



CITY OF LAS VEGAS
1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701
505-454-1401 FAX: 505-425-7335

Mayor Tonita Gurule-Giron

**CITY OF LAS VEGAS
REGULAR CITY COUNCIL AGENDA
October 16, 2017–Monday– 6:00 p.m.
City Council Chambers
1700 N. Grand Ave**

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

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MOMENT OF SILENCE**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES (September 13th, September 20th and September 25, 2017)**
- VII. **MAYOR’S APPOINTMENTS/REPORTS**
- VIII. **MAYOR’S RECOGNITIONS/PROCLAMATIONS**
- IX. **PUBLIC INPUT**
(not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting)
- X. **PRESENTATIONS (Not to exceed 10 minutes per person)**
 - Presentation by John Spencer reporting on Tree Board Committee.
 - Presentation by Paul Cassidy from RBC Capital Markets reporting on the financial status of the Water Utility.

David A. Ulibarri Jr.
Councilor, Ward 1

Vince Howell
Councilor, Ward 2

Barbara Casey
Councilor, Ward 3

David L. Romerd
Councilor, Ward 4

XI. CITY MANAGER'S REPORT

XII. FINANCE REPORT

XIII. 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 17-37 City of Las Vegas Meadow City Express' intent to apply for NMDOT Grant 5311.

Pamela Marrujo, Community Services Director The City of Las Vegas has the intent to match grant funds for the NMDOT Grant 5311. City of Las Vegas Meadow City Express provides public transportation to individuals on a demand schedule. Applying for NMDOT Grant 5311 will allow services to continue.

2. Approval of certification of Fixed Assets/Inventory for FY2017 as per Section 12-6-1 NMSA 1978 through 12-6-14 NMSA 1978 Article 6 Audit Act.

Ann Marie Gallegos, Finance Director The City of Las Vegas is requesting Review and Certification of the 2017 Fixed Assets/Inventory as part of the 2017 Audit.

3. Approval of Resolution 17-39 in support of the Biennial Memorandum of Understanding (MOU).

Richard Trujillo, City Manager The execution of the Biennial MOU requires local government to have in place an annual resolution by the governing body as a condition of receiving services from New Mexico MainStreet and ensuring that the City of Las Vegas, MainStreet de Las Vegas, and New Mexico MainStreet mutually agree to support the revitalization designated MainStreet locations in Las Vegas.

4. Approval to award request for proposals #2018-01 for engineering services for the water treatment plant to Molzen Corbin & Associates and Bohannon Huston and enter into agreements.

Maria Gilvarry, Utilities Director The City of Las Vegas Utilities department went out for sealed proposals for engineering services for the water treatment plant. The water treatment plant must be maintained to ensure water supply for the City of Las Vegas. This RFP will allow

for engineering services to ensure maintenance for the water treatment plant as needed.

5. Approval to award request for bid #2018-07 for the City of Las Vegas FEMA flood repair project to New Image Construction.

Maria Gilvarry, Utilities Director The City of Las Vegas received funding from FEMA to make repairs to the areas that were affected by the September 13, 2013 flood. The base bid for New Image Construction is \$417,364.00.

6. Approval to award request for proposals #2018-08 for engineering services for raw water transmission lines to WH Pacific and Molzen Corbin and enter into agreements.

Maria Gilvarry, Utilities Director The City of Las Vegas Utilities department went out for sealed proposals for engineering services for the raw water transmission lines. This will allow for repair and replacement of aging and leaking water lines as needed.

7. Award request for proposals #2018-09 for engineering services for Taylor Well Field planning, design and construction to Molzen Corbin & Associates and enter into agreement.

Maria Gilvarry, Utilities Director The City of Las Vegas Utilities department went out for sealed proposals for engineering services for the Taylor Well Field. The Taylor Well Field must be maintained to ensure backup water supply for the City of Las Vegas. This RFP will allow for engineering services to ensure maintenance for the well field as needed.

8. Approval to award request for proposals #2018-11 for engineering services for leak detection planning, design and construction to Molzen Corbin & Associates and OCCAM Engineers and enter into agreements.

Maria Gilvarry, Utilities Director The City of Las Vegas Utilities department went out for sealed proposals for engineering services for leak detection planning, design and construction. This RFP will allow the City to check the water lines for leaks. Repair of any detected leaks is imperative to keep water waste to a minimum and ensure adequate supply.

9. Approval to award request for proposals #2018-12 for engineering services for effluent system planning, design and construction to Molzen Corbin & Associates and enter into agreement.

Maria Gilvary, Utilities Director The City of Las Vegas Utilities department went out for sealed proposals for engineering services for effluent system planning, design and construction. This RFP will allow the City to maintain and improve the effluent system which will allow for continued supply of effluent to City parks and other areas as needed.

10. Approval to award Bid #2018-13 to acquire Snow Removal Equipment for the City of Las Vegas Municipal Airport to MB Companies Inc.

Veronica Gentry, Public Works Director Bid #2018-13 to acquire Snow Removal Equipment for the City of Las Vegas Municipal Airport, was opened on September 12, 2017. Two (2) Offerors submitted a bid of which MB Companies, Inc. was the lowest bidder. The Offeror has met all specifications and requirements per FAA criteria. The bid was in the amount of \$452,695.55.

XIV. BUSINESS ITEMS

1. Approval/Disapproval of Resolution 17-38 Infrastructure Capital Improvement Plan (ICIP).

Robert Archuleta, Grants Writer/Administrator The Department of Finance and Administration requires that Municipalities prepare and submit an ICIP in order to plan the systematic allocation of funds and to enable the Executive Branch of Government to submit an ICIP to the Legislative Branch of Government for the potential approval and distribution of funds.

2. Approval/Disapproval of WH Pacific, Inc. task order for Mills Utility Building phase I.

Maria Gilvary, Utilities Director WH Pacific, Inc. will provide engineering services for design, bidding and construction administration of phase I of the Mills Utility building renovation. The amount of the task order is \$54,386 which includes NMGRT. This cost will be paid out of multiple line item numbers and has been budgeted.

XV. COUNCILORS' REPORTS

XVI. 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.**

XVII. ADJOURN

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

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

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

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL WORK SESSION MEETING
HELD ON WEDNESDAY, SEPTEMBER 13, 2017 AT 5:30 P.M. IN THE CITY COUNCIL
CHAMBERS**

MAYOR: Tonita Gurulé-Girón

COUNCILORS: David L. Romero
Barbara A. Casey
Vincent Howell
David A. Ulibarri, Jr.

ALSO PRESENT: Richard Trujillo, City Manager
Casandra Fresquez, City Clerk
Corinna Laszlo-Henry, City Attorney
Juan Montano, Sergeant at Arms

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Mayor Gurulé-Girón asked for a moment of silence to recognize Senator Pete Domenici with a statement that she prepared. City Clerk Fresquez read the statement into the record.

September 13, 2017, Mayor's statement regarding Senator Pete Domenici. "It is with sadness that I must report to you the passing of State Senator Pete Domenici. A US Senator representing New Mexicans for nearly four decades, Senator Domenici shaped US policy in many areas, including energy, fiscal responsibility and health parity for those suffering from mental illness. He was the longest-serving US Senator in New Mexico's history. Domenici was the son of Italian immigrants. His mother was an illegal immigrant, detained by the US during WWII. Senator Domenici was a living example of the contributions that immigrants, documented and otherwise, can bring to this nation, and he spoke out in their defense. When the City's watershed was compromised by the Viveash fire, Senator Domenici provided the City with \$2 million to rehab and restore the Taylor Well Fields. Domenici knew how to build consensus, and he knew how to work both sides of the aisle in order to forge common ground on contentious political issues. As such, he represented a spirit of good will and cooperation too often lacking in resent-day politics, and he will be missed by Republicans and Democrats alike. Domenici's sons, Pete Domenici Jr. and Adam Laxalt, also serve the public in their father's footsteps. Pete Domenici Jr. is an attorney in the area of the environmental and natural resource law, and Adam Laxalt is Nevada's Attorney General. In honor of the late senator, and of the good works he did for the Nation, for New Mexico, and for the City of Las Vegas, I, Tonita Gurulé-Girón, Mayor of Las Vegas, New Mexico, declare this day, September 13th, Pete Domenici Day. The City of Las Vegas is also flying its flags at half-mast today in Senator Domenici's Memory."

Mayor Gurule-Giron asked City Clerk Fresquez to also read the proclamation, proclaiming September 13, 2017 as "Senator Pete Domenici Day" and encourage all in our community to take inspiration from his example of public service.

Mayor Gurulé-Girón advised that his family was contacted and notified and will follow up with the proclamation. She thanked everyone for sharing this moment with them.

APPROVAL OF AGENDA

Councilor Casey made a motion to approve the agenda as presented. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David L. Romero	Yes
Barbara Casey	Yes	David A. Ulibarri, Jr.	Yes

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

PUBLIC INPUT

Ms. Cindy Collins spoke about Mainstreet de Las Vegas and getting invited by the National Trust for Historic Preservation to apply for \$150,000 for the Downtown Historic City owned building that has cultural meaning to the community, that being the E. Romero Hose & Fire building on Bridge Street. Ms. Collins added that the renovations would be to the first floor of the building so the building can become a fire truck and Acequia Museum. Ms. Collins also mentioned that the E. Romero building was not only the first volunteer fire department in the South West but its location is unique and was strategically planned to be placed right above the Acequia Madre to pump water to the horse drawn fire carts. Ms. Collins stated the application was accepted along with twenty four other Mainstreets in America and Las Vegas was the only application in New Mexico. Ms. Collins further stated that there is a social media competition by the National Trust, Social Media Press Television, to vote for your favorite Mainstreet in America and City Manager Trujillo had been informed about these details along with Robert Archuleta, Chief Billy Montoya, Cabrini Martinez, the New Mexico Mainstreet Staff and the Board. Ms. Collins also stated that a marketing strategy was done to get the word out, which starts September 25th and asked if they could allow Mainstreet to work with the Community Development Staff and possibly Cisneros to get the word out to vote for Las Vegas.

Mr. Wid Slick spoke about Mainstreet New Mexico Tourism and the City of Las Vegas partnering up for a yearlong \$93,000 advertising campaign for the winter and added that Las Vegas businesses could use the help during the winter time and a few overnight visitors can make a difference. Mr. Slick stated that Community Development designed a few pages of artwork, the fourth page of the artwork is proposed for four billboards between Raton and Albuquerque and this winter's billboard will follow with spring, summer and fall billboards, so every car on Interstate 25 can see. Mr. Slick further stated that the first and second pages of the artwork are two advertorials that will be in the New Mexico magazine in

November and again in April with two more advertorials and the third page is the artwork for a two page spread in the New Mexico True Adventure Guide, which comes out in December and will be viewed by over a million online and in print.

Discussion Items

1. Resolution #17-35, 2019-2023 Infrastructure Capital Improvement Plan (“ICIP”) for the City of Las Vegas Senior Center.

Community Services Director Pamela Marrujo and Senior Center Manager Wanda Salazar spoke about considering approving the resolution for the ICIP for the Senior Center which would be a five year plan and is an update from last year and added that DFA requires seeking legislative funds for any projects.

Councilor Howell asked if this was strictly for the San Miguel or the Pecos center. Mrs. Marrujo stated there is a plan for each site so it would be for the Las Vegas, Pecos and San Miguel centers and the City does a separate ICIP for other departments but this is specifically for the senior centers.

Councilor Howell stated there was a recent remodel to the senior center and asked what else would be done.

Community Services Director Marrujo stated there is a wish list for things they may need, specifically kitchen equipment to replace the HVAC units And added that there are needs for the different senior centers and they are specified with estimated costs.

Councilor Casey asked if they have an ICIP plan for San Miguel and does that mean they anticipate opening that center again.

Community Services Director Marrujo stated they do for limited hours as it's not in the budget to open it full time like Pecos and there is an agreement with Delgado to open for minimal hours, like three hours a day; they would make the food here, then deliver it to San Miguel and provide it to the seniors.

Councilor Casey stated if they got the kitchen equipment would that change to opening it up longer.

Wanda Salazar stated in the San Miguel ICIP plan funds are needed in 2020 and not 2019 so for fiscal year 2018-2019 they want to try to get back into the San Miguel Senior Center and start services and in the future they can look into opening for more hours but they need to see how much of a need is out there. Ms. Salazar added that it will be the three hours this next year, with the ICIP plan they hope to grow and expand the program to add more hours.

Councilor Howell asked Mrs. Marrujo if the Comedor Pasqual is providing service at the senior center.

Ms. Salazar stated they are no longer and for the time they were providing services after the renovations occurred and moved back to the senior center, numbers were very low and it was rare to see more than five or ten people. Ms. Salazar further stated that during the renovations they contracted with Our Lady of Sorrows parish hall at that location, they saw fifty to sixty people and it made sense to move away from the senior center and have the parish hall twice a week and they chose to close the senior center and open another day at the parish hall.

Councilor Howell stated there was supposed to be a contract between the City and the parish hall and Comedor and if that was taken care of with an MOU.

Ms. Salazar stated there was one being worked on but is not sure it got finalized.

Councilor Casey stated a previous employee tried to get an MOU together, but the building is so old that with one change they are required to redo the whole building and the church doesn't have the money to do that. Councilor Casey added that the Comedor would not have a contract with the city but with the church and they pay \$2 a year for the use of the parish hall.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board was, and they all agreed to place on consent agenda.

2. Resolution #17-33 Budget Adjustment resolution.

Finance Director Ann Marie Gallegos spoke about fiscal year 2018, all the housing funds and carry overs of the Capital Funding Program (CFP) Finance Director Gallegos explained that the CFP 2013 through CFP 2016 were carry overs and adjustments that housing is needing to approve and the E911 grant is through the police department for \$3 the total dollar amount was \$357,460, which is the amount needing to be approved.

Councilor Casey thanked Mrs. Gallegos for the clarification.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board was and they all agreed to place on consent agenda.

3. Professional Engineering Services to include Grants Consulting, Planning, Design and Engineering Services, for the City of Las Vegas Public Works Department/Municipal Airport. (RFP 2018-03)

Public Works Director Veronica Gentry spoke about approval for engineering firm best qualified to provide on call services at the airport, which was Molzen Corbin. Proposals were based on criteria set from FAA.

Councilor Howell asked who the other participants were.

Public Works Director Gentry advised they were Delta, Armstrong, and Bahamian.

Councilor Howell inquired about the scope of work.

Public Works Director Gentry advised it would consist of planning, design, any technical stuff at the airport and grant writing for funds at the airport and any construction that would come, including a five year ICIP plan they are working on for the airport.

Public Works Director Gentry also advised the five year plan was based on the criteria and submittal of their RFPs.

Mayor Tonita Gurulé-Girón asked if the scope of work has been identified.

Public Works Director Gentry advised the scope of work is in the ICIP plan.

Councilor Howell asked about the planning and designing.

Public Works Director Gentry advised that the planning and designing can consist of putting a pappies, which are lighting on the air strip to be changed to led lights, installing fencing around the whole area which are criteria that need to be met by the FAA.

Councilor Howell asked if they would be visiting with the airport board to get feedback.

Public Works Director Gentry advised that they could set up something with the board.

Councilor Howell advised that would be a good idea because those on the board are pilots and have experience flying in and out of airports and give good feedback.

Mayor Tonita Gurulé-Girón advised that if the board gives feedback, we have to be certain we stick to the actual scope of work because it has to be consistent.

Public Works Director Gentry also advised that it has to be consistent with the FAA rules and regulations and cannot go beyond that.

Councilor Howell stated they should know that too but would like to see if they wanted to give feedback on the project and asked what would be the date of completion.

Public Works Director Gentry advised she would discuss that on the next agenda item.

Mayor Tonita Gurulé-Girón asked if there was a timeline schedule attached or was it based off the scope of work.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board was and they all agreed to place on consent agenda.

4. Resolution No. 17-32, supporting the Federal Aviation Administration (FAA) Grant Agreement, LVS-17-02 and sponsoring match funds.

Public Works Director Gentry advised she is requesting approval of resolution 17-32 FAA grant and sponsoring match funds. Public Works Director Gentry stated that there is currently a project for snow removal equipment in which ninety percent will be paid through the FAA, five percent by the city and five percent by the New Mexico state aviation, to purchase the snow removal equipment.

Councilor Casey stated that the State has \$28,025; is that our match and does the other come from the FAA. Councilor Casey added that the snow removal equipment which is \$350,000 and a broom is \$200,000 was a lot of money for equipment. Councilor Casey asked if the employees were trained for that equipment, so they don't have the same problem which happened in the past.

Public Works Director Gentry advised when the equipment is obtained they will come in and provide training and that equipment will only be used at the airport and both employees as well as the street supervisor will be trained on that piece of equipment as FAA does require the employees to be trained on that type of equipment.

Councilor Howell spoke about being upset with previous equipment purchased and sent back and mentioned that the Council was also told that the manufacturer then was going to provide training on that equipment like the one now and is still not sure why that equipment was sent back.

Mayor Tonita Gurulé-Girón advised that was discussed in a previous public meeting.

Councilor Howell asked if the equipment will be used anywhere other than the airport for snow removal.

Public Works Director Gentry advised no not within the City limits.

Councilor Howell asked what equipment was utilized for our streets.

Public Works Director Gentry advised they have two snow plows, a grater and a salt truck and the employees have been trained on those pieces of equipment for several years.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board was and they all agreed to place on consent agenda.

5. Grant Application through the Department of Public Safety for the Las Vegas Police Department.

Police Chief Juan Montano and Beatrice Salazar spoke about approval of \$24,300 to increase the streets crime unit and maintain undercover vehicles as the region four grant had recently changed investigations to street crimes unit.

Mayor Tonita Gurulé-Girón asked to explain prior year's outcomes and the cases generated in 2014 to current and only list 2016, 133 cases generated and arrests made and drug cases. Mayor Gurule-Giron mentioned that at the symposium, District Attorney, Tom Clayton was addressing a lot of the numbers and wanted to know if these numbers were consistent with the district attorney's office.

Mrs. Salazar stated the number of cases generated in 2014-2015 were when they operated as the region four task force.

Mayor Tonita Gurulé-Girón stated she noticed a dramatic drop in 2016 and asked what happened in 2016.

Mrs. Salazar advised they were operating under the streets crime unit, the numbers were lower before because it was only their agents operating and not the whole region.

Mayor Tonita Gurulé-Girón stated the numbers don't represent the region for 2016; the general funding must be represented by the region.

Mrs. Salazar advised they do not and that it can be local and that's how they applied for the 2016 grant.

Mayor Tonita Gurulé-Girón asked if that would impact the funding they receive should the numbers be lower.

Mrs. Salazar advised no it would be in their favor due to numbers increasing at the local level.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board was and they all agreed to place on consent agenda.

6. Grant Application through the New Mexico's Attorney General's Office for the Las Vegas Police Department.

Police Chief Montaña spoke about requesting approval to apply for funding in the amount of \$28,028 to purchase property and evidence system in the department.

Councilor Howell asked if they are purchasing property or equipment.

Police Chief Montaña advised the \$28,028 in funding would be for the evidence equipment.

Mayor Tonita Gurulé-Girón asked if the department consists of 36 officers that patrol 24/7 and respond to 27,000 calls per year, investigate 3,000 cases per year and \$15,000 pieces of evidence and if those numbers are consistent with the database.

City Manager Trujillo advised they are consistent with the database.

Police Chief Montano advised the 36 officers are the number of FTE certified police officers.

Mayor Tonita Gurulé-Girón advised she wanted to ensure that secretaries were not included as part of the 36 FTE officers.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board and they all agreed to place on consent agenda.

7. Grant Application through the Department of Justice for the Las Vegas Police Department.

Police Chief Montaña spoke about requesting approval to apply for a grant of \$11,681 for equipment for police vehicles and body cameras for San Miguel County Sheriff's Department and the reason for this grant is they are a despaired county which is why they apply for a grant for both agencies.

Mayor Tonita Gurulé-Girón asked if this grant will be used for the small cameras and if they range from \$70 to \$900 each.

Police Chief Montaña advised that the grant is for the Sheriff's Department, and he did not get price quotes for the Sheriff's Department.

Mayor Tonita Gurulé-Girón asked of the \$11,000, how much would go to the City.

Police Chief Montaña advised half of the \$11,000 and Mrs. Salazar advised \$5,840.

Mayor Tonita Gurulé-Girón asked what would our half be used for, and would the county only be using theirs for the cameras.

Police Chief Montaña advised it would be used for equipment for unmarked police cars and Mrs. Salazar advised the county will use theirs for the nine cameras that total \$5,836.

Mayor Tonita Gurulé-Girón asked when this needs to be expended.

Mrs. Salazar advised by September 30, 2018.

City Attorney Corinna Lazlo-Henry advised that on Monday nights Commission San Miguel County meeting, they did approve the intro-vocative agreement in their packet.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board was and they all agreed to place on consent agenda.

8. Pass through funding through the Department of Finance and Administration E-911 Grant Fund for the Las Vegas Police Department.

Police Chief Montaña spoke about requesting approval for funding \$324,329 to operate the E-911 system for the Las Vegas City Police Department and the Department of Public Safety Office.

Councilor Howell asked State Police have their own system.

Police Chief Montaña advised the funding comes to their agency and they provide them with past due funds, where they attend trainings.

Councilor Howell asked if they are using the same function as State Police.

Police Chief Montaña advised no they are the primary PSAS.

Councilor Howell asked if the system will be at State Police.

Police Chief Montaña advised no, a few years ago they upgraded theirs and they are the fiscal agency and there are yearly trainings and we do the request through them and provide them with the funding for these trainings.

Mayor Tonita Gurulé-Girón requested that a budget worksheet be attached the next time for shared agencies showing specific line items being used with projected costs or anticipated costs for State Police and the County. Mayor Tonita Gurule-Giron requested that worksheet be placed in the packet for the regular meeting.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board and they all agreed to place on consent agenda.

9. Grant Application through the Wal-Mart Foundation for the Las Vegas Police Department.

Police Chief Montaña spoke about requesting approval to apply for a grant provided by Wal-Mart in the amount of \$2,500 for promotional supplies and handouts for children for Community Outreach Programs.

Councilor Howell asked how often they present to the schools.

Police Chief Montaña advised for this fiscal, year eight or nine presentations on active shooter trainings at Robertson, West and Luna, which were the big presentations and they are working with the District Attorney's Office on a schedule and attend Career Day in Villanueva and also do Stranger Danger. Police Chief Montano stated that last year they did about 160 different presentations.

Councilor Howell asked how the teachers and staff receive the presentations.

Police Chief Montaña advised they like them to be hands on with the schools and they are active with the different schools and also done presentations in Pecos at the request of the DA's office.

Councilor Howell asked of the \$2,500 how much would be used for materials and for presentation incentives.

Police Chief Montaña advised it would be used for promotional items like the Fire Department, such as badges and other promotional items representing the Las Vegas Police Department.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board was and they all agreed to place on consent agenda.

10. Purchase of a Camel 900 Sewer catch basin cleaner truck.

Utilities Director Maria Gilvarry and Waste Water employee Jeff Rudolph spoke about requesting to purchase a 900 sewer truck that cleans out sewer lines or when there's flooding as they have two vehicles one is an eleven year old Camel in need of maintenance but is still in use due to their back up which is twenty three years old vehicle with safety concerns and is currently in the shop. Utilities Director Gilvarry added that once that is fixed

the eleven year old vehicle will need to be taken in for maintenance and is barely operational; this year they budgeted to replace the Camel and they found one under governmental contract and quoted others but the governmental services contract had a better deal.

Councilor Howell asked if the equipment is different than the vector truck.

Utilities Director Gilvarry advised the twenty three year old truck is a vector truck they use but is on its last leg as well as the eleven year old Camel.

Councilor Casey asked what fund is 611 that it will be paid out of.

Utilities Director Gilvarry advised it is an equipment line item.

Finance Director Gallegos advised it's a waste water replacement fund. Every year they set aside money for equipment they are in need of and the funds are available and placed in their budget.

Councilor Casey asked if it's purchased when they will get it.

Mr. Rudolph advised about four or five months.

Councilor Romero asked when the trucks are supposed to be replaced, is it every five or ten years.

Utilities Director Gilvarry advised heavy equipment has a life span of five to ten years; they use them as long as they can.

Councilor Romero stated it would be good to replace them every ten years.

Utilities Director Gilvarry advised she has her managers working on a ten or twenty year replacement plan and passenger vehicles they try to go a little longer, the plan will help to replace equipment on a regular schedule instead of when two vehicles breaking down at the same time.

Councilor Ulibarri, Jr. asked if there is a plan on how to maintenance the trucks, like a schedule or a form.

Utilities Director Gilvarry advised Managers and staff have maintenance plans to get the maintenance done on the vehicles and there's a good mechanic at Solid Waste so he tries to maintain regular maintenance on the vehicles to last longer.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board and they all agreed to place on consent agenda.

11. Resolution No. 17-30 for drinking water loan No. 3624-DW for the Cabin Site Tank Rehabilitation.

Utilities Director Gilvarry spoke about approval of the resolution to execute funding and grant agreement, it is an \$841,000 agreement, \$210,000 loan \$630,750 would be grant funds. Utilities Director Gilvarry added that the project has already been designed and ready to bid and if approved will schedule with the treatment plant staff for the rehabilitation. Utilities Director Gilvarry stated that the principle amount is for \$841,000 but it will be corrected to the \$210,000.

Councilor Howell asked if it is construction dollars.

Utilities Director Gilvarry advised it is for rehabilitation and this will allow to take the tank down and get back into it and repair and replace what's needed from a previous inspection done.

Councilor Howell stated he thought we had this subject before.

Utilities Director Gilvarry advised it was done before on the Camp Luna Tank and did an ROV which is a Remote Operated Vehicle inspection and a lot of things were missed; this time around she decided to do a physical inspection so the engineer could plan it accurately.

Councilor Howell asked when it's anticipated to be completed.

Utilities Director Gilvarry advised it will take six months and planning in November or December start time, so June or July of next year. They do need to coordinate with plant staff because they will be on a 24 hour

rotation so they are coordinating around everyone to make sure they get their vacations before and after so they are fully staffed.

Councilor Howell asked if they have gone out for bids yet.

Utilities Director Gilvarry advised no, they are getting ready to and plans have been completed.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board and they all agreed to place on consent agenda.

12. Award request for bids # 2018-4 for Clarifloc C-358 Polymer for the Water Treatment Plant to sole bidder Polydyne, Inc.

Utilities Director Gilvarry spoke about going out to bid every year and have one respondent every year which is Polydyne and they came in with the lowest bid of \$0.65 per pound and there's been an increase over the last few years. Utilities Director Gilvarry stated she did call to clarify it wasn't an inversion of their numbers and found out the price did go up across the country and they need this product as part of the treatment process. Utilities Director Gilvarry stated she will be working with finance and city attorney in the future to find a different way to acquire this and not go out for bids every year.

Mayor Tonita Gurulé-Girón asked if it is a sole source bidder and can he be a sole source.

Utilities Director Gilvarry advised she did not use the sole source process; they did use the bidding process.

Mayor Tonita Gurulé-Girón advised she believes the State Procurement Code requires yearly contracts and can look into the sole source bidding and possibly negotiate price. Mayor Gurule-Giron asked what the total cost of the supply would be.

Utilities Director Gilvarry advised \$292.50 for four hundred pounds, she believes they spend \$30-40,000 per year.

Councilor Casey stated Polymer breaks down the turbidity in the water and Bradner is offline so would the turbidity be higher now.

Utilities Director Gilvarry advised the turbidity varies on rainfall, whether they are using storrie water with river water or all river water or all stories water so it changes.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board and they all agreed to place on consent agenda.

13. Award request for bids # 2018-5 for liquid aluminum sulfate for the Water Treatment Plant to Chemtrade Chemicals US LLC.

Utilities Director Gilvarry spoke about aluminum sulfate being another product being used to coagulate and reducing wear and tear in the filters. There were two bidders, Chemtrade and Thatcher, Chemtrade has been used for several years as they produce a high quality aluminum sulfate and they came in with a low bid.

Councilor Casey asked how much she estimates the cost per year and the difference between dry ton and wet ton.

Utilities Director Gilvarry advised she cannot give her a number off the top of her head and will at the next meeting. Utilities Director Gilvarry stated it is a liquid product and you can get it in dry or wet form.

Councilor Casey advised she was concerned after reading through the packet; it's corrosive and dangerous and stated she assumes the staff has been trained to protect themselves.

Utilities Director Gilvarry advised yes and once the product is shipped it's put into a storage tank and staff do not come into physical contact with it, and that tank goes directly to the pumps and blends it with the water and with the Polymer too get the coagulant and staff never have to touch it. Utilities Director Gilvarry added that there is plenty of safety equipment if they should come in contact with it.

Mayor Tonita Gurulé-Girón asked to explain the safety measures that have increased since the last accident.

Utilities Director Gilvarry advised at Solid Waste an employee fell off the back of a vehicle and the job she was doing did not require her to climb up to do it, so that process has changed and now there is always a two person response which will avoid that occurring again. Utilities Director Gilvarry stated she has been in contact with the employee and she's been through therapy and excited to come back.

Mayor Tonita Gurulé-Girón asked what the pleasure of the board and they all agreed to place on consent agenda.

EXECUTIVE SESSION

ADJOURN

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

David L. Romero	YES	Barbara Casey	YES
Vincent Howell	YES	David A. Ulibarri, Jr.	YES

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

Mayor Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL REGULAR MEETING HELD ON WEDNESDAY, SEPTEMBER 20, 2017 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS

MAYOR: Tonita Gurulé-Girón

COUNCILORS: Vincent Howell
David A. Ulibarri, Jr.
Barbara A. Casey
David L. Romero

ALSO PRESENT: Richard Trujillo, City Manager
Casandra Fresquez, City Clerk
Corinna Laszlo-Henry, City Attorney
Juan Montano, Sergeant at Arms

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Councilor Howell asked for everyone to keep in mind and pray for the people and their families who have been affected by the recent natural disasters that occurred in Mexico, Puerto Rico, Houston, Florida and Caribbean.

APPROVAL OF AGENDA

Councilor Casey made a motion to move Executive Session after Presentations. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

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

Councilor Casey made a motion to approve the agenda as amended. Councilor Howell seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	Vincent Howell	Yes
David L. Romero	Yes	David A. Ulibarri, Jr.	Yes

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

APPROVAL OF MINUTES

Councilor Casey made a motion to approve the minutes of July 26th, July 31st, August 9th and August 14th, 2017 with corrections sent to City Clerk Fresquez. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Vincent Howell	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

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

MAYOR’S APPOINTMENTS/REPORTS

Mayor Gurulé-Girón advised that there were no appointments at this time although informed that discussion with committee members had taken place regarding members continuing to show up and possible changes to committees. Mayor Gurulé-Girón informed that committees were not running well at this time and would bring back to Council for approval.

MAYOR’S RECOGNITIONS/PROCLAMATIONS

Mayor Gurulé-Girón advised that there were no Recognitions or Proclamations at this time.

PUBLIC INPUT

EDC Executive Director Bill Hendrickson briefly spoke on accomplishments made by the EDC since July and informed that they had been awarded \$132,000.00 in grants which included:

1. \$5,000.00- Airport Marketing (To Promote LV Municipal Airport at upcoming Air shows, Business Aviation Show)
2. \$14,000.00- Commercial Kitchen “La Cocina” from Siete del Norte (Management/Maintenance for first 6 months)
3. \$113,000.00-State Economic Development- SOLO Work Program (Train, Promote & Place 18 remote jobs in the community-starting pay \$9.00-\$10.00 an hour)

Mr. Hendrickson advised that the EDC was working with Luna Community College on setting up the training center and work space for the SOLO program and reported they look forward to creating a trained workforce through the SOLO program that can look forward to good paying jobs. Mr. Hendrickson reported that they have hired a local as the Director of the program and added that he looks forward to presenting Council on the progress of the program.

Mayor Gurulé-Girón asked who would administer the grants.

Mr. Hendrickson advised that EDC would be administering the grants.

Mayor Gurulé-Girón asked when EDC had received the funding.

Mr. Hendrickson informed that the \$5,000.00 for the airport was reimbursable and would have to spend the funds first in order to be reimbursed. The \$14,000.00 was received at the end of August and also advised that regarding the \$113,000.00, they would be given \$50,000.00 to start the program and then for every person placed in a job, they would be reimbursed to cover expenses of \$3,500.00 that would total the \$113,000.00.

Mayor Gurulé-Girón asked how the spending would be reported.

Mr. Hendrickson informed that they were required to provide a detailed report back to the State Economic Development regarding information of the hiring.

Mayor Gurulé-Girón asked how much of the money had to go back into the community.

Mr. Hendrickson informed that it would go back into the community for training, being reimbursed for training costs for directors and people they placed and added that the only cost would be a \$50.00 application fee. Mr. Hendrickson stated that the \$3,500.00 would cover the cost of paying other vendors for the training program.

Cindy Collins advised that she wanted to remind everyone about the National Campaign beginning on Monday, giving everyone the opportunity to vote for Las Vegas to win \$150,000.00 to fund the E. Romero Hose Building as a museum. Ms. Collins informed that Las Vegas was the only one out of 25 contestants from New Mexico and that they were determined to win and they chose E. Romero due to the need of historic renovation and because it had important cultural meaning to the community. Ms. Collins advised that MainStreet was spending \$10,000.00 to promote the campaign with billboards, flyers, banners and a street party with many festivities on Bridge Street taking place on October 6th. Ms. Collins added that New Mexico MainStreet was helping with another \$10,000.00 for graphic design and marketing to promote the campaign as well as the Las Vegas Optic printing an exclusive story and she encouraged everyone to visit MainStreet on face book to help win the contest.

Wid Slick stated that there was an old adage, "We are what we eat". Mr. Slick advised that City staff had complained that there was not enough Gross Receipt Tax (GRT) coming in and added that Lodgers Tax was the City's advertising budget and by spending it, the City's GRT revenues would increase. Mr. Slick reported that instead of spending Lodgers tax, City staff leaves 2/3 of each year's Lodgers Tax collections unspent and that in 2017 the City had contracted to advertise through Cisneros who advised that the City staff had given no direction for them to spend the last \$61,000.00 of the contract, with only one quarter of the contract left to go. Mr. Slick repeated what Cindy Collins stated regarding the City of Las Vegas and the National Campaign and advised that City Staff should at least match the \$20,000.000 from the State and MainStreet in order to have a big enough social media advertising budget to win \$150,000.00. Mr. Slick informed

that City Staff, with \$200,000.00 of Lodger's Tax unspent and \$61, 000.00 of Cisneros marketing contract available, allocated only \$ 3,600.00 in Lodgers Tax. Mr. Slick advised that such a small amount was an insult to the National Trust who had selected Las Vegas to this one time national publicity opportunity, to organizations providing \$20,000.00 and to Las Vegas businesses who would benefit from the dollars from curious visitors that this national publicity would bring to Las Vegas and stated that in advertising Las Vegas the new adage was "Mayor and Council are what City staff do".

Joe Carvalko, representative of Amnesty International Group 436 of Las Vegas, New Mexico advised that he was there to ask Council to reconsider the rejection of the refugee resolution presented back in July, declaring Las Vegas' support for the cities of New Mexico that might resettle refugees and informed that a letter had been sent explaining the reasons of Amnesty International wanting to advocate for this resolution. Mr. Carvalko summarized the revised resolution to say, "Acknowledging that the Las Vegas area under present circumstances will not be asked to resettle refugees nevertheless declare support for those cities in New Mexico which are eligible to resettle refugees". Mr. Carvalko felt that this was a straight forward and an honest sentiment of the citizens of Las Vegas and informed that polls had been taken in Las Vegas and many supported the resettlement of refugees. He went on to speak of several refugees that were important to the culture and nature of our country and stated that the United States could afford and support 50,000 refugees and asked Council to approve the revised resolution and to support those cities in New Mexico and looked forward to their leadership in supporting this resolution.

Bob Pearson stated that the poll taken, was available and was taken at the Las Vegas People's fair and gave a brief summary of the poll taken which was based on the question: "What should the US Government do about the global refugee crisis where there are 22 million people who have had to flee their homes and living in wretched conditions in refugee camps". Mr. Pearson shared the results of the poll as follows:

- 5% Do Nothing, not our problem
- 10% Give aid only for people living in refugee camps
- 85% Support the resettlement of 75,000 refugees in US Cities

Mr. Pearson advised that over 250 people from Las Vegas were in favor of resettling refugees in US cities and stated that this was contrary to the vote that was taken by the members of Council two months ago. Mr. Pearson advised that the resolution was rewritten to take into account some of the misinformation that was presented to Council when voted on and reiterated that they did not expect refugees to come to Las Vegas. Mr. Pearson reported the purposes of this Resolution were as follows:

1. Commend the cities which are able to welcome refugees
2. Send the message to Governor Susanna Martinez – “Anti-refugee statements do not reflect the opinions of the people in Las Vegas”
3. Send message to our legislatures to try and increase the number of refugees that come to the U.S.

Mr. Pearson felt that the refugee program was being attacked by Administration and trying to spread fear of terrorism, economic impact and felt that our safety would not be compromised and stated that he had difficulty in seeing any reason why Council should not give this revised resolution their wholehearted support.

Rosalie Lopez advised that she had spoken before regarding the refugee resolution and felt that the points made by others were all valid although asked that we think of the number of people that were fleeing for their lives to countries that were already overwhelmed with refugees. Ms. Lopez stated that the United States should take a part of those refugees, find settlement areas and provide support and resources for them and added that Las Vegas did not have the resources to help them but had the ability to support the communities taking in the refugees. Ms. Lopez stated that this support was an important gesture that the City of Las Vegas was proud of and hoped that Council would reconsider the resolution.

Sonya Berg advised that she spoke in August at a Council meeting regarding the refugee resolution and at the time was flummoxed as to what caused the change in some of the votes that they thought were solid and had suggested that she would like to hear the reasoning of the three Councilors that voted against the resolution and had not received any indication from them. Ms. Berg informed she was there to support the revised resolution and reminded Council it was only about refugees, not about immigrants and it was not about making Las Vegas a Sanctuary city. Ms. Berg stated that this was a gesture from the heart to refugees

in need and was asking on behalf of the members of Amnesty International and the community for Council to take a second look at the resolution.

Pat Leahan advised she was there to speak about the refugee resolution and asked Council to bring it back and read it because it had nothing to do with bringing refugees to Las Vegas and that it would cost Las Vegas nothing. Ms. Leahan stated that Council should share publicly with the community as to why they voted against the resolution they had originally supported and felt that in her opinion, she did not receive the truth from a Council member when she asked for their vote and also stated that telling the truth was such a rare thing these days. Ms. Leahan asked Council to please place the resolution on the City Council agenda again soon and to vote a unanimous yes. Ms. Leahan asked of those who would give public input regarding the refugee resolution, to please read the resolution before speaking against it and felt those who previously spoke against it clearly did not read it. Ms. Leahan mentioned the significant, inexcusable error on the part of the editor of the Optic printing that this resolution was about sanctuary for immigrants, despite presenters clearly indicating that it was not. Ms. Leahan advised that those who had given public input against the resolution were wrong and yet City Officials were swayed by their testimony and she was confused about that. Ms. Leahan spoke of some of the findings on a study completed in July by the U.S. Department of Health and Human Services regarding the impact of refugees in the U.S. and was never released due to the findings showing that refugees had a positive effect on the economy in the U.S. She read a direct quote from the report to read: *"the internal study found that refugees contributed an estimated 269.1 billion dollars in revenues to all levels of Government"* and stated that that was Federal, State and local taxes that we benefitted from". Ms. Leahan advised that refugees were here legally, vetted and brought in by the U.S. Government and advised that New Mexico was benefitting from that and asked Council to show their economic support for New Mexico by revisiting and passing this refugee resolution which would support 189 people. Ms. Leahan stated that she found it shameful that this resolution had not yet passed and that she barely recognized the heart and soul of her city anymore.

Percyne Gardner stated that she was in support of the refugee resolution and hoped that Council would revisit it and to vote yes since it would not cost the City anything.

Yolanda Cruz advised she would change positions to speak with Carrol Pearson so that she may speak on the refugee resolution topic.

Carrol Pearson stated that she came to Las Vegas in 1983 as a relatively new immigrant to the United States and came with a clear impression of generous, compassionate and also found Las Vegas to be a compassionate town. Mrs. Pearson advised that Las Vegas had many organizations that help people. Mrs. Pearson advised that there were many challenges in Las Vegas although people still try and make things better and added that this passion and involvement makes America great. Mrs. Pearson asked what could be the effect of Council's reconsidering of this resolution and clarified there would be no refugees resettling in Las Vegas and suggested that this was the right thing to do, to recognize that our humanity demands we do something in this huge present refugee crisis. Mrs. Pearson suggested that we need to let the people in Albuquerque know that the people in Las Vegas were grateful to them for their involvement in this huge crisis, working through Catholic Relief Services and the Lutheran Family Services and stated that this resolution would help in doing that. Mrs. Pearson expressed that our involvement with this resolution helps empower our Federal Legislators as they work in Washington urging the country to take its share in the huge need for refugee resettlement and knowing that City councilors here in Las Vegas were behind them and asked Council to please reconsider the refugee resolution.

Yolanda Cruz expressed her thanks to the City Council members who helped advocate on behalf of her parents with the issues of her parents curb. Mrs. Cruz informed while dealing with these issues she submitted a few IPRA requests for information and stated that she did receive a response letter indicating that more time was needed to gather information within 15 days and had not heard back and thought that Administration may have thought the information was not needed since the curb issue had been resolved although had documentation of the submitted request and they should be responded to under the law. Ms. Cruz advised that after hearing Councilor Howells' prayers for people around the world stated that we cannot pray for people around the world if we are not willing to open our arms. Ms. Cruz spoke of the importance of supporting refugees and immigrants and to whole heartedly welcome all people.

Mayor Gurulé-Girón asked City Clerk Fresquez if the IPRA request had been met.

City Clerk Fresquez advised she would look into the issue seeing as City Clerk's Office does meet their requests.

Joaquin Garofalo expressed his gratitude to everyone who participated in making this year's 4th of July events such an exceptional success and that it was really a premise in why he lived in Las Vegas and felt that the 4th of July Fiestas was the epitome of what we perceive as a great community to live in. Mr. Garofalo urged the City and Governing Body to continue to be progressive in our processes and spoke of moving education forward for our children and mentioned his vision of one high school, "Las Vegas High School" and believed it had the capacity to be a good high school.

Mary J. Whiteman advised that she hoped Council would reconsider the revised resolution and vote yes for it and she believed it was very important, not just in this community but also in the way it would affect how these people were received in other places in the United States. Ms. Whiteman thanked Council and asked for their consideration.

Lalo Sanchez thanked City Manager Trujillo for expediting the order for materials for the drain grates. Mr. Sanchez informed he had attempted to make a request for a welfare check on a mentally handicapped individual at the Police Department and was refused since he was not a relative of the individual and stated that he did not approve of two officers refusing to follow up on that individual. Mr. Sanchez stated that he was concerned that the City did not have enough crosswalks and added that those were safety concerns for all pedestrians and suggested to paint all crosswalks. Mr. Sanchez advised that the property on 2500 block of North Gonzales needed to be cleaned and stated that Code Enforcement had not addressed the issue and had been bringing the issue to the City for about 8 to 10 years. Mr. Sanchez stated that he was not sure if Council Ulibarri, Jr., Representative for District I cared for the district due to tall weeds on Kavanaugh Street, North of New Mexico Avenue and felt it was a shame that no one pays attention to our community and thought that they should.

PRESENTATIONS

Presentation by Abby Sanger and Robert Gonzales who are seeking sponsorship to benefit "A Salute to the Troops Concert and Dance on Sunday, September 24, 2017". Mrs. Sanger informed that this was their 4th annual show with 3 previous shows being held in Albuquerque, N.M. and advised that Robert Gonzales requested to bring to Las Vegas with the help of City Manager Trujillo.

Mrs. Sanger advised that unfortunately due to the short time frame they were low on funding, and that they had presented in front of Lodgers Tax Board to request funding although were informed that they were only an advisory board and could not supply funding. She advised that the reasoning of their presentation was to ask the City for funding, possibly through Lodger's Tax. Mrs. Sanger gave a detailed report regarding funding received from other entities and individuals with collecting \$4,600.00 and also discussed the costs of the event which would total \$8,000.00 and expressed that the funding amount requested was about \$3,000.00.

EXECUTIVE SESSION

Councilor Casey made a motion to go in to Executive Session to discuss personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

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

Councilor Casey made a motion to reconvene in to Regular Session and advised that only personnel matters were discussed, no decisions were made and no votes were taken. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	Barbara A. Casey	Yes
Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes

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

CITY MANAGER'S REPORT

City Manager Trujillo advised that Joaquin Garofalo would be presenting the recommendations from the Lodgers Tax Board.

Mr. Garofalo on behalf of the Lodgers Tax Board thanked the Governing Body for entrusting the board in making recommendations with Lodgers Tax Budget. Mr. Garofalo stated that they intend to work diligently and to be as productive as possible in order to serve as required of them. Mr. Garofalo stated that they intend to present to the Governing Body, in October, a detailed allocation of funds within the perimeters of the percentages of what they would recommend today. Mr. Garofalo reported that the Lodgers Tax Board voted on not renewing the Cisneros contract which would expire December 31st and recommended to wait on any renewals and this is subject to them providing a detailed recommendation in the near future about any additional contracts on Cisneros. Mr. Garofalo recommended the City to continue to use and maximize the remaining contract through the end of the year since they were a great facility and resource. Mr. Garofalo stated that they recommended that the City continues to utilize MainStreet and any other organizations that help bring in "heads and beds" and funding to Lodgers Tax and gave a detailed report of the Lodgers Tax budget as follows:

Current Lodgers Tax Budget-\$235,000.00

- 20% \$47,000.00-Non Profit Sector (Advertising and Tourism)
- 20% \$47,000.00-Services & Creative Services (Contracts & Art)
- 20% \$47,000.00-Capital Improvement (Driving Tourism)
- 40% \$94,000.00-Specific Advertising Placement

Mayor Gurulé-Girón asked if there was a reserve requirement for Lodgers Tax Budget.

Finance Director Ann Marie Gallegos advised that she did not know of any required reserve although would do research and directed the question to City Attorney Laszlo-Henry.

City Attorney Laszlo-Henry advised that there were requirements as to the percentages on advertisements verses other types of services that were allowable and added that 7/16's must be direct to advertising and tourism specific services. City Attorney Laszlo-Henry stated in regards to the earlier request of the presenters of this weekend's event (outstanding bill), that also authorized Police and Fire protection, sanitation services for tourist related facilities and attractions and events located in the respective municipality.

Councilor Howell thanked Mr. Garofalo for his presentation and asked if recommendations had been given to City Manager Trujillo on how the \$61,000.00 left in the Cisneros contract would be utilized.

Mr. Garofalo advised that there had not been a recommendation given at this time and informed that most of the \$61,000.00 had been allocated to a specific item which would be website maintenance and other maintenance which continues monthly. Mr. Garofalo informed that Lodgers Tax Board intended to revisit Cisneros to see if there were any resources left in the contract in order to make a recommendation.

Mayor Gurulé-Girón advised Councilor Howell that the deliverables and scope of work was included in the Cisneros contract.

Councilor Howell asked if the budget percentages given were for this current budget starting July 1st.

Mr. Garofalo clarified that the budget percentages reported were for this current fiscal year and apologized for the delay of the presentation due to not having accurate numbers until this point and explained that out of those numbers and the \$235,000.00, some monies had already been allocated and that was the remaining amount. Mr. Garofalo added that if you took the approximate \$300,000.00 budget, there was money in this fiscal half that would be allocated that was already committed to Cisneros and monies matched for the MainStreet grant out of this fiscal year's budget and stated that this was the remaining balance. Mr. Garofalo advised that they were projecting a budget regarding heads and beds and what type of funds would come in to this account and stated that hopefully there would be a percentage left over, a carryover that could be re allocated in a year to come. Mr. Garofalo stated that because of delay and the

time it took to create this budget, they would put emphasis and focus to create the 2018/2019 Fiscal Year budget to be clean and precise and explained that this budget had a carryover from Cisneros from FY2016/2017 and FY 2017/2018 and this contract had a balance carried over and they utilized some of the funding. Mr. Garofalo stated that hopefully they would be more specific on their recommendation and dissect allocations for FY2018/2019 and that they would like recommendations from Council on how to spend them.

City Manager Trujillo advised these percentages would be given to Cisneros, making sure the dollar amounts were correct and stated they would have a lot of dialogue regarding percentages and dollar amounts with Cisneros and input from Lodgers Tax Board.

Councilor Howell asked if the contract with Cisneros would be renewed.

Mr. Garofalo informed that the Cisneros contract would expire December 31st, 2017 and as far as renewing or engaging in an additional contract with Cisneros, he advised that that was still on the table and open for discussion.

Councilor Howell stated that the question asked at the Lodgers Tax meeting which he and Councilor Casey attended, was “why is there always a roll over regarding the budget”.

Finance Director Gallegos stated they normally budget \$300,000.00 of revenues in Lodgers Tax and informed that anything left over gets carried over to the following fiscal year and some of the resources that are carried over means they have exceeded the budget and that is a good thing.

City Attorney Laszlo-Henry informed that regarding the question on the carry over, the funds had to be spent within 2 years after being taxed to the Lodgers Tax budget.

Mr. Garofalo advised they would recommend the spending of the carry over first and then allow the carry over to carry over so that they were not in jeopardy of losing those funds.

Councilor Howell asked if the Lodgers Tax Board gave the recommendation for the Gonzalo Concert.

Mr. Garofalo advised that they did not discuss the Gonzalo Concert and that as a board member, could not speak for the board as a whole on this topic.

Councilor Casey stated that when they reviewed the Cisneros contract last year for renewal there were several deliverables not completed and when she asked why they had not been completed, she was informed by Cisneros, that it was due to not having enough money allocated and that the \$200,000.00 that the City paid him, was not enough to cover those deliverables.

Councilor Casey advised that she asked at that time if the Cisneros contract could be revised so that it would not show those deliverables because they would not be completed, due to not having the funds and she stated that was never done.

Councilor Casey advised that she was now stating in open session in front of Mr. Garofalo, so that he knows that if and when he would review the contractual agreement with the Cisneros firm, to make sure there was nothing on the contract that would go over that dollar amount. Councilor Casey advised that the current contract was not a clean contract and that she would like to see, if the Cisneros contract was to be renewed that it would be a clean contract and that there would be enough money to cover those deliverables.

Mayor Gurulé-Girón responded by stating that the City had made it clear that the Cisneros contract would only be utilized as needed and that they were being paid from the actual contractual tie that the City committed to the actual contract, and added that if we did not need them, we would not pay them.

Mr. Garofalo advised that in regards to Cisneros, they felt that their percentages were very appropriate, along the lines of how they could be used. Mr. Garofalo stated that regarding deliverables, they emphasis 40% to ad placement and was the largest sum of money being used as they move forward.

Mayor Gurulé-Girón thanked Mr. Garofalo and stated that she appreciated him and the Lodgers Tax Board members and acknowledged that they were taking the Lodgers Tax Board in a different direction.

Marshall Pool, Animal Welfare Coalition Board member gave a brief “News Items” report which included:

- **Mobile Veterinary Surgical Van- Over 60 Cats/Dogs were spayed or neutered (Funded by ASPCA and Animal Protection in Mexico)**
- **Funded Week-Long Training/ Certification for 1 City of Las Vegas Animal Control Officer**
- **3 New Board Members: Donna Rieves, Troy Dennison and Dr. Roxanne Gonzales**
- **AWC received a better than 91% Live Outcome Rating (Animals taken to the AWC have a better than a 91% chance of getting adopted)**

FINANCE REPORT

Finance Director Ann Marie Gallegos reported the Finance Report for the month ending August 31, 2017; she informed that the General Fund Revenue was at 16% and advised that they hope to maintain these percentages. Finance Director Gallegos reported that expenditures were also at 16% and that under General Services, there was an increase of 19% in expenditures due to paying property, liability and Workman’s Compensation Insurance for the first 6 months of the year.

Finance Director Gallegos reported that Recreation Department revenue came in 15% with expenditures being at 15% and advised their biggest expense was employees and advised that Community Services Director Pamela Marrujo and City Manager Trujillo were working on minimizing those costs and they continue to work on additional revenues and mentioned the Recreation Center was hosting a “3 on 3” Tournament.

Finance Director Gallegos advised that Enterprise Funds revenue was 15% and advised the gas revenue had not come in yet and expenditures came in as expected at 15%.

Mayor Gurulé-Girón had a question regarding the 41% expenditure for the Recreation Center under Capital Outlay.

Finance Director Gallegos informed that Community Services Director Marrujo needed equipment for the swimming pool in the beginning of the year.

Councilor Howell asked if the budget and the amendment in the budget were approved.

Finance Director Gallegos advised that the budget did get approved although there had not been an amendment and clarified it was an adjustment of transfers approved by Mayor and Council.

Councilor Howell asked if the Police Department was able to hire the two officers.

City Manager Trujillo advised that at this time they did hire the vacancies and would be meeting with Chief Montano regarding the other two and stated that the Police Department was reviewing the budget regarding new officer expenses and added that it was approved by Mayor and Council.

Councilor Howell asked what the expenses were in hiring a new Police Officer.

Chief of Police Juan Montano informed that some of the expenditures that occur were equipping Officers with uniforms and gear and advised that there were requirements by State Statute which were physicals and physiological exams that need to be provided to new recruits and added that they were very costly.

Councilor Howell asked if the Police Department had the funding to take care of those costs.

Chief of Police Montano advised that currently they had the budget to fill the positions although they did not have the funding for Professional Services. Chief Montano informed that they would have enough funding for the clothing allowance and would be able to equip the five recently hired but advised if they would lose officers to the State Police they might not have the funding to fill those positions and also for the tests required by the State Statute.

Mayor Gurulé-Girón advised that those projections had to be handled prior to the budget close-outs and that meant, it was the responsibility of the Police Department to do so and suggested that transfers in and transfers out needed to be reviewed to determine what needed to be sacrificed in order to determine the needs of the department staff.

Councilor Howell advised Mayor Gurulé-Girón that he did not understand her statement.

Mayor Gurulé-Girón clarified to Councilor Howell that at the time of reviewing and preparing budgets, it was up to each Director to meet with City Manager Trujillo and Finance Director Gallegos to determine what they need in order to have an efficient working budget and that it would be the responsibility of the Director to transfer in or transfer out funds from line items where it was needed to balance out their budgets.

Councilor Howell had concerns of funding not being in place for Police Officers' physical and physiological exams.

Finance Director Gallegos explained that the funding was there to equip Police Officers including the physical and physiological evaluations although stated that Mayor Gurulé-Girón mentioned if there was not enough funding later in the year they would be required to look for additional revenues and move to line items where funding is needed.

Councilor Howell asked if the Police Department budget had been cut.

Mayor Gurulé-Girón stated for the record "the budget was not cut."

Councilor Casey stated that she begged to differ because at the time that the Police Department review took place there was a \$224,000.00 plus cut to the Police Department over last year. Councilor Casey stated that for it to be said that there were no cuts, was not accurate.

Finance Director Gallegos informed that the \$224,000.00 was the additional payroll cost associated with it and that it was the 27 pay period that occurred last year and did not fund another full payroll. Finance Director Gallegos mentioned the letter received from D.F.A explaining that if the City expended the entire current budget, only one dollar would be left at the end of the year and stated that that would be an issue for Mayor and Council to address.

CONSENT AGENDA

City Clerk Fresquez read the consent agenda in to the record as follows:

1. Approval of Resolution #17-35, 2019-2023 Infrastructure Capital Improvement Plan (ICIP) for the City of Las Vegas Senior Center.

Resolution 17-35 was presented as follows:

**STATE OF NEW MEXICO
CITY OF LAS VEGAS
RESOLUTION NO. 17-35**

**A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL
IMPROVEMENT PLAN (ICIP)
FOR THE LAS VEGAS SENIOR CENTER**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the City of Las Vegas Governing Body that:

1. The City of Las Vegas has adopted the attached FY 2019-2023 Infrastructure Capital Improvement Plan for the Las Vegas Senior Center, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.

PASSED, APPROVED AND ADOPTED by the Governing Body, this _____ day of September, 2017.

Signed:

Mayor Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Corinna Laszlo-Henry, City Attorney

2. Approval of Resolution #17-33 Budget Adjustment Resolution.

Resolution 17-33 was presented as follows:

STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF LAS VEGAS
RESOLUTION 17-33
FISCAL YEAR 2017-2018
BUDGET ADJUSTMENT REQUEST

WHEREAS, The Governing Body in and for the Municipality of Las Vegas, State of New Mexico has developed a budget adjustment request for fiscal year 2017-2018; and

WHEREAS, said budget adjustment request was developed on the basis of need and through cooperation with all user departments, elected officials and other department supervisors, please see attached schedule; and

WHEREAS, the City of Las Vegas is in need of making budget adjustments in the 2017-2018 fiscal year budget;

WHEREAS, it is the majority opinion of this governing body that the budget adjustment request is approved and meets the requirements as currently determined for fiscal year 2017-2018;

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

RESOLVED: In session this 20th day of September, 2017.

Tonita Gurule-Giron, Mayor

ATTEST:

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Corinna Lazlo-Henry, City Attorney

3. Approval to award RFP 2018-03, Professional Engineering Services to include Grants Consulting, Planning, Design and Engineering Services, for the City of Las Vegas Public Works Department/Municipal Airport to Molzen Corbin and enter into contract negotiations.

4. Approval of Resolution No. 17-32, supporting the Federal Aviation Administration (FAA) Grant Agreement, LVS-17-02 and sponsoring match funds.

Resolution 17-32 was presented as follows:

**CITY OF LAS VEGAS, NM
RESOLUTION NO. 17-32**

A resolution authorizing submission of an Application for Airport Aid to the Federal Aviation Administration (FAA) and obligation of Sponsor matching funds, and authorization to accept the resulting Grant offer. The project shall consist of the purchase of snow removal equipment for the Las Vegas Municipal Airport.

WHEREAS; the governing body of the City of Las Vegas, New Mexico is applying to the Federal Aviation Administration for 90.0% assistance toward the project through the Airport Improvement Program (AIP) which FAA commitment can not be formally made until a grant offer is made and accepted, and is anticipating 5.0% assistance from the NMDOT – Aviation Division, and time is of the essence to secure the FAA funding and

WHEREAS; the project is within the City of Las Vegas jurisdiction, and is necessary for the public good and convenience and is to serve the users of the Las Vegas Municipal Airport and

WHEREAS; the City of Las Vegas is committed to appropriating funds to match the remaining 5.0% of the project cost in accordance and consistent with the regulations and policies governing the FAA- AIP program and the NMDOT – Aviation Division grant conditions.

NOW THEREFORE, BE IT RESOLVED; that the governing body of the City of Las Vegas hereby adopts and approves this resolution and authorizes the Mayor of the City of Las Vegas to execute all documents related to the project and directs staff to take actions necessary to implement and fund this resolution and project.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF SEPTEMBER, 2017.

CITY OF LAS VEGAS

Mayor

ATTEST:

Casandra Fresquez, City Clerk

5. Approval of Grant Application through the Department of Public Safety for the Las Vegas Police Department.
6. Approval of Grant Application through the New Mexico's Attorney General's Office for the Las Vegas Police Department.
7. Approval of Grant Application through the Department of Justice for the Las Vegas Police Department.
8. Approval to accept State funds through the Department of Finance and Administration.
9. Approval of Grant Application through the Wal-Mart Foundation for the Las Vegas Police Department.
10. Approval to purchase a Camel 900 Sewer catch basin cleaner truck.
11. Approval of Resolution No. 17-30 for drinking water loan No. 3624-DW for the Cabin Site Tank Rehabilitation.

Resolution 17-30 was presented as follows:

Due to length of document, a complete copy of Resolution 17-30 may be obtained from the City Clerk's Office.

12. Approval to award request for bids #2018-4 for Clarifloc C-358 Polymer for the Water Treatment Plant to Polydyne, Inc.
13. Approval to award request for bids #2018-5 for liquid aluminum sulfate for the Water Treatment Plant to Chemtrade Chemicals US LLC.

Councilor Casey made a motion to approve the Consent Agenda as read in to the record. Councilor Ulibarri, Jr. seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	David L. Romero	Yes
Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes

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

BUSINESS ITEMS

1. Conduct a public hearing and Approval/Disapproval to adopt Ordinance #17-10, amendment to the Official Zoning Map for property.

Councilor Howell made a motion to go in to Public Hearing. Councilor Casey and Councilor Ulibarri, Jr. seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	David A. Ulibarri, Jr.	Yes
Vincent Howell	Yes	David L. Romero	Yes

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

City Clerk Fresquez asked anyone who wished to speak on the issue, to please stand and be sworn in. Maria Perea and Joe Coca were sworn in.

Planning and Zoning Coordinator Maria Perea advised that Joe C. & Marcella A. Coca, owners of four lots known as 2307, 2309, 2311 and 2313 Dahlia Street, Las Vegas, NM appeared before the Las Vegas Planning and Zoning Commission on August 28, 2017. Mr. and Mrs. Coca are requesting that said property be re-zoned from the present R-2 (Multi-Residential Zone) to an R-3 (Mixed Residential Zone.) The applicant’s intent is to have lots available for lease or sale for the placement in the R-3 zoning.

Councilor Howell asked if there were any rejections from neighbors regarding the zone change on Dahlia Street and asked how many participants replied to the notice of the zone change.

Planning and Zoning Coordinator Perea advised that at the time of the Planning and Zoning Commission Meeting, one neighbor recommended approving the zone change. She informed that most of the Dahlia Street area had already been

re-zoned to an R-3 and stated that thirteen notices had been distributed and one person attended the Planning and Zoning Commission Meeting.

Councilor Casey made a motion to accept the record proper. Councilor Romero and Councilor Howell seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	Vincent Howell	Yes
David L. Romero	Yes	Barbara A. Casey	Yes

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

Councilor Casey made a motion to close Public Hearing and to reconvene in to Regular Session. Councilor Romero and Councilor Ulibarri, Jr. seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David L. Romero	Yes
Barbara A. Casey	Yes	David A. Ulibarri, Jr.	Yes

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

Councilor Casey made a motion to approve to adopt Ordinance #17-10, amendment to the Official Zoning Map for property. Councilor Ulibarri, Jr. and Councilor Romero seconded the motion.

Ordinance 17-10 was presented as follows:

**CITY OF LAS VEGAS, CITY COUNCIL
ORDINANCE NO. 17-10**

AN ORDINANCE AMENDING THE CITY OF LAS VEGAS OFFICIAL ZONING MAP FROM AN R-2 (MULTI-FAMILY RESIDENTIAL ZONE) TO AN R-3 (MIXED RESIDENTIAL ZONE) FOR PROPERTIES LOCATED AT 2307, 2309, 2311 AND 2313 DAHLIA STREET, LAS VEGAS, NEW MEXICO AS REQUESTED BY JOE C. & MARCELLA A. COCA (APPLICANTS/OWNERS).

WHEREAS, Joe C. & Marcella A. Coca have applied for an amendment to the official zoning map for properties located at 2307, 2308, 2311 and 2313 Dahlia Street, Las Vegas, New Mexico pursuant to provisions of the Las Vegas City Zoning Ordinance, and;

WHEREAS, on August 28, 2017 the City of Las Vegas Planning and Zoning Commission, following adequate public notice, held a public hearing to receive testimony concerning the amendment of the Official Zoning Map to re-zone the properties located at 2307, 2308, 2311 and 2313 Dahlia Street, Las Vegas, New Mexico from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone) and on August 28, 2017 adopted a motion recommending approval of the proposed amendment.

WHEREAS, on September 20, 2017, the Governing Body of the City of Las Vegas, following adequate public notice, held a public hearing to receive testimony concerning the recommendations of the Planning and Zoning Commission.

NOW, THEREFORE BE IT ORDAINED that the Governing Body of the City of Las Vegas, New Mexico, hereby **GRANTS** the amendment to the Official Zoning Map by re-zoning and changing the district classification of certain property located at 2307, 2309, 2311 and 2313 Dahlia Street, Las Vegas, New Mexico from an R-2 (Multi-Family Residential Zone) to an R-3 (Mixed Residential Zone), and more fully described as follows:

Lots 8, 9, 10 and 11, Block 4, Luis Encinias Subdivision, as highlighted on attached Lot Line Adjustment Plat # 016-145, completed by Winston & Associates, LLC, and recorded at the San Miguel County Clerk's Office on November 16, 2016, Plat Book 73, Page 35.

BE IT FURTHER ORDAINED that the Governing Body of the City of Las Vegas, New Mexico, hereby adopts the following findings of fact upon which the Council's decision is based:

1. The boundaries of the zones established by the City's Ordinances, the classification of property herein, or other provisions of said Ordinances may be amended whenever public necessity, convenience, or general welfare require.
2. That duly public notice and public hearings were in accordance with the legal requirements and a site plan for the zone change has been provided which is acceptable to the City Council.

PASSED, APPROVED AND ADOPTED ON THIS _____ DAY OF _____, 2017.

ATTEST:

Cassandra Fresquez, City Clerk

Tonita Gurulé-Girón, Mayor

**REVIEWED AND APPROVED
AS TO LEGAL SUFFICIENCY ONLY**

Corinna Laszlo-Henry, City Attorney

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

Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

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

2. Approval/Disapproval of Resolution #17-36 to donate a 2008 Ford Ranger Hotshot Truck to the Village of Eagle Nest Senior Center.

Community Services Director Pamela Marrujo advised the City of Las Vegas Senior Center Department received 5 new Hotshot Trucks, through an appropriation, within the last 3 months and this vehicle is no longer being used by the City of Las Vegas Senior Center.

Councilor Howell made a motion to approve of Resolution 17-36 to donate a 2008 Ford Ranger Hotshot Truck to the Village of Eagle Nest Senior Center. Councilor Casey seconded the motion.

Resolution 17-36 was presented as follows:

CITY OF LAS VEGAS

RESOLUTION NUMBER 17-36

A RESOLUTION DONATING ONE 2008 FORD RANGER HOTSHOT TRUCK BELONGING TO THE CITY OF LAS VEGAS TO THE VILLAGE OF EAGLE NEST SENIOR CENTER AND DIRECTING THE CITY OF LAS VEGAS SENIOR CENTER TO DONATE SAID PROPERTY TO THE VILLAGE OF EAGLE NEST SENIOR CENTER, EAGLE NEST, NEW MEXICO.

WHEREAS, the City of Las Vegas wishes to donate to the Eagle Nest Senior Center, described as follows:

1. 2008 Ford Ranger Hotshot Truck VIN # 1FTYRH40BPA84128

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 Senior Center Department.

WHEREAS, when this property is donated 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 Senior Center Department is hereby declared excess property and not needed for any City purpose of function and that said property should be donated.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2017.

CITY OF LAS VEGAS:

TONITA GURULE-GIRON, MAYOR

ATTEST:

Casandra Fresquez, City Clerk
Approved as to Legal Sufficiency Only

Corinna Laszlo-Henry, City Attorney

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

David A. Ulibarri, Jr.	Yes	David L. Romero	Yes
Barbara A. Casey	Yes	Vincent Howell	Yes

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

3. Approval/Disapproval to appoint Renee Garcia as Community Development Director.

City Manager Trujillo advised that as per City of Las Vegas Municipal Charter, Article V, Section 5.07 C. The city manager shall appoint department directors, subject to approval by the Governing Body.

Councilor Ulibarri, Jr. made a motion to approve to appoint Renee Garcia as Community Development Director. Councilor Howell seconded the motion.

Councilor Casey asked if she could explain her vote before casting it. She stated that she would like the applicant to know that her vote did not reflect on her personally, that it reflected her strong disapproval in the manner in which the process was done, she did not approve or like it, and that it was her personal opinion. Councilor Casey advised that she was going to vote no for that reason and for that reason only.

David L. Romero	No	David A. Ulibarri, Jr.	Yes
Vincent Howell	Yes	Barbara A. Casey	No

City Clerk Fresquez re-read the motion and advised that there was a tie.

Mayor Gurulé-Girón advised that she voted yes to approve to appoint Renee Garcia as Community Development Director.

City Clerk Fresquez advised that the motion carried.

Renee Garcia thanked members of the Governing Body for the opportunity to serve the community and the Governing Body as Community Development Director.

COUNCILORS' REPORTS

Councilor Romero reported that he was concerned of safety issues regarding a sidewalk in the area near South Pacific Park where there had been repairs to a light pole.

City Manager Trujillo advised that he would look in to the issues of the sidewalk as advised.

Councilor Casey asked for the status of the needed signage regarding the use of Jake Brakes by semis on 7th and 8th Streets, which she had requested 2 months ago and advised that she was still receiving calls about that issue.

City Manager Trujillo advised that Chief Montano had spoken to the traffic engineer from the Highway Department and that the engineer would be submitting information to the City.

Councilor Casey advised she had received calls from individuals coming to the Community Development Department requesting building permits and had been sent to Santa Fe, and she wanted to know the reason as to why.

Planning and Zoning Coordinator Perea advised that the reason customers were being sent to Santa Fe was due to no longer having a Building Inspector here at the City since December and informed that the City had an agreement with the State and that the City gives zoning approval for building permits, sends them to C.I.D. in Santa Fe or Albuquerque where they are issued permits. She added that the State performs inspections here usually on Tuesdays and Thursdays or when needed.

Councilor Casey asked if there was a way that Community Development could call Santa Fe so that people could avoid driving there.

Planning and Zoning Coordinator Perea advised that she was trying to find ways to address this issue and stated that she had been in communication with C.I.D. in Santa Fe and was still waiting on a reply.

Councilor Casey asked if the issues regarding the curb on 644 Rio Arriba had been resolved.

City Manager Trujillo advised that the curb had been repainted and issued had been resolved.

Councilor Casey advised that she was approached by several concerned parents who had informed her that there was not a YAFL program at the Recreation Center and were told by the department that there was no interest from the community. Councilor Casey stated that there were four teams from Las Vegas driving to Santa Fe to participate in YAFL and saw that as a loss of revenue for the City, an annoyance, a hassle and expensive for parents and she thought that it might happen with YABL as well.

City Manager Trujillo stated that the "norm" today, was traveling teams (Travel League) and advised that coaches recruit from our kids, put together teams and travel to Santa Fe and advised that Little League was doing the same. City Manager Trujillo informed that they attempted to start a flag football program although did not turn out well and had seen dwindling in participation in the YAFL program for the last five years. City Manager Trujillo informed that he and Community Services Director Marrujo had met with Ann Marie Villegas who oversaw the Santa Fe League and was committed to help the City establish a

Northern league to include, Las Vegas, Mora, the Valley, Santa Rosa, Taos and Raton.

Mayor Gurulé-Girón stated that the Youth Committee had been having some difficulties regarding members and replacements would eventually be made.

Councilor Casey reported that she was very fortunate of having the opportunity recently to ride along with Sergeant Mike Lopez, who was extremely professional and was honored and stated that she learned from this experience. Councilor Casey stated that Sergeant Lopez was very observant regarding identifying a vehicle involved in a crime as that is the practice of all the officers. Councilor Casey advised that the people from the community they spoke to were very respectful of the Police and thankful to them and explained that Sergeant Lopez dealt with a troubled young woman and handled it sensitively, was kind and professional. Councilor Casey advised that she was very impressed and felt very safe on the ride-along and stated that she had trust in our Police Officers due to them being professional, well trained, and sensitive to the needs of the community. Councilor Casey requested of Chief Montano to allow her to participate in a ride-along again, possibly on a different shift and thanked Chief Montano and Sergeant Lopez for the opportunity.

Councilor Howell made a motion to hold a Special Meeting on Monday, September 25th, at 6:00 p.m. and stated “the purpose will be to approve or disapprove a special audit by the State Auditor’s Office to include all findings of the special audit, be shared with the office of the state auditors and also the office of the State Attorney General”. Councilor Howell advised that he would call the State Auditor’s Office tomorrow to see if they could make a presentation to Council regarding this special audit.

City Manager Trujillo asked if the audit was for every department.

Councilor Howell advised that it was for the concerns that would be listed.

Mayor Gurulé-Girón advised Councilor Howell that he could not make a motion at this time although he could make a request.

Councilor Howell informed that he confirmed with the Municipal League and was informed that he was able to make a motion during Councilors' Reports.

City Attorney Corinna Laszlo-Henry advised that her understanding from prior counsel, Danelle Smith when acting, discussion had taken place regarding a motion for a Special Meeting could be made during Councilors' Reports and added that she was deferring to Danelle Smith's opinion and research although she was not exactly clear on the motion.

Mayor Gurulé-Girón stated if requesting that these individuals be present, we would have to find out if they were willing to participate in that meeting.

Councilor Howell explained that was the reason he would be calling the State Auditor's Office to confirm.

Mayor Gurulé-Girón stated that she would first confirm that they were willing to participate and if they would be available on that date before setting an actual date.

Councilor Howell advised that even without the presentation he would still want to have the Special Meeting in order for Council to have the opportunity to vote on it, whether to approve or disapprove.

Councilor Casey advised that she seconded the motion.

Mayor Gurulé-Girón asked City Attorney Laszlo-Henry to add to that.

City Attorney Laszlo-Henry stated that she did not know what a special audit was or enough to know that the motion had the specificity required.

Councilor Howell advised that he had been asking throughout the year if we could have a forensic audit completed and stated that he had asked the regular audit company that was here, if they could complete a forensic audit and was informed by them that they did not do forensic audits. Councilor Howell stated he thought a forensic audit was to review our budgets and departments to see where we stood financially.

Mayor Gurulé-Girón asked Finance Director Gallegos if the same company that the City hires, takes this report to the State Auditor's Office.

Finance Director Gallegos replied yes that the report would be taken to the State Auditor's Office.

Mayor Gurulé-Girón advised Councilor, that they would be discussing essentially the same report that he received.

Councilor Howell advised that he would like a special audit done by the State Auditor's Office and stated that he believed that his motion had been seconded.

City Manager Trujillo advised that he wanted to hear what Finance Director Gallegos had to say about the issue.

Finance Director Gallegos informed that the auditors would be here Monday morning to continue with the audit process for 2017, and that the State Auditor's Office would refer any issues or concerns anyone may have to the regular auditors.

Councilor Casey stated that speaking from her prior experience as Superintendent at Hondo, she had requested a special audit through State Auditor's Office, and the process used was that they had the school board vote for the special audit and after the approval, she contacted the State Auditor's Office and was told that they would prepare the scope of work for an independent auditor not the same auditor that does the usual audit.

Mayor Gurulé-Girón asked who would pay for the audit.

Councilor Casey informed that under state law, when the State Auditor's Office is contacted, the entity making the request pays for it and the funding has to be found. Councilor Casey informed that when she was Superintendent that was the process taken when needing independent auditors to review the budget, books and record keeping when the school's budget was not in good standing.

Mayor Gurulé-Girón advised that there was a motion and a second motion.

City Attorney Laszlo-Henry advised that there may be an issue with notice in terms of getting a publication for a Special Meeting and that there should be 72 hour notice for the Optic's publication.

Councilor Howell informed Mr. Brooks from the Optic that they would get that information to him.

City Clerk Fresquez stated that she had a motion by Councilor Howell to call for a Special meeting on Monday the 25th of September for approval of a Special Audit by the State Auditor's Office and stated that she had second by Councilor Casey.

Brief discussion took place regarding that the audit would be for the year 2017.

Councilor Howell stated that before he made his vote, he would like his motion to specify that the results of the audit be shared with the State Auditor's Office and also the Attorney General's Office and that his vote was yes.

Barbara A. Casey	Yes	David L. Romero	Yes
Vincent Howell	Yes	David A. Ulibarri, Jr.	No

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

Councilor Howell advised that he would contact City Clerk Fresquez to obtain the form so that we can request the Special Meeting.

City Clerk Fresquez advised that the Special Meeting had just been approved with the majority of the Council's vote.

Councilor Ulibarri, Jr. requested more police protection on the West side of town near Rodriguez Park due to there being speeding vehicles going through Salazar Street and National Avenue after night games and thanked all Directors and City employees for all their hard work this summer.

Brief discussion took place regarding constituents needing to make appointments to speak with Mayor Gurulé-Girón and City Manager Trujillo.

ADJOURN

Councilor Casey made a motion to adjourn. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	Barbara A. Casey	Yes
David A. Ulibarri, Jr.	Yes	David L. Romero	Yes

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

Mayor Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL SPECIAL MEETING HELD ON MONDAY, SEPTEMBER 25, 2017 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS

MAYOR: Tonita Gurulé-Girón

COUNCILORS: David L. Romero
David A. Ulibarri, Jr.
Barbara A. Casey
Vincent Howell

ALSO PRESENT: Richard Trujillo, City Manager
Casandra Fresquez, City Clerk
Corinna Laszlo-Henry, City Attorney
Juan Montano, Sergeant at Arms

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Councilor Ulibarri, Jr. asked for guidance on the decisions that need to be made and prayers for all community members that are ill.

APPROVAL OF AGENDA

Councilor Casey made a motion to approve the agenda as presented. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri, Jr.	Yes	David L. Romero	Yes
Barbara A. Casey	Yes	Vincent Howell	Yes

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

PUBLIC INPUT

Irene M. Graston at 1110 Salazar Street thanked Mayor and Council and expressed her concerns on what is happening in Las Vegas. Ms. Graston stated she has been unable to reach the Chief of Police for three months to report an incident that happened at her mother's residence on Mora Street involving dogs that killed her mother's dog. Ms. Graston stated she was able to speak to Commander Gonzales who was very helpful and hopes that something will be done with these dogs in the area.

Ms. Graston continued to voice her concerns about the community's drug problem and people wondering around at all hours of the night from nearby boarding homes.

Ms. Graston pleaded with Mayor and Council to focus on the people in the community and their needs and asked Chief Montano to look into why the 911 operators are not answering calls during the night hours.

PRESENTATION

Deputy State Auditor Sanjay Bhakta stated that the state auditor's office had received a call from a councilor requesting a presentation to explain the process of a special audit. Mr. Bhakta introduced Kevin Sourisseau, Director of investigations who would explain the process of a special audit. Mr. Bhakta further stated that sometimes their office designates a special audit or an entity requests a special audit that may be conducted by the state auditor's office, if resources are not available, then there is a process where an IPA conducts the audit that goes through the state auditor's office and a review process is then conducted. Mr. Bhakta then turned over the presentation to Mr. Sourisseau to go through the steps of how these audits are conducted and what the options are.

Mr. Sourisseau stated that if an entity approaches them with concerns and they want a special audit conducted, there are a couple of different directions that they can go and sometimes there is some opposition or some reason our help is needed, then we designate that entity if there is a fair amount of complaints, then our executive team decides they can designate and basically the designation pushes the special audit upon the agency. Mr. Sourisseau further stated, in the case where an agency approaches the state auditor's office with concerns and would like the office to look into the budget or cash issues, procurement issues or grant issues, their office can assist the entity in having that special audit performed. Mr. Sourisseau also mentioned that the auditor's office does not necessarily need to designate if the agency, a few councilors or the governing body is going to them for assistance, then they are happy to assist that agency.

Mr. Sourisseau stated that they use the tool of designation if there are records that are missing, they do have administrative subpoena power and they don't have the opportunity to use that unless they go through an official designation process. Mr. Sourisseau further stated that typically when an agency approaches them, the designation process is not necessary as they have the cooperation of the entity and their staff is directed to work with them as though they were invited in and if there is no need to do a subpoena, then they don't necessarily need to designate. Mr. Sourisseau expressed that there are designated audits and non designated audits and would explain the state auditor's involvement in those audits.

Mr. Sourisseau stated that whether they designate or not, the state auditor's office is involved in developing the scope of work, therefore they will sit down with the entity and discuss their concerns, they look at fact finding, look at records if necessary and start developing a scope of work and what that does is help when the auditors start their work if it's put out to bid they will have a good idea when they look at the scope of what the audit will entail. Mr. Sorisseau continued to explain once the scope of work is developed, then its decided whether the state auditor's office will perform the audit should they have the resources to do so as they have limited staff, if not then they bring the scope of work to the agency and discuss the scope with them and the entity looks at a list of state auditor approved firms, prepare a request for proposal and request the firms from their list respond to the RFP; once that process is complete, the entity would forward the contract to the state auditor's office for approval and then the

work begins and the IPA checks in with the auditor's office a little more frequent than with the financial audits.

Mr. Sorisseau stated that because there are different standards and approaches, the state auditor's office attends progress meetings and at the end of the audit work, a report will be forwarded to them for review and they will make recommendations for changes, ask questions about the audit report and once the audit report is finalized, the state auditor's office will do a formal release of that report which will become public and shared. Mr. Sorisseau also stated that there is a cost for the special audit whether the state auditor's office performs it or an outside IPA firm.

Mayor Tonita Gurule-Giron asked what a ball park figure would be.

Mr. Sorisseau stated that it depended on how focused the scope of work is and what the auditors discover along the way, which there could be auditor amendments which include expansion of the scope in that there may be a lot of areas that they need to look at.

Mr Sorisseau further explained that what the state auditor's office likes to do before they get to a special audit if the issues that go to them are within the current fiscal year, they can sometimes take some of the small issues and have the current auditor that is currently performing the financial audit look at those issues without additional cost, however if the issues are from previous fiscal years, then a special audit would need to be performed.

City attorney, Corinna Laszlo-Henry asked what the purpose of the special audit as opposed to the annual financial audit for example fraud waste and abuse.

Mr. Sorisseau stated that during the financial audit, the auditors are doing an examination, they are providing an opinion on the agencies financial statements, they could provide a modified opinion if the agency does not have good enough records.

City Attorney Laszlo-Henry asked if the scope is the agreed upon procedures of the purpose of a special audit.

Mr. Sorisseau stated there are different standards that may be used which are agreed upon procedures which is not an examination and is very specific and narrow.

City Attorney Laszlo-Henry stated that in looking at the state auditor's rules governing special audits, they don't address the non designated process; there are the confidential reports, fraud waste or abuse with some specificity followed by a letter of designation.

Mr. Sorisseau stated there is a section on agency initiated special audits that basically states an agency can choose to do a special audit and that is where the regulations bring the state auditor's office into the loop to review the contract and the report.

City Attorney Laszlo-Henry asked in the case where you have a municipal corporation electing to put such a decision to a vote, whether or not to call for a special audit and how would that get framed then for specificity purposes such that it is not duplicative of what is already going on in the financial audit and it's not something that was identified by the financial audit or by a confidential allegation or report. City Attorney Laszlo-Henry asked what some other examples are where a governing body would be seeking help from the auditor's office.

Mr. Bhakta explained the difference between an annual financial audit and a special audit is that a financial audit's purpose is not to detect fraud, it is to look at the annual financial statements to include revenues, expenditures and payroll which is based on the test work and if they find something, it would be reported as non compliance, however it would not detect fraud. Mr. Bhakta further explained that a special audit looks at a problematic issue such as procurement or a hiring practice that was not followed. The difference between a designation and an agency initiated audit is that when the state auditor's office hears through complaints that there are issues at an agency and there are too many complaints and they are all pointing to a particular direction, they generally talk to that agency, but if the agency is resistant, then the auditor's office has no option but to designate and impose an audit.

City Attorney Laszlo-Henry asked would it not be appropriate given the confidentiality rules and questions about the scope for such allegations to be addressed with the entity in a confidential setting if there's reason, then that should be part of the decision being made tonight.

City Attorney Laszlo-Henry stated that she has not heard the basis or the allegation to bring the municipality to request the special audit and as a matter of due process that a confidentiality of reporting makes sense to her, notice and an opportunity to know what those allegations are and whether they are necessarily auditable and if they have to do with budgetary issues were Ms. Laszlo-Henry's concerns.

Mr. Bhakta stated that the concerns or issues are confidential and the governing body would need to discuss those issues and agree on the items to be looked into and then meet with the state auditor's office to discuss and come up with the final scope of work.

City Attorney Laszlo-Henry stated that the item on the agenda being as broad as it is could be a potential one hundred thousand dollar burden to the City and would need to know as well as the governing body as to what it's supposed to cover that's different from the financial audit. City Attorney Laszlo-Henry further stated that executive session would give them that opportunity to discuss those items.

Councilor Howell stated that he understands they would be working with the state auditor's office in a private setting to define the scope of work.

Mr. Bhakta stated that the state auditor's office would help the governing body define their scope and the success of the audit depends on the scope, if it is vague then its more costly than if the items are specifically defined so the IPA would know exactly what they are looking for.

Mayor Gurule-Giron stated that it would appear that the governing body would need to meet prior in a closed session before acting on the item on the agenda.

Mr. Bhakta added that the state auditor knows what the allegations are and if they felt that the city's financial auditor could address the issues, then they would

take that route as it would be cheaper for the agency, but when there are items that are outside the scope of the financial auditor then a special audit is required. Mr. Bhakta added that auditor Tim Keller was contacted by one of the councilors and they've also seen some hot line complaints.

Mr.Sorisseau stated that the auditor's office had both the City of Las Vegas reach out to them for assistance as well as the hot line complaints.

City Attorney Laszlo-Henry encouraged and recommended the governing body to go into executive session prior to voting on the agenda item so that all members of the governing body as well as administrative staff are informed of the issues and to define what the next steps for staff are to prepare and cooperate with the state auditor's office. City Attorney Laszlo-Henry added that the language of the business item should remain as is as to keep the confidentiality as the concerns are allegations and the process will allow for the fact gathering and the auditors will then make those findings.

Mayor Gurule-Giron stated that the agenda would need to be amended in order to go into executive prior to the business item.

Councilor Howell stated that he had been asking for a forensic audit for quite some time and has been denied that throughout the year and has asked the general audit firm if they could perform a forensic audit and they replied they could not. Councilor Howell added that he wanted this forensic audit to have a complete financial transparency of the city's status for the public and for the Council.

Councilor Howell further added that he believes in order to discuss and define the scope of work the business item would need to be approved to start the process.

Mr. Bhakta informed Councilor Howell that a special audit does not include every transaction to be looked at and scrutinized, a special audit focuses on specific transactions and if a forensic audit was requested, that would cost millions of dollars.

After further discussion, City Attorney Laszlo-Henry recommended that the governing body move to go into executive session to understand what kind of issues or allegations they are facing as it is important to know the specifics.

Councilor Howell stated that he felt the business item should be voted on and then the specifics can be discussed in executive session.

Councilor Casey stated that she felt the city attorney and mayor were working very hard to make sure that the business item would not be voted for so that there would not be an audit and if there weren't concerns that were serious enough the state auditor's office would not be in attendance this evening.

City Attorney Laszlo-Henry clarified the reason she recommended to go into executive session was so that the entire governing body would know the specific allegations and the purpose for the special audit prior to voting on the business item.

Mayor Gurule-Giron thanked the auditor's office for their presentation.

BUSINESS ITEMS

1. Approval/Disapproval of a special audit by the State Auditor's Office to include all findings of the special audit to be shared with the appropriate agencies.

Councilor Howell made a motion to approve a special audit by the State Auditor's Office to include all findings of the special audit to be shared with the appropriate agencies. Councilor Casey seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	Barbara A. Casey	Yes
Vincent Howell	Yes	David A. Ulibarri, Jr.	No

EXECUTIVE SESSION

City Manager Trujillo advised that there was no need for Executive Session at this time.

ADJOURN

Councilor Casey made a motion to adjourn. Councilor Howell seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David A. Ulibarri, Jr.	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

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

Mayor Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

CITY COUNCIL MEETING AGENDA REQUEST

DATE:10/2/17

DEPT: Executive

MEETING DATE: 10/16/17

ITEM/TOPIC: Presentation by John Spencer reporting on Tree Board Committee.

ACTION REQUESTED OF COUNCIL: *None*

BACKGROUND/RATIONALE:

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:



**TONITA GURULÉ-GIRÓN
MAYOR**



**RICHARD TRUJILLO
CITY MANAGER**

**ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)**

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

**CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)**

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 10/3/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

ITEM/TOPIC: Presentation on financial status of the Water Utility.

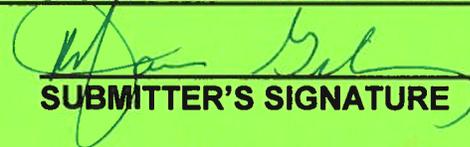
ACTION REQUESTED OF COUNCIL: None

BACKGROUND/RATIONALE: Mr. Paul Cassidy from RBC Capital Markets will conduct a presentation on the financial status of the Water Utility.

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:


TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)


RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)

**GENERAL FUND REVENUE COMPARISON
THRU SEPTEMBER 30, 2017 24% OF YEAR LAPSED (03 of 12 months)
FISCAL YEAR 2018**

Total Budget to Actual Comparison

	A		B		C		D		E		G	
	FY 2017	FY 2018	FY 2017	FY 2018	YTD - BUDGET	YTD - ACTUAL	FY 2017	FY 2018	YTD - ACTUAL	YTD - ACTUAL	FY 2018	(E/B) % REV
PROPERTY TAX	1,373,000	1,291,000	322,750	1,384,040								8%
GROSS RECEIPT TAX 1.225	3,550,000	3,550,000	887,500	3,450,931								24%
FRANCHISE TAX	800,000	775,000	193,750	776,759								23%
GROSS RECEIPT TAX .75	2,445,000	2,440,000	610,000	2,268,187								23%
1/8 INFRASTRUCTURE	351,000	360,000	90,000	364,816								25%
GRT .25 (JAN 2011)	697,000	725,000	181,250	982,914								36%
GRT -HOLD HARMLESS (JULY 2015)	(110,400)	(110,400)	(27,600)	(110,400)								25%
LICENSE & FEES	70,500	61,000	15,250	49,782								25%
INTERGOVERNMENTAL	71,500	75,716	18,929	75,542								28%
LOCAL-FINES	62,000	77,000	19,250	80,604								20%
LOCAL-MISC	1,715,000	1,736,569	434,142	1,842,195								26%
TOTAL	11,024,600	10,980,385	2,745,221	11,165,370								23%

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

**GENERAL FUND EXPENDITURE COMPARISON
THRU SEPTEMBER 30, 2017 24% OF YEAR LAPSED (03 of 12 months)
FISCAL YEAR 2018**

Total Budget to Actual Comparison

	A		B		C		D		E		F		H	
	FY 2017	FY 2018	FY 2017	FY 2018	YTD - BUDGET	YTD - ACTUAL	FY 2017	FY 2018	YTD - ACTUAL	YTD - ACTUAL	FY 2018	AVAIL. BAL.	(E/B) %	BDGT
JUDICIAL	317,921	307,959	76,990	314,539								73,108	234,851	24%
EXECUTIVE	483,117	397,969	99,492	391,291								93,536	304,433	24%
ADMINISTRATION	250,724	272,858	68,215	239,718								53,528	219,330	20%
CITY ATTORNEY	242,572	231,944	57,986	196,227								45,588	186,356	20%
PERSONNEL/HR	301,188	278,960	69,740	281,386								68,248	210,712	24%
FINANCE	628,990	452,393	113,098	556,994								103,086	349,307	23%
COMMUNITY DEV.	561,189	533,845	133,461	405,762								101,272	432,573	19%
POLICE	3,990,907	3,846,745	961,686	3,833,534								835,513	3,011,232	22%
CODE ENFORCEMENT	182,250	136,113	34,028	141,476								31,305	104,808	23%
ANIMAL SHELTER	137,635	135,490	33,873	115,943								32,819	102,671	24%
FIRE	1,357,699	1,257,365	314,341	1,180,326								288,565	968,800	23%
PUBLIC WORKS/AIRPORT	511,127	470,804	117,701	456,965								106,746	364,058	23%
PARKS	338,273	289,422	72,356	254,430								65,804	223,618	23%
AIRPORT	0	0	0	0								0	0	0%
LIBRARY	239,494	205,217	51,304	195,861								45,498	159,719	22%
MUSEUM	151,900	150,845	37,711	141,427								31,253	119,592	21%
GENERAL SERVICES	2,358,253	2,358,248	589,562	2,355,812								525,272	1,832,976	22%
SALARY CONTINGENCY	0	0	0	0								0	0	0%
TRANSFERS	740,703	698,517	174,629	729,667								179,877	518,640	26%
TOTAL	12,793,942	12,024,694	3,006,174	11,791,358								2,681,018	9,343,676	22%

**RECREATION DEPARTMENT-REVENUE COMPARISON
THRU SEPTEMBER 30, 2017 - 24% OF YEAR LAPSED 3 OF 12 MONTHS
FISCAL YEAR 2018**

	A	B	C	D	E	G (E/B)
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 YTD - ACTUAL	FY 2018 YTD - ACTUAL	% REV
WELLNESS CENTER	100,000	115,000	28,750	34,264	26,182	23%
OPEN SWIM	0	20,000	5,000		3,654	18%
YAFL	3,000	0	0	1,320	0	0%
YABL	20,000	0	0	16,840	0	0%
SUMMER FUN PROGRAM	20,000	20,000	5,000	19,092	2,535	13%
RECREATION-OTHER	29,800	113,964	28,491	18,408	7,125	6%
GEN FUND TRANSFER	300,000	400,000	100,000	300,000	100,000	25%
TOTAL	472,800	668,964	167,241	389,924	139,496	21%

**RECREATION DEPARTMENT- EXPENDITURE COMPARISON
THRU SEPTEMBER 30, 2017 - 24% OF YEAR LAPSED 3 OF 12 MONTHS
FISCAL YEAR 2018**

	A	B	C	D	E	F	H (E/B)
	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 ACTUAL	FY 2018 YTD - ACTUAL	FY 2018 AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	443,266	531,401	132,850	389,973	123,941	407,460	23%
YAFL	1,450	0	0	600	0	0	0%
YABL	3,117	6,000	1,500	2,845	0	6,000	0%
OTHER OPERATING EXP.	56,693	138,562	34,641	32,960	22,523	116,039	16%
CAPITAL OUTLAY	6,600	8,000	2,000	1,847	3,648	4,352	46%
TOTAL	511,126	683,963	170,991	428,225	150,112	533,851	22%

**ENTERPRISE FUNDS-REVENUE COMPARISON
THRU SEPTEMBER 30, 2018- 24% YEAR LAPSED (3 of 12 months)
FISCAL YEAR 2018**

<u>Total Budget to Actual Comparison</u>						
A	B	C	D	E	G (E/B) %	BUDGET
FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 YTD - ACTUAL	FY 2018 YTD - ACTUAL		
WASTE WATER (610)	2,859,638	2,866,100	716,525	2,783,241		717,554
NATURAL GAS (620)	5,237,000	5,236,000	1,309,000	5,211,845		516,655
SOLID WASTE (630)	3,404,700	3,419,400	854,850	3,518,794		890,921
WATER (640)	4,743,050	4,800,150	1,200,038	4,825,859		1,342,035
<i>Total of Enterprise Funds</i>	16,244,388	16,321,650	4,080,413	16,339,739		3,467,165

**ENTERPRISE FUNDS-EXPENDITURES COMPARISON
THRU SEPTEMBER 30, 2018- 24% YEAR LAPSED (3 of 12 months)
FISCAL YEAR 2018**

<u>Budget to</u>							
A	B	C	D	E	F	H (E/B) %	
FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 YTD - BUDGET	FY 2017 ACTUAL	FY 2018 YTD - ACTUAL	FY 2017 AVAIL. BAL.	BUDGET	
WASTE WATER(610)	2,663,075	3,297,778	824,445	2,382,172	764,890	2,532,888	23%
NATURAL GAS (620)	6,178,945	5,938,908	1,484,727	4,974,033	742,071	5,196,837	12%
SOLID WASTE (630)	3,330,517	3,733,787	933,447	2,791,805	875,275	2,858,512	23%
WATER (640)	6,800,813	5,681,820	1,420,455	6,493,367	1,172,843	4,508,977	21%
<i>Total of Enterprise Funds</i>	18,973,350	18,652,293	4,663,073	16,641,377	3,555,079	15,097,214	19%

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 10/6/16

DEPT: Transportation

MEETING DATE: 10/16/17

ITEM/TOPIC: Resolution 17-37 City of Las Vegas Meadow City Express' intent to apply for NMDOT Grant 5311.

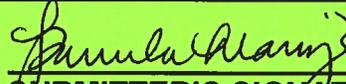
ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Resolution 17-37

BACKGROUND/RATIONALE: The City of Las Vegas has the intent to match grant funds for the NMDOT Grant 5311. City of Las Vegas Meadow City Express provides public transportation to individuals on a demand schedule. Applying for NMDOT Grant 5311 will allow services to continue.

STAFF RECOMMENDATION: Approval of Resolution 17-37

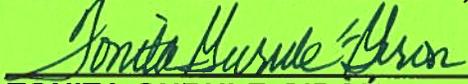
COMMITTEE RECOMMENDATION:

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)



RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS MUST BE REVIEWED)

**STATE OF NEW MEXICO
CITY OF LAS VEGAS
RESOLUTION NO. 17-37**

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

WHEREAS, the City of Las Vegas Meadow City Express was designated a public rural transportation system in 1995; and

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

WHEREAS, the City of Las Vegas matches the NMDOT Transit and Rail monies at a ratio and intends to match the monies in the amount of \$113,895; and

WHEREAS, the City of Las Vegas Meadow City Express intends to submit an application for FY 2019 Section 5311 Public Transportation Grant; and

NOW, THEREFORE, BE IT RESOLVED, by the City of Las Vegas, that the City of Las Vegas hereby authorizes the submittal of an application to the New Mexico Department of Transportation Transit and Rail Division for a Section 531 Public Rural Transportation Grant.

PASSED, APPROVED AND ADOPTED by the **Governing Body**, this _____ day of October, 2017.

Signed:

ATTEST:

Mayor Tonita Gurulé-Girón

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Corinna Lazslo-Henry, City Attorney

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/28/2017 **DEPT:** Finance

MEETING DATE:10/16/2017

ITEM/TOPIC: REVIEW AND CERTIFY FIXED ASSETS/INVENTORIES

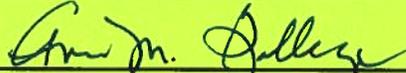
ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Certification of Fixed Assets/Inventory for FY17 as per Sections 12-6-1 NMSA 1978 through 12-6-14 NMSA 1978 Article 6 Audit Act.

BACKGROUND/RATIONALE: The City of Las Vegas is requesting review and certification of the 2017 Fixed Assets/Inventory as part of the 2017 Audit.

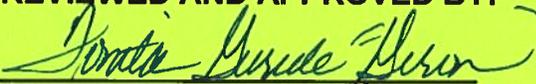
STAFF RECOMMENDATION: Approval

COMMITTEE RECOMMENDATION:

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


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)


RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LAZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

**CERTIFICATION OF GOVERNING BODY FOR THE ANNUAL FIXED
ASSETS/INVENTORIES FOR FY17**

STATE OF NEW MEXICO
COUNTY OF SAN MIGUEL
CITY OF LAS VEGAS

We, members of the governing body of the City of Las Vegas of San Miguel County, being duly sworn according to law,

1. We are duly elected members of the City of Las Vegas in San Miguel;
2. In the performance of our duties, and pursuant to 12-6-1 NMSA 1978 through 12-6-14 NMSA 1978 Article 6 Audit Act;
3. We certify that we have reviewed and are familiar with, as a minimum, the Fixed Assets/Inventories for FY17.

_____ Tonita Gurule-Giron, Mayor

_____ Barbara Casey

_____ Vince Howell

_____ David L. Romero

_____ David Ulibarri

ATTEST:

_____ Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

_____ Corinna Lazlo-Henry, City Attorney

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 10/6/17

DEPT: Executive

MEETING DATE: 10/16/17

ITEM/TOPIC: Biennial Memorandum of Understanding (MOU) Resolution with New Mexico Mainstreet

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of the MOU

BACKGROUND/RATIONALE: The New Mexico Mainstreet Program, City of Las Vegas, and Mainstreet de Las Vegas seeks to increase the number of jobs and businesses and provide economic growth revitalization services to the property and business owners and residents of the district(s) and work with local governments to ensure financial revitalization tools created through state statute for economic development. The execution of the Biennial MOU requires local government to have in place an annual resolution by the governing body as a condition of receiving services from New Mexico Mainstreet and ensuring that the City of Las Vegas, Mainstreet de Las Vegas, and New Mexico Mainstreet mutually agree to support the revitalization of the designated Mainstreet locations in Las Vegas.

STAFF RECOMMENDATION: Approve the resolution to retain the current status as a designated "Mainstreet" and allow Mainstreet de Las Vegas to continue to be eligible to receive services as a Mainstreet including funding.

COMMITTEE RECOMMENDATION:

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



**TONITA GURULE-GIRON
MAYOR**

**ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)**



**RICHARD TRUJILLO
CITY MANAGER**

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

**CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)**

CITY OF LAS VEGAS

COUNCIL RESOLUTION # 17-39

RESOLUTION SUPPORTING A PUBLIC-PRIVATE ECONOMIC DEVELOPMENT MAINSTREET PROJECT

WHEREAS, the City of Las Vegas supports the revitalization and economic re-development of its historic commercial core consisting of the three historic downtown commercial districts of Bridge Street/Plaza Park Historic District, Sixth Street/Douglas Avenue Historic District and Historic Railroad District, Hereinafter referred to herein as "Mainstreet; and

WHEREAS, the City of Las Vegas desires to maintain an economically vital and vibrant Mainstreet for its residents, visitors and tourists; and

WHEREAS, the City of Las Vegas sees an economically healthy Mainstreet as one of its critical assets; and

WHEREAS, the City of Las Vegas realizes that a sustainable Mainstreet economy contributes to the community's economic health; and

WHEREAS, the City of Las Vegas recognizes Mainstreet as representational of the unique history and culture of our community; and

WHEREAS, the City of Las Vegas wishes to maintain a livable, walkable Mainstreet with opportunities to shop, work, live and discover recreational, cultural and heritage opportunities; and

WHEREAS, the City of Las Vegas wishes to pursue a partnership with MainStreet de Las Vegas, a non-profit economic re-development organization to invest in enhancing the quality of life for the community's citizens via the implementation of asset-based economic development strategies under the Main Street Four Points Approach®, and

WHEREAS, the City of Las Vegas' partnership with the MainStreet de Las Vegas Corporation may leverage technical assistance and other resources through the New Mexico Economic Development Department, New Mexico MainStreet Program to support the economic re-development and revitalization of the City of Las Vegas MainStreet district, then

BE IT RESOLVED BY THE COUNCIL/COMMISSION/TRUSTEES, THE GOVERNING BODY OF THE CITY OF LAS VEGAS:

1. The City of Las Vegas agrees to work with the New Mexico Economic Development Department's New Mexico MainStreet program dedicating resources and financial support, as available and at the sole discretion of the governing body on a project by project basis, to create a successful Mainstreet economic development program through strategies established by the National Main Street Center's Main Street Four-Point Approach®.

2. The City of Las Vegas commits to work collaboratively with the MainStreet de Las Vegas 501(c)(3) corporation and the New Mexico Economic Development Department's MainStreet Program to meet the standards and principles of revitalizing and redeveloping the Mainstreet district of the community;

3. The City of Las Vegas commits to provide philosophical, financial, planning and coordination assistance for the MainStreet de Las Vegas 501(c)(3) corporation to support operations and projects under the specifications of the biennial MOU and a separate "services contract" with the local MainStreet organization;

4. The term of this resolution shall be deemed effective commencing July 1, 2017 through June 30, 2018.

PASSED, APPROVED AND ADOPTED THIS ____ DAY OF _____, 2017

Tonita Gurulé-Girón, Mayor

ATTEST

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED BY

Corinna Laszlo-Henry, City Attorney

New Mexico



MainStreet

Biennial Memorandum of Understanding (MOU)

July 1, 2017 – June 30, 2019

Between

New Mexico MainStreet Program,

The City of Las Vegas, New Mexico and MainStreet de Las Vegas

The state of New Mexico's Economic Development Department seeks to increase the number of jobs and businesses, sustain and expand existing businesses, mitigate commercial leakage, support local entrepreneurs in start-ups, and improve property values within traditional and historic commercial districts. To that end, it has dedicated resources, professional assistance and services to partnering municipalities and a local non-profit organization representing stakeholders within the designated commercial district through the New Mexico MainStreet, New Mexico Arts & Cultural District, Frontier Communities Initiative and Historic Theaters Initiative programs. The partners of this MOU agree to dedicate collaborative resources, adopt local governing body economic growth and revitalization tools, and establish economic development funding for operations and program implementation to restore economic vitality within the MainStreet economic redevelopment district.

New Mexico MainStreet (NMMS) is a designated "Main Street America Coordinating Program" of the National Main Street Center, Inc. (NMSC), a program of the National Trust for Historic Preservation. The New Mexico Economic Development Department (NMEDD) is licensed and accredited annually to administer the NMSC's *Main Street Four-Point Approach*® downtown revitalization. It does so through NMSC's "Economic Transformation Strategies." The New Mexico MainStreet (NMMS) program is an economic development partnership program with local, eligible communities. NMEDD, by New Mexico State Statute (3-60B-1 to 3-60B-4 NMSA 1978, as amended 2013), is authorized to select programs to participate in the Accelerator Process based on the standards and principles set forth by the NMSC and when legislative appropriation allows. Local partners (the local revitalization organization and the local governing body), join their resources (human, social and financial) to directly support the economic development of the district.

As a NMSC Main Street America Coordinating Program, NMMS provides local designated state MainStreet organizations, revitalization partners and local governing body partners with resources, training, and technical services that enhance local culture and heritage, and build the economic vitality of each participating community's downtown, village plaza, town center, courthouse square, historic commercial corridor or traditional neighborhood central business district.

The local government partner (municipal, county or tribal government) financially supports the work of community economic development partnership within the dedicated MainStreet district for both operations and program implementation through a services contract with the local, state-designated MainStreet organization.

The local MainStreet organization is an economic development organization comprised of downtown stakeholders, whose programs, projects, and activities enhance the local downtown economy and contribute to the quality of life of its citizens. The organization builds local partnerships to leverage resources and buy-in for the revitalization of the district.

This MOU commits partners to the criteria defined in New Mexico MainStreet Program Guidelines (Attachment 1).

NMMS is responsible for coordinating and orchestrating resources, services and professional technical assistance to state designated local MainStreet organizations and revitalization partners through the following programs and initiatives:

- A. New Mexico MainStreet Revitalization Program Tiers. As local state designated MainStreet organizations build capacity, and are able to take on more complex revitalization projects, additional resources become available for their economic development projects.
 - 1) NMMS Revitalization Partner, designated by New Mexico MainStreet
 - 2) NMMS Accelerator Process, designated by New Mexico MainStreet
 - 3) Main Street America Affiliate Program, designated by New Mexico MainStreet
 - 4) Main Street America Accredited Program, designated by New Mexico MainStreet
- B. New Mexico State-Authorized Arts & Cultural District Program
 - 1) State Authorized Start-Up Arts & Cultural District/Compound
 - 2) State Authorized State-Certified Arts & Cultural District/Compound
- C. Frontier Communities Initiative
- D. Historic Theaters Initiative
- E. New Mexico Cultural & Heritage Corridors Initiative

This MOU covers a period of two years beginning July 1, 2017. Once fully executed by all parties on the signature page below, it replaces any previous Letters of Agreement (LOA) or MOU related to the NMMS program of the NMEDD.

I. PARTICIPATION AND COMMITMENT UNDER THIS MEMORANDUM OF UNDERSTANDING

The local Governing body of Las Vegas and MainStreet de Las Vegas agree to abide by the eligibility and participation requirements as set forth below. The local governing body's official representative and the steering committee or board of the local MainStreet organization have read and understand the Accreditation requirements of the NMMS Program and the NMSC's "Ten Accreditation Standards" as set forth in Attachment 1.

II. REQUIREMENTS OF THE LOCAL MAINSTREET ORGANIZATION

- A. Provide community economic growth revitalization services to the property and business owners and residents of the district through the Main Street Four-Point Approach®, and in alignment with the guidelines of the NMSC.
- B. The organization has a fully executed Memorandum of Understanding (MOU) with the Economic Development Department.
- C. The organization has a separate annual contract of services with the municipality and/or county government to do community development work within the designated district. The organization must supply NMMS with a copy of the executed agreement annually.
- D. Work with the local government partner (municipal, county, or tribal government) to ensure that appropriate financial revitalization tools, created through state statute for economic development (inclusive of any statutory changes), are adopted by the local government partner for the MainStreet District. These tools include the Local Economic Development Act (LEDA), a Metropolitan

Redevelopment Area (MRA) and related finance mechanisms, a Tax Increment Finance District (TIF), a Tax Increment Development District (TIDD) and/or a Business Improvement District (BID).

- E. The organization must maintain compliance with all annual nonprofit registration and reporting requirements of the New Mexico Secretary of State's Corporations Bureau, the New Mexico Attorney General's Office (Charitable Organizations Division) and Internal Revenue Service (IRS). The organization files all compliance and related documents to the NMMS Digital Dashboard.
- F. The organization in partnership with the local government, maintains the minimum required operating budget relevant to the size of the community, neighborhood or district served (Attachment 1, Table 1).
- G. The organization must have a Board of Directors with oversight of the organization's performance.
 - 1) The Board of Directors agrees to raise matching funds for operations per the specifications (Attachment 1, Table 1)
 - 2) The organization must maintain an adequate budget to support training for board members in nonprofit management and leadership and ensure board attendance requirements are met.
- H. The organization is required to establish two (2) NMMS approved Economic Transformation Strategies for the district and implement the work of the Main Street Four-Point Approach® and provide evidence of annual progress towards implementation.
 - 1) The organization must also establish up to one additional organizational development strategy that accommodates capacity-building activities not directly related to specific economic development goals.
 - 2) The organization is required to have a written work plan adopted by the Board of Directors that reflects projects and activities in each of the Four Points towards realization of outcomes of the three (3) Economic Transformation Strategies.
- I. The organization has adopted, and abides by, the following organizational policies as recommended by the IRS and the New Mexico Attorney General's office:
 - 1) Conflict of Interest policy
 - a) All members of the Board of Directors or Steering Committee must sign an annual Conflict of Interest Disclosure statement in accordance with the adopted Conflict of Interest policy.
 - 2) Records and Retention and Destruction policy,
 - 3) Whistleblower Protections policy, and
 - 4) Fiscal Controls/Financial Management policy.
- J. Upon revision to the local MainStreet organization's operational by-laws and/or amendment of its Articles of Incorporation, the local organization will provide NMMS with updated copies.
- K. The organization hires an Executive Director to oversee day-to-day operations of the nonprofit (see Attachment 1, Table 1), to provide outreach and support to the MainStreet District's constituents, attend required meetings and trainings and support the board and its committees in meeting the goals, projects, and activities the board has established.
 - 1) The Board of Directors provides the Executive Director with a written job description; an appropriate annual staff work plan based on the organization's annual work plan; and at minimum an annual job performance review.
 - 2) The Board of Directors ensures the Executive Director has an office equipped to conduct the work of the program.

- 3) Maintains adequate funding for the Executive Director's expenses in building skills knowledge and expertise to assist the organization through the trainings and programs offered by NMMS and NMSC.
- L. Meet all ten of the NMSC Accreditation Standards needed to maintain status as a Main Street America Accredited program. Provide evidence of annual compliance with all programmatic requirements of the NMMS program including legal compliance documents, annual work plans, operating budgets, assessment surveys and adoption of required policies.
 - M. The organization agrees to meet all reporting requirements for NMMS.
 - 1) The organization agrees to submit Quarterly Reports to NMMS as established by the state legislature, tracking performance measures for the program. Reports are submitted according to the following schedule:
 - a) The First Quarter Report, July 1 through September 30 is due October 10.
 - b) The Second Quarter Report, Oct 1 through December 31 is due December 10
 - c) The Third Quarter Report, January through March 31 is due April 10
 - d) The Fourth Quarter Report, April 1 through June 30 is due June 10.
 - 2) The organization ensures the timely filing of all other reports and surveys required by the NMSC, the State Legislature, the NMEDD, and, where applicable, municipal and governmental partners.
 - N. The organization's Staff and Board members participate in an annual NMMS assessment to review organization and staff performance.
 - O. The organization will notify NMMS of any changes to contact information for the local program office, Executive Director, Board President, Board Members and Committee Chairs.

III. REQUIREMENTS OF THE LOCAL GOVERNMENT PARTNER -

The Main Street Four-Point Approach® for comprehensive economic growth and revitalization of historic and traditional commercial neighborhood districts requires a cooperative, working partnership of the public and private sectors to succeed.

- A. With the execution of this MOU, the NMMS program requires each local MainStreet program to have in place an annual resolution of financial support adopted by the local government stating its support and funding commitment to the local MainStreet organization. Each year, the annual resolution by the governing body will need to be approved and delivered to the NMMS office as a condition of receiving services or funding from NMMS. Failure to adopt such resolution of financial support, or to provide the required financial resources, may result in the suspension of the services provided by NMMS and designation of the local organization as "inactive."
- B. NMMS requires the local government partner to enter into an annual contract (or similar procurement mechanism in accordance with local policies and standards) for such financial support based on the adopted District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan and the ETS, with the local MainStreet organization. Contracts should specify the commitment of resources in accordance with the *New Mexico MainStreet Program Guidelines* (minimum funding contributions by the local government partner are described Attachment 1, Table 1) and shall include deliverables and/or services relevant to the revitalization of the downtown MainStreet district under the specifications of a adopted District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan for the MainStreet District, and in alignment with the selected ETS for the district
- C. Coordinate planning and implementation of revitalization projects through designated/appointed liaisons (local government Manager, Administrator, or Planning Director).

- D. Where applicable, adopt appropriate ordinances, tools (LEDA, etc.), plans (District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan) and include projects on local infrastructure capital improvement plans (ICIP) to support the district revitalization. The local government partner will dedicate economic development funding to priority economic development projects identified in adopted ordinances, tools, and plans, and agrees to administer state and federal funds with the MainStreet organization partner.
- E. Partner in Public Infrastructure reinvestment in the District by administering funds in a timely manner, coordinating projects and managing capital outlay or other state or federal funds dedicated to revitalization projects.
- F. Assist the local Accelerator Steering Committee or MainStreet organization, where applicable, with collection and dissemination of relevant information, plans and statistics that support the district economic revitalization or reporting to the New Mexico State Legislature through the NMMS program.

IV. REQUIREMENTS OF THE NEW MEXICO MAINSTREET PROGRAM

NMMS, in consideration of financial resources established annually through the New Mexico State Legislature, will provide the following services to the Steering Committee participating in the Accelerator process or MainStreet communities (inclusive of the local government partner and local MainStreet organization):

- A. Through its staff or contractors, provide technical assistance relevant to the *Main Street Four-Point Approach*® and other commercial district economic growth, revitalization and management topics. Each local organization may request services from NMMS, through submission of a Service Request Form to the NMMS Director. (Attachment 1, Section IV.)
- B. Provide trainings, institutes, workshops and conferences to support the community revitalization work of organizations and local government partners, and the professional development of Executive Directors and Board Members, including Executive Director State-Certification. (Attachment 1, Section IV.)
- C. Conduct annual Accreditation Review of the local MainStreet organization, a comprehensive assessment of the program's accomplishments under the Main Street Four-Point Approach® with recommendations required of the organization as a State-Designated Revitalization Partner.
- D. Seek, manage and coordinate public resources (capital outlay, public infrastructure or other state/federal funds, and partnership grants) for the implementation of local revitalization projects.
- E. Supplies NMMS network dues, discounted registration fees for trainings, institutes, workshops and conferences, as funding is available.

V. SUBLICENSES

Designated Main Street America Affiliate and Accredited Programs must sign an annual sublicensing agreement established by the NMMS and implemented through the NMMS State Coordinating Program. The sublicensing agreements establish guidelines for participation and use of Main Street America Logos and Branding.

VI. MAIN STREET AMERICA ACCREDITATION

Consideration for Accreditation by the National Main Street Center (NMSC) applies only to organizations who implement their Economic Transformation Strategies, track and fulfill performance measures, and meet the Ten Standards of Performance established by the NMSC (Attachment 1, Section III, C).

VII. NONCOMPLIANCE

An organization that is unable to meet its programs requirements, especially organizations with minimum budget and staff salaries, or does not follow the Main Street Four-Point Approach® may be re-designated and NMMS

services may be suspended. The Economic Development Department may also notify programs of termination of the MOU at the New Mexico MainStreet Director's recommendation. Upon cancellation of the MOU, NMMS will no longer provide services to the organization and local government partner and they will be ineligible to apply for NMMS funding opportunities. The organization may be prohibited from using the Main Street name, a trademark of the National Main Street Center, Inc. Inactive programs must reapply to NMMS for designation through the NMMS Accelerator Process.

V. AGREEMENT

The parties hereunder do mutually agree that they have read and fully understand the obligations and responsibilities in operating as a partner with the New Mexico Economic Development Department's New Mexico MainStreet program as a MainStreet organization with the New Mexico MainStreet Program as stated herein and in Attachment 1 (*New Mexico MainStreet Program Guidelines*) accompanying this MOU. The parties further agree to abide by the terms of this MOU, implementing it to the best of their ability, with the assistance of services provided through the New Mexico MainStreet program, and in accordance with the Main Street Four-Point Approach® as defined by the National Main Street Center, Inc.

The local MainStreet organization, local government partner and New Mexico MainStreet program hereby mutually agree to support the revitalization of the designated MainStreet and/or Arts & Cultural District under the specifications listed herein and in Attachment 1 (*New Mexico MainStreet Program Guidelines*) accompanying this MOU.

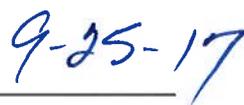
We do hereby sign:

On behalf of New Mexico MainStreet Program, a program of the New Mexico Economic Development Department:

Director, New Mexico MainStreet Program Date

Division Director, Economic Development Division Date

On behalf of the Local MainStreet Organization:

 _____ 
Stella Burciaga, President of MainStreet de Las Vegas Date

500 Railroad Ave. Las Vegas NM 87701
Address City State Zip

On behalf of the Local Government Partner:

 _____ 09/25/17
Mayor or City/County Manager of Las Vegas, NM Date

Other City Representative Date

Please enclose the annual resolution of the City Council, County Commission or Tribal Council identifying financial support for the MainStreet organization. Also attach any other working agreements or contracts between the City of Las Vegas, NM and MainStreet de Las Vegas.



Attachment 1

New Mexico MainStreet Program Guidelines for July 1, 2017 through June 30, 2019

I. Background

***Mission:** The New Mexico MainStreet Program fosters economic development in the state by supporting local MainStreet revitalization organizations and their local government partner and their economic work in downtowns and the adjacent neighborhoods. The Program provides resources, education, training and services for asset-based economic growth that builds local knowledge and skills based on the Main Street Four Point Approach®, which preserves and enhances the built environment, supports district businesses and entrepreneur development, and conserves and interprets local culture and heritage resulting in increased economic vitality of each participating partnerships local MainStreet district.*

New Mexico MainStreet (NMMS) is a designated “Main Street America Coordinating Program” of the National Main Street Center, Inc. (NMSC), a subsidiary of the National Trust for Historic Preservation. The New Mexico Economic Development Department (NMEDD) is licensed and accredited annually by NMSC to administer and manage the Main Street Center’s registered trademark revitalization program in New Mexico providing services, resources and technical assistance to help implement the *Main Street Four-Point Approach®* to local organizations.

NMMS is delegated by state statute (NMSA 1978, 3-60B-1 to 3-60B-4), and through NMEDD, to assist communities in building capacity in community economic development that creates jobs, supports commercial property owners, mitigates leakage, grows businesses, encourages entrepreneurs, benefits the local economy, and raises the quality of life for its residents. The NMMS program was launched in 1984 and accepted its first designated organizations in 1985. NMMS is responsible for coordinating and orchestrating resources, services, and professional technical assistance to its organizations via several programs and initiatives. For more information, visit the NMMS website: www.nmmainstreet.org.

II. New Mexico MainStreet Network Members & Benefits

The MainStreet program, and the other programs housed inside NMMS, are established as public-private, community economic development partnership programs dedicated to revitalization and economic growth of traditional and/or historic commercial centers. NMMS has established several tiers of participation for organizations. Designation as a MainStreet community is through application to NMMS and successful completion of a Readiness Assessment by the state program. NMMS provides technical assistance and support to communities concurrent with their program designation or authorization. Those include:

1. **NMMS Revitalization Partner:** A NMMS Revitalization Partner may consist of an organization, coordinating council, or association focused on asset-based community economic development in a traditional or historic commercial area with a specific priority around creative economy work, a cultural facility, cultural corridor, revitalization planning, and/or economic development catalytic project. This includes NMMS “State Authorized” or “Municipally Designated” Arts & Cultural Districts, and communities

under the Frontier, Historic Theaters and Cultural & Heritage Corridor Initiatives, or other programs that NMEDD or the New Mexico State Legislature may delegate under the NMMS umbrella. Communities with more than 7,500 residents that do not qualify for Frontier Community designation may apply to be a Revitalization Partner. Generally, Arts & Cultural Districts/Compounds and Historic Theaters projects may exist in perpetuity as long as the program maintains good standing with NMMS in programmatic performance and compliance areas. Duration of the membership for all other Revitalization Partners recognized by NMMS, including Frontier Community Initiatives, is for the length of the revitalization project, while maintaining the benchmarks appropriate to the tier and/or program requirements.

Benefits available to NMMS Revitalization Partners:

- Access to the e-Newsletter and network list serves for the appropriate project or initiative.
- Discounted basic registration for appropriate network meetings for up to 2 leadership members (meal or other ancillary costs may be assessed). Additional attendees may be charged a registration fee.
- Discounted basic registration for the biannual Building Creative Communities Conference.
- Technical professional assistance for one project as identified in a Letter of Agreement (LOA), MOU or Scope of Services for the program or initiative executed with NMMS; Arts & Cultural Districts/Compounds qualify for one technical assistance service each year. Services to Arts & Cultural Districts and Historic Theaters are requested via appropriate Service Request Form.

Limitations:

- Revitalization Partners are not registered as members with the NMSC.
- Other NMSC/NMMS network benefits and/or scholarships for conferences or workshops are not available.

2. ***NMMS Accelerator Process Designate:*** When Legislative funding to NMMS allows for new communities to be considered in the Main Street America program, a competitive application process will be opened by NMMS for a community revitalization group or steering committee to apply, receive a Readiness Assessment conducted by NMMS staff and consultants, be reviewed and ranked, and if eligibility criteria are met, may be selected for participation in the Accelerator process as a pathway to Main Street America designation. Those aspiring revitalization programs that have a dedicated history of at least 6 months of attendance at NMMS workshops, webinars, trainings and quarterlies will be allowed to apply. Frontier Community participants are encouraged to apply for and successfully complete two successive Frontier Community projects prior to applying for participation in the Accelerator process.

Application for the Accelerator process must include a resolution of support by a local government partner indicating philosophical and financial support for the Accelerator, and if graduating, local MainStreet program. If selected, a stakeholder group will form a steering committee responsible for the process and that will receive Accelerator services, an intensive 18-month maximum capacity-building process establishing a pathway to the NMSC Main Street America program. Failure to complete Accelerator benchmarks within the maximum 18-month period may result in the organization being placed in the Revitalization Partner tier or given the option to leave the network. Accelerator process designees receive these additional benefits:

- Comprehensive education, coaching and capacity-building assistance to establish a nonprofit revitalization organization for the purpose of advancing economic revitalization of the traditional or historic commercial district.
- Technical professional assistance in identifying initial district Economic Transformation Strategies (ETS), and completing 2 small, incremental projects annually under the Main Street America Four- Point Approach®.
- One discounted basic registration scholarship available annually to local leadership for up to three in-state Network Leadership Meetings convened by NMMS.

- Discounted basic registration for the biennial Building Creative Communities Conference.
- One discounted basic registration for the NMSC Main Street Now Conference.
- Discounted basic registration to NMMS Basic, Intermediate and Advanced trainings, webinars, workshops, quarterlies for up to 4 local Accelerator designate leaders.
- All other conferences, institutes and advanced trainings at set fee cost to local Accelerator designate leaders and members.

Limitations:

- Accelerator Process Designees are not registered as members with the NMSC.

Upon successful completion of required Accelerator process benchmarks within an 18-month period, the organization may be designated a Main Street America Affiliate or Accredited program.

3. **Main Street America Affiliate™**: As the NMSC state licensed and accredited state coordinating program, NMMS may award the Main Street America Affiliate™ designation for programs that have demonstrated a commitment to comprehensive Main Street District economic growth and revitalization and are on the pathway to achieving meaningful economic, social, physical and organizational improvements in their downtown or commercial districts.

Affiliate status is for revitalization programs that have completed the NMMS Accelerator Process benchmarks and are building their organizational capacity utilizing their Economic Transformation Strategies (ETS) that engage the Main Street Four-Point Approach® to develop their goals and annual implementation plans. Affiliate Programs are building their operational sophistication and their programmatic engagement with demonstrable economic performance toward completing goals of the ETS leading to Main Street America Accredited designation. Affiliates commit to:

- Broadly engaging community stakeholders in the economic growth and revitalization process
- Working with stakeholders to identify a unified vision, and to develop ETS, goals for district success, and appropriate organization and project performance measures
- Developing diverse and sustainable funding sources to support revitalization efforts
- Participating in available training, professional development, and networking opportunities to strengthen leadership capacity and deepen knowledge of the Main Street Four-Point Approach®
- Maintaining membership with the National Main Street Center, Inc.

Benefits and Services available to Main Street America Affiliates:

- NMSC network dues and access to benefits paid by NMMS*.
- Access to the NMMS listserv and newsletters.
- Access to Intermediate NMMS Professional Assistance based on annual biennial MOU and via approved service requests.
- Discounted basic registration for Executive Director to NMMS network leadership meetings (3 per year, exclusive of meal costs and special fees), two intermediate-level professional development trainings per year and the annual NMSC Main Street Now Conference (early-bird registration).
- Discounted fee for registration for up to three board members at NMMS network meetings (3 per year).
- Discounted basic registration for Executive Director and/or board members to NMMS Specialty/Revitalization Institutes (exclusive of meal costs or special institute fees).
- Unlimited access by board members, staff and volunteers to NMMS training webinars.
- Access to New Mexico MainStreet Accelerator Process trainings, where applicable.
- Access to financial resources for district revitalization tied to the ETS, or MRA/Master Plan, and the annual work plan (competitive application; other eligibility requirements may apply); Public

Infrastructure funding may be available for planning if the organization does not qualify for an NMFA planning grant).

4. **Main Street America Accredited™**: NMMS may also designate Main Street America Accredited programs for communities that exhibit a commitment to comprehensive economic growth, revitalization, community engagement, and rigorous outcome performance measurements.

Accredited status is for programs or organizations that demonstrate success in planning, implementing, and measuring successful Economic Transformation Strategies utilizing the Main Street Four-Point Approach®. Accredited programs have fully engaged boards, committees or task groups working in all Four Points and a full time paid Executive Director. Accredited programs establish rigorous outcome performance measurements and show achievement under all Ten Standards of Performance established by the National Main Street Center, Inc.

Main Street America Accredited Program Benefits:

- NMSC network dues and access to benefits paid by NMMS*
- Access to the NMMS listserv and newsletters.
- Access to Advanced NMMS Professional Technical Assistance based on the biennial MOU and via approved service requests.
- Bonus points in application process for advanced special projects such as Great Blocks on MainStreet, Community Initiated Development and Real Estate Development.
- Discounted basic registration for Executive Director to NMMS network leadership meetings (3 per year), three intermediate-level professional development trainings per year and the annual Main Street America Conference (early-bird registration).
- Discounted basic registration for up to three board members at NMMS network leadership meetings (3 per year).
- Discounted basic registration for one board member at the annual NMSC Main Street Now Conference (early-bird registration).
- Discounted registration for Executive Director and/or board members to NMMS Specialty/Revitalization Institutes (exclusive of meal costs or special institute fees).
- Unlimited access by board members, staff and volunteers to NMMS training webinars.
- Access to NMMS Accelerator Process trainings for new leaders, where applicable.
- Access to Public Infrastructure funds and other financial resources for district revitalization projects. Accredited programs receive bonus points in the competitive application process (other eligibility requirements may apply).
- Support by NMMS in application for the Great American Main Street Award (GAMSA).

* *National Main Street Center benefits:*

- Registration discounts for the Main Street Now Conference (Member early bird Basic) and the Main Street America Institute trainings at own cost.
- NMSC Weekly e-newsletter
- Access to the NMSC list serve
- Access to tier appropriate Main Street America Logo
- National Main Street Marketing campaigns based on NMSC logo and branding
- Free digital publications
- Online training
- Eligibility for NMSC Premier Program Recognition

5. **MainStreet program with State-Authorized Arts & Cultural District (ACD):** MainStreet programs having chosen and been state-authorized shall dedicate one of their ETS to ACD work.
- A fifth standing committee shall be designated as part of the MainStreet structure.
 - The fifth standing committee shall be recognized as the ACD Coordinating Council.
 - Shall meet all the statutory obligations of the Arts & Cultural District Act (2007).
 - Shall meet all policy requirements established by the State ACD Council.
 - The Coordinating Council will complete an ACD Cultural Economic Development Plan adopted by the local governing body.
 - The ACD Cultural Economic Development Plan will help guide the development of an ACD ETS to grow the District's Cultural Economy.
 - Goals of the ETS shall be integrated into the annual work plan and budget of the MainStreet organization.
 - The Cultural Economy shall include artists, artist organizations, cultural entrepreneurs, creative enterprises and industries and creative placemaking.
 - The MainStreet board is responsible for ensuring adequate staffing to the ACD Coordinating Council.
 - ACD staff and, when possible, ACD Coordinating Council members shall participate in state ACD Council programs, trainings.
 - The MainStreet board through its ACD Coordinating Council, shall ensure all creative economy benchmarks and performance measures are met.
 - Technical Assistance and services are accessed by the ACD Coordinating Council through a request for Services Form.
 - ACD Coordinating Councils may have access to grants made possible through the NM ACD Coordinator. Funding is made available from the partnering organization to the ACD Coordinating Council by application.
6. **MainStreet Program with Historic Theater Initiative:** MainStreet organizations that have received EDD funding for historic theaters within their district, shall develop one ETS that directly builds the district's economy around the state investment into the Theater.

III. Economic Transformation Strategies and Community Revitalization

The local MainStreet organization is required to set three (3) NMMS-approved Economic Transformation Strategies (ETS) for the District based on one of the adopted economic development plans. Of the three ETS, one should be dedicated to organizational capacity building and is not directly related to specific economic development goals. An annual work plan is developed based on the three (3) ETS. All work in the "Main Street Four-Point Approach®" (Organization, Design, Promotion, and Economic Vitality), should directly support outcomes established under the ETS strategies. Work teams, task forces or committees are established in each of the Four Points to implement projects that advance each strategy.

The prime focus of the annual performance assessment of each local organization will be based on the positive outcomes of the board and staff in meeting performance metrics in the annual work plan related to each ETS strategy and the engagement of each of the Four Points by the organization in meeting each strategy.

ETS strategies should be concrete, specifically defined, and doable with the existing resources of the local organization. Local resources include volunteers established as committees or work teams, funding, and adopted revitalization and redevelopment tools necessary for successful completion of each of the annual strategies.

Requests for NMMS services, resources and support are for achieving these annual economic development strategies.

Annual strategies are derived from:

- For communities admitted to the NMMS Accelerator process, the NMMS Readiness Assessment and/or Resource Team Report.
- For **Main Street America Affiliate or Accredited programs, or State Authorized Arts & Cultural Districts** having completed their Start-Up phase, the adopted District Cultural Economic Development Plan, District Master Plan or Metropolitan Redevelopment Area Plan.

Based on designation of the local organization as a Main Street America Affiliate or Main Street America Accredited program, NMMS will provide professional assistance and support through the Main Street Four-Point Approach® tied to an annual work plan and through a service request form submitted to NMMS. NMMS will work with the local governing body and the local organization to identify and apply for funding for planning and infrastructure/capital investments within the district identified as priority projects in adopted plans. Higher priority is given to those MainStreet projects on the Infrastructure Capital Improvement Plans; additional bonus points on competitive applications may also be considered.

III. Performance Requirements and Operating Standards

A. Requirements for Local MainStreet Organizations

Maintaining a Main Street America Affiliate or Accredited Program can lead to access to additional specialized technical support, incentive programs, and resources, and serves as a pre-requisite to apply for MainStreet Public Infrastructure funds and operations/project funding through NMMS Partners (MFA, NMFA, FundIt, and other federal, state and foundation grantors). Maintaining a Main Street America Accredited program also ensures access to scholarships and grants from the New Mexico Resiliency Alliance (NMRA) and its funding partners.

New Mexico MainStreet maintains a digital dashboard (www.nmmainstreet.org/dashboard/login.php) to track annual compliance filings and monitor progress toward state certification and national accreditation. Local MainStreet organizations are responsible for uploading compliance and other required filings on an annual basis.

A local MainStreet organization designated by NMMS of the NMEDD must meet or exceed the following requirements to maintain its designation:

1. *MOU*: The organization has a fully executed Memorandum of Understanding with the Economic Development Department.
2. *Contract/MOU/LOA with Local Government Partner*: It is required that the local MainStreet organization have a separate annual contract for services with the municipality and/or county to do community economic development work within the designated district, outlining expectations of the municipality and clearly defined deliverables for its financial support of the local MainStreet organization. The organization must provide NMMS with a copy of the executed agreement annually.
3. Resolution of Support and Funding by the Local Government Partner (City Council, County or Tribal Commission). Each Main Street America Affiliate or Accredited program must have in place a biennial MOU with NMEDD's NMMS program and the local governing body, along with an annual resolution adopted by the local government partner for the term of the MOU stating its support and funding commitment to the local MainStreet organization. If the resolution is for only the first year of this MOU, then a new resolution by the governing body will need to be approved and delivered to NMMS prior to services from NMMS continuing into the second year of the two-year MOU cycle. Failure to adopt such resolution of financial support, or to provide the operational resources to sustain the Public-Private Partnership may result in the suspension of the services provided by NMMS. The annual funding commitment required of the local government partner is described in Table 1 below.
4. The MainStreet organization is required to engage in fundraising and resource development activities needed to meet the minimum operational budget requirements for a Main Street America Program.

Table 1: Budget and staffing requirements for MainStreet organizations only (does not apply to Frontier Communities or Arts & Cultural districts).

	Rural Community	Small Community	Mid-Size Community or Commercial Neighborhood	Large Community or Urban Program
Population	< 5,000	5,001 - 15,000	15,001 - 50,000	> 50,000
Min. Operating Budget for Main Street America Affiliate program	\$25,000	\$45,000	\$60,000	\$100,000+
Min. Operating Budget for Main Street America Accredited Program	\$40,000	\$60,000		\$100,000+
Required Contribution to local MainStreet program by Local Gov't Partner	\$20,000	\$35,000	\$40,000	\$60,000
Executive Director Staffing Requirement, MainStreet America Affiliate (hrs/wk)	20	30		
Executive Director Staffing Requirement, MainStreet America Accredited program (hrs/wk)	20	40		
NMMS Accelerator Process Designate	\$15,000 from local government; no staffing requirement			
NMMS Revitalization Partner (MainStreet only)	Communities unable to meet budget/staffing requirements for MainStreet America Affiliate or Accredited programs			

*Note: operating at minimum budget/staffing benchmarks is usually not adequate to advance Four Point projects.

B. Participation Requirements for Local MainStreet Organizations

The MainStreet Executive Director and/or appropriate staff should attend NMMS institute trainings to build their skills and knowledge. Task force and committee chairs are encouraged to attend their corresponding Main Street Four-Point Approach® Institute. Additionally, the board president, members of the board of directors, and other organization leaders should attend NMMS training and networking events.

1. **Requirements for Executive Directors:** The Executive Director attends *all three* state-produced NMMS Network Meetings (Winter/Summer/Fall Leadership Quarterlies, biannual Building Creative Communities Conference) in the calendar year. The organization's Executive Director must complete all required one-time trainings (basic, intermediate and advanced) provided by NMMS or NMMS-affiliated training partners. An Executive Director must attend a National Main Street Conference within the first two-years of employment and at least once every four years. The organization, through reimbursement or other schedule of payment, assumes the costs of the Executive Director's participation in all required trainings.
 - a) **MainStreet Fundamentals are required for all NMMS Executive Directors: Fundamentals One-time requirements (Required within first year of employment)**
 - 1) **New Executive Director Orientation:** Fundamentals of the Main Street Four-Point Approach®, nonprofit management, and essential components of a MainStreet Executive Director's job.
 - 2) **Introduction to Time Management:** Basic skills and techniques for effectively managing your time in the office, for special events and projects.
 - 3) **Nonprofit Management/Leadership:** Skills for effectively leading and managing your MainStreet organization.

- 4) **Project and Event Management:** Advanced techniques for effectively managing and coordinating local MainStreet events and projects.
 - 5) **Volunteer Development:** Methods for effective volunteer recruitment, training and management.
 - b) **Intermediate One-time requirements** (*Required within the first two-years of employment*)
 6. Fundraising: Techniques and processes to adequately support the organization's efforts in resource development.
 7. Grant Writing: Training in the skills and techniques for effectively writing grants for MainStreet District events, activities and projects.
 - c) **Other requirements**
 - 8) National Main Street Conference: Attendance enables Executive Directors to keep up-to-date on the accomplishments and innovations of other MainStreet leaders nationally and attend advanced trainings in the Four Points. (All new directors must attend within first two-years of hire.)
 - 9) The Executive Director attends all three state-produced NMMS Leadership Network Meetings.
2. **In addition to the basic requirements, State-Certified Directors must complete annual training requirements to include:**
- a. **The Executive Director attends all three state-produced NMMS Leadership Network Meetings.**
 - b. **Attendance at one of the following one-day Intermediate Trainings:**
 1. New Mexico Infrastructure Conference
 2. Governor's Conference on Tourism and Hospitality
 3. A MainStreet Institute (as offered, e.g. Arts & Cultural Districts, Historic Theaters)
 4. *A comparable conference or training (prior approval required)
 - c. **Attendance at one of the following Advanced Trainings on an annual basis:**
 5. National Main Street Conference. (All Executive Directors must attend at least once every four years).
 6. **Building Creative Communities Conference (BCCC) (offered on a bi-annual basis)
 7. National Preservation's Past Forward Conference: attendance allows a unique opportunity to learn about the work of the National Trust for Historic Preservation and its national, statewide and local partners in spreading a holistic preservation ethic.
 8. Economic Development Course (Western NM University): Taken on a one-time basis, this internationally-certified course offers instruction on how to select the right combination of strategies to cost-effectively create jobs in your community.
 9. American Institute of Architects National Conference
 10. American Planning Association National Conference
 11. Urban Land Institute National Conference
 12. *A comparable conference or training (prior approval required).
 - * Executive Directors wishing to substitute equivalent training courses must obtain prior written approval from NMMS and proper documentation must be provided when courses are completed.
 - **BCCC can serve either as an intermediate or advanced training the year it is offered.
3. **Board President/Board Members:** The local organization Board President must fully attend one of the following each year: NMMS network leadership meeting (winter or summer) or the Building Creative Communities conference. The Board President, or his/her designate must attend the NMSC conference at least once every four years. The Board President and other board members shall attend any required board member trainings established by NMMS.

C. Additional Operating Guidelines and Standards

1. *Sublicensing agreements for Main Street America Affiliate and Accredited programs:* Revitalization partners designated as a Main Street America Affiliate or Accredited program must sign an annual sublicensing agreement established by the NMSC and implemented through the NMMS Coordinating Program. The sub-licensing agreements establish guidelines for participation and requisite use of Main Street America Logos and Branding.
2. *Main Street America Accreditation:* Consideration for Accreditation by the National Main Street Center applies only to those local MainStreet organizations implementing their Economic Transformation

Strategies, tracking and fulfilling performance measures, and meeting the Ten Standards of Performance established by NMSC which are as follows:

- Has broad-based community and public-private sector support for the commercial district revitalization process:
 - Has vision and mission statements relevant to community conditions and organization organizational stage
 - Has, and follows, a comprehensive Main Street work plan each year
 - Maintains a historic preservation ethic
 - Has an active board of directors and committees
 - Maintains an adequate operating budget
 - Had a paid full-time professional Executive Director
 - Conducts a program of ongoing training for staff and volunteers
 - Monitors and reports key statistics
 - Is a current member of the National Main Street Center network
3. *Annual Report*: The local MainStreet organization will develop articles and images for the NMMS monthly e-newsletter, Annual Report and the NMMS website.
 4. Executive Directors holding State Certification for two consecutive years may apply to the NMMS Director to apply for admittance to the National Main Street Executive Director Certification. NMMS may provide reimbursement for part of the costs of the training financial upon successful completion of the National program and National certification awarded.

IV. Resources Provided by New Mexico MainStreet

NMMS is funded through the New Mexico State Legislature and provides a variety of resources to designated communities including access to professional technical assistance, economic growth and revitalization supports, networking, and education as described in the following pages:

A. Technical Assistance Services

Through its staff or contractors, NMMS will provide technical assistance in a variety of subject areas relevant to the *Main Street Four-Point Approach*® and other commercial district economic growth, revitalization and management topics. Each local organization may request on-site, email, and/or telephone consultation(s) from NMMS. Access to Technical Assistance is initiated through submission of a Service Request Form to the NMMS Director. Upon receiving the service request, the NMMS Director will assign the appropriate Program Associate(s) to coordinate design and delivery of services, on-site visits and/or other communications. Service request forms, along with descriptions of available services are available online at: nmmainstreet.org/resources.php.

Technical Assistance services include, but are not limited to:

1. *Organization*: Organizational development consultants provide facilitation in strategic planning, visioning and mission statements, work plan development, fundraising, leadership and volunteer development, succession planning, non-profit management, committee training, staff training, and continuous quality improvement of the program.
2. *Marketing and Promotion*: Promotion, Marketing and Graphic Design specialists offer assistance with image development and branding, marketing strategies, logo design, promotional and collateral materials development, event planning, visual merchandising, media relationships, online/social media, publicity and advertising.
3. *Economic Vitality*: Economists and business development specialists provide technical assistance and training in market analysis, business strengthening and recruitment, real estate development, economic

development incentives, revitalization financing tools, placemaking, and program progress and impacts monitoring.

4. *Architectural and Design Services:* Architects and Planners provide conceptual design services for façade improvements, floor plans, parking, landscape, signage and interior improvements. Each local program is eligible to receive architectural services for two design projects per year.
5. *Design Intensives:* Specialized, local volunteer-driven, on-site design intensives are offered by the NMMS Design Team to an Accelerator Steering Committee or MainStreet organization through application in the following areas: MainStreet Interiors, MainStreet Placemaking, and MainStreet Façade Squad, and other architectural restoration. See the NMMS website for further information on these initiatives.
6. *Planning and Historic Preservation:* Planners and design professionals provide assistance in "placemaking," historic preservation, community-based planning processes, streetscape design, vehicular and pedestrian circulation enhancements, parks, way-finding design, district master planning, metropolitan redevelopment plans, urban planning, and zoning.
7. *Arts & Cultural Resources Development:* Cultural Resource consultants, in partnership with staff and consultants from New Mexico Arts, offer technical assistance and services related to protection, development and promotion of arts and cultural resources, cultural facilities and historic properties to enhance the local creative economy supporting cultural entrepreneurs, creative enterprises and industries.

B. Trainings, Institutes, Workshops, and Conferences

1. *Leadership Orientation:* NMMS provides leadership orientation for MainStreet Executive Directors, Presidents and board members on coordinating, managing, guiding and building capacity, resiliency and sustainability of the MainStreet non-profit organization.
2. *Organization Orientation:* NMMS provides basic orientation on the Main Street Four-Point Approach® for local organization staff, new board and committee members, and other interested members of the community.
3. *Accelerator Process:* NMMS provides up to 18 months of comprehensive coaching and organizational development trainings for Revitalization Partners that have applied for MainStreet designation, successfully completed the Readiness Assessment, and been accepted into the Accelerator process.
4. *Executive Director Hiring:* A NMMS staff member and/or Program Associate is available to assist the local organizations hiring committee to review and make suggestions for job description, evaluation criteria, resume review, and final interview. NMMS staff/program associates will not recommend a specific candidate nor vote on selection of candidates.
5. *Board Development:* At the request of the local organization, NMMS can provide board facilitation services at an annual retreat, strategic planning session, visioning session and/or work plan development session, and/or training in roles and responsibilities, fundraising, volunteer development and more.
6. *Committee and Task Force Development:* At the request of the chair, NMMS provides an orientation session for committees and task squads, including roles and responsibilities and work plan development.
7. *NMMS Awards:* The local MainStreet organization will work with NMMS to nominate and select award recipients to celebrate local MainStreet organization successes across New Mexico.
8. *Network Meetings:* Up 3x per year, NMMS provides Leadership Network Meetings with educational sessions and networking events. The Executive Director is required to attend the network meetings on behalf of the board. The board is expected to budget adequately for travel, food and lodging for the Executive Director's expenses.
9. *Workshops and Institutes:* Annually, NMMS identifies opportunities for intermediate and advanced-level trainings in specific areas of the Main Street Four-Point Approach® to strengthen and build skills for organizational and municipal leaders and partnering organizations. Workshops and Capacity-Building

Institutes will be provided at low or no cost for Presidents, board members, committee chairs, committee members, executive directors and other organization leaders. Intermediate level workshops include a four-part series on Grant Writing and a three-part series on Nonprofit Fundraising for local MainStreet leaders.

10. *Online trainings*: NMMS provides webinars, videos or other online training opportunities to build capacity of staff, community leaders and organization volunteers in support of the district economic growth and revitalization.
11. *Building Creative Communities Conference*: In November on biannual basis (funding permitted), the statewide interagency conference is convened for the purpose of sharing knowledge, best practices and developing cross-sector partnerships that integrate Arts, Historic Preservation, Tourism and asset-based community economic growth, placemaking and creative economy activities, projects and programs in New Mexico. The conference is implemented by the NMMS program of NMEDD in partnership with NM Arts and the Historic Preservation Division of the New Mexico Cultural Affairs Department. The Building Creative Communities Conference, like the National Main Streets Conference, is considered an advanced training for MainStreet professionals and local leaders.
12. *National Main Street Center Conference – Main Street Now*: Annually, NMMS provides discounted basic registration for Main Street America Affiliate and Accredited programs to help each Executive Director attend the Main Street Now conference sponsored by NMSC. Local organizations meeting all annual performance standards for Main Street America Accredited programs are provided one (1) additional discounted basic registration to the NMSC conference for a member of the Board of Directors.

C. Other Resources

New Mexico MainStreet provides a variety of resources and partnerships to assist local communities and organizations with the revitalization of their traditional or historic commercial district. These include:

1. *Information and Networking*: Through regular email, list serves, mailings, websites and meetings, NMMS provides timely notice on grant and partnership opportunities, guidance on innovative revitalization tools and techniques, and helps with addressing the multiple challenges that arise during the day-to-day course of each local organization's MainStreet efforts.
2. *Orientation and Training Materials*: NMMS provides local programs with a variety of downloadable materials to help train boards of directors and committees in the comprehensive Main Street Four-Point Approach® to revitalization (see www.nmmainstreet.org).
3. *Marketing*: NMMS through the NMEDD provides marketing of the State Program and its services through its website www.goNM.biz. NMMS also markets local initiatives through its websites (www.nmmainstreet.org, www.offtheroadnm.org), Facebook page, e-newsletters and other social media.
4. *Resource Team Service*: Start-Up MainStreet and Arts & Cultural districts receive a Resource Team visit by a group of specialists that look closely at the districts' needs and opportunities and recommend a series of activities that will provide a "blueprint" to guide revitalization projects and activities for a period of three to five years. Additionally, the team recommends organizational improvements that will help the local MainStreet team accomplish its work. The Resource Team service may include facilitation of one or more community input sessions and culminate in a comprehensive strategic planning activity with the Board of Directors of the local MainStreet organization.
5. *Certification Program for Executive Directors*: Executive Directors seeking to develop a professional career path within MainStreet may apply for the State-Certification program. Upon successful completion of the basic, intermediate and advance trainings, Directors receive status as a State-Certified Executive Director. Local organizations that maintain a State-Certified Executive Director shall receive bonus points in scoring of competitive grants for Public Infrastructure funds and partner grants and shall also receive a second discounted basic fee for registration to the NMSC conference.

6. *Accreditation Review:* Accreditation by NMSC recognizes achievement under the Ten Standards of Performance established by the National MainStreet Center, Inc. NMMS conducts an annual accreditation review – a comprehensive assessment of the program’s accomplishments under the Main Street Four-Point Approach® for the previous calendar year. Participation in the Accreditation review is required and the NMMS director prepares recommendations for NMSC in the final quarter of each year, based on the performance of the previous 12 months. Main Street America Accreditation is also contingent upon meeting all compliance requirements identified in preceding sections.
7. *National Main Street Network Membership:* The state program pays each local organization’s annual network fee to NMSC. Membership benefits include the monthly *Main Street News*, discounted conference and workshop registration fees, access to members-only informational resources on the NMSC website, and member rates on publications.
8. *MainStreet Public Infrastructure:* Main Street America Affiliate and Accredited programs along with Arts & Cultural Districts and Frontier Communities are eligible to apply for funds for economic development capital outlay and physical infrastructure projects from the New Mexico MainStreet Public Infrastructure fund, as funds are available through the State Legislature. NMEDD works with the State Legislature and Governor to appropriate Public Infrastructure funds, which are then awarded on a competitive basis with particular emphasis on construction ready projects and organizational commitment to leverage such funds for direct economic growth and private sector reinvestment. Applicant communities may be eligible for bonus points in Public Infrastructure grant requests (see information listed in *Table 2* below).
9. *MainStreet Partnership Grants and Resources:* NMMS works closely with several other state agencies including the Tourism Department, Historic Preservation Division, New Mexico Arts Division, and the Department of Transportation. Other statewide partnering organizations that share a common vision include the New Mexico Coalition of MainStreet Communities (NMCMSC) and the New Mexico Resiliency Alliance (NMRA).

New Mexico MainStreet Revitalization Partners, as well as Main Street America Affiliate and Accredited Programs, Arts & Cultural Districts, and Frontier Community Initiatives, may be eligible for funding by the NMRA. Depending on funding and eligibility, local organizations may access educational offerings, grants and other financial resources provided by the NMRA. Eligibility requirements are established by the NMRA and its funding partners. For more information on the partner organizations and services, go to www.nmmainstreet.org.

Table 2: Summary of resources provided annually to MainStreet, ACD and Frontier Community affiliates

	NMMS Revitalization Partner	NMMS Accelerator Process	Main Street America Affiliate Program	Main Street America Accredited Program	State Certified Director	Frontier Community	Arts & Cultural District or Compound
Resource Team Service			Provided as part of transition from Accelerator Process				Provided during initial year of designation
Four Points Technical Assistance Services	One project/yr. plus organizational supports	Bi-monthly coaching sessions in 18 months	1 per year (Design, EP, Promotions), plus any approved Organization supports	2/year in each of the Main Street Four Points		One project in 12-18 month period	1/year with approved service request
Access to Public Infrastructure funds	No	No	Yes, for level-specific projects (master plans, etc.) by application +5 bonus pts if project on local gov't ICIP	Yes, by application; +5 bonus pts for accredited programs, +5 bonus pts if project on local gov't ICIP	+5 bonus pts. for affiliates with State-Certified director	Yes, by application. +5 bonus pts if project on local gov't ICIP plan;	Yes, by application. +5 bonus pts if project on local gov't ICIP plan;
Registration, National Main Street Center Conference	1 free registration/year paid by NMMS			+1 additional for a Board Chair/Member			
Network Leadership Meetings (up to 3x/year)	Discounted registration for staff and board members; Arts & Cultural District leadership invited to separate ACD semi-annual network meetings. Nominal fee for ancillary costs (meals, etc.)						
NM Building Creative Communities Conference	Limited number of registrations via scholarship by NMMS partners (NM Resiliency Alliance or other partner), depending on availability of funding. Requires application to NMMS.						
NMMS Prof. Development and Capacity Building Trainings	Discounted Registration to all NMMS affiliates						
NMMS online trainings and resources	Free to all NMMS affiliates and partners at no cost						
Specialized Institutes and Intensives	Provided at minimal cost, depending on institute						
Training for Director Certification	Free for MainStreet affiliate staff					N/A	
Affiliate Performance Reviews	Annually						
Partner grants (via NMRA)	Yes, depending on availability of funds. Eligibility criteria and applications guidelines established by NMRA in partnership with NMMS.						
Membership, Nat'l Main Street Center Network	No	Paid by New Mexico MainStreet			N/A		
List serves, marketing services and newsletters	Free to all MainStreet affiliates						

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 9/29/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

ITEM/TOPIC: Award request for proposals #2018-01 for engineering services for the water treatment plant to Molzen Corbin & Associates and Bohannan Huston and enter into agreements.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of RFP #2018-01.

BACKGROUND/RATIONALE: The City of Las Vegas Utilities department went out for sealed proposals for engineering services for the water treatment plant. The water treatment plant must be maintained to ensure water supply for the City of Las Vegas. This RFP will allow for engineering services to ensure maintenance for the water treatment plant as needed.

Advertised: July 21, 2017 – Albuquerque Journal; Las Vegas OPTIC and City website
Proposal Opening: August 10, 2017
Number of Proposers: 5 – Souder Miller & Associates, WH Pacific, Bohannan Huston, HDR Engineering and Molzen Corbin & Associates
Funding Source: City Funding
Budget Line Item: TBD

STAFF RECOMMENDATION: Approval to award RFP #2018-01 and enter into agreements.

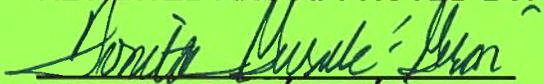
COMMITTEE RECOMMENDATION: This item was discussed at the October 10th regular Utility Advisory Committee meeting. Their recommendation will be provided at the Council meeting.

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULÉ-GIRÓN
MAYOR



RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/29/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

ITEM/TOPIC: Award request for bids #2018-07 for the City of Las Vegas FEMA flood repair project to New Image Construction.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of RFB #2018-07.

BACKGROUND/RATIONALE: The City of Las Vegas received funding from FEMA to make repairs to the areas that were affected by the September 13, 2013 flood. The base bid for the project is \$417,364.00.

Advertised: August 6, 2017 – Albuquerque Journal; Las Vegas OPTIC and City website
Bid Opening: August 22, 2017
Number of Bidders: 2 – New Image Construction and TRC Construction
Funding Source: Federal, State, City
Budget Line Item: 646-0000-650-8761

STAFF RECOMMENDATION: Award RFP #2018-07 to New Image Construction.

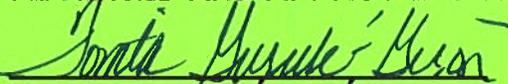
COMMITTEE RECOMMENDATION: This item was discussed at the October 10th regular Utility Advisory Committee meeting. Their recommendation will be provided at the Council meeting.

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



**TONITA GURULÉ-GIRÓN
MAYOR**



**RICHARD TRUJILLO
CITY MANAGER**

**ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)**

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

**CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)**

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/29/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

DISCUSSION ITEM/TOPIC: Award request for proposals #2018-08 for engineering services for raw water transmission lines to WHPacific and Molzen Corbin and enter into agreements.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of RFP #2018-08.

BACKGROUND/RATIONALE: The City of Las Vegas Utilities department went out for sealed proposals for engineering services for the raw water transmission lines. This will allow for repair and replacement of aging and leaking water lines as needed.

Advertised: August 6, 2017 – Albuquerque Journal; Las Vegas OPTIC and City website
Proposal Opening: August 29, 2017
Number of Proposers: 7 – Bohannon Huston, Souder Miller & Associates, Molzen Corbin & Associates, WHPacific, Santa Fe Engineering Consultants, Forsgren & Associates and Smith Engineering.
Funding Source: City Funding
Budget Line Item: TBD

STAFF RECOMMENDATION: Approval to award RFP #2018-08 and enter into agreements.

COMMITTEE RECOMMENDATION: This item was discussed at the October 10th regular Utility Advisory Committee meeting. Their recommendation will be provided at the Council meeting.

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



**TONITA GURULE-GIRON
MAYOR**



**RICHARD TRUJILLO
CITY MANAGER**

**ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)**

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

**CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)**

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/29/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

ITEM/TOPIC: Award request for proposals #2018-09 for engineering services for Taylor Well Field planning, design and construction to Molzen Corbin & Associates and enter into agreement.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of RFP #2018-09.

BACKGROUND/RATIONALE: The City of Las Vegas Utilities department went out for sealed proposals for engineering services for the Taylor Well Field. The Taylor Well Field must be maintained to ensure backup water supply for the City of Las Vegas. This RFP will allow for engineering services to ensure maintenance for the well field as needed.

Advertised: August 6, 2017 – Albuquerque Journal; Las Vegas OPTIC and City website
Proposal Opening: August 29, 2017
Number of Proposers: 3 – Bohannon Huston, Molzen Corbin & Associates and Smith Engineering
Funding Source: City Funding
Budget Line Item: TBD

STAFF RECOMMENDATION: Award RFP #2018-09 and enter into agreement.

COMMITTEE RECOMMENDATION: This item was discussed at the October 10th regular Utility Advisory Committee meeting. Their recommendation will be provided at the Council meeting.

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


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/29/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

ITEM/TOPIC: Award request for proposals #2018-11 for engineering services for leak detection planning, design and construction to Molzen Corbin & Associates and OCCAM Engineers and enter into agreements.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of RFP #2018-11.

BACKGROUND/RATIONALE: The City of Las Vegas Utilities department went out for sealed proposals for engineering services for leak detection planning, design and construction. This RFP will allow the City to check the water lines for leaks. Repair of any detected leaks is imperative to keep water waste to a minimum and ensure adequate supply.

Advertised: August 21, 2017 – Albuquerque Journal; Las Vegas OPTIC and City website
Proposal Opening: September 12, 2017
Number of Proposers: 2 – Molzen Corbin & Associates and OCCAM Engineers
Funding Source: City Funding
Budget Line Item: TBD

STAFF RECOMMENDATION: Award RFP #2018-11 and enter into agreements.

COMMITTEE RECOMMENDATION: This item was discussed at the October 10th regular Utility Advisory Committee meeting. Their recommendation will be provided at the Council meeting.

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULE-GIRON
MAYOR



RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/29/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

ITEM/TOPIC: Award request for proposals #2018-12 for engineering services for effluent system planning, design and construction to Molzen Corbin & Associates and enter into agreement.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of RFP #2018-12.

BACKGROUND/RATIONALE: The City of Las Vegas Utilities department went out for sealed proposals for engineering services for effluent system planning, design and construction. This RFP will allow the City to maintain and improve the effluent system which will allow for continued supply of effluent to City parks and other areas as needed.

Advertised: August 21, 2017 – Albuquerque Journal; Las Vegas OPTIC and City website
Proposal Opening: September 12, 2017
Number of Proposers: 3 – Molzen Corbin & Associates, Souder Miller & Associates and Bohannon Huston
Funding Source: City Funding
Budget Line Item: TBD

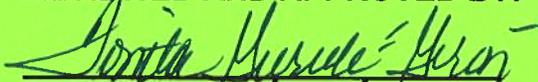
STAFF RECOMMENDATION: Award RFP #2018-12 and enter into agreement.

COMMITTEE RECOMMENDATION: This item was discussed at the October 10th regular Utility Advisory Committee meeting. Their recommendation will be provided at the Council meeting.

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


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULE-GIRON
MAYOR



RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 10/06/17 DEPT: Public Works MEETING DATE: 10/16/17

ITEM/TOPIC: Award Bid# 2018-13 to acquire Snow Removal Equipment for the City of Las Vegas Municipal Airport.

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to award Bid# 2018-13 to acquire Snow Removal Equipment for the City of Las Vegas Municipal Airport.

BACKGROUND/RATIONALE: Bid #2018-13 to acquire Snow Removal Equipment for the City of Las Vegas Municipal Airport, was opened on September 12, 2017. Two (2) Offerors submitted a bid of which MB Companies, Inc. was the lowest bidder. The Offeror has met all specifications and requirements per FAA criteria. The bid was in the amount of \$452,695.55.

STAFF RECOMMENDATION: Award bid to lowest Offeror, MB Companies.

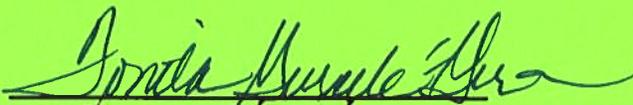
COMMITTEE RECOMMENDATION: N/A

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:



**TONITA GURULÉ-GIRON
MAYOR**

**ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)**



**RICHARD TRUJILLO
CITY MANAGER**

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

**CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)**

Work Session

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 9/28/17

DEPT: Executive

MEETING DATE: 10/11/17

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

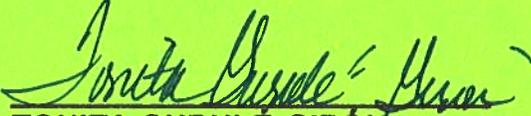
BACKGROUND/RATIONALE: The Department of Finance and Administration requires that Municipalities prepare and submit an ICIP in order to plan the systematic allocation of funds and to enable the Executive Branch of Government to submit an ICIP to the Legislative Branch of Government for the potential approval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

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULÉ-GIRÓN
MAYOR



RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
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City of Las Vegas, NM
Resolution N. 17-38

A resolution adopting an Infrastructure Capital Improvement Plan ("ICIP")

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

WHEREAS, the ICIP is the mechanism that is utilized to define needs, establish priorities and pursue viable actions and strategies to achieve necessary project development; and

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

WHEREAS, the Department of Finance and Administration requires that Municipalities prepare and submit an ICIP in order to plan the systematic allocation of funds and to enable the Executive Branch of Government to submit and ICIP to the Legislative Branch of Government for the potential approval and distribution of funds.

WHEREAS, a local infrastructure capital improvement plan (ICIP) is a plan that establishes planning priorities for anticipated capital projects.

WHEREAS, the state-coordinated ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan for, fund, and develop infrastructure at a pace that sustains their activities.

NOW, THEREFORE, be it hereby resolved by the governing body of the City of Las Vegas that:

1. The City of Las Vegas has adopted the attached ICIP and;
2. The Plan is intended to be a working document and is the first of many steps toward improving, rational, long-range planning and budgeting for New Mexico's infrastructure; and
3. This resolution supersedes resolution 16-33

PASSED, APPROVED AND ADOPTED THIS _____ day of October _____, 2017

CITY OF LAS VEGAS

Mayor Tonita Gurulé-Girón

(Seal)
ATTEST:

Casandra Fresquez, City Clerk

Corinna Lazlo-Henry, City Attorney
(for legal sufficiency only)

Infrastructure Capital Improvement Plan FY 2019-2023

Las Vegas Project Summary

ID	Year	Rank	Project Title	Category	Funded to date						Total	Amount	Phases?
						2019	2020	2021	2022	2023	Project Cost	Not Yet Funded	
15548	2018	002	Wastewater Collection System	Wastewater	0	200,000	700,000	700,000	700,000	700,000	3,000,000	3,000,000	Yes
10681	2018	003	Police Public Safety Vehicles	Public Safety Vehicles	0	174,800	174,800	174,800	0	0	524,400	524,400	No
25345	2018	004	Raw Water Conveyance System Improvements	Water Supply	1,222,100	9,854,100	2,800,000	2,500,000	0	0	16,376,200	15,154,100	Yes
27819	2018	005	Mobile Data Communication	Public Safety Equipment/Bldgs	0	150,000	0	0	0	0	150,000	150,000	No
22730	2018	006	Fire & Police Equipment	Public Safety Equipment/Bldgs	0	1,000,000	500,000	145,000	60,000	201,300	1,906,300	1,906,300	No
12398	2018	007	Gas Transmission Line Replacement	Utilities (publicly-owned)	0	830,000	1,000,000	1,000,000	100,000	1,000,000	3,930,000	3,930,000	No
9792	2018	009	Transfer Station Facility Repairs	Adm Service Facilities (local)	0	45,000	500,000	500,000	500,000	500,000	2,045,000	2,045,000	No
25817	2018	010	Municipal/Judicial Complex	Adm Service Facilities (local)	0	1,650,000	0	0	0	0	1,650,000	1,650,000	No
30691	2018	012	Plaza Park Electrical Upgrade	Public Parks (local)	0	110,000	0	0	0	0	110,000	110,000	No
25302	2018	013	Transfer Station Pavement and Drainage Project	Solid Waste	0	333,000	0	0	0	0	333,000	333,000	No
25808	2018	014	Old City Hall Reconstruction	Adm Service Facilities (local)	0	1,360,000	0	0	0	0	1,360,000	1,360,000	No
25342	2018	015	Outdoor Events Center	Other	0	10,000	50,000	0	0	0	60,000	60,000	No
21598	2018	016	Ridge Runner Road Reconstruction	Hiways/Roads/Streets/Bridges	0	20,000	190,000	0	0	0	210,000	210,000	No
18986	2018	018	Macario Gonzales Community Neighborhood	Housing-Related Cap Infra	0	100,000	2,800,000	1,500,000	0	0	4,400,000	4,400,000	No
25353	2018	019	Effluent Reuse System	Wastewater	0	1,406,498	900,000	500,000	500,000	500,000	3,806,498	3,806,498	No

Infrastructure Capital Improvement Plan FY 2019-2023

21312	2018	021	Carnegie Library Renovation	Libraries	0	1,085,000	1,155,000	1,000,000	0	0	3,240,000	3,240,000	No
10273	2018	025	Firing Range Training Facility	Public Education (state only)	0	10,000	50,000	0	0	0	60,000	60,000	No
10473	2018	026	Remodel Fire Stations 2	Fire	0	300,000	0	0	0	0	300,000	300,000	No
25343	2018	028	New Wells for Increased Groundwater Production	Water Supply	82,764	1,170,000	1,600,000	1,600,000	1,600,000	0	6,052,764	5,970,000	No
10647	2018	031	Training Tower Construction	Fire	0	272,000	0	0	0	0	272,000	272,000	No
25190	2018	033	Transportation Comprehensive Plan-GIS	Other	0	200,000	0	0	0	0	200,000	200,000	No
26173	2018	036	Mountain View Park Improvements	Public Parks (local)	0	250,000	50,000	0	0	0	300,000	300,000	No
12686	2018	037	Rough Rider Museum Renovation	Museums	0	110,000	40,000	270,000	1,000,000	0	1,420,000	1,420,000	No
21305	2018	038	Animal Shelter Renovation Project	Other	0	100,000	150,000	0	0	0	250,000	250,000	No
25178	2018	039	Bullet Proof Vest Replacement	Public Safety Equipment Bldgs	0	25,000	25,000	25,000	25,000	25,000	125,000	125,000	No
27898	2018	040	Hot Springs Blvd Reconstruction	Hiways/Roads/Streets/Bridges	0	1,080,000	0	0	0	0	1,080,000	1,080,000	No
25356	2018	042	Rehabilitate Inspect Water Storage Tanks	Water Supply	0	298,100	198,800	198,800	198,800	198,800	1,093,600	1,093,600	No
9790	2018	044	Replacement of Solid Waste Heavy Equip	Solid Waste	0	350,000	300,000	0	0	0	650,000	650,000	No
27840	2018	047	Peterson Dam Rehabilitation	Water Supply	600,000	1,100,000	8,000,000	0	0	0	9,700,000	9,100,000	Yes
24010	2018	051	E Romero Fire and Hose Building	Museums	0	500,000	0	0	0	0	500,000	500,000	No
13921	2018	054	Dee Bibb Industrial Park Infrastructure Improv	Hiways/Roads/Streets/Bridges	0	1,500,000	0	0	0	0	1,500,000	1,500,000	No
28023	2018	055	Depot Surveillance System	Adm Service Facilities (local)	0	5,000	0	0	0	0	5,000	5,000	No
26189	2018	056	Housing Infrastructure Improvements	Housing-Related Cap Infra	0	960,000	0	0	0	0	960,000	960,000	No
12390	2018	057	Records Storage/Archives Facility	Adm Service Facilities (local)	100,000	70,000	0	0	0	0	170,000	70,000	No
26188	2018	058	Hannah Park Improvements	Public Parks (local)	0	300,000	300,000	0	0	0	600,000	600,000	No

Infrastructure Capital Improvement Plan FY 2019-2023

22673	2018	061	Rosenwald/Sulzbacher Reconstruction Project	Hiways/Roads/Streets/Bridges	0	825,000	0	0	0	0	825,000	825,000	No
27896	2018	062	Plaza Bridge Street Reconstruction	Hiways/Roads/Streets/Bridges	0	1,620,000	0	0	0	0	1,620,000	1,620,000	Yes
26283	2018	066	Family Fun Center	Economic Development	0	600,000	5,000,000	0	0	0	5,600,000	5,600,000	Yes
31449	2018	067	Encino Street Upgrade	Hiways/Roads/Streets/Bridges	0	550,000	0	0	0	0	550,000	550,000	No
12190	2018	068	Equipment/Software for Carnegie Library	Libraries	0	25,000	0	0	0	0	25,000	25,000	No
25209	2019	001	Bradner and Peterson Dam Impervious Liner	Water Supply	0	0	850,000	3,200,000	0	0	4,050,000	4,050,000	No
25350	2019	001	Annual Leak Repair and replacement	Water Supply	183,700	256,300	354,825	354,825	354,825	1,654,825	3,159,300	2,975,600	No
10732	2019	005	Fire Substation Las Vegas Airport	Fire	0	0	8,500	241,500	0	0	250,000	250,000	No
33367	2019	005	Public Facilities Upgrade Improvements	State Government Facilities	0	1,700,000	0	0	0	0	1,700,000	1,700,000	No
17060	2019	006	West National Street construction	Hiways/Roads/Streets/Bridges	0	0	50,000	510,000	0	0	560,000	560,000	No
12231	2019	007	Replacement of PVC Gas Lines in West Las Vegas	Utilities (publicly-owned)	0	0	10,000	120,000	0	0	130,000	130,000	No
10716	2019	008	Heavy Rescue Unit	Public Safety Equipment Bldgs	0	0	500,000	0	0	0	500,000	500,000	No
10733	2019	010	Mainstreet Corridor Improvement Project	Economic Development	0	1,325,000	1,650,000	1,000,000	700,000	700,000	5,375,000	5,375,000	Yes
25290	2019	011	Solid Waste Mechanic Garage	Solid Waste	0	0	35,000	315,000	0	0	350,000	350,000	No
12185	2019	027	Water, Gas Lines to Airport	Utilities (publicly-owned)	0	0	123,000	1,227,500	0	0	1,350,500	1,350,500	No
25211	2020	001	Water Treatment Plant O&M Improvements	Water Supply	0	0	0	46,600	77,600	0	124,200	124,200	No
25261	2020	004	City Surveillance Project	Public Safety Equipment Bldgs	0	0	0	10,000	100,000	0	110,000	110,000	No
17649	2020	005	Kavanaugh Street Reconstruction	Hiways/Roads/Streets/Bridges	0	0	0	9,800	98,000	0	107,800	107,800	No

Number of projects: 53

Infrastructure Capital Improvement Plan FY 2019-2023

	Funded to date:	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:	Total Project Cost:	Total Not Yet Funded:
Grand Totals	2,188,564	33,830,096	30,064,924	17,148,824	6,014,225	5,479,925	94,726,560	92,538,000

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 09/29/17

DEPT: Utilities Dept.

MEETING DATE: 10/16/17

ITEM/TOPIC: WH Pacific, Inc. task order – Mills Utility Building phase I.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of task order.

BACKGROUND/RATIONALE: WH Pacific, Inc. will provide engineering services for design, bidding and construction administration of phase I of the Mills Utility building renovation. The amount of the task order is \$54,386 which includes NMGRT. This cost will be paid out of the following line item numbers and has been budgeted.

- 545-0000-650-8003 – Utilities Administration
- 610-0000-650-8003 – Waste Water
- 630-0000-650-8003 – Solid Waste
- 640-0000-650-8003 – Water

STAFF RECOMMENDATION: Approval of task order.

COMMITTEE RECOMMENDATION: This item was discussed at the October 10th regular Utility Advisory Committee meeting. Their recommendation will be provided at the Council meeting.

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULÉ-GIRÓN
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)



RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)

**Las Vegas Engineering / Architectural Services On-Call
TASK ORDER # 1
FROM
City of Las Vegas, NM
TO
WHPacific, Inc.**

1. Task Order No. ONE (1)
Title: Mills Utility Building – Phase 1, 2 and 3, Design, Bidding and Construction Administration
2. Location: Las Vegas, NM
4. Scope of Services Required: See Attached Letter
5. City Contact: Marvin Cordova and Maria Gilvarry
WHPacific, Inc. Contact: Pam Lentini
Others: _____
6. Estimated Performance Time: 12 months
7. Estimated Cost:
\$54,386 T&M Ph 1 (Including roof repair and addit'l services & NMGRT at 8.3958%)
\$34,822 T&M Ph 2 (Including additional services and NMGRT at 8.3958%)
\$81,709 T&M Ph 3 (Including additional services and NMGRT at 8.3958%)
Attachments: Scope of Work
8. All provisions and conditions of the Engineering / Architectural Services Agreement dated March 15, 2017 shall apply.

Utilities Director, City of Las Vegas, NM

Date

City Attorney, City of Las Vegas, NM

Date

Finance Director, City of Las Vegas, NM

Date

City Manager, City of Las Vegas, NM

Date

Michael Wm. Malloy

WHPacific, Inc.

9-27-17

Date

September 27, 2017

Marvin Cordova, Project Manager
City of Las Vegas Utilities Department
905 12th Street
Las Vegas, NM 87701

Dear Mr. Cordova,

RE: City of Las Vegas – Mills Utilities Building Renovation – Phase 1, 2 and 3

WHPacific is glad to offer architectural and engineering services to the City of Las Vegas for the Mills Utilities Building Renovation. WHPacific is a full-service firm with experts in their respective fields of work and experience in building renovations similar to the services requested by the City. An initial scoping meeting was held with the City on April 12, 2017 and a site visit was performed on April 17, 2017. This revised Scope of Services for this project, as we understand it, is as follows based on teleconferences held on May 16th and on June 8th and a meeting at the site held on August 4th to discuss Phase 3 as well as a meeting at the site held on September 18th to review and include a new roof for this scope of work.

Mills Utilities Building Renovation – Phase 1:

\$54,386 including NMGRT

\$24,866 Design

\$1,336 Bidding and Negotiating

\$10,997 CA

\$14,065 Additional Services

(Please see attached for complete breakdown)

Phase 1 Scope of Services:

1. Total building square footage is approximately 5000 sq. ft. Phase 1 scope is approximately 2,000 sq. ft.
2. Phase 1 design will include the office areas, lobby and restroom as indicated in the attached document. Coordinate phase 1 layout with the City of Las Vegas.
3. Site visit to perform verifications of existing building mechanical and electrical systems.
4. Perform code analysis and provide code compliant egress.
5. Identify the limits of Phase 1 demolition and coordinate with new construction.
6. Phase 1 design to include 3 security doors (cashier office, lobby south hallway and west door to maintenance bay). Cashier door to have a peep hole. Security doors to have programmable key pads. All other doors to remain.
7. Phase 1 design to include new TPO roof membrane over the one-story eastern portion of the building. Phase 3 will reroof the high bay area to the west. No structural repair or mold abatement is included in this scope.
8. New finishes will be provided in the lobby and Phase 1 areas.
9. New acoustic tile ceilings in Phase 1 areas.
10. Public restroom to be renovated and ADA compliant.
11. Provide large scale plans for restrooms and coordinate new accessories and fixtures.
12. New HVAC system for Phase 1 areas. Phase 1 areas will be removed from the existing HVAC units. Existing units are beyond useful life of 20 years but will remain for non-Phase 1 areas as required.
13. Preferred mechanical system is VRF with individual room controls. Condensers to be ground mounted. Outside air system type and location will be investigated during design.
14. Restroom exhaust fans to be investigated for reuse during design.
15. IT rooms are not part of the scope.
16. New water heater and new domestic hot and cold piping routed throughout. Existing water heater is beyond useful life and piping has leaks throughout. The water heater size will also need coordination with phase 2 and 3.

17. Reuse of existing sanitary sewer line. New plumbing fixtures to remain near same locations to avoid major floor slab sawcuts.
18. New fiber service to the facility from the street right of way.
19. Egress lighting to be replaced/added as required.
20. New LED lighting in Phase 1 areas.
21. Camera system by City of Las Vegas.
22. Estimates of probable construction cost will be provided.
23. Bidding phase and construction administration includes a total of six (6) site visits, teleconference construction meetings, pay application review, submittal review, and RFI review and response.

Mills Utilities Building Renovation – Phase 2:**\$34,822 including NMGRT**

\$18,419 Design

\$1,330 Bidding and Negotiating

\$7,413 CA

\$5,380 Additional Services

(Please see attached for complete breakdown)

Phase 2 Scope of Services:

1. Assumption is that Phase 2 will be designed and constructed separate of Phase 1 and Phase 3.
2. Total building square footage is approximately 5000 sq. ft. Phase 2 scope is approximately 2,000 sq. ft.
3. Phase 2 design will include the office areas, not already included in Phase 1, and as indicated in the attached document. Coordinate phase 2 layout with the City of Las Vegas.
4. Windows will be added to the west offices. Total of 3 new windows and associated lintels.
5. Identify the limits of Phase 2 demolition and coordinate with new construction.
6. New finishes will be provided in Phase 2 areas.
7. New acoustic tile ceilings in Phase 2 areas.
8. New HVAC system for Phase 2 areas. Existing units are beyond useful life of 20 years.
9. Preferred mechanical system is VRF with individual room controls. Condensers to be ground mounted. Outside air system type and location will be investigated during design.
10. IT rooms are not part of the scope.
11. Egress lighting to be replaced/added as required.
12. New LED lights in Phase 2 areas.
13. Camera system by City of Las Vegas.
14. Estimates of probable construction cost will be provided.
15. Bidding phase and construction administration includes a total of three (3) site visits, teleconference construction meetings, pay application review, submittal review, and RFI review and response.

Mills Utilities Building Renovation – Phase 3:**\$81,709 including Alternates and NMGRT**

\$46,508 Design

\$1,961 Bidding and Negotiating

\$19,194 CA

\$8,365 Additional Services

(Please see attached for complete breakdown)

Phase 3 Scope of Services:

1. Assumption is that Phase 3 will be designed and constructed separate of Phase 1 and Phase 2.
2. Phase 3 includes courtroom and building addition, associated conference rooms, holding area, reception and waiting area, separation from utilities area, separate entrance for courtroom, additional plumbing fixtures.
3. Phase 3 design to include new TPO roof membrane over the high bay area to the west. No structural repair or mold abatement is included in this scope.
4. A programming effort will need to occur for courtroom and associated areas.

5. New finishes will be provided in Phase 3 areas.
6. New acoustic tile ceiling in Phase 3 areas.
7. Area will require new HVAC system. VRF will be used to match remainder of building.
8. Upgrade to Judge’s office will be included in Phase 3. This includes the design of a separate restroom within the office along with a door to the outside and a separate judge’s corridor to the courtroom.
9. Specialty lighting may be required in courtroom. This will be determined during programming.
10. Furniture layout will be determined during programing.
11. IT rooms are not part of the scope.
12. Egress lighting to be replaced/added as required.
13. New LED lights in Phase 3 areas.
14. Camera system by City of Las Vegas.
15. Estimates of probable construction cost will be provided.
16. Bidding phase and construction administration includes a total of six (6) site visits, teleconference construction meetings, pay application review, submittal review, and RFI review and response.

Assumptions Phases 1, 2, 3:

- o Fee does not include geotechnical engineering report.
- o No structural roof framing assessment or evaluation will be performed.
- o Structural is included in Phase 2 for window lintels only and Phase 3 scope of work. Upon site verification for Phase 1 and 2, if deemed needed, structural engineering will be an additional service to those phases.
- o Architectural fee does not include FF&E, thermal envelope modifications or window replacement for existing envelope and windows for existing building in Phase 1 and 2.
- o Patio enclosure at main entry to remain.
- o Main restrooms renovations will not require modification of the existing restroom footprint.
- o Restroom near entry may require new footprint. Also for Phase 3, there may be a need for additional fixtures due to the new occupancy in the maintenance bay area. This will be determined during programming.
- o Existing data drops to be reused. No new data drops.
- o New generator backup system is not included.
- o New fire alarm system is not included.
- o Existing electrical panels to remain.
- o CADD files shall be provided by Owner. As-building of building and its systems is not included as part of this project.
- o Design will have three phases. Each phase will have three submittals: 65% Construction Document Submittal; 100% Construction Document Submittal; Final (stamped) Construction Documents.
- o Environmental surveys not included.
- o Site development not included.
- o ODC and repro. costs are allowances for reimbursement. Additional costs exceeding each noted allowance will be reimbursed at actual cost to WHPacific.
- o Changes in NMGRT will be incorporated as a change to the contract.

A rough order of magnitude construction estimate for the three phases and their scope of work listed above is as shown below. Please note that a more detailed estimate will be provided for each phase during design.

Phase 1 Construction probable cost (2,000 s.f. x \$150/s.f.)	\$ 325,000.00
Testing, Permitting, and FF&E Allowance*	\$ 35,000.00
Environmental Survey Allowance*	\$ 7,500.00
<u>Contingency*</u>	<u>\$ 25,000.00</u>
Total:	\$ 392,500.00

*TBD by owner

Phase 2 Construction probable cost (2,000 s.f. x \$115/s.f.)	\$ 230,000.00
Testing, Permitting, and FF&E Allowance*	\$ 15,000.00
Environmental Survey Allowance**	\$ 0
Contingency*	\$ 25,000.00
Total:	\$ 270,000.00

*TBD by owner

**No additional allowance for Phase 2. Assumption is that it is covered as part of Phase 1.

Phase 3 Construction probable cost (Renovation: 1,500 s.f. x \$175/s.f. ; New: 800 s.f. x \$400/s.f.)	\$ 594,500.00
Testing, Permitting Allowance*	\$ 10,000.00
FF&E Allowance***	\$ 100,000.00
Environmental Survey Allowance**	\$ 0
Contingency*	\$ 25,000.00
Total:	\$ 729,500.00

*TBD by owner

**No additional allowance for Phase 3. Assumption is that it is covered as part of Phase 1.

***Allowance for furniture is an estimate.

Design fees and additional services, per phase, are broken out in the attached spreadsheets per the State of NM Public Property Architectural Rates and Schedule. The design fee average, excluding additional services and taxes, comes to approximately 9.5% which is below the range of a renovation design fee percentage per State of NM for 'average' type of projects. Additional services, as allowed by the State, are outside of the design fee percentage.

Please contact Pam Lentini to discuss the fee or if there are questions regarding the scope of work. We look forward to working with you on this project.

Sincerely,

Mike Malloy, PE
Operations Manager
505.348.5254
mmalloy@whpacific.com

Pam Lentini, PE
Director of Facilities / Sr Mechanical Engineer
505.830.8752
plentini@whpacific.com

cc: Maria Gilvarry, City of Las Vegas Utilities Director

WHPacific, Inc.

PROJECT NAME City of Las Vegas - Mills Utility Building Phase 1
 PROJECT NUMBER N/A
 DATE 9/27/2017

Discipline	Bidding and				Total:
	Preliminary Phase	Final Design Phase	Negotiating Phase	Construction Phase	
Project Specialist	252	336	25	227	839
Civil	0	0	0	0	0
Structural	0	0	0	0	0
Architectural	3,243	5,690	449	4,048	13,431
Mechanical	2,763	5,552	433	3,487	12,235
Electrical	1,373	3,397	307	2,235	7,312
	0	0	0	0	0
	0	0	0	0	0
Discipline Subtotal	7,630	14,975	1,214	9,997	33,817
Project Management	10.00%	763	1,497	1,214	3,382
Subtotal:	8,393	16,472	1,336	10,997	37,198
Contingency	0.00%	0	0	0	0
Design Subtotal:	8,393	16,472	1,336	10,997	37,198
Additional Services					
Programming	1900	0	0	0	1,900
Phasing	0	2500	0	2500	5,000
Field Investigation	750	0	0	0	750
Data & Security	0	600	0	0	600
Travel Expense	310	310	310	4000	4,930
ODC - repro, etc	250	250	150	235	885
Subtotal w/o NMGRT	11,603	20,132	1,796	17,732	51,263
NMGRT	8.3958%	974	1,690	1,489	3,123
Totals	12,578	21,823	1,946	19,221	54,386

Owner Signature / Date

WHPacific Signature / Date

WHPacific, Inc.

PROJECT NAME City of Las Vegas - Mills Utility Building Phase 2
 PROJECT NUMBER N/A
 DATE 9/27/2017

Discipline	Bidding and				Total:
	Preliminary Phase	Final Design Phase	Negotiating Phase	Construction Phase	
Project Specialist	0	0	0	0	0
Civil	0	0	0	0	0
Structural	1,035	1,320	90	810	3,255
Architectural	1,980	2,640	680	1,782	7,082
Mechanical	2,240	3,520	240	2,176	8,176
Electrical	1,690	2,320	199	1,971	6,179
	0	0	0	0	0
	0	0	0	0	0
Discipline Subtotal	6,945	9,800	1,209	6,739	24,692
Project Management	10.00%	980	121	674	2,469
Subtotal:	7,639	10,780	1,330	7,413	27,162
Contingency	0.00%	0	0	0	0
Design Subtotal:	7,639	10,780	1,330	7,413	27,162
<u>Additional Services</u>					
Programming	900	0	0	0	900
Field Investigation	750	0	0	0	750
Data & Security	0	600	0	0	600
Travel Expense	310	310	310	2100	3,030
ODC - repro, etc	0	50	0	50	100
Subtotal w/o NMGR	9,599	11,740	1,640	9,563	32,542
NMGR	8.3958%	806	986	138	2,280
Totals	10,405	12,725	1,778	10,366	34,822

Owner Signature / Date

WHPacific Signature / Date

WHPacific, Inc.

PROJECT NAME City of Las Vegas - Mills Utility Building Phase 3
 PROJECT NUMBER N/A
 DATE 9/27/2017

Discipline	Bidding and			Total:
	Preliminary Phase	Final Design Phase	Negotiating Phase	
Project Specialist	195	260	19	649
Civil	1,168	1,558	117	3,894
Structural	2,239	2,856	195	7,042
Architectural	7,596	11,462	850	28,419
Mechanical	3,450	4,933	336	12,048
Electrical	2,671	3,894	266	9,459
	0	0	0	0
	0	0	0	0
Discipline Subtotal	17,319	24,962	1,783	61,512
Project Management	1,732	2,496	178	6,151
Subtotal:	19,050	27,458	1,961	67,663
Contingency	0	0	0	0
Design Subtotal:	19,050	27,458	1,961	67,663
<u>Additional Services</u>				
Programming	1200	0	0	1,200
Field Investigation	750	0	0	750
Data, Security, Specialty Lighting	0	600	0	600
Travel Expense	310	310	310	4,930
ODC - repro, etc	250	250	150	885
Subtotal w/o NMGR	21,560	28,618	2,421	76,028
NMGR	1,810	2,403	203	5,681
Totals	23,371	31,021	2,624	81,709

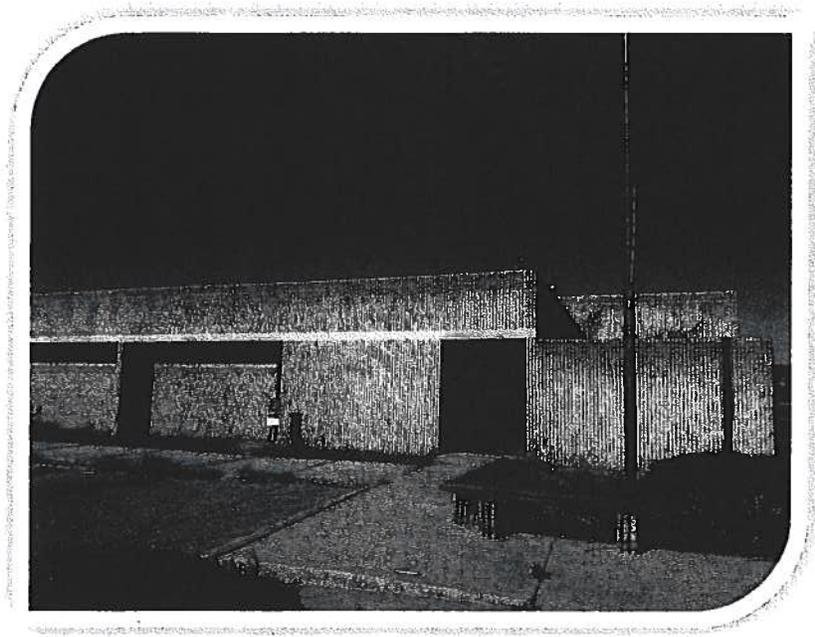
Owner Signature / Date _____ WHPacific Signature / Date _____

Repair Proposal

Mills Building

301 Mills Ave, Las Vegas, NM 87701

9/19/17



Prepared by:

Eric Gartner

PHONE: 505-246-6960

CELL: 505-414-2354

FAX: 505-243-9987

EMAIL: eric@roofcare.us

Existing Roof Conditions and Comments

General Conditions

- Roof Type: TPO
- Roof Age: unknown
- Overall Roof Condition: Fair to poor
- Active Leaks: Many indicated during walk through (9/18/17)

Roof Condition Overview

This TPO roof is worn and has many leaks. The drains are leaking and clogged, seams are unadhered, previous repairs are failing, the membrane is peeling, there are low spots, wrinkles, and debris. The taller room is showing evidence of leaks along the Northern edge and under the skylights.

Photo Documentation



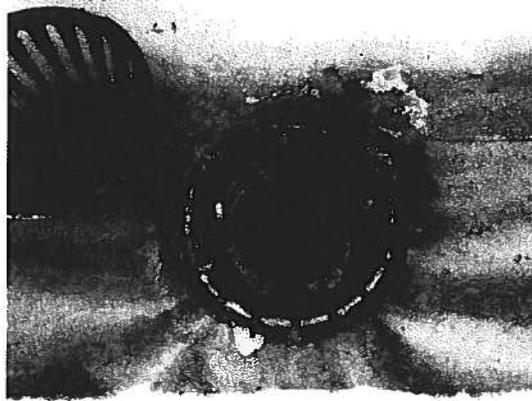
Drain visible from the inside.



More damage from leaks.



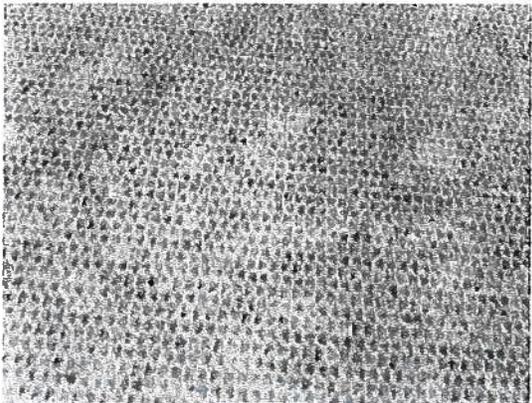
Worn TPO, low spots, leaking drain, and failing



One of the leaking drains.



Clogged drain.



Worn TPO on a dry portion of roof.



Failing, previous repair.



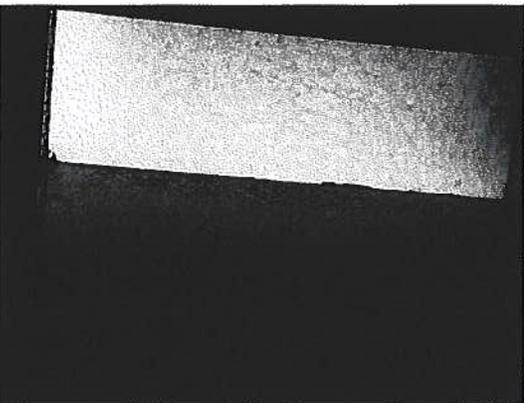
Peeling membrane.



Lots of debris.



Hole in corner.



Leaks at skylights



Leak on Northern wall of taller room.

Scope of Work

- Clean off the debris and trash.
- Clean out drains.
- Thoroughly clean TPO around each of the drains.
- Repair the 4 drains using APOC and fabric according to NRCA standards.
- Clean TPO on the Northern edge of the taller roof.
- Repair the Northern edge using APOC and fabric according to NRCA standards.
- Re-seal the skylights.

Exclusions:

- Raising mechanical units and gas lines
- Plumbing and electrical
- Re-alignment of Satellite Dish
- Curb heights
- All other non-roofing related requirements
- RoofCARE will not be responsible for weather conditions outside the recommendations of our manufacturer's guidelines and good roofing industry practice. We assume no liability for any delays due to inclement weather, temperatures or other "Force Majeure" events outside our control.

Investment:

Leak Repair	\$ 5,213.75
NMGRT @ 8.3958%	\$ 437.74
TOTAL	\$ 5,651.48
Warranty: 1-year Workmanship Warranty	

Payment Terms:

- Pricing valid for 30 days.
- Net 30 days upon completion

Eric Gartner

Eric Gartner

9/19/17

Date

Client Name

Client Approval - *Sign*

Date

