attach additional sheets if necessary)

**LVFIBA has secured billboard leases at a very low cost because it is a non-profit organization. The locations are:**

- **NM-518 at Storrie Lake facing north**
- **I-25 at Wagon Mound facing north**
- **I-25 south of Raton facing north**
- **I-25 north of town facing north**
- **I-25 at Romeroville facing south**

**With the NM True I-25 billboard between Albuquerque and Santa Fe, Las Vegas has three boards greeting I-25 traffic from the north and two boards greeting I-25 traffic from the south.**

**With budget for vinyl changes, different attractions and events can be advertised during the year.**

**Each 2-month vinyl change would be seen 248,600 times on three boards by cars travelling south on I-25 and seen 232,600 times on one board by cars travelling north on I-25. (Do not have traffic counts for NM-518.)**



**PART IV: EVALUATION INFORMATION**

The following information is utilized by the Marketing Work Group to evaluate your proposal and help determine the recommendation for marketing assistance which is paid for under Lodger Tax. Please provide specific information relevant to each question/statement. Attach additional sheets if necessary.

**1. Lodgers Tax Impact Information (10 Point Value)**

1.1. How does your event create the need for an overnight stay thus creating lodgers tax revenue?

**Billboards are a proven generator of room nights. These boards will be viewed by 3.2 million passing cars.**

1.2. How many Las Vegas room nights will be generated? (A room night is a paid night of lodging in an establishment that pays Lodger Tax.)

**If 0.1% of these cars decide to stop and spend the night, or come back for an advertised event, that's 3,200 room nights.**

SECTION A TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**2. Size and Demographics of Audience Served (10 point value)**

2.1. How many individuals are anticipated to attend the event? How did you calculate this number?

**The messages on these boards will be viewed 3.2 million times by passing cars.**

2.2. What percentage of attendees will be non-City residents? How many will come from within San Miguel County? Mora County? Santa Fe County? Intra-State? Out of State?

**Estimate 75% out of town on I-25. Board south of LV on SF side would have more local traffic.**

2.3. What are the anticipated ages of the participants? Please provide estimates of what your audience will be composed of, demographics, psychographics.

**Lamar reports 62.33% Hispanic and 37.63% other, 54.13% male and 45.87% female, 52.8% household income under \$50,000 and 47.2% above.**

SECTION B TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**3. Quality of Life (10 Point Value)**

3.1. Do you provide a program or event that is otherwise absent in the City of Las Vegas?

**Las Vegas with NM True, lodging properties, and some retailers also advertised on I-25 billboards. The more billboards the better.**

3.2. Has this program or something similar been requested by tourists and/or residents? Who made the request and how was the request made?

**Not applicable.**

3.3. Does this event occur during a season when Las Vegas typically lacks events (Spring, Winter)

**Yes, billboards advertise year-round. Vinyls put up for two months with a winter message or event would be viewed 481,200 times by passing cars.**

<b>SECTION C TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**4 Financial Information (10 Point Value)**

4.1. What is the total budget for this event? (Include marketing costs; please exclude any assistance you may receive.)

**\$40,000 in lodger tax.**

4.2. Where are matching funds, sponsorships, and other sources of funding being obtained? Include ALL sources and amounts and specific uses of funds.

**LVFIBA secures non-profit discounts and manages the boards at no charge to the City.**

<b>SECTION D TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**5 Marketing Plan (10 Point Value)**

5.1. Provide specific details on where and how you plan to market and advertise the event.

**On I-25 north and south of Las Vegas. On NM-518 facing all traffic entering town from the north.**

5.2. If provided with marketing design assistance, what is your intent to supplement what is provided?

**Not applicable.**

5.3. What percentage of advertising will reach an audience outside a 65 mile radius of Las Vegas?

**Estimate 75% out of town on I-25. Board south of LV on SF side would have more local traffic.**

<b>SECTION E TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**6 Documentation (10 Point Value)**

- 6.1. Have Lodger Tax rules been followed and all requested documents provided? **Yes**
- 6.2. Will anyone within your organization, a spouse of anyone within your organization, a child, parent, brother or sister of anyone within your organization receive monetary compensation from any aspect of this event? Who? For what purpose? **No**

<b>SECTION F TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**7. Other (10 Point Value)**

- 7.1. Please provide any other financial impact to the City of Las Vegas this project or event will create. Be specific and indicate how it was calculated.

**The last six years motel occupancy and lodger tax collections increased 42%. This means overnight visitor spending, the measurable part of the Las Vegas tourism industry, grew from \$9.6 million to \$13.6 million per year.**

**Overnight visitor spending in Las Vegas motels, restaurants, galleries, entertainment venues, retail stores and gas stations is basically gone until the virus recedes and travel resumes.**

**Highway billboards are an important part of a coordinated \$400,000 economic recovery plan LVFIBA will be ready to implement the moment travel resumes.**

**The larger economic recovery plan is designed to re-establish tourism and bring back that \$13.6 million of overnight visitor spending as quickly as possible.**

<b>SECTION G TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**PART V: ASSURANCES AND CERTIFICATIONS**

I CERTIFY THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE VEST OF MY KNOWLEDGE. IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW FUNDS WERE UTILIZED. REQUESTS WILL FOLLOW CITY POLICY. WE UNDERSTAND THAT SHOULD WE BE PROVIDED WITH MARKETING ASSISTANCE AND THE EVENT IS CANCELLED, WE WILL BE OBLIGATED TO PAY FOR THE COST OF ANY AND ALL COSTS ASSOCIATED WITH THE DESIGN AND PLACEMENT OF ADS. WE UNDERSTAND THAT THE CITY MAY EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED BY THE CITY OF LAS VEGAS AND WE WILL DELIVER A REPORT ON EACH EVENT WITHIN THIRTY (30) DAYS TO THE CITY.

PRINTED NAME:           *Andrea Gottschalk*            
TITLE:           *President LVFIBA*          

SIGNATURE:           *[Handwritten Signature]*            
DATE:           *3/30/2020*          

**CITY USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## Las Vegas First Independent Business Alliance

Map Icon	Label	Panel#	TAB ID	Media/Style	Distance	Facing	H x W	*Weekly Impressions	Illum.
----------	-------	--------	--------	-------------	----------	--------	-------	---------------------	--------

	1	3101	139719	Permanent Bulletin / Regular	5.8258 mi.	South	10' 0" x 40' 0"	29081	YES
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Location: I 25 E/L.42NMP339 MP 339.42

Current Advertiser: LAS VEGAS FIRST, IBA

Misc: John Goodwin exp 6/30/19

	2	3202	139743	Permanent Bulletin / Regular	5.7372 mi.	North	10' 0" x 40' 0"	11147	NO
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Location: I 25 E/L.38NMP351 MP 351.38

Current Advertiser: LAS VEGAS FIRST, IBA

Misc: John Goodwin exp 6/30/19

	3	3292	139761	Permanent Bulletin / Regular	38.7433 mi.	North	10' 0" x 40' 0"	9967	NO
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Location: I 25 E/L.87NMP385 MP 385.87

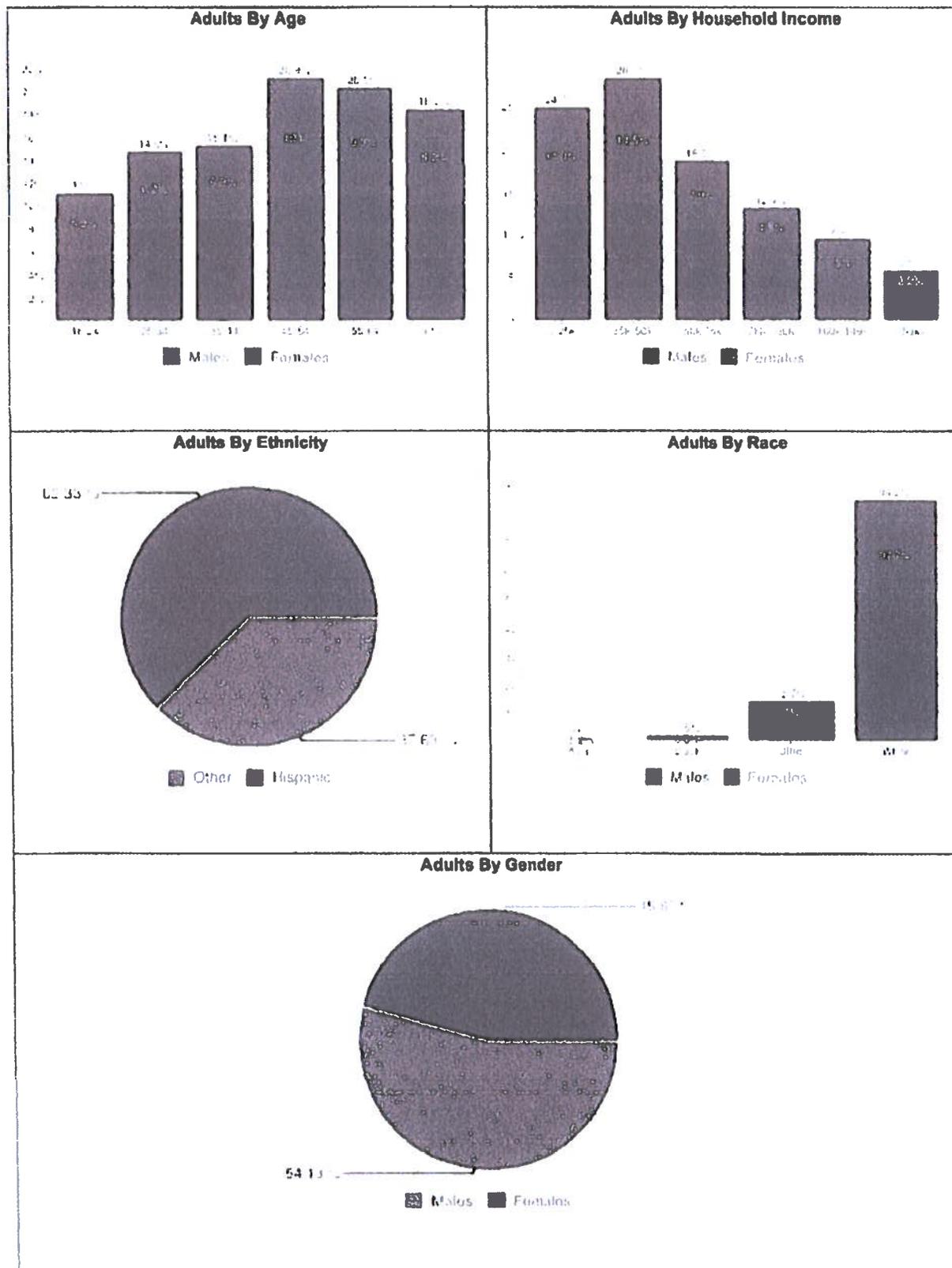
Current Advertiser: LAS VEGAS FIRST, IBA

Misc: John Goodwin exp 6/30/19

**Total Weekly Impressions: 50195**



## Las Vegas First Independent Business Alliance



These charts indicate the demographic breakdown of your proposed panels within your Lamar out-of-home campaign. Please discuss with your Lamar representative how additional locations and outdoor products may help you achieve a greater concentration of your target audience.

## FY21 NM TRUE ADVERTISING

### City Lodger Tax Requested

\$70,000 for advertising

### Organization

Las Vegas First Independent Business Alliance (LVFIBA)

### Purpose

To continue marketing Las Vegas NM in partnership with NM Tourism and under the NM True brand. Every year that Las Vegas has partnered with NM Tourism, motel occupancy and lodger tax collections have gone up. Over the last six years, up 42%.

Because NM Tourism pays up to 50% of the cost of advertising, Las Vegas NM can advertise in media otherwise way too expensive.

According to NM Tourism, FY19 NM True advertising generated 13,675,659 impressions in print and outdoor advertising.

The City allocated \$60,000 of lodger tax for the current FY20 NM True campaign ending June 2020. For \$10,000 more this next FY21 year, the City can increase digital advertising -- In Facebook and Trip Advisor, digital distribution of the Las Vegas NM video shot last fall, and targeted email blasts.

### Possible Leverage

NM Tourism \$70,000 coop grant  
Bulk-buy ad discounts  
Technical support

### Types of proposed advertising

Outdoor: I-25 billboard between ABQ and SF, digital billboards in ABQ and Rio Rancho

Print: ABQ Magazine, NM Magazine, NM True Adventure Guide, Edible

Digital: ABQ Airport, Pandora radio, Trip Advisor, Facebook, custom email, video distribution

### Other

The last six years motel occupancy and lodger tax collections increased 42%. This means overnight visitor spending, the measurable part of the Las Vegas tourism industry, grew from \$9.6 million to \$13.6 million per year.

Overnight visitor spending in Las Vegas motels, restaurants, galleries, entertainment venues, retail stores and gas stations is basically gone until the virus recedes and travel resumes.

**NM True advertising is an important part of a coordinated \$400,000 economic recovery plan LVFIBA will be ready to implement the moment travel resumes.**

This larger economic recovery plan will help to re-establish tourism and bring back that \$13.6 million of overnight visitor spending as quickly as possible.



**CITY OF LAS VEGAS, NEW MEXICO  
REQUEST FOR MARKETING ASSISTANCE**

*Requests must be received by the Community Development Department no later than*

*For questions email: [cgriego@lasvegas.nm.gov](mailto:cgriego@lasvegas.nm.gov) or (505) 454-1401 ext 1604*

**PART I: PROJECT INFORMATION**

*A request for marketing assistance application must be completed and submitted for each individual event or project. Please note if you have previously received financial marketing or monetary assistance from Lodgers tax for your event you may not receive additional funding for the same event. A marketing work group is tasked with evaluating well organized events with strong marketing plans.*

**Advertising request: NM True FY21 Advertising**

**Organization Name: Las Vegas First Independent Business Alliance (LVFIBA)**

**Event Name: NM True FY21 Advertising**

**Event Location: New Mexico, with focus on greater Albuquerque**

**Event Start Date: July 1, 2020 Event End Date: June 30, 2021**

**Is this a new event? No, this is 6<sup>th</sup> cooperative year**

**If this is a repeat event, how many individuals attended in each of the past three (3) years?**

**NM True advertising reaches potential visitors approximately 13 million times per year.**

**What means do/did you utilize to calculate attendance? (Evaluations, ticket sales, estimation, etc)**

---

**NM Tourism compiles highway views, traffic counts, print circulation, radio reach, and digital unique visitor data from media firms.**

---

**This report is presented at the end of each fiscal year. FY19 report summary attached.**

---

**PART II: PREVIOUS FUNDING REQUESTS**

**Has your organization previously received Lodgers Tax Funding? Yes**

**What amount of funding did you receive? Dates/Amounts (past 3 years)?** \_\_\_\_\_

**2019 – billboards \$26,990; Visitor Guide \$24,500; Fridays at Fresco \$5,000; NM True \$60,000**

**2018 – billboards \$26,205; Visitor Guide \$19,500**

**2017 – billboards \$3,000**

**LVFIBA is the City's strongest non-profit marketing partner. LVFIBA utilizes City lodger tax, leveraged with County lodger tax, NM Tourism grants, and advertising provided by corporate sponsorship to provide over half the annual marketing of Las Vegas. This includes Visitor Guide advertising, NM True advertising, and billboard advertising.**

### **PART III: EVENT DETAIL**

Define/describe the overall event: (300 words or less - Attach additional sheets if necessary)

**To continue marketing Las Vegas NM in partnership with NM Tourism and under the NM True brand. Every year that Las Vegas has partnered with NM Tourism, motel occupancy and lodger tax collections have gone up. Over the last six years, up 42%.**

**Because NM Tourism pays up to 50% of the cost of advertising, Las Vegas NM can advertise in media otherwise way too expensive.**

**The FY19 NM True campaign generated 13,675,659 impressions in print and outdoor advertising.**

**The City allocated \$60,000 of lodger tax for the current FY20 NM True campaign ending June 2020. For \$10,000 more this FY21 year, the City can increase digital advertising -- in Facebook and Trip Advisor, digital distribution of the Las Vegas NM video shot last fall, and targeted email blasts.**

Provide an itemized listing of costs (budget) for your event. Please remember to include the costs associated with safety, location, trash pickup, city staffing, marketing, and overhead, etc. Request must have specific details and not broad categories. If additional space is needed, please attach additional pages utilizing the same format to this application.

Description	UNIT COST	QUANTITY	TOTAL	Committee Review
NM Magazine writers – digital article creation		1	1,500	
NM True Adventure Guide		Half page	8,296	
NM Magazine		Half page advertorial	5,450	
Albuquerque the Magazine		Full page advertorial	2,376	
Edible		Full page	2,314	
Clear Channel Outdoor		1-25 billboard ABQ digital bds	53,989	
Albuquerque Airport	3,233/month	LCD screens	12,932	
Custom email			5,750	
Pandora		1 month	6,000	
Video distribution			12,000	
Digital article distribution			6,000	
Trip advisor			10,000	
Facebook		Digital article distribution	8,000	
ADARA			6,000	

**TOTAL COST OF ADVERTISING \$140,607**

**REQUESTED LODGER TAX \$70,000 (when matched, NM Tourism pay up to 50% of total cost)**

Committee Review Amount
-------------------------

## **PART IV: EVALUATION INFORMATION**

The following information is utilized by the Marketing Work Group to evaluate your proposal and help determine the recommendation for marketing assistance which is paid for under Lodger Tax. Please provide specific information relevant to each question/statement. Attach additional sheets if necessary.

### **1. Lodgers Tax Impact Information (10 Point Value)**

1.1. How does your event create the need for an overnight stay thus creating lodgers tax revenue?

**13 million views, focused on Albuquerque, make more people aware there is a Las Vegas in New Mexico. Then, as those people view multiple messages about different Las Vegas NM events and attractions, they are encouraged to google Las Vegas NM. Finally, Las Vegas NM websites and social media provide the information to decide to visit.**

1.2. How many Las Vegas room nights will be generated? (A room night is a paid night of lodging in an establishment that pays Lodger Tax.)

**If 0.1% of NM True advertising viewers become visitors, that's 13,000 room nights.**

<b>SECTION A TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**2 Size and Demographics of Audience Served (10 point value)**

2.1. How many individuals are anticipated to attend the event? How did you calculate this number?

**13 million become aware of Las Vegas NM. 130,00 research Las Vegas NM and consider a visit. 13,000 book a room.**

2.2. What percentage of attendees will be non-City residents? How many will come from within San Miguel County? Mora County? Santa Fe County? Intra-State? Out of State?

**99% are from out of 65-mile radius.**

2.3. What are the anticipated ages of the participants? Please provide estimates of what your audience will be composed of, demographics, psychographics.

**Billboards are seen by all demographics. Print is read by an older, wealthier demographic. Digital advertising will be geo-fenced and targeted to the demographics and interest psychographics we think will be attracted to visit Las Vegas NM.**

<b>SECTION B TOTAL POINTS</b> 10 Points Max.	
Evaluator Use Only	

**3 Quality of Life (10 Point Value)**

3.1. Do you provide a program or event that is otherwise absent in the City of Las Vegas?

**LVFIBA is the only organization willing to take on the extensive administration of securing and managing the NM True advertising program.**

3.2. Has this program or something similar been requested by tourists and/or residents? Who made the request and how was the request made?

**NM Tourism has more and more communities wanting to partner with NM True every year. More competition means it's more difficult to get the largest coop grant each year, as Las Vegas used to do.**

3.3. Does this event occur during a season when Las Vegas typically lacks events (Spring, Winter)

**NM True is year-round advertising. Most years NM True advertising is the only Las Vegas advertising in the slowest four months of winter.**

<b>SECTION C TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**4 Financial Information (10 Point Value)**

4.1. What is the total budget for this event? (Include marketing costs; please exclude any assistance you may receive.)

**NM Tourism will only fund half of advertising to be purchased. Thus \$70,000 of City match could produce up to \$70,000 in NM Tourism coop grant.**

4.2. Where are matching funds, sponsorships, and other sources of funding being obtained? Include ALL sources and amounts and specific uses of funds.

**NM Tourism will fund up to \$70,000 for half the cost of listed advertising.**

<b>SECTION D TOTAL POINTS 10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**5 Marketing Plan (10 Point Value)**

5.1. Provide specific details on where and how you plan to market and advertise the event.

**Vinyl and digital billboards are in Albuquerque and Rio Rancho. Print advertising is in New Mexico publications. Digital advertising will be geo-fenced to a 75-mile radius of Albuquerque, to include Santa Fe, Albuquerque suburbs, and central New Mexico. NM True advertising will reach over half the population of New Mexico.**

5.2. If provided with marketing design assistance, what is your intent to supplement what is provided?

**NM Tourism may double what the City allocates in lodger tax.**

5.3. What percentage of advertising will reach an audience outside a 65 mile radius of Las Vegas?

**100%**

<b>SECTION E TOTAL POINTS</b> <b>10 Points Max.</b>	
<b>Evaluator Use Only</b>	

**6. Documentation (10 Point Value)**

- 6.1. Have Lodger Tax rules been followed and all requested documents provided? **Yes**
- 6.2. Will anyone within your organization, a spouse of anyone within your organization, a child, parent, brother or sister of anyone within your organization receive monetary compensation from any aspect of this event? **Who? For what purpose? No**

<b>SECTION F TOTAL POINTS</b> 10 Points Max.	
<b>Evaluator Use Only</b>	

**7. Other (10 Point Value)**

- 7.1. Please provide any other financial impact to the City of Las Vegas this project or event will create. Be specific and indicate how it was calculated.

**The last six years motel occupancy and lodger tax collections increased 42%. This means overnight visitor spending, the measurable part of the Las Vegas tourism industry, grew from \$9.6 million to \$13.6 million per year.**

**Overnight visitor spending in Las Vegas motels, restaurants, galleries, entertainment venues, retail stores and gas stations is basically gone until the virus recedes and travel resumes.**

**NM True advertising is an important part of a coordinated \$400,000 economic recovery plan LVFIBA will be ready to implement the moment travel resumes.**

**The larger economic recovery plan is designed to re-establish tourism and bring back that \$13.6 million of overnight visitor spending as quickly as possible.**

<b>SECTION G TOTAL POINTS</b> 10 Points Max.	
<b>Evaluator Use Only</b>	

**PART V: ASSURANCES AND CERTIFICATIONS**

I CERTIFY THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW FUNDS WERE UTILIZED. REQUESTS WILL FOLLOW CITY POLICY. WE UNDERSTAND THAT SHOULD WE BE PROVIDED WITH MARKETING ASSISTANCE AND THE EVENT IS CANCELLED, WE WILL BE OBLIGATED TO PAY FOR THE COST OF ANY AND ALL COSTS ASSOCIATED WITH THE DESIGN AND PLACEMENT OF ADS. WE UNDERSTAND THAT THE CITY MAY EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED BY THE CITY OF LAS VEGAS AND WE WILL DELIVER A REPORT ON EACH EVENT WITHIN THIRTY (30) DAYS TO THE CITY.

PRINTED NAME: Andrea Gottschalk  
TITLE: President LVFIBA

SIGNATURE:   
DATE: 3/30/2020

**CITY USE ONLY**

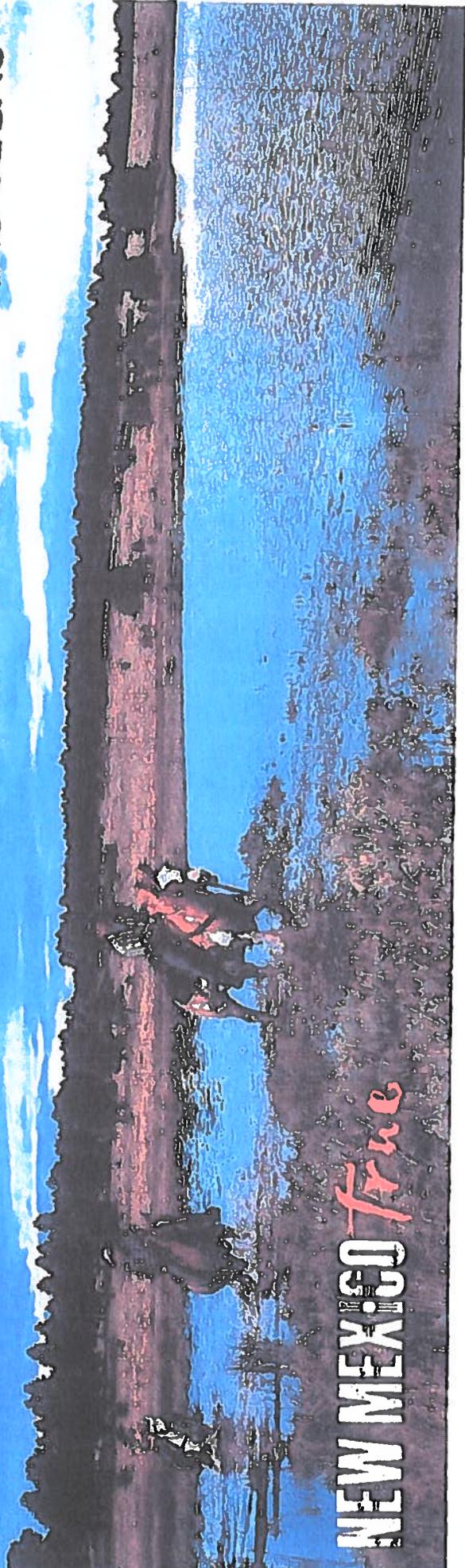
RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# NEW MEXICO TOURISM DEPARTMENT COOPERATIVE ADVERTISING PROGRAM

FY19 Summary – Media Menu Program

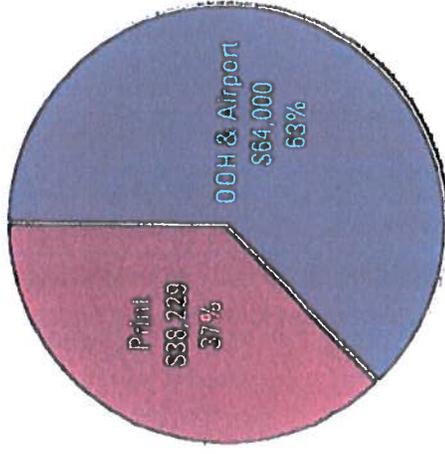
MAINSTREET LAS VEGAS

NEW MEXICO *fine*



# MMP Overview - Award Summary & Total Exposure

Program	Placement	Timing	Partner Spend (Net)	NMTD Match (Net)	Total Value (Net)	Channel	
Lamar and Clear Channel Outdoor - New Mexico/El Paso	Vinyl and Digital Billboards	July 2018 - July 2019	\$32,000	\$32,000	\$64,000	OOH & Airport	
New Mexico Magazine Special Section	Full Page	Nov 2018 + Apr 2019	\$5,250	\$5,250	\$10,500	Print	
New Mexico TAG	Full Page	Jan 2019	\$5,950	\$5,950	\$11,900	Print	
Texas Monthly NM Travel Section	Full Page	Apr 2019	\$6,727	\$6,726	\$13,453	Print	
Albuquerque The Magazine Special Section	Full Page	May 2019	\$1,188	\$1,188	\$2,376	Print	
<b>TOTAL</b>					<b>\$51,115</b>	<b>\$102,229</b>	



**Total Reach: 13,675,659**  
 (All channels includes impressions, circulation and distribution)

# Las Vegas First Independent Business Alliance

## 2020-2021 plan

- One 15 x 48 Bulletin on I-25 for 52 weeks
- 9 Digital Poster Rotary, plus two bonus Digital Posters for each of 5 events.
  - Production

### I-25 BULLETIN

#7492---52 weeks @ \$1,908 / four weeks = \$24,804  
 Delivers 5,715,395 Impressions

### DIGITAL

9 Digital Poster (12x24) Rotary @ \$400 each= \$3,600 x 6 flights = \$21,600  
 CCO chooses locations.

Estimated\* to deliver 7,997,928 Impressions over 6 flights

\*estimated because this is a rotary and the exact locations are not known at this time.

### PRODUCTION

6 (15 x 48) = \$4,320

### Added Value:

5 Digital Posters, Four consecutive weeks, schedule TBD by LVFIBA  
 Locations chosen by CCO, based on availability, pre-emptible and non-guaranteed.

Estimated\* to deliver 747,936 impressions over four weeks

\*estimated because the exact locations are not known at this time.

Total Price	
I-25 BULLETIN	\$ 24,804.00
DIGITAL POSTERS - 6 Flights	\$ 21,600.00
PRODUCTION - 6 vinyls	\$ 4,320
TAX	\$ 3,265.36
<b>Totals</b>	<b>\$ 53,989.36</b>

**BONUS DIGITAL POSTERS VALUED AT: \$7,250**

**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 5/29/2020

**DEPT:** CD

**MEETING DATE:** 6/10/2020

**DISCUSSION ITEM/TOPIC:** City of Las Vegas Marketing Staff, City Tourism Website and Film Tourism Website

**BACKGROUND/RATIONALE:** City of Las Vegas Marketing Staff, Request payment for Hosting and securing Domain Name for the City Tourism Website and Film Tourism Website

**HIS 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**

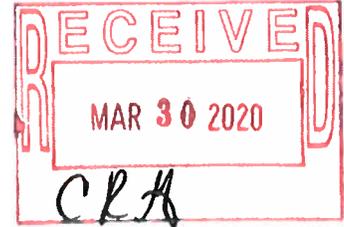
**REVIEWED AND APPROVED BY:**



**WILLIAM TAYLOR, CITY MANAGER**

**SCOTT AARON, CITY ATTORNEY**  
(ALL CONTRACTS, ORDINANCES  
AND RESOLUTIONS MUST BE  
REVIEWED)

**MARY ROMERO, FINANCE DIRECTOR**  
(PROCUREMENT)



CITY OF LAS VEGAS, NEW MEXICO
REQUEST FOR MARKETING ASSISTANCE

Requests must be received by the Community Development Department no later than

For questions email: cgriego@lasvegas.nm.gov or (505) 454-1401 ext 1604

PART I: PROJECT INFORMATION

A request for marketing assistance application must be completed and submitted for each individual event or project. Please note if you have previously received financial marketing or monetary assistance from Lodgers tax for your event you may not receive additional funding for the same event.

Organization

Name: City of Las Vegas

Event Name: City tourism website and film tourism website

Event Location: City of Las Vegas

Event Start Date: July 2020 Event End Date: June 2023

Is this a new event? [ ] Yes [x] No

If this is a repeat event, how many individuals attended in each of the past three (3) years? 52K

What means do/did you utilize to calculate attendance? (Evaluations, ticket sales, estimation, etc) we calculate visitors through google Analytics.

PART II: PREVIOUS FUNDING REQUESTS

Has your organization previously received Lodgers Tax Funding? [x] Yes [ ] No

What amount of funding did you receive? Dates/Amounts (past 3 years)? The amount was part of a marketing package through a design firm.

PART III: EVENT DETAIL

Define/describe the overall event: (300 words or less - Attach additional sheets if necessary) our tourism websites provide a guide, apps and various information to our visitors through digital awareness.





**3. Quality of Life (10 Point Value)**

- 3.1. Do you provide a program or event that is otherwise absent in the City of Las Vegas?  
*Yes, the sites allow users/visitors to plan a visit to Las Vegas*
- 3.2. Has this program or something similar been requested by tourists and/or residents? Who made the request and how was the request made?  
*yes, the sites were part of the design firm marketing requests.*
- 3.3. Does this event occur during a season when Las Vegas typically lacks events (Spring, Winter)  
*yes, it is provided to our visitors 24 hrs a day 7 days a week.*

SECTION C TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**4. Financial Information (10 Point Value)**

- 4.1. What is the total budget for this event? (Include marketing costs; please exclude any assistance you may receive.)  
*\$1721.10*
- 4.2. Where are matching funds, sponsorships, and other sources of funding being obtained? Include ALL sources and amounts and specific uses of funds.  
*N/A*

SECTION D TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**5. Marketing Plan (10 Point Value)**

- 5.1. Provide specific details on where and how you plan to market and advertise the event.  
*The sites are listed on all marketing for tourism.*
- 5.2. If provided with marketing design assistance, what is your intent to supplement what is provided?  
*N/A*
- 5.3. What percentage of advertising will reach an audience outside a 65 mile radius of Las Vegas?  
*99.85%*

SECTION E TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**6. Documentation (10 Point Value)**

6.1. Have Lodger Tax rules been followed and all requested documents provided?

yes

6.2. Will anyone within your organization, a spouse of anyone within your organization, a child, parent, brother or sister of anyone within your organization receive monetary compensation from any aspect of this event? Who? For what purpose? NO

SECTION F TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**7. Other (10 Point Value)**

7.1. Please provide any other financial impact to the City of Las Vegas this project or event will create. Be specific and indicate how it was calculated.

All information is collected through Google Analytics

SECTION G TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

**PART V: ASSURANCES AND CERTIFICATIONS**

I CERTIFY THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE VEST OF MY KNOWLEDGE. IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW FUNDS WERE UTILIZED. REQUESTS WILL FOLLOW CITY POLICY. WE UNDERSTAND THAT SHOULD WE BE PROVIDED WITH MARKETING ASSISTANCE AND THE EVENT IS CANCELLED, WE WILL BE OBLIGATED TO PAY FOR THE COST OF ANY AND ALL COSTS ASSOCIATED WITH THE DESIGN AND PLACEMENT OF ADS. WE UNDERSTAND THAT THE CITY MAY EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED BY THE CITY OF LAS VEGAS AND WE WILL DELIVER A REPORT ON EACH EVENT WITHIN THIRTY (30) DAYS TO THE CITY.

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Keep **filmlasvegasnm.com** Yours

Choose how long to extend your registration

**EXTENSION PERIOD**

Registered thru Nov 1, 2020

**SUMMARY**

<input type="radio"/> <b>1 additional year</b>	\$14.95/year	until Nov 1, 2021	<b>3 Years (\$12.95/yr)</b>	<b>\$38.85</b>
<input type="radio"/> <b>2 additional years</b>	\$13.95/year	until Nov 1, 2022	<b>Total</b>	<b>\$38.85</b>
<input checked="" type="radio"/> <b>3 additional years</b>	\$12.95/year	until Nov 1, 2023		

 **Safe & Secure Payment**

Continue >

# Keep **filmlasvegasnm.com** Yours

Protect your personal information with private registration

## PRIVACY PROTECTION

**Private Registration (Recommended)**    \$9.90/year

- ✓ Protect against identity theft
- ✓ Prevent spam and junk mail
- ✓ Guard your domain from hijackers

**Public Registration**

## SUMMARY

<b>3 Years (\$12.95/yr)</b>	<b>\$38.85</b>
<b>Private Registration (\$9.90/yr)</b>	<b>\$29.70</b>
<b>Total</b>	<b>\$68.55</b>

 **Safe & Secure Payment**

Continue >



# Select a Subscription Period

14 Day Money Back Guarantee on All Premium Plans

**3 Years** \$22.00 x 36 months

SAVE \$396

**2 Years** \$23.50 x 24 months

SAVE \$228

**Yearly** \$27.00 x 12 months

SAVE \$72

**Monthly** \$33.00 / every month

Select

## Business Unlimited 3 YEAR SUBSCRIPTION

- ✓ Accept Online Payments
- ✓ UNLIMITED Bandwidth
- ✓ 35GB Storage
- ✓ Connect Your Domain
- ✓ Remove Wix Ads
- ✓ 10 Video Hours
- ✓ Google Analytics
- ✓ Free Domain for 1 Year
- ✓ \$300 Ad Vouchers
- ✓ Site Booster App - \$60 Value
- ✓ Visitor Analytics App - \$60 Value
- ✓ Professional Logo - \$50 Value
- ✓ Social Media Logo files

Prices do not include applicable taxes, which are determined according to your billing address. The final price can be seen on the purchase page, before payment is completed. The Ad Vouchers are third party services and products and therefore are subject to the Terms of Use of such providers.

### ACCEPTED PAYMENT METHODS



### MONEY BACK GUARANTEE



Try Wix for 14 days and if you're not 100% satisfied, get your money back.



### SSL SECURE PAYMENT

Your information is protected by 256-bit SSL encryption.

## All Premium Plans Always Include



cards and PayPal.



### Connect a Custom Domain

Get your business found with a custom domain.



### Remove Wix Ads

Enjoy a website that's completely your own brand by removing Wix ads.



### Increased Storage

More storage means more space to upload content-rich media.

## Some Questions You Might Have

### What is a Premium Plan?

You can create a website for free, and with a Premium Plan you can connect your own domain, remove Wix ads from your site, and more. With most Premium Plans, you'll receive a 1 year free domain voucher and vouchers for advertising on Google and Bing. For best value, we recommend our Yearly or Multi-Year Plans.

### What does "connect your domain" mean?

You can replace your free Wix URL (username.wixsite.com/sitename) with a custom domain you purchased from Wix, or one you already own. A custom domain, like mystunningwebsite.com, is a great way to get found online.

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Once you have your own domain, you can purchase a G Suite Mailbox and get a custom email address using your domain, like info@mystunningwebsite.com. We've partnered with G Suite by Google Cloud to give you 30GB of Inbox and Drive storage, as well as Google Calendar, Docs, Sheets and Slides.

### Can I try a Wix Premium Plan for free?

Yes. Try any Wix Premium Plan and if you decide it's not for you, you can cancel within 14 days and receive a full refund—no questions asked. This applies to the initial upgrade to a Premium Plan.

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# Complete Your Purchase

14 Day Money Back Guarantee on All Premium Plans

My saved card  
XXXX-37 12 Virginia Marru,o

Use another card

**Business Unlimited**  
\$22.00 x 36 months **\$792.00**

Enter promo code

**Total** **\$792.00**

By purchasing, you accept the [Terms of Use](#) and acknowledge reading the [Privacy Policy](#). You also agree to auto renewal of your 3 year subscription for \$792.00, which can be disabled at any time through your account.

 [Submit Purchase](#)

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Accept Online Payments



Free SSL Certificate



Payment Methods



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1. PERIOD

2. PRIVACY

3. CHECKOUT

# Keep **damnauthentic.com** Yours

Choose how long to extend your registration

**EXTENSION PERIOD**

Registered thru Jun 13, 2020

**SUMMARY**

<input type="radio"/> 1 additional year	\$14.95/year	until Jun 13, 2021	3 Years (\$12.95/yr)	\$38.85
<input type="radio"/> 2 additional years	\$13.95/year	until Jun 13, 2022	Total	\$38.85
<input checked="" type="radio"/> 3 additional years	\$12.95/year	until Jun 13, 2023		

 **Safe & Secure Payment**[Continue >](#)

# Keep **damnauthentic.com** Yours

Complete your domain purchase

### My saved card

XXXX-3712 Virginia Marrup

### Use another card

**3 Years** (\$12.95/yr) **\$38.85**

**Private Registration** (\$9.90/yr) **\$29.70**

[Enter promo code](#)

**Total** **\$68.55**

By purchasing, you agree to the Domain Name and acknowledge that you have read the . You also agree to auto renewal of your 3 year subscription for \$68.55, which can be disabled at any time through your account.



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**3 Years** \$22.00 x 36 months

SAVE \$396

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XXXX-3712 Virginia Marru,o

**Use another card**

<b>Business Unlimited</b>	
\$22.00 x 36 months	<b>\$792.00</b>
Credit from previous purchase	- \$6.96
<u>Enter promo code</u>	

**Total** **\$785.04**

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Payment Methods



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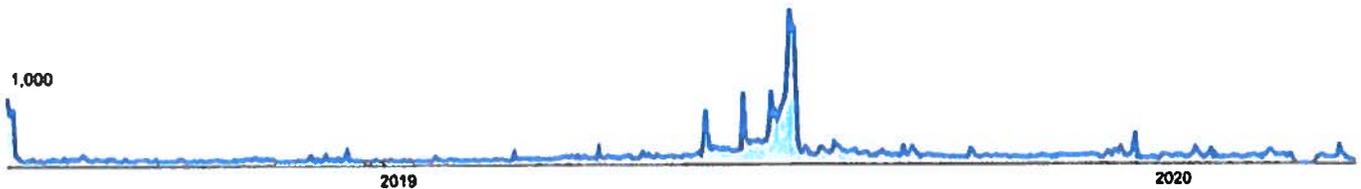
**Audience Overview**

Jul 1, 2018 - Mar 26, 2020

All Users  
100.00% Users

Overview

Users  
2,000



Users  
51,170



New Users  
51,008



Sessions  
68,522



Number of Sessions per User  
1.34



Pageviews  
155,180



Pages / Session  
2.26



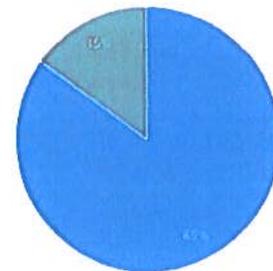
Avg Session Duration  
00:01:29



Bounce Rate  
61.72%



New Visitor Returning Visitor



Language	Users	% Users
1. en-us	49,674	97.10%
2. en-gb	276	0.54%
3. fr	154	0.30%
4. en-ca	129	0.25%
5. es-xl	122	0.24%
6. es-419	72	0.14%
7. es-es	69	0.13%
8. es-us	63	0.12%
9. en-au	59	0.12%
10. de-de	56	0.11%

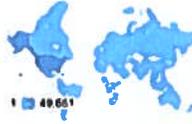
Location

All Users  
100.00% Users

Jul 1, 2018 - Mar 26, 2020

Map Overlay

Summary



Country	Acquisition		Behavior			Conversions	Goal 1: Session Duration (1 min)		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Session Duration (1 min.) (Goal 1 Conversion Rate)	Session Duration (1 min.) (Goal 1 Completions)	Session Duration (1 min.) (Goal 1 Value)
	<b>51,170</b> % of Total 100.00% (51,170)	<b>51,025</b> % of Total 100.03% (51,008)	<b>68,522</b> % of Total 100.00% (68,522)	<b>61.72%</b> Avg for View: 61.72% (0.00%)	<b>2.26</b> Avg for View: 2.26 (0.00%)	<b>00:01:29</b> Avg for View: 00:01:29 (0.00%)	<b>17.22%</b> Avg for View: 17.22% (0.00%)	<b>11,800</b> % of Total 100.00% (11,800)	<b>\$97,520.00</b> % of Total 100.00% (\$97,520.00)
1. United States	<b>49,661</b> (96.98%)	<b>49,480</b> (96.97%)	<b>66,862</b> (97.58%)	<b>61.63%</b>	<b>2.27</b>	<b>00:01:29</b>	<b>17.23%</b>	<b>11,519</b> (97.62%)	<b>\$95,470.00</b> (97.90%)
2. France	<b>176</b> (0.34%)	<b>176</b> (0.34%)	<b>178</b> (0.26%)	<b>61.80%</b>	<b>1.57</b>	<b>00:01:42</b>	<b>6.74%</b>	<b>12</b> (0.10%)	<b>\$120.00</b> (0.12%)
3. Canada	<b>165</b> (0.32%)	<b>164</b> (0.32%)	<b>186</b> (0.27%)	<b>62.90%</b>	<b>2.32</b>	<b>00:01:41</b>	<b>17.74%</b>	<b>33</b> (0.28%)	<b>\$280.00</b> (0.29%)
4. United Kingdom	<b>156</b> (0.30%)	<b>154</b> (0.30%)	<b>170</b> (0.25%)	<b>65.29%</b>	<b>2.28</b>	<b>00:01:44</b>	<b>18.24%</b>	<b>31</b> (0.26%)	<b>\$270.00</b> (0.28%)
5. India	<b>106</b> (0.21%)	<b>106</b> (0.21%)	<b>114</b> (0.17%)	<b>62.28%</b>	<b>1.79</b>	<b>00:02:06</b>	<b>21.93%</b>	<b>25</b> (0.21%)	<b>\$160.00</b> (0.16%)
6. Germany	<b>77</b> (0.15%)	<b>77</b> (0.15%)	<b>82</b> (0.12%)	<b>56.10%</b>	<b>3.16</b>	<b>00:03:05</b>	<b>26.83%</b>	<b>22</b> (0.19%)	<b>\$210.00</b> (0.22%)
7. Mexico	<b>68</b> (0.13%)	<b>67</b> (0.13%)	<b>70</b> (0.10%)	<b>61.43%</b>	<b>2.47</b>	<b>00:00:56</b>	<b>7.14%</b>	<b>5</b> (0.04%)	<b>\$30.00</b> (0.03%)
8. Russia	<b>63</b> (0.12%)	<b>63</b> (0.12%)	<b>63</b> (0.09%)	<b>65.08%</b>	<b>1.35</b>	<b>00:05:22</b>	<b>33.33%</b>	<b>21</b> (0.18%)	<b>\$0.00</b> (0.00%)
9. Australia	<b>52</b> (0.10%)	<b>52</b> (0.10%)	<b>56</b> (0.08%)	<b>69.64%</b>	<b>2.16</b>	<b>00:00:49</b>	<b>10.71%</b>	<b>6</b> (0.05%)	<b>\$60.00</b> (0.06%)
10. Netherlands	<b>42</b> (0.08%)	<b>42</b> (0.08%)	<b>47</b> (0.07%)	<b>59.57%</b>	<b>2.30</b>	<b>00:01:44</b>	<b>10.64%</b>	<b>5</b> (0.04%)	<b>\$40.00</b> (0.04%)

Rows 1 - 10 of 100

Location

ALL COUNTRY United States

Jul 1, 2018 - Mar 26, 2020

All Users 97.05% Users

Map Overlay

Summary



Region	Acquisition		Behavior			Conversions Goal 1. Session Duration (1 min.)			
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Session Duration (1 min.) (Goal 1 Conversion Rate)	Session Duration (1 min.) (Goal 1 Completions)	Session Duration (1 min.) (Goal 1 Value)
	49,661 (97.05% of Total) (\$1,170)	49,480 (97.00% of Total) (\$1,008)	66,862 (97.58% of Total) (\$1,522)	61.63% Avg for View (-0.16%)	2.27 Avg for View 2.26 (0.20%)	00:01:29 Avg for View 00:01:29 (-1.00%)	17.23% Avg for View: 17.22% (0.04%)	11,519 % of Total 97.62% (11,800)	\$95,470.00 % of Total 97.90% (\$97,520.00)
1. New Mexico	21,311 (40.69%)	20,322 (41.07%)	28,807 (43.08%)	59.58%	2.28	00:01:32	18.48%	5,324 (46.22%)	\$45,360.00 (47.51%)
2. Nevada	6,756 (12.90%)	6,076 (12.28%)	8,924 (13.35%)	66.16%	1.90	00:01:14	14.21%	1,268 (11.01%)	\$10,910.00 (11.43%)
3. Texas	5,536 (10.57%)	5,208 (10.53%)	6,680 (9.99%)	61.96%	2.35	00:01:27	17.22%	1,150 (9.98%)	\$9,470.00 (9.92%)
4. Colorado	4,752 (9.07%)	4,534 (9.16%)	5,935 (8.88%)	62.17%	2.39	00:01:33	16.73%	993 (8.62%)	\$7,670.00 (8.03%)
5. California	4,696 (8.97%)	4,364 (8.82%)	5,875 (8.79%)	65.04%	2.05	00:01:22	16.02%	941 (8.17%)	\$7,980.00 (8.36%)
6. Arizona	1,869 (3.57%)	1,782 (3.60%)	2,296 (3.43%)	61.06%	2.43	00:01:32	17.86%	410 (3.56%)	\$3,360.00 (3.52%)
7. Illinois	637 (1.22%)	600 (1.21%)	683 (1.02%)	60.03%	2.43	00:01:31	18.89%	129 (1.12%)	\$1,000.00 (1.05%)
8. New York	523 (1.00%)	491 (0.99%)	572 (0.86%)	63.81%	2.17	00:01:03	12.76%	73 (0.63%)	\$600.00 (0.63%)
9. Oklahoma	418 (0.80%)	405 (0.82%)	468 (0.70%)	51.28%	3.50	00:02:10	22.86%	107 (0.93%)	\$730.00 (0.76%)
10. Florida	362 (0.69%)	356 (0.72%)	408 (0.61%)	60.54%	2.55	00:01:34	17.89%	73 (0.63%)	\$520.00 (0.54%)
11. Virginia	356 (0.68%)	353 (0.71%)	384 (0.57%)	71.88%	1.99	00:01:14	10.94%	42 (0.36%)	\$300.00 (0.31%)
12. Washington	328 (0.63%)	325 (0.66%)	367 (0.55%)	57.49%	2.60	00:01:36	15.80%	58 (0.50%)	\$420.00 (0.44%)
13. Kentucky	300 (0.57%)	273 (0.55%)	377 (0.56%)	75.60%	1.63	00:00:56	10.08%	38 (0.33%)	\$260.00 (0.27%)
14. Missouri	296 (0.57%)	285 (0.58%)	342 (0.51%)	60.23%	2.63	00:01:49	19.30%	66 (0.57%)	\$450.00 (0.47%)
15. Kansas	277 (0.53%)	272 (0.55%)	323 (0.48%)	45.51%	3.56	00:02:23	26.01%	84 (0.73%)	\$630.00 (0.66%)
16. Tennessee	274 (0.52%)	259 (0.52%)	318 (0.48%)	56.60%	2.65	00:01:38	20.13%	64 (0.56%)	\$480.00 (0.50%)
17. Ohio	226 (0.43%)	216 (0.44%)	256 (0.38%)	60.55%	3.10	00:02:30	21.88%	56 (0.49%)	\$370.00 (0.39%)
18. Minnesota	223 (0.43%)	213 (0.43%)	243 (0.36%)	58.85%	2.82	00:01:22	15.64%	38 (0.33%)	\$320.00 (0.34%)
19. Oregon	221 (0.42%)	219 (0.44%)	233 (0.35%)	69.53%	2.69	00:01:32	15.02%	35 (0.30%)	\$260.00 (0.27%)
20. Pennsylvania	216 (0.41%)	209 (0.42%)	233 (0.35%)	60.09%	2.56	00:01:40	15.02%	35 (0.30%)	\$280.00 (0.29%)
21. North Carolina	208	201	224	58.48%	2.50	00:01:32	15.62%	35	\$270.00

22	Georgia	199 (0.38%)	193 (0.39%)	222 (0.33%)	63.06%	2.46	00:01:21	15.32%	34 (0.30%)	\$230.00 (0.24%)
23	Michigan	190 (0.36%)	180 (0.36%)	207 (0.31%)	64.25%	2.51	00:01:27	16.43%	34 (0.30%)	\$270.00 (0.28%)
24	Utah	180 (0.34%)	174 (0.35%)	219 (0.33%)	66.21%	2.01	00:01:02	12.33%	27 (0.23%)	\$230.00 (0.24%)
25	(not set)	168 (0.32%)	167 (0.34%)	170 (0.25%)	92.94%	1.11	00:00:06	1.76%	3 (0.03%)	\$30.00 (0.03%)
26	Wisconsin	150 (0.29%)	148 (0.30%)	170 (0.25%)	54.71%	3.24	00:02:00	22.94%	39 (0.34%)	\$290.00 (0.30%)
27	Massachusetts	137 (0.26%)	136 (0.27%)	145 (0.22%)	52.41%	3.44	00:01:52	19.31%	28 (0.24%)	\$180.00 (0.19%)
28	Nebraska	132 (0.25%)	128 (0.26%)	149 (0.22%)	53.02%	3.02	00:02:21	22.82%	34 (0.30%)	\$230.00 (0.24%)
29	Indiana	120 (0.23%)	119 (0.24%)	135 (0.20%)	67.41%	2.04	00:00:57	11.85%	16 (0.14%)	\$140.00 (0.15%)
30	District of Columbia	108 (0.21%)	103 (0.21%)	122 (0.18%)	61.48%	2.43	00:01:28	15.57%	19 (0.16%)	\$150.00 (0.16%)
31	Maryland	108 (0.21%)	105 (0.21%)	123 (0.18%)	58.54%	2.42	00:01:26	18.70%	23 (0.20%)	\$200.00 (0.21%)
32	Arkansas	106 (0.20%)	99 (0.20%)	117 (0.17%)	46.15%	3.54	00:01:58	25.64%	30 (0.26%)	\$210.00 (0.22%)
33	Iowa	96 (0.18%)	90 (0.18%)	117 (0.17%)	62.39%	2.73	00:02:03	23.93%	28 (0.24%)	\$210.00 (0.22%)
34	Louisiana	94 (0.18%)	88 (0.18%)	111 (0.17%)	54.95%	3.55	00:02:01	21.62%	24 (0.21%)	\$190.00 (0.20%)
35	New Jersey	87 (0.17%)	86 (0.17%)	96 (0.14%)	61.46%	2.08	00:01:44	19.79%	19 (0.16%)	\$150.00 (0.16%)
36	Wyoming	85 (0.16%)	84 (0.17%)	99 (0.15%)	64.65%	2.35	00:01:05	12.12%	12 (0.10%)	\$110.00 (0.12%)
37	Alabama	72 (0.14%)	68 (0.14%)	88 (0.13%)	60.23%	2.88	00:01:35	17.05%	15 (0.13%)	\$120.00 (0.13%)
38	South Carolina	69 (0.13%)	68 (0.14%)	74 (0.11%)	66.22%	2.43	00:01:04	12.16%	9 (0.08%)	\$80.00 (0.08%)
39	Idaho	67 (0.13%)	66 (0.13%)	73 (0.11%)	60.27%	2.92	00:01:27	21.92%	16 (0.14%)	\$130.00 (0.14%)
40	Connecticut	63 (0.12%)	63 (0.13%)	67 (0.10%)	58.21%	2.66	00:01:32	17.91%	12 (0.10%)	\$90.00 (0.09%)
41	Montana	61 (0.12%)	59 (0.12%)	68 (0.10%)	61.76%	2.82	00:01:44	22.06%	15 (0.13%)	\$130.00 (0.14%)
42	South Dakota	59 (0.11%)	59 (0.12%)	68 (0.10%)	54.41%	3.37	00:01:42	23.53%	16 (0.14%)	\$140.00 (0.15%)
43	Maine	33 (0.06%)	32 (0.06%)	41 (0.06%)	46.34%	3.68	00:02:10	12.20%	5 (0.04%)	\$30.00 (0.03%)
44	Alaska	29 (0.06%)	28 (0.06%)	30 (0.04%)	70.00%	1.93	00:00:39	16.67%	5 (0.04%)	\$40.00 (0.04%)
45	Mississippi	29 (0.06%)	26 (0.05%)	30 (0.04%)	43.33%	4.60	00:02:35	30.00%	9 (0.08%)	\$40.00 (0.04%)
46	Hawaii	28 (0.05%)	28 (0.06%)	34 (0.05%)	55.88%	2.68	00:01:53	8.82%	3 (0.03%)	\$20.00 (0.02%)
47	North Dakota	24 (0.05%)	24 (0.05%)	28 (0.04%)	57.14%	3.07	00:01:35	21.43%	6 (0.05%)	\$60.00 (0.06%)
48	New Hampshire	23 (0.04%)	22 (0.04%)	25 (0.04%)	36.00%	3.00	00:01:35	24.00%	6 (0.05%)	\$20.00 (0.02%)
49	West Virginia	23 (0.04%)	23 (0.05%)	26 (0.04%)	46.15%	3.00	00:01:57	23.08%	6 (0.05%)	\$50.00 (0.05%)
50	Vermont	21 (0.04%)	21 (0.04%)	23 (0.03%)	69.57%	2.00	00:00:23	8.70%	2 (0.02%)	\$20.00 (0.02%)
51	Rhode Island	17 (0.03%)	17 (0.03%)	17 (0.03%)	64.71%	2.29	00:00:29	5.88%	1 (0.01%)	\$10.00 (0.01%)
52	Delaware	13 (0.02%)	13 (0.03%)	20 (0.03%)	65.00%	2.55	00:02:35	20.00%	4 (0.03%)	\$30.00 (0.03%)

Rows 1 - 52 of 52

Location

ALL ▾ COUNTRY United States ▾ REGION New Mexico

Jul 1, 2018 - Mar 26, 2020

 All Users  
41.65% Users

Map Overlay

Summary



City	Acquisition		Behavior				Conversions Goal 1 Session Duration (1 min)			
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg-Session Duration	Session Duration (1 min.) (Goal 1 Conversion Rate)	Session Duration (1 min.) (Goal 1 Completions)	Session Duration (1 min.) (Goal 1 Value)	
	<b>21,311</b> % of Total: 41.65% (51,170)	<b>20,322</b> % of Total: 39.84% (51,008)	<b>28,807</b> % of Total: 42.04% (68,522)	<b>59.58%</b> Avg for View: 61.72% (-3.47%)	<b>2.28</b> Avg for View: 2.26 (0.51%)	<b>00:01:32</b> Avg for View: 00:01:29 (2.94%)	<b>18.48%</b> Avg for View: 17.22% (7.32%)	<b>5,324</b> % of Total: 45.12% (11,800)	<b>\$45,360.00</b> % of Total: 46.51% (\$97,520.00)	
1. Albuquerque	<b>8,561</b> (38.83%)	<b>7,910</b> (38.92%)	<b>11,161</b> (38.74%)	<b>60.02%</b>	<b>2.23</b>	<b>00:01:26</b>	<b>17.64%</b>	<b>1,969</b> (36.98%)	<b>\$17,090.00</b> (37.68%)	
2. Las Vegas	<b>4,508</b> (20.65%)	<b>4,111</b> (20.23%)	<b>6,440</b> (22.36%)	<b>58.12%</b>	<b>2.26</b>	<b>00:01:47</b>	<b>19.98%</b>	<b>1,287</b> (24.17%)	<b>\$10,670.00</b> (23.52%)	
3. Santa Fe	<b>2,877</b> (13.05%)	<b>2,738</b> (13.47%)	<b>3,507</b> (12.17%)	<b>58.60%</b>	<b>2.44</b>	<b>00:01:32</b>	<b>18.51%</b>	<b>649</b> (12.19%)	<b>\$5,360.00</b> (11.82%)	
4. Rio Rancho	<b>1,774</b> (8.05%)	<b>1,568</b> (7.72%)	<b>2,324</b> (8.07%)	<b>60.63%</b>	<b>2.26</b>	<b>00:01:30</b>	<b>18.46%</b>	<b>429</b> (8.06%)	<b>\$3,670.00</b> (8.09%)	
5. (not set)	<b>1,091</b> (4.95%)	<b>1,002</b> (4.93%)	<b>1,417</b> (4.92%)	<b>61.26%</b>	<b>2.14</b>	<b>00:01:22</b>	<b>21.52%</b>	<b>305</b> (5.73%)	<b>\$2,960.00</b> (6.53%)	
6. Espanola	<b>339</b> (1.54%)	<b>322</b> (1.58%)	<b>407</b> (1.41%)	<b>63.39%</b>	<b>1.98</b>	<b>00:01:06</b>	<b>16.71%</b>	<b>68</b> (1.28%)	<b>\$570.00</b> (1.26%)	
7. Roswell	<b>263</b> (1.19%)	<b>182</b> (0.90%)	<b>440</b> (1.53%)	<b>57.73%</b>	<b>2.10</b>	<b>00:02:03</b>	<b>18.86%</b>	<b>83</b> (1.56%)	<b>\$730.00</b> (1.61%)	
8. Clovis	<b>244</b> (1.11%)	<b>230</b> (1.13%)	<b>342</b> (1.19%)	<b>62.87%</b>	<b>2.23</b>	<b>00:01:17</b>	<b>14.33%</b>	<b>49</b> (0.92%)	<b>\$400.00</b> (0.88%)	
9. Las Cruces	<b>241</b> (1.09%)	<b>225</b> (1.11%)	<b>277</b> (0.96%)	<b>57.40%</b>	<b>2.51</b>	<b>00:01:50</b>	<b>20.22%</b>	<b>56</b> (1.05%)	<b>\$450.00</b> (0.99%)	
10. Taos	<b>223</b> (1.01%)	<b>215</b> (1.06%)	<b>267</b> (0.93%)	<b>62.92%</b>	<b>2.07</b>	<b>00:01:19</b>	<b>13.86%</b>	<b>37</b> (0.69%)	<b>\$260.00</b> (0.57%)	

Rows 1 - 10 of 101

Demographics: Age

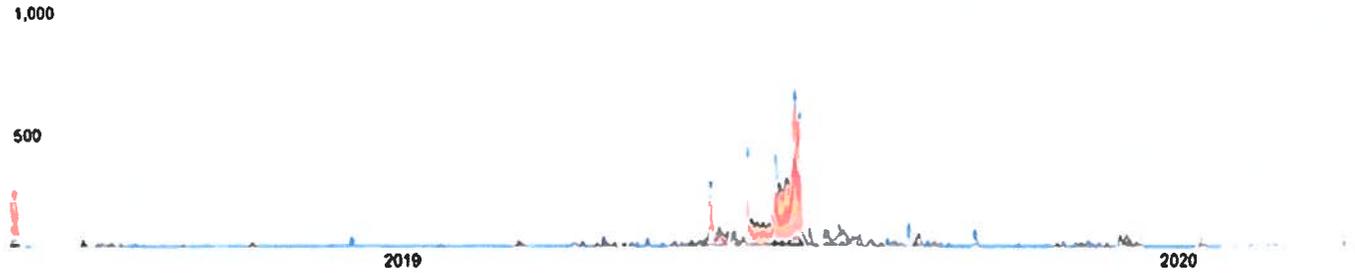
Jul 1, 2018 - Mar 26, 2020

All Users  
100.00% Users

Explorer

Summary

Users 55-64 45-54 35-44 25-34 65+ 18-24



Age	Acquisition		Behavior			Conversions	Goal 1 Session Duration (1 min.)		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Session Duration (1 min.) (Goal 1 Conversion Rate)	Session Duration (1 min.) (Goal 1 Completions)	Session Duration (1 min.) (Goal 1 Value)
	20,131 (39.34%) (51,170)	19,645 (38.51%) (51,008)	26,793 (39.10%) (68,522)	59.82% (61.72%) (-3.08%)	2.35 (2.26) (3.78%)	00:01:31 (00:01:29) (1.65%)	17.89% (17.22%) (3.88%)	4,793 (40.62%) (11,800)	\$38,870.00 (39.86%) (97,520.00)
1.	4,155 (20.31%)	3,990 (20.31%)	5,433 (20.28%)	57.19%	2.50	00:01:41	20.52%	1,115 (23.26%)	\$9,180.00 (23.62%)
2.	3,923 (19.16%)	3,782 (19.25%)	5,062 (18.89%)	64.36%	2.07	00:01:15	14.90%	754 (15.73%)	\$6,220.00 (16.00%)
3.	3,854 (18.84%)	3,683 (18.75%)	5,036 (18.80%)	62.11%	2.13	00:01:18	15.25%	768 (16.02%)	\$6,140.00 (15.80%)
4.	3,739 (18.28%)	3,581 (18.23%)	5,069 (18.92%)	59.01%	2.41	00:01:31	18.19%	922 (19.24%)	\$7,600.00 (19.55%)
5.	3,586 (17.53%)	3,468 (17.65%)	4,665 (17.41%)	55.86%	2.70	00:01:52	21.39%	998 (20.82%)	\$8,010.00 (20.61%)
6.	1,200 (5.87%)	1,141 (5.81%)	1,528 (5.70%)	61.32%	2.20	00:01:26	15.45%	236 (4.92%)	\$1,720.00 (4.43%)

Rows 1 - 6 of 6

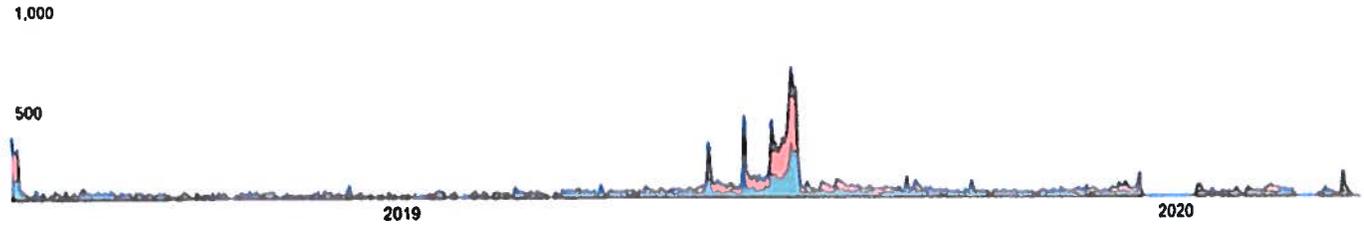
**Demographics: Gender**

Jul 1, 2018 - Mar 26, 2020

**All Users**  
100.00% Users

Explorer  
Summary

Users female male



Gender	Acquisition			Behavior			Conversions Goal 1: Session Duration (1 min.)			
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Session Duration (1 min.) (Goal 1 Conversion Rate)	Session Duration (1 min.) (Goal 1 Completions)	Session Duration (1 min.) (Goal 1 Value)	
	<b>20,530</b> % of Total: 40.12% (51,170)	<b>20,037</b> % of Total: 39.28% (51,008)	<b>27,318</b> % of Total: 39.87% (68,522)	<b>59.81%</b> Avg for View: 61.72% (-3.10%)	<b>2.35</b> Avg for View: 2.26 (3.88%)	<b>00:01:31</b> Avg for View: 00:01:29 (1.90%)	<b>17.91%</b> Avg for View: 17.22% (4.03%)	<b>4,894</b> % of Total: 41.47% (11,800)	<b>\$39,760.00</b> % of Total: 40.77% (\$97,520.00)	
1. female	<b>11,976</b> (58.23%)	<b>11,627</b> (58.03%)	<b>15,978</b> (58.49%)	<b>59.53%</b>	<b>2.35</b>	<b>00:01:32</b>	<b>18.17%</b>	<b>2,903</b> (59.32%)	<b>\$23,700.00</b> (59.61%)	
2. male	<b>8,590</b> (41.77%)	<b>8,410</b> (41.97%)	<b>11,340</b> (41.51%)	<b>60.20%</b>	<b>2.36</b>	<b>00:01:30</b>	<b>17.56%</b>	<b>1,991</b> (40.68%)	<b>\$16,060.00</b> (40.39%)	

Rows 1 - 2 of 2

**Interests: Overview**

 **All Users**  
 100.00% Users

Jul 1, 2018 - Mar 26, 2020

**Key Metric:**

<b>Affinity Category (reach)</b>		<b>45.48% of total users</b>	<b>In-Market Segment</b>		<b>39.84% of total users</b>
3.55%	Food & Dining/Cooking Enthusiasts/30 Minute Chefs		3.35%	Travel/Hotels & Accommodations	
2.93%	Shoppers/Value Shoppers		2.22%	Home & Garden/Home Decor	
2.98%	Lifestyles & Hobbies/Pet Lovers		1.93%	Travel/Trips by Destination/Trips to North America/Trips to the US	
2.82%	Lifestyles & Hobbies/Outdoor Enthusiasts		1.89%	Real Estate/Residential Properties/Residential Properties (For Sale)	
2.64%	Media & Entertainment/Book Lovers		1.84%	Travel/Air Travel	
2.48%	News & Politics/Avid News Readers		1.82%	Employment	
2.38%	Travel/Travel Buffs		1.77%	Autos & Vehicles/Motor Vehicles/Motor Vehicles (Used)	
2.34%	Media & Entertainment/Movie Lovers		1.73%	Real Estate/Residential Properties/Residential Properties (For Sale)/Houses (For Sale)/Preowned Houses (For Sale)	
2.29%	Sports & Fitness/Health & Fitness Buffs		1.62%	Apparel & Accessories/Women's Apparel	
2.25%	Food & Dining/Fast Food Cravers		1.39%	Apparel & Accessories	

**Other Category** **44.81% of total users**

4.41%	Arts & Entertainment/Celebrities & Entertainment News
2.88%	News/Weather
2.28%	Food & Drink/Cooking & Recipes
1.50%	Arts & Entertainment/TV & Video/Online Video
1.39%	Real Estate/Real Estate Listings/Residential Sales
1.31%	Travel/Hotels & Accommodations
1.26%	Sports/Team Sports/American Football
1.26%	Travel/Air Travel
1.24%	News/Sports News
1.19%	Reference/General Reference/Dictionaries & Encyclopedias

Overview

Jul 1, 2018 - Mar 26, 2020

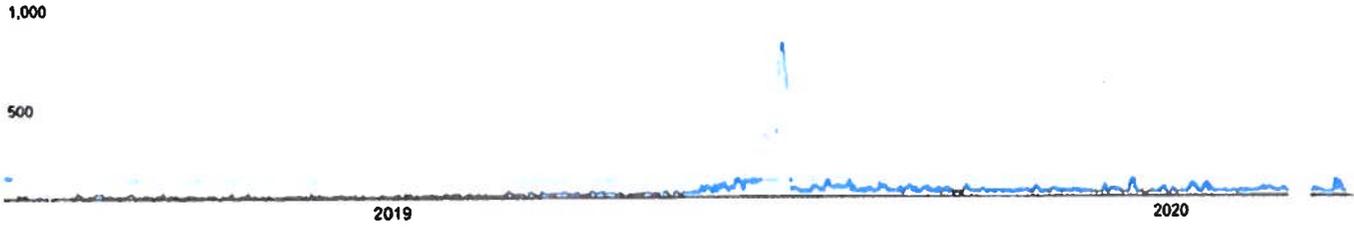
All Users  
100.00% Goal Completions

Goal Option

All Goals

Overview

Goal Completions



Goal Completions  
**22,018**

Goal Value  
**\$97,520.00**

Goal Conversion Rate  
**32.13%**

Total Abandonment Rate  
**0.00%**

Session Duration (1 min.)  
(Goal 1 Completions)  
**11,800**

Page Views (2 minimum) (Goal 2 Completions)  
**10,218**

Share / social connect (Goal 3 Completions)  
**0**

Goal Completion Location	Goal Completions	% Goal Completions
1.	2,657	12.07%
2.	1,375	6.24%
3.	1,258	5.71%
4.	1,198	5.44%
5.	1,195	5.43%
6.	1,098	4.99%
7.	895	4.06%
8.	794	3.61%
9.	714	3.24%
10.	609	2.77%

**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 04/28/2020**

**DEPT: Public Works**

**MEETING DATE: 06/17/2020**

**DISCUSSION ITEM/TOPIC:** Approval/Disapproval of Resolution No. 20-25 to accept grant agreement, (Project No.LVS-20-02) for the purchase of Tractor Equipment for the Las Vegas Municipal Airport.

**BACKGROUND/RATIONALE:** As part of the New Mexico Department Aviation Division Agreement, it is required a resolution of support from the Local Governing Body accompanies agreement, for the purchase of Tractor Equipment for the Las Vegas Municipal Airport.

**STAFF RECOMMENDATION: Approve of Resolution No. 20-25**

**COMMITTEE RECOMMENDATION: N/A**

**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:**



**WILLIAM TAYLOR, CITY MANAGER**



**SCOTT AARON, CITY ATTORNEY**  
(ALL CONTRACTS, ORDINANCES  
AND RESOLUTIONS MUST BE  
REVIEWED)



**MARY ROMERO, FINANCE DIRECTOR**  
(PROCUREMENT)

**Resolution No. 20-25**

**A RESOLUTION OF THE CITY OF LAS VEGAS ACCEPTING A GRANT TO PURCHASE TRACTOR EQUIPMENT FOR THE CITY OF LAS VEGAS MUNICIPAL AIRPORT FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT) AVIATION DIVISION**

**WHEREAS**, the City of Las Vegas (“City”) has applied for an New Mexico Department of Transportation (“NMDOT”) Aviation Grant Project No. LVS-20-02 (“Grant”) by which the City expects to receive a financial grant in the amount of \$40,222.00; and

**WHEREAS**, NMDOT Aviation Division shall fund one hundred percent (100%) of the Grant; and

**WHEREAS**, the Grant will be used directly for the purchase of tractor equipment for the City’s Municipal Airport upon the NMDOT’s approval of the Grant; and

**WHEREAS**, receipt of the Grant by the City will require the City to work in accordance with the funding requirements of the Grant; and

**WHEREAS**, acceptance of the Grant requires the City to enter into that certain Aviation Grant Agreement with NMDOT.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO**, that the recitals are incorporated herein by reference and the Governing Body hereby accepts the Aviation Grant Agreement and authorizes the City Manager William Taylor to execute the Aviation Grant Agreement on behalf of the City.

APPROVED AND ADOPTED this \_\_\_\_\_ day of June, 2020.

\_\_\_\_\_  
Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

\_\_\_\_\_  
Scott Aaron, City Attorney

NEW MEXICO DEPARTMENT OF TRANSPORTATION  
Aviation Grant Agreement Form



Date

Project Location

Sponsor

Address

City  NM Zip Code

**The Sponsor must print and mail (3) three copies all with original signatures to:**

**NMDOT - AVIATION DIVISION  
3501 ACCESS RD. C  
ALBUQUERQUE, NM 87106**

Participation

Funding Breakdown

Contract No. \_\_\_\_\_

Project No.

Vendor No.

Expiration Date \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

# AVIATION GRANT AGREEMENT

This Agreement is between the New Mexico Department of Transportation, acting through its Aviation Division (Department), and the Sponsor. This Agreement is effective as of the date of the last party to sign on the signature page below.

**Now Therefore,** pursuant to the New Mexico Aviation Act, NMSA 1978, Section 64-1-11 et seq., and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq., the parties agree as follows:

## 1. Purpose.

The purpose of this Agreement is to provide funding, authorized in Section 64-1-13, NMSA 1978, to the Sponsor to assist in financing an aviation project.

### a. Project Description:

TRACTOR EQUIPMENT

b. Site of Development. The site of development is identified on the property map, attached as Exhibit A.

c. Funding. Below is the funding for the Project. The State's contribution is the maximum amount that the Department will contribute. Attached as Exhibit B is the engineer's cost estimate.

	State		Sponsor		Other		Total
\$	40,222	\$	0	\$	0	\$	40,222

## 2. The Sponsor Shall:

- a. Pay all costs, perform all labor, and supply all material, except as described in the Engineers Estimate attached as EXHIBIT B.
- b. Provide a representative from its organization who shall serve as the single point of contact for the Department.
- c. Establish and maintain a resolution by which the Sponsor agrees to establish an airport maintenance program and appoint an individual to be responsible for management of the program.
- d. Initiate engineering, survey, and all other design activities, inspect Project construction and, coordinate all meetings.
- e. Be responsible for all design and pre-construction activities.
- f. Initiate and cause to be prepared all necessary documents including plans, specifications, estimates (PS&E), and reports for this Project.
- g. Assure that all design and PS&E are performed under the direct supervision of a Registered New Mexico Professional Engineer.
- h. Design the Project in accordance with State and Federal guidelines and/or advisory circulars, hereby incorporated into this Agreement. Construction projects will be accomplished in accordance with the Federal Aviation Administration's Standards for Specifying Construction of Airports (Advisory Circular 150/5370-10, current edition).

- i. Notify the Department when the plans and specifications are sufficiently complete for review.
- j. Make no changes in design or scope of work without documented approval of the Department.
- k. Advertise for and contract for the construction of the Project in accordance with federal and state laws or local ordinances.
- l. Require the Engineer to prepare a final detailed estimate of the work, indicating the bid items, the quantity in each item, the unit bid price and cost of the items based on low acceptable bid prices. Progress estimates shall be submitted to the Department in acceptable form so that details of quantities allowed on various items of work shall be shown on each progress payment.
- m. The Sponsor shall submit to the Department one complete set of plans and specifications which incorporate all comments and recommendations received during pre-bid activities and which have been fully executed by all involved parties.
- n. The Sponsor shall take all steps, including litigation if necessary, to recover State funds spent in violation of state laws and rules. The Sponsor shall return any recovered state funds to the Department. It shall furnish to the Department, upon request, all documents and records pertaining to the determination of the amount of the state's share of any settlement, litigation, negotiation, or the efforts taken to recover such funds. All settlements or other final dispositions by the Sponsor, in court or otherwise, involving the recovery of such state funds shall be approved in advance by the Department.
- o. The Sponsor shall, upon reasonable notice, allow the Department the right to inspect the Project for the purposes of determining if it is being constructed in a good and workmanlike manner, and if the approved plans and specifications are being complied with satisfactorily. If an inspection discloses a failure to substantially meet such requirements and standards the Department may terminate payment or payments until a mutually satisfactory remedy is reached.

### **3. The Department Shall:**

- a. Assign a contact person for this project.
- b. Provide timely reviews of all submittals of scopes, plans, specifications, investigations or other documents.
- c. The Department shall not provide an extensive check of any plans submitted by the Sponsor. The Department's concurrence of the Project plans does not relieve the Sponsor or its Consultant of their responsibility for errors and omissions.

### **4. Both Parties Agree:**

- a. The allowable costs of this Project shall not include costs determined by the Department to be ineligible for consideration under the Aviation Act.
- b. The expenditure of any State money is subject to approval by the Department.
- c. Funds granted under the Local Governments Road Fund, NMSA 1978 Section 67-3-28.2, shall not be used to administer this Project or used to meet the local match.

### **5. Method of Payment - Reimbursement.**

The Department shall reimburse the Sponsor in accordance with the terms of this agreement. Claims for reimbursement shall be completed on form A-1159, Request for Reimbursement. Each request for reimbursement shall contain proof of payment for valid expenditures for services rendered by a third party or items of tangible property received by the Sponsor for the implementation of the Project. The Department reserves the right to withhold reimbursement on requests that are incorrect and/or incomplete. The Final reimbursement request must be received no later than thirty (30) days after completion of the project or the expiration of this Agreement.

The Sponsor shall not be reimbursed for any costs incurred prior to the full execution of the Agreement, after the expiration of the Agreement or in excess of the maximum dollar amount of the agreement unless the maximum dollar amount is duly amended prior to incurring the service or deliverable. Any unexpended portion of funds subject to this Agreement shall revert to the State Aviation Fund.

### **6. Accountability of Receipts and Disbursements.**

There shall be strict accountability for all receipts and disbursements. The Sponsor shall maintain all records and documents relative to the Project for a minimum of three (3) years after completion of said Project. The Sponsor shall furnish the Department or State Auditor, upon demand, all records which support the terms of this Agreement.

## **7. Term.**

The Agreement becomes effective upon signatures of all parties. The effective date is the date when the last party signed the Agreement on the signature page below. This agreement shall expire two (2) years from the effective date, unless terminated pursuant to Sections 8 and 17, below.

## **8. Termination for Cause.**

The Department has the option to terminate this Agreement if the Sponsor fails to comply with any provision of this Agreement. A written notice of termination shall be given at least thirty (30) days prior to the intended date of termination and shall identify all of the Sponsor's breaches on which the termination is based.

The Department may provide the Sponsor a reasonable opportunity to correct the breach. If within ten (10) days after receipt of a written notice of termination, the Sponsor has not corrected the breach or, in the case of a breach which cannot be corrected in ten (10) days, the Sponsor has not begun and proceeded in good faith to correct the breach, the Department may declare the Sponsor in default and terminate the Agreement. The Department shall retain any and all other remedies available to it under the law.

By such termination neither party may nullify obligations already incurred for performance or failure to perform for the work rendered prior to the date of termination. However, neither party shall have any obligation to perform services or make payment for services rendered after such date of termination.

## **9. Disposition of Property.**

- a. Upon termination of this Agreement, the Sponsor shall account for any remaining property, materials or equipment belonging to the Department and dispose of them as directed by the Department.
- b. Any equipment, materials or supplies procured under this Agreement shall be used solely for aviation purposes maintained according to the manufacturers guidelines and stored at the airport.

## **10. Representations and Certification.**

The Sponsor, by signing this Agreement, represents and certifies the following:

- a. Legal Authority - The Sponsor has the legal power and authority to: (1) do all things necessary in order to undertake and carry out the Project in conformity with the provisions stated in the New Mexico Aviation Act and Rules and Regulations pursuant thereto; (2) accept, receive and disburse grant funds from the State of New Mexico in aid of the Project; and (3) carry out all provisions stated in this Aviation Grant Agreement.
- b. Defaults - The Sponsor is not in default on any obligation to the State of New Mexico relative to the development, operation or maintenance of any airport or aviation project.
- c. Possible Disabilities - The Sponsor states, by execution of this Agreement, there are no facts or circumstance (including the existence of effective or proposed leases, use agreements, or other legal instruments affecting use of the airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project.
- d. Land - The Sponsor holds the property interest in the areas of land which are to be developed or used as part of or in connection with the Project and is identified in a current Airport Property Map. The Sponsor further certifies that the aforementioned is based on a title examination by a qualified attorney or title company who has determined that the Sponsor holds the stated property interests.

## **11. Assurances.**

The Sponsor, by signing this Agreement, covenants and agrees to the following Assurances:

- a. That it will operate the airport for the use and benefit of the public on fair and reasonable terms and without unjust discrimination.
- b. That it will keep the airport open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds, and classes. The Sponsor shall establish fair, equal and not unjustly discriminatory conditions to be met by all users of the airport as may be necessary for the safe and efficient operation.

- c. Neither it nor any person or organization occupying space at the airport will discriminate against any person or class of persons by reason of race, color, creed, or national origin in the use of the facility and, further that any person, firm or corporation rendering service to the public on the airport will do so on a fair, equal and not unjustly discriminatory basis.
- d. Operate and maintain in a safe and serviceable condition the airport and all facilities which are necessary to serve the aeronautical users and will not permit any activity which would interfere with its use for airport purposes.
- e. By acquisition of land interest, acquisition of easements, airspace zoning, or other accepted means, protect the runway approaches and the airspace in the immediate vicinity of the airport from the construction, alteration, erection or growth of any structure which would interfere with the use or operation of the airport.
- f. Comply with the New Mexico Aviation Act and associated provisions, NMSA 1978 Sections 64-1-1 to 64-5-4 and the New Mexico Municipal Airport Law, NMSA 1978 Sections 3-39-1 et seq.
- g. That it shall not award the contract nor give bidding documents to any contractor who is subject to suspension or debarment by the U.S. Department of Transportation or the Department at the time of the bidding or award of the contract. Violation of this provision shall void this Agreement.

#### **12. Third Party Beneficiaries.**

It is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

#### **13. New Mexico Tort Claims Act.**

As between the Department and the Sponsor, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, *et seq.* This paragraph is intended only to define the liabilities between the parties and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act.

#### **14. Scope of Agreement.**

This Agreement incorporates all the agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this written Agreement. No prior Agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

#### **15. Terms of this Agreement.**

The terms of this Agreement are lawful; performance of all duties and obligations shall conform with and do not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

#### **16. Equal Opportunity Compliance.**

The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States shall, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the parties are found to not be in compliance with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies.

**17. Appropriations and Authorizations of State and Federal Funds.**

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Sponsor, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Sponsor, Legislature or the Congress of the United States if federal funds are involved, this Agreement shall terminate upon written notice being given by one party to the other. The Department and the Sponsor are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

**18. Severability.**

In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect.

**19. Applicable Law.**

The Laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

**20. Principal Contacts and Notices.**

The principal contacts for this Agreement are listed below. Except as otherwise specified, all notices shall be in writing (including notice by facsimile or E-mail) and shall be given to the principal contacts listed below.

Name: Daniel R. Moran  
 Title: Finance & Administrative Manager

Address: New Mexico Department of Transportation - Aviation Division  
 3501 Access Rd C.  
 Albuquerque, NM 87106

Office: (505) 244-1788 ext. 9112  
 Fax: (505) 244-1790  
 E-mail: dan.moran@state.nm.us

Name

Title

Sponsor

Address

City  NM Zip Code

Office Phone  Fax

E-Mail

**21. Amendment.**

This Agreement shall not be altered, modified, or amended except by an instrument in writing and executed by the parties.

**In witness whereof**, each party is signing this Agreement on the date stated opposite of that party's signature.

**NEW MEXICO DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
Cabinet Secretary or Designee

Date: \_\_\_\_\_

Recommended by:

By: \_\_\_\_\_  
Aviation Division Director  
or Designee

Date: \_\_\_\_\_

Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

By: \_\_\_\_\_  
Assistant General Counsel

Date: \_\_\_\_\_

**SPONSOR**

Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 5/28/20**

**DEPT: Public Works**

**MEETING DATE: 06/17/20**

**DISCUSSION ITEM/TOPIC:** Approval/Disapproval of Resolution 20-26 and award Bid # 2020-10, Crack Seal and Marking to American Road Maintenance Inc. upon contingent on receiving a grant administered by the Federal Aviation Administration (FAA).

**BACKGROUND/RATIONALE:** Crack Seal and Marking scope of work, is to fill cracks on taxiways as well as repaint markings at the Las Vegas Municipal Airport.

Advertised: April 29, 2020 in the Las Vegas Optic, Albuquerque Journal, and the City of Las Vegas website.

Bid Opening: May 20, 2020

Number of Bidders: 2           \$ 157,675.00 excluding GRT American Road Maintenance Inc.  
  \$ 180,175.00 excluding GRT. Maxwell Asphalt Inc.

**STAFF RECOMMENDATION: Approval/Disapproval of Award Request**

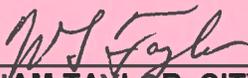
**COMMITTEE RECOMMENDATION: N/A**

**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:**



**WILLIAM TAYLOR, CITY MANAGER**



**SCOTT AARON, CITY ATTORNEY**  
(ALL CONTRACTS, ORDINANCES  
AND RESOLUTIONS MUST BE  
REVIEWED)



**MARY ROMERO, FINANCE DIRECTOR**  
(PROCUREMENT)

**CITY OF LAS VEGAS, NEW MEXICO**  
**Resolution No. 20-26**

**A RESOLUTION TO APPLY FOR AND ACCEPT THE GRANT  
OFFER ON THE LAS VEGAS AIRPORT CRACK SEAL AND  
MARKING**

**WHEREAS**, the City of Las Vegas (“City”) solicited bids on May 5, 2020 for Crack and Seal Marking at the City’s Municipal Airport (“Airport”); and

**WHEREAS**, the City received a bid #2020-10 from American Airport Maintenance, Inc. (“AAM”), of Itasca, Illinois, and desires to grant the contract to AAM; and

**WHEREAS**, expects to receive a financial grant from the Federal Aviation Administration (“FAA”) in the amount of \$170,408.00 and a financial grant from the State of New Mexico (“State”) in the amount of \$9,856.00; and

**WHEREAS**, the City would have to contribute \$9,857.00 in order to receive the State grant; and

**WHEREAS**, the total amount of the grant would be \$190,121.00 to include gross receipts tax, with the FAA’s portion being 90%, the State’s portion of 5% and the City’s portion of 5%; and

**WHEREAS**, the aforementioned grants (“Grants”) are provided in accordance with the FAA and State Department of Transportation Aviation Division for the City’s Municipal Airport; and

**WHEREAS**, the Grants will be used to maintain the Airport runways, taxiways and markings.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO**, that the recitals are incorporated herein by reference and the Governing Body hereby grants the contract for bid #2020-10 to American Airport Maintenance, accepts the Grants and agrees to contribute the City’s portion, and to use the Grants for the maintenance of the Airport’s runways, taxiways and markings.

APPROVED AND ADOPTED this \_\_\_\_\_ day of June, 2020.

\_\_\_\_\_  
Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

\_\_\_\_\_  
Scott Aaron, City Attorney

# MOLZENCORBIN

May 28, 2020

Mr. Daniel Gurule  
Project Manager  
City of Las Vegas  
1700 N. Grand Avenue  
Las Vegas, New Mexico 87704

**RE: Las Vegas Municipal Airport  
Airfield Pavement Seal and Marking  
City Bid No.: 2020-10**

LVG180-15

Dear Mr. Gurule:

Bids were opened for the above-referenced project on May 20, 2020 at 2:00 p.m. The following two Bids were received:

BIDDER	BASE BID
American Road Maintenance, Inc. dba American Airport Maintenance	\$ 157,675.00
Maxwell Asphalt, Inc.	\$ 180,175.00

A Bid Summary is enclosed.

The apparent low Bidder for the project is American Road Maintenance, Inc. doing business as American Airport Maintenance. We have reviewed the documents as follows:

- The American Road Maintenance, Inc. Bid Proposal was signed by Mr. Kyle Paulson, an individual duly authorized to bind the company.
- American Road Maintenance, Inc. is a licensed contractor in the State of New Mexico, License No. 384453, with License Classifications GF-01. We have verified this information with PSI License Management (<http://public.psiexams.com/search.jsp>).
- The NM Department of Workforce Solutions listed a Registration No. 1756020150604 for this company ([www.dws.state.nm.us/dws-pubwage.html#Reg](http://www.dws.state.nm.us/dws-pubwage.html#Reg)).

Along with the signed Bid Proposal form, American Road Maintenance, Inc. submitted the following:

- Bid Bond in the amount of 5% of the Bid with Power of Attorney. The surety for the Bid Bond is Travelers Casualty and Surety Company of America, NAICS No. 31194 with the underwriting limitation of \$211,123,000.00. They are listed on Federal Circular 570 and licensed to do business in the State of New Mexico. We have verified this information with the U.S. Department of the Treasury's Listing of Sureties Approved to Conduct Business in the State of New Mexico ([www.fms.treas.gov/c570](http://www.fms.treas.gov/c570)).

Mr. Daniel Gurule  
May 28, 2020  
Page 2

- Bidder Information Form.
- Non-Collusion Affidavit
- EEO Certification.
- Campaign Contribution Disclosure Form.
- Buy American Certification
- Subcontractor's Fair Practices Act Compliance.

Based on the information before us, American Road Maintenance, Inc. has submitted the lowest responsive, responsible Bid. We recommend that if a contract is awarded for this Work, it is awarded to American Road Maintenance, Inc. for the Base Bid total of \$157,675.00, excluding New Mexico Gross Receipts Tax (NMGRT), \$170,913.08 including NMGRT. This project is subject to partial funding by the Federal Aviation Administration (FAA) at 90% of the eligible project costs and the New Mexico Department of Transportation – Aviation Division (NMDOT – AD) at 5% of the eligible project costs.

Sincerely,

MOLZEN CORBIN



Mike Provine, P.E.  
Vice President

MP:scc  
Enclosures

**BID TABULATION**  
**City of Las Vegas**  
**Las Vegas Municipal Airport Airfield Pavement Seal and Marking**  
**Bid No. 2020-10 A.I.P. 3-35-0025-017-2020**  
**Bid Date: May 20, 2020 @ 2:00 p.m.**

Item	Spec No.	Description	Unit	Quantity	Engineer Estimate			American Airport Maintenance			Maxwell Asphalt, Inc.		
					Unit Price	Total		Unit Price	Total		Unit Price	Total	
1	Dwgs	Airport Safety and Security.	LS	1	\$ 3,000.00	\$ 3,000.00		\$10,000.00	\$ 10,000.00		\$15,000.00	\$ 15,000.00	
2	P-605	Crack Seal Runways 2-20 and 14-32 and Taxiways A, B, and C.	LB	10,000	\$ 1.85	\$ 18,500.00		\$	\$ 12,500.00		\$ 2.75	\$ 27,500.00	
3	P-608	Emulsified Asphalt Seal Coat, Taxiways A and B.	SY	41,500	\$ 1.80	\$ 74,700.00		\$	\$ 80,925.00		\$ 1.95	\$ 80,925.00	
4	P-101	Crack Fill and Pavement Spot Repairs Taxiways A, B, and C.	SF	1,000	\$ 17.50	\$ 17,500.00		\$	\$ 20,000.00		\$ 12.00	\$ 12,000.00	
5	P-620	Pavement Markings incl layout Runway 14-32, Taxiways A, B and C.	SF	15,000	\$ 2.25	\$ 33,750.00		\$	\$ 26,250.00		\$ 2.45	\$ 36,750.00	
6	-	Contractor Quality Control Testing, Complete.	ALLOW	1	\$ 8,000.00	\$ 8,000.00		\$ 8,000.00	\$ 8,000.00		\$ 8,000.00	\$ 8,000.00	
		Subtotal Bid Items for Base Bid				\$ 155,450.00			\$157,675.00			\$ 180,175.00	
		NMGRT @ 8.3958%				\$ 13,051.27			\$ 13,238.08			\$ 15,127.13	
		Total Base Bid including NMGRT				\$ 168,501.27			\$170,913.08			\$ 195,302.13	

I hereby certify that the above figures are the same as those submitted in the Bid Proposals except for corrected items marked with an asterisk (\*).

  
 \_\_\_\_\_  
 John M. Provine, P.E.

**BID EVALUATION SUMMARY**

**PROJECT:** Las Vegas Municipal Airport Airfield Pavement Seal and Marking  
**BID DATE:** May 20, 2020

**OWNER:** City of Las Vegas  
**ENGINEER:** Molzen-Corbin & Associates

	American Road Maintenance/dba American Airport Maintenance	Maxwell Asphalt, Inc.
Bid Signed?	Yes	Yes
Bid bond provided?	Yes	Yes
Contractor's License No noted in Bid	384453	375180
NMDWFS Registration No.	1756020150604	00232392011092
Verification of Contractor's License and Classifications per NM Construction Industries	GF01	GF01, GA02, GA04
Subcontractors listed in Bid	None	None
Are subcontractors registered with NMDWFS	N/A	N/A
Does Bidder have required license classifications as determined by NM Construction Industries Division	Yes	Yes
Verification of Bid Bond	Travelers Casualty and Surety Company of America NAIC# 31194 with the underwriting limitation of \$211,123,000.00	The Guarantee Company of North America USA NAIC#36650 with the underwriting limitation of \$19,992,000.00
Campaign Contribution Form	Yes	Yes
EEO Certification	Yes	Yes
Certification of Nonsegregated Facilities	Yes	Yes
Buy American	Yes	Yes
Non-Collusion Affidavit	Yes	Yes
Total Base Bid Amount excluding Allowances and NMGR	\$157,675.00	\$180,175.00
Bid Amount Correct?	Yes	Yes

**NOTE: Verification with New Mexico Construction Industries and the New Mexico Department of Workforce Solutions website**

CITY OF LAS VEGAS  
RFP/BID/OPENING

DATE: MAY/20/2020

OPENING NO.: 2020-10

TIME: 2:00 PM

DEPARTMENT: AIRPORT

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

ITEM(S): LAS VEGAS MUNICIPAL AIRPORT  
PAVEMENT CRACK SEAL AND MARKING

RECEIVED FROM:	AMOUNT	SUB CONTRACTOR LIST	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC. FORM
1 Kyle Paulson	157,675.00	none	✓	✓	✓
2 Robert McIntosh	180,175.00	none	✓	✓	✓
3					
4					
5					
6					

COMPANY REPRESENTATIVE

COMPANY NAME

<u>Margaret Silva</u>	<u>City of L.V. INVENTORY</u>
<u>Rob DeLo</u>	<u>City of L.V. Public Works</u>
<u>Robert DeLo</u>	<u>City of LV Admin Finance</u>
<u>Mike Province</u>	<u>CLW Purchasing</u>
<u>Kimberly Gonzales</u>	<u>MOUNTAIN CORP.</u>
	<u>City of LV</u>

0 (use other side of form when full)  
ORIGINALS TAKEN BY CITY CLERK:

OPENED BY: FINANCE DEPARTMENT.  
Margaret Silva  
DATE: 5-20-20

COPIES TAKEN BY DEPT:  
Rob DeLo  
DATE: 5-20-20

The newspapers of **New Mexico** make public notices from their printed pages available electronically in a single database for the benefit of the public. This enhances the legislative intent of public notice - keeping a free and independent public informed about activities of their government and business activities that may affect them. Importantly, Public Notices now are in one place on the web ([www.PublicNoticeAds.com](http://www.PublicNoticeAds.com)), not scattered among thousands of government web pages.

**County:** Bernalillo

**Printed In:** Albuquerque Journal

**Printed On:** 2020/04/29

ADVERTISEMENT FOR BIDS Sealed proposals on forms prepared by the Engineer will be received by: City of Las Vegas 1700 N. Grand Avenue Las Vegas, New Mexico 87701 A.I.P. 3-35-0025-017-2020 for: Las Vegas Municipal Airport Airfield Pavement Seal and Marking in accordance with the Drawings, Specifications, and other Contract Documents prepared by Molzen-Corbin & Associates, 2701 Miles Rd., Albuquerque, New Mexico, Phone (505) 242-5700. No Pre-Bid Conference to be held. PROPOSALS WILL BE PUBLICLY OPENED AND READ AT: 2:00 p.m. (local time), May 20, 2020, at the Office of the City Clerk, City of Las Vegas, 1700 N. Grand Avenue, Las Vegas, New Mexico 87701. OBTAINING CONTRACT DOCUMENTS: Drawings, Specifications, and other Contract Documents may be obtained at ARI Graphix ([www.ariplans.com](http://www.ariplans.com)), 4716 McLeod Road NE, Albuquerque, New Mexico 87109. Contact ARI Graphix for costs of printing CONTRACT DOCUMENTS (non refundable) at (505) 884-0862. The Bidder's attention is called to the Wage, Labor, EEO, and Safety Requirements bound within these documents. The requirements of 49 CFR Part 26 apply to this contract. It is the policy of Colfax County to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership. This contract is subject to the Buy American provision under Section 9129 of the Aviation Safety and Capacity Expansion Act of 1990. Details of such requirements are contained in the Special Provisions. Special Notice Regarding EEO. The proposed contract is under and subject to Executive Order 11246 of September 24, 1965, and to the Equal Opportunity Clause. The Bidder's (Proposer's) attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth in the Special Provisions. The Bidder must supply all the information required by the Bid Form. The successful Bidder will be required to submit a Certification of Nonsegregated Facilities prior to award of the contract, and to notify prospective subcontractors of the requirement for such a Certification where the amount of the subcontract exceeds \$10,000. Samples of the Certification and Notice to Subcontractors appear in the specifications. Women will be afforded equal opportunity in all areas of employment. However, the employment of women shall not diminish the standards or requirements for the employment of minorities. For contracts of \$50,000 or more, a Contractor having 50 or more employees, and their subcontractors having 50 or more employees and who may be awarded a subcontract of \$50,000 or more, will be required to maintain an affirmative action program within 120 days of the commencement of the contract. Pre-Award Equal Opportunity Compliance Reviews. Where the Bid of the apparent low responsible Bidder is in the amount of \$1 million or more, the Bidder and their known all-tier subcontractors which will be awarded subcontracts of \$1 million or more will be subject to full on-site, pre-award equal opportunity compliance reviews before the award of the contract for the purpose of determining whether the Bidder and their subcontractors are able to comply with the provisions of the equal opportunity clause. Compliance Reports. Within 30 days after award of this contract, the Contractor shall file a compliance report (Standard Form 100) if: (a) The Contractor has not submitted a complete compliance report within 12 months preceding the date of award; and (b) The Contractor is within the definition of "employer" in Paragraphs 2e(3) of the instructions included in Standard Form 100. The Contractor shall require the subcontractor on all-tier subcontracts, irrespective of dollar amount, to file Standard Form 100 within 30 days after award of the subcontract if the above two conditions apply. Standard Form 100 will be furnished upon request. Date: 4/29/2020 Journal: April 29, May 3, 2020

**Public Notice ID:**

The newspapers of **New Mexico** make public notices from their printed pages available electronically in a single database for the benefit of the public. This enhances the legislative intent of public notice - keeping a free and independent public informed about activities of their government and business activities that may affect them. Importantly, Public Notices now are in one place on the web ([www.PublicNoticeAds.com](http://www.PublicNoticeAds.com)), not scattered among thousands of government web pages.

**County:** San Miguel  
**Printed In:** Las Vegas Optic  
**Printed On:** 2020/04/29

#### ADVERTISEMENT FOR BIDS

Sealed proposals on forms prepared by the Engineer will be received by:

City of Las Vegas

1700 N. Grand Avenue

Las Vegas, New Mexico 87701

A.I.P. 3-35-0025-017-2020

for: Las Vegas Municipal Airport

Airfield Pavement Seal and Marking

in accordance with the Drawings, Specifications, and other Contract Documents prepared by Molzen-Corbin & Associates, 2701 Miles Rd., Albuquerque, New Mexico, Phone (505) 242-5700.

No Pre-Bid Conference to be held.

PROPOSALS WILL BE PUBLICLY OPENED AND READ AT: 2:00 p.m. (local time), May 20, 2020 , at the Office of the City Clerk, City of Las Vegas, 1700 N. Grand Avenue, Las Vegas, New Mexico 87701.

OBTAINING CONTRACT DOCUMENTS: Drawings, Specifications, and other Contract Documents may be obtained at ARI Graphix ([www.ariplans.com](http://www.ariplans.com)), 4716 McLeod Road NE, Albuquerque, New Mexico 87109. Contact ARI Graphix for costs of printing CONTRACT DOCUMENTS (non refundable) at (505) 884-0862.

The Bidder's attention is called to the Wage, Labor, EEO, and Safety Requirements bound within these documents.

The requirements of 49 CFR Part 26 apply to this contract. It is the policy of Colfax County to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

This contract is subject to the Buy American provision under Section 9129 of the Aviation Safety and Capacity Expansion Act of 1990. Details of such requirements are contained in the Special Provisions.

Special Notice Regarding EEO.

The proposed contract is under and subject to Executive Order 11246 of September 24, 1965, and to the Equal Opportunity Clause. The Bidder's (Proposer's) attention is called to the Equal Opportunity Clause and the Standard Federal Equal Employment Opportunity Construction Contract Specifications set forth in the Special Provisions.

The Bidder must supply all the information required by the Bid Form.

The successful Bidder will be required to submit a Certification of Nonsegregated Facilities prior to award of the contract, and to notify prospective subcontractors of the requirement for such a Certification where the amount of the subcontract exceeds \$10,000. Samples of the Certification and Notice to Subcontractors appear in the specifications.

Women will be afforded equal opportunity in all areas of employment. However, the employment of women shall not diminish the standards or requirements for the employment of minorities.

For contracts of \$50,000 or more, a Contractor having 50 or more employees, and their subcontractors having 50 or more employees and who may be awarded a subcontract of \$50,000 or more, will be required to maintain an affirmative action program within 120 days of the commencement of the contract.

Pre-Award Equal Opportunity Compliance Reviews. Where the Bid of the apparent low responsible Bidder is in the amount of \$1 million or more, the Bidder and their known all-tier

subcontractors which will be awarded subcontracts of \$1 million or more will be subject to full on-site, pre-award equal opportunity compliance reviews before the award of the contract for the purpose of determining whether the Bidder and their subcontractors are able to comply with the provisions of the equal opportunity clause.

Compliance Reports. Within 30 days after award of this contract, the Contractor shall file a compliance report (Standard Form 100) if:

(a) The Contractor has not submitted a complete compliance report within 12 months preceding the date of award; and

(b) The Contractor is within the definition of "employer" in Paragraphs 2e(3) of the instructions included in Standard Form 100. The Contractor shall require the subcontractor on all-tier subcontracts, irrespective of dollar amount, to file Standard Form 100 within 30 days after award of the subcontract if the above two conditions apply. Standard Form 100 will be furnished upon request.

Date: 4/29/2020

PUB: Las Vegas Optic, Apr 29, 2020

#20040140

**Public Notice ID:**

 free web stats

**REQUEST FOR BIDS**

The City of Las Vegas, New Mexico will open Sealed Bids at 2:00 p.m., May 20, 2020, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**LAS VEGAS MUNICIPAL AIRPORT PAVEMENT CRACK SEAL AND MARKING**

The BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: Molzen Corbin, 2701 Miles Rd. SE Albuquerque, NM 87106 phone 505-242-5700

Copies of the BIDDING FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: City Clerk's Office at 1700 North Grand Avenue, Las Vegas, NM 87701 or www.lasvegasnm.gov

Mailed bids should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: **LAS VEGAS MUNICIPAL AIRPORT PAVEMENT CRACK SEAL AND MARKING**

Opening No. 2020-10; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their bid is delivered to the **City Clerk** by the date and time set for the bid request. If the mail or delivery of bid request is delayed beyond the opening date and time, bid thus delayed will not be considered. A public opening will be held and any bidder or their authorized representative is invited to attend.

The City of Las Vegas reserves the right to reject any/or all bids submitted.

CITY OF LAS VEGAS,

William Taylor  
William Taylor, City Manager

Scott Aaron  
Scott Aaron, City Attorney

Cassandra Fresquez  
Cassandra Fresquez, City Clerk

Mary Romero  
Mary Romero, Finance Director

Helen Vigil  
Helen Vigil, Purchasing Director

Opening No. 2020-10

Date Issued: 4-27-20

Published:	<u>LAS VEGAS OPTIC</u>	<u>April 29</u>	<u>2020</u>
	<u>ALBUQUERQUE JOURNAL</u>	<u>April 29</u>	<u>2020</u>
	<u>www.lasvegasnm.gov</u>	<u>April 29</u>	<u>2020</u>

**BIDDER INFORMATION**

OFFEROR: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_) \_\_\_\_\_

DELIVERY: \_\_\_\_\_

STATE PURCHASING RESIDENT CERTIFICATION NO.: \_\_\_\_\_

NEW MEXICO CONTRACTORS LICENSE NO.: \_\_\_\_\_

BID ITEM (S): **LAS VEGAS MUNICIPAL AIRPORT PAVEMENT CRACK SEAL AND MARKING**

ITEM (S) UNDER THIS BID ARE TO BE F.O.B. LAS VEGAS, NEW MEXICO 87701. THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE BID.

**AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

STATE OF \_\_\_\_\_ }

} ss

COUNTY OF \_\_\_\_\_ }

I, \_\_\_\_\_, being of first duly sworn, state under penalty of perjury that I am at least eighteen years of age, and am the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to the terms of said prospective contract, or any other terms of said prospective contract; or in any discussion between bidders with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_

## STANDARD BID CLAUSES

### AWARDED BID

Awarding of bid shall be made to the responsible Bidder whose Bid best meets the required specifications. The City of Las Vegas (City) reserves the right to reject or accept any of all Bid specifications and to waive any insubstantial irregularity in the form of the Bid.

### TIMETABLE

Bid pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before: May 20, 2020; 2:00 p.m.; at which time all bids received will be opened. An opening will occur at the City's Council Chambers or other designated area at the City Offices. Awarding of Bid is projected for \_\_\_\_\_, 2020. The successful Bidder will be notified by mail.

### ENVELOPES

Sealed Bid envelopes shall be clearly marked on the lower left-hand corner, identified by the Bid Name and Opening Number. Failure to comply with this requirement may result in the rejection of the submitted Bid.

### BRIBERY AND KICKBACK

The Procurement Code (NMSA 13-1-28 through 13-1-199) imposes a third degree felony penalty for bribery of a public official or public employee. In addition, the New Mexico Criminal Statutes (NMSA 30-24-1 and 30-24-2) state that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official or public employee, and it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. NMSA 30-41-1 through 30-41-3 include that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

### NON-COLLUSION

In signing their Bid and Affidavit, the Bidder certifies that he/she has not, either directly or indirectly, entered into action of restraint of free competition, in connection with the submitted bid.

### RESPONSIBILITY OF BIDDER

At all times it shall be the responsibility of the Bidder to see that their bid is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said Bid is delayed beyond the scheduled opening date and time set, this bid will not be considered.

### CLARIFICATION OF BID

Bidder requiring clarification or interpretation of Bid specifications shall make a written request to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date; with a copy forwarded to the Finance Department. Any interpretation, corrections, or changes of said Bid Specifications, Opening Date, or Time Change will be made by Addendum only. Interpretations, Corrections or changes of said Bid made in any other manner will not be binding and the Bidder shall not rely upon such interpretation, corrections and changes.

### MODIFICATION OF BID

Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purpose of making any corrections or changes. Such corrections must be properly identified and signed or initialed by the Bidder. Resubmission must be prior to the scheduled bid opening time in order to be considered. After bid opening, no price modifications of submitted bids or other

provisions shall be permitted.

WITHDRAWAL OF BID

A low Bidder alleging a material mistake of fact, after bids have been opened may request their bid be withdrawn upon receipt of a written request to the Finance Department prior to the scheduled awarding date.

INSPECTION

Final inspection and acceptance will be made at the City's discretion. Products rejected for nonconformance with the specifications shall be removed by the Bidder, at his/her risk and expense promptly after notice of rejection.

FEDERAL TAX IDENTIFICATION NUMBER

Pursuant to IRS requirements, Bidder shall provide their Federal Tax ID Number if Bidder is incorporated. If Bidder is a sole proprietorship or partnership they then shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NEW MEXICO TAX IDENTIFICATION NUMBER

Payment may be withheld under (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

NEW MEXICO TAX IDENTIFICATION NO. (CRS): \_\_\_\_\_

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Bidder shall submit a complete Campaign Contribution Disclosure Form Pursuant to NMSA 13-1-191.1, as amended.

### COMMERCIAL WARRANTY

The Bidder agrees that the products or services furnished under a Purchase Order shall be covered by the most favorable commercial warranties that the Bidder gives to any customer for such products or services. And that the rights and remedies provided therein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of its Purchase Order. Bidder agrees not to disclaim warranties of fitness for any particular purpose or merchantability.

Furthermore, Bidder agrees that its warranty for all products furnished under a Purchase Order pursuant to this Call for Bids shall be for a period of one year following the installation of said products by others. The Bidder agrees that prior to receiving payment, Bidder shall provide to the City written notice by the City's Engineer that the products have been installed correctly and have been demonstrated to be capable of performing their intended function.

### SPECIAL NOTICE

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink or typewritten legibly. Enclose one (1) original and five (5) copies of Bid documents.

### DEFAULT

The City reserves the right to cancel all or any part of an order without cost to the City if the Bidder fails to meet the provision of the City's Purchase Order or the product specifications and to hold the Bidder liable for any excess costs occasioned due to the Bidder's default. The Bidder shall not be liable for any excess costs if failure to perform on an order arises out of cause beyond the control and without fault or negligence of the Bidder. Such causes include but are not restricted to acts of GOD or public enemy; acts of State or Federal Government; fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unusually severe weather, or defaults of subcontractors. Due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor are obtainable from other sources in the City, this paragraph shall not be exclusive and shall be in addition to any other rights now being provided by law.

### BID PROTESTS

If any bidder is of the opinion that the specifications as written preclude him/her from submitting a bid, his/her opinion should be made known to the Department involved in this bid request at least fifteen (15) days prior to the scheduled bid opening date with a copy forwarded to the Finance Department. Bid protests will not be considered from parties who do not also furnish satisfactorily documentation with their protest that their proposed system fully meets the functional intent of the TECHNICAL SPECIFICATIONS which accompany a Call for Bids.

### NON-EXCLUSION

Specifications of the bid request are not meant to exclude any Bidder or Manufacturer. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No Substitute" specifications may be authorized, only if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him/her from submitting a bid, his/her opinion should be made known to the Department involved in this bid request at least five (5) days prior to the scheduled bid opening date, with a copy forwarded to the Finance Department.

Brand names and numbers are for reference only and equivalents will be considered. If bidding "EQUIVALENT" Bidder must be prepared to furnish complete data upon request, preferably with the bid to avoid awarding delay.

CONTRACT

When the City issues a Purchase Order in response to an awarded Bid a binding contract is created (unless a specific contract has been created).

TERMINATION

This Price Agreement may be terminated by either party upon signing a written notice to the other party at least thirty (30) days in advance of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding orders.

TAXES:

Bidder must pay all applicable taxes.

NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts Tax in the City of Las Vegas.

CITY OF LAS VEGAS  
BIDFORM

**BID ITEM (S): LAS VEGAS MUNICIPAL AIRPORT PAVEMENT CRACK SEAL AND MARKING**

A.	_____	\$	_____
B.	_____	\$	_____
C.	_____	\$	_____
D.	_____	\$	_____
E.	_____	\$	_____
F.	_____	\$	_____
G.	_____	\$	_____
H.	_____	\$	_____
I.	_____	\$	_____
J.	_____	\$	_____
K.	_____	\$	_____
L.	_____	\$	_____

**NOTE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, NMSA 13-1-28, *et al*, as amended, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250.00) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to NMSA 13-1-181 or a contract that is executed may be ratified or terminated pursuant to NMSA 13-1-18 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source of small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [NMSA 13-1-28 through 13-1-199] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_  
Relation to Prospective Contractor: \_\_\_\_\_  
Date Contribution(s) Made: \_\_\_\_\_  
Amount(s) of Contribution(s) \_\_\_\_\_  
Nature of Contribution(s) \_\_\_\_\_  
Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature Date

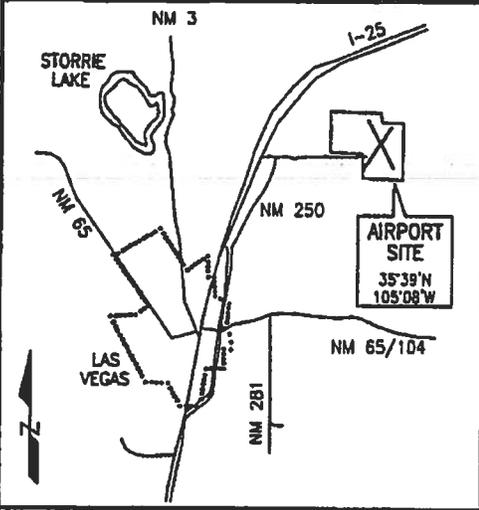
\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (Position)

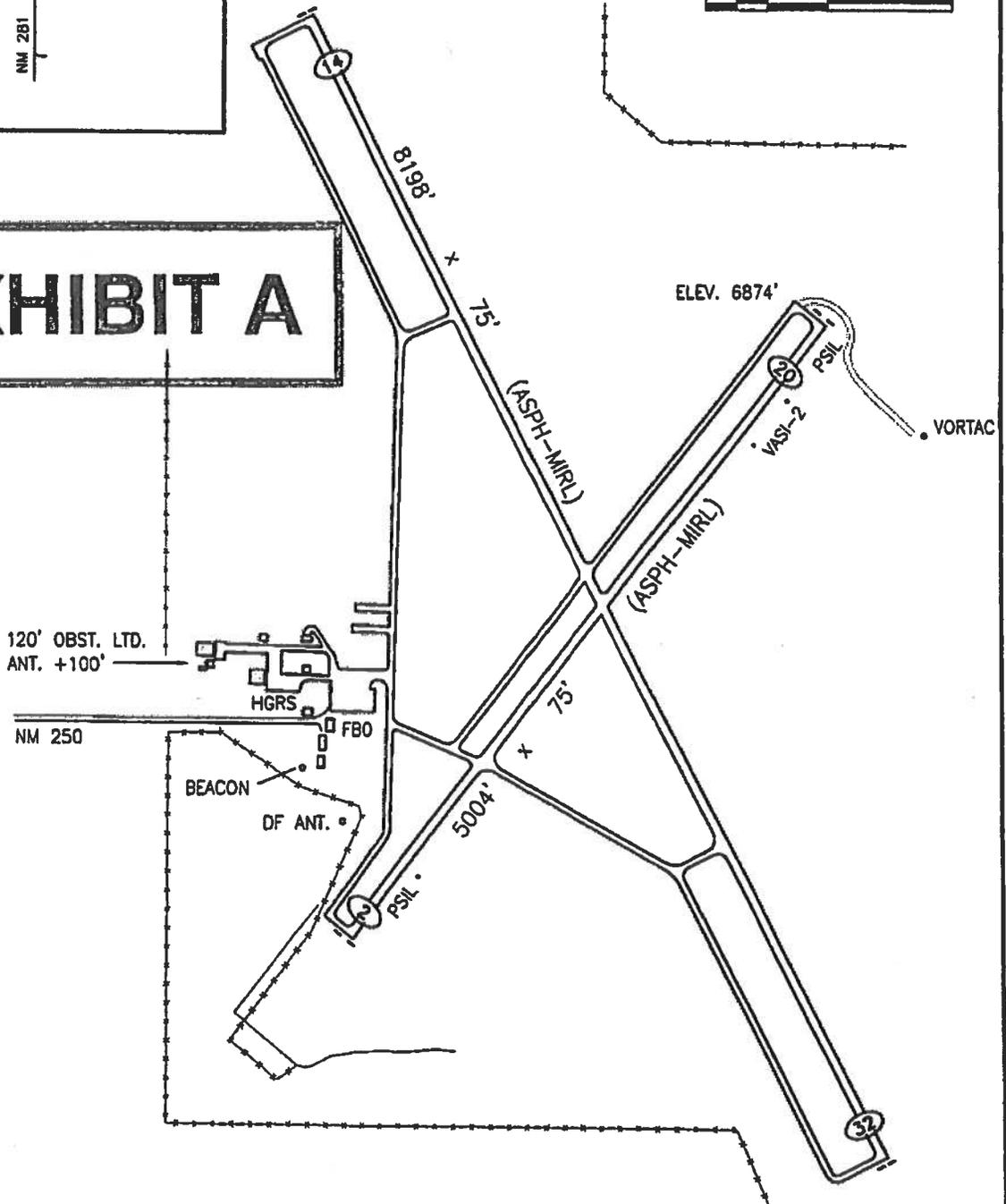


REMARKS:

1. QUAD. - 7.5 MIN. LAS VEGAS NORTHWEST.



# EXHIBIT A



1/28/10

LAS VEGAS, NM

**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 05/29/2020**

**DEPT: Senior Center**

**MEETING DATE: 06/10/2020**

**DISCUSSION ITEM/TOPIC: Resolution # 20-28.** To increase the budget of the Senior Center Program by \$11,700 thanks to an Emergency Assistance payment from San Miguel County to assist the Seniors enrolled in the Senior Center Program in San Miguel County.

**BACKGROUND/RATIONALE:** The City of Las Vegas Senior Center program requested via a Memo Emergency Funding, to San Miguel County, to assist Seniors in their homes so they do not have to go out and hunt for necessities to include nonperishable food items and toiletries. The request was at a cost of \$30 per senior enrolled in the Congregate and Home Delivery programs totaling 390 seniors, at the time, equaling to \$11,700.

**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:**

  
\_\_\_\_\_  
**WILLIAM TAYLOR, CITY MANAGER**

  
\_\_\_\_\_  
**SCOTT AARON, CITY ATTORNEY**  
(ALL CONTRACTS, ORDINANCES  
AND RESOLUTIONS MUST BE  
REVIEWED)

  
\_\_\_\_\_  
**MARY ROMERO, FINANCE DIRECTOR**  
(PROCUREMENT)

**CITY OF LAS VEGAS, NEW MEXICO**  
**Resolution No. 20-28**

**A RESOLUTION TO INCREASE THE SENIOR CENTER PROGRAM  
BUDGET BY \$11,700.00**

**WHEREAS**, the City of Las Vegas Senior Center Program (“Program”) was awarded \$11,700.00 for Emergency Assistance from San Miguel County for the senior residents (“Seniors”) enrolled in the Senior Center Program; and

**WHEREAS**, the amount awarded is \$11,700.00 for the benefit of Seniors enrolled in the Program because of the Covid-19 pandemic; and

**WHEREAS**, the intent of the \$11,700.00 award is to keep senior residents at home as long as possible to reduce their contact with Covid-19.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO**, that the recitals are incorporated herein by reference and the Governing Body hereby increases the budget of the Program by \$11,700.00 for the purpose of reflecting the award from San Miguel County.

APPROVED AND ADOPTED this \_\_\_\_\_ day of June, 2020.

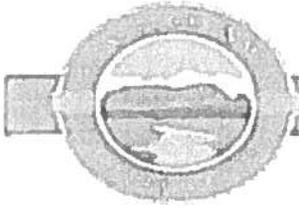
\_\_\_\_\_  
Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

\_\_\_\_\_  
Scott Aaron, City Attorney



MEMORANDUM

TO: Vidal Martinez, San Miguel County Manager

FROM: Wanda Salazar, Senior Center Manager

CC: Ann Marie Gallegos, Interim City Manager

DATE: March 30, 2020

RE: Emergency Assistance

The City of Las Vegas Senior Center Program is requesting Emergency funding to assist Seniors in their homes. The funding would help purchase much needed household items so they do not have to go out and hunt these supplies down, exposing themselves in the process of this deadly COVID-19 virus. With this funding, the Senior Center program would purchase nonperishable food items and toiletries to include: toilet paper, paper towels, hand sanitizer, gloves, soap, masks, and disinfectant cleaners.

Home Delivery - I would like to purchase these items through the City of Las Vegas Vendors and hand these items out to the Seniors that are on the Home Delivery Senior Center Program. We currently have 315 meals that are being delivered in all 3 sites per day. To supply each household with these items would cost approximately \$30 per house hold. This would be about \$9,450. This would take care of all Home Delivery Seniors in all 3 sites.

Congregate - I would like to purchase these items through the City of Las Vegas Vendors and hand these items out to the Seniors that are on the Congregate Senior Center Program. Seeing the decrease in Congregate Seniors because of the COVID-19 virus (previously served about 175 Congregate, now serving about 50 seniors), my thought is to plan for 50 plus an additional 25 seniors that are learning and inquiring about the program. At 75 Seniors at a cost of approximately \$30 per house hold is about \$2,250.

Total request of funding is approximately \$11,700 which will help supply seniors with essential needs, brought to their doors or picked up at the center, decreasing their exposure at grocery stores.

If you have any questions, please let me know. I can be reached on my cell at 505-617-5069. Thank you so much for your consideration and all of your assistance in helping our seniors in San Miguel County.



# City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | [lasvegasnm.gov](http://lasvegasnm.gov)

**Mayor Vincent Howell**

INVOICE #: 1920-03

DATE: March 31, 2020

FROM: City of Las Vegas Senior Center Program

PHONE: (505)425-9139

TO: County of San Miguel

500 WEST NATIONAL AVE, SUITE 200

LAS VEGAS, NEW MEXICO 87701

ATTN: Mr. Vidal Martinez, County Manager

REG: Emergency Assistance Request

Invoice Requesting Emergency Funds for Reimbursement for Non-Perishable Items and Toiletries for the Senior Center Program due to the COVID-19 Virus.

DESCRIPTION	AMOUNT
Toiletries and Non-Perishable Items for Seniors	\$11,700.00
TOTAL	\$11,700.00

Please make check(s) payable to City of Las Vegas Senior Center Program, 1700 North Grand Avenue, Las Vegas, New Mexico 87701, Attention: Wanda Salazar.

If you have questions regarding this invoice, please feel free to contact me at (505)425-9139 or [wsalazar@lasvegasnm.gov](mailto:wsalazar@lasvegasnm.gov)

Thank you,

Wanda Salazar, Senior Center Manager

David Ulibarri  
Councilor Ward 1

Michael L. Montoya  
Councilor Ward 2

Barbara Perea-Casey  
Councilor Ward 3

David G. Romero  
Councilor Ward 4

CITY OF LAS VEGAS, NM  
(505) 454-1401

DATE : 4/20/2020 3:36 PM  
OPER : LF  
TKBY : LAURA FLORES  
TERM : 3  
REC# : 00693475

530-61 LOCAL CASH 2340.00  
SAN MIGUEL COUNTY 2340.00  
LOCAL CASH 2340.00  
232-6100-553-5533 -2340.00

530-62 LOCAL CASH 8190.00  
SAN MIGUEL COUNTY 8190.00  
LOCAL CASH 8190.00  
232-6200-553-5533 -8190.00

530-63 LOCAL CASH 1170.00  
SAN MIGUEL COUNTY 1170.00  
LOCAL CASH 1170.00  
232-6300-553-5533 -1170.00

Paid By: SAN MIGUEL COUNTY  
2-CHECK 11700.00 REF: 18501

APPLIED 11700.00  
TENDERED 11700.00  
CHANGE 0.00

FOR:  
CITY OF LAS VEGAS SENIOR CENTER

FROM:  
SAN MIGUEL COUNTY

LOCAL CASH DEPOSIT  
CHECK 17901

DATE: 4.20.20

Please deposit in the below Line Items:

\$11,700.00

SCC61	282.6100.550.5533	\$2,340.00	20%
SCC62	282.6200.550.5533	\$8,190.00	70%
SCC63	282.6300.550.5533	\$1,170.00	10%
	<b>TOTAL</b>	<b>\$11,700.00</b>	

Donation for Toiletries

---

\* Please process through Journal Entry.

Thank you,

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ENDORSE: 09547 CITY OF LAS VEGAS SENIOR PROGRAM

04/14/2020

18501

DATE	AMOUNT	PO #	DESCRIPTION	CH. ACCT #	AMOUNT
04/14/2020	11,700.00	3070-0727	emergency p. services	185-101 07/05	11,700.00

CHECK TOTAL 11,700.00

THIS CHECK IS VOID WITHOUT A GREEN & BLUE BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



**SAN MIGUEL COUNTY**  
 500 West National, Suite 304  
 Las Vegas, NM 87701  
 GENERAL

Southwest Capital Bank 18501

DATE  
 04/14/2020

PAY THIS AMOUNT  
 \$11,700.00

VOID 1 YEAR FROM DATE

PAY ---Eleven Thousand Seven Hundred Dollars and 00/100 Cents---

TO THE ORDER OF  
 CITY OF LAS VEGAS SENIOR PROGRAM  
 1700 NORTH GRAND AVENUE  
 LAS VEGAS, NM 87701

*Maria L. Martinez*  
 \_\_\_\_\_  
*Quintin S. Peters*  
 \_\_\_\_\_

⑈ 18501 ⑈ ⑆ 1070003721 ⑆ ⑈ 7960700 ⑈

**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** May 29, 2020

**DEPT:** Fire Department

**MEETING DATE:** June 10, 2020

**DISCUSSION ITEM/TOPIC:** Publication of Ordinance #20-03, amending the current Fire Code.

**BACKGROUND/RATIONALE:** Update to current fire code enforcement standards which will be in compliance and coincide with the New Mexico State Fire Marshal's office. This will also establish City of Las Vegas Code Enforcement Bureau standards, penalties, fees and enforcement process.

**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:**

  
WILLIAM TAYLOR, CITY MANAGER

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

  
MARY ROMERO, FINANCE DIRECTOR  
(PROCUREMENT)

**CITY OF LAS VEGAS, NEW MEXICO**  
**Ordinance No. 20-03**

**AN ORDINANCE TO AMEND** the Code of the City of Las Vegas, by deleting and repealing Chapter 233 thereof, entitled “Fire Prevention”, and replacing it with a new Chapter 233, to be entitled “Fire Code”, which shall create the City of Las Vegas Fire Department Fire Prevention/Enforcement Bureau, the City Fire Marshal, and create fees, penalties and enforcement powers. This Ordinance is enacted pursuant to NMSA 3-18-6, 3-18-11 and 60-2C-1 et al., NMAC 10.25.5 and 10.25.6, City of Las Vegas Municipal Charter Section 2.02, and is an exercise of the City of Las Vegas home rule powers to provide for the health, safety and protection of its residents and visitors.

**BE IT ENACTED** by the Governing Body of the City of Las Vegas as follows:

Section 1. The Code of the City of Las Vegas is hereby amended by deleting and repealing Chapter 233 Fire Prevention.

Section 2. Severability. The provisions of this ordinance are declared to be severable, and if any portion of this ordinance, for any reason, is held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this ordinance.

Section 3. Effective Date. This ordinance shall become effective upon the execution by the Mayor and the affirmative vote of the majority of the Governing Body.

Section 4. The Code of the City of Las Vegas is hereby amended by adding thereto a new chapter, to replace Section 233 hereinabove repealed, to be Section 233 Fire Code, to read as follows:

- § 233-1 Definitions.
- § 233-2 Adoption of Fire Code.
- § 233-3 Adoption of Life Safety Code.
- § 233-4 Standards for flammable and combustible liquids.
- § 233-5 Standards for automotive and marine service stations.
- § 233-6 Unlawful to interfere with fire controls.
- § 233-7 Solid fuel burning appliance chimney.
- § 233-8 Storage of firewood.
- § 233-9 Fire hydrants.
- § 233-10 Fee schedule.
- § 233-11 Assisting fire departments.

§ 233-1 Definitions.

- (1) Fire Chief means the Director of the Fire Department and the authority having jurisdiction regarding the Fire Code within the city limits of the City of Las Vegas.
- (2) Fire Marshal means the Deputy Fire Chief charged with enforcement of the fire code; interchangeable with the terms City Fire Marshal and/or Fire Code Official, as such terms may appear herein.
- (3) Jurisdiction means all places, persons and entities located within the corporate city limits of the City of Las Vegas, New Mexico.
- (4) Cease and Desist means and shall be interchangeable with Stop Work Order in accordance with Section 111 of this Fire Code and all other referenced portions of code.
- (5) IBC means the International Building Code, 2015 edition, published by International Code Council, Incorporated.
- (6) IEBC means the International Existing Building Code, 2015 edition, published by International Code Council, Incorporated.
- (7) IFC means the International Fire Code, 2015 edition, published by International Code Council, Incorporated.
- (8) NFPA 1 means the Fire Prevention Code, 1997 edition, published by the National Fire Protection Association.
- (9) NFPA 101 means the Life Safety Code, 1997 edition, published by International Code Council, Incorporated.
- (10) NMMC means the New Mexico Mechanical Code, 2012 edition.
- (11) IMC means the International Mechanical Code, and for purposes of this Fire Code all references made in the IFC to the International Mechanical Code shall mean New Mexico Mechanical Code.
- (12) IPC means International Plumbing Code, and for purposes of this Fire Code all references in the IFC to the International Plumbing Code shall mean the New Mexico Plumbing Code.
- (13) Operational Permit means the required documentation for all business to operate within the city limits of Las Vegas. This includes, without limitation, permanent facilities, temporary facilities (including tents), and mobile food vendors. Operation Permits shall be renewed on an annual basis.

§ 233-2 Adoption of Fire Code.

- A. The city hereby adopts the “International Fire Code, 2015 edition” including appendices B, C, and D, all of the regulation, provisions, penalties, conditions, limitations, referenced standards, and terms of said Fire Code, by reference, together with all amendments thereto, and revisions, modifications and recompilations thereof, with the following specific sections being amended as follows:

Section 101.1 – The term “[NAME OF JURISDICTION]” is hereby deleted and replaced with “the City of Las Vegas, New Mexico (the “City”)”.

Section 103.1 Shall be amended to read:

Section 103.1 – General. The City of Las Vegas Fire Department, Fire Prevention/Enforcement Bureau (the “Bureau”), is hereby established within the jurisdiction of the City under the direction of the City Fire Marshal, referred to herein as the fire code official. The function of the Bureau shall be the implementation, administration and enforcement of the provisions of this code. The fire code official and his agents shall be authorized to cite and/or enforce this code to the full extent of the law.

Section 105.7.9 shall be amended to read:

Section 105.7.9 – Gates, fences, and barricades. A construction permit is required for the installation or modification of a gate, fence or barricade across a fire apparatus access road, within 75 feet of a structure, or within 10 feet of a fire hydrant. This includes temporary barricades, fences, or gates.

Section 105.7.13 shall be amended to read:

Section 105.7.13 – Fire Hydrants. A construction permit is required for the installation, removal, or modification of fire hydrants. Maintenance performed in accordance with this code is not considered to be a modification and does not require a permit. This provision does not apply to fire hydrant installation conducted by City employees working within the scope of their duties and their authority as a City employee.

Section 108.1 through 108.3 is deleted in its entirety and is hereby replaced with the following:

108. Board of Appeals.

108.1. General: Membership.

One integrated board of appeals is established hereunder for the purposes of this Code. The membership of the board shall consist of five voting members having the qualifications established by this section. Members shall be nominated by the code official or the chief administrative officer of the jurisdiction, subject to confirmation by a majority vote of the City’s governing body. Board members shall not be officers, agents, or employees of the City. Members shall serve without remuneration or compensation,

and shall be removed from office prior to the end of their appointed terms only for cause or by majority vote of the City's governing body. The board shall be constituted as follows:

- A. Design professional. One member shall be a practicing design professional registered in the practice of engineering or architecture in the state in which the board is established.
- B. Fire protection engineering professional. One member shall be a qualified engineer, technologist, technician, or safety professional trained in fire protection engineering, fire science, or fire technology. Qualified representatives in this category shall include fire protection contractors and certified technicians engaged in fire protection system design.
- C. Industrial safety professional. One member shall be a registered industrial or chemical engineer, certified hygienist, certified safety professional, certified hazardous materials manager, or comparably qualified specialist experienced in residential, commercial or industrial safety.
- D. General contractor. One member shall be a contractor regularly engaged in the construction, alteration, maintenance, repair, or remodeling of buildings or building services and systems regulated by the code.
- E. General industry or business representative. One member shall be a designated representative of business or industry not represented by a member from one of the other categories of board members described above.

#### 108.2. Terms of office.

Members shall be appointed for terms of four years. No member shall be reappointed to serve more than two consecutive full terms.

- A. Initial appointments. Of the members first appointed, two shall be appointed for a term of 1 year, two for a term of 2 years, one for a term of 3 years.
- B. Vacancies. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Members appointed to fill a vacancy in an unexpired term shall be eligible for reappointment to two full terms.
- C. Removal from office. Members shall be removed from office prior to the end of their terms only for cause. Continued absence of any member from regular meetings of the board shall, at the discretion of the applicable governing body, render any such member liable to immediate removal from office.
- D. Quorum. Three members of the board shall constitute a quorum. In varying the application of any provisions of this code or in modifying an order of the fire official, affirmative votes of the majority present, but not less than three affirmative votes shall be required.

- E. Secretary of board. The code official shall act as secretary of the board and shall keep a detailed record of all its proceedings, which shall set forth the reasons for its decisions, the vote of each member, the absence of a member, and any failure of a member to vote.
- F. Legal counsel. The City attorney may furnish legal counsel to the board to provide members with general legal advice concerning matters before them for consideration.

#### 108.3. Meetings.

The board shall meet at regular intervals, to be determined by the chairperson. In any event, the board shall meet within ten days after notice of appeal has been received.

#### 108.4. Conflict of interest.

Members with a material or financial interest in a matter before the board shall declare such interest and refrain from participating in discussions, deliberations, and voting on such matters.

#### 108.5. Decisions.

Every decision shall be promptly filed in writing in the office of the code official and shall be open to public inspection. A certified copy shall be sent by mail or otherwise to the appellant, and a copy shall be kept publicly posted in the office of the code official for two weeks after filing.

#### 108.6. Procedures.

The board shall be operated in accordance with the New Mexico Administrative Procedures Act.

#### 108.7. Scope of authority.

The board of appeals shall have no authority to interpret the administrative provisions of this code nor shall the board be empowered to waive requirements of this code, but shall only determine whether the provisions of this Code were properly applied to the appellant's matter.

Section 109.4 – Shall be amended to read:

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a civil offense, punishable by a fine not to exceed \$500.00.

Section 111.4 – Shall be amended to read:

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine not to exceed \$500.00.

B. The City hereby adopts the following standards as referred by IFC 2105 in accordance with NMAC 10.25.5.7:

- (1) International Building Code, 2015 Edition as referenced in IFC 2015.
- (2) International Existing Building Code, 2015 Edition as referenced in IFC 2015.
- (3) New Mexico Mechanical Code, 2012 Edition, interchangeable International Mechanical Code.
- (4) New Mexico Plumbing Code, 2015 Edition, interchangeable Uniform Plumbing Code.

§ 233-3 Adoption of Life Safety Code.

A. An owner of a property is not required to renovate or adapt an existing building or structure to comply with the IFC 2015, but shall comply with the requirements in place when the existing building or structure was constructed.

B. An existing structure that is renovated, as the term "renovated" is defined by the applicable local or state building code, but whose classification does not change, shall comply with IFC 2015.

C. Buildings or structures constructed prior to November 15, 2007, which fall under NFPA 1, 1997 edition, and NFPA 101, 1997 edition, shall be required to have a permit using the requirements of IFC 2015, section 105, prior to installation of any new, renovated, or partial fire protection system.

D. Buildings which were initially inspected under IFC 2015 as per the requirements for new construction under Subsection B of 10.25.2.19 NMAC will be inspected per IFC 2015.

E. Any new building, new alteration, new addition, or new structure after the effective date of the adoption of the IFC 2015 shall comply with the IFC 2015.

§ 233-4 Standards for flammable and combustible liquids.

Any building, structure, or facility that does not fall within the exception of Section 6, Subsection A of the NFPA 30, Standards for Automotive and Marine Service Stations, 1984

Edition, or that is constructed after November 15, 2007, shall comply with the most recent applicable referenced standard for flammable and combustible liquids as referenced by fire code.

§ 233-5 Standards for automotive and marine service stations.

Any building, structure, or facility that does not fall within the exception of Section 6, Subsection A of NFPA 30A, Standards for Automotive and Marine Service Stations, 1984 Edition, or that is constructed after November 15, 2007, shall comply with the most recent applicable referenced standard for flammable and combustible liquids as referenced by fire code.

Article II. Policies

§ 233-6 Unlawful to interfere with fire controls.

The prohibited interference with fire controls consists of:

- (1) Giving a false alarm to any public officer or employee, whether by means of a fire alarm or otherwise;
- (2) Interfering with the proper functioning of a fire alarm system, sprinkler system or any fire suppression system;
- (3) Interfering with the lawful duties of any firefighter, fire department employee, city fire marshal, or fire chief in the performance of their duties;
- (4) Using city owned or leased fire apparatus or firefighting equipment without proper authority; or
- (5) Impersonating a fire official.

§233-7 Solid fuel burning appliance chimney.

Connectors serving solid-fuel-burning appliances shall not be connected to chimneys serving any other fuel-burning appliance unless the appliance to be installed has been approved by the Nationally Organized Testing Agency for connection to a chimney serving a fuel-burning appliance of any type.

§233-8 Storage of firewood.

A. No more than one full cord (measured as four feet zero inches by four feet zero inches by eight feet zero inches) of firewood shall be stored within a structure or upon a porch or patio connected thereto unless otherwise approved by the City Fire Marshal.

B. Amounts of firewood larger than one full cord shall be stored as far as possible from any structure as the physical limits of the property will permit. No woodpile shall be stacked higher than five feet unless properly contained to prevent collapse.

C. Firewood not for consumption on the premises shall be stored in the following manner:

(1) Individual piles that shall not exceed 5,000 square feet of contiguous area. Piles shall not exceed 50,000 cubic feet in volume or 10 feet in height.

(2) A clear space of at least 40 feet shall be provided between piles. The clear space shall not contain combustible material or nonfire-resistive vegetation.

§ 233-9 Fire hydrants.

A. General Information.

(1) City of Las Vegas Fire Department experience, National Fire Codes, Fire Insurance Regulations, ISO office and the City of Las Vegas Water Department provide the hydrant criteria which is used to determine required protection.

(2) The purpose of this Section 233-9 is to (i) attain adequate fire protection of life and property; (ii) achieve orderly development of the fire hydrant protection system; (iii) set forth guidelines and rules for development of a fire hydrant system; and (iv) set forth guidelines for the testing of a fire hydrant system. Said policies are the joint effort of the City of Las Vegas Fire Department and the City of Las Vegas Water Department.

(3) Water mains.

(a) Fire hydrants are generally installed on property sized water mains when water lines are extended, according to spacing criteria that varies according to proposed land use adjacent to the water line. The fire hydrant protection system may have to be supplemented with additional hydrants when actual development takes place.

(b) Cases also exist where water mains have been extended through undeveloped areas on unplatted land, and hydrants do not exist. Necessary hydrants must be installed when properly sized main lines exist adjacent to the undeveloped land. When properly sized main lines do not exist to provide required fire hydrant protection, it shall be the responsibility of the installer to upgrade the main to the appropriate size.

(4) Fire hydrants are to be located within the public right-of-way. The type of layout and size development shall dictate location of fire hydrants on private property.

(5) Each development is analyzed for fire hydrant needs by the City of Las Vegas Fire Department.

**B. General fire hydrant location requirements.**

(1) Definitions. As used in this section, the following terms shall have the meanings indicated below:

(a) Heavy use commercial shall mean properties consisting of 18,000 square feet or more and operating as light industrial, shopping center, high rise building, or multifamily units.

(b) Light use commercial shall mean properties consisting of less than 18,000 square feet and operating as light industrial, shopping center or multifamily with five or more units, which shall include townhouses.

(c) Residential shall mean single-family and two-family dwellings, duplexes, triplexes.

(2) Hydrant spacing requirements are 500 feet for residential, 450 feet for light commercial and 300 feet for heavy commercial.

(3) In residential areas and mobile home parks, there shall be one hydrant at each intersection with intermediate hydrants so that no hydrant is more than 500 feet from any other hydrant.

**C. New buildings, building additions or building reconstruction.** The following applies to buildings for which a building permit is required, including construction, additional construction or reconstruction.

(1) The City Fire Department shall review development plans to determine the fire hydrant protection requirements, the location, spacing and number of hydrants. Once the fire hydrant protection requirements are established in writing, the developer or builder shall make arrangements with the City of Las Vegas Water Department to provide the necessary water flow requirements.

(2) Hydrants shall be installed according with this Code's Chapter 440, Water Service and Operations, policies and standards and shall be available for use prior to the beginning of construction.

(3) Hydrants shall be installed at the developer or builder's expense, including (i) extension of City-owned water lines in accordance with City water extension policies; (ii) addition of fire hydrants to existing water lines; and (iii) private fire lines.

D. Existing development fire hydrant deficiencies. This following applies to existing development and buildings.

(1) The City Fire Department shall determine deficiencies in fire hydrant protection located on public rights-of-way.

(2) Where existing development poses a danger of life and property due to fire hydrant deficiencies existing on the private fire protection system, the City Fire Department shall require deficiency correction. The cost of this type of fire hydrant protection shall be solely the responsibility of the system owner.

E. Fire hydrant regulations.

(1) Fire Hydrants shall be regulated by this "Fire Code" Chapter 5 and Appendix C in the IFC, NFPA 291, Recommended Practice for Fire Flow Testing and Marking of Hydrants, 2019 Edition, and all Referenced Standards. This shall include but not limited to maintenance, inspections, testing, installation, and markings thereof.

(2) When two or more codes are in conflict the stricter of the two shall apply.

(3) Fire Hydrant Installation and Maintenance Requirements. In addition to the standards contained in this Fire Code, the following standards shall apply to all new hydrant installations, replacement and maintenance of existing hydrants on public water system that are required by the IFC to provide fire flow:

(a) For all new hydrant installations, either public or private, the installer shall color code the tops of the hydrant(s) to designate the level of service being provided by that hydrant. Color coding for existing and new hydrants shall be in accordance with the following:

Light Blue	1,500 GPM or greater
Green	1,000 to 1,499 GPM
Orange	500 to 999 GPM
Red	Less than 500 GPM
Black	Permanently Out of Service

(b) In addition to color coding new hydrants the installer shall also install blue street reflectors to indicate hydrant locations. Color coding of new hydrant(s) and the installation of blue street reflectors shall be completed prior to final approval of any development or new construction.

(c) Internal maintenance of public hydrants shall be the responsibility of the City Water Department. Private fire service hydrants and mains shall be protected and maintained by the owners in accordance with this Fire Code.

(d) Vehicles shall not be parked within 15 feet of a fire hydrant or fire department connection or a fire protection system control valve. These areas shall be marked with red and shall contain in white lettering "FIRE LANE – NO PARKING" in accordance with the Fire Code and the Fire Marshall's approval.

§ 233-10 Fee schedule.

Fees for permits and inspections will be collected in accordance with the fee schedule. Funds collected shall be placed into the 764 Fire Prevention Fund for support and growth of the Fire Prevention and Enforcement Bureau and its fire prevention operations.

Annual Permits:

Operational Permits (Per fire code and annual inspection)	\$25.00
Fireworks Vendor Permit (NMSA 60-2C-4 Section C)	\$25.00
Certificate of Fitness Permit (Must have NMSFO COF)	\$25.00

§ 233-11 Assisting fire departments.

In the event that the intensity of a fire within the City requires the assistance of other fire departments or other entities, all such assistance shall be under the general supervision and control of either the City's Fire Chief or the Fire Chief's designated agent.

PASSED, ADOPTED and ENACTED this \_\_\_\_\_ day of June, 2020.

\_\_\_\_\_  
Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

\_\_\_\_\_  
Scott Aaron, City Attorney

**Work Session**  
**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 5/26/2020

**DEPT:** City Clerk

**MEETING DATE:** 6/10/2020

**DISCUSSION ITEM/TOPIC:** Resolution 20-27, A resolution to adopt a municipal records retention schedule and email retention guidelines.

**BACKGROUND/RATIONALE:** This schedule has been developed to provide a uniform retention schedule across all municipalities. It will also allow some customization by individual municipalities.

**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:**

  
\_\_\_\_\_  
**WILLIAM TAYLOR, CITY MANAGER**

  
\_\_\_\_\_  
**SCOTT AARON, CITY ATTORNEY**  
(ALL CONTRACTS, ORDINANCES  
AND RESOLUTIONS MUST BE  
REVIEWED)

  
\_\_\_\_\_  
**MARY ROMERO, FINANCE DIRECTOR**  
(PROCUREMENT)

**CITY OF LAS VEGAS, NEW MEXICO**  
**Resolution No. 20-27**

**A RESOLUTION TO ADOPT A MUNICIPAL RECORDS  
RETENTION SCHEDULE AND EMAIL RETENTION GUIDELINES**

**WHEREAS**, the Governing Body acknowledges that a records information management and retention policy is essential to the property maintenance, storage and destruction of all records used, created, received, maintained or held by the City of Las Vegas (“City”); and

**WHEREAS**, previous schedules regarding record retention, as prepared by the New Mexico State Records and Archives Division (“NMSRAD”) and utilized by municipalities throughout the State of New Mexico, have been repealed by NMSRAD; and

**WHEREAS**, the New Mexico Municipal Clerks and Finance Officers Association have developed a New Mexico Municipal Records Retention Schedule which complies with the State of New Mexico retention requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO**, that the recitals are incorporated herein by reference and the Governing Body hereby adopts the following:

1. City records shall be held in accordance with the New Mexico Municipal Retention Schedule, as attached hereto. Such schedule may be updated from time to time by the City Clerk to adhere to federal, state or local changes in retention requirements.
2. Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the City Clerk.
3. Electronic mail (“Email”) shall be held in accordance with the Email retention guidelines attached hereto.
4. This Resolution replaces all previous retention schedules and Email policies for the City.

APPROVED AND ADOPTED this \_\_\_\_\_ day of June, 2020.

\_\_\_\_\_  
Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

\_\_\_\_\_  
Scott Aaron, City Attorney

## **E-mail Retention Guidelines**

### **1. What are the retention requirements for E-Mail?**

E-mail communications relating to municipal business are part of the Municipality's records and shall be retained depending upon the nature of the document, consistent with the retention requirements for that type of document. E-mail may include public records or transitory information. Only those e-mail classified as public records in the Public Records Act, or the Municipality's adopted records retention schedules, must be retained based on established retention periods published therein. The content of e-mail may vary considerably; therefore, each e-mail shall be evaluated to determine if it meets the definition of a public record.

### **2. Which E-mail constitute public records?**

E-mail and attachments identified as public records shall be retained and stored for as long as required under the appropriate retention period provided in the Municipality's adopted records retention schedules. E-mail that are public records include but are not limited to:

- A. Policies and directives;
- B. Correspondence or memoranda that contain final directives, determinations, instructions or guidance regarding public business;
- C. Minutes of the Governing Body or Boards and Commissions, advisory groups, ad-hoc committees or work groups developing programs;
- D. Messages that authorize, establish or complete a business transaction; or
- E. Final reports or recommendations such as to the Governing Body or Boards and Commissions or produced by task forces or study groups.

### **3. Which E-mail are NOT public records?**

Non-record and transitory e-mail do not set policy, provide directives, establish guidelines or procedures nor do they certify transactions; they may be destroyed at the discretion of the user. Non-record and transitory e-mail include but are not limited to:

- A. Duplicate copies of messages sent to multiple people;
- B. Personal messages and announcements not related to official City business;
- C. Preliminary drafts of letters, reports and memoranda;
- D. Messages considered brainstorming or preliminary thought processes in nature, reflecting the exchange of ideas preliminary to the development of a final decision or position of the City;
- E. Transmittal e-mail that do not add substantive information to the attachment(s) being transmitted;
- F. Copies of documents distributed for convenience or reference;
- G. Announcements of social events, such as retirement parties;
- H. Spam (unsolicited, commercial E-mail); and
- I. Messages to or from E-mail distributions lists (listserv) not directly related to City business.

### **4. Other Considerations**

- A. E-mail should be filed in a manner that enhances accessibility and assists in records management and retention.
- B. The attachment an e-mail contains falls under records management, not the e-mail which transmits it unless the body of the email adds substantive information to the attachment.

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.001		<p><b>Non-record Materials:</b> The following specific types of materials are defined as non-record and may be disposed of at the discretion of the Municipality when they have no more value/use to the Municipality.</p> <p><b>NOTE:</b> All other materials either related or received in pursuance of statutory requirements or in connection with the transaction of public business which belong to the office concerned are government property and not personal property of the officer or employees concerned. Therefore, any material not included in the above definition cannot be destroyed, given or taken away, or sold without complying with all the statutory requirements specifically relating to said records.</p>	<p>A. Extra copies of documents preserved for convenience or reference. B. Blank forms, books, etc. which are outdated. C. Preliminary drafts of letters, reports and memoranda which do not represent significant basic steps in preparation of record documents. D. Notes, audio and video recordings which have been transcribed, except where noted on municipal retention schedule. E. Routing and other interdepartmental forms which do not add any significant material to the activity concerned. F. Stocks of publication and processed documents preserved for supply purposes only. G. Form and guide letters, sample letters, form paragraphs. H. Materials neither made nor received in pursuance of statutory requirement nor in connection with the functional responsibility of the Municipality.</p>	None	General	1.15.3.101	
18.01.002		<p><b>Administrative Files (Manager/Department Head):</b> Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.</p>	<p>Files may include memoranda and reports concerning municipal or department policy, organizational and program development records, and non-routine fiscal data, and personnel information.</p>	5 years	General	1.15.3.106	
18.01.003		<p><b>Administrative Policies:</b> Prescribed standards which are specific to the function and purpose for which the municipality or department was created and exists.</p>		Until superseded by new code	General	1.15.3.115	
18.01.004		<p><b>Administrative Reference Files (Non-executive levels):</b> Routine office management files retained below the executive or department head levels.</p>	<p>Topics include such subjects as: job activities, program material, general office information, professional associations, charitable affairs, parking for staff, disaster preparedness, and other related topics. Included are convenience copies of memoranda, reports, printed matter, and other reference materials.</p>	until no longer needed for reference	General	1.15.3.107	
18.01.005		<p><b>Americans with Disabilities (ADA) Accommodations:</b> Records related to accommodations for disabilities under the Americans with Disabilities Act</p>	<p>File may include grievances, investigations and resolutions.</p>	3 years after file close	General	1.19.8.115	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		<b>Americans with Disability (ADA) Compliance Files:</b> Records concerning the Americans With Disabilities Act.	File may contain ADA plan, policies, grievance procedures, grievances, resolutions, etc.	Until superseded or 1 year after affected grievances have been resolved closed	General	1.19.8.115	
18.01.007		<b>Appraisals - Valuation:</b> Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		<b>Calendars and Schedules:</b> Records used to keep track of work related events and commitments of Municipal staff members or department calendar of events.	Record includes daily appointment books, calendars, and other records indicating dates for meeting and work activities. Also includes calendars of events and electronic calendars and schedules	Until no longer needed for reference.	General	1.15.3.134 1.15.3.135	
18.01.009		<b>Code of Conduct:</b> Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superseded by new code then review for historical value	General	1.15.3.152	
18.01.010		<b>Committee Files, Ad Hoc:</b> Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, NMSA 1978), with which the municipality-deals. (These committees do not formulate public policy, or discuss public business or take any action which the committee has authority to take.)	Files may contain minutes of meetings, reports, notifications, correspondence, memoranda, related documentation, etc.	Until no longer needed for reference.	General	1.15.3.113	
18.01.011		<b>Complaint Files:</b> Records related to complaints by the public relating to policies, procedures or business practices	File may include filing forms, recommendations, evaluations by staff, responses, resolution, etc.	1 year after close of file	General		
18.01.012		<b>Construction Project Files:</b> Records include capital project construction files.	Files may include construction plans or technical drawings. Example: Capital Improvement Plan (CIP) Projects. NOTE: Access to documentation of restricted/security areas shall be limited to authorized personnel only.	Permanent	General	1.15.3.126 1.19.8.109	
18.01.013		<b>Correspondence (Elected/Executive Level):</b> Correspondence related to the municipal administration. NOTE: This record group includes the correspondence files of all elected and appointed officials.	Communications concerning coordination of programs, policy, and responsibilities of a non-routing nature that impact on the municipality or its departments.	2 years after close of fiscal year in which created then review for historical value	General	1.15.3.108	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.014		<b>Correspondence (Staff Level):</b> Routine correspondence created or retained below the level of Department head and division levels.	Letters and memoranda reflect communication regarding program procedures, general work activities, and responses to information requests.	1 year after close of fiscal year in which created	General	1.15.3.109	
18.01.015		<b>Denied, Rejected or Withdrawn Records:</b> Records which are incomplete, have no merit or have been denied, rejected or withdrawn.	Example: public records request, denied bid or request for proposal, variance request, zoning map amendment, infrastructure development plans, conditional use permits, etc.	2 years after file close	General	1.15.3.708	
18.01.016		<b>Equipment and Supplies:</b> Records related to equipment, including software.	File may contain operating manuals, warranties, related documentation, correspondence, memoranda, etc. Example: traffic signal equipment, well pumps, fire hydrants, pump curves, etc.	3 years after disposition of equipment	General	1.15.3.129	
18.01.017		<b>Facility Use Agreements:</b> Records concerning the use municipal facility by an outside party.	File may contain request, approval, schedule, copy of organizational bylaws, etc.	4 years after termination of agreement	General	1.19.8.551	
18.01.018		<b>Feasibility Studies:</b> Studies requested/conducted prior to the acquisition, installation, implementation, and or purchase of new technologies, equipment, properties, projects, etc. NOTE: Studies may be incorporated into other files (i.e. project files).		5 years after completion or cancellation of study.	General	1.15.3.151	
18.01.019		<b>Incident Files:</b> Records concerning occurrences such as injuries to members of the public occurring on municipal property or damage to private property by municipal employees.	File may contain incident report, damage survey report, cost estimates, photographs, witness statements, etc. Includes bomb threat reports, damage to equipment or property, etc.	3 years after file close	General	1.15.3.501	
18.01.020		<b>Indexes and Finding Aids:</b> Indexes, lists, registers, and other finding aids used to provide access to records.	Example: Legal Case Index	Until superseded or until related records are destroyed.	General	1.15.3.149 1.15.3.404	
18.01.021		<b>Insurance Claims:</b> Records concerning claims filed against insurance carried by the municipality.	Records of the amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers. Example: tort claim, etc.	3 years after case closed or until settlement agreement terms are met	General	1.15.3.201	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.022		<b>Insurance Policies:</b> Records concerning municipal insurance coverage.	File includes policies for building and contents, equipment, automobiles, workers compensation, group health, certificates of liability, etc.	10 years after expiration of policy provided no claims/suits pending	General	1.15.3.201 1.15.3.202	
18.01.023		<b>Inventories:</b> Records related to the control of supplies and stock inventory.	Example: Supply list, Annual Inventory of Zoo Animals	3 years after audit report	General	1.15.3.129 1.19.8.932	
18.01.024		<b>Joint Powers Agreements:</b> Written contractual agreement entered into between two or more public agencies subject to any constitutional or legislative restrictions imposed upon any of the contracting public agencies. (Joint Powers Agreement Act, 11-1-1 to 11-1-7 NMSA 1978)		10 years after termination of agreement	General	1.15.3.145	
18.01.025		<b>Leases:</b> Leases and related records, does not include mineral leases.		3 years after close of file	General	1.15.3.125	
18.01.026		<b>Lists and Directories:</b>	Includes mailing lists, telephone directories and rosters compiled by the department. Example: Employee listing, mandatory employee training list. etc.	Until superseded	General	1.15.3.136	
18.01.027		<b>Logs - Fiscal:</b> Records documenting fiscal events or used to monitor or control.	Example: Abandoned Vehicle, Traffic Ticket, etc.	3 years after audit released	General	1.19.8.955	
18.01.028		<b>Logs - General:</b> Records documenting events relevant to a particular system and used to monitor or control.	Example: Telephone, Contract/Agreement, Employee Number, Equipment & Vehicle Maintenance, Legal Case, Wrecker/Impound, Detention Work Activity File, etc.	Until no longer needed, then review for historical value	General	1.15.3.132 1.15.3.306 1.15.3.403 1.15.3.510 1.15.7.112 1.19.8.820 1.19.8.861	
18.01.029		<b>Maintenance &amp; Repair:</b> Records related to the maintenance and repair of municipal owned and operated buildings, facilities and grounds.	File may include work orders, maintenance reports, related documentation, correspondence, memoranda, service agreements, etc.	3 years after date of last entry	General	1.15.3.128 1.15.3.133 1.19.8.306	
18.01.030		<b>Maps, Drawings and Plans:</b> Maps and surveys of municipal owned assets including property, facilities, buildings and infrastructure. Information concerns roads, property lines, corners, monuments, road marker placements, structures, sites, and other related data.	Show streets, developments, subdivisions, traffic, population, utility services, sectors, neighborhood plans, etc. Example: Election district maps, municipal boundaries, etc.	Permanent	General	1.15.3.127	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		<b>Material Safety Data Sheets (MSDS):</b> Records concerning safety information on chemical products used by the staff.	Access to documentation of restricted or security areas (i.e., correctional facilities, museum and archival vaults, etc.)	30 years after discontinuance of substance per 29 CFR 1910.1020(d) (1)(ii)(B)	General	1.15.3.208	
18.01.032		<b>Photographs:</b> Photographic proofs and negatives of Department activities.	shall be limited to authorized personnel only.	Until no longer needed for reference then review for historical value	General	1.15.5.124	
18.01.033		<b>Policies and Procedures:</b> Manuals of policies and procedure prepared and published for the guidance of public officers and employees engaged in operations required for the efficient operation of government,	File may include procedures for acquiring space, budgeting, accounting, purchasing, contracting, vouchering, printing, appointment and dismissal of employees, record maintenance, etc.	Until superseded by new manual of procedure	General	1.15.3.114	
18.01.034		<b>Press and News Releases:</b> Records related to official government press, news releases and notices.	Example: press releases	Until no longer needed for reference, then review for historical value	General	1.15.3.123	
18.01.035		<b>Primary Mission Records:</b> Files concerning the establishment of the municipality, its development and policies, its progress, operation summaries, plans for the future development, incorporation, historic records etc.		Permanent	General	1.15.3.103	
18.01.036		<b>Project Control File, Non-construction:</b> Memoranda, reports and other records documenting assignments, progress, and completion of projects.		1 year after close of fiscal year in which project completed or canceled	General	1.15.3.150	
18.01.037		<b>Property Assessments:</b> Records concerning the assessment of real property (lien) initiated by petition or declaration of imminent domain to improve or develop community infrastructure.	Files may contain petitions, correspondence, memoranda, assessment value documentation, challenges to assessed values, final action of governing body, etc.	3 years after close of fiscal year in which final action taken	General	1.19.8.206	
18.01.038		<b>Property Files:</b> Records of real property owned or used by municipality.	Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, title insurance and related correspondence. Also includes easements, right-of-ways and appraisals, Example: water rights	Deeds and related documentation: Permanent. After property is sold, disposed of, or relinquished, review for historical value.	General	1.15.3.125	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.039		<b>Public (IPRA) Records Files:</b> Records concerning requests to provide records.	File may include procedures, custodian of record appointment, requests to review/copy documents, copies of denial to review/copy documents, copies of memoranda extending time to respond to request, copies of memoranda stating that this Department is not responsible for maintaining record requested and is forwarding request to appropriate custodian, etc.	1 year after file close	General	1.15.3.708	
18.01.040		<b>Publicity and Promotions:</b> Records related to marketing of the municipality including, but not limited to, advertising and public relations with the media including newspapers, television and magazines	File may include biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items. Example: Community Development Report	Until no longer needed for reference, then review for historical value.	General	1.15.3.121 1.15.3.208	
18.01.041		<b>Reference Files:</b> Records related to information received from other agencies, commercial or private entities and other reference materials which are maintained solely for ease of access and reference. Reference files are also departmental copies of records and reports from finance, human resources, administration, etc.	Files may include convenience copies of memoranda, reports, subject files and other reference materials. Example: Conference or workshop attended file, etc.	Until no longer needed for reference Finance files: until audit report released	General	1.15.3.102	
18.01.042		<b>Reports - General</b>	Includes state required quarterly and annual reports for various City activities, routine and interim reports, and departmental annual reports.	2 years after date file closed	General	1.15.3.117	
18.01.043		<b>Reports - Injuries:</b> Records related to reports of injuries resulting in no action or claim.	Includes notice of accident, etc.	2 years after date of accident report	General	1.15.3.118	
18.01.044		<b>Security and Access:</b> Records related to security and access	Example: visitor control files, detention visitor control files, key accountability records, security gate entrance card files, etc.	3 years after date file closed	General	1.15.3.122 1.15.3.511 1.15.3.512 1.19.8.857 1.19.8.957	
18.01.045		<b>Speeches, Elected Officials:</b> Speeches and presentations given by executive level personnel and related records.	Speeches concern program procedure, work activities, and related concepts.	Until no longer needed for reference, then review for historical value.	General	1.15.3.137	
18.01.046		<b>Transportation and Trip Permits:</b> Records related to transportation and trip permits, travel.	File may include date, vehicle number, destination, persons traveling, etc. Example: trip ticket	3 years after date file closed	General	1.15.5.314	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.047		<b>Video Recordings:</b> General or documentary films produced by the municipality.		Until informational value ends, then transfer to archives for review	General	1.15.3.122	
18.01.048		<b>Work Orders:</b> Records related to work and job orders for repair and maintenance of property, IT support, etc.	Example: IT Service request/ticket, utility customer service, etc.	1 year from date file closed	General	1.15.3.133 1.15.3.801 1.19.8.554	
18.02.001		<b>Legal Case Files:</b>	Records may contain complaints, court order, motion, pleadings, notes, briefs, releases, investigative reports, investigative activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE: Case files involving real property where the state has an interest shall be retained for 10 years after case closed or until state no longer has an interest, whichever is longer.	10 years after case closed <i>Confidential: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978.</i>	Legal	1.15.3.401	
18.02.002		<b>Legal Case Files - Juveniles:</b>		10 years after case closed or until any minor involved attains age 21, whichever is longer <i>Confidential: 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978.</i>	Legal	1.15.3.401	
18.02.003		<b>Legal Opinions:</b> Records requesting legal office to render or issue an opinion.	File may contain request, opinion, relating documentation, correspondence, memoranda, etc.	Permanent	Legal	1.15.3.405	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.001		<b>Accounts Payable:</b> Records relating to accounts payable including, but not limited to, purchasing and reimbursements.	File may include invoices, checks, vouchers, warrants, check registers, correspondence, memoranda, reports, transaction register, encumbrance documents, open purchase order report, payment request, etc. Example: Confidential Source Payment Files, etc.	3 years after audit report	Finance	1.15.3.131 1.15.5.304 1.15.5.309 1.15.5.310 1.15.5.311 1.15.3.312 1.15.5.313 1.15.5.316 1.15.5.317	
18.03.002		<b>Accounts Receivable:</b> Records concerning payments made to the municipality for goods and services and or other revenue sources.	File may include receipts, deposit slips, bank statements, correspondence, invoices for services/goods supplied by the municipality, memoranda, daily cash reports, reconciliation of cash transactions, monthly revenue report, utility payment stubs, utility billing register, etc.	3 year after audit report	Finance	1.15.5.202 1.15.5.203 1.15.5.204 1.15.5.205 1.15.5.206 1.15.5.207 1.15.5.508 1.15.5.566 1.19.8.557	
18.03.003		<b>Audit Reports:</b> Printed report documenting the annual audit of funds. These reports, prepared by an outside accounting firm, are categorized by the various offices and further classified by accounts to which they relate. This series also includes semiannual and special audits.	Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.	Permanent	Finance	1.15.5.510	
18.03.004		<b>Budget - Operating:</b> Records related to the request, recommendation and approved annual budget.	File includes workpapers used in preparing the operating budget, budget adjustment requests, budget request, monthly status report,	3 years after audit report	Finance	1.15.5.101 1.15.5.102 1.15.5.103 1.15.5.104 1.15.5.105	
18.03.005		<b>Collections:</b> Records related to collections of funds including, but not limited to, bankruptcy.		3 years after audit report	Finance		
18.03.006		<b>Construction Grant Records:</b>	File may include grant administration files, consultant contracts, submittals, construction records, grant funds, cash flow, etc. Example: Capital Improvement Plan (CIP) projects	10 years after completion of project	Finance	1.19.8.109	
18.03.007		<b>Contract Tax File (Form 1099):</b> Records concerning the reporting to the IRS on monies paid out by agency on technical and professional service contracts.		1 year after termination of contract, provided audit report released	Finance	1.15.5.319	

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Record No. LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.008	<b>Contract and Agreement:</b> Records concerning contracts let through bid by the Purchasing Department, technical/professional services contracts, lease/rental contracts, agreements, etc.	File may include contract/agreement, bid information, contract/agreement specifications, correspondence, memoranda, etc. Example: Maintenance Service Agreement, etc.	4 years after termination of contract or agreement	Finance	1.15.3.128 1.15.5.305	
18.03.009	<b>Donations:</b> Records related to donations of funds and assets to or from a government entity.	File may include correspondence, gift agreement, etc.	3 years after audit report	Finance		
18.03.010	<b>Employer's Quarterly Federal Tax Return File (Form 941):</b> Records concerning municipality's reporting of federal taxes withheld.	File contains employer's quarterly federal tax return (Form 941) and associated worksheet.	10 years after calendar year created	Finance	1.18.341.415	
18.03.011	<b>Fixed Assets:</b> Records related to the control of fixed assets.	File may contain item description, item location, identification number, date of acquisition, original cost, depreciation, etc.	3 years after audit report	Finance	1.15.5.509	
18.03.012	<b>Garnishments:</b> Records concerning determination and initiation of garnishment deductions to employee payroll.	File may include write of garnishment, check-write gross to net record, IRS levy, form letters to paralegal, correspondence, etc.	3 years after termination of employee	Finance	1.15.6.108	
18.03.013	<b>General Finance Records:</b> Records concerning the accounting of municipal funds	Includes detail general ledger report, journals, ledgers, account transfer orders, journal vouchers, quarterly DFA report, opening cash balance reports,	3 years after audit report	Finance	1.15.5.304 1.15.5.309 1.15.5.314 1.15.5.501 1.15.5.502 1.15.5.505	
18.03.014	<b>Grant Administration Files:</b> Records concerning contracts and grants received by the municipality. Also includes redistribution of grant funds by the municipality.	Records include block grants (CDBG), negotiated grants, federal agency grants, state agency grants (i.e., agency on aging), entitlement grants, etc. Files may contain municipality's application for grant, grant award notification, applications to the municipality for sub-grant monies, copies of sub-grant award notifications, sub-grantee expenditure reports, copy of final expenditure report, reports as required by grant, etc.	6 years after termination of grant	Finance	1.15.5.208 1.19.8.209	
18.03.015	<b>HUD Reporting File:</b> Copies of reports required by and submitted to HUD.	File may include accounts reconciliation, budget, statisticalm, assessment, evaluation, etc.	3 years after close of fiscal year in which created	Finance	1.19.8.307	

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Record No. LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.016	<b>Internal Audit File:</b> Internal audits of municipal programs, operations, and of external contractors and grantees (ex. Lodger's tax audit). This record series does not include municipality's external audit report.	File may contain audit plan, entrance or exit conference documentation, procedure questionnaires, correspondence, memoranda, supporting documentation, and final audit report.	5 years after close of fiscal year audited	Finance	1.15.3.148	
18.03.017	<b>Non-Tax Transaction Certificates:</b> Non-tax certificates issued through the municipality for the purchase of goods or services.		1 year after last transaction or until audit released <b>NOTE:</b> new certificates are issued by Taxation and Revenue every 10 years, 7-9-43D, NMSA 1978	Finance		
18.03.018	<b>Payroll Files:</b> Records documenting wages paid to employees for services rendered, deductions, etc.	Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, . etc. File may include: time sheets, time cards, leave records, overtime file, miscellaneous deductions (United Way, Credit Union, etc.), personnel action forms, payroll vouchers, payroll sign-out sheets, warrants, checks, trial payroll, bi-weekly or monthly payroll register (excluding the year-end report), monthly benefit remittance, employee year-to-date report, personnel action/status change request, etc.	3 years after audit report	Finance	1.15.3.142 1.15.5.402 1.15.5.404 1.15.5.405 1.15.5.406 1.15.5.407 1.15.5.408 1.15.7.105 1.15.7.708	
18.03.019	<b>Payroll Register, Year End Report:</b> Documents wages paid to employees for services rendered. Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, etc.		55-years after date created	Finance	1.15.5.404	
18.03.020	<b>Petty Cash Fund Files:</b> Records concerning the use of petty cash monies.	File may include petty cash request, petty cash vouchers, petty cash canceled checks, petty cash bank statements, receipts, cash reconciliation, etc.	Until Audit Report released	Finance	1.15.5.511	
18.03.021	<b>Purchasing:</b> Records concerning the purchase of goods and services for the municipality.	File may include purchase documents such as bids, quotes, request for proposals (RFP), requisitions, purchase orders, etc. <b>NOTE:</b> some purchasing documents also be part of the Accounts Payable file.	3 years after audit report	Finance	1.15.5.302 1.15.5.303 1.15.5.307 1.15.5.308	

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Record No. LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.022	<b>Reports - Accounting:</b> Records related to accounting processes and controls.	Example: DFA Quarterly Report, etc.	3 years after audit report	Finance		
18.03.023	<b>Signature Authorizations:</b> Record authorizing person to sign fiscal documents, personnel documents, etc.		1 year after close of fiscal year in which no longer authorized	Finance	1.15.3.140	
18.03.024	<b>Surplus and Disposal:</b> Records related to the disposal of surplus equipment.	File may contain inventories, records of disposal, accounting information, related documentation, correspondence, memoranda, etc.	3 years after audit report	Finance	1.15.3.130	
18.03.025	<b>Vendor Management Files:</b> Records related to management of vendors.	Files may contain vendor name, address, etc.	3 years after file close	Finance	1.15.5.301	
18.03.026	<b>W-2 Reports:</b> Employer's copy of employees' total earnings and withholdings for the calendar year reported to the Internal Revenue Service.	Information includes employer's name and address, employee's social security number, federal income tax withheld, FICA taxes withholding	5 years after close of calendar year for which created	Finance	1.15.5.409	
18.04.001	<b>Background Investigations - Hired:</b> Records concerning the work and personal history of hired employees.	File may include application, authorization, investigation, final report, etc.	3 years after employee terminated or retired <i>Confidential: 14-2-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.002	<b>Background Investigations - Not Hired:</b> Records concerning the work and personal history of prospective employees.	File may include application, authorization, investigation, final report, etc.	3 years after investigation <i>Confidential: 14-2-ID, NMSA 1978</i>	Human Resources	1.15.7.103	
18.04.003	<b>Classification And Compensation Plan:</b>	File may include specification number, salary range, abbreviated title, full title, etc.	3 years after superseded	Human Resources	1.15.7.122	
18.04.004	<b>Classification Study Files:</b> Special studies for proposed classifications;	File may include but are not limited to job description, task statements, methodology, description of study, salary surveys, relative correspondence, etc.	10 years after study is superseded	Human Resources	1.15.7.119	
18.04.005	<b>Drug and Alcohol Abuse Program Files:</b> Records concerning the administration of the agency's alcohol and drug abuse program.		3 years after close of fiscal year in which created	Human Resources	1.15.3.141	
18.04.006	<b>Drug &amp; Alcohol Testing:</b> Records related to drug and alcohol testing of employees	May include explanations/challenges of confirmed positive test results	1 year from date of determination <i>Confidential: 14-2-ID, NMSA 1978</i>	Human Resources	1.15.6.121	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.007		<b>Employee Eligibility Verification (FORM I-9) Files:</b> Records documenting the employer's determination, verification and re-verification of eligibility that an employee is authorized to work in the United States.	File may include form I-9 (i.e., employee name, address, date of birth, social security number, attestation of citizenship, etc.), copy of social security card, copy of employment authorization with photo, copy of driver's license, copy of birth certificate, copy of U.S. citizenship identification card, etc.	3 years from date of hire or 1 year from date of separation of employment, whichever is later (8 CFR 274A.2) <i>Confidential: Portions of this record may be confidential pursuant, but not limited to, 5 USC, Section 552a (i.e., social security number).</i>	Human Resources	1.15.7.120	
18.04.008		<b>Employee Medical Records:</b> Records related to employee medical records excluding cases of hazardous material exposure.	File may contain employee physical (pre- and/or post-employment), psychological reports, return to work forms, vaccination records, etc.	3 years after employee terminated <i>Confidential: 14-2-1.A, NMSA 1978</i>	Human Resources	1.15.6.1271. 15.6.130	
18.04.009		<b>Employee Medical Records - Hazardous Materials:</b> Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010		<b>Equal Employment Opportunity (EEO) Statistics Annual Printout:</b>		Permanent	Human Resources	1.15.7.126	
18.04.011		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:</b>		5 years after file closed	Human Resources	1.15.3.143	
18.04.012		<b>Equal Employment Opportunity (EEO) and Affirmative Action - Other records:</b>		2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>	Human Resources	1.15.3.143	
18.04.013		<b>Equal Employment Opportunity (EEO) and Affirmative Action Plans:</b> Required annual by state and federal law, these are department assessments of internal employment practices with specific policies and procedures designed to eliminate the effects of institutional discrimination.		3 years after issued or until no longer needed for reference	Human Resources	1.15.7.125	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.014		<b>Equal Employment Opportunity and Affirmative Action - Regulations and Policies:</b> Records concerning agency's affirmative action/equal opportunity program.	File may include regulations and guidelines, policies, reports, studies, correspondence, and related records.	Until obsolete or superseded, then review for historical value	Human Resources	1.15.3.143	
18.04.015		<b>Grievance and Complaint Files, Employee:</b> Records related to filing of grievances and investigations related to employees.	File may include complaint or grievance, correspondence, investigation, summary of hearing, exhibits, committee decisions, transcripts, resolutions, depositions, etc. Example: Affirmative Action or EEO complaint, Collective Bargaining grievance, etc.	3 year after file closed	Human Resources	1.15.7.127	
18.04.016		<b>Group Insurance Employee Files:</b> Records concerning individual employee policy holders' records.	File may contain waiver and enrollment forms for group insurance in effect	3 years after employee terminated or retired, or 3 years after termination of effective period. <i>Confidential: 14-6-1, NMSA 1978</i>	Human Resources	1.15.3.202	
18.04.017		<b>Hiring and Recruitment:</b> Records concerning the hiring/recruitment of municipal employees. May include promotional and transfer opportunity notices.	File may contain job posting, applications for employment, interview questions, list of applicants, correspondence, search committee findings and recommendations, etc. May also include promotional and transfer opportunity notices.	3 years after file close	Human Resources	1.15.3.120 1.15.3.144 1.15.6.137 1.15.7.111	
18.04.018		<b>Human Resources Memoranda:</b> Personnel office memoranda		Permanent	Human Resources	1.15.7.124	
18.04.019		<b>Job Description:</b>	File includes job title, definition, supervision and guidelines, examples of work performed, distinguishing characteristics, minimum qualifications, working conditions.	Once new description is issued	Human Resources	1.15.7.116	
18.04.019		<b>Labor Relations:</b> Records related to labor relations and collective bargaining.	Files may contain copy of certification of labor organization as the exclusive representative of employees, mediation documentation and recommendations, agreements, grievances, etc.	3 year after file closed	Human Resources	1.19.8.116	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.020		<b>Municipal Organizational Charts:</b> Records that reflect the organizational structure of the municipality and its departments.	Information includes a diagram, which shows a systematic and symbolic arrangement of an agency's divisions and program areas by name and function.	Until superseded and until no longer needed for reference, then transfer to archives	Human Resources	1.15.3.104	
18.04.021		<b>Personnel Action/ Status Change Request:</b>	May include rate changes, hires, transfers, promotions, terminations, and employee address update.	3 years after file close	Human Resources	1.15.7.121	
18.04.022		<b>Personnel Files:</b> Records concerning an individual's employment with the municipality.	Includes application for employment, resume, transcripts, personnel action/ status change form, job description, test grades, education certificates of completion, performance evaluations, disciplinary actions, commendations, recommendations, disclaimers, background investigation records, law enforcement oath of office, etc. <i>Note: Matters of opinion are confidential per 14-2-1(3), NMSA 1978</i>	55 years after employee terminated or retired	Human Resources	1.15.7.101	
18.04.023		<b>Retirement Records - PERA:</b> Records related to retirement contributions of employees to PERA.	File may contain PERA application, certification, changes, refunds, financial ledger, correspondence, etc.	3 years after employee terminated or rehired	Human Resources	1.15.7.106	
18.04.024		<b>Retirement Records - Non-PERA:</b> Record related to membership in retirement funds and plans for retired employees not PERA.		70 years after employee's date of birth or 6 years after deceased	Human Resources	1.15.7.106	
18.04.025		<b>Surety Bond - Claims:</b> Records concerning claims filed against a surety bond policy.		3 years after case closed	Human Resources	1.15.3.204	
18.04.026		<b>Surety Bond - Policy:</b> Records concerning surety bond coverage of agency employees and persons acting on behalf of or in service to the agency in any official capacity	File may contain certificates of surety	10 years after expiration of policy, provided no claims or suits pending.	Human Resources	1.15.3.204	
18.04.027		<b>Training Material:</b> Records related to conferences, workshops or courses conducted by municipal personnel.	File may contain agendas, programs, handouts, reports, training materials, list of attending employees, critiques, questionnaires, correspondence, memoranda, related documentation, etc. Example: Crime prevention instruction, etc. <i>Note: Certificates of completion become part of employee's personnel file.</i>	3 years after course conducted	Human Resources	1.15.3.122 1.15.3.138 1.15.7.128 1.19.8.823	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.028		<b>Unemployment Compensation Claims - Quarterly Printout:</b> Report compiled from records maintained by Employment Security Department.	File may contain name, social security number of claimant, eligibility, paid benefits, etc.	3 years after audit released	Human Resources		
18.04.029		<b>Volunteers:</b> Records related to volunteers.	File may contain application, liability waiver, releases, etc.	1 year after audit released	Human Resources		
18.04.030		<b>Worker's Compensation Claims:</b>	File may contain copies of investigation reports, notice of accident, medical and documentation reports, copies of medical bill submitted by claimant, record of paid benefits, etc.	3 years after end of calendar year in which file closed <i>NOTE: Claim files containing health information are confidential. (14-6-1, NMSA 1978)</i>	Human Resources	1.15.3.205	
18.05.001		<b>Data backup:</b> Files stored in cloud based systems or other mass storage media as backup to working files or archives of past data.		Until replaced by more current backup or until archives are no longer needed for reference.	Information Technologies	1.15.3.301	
18.05.002		<b>Network Security Audit Files:</b> Records documenting security audits conducted on electronic information systems.	Files may include risk assessment report, business process analysis, final audit report and determinations, correspondence, etc.	5 years from date of final report <i>Confidential: Portions of this record may contain confidential information pursuant, but not limited to 44 U.S.C. 3544(a)(1)(A).</i>	Information Technology	1.15.3.300	

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Record No.	I.O	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.05.003		<b>Systems and Networks:</b> Software and documentation for operation systems.	Files may include data systems specifications, systems test documentation, file specifications, user guides, output specifications, reports, and information retrieval data. Proprietary software is confidential (copyright, protection of rights, 17 USC, section 102,106, and 117). System test documentation for approved systems may be destroyed one year after completion of testing.	1 year after discontinuance of system, provided all magnetic data files are authorized for disposal or transferred to new or alternate system	Information Technologies	1.15.3.301	
18.05.004		<b>Web Management:</b> Records related to management of public websites including, but not limited to, design, graphics, formats and links. The overall design of a website, which can encompass hardware and software, consisting of the how the components are designed, connected to, and operate with one another. The architectural design also contains information on the development and maintenance of informational or transactional websites that may contain documentation on the platform and associated software necessary to operate and maintain an internet or intranet presence.	Records and information hosted electronically and accessible through the internet or intranet. File may contain web platform or software.	1 year after discontinuance of the system.	Information Technology	1.15.3.306	
18.05.005		<b>Web Management - Content:</b>	A website may contain information regarding the mission of an agency or the reason for the establishment of a web presence. The website may contain replicated information from an agency such as, names of staff, announcements of meetings, calendar of events, press releases, annual reports, strategic plans, surveys, images, multimedia, audio, transactional forms or pages (e-commerce), etc. The website may also contain unique information found only on the website.	1 year after site is updated or changed	Information Technology		
18.05.006		<b>Web Management - Transactional web site:</b>	File may contain or support transaction such as registrations, purchases, etc.	3 years after site is updated or changed.	Information Technology		
18.06.001		<b>Assessments and Taxes:</b> Records concerning the various levies imposed by ordinance.		3 years after close of fiscal year in which assessment is paid	Clerk	1.15.5.201	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.002		<b>Business License and Business Registration:</b> Records concerning the issuance of business licenses and/or business registrations.	Files may contain application for license or registration, fee receipts, license or registration stub, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.8.105 1.19.8.106	
18.06.003		<b>Claim of Lien:</b> Records concerning liens placed against private property for services rendered by the municipality.	Files may contain claim of lien, assessment table, copy of notice of public hearing, copy of notice of violation, court order, copy of work order, copy of billing, release of lien, correspondence, memoranda, etc.	6 years after lien release	Clerk	1.19.8.117	
18.06.004		<b>Election Campaign Contribution Reports:</b> Records concerning the contribution to fund campaigns of candidates or special issues.	Reports may show name of contributor, amount of contribution, candidate name, etc.	2 years after election date or until termination of office, whichever is longer	Clerk	1.19.8.154	
18.06.005		<b>Election District Files:</b> Records concerning the creation of election voting districts.	Files may contain petitions, census information, boundary proposals, public hearing information, consultant information, contractual documentation, copies of ordinance adopting voting districts, final district delineation, district maps, etc.	2 years after superseded by new redistricting	Clerk	1.19.8.151	
18.06.006		<b>Election Administration - Ballots:</b> Ballots and voting material from regular and special municipal elections.	Files may include ballots, voting machine permits, application for absentee ballots, absentee ballots and envelopes, sample ballots, etc.	45 days after canvass or resolution of contest or recount (1-12-69B, NMSA 1978)	Clerk	1.19.8.153	
18.06.007		<b>Election Administration - Canvass:</b> Record showing the official results from regular and special municipal elections.	The official canvass is filed in the minute book of the municipality.	Permanent	Clerk		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.008		<b>Election Administration - Other:</b> Records concerning regular and special municipal elections held for the purpose of electing municipal officers or considering any other question placed on the ballot by the governing body.	Files may include the petitions, copy of election resolution, declarations of candidacy and withdrawals, absentee ballot register, absentee voter lists and affidavits of destruction, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, proof of all publications, copies of all election material required to be published or posted, ballot labels, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, amended certificates of canvass, results of recounts, rechecks, contests, re-canvass, precinct board files, etc.	2 years after the election. NOTE: State law retention when there is no contest, recount or judicial inquiry is only 45 days after canvass. (1-12-69B, NMSA 1978)	Clerk	1.19.8.153	
18.06.009		<b>Election Administration - Special Election Files:</b>	Files may include the absentee ballot register, absentee voter lists and affidavits of destruction, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, election resolution, proof of all publications, copies of all election material required to be published or posted, ballot labels, affidavits of triplicate voter registration or certificates submitted by voters, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, results of recounts, rechecks, contests, re-canvass, precinct board files, etc.	3 years after election (1-24-4, NMSA 1978)		1.19.8.153	
18.06.010		<b>Franchise Files:</b> Records establishing the terms in which utility may use municipal termination of rights of way.	Files may include copy of right of way contract (ordinance), studies, reports, work papers, etc.	6 years after termination of franchise	Clerk	1.19.8.401	
18.06.011		<b>Industrial Revenue Bonds:</b> Records concerning the issuance of municipal revenue bonds to acquire, own, lease, or sell projects for the purpose of promoting industry and trade other than retail trade.	Files may include agreement for the abatement of taxes, project descriptions, industry or trade information, correspondence, memoranda, etc.	6 years after termination of agreements beyond the bond life	Clerk	1.19.8.111	
18.06.012		<b>Liquor Licenses :</b> Records concerning the issuance of Municipal liquor licenses.	Files may contain application for license, license stub, license fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.8.104	

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Record No. LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.013	<b>Meetings - Agendas:</b>	File may include agenda package, public hearing notices, etc.	After next meeting date but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.014	<b>Meetings - Minutes:</b> Records related to meetings of statutory and policy making bodies.	Information includes agenda, date, place, list of attendees, and a summary of discussion and decisions. Official minutes may also include all informational attachments such as reports, surveys, proposals, studies, and charts distributed to members for discussion and for use in making decisions on agency policy, planning, and administrative matters. Official minutes shall include only those documents and attachments that have been formally introduced as part of a record.	Minutes of meetings of Governing Body meetings, boards, commissions, and/or other policy-making bodies, as defined in open meetings Act (10-15-1, NMSA 1978): Permanent	Clerk	1.15.3.119	
18.06.015	<b>Meetings - Minutes of Other Bodies:</b>	Minutes of non-policy making bodies.	5 years	Clerk	1.15.3.119	
18.06.016	<b>Meetings - Recordings:</b> Audio or video recordings of meetings		After minutes have been transcribed and accepted at the next meeting but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.017	<b>Municipal Bond Certificates of Destruction:</b>	File may include number and maturity of the bond, note, certificate, coupon, the date paid, etc.	6 years after date created (6-10-62, NMSA 1978)	Clerk	1.19.8.112	
18.06.018	<b>Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness:</b> Record of debt incurred by the municipality.	Files include notes, interest coupons, certificates of indebtedness, etc.	2 years after final payment (6-10-62, NMSA 1978)	Clerk	1.19.8.110	
18.06.019	<b>Municipal Bond Schedule and Bond Register :</b>	Shows bond issue number, date issued, amount of issue, date of maturity, and date paid.	10 years after date of maturity (37-1-25, NMSA 1978)	Clerk	1.19.8.113	
18.06.020	<b>Oath of Office:</b> Oaths of elected municipal officials.	Oath may show municipal office, name of elected or appointed officer, affidavit, date, signature, etc. Oaths of Office are traditionally added to municipal minute book, along with Canvass of Election.	Permanent	Clerk	1.19.8.155	

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<b>Record No. LO</b>	<b>RECORD SERIES NAME</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>RETENTION</b>	<b>Department</b>	<b>Old No.</b>	<b>NOTES</b>
18.06.021	<b>Ordinance Code:</b> Compilation of current municipal regulations.		Until superseded by new compilation then review for historical value	Clerk	1.19.8.102	
18.06.022	<b>Ordinances:</b> Regulations adopted by the municipal governing body.	Files may contain original regulation adopted, amendments, repeal information, proof of publication, legal notices, etc.	Permanent	Clerk	1.19.8.101	
18.06.023	<b>Permits, Short Term:</b> Records concerning the issuance of permits to participate in non-business activity (e.g., charitable solicitations, parades, gatherings, displays, garage sales, etc.).	Files may contain application for permit registration, registration stub, registration fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which permit issued	Clerk	1.19.8.107	
18.06.024	<b>Petitions:</b> Records concerning requests on a variety of issues (e.g. traffic light installation, speed bump installation, etc.).		1 year after close of fiscal year in which received	Clerk	1.19.8.114	
18.06.025	<b>Records Retention and Disposition Schedule:</b>	Schedule shows record number, name, description, retention, confidentiality, department, and last update date, etc.	Until superseded by new schedule	Clerk	1.15.3.701	
18.06.026	<b>Resolutions:</b> Formal statements expressing the opinion, will, or intent of the municipal governing body.		Permanent	Clerk	1.19.8.103	
18.07.001	<b>Annexations:</b> Records concerning the annexation of property to the municipality.	Including petitions, resolutions, ordinances, orders by Municipal Boundary Commission.	Permanent	Community Development	1.19.8.207	
18.07.002	<b>Annexations - Other Records:</b>		1 year after property annexed	Community Development	1.19.8.207	
18.07.003	<b>Appeals, Planning and Zoning Board:</b>	File may contain documentation regarding the appeal to Planning and Zoning Board decisions.	Permanent	Community Development		
18.07.004	<b>Building Code Violations:</b> Records concerning violations to building code (building, plumbing, mechanical, environmental).	Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	10 years after date of final resolution	Community Development	1.19.8.205	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.005		<b>Building Files:</b> Records related to municipal-owned buildings and facilities including, capital improvements, as-built and as-constructed drawings, does not include routine maintenance construction projects. NOTE: Access to documentation of restricted or security areas shall be limited to authorized personnel only.	Examples: blueprints, as-builts, technical drawings, plans, etc.	Permanent	Community Development	1.15.3.126	
18.07.006		<b>Building Inspection Files:</b> Records concerning the application to construct and/or to modify private structures within the municipality.	Files may contain application to build/modify, copy of permit issued, inspections (e.g., plumbing, electrical, environmental, etc.), construction plan copies, work notes, certificate of occupancy copy, etc.	10 years after date of certificate of occupancy or final resolution	Community Development	1.19.8.204	
18.07.007		<b>Building Permit Application:</b>		1 year after final inspection	Community Development		
18.07.008		<b>Building, Mechanical, Plumbing And Electrical Inspections:</b>	File may contain inspection logs and permits	2 years from inspection date	Community Development		
18.07.009		<b>Building Permit Construction Plans - Commercial:</b>		Permanent	Community Development		
18.07.010		<b>Building Permit Construction Plans - Residential:</b>		1 years from date of certificate of occupancy	Community Development		
18.07.011		<b>Certificate of Occupancy:</b>		10 years from date of issuance	Community Development		
18.07.012		<b>Code Enforcement Violations Case Files:</b>	File may include report of violation, complaints, inspections, notifications, photographs and/or video	3 years from date the case is closed	Community Development		
18.07.013		<b>Conditional Use Permits:</b>	File may include application, correspondence, inspections, and copy of determination.	Permanent.	Community Development		
18.07.014		<b>Fence Permits:</b> Includes site plan review and application		1 year from date of completion	Community Development		
18.07.015		<b>Flood Plain Management Records:</b> Records regarding the operation of a community program of corrective and preventative measures for reducing flood damage and ensure compliance with community floodplain management ordinances	File may include owner's name, building address, legal description, Map/panel number, base flood elevation, flood zones, NFIP community name and number, FIRM Panel effective date etc. Also includes Letters of Map Revision (LOMR), Elevation certificates, variance files.	Permanent See 44 CFR 58 to 70	Community Development		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.016		<b>Geographic Information System (GIS) Records:</b>	File may include atlases, street maps, lot specific data, zoning, property ownership, legal descriptions, street addresses, etc.	Until no longer needed for reference	Community Development		
18.07.017		<b>Home Occupation Permits:</b> Permit to conduct business in residential zoned areas.	File may include application, correspondence, inspections, and copy of approval. Includes family day care facilities operated in residential areas.	3 years after business ceases to exist	Community Development		
18.07.018		<b>Metropolitan Redevelopment - Studies and Plans:</b> Project files pertaining to redevelopment plans.	File may include blighting studies, de-blighting studies, redevelopment plans and copies of ordinances and/or resolutions.	Permanent	Community Development		
18.07.019		<b>Metropolitan Redevelopment - Other Records:</b>	File may include property ownership notifications, lists of ownership, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.020		<b>Non-Conforming Certificates:</b>	File may include application, correspondence, inspections, and copy of determination.	Permanent	Community Development		
18.07.021		<b>Plans:</b>	Plans may show streets, developments, subdivisions, traffic, population, Integrated Comprehensive Plan, corridor plans, specific plans, master plans, access plans, etc.	Until no longer needed for reference or implementation then review for historical value	Community Development		
18.07.022		<b>Project Files And Studies:</b>	Includes studies and project files pertaining to municipal planning, construction, redistricting, census, Fair Housing policy, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.023		<b>Sign Permits - Commercial:</b>	File includes commercial signs, subdivision signs and change of sign face.	1 year after business ceases or when new company/subdivision changes sign completely	Community Development		
18.07.024		<b>Sign Permits - Exceptions:</b> Special exceptions to the sign code or ordinance.		Permanent	Community Development		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.025		<b>Sign Permits - Temporary:</b>	Temporary signs in right-of-way.	1 year after event or election occurs	Community Development		
18.07.026		<b>Special Event Permits:</b>	File may contain applications, certificates of insurance, correspondence, etc.	2-years after event occurs	Community Development		
18.07.027		<b>Special Event Registration Records:</b> Registration forms, vendor registration forms, release of liability forms to participate in special events.		1 year after expiration	Community Development		
18.07.028		<b>Street Excavation Permit:</b> Records concerning the application for permit to excavate or bore under a municipal-owned street for the purpose of construction or repair of utility lines.	Files may contain application for permit, engineering drawings, archaeological data, copy of permit, cut location information, date of cut, date completed, date of final reformation, etc.	4 years after close of fiscal year in which permit issued	Community Development	1.19.8.403	
18.07.029		<b>Subdivision Plats:</b>	Includes preliminary and summary plats, vacation of right-of-way plats and modifications.	Permanent	Community Development		
18.07.030		<b>Subdivisions:</b>	File may include pre-application, exception, variances, etc.	10 years after file close	Community Development		
18.07.031		<b>Subdivisions - Property owner notification:</b>	File may include property ownership notifications, lists of ownership, etc.	5 years after file close	Community Development		
18.07.032		<b>Variance:</b>		Permanent	Community Development		
18.07.033		<b>Zone Map Amendments:</b> Records concerning changes to to the municipal zoning map.		Permanent	Community Development		
18.07.034		<b>Zoning Case Files:</b> Records concerning request to initially set or change established zoning designation.	Files may contain zoning request, fee receipts, reviews, recommendation by planning and zoning board, correspondence, memoranda, etc.	3 years after close of fiscal year in which case closed	Community Development	1.19.8.201	
18.07.035		<b>Zoning Interpretations:</b>		Permanent	Community Development		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

**New Mexico Municipal Records Retention Schedule - 10-18-2018**

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.036		<b>Zoning Permit Files:</b> Records concerning the application to allow the use of property as designated by zoning code.	Files may contain application to utilize property as designated by zoning code, certificate of zoning compliance, copy of permit issued, final inspection, construction plan copies, work notes, certificate of occupancy copy, etc.	3 years after date of final inspection	Community Development	1.19.8.202	
18.07.037		<b>Zoning Violation Files:</b> Records concerning violations to zoning designation.	Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	3 years after date of final resolution	Community Development	1.19.8.203	
18.08.001		<b>Emergency Dispatch Records:</b> Record of emergency assistance (e.g., ambulance, fire).	Records may show incident reported, name of person requesting assistance, place of occurrence, address, time call received, dispatcher name, vehicle and personnel dispatched (or vehicle number), etc. Example: Record of Calls (ROC) from CAD system	3 years after date of call	Communications	1.19.8.707 1.19.8.954	
18.08.002		<b>House Check Records:</b> Property owner request for visual check of vacant property.	File may include vacation home watch application forms and log.	2 years	Communications		
18.08.003		<b>Law Enforcement Telecommunications System:</b> Records concerning printed administrative messages generated from law enforcement entities nationwide and outgoing messages generated from local law enforcement	Records may include teletype (notice of criminal activity, request for information, facsimile, composite drawing, photograph, etc.)	1 year	Communications	1.19.8.816	
18.08.004		<b>Master Street Addressing Guide (MSAG):</b> Records for 911 database.	Includes updates regarding street and address changes, 911 database ledger correction form.	Until superseded or until no longer needed for reference	Communications		
18.09.001		<b>Alarm Report:</b> Report made at every fire by fire officer.	File may include arson investigation reports.	Permanent	Fire & EMS		
18.09.002		<b>Building Emergency Evacuation File:</b> Records concerning the safe and orderly evacuation of a building.	Records include evacuation plan, list of designated fire captains/coordination leaders, training information, etc.	Until superseded by new plan/information	Fire & EMS	1.15.3.147	
18.09.003		<b>Building Inspection Files (Fire and Rescue):</b> Records related to inspections for fire prevention and fire protection for buildings, facilities and structures.	File may contain inspections, findings, conclusions, etc. Example: Fire report	3 years after inspection date (UFC 103.3.4)	Fire & EMS	1.19.8.703	
18.09.004		<b>Building Layout Files:</b> Records concerning public and commercial building layouts that show or identify fire hazards and hazardous materials in responding to fire calls.	Files may contain building blue-print or plan, fire prevention features, hazardous materials list, etc.	Until superseded by new business or public use of building or building razed	Fire & EMS	1.19.8.702	

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**New Mexico Municipal Records Retention Schedule - 10-18-2018**

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.09.005		<b>Disaster Recovery File:</b> Records concerning the preparation of a disaster plan and the organization of salvage procedures for the agency. NOTE: A copy of this file should be maintained off-site. In the event of a disaster, all copies of this file shall be retained until any or all investigations have been concluded.	Records include the disaster recovery plan, salvage procedures, information on training in disaster recovery techniques, etc.	Until superseded by new plan or information	Fire & EMS	1.15.3.146	
18.09.006		<b>Emergency Equipment Checklist:</b> Record of periodic (daily) inspections of emergency equipment.	Records may include first aid supply inventory, vehicle readiness, etc. and show equipment operational status, medical supply quantities, shift time, date, etc.	1 year after close of calendar year in which created	Fire & EMS	1.19.8.706	
18.09.007		<b>Emergency Equipment Checklist - SCBA:</b> Record of period (daily) inspections of SCBA (self-contained breathing apparatus)	File may include date, time, person inspecting, status of equipment, etc.	1 year after disposal of equipment	Fire & EMS	1.19.8.706	
18.09.008		<b>Emergency Management Basic Plan:</b> Includes emergency and civil defense plans for the survival of personnel and vital materials during an enemy or terrorist attack, natural or technological disaster, or civil unrest.		Permanent <i>Note: Tactical information is confidential per 14-2-1A(7), NMSA 1978</i>	Fire & EMS		
18.09.009		<b>Emergency Medical Services Files (EMS) - Medical:</b> Records concerning medical diagnosis or treatment by responding EMS paramedics.	Medical record may include medical service report, monitoring equipment readouts, etc.	10 years after date created	Fire & EMS	1.19.8.708	
18.09.010		<b>Emergency Medical Services (EMS) Files - Billing:</b> Records concerning billing by responding EMS paramedics.	Billing record may include copy of billing statement submitted to Medicare, Medicaid, insurance carrier, and/or patient, etc.	3 years after close of fiscal year in which final payment received or 3-years after close of fiscal year in which file closed	Fire & EMS	1.19.8.708	
18.09.011		<b>Fire Drills:</b> Report documenting fire drills conducted by the department for schools, businesses, etc.	Report may include school (or business) name, date of fire drill, name of person conducting drill, findings, recommendations, comments, etc.	6 months after close of calendar year in which created	Fire & EMS	1.19.8.704	
18.09.012		<b>Fire Hydrant Maintenance:</b> Records concerning the annual inspection of hydrants.	Files may contain photos, notation of problems and corrective actions, etc.	Permanent	Fire & EMS		
18.09.013		<b>Fire Investigation Case Files:</b> Records concerning investigations conducted by fire department to determine cause of fire.	Files may contain photos, investigation notes, final report, etc.	5 years after date investigation closed	Fire & EMS	1.19.8.705	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.09.014		<b>Hazardous Waste Inspections And Violations Records:</b> Inspections of locations where hazardous waste is stored.	Files may contain photos, investigation notes, final report, etc.	Permanent	Fire & EMS		
18.09.015		<b>Inspections:</b> Periodic fire inspections for schools, hotels, hospitals, businesses, and public buildings.		Permanent	Fire & EMS		
18.09.016		<b>Prefire Plans:</b>	File may contain location, ownership, occupancy, construction and fire prevention features.	Permanent	Fire & EMS		
18.09.017		<b>Volunteer First Responder Files:</b> Records concerning personnel information of volunteer firefighters and police reserve officers (non-municipal employees).	File may contain application, training certificates, personnel information, etc.	5 years after termination of last service	Fire & EMS	1.19.8.701	
18.10.001		<b>Animal Control Files:</b> Records concerning animal control.	Files may include violations of animal control ordinances, carcass removal records, animal pound records, licensing documentation, lost and found reports, animal trap records, animal license (tag) copy, euthanasia reports, etc.	1 year after file closed	Police	1.19.8.821	
18.10.002		<b>Arrest Reports - Adult:</b> Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or until investigation closed, whichever is longer	Police	1.19.8.804	
18.10.003		<b>Arrest Reports - Juvenile:</b> Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or at age 19, whichever is less, providing investigation closed. <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.804	
18.10.004		<b>Arrest Warrants:</b>	File may include active warrants	5 years after prosecution completed	Police		
18.10.005		<b>Citations:</b> Records related to the management of citations, including, but not limited to, parking and traffic violations; does not include DUI citations.	File may include name of violator, physical description, address, violation, officer name, etc. Example: Penalty Assessment and Non-Traffic, Uniform Traffic Citation, etc.	3 years after date citation issued (30-1-8H NMSA 1978)	Police	1.19.8.810 1.19.8.812	
18.10.006		<b>Complaints And Grievances:</b> Not resulting in investigation.		3 years	Police		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No. / LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.007	<b>Confidential Source (Informant) Files:</b> Records concerning confidential sources or informants utilized in criminal investigations conducted by law enforcement.	File may contain names of informants, personal and/or criminal history of informants, types of information available through informant, information, payment information	3 years after case closed. Until no longer needed for reference <i>Confidential 14-2-1A, NMSA 1978</i>	Police	1.19.8.806	
18.10.008	<b>Crime Prevention Files:</b>		5 years after event date	Police	1.19.8.823	
18.10.009	<b>Criminal History Records (Rap Sheet) - Adult:</b> Record of complete cumulative original history on any subject arrested for a crime by the police department.	Information may include any/all of the following: name, date of birth, physical description, FBI number, address, employment, marital status, etc.	Permanent	Police	1.19.8.802	
18.10.010	<b>Criminal History Records (Rap Sheet)- Juvenile:</b>		2 years after date of incident or at age 19, whichever is longer <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.802	
18.10.011	<b>Criminal Investigation Case Files - Adult:</b> Records concerning criminal investigations conducted by police department for the purpose of criminal prosecution. Records created as an enhancement to the investigative portion of the incident report (offense or incident report). Note: evidence and copies of case file may be forwarded to prosecuting attorney.	Files may contain motor vehicle records, criminal histories, photos, search warrants, arrest warrants, names of confidential sources, etc. Includes Criminal Incident Automated System files.	5 years after investigation closes <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.805 1.19.8.826	
18.10.012	<b>Criminal Investigation Case Files - Juvenile:</b>	Includes Criminal Incident Automated System Files	5 years after investigation closed or until juvenile reaches age 19 whichever is less <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.805 1.19.8.826	
18.10.013	<b>Emergency Action Books:</b> Guidelines and or checklists for use in the emergency operations center (EOC).		Until no longer needed for reference <i>Note: Tactical information is confidential per 14-2-1A(7) NMSA</i>	Police		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

**New Mexico Municipal Records Retention Schedule - 10-18-2018**

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.014		<b>Emergency Management Reports and Records:</b> Periodic reports required by state and federal management agencies as well as exercise participation and evaluation reports and records of emergency management training.		5 years after close of federal fiscal year in which created	Police		
18.10.015		<b>Extraditions:</b> Records concerning the extradition and transport of prisoners.	Files may include court order, reimbursement voucher, travel arrangements, pre-booking documentation, receipt for prisoner, etc.	3 years after close of fiscal year in which created	Police	1.19.8.858	
18.10.016		<b>Gang Activity File:</b> Records concerning local gang activity.	File may contain gang identifier information, gang history, gang membership lists, crime involvement information, etc.	Until informational value ends <i>Confidential: 32A-2-32 NMSA 1978</i>	Police	1.19.8.829	
18.10.017		<b>Incident Reports (Offense/Incident Reports) - Adult:</b> Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, NCIC entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR (Uniform Crime Reporting) data administrative section, etc.	5 years after date of incident or until investigation closed, whichever is longer	Police	1.19.8.803	
18.10.018		<b>Incident Reports (Offense/Incident Reports) - Juvenile:</b> Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.803	
18.10.019		<b>Internal Affairs Case File:</b> Records concerning complaint against officers or civilian employees and consequent investigation.	File may include complaint, tapes or transcriptions, staff inspection order, order to appear, evidence (e.g., tapes, videos, reports, photographs, etc.), police reports copies, medical releases, supplementary offense report (investigation summary), review order (chain of command review), case reviews with case recommendation, determination, determination notification copy, etc.	3 years after termination of officer <i>Confidential: 14-2-1A NMSA 1978 unless appealed through an administrative open meeting process</i>	Police	1.19.8.817	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.020		<b>Internal Affairs Case File - Dismissed:</b>		3 years after complaint dismissed or cleared <i>Confidential: 14-2-1A, NMSA 1978 unless appealed through an administrative open meeting process</i>	Police	1.19.8.817	
18.10.021		<b>NCIC Records:</b>	File may include case number concerning stolen vehicles, guns, articles, license plates, missing persons, wanted persons, etc. May also include NCIC Validation Schedule	Until cleared, canceled or purged due to expiration (in accordance with the NCIC operating rules)	Police		
18.10.022		<b>Pawnbroker Files:</b> Records concerning local pawnbroker shops. Files may contain reports submitted to law enforcement department by local pawnbrokers as required by the Pawnbrokers Act (Section 56-12-9 NMSA 1978) and information on pawn inspections by police department.	Pawnbroker reports may show name of item; description of the item, including make and model number; date of transaction; time of transaction; type of transaction; name and address of person offering item; description of person offering item; type of identification used by person offering item; etc.	5 years after date created	Police	1.19.8.827	
18.10.023		<b>Pawn Shop Tickets:</b> Record of description of material received from customer and customer signature.		1 month after entered into computer system	Police		
18.10.024		<b>Property and Evidence:</b> Record of property and/or evidence either seized, found or impounded.	Includes date/time/location of property acquisition, acquiring officer, type of offense, case number, suspect name, property owner's name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. Chain of events portion of record may show name/number of locker in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage, location in evidence room where evidence is placed. Information on disposition of evidence, officer's signature, etc.	1 year after date of disposition of all property and evidence for each case	Police	1.19.8.808	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.025		<b>Radio Frequency/Telephone Audio Recordings (911 Recorded Calls):</b> Radio frequency/telephone audio recordings of emergency and/or non-emergency calls received. Portions of recording may be confidential (i.e. names of minors, suspect information, etc.). Recordings may be copied and filed with investigative portion of incident reports.		3 year after date of call	Police	1.19.8.813	
18.10.026		<b>Restraining Orders:</b>		Until expires	Police		
18.10.027		<b>Seizure or Forfeiture Files:</b> Records concerning property or goods seized by law enforcement entities and released by state or federal government to the municipality.	Files may include copy of application for transfer of forfeited property or goods, inventory of property or goods, asset control information, purchase order copies, financial reports, etc.	6 years after close of fiscal year in which property transferred to municipality	Police	1.19.8.822	
18.10.028		<b>Uniform Accident Report:</b> Records related to accident reports and incidents	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	5 years after date of accident (30-1-8D NMSA 1978)	Police	1.19.8.811	
18.10.029		<b>Uniform Accident Report - Fatal:</b> Records related to accident reports and incidents involving fatalities	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	25 years after date of accident <i>Confidential:</i> 66-7-213, 66-7-215 and 14-6-1, NMSA 1978	Police	1.19.8.811	
18.10.030		<b>Video Recordings -Case File:</b>	Evidentiary footage or recordings of DUI arrest or any criminal incident.	1 year after date of incident or 60 days after date of court disposition, whichever is less	Police	1.19.8.807	
18.10.031		<b>Video Recordings - Other:</b>	File may include recordings from booking areas, officer lapel cam recordings and recording from security or surveillance cameras in areas such as entrances and exits, parking lots, etc.	90 days after date created	Police	1.19.8.807	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.11.001		<b>Controlled Substance and Drug Issuance Files:</b>	File may include narcotic and non-narcotic substances, inventories, etc.	3 years after fiscal year close (30-31-16D, NMSA 1978)	Detention	1.19.8.862 1.19.8.863 1.19.8.864	
18.11.002		<b>Jail or Detention Files:</b> Records concerning the operation of a detention facility	File may include daily jail rosters, jail inspection reports, daily reports on trustees, etc.	2 years after fiscal year close	Detention	1.19.8.851	
18.11.003		<b>Facility Incident Files - Adult:</b> Records the original report of incident and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, witness data, narrative, administrative section, etc.	5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed, whichever is longer	Detention	1.19.8.860	
18.11.004		<b>Facility Incident Files - Juvenile:</b> Records the original report of incident and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed. <i>Confidential: 32A-2-32 NMSA 1978</i>	Detention	1.19.8.860	
18.11.005		<b>Facility Medical Files:</b> Records documenting the diagnosis and treatment of facility inmates.	File may contain medical history and reports, etc.	10 years after date of treatment <i>Confidential: 14-6-1 NMSA 1978</i>	Detention	1.19.8.854	
18.11.006		<b>Federal Retainer Requests:</b>		3 years after date custody of resident is transferred to federal law enforcement entity	Detention	1.19.8.859	
18.11.007		<b>Inmate (Prisoner) Case Files:</b> Records of inmate or prisoner case history.	File may contain fingerprints, mug shots, property release authorization, release orders, copy of incident report, copy of arrest report, segregation information, release orders, release and activity log, etc.	5 years after date of release	Detention	1.19.8.851 1.19.8.852 1.19.8.855	
18.11.008		<b>Protective Custody Files:</b> Records of individuals held under protective custody at jail facility.	File may contain individuals name and address, general information, condition of individual, personal property information, time in and out, etc.	5 years after date of release	Detention	1.19.8.853	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.001		<b>Bond Book/Cash Bond Record:</b>	File may include defendant name, name of person who posted the bond, amount of bond, check number and receipt number.	3 years after close of fiscal year in which created	Municipal Court	1.19.8.809	
18.12.002		<b>Check Register:</b> Record of checks issued for payment of voucher.	Register may show check number, vendor name, vendor code, voucher number, voucher date, vendor invoice number, fund (account) number, payment amount, check date, etc.	3 years after close of fiscal year in which created	Municipal Court		
18.12.003		<b>Court Docket Book:</b>	File may include defendant name, docket number, offense, judge, charge, citation number, officer name, disposition, etc.	3 years after case closed	Municipal Court	1.19.9.107	
18.12.004		<b>Court Docket:</b> Record log of civil processes served.	Docket may show parties names, attorneys, type of civil process, date of entry, by whom served, date of service, kind of service, police department costs, etc. Includes docket cards, docket sheets, etc.	3 years from date of last entry	Municipal Court	1.19.8.818 1.19.8.819 1.19.9.105 1.19.9.106	
18.12.005		<b>Criminal Case File, DWI:</b>	Contains criminal docket sheet, Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Waiver of Appearance form, Remand Order, Waiver of Counsel forms, Guilty Plea Proceeding form, transportation documentation, Judgment and Sentence forms, fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE 1: Treatment/psychological evaluations, supervision histories (i.e. probation, mandatory programs, etc.) shall be kept separately.	Permanent	Municipal Court	1.19.9.104	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.006		<b>Criminal Case File, Non-DWI:</b>	Contains Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Waiver of Counsel form, Remand Order, Waiver of Counsel forms, No Contest forms, transportation documentation, judgment and Sentence forms, fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE 1: Treatment/psychological evaluations, supervision histories (i.e. probation, mandatory programs, etc.) shall be kept separately.	3 years after case closed	Municipal Court	1.19.9.103	
18.12.007		<b>Master Computer Record:</b> Shows docket number, defendant name, defendant personal data, incident location, incident date, etc. NOTE: Court shall insure that both alphabetical and numerical access to case file is produced.		10 years after case closed	Municipal Court		
18.13.001		<b>Discharge of Effluent Permit Files:</b> Records concerning the discharge of effluent.	Files may contain National Pollutant Discharge Elimination System (NPDES) permit application, permit for discharge of effluent, compliance monitoring reports, inspection reports, non-NPDES permits, notice of intent to discharge effluent, plans, specifications, enforcement actions, etc.	10 years after destruction of facility	Public Works	1.19.8.501	
18.13.002		<b>Flow Charts, Wastewater:</b>	File may include Influent and Effluent records	10 years	Public Works	1.19.8.504	
18.13.003		<b>Infrastructure Project Files (Infrastructure Development Plans):</b> Records related to the planning, design and construction of specific projects including, but not limited to, facility and infrastructure projects.	Files may contain feasibility studies, statistical reports, history documentation, maps, plans, plats, etc.	Permanent	Public Works	1.19.8.108	
18.13.004		<b>Line Locations:</b> requests to locate underground utility lines.	Files may contain request, work order, etc.	3 years after close of fiscal year in which work order issued	Public Works	1.19.8.560	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.005		<b>Meter Readings:</b> records concerning measurement of utility usage.	Record may show customer name, meter number, meter size, meter location, meter reading, billing address, etc. Includes meter reading sheets, meter books, meter reading schedule, etc.	3 years after close of fiscal year in which created	Public Works	1.19.8.556	
18.13.006		<b>Sludge Disposal Files:</b> Records concerning the wasting, hauling, and composting of sludge.	Files may contain waste monitoring reports, hauling application copy, composting application copy, hauling permit, composting permit, etc.	5 years after date created (40 CFR 122.41)	Public Works	1.19.8.505	
18.13.007		<b>Street Maintenance:</b> Records concerning repairs and other maintenance on streets.	File may include work orders, list of materials used, inspections, etc.	5 years after date created	Public Works		
18.13.008		<b>Traffic Signals Intersection Files:</b> Records concerning the acquisition and maintenance of municipal traffic signals.	Files may include traffic planning studies, traffic controller drawings, intersection drawings, timing progressions, turning count totals, etc.	5 years after date created	Public Works	1.19.8.946	
18.13.009		<b>Utility Customer Service Files:</b> Records concerning the application for utility (water, wastewater, solid waste, gas, electric, etc.) service.	Files may contain application for service, deposit information, cancellation request, etc.	3 years after close of fiscal year in which canceled or deposit refunded to customer	Public Works	1.19.8.554	
18.13.010		<b>Utility Facility Files:</b> Records concerning the design and construction of municipal utilities (water supply or storage structures, wastewater treatment facilities, solid waste facilities - landfills, transfer stations, natural gas plants, electricity generation facilities, etc.)	Files may contain engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction records/plans, inspection copies, etc.	Permanent	Public Works	1.19.8.404 1.19.8.502 1.19.8.551	
18.13.011		<b>Utility Maintenance Files - Annual Summary Report:</b> Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, water hydrants, transfer station operation, etc.)	Example: Water usage by zone, Water Level Report, Report to State Engineer, Well Field Yearly Production, SCADA Telemetry, Safe Drinking Water Act (SDWA) Chemical Analyses, Report of Sanitary Surveys, Action Plans to Correct Violations, SDWA variances or exceptions, etc.	10 years after close of fiscal year in which created	Public Works		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

**New Mexico Municipal Records Retention Schedule - 10-18-2018**

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.012		<b>Utility Maintenance Files - Other records:</b> Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, fire hydrants, transfer station operation, etc.).	Files may include work schedules, personnel schedules, daily work logs, check lists, inspections, testing, work reports, etc. Example: SDWA Bacteriological Tests, Effluent testing, routine chlorine testing, quality control testing, well and pump station reports and studies, valve records, hookups, line extensions, sewer manhole inspections, etc.	5 years after close of fiscal year in which created (40 CFR 503.17, Clean Water Act Sections 308-402 (33 U.S.C. 1318-1342)	Public Works		
18.13.013		<b>Utility Service Files:</b> Records concerning customer-initiated complaint or request for service.	File may contain request for service, complaint of service, site evaluations, work orders, service logs, memoranda, inspections, billings copies, adjustment ledger, adjustment and final bill memos, etc.	3 years after audit release	Public Works	1.19.8.555	
18.13.014		<b>Utility Turnoff Notice and Delinquent Report:</b> Listing of utility customers marked for service disconnection.	Listing may show customer names and addresses, service addresses, account numbers, delinquent amounts, etc.	3 years after audit report release	Public Works	1.19.8.558	
18.13.015		<b>Vehicle Files:</b> Records concerning the history of municipal-owned or leased vehicles, airplanes or other mobile equipment.	Files may include purchase or lease information, vehicle title/registration, warranty documentation, maintenance documentation, maintenance expenditure information, disposal information, etc.	3 years after disposition of vehicle	Public Works	1.19.8.901 1.19.8.952	
18.13.016		<b>Vehicle (Fleet) Maintenance Files:</b> Records concerning the maintenance performed on municipal-owned vehicles.	Files may include work orders, repair orders, work schedules, maintenance orders, maintenance schedules, work reports, etc. Example: Gasoline usage and mileage records, etc.	3 years after close of fiscal year in which created	Public Works	1.19.8.902	
18.14.001		<b>Concession Records:</b>	File may include agreements, financial reports, approvals, inspections, etc.	3 years after close of fiscal year in which created	Parks & Recreation		
18.14.002		<b>Group Organizational Records:</b> Records concerning activities and membership of groups sponsored and operated by the municipality.	Records may include membership lists, schedule of activities, attendance, etc.	3 years after date created	Parks & Recreation	1.2.2.114	
18.14.003		<b>Herbicides and Pesticides:</b> Records concerning the use and storage of herbicides and pesticides on municipal property and right of ways.	File may contain storage documentation, application documentation, applicator certification information, herbicide inventory, pesticide inventory, etc.	2 years after date created	Parks & Recreation	1.19.8.601	
18.14.004		<b>Park And Facility Usage:</b>	File may include usage reports, improvements, etc.	Until change occurs in equipment	Parks & Recreation		

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Record No. / LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.14.005	<b>Recreation Program Files:</b> records concerning the management of recreational programs (summer recreational programs, recreational leagues, swimming pool).	Files may contain activity rosters, program schedules, work schedules, registration forms, waiver of liability/acknowledgement of risk forms, etc.	1 year after close of fiscal year in which created	Parks & Recreation	1.19.8.652	
18.14.006	<b>Recreational Leagues:</b>	Files may contain rosters, schedules, by-laws, correspondence, season determinations, etc.	1 year after league dissolution	Parks & Recreation		
18.15.001	<b>Censorship or Complaint Files:</b> records concerning library material censorship and complaints.	File may include evaluations by staff, patron's complaints, final decision documentation, etc.	5 years after date of last entry	Library and Museum Services	1.15.3.607	
18.15.002	<b>Collection Management - Library:</b> Records related to the management of items and objects owned or managed by a library.	File may include catalog of holdings, information on materials selection and acquisition, challenges to materials, etc.	Until no longer needed for reference <i>Note: many items are confidential per 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.602 1.15.3.606	
18.15.003	<b>Collection Management - Museum:</b> related to the management of items and objects owned or managed by a museum or archive.	File may include accession records, holdings descriptions, de-accession information, etc.	Permanent	Library and Museum Services	1.15.3.601	
18.15.004	<b>Gift Donors File:</b> Records concerning the donation of publications and manuscripts to the library or artifacts and art to the museum.		5 years after date created <i>NOTE: Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift.</i>	Library and Museum Services	1.15.3.608	
18.15.005	<b>Lending:</b> Records related to borrowing, lending and returning of library items. including, but not limited to, tracking.	File may include information on borrowers, interlibrary loan,	Until obsolete <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.603 1.15.3.604	
18.15.006	<b>Patron Management:</b> Records related to the management of patrons.	Records may show patron name, patron address, patron signature, etc.	5 years after date materials used. <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.605	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.15.007		<b>Requests for Reproduction of Copyrighted Works:</b> Records concerning requests for copyrighted materials.	Records may contain files or logs, records of requests made for copies or phonorecords of copyrighted materials, records of the fulfillment of such requests, etc. (includes interlibrary loans).	3 years after the calendar year in which created per United States Copyright Office Circular 21, p. 19 <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.609	
18.15.008		<b>Statistical Reports:</b>	Includes annual report submitted to State Library	20 years	Library and Museum Services		
18.16.001		<b>Cemetery Files:</b> Records concerning the operation and maintenance of municipal-owned cemeteries.	Files may include plot design or layout, plot owner records and deeds, interment records, headstone placement, etc.	Permanent	Cemetery	1.19.8.553	
18.17.001		<b>Airport and Aviation Regulations :</b> Municipal, state or federal regulations concerning the operation of the municipal airport.		5 years after superceded or repealed	Transit and Airport	1.19.8.951	
18.17.002		<b>Airport Conditions and Inspections Reports:</b>	Copies of daily reports required by and submitted to FAA on light inspection, airfield inspection, field condition (NOT-AM, notice to airmen report) etc.	6 months after date submitted to FAA	Transit and Airport	1.19.8.959	
18.17.003		<b>Airport Crash Rescue Operation Files:</b> Records concerning crash incidents and actions taken.	File may include monthly activity reports documenting activities such as crash incidents, responses, inspections, copies of reports submitted to FAA, FAA findings, etc.	5 years after date of incident	Transit and Airport	1.19.8.953	
18.17.004		<b>Airport Safety Officers Files:</b> Records concerning security of airport operation.	File may contain first aid reports, daily logs, incident reports, photographs, safety officer court appearance documentation, etc.	5 years after date created	Transit and Airport	1.19.8.956	
18.17.005		<b>Screening Activities Report:</b> Records concerning airport screening activities.	File may contain copy of monthly report submitted to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapons)	6 months after date submitted to FAA	Transit and Airport	1.19.8.958	
18.17.006		<b>Transit Operations Files:</b> Records concerning the establishment and operation of a transit system.	Files may contain bus route planning, route information and schedules, ridership reports, fuel usage, daily fares received, bus driver daily checklist, charter rental files, etc.	3 years after fiscal year close	Transit and Airport	1.19.8.941 1.19.8.942 1.19.8.943 1.19.8.944 1.19.8.945	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.18.001		<b>Animal Files:</b> Records concerning individual animals.	File may contain veterinarian records, breeding information, shipment papers, daily reports data, stud files, health certificate, etc.	until disposition of animal	Zoo	1.19.8.927 1.19.8.928 1.19.8.930	
18.18.002		<b>Animal Transaction Files:</b> Records concerning the acquisition, disposition, or transport of animals.	File may contain receipts, transfer documentation, transaction confirmations, disposition orders, shipping permits, etc.	3 years after fiscal year close	Zoo	1.19.8.926 1.19.8.929	
18.18.003		<b>Breeding Loan Files:</b> Records concerning animals loaned to other zoos or loaned to this zoo for breeding purposes.	File may contain lists of animals loaned, loan conditions, etc.	1 year after termination of loan	Zoo	1.19.8.931	
18.19.001		<b>Housing Authority Tenant Application Files:</b> Records concerning the application for public housing.	File may include application to certify tenant eligibility (applicant name, address, source of income, amount of income, names of family members, signature of applicant, etc.), tenant waiting list, etc.	3 years after fiscal year close	Housing Authority	1.19.8.301	
18.19.002		<b>Housing Discrimination Complaint file:</b> Records concerning allegations of housing discrimination	File may contain complaint, investigation report, findings, conclusions, etc.	3 years after file close	Housing Authority	1.19.8.304	
18.19.003		<b>Tenant File (Housing Authority):</b> Records concerning family unit certified to receive public housing assistance.	File may contain Section 8 Existing Housing Program Certificate fo Family Participation, certification or re-certification of tenant eligibility, Seciton 8 Existing Housing Program request of lease approval, unit inspection report, interim inspection reports, catholic inspection report, etc.	6 years after termination of lease	Housing Authority	1.19.8.303	
18.20.001		<b>Commercial Driver's Certification (Form MVD-11042) Files:</b> Contain: certification form with: applicant's name, address, date of birth, social security number, driver's license number, state, and applicant's signature. Also contain: Vehicle Certification (Form MVD-10414), and Commercial Driver's License Examination (Form MVD-11040). Note: Paper originals may be destroyed after microfilm meets State of New Mexico Microphotography Standards and is verified for completeness, in accordance with SRC Rule No. 92-03 and 92-04. [8-1-94]		3 years from date of issuance.	MVD		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.20.002		<b>Driver's License Application and identification Card Applications (Form MVD-10229):</b> These applications submitted for obtaining a New Mexico Driver's License or Identification (I.D.) Card. Numerical. Shows: applicant's name and address, date issued, number, expiration date, class, date of birth, sex, color of eyes, height, weight, social security number, vision exam, written & road tests, Commercial Driver's License (CDL) knowledge test scores, CDL skills test scores, applicant's questionnaire, organ donation statement, assumption of liability for applicant under age, name change, applicant certification, and Motor Vehicle Division (MVD) or authorized agent verification signature. This record is created in quadruplicate. A. MVD Division [12-16-82, 8-1-94]		3 years from date of issuance	MVD		