



**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  
WORK SESSION CITY COUNCIL AGENDA  
June 14, 2017–Wednesday– 5:30 p.m.  
City Council Chambers  
1700 N. Grand Ave**

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

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MOMENT OF SILENCE**
- V. **APPROVAL OF AGENDA**
- VI. **PUBLIC INPUT (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting.)**
- VII. **PRESENTATIONS (Not to exceed 10 minutes per person)**
  - Cisneros Design, Inc. will present a comprehensive progress report on the creation, implementation, costs and plan for promotion of the City of Las Vegas.
- VIII. **DISCUSSION ITEMS**
  1. Grant application through the Department of Justice for the Las Vegas Police Department.

***Juan Montano, Police Chief*** The Las Vegas City Police Department is requesting approval to apply for funding in the amount of \$2015.00 to purchase Bullet Proof Vests for police officers.

2. Accept funding through the Department of Finance and Administration Law Enforcement Protection Fund for the Las Vegas Police Department.

*Juan Montano, Police Chief* The Las Vegas City Police Department is requesting approval to utilize funding in the amount of \$13,761.00 for advanced training and equipment for police officers.

3. Request for the City's (2) Animal Control Officers to attend a Chemical Immobilization class in Boulder Colorado, to become certified in the chemical immobilization of dangerous animals as an alternative to lethal force.

*Annette Velarde, Community Development Director* Chemical immobilization offers an alternative to the use of lethal force in response to animals that represent a danger to the public. The training will be held in Boulder Colorado. Upon successful completion, both Animal Control Officers will have a certificate in Chemical Immobilization. The Animal Welfare Coalition will cover the cost of registration and the City will pay for costs associated with travel, rooms and meals.

## **IX. 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.**

## **X. ADJOURN**

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

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

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

**Work Session**

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** June 2, 2017      **DEPT:** Community Development Dept.

**MEETING DATE:** June 14, 2017

**DISCUSSION ITEM/TOPIC:** Presentation by Cisneros Design Inc.

**BACKGROUND/RATIONALE:** The City of Las Vegas entered into a contract with Cisneros Design Inc. to assist the City with a comprehensive, ongoing, citywide graphic and promotion initiative. Cisneros' staff will present a comprehensive progress report on the creation, implementation, costs, and plan for promotion of the City of Las Vegas.

**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)**

Corinna Laszlo-Henry

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

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

**Work Session**

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 06/01/17

**DEPT:** Police

**MEETING DATE:** 06/14/17

**DISCUSSION ITEM/TOPIC:** *Grant application through the Department of Justice for the Las Vegas Police Department.*

**BACKGROUND/RATIONALE:** The Las Vegas City Police Department is requesting approval to apply for funding in the amount of \$2015.00 to purchase Bullet Proof Vests for police officers.

**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.**

  
\_\_\_\_\_  
**CHIEF JUAN F. MONTAÑO**

**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 MUST BE  
REVIEWED)**

---

## SUBMIT APPLICATION

---



Application Profile



Application



NIJ Approved Vests



Submit Application

You have successfully submitted your application for funding for BVP approval.

The approval process may take several weeks from the application closing date. A confirmation email has been sent to [bsena@ci.las-vegas.nm.us](mailto:bsena@ci.las-vegas.nm.us). An email approval advisory will also be sent to [bsena@ci.las-vegas.nm.us](mailto:bsena@ci.las-vegas.nm.us) when the program approvals are completed. Additionally, you may check the status of your application by selecting option , 'Application History', in the Jurisdiction's Handbook. Thank you for your continued patience.

For your reference, the summary data for your Application for Funding is listed below.

### SUCCESSFUL SUBMISSION

|                                |                                  |
|--------------------------------|----------------------------------|
| <b>Jurisdiction:</b>           | LAS VEGAS CITY                   |
| <b>Application Id:</b>         | 17085754                         |
| <b>Status/Submission Date:</b> | Sent for BVP Approval : 05/25/17 |

### APPLICATION FOR FUNDING

| Quantity                                   | Extended Cost | Tax, S&H | Total Cost        |
|--|---------------|----------|-------------------|
| 5  | \$4,030.00    | \$0.00   | \$4,030.00        |
| <b>Maximum Allowable Funding from BVP:</b> |               |          | <b>\$2,015.00</b> |

\* Important: You can click on the 'Print Screen' button below to keep a copy for your records.

**PRINT SCREEN**

**Work Session**

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 06/01/17

**DEPT:** Police

**MEETING DATE:** 06/14/17

**DISCUSSION ITEM/TOPIC:** *Pass through funding through the Department of Finance and Administration Law Enforcement Protection Fund for the Las Vegas Police Department.*

**BACKGROUND/RATIONALE:** The Las Vegas City Police Department is requesting approval to utilize funding in the amount of \$13,761.00 for advanced training and equipment for police officers. Funding was determined at \$40,400.00 based on City population and number of police officers but we have a NMFA loan intercept for police vehicles in the amount of \$26,639.00.

**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.**

  
\_\_\_\_\_  
**CHIEF JUAN F. MONTAÑO**

**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 MUST BE**  
**REVIEWED)**

**APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS  
FOR CLASS 1 MUNICIPALITIES AND COUNTIES  
PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978  
FOR THE JULY 1, 2017 - JUNE 30, 2018 FISCAL YEAR**

I. Municipality or County: Las Vegas City Police Department

II. Computation of Proposed Distribution:

A. Class 1 (Population per 2010 Census = 0 to 20,000) \$20,000 *based on population*

B. Total Number of Full-Time Certified Police Officers or Sheriff Deputies (\*) multiplied by \$600:  
 $\frac{34}{30} \times \$600 =$  \$20,400.00 *based on # of certified officers*

(\*) Each officer or Deputy must be certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA or authorized as a New Mexico peace Officer pursuant to Section 29-1-11 NMSA. Certification status must be current on the registry at the Law Enforcement Academy.

C. Total Proposed Distribution\*\* (A + B) \$ 40,400.00

III. Amounts distributed from the Law Enforcement Protection Fund must be expended only for the purposes allowed by Section 29-13-7 NMSA 1978. Please itemize the proposed use of these funds below:

|    |   |   |
|----|---|---|
| A. | Repair and purchase of law enforcement apparatus and equipment (itemized schedule, page 3, must be completed) <sup>1</sup> which meet minimum nationally recognized standards. (Please Note: regular maintenance on vehicles and police equipment; office furniture and supplies; or operating expenses are not allowable expenses) Rule 2 NMAC 110.3 | <del>\$5000.00</del> <i>3937.00</i> <i>should have been</i> |
| B. | Expenses associated with advanced law enforcement planning and training.  | <del>\$9824.00</del> <i>stayed same</i>                     |
| C. | Complying with match or contribution requirements for the receipt of federal funds relating to criminal justice programs.   |   |
| D. | No more than fifty percent (50%) of the replacement salaries of law enforcement personnel participating in basic law enforcement training.  | <i>Should have been</i>                                     |
| E. | New Mexico Finance Authority Intercept Agreement.   | <del>\$25576.00</del> <i>26639.00</i>                       |
| F. | <b>TOTAL ESTIMATED EXPENDITURES**</b><br>(must equal total distribution)  | \$40,400.00   |

3937.00  
9824.00  
26639.00=  
40400.00

\*\* Total Estimated Expenditures from Section III must equal the amount of Total Proposed Distribution in Section II.

IV. **CERTIFICATION:** Under penalty of law, we hereby certify that to the best of our knowledge and belief, the information contained in this application is correct, and that all expenditures of Law Enforcement Protection Fund monies will be made in accordance with Sections 29-13-7 and 29-13-9 NMSA 1978 as well as Rule 2 NMAC 110.3.

*[Signature]*  
Mayor/Chairman

*[Signature]*  
Police Chief or Sheriff

3-13-17  
Date

<sup>1</sup> Pertains only to municipalities with a population of 1500 or less and universities.

# LAW PROTECTION BLOCK GRANT

## 215

EXPIRES 06/30/18

| PROJECTED REVENUE  |                     |                      |                     |
|--------------------|---------------------|----------------------|---------------------|
|                    |                     |                      |                     |
|                    |                     |                      |                     |
|                    |                     |                      |                     |
|                    |                     |                      |                     |
|                    |                     | <b>TOTAL FUNDING</b> | <b>\$ 13,761.00</b> |
|                    |                     |                      |                     |
| LINE ITEM          | EXPENDITURES        |                      |                     |
|                    |                     |                      |                     |
| 215-0000-710-72-02 | Travel              | \$                   | 5,000.00            |
| 215-0000-710-72-03 | Training            | \$                   | 4,824.00            |
| 215-0000-710-75-23 | Supplies            | \$                   | 3,937.00            |
|                    |                     |                      |                     |
|                    |                     |                      |                     |
|                    |                     |                      |                     |
|                    | <b>TOTAL BUDGET</b> | <b>\$</b>            | <b>13,761.00</b>    |

**SUSANA MARTINEZ**  
GOVERNOR



**DUFFY RODRIGUEZ**  
CABINET SECRETARY

**RICK LOPEZ**  
DIRECTOR

**MICHAEL MARIANO**  
ACTING DEPUTY DIRECTOR

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION

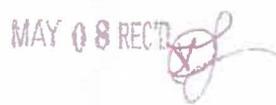
Bataan Memorial Building ♦ 407 Galisteo St. ♦ Suite 202 ♦ Santa Fe, NM 87501  
PHONE (505) 827-4950 ♦ FAX (505) 827-4948

**TO:** Chief Law Enforcement Officers

**FROM:** Rick Lopez, Director, Local Government Division 

**DATE:** May 1, 2017

**RE:** Law Enforcement Protection Fund FY2017-2018 Initial Determination



Pursuant to the Law Enforcement Protection Fund Act, Section 29-13-5 NMSA 1978, and NMAC 2.110.3, Law Enforcement Protection Fund Distribution, the Local Government Division (Division) hereby notifies all applicants of the proposed Law Enforcement Protection Fund distribution for Fiscal Year 2018.

Section 29-13-5 NMSA 1978 states, "No later than May 1 of each year, the Division shall notify in writing each affected municipal police, university police, tribal police and county sheriff's department of its determination of money to be distributed pursuant to the provisions of Section 29-13-4 NMSA 1978. Any affected department may appeal that determination by filing a notice of appeal with the secretary of finance and administration no later than May 15. If an appeal is filed, the secretary of finance and administration shall review the determination of the Division in an informal and summary proceeding and shall certify the result of the appeal to the Division no later than June 30, and the Division shall adjust its determination accordingly. If no appeal is filed, the original determination of the Division shall be final and binding and not subject to further review."

Attached is your entity's distribution for Fiscal Year 2018 as determined by the Division. If you wish to appeal the Division's determination, you may send a written appeal, including your entity's requested action and information supporting the basis for the appeal, to: Duffy Rodriguez, Secretary of Finance and Administration, Bataan Memorial Building, 407 Galisteo St., Suite 180, Santa Fe, NM 87501. Any appeal must be postmarked no later than May 15, 2017.

Please be reminded that the proceeds of Law Enforcement Protection Fund distributions are legally restricted to expenditure for specific purposes and must be budgeted and accounted for in a special revenue fund.

The attached determination of the Division does not include verified intercept agreements with the New Mexico Finance Authority (NMFA). If your agency has entered into an agreement with the NMFA for Fiscal Year 2018, a final distribution worksheet will be disseminated on May 31, 2017.

If you have any questions, please call Brenda L. Suazo-Giles, Budget and Finance Bureau Chief, at (505) 827-4964.

**DEPARTMENT OF FINANCE AND ADMINISTRATION - LOCAL GOVERNMENT DIVISION**

Law Enforcement Protection Fund Distribution (LEPF) - Municipalities

Fiscal Year: July 1, 2017 To June 30, 2018

MAY 1, 2017 INITIAL DISTRIBUTION

| A                                  | B   | C                                   | D                     | E                      | F                                   | G                               | H                            | I                             | J                         | K                                  |
|------------------------------------|-----|-------------------------------------|-----------------------|------------------------|-------------------------------------|---------------------------------|------------------------------|-------------------------------|---------------------------|------------------------------------|
| MUNICIPALITY                       | (1) | Population<br>2010 Census<br>Muni's | Class<br>[1, 2, or 3] | LEPF<br>Base<br>Amount | No. of<br>Certified<br>Officers (5) | Total @<br>\$600 Per<br>Officer | Prorated<br>Amount<br>@ 100% | Total<br>LEPF<br>Distribution | LEPF<br>Pledges<br>(NMFA) | Total<br>Municipal<br>Distribution |
| Grenville                          | N   | 143                                 | 1                     | 20,000                 | 0                                   | 0                               | 0                            | 20,000                        |                           | \$20,000.00                        |
| Hagerman                           | Y   | 1,257                               | 1                     | 20,000                 | 4                                   | 2,400                           | 2,400                        | 22,400                        |                           | \$22,400.00                        |
| Hatch                              | Y   | 1,648                               | 1                     | 20,000                 | 6                                   | 3,600                           | 3,600                        | 23,600                        |                           | \$23,600.00                        |
| Hobbs (5)                          | Y   | 34,122                              | 2                     | 30,000                 | 95                                  | 57,000                          | 57,000                       | 87,000                        |                           | \$87,000.00                        |
| Hope                               | Y   | 105                                 | 1                     | 20,000                 | 1                                   | 600                             | 600                          | 20,600                        |                           | \$20,600.00                        |
| House                              | Y   | 68                                  | 1                     | 20,000                 | 0                                   | 0                               | 0                            | 20,000                        |                           | \$20,000.00                        |
| Hurley                             | Y   | 1,297                               | 1                     | 20,000                 | 1                                   | 600                             | 600                          | 20,600                        | \$0.00                    | \$20,600.00                        |
| Jal                                | Y   | 2,047                               | 1                     | 20,000                 | 6                                   | 3,600                           | 3,600                        | 23,600                        |                           | \$23,600.00                        |
| Jemez Springs                      | N   | 250                                 | 1                     | 20,000                 | 1                                   | 600                             | 600                          | 20,600                        |                           | \$20,600.00                        |
| Kirtland (7)                       | Y   | n/a                                 | 1                     | 20,000                 | 0                                   | 0                               | 0                            | 20,000                        |                           | \$20,000.00                        |
| Lake Arthur                        | N   | 436                                 | 1                     | 20,000                 | 2                                   | 1,200                           | 1,200                        | 21,200                        |                           | \$21,200.00                        |
| Las Cruces (5)                     | Y   | 97,618                              | 2                     | 30,000                 | 194                                 | 116,400                         | 116,400                      | 146,400                       |                           | \$146,400.00                       |
| Las Vegas                          | Y   | 13,753                              | 1                     | 20,000                 | 34                                  | 20,400                          | 20,400                       | 40,400                        | \$25,576.00               | \$14,824.00                        |
| Logan                              | Y   | 1,042                               | 1                     | 20,000                 | 4                                   | 2,400                           | 2,400                        | 22,400                        |                           | \$22,400.00                        |
| Lordsburg                          | Y   | 2,797                               | 1                     | 20,000                 | 9                                   | 5,400                           | 5,400                        | 25,400                        |                           | \$25,400.00                        |
| Los Lunas                          | Y   | 14,835                              | 1                     | 20,000                 | 36                                  | 21,600                          | 21,600                       | 41,600                        |                           | \$41,600.00                        |
| Los Ranchos (no application rec'd) | N   | 6,024                               | n/a                   | 0                      | 0                                   | 0                               | 0                            | 0                             |                           | \$0.00                             |
| Loving (5)                         | Y   | 1,413                               | 1                     | 20,000                 | 3                                   | 1,800                           | 1,800                        | 21,800                        |                           | \$21,800.00                        |
| Lovington                          | Y   | 11,009                              | 1                     | 20,000                 | 28                                  | 16,800                          | 16,800                       | 36,800                        |                           | \$36,800.00                        |
| Magdalena                          | Y   | 938                                 | 1                     | 20,000                 | 2                                   | 1,200                           | 1,200                        | 21,200                        | \$13,101.00               | \$8,099.00                         |
| Maxwell                            | Y   | 254                                 | 1                     | 20,000                 | 0                                   | 0                               | 0                            | 20,000                        |                           | \$20,000.00                        |
| Melrose                            | Y   | 651                                 | 1                     | 20,000                 | 0                                   | 0                               | 0                            | 20,000                        |                           | \$20,000.00                        |
| Mesilla                            | Y   | 2,196                               | 1                     | 20,000                 | 7                                   | 4,200                           | 4,200                        | 24,200                        | \$0.00                    | \$24,200.00                        |
| Milan                              | Y   | 3,245                               | 1                     | 20,000                 | 4                                   | 2,400                           | 2,400                        | 22,400                        |                           | \$22,400.00                        |
| Moriarty                           | Y   | 1,910                               | 1                     | 20,000                 | 9                                   | 5,400                           | 5,400                        | 25,400                        |                           | \$25,400.00                        |



## Beatrice Sena

---

**From:** Maria Martinez [mmartinez@ci.las-vegas.nm.us]  
**Sent:** Wednesday, April 05, 2017 10:51 AM  
**To:** 'Beatrice Sena'  
**Cc:** 'Juan Montano'  
**Subject:** RE: LAW PROTECTION FUND FY2018  
**Attachments:** NMFA Loan Payment.pdf

Bea,

I didn't get your attachment, but this is what I was given. I think I sent it to you last year because our totals didn't match then too. This total matches up to what Ann Marie is placing in the loan line item. Can you please make the changes and get it back to be by end of day. Our budget hearing is first thing tomorrow morning. Thank you once again for your assistance. Have a great day.

Marla Martinez  
Financial Specialist  
City of Las Vegas Police Dept.  
Fax # 505-425-6346  
Phone # 505-426-3148

-----Original Message-----

**From:** Beatrice Sena [<mailto:bsena@ci.las-vegas.nm.us>]  
**Sent:** Tuesday, April 04, 2017 1:54 PM  
**To:** 'Marla Martinez'  
**Cc:** 'Juan Montano'  
**Subject:** RE: LAW PROTECTION FUND FY2018

Marla,

Attached is the sheet where I got the total I input onto the worksheet. I am unsure where you are getting your total from so if you can send me that then I can make changes.

Thank you  
Bea  
LVPD

-----Original Message-----

**From:** Marla Martinez [<mailto:mmartinez@ci.las-vegas.nm.us>]  
**Sent:** Tuesday, March 28, 2017 10:20 AM  
**To:** 'Beatrice Sena'  
**Cc:** 'Juan Montano'  
**Subject:** FW: LAW PROTECTION FUND FY2018

Bea,

I was reviewing the Loan for NM Finance Authority and the amount is \$26,639 for fiscal year 2018 payment. I'm not sure where you want to decrease your other expenditures by \$1,063.00 so can you revise them so your revenue balances match your expenditures. If you have any questions, please feel free to contact my office. Have a wonderful day.

Marla Martinez  
Financial Specialist  
City of Las Vegas Police Dept.  
Fax # 505-425-6346  
Phone # 505-426-3148

-----Original Message-----

From: [pdcopier@ci.las-vegas.nm.us](mailto:pdcopier@ci.las-vegas.nm.us) [mailto:[pdcopier@ci.las-vegas.nm.us](mailto:pdcopier@ci.las-vegas.nm.us)]  
Sent: Tuesday, March 28, 2017 10:07 AM  
To: Marla Martinez  
Subject: LAW PROTECTION FUND FY2018

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: PD Admin Area  
Device Name: PD Copier

PD copier

## Work Session

### CITY COUNCIL MEETING AGENDA REQUEST

**DATE:** June 6, 2017      **DEPT:** Community Development Dept.

**MEETING DATE:** June 14, 2017

**DISCUSSION ITEM/TOPIC:** Request for the City's Animal Control Officers (2) to attend a Chemical Immobilization class in Boulder Colorado, to become certified in the chemical immobilization of dangerous animals as an alternative to lethal force.

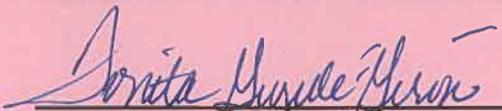
**BACKGROUND/RATIONALE:** Chemical immobilization offers an alternative to the use of lethal force in response to animal that represent a danger to the public. Animals may include dogs, wildlife, exotics, and agricultural animals. Humane techniques, methods, types of drugs, delivery services, and deployment protocol will be taught. The class includes classroom and practical training. The City is requesting travel for Brandon Salazar and Paul Romero to attend a Class hosted by the Boulder County Sherriff's office in Boulder Colorado. Upon successful completion, both Animal Services employees will have a certificate in Chemical immobilization. The Animal Welfare Coalition will cover the cost of registration and the City will pay for costs associated with travel, rooms, and meals.

**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)

Corinna Laszlo-Henry

\_\_\_\_\_  
PURCHASING AGENT  
(FOR BID/RFP AWARD)

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

6-5-17 To Valerie to prepare docs for Brandon & Paul.



**Chemical Immobilization Certification**  
**Hosted by the Boulder County Sheriff's Office**  
**July 7, 2017 – Boulder, Colorado**

**July 7, 2017 – 8:00 AM to 5:00 PM**

**Chemical Immobilization (certification)** – Chemical Immobilization offers an alternative to the use of lethal force in response to animals that represent a danger to the public. This 8-hour course will certify officers to chemically immobilize commonly-encountered animals, such as dogs, wildlife, exotics and agriculture animals. Humane techniques and methods, drugs and delivery devices, and deployment protocol (what qualifies an animal for chemical immobilization) will be discussed. This course includes both classroom and practical training.

**Class Location**

Boulder County Sheriff's Office Headquarters, 5600 Flatiron Parkway, Boulder, CO 80301. Need directions? Please call 303-441-3600.

The Chemical Immobilization Certification costs just \$125 for the entire course. To register, please complete and submit the attached registration form or visit [www.aco-acts.com](http://www.aco-acts.com) (click on the "training calendar" link). Questions? Contact ACTS at 913-515-0080 or via e-mail at [info@aco-acts.com](mailto:info@aco-acts.com). Upon registration, you will receive a confirmation letter via e-mail.

**Animal Control Training Services**

**913-515-0080**

**[www.aco-acts.com](http://www.aco-acts.com)**

**[info@aco-acts.com](mailto:info@aco-acts.com)**

# Training Registration



**Chemical Immobilization Certification**  
**July 7, 2017**  
**Boulder, Colorado**

**Animal Control Training Services**  
16608 West 144 Terrace  
Olathe, Kansas 66062  
Phone: 913-515-0080  
Fax: 816-447-3938  
info@aco-acts.com  
www.aco-acts.com

## Attendee Information

**Name:** Paul Romero  
**Name (2):** Brandon Salazar  
**Name (3):** \_\_\_\_\_  
**Name (4):** \_\_\_\_\_  
**Agency Name:** City of Las Vegas  
**Agency Address:** 1700 N. Grand Ave.  
**City/State:** Las Vegas, NM  
**Zip/Postal Code:** 87101  
**Country:** USA  
  
**Agency Phone:** (505) 454-1401  
**Agency Fax:** (505) 425-7335  
**Your E-Mail:** \_\_\_\_\_

## Registration Fees

Course Fee: \$125.00  
x Number of Attendees: 2  
Subtotal: \$250.00  
Total Due: 250.00

**Payments must be received by 7/6/2017**

## Payment

- Check payable to ACTS
- Credit Card (see below)
- Purchase Order (attach)

Registration and Tuition Fee: \$125 for the complete course. You may pay for this training program either with an Agency Check, Personal Check, Purchase Order or Credit Card. Credit Card payments are processed via PayPal (Visa, MasterCard, AMEX, Discover). To pay via Credit Card, please e-mail or fax your registration form and check "credit card" on this form. You will then be sent a PayPal invoice via e-mail.

Mail this registration form and payment to:  
**Animal Control Training Services, 16608 West 144 Terrace, Olathe, Kansas 66062**

If you submit this form via e-mail, please confirm that the form was sent by checking the "sent folder" in your e-mail application (your security settings may or may not allow this form to be sent via e-mail).

**Questions? Contact ACTS at 913-515-0080 or via e-mail at info@aco-acts.com.**  
**ACTS Federal Tax I.D. #46-2319937**

Upon registration, you will receive a confirmation letter via e-mail.

Class location: Boulder County Sheriff's Office Headquarters, 5600 Flatiron Parkway, Boulder, CO 80301.  
Need directions? Please call 303-441-3600.



**Animal Welfare Coalition**  
OF NORTHEASTERN NEW MEXICO

**Animal Welfare Coalition, P.O. Box 524, Las Vegas, NM 87701**  
**505-426-3289 / 505-652-4366, AWC northeastnm@gmail.com**

**June 6, 2017**

**To Whom It May Concern:**

The Animal Welfare Coalition is pleased to contribute the \$125 each registration fee, total of \$250, for Paul Romero and Brandon Salazar to attend a Chemical Immobilization Certification training in Boulder, Colorado on July 7, 2017. The work we do at the AWC Pet Center goes hand-in-hand with the work of animal control officers in the field. We are able to assist with these crucial training opportunities through grant funding to increase our effectiveness in the community.

For any additional information or questions, do not hesitate to contact me at 505-426-3289.

Sincerely,

**Martina C. Holguin**  
**AWC Pet Center Director**

**CHEMICAL IMMOBILIZATION  
CERTIFICATION-BOULDER, CO**

**Attendees:** Paul Romero-Animal Services  
Brandon Salazar-Animal Services

**Departure:** July 6, 2017 @ 11 a.m

**Arrival:** July 8, 2017 @ 3 p.m.

**Registration** -\$125.00 Each Person Paid by AWC-See attached letter

**Per Diem** - \$242.00 Each Person

**City Vehicle Used :** 2014 Ford F-150

**Government License Plate:** G-92483

# CITY OF LAS VEGAS OUT OF STATE TRAVEL AUTHORIZATION

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

|  |  |  |  |
|--|--|--|--|
| 1. NAME, HOME ADDRESS & ZIP CODE<br>WORK PHONE NO.<br><i>Paul Romero</i>                 | 2. DEPARTMENT<br>NAME & NO.<br><i>CD</i>   | 3. _____ CONFERENCE _____ SCHOOL<br><input checked="" type="checkbox"/> OTHER <i>Chemical Immobilization Certification</i>                           | 4. DESTINATION<br><i>Boulder, CO</i>   |
| 5. DEPARTURE DATE & HOUR<br><i>7/6/17 11AM</i>   | 6. RETURN DATE & HOUR<br><i>7/8/17 3pm</i> | 7. TOTAL DAYS/HOURS<br><i>2 Days 4hrs</i>  | 8. WHERE CAN YOU BE REACHED?<br><i>(505) 800-8410</i>                            |
| 9. NAME OF SCHOOL<br>CONFERENCE OF OTHER<br><i>Chemical Immobilization Certification</i> | 10. MEETING DATES<br><i>7/7/17</i>         | 11. ARE OUTSIDE FUNDS BEING CONTRIBUTED TOWARD THE TRIP?<br><input checked="" type="checkbox"/> YES _____ NO PROVIDE DETAILS.<br><i>See Attached</i> | 12. TYPE OF REQUEST<br>_____ ACTUAL <input checked="" type="checkbox"/> PER DIEM |

13.  CITY VEHICLE NO. *G-92483* PRIVATE VEHICLE \_\_\_\_\_ PUBLIC CONVEYANCE \_\_\_\_\_  
(PLANE, TRAIN, ETC.)

|   |   |
|---|---|
| 14. PER DIEM <i>2D 4H</i> x <i>115+12</i> = <i>242.<sup>00</sup></i><br>DAYS/HOURS      RATE/DAY      TOTAL | 15. MILEAGE _____ x _____ = _____<br>DISTANCE      RATE / MILE      TOTAL |
|---|---|

| ESTIMATED COST OF TRIP   | LINE ITEM                  | SPECIAL INSTRUCTIONS    |
|--------------------------|----------------------------|-------------------------|
| TRAVEL                   | \$ _____                   | _____                   |
| REGISTRATION             | \$ _____                   | _____                   |
| *HOTEL                   | \$ _____                   | _____                   |
| *PERDIEM                 | <i>\$242.<sup>00</sup></i> | <i>101-480-710-7202</i> |
| *MEALS                   | \$ _____                   | _____                   |
| *OTHER                   | \$ _____                   | _____                   |
| TOTAL                    | <i>\$242.<sup>00</sup></i> | _____                   |
| TOTAL AUTHORIZED ADVANCE |                            | <i>\$ 193.00</i>        |

\*ADVANCE SHALL NOT EXCEED 80% OF THESE COSTS

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

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

*Paul Romero*      *06/06/17*      \_\_\_\_\_  
EMPLOYEE SIGNATURE      DATE      SOCIAL SECURITY NUMBER

|   |   |
|---|---|
| APPROVED: _____<br>MAYOR & COUNCIL      MEETING DATE                      | FOR ACCOUNTING ONLY<br>_____<br>_____<br>_____<br>_____ |
| APPROVED: <i>Abelardo</i> <i>6-6-17</i><br>AUTHORIZED SIGNATURE      DATE |   |

REVIEWED FOR COMPLETENESS:

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

CITY MANAGER      DATE      FINANCE DIRECTOR      DATE

REASON FOR REQUEST OF ACTUAL EXPENSE REIMBURSEMENT: \_\_\_\_\_

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

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

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

# CITY OF LAS VEGAS OUT OF STATE TRAVEL AUTHORIZATION

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

|  |   |  |   |
|--|---|--|---|
| 1. NAME, HOME ADDRESS & ZIP CODE<br>WORK PHONE NO.<br><i>Brandon Salazar</i>                     | 2. DEPARTMENT<br>NAME & NO.<br><i>CD</i>    | 3. <input type="checkbox"/> CONFERENCE <input type="checkbox"/> SCHOOL<br><input checked="" type="checkbox"/> OTHER <i>Chemical<br/>Immobilization<br/>Certification</i>   | 4. DESTINATION<br><i>Boulder, CO</i>  |
| 5. DEPARTURE DATE & HOUR<br><i>7/16/17 11AM</i>  | 6. RETURN DATE & HOUR<br><i>7/18/17 3pm</i> | 7. TOTAL DAYS/HOURS<br><i>2 Days 4hrs</i>  | 8. WHERE CAN YOU BE<br>REACHED?<br><i>(505) 429-2551</i>  |
| 9. NAME OF SCHOOL<br>CONFERENCE OF OTHER<br><i>Chemical<br/>Immobilization<br/>Certification</i> | 10. MEETING DATES<br><i>7/17/17</i>         | 11. ARE OUTSIDE FUNDS BEING<br>CONTRIBUTED TOWARD THE TRIP?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PROVIDE DETAILS.<br><i>See Attached</i> | 12. TYPE OF REQUEST<br><input type="checkbox"/> ACTUAL <input checked="" type="checkbox"/> PER DIEM |

13.  CITY VEHICLE NO. *G-92483* PRIVATE VEHICLE \_\_\_\_\_ PUBLIC CONVEYANCE \_\_\_\_\_  
(PLANE, TRAIN, ETC.)

|  |                                      |
|--|--------------------------------------|
| 14. PER DIEM <i>2D 4H x 115+12 = 242.<sup>00</sup></i> | 15. MILEAGE _____ X _____ = _____    |
| DAYS/HOURS      RATE/DAY      TOTAL                    | DISTANCE      RATE / MILE      TOTAL |

| ESTIMATED COST OF TRIP               | LINE ITEM                | SPECIAL INSTRUCTIONS |
|--------------------------------------|--------------------------|----------------------|
| TRAVEL \$ _____                      | _____                    | _____                |
| REGISTRATION \$ _____                | _____                    | _____                |
| *HOTEL \$ _____                      | _____                    | _____                |
| *PERDIEM \$ <i>242.<sup>00</sup></i> | <i>101-4810-710-7202</i> | _____                |
| *MEALS \$ _____                      | _____                    | _____                |
| *OTHER \$ _____                      | _____                    | _____                |
| TOTAL \$ <i>242.<sup>00</sup></i>    | _____                    | _____                |
| TOTAL AUTHORIZED ADVANCE             |                          | \$ <i>193.60</i>     |

\*ADVANCE SHALL NOT EXCEED 80% OF THESE COSTS

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

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

*Bob M*      *6/6/17*      \_\_\_\_\_  
EMPLOYEE SIGNATURE      DATE      SOCIAL SECURITY NUMBER

|   |   |
|---|---|
| APPROVED: _____<br>MAYOR & COUNCIL      MEETING DATE                        | FOR ACCOUNTING ONLY<br>_____<br>_____<br>_____<br>_____ |
| APPROVED: <i>Al Velarde</i> <i>6-6-17</i><br>AUTHORIZED SIGNATURE      DATE |   |

REVIEWED FOR COMPLETENESS:

APPROVED: \_\_\_\_\_  
CITY MANAGER      DATE      FINANCE DIRECTOR      DATE

REASON FOR REQUEST OF ACTUAL EXPENSE REIMBURSEMENT: \_\_\_\_\_

CITY MANAGER APPROVAL REQUIRED FOR ADVANCE ON ACUTAL—APPROVED ( ) NOT APPROVED ( ) \_\_\_\_\_  
CITY MANAGER SIGNATURE

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

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