



City of Las Vegas

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

Mayor Louie A. Trujillo

**CITY OF LAS VEGAS
REGULAR CITY COUNCIL AGENDA
May 20, 2020–Wednesday– 6:00 p.m.
City Council Chambers
1700 N. Grand Avenue**

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

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MOMENT OF SILENCE**
- V. **APPROVAL OF AGENDA**
- VI. **MAYOR'S APPOINTMENTS/REPORTS**
- VII. **MAYOR'S RECOGNITIONS/PROCLAMATIONS**
- VIII. **PUBLIC INPUT** (City Clerk will read public input into the record)
- IX. **PRESENTATIONS (Not to exceed 10 minutes per person)**
 - Presentation by Maria Gilvarry on the Water and Waste Water treatment systems operations.
- X. **CITY MANAGER'S REPORT**
- XI. **FINANCE REPORT**
- XII. **CONSENT AGENDA**
(Items may be moved to New Business at the request of any Councilor with approval of the Governing Body)

1. Approval of Resolution 20-17 Rules of Order and Decorum for all City of Las Vegas Council Meetings.
2. Approval of Resolution 20-14 Transfer of three (3) vehicles to Animal Welfare Coalition.
3. Approval of Resolution 20-18 Transfer of two (2) vehicles to West Las Vegas Schools.
4. Approval of Resolution 20-19 Transfer of two (2) vehicles to Las Vegas City Schools.
5. Approval of Resolution #20-16 donating two (2) rocks from the Museum to NMHU Geology Department.

XIII. BUSINESS ITEMS

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

Maria Perea, Planning and Zoning Coordinator This is 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.

2. Approval/Disapproval to cancel the following events:
 1. Fourth of July Fiestas
 2. 4th of July City Firework Celebration
 3. Motorcycle Rally

Bill Hendrickson, Community Development Director 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.

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.

Daniel Gurule, 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.

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

Councilor Joseph Baca 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.

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.

Natasha Martinez, Finance Specialist/Office Manager Northern Regional Housing Authority has 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 will benefit the City of Las Vegas residents.

XIV. EXECUTIVE SESSION

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

- A. Personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978.
- B. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1 (H) (7) of the New Mexico Open Meetings Act, NMSA 1978.

- C. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1 (H) (8) of the Open Meetings Act, NMSA 1978.

XV. CITY MANAGER'S APPOINTMENTS

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

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

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

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

XVI. COUNCILORS' REPORTS (limited to 3 minutes)

XVII. ADJOURN

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

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

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

Regular

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 05/08/2020

DEPT: Utilities

MEETING DATE: 05/20/2020

ITEM/TOPIC: Presentation on the Water and Waste Water treatment systems operations.

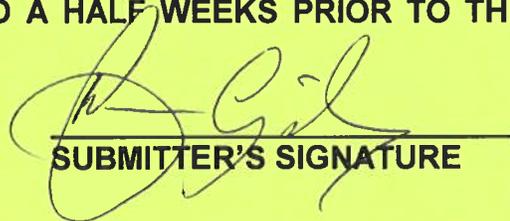
ACTION REQUESTED OF COUNCIL: N/A

BACKGROUND/RATIONALE: Utilities Director Maria Gilvarry will be presenting to the governing body on the Water and Waste Water treatment systems operations.

STAFF RECOMMENDATION: N/A

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)

GENERAL FUND REVENUE COMPARISON
THRU APRIL 30, 2020 84% (83.33%) OF YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2020

Total Budget to Actual Comparison

	A		B		C		D		E		G (E/B) FY 2020 % REV
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL				
PROPERTY TAX	1,485,000	1,312,372	1,093,643	1,031,825	1,027,783			78%			
GROSS RECEIPT TAX 1.225	3,550,000	3,550,000	2,958,333	2,952,514	3,268,689			92%			
FRANCHISE TAX	750,000	750,000	625,000	675,729	647,436			86%			
GROSS RECEIPT TAX .75	2,332,500	2,449,125	2,040,938	2,217,824	2,146,554			88%			
1/8 INFRASTRUCTURE	372,000	372,000	310,000	322,674	340,604			92%			
GRT .25 (JAN 2011)	1,060,000	1,060,000	883,333	910,451	937,479			88%			
GRT -HOLD HARMLESS (JULY 2015)	-	0	-	-	-			0%			
LICENSE & FEES	83,500	63,000	52,500	44,563	40,732			65%			
INTERGOVERNMENTAL	77,144	76,500	63,750	60,174	63,373			83%			
LOCAL-FINES	66,500	66,500	55,417	49,085	55,617			84%			
LOCAL-MISC	1,648,800	1,667,450	1,389,542	1,540,291	1,473,348			88%			
TOTAL	11,425,444	11,366,947	9,472,456	9,805,129	10,001,615			88%			

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

FISCAL YEAR 2020

Total Budget to Actual Comparison

	A		B		C		D		E		H (E/B) %
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 AVAIL. BAL.			
JUDICIAL	294,648	300,156	250,130	230,506	248,675			51,481	83%		
GOVERNING BODY	73,038	72,409	60,341	60,816	57,760			14,649	80%		
MAYOR	60,736	43,484	36,237	44,966	14,888			28,596	34%		
MANAGER	261,412	264,451	220,376	158,596	191,913			72,538	73%		
EXECUTIVE	0	0	0	0	0			0	0%		
MUNICIPAL CLERK	222,499	270,729	225,608	185,034	223,173			47,556	82%		
CITY ATTORNEY	229,704	218,052	181,710	110,866	142,112			75,941	65%		
PERSONNEL/HR	245,259	249,960	208,300	161,823	164,453			85,507	66%		
FINANCE	467,223	475,652	396,377	334,693	404,374			71,278	85%		
COMMUNITY DEV.	528,706	506,791	422,326	274,742	281,086			225,705	55%		
POLICE	4,006,680	4,277,030	3,564,192	3,134,407	3,059,836			1,217,194	72%		
CODE ENFORCEMENT	150,334	132,039	110,033	89,857	40,375			91,664	31%		
ANIMAL SHELTER	135,490	150,424	125,353	112,861	106,470			43,954	71%		
FIRE	1,357,467	1,384,729	1,153,941	958,825	1,121,863			262,866	81%		
PUBLIC WORKS/AIRPORT	450,832	487,070	405,892	344,696	346,640			140,430	71%		
PARKS	290,709	290,323	241,936	166,849	187,073			103,250	64%		
AIRPORT	0	0	0	0	0			0	0%		
LIBRARY	200,046	232,272	193,560	154,963	208,769			23,503	90%		
MUSEUM	148,116	154,940	129,117	105,321	97,990			56,950	63%		
GENERAL SERVICES	3,161,410	2,723,568	2,269,640	1,613,842	1,719,099			1,004,469	63%		
SALARY CONTINGENCY	0	0	0	0	0			0	0%		
TRANSFERS	751,352	756,667	630,556	623,264	617,920			138,747	82%		
TOTAL	13,035,661	12,990,746	10,825,622	8,866,928	9,234,468			3,756,278	71%		

ENTERPRISE FUNDS-REVENUE COMPARISON
THRU APRIL 30, 2020 84% (83.33%) YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2020

<u>Total Budget to Actual Comparison</u>						
A	B	C	D	E	G	(E/B) %
FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	BUDGET	%
WASTE WATER (610)	2,966,100	3,419,600	2,849,667	2,507,188	2,361,718	69%
NATURAL GAS (620)	5,036,000	5,041,250	4,201,042	4,463,417	4,329,627	86%
SOLID WASTE (630)	3,419,400	3,413,400	2,844,500	2,838,846	2,881,856	84%
WATER (640)	5,138,950	5,172,720	4,310,600	4,241,072	4,120,131	80%
<i>Total of Enterprise Funds</i>	16,560,450	17,046,970	14,205,808	14,050,523	13,693,331	80%

ENTERPRISE FUNDS-EXPENDITURES COMPARISON
THRU APRIL 30, 2020 84% (83.33%) YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2020

<u>Total Budget to Actual Comparison</u>							
A	B	C	D	E	F	H (E/B) %	
FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 AVAIL. BAL.	BUDGET	
WASTE WATER(610)	3,317,958	4,671,737	3,893,114	2,554,770	2,875,759	1,795,978	62%
NATURAL GAS (620)	6,179,773	6,930,179	5,775,149	4,127,169	4,000,081	2,930,098	58%
SOLID WASTE (630)	3,760,097	3,781,260	3,151,050	2,619,968	2,680,412	1,100,848	71%
WATER (640)	4,707,663	5,481,285	4,567,738	3,438,733	4,383,999	1,097,286	80%
<i>Total of Enterprise Funds</i>	17,965,491	20,864,461	17,387,051	12,740,641	13,940,251	6,924,210	67%

**RECREATION DEPARTMENT-REVENUE COMPARISON
THRU APRIL 30, 2020 - 84% (83.33%) OF YEAR LAPSED 10 OF 12 MONTHS
FISCAL YEAR 2020**

	A		B		C		D		E		G (E/B) % REV
	FY 2019 BUDGET	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 BUDGET	FY 2019 YTD - ACTUAL	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 YTD - ACTUAL			
RECREATION-TAXES (Cig)	0	0	0	0	0	0	0	0	0	0%	
WELLNESS CENTER	115,000	115,000	95,833	90,437	90,437	90,437	63,630	63,630	55%		
OPEN SWIM	20,000	10,000	8,333	7,158	7,158	7,158	4,705	4,705	47%		
YAFL	0	0	0	0	0	0	0	0	0%		
YABL/ADULT BASKETBALL	16,500	16,500	13,750	2,396	2,396	2,396	2,983	2,983	18%		
SUMMER FUN PROGRAM	26,000	30,000	25,000	32,265	32,265	32,265	29,730	29,730	99%		
RECREATION-OTHER	85,000	62,500	52,083	25,233	25,233	25,233	24,405	24,405	39%		
GEN FUND TRANSFER	400,000	400,000	333,333	333,200	333,200	333,200	33,320	33,320	8%		
TOTAL	662,500	634,000	528,333	490,688	490,688	490,688	158,772	158,772	25%		

**RECREATION DEPARTMENT- EXPENDITURE COMPARISON
THRU APRIL 30, 2020 - 84% (83.33%) OF YEAR LAPSED 10 OF 12 MONTHS
FISCAL YEAR 2020**

	A		B		C		D		E		F		H (E/B) % BDGT
	FY 2019 BUDGET	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 BUDGET	FY 2019 YTD - ACTUAL	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL						
EMPLOYEE EXP.	633,166	619,444	516,203	396,367	396,367	396,367	458,620	458,620	160,824	160,824	160,824	160,824	74%
YAFL	0	0	0	0	0	0	0	0	0	0	0	0	0%
YABL/ADULT BASKETBALL	8,500	8,500	7,083	6,872	6,872	6,872	4,785	4,785	3,715	3,715	3,715	3,715	56%
OTHER OPERATING EXP.	95,350	83,850	69,875	59,698	59,698	59,698	50,616	50,616	33,234	33,234	33,234	33,234	60%
CAPITAL OUTLAY	9,500	9,500	7,917	4,497	4,497	4,497	2,158	2,158	7,342	7,342	7,342	7,342	23%
TOTAL	746,516	721,294	601,078	467,434	467,434	467,434	516,178	516,178	205,116	205,116	205,116	205,116	72%

**LODGERS TAX PROMOTION - REVENUE COMPARISON
THRU APRIL 30, 2020 - 84% (83.33%) OF YEAR LAPSED 10 OF 12 MONTHS
FISCAL YEAR 2020**

	A	B	C	D	E	G (E/B) % REV
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	
LODGER'S TAX PROMO	328,000	301,600	175,933	136,311	286,604	163%
LODGER'S TAX - INFRASTRUCTURE	82,000	75,400	43,983	34,041	51,506	68%
TOTAL	410,000	377,000	219,917	170,353	338,110	90%

**LODGERS TAX PROMOTION - EXPENDITURE COMPARISON
THRU APRIL 30, 2020 - 84% (83.33%) OF YEAR LAPSED 10 OF 12 MONTHS
FISCAL YEAR 2020**

	A	B	C	D	E	F	H (E/B) % BDGT
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2020 YTD - BUDGET	FY 2019 YTD - ACTUAL	FY 2020 YTD - ACTUAL	FY 2020 AVAIL. BAL.	
EMPLOYEE EXP.	44,729	42,389	24,727	14,543	16,189	26,200	38%
OPERATING EXPENSES	26,561	24,100	14,058	7,027	13,308	10,792	0%
PUBLICATIONS & ADVERT	175,158	140,900	82,192	42,983	69,210	71,690	49%
CONTRACTUAL SERVICES	304,238	229,738	134,014	62,700	103,471	126,267	45%
CAPITAL OUTLAY	2,000	76,400	44,567	0	29,140	47,260	
TRANSFERS	51,567	41,956	24,474	21,478	34,949	7,007	83%
TOTAL	604,253	555,483	324,032	148,731	266,268	289,215	48%

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5/8/2020

DEPT: City Clerk

MEETING DATE: 5/20/2020

ITEM/TOPIC: Resolution 20-17, Rules or Order and Decorum.

ACTION REQUESTED OF COUNCIL: Approval of Resolution 20-17 Rules of Order and Decorum for all City of Las Vegas Council Meetings.

BACKGROUND/RATIONALE: Mayor Louie Trujillo has requested that Council consider and adopt Rules of Order and Decorum for all City of Las Vegas Council Meetings.

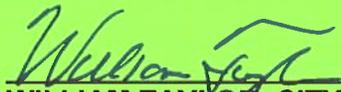
STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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


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. 20-17

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. During unforeseen circumstances, public input may be forwarded to the City Clerk through email or fax transmittal by 5:00 p.m. on the day 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.

Resolution No. 20-17

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

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

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: May 1, 2020

DEPT: Police

MEETING DATE: May 20, 2020

ITEM/TOPIC: Resolution # 20-14

ACTION REQUESTED OF COUNCIL:

Approval / Disapproval of Resolution # 20-14 to transfer three (3) vehicles to Animal Welfare Coalition.

BACKGROUND/RATIONALE:

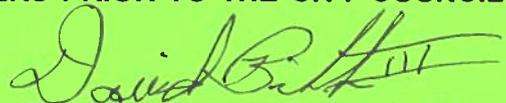
The Las Vegas Police Department wishes to transfer three vehicles to Animal Welfare Coalition. Said vehicles are excess and have no value to the Police Department, they would serve a much better purpose to Animal Welfare Coalition. The three vehicles are listed below:

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

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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



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

RESOLUTION NUMBER 20-14

A RESOLUTION DONATING THREE (3) VEHICLES BELONGING TO THE CITY OF 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

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: May 1, 2020

DEPT: Police

MEETING DATE: May 20, 2020

ITEM/TOPIC: Resolution # 20-18

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of Resolution # 20-18 to transfer two (2) vehicles to West Las Vegas Schools.

BACKGROUND/RATIONALE:

The Las Vegas Police Department wishes to transfer two vehicles to West Las Vegas schools. Said vehicles are excess and have no value to the Police Department, they would serve a much better purpose to West Las Vegas schools. The two vehicles are listed below:

2007 Ford Crown Victoria, VIN 2FAFP71V88X139059
2007 Ford Crown Victoria, VIN 2FAFP73W6YX214931

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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



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

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 2FAFP71V88X139059
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.

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

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: May 1, 2020

DEPT: Police

MEETING DATE: May 20, 2020

ITEM/TOPIC: Resolution # 20-19

ACTION REQUESTED OF COUNCIL:

Approval / Disapproval of Resolution # 20-19 to transfer two (2) vehicles to Las Vegas City Schools.

BACKGROUND/RATIONALE:

The Las Vegas Police Department wishes to transfer two vehicles to Las Vegas City Schools. Said vehicles are excess and have no value to the Police Department, they would serve a much better purpose to Las Vegas City Schools. The two vehicles are listed below:

2007 Ford Crown Victoria, VIN 2FAFP71W17X126760

2008 Ford Crown Victoria, VIN 2FAFP71V48X139026

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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



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

RESOLUTION NUMBER 20-19

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

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

2007 Ford Crown Victoria, VIN 2FAFP71W17X126760, mileage unknown
2008 Ford Crown Victoria, VIN 2FAFP71V48X139026, mileage unknown

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

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

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

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAS VEGAS, NEW MEXICO, that the above described item belonging to the City of Las Vegas Police Department 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

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 4/22/2020

DEPT: City Attorney

MEETING DATE: 5/20/2020

ITEM/TOPIC: Resolution 20-16 donating two (2) rocks from the City Museum to NMHU Geology Department.

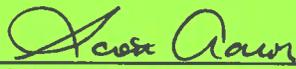
ACTION REQUESTED OF COUNCIL: Approval/Disapproval of resolution donating rock to NMHU.

BACKGROUND/RATIONALE: Museum has rock made of radioactive mineral that is of no use to the City or the Museum, but NMHU Geology Department can use it for educational purposes.

STAFF RECOMMENDATION:

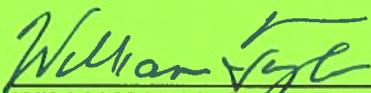
COMMITTEE RECOMMENDATION:

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



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
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

Regular

CITY COUNCIL MEETING AGENDA REQUEST

DATE: May 8, 2020

DEPT: Comm. Dev.

MEETING DATE: May 20, 2020

ITEM/TOPIC:

Rezone of a property located at 2122 N. Gonzales Street / 139 Delgado Street, Las Vegas, New Mexico as per Ordinance # 20-01, amendment to the Official Zoning Map for the City of Las Vegas.

ACTION REQUESTED OF COUNCIL:

Conduct a public hearing and approve or disapprove the adoption of proposed ordinance.

BACKGROUND/RATIONALE:

Ms. Nora Maes, owner of 0.26 acres ± parcel within Block 3 of the Francisco Baca Y Sandoval Addition to the Town, now the City of Las Vegas and known as 2122 N. Gonzales Street / 139 Delgado Street, Las Vegas, New Mexico appeared before the Planning & Zoning Commission on February 24, 2020. Ms. Maes is requesting that said property be rezoned from the present R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone). The applicant's intent is to split the property in half and transfer the property in the back known as 139 Delgado Street to her daughter, Pearl Maes. Applicant will continue to reside in the front property known as 2122 N. Gonzales Street.

STAFF RECOMMENDATION:

Consideration and approval or disapproval of ordinance # 20-01.

COMMITTEE RECOMMENDATION:

The Planning & Zoning Commission recommends approve of the rezone from an R-2 (Multi-family Residential Zone) to an R-3 (Mixed Residential Zone) as requested by Nora Maes, Owner.

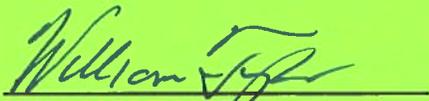
THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:

LOUIE A. TRUJILLO
MAYOR



WILLIAM TAYOR,
CITY MANAGER

MARY ROMERO,
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

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

**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 Klingshagen 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:

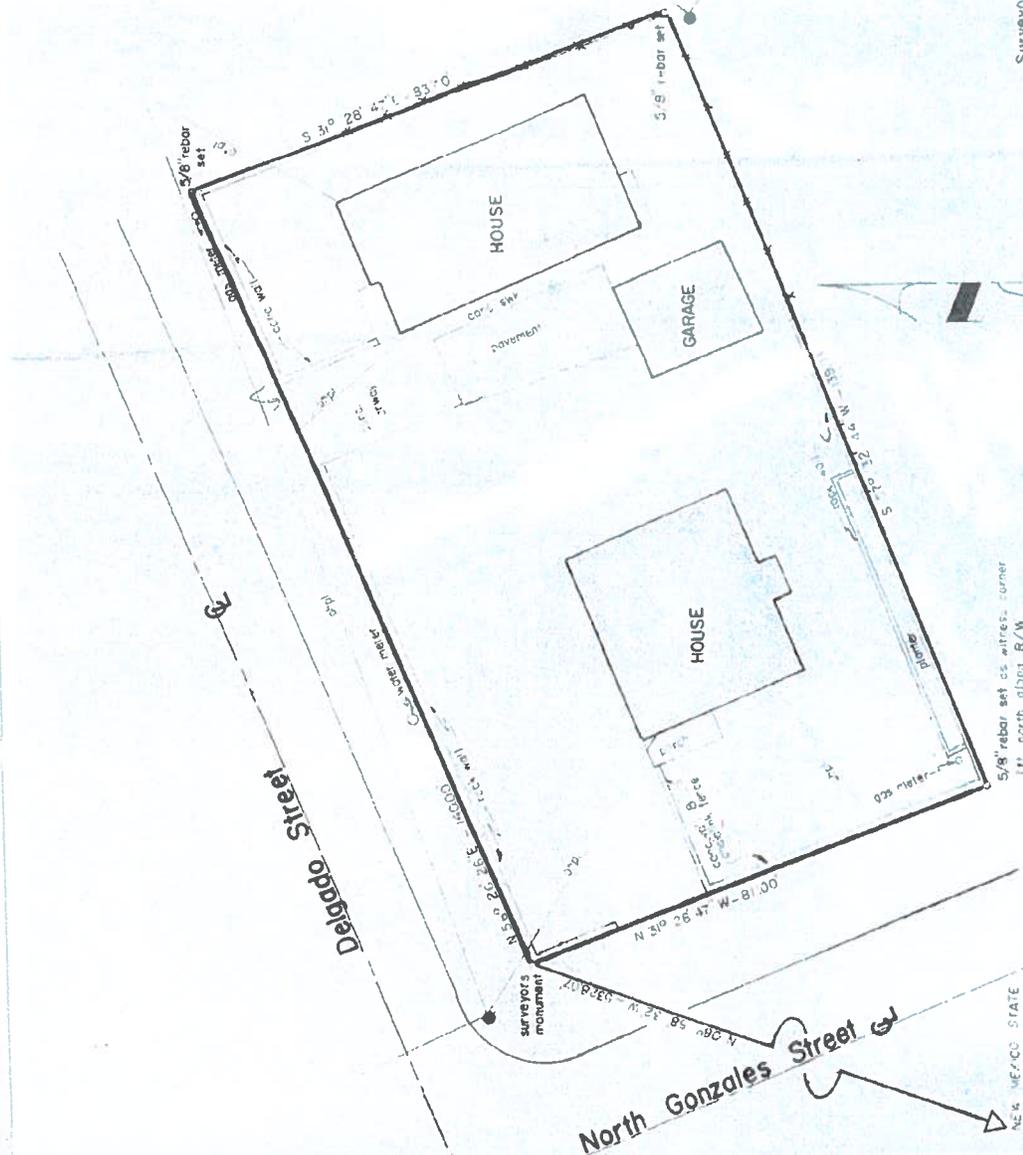
Scott Aaron, City Attorney

Attest:

Casandra Fresquez, City Clerk

Surveyor's Description

A tract of land located within Block 3 of the Francisco Buis / Sotero's Addition to the town of Las Vegas, San Miguel County, New Mexico and being more particularly described as follows:
 Beginning at the New Mexico State Triangulation Station shown on the map at a distance of 5278.07 feet to a surveyor's monument set at N 08° 55' 32" W a distance of 140.00 feet to a surveyor's monument set at the intersection of the Ely R/W line of North Gonzales Street and the S 1/8" R/W line of Delgado Street. Said monument being the NW 1/4 corner and from said set beginning of this tract, thence along said S 1/8" R/W line N 56° 26' 25" E a distance of 140.00 feet to a 5/8" rebar being the NE 1/4 corner of this tract, thence having said S 1/8" R/W line and following a fence line S 31° 22' 47" E a distance of 83.70 feet to a 5/8" rebar set at the SE 1/4 corner of this tract, thence along a wire fence and a rock wall S 57° 32' 46" W a distance of 134.93 feet to a 5/8" rebar located along said Ely R/W line. Said rebar being the SW 1/4 corner of this tract, thence along said Ely R/W line N 31° 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 NAD 83 Grid North East Zone.



Surveyor's Certification

I, Tom Klingenhagen, do hereby certify that this plat represents an actual survey made under my supervision and that it is true and correct to the best of my knowledge and belief.



Date: _____
 Tom Klingenhagen



5/8" rebar set at wire fence corner
 (1) north along R/W

NEW MEXICO STATE
 TRIANGULATION STATION

PROPERTY SURVEY	
SCALE 1"=20'	DRAWN BY: Mike
DATE: April 7	REVISED:
Prepared for: Daniel Maes	
Prepared by: Daniel B. Associates, P.A. Consulting Engineers 2122 North Sycamore, Las Vegas, New Mexico	
DRAWING NUMBER: 77084	

**CITY COUNCIL
RECORD PROPER**

Applicants/Owners: Nora T. Maes
Location: 2122 N. Gonzales Street / 139 Delgado Street
Las Vegas, NM 87701
Hearing Date: Wednesday, May 20, 2020

ACTION REQUESTED:

Approve or disapprove the adoption of Ordinance No. 20-01 amending the Official Zoning Map from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone) for property located at 2122 N. Gonzales Street / 139 Delgado Street, Las Vegas, NM 87701.

BACKGROUND:

Ms. Nora Maes, Applicant/ Owner, has applied for an amendment to the Official Zoning Map of the City of Las Vegas. The application is to change the zoning of 0.26 acres ± parcel within Block 3, of the Francisco Baca / Sandoval Addition to the Town, now the City of Las Vegas. A survey of the property is attached, and property is addressed as 2122 N. Gonzales Street for front area and 139 Delgado Street for the back area.

The purpose of the Zone Change is to be able to split the property up and transfer property located at 139 Delgado Street to her daughter, Pearl Maes. With the current zoning of R-2, the lot split will not comply as the R-2 Zone requires a minimum of 7,000 square feet of property for each lot. The City's Planning & Zoning Commission held a public hearing on Monday, February 24, 2020 to review testimony in favor or opposition of the request. A total of 14 notices were mailed out to property owners within a radius of 100 feet. There were no property owners at the Planning & Zoning Commission meeting and there was only one telephone call regarding the Zone Change. Caller was concerned that if it were changed to an R-3, that the owner would open another Mobile Home Park in the area. Caller was advised that the property was not big enough for a mobile home park, that the size of the property would only allow for one home on the property. There was no opposition to the request. After consideration, the City's Planning & Zoning Commission made the recommendation for approval for the requested zone change.

In accordance with Chapter 450-98 of the zoning ordinance, an amendment to the Official Zoning Map may be initialized by the landowner by application. Ms. Maes filed her application on January 21, 2020.

EXHIBITS

Exhibit No.	Description (Document Name, date, and number of pages)
1	Zone Change Application filed on January 21, 2020 - 1 Page
2	Letter of Intent dated January 16, 2020 - 1 Page
3	Warranty Deed recorded at the San Miguel County Clerk's Office on February 2, 2016 as Instrument No. 201600395 - 1 Page
4	Transfer on Death Deed recorded at the San Miguel County Clerk's Office on February 2, 2016 as Instrument No. 201600397 - 2 Pages
5	Boundary Survey of Subject Property, completed by Drissel & Associates Land Surveying for Daniel Maes. Survey is not recorded at the San Miguel County Clerk's Office - 1 Page
6	Notice of City Council Meeting to be conducted on Wednesday, May 20, 2020 to Applicant and person with Power of Attorney, dated May 5, 2020 - 2 Pages
7	List of Property Owners within 100-feet of Subject Property given notice of the Planning & Zoning Meeting (02-24-20) via certified mail, Assessor's Office map of the area around Subject Property, Vicinity Map sent to property owners and a copy of the Zoning Map of subject property - 5 pages
8	Aerial of area of Subject Property highlighted - 1 Page
9	List of Zone Changes approved in previous years approximately within a 500' radius or more of subject property and a copy of the zoning map of the area - 2 pages
10	Copy of the Notice published in the Las Vegas Optic on May 1, 2020 for the City Council meeting - 1 page
11	Copy of the Planning & Zoning Commission Record Proper, which was Approved - 2 Pages
12	Findings of Fact and Conclusions of Law and recommendations and not signed by Planning & Zoning Commission Chairperson - 2 pages
13	Copy of email sent to previous Interim City Manager on March 31, 2020 , regarding presenting Project to City Council on April 15, 2020 and received no response - 1 Page
14	Ordinance No. 20-01, submitted to City Attorney and City Manager for review and approval, approved and returned on May 5, 2020 - 4 pages

**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:

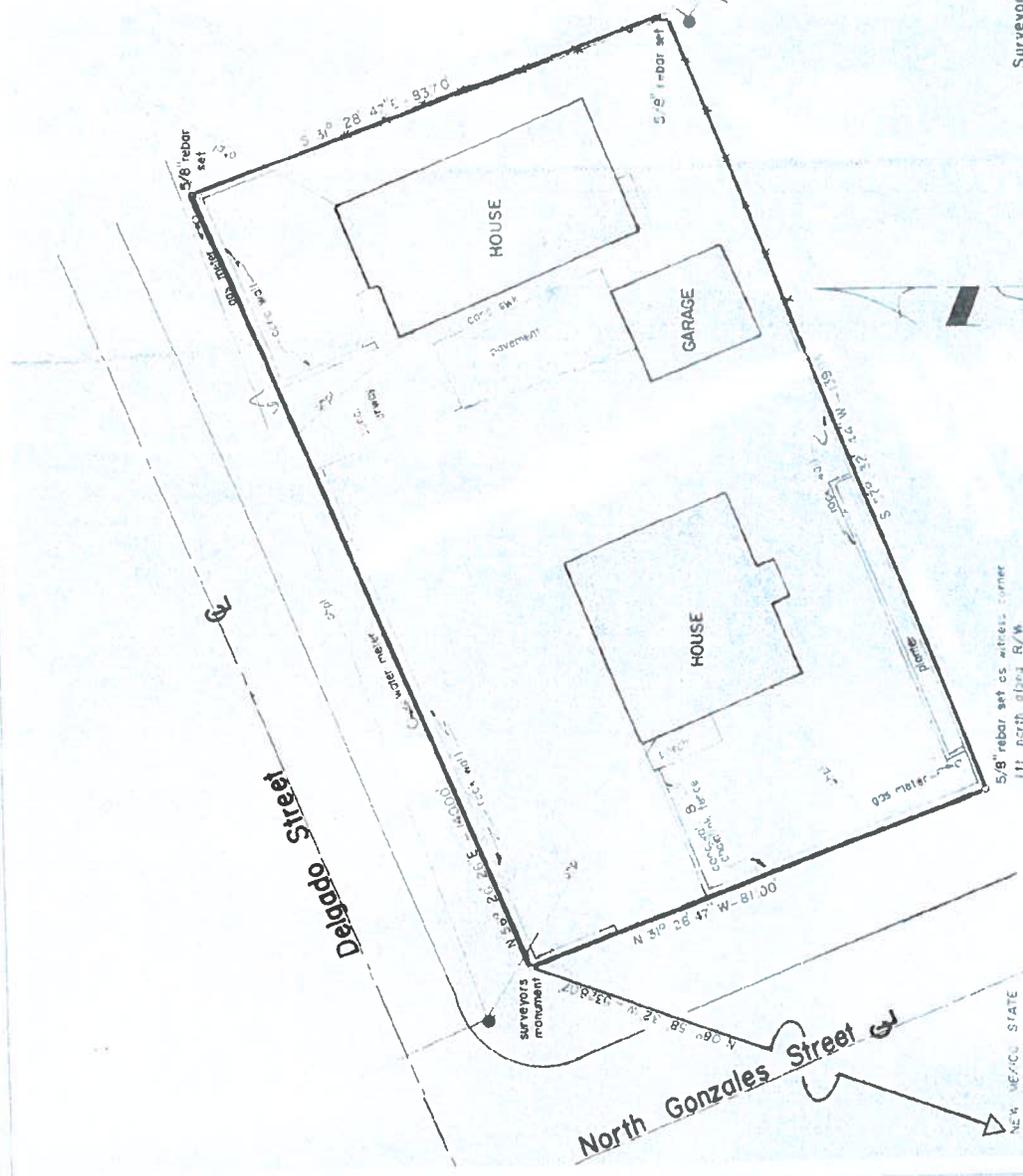
Scott Aaron, City Attorney

Attest:

Casandra Fresquez, City Clerk

Surveyor's Description

A tract of land located within Block 3 of the Francisco Beca / 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 "Auto" Triangulation Station there N 08° 58' 32" W a distance of 52.78 07 feet to a surveyor's monument set at the intersection of the E 1/4, 2nd line of North Gonzales Street and the S 1/4 1/4 line of DuPage Street; said monument being the NW 1/4 corner and 5 1/8" x 1/4" line of beginning of this tract. Thence along said S 1/4 1/4 line N 56° 36' 26" E a distance of 140.00 feet to a 5/8" rebar being the NE 1/4 corner of this tract. Thence leaving said S 1/4 1/4 line and following a fence line S 31° 28' 47" E a distance of 83.70 feet a 5/8" rebar set at the SE 1/4 corner of this tract. Thence along a wire fence and a rock wall S 51° 32' 44" W a distance of 131.93 feet to a 5/8" rebar located along said E 1/4 1/4 line. Said rebar being the SW 1/4 corner of this tract. Thence along said E 1/4 1/4 line N 81° 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 NAD 83 North East Zone.



Surveyor's Certification

I, Tom Kingenbogen, do hereby certify that this plat represents an actual survey made under my supervision and that the same is true and correct to the best of my knowledge and belief.



Tom Kingenbogen
 Date



PROPERTY SURVEY	
SCALE 1"=20'	DRAWN BY Mike
DATE 2/21/17	REVISED
Prepared for Daniel Maes	
Prepared by Daniel B. Associates, P.A. Las Vegas, New Mexico	DRAWING NUMBER 77084



Approval Form

Date Submitted: May 4, 2020

Department Submitting: Community Development Point of Contact: Maria D. Perea

Documents to be reviewed: Ordinance No. 20-01, Zone Change for 2122 Hot Springs Blvd./139 Delgado Street

Number of Pages: 4 pages, including cover page. Also included is the original Ordinance reviewed by previous City Attorney showing corrections that needed to be completed

Upon Completion of review: Contact Maria Perea, Ext. 1608

Deadline: Thursday, May 7, 2020

Comments: Please review attached ordinance for Zone Change for property located at 2122 N. Gonzales Street / 139 Delgado Street. Project is being presented to City Council on May 20, 2020

Please mark according to how they should be reviewed by the following:

Approved / Disapproved:

_____ Date _____
Mary Romero, Finance Director

Approved/Disapproved (as to legal sufficiency):

Scott Aaron _____ Date 05/05/2020
1 Scott Aaron, City Attorney

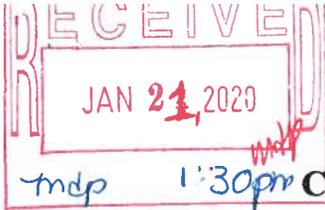
Approved/Disapproved:

William Taylor _____ Date 5-5-2020
2 William Taylor Ph.D., City Manager

Documents Picked Up: _____

By: _____
Print Name

Signature



CITY OF LAS VEGAS ZONE CHANGE APPLICATION

Name of applicant(s): Nora Maes

Address of applicant: 2122 North Gonzales

Property interest of applicant(s): 2122 North Gonzales / 139 Delgado
Owner, under contract, purchaser, etc.

Home phone #: _____ work #: _____ cell# 505 918-8633

Address of property to be rezoned: 2122 North Gonzales / 139 Delgado St.
If an address does not exist for this property, staff can assist you with assignment of an address.

What is the present use of the property? Residential
Commercial, residential, agricultural

Why do you want to rezone your property? To give my daughter the house on 139 Delgado and should she decide to sell the house on 2122 North Gonzales in the future would be a separate piece of property

Signature of applicant: Nora Maes by [Signature] POA Date 1-21-2020

Signature of owner: Nora Maes Date 1-21-2020
(If different from applicant)

This area to be filled in by staff

Doc. # 201600395

1. ~~DB~~ _____ page _____ of recorded deed - February 9, 2016

2. Present zone classification? R-2 (Multi-family Residential Zone)

3. What will the zone classification be after the zone change?
R-3 (Mixed Residential Zone)

Date fee was paid? 1-21-20 receipt # _____

Amount paid? \$110.00

Please provide applicant with copy of this application

January 16, 2020

City of Las Vegas
Community Development Department
Planning and Zoning
1700 N. Grand Avenue
Las Vegas, NM 87701

RE: Letter of Intent: 2122 N. Gonzales and 139 Delgado St.

To Whom It May Concern:

I have two houses, on the same lot, which I would like to subdivide. I intend for the houses to continue to be used as residences. At the present time, I live in the house at 2122 North Gonzales and my daughter lives in the house whose address is 139 Delgado Street.

It is my intention to pass the house at 139 Delgado Street to my daughter if I am able to obtain approval to subdivide.

Your favorable consideration would be most appreciated.

Sincerely yours,



Nora Maes
2122 N. Gonzales
Las Vegas, NM 87701
Phone: 505-918-8633

WARRANTY DEED

Nora T. Maes, individually and as surviving spouse of Daniel B. Maes (Deceased)

_____ , for consideration paid, grant _____

to Nora T. Maes, a widow

whose address is 2122 North Gonzales Las Vegas, NM 87701

the following described real estate in San Miguel County, New Mexico:

A tract of land located within Block 3 of the Francisco Baca y Sandoval Addition to the Town now City of Las Vegas, San Miguel County, New Mexico and being more particularly described as follows: Beginning at the New Mexico "Alto" Triangulation Station N 08 deg. 58' 32" W 5328.07 feet to a surveyor's monument set at the intersection of the E'ly R/W line of North Gonzales Street and the S'ly R/W line of Delgado Street. Said Monument being the NW'ly corner and TRUE POINT OF BEGINNING of this tract. Thence along said S'ly R/W line N 56 deg. 26' 26" E 140.00 feet to a 5/8" rebar being the NW'ly corner of this tract. Thence leaving said S'ly R/W line and following a fence line S 31 deg. 28' 47" E 83.70 feet to a 5/8" rebar set at the SE'ly corner of this tract. Thence along a wire fence and rock wall S 57 deg. 32' 44" W 139.93 feet to a 5/8" rebar located along said E'ly R/W line. Said rebar being the SW'ly corner of this tract. Thence along said E'ly R/Wline N 31 deg. 28' 47" W 81.00 feet to the TRUE POINT OF BEGINNING of this tract.

with warranty covenants.

Witness my hand _____ and seal _____ this 9th day of February, 2016.
Nora T. Maes (Seal) _____ (Seal)
Nora T. Maes (Seal) _____ (Seal)

ACKNOWLEDGEMENT FOR NATURAL PERSONS



STATE OF NEW MEXICO)
COUNTY OF San Miguel) ss.
This instrument was acknowledged before me on February 9, 2016, 2016.
Nora T. Maes, individually and as surviving spouse of Daniel B. Maes
My commission expires: May 26, 2019 JAVAS A ELLIS NOTARY PUBLIC

ACKNOWLEDGEMENT FOR CORPORATION

FOR RECORDER'S USE ONLY

STATE OF NEW MEXICO)
) ss.
COUNTY OF _____)

County of San Miguel WARRANTY DEED
State of New Mexico Pages: 1

ent was acknowledged before me on _____

I Hereby Certify that this Instrument was filed for record 02/09/2016 02:39:50 PM and was duly recorded as Instrument No 201600395 of the Records of San Miguel County, NM.

_____, 20____

(NAME OF OFFICER)

Witness My Hand and Seal Of Office
Geraldine E. Gutierrez

_____, of _____ (CORPORATION ACKNOWLEDGMENT)

Deputy Juanita Sanchez
County Clerk, San Miguel, NM

_____, corporation, on behalf of said corporation



ion expires: _____ NOTARY PUBLIC

(Seal)

TRANSFER ON DEATH DEED

Nora T. Maes, a widow, as owner, grants to the following named grantees and transfers on death to the following named grantee beneficiaries, the real estate in San Miguel County, New Mexico, more particularly described on Exhibit "A" attached hereto and made a part hereof.

Grantee Beneficiaries:

Pearl B. Maes, a single woman

If any of the named beneficiaries should predecease owner, or the other beneficiaries, that person's interest shall vest in the remaining beneficiaries.

THIS TRANSFER ON DEATH DEED IS REVOCABLE. IT DOES NOT TRANSFER ANY OWNERSHIP UNTIL THE DEATH OF THE OWNER. IT REVOKES ALL PRIOR BENEFICIARY DESIGNATIONS BY THE OWNER FOR THIS INTEREST IN REAL ESTATE.

This Transfer on Death Deed is made pursuant to NMSA 1978 ss 45-6-401.

Dated this 9th day of February 2016

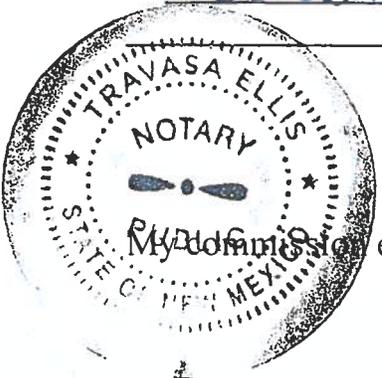
Nora T. Maes

STATE OF NEW MEXICO
COUNTY OF San Miguel

The foregoing instrument was acknowledged before me this 9th day of February, 2016 by Nora T. Maes

Travasa Ellis

Notary public



My Commission expires: May 26, 2019

EXHIBIT 'A'

A tract of land located within Block 3 of the Francisco Baca y Sandoval Addition to the Town now City of Las Vegas, San Miguel County, New Mexico and being more particularly described as follows: Beginning at the New Mexico "Alto" Triangulation Station N 08 deg. 58' 32" W 5328.07 feet to a surveyor's monument set at the intersection of the E'ly R/W line of North Gonzales Street and the S'ly R/W line of Delgado Street. Said Monument being the NW'ly corner and TRUE POINT OF BEGINNING of this tract. Thence along said S'ly R/W line N 56 deg. 26' 26" E 140.00 feet to a 5/8" rebar being the NW'ly corner of this tract. Thence leaving said S'ly R/W line and following a fence line S 31 deg. 28' 47" E 83.70 feet to a 5/8" rebar set at the SE'ly corner of this tract. Thence along a wire fence and rock wall S 57 deg. 32' 44" W 139.93 feet to a 5/8" rebar located along said E'ly R/W line. Said rebar being the SW'ly corner of this tract. Thence along said E'ly R/W line N 31 deg. 28' 47" W 81.00 feet to the TRUE POINT OF BEGINNING of this tract.

County of San Miguel
State of New Mexico

TRANSFER OF DEATH DEED
Pages: 2

I Hereby Certify that this Instrument was filed for record 02/09/2016 02:39:50 PM and was duly recorded as Instrument No. 201600397 of the Records of San Miguel County, NM.

Witness My Hand and Seal Of Office
Geraldine E. Gutierrez

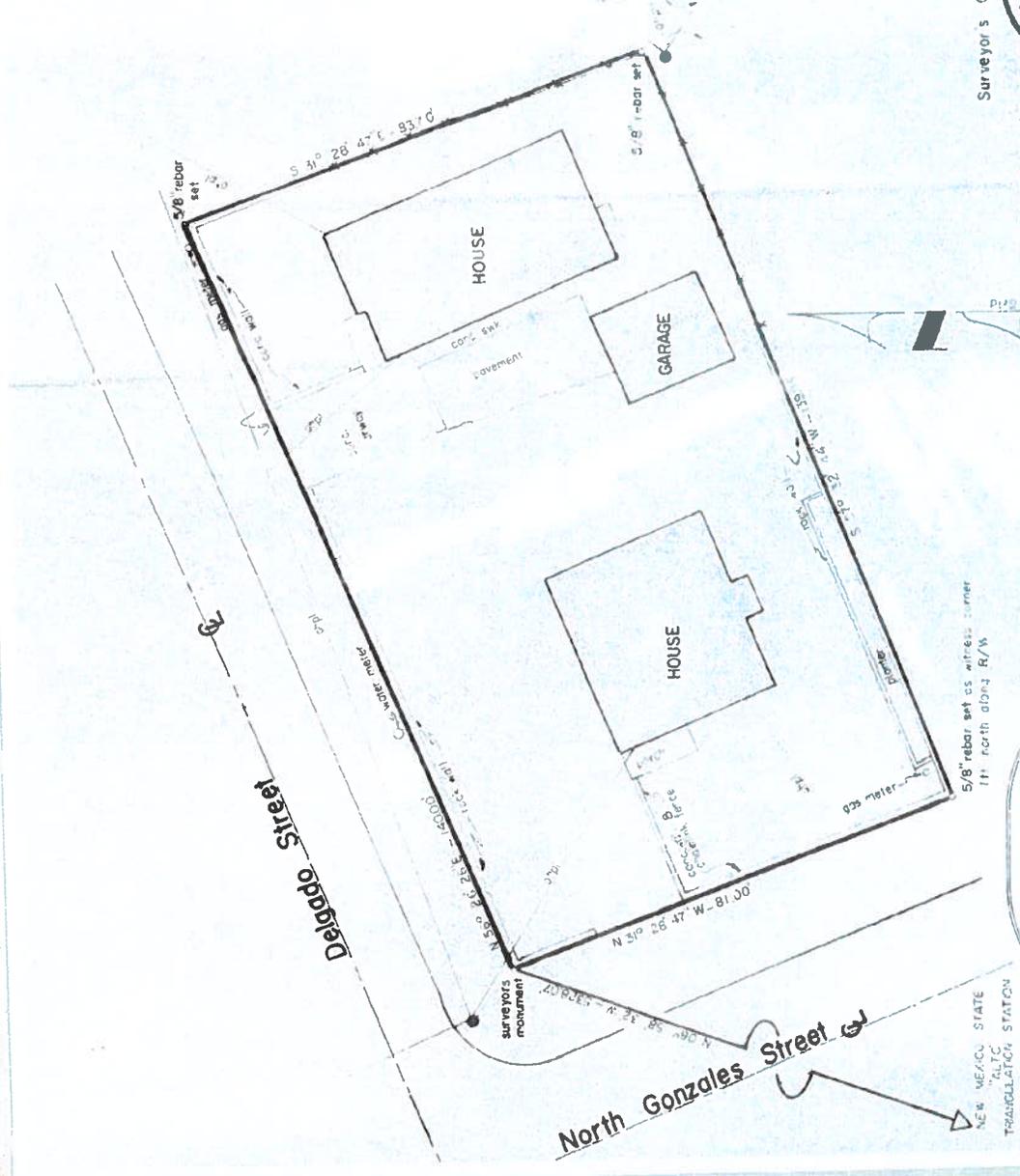
Deputy *Juana Sanchez*
County Clerk, San Miguel, NM



PROPERTY SURVEY
 DRAWN BY: []
 REVISION: []
 DATE: April 7
 Prepared for: **Daniel Maes**
 2122 North 5th Street
 Prepared by: **Orisbel B. Anzures, P.A.**
 Licensed Professional Surveyor
 License No. 77084
 Los Angeles, New Mexico

Surveyor's Description

A tract of land located within Block 3 of the Francisco Baza / 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 known as N 08° 55' 32" W a distance of 3278.07 feet to a surveyor's monument set at the intersection of the E 1/4 R/W line of North Gonzales Street and the S 1/4 R/W line of Delgado Street. Said monument being the NW 1/4 corner and true point of beginning of this tract. Thence along said S 1/4 R/W line N 56° 16' 26" E a distance of 140.00 feet to a 5/8" rebar being the NE 1/4 corner of this tract. Thence bearing said S 1/4 R/W line and following a fence line S 31° 23' 47" E a distance of 85.70 feet to a 5/8" rebar set at the SE 1/4 corner of this tract. Thence along a wire fence and a rock wall S 57° 32' 46" W a distance of 173.83 feet to a 5/8" rebar located along said E 1/4 R/W line. Said rebar being the SW 1/4 corner of this tract. Thence along said E 1/4 R/W line N 31° 28' 47" W a distance of 31.00 feet to the true point of beginning of this tract. Said tract contains 0.26 acres more or less. All bearings are based on NMS-Grid-North East Zone.



Surveyor's Certification

I, Tom Klingenhagen, do hereby certify that this plat represents an actual survey made under my direct supervision and is true and correct to the best of my knowledge and belief.



NEW MEXICO STATE
 TRANSCALATION STATION



City of Las Vegas

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

Mayor Louie A. Trujillo

May 5, 2020

Nora T. Maes
2122 North Gonzales Street
Las Vegas, NM 87701

Dear Ms. Maes:

This is to formally give you notice that the Planning and Zoning Commission on February 24, 2020 recommended approval of your application to re-zone the property located at 2122 North Gonzales Street / 139 Delgado Street, Las Vegas, New Mexico. The City Council will consider the Commissions' recommendation at their regular meeting to be held on Wednesday, May 20, 2020 at 6:00pm in the City Council Chambers, 1700 North Grand Avenue, Las Vegas, NM 87701.

Staff will initially present the item to the Council. At the end of the staff presentation, the Mayor will open the hearing. In all cases dealing with property issues, all persons, witnesses who wish to speak for or against the issue will have to be sworn in.

It is required that you or a representative be present at the hearing to answer any questions the Council have of your application. Failure to be present may result in your application being heard at a future meeting. Staff also encourages you to speak on your behalf when given the opportunity. Until further notice and if you choose, you may have other parties submit written statements in support of your request.

If you have any questions, please feel free to contact me at (505) 454-1401, ext. 1608.

Sincerely,

Maria D. Perea
Planning & Zoning Coordinator

XC: Applicant File

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Joseph P. Baca
Councilor Ward 3

David G. Romero
Councilor Ward 4



City of Las Vegas

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

Mayor Louie A. Trujillo

May 5, 2020

Pearl Maes, Power of Attorney
139 Delgado Street
Las Vegas, NM 87701

Dear Ms. Maes:

This is to formally give you notice that the Planning and Zoning Commission on February 24, 2020 recommended approval of your application to re-zone the property located at 2122 North Gonzales Street / 139 Delgado Street, Las Vegas, New Mexico. The City Council will consider the Commissions' recommendation at their regular meeting to be held on Wednesday, May 20, 2020 at 6:00pm in the City Council Chambers, 1700 North Grand Avenue, Las Vegas, NM 87701.

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Sincerely,

Maria D. Perea
Planning & Zoning Coordinator

XC: Applicant File

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Joseph P. Baca
Councilor Ward 3

David G. Romero
Councilor Ward 4

APPLICATION FOR ZONE CHANGE - - An Application for Zone Change from an R-2 (Multi Family Residential Zone) to an R-3 (Mixed Family Residential Zone) for property located at 2122 North Gonzales Street/139 Delgado Street, Las Vegas, NM 87701. for the purpose of having the property split up into two parcels in order to transfer the property known as 139 Delgado Street to her daughter. As it is zoned at this time, the property will not meet the minimum area requirements of 7,000 square feet per property if it is split up.

Nora T. Maes

Page 2

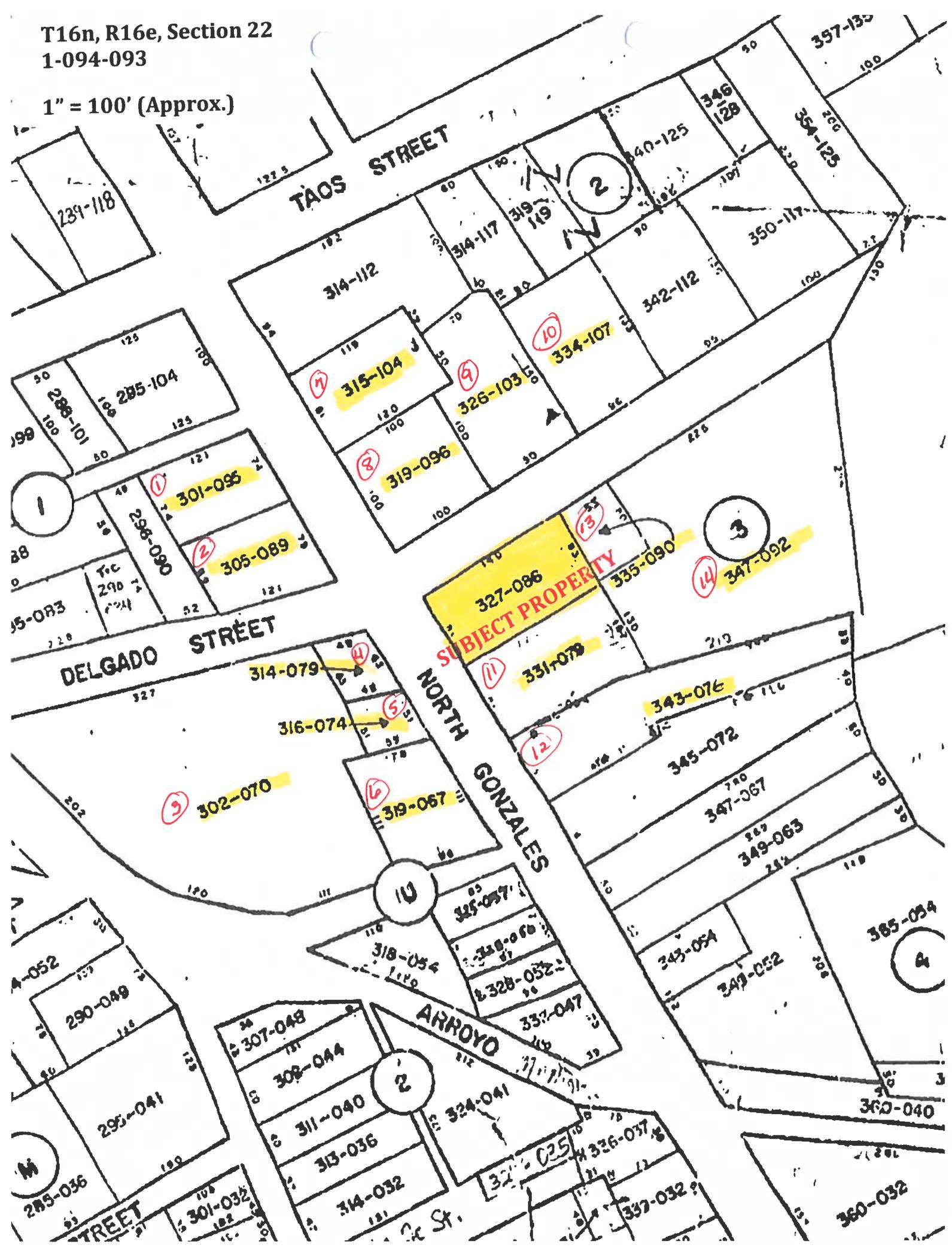
- | | | | |
|-----|--|-----|---|
| 11. | 1-094-093-331-079
Doris Lara
HC 69, Box 53-A
Rociada, NM 87742 | 12. | 1-094-093-343-076
Benerita Roybal
2030 North Gonzales Street
Las Vegas, NM 87701 |
| 13. | 1-094-093-335-090
Nora P. Madrid
141 Delgado Street
Las Vegas, NM 87701 | 14. | 1-094-093-347-092
Diane G. Monroe
P. O. Box 308
Las Vegas, NM 87701 |

ONLY ONE (1) LETTER SENT - - Both properties belong to Dorothy A. Sanchez.

Above list was compiled on January 28, 2020 as per September 30, 2015 Map/Parcel Data provided by the San Miguel County Assessor's Office. List was verified on January 31, 2020 per information obtained from the San Miguel County Assessor's Office On-Line Land Records for 2019 and are current. Information was compiled and verified by Maria D. Perea, Planning & Zoning Coordinator for Community Development Department.

T16n, R16e, Section 22
1-094-093

1" = 100' (Approx.)





The Planning & Zoning Commission/ Board of Adjustment will hold a **PUBLIC HEARING** on **Monday**, February 24, 2020 at 4:00 pm, in the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, to consider an application for a **ZONE CHANGE** from an R-2 (Multi-Family Residential) to an R-3 (Mixed Residential Zone) for property located at 2122 North Gonzales Street and 139 Delgado Street, Las Vegas, NM 87701. The purpose of the Zone Change is for property owner to transfer the rear portion of subject property to her daughter. Application was submitted by Nora T. Maes (Owner/Applicant). The legal description for this property is on file at Community Development Department, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

This letter is notifying you because you own property within 100 feet (excluding public right-of-way) of the proposed **ZONE CHANGE** request. You may appear at the hearing to enter your testimony in favor or in opposition to the requests. The applicant aggrieved by the decision of the Planning & Zoning Commission, may file a written notice of appeal.

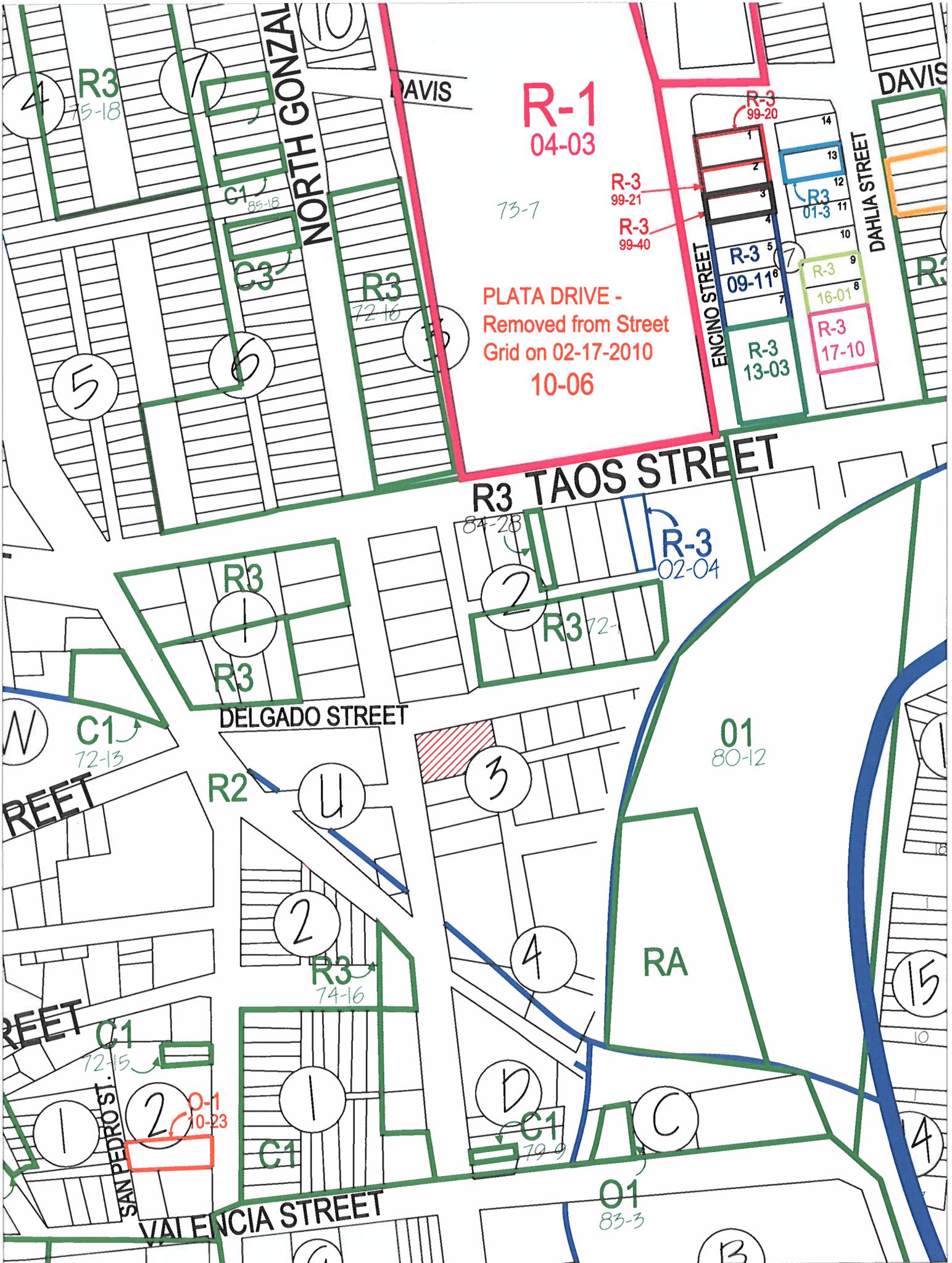
If you require further information, please contact Maria D. Perea, Planning & Zoning Coordinator at (505) 454-1401, Ext. 1608 or via email at mariaperea@lasvegasnm.gov.

CITY OF LAS VEGAS

COMMUNITY DEVELOPMENT DEPARTMENT
1700 NORTH GRAND AVENUE
LAS VEGAS, NEW MEXICO 87701

'NOT TO SCALE'





R-1
04-03

PLATA DRIVE -
Removed from Street
Grid on 02-17-2010
10-06

R-3
99-20

R-3
99-21

R-3
99-40

R-3
09-11

R-3
16-01

R-3
17-10

R-3
13-03

R3 TAOS STREET

R-3
02-04

DELGADO STREET

R2

01
80-12

RA

REET

REET

C1
72-15

0-1
10-23

R3
74-16

C1
79-9

01
83-3

VALENCIA STREET

SAN PEDRO ST.

N

R3
75-18

C1
82-18

C3

R3
72-16

DAVIS

DAVIS

DAHLIA STREET

R3

15

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84-28

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Subject Property – 2122 North Gonzales Street / 139 Delgado Street

ZONE CHANGES APPROVED IN PRIOR YEARS

Within a 500-foot radius:

- | | | |
|---|-----------------------------------|--------------------------|
| ➤ | Two from R-2 to R-3, date unknown | |
| ➤ | 72-1 | July 20, 1983 |
| | | R-2 to R-3 |
| ➤ | 72-16 | December 21, 1983 |
| | | R-2 to R-3 (Whole Block) |
| ➤ | 74-16 | October 16, 1985 |
| | | R-2 to R-3 |
| ➤ | 80-12 | November 14, 1991 |
| | | R-A to O-1 |
| ➤ | 84-28 | June 20, 1996 |
| | | R-2 to R-3 |
| ➤ | 02-04 | May 15, 2002 |
| | | R-2 to R-3 |

Over the 500-foot radius:

- | | | | |
|---|-------|--------------------|------------|
| ➤ | 75-18 | October 16, 1986 | R-2 to R-3 |
| ➤ | 85-18 | January 9, 1997 | R-3 to C-1 |
| ➤ | 99-20 | April 19, 2000 | R-2 to R-3 |
| ➤ | 99-21 | April 19, 2000 | R-2 to R-3 |
| ➤ | 01-03 | March 14, 2001 | R-2 to R-3 |
| ➤ | 04-03 | February 18, 2004 | R-2 to R-1 |
| ➤ | 09-11 | June 3, 2009 | R-2 to R-3 |
| ➤ | 10-23 | August 18, 2010 | R-2 to O-1 |
| ➤ | 13-03 | April 10, 2013 | R-2 to R-3 |
| ➤ | 16-01 | March 16, 2016 | R-2 to R-3 |
| ➤ | 17-10 | September 20, 2017 | R-2 to R-3 |

**NOTICE OF THE
CITY OF LAS VEGAS
City Council Meeting**
Notice is given that the
Las Vegas City Council
will hold a Public Hear-
ing on Wednesday,
May 20, 2020 at 6:00
p.m., at the City of Las
Vegas Council Cham-
bers, 1700 N. Grand
Avenue, Las Vegas,
New Mexico 87701.

The following items will
be presented to City
Council by Community
Development:
1. Conduct a Public
Hearing and Approve/
Disapprove the adop-
tion of Ordinance # 20-
01, for an amendment
to the Official Zoning
Map for rezoning of
property located at
2122 North Gonzales
Street / 139 Delgado
Street from an R-2
(Multi-family Residen-
tial Zone) to an R-3
(Mixed Residential
Zone).
The City Council may

convene in Executive
Session, if the subject
matter of such discus-
sion or action is ex-
empted from the open
meeting requirement
under Section 10-15-1
(H) of the Open Meet-
ings Act.
CITY OF LAS VEGAS
/s/ Casandra Fresquez
City Clerk
PUB: Las Vegas Optic,
May 1, 2020
#20050143

PLANNING & ZONING COMMISSION**RECORD PROPER
ZONE CHANGE APPLICATION**

Applicant/Owner: Nora T. Maes

Location: 2122 North Gonzales St./139 Delgado St.
Las Vegas, NM 87701

Date: Monday, February 24, 2020

ACTION REQUESTED:

A recommendation to City Council for approval or disapproval of a Zone Change from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone) for property located at 2122 North Gonzales Street / 139 Delgado Street, Las Vegas, NM 87701.

BACKGROUND:

Applicant, Nora T. Maes, is requesting a Zone Change for property located at 2122 North Gonzales Street / 139 Delgado Street from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone). The purpose of the zone change is to be able to split the property up and transfer property located at 139 Delgado Street to her daughter, Pearl Maes. With the current zoning of R-2, the lot split will not be in compliance as the R-2 Zone requires a minimum of 7,000 square feet of property for each lot.

EXHIBITS

Exhibit No.	Description (Document Name, date and number of pages)
1	Zone Change Application, filed on January 21, 2020 – 1 page
2	Letter of Intent dated January 16, 2020 – 1 page
3	Warranty Deed recorded at the San Miguel County Clerk's Office on February 2, 2016 as Instrument No. 201600395 – 1 page
4	Transfer on Death Deed recorded at the San Miguel County Clerk's Office on February 2, 2016 as Instrument No. 201600397 – 2 pages
5	Boundary Survey of Subject Property, completed by Drissel & Associates Land Surveying for Daniel Maes. Survey is not recorded at the San Miguel County Clerk's Office.
6	Notice of Public Meeting to Applicant, dated February 6, 2020 – 1 page Copy of same letter was sent to Pearl Maes, Daughter.

7	List of Property Owners within 100-feet of Subject Property given notice via certified mail, Assessor's Map of area around Subject Property, Vicinity Map sent to property owners and copy of Zoning Map of subject property. - 5 pages
8	Aerial of area with Subject Property highlighted - 1 page
9	List of Zone Changes approved in previous years approximate within a 500' radius or more of subject property and a copy of the zoning map of the area - 2 pages
10	Copies of Certified Mail receipts showing name of persons sent a notice, with the date they were mailed stamped on them - - 3 pages
11	Photo of signs posted on Subject Property regarding the Zone Change Request Application - 2 pages
12	Copy of Notice published in the Las Vegas Optic on February 7, 2020 - 1 page
13	P&Z Staff Report - 3 pages

FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION

On February 24, 2020, the Las Vegas Planning and Zoning Commission considered an application submitted by Nora T. Maes for an amendment to the City of Las Vegas Zoning Map. The proposed amendment would change the zoning of a 0.26 acre ± parcel within T16n, R16e, Section 22 (projected) from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone) for property located at 2122 N. Gonzalez Street / 139 Delgado Street, Las Vegas, New Mexico. The Commission having been presented with the record testimony hereby makes the following Findings of Fact, Conclusions of Law and Recommendation.

NOTICE

Notice for the Public Hearing before the Planning and Zoning Commission was published in the Las Vegas Optic on January 7, 2020, faxed to area media on January 10, 2020, mailed via certified mail on January 10, 2020 to property owners within 100 feet, and notice was posted on the external boundaries of the property on January 10, 2020.

APPLICATION

The applicant, Nora T. Maes, has applied for an amendment to the official zoning map of the City of Las Vegas to change the zoning for property located at 2122 N. Gonzales Street / 139 Delgado Street, Las Vegas, NM. Ms. Maes wants to rezone the property from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone) for this property so that she can split the property and transfer the back portion known as 139 Delgado Street to her daughter, Pearl Maes.

LAND HISTORY

The property currently has two buildings on it, which are utilized as single-family homes. There is also a garage on the premises next to 139 Delgado Street, Las Vegas, NM 87701.

TESTIMONY

Ms. Nora Maes stated in the application that the request is being made to be able to split the property and transfer the back portion known as 139 Delgado Street to her daughter, Pearl Maes. With the current zoning of R-2, the lot split would not comply as the R-2 zone requires a minimum of 7,000 square feet for each lot. With the approval of the zone change to an R-3 zone, the minimum area requirements of 5,000 square feet per lot would be met. When the property is split up and the transferred to her daughter, Pearl Maes, the front portion of the property can eventually be sold without Ms. Pearl Maes having to look for another property to live in.

There were no comments either for or against the zone change at the meeting. Ms. Pearl Maes did advise that one of her brother's was against it, but he was not present at the meeting. One telephone call was received on the zone change request, and the caller was concerned that the property would be changed into a Mobile Home Park like next door if the zone change were approved. The caller was advised that if the zone change were approved and a lot split was done, the property would only accommodate one single family home and it was too small for a mobile home park. Caller was satisfied with the response.

COMMISSION'S RECOMMENDATION

Based upon the Findings of Fact, the Commission made the following recommendation:

1. Motion was made to recommend approval of the amendment to the Zoning Map.

CONCLUSION OF LAW AND DECISION

Based upon the above findings of fact, the Commission makes the following Conclusions of Law and Decision:

1. Adequate notice, pursuant to § 450-104 of the Las Vegas Municipal Code was provided.
2. The Zoning Map amendment is in accordance with the Las Vegas Comprehensive Plan.
3. The Commission recommends to the City Council that the proposed Zone Change amendment be approved for a zone change from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone).

Signed this ____ day of _____, 2020

Dianne Lindsey, Acting Chairperson
Planning & Zoning Commission



Zone Change for Hot Springs/Delgado

1 message

Maria Perea <mariaperea@lasvegasnm.gov>
To: Ann Marie Gallegos <amgallegos@lasvegasnm.gov>

Tue, Mar 31, 2020 at 3:21 PM

Ms. Gallegos:

I have a zone change that was approved by P&Z and I have to take it to City Council. Can I submit all my paperwork to have it heard on April 15, 2020. I will not be here on Wednesday, but if you say it's okay, I can turn in all my paperwork on Thursday. Legal will be sent tomorrow (04-01) to be published on Friday (04-03).

Maria D. Perea
Planning & Zoning Coordinator

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5/14/20

DEPT: Community Dev

MEETING DATE: 5/20/20

ITEM/TOPIC: To discuss the cancellation of the following events: Fiestas, Motorcycle Rally, and 4th of July City Firework Celebration

ACTION REQUESTED OF COUNCIL:

Approve/Disapprove: Cancellation of Fiestas

Approve/Disapprove: Cancellation of 4th of July City Firework Celebration

Approve/Disapprove: Cancellation of the Motorcycle Rally

BACKGROUND/RATIONALE: 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.

STAFF RECOMMENDATION: All three events to be cancelled for their scheduled time. Possible rescheduling could occur at a later date to be determined.

COMMITTEE RECOMMENDATION:

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



WILLIAM TAYLOR, CITY MANAGER

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

MARY ROMERO, FINANCE DIRECTOR
(PROCUREMENT)

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 05/13/2020

DEPT: Public Works

MEETING DATE: 05/20/2020

ITEM/TOPIC: 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.

ACTION REQUESTED OF COUNCIL: Approve/Disapprove of Resolution 20-21

BACKGROUND/RATIONALE: 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.

STAFF RECOMMENDATION: Approve Resolution 20-21

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. 20-21

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



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Southwest Region
Louisiana, New Mexico

3-35-0025-019-2020

FAA ASW-640
10101 Hillwood Parkway
Ft Worth, TX 76177

CARES Act Grant Transmittal Letter

Dr. William Taylor
1700 N. Grand Ave.
Las Vegas, NM 87701

Dear Dr. Taylor:

Please find the following electronic CARES Act Grant Offer, Grant No. 3-35-0025-019-2020 for Las Vegas Municipal. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, **no later than June 11, 2020** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be electronically signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has electronically attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR § 200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi invoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act states the funds may not be used for any purpose not related to the airport.

With each payment request you are required to upload directly to Delphi:

- An invoice summary, even if you only paid a single invoice, and
- The documentation in support of each invoice covered in the payment request.

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and
- An SF-425, and
- A narrative report.

The narrative report will summarize the expenses covered by the CARES Act funds and state that all expenses were in accordance with the FAA's Policy and Procedures Concerning the Use of Airport Revenues and incurred after January 20, 2020.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once you have drawn down all funds and uploaded the required documents to Delphi, notify Mr. Brittany Smith by email that the grant is administratively and financially closed. Brittan is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,

Lacey D. Spriggs
Manager

[ADO has discretion to delegate signature authority to Program Manager]



U.S. Department
of Transportation
Federal Aviation
Administration

CARES ACT AIRPORT GRANTS AGREEMENT

Part I - Offer

Federal Award Offer Date _____

Airport/Planning Area Las Vegas Municipal

CARES Grant Number 3-35-0025-019-2020

Unique Entity Identifier 021232723

TO: City of Las Vegas
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Coronavirus Aid, Relief, and Economic Security Act (CARES Act or "the Act") Airports Grants Application (herein called the "Grant") dated May 11, 2020, for a grant of Federal funds at or associated with the Las Vegas Municipal Airport, which is included as part of this Grant Agreement; and

WHEREAS, the Sponsor has accepted the terms of FAA's Grant offer;

WHEREAS, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the Grant Application for the Las Vegas Municipal Airport, (herein called the "Grant") consisting of the following:

This Grant is provided in accordance with the CARES Act, as described below, to provide eligible Sponsors with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. CARES Act Airport Grants amounts to specific airports are derived by legislative formula.

The purpose of this Grant is to maintain safe and efficient airport operations. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments. CARES Act Airport Grants may be used to reimburse airport operational and maintenance expenses directly related to Las Vegas Municipal Airport incurred no earlier than January 20, 2020. CARES Act Airport Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after April 14, 2020. Funds provided under the Grant will be governed by the same principles that govern "airport revenue." New airport development projects may not be funded

with this Grant unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of funds for the airport development project.

NOW THEREFORE, in accordance with the applicable provisions of the CARES Act, Public Law 116-136, the representations contained in the Grant Application, and in consideration of, (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$20,000.
2. **Period of Performance.** The period of performance shall commence on the date the Sponsor formally accepts this agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.

3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CARES Act.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.
5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs will be 100%.
6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this Grant Agreement, the CARES Act, and the regulations, policies, standards and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5/12/2020

DEPT: Executive

MEETING DATE: 5/20/2020

ITEM/TOPIC: Discussion/Direction on selection process for the Campaign and Ethics Board.

ACTION REQUESTED OF COUNCIL: No Action

BACKGROUND/RATIONALE: 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.

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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


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 COUNCIL MEETING AGENDA REQUEST

DATE: 05/13/2020 DEPT: Housing MEETING DATE: 05/20/2020

ITEM/TOPIC:

Approval/Disapproval of Resolution No. 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.

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of Resolution No. 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.

BACKGROUND/RATIONALE:

Northern Regional Housing Authority has 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 which will benefit the City of Las Vegas Residents.

STAFF RECOMMENDATION:

Recommend approval of Resolution No. 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.

COMMITTEE RECOMMENDATION:

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

REVIEWED AND APPROVED BY:



WILLIAM TAYLOR, CITY MANAGER



SUBMITTER'S SIGNATURE

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

MARY ROMERO, FINANCE DIRECTOR
PROCUREMENT

Resolution No. 20-22

A RESOLUTION OF THE CITY OF LAS VEGAS STARTING THE TRANSFER OF THE HOUSING PROJECT CONTRACT

WHEREAS, pursuant to the Annual Contributions Contract (“Contract”) with the United States Department of Housing and Urban Development (“HUD”), the City of Las Vegas (“City”) operates the low-income public housing project known as the City of Las Vegas Housing Authority (the “Housing Project”), which is located within the City of Las Vegas, San Miguel County, New Mexico; and

WHEREAS, the Housing Project is located within the jurisdiction of the northern regional housing authority; and

WHEREAS, the Housing Project Board of Commissioners has determined that it is no longer in the best interests of the City of Las Vegas or its residents to continue to operate the Housing Project; and

WHEREAS, the Northern Regional Housing Authority (“NRHA”) has the expertise to operate and manage housing projects in compliance with various state and federal affordable housing programs; and

WHEREAS, it is in the best interest of the City and the City’s residents for NRHA to acquire, manage and operate the Housing Project within the territorial boundaries of the City; and

WHEREAS, subject to the final approval of HUD, the City has agreed to begin the process of transferring the Contract to the NRHA.

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 approves the transfer of the Contract from the City to the NRHA, subject to the approval of the NRHA Board of Commissioners and the HUD.

APPROVED AND ADOPTED this ____ day of May, 2020.

Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney

Current challenges for the local government:

- Cities/counties are designed to manage municipalities, not housing programs.
- Elected governing bodies must oversee a wide variety of programs and services, whereas PHA boards exist exclusively to focus on housing programs (similar to a school board).
- Budgeting and accounting for housing programs significantly increases the difficulty for general fund accounting.
- Local governments do they have the resources to handle ongoing tenancy issues in an efficient and effective manner.
- Housing program policies and procedures are extremely complex and often conflict with local government policies and procedures.
- Housing programs operating as a department of a local government must have a different set of standards for procurement, financial management, salaries and benefits, which results in millions of dollars of assets not being utilized for our local housing program.
- Local governments cannot act as a partner with a PHA for new development opportunities when they are also serving as the PHA, which further reduces the benefits to our local program.
- Across New Mexico, almost all municipal-controlled housing programs have been transferred to the independent PHA.

Benefits of transferring (in addition to relief from all issues listed above):

- Employees would transition from City employees to independent PHA employees, and the employees would benefit from increased opportunities for advancement, training, and performance-based compensation, and will no longer require City resources.
- Local government does not have the liability associated with maintenance and occupancy of hundreds of housing units and tenants.
- The independent PHA can provide a wider variety of programs and services to residents.
- The independent PHA can demonstrate greater need and capacity when competing for new funding.
- The independent PHA is more efficient and saves significant tax dollars on operational overhead, such as audit fees, software, accounting, etc.
- An independent PHA acts in partnership with the local government to develop new housing opportunities without pulling from City resources.

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5/8/2020

DEPT: Executive

MEETING DATE: 5/20/2020

ITEM/TOPIC: Appointment of Human Resource Director.

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to appoint Donna Castro as the Human Resource Director for the City of Las Vegas.

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

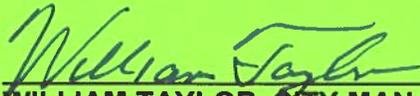
STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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

**_____
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)**

DONNA M. CASTRO

(505) 429-5103 | 1024 6th Street Las Vegas, NM 87701 | dmcastro@outlook.com

HUMAN RESOURCES DIRECTOR

Human Resources | Labor Relations | Payroll

Positioning HR as a Business Partner for Excellence Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, growth and employee engagement. Empowering leader who supports executive management with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

PROFESSIONAL EXPERIENCE

CONSULTANT-PAYROLL AND BENEFITS

New Mexico School for the Deaf

Santa Fe, New Mexico

02/20 – present

- Responsible for processing the school's semi-monthly payroll.
- Work on conversion of a semi-monthly to a biweekly payroll for school.
- Assist with selection and implementation of a new HRIS.
- Train employees in the entire payroll process to include processing payroll through the financial reconciliation process.

DIRECTOR OF HUMAN RESOURCES & PAYROLL

Northern New Mexico College

Espanola, New Mexico

02/17 – 06/19

- Directed management of the Human Resources and Payroll services functions, ensuring that all services to departments were effective, cohesive and consistent with the needs and objectives of the various departments, as well as the institution as a whole.
- Developed, implemented, and administered human resources policies and procedures.
- Managed leave programs to include FMLA.
- Directed the activities of the payroll department to include oversight of payroll processing, fiscal and calendar year-end processes, tax compliance and accounting for salaries, fringe benefits and reconciliation of payroll liability accounts.
- Serve as a subject matter expert for the Human Resources/Payroll modules of college's administrative software (Ellucian BANNER).
- Evaluated departmental procedures to streamline and/or automate processes, improve customer service, reduce paper-flow, and improve human resources data management; plan and implement changes as required.
- Converted semi-monthly payroll cycle to bi-weekly payroll cycle.
- Served as initial point of consultation, problem resolution, and facilitation in the areas of employee relations, performance management, and employee discipline; advised both employees and management regarding policies, procedures, and documentation; researched, identified and analyzed specific employee concerns and make appropriate recommendations to management.
- Coordinated with legal counsel on complex employment matters.
- Conduct internal investigations.
- Chief negotiator for management team responsible for bargaining non-exempt staff collective bargaining agreements; management representative of tenure/tenure-track faculty and adjunct faculty negotiating teams.
- Approved employee actions including suspensions and terminations. Directed the recruitment processes to include consultation with and advising hiring officials in the planning, approval, and implementation of staffing projections,

recruitment strategies, posting/advertising, requisition/applicant tracking, initial screening/applicant pool development. Conduct final review of hiring selections and authorize job offers.

- Reported to management and external state and federal agencies.
- Managed the annual external audit for Human Resources and Payroll.

DIRECTOR OF HUMAN RESOURCES & PAYROLL
New Mexico Highlands University

Las Vegas, New Mexico
09/05 – 08/16

- Directed management of the Human Resources services function, ensuring that all services to departments are effective, cohesive, consistent with the needs and objectives of the various departments, as well as the institution as a whole.
- Planned, developed, implemented, and administered human resources policies and procedures, employee relations and grievance programs, classification and compensation programs, employee benefit programs and recruitment.
- Directed the activities of the payroll department to include oversight of the biweekly payroll processing (1300+employees), fiscal and calendar year-end processes, tax compliance and accounting for salaries, fringe benefits and payroll liabilities.
- Served as subject matter expert and Functional Team Leader for the Human Resources/Payroll/Position Control modules of university's administrative software (Ellucian BANNER).
- Evaluated departmental procedures to streamline and/or automate processes, improve customer service, reduce paper-flow, and improve human resources data management; planned and implemented changes as required.
- Managed the implementation and maintenance of a document management system.
- Trained and supported the Budget Director and Controller in the Position Control module; provided data to the Budget Director necessary to prepare annual budgets and mid-year budget adjustments for salaries and fringe benefits.
- Served as initial point of consultation, problem resolution, and facilitation in the areas of employee relations, performance management, and employee discipline; advised both employees and management regarding employee relations policies, procedures, and documentation; researched, identified, and analyzed specific employee relations concerns and made appropriate recommendations to management.
- Provided a range of generalist support and problem resolution to employees including, but not limited to, FMLA, leave policies, compliance with ADA, FLSA, and other related regulations and internal policies.
- Worked with The HayGroup™ to develop a comprehensive classification/compensation study for the university; implemented results of the study to include budget allocation and rewrites of job descriptions for each regular staff position.
- Coordinated with outside legal counsel on complex employment matters.
- Conducted employee investigations.
- Managed the organization's performance management system. Coached internal leaders on responding to employee performance issues.
- Served on management bargaining team responsible for negotiating the collective bargaining agreement for tenured and tenure-track faculty.
- Approved all employee actions including suspensions, demotions and terminations.
- Directed the recruitment processes to include consultation with and advising hiring officials in the planning, approval, and implementation of staffing projections, recruitment strategies, posting/advertising, requisition/applicant tracking, initial screening/applicant pool development, review and problem resolution of department hiring selections, and authorization of job offers.
- Managed reporting to management and external state and federal agencies.

- Conducted periodic audits of various Human Resources and Payroll processes to ensure adherence to policies and procedures and internal controls; implemented corrective actions as appropriate.
- Managed the annual external audit for Human Resources and Payroll; managed audit conducted by the Internal Revenue Service.

ASSISTANT DIRECTOR OF HUMAN RESOURCES & PAYROLL
New Mexico Highlands University

Las Vegas, New Mexico
08/04 – 08/05

- Served as the Human Resources Information System Team Leader (including payroll and position control) to include maintenance, security and staff training.
- Directed the activities of the payroll department to include oversight of the biweekly payroll processing (1200+employees), fiscal and calendar year-end processes, tax compliance and accounting for salaries, fringe benefits and payroll liabilities.
- Managed leave accruals and usage/prepared year-end reports and journal entries to record liability.
- Provided advice and problem resolution to employees on benefit issues.
- Monitored, verified, and authorized routine personnel actions and requests pertaining to existing employees and new hires, in accordance with established policies, procedures, and guidelines.
- Conducted internal investigations.
- Provided reports to management.
- Managed the annual external audit for Human Resources and Payroll.
- Assisted Director in all aspects of the Human Resources function.

HR/PAYROLL CONSULTANT
New Mexico Highlands University

Las Vegas, New Mexico
08/01 – 01/02

- Reviewed and corrected errors to HRIS (Ellucian BANNER) rule and validation tables.
- Updated payroll processes and procedures.
- Assisted Business Office, Human Resources and Payroll departments to correct serious audit findings in FY00 and FY01.
- Assisted President and Controller in the budgeting of salaries and fringe benefits under a difficult financial period.
- Reviewed general ledger and processed journal entries to correct accounting errors.

PAYROLL MANAGER
New Mexico Highlands University

Las Vegas, New Mexico
07/90 – 03/00 & 02/02 – 07/04

- Served as the Human Resources Team Leader for implementation and conversion of the HR/Payroll Module of BANNER Administrative Software/assisted in the implementation of the Finance Module of administrative package—team completed implementation and conversion in 90 days rather than estimated 18 months; trained staff on a regular basis.
- Team Leader for users during implementation and conversion from in-house payroll system to HRS Plus software – October 1992.
- Processed payroll for 1200+ employees (students, faculty, staff, graduate assistants, adjunct faculty, clerical and maintenance employees).
- Prepared all state and federal payroll-related reports to include tax deposits, quarterly 941 forms and W-2 forms.
- Prepared monthly and quarterly retirement reports.

- Processed all payroll deductions, benefits, garnishments, levies and salary reductions (e.g.403(b)s and457(b)s, etc.)
- Managed fiscal and calendar year-end processes, tax compliance and accounting for salaries, fringe benefits and payroll liabilities.
- Reconciled all deductions/benefits and processed payments to carriers.
- Managed external audits for payroll.
- Reconciled and prepared all related payroll general journal entries.
- Worked with Human Resources to maintain consistency and accuracy of benefits/deductions.
- Maintained and improved the HRIS as management needs arose.
- Assisted programmers with system upgrades and development of informational reports not standard in the HRIS.
- Worked on projects for human resources and accounting as needed.
- Provided budget information and analysis related to payroll to Comptroller and Business Manager.
- Trained new employees in Payroll and Human Resources.

OFFICE MANAGER

ZiaLink Communications, Inc.

Las Vegas, New Mexico

05/00 – 01/02

- Managed job postings, applicant tracking, screening, and interviewing.
- Performed human resources duties(issued employment contracts, maintained personnel file documentation, created job descriptions, etc.).
- Maintained the general ledger (QuickBooks).
- Managed/prepared weekly and monthly credit and debit card statements and payments to webmasters and transmitted payments via wire transfers.
- Assisted President/CEO with various projects, research and reports.
- Processed payroll, deposited taxes, prepared state and federal tax reports and year-end tax statements.
- Managed accounts payable.

ACCOUNTING CLERK

New Mexico Highlands University

Las Vegas, New Mexico

01/90 –06/90

- Approved all university expenditures for budget and compliance (unrestricted funds).
- Processed employee travel requests and reimbursements.
- Assisted and relieved accounts payable and accounts receivable departments as needed.
- Prepared journal entries as necessary.
- Managed petty cash fund and reconciled to the general ledger.
- Assisted Purchasing Director in creating policies and procedures for procurement and travel.

CASHIER

New Mexico Highlands University

Las Vegas, New Mexico

04/89 –12/89

- Balanced cash received on a daily basis; processed bank deposits.
- Balanced accounts receivable general ledger accounts.
- Posted transactions to student's accounts.
- Assisted Business Office with student registration process at the beginning of each semester.

EDUCATION

New Mexico Highlands University, Las Vegas, NM

Bachelor of Arts, Business Administration July 1992

City of Las Vegas Job Description

JOB TITLE: Human Resource Director **JOB CODE:** 1012
PAY GRADE: Per current Pay Plan-2010
DEPARTMENT: Administration
DIVISION: Human Resource

SUPERVISION RECEIVED: Performs under the direct supervision of the City Manager.

SUPERVISION GIVEN: Supervises Human Resource Staff.

PURPOSE AND NATURE OF JOB

This is a Department Director level position and performs under the direct supervision of the City Manager. This position is an at-will position appointed by the City Manager, subject to approval by the Governing Body. Dismissal is according to the City Charter.

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and programs for the entire company. The Human Resource Director originates and leads Human Resource practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

DESCRIPTION OF TASKS PERFORMED

- Oversees entire department and supervises staff.
- Develops, administers and updates personnel rules and regulations approved by City Manager, Mayor and City Council.
- Monitors evaluations, interviews and hiring techniques.
- Monitors work progress and employee performance within the division to ensure efficiency.
- Develops annual budget, monitors expenditures and ensures procurement codes are enforced.
- Works with departments in developing a comprehensive succession plan.
- Creates and maintains a variety of computerized and hard copy files and records on employee related benefits programs; may monitor personnel action forms, enrollment processes or claims requests; monitors employee records for accuracy related to status changes; coordinates various activities related to employee benefits programs.
- Performs job task analysis and position audits to determine the duties, qualification, education, salary, and experience requirements of specific job descriptions.
- Monitors current labor laws and court cases that affect employees.
- Develops, administers and maintains the City of Las Vegas classification and compensation plan in conjunction with the collective bargaining unit; develops, administers, and oversees three (3) pay plans.

- Conducts and/or delegates the investigation of formal complaints and grievance; in consultation with legal, reports finding to City Manager with recommendations for action.
- Develops and/or revises human resource rules, policies and procedures to increase effectiveness of overall human resource programs.
- Participates in Department Head meetings; makes recommendations for management, organizational, and operational improvement in all areas of city service.
- Investigates, documents, reviews, negotiates, adjusts and works with attorneys and adjusters to coordinate work; provides information for negotiation of settlements and lawsuits.
- Reviews reconciliation of benefits.
- Administers the random drug screening.
- Works alongside with Risk Management & Benefits Coordinator in maintaining files pertaining to workman's compensation claims.
- Assists departments in understanding and enforcing the City of Las Vegas Personnel Policies and regulations, personnel actions and grievance and appeal procedures as well as following current contract provisions for all bargaining units.
- Monitors evaluations, interviews and ensuring the hiring process is being followed.
- Provides guidance to employees on personnel issues such as PERA, promotions, transfers, policies and procedures, counseling and any other employee concerns regarding safety, welfare, wellness and health.
- Assists Risk Management Coordinator in coordinating and administering Labor Contracts.
- Assists and advises department management about human resource issues.
- Develops and coordinates special projects or other programs related to department as needed.
- Performs other related work as assigned.

DESCRIBE MACHINE, TOOLS, EQUIPMENT, WORK AIDS USED

Office equipment such as computer, electronic printer, calculator, telephone, copier, fax machine, camera, VCR, television, tape recorder, and other general office materials. Occasional use of an automobile as needed.

GENERAL EDUCATION REQUIREMENTS

A Bachelor's degree in human resources in public sector human resources administration preferred and/or 4 years of progressively responsible experience in public sector human resources administration, of which at least one (1) year has been in an executive level management/supervisory position.

SPECIAL VOCATIONAL REQUIREMENTS

LICENSE: Valid NM Driver's License, and must insurable by the city's insurance carrier.

KNOWLEDGE: *Considerable knowledge of principles and practices of human resources administration, labor relations, equal employment opportunity, affirmative action, federal guidelines, and job classification and compensation.*

SKILLS: Excellent management skills and the ability to lead, educate and develop staff. Ability to write comprehensive reports using statistical analysis; ability to plan, assign, direct, coordinate and review the work of staff; to present information clearly and concisely both orally and in writing and to establish effective working relationships with staff, other city department staff, public officials and the general public.

WORK ENVIRONMENT: Work is performed primarily in an office setting 100 % of the time. Working surface is on even, flat, hard and/or carpeted areas. Some travel may be required; evening and weekend work may also be required in order to meet deadlines on occasion.

PHYSICAL REQUIREMENTS: Mobility factors; walks 5 % of the time, Climbs stairs 2 % of the time, stands 13 % of the time and sits 80 % of the time.

SPECIFIC MOVEMENTS:

- TRUNK:** Bend occasionally.
- ARMS:** Reaches, works with arms occasionally and carries up to 25 lbs.
- LEGS:** Bends, kneels, squats and walks.
- HANDS:** Gross dexterity, occasionally grasp/ manipulate, frequently speed required, occasionally bilateral coordination, eye/hand coordination.

This job description is presented and executed by the Employee and City Manager.

Employee _____ Date _____

City Manager _____ Date _____

Regular
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5/8/2020

DEPT: Executive

MEETING DATE: 5/20/2020

ITEM/TOPIC: Appointment of the Parks & Recreation Director

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to appoint Stephen Aragon as the Parks & Recreation Director for the City of Las Vegas.

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

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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

**_____
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)**

Stephen F. Aragon

stephenfaron@gmail.com • 728 Lori Lane Las Vegas, NM 87701 • (575) 300-9775

Education

Robertson High School
1998-2001 High School Diploma

- Las Vegas, NM 87701

New Mexico Highlands University
2001-2016 to present Completed 119 credit hours (33 credit hour in Political Science/Law Courses)

- Las Vegas, NM 87701

Experience

LAS VEGAS MUNICIPAL COURT – Las Vegas, NM; 2019 to present

COURT COORDINATOR

- Oversee, organize, coordinate and plan the operations of courts and assist the judiciary in decision-making.
- Establish and implement court operating policies and procedures.
- Provide recommendations to determining a variety of court record keeping systems and procedures.
- Maintain data and records on caseflow and time elements involved in cases for planning and performance purposes.
- Utilize electronic case management system to track cases and determine if local, state and federal rules and regulations are being followed.
- Develop, prepare and present ideas and recommendations on increasing efficiency of court administration.
- Formulate implementation of options and strategies, direct research, covert strategies to action plans to meet court needs.
- Receive and process documents filed with the court including researching and evaluating legal documents.
- Communicate effectively with citizens, community groups, judicial branches and stakeholders to facilitate and develop programs, form partnerships, clarify issues, identify needs and promote existing programs.
- Establish and maintain a professional, cooperative working relationship with other local, county, state and federal entities.
- Analyze problems, identify options and make recommendations collaboratively with SMCDC to clarify issues, identify needs and implement changes to complete invoice approval.
- Develop, oversee, manage, coordinate and plan the Community Service Program for operations of courts and the City of Las Vegas.
- Assist in preparing, reviewing and evaluating department budgeting.
- Plan, organize and supervise court layout and design to increase functionality, efficiency and utilization of courthouse space.
- Oversee maintenance and repair work orders for the court.

SL START – Las Vegas, NM; 2017 to 2018

CAREER DEVELOPMENT SPECIALIST

- Planned, organized and supervised appropriate job placements for participants in the New Mexico Works (NMW) Program that would enable them to leave Temporary Assistance for Needy Families (TANF) due to increase in family household income.
- Provided comprehensive case management to participants referred to the NMW Program.
- Oversaw and directed participants in job skills development, training, guidance, life-coping skills, and referrals to support services to improve employability.
- Prepared skills and aptitudes assessments with each participant referred to the NMW Program.
- Met with potential, ongoing and future community stakeholders to establish community partnerships to increase resources and opportunities for participants within the communities of their residents.
- Directed and participated in special projects and assignments.
 - * Spent 4 months in Taos Regional Office directing program, implement improved processes and procedures, auditing of case files, staff development and etc. to program effectiveness.

Stephen F. Aragon



- Analyzed participant progress towards meeting his/her stated goals and expectations.
- Prepared, reviewed and analyzed in conjunction with New Mexico Income Support Division (ISD) on program operations, participant progress, identify needs, sanctions for non-compliance and reporting changes to participant status in .
- Established and maintained a working relationship with ISD on program development and evaluation examining possible improvement of area operations, processes, efficiency and service to current and future participants in accordance with local, state and federal regulations.
- Established and implemented Scope of Work (SOW) and contract outcomes benchmarks in order to meet with local, state and federal regulations.

AGAVE HEALTH INC./TEAMBUILDERS COUNSELING SERVICES, INC. – Las Vegas/Santa Fe, NM; 2006 to 2016

TRAINING SPECIALIST/HR PROGRAM SPECIALIST

- Formulated and implemented HR policies.
- Planned, oversaw and implemented training and development plans.
- Oversaw, planned, coordinated budgets by department.
- Stayed up-to-date and complied with changes in all labor legislation and regulations.
- Planned, organized and implemented quarterly and annual performance evaluation review sessions.
- Planned and set hiring needs and ensured recruitment process along with evaluating current process that included making additional/removal of procedures to ensure agency departments were properly staffed.
- Developed and managed the Relias (LMS) Learning Management System, an online training website for the agency.
- Developed and managed all curriculums for agency trainings in accordance with New Mexico Statutes & Regulations (NMAC) and Children, Youth and Families Department (CYFD). (class sizes ranged from 10 to up to 60 employees at a time)
- Analyzed and reviewed the delivery, content and effectiveness of trainings along with determining where improvements were needed to be made.
- Addressed employees' queries and responded in a tactful and courteous manner.
- Routinely inspect office equipment and complete or arrange for maintenance and repair.

BILLING SPECIALIST

- Billed for services rendered for the following programs: BMS, CCSS, MED, OTPT, and MST Slot billing.
- Established and maintained working relationships with agency service providers on expectations, productivity and accountability of the agency's web-based electronic health records database (EMR-Bear).
- Prepared technical and analytical reports of claims for all services provided.
- Generated electronic or paper claims for all services rendered and submitted to appropriate funding sources.
- Reviewed and analyzed billing for all programs met all regulatory policies and standards of the insured set forth by the insurance companies.
- Planned, developed, implemented and maintained an effective system to analyze problems of with claims, identifying ways to resolve issues and making proper recommendations to resolve problems identified.
- Worked collaboratively with insurance companies, clients, client representatives and agency departments for authorizations, denials, claims status, and resolving of billing issues.

FSS PROGRAM COORDINATOR / BMS-RESPIRE PROGRAM COORDINATOR

- Oversaw, coordinated and participated in the activities of the Family Services Program (CCSS), Behavior Management Services (BMS) and Behavioral Respite Programs for assigned catchment area. (Las Vegas & Santa Fe)
- Developed and implemented program goals, objectives, policies and procedures.
- Directed Family Services Specialists (FSS), Program Therapists, Behavior Management Specialists (BMS) and Program Support Staff that included staff development, program goals & expectations, training, staff performance, productivity and accountability. (up to 60 employees)
- Developed, prepared and facilitated bi-weekly staff meetings/trainings to improve staff performance, productivity, development, team building and work environment.
- Set hiring needs of department that included the recruitment, selection and hiring process to ensure department was properly staffed.
- Prepared technical and analytical reports of services provided.

Stephen F. Aragon



- Prepared, oversaw and coordinated intakes, assessments, triage, safety planning, care coordination, case management, in-home therapeutic intervention skills, crisis intervention services, and Plan of Care development/implementation/evaluation.
- Developed and prepared Client Treatment Plans/Updated Treatment Plans.
- Facilitated monthly client team meetings with all collaborative community parties to explain and promote services provided, review existing processes and procedures, identify needs, analyze problems and issues, identify options and potential consequences, make recommendations and implement changes.
- Developed, prepared and delivered presentations, outreach events and training to community health providers, schools, community groups, and stakeholders.
- Represented agency and department at community meetings and events.
- Developed and maintained client and stakeholder bi-annual satisfaction surveys to measure program procedures and implement identified improvements.
- Routinely inspect office equipment and complete or arrange for maintenance and repair.

Skills

- Communication (Excellent)
- Computer (Office Suite) Proficient
- Interpersonal
- Motivational
- Organizational
- Public Speaking

Certifications

- American Red Cross 1st Aid & CPR Instructor
- CPI Instructor (Crisis Prevention Intervention)

Volunteer Work

- Las Vegas Little League/La Plaza Little League (1998 to 2007, 2015 to present)
- New Mexico Rebels Baseball Club (2017 to 2019)
- New Mexico Rebels Football Club (2011 to 2015)
- New Mexico Rebels Softball Club (2012 to 2013)

City of Las Vegas Job Description

JOB TITLE: Parks & Recreation Director **JOB CODE:**

PAY GRADE: 45 Per Current Pay Plan - 2010

DEPARTMENT: Parks and Recreation Department

SUPERVISION GIVEN: Provides general guidance and direction to departmental employees through division managers and supervisors. Provides supervision to administrative support staff.

PURPOSE AND NATURE OF JOB

This is a Department Director level position and performs under the direct supervision of the City Manager. This position is an at-will position appointed by the City Manager, subject to approval by the Governing Body. Dismissal is according to the City Charter.

Responsible for the overall planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Parks and Recreation Department. Oversees the development, management, and operation of parks and recreational facilities.

DESCRIPTION OF TASKS PERFORMED

- Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on parks and recreation issues; provides recommendations related to determining parks and recreation policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates recreation needs and formulates short- and long-range plans to meet needs in all areas of responsibility.
- Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.
- Plans, formulates and implements short-and long-term goals for park and recreational activities.
- Plans, organizes, coordinates, and assigns the work of subordinate staff; conducts performance evaluations; hires, trains, supervises subordinate staff.
- Establishes and implements operating policies and procedures.
- Prepares, reviews, analyzes, and presents operating budgets.
- Oversees and directs review and evaluation of the department's overall operating effectiveness.
- Meets with community and business groups to establish community partnerships.
- Supervises construction, repair, and maintenance of recreation/park areas, equipment, and facilities.
- Plans, organizes, and supervises facility design.
- Oversees maintenance and repair work orders for recreation facilities and park areas.

- Promotes and ensures proper employee training and compliance with City safety program and departmental safety procedures; ensures that equipment, materials, and work conditions are adequately maintained to prevent accidents.
- Performs related work as required.

DESCRIBE MACHINES, TOOLS, EQUIPMENT, WORK AIDS USED

Operates standard office equipment to include personal computer, calculator, copy machine, and telephone. Athletic/sports equipment, BMI Calibrator and fitness equipment.

GENERAL EDUCATION REQUIREMENTS

Bachelor's Degree from four-year accredited college or university or equivalent combination of education and experience. Must have a minimum of two (2) years' experience in program administration.

SPECIAL VOCATIONAL REQUIREMENTS

LICENSES:

Valid NM Driver's License, and must be insurable by the city's insurance carrier.

CERTIFICATION:

Parks & Recreation Professional Certification is preferred.

KNOWLEDGE:

Comprehensive knowledge of general administrative practices including planning, budgeting, program evaluation, reporting and preparation of action plans to meet the needs of the department. Thorough knowledge of local, state, and federal planning agencies and funding grants.

SKILLS:

Ability to analyze operational problem areas and to make improvements. Ability to present ideas and recommendations clearly and concisely, both orally and in writing. Ability to establish and maintain working relationships with department directors, agency heads and community groups and to deal with the public in a tactful and courteous manner. Ability to communicate effectively. Ability to discipline employees when necessary, in compliance with the Personnel Ordinance.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS:

Mobility Factors: Walks 5% of the time, Climbs Steps/Stairs 2% of the time, stands 13% of the time and sits 80% of the time.

SPECIFIC MOVEMENTS:

May include walking, climbing stairs, sitting and standing.

TRUNK: Bends occasionally

ARMS: Reaches, works with arms occasionally and carries up to 50 lbs.
Carries: 50 lbs. Maximum (approximately 20 feet occasionally)

LEGS: Walks, kneels

HANDS: Gross dexterity, grasp/manipulate, bilateral coordination, eye/hand coordination

Note: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

This job description is presented and executed by the Employee and the City Manager.

Employee *Date*

City Manager *Date*

CF/4/30/2020