



City of Las Vegas

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

Mayor Louie A. Trujillo

**CITY OF LAS VEGAS
REGULAR CITY COUNCIL AGENDA
November 11, 2020–Wednesday– 5:30 p.m.
City Council Chambers
1700 N. Grand Avenue**

The public is invited to submit written comments for public input prior to the meeting. Written comments should be submitted no later than 4:30 p.m. on November 11, 2020, addressed via email to the City Clerk at cfresquez@lasvegasnm.gov or faxed to (505) 425-7335.

(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** (comments limited to topics on current agenda). Public Input submitted to the City Clerk via email or fax will be read into the record.
- VII. **MAYOR’S APPOINTMENTS/REPORTS AND RECOGNITIONS/PROCLAMATIONS**
 - Proclamation for “Small Business Saturday”
 - Introduction of new employees
- VIII. **COUNCILORS’ REPORTS**

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4

IX. APPROVAL OF MINUTES (October 14th and October 21st, 2020)

X. PRESENTATIONS (Not to exceed 10-15 minutes per person)

- Presentation by Groundworks Studio, design contractor for the Riverwalk, providing the concept design for the southern section of Gallinas Riverwalk project.
- Presentation by Utilities Director, Maria Gilvarry and staff discussing customers concerns in the Solid Waste Division.
- Presentation by Utilities Director, Maria Gilvarry and staff discussing concerns regarding meter reading and billing in the Water Division.

XI. BUSINESS ITEMS

1. Resolution No. 20-66 to set the duration, terms and duties of the Charter Review Commission and approve the seven named persons as members of the Charter Review Commission: Christine Ludi, Matt Martinez, Francisco Apodaca, Stephen Salas, Greg Salazar, Lee Einer and Scott Aaron.

Scott Aaron, City Attorney As per the Municipal Charter, Article I, Section 1.05 B. Commission Members. The Charter Commission shall consist of seven (7) members. One (1) member shall be appointed from each council district and shall reside in said district during the period of review. Three (3) members shall be residents of the City, appointed at large, with equal representation among the districts to the greatest extent possible. The Mayor shall appoint six (6) Commission members, including the districted representatives, subject to Council approval. The seventh (7th) member shall be recommended by the Municipal Judge for appointment by the Mayor and approval by the Council.

2. The Lodgers Tax Advisory Board requests to award \$500.00 to the Las Vegas Arts Council for advertising.

Krutik Bhakta, Lodgers Tax Chairman The Las Vegas Arts Council has requested funding to market the City's online galleries in and outside of the State and use them to attract art lovers to Las Vegas.

3. Request approval of contract with AOS for a conservative assessment of the main roof, analysis of rear addition demolition, and working drawings for repair scope of the Old City Hall Building.

Bill Hendrickson, Community Development Director The total amount of the assessment is \$59,957.47. The CLG grant will pay for \$21,509.20 and the City will match the other \$33,638.36.

4. Resolution No. 20-65 authorizing the appraisal of a portion of right-of-way off of Valencia Street (south side) behind the Plaza Hotel.

Bill Hendrickson, Community Development Director Allen Affeldt, owner of the Plaza Hotel has requested to purchase this property as the area is currently being utilized as parking for the Plaza Hotel. Project area has been reviewed by Utilities staff and have requested a 20-foot easement for the utilities in that area.

5. Request for permission to destroy records included on the lists from the various departments of the City of Las Vegas.

Casandra Fresquez, City Clerk The authority is granted by the adoption of the “Uniform Municipal Records Retention Schedule” by the Governing Body, which was adopted by resolution No. 20-27.

XII. 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.

XIII. ADJOURN

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

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

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

MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL REGULAR MEETING HELD ON WEDNESDAY, OCTOBER 14, 2020 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS

MAYOR: Louie A. Trujillo

COUNCILORS: David G. Romero
Elaine Rodriguez
Michael L. Montoya
David A. Ulibarri, Jr.

ALSO PRESENT: William Taylor, City Manager
Casandra Fresquez, City Clerk
Scott Aaron, City Attorney
Adrian Crespín, Chief of Police

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Councilor Montoya asked for a moment of silence for those who are less fortunate and that our Lord be with them during difficult times and to pray for our Nation.

APPROVAL OF AGENDA

Councilor Romero asked to make an amendment to the agenda by moving business item 8 after executive session and City Clerk Casandra Fresquez advised to move the presentation from Deputy Fire Chief Spann to next week's council meeting.

Councilor Romero made a motion to approve the agenda with the amendments. Councilor Rodriguez seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David G. Romero	Yes
David A. Ulibarri Jr.	Yes	Elaine Rodriguez	Yes

City Clerk Fresquez advised the motion carried.

PUBLIC INPUT

There was no public input.

MAYOR’S APPOINTMENTS/REPORTS AND RECOGNITIONS/PROCLAMATIONS

Mayor Trujillo introduced Trisuria, a cat from the Animal Welfare Coalition to show for adoption and advised the AWC accepts donations.

Mayor Trujillo presented a proclamation for The Sesquicentennial Year of Celebration for the First United Presbyterian Church in Las Vegas, NM to Carol Linder and Cordell Halverson and City Clerk Fresquez read the proclamation.

Mayor Trujillo read and presented a recognition for the Silver Threads of Northern New Mexico to Emilia Rivera and Gloria.

COUNCILOR’S REPORTS

Councilor Rodriguez spoke about concerns regarding the progress on Mountain View Drive and the procedural process for DWI arrests during the weekends.

Councilor Ulibarri Jr., spoke about having a grader sent to Romero, Salazar, Keen and West National streets to level out the roads.

Councilor Montoya thanked Human Resource Director Donna Castro for taking over while City Manager Taylor was gone. Councilor Montoya also thanked City Manager Taylor and his staff for addressing issues the last two weeks from concerned citizens.

Councilor Romero spoke about how code enforcement is prioritizing issues, brought up speed enforcement and the possibility of hazard pay for police officers.

APPROVAL OF MINUTES

Councilor Romero made a motion to approve the minutes for September 9th, 16th, 19th and 29th, 2020. Councilor Ulibarri Jr., seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Elaine Rodriquez	Yes	David A. Uibarri Jr.	Yes
David G. Romero	Yes	Michael L. Montoya	Yes

City Clerk Fresquez advised the motion carried.

BUSINESS ITEMS

1. Resolution No. 20-61 authorizing the execution of a local government planning grant agreement by and between the NM Finance Authority and the City of Las Vegas, in the amount of \$48,788.

Community Development Director Bill Hendrickson advised these were the last two steps to close out the comprehensive master plan and submit for reimbursement.

Councilor Romero made a motion to approve resolution No. 20-61. Councilor Rodriquez seconded the motion.

Resolution 20-61 was presented as follows: *Due to the length of the document, a complete copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Michael L. Montoya	Yes	Elaine Rodriguez	Yes
David A. Ulibarri Jr.	Yes	David G. Romero	Yes

City Clerk Fresquez advised the motion carried.

2. Public hearing and adoption of Ordinance No. 20-12 to accept the City of Las Vegas 2020 Comprehensive Master Plan.

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

David A. Ulibarri Jr.	Yes	Elaine Rodriguez	Yes
Michael L. Montoya	Yes	David G. Romero	Yes

City Clerk Fresquez advised the motion carried.

City Attorney Aaron asked anyone who wished to speak on the issue, to stand and be sworn in. Community Development Director Bill Hendrickson was sworn in.

Community Development Director Hendrickson advised the ordinance is another requirement for the comprehensive master plan.

Discussion and questions took place regarding what was accomplished in the last comprehensive master plan and deadlines to meet for the projects in the comprehensive master plan for the next five years.

Councilor Rodriguez asked how often reports are given regarding what has been accomplished in the comprehensive master plan.

Mayor Trujillo gave a directive to City Manager Taylor to give council a quarterly report on the progress of the comprehensive master plan and have a special meeting regarding the comprehensive master plan.

Councilor Ulibarri Jr., and Councilor Rodriguez spoke about fixing streets.

Councilor Romero asked if along with the quarterly report if they could also have a report on any obstacles they are going through regarding the completion of projects.

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

David G. Romero	Yes	Elaine Rodriquez	Yes
David A. Ulibarri Jr.	Yes	Michael L. Montoya	Yes

City Clerk Fresquez advised the motion carried.

Councilor Romero made a motion to approve the adoption of Ordinance No. 20-12 to accept the City of Las Vegas 2020 Comprehensive Master Plan. Councilor Ulibarri Jr., seconded the motion.

Ordinance 20-12 was presented as follows:

**CITY OF LAS VEGAS, CITY COUNCIL
ORDINANCE NO. 20-12**

**AN ORDINANCE ADOPTING THE CITY OF LAS VEGAS
UPDATED COMPREHENSIVE MASTER PLAN**

WHEREAS, the Comprehensive Master Plan is a long-range policy guide to decisions about the physical development of the City of Las Vegas ("City"), addressing land use, transportation and storm drainage, economic development facilities and parks, utilities, greenhouse gas emissions, hazards mitigation and implementation; and

WHEREAS, the City adopted a Comprehensive Plan in 2011 which requires modification regarding changes in the community, a current and more detailed assessment of conditions and ways to better meet needs of the community, changes in City priorities, and clarifications and changes in policy directions; and

WHEREAS, New Mexico law authorizes the City Council to adopt a comprehensive master plan which makes recommendations on a variety of subjects; and

WHEREAS, pursuant to the City's grant agreement with the New Mexico Department of Finance and Administration Local Government Division, in order for the City to receive a planning grant for the preparation of an updated comprehensive plan, the City Council is required to adopt the updated comprehensive plan by City ordinance and

WHEREAS, while adoption of an updated comprehensive plan by ordinance signifies the importance of the document as a guide regarding future City decisions, this Council's adoption of an updated comprehensive plan does not change the advisory nature of the plan, does not make the plan a regulatory document nor does it mandate that all recommendations in the plan be followed; and

Councilor Romero made a motion to enter into Public Hearing. Councilor Rodriguez seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri Jr.	Yes	Michael L. Montoya	Yes
Elaine Rodriguez	Yes	David G. Romero	Yes

City Clerk Fresquez advised the motion carried.

City Attorney Aaron asked anyone who wished to speak on the issue, to stand and be sworn in. Utilities Director Maria Gilvarry and Public Works Manager Daniel Gurule were both sworn in.

Public Works Manager Daniel Gurule spoke about using a class 7 and 8 for heavy trucks weighing twenty six thousand pounds and above. Public Works Manager Gurule advised there are exceptions for City vehicles and any road construction.

Utilities Director Gilvarry advised they left the weight in and showed two possible signage ideas to the council.

Councilor Montoya thanked staff for addressing the issue and problems regarding the lanes changing from two to one on 7th Street by Taco Bell.

Mayor Trujillo suggested that the language should state no 18 wheelers and asked if it would be a legal issue if the police pulled over a vehicle without having a proper mechanism to weigh the vehicle.

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

Elaine Rodriguez	Yes	David A. Ulibarri Jr.	Yes
Michael L. Montoya	Yes	David G. Romero	Yes

City Clerk Fresquez advised the motion carried.

Councilor Romero made a motion to approve the adoption of Ordinance No. 20-11 an ordinance imposing size limits on 6th Street, 7th Street, 8th Street, Mountain View Drive and Legion Drive and to repeal and replace Ordinance 05-16. Councilor Montoya seconded the motion.

Ordinance 20-11 was presented as follows:

**CITY OF LAS VEGAS, CITY COUNCIL
ORDINANCE NO. 20-11**

AN ORDINANCE RESTRICTING CERTAIN LARGE VEHICLES ON 6TH STREET, 7TH STREET, 8TH STREET, MOUNTAIN VIEW DRIVE AND LEGION DRIVE, AND TO RESCIND AND REPLACE ORDINANCE 05-16.

WHEREAS, the City of Las Vegas (“City”), through its Public Works Department, has determined that the use of the City’s residential streets by certain large vehicles (classes 7 and 8) is incompatible with the normal and safe movement of traffic, and has created a public safety concern for and upon the street infrastructure for 6th Street between Raynolds Avenue to University Avenue, 7th Street between Raynolds Avenue and University Avenue, 8th Street between Mills Avenue and University Avenue, Mountain View Drive between Grand Avenue to 7th Street, and Legion Drive between 7th Street and Grand Avenue (collectively “Affected Roads”); and

WHEREAS, NMSA 66-7-415 authorizes local authorities to prohibit the operation of trucks and other commercial vehicles and to impose limitations on designated streets by appropriate signage placed on such streets; and

WHEREAS, City Municipal Code 12-6-2.16 authorizes the City’s Governing Body to regulate or prohibit the use of any controlled-access street within its jurisdiction by any class or kind of traffic which is found to be incompatible with the normal and safe movement of traffic; and

WHEREAS, the City desires to prohibit the use of “through traffic” on the Affected Roads by certain large vehicles (classes 7 and 8) which provide services to, or transport goods to or from, any property zoned as anything other than R-1 (“Restricted Vehicles”), with the exemption of City vehicles and road machinery engaged in the construction or maintenance of the Affected Roads; and

WHEREAS, the City desires to amend the City’s Penalty Assessment Program 12-12-1.2 to create a penalty for violations of this ordinance, and to simultaneously rescind City Ordinance No. 05-16 and replace it with this ordinance.

NOW THEREFORE, BE IT ENACTED by the City Council of the City of Las Vegas that the recitals are hereby incorporated herein by reference and the Governing Body hereby:

1. Finds that Restricted Vehicles are incompatible with the normal and safe movement of traffic regarding the Affected Roads;
2. Declares that the Affected Roads are controlled-access streets within the City’s jurisdiction for the purposes of this ordinance;
3. Approves the prohibition of, and the posting of prohibition signage regarding, Restricted Vehicles from using, accessing, parking, driving or otherwise being located upon 6th Street between Raynolds Avenue to University Avenue, 7th Street between Raynolds Avenue and University Avenue, 8th Street between Mills Avenue and University Avenue, Mountain View Drive between Grand Avenue to 7th Street, and Legion Drive between 7th Street and Grand Avenue;

4. Directs that all Restricted Vehicles accessing any properties located on or north of Mills Avenue, or accessing properties located on 7th Street north of Mills Avenue, shall use Grand Avenue, Mills Avenue and 7th Street north of Mills Avenue to access said properties;
5. Creates a penalty in the amount of \$250.00 for a first time violation of this ordinance and \$350.00 for a second, and each subsequent, violation of this ordinance, which is hereby added to the City's Penalty Assessment Program, City Code 12-12-1.2; and
6. Rescinds City Ordinance 05-16, and replaces it with this ordinance.

PASSED, APPROVED AND ADOPTED this ____ day of October, 2020.

 Louie A. Trujillo, Mayor

ATTEST:

Reviewed and approved as to legal sufficiency only:

 Casandra Fresquez, City Clerk

 Scott Aaron, City Attorney

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

David A. Ulibarri Jr.	Yes	David G. Romero	Yes
Elaine Rodriquez	Yes	Michael L. Montoya	Yes

City Clerk Fresquez advised the motion carried.

4. Resolution No. 20-56 for submittal of a Section 5311 Grant application for FY22 Federal Transit Funds (October 2021 thru September 2022).

Transportation Manager Marcelino Roybal introduced Office Aide/Dispatch Tiffany Rodriquez and she gave a brief presentation regarding the annual FTA 5311 Grant funding for the Transportation department.

Discussion took place regarding coming up with a competitive bid for vehicle repairs and maintenance, hiring a mechanic for the City and receiving CARES funding.

Councilor Ulibarri Jr., made a motion to approve resolution No. 20-56. Councilor Romero seconded the motion.

Resolution 20-56 was presented as follows:

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-56

A RESOLUTION TO APPLY FOR AND ACCEPT THE 5311 GRANT OFFER FROM THE NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT) FOR FEDERAL TRANSIT FUNDS FOR CITY OF LAS VEGAS MEADOW CITY EXPRESS

WHEREAS, the City of Las Vegas (“City”) has applied to the New Mexico Department of Transportation Transit and Rail Division (“NMDOT”) for a Public Rural Transportation 5311 Grant for Federal Transit Funds for the Meadow City Express Transportation Division to assist with administrative, operating and capital expenses;

WHEREAS, the City expects to receive the Grant in a total amount of \$323,875.00 (“Grant”);

WHEREAS, the City would have to contribute a match at a ratio of 20% (\$25,655.00) for administrative expenses and 50% (\$97,800.00) for operating expenses which will total \$123,455.00 in order to receive the Grant. A City match of 20% would be required for capital expenses with an 80% match from NMDOT, but there will be no capital requests for FY22;

WHEREAS, the NMDOT would contribute a match at a ratio of 80% (\$102,620.00) for administrative expenses and 50% (\$97,800.00) for operating expenses for a total Grant amount of \$323,875.00 to include New Mexico gross receipts tax; and

WHEREAS, the Grant funds are needed in order for Meadow City Express to operate and provide vital transportation services to the City’s residents; and

WHEREAS, the 5311 Grant will be used for Fiscal Year 2022 (October 2021 through September 2022).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Las Vegas that the recitals are incorporated herein by reference and the Governing Body accepts the Grant, agrees to contribute 20% for administrative expenses and 50% for operating expenses of the Grant amount in order to obtain the Grant, and agrees to use the Grant for the operations of the City of Las Vegas Meadow City Express Transportation Division.

APPROVED AND ADOPTED this ____ day of October, 2020.

Louie A. Trujillo, Mayor

ATTEST: Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk Scott Aaron, City Attorney

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

Michael L. Montoya	Yes	David G. Romero	Yes
Elaine Rodriguez	Yes	David A. Ulibarri Jr.	Yes

City Clerk Fresquez advised the motion carried.

5. Request to award RFP #2021-01 for the risk assessment and emergency response plan to Control Cyber, Inc.

Utilities Director Maria Gilvarry gave a brief presentation regarding a risk assessment and emergency response plan for the water system and wanting someone who had the qualifications.

Discussion took place regarding the risks of contamination in the reservoirs and the possibility of turning one of the reservoirs into a city park to fish at with restrictions.

Councilor Romero made a motion to approve RFP #2021-01 for the risk assessment and emergency response plan to Control Cyber, Inc. Councilor Montoya seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

David A. Ulibarri Jr.	Yes	Elaine Rodriguez	Yes
Michael L. Montoya	Yes	David G. Romero	Yes

City Clerk Fresquez advised the motion carried.

6. Request to award RFB 2021-02 Solid Waste Facility Fire Suppression Project Rebid to lowest bidder, Hays Plumbing & Heating, Inc.

Utilities Director Maria Gilvarry gave a brief presentation regarding a large water leak caused by the existing fire suppression system and going with a dry fire suppression system.

Discussion took place regarding Utilities Director Gilvarry's son working for Hays Plumbing, what line item the money would be coming out from and why there was a difference of about eleven thousand dollars between bids.

Councilor Montoya made a motion to approve RFB 2021-02 Solid Waste Facility Fire Suppression Project Rebid to lowest bidder, Hays Plumbing & Heating, Inc. Councilor Ulibarri Jr., seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

David G. Romero	Yes	Michael L. Montoya	Yes
Elaine Rodriquez	Yes	David A. Ulibarri Jr.	Yes

City Clerk Fresquez advised the motion carried.

- 7. Request to award RFB #2021-03 Peak Shaving Plant Demo Re-Bid to lowest bidder, Total Energy Corp.

Utilities Director Maria Gilvarry gave a brief presentation regarding the Peak Shaving Plant not being in use and being a safety hazard since there is propane still in the tanks and needs to be removed.

Discussion took place regarding a backup plan once the Peak Shaving Plant equipment is removed and storing materials at the Peak Shaving Plant.

Councilor Romero made a motion to approve RFB #2021-03 Peak Shaving Plant Demo Re-Bid to lowest bidder, Total Energy Corp. Councilor Ulibarri Jr., seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	David G. Romero	Yes
David A. Ulibarri Jr.	Yes	Elaine Rodriquez	Yes

City Clerk Fresquez advised the motion carried.

- 9. Resolution No. 20-60 establishing the order of business of the Governing Body at its regular meetings.

City Clerk Casandra Fresquez gave a brief presentation regarding changes to the agenda for regular council meetings that were discussed during the City Council Retreat.

Discussion took place regarding executive session being called at any time during a meeting, Councilor Montoya requested to change item to items under consent agenda and Councilor Romero asked if there should be language on the agenda regarding going into executive session at any time.

Councilor Montoya made a motion to approve resolution No. 20-60. Councilor Ulibarri Jr., seconded the motion.

Resolution 20-60 was presented as follows:

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-60

WHEREAS, the purpose of this Resolution is to establish the order of business of the Governing Body at its Regular Meetings, provided, however that the items may be rearranged with the consent of the Governing Body to conduct the business more efficiently; and

WHEREAS, during a Governing Body Retreat, the Governing Body determined the order of business shall be conducted in the following order;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Las Vegas that the recitals are incorporated herein by reference and the Governing Body hereby creates the following:

Order of Business for Regular Meeting Agenda

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

APPROVAL OF AGENDA

PUBLIC INPUT(comments limited to topics on current agenda, not to exceed 3 minutes per person and individuals must sign up at least 15 minutes prior to meeting)

MAYOR'S APPOINTMENTS/REPORTS /RECOGNITIONS/PROCLAMATIONS

COUNCILORS' REPORTS

CITY MANAGER'S REPORT (second regular meeting of the month)

APPROVAL OF MINUTES

PRESENTATIONS (not to exceed 10-15 minutes)

FINANCE REPORT (second regular meeting of the month)

CONSENT AGENDA (The consent agenda is approved by a single motion. Any member of the Governing Body may request an item to be moved to Business Items at the request of any Councilor with approval of the Governing Body).

BUSINESS ITEMS

EXECUTIVE SESSION

ADJOURN

Items for discussion can only be inclusive and limited to those listed on the Agenda as presented before Council and the public. This is to comply with the proper public notice under the State of New Mexico Open Meetings Act.

APPROVED AND ADOPTED this ____ day of October, 2020.

Louie A. Trujillo, Mayor

ATTEST: Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk Scott Aaron, City Attorney

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

Elaine Rodriquez	Yes	David A. Ulibarri Jr.	Yes
Michael L. Montoya	Yes	David G. Romero	Yes

City Clerk Fresquez advised the motion carried.

10. Resolution No. 20-57, 2022-2026 Infrastructure Capital Improvement Plan (ICIP) for the City of Las Vegas Senior Center.

Senior Center Manager Wanda Salazar gave a brief presentation regarding the ICIP five year plan for the Las Vegas site, Pecos site and San Miguel site.

Discussion took place regarding a glass window for the front desk at the Las Vegas site.

Councilor Montoya made a motion to approve resolution No. 20-57. Councilor Ulibarri Jr., seconded the motion.

Resolution 20-57 was presented as follows:

**STATE OF NEW MEXICO
CITY OF LAS VEGAS
RESOLUTION NO. 20-57**

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

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 2022-2026 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 OCTOBER, 2020.

Signed:

Mayor Louie Trujillo

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY:

City Attorney

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

David G. Romero	Yes	Michael L. Montoya	Yes
David A. Ulibarri Jr.	Yes	Elaine Rodriquez	Yes

City Clerk Fresquez advised the motion carried.

11.Resolution No. 20-62 budget adjustments for the 2020-2021 Fiscal Year.

Finance Director Jesus Baquera advised needing approval for budget adjustments regarding the CARES act monies.

Councilor Ulibarri Jr., made a motion to approve resolution No. 20-62. Councilor Montoya seconded the motion.

Resolution 20-62 was presented as follows:

**CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-62**

A RESOLUTION TO MAKE BUDGET ADJUSTMENTS FOR THE 2020-2021 FISCAL YEAR

WHEREAS, the Governing Body of Las Vegas has developed a budget adjustment request for fiscal year 2020-21; and

WHEREAS, said budget adjustments were developed on the basis of increases in revenues and expenditures through cooperation with all user departments, elected officials and other department supervisors, please see attached schedule; and

WHEREAS, the City of Las Vegas Finance Department is requesting revenue and expense budget increases in the following funds. Fund 771, CARES Act funding for municipalities in the amount of \$2,401,443.00, Fund 772, CARES Act funding for local small businesses in the amount of \$323,920.00. Fund 203, State Fire Grant in the amount of \$113,662.00 for the approved carry over that was not budgeted and \$106,165 which was an increase to the grant award amount but not budgeted. Fund 103, State Library Grant for Library Broadband Infrastructure in the amount of \$3,218.24; and

WHEREAS, the Governing Body finds that the budget adjustment request should be approved as it meets the requirements as currently determined for fiscal year 2020-21.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Las Vegas, that the recitals and any exhibits are incorporated herein by reference and the Governing Body hereby approves the aforementioned budget adjustment request and respectfully requests approval from the Local Governing Division of the Department of Finance and Administration.

APPROVED AND ADOPTED this ____ day of October, 2020.

Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney

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

Elaine Rodriquez	Yes	David G. Romero	Yes
Michael L. Montoya	Yes	David A. Ulibarri Jr.	Yes

City Clerk Fresquez advised the motion carried.

12. Resolution No. 20-63 to update signature authority on accounts with Wells Fargo Bank.

Finance Director Jesus Baquera advised the bank account having old employees information on it and would be changing that information to have Mayor Louie Trujillo and Finance Director Jesus Baquera’s information instead.

Discussion took place regarding interest rates for accounts at all banks at Southwest Capital Bank, Community First Bank and Wells Fargo Bank.

Councilor Ulibarri Jr., made a motion to approve resolution No. 20-63. Councilor Montoya seconded the motion.

Resolution 20-63 was presented as follows:

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-63

A RESOLUTION TO UPDATE SIGNATURE AUTHORITY ON ACCOUNTS WITH WELLS FARGO BANK

WHEREAS, the Governing Body of Las Vegas has developed a request to update signature authority on accounts with Wells Fargo Bank; and

WHEREAS, said request to update signature authority on accounts with Wells Fargo Bank through cooperation with all user departments, elected officials and other department supervisors, please see attached authorization certificate; and

WHEREAS, the City of Las Vegas Finance Department is requesting the update of signature authority on the Wells Fargo Bank accounts. Update will include removal of the prior administration staff and add the current administration and staff, Louie A. Trujillo, Mayor and Jesus Baquera, Finance Director; and

WHEREAS, the Governing Body finds that the request to update signature authority should be approved as it meets the requirements as currently determined for fiscal year 2020-21.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Las Vegas, that the recitals and any exhibits are incorporated herein by reference and the Governing Body hereby approves the aforementioned request to update signature authority.

APPROVED AND ADOPTED this ____ day of October, 2020.

Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney

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

David A. Ulibarri Jr.	Yes	Elaine Rodriquez	Yes
David G. Romero	Yes	Michael L. Montoya	Yes

City Clerk Fresquez advised the motion carried.

Finance Director Jesus Baquera advised that in September the budget was approved by DFA.

EXECUTIVE SESSION

Councilor Romero made a motion to convene into executive session for the purpose of discussing personnel matters pertaining to employees in the organizational chart, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978 and for 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 pertaining to the Mountain View project, as permitted by Section 10-15-1 (H) (7) of the New Mexico Open Meetings Act, NMSA 1978. Councilor Rodriquez seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael L. Montoya	Yes	Elaine Rodriquez	Yes
David A. Ulibarri Jr.	Yes	David G. Romero	Yes

City Clerk Fresquez advised the motion carried.

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

David A. Ulibarri Jr.	Yes	Elaine Rodriquez	Yes
Michael L. Montoya	Yes	David G. Romero	Yes

City Clerk Casandra Fresquez advised the motion carried.

8. Resolution No. 20-59 repealing and replacing Resolution 14-48, Restructuring of the City of Las Vegas Organizational Chart.

City Manager William Taylor spoke briefly about changes to the City of Las Vegas organizational charts that involved combining the Carnegie Library and Museum under the Community Services Director and Public Works under the Utilities Director.

Councilor Romero asked to separate the Police department's organizational chart from the others to vote on them separately.

Councilor Romero made a motion to approve resolution No. 20-59, with the exception of voting on the Police departments organization chart separately. Councilor Rodriquez seconded the motion.

Resolution 20-59 was presented as follows:

**CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-59**

A RESOLUTION OF THE CITY OF LAS VEGAS REPEALING AND REPLACING RESOLUTION 14-48 RESTRUCTURING OF THE CITY OF LAS VEGAS ORGANIZATIONAL CHART

WHEREAS, the City of Las Vegas (the "City") is required to abide by the provisions set forth by the City of Las Vegas Municipal Charter adopted July 28, 2014 (the "Charter");

WHEREAS, the City Council passed Resolution 14-48, which reorganized the City's structure;

WHEREAS, Section 5.07(B) of the Charter states "Each department shall be under the supervision of a department director, subject to the direction and supervision of the city manager";

WHEREAS, the Charter permits the City Manager to establish such departments as are necessary for efficient administration of the City and modify the City organizational structure upon City Council approval; and

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

David G. Romero	Yes	Michael L. Montoya	Yes
Elaine Rodriguez	Yes	David A. Ulibarri, Jr.	Yes

City Clerk Fresquez advised the motion carried.

Mayor Louie A. Trujillo

ATTEST:

Casandra Fresquez, City Clerk

MINUTES OF THE CITY OF LAS VEGAS REGULAR CITY COUNCIL MEETING HELD ON WEDNESDAY, OCTOBER 21, 2020 AT 5:30 P.M. IN THE CITY OF LAS VEGAS COUNCIL CHAMBERS

MAYOR: Louie A. Trujillo

COUNCILORS: David Ulibarri, Jr.
David Romero
Michael Montoya
Elaine Rodriguez

William Taylor, City Manager- *Absent*

ALSO PRESENT: Casandra Fresquez, City Clerk
Scott Aaron, City Attorney
Adrian Crespin, Sergeant at Arms

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Mayor Trujillo recognized first responders, healthcare workers and grocery store workers and many others for their hard work during this time of Covid-19. He asked for blessings and safety upon the community, that the Corona virus would go away and that a vaccine would become available very soon.

APPROVAL OF AGENDA

City Clerk Fresquez advised that there was one amendment to the agenda, to postpone the last presentation on the agenda until the next meeting scheduled for November 11, 2020.

Councilor Romero made a motion to approve the agenda with the amendment. Councilor Ulibarri, Jr. seconded the motion. All were in favor.

City Clerk Fresquez advised the motion carried.

PUBLIC INPUT

City Clerk Fresquez advised that she received three emails regarding Public Input and read them into the record as follows:

Richard Lindeborg - opposition of possible closure of National & Highlands University diversion of traffic to University Avenue.

Susan Tsyitee - opposition concerns regarding closing National Avenue.

Meredith Britt - concerns against closing National Avenue.

Mayor Trujillo introduced "Honeysuckle", a 1 year old female lab/mix dog, ready for adoption at the Animal Welfare Coalition and informed that they always accept donations to help the needs of the shelter.

MAYOR'S APPOINTMENT/REPORTS AND RECOGNITION/PROCLAMATIONS

Mayor Trujillo advised that the Tree Board presentation would be postponed until the November meeting due to Covid-19 and informed that Las Vegas was again elected for Tree City USA and they were considering posting the flag at Plaza Park in honor of that.

COUNCILORS' REPORTS

Councilor Montoya took the opportunity to recognize LVPD Officer Ralph Marquez for his kind gesture in assisting an elderly woman who was walking near Lowes Supermarket with a handful of groceries.

Councilor Rodriguez advised she received calls from residents commending the quick action of Code Enforcement regarding the properties in the Riverwalk area

and also for the barricades that were put up at the Riverwalk crossing that were damaged. She stated that she had received calls with concerns of the Police escorting the Trump parade. Councilor Rodriguez informed she had a real concern with a long standing problem of water issues, no answers from the Utilities Department, customers' and her personal experience with rude customer service regarding billing issues not being resolved. She stated that discussion needed to take place in order to resolve these issues.

Councilor Ulibarri, Jr. advised that some residents' concerns were regarding the need to replace old stop signs and placement of missing stop signs.

Councilor Romero stated that regarding future parades, proper procedures should be looked into in order to deal with any issues that may occur. He also suggested that pertaining to water issues, Utilities Director Maria Gilvarry should give a presentation to Council regarding how they are auditing water bills for accuracy.

Mayor Trujillo agreed with Councilor Romero and wanted to avoid these exorbitant costs to customers and they would be meeting about these issues.

CITY MANAGER'S REPORT

City Clerk Fresquez advised that City Manager Taylor was unable to attend council tonight's meeting but had provided the City Manager's Report to the Governing Body on Friday and would provide another report this upcoming Friday.

PRESENTATIONS

Erin Mufoletto with Comcast gave a lengthy presentation via phone call regarding what Comcast's investment in Las Vegas means to the City and what Comcast brings to the community in addition to the fiber internet.

Discussion and questions took place pertaining to the services offered by Comcast.

Deputy Fire Chief Spann gave a detailed presentation reporting on the fire hydrant testing results.

Discussion and questions took place regarding the testing process and of working conditions of some fire hydrants throughout the City.

Mary Feldblum with Health Security Plan and Pat Leahan with Peace and Justice Center gave a lengthy, detailed update on the NM Health Security Plan and stated she would provide further information to the Council through the City Clerk.

Lengthy discussion and questions took place regarding the state health plan, lower premiums, no more networks, administered plan by COOP, 2019 Legislature allocated funding for analysis of plan, coverage/services available and effects on larger employers.

Chip and Joanna Meston, owner of High Plains Meat Processing facility, briefed the Council on what had been done to improve the facility and their plans and needs for the future.

Mayor Trujillo stated for the record that the meat processing facility coming to Las Vegas was located South of town by the old church and the owners would be presenting.

Lengthy discussion and questions took place regarding the future meat processing facility, long term water usage, potential job opportunities/student scholarships and future evaluation of the needs to the facility.

FINANCE REPORT

Finance Director Jesus Baquera presented the Finance Report for the month ending September 30, 2020 reporting the General Fund revenue at 27% with expenditures at 21%. He advised that Enterprise Funds revenue was at 22% and expenditures came in at 16% and Recreation Center revenue was at 22% with expenditures at 23%. Finance Director Baquera reported Lodgers Tax revenue at 84% and expenditures at 10% and he advised that gross receipt tax was \$20,000.00 less than last year and would be lower within the next few months. He advised there were no budget concerns to report to the Governing Body, regarding the budget.

BUSINESS ITEMS

1. Resolution 20-64 budget adjustment in the 2020-2021 fiscal year budget.

Finance Director Jesus Baquera advised that the City of Las Vegas is in need of making a budget adjustment in the 2020-2021 fiscal year budget to include an increase to fund 217 State Appropriations-LV Fire Department Fire Truck D3153 in the amount of \$450,000 to make final payment on LVFD fire apparatus.

Councilor Romero made a motion to approve Resolution 20-64 budget adjustment in the 2020-2021 fiscal year budget. Councilor Ulibarri, Jr. seconded the motion.

Resolution 20-64 was presented as follows:

CITY OF LAS VEGAS NEW MEXICO
Resolution Nol 20-64
A RESOLUTION TO MAKE BUDGET ADJUSTMENTS FOR THE
2020-2021 FISCAL YEAR

WHEREAS, the Governing Body of Las Vegas has developed a budget adjustment request for fiscal year 2020-21; and

WHEREAS, said budget adjustment was developed on the basis of increases in revenues, expenditures and transfers (in) out 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 a budget adjustment in the 2020-2021 fiscal year budget to include an increase to fund 217 State Appropriations-LV Fire Apparatus; and

WHEREAS, the Governing Body finds that the budget adjustment request should be approved as it meets the requirements as currently determined for fiscal year 2020-21.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Las Vegas, that the recitals and any exhibits are incorporated herein by reference and the Governing Body hereby approves the aforementioned budget adjustment request and respectfully requests approval from the Local Governing Division of the Department of Finance and Administration.

APPROVED AND ADOPTED this ____ day of October, 2020.

Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

Cassandra Fresquez, City Clerk

Scott Aaron, City Attorney

All Councilors voted in favor.

City Clerk Fresquez advised the motion carried.

2. Discussion and request to work with New Mexico Highlands University and New Mexico Department of Transportation and others to determine the feasibility of accessing Bridge Street and the Plaza through the NMHU Campus via University Avenue rather than National Avenue.

Mayor Trujillo asked for the record, if this item had already been approved.

Brief discussion took place regarding Business Item 2, and that it had already been approved by previous council and administration as part of the MRA and the Comprehensive Master Plan.

Community Development Director Bill Hendrickson advised that the City of Las Vegas' Comprehensive and Metropolitan Redevelopment Plans past and present have recommended for economic reasons the realignment of these streets for accessing the downtown in a more direct route. In addition, using University Avenue and the closing of National through the Campus will unify the campus and improve safety for students and staff that routinely cross National for classes and businesses.

Lengthy discussion took place regarding issues pertaining to the ownership of University Avenue, negative and positive impacts to businesses of closing National Avenue and making University Avenue a two way street.

EXECUTIVE SESSION

Councilor Romero made a motion to go into Executive Session to discuss 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. Councilor Rodriquez seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	Elaine Rodriquez	Yes
David Romero	Yes	David Ulibarri, Jr.	Yes

City Clerk Fresquez advised the motion carried.

Councilor Romero made a motion to reconvene into Regular Session and advised that only matters in the motion were discussed and no action was taken. Councilor Rodriquez seconded the motion. Mayor Trujillo asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri, Jr.	Yes	Michael Montoya	Yes
Elaine Rodriquez	Yes	David Romero	Yes

City Clerk Fresquez advised the motion carried.

ADJOURN

Councilor Romero made a motion to adjourn. Councilor Rodriquez seconded the motion. All Councilors voted in favor.

City Clerk Fresquez advised the motion carried.

Mayor Louie A. Trujillo

ATTEST:

Casandra Fresquez, City Clerk



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: November 11, 2020

Date Submitted: 11/03/2020

Department: City Attorney

Item/Topic: Request approval of Resolution No. 20-66 to set the duration, terms and duties of the Charter Review Commission and approve the seven named persons as members of the Charter Review Commission: Christine Ludi, Matt Martinez, Francisco Apodaca, Stephen Salas, Greg Salazar, Lee Einer and Scott Aaron.

Fiscal Impact: None.

Attachments: Resolution No. 20-66.

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.

Approved For Submittal By:

Department Director

City Manager

Reviewed By:

Finance Director

City Attorney (Approved as to Form)

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____

Continued To: _____
Referred To: _____
Denied _____
Other _____

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-66

A RESOLUTION TO SET THE DURATION, TERMS AND DUTIES OF THE CHARTER REVIEW COMMISSION.

WHEREAS, the City Council is required by Section 1.05 of the City Charter to set the duration of the commission and such other terms and duties; and

WHEREAS, the City Council is required by Section 1.05 of the City Charter to approve a Commission of seven (7) members to review the City Charter.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Las Vegas that the recitals are hereby incorporated herein by reference and the Governing Body approves the following seven named persons as members of the Charter Review Commission, and directs said Commission as follows:

1. Commission Members: Christine Ludi, Matt Martinez, Francisco Apodaca, Stephen Salas, Greg Salazar, Lee Einer and Scott Aaron.

2. The Commission is hereby instructed to review the initial draft as compiled by Scott Aaron as a starting point, and to complete the review and submit a draft of the reviewed charter on or before the last City Council meeting held in October of 2021.

PASSED, APPROVED AND ADOPTED this ____ day of November, 2020.

Louie A. Trujillo, Mayor

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: November 11, 2020

Date Submitted: 10/20/2020

Department: CD

Item/Topic: Lodgers Tax Board is requesting approval:

For \$500.00 for advertising (Las Vegas Arts Council)

LVAC officially requests \$500 to market our online galleries in and outside of the state...
We would like to take the
Shows we have online and use them to attract art lovers to Las Vegas.

Fiscal Impact: \$500.00 from Lodger Tax Budget

Attachments: No attachments

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.

Approved For Submittal By:

Bill Hendrickson
Department Director/Krutik Bhakta

William Taylor
City Manager

Reviewed By:

Finance Director

City Attorney (Approved as to Form)

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____

Continued To: _____
Referred To: _____
Denied _____
Other _____



CITY OF LAS VEGAS, NEW MEXICO
REQUEST FOR INFRASTRUCTURE ASSISTANCE

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

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

PART I: PROJECT INFORMATION

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

Organization

Name: Las Vegas Arts Council

Project Name: Social Media Connections

Project Location:

Project Start Date: As soon as approved(11/12/20) Project End Date: Ongoing

Is this a new project? X Yes No

If this is a repeat project, what phase of the project was completed in the past three (3) years?

What means do/did you utilize to calculate completion of the project? (design, planning, construction, etc)

Availability of funds will determine the schedule for paid marketing, the connection will be ongoing until customer relationships are developed.

PART II: PREVIOUS FUNDING REQUESTS

Has your organization previously received Lodgers Tax Infrastructure Funding? X Yes No

What amount of funding did you receive? Dates/Amounts (past 3 years)? \$6000.00 Total 3 years

2020 - Rec'd \$3000 for 2019 People's Faire Marketing and \$500 for 2019 Fiber Arts Trail Map

PART III: PROJECT DETAIL 2019 - \$1500 2018 People's Faire Marketing, 2019 \$1000 One year events email

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

PART IV: EVALUATION INFORMATION

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

1. Lodgers Tax Impact Information (10 Point Value)

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

We can't create a need at this time. But we can build relationships and give people reasons to come when it's safe. We CAN'T JUST DO NOTHING!

1.2. How will your project attract visitors to stay overnight in Las Vegas? (A room night is a paid night of lodging in an establishment that pays Lodger Tax.)

Our intent is to attract overnight visitors when it's safe, but reaching out specifically to people who already have some connection, a love for art, like to travel, and are stuck at home right now. This is not a microwave tourist attraction...it's a crock pot. We are working on a process here.

SECTION A TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

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

2.1. How many individuals are anticipated to visit the project upon completion? How did you calculate this number? Not going to lie, we are guesstimating...here's the basis. If \$50 can engage nearly 300 people, then \$200 should engage over a thousand. If only 10% of those visit, that's 100 at \$2.00 each. and word-of-mouth will multiply that.

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

We are targeting 100% out of state and out of town. Even Santa Feans like to spend the night!

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

Age range would be millenials to seniors, art lovers, collectors, and the curious. We don't just promote the Arts Council, but the entire community with all of our attractions.

SECTION B TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

3. Quality of Life (10 Point Value)

3.1. Do you provide a project that is otherwise absent in the City of Las Vegas? **YES! We are not doing enough to remind future visitors that we are a treasure they want to explore, when it's safe.**

3.2. Has this project or something similar been requested by tourists and/or residents? Who made the request and how was the request made? **Every local artist knows that their ultimate success rests on tourist dollars, not just local sales.**

3.3. Does this project occur during a season when Las Vegas holds major events (Spring, Winter)

Year round...every season has something to offer, and the arts and culture of our community are available year round.

SECTION C TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

4. Financial Information (10 Point Value)

4.1. What is the total budget for this project? (Include plan & design costs; please exclude any assistance you may receive.) **\$500 for marketing buys, the labor is part of our mission.**

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

SECTION D TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

5. Project/Design/Construction Plan (10 Point Value)

N/A - this is a marketing project, but that form was not posted on the website.

5.1. Provide specific details on where and how you plan to create the project.

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

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

100%

SECTION E TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

6. Documentation (10 Point Value)

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

To the best of our knowledge.

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

SECTION F TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

7. Other (10 Point Value)

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

Rooms, meals, art sales, and all sales are all potential impact. This is a gamble, and the return can't be specifically measured or calculated without expensive surveys.

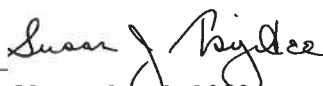
SECTION G TOTAL POINTS 10 Points Max.	
Evaluator Use Only	

PART V: ASSURANCES AND CERTIFICATIONS

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

PRINTED NAME: Susan J. Tsyitee

TITLE: Executive Director, Las Vegas Arts Council

SIGNATURE: 

DATE: November 2, 2020

CITY USE ONLY

RECEIVED BY: _____ DATE: _____

October 8, 2020

City of Las Vegas
Lodgers Tax Advisory Board
Via email cgriego@lasvegasnm.gov

Proposal: Using social media to promote online sales and remind the world that Las Vegas, NM is open for business, and they will really want to visit us...someday soon.

LVAC officially requests \$500 to market our online galleries in and outside of the state...for now. In June, we boosted our Splash! Watermedia Show to target population centers in Arizona and Texas with a narrow focus--people interested in Painting, Fine Art, or Creativity. We were aiming at collectors and tourists with some connection to Las Vegas, specifically. friends of anyone who "likes" the Las Vegas Arts Council. We reached 3,297 people, and of those we drew 270 post engagements...they opened the link and looked at the gallery. The cost was .19 per engagement. When anyone "liked" the post, we invited them to "like" our page.

In a difficult time, we made a LOT of new friends for the arts and culture of Las Vegas, NM. We plan to continue following up with each and every one, and persuade them to visit Historic Las Vegas, New Mexico...when it's safe. We know, it won't be soon, but it WILL be sooner or later! We need to remind everyone that we are still alive and we will be BACK!

We also want to post ads on the Santa Fe New Mexican calendar of events. That's free. We can also buy a banner ad for \$10.00 a day, and those little ads will attract attention from Pasatiempo, potentially resulting in some "Out of Town" listings that will attract the bored Santa Fe art lovers.

We have seen ads like "Visit Taos, LATER" and "See Taos...from a distance." I want to plant Historic Creative Las Vegas, NM in people's heads, water, fertilize, and eventually harvest those heads in beds and restaurant meals and art sales.

We are having a tough year. Our banner events were cancelled, membership is down, sales are down, and for a while, I was down, too. I am asking for a little bit of money, \$500, to take the shows we have online and use them to attract art lovers to Las Vegas. It's money for advertising that we don't have right now, so we are asking you for your help. Thank you for your consideration.


Las Vegas Arts Council
Susie Tsyitee, Executive Director



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: November 11, 2020

Date Submitted: 10/30/2020

Department: Community
Development

Item/Topic: Approve/disapprove of contract with AOS for a Conservative Assessment of the main roof, Analysis of Rear Addition Demolition, and Working Drawings for Repair Scope of the Old City Hall Building. Total Amount of Assessment is \$59,957.47.

Fiscal Impact: \$21,509.20 of Contract paid with CLG Grant and other \$33,638.36 is city match.

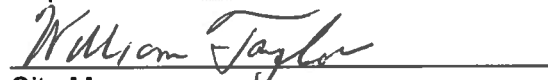
Attachments: Professional services agreement between the City of Las Vegas and Atkin Olshin Schade Inc, Purposed Scope of service from Atkin Olshin Schade Inc, Letters requesting quotes for assessment of Old City Hall.

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.

Approved For Submittal By:



Department Director



City Manager

Reviewed By:

 11-2-20

Finance Director



City Attorney (Approved as to Form)

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____

Ordinance No. _____

Contract No. _____

Approved _____

Continued To: _____

Referred To: _____

Denied _____

Other _____

**PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LAS VEGAS
AND ATKIN OLSHIN SCHADE INC.**

This Professional Services Agreement (“Agreement”) is hereby made and entered into by and between the City of Las Vegas, a New Mexico home-rule municipality (“City”), of 1700 North Grand Ave. Las Vegas, New Mexico, 87701, and Atkin Olshin Schade, Inc., a Pennsylvania corporation (“Contractor”), of 1807 2nd Street #34, Santa Fe, New Mexico 87505, on this _____ day of October, 2020 (“Effective Date”). Throughout this Agreement, either of the aforementioned parties may be referred to as “Party” or both of the aforementioned parties may be referred to collectively as “Parties.”

Recitals

Whereas, the City desires to hire Contractor to perform those certain services as described in the Scope of Services portion of this Agreement; and

Whereas, the Contractor desires to perform the Scope of Services as detailed in this Agreement pursuant to the terms of this Agreement.

Now, therefore, in consideration of the foregoing recitals and any attachments or exhibits to this Agreement, which are incorporated herein by reference, and the covenants and agreements set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Contractor and the City agree as follows:

1. SCOPE OF SERVICES:

Contractor shall provide services related to a conservation assessment for the Old City Hall in Las Vegas, New Mexico as specified in Contractor’s letter dated April 3, 2020 attached hereto as **Exhibit A**.

The listing of services and areas included is for example only and is not intended to limit or provide specific details for the scope of services. The City’s Community Development Director, City Manager, or other designated representative, shall be the contact persons for communications with the Contractor.

2. COMPENSATION: Regular Services. Regular services to be provided under the terms of this Agreement by the Contractor shall include all those necessary to perform tasks assigned and described within the “Scope of Services” in Paragraph 1 above.

A. Compensation and Payment. Please refer to **Exhibit A**.

B. Contractor agrees that upon final payment of the amount due under this Contract, Contractor releases the City from all liabilities, claims and/or obligations whatsoever arising from, or under this Contract.

3. TERM OF CONTRACT: The term of this Agreement shall commence on the Effective Date, and may be terminated by either Party upon a 15 day written notice to the other Party, and if not terminated by written notice, then this Agreement shall terminate upon Contractor successfully completing the Scope of Services to the City’s satisfaction, in City’s sole discretion, which shall be no later than March 1, 2021. Any changes in fees under this Agreement must be

in writing and signed by both Parties. Termination upon 15 day notice shall not nullify obligations or liabilities for performance or failure to perform by either Party incurred prior to the date of termination.

4. BENEFITS, TAXES: The Contractor does not qualify for any City benefits, including without limitation, vacation, over time, sick leave or retirement. Contractor acknowledges that he, and he alone, shall be liable for and shall pay to the New Mexico Taxation and Revenue Department the applicable gross receipts taxes on all monies paid to Contractor under this Agreement and the City shall have no liability for payment of such tax. Contractor also acknowledges that it, and it alone, shall be liable to the State or Federal Governments and/ or their agencies for corporate, income and self-employment taxes required by the law and that the City shall have no liability for payment of such taxes or amounts.

5. TERMINATION OF CONTRACT: Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the Contractor at its discretion, with 15 days written notice. Nothing in the Agreement shall prevent, limit, or otherwise interfere with the right of the Contractor to terminate this Agreement, except that the Contractor shall give 15 days written notice of such termination.

6. RESERVED.

7. PROFESSIONAL STANDARDS: The Contractor agrees to abide by and perform his duties in accordance with all applicable federal, state, and municipal laws, regulations, and ordinances.

8. STATUS OF CONTRACTOR: The Contractor is an independent contractor.

9. CONFLICT OF INTEREST: The Contractor shall abide by and perform its duties in accordance with all applicable federal, state and municipal laws, regulations and ordinances regarding any actual or perceived conflicts of interest.

10. OATH OF CONFIDENTIALITY: The Contractor agrees to maintain all confidences and/or privileged information in a manner consistent with all applicable laws.

11. RESERVED.

12. NO AUTHORITY TO BIND CITY: The Contractor shall not have any authority to enter into any contract or arrangement binding upon the City, or to create any obligations on the part of the City, except by prior written consent of the City.

13. WAIVER OF BREACH: The waiver by either Party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision of the Agreement.

14. NOTICE: Any notice required to be given under this Agreement shall be deemed sufficient, if in writing, sent by mail to the last known address of the Contractor and the the City.

15. SUBJECT TO OTHER DOCUMENTS: This Agreement is subject to the terms and conditions of the Statutes of New Mexico, the City's Charter, Resolutions, Ordinances and Administrative Regulations. All these Statutes, Charter, Resolutions, Ordinances and Administrative Regulations are incorporated by reference into this Agreement.

16. SUBCONTRACTING AND ASSIGNMENT: The Contractor shall not subcontract any portion of the services performed under this Agreement without the express prior written consent of the City. Contractor may not assign any interest in this Agreement, or any portion thereof, without prior written consent of the City.

17. PROFESSIONAL LIABILITY INSURANCE: The Contractor must at all times maintain Professional Liability Insurance. Contractor will provide and maintain its own insurance, to include liability insurance for the work described in this Agreement in amounts acceptable to industry standards so long as this Agreement is in effect. Policies of insurance will be written by companies authorized to write such insurance in New Mexico, and policies of insurance will be on forms properly filed and approved by the Superintendent of Insurance, State of New Mexico. Contractor shall furnish certificates of insurance to the City and shall deliver the certificates to the City Manager, 1700 North Grand Ave. Las Vegas, New Mexico, 87701. If Contractor subcontracts any part of its obligations under this Contract, the Contractor will include any or all such subcontractors on its insurance policies or require such subcontractors to secure the insurance coverage required by the City. Contractor shall not begin any activities in furtherance of this Agreement until the required insurance has been obtained and proper certificates of insurance delivered to the City Manager. Neither approval nor failure by the City to disapprove insurance or certificates of insurance will relieve the Contractor of full responsibility to maintain the required insurance in full force and effect.

18. BINDING EFFECT: This Agreement shall be binding and shall ensure to the benefit of the successors and assigns of the City and the successor and assigns of the Contractor.

19. INDEMNIFICATION: Contractor agrees to indemnify and hold harmless the City, its elected officials, agents and employees from any and all claims, suits and causes of action which may arise from Contractor's performance under this Agreement caused in whole or in part by the acts, errors or omissions of Contractor or anyone working directly or indirectly for Contractor or at Contractor's discretion. Contractor further agrees to hold the City harmless from all claims for any injury, damages or death sustained by Contractor, his employees, agents or other representatives while engaged in the performance of this Agreement, including without limitation all third party claims. Contractor is not obligated to indemnify the City, its elected officials, agents and employees in any manner whatsoever for the negligence of the City, its elected officials, agents and employees.

20. NEW MEXICO TORT CLAIMS ACT: Any liability incurred by the City in connection with this agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 41-4-1 through 41-4-30. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provisions of the New Mexico Tort Claims Act.

21. THIRD PARTY BENEFICIARIES: By entering into this agreement, the Parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and Contractor. No person shall claim any right, title or interest under this agreement or seek to enforce this agreement as a third party beneficiary under this agreement.

22. APPROPRIATION: The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of the Agreement. If sufficient appropriations or authorizations are not made, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient authorizations are available shall be accepted by Contractor and shall be final.

23. WORKERS COMPENSATION INSURANCE: Contractor will comply with the applicable provisions of the New Mexico Workers' Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law. If any portion of the activities are to be subcontracted, the Contractor will require the subcontractor similarly to provide such coverage (or qualify as a self-insured) for all the latter's employees to be engaged in such activities. The Contractor covenants and agrees that the City, its officers, or employees will not be liable or responsible for any claims or actions occasioned by the Contractor's failure to comply with the provisions of this Paragraph and that the indemnification provision of this contract will apply to this Paragraph.

24. MISCELLANEOUS: This Agreement constitutes the entire agreement between the City and Contractor with respect to the subject matter herein, and all prior negotiations, writings, agreement and understandings are merged in and are superseded by this Agreement. No statement, promise or inducement made by the City or Contractor, either written or oral, which is not contained in this Agreement is binding between the City and Contractor. This Agreement shall be governed by the Laws of the State of New Mexico and the Ordinances, resolution, rules and regulations of the City, and the proper venue and jurisdiction for any litigation between the Parties shall be the Fourth Judicial District Court in Las Vegas, New Mexico. Each individual who signs this Agreement warrants and represents, under penalty of perjury, that he/she has full and complete authority to execute this Agreement on behalf of their respective entity. In the event that any of the terms of this Agreement are found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remainder of this Agreement shall continue in full force and effect. The City Manager shall have the final say as to the meaning of this Agreement, including, but not limited to, whether the deliverables were met or duties were fulfilled. The Contractor and its members or agents understand that they may appeal the decision of the City Manager to the City's Governing Body.

In witness whereof, the parties named above have duly executed this instrument as of this Effective Date.

CITY OF LAS VEGAS

Approved By:

William Taylor, City Manager

CONTRACTOR:

Signature

Printed Name: _____

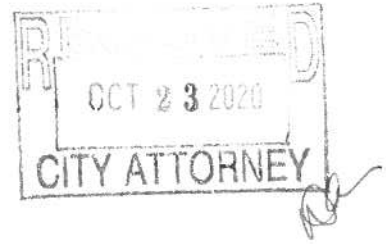
Position: _____

Attest:

Cassandra Fresquez, City Clerk

Approved as to legal sufficiency:

Scott Aaron, City Attorney



Approval Form

Date Submitted: 10/23/20

Department Submitting: Community Dev Submitter: Bill Henderson

Date Re-Submitted after Change: _____

Documents To Be Reviewed: ADS CONTRACT Deadline: ASAP

Upon Completion and Approval of Review: (Please indicate here if you want to pick-up your documents after step 1 is approved or have them delivered for you to the next approving step):

Comments: CONTRACT HAS BEEN MODIFIED BY ATTORNEY & CONTRACTOR

The following is the approval order: (Please circle either approved or disapproved)

Approved / Disapproved: (Reason for Disapproval): _____

Changes: _____ Date: _____

[Signature]
Scott Aaron, City Attorney Review Date 10/23/2020

Approved / Disapproved: (Reason for Disapproval): _____

[Signature]
Finance Director Date _____

Approved / Disapproved: (Reason for Disapproval): 10-23-20

[Signature]
William Taylor, City Manager Date 10/26/2020

Picked Up By (after CA review): [Signature] Date: 10/23/20

Hand Delivered By: _____ Date: _____

(1) Received By: _____ Dept: _____ Date: _____

(2) Received By: _____ Dept: _____ Date: _____

(3) Final Pick Up By: _____ Dept: _____ Date: _____

23 September 2020

Bill Hendrickson
City of Las Vegas
1700 N. Grand Ave.
Las Vegas, NM 87701
Via email: bhendrickson@lasvegasnm.gov

RE: Request for Quote for Architectural Services for Historic East Las Vegas Old City Hall

Dear Mr. Archuleta:

Atkin Olshin Schade Architects (AOS) is very pleased to submit our qualifications and proposal for a Conservation Assessment for Old City Hall in Las Vegas. We completed the September 2015 Preservation Plan for the structure and a very familiar with its conditions and the coordination with the New Mexico Historic Preservation Division, who funded the 2015 study and are funding this expanded conservation assessment. We continued our work on the building in 2018 with a more detailed conservation assessment report and we oversaw the implementation of urgent stabilization repairs. We propose to work again with Druc Engineering for continued structural assessment and Balis Cost Estimating.

Firm Profile

Atkin Olshin Schade Architects is an architecture, interior design, planning, and preservation firm with offices in Santa Fe, NM and Philadelphia, PA. Since its founding in 1979, the firm has worked on a wide range of projects that have won national, state, and local design and preservation awards. We opened our Santa Fe office in 2004 to provide excellent focus for our growing portfolio in the Southwest. Over the years the practice has evolved to include a full range of public and private projects for cultural, religious, and educational institutions across the country. We work with institutions and communities across the country to lead the planning, design, and construction of new facilities, and also to give new life and purpose to existing structures. Our award-winning work strives to engage the culture and history of our project sites, as well as their contemporary uses and contexts. Our work seeks to balance local building traditions and native materials with the introduction of beneficial new construction technologies. AOS has a national reputation for sensitive restorations, and additions that are respectful of the history of a particular site and that provide the contemporary comforts our society demands. We have consulted on over 140 historic sites on national, state, and local historic registers, including 27 National Historic Landmarks and an additional 93 National Register buildings. We have worked closely with State and Tribal Historic Preservation Offices across the country and have extensive experience with the New Mexico Historic Preservation Division. Our in-house staff meets the Secretary of the Interior's Professional Qualification Standards for Architecture, Historic Architecture, and Architectural History. Shawn Evans, Principal is listed on the Historical/Architectural Research Consultant List

ATKIN OLSHIN SCHADE ARCHITECTS

125 South Ninth Street, Suite 900 PHILADELPHIA, PA 19107 tel 215-925-7812
1807 Second Street, Suite 34 SANTA FE, NM 87505 tel 505-982-2133

maintained by the New Mexico Department of Cultural Affairs Historic Preservation Division under "historic architecture."

Scope of Services

We have reviewed the 9/22/20 RFP (attached) and have developed the following structure for the necessary scope of services.

1. **Assessment Report** – This report will expand on our past reports, and provide specific focus on the main roof, exterior fascia and soffits, attic structure, tower structure and roof, bell, and the drainage system. This phase will include a kickoff meeting, planning efforts required to construct the walkway platform, a full day assessment visit, preparation of preliminary recommendations for repair, preliminary cost estimating, a draft assessment report, a review meeting to confirm recommendations and priorities, a final assessment report, and a meeting with the State Historic Preservation Office (SHPO). We will follow the Secretary of the Interior's Standards for Rehabilitation and will make recommendations for historically appropriate roofing replacement. As with our previous stabilization repair project, we are not permitted by our insurer to include construction efforts, thus the construction of the walkway will need to be provided under separate contract directly with the City of Las Vegas. We have included time and fees to coordinate with the contractor building the walkway.
2. **Analysis of Rear Addition Demolition** – This item is not called for the RFP, but believe is critically important. The rear addition of City Hall is structurally compromised and contaminated with asbestos. The removal of the addition must be planned carefully, as it will modify how occupants egress the building. We will study the impact of the removal of the addition on the remainder of the building and will develop options for resolving these egress challenges. We are not permitted by our insurance carrier to include hazardous material consulting in our contracts, thus a separate sampling and assessment effort will need to be contracted by the City of Las Vegas.
3. **Working Drawings for Repair Scope** – This final phase of the contract will involve the development of drawings and specifications for repairs to the attic, main roof, tower roof, tower structure, drainage system, and areas of the high walls that were stabilized in 2018. Drawings will be cost estimated at 50% in order to identify different scopes if phasing of repairs is needed. Following 75% documents, a review meeting will be held with the City and SHPO to ensure that the final documents will be approved.

Exclusions

The RFP states that our services are to include the construction of the attic walkway as well as a new hazardous material investigation. As noted above, we cannot provide either of these services within our contract. We assume that permits will not be required and that the walkway is understood to be for temporary access, not permanent use. Further discussions are needed.

We will base our recommendations for roofing materials on our knowledge of regional traditions of the late nineteenth century when the building was originally constructed. We have not included historical research into the building. Should such research be required, we can provide it as an additional service at a negotiated fee or according to our hourly rates.

Note regarding pigeon guano. When our team was last onsite in the fall of 2018, the 2nd floor and tower had again been accessed and contaminated by pigeons. The City had previously abated these spaces but

the pigeons found new access points. The conditions we observed in 2018 were unsafe. We cannot complete any of the above scope of work until this situation is addressed and these hazardous conditions are abated again.

Additional Services

Beyond the scope of services outlined in the RFP and detailed above, we recommend that the City commission a Master Plan for Renovation of Old City Hall. Such a study would begin with a community visioning charrette and would include the following: kickoff meeting, evaluation of programming needs, analysis of existing spaces, preliminary code and accessibility analysis, preliminary reuse options, cost estimating, review meeting, revisions to the selected option, two color renderings, and a final report. With this document in hand, the City of Las Vegas could launch a fund-raising campaign for the larger project.

Proposed Fees

We have calculated a lump sum fee based on the requirements of the RFP and the scope of services outlined above. Fees are based on estimated hours per task and the hourly rates of our staff and out consultants. We will complete the scope of services for a lump sum fee of \$54,370.00. With NMGR (8.4375%) and an allowance for travel and printing expenses of \$1,000.00, our total fee + tax + expenses is \$59,957.47. The community visioning charrette and master plan for renovation could be provided as an additional service for a lump sum fee of \$30,235.00 plus tax and expenses.

Schedule

We can be ready to begin this work once the guano is abated and the COVID-19 situation is safe enough to be in close quarters with our team in the attic. We anticipate requiring two months for the assessment and two months for the working drawings. Other aspects of the scope can be accommodated within these four months.

Terms

We propose to utilize an AIA B205-2007 "Architect's Services: Historic Preservation." We bill monthly on a percentage complete basis. Invoices not paid within 30 days will be charged 1.50% monthly interest.

Additional terms:

Inasmuch as the remodeling and/or rehabilitation of an existing building requires that certain assumptions be made regarding existing conditions, and because some of these conditions may not be able to be confirmed without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold the Architect harmless from any claim, liability, or cost (including reasonable attorney's fees and costs of defense) for injury or economic loss arising from the discovery of unknown conditions in the existing structure, except to the extent to which the claim results from negligent acts of the Architect.

Please let me know if you have any questions.

We look forward to collaborating with you again on this important and exciting project.
Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Evans". The signature is fluid and cursive, with the first name "Shawn" written in a larger, more prominent script than the last name "Evans".

Shawn Evans, AIA
Principal

City Of Las Vegas - Old City Hall												
Fee Proposal - AOS Architects, 9/23/2020												
Task	AOS Architects				Druc Engineering			Balis Cost Estimating			Subtotal per task	
	Principal	Designer	Staff	Subtotal AOS Fee	Principal	Staff	Subtotal Druc Fee	Principal	Staff	Subtotal Balis Fee		
1.0	Assessment Report											
1.01	Kickoff Meeting	1	0	1	\$ 270.00	1	1	\$ 300.00	0	0	\$ -	\$ 20,125.00
1.02	Planning for Temp Catwalk Construction	1	2	8	\$ 1,055.00	2	4	\$ 800.00	0	0	\$ -	
1.03	Assessment Visit	8	8	8	\$ 2,920.00	8	8	\$ 2,400.00	0	0	\$ -	
1.04	Recommendations for Repair (incl. roof, attic, high masonry walls, tower, bell, drainage)	8	8	20	\$ 3,940.00	4	12	\$ 2,000.00	0	0	\$ -	
1.05	Cost Estimating	1	2	0	\$ 375.00	0	0	\$ -	8	0	\$ 1,040.00	
1.06	Draft Assessment Report	2	4	8	\$ 1,430.00	4	4	\$ 1,200.00	0	0	\$ -	
1.07	Review Meeting (web)	1	1	1	\$ 365.00	1	0	\$ 200.00	0	0	\$ -	
1.08	Final Assessment Report	1	1	8	\$ 960.00	2	2	\$ 600.00	0	0	\$ -	
1.09	SHPO Review	1	0	1	\$ 270.00	0	0	\$ -	0	0	\$ -	
2.0	Analysis of Rear Addition Demolition (haz mtl consulting NIC)											
2.01	Preparation of Options	2	4	8	\$ 1,430.00	2	4	\$ 800.00	0	0	\$ -	\$ 3,395.00
2.02	Cost Estimating	1	2	0	\$ 375.00	0	0	\$ -	4	0	\$ 520.00	
2.03	Review Meeting (web)	1	0	1	\$ 270.00	0	0	\$ -	0	0	\$ -	
3.0	Working Drawings for Repair Scope (not including rear addition)											
3.01	50% Documents	12	16	40	\$ 7,140.00	12	20	\$ 4,400.00	0	0	\$ -	\$ 30,850.00
3.02	Cost Estimate	1	2	0	\$ 375.00	0	0	\$ -	8	20	\$ 2,500.00	
3.03	Review Meeting	1	0	2	\$ 355.00	0	0	\$ -	0	0	\$ -	
3.04	75% Documents	8	12	30	\$ 5,170.00	8	16	\$ 3,200.00	0	0	\$ -	
3.05	Review Meetings (City, SHPO)	2	0	2	\$ 540.00	0	0	\$ -	0	0	\$ -	
3.06	100% Documents	8	12	30	\$ 5,170.00	4	12	\$ 2,000.00	0	0	\$ -	
	hours per staff	60	74	168		48	83		20	20		
	Subtotals	\$ 11,100.00	\$ 7,030.00	\$ 14,280.00	\$ 32,410.00	\$ 9,600.00	\$ 8,300.00	\$ 17,900.00	\$ 2,600.00	\$ 1,460.00	\$ 4,060.00	\$ 54,370.00
	NM GRT @ 8.4375%											\$ 4,587.47
	Reimbursable Expenses											\$ 1,000.00
	TOTAL											\$ 59,957.47
5.0	Additional Services: Community Visioning Charrette											
5.01	Preparation for Charrette	2	4	4	\$ 1,090.00	0	0	\$ -	0	0	\$ -	\$ 3,790.00
5.02	Charrette	4	4	4	\$ 1,460.00	0	0	\$ -	0	0	\$ -	
5.03	Charrette Report	2	2	8	\$ 1,240.00	0	0	\$ -	0	0	\$ -	
6.0	Additional Services: Master Plan for Renovation											
7.01	Kickoff Meeting	2	2	4	\$ 900.00	0	0	\$ -	0	0	\$ -	\$ 26,445.00
7.02	Evaluation of Programming Needs	1	8	8	\$ 1,625.00	0	0	\$ -	0	0	\$ -	
7.03	Analysis of Existing Spaces	1	8	8	\$ 1,625.00	0	0	\$ -	0	0	\$ -	
7.04	Preliminary Code and Accessibility Analysis	2	8	0	\$ 1,130.00	0	0	\$ -	0	0	\$ -	
7.05	Preliminary Reuse Options	8	12	20	\$ 4,320.00	8	12	\$ 2,800.00	0	0	\$ -	
7.06	Cost Estimating	1	2	0	\$ 375.00	0	0	\$ -	8	20	\$ 2,500.00	
7.07	Review Meeting	2	2	4	\$ 900.00	0	0	\$ -	0	0	\$ -	
7.08	Revisions to Selected Option	8	12	20	\$ 4,320.00	0	0	\$ -	0	0	\$ -	
7.09	Two Color Renderings	2	0	40	\$ 3,770.00	0	0	\$ -	0	0	\$ -	
7.10	Final Report	4	8	8	\$ 2,180.00	0	0	\$ -	0	0	\$ -	




City of Las Vegas


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

Mayor Louie A. Trujillo

Memo

To: 
William Taylor, City Manager

Thru: 
Scott Aaron, City Attorney


Jesus Baquera, Finance Director

From: Bill Hendrickson, Community Development Director

Date: 10/14/20

RE: AOS Contract

Please review/approve/Sign the attached contract for AOS performing an Assessment on the Old City Hall Roof for \$59,957.47.

We requested quotes from three firms. AOS replied, one did not respond, and one responded, but finally did not provide a quote.

Finance: Please verify. We have a CLG Grant for \$21,509.20, and a City Match of \$33,638.36. In addition we have a \$100,000 grant for additional work on Old City Hall.

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



Approval Form

Date Submitted: 10/14/20

Department Submitting: Community Dev Submitter: Bill Henricks

Date Re-Submitted after Changes: _____

Documents To Be Reviewed: AOS CONTRACT Deadline: ASAP

Upon Completion and Approval of Review: (Please indicate here if you want to pick-up your documents after step 1 is approved or have them delivered for you to the next approving step):

Comments: CONTRACT FOR OLD CITY HALL ROOF ASSESSMENT

The following is the approval order: (Please circle either approved or disapproved)

Approved / Disapproved: (Reason for Disapproval): _____

Changes: _____ Date: _____

ALREADY REVIEWED PLS SIGN
Scott Aaron, City Attorney Review _____ Date _____

Approved / Disapproved: (Reason for Disapproval): _____

[Signature]
Finance Director _____ Date _____

Approved / Disapproved: (Reason for Disapproval): 10-16-20

[Signature]
William Taylor, City Manager _____ Date _____

Picked Up By (after CA review): _____ Date: _____

Hand Delivered By: _____ Date: _____

(1) Received By: _____ Dept: _____ Date: _____

(2) Received By: [Signature] Dept: Executive Date: 10-16-2020

(3) Final Pick Up By: _____ Dept: _____ Date: _____



Approval Form

Date Submitted: 9/3/20

Department Submitting: Comm Dev Submitter: Bill Hendricks

Date Re-Submitted after Changes:

Documents To Be Reviewed: AOS CONTRACT Deadline:

Upon Completion and Approval of Review: (Please indicate here if you want to pick-up your documents after step 1 is approved or have them delivered for you to the next approving step):

Comments: ATTORNEY REVIEW

The following is the approval order: (Please circle either approved or disapproved)

Approved / Disapproved: (Reason for Disapproval):

Changes: Date:

[1] Scott Aaron, City Attorney Review Date 9/9/2020

Approved / Disapproved: (Reason for Disapproval):

[2] Finance Director Date

Approved / Disapproved: (Reason for Disapproval): 10-16-20

[3] William Taylor, City Manager Date

Picked Up By (after CA review): Date: 9/10/20

Hand Delivered By: Date:

(1) Received By: Dept: Date:

(2) Received By: Dept: Extension Date: 10-16-2020

(3) Final Pick Up By: Dept: Date:



City of Las Vegas

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

Mayor Louie A. Trujillo

September 22, 2020

Atkin Olshin Schade Architects
1807 Second St. Suite 34
Santa Fe, NM 87505

To Whom It May Concern:

The City of Las Vegas is requesting a quote for Architectural Services for the Historic East Las Vegas Old City Hall Building located in Las Vegas, New Mexico listed in the National Register of Historical Places. The quote must contain the following breakdown of services with costs including:

- Assessment Report and Working Drawings including Cost Estimates for rehabilitation and repair and must comply with the Secretary of Interiors Standards for:

1. The Attic, the Main Roof, and the Tower Roof and assess the structural integrity of trusses, decking fascia, soffits. Eaves and outriggers. The working drawings should identify roof/repair rehabilitation/restoration and should identify "historically appropriate roofing material".
2. Build a temporary walkway ("catwalk") within the attic to enable assessment. Firm will sub-contract this cost submitted with this quote to a construction firm approved by the City of Las Vegas.
3. Bell Tower and Bell assessment including the structural integrity of the tower, tower's root and integrity of the tower where the bell is located and provide safety recommendations and usage recommendations for the Bell to include recommendations to remain intact or removal.
4. Evaluate the existing drainage system and identify plans for its repair/rehabilitation or installation of a new system which is most likely based on the existing conditions.

The quote should include a budget breakdown of services for:

- Assessment
- Cost Estimates
- Working Drawing/Construction Ready Documents for the Bell Tower Roof and Main Roof including all recommendations for repair/rehabilitation and drainage.

In Compliance with the Secretary of Interiors Standards for Rehabilitation.

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



City of Las Vegas

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

Mayor Louie A. Trujillo

Please provide your quote for Architectural Services by the close of business day October 9, 2020. ***If you choose not to submit a quote, please indicate in writing via e mail at bhendrickson@lasvegasnm.gov.*** Quotes will be accepted via e mail or in writing.

Quotes can be sent to:

Bill Hendrickson
City of Las Vegas
1700 N. Grand Ave.
Las Vegas, NM 87701

Or

bhendrickson@lasvegasnm.gov

Sincerely,

William Taylor,

City Manager

Cc: Bill Hendrickson

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



City of Las Vegas

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

Mayor Louie A. Trujillo

September 22, 2020

Cherry/See/Reams
220 Gold Avenue SW
Albuquerque, NM 87102

*Decided
NOT TO
QUOTE*

To Whom It May Concern:

The City of Las Vegas is requesting a quote for Architectural Services for the Historic East Las Vegas Old City Hall Building located in Las Vegas, New Mexico listed in the National Register of Historical Places. The quote must contain the following breakdown of services with costs including:

- Assessment Report and Working Drawings including Cost Estimates for rehabilitation and repair and must comply with the Secretary of Interiors Standards for:

1. The Attic, the Main Roof, and the Tower Roof and assess the structural integrity of trusses, decking fascia, soffits. Eaves and outriggers. The working drawings should identify roof/repair rehabilitation/restoration and should identify "historically appropriate roofing material".
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3. Bell Tower and Bell assessment including the structural integrity of the tower, tower's roof and integrity of the tower where the bell is located and provide safety recommendations and usage recommendations for the Bell to include recommendations to remain intact or removal.
4. Evaluate the existing drainage system and identify plans for its repair/rehabilitation or installation of a new system which is most likely based on the existing conditions.

The quote should include a budget breakdown of services for:

- Assessment
- Cost Estimates
- Working Drawing/Construction Ready Documents for the Bell Tower Roof and Main Roof including all recommendations for repair/rehabilitation and drainage.

In Compliance with the Secretary of Interiors Standards for Rehabilitation.

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



City of Las Vegas

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

Mayor Louie A. Trujillo

Please provide your quote for Architectural Services by the close of business day October 9, 2020. ***If you choose not to submit a quote, please indicate in writing via e mail at bhendrickson@lasvegasnm.gov.*** Quotes will be accepted via e mail or in writing.

Quotes can be sent to:

Bill Hendrickson
City of Las Vegas
1700 N. Grand Ave.
Las Vegas, NM 87701

Or

bhendrickson@lasvegasnm.gov

Sincerely,

William Taylor,
City Manager

Cc: Bill Hendrickson

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



Bill Hendrickson <bhendrickson@lasvegasnm.gov>

RE: Historic East Las Vegas Old City Hall Building RFQ

1 message

Tina Reames <tmreames@cherryseereames.com>
Reply-To: tmreames@cherryseereames.com
To: Bill Hendrickson <bhendrickson@lasvegasnm.gov>
Cc: Rebekah Bellum <rbellum@cherryseereames.com>

Mon, Oct 12, 2020 at 7:35 AM

Thank you Bill. Unfortunately, we weren't able to make a site visit.

Please keep us in mind for future projects.

Have a great week!

Tina

Tina M. Reames, FAIA, PLA, LEED AP, CDT

President

Cherry/See/Reames Architects, PC

220 Gold Ave. SW

Albuquerque, NM 87102

p_505-842-1278

tmreames@cherryseereames.com

From: Bill Hendrickson <bhendrickson@lasvegasnm.gov>
Sent: Wednesday, October 7, 2020 4:52 PM
To: tmreames@cherryseereames.com
Cc: rbellum@cherryseereames.com
Subject: Re: Historic East Las Vegas Old City Hall Building RFQ

Tina,

We are working under grant time restraints and cannot extend at this time. I will understand if you cannot make it as it would have probably required a site visit to get the lay of the land so to speak.

In addition, we were requesting the add on to the proposal to provide advice concerning the demolition of a structure that was attached to the original building and is structurally compromised. This would definitely require a visit in order to visualize.

Let me know your thoughts

Bill Hendrickson

Community Development Director

City of Las Vegas

C: 505-490-5738

O: 505-454-1401 ext:1609

On Wed, Oct 7, 2020 at 4:20 PM Tina Reames <tmreames@cherryseereames.com> wrote:

Thank you Bill.

I will do my best to submit the assessment portion.

Do you have any existing drawings of the structure or site in regards to the attic or the drainage? I'd like to pass that on to a structural and civil engineer.

Will the deadline be extended beyond this Friday?

Thank you,
Tina

Tina M. Reames, FAIA, PLA, LEED AP, CDT

President

Cherry/See/Reames Architects, PC

220 Gold Ave. SW

Albuquerque, NM 87102

p_505-842-1278

tmreames@cherryseereames.com

From: Bill Hendrickson <bhendrickson@lasvegasnm.gov>

Sent: Wednesday, October 7, 2020 10:19 AM

To: tmreames@cherryseereames.com

Cc: rbellum@cherryseereames.com

Subject: Re: Historic East Las Vegas Old City Hall Building RFQ

Tina,

Responses to your questions below

1. We were hoping to ensure we can do the the project within our budget and so need as much info as possible

2. We understand the issues with construction and we will be responsible for the contractors, but will need your assistance with what you will need in the way of a structure to assess the roof condition from inside the attic.

3. This would be the drainage off the roof.

Bill Hendrickson

Community Development Director

City of Las Vegas

C: 505-490-5738

O: 505-454-1401 ext:1609

On Fri, Oct 2, 2020 at 11:37 AM Tina Reames <tmreames@cherryseereames.com> wrote:

Good morning Mr. Hendrickson,

We are in receipt of your request for quote for Architectural Services for the Historic East Las Vegas Old City Hall Building. We appreciate you including us in your efforts.

We have done a little research on the National Register Listing and Google Earth to gather some information, but if you have any existing plans that you can share in advance, that would be most helpful. If you have any current photos or the site or conditions and the building's square footage, that would also be helpful. We understand that the building is listed as a contributing building to the Douglas-Sixth Street Historic District.

While we would like to provide a quote, we will not be able to give you one that is complete for the following reasons.

1. An Assessment Report quote can be given, but a quote for working drawings without knowing the full extent of the scope of work is not as easily prepared. It would be better to provide the assessment first and then provide a quote for the working drawings.
2. Architects do not carry the professional liability insurance for building construction. If a catwalk is indeed needing to be built, the assessment can give guidance as to where the walkway can be best supported. A separate contract between the owner and contractor would be best should a catwalk need to be built.
3. What kind of drainage system are you in need of evaluating? Site drainage around the building? Roof drainage piping? Or both? Please clarify. One would require a civil engineer's expertise and the other a mechanical engineer's expertise.

Please let me know if you can provide any further information or if there is a change in the quote submittal requirements or submittal deadline.

Thank you again for including Cherry See Reames Architects in the process.

Sincerely,

Tina M. Reames, FAIA, PLA, LEED AP, CDT

President

Cherry/See/Reames Architects, PC

220 Gold Ave. SW

Albuquerque, NM 87102

p_505-842-1278

tmreames@cherryseereames.com

The City of Las Vegas values responsiveness and commits to respond to all email and phone calls within 24 hours

This communication is the property of The City of Las Vegas and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.

The City of Las Vegas values responsiveness and commits to respond to all email and phone calls within 24 hours

10/14/2020

City of Las Vegas Mail - RE: Historic East Las Vegas Old City Hall Building RFQ

This communication is the property of **The City of Las Vegas** and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.



City of Las Vegas

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

Mayor Louie A. Trujillo

September 22, 2020

ag Reply

Baker Architecture + Design
505 Central Ave. NW, Suite E
Albuquerque, NM 87102

To Whom It May Concern:

The City of Las Vegas is requesting a quote for Architectural Services for the Historic East Las Vegas Old City Hall Building located in Las Vegas, New Mexico listed in the National Register of Historical Places. The quote must contain the following breakdown of services with costs including:

- Assessment Report and Working Drawings including Cost Estimates for rehabilitation and repair and must comply with the Secretary of Interiors Standards for:
 1. The Attic, the Main Roof, and the Tower Roof and assess the structural integrity of trusses, decking fascia, soffits. Eaves and outriggers. The working drawings should indentify roof/repair rehabilitation/restoration and should identify "historically appropriate roofing material".
 2. Build a temporary walkway ("catwalk') within the attic to enable assessment. Firm will sub-contract this cost submitted with this quote to a construction firm approved by the City of Las Vegas.
 3. Bell Tower and Bell assessment including the structural integrity of the tower, tower's root and integrity of the tower where the bell is located and provide safety recommendations and usage recommendations for the Bell to include recommendations to remain intact or removal.
 4. Evaluate the existing drainage system and identify plans for its repair/rehabilitation or installation of a new system which is most likely based on the existing conditions.

The quote should include a budget breakdown of services for:

- Assessment
- Cost Estimates
- Working Drawing/Construction Ready Documents for the Bell Tower Roof and Main Roof including all recommendations for repair/rehabilitation and drainage.

In Compliance with the Secretary of Interiors Standards for Rehabilitation.

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



City of Las Vegas

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

Mayor Louie A. Trujillo

Please provide your quote for Architectural Services by the close of business day October 9, 2020. ***If you choose not to submit a quote, please indicate in writing via e mail at bhendrickson@lasvegasnm.gov.*** Quotes will be accepted via e mail or in writing.

Quotes can be sent to:

Bill Hendrickson
City of Las Vegas
1700 N. Grand Ave.
Las Vegas, NM 87701
Or

bhendrickson@lasvegasnm.gov

Sincerely,

William Taylor,
City Manager

Cc: Bill Hendrickson

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: November 11, 2020

Date Submitted: 11/6/2020

Department: Community Development

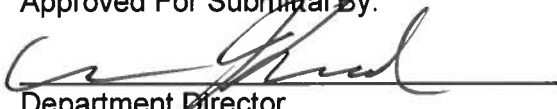
Item/Topic: Approval or disapproval of Resolution No. 20-65, for the sale of a portion of right-of-way off of Valencia Street (south side) behind the Plaza Hotel, as requested by Allen Affeldt, owner. Area is currently being utilized as parking for the Plaza Hotel. Project area has been reviewed by Utilities staff and have requested a 20-foot easement for the Utilities in the area.

Fiscal Impact: Cost of appraisal for subject property if approved for sale.

Attachments: Copy of Resolution No. 20-65, requesting the sale of said property, along with a copy of Preliminary Plat No. 020-055, completed by Winston & Associates, LLC for the subject property.

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.

Approved For Submittal By:



Department Director



City Manager

Reviewed By:

Finance Director



City Attorney (Approved as to Form)

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____

Continued To: _____
Referred To: _____
Denied _____
Other _____

City of Las Vegas, New Mexico
Resolution No. 20-65

A RESOLUTION AUTHORIZING THE APPRAISAL OF CITY OWNED PROPERTY DESCRIBED AS PER ATTACHED SURVEY

WHEREAS, the City of Las Vegas (“City”) is the record owner of that certain Right-of-Way on the south side of Valencia Street, abutting the Plaza Hotel and shown in detail as 0.112 acres on the Boundary Survey of a Portion of the Right-of-Way of Valencia Street attached hereto as Exhibit A (“Property”); and

WHEREAS, the City desires to sell, and the Plaza Hotel desires to purchase, the Property pursuant to NMSA 3-54-1 and City Resolution 06-08; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Las Vegas that the recitals and exhibits are incorporated herein by reference, and the Governing Body hereby approves and instructs the Community Development department to obtain an appraisal of the Property to determine the value of the Property.

PASSED, APPROVED AND ADOPTED THIS _____ day of November, 2020.

Louie A. Trujillo, Mayor

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney

City of Las Vegas, New Mexico
Resolution No. 20-65

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PASSED, APPROVED AND ADOPTED THIS _____ day of November, 2020.

Louie A. Trujillo, Mayor

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: November 11, 2020

Date Submitted: 10/20/2020

Department: City Clerk

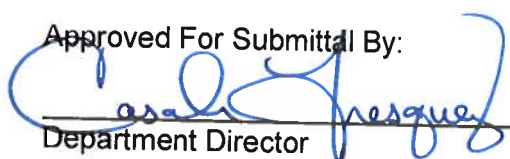
Item/Topic: Request for permission to destroy records included on the lists from the various departments of the City of Las Vegas. The authority is granted by the adoption of the "Uniform Municipal Records Retention Schedule" by the Governing Body, which was adopted by resolution No. 20-27. The records have been reviewed by the Clerk's Office to ensure the records are eligible for destruction.

Fiscal Impact: Each department will incur the cost associated with the number of boxes for destruction. Total number of boxes for destruction is 421.

Attachments: List of records from Finance, Police, Utilities and City Clerk departments. Resolution No. 20-27.

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.

Approved For Submittal By:



Department Director



City Manager

Reviewed By:

Finance Director

City Attorney (Approved as to Form)

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____

Ordinance No. _____

Contract No. _____

Approved _____

Continued To: _____

Referred To: _____

Denied _____

Other _____



City of Las Vegas

1700 N. Grand Ave. • Las Vegas, New Mexico 87701 • T (505) 454-1401 • lasvegasmn.gov

MAYOR LOUIE A. TRUJILLO

MEMORANDUM

TO: CITY CLERK OFFICE

FROM: Dominic Chavez 09/1/2020
Dominic Chavez, Deputy Finance Director

THRU: J. Baquera 9-1-20
Jesus Baquera, Finance Director

DATE: Tuesday, September 01, 2020

RE: request to shred

This memorandum is a request from the Finance department to shred items as rdl
followed through the records destruction guidelines.

Attached you will find a detailed list from the purchasing warehouse, and accounts payable clerk on items we would like to shred

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Elaine Rodriguez
Councilor Ward 3

David G. Romero
Councilor Ward 4

ACCOUNTS PAYABLE CLERK SHRED LIST 2020

BOX #	RECORD #	DATE RANGE	BRIEF DESCRIPTION
FY 2013			
1	18.03.001	7/5/2012-8/3/2012	GENERAL FUND CHECKS
2	18.03.001	8/3/2012-10/5/2012	GENERAL FUND CHECKS
3	18.03.001	10/5/2012-11/23/2012	GENERAL FUND CHECKS
4	18.03.001	11/23/2012-12/28/2012	GENERAL FUND CHECKS
5	18.03.001	12/28/2012-2/15/2013	GENERAL FUND CHECKS
6	18.03.001	2/15/2013-3/29/2013	GENERAL FUND CHECKS
7	18.03.001	3/29/2013-4/30/2013	GENERAL FUND CHECKS
8	18.03.001	4/30/2013-6/7/2013	GENERAL FUND CHECKS
9	18.03.001	6/7/2013-6/28/2013	GENERAL FUND CHECKS
10	18.03.001	7/20/2012-11/16/2012	ENTERPRISE FUND CHECKS
11	18.03.001	11/16/2012-2/28/2013	ENTERPRISE FUND CHECKS
12	18.03.001	2/28/2013-5/31/2013	ENTERPRISE FUND CHECKS
13	18.03.001	5/31/2013-6/28/2013	ENTERPRISE FUND CHECKS
14	18.03.001	7/20/2012-12/21/2012	HOUSING CHECKS
15	18.03.001	12/28/2012-6/28/2013	HOUSING CHECKS
16	18.03.001	7/20/2012-6/28/2013	ASSORTED FUND CKS/FINANCE BILLS
17	18.03.001	7/11/2012-6/28/2013	CK REGISTRARS/TRANSERS/VOIDS/TRVLS
18	18.03.001	7/1/2012-6/30/2013	CANCELLED PO'S
FY 2014			
1	18.03.001	7/2/2013-8/23/2013	GENERAL FUND CHECKS
2	18.03.001	8/23/2013-10/04/2013	GENERAL FUND CHECKS
3	18.03.001	10/04/2013-11/8/2013	GENERAL FUND CHECKS
4	18.03.001	11/8/2013-12/27/2013	GENERAL FUND CHECKS
5	18.03.001	12/27/2013-2/14/2014	GENERAL FUND CHECKS

6	18.03.001	2/14/2014-3/28/2014	GENERAL FUND CHECKS
7	18.03.001	3/28/2014-5/9/2014	GENERAL FUND CHECKS
8	18.03.001	5/9/2014-6/13/2014	GENERAL FUND CHECKS
9	18.03.001	6/13/2014-6/30/2014	GENERAL FUND CKS/FYI TRVLS
10	18.03.001	7/2/2013-10/25/2013	ENTERPRISE CHECKS
11	18.03.001	10/25/2013-2/3/2014	ENTERPRISE CHECKS
12	18.03.001	2/3/2014-5/23/2014	ENTERPRISE CHECKS
13	18.03.001	5/23/2014-6/30/2014	ENTERPRISE CHECKS
14	18.03.001	7/2/2013-11/8/2013	HOUSING CHECKS
15	18.03.001	11/13/2013-6/30/2014	HOUSING CHECKS
16	18.03.001	7/1/2013-6/30/2014	VOIDED CKS/TRANSFERS/STATEMENTS
17	18.03.001	7/1/2013-6/30/2014	ASSORTED FILES
18	18.03.001	7/1/2013-6/30/2014	FINANCE BILLS/SW TICKECTS
FY 2015			
1	18.03.001	7/2/2014-9/5/2014	GENERAL FUND CHECKS
2	18.03.001	9/5/2014-10/17/2014	GENERAL FUND CHECKS
3	18.03.001	10/17/2014-11/28/2014	GENERAL FUND CHECKS
4	18.03.001	11/28/2014-01/16/2015	GENERAL FUND CHECKS
5	18.03.001	01/16/2015-3/13/2015	GENERAL FUND CHECKS
6	18.03.001	3/13/2015-4/24/2015	GENERAL FUND CHECKS
7	18.03.001	4/24/2015-6/5/2015	GENERAL FUND CHECKS
8	18.03.001	6/5/2015-6/30/2015	GENERAL FUND CHECKS
9	18.03.001	7/2/2014-12/12/2014	ENTERPRISE CHECKS
10	18.03.001	12/12/2014-5/8/2015	ENTERPRISE CHECKS
11	18.03.001	5/14/2015-6/30/2015 7/2/14-11/7/14	ENTERPRISE CHECKS/HOUSING CKS
12	18.03.001	11/7/2014-6/30/2015	HOUSING CHECKS
13	18.03.001	7/1/2014-6/30/2015	ASSORTED FUND CKS/CK REGISTRARS
14	18.03.001	7/1/2014-6/30/2015	STATEMENTS/VOIDED CKS/PAYABLE REGIS
15	18.03.001	7/1/2014-6/30/2015	FYI TRAVELS/AP TRANSFERS

16	18.03.001	7/1/2014-6/30/2015	CANCELLED PO'S/FINANCE BILLS
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TOTAL NUMBER OF BOXES TO
SHRED WILL BE 52. FY 2015 BOX #7

DEPARTMENT DIRECTOR: JESUS BAQUERA

SIGNATURE: J. Baquera

DATE: 9-1-10

ACCOUNTS PAYABLE CLERK: KIMBERLY GONZALES

SIGNATURE: _____

DATE: _____

52

PURCHASING WAREHOUSE SHRED LIST 2020

BOX #	RECORD #	DATE RANGE	BRIEF DESCRIPTION
FY 2011			
1	18.03.021	7/1/2010-6/30/2011	SHELL GAS BILLS
FY 2012			
1	18.03.021	7/1/2012-6/30/2013	WRIGHT EXPRESS GAS BILL MEMOS/EMAILS
FY 2013			
1	18.03.021	7/1/2012-7/30/2012	PURCHASE ORDERS
2	18.03.021	7/12/2012-9/14/2012	PURCHASE ORDERS
3	18.03.021	9/17/2012-11/8/2012	PURCHASE ORDERS
4	18.03.021	11/9/2012-1/16/2013	PURCHASE ORDERS
5	18.03.021	1/14/2013-3/5/2013	PURCHASE ORDERS
6	18.03.021	3/4/2013-5/3/2013	PURCHASE ORDERS
7	18.03.021	5/6/2013-6/13/2013	PURCHASE ORDERS
8	18.03.021	8/9/2012-4/24/2013	PURCHASE ORDERS
9	18.03.021	7/6/2012-6/30/2013	INVENTORY REQUISITIONS/POS
9	18.03.021	9/6/2012-4/14/2013	INVENTORY REQUISITIONS/POS
10	18.03.021	7/15/2012-7/15/2013	WEX FUEL BILLS
FY 2014			
1	18.03.021	7/1/2013-7/26/2013	PURCHASE ORDERS
2	18.03.021	7/26/2013-9/18/2013	PURCHASE ORDERS
3	18.03.021	9/18/2013-11/15/2013	PURCHASE ORDERS
4	18.03.021	11/15/2013-2/5/2014	PURCHASE ORDERS
5	18.03.021	2/5/2014-4/8/2014	PURCHASE ORDERS
6	18.03.021	4/8/2014-6/26/2014	PURCHASE ORDERS
7	18.03.021	7/1/2013-6/27/2014	INVENTORY POS
8	18.03.021	4/9/2014-4/25/2014	INVENTORY REQUISITIONS/POS
9	18.03.021	7/15/2013-6/15/2014	WEX FUEL BILLS/INVOICES
FY 2015			
1	18.03.021	7/1/2014-7/28/2014	PURCHASE ORDERS
2	18.03.021	7/28/2014-9/12/2014	PURCHASE ORDERS
3	18.03.021	9/12/2014-11/10/2014	PURCHASE ORDERS
4	18.03.021	11/10/2014-1/13/2015	PURCHASE ORDERS
5	18.03.021	1/15/2015-3/15/2015	PURCHASE ORDERS
6	18.03.021	3/15/2015-5/4/2015	PURCHASE ORDERS
7	18.03.021	5/4/2015-6/30/2015	PURCHASE ORDERS
8	18.03.021	7/7/2014-6/30/2015	INVENTORY REQUISITIONS/DISBURSEMENT REGISTERS
9	18.03.021	7/7/2014-6/9/2015	INVENTORY POS
10	18.03.021	7/1/2014-6/30/2015	WEX FUEL BILLS/INVOICES
10	18.03.021	2008, 2009, 2010, 2012	OLD BUDGET BOOKS

TOTAL NUMBER OF BOXES TO SHRED WILL BE 30. FY 2015 BOX #7 WAS CONDENSED INTO ANOTHER BOX

DEPARTMENT DIRECTOR: JESUS BAQUERA

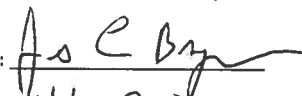
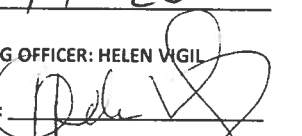
SIGNATURE:

DATE:

PURCHASING OFFICER: HELEN WIGIL

SIGNATURE:

DATE:


 7-14-20

 8/14/2020



City of Las Vegas

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



David T. Bibb III
Chief of Police

MEMORANDUM

RECEIVED

JUL 16 2020

BY *[Signature]*

TO: David T. Bibb III *[Signature]*
Chief of Police 7-16-2020

Destruction Approved / ~~Disapproved~~

FROM: *[Signature]*
Eugene L. Cleaver Jr.
Information Division Specialist

THRU: *[Signature]*
Beatrice Salazar
Grants Administrator/Information Division Supervisor

THRU: *[Signature]*
M. David Gallegos
Deputy Chief of Police

THRU: *[Signature]*
Steve Pacheco
Information Division Commander

DATE: June 4, 2020

RE: Administrative Kill for Information Division Files

Attached is a list of Public Records Act files from the years 2008 through 2013. These PRAs have been scanned and we do have them in digital format through our Papervision system. Per Administrative Policy A24-14E, I am requesting, after your review and approval of the attached list, through a Personnel Special Order that you authorize an Administrative Kill for the attached items.

XC: File





City of Las Vegas

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



David T. Bibb III Chief of Police

Year	Box	Record #	Months	Types of Documentation
2008	1	18.01.039	January through April August through December	District Attorney Distribution Receipts No Charge Documentation
2010	2	18.01.039	May through July	District Attorney Distribution Receipts No Charge Documentation
2012	3-4	18.01.039	January and February July through September	District Attorney Distribution Receipts No Charge Documentation
2013	5-7	18.01.039	January through December	District Attorney Distribution Receipts No Charge Documentation



City of Las Vegas

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



Adrian Crespin
Chief of Police

MEMORANDUM

TO: Adrian Crespin
Chief of Police *Adrian Crespin 8-18-2020*

Destruction: Approved Disapproved

FROM: *Eugene L. Cleaver Jr.*
Eugene L. Cleaver Jr.
Information Division Specialist

THRU: *Beatrice Salazar*
Beatrice Salazar
Grants Administrator/Information Division Supervisor

THRU: *Steve Pacheco*
Steve Pacheco
Information Division Commander

THRU: *Kenneth Stumberg*
Kenneth Stumberg
Deputy Chief of Police

DATE: August 7, 2020

RE: Administrative Kill for Information Division Files

Attached is a list of Public Records Act files from the years 2009 through 2018. These PRAs have been scanned and we do have them in digital format through our Papervision system. Per Administrative Policy A24-14E, I am requesting, after your review and approval of the attached list, through a Personnel Special Order that you authorize an Administrative Kill for the attached items.

XC: File



City of Las Vegas

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



Adrian Crespin Chief of Police

<u>Box</u>	<u>Year</u>	<u>Record #</u>	<u>Months</u>	<u>Types of Documentation</u>
8	2011 2012	18.01.039	Nov 11, May 12, Dec 12 Nov 11 Dec 11, Dec 12	District Attorney Distribution Receipts No Charge Documentation
9	2011	18.01.039	January and February	District Attorney Distribution Receipts No Charge Documentation
10	2011	18.01.039	March and April	District Attorney Distribution Receipts No Charge Documentation
11	2011	18.01.039	May and June	District Attorney Distribution Receipts No Charge Documentation
12	2011	18.01.039	September thru November	District Attorney Distribution Receipts No Charge Documentation
13	2012	18.01.039	May through July	District Attorney Distribution Receipts No Charge Documentation
14	2014	18.01.039	January through June	District Attorney Distribution Receipts No Charge Documentation
15	2011	18.01.039	July through August	District Attorney Distribution Receipts No Charge Documentation



City of Las Vegas

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Adrian Crespín Chief of Police

<u>Box</u>	<u>Year</u>	<u>Record #</u>	<u>Month</u>	<u>Types of Documents</u>
16	2014 2015	18.01.039	December 14 thru May 15	District Attorney Distribution Receipts No Charge Documentation
17	2018	18.01.039	January through June	District Attorney Distribution Receipts No Charge Documentation
18	2009	18.01.039	November thru December	District Attorney Distribution Receipts No Charge Documentation




City of Las Vegas

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Mayor Louie A. Trujillo

MEMORANDUM

TO: Casandra Fresquez, City Clerk

FROM: 

Maria Gilvarry, Utilities Director

DATE: August 5, 2020

RE: Retention

Requesting approval for the destruction of the items listed on the following paperwork as each are past its retention date. All items are from the year 2015 and before. Attached you will find the description, quantity, signed permission and record number. All items meet the criteria for destruction and have been approved by its department. Please contact Anita Valencia, Purchasing Specialist ext. 2009 for further information.

Thank you

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Joseph P. Baca
Councilor Ward 3

David G. Romero
Councilor Ward 4

PALLET 1

The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure gudelines set forth by the City of Las Vegas.

YEAR	RECORD #	DESCRIPTION	MONTH	BOX COUNT
2015	18.03.002	SUMMARIES	JAN-FEB	1
2015	18.03.002	SUMMARIES	MAR-APR	1
2015	18.03.002	SUMMARIES	MAY-JUNE	1
2015	18.03.002	SUMMARIES	JULY-AUG	1
2015	18.03.002	SUMMARIES	SEPT-OCT	1
2014-2015	18.03.002	SUMMARIES	DEC-JAN	1
2014	18.03.002	SUMMARIES	OCT-NOV	1
2014	18.03.002	SUMMARIES	MAY-JUNE	1
2014	18.03.002	SUMMARIES	JULY-AUGUST	1
2014	18.03.002	SUMMARIES	FEB	1
2013-2014	18.03.002	SUMMARIES	DEC-JAN	1
2014	18.03.002	SUMMARIES	APRIL	1
2011	18.03.002	SUMMARIES	MARCH	1
2011	18.03.002	DAILY PACKETS	FEB	1
2010-2011	18.03.002	DAILY PACKETS	DEC-JAN	1
2010	18.03.002	DAILY PACKETS	NOV	1
2010	18.03.002	DAILY PACKETS	AUGUST	1
2010	18.03.002	DAILY PACKETS	MAY	1
2010-2011	18.03.002	DAILY PACKETS	DEC-JAN	1
2011	18.03.002	DAILY PACKETS	NOV	1
2012	18.03.002	DAILY PACKETS	JUNE-JULY	1
2012	18.03.002	DAILY PACKETS	APRIL	1
2012	18.03.002	DAILY PACKETS	MAY	1
2013	18.03.002	DAILY PACKETS	JUNE-JULY	1
2013-2014	18.03.002	DAILY PACKETS	DEC-JAN	1
2013	18.03.002	DAILY PACKETS	OCT-NOV	1
2013	18.03.002	DAILY PACKETS	FEB	1
2013	18.03.002	DAILY PACKETS	MARCH	1
2014	18.03.002	DAILY PACKETS	OCT-NOV	1
2014	18.03.002	DAILY PACKETS	FEB	1
2014	18.03.002	DAILY PACKETS	MAY	1
2014	18.03.002	DAILY PACKETS	JUNE-JULY	1
2014	18.03.002	DAILY PACKETS	AUG-SEPT	1
2015	18.03.002	DAILY PACKETS	MAY	1
2015	18.03.002	DAILY PACKETS	JAN-FEB	1
2015	18.03.002	DAILY PACKETS	APRIL	1
2015	18.03.002	DAILY PACKETS	MAY-JUNE	1
2015	18.03.002	DAILY PACKETS	JULY	1
2015	18.03.002	DAILY PACKETS	AUG-SEPT	1
2015	18.03.002	DAILY PACKETS	OCT-NOV	1
2015	18.03.002	DAILY PACKETS	MARCH	1
2012	18.03.002	CASHIER RECEIPTS	FEB	1
2014	18.03.002	CASHIER RECEIPTS	JAN	1
2014	18.03.002	CASHIER RECEIPTS	DEC	1

PALLET 1

2014	18.03.002	CASHIER RECEIPTS	NOV		1	
2014	18.03.002	CASHIER RECEIPTS	JUNE		1	
2014	18.03.002	CASHIER RECEIPTS	MAY		1	

x Joel Marquez 8-4-20
Customer Service Manager DATE

TOTAL 47 BOXES



The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure gudelines set forth by the City of Las Vegas.

PALLET 2 CUSTOMER SERVICE

YEAR	TYPE	RECORD #	MONTH	BOX COUNT
2015	RECIEPTS	18.03.002	JAN	1
2015	RECIEPTS	18.03.002	FEB	1
2015	RECIEPTS	18.03.002	MARCH	1
2015	RECIEPTS	18.03.002	APRIL	1
2015	RECIEPTS	18.03.002	JUNE	1
2015	RECIEPTS	18.03.002	JULY	1
2015	RECIEPTS	18.03.002	AUG	1
2015	RECIEPTS	18.03.002	SEPT	1
2015	RECIEPTS	18.03.002	OCT	1
2015	RECIEPTS	18.03.002	NOV	1
2015	RECIEPTS	18.03.002	DEC	1
2014	RECIEPTS	18.03.002	JAN	1
2014	RECIEPTS	18.03.002	FEB	1
2014	RECIEPTS	18.03.002	MARCH	1
2014	RECIEPTS	18.03.002	APRIL	1
2014	RECIEPTS	18.03.002	JUNE	1
2014	RECIEPTS	18.03.002	JULY	1
2014	RECIEPTS	18.03.002	AUG	1
2014	RECIEPTS	18.03.002	SEPT	1
2014	RECIEPTS	18.03.002	OCT	1
2014	RECIEPTS	18.03.002	NOV	1
2014	RECIEPTS	18.03.002	DEC	1
2013	RECIEPTS	18.03.002	JAN	1
2013	RECIEPTS	18.03.002	FEB	1
2013	RECIEPTS	18.03.002	MARCH	1
2013	RECIEPTS	18.03.002	APRIL	1
2013	RECIEPTS	18.03.002	JUNE	1
2013	RECIEPTS	18.03.002	JULY	1
2013	RECIEPTS	18.03.002	AUG	1
2013	RECIEPTS	18.03.002	SEPT	1
2013	RECIEPTS	18.03.002	OCT	1
2013	RECIEPTS	18.03.002	NOV	1
2013	RECIEPTS	18.03.002	DEC	1
2012	RECIEPTS	18.03.002	JAN	1
2012	RECIEPTS	18.03.002	FEB	1
2012	RECIEPTS	18.03.002	MARCH	1
2012	RECIEPTS	18.03.002	APRIL	1
2012	RECIEPTS	18.03.002	JUNE	1
2012	RECIEPTS	18.03.002	JULY	1
2012	RECIEPTS	18.03.002	AUG	1
2012	RECIEPTS	18.03.002	SEPT	1
2012	RECIEPTS	18.03.002	OCT	1
2012	RECIEPTS	18.03.002	NOV	1

2012	RECIEPTS	18.03.002	DEC		1	
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x Julia Mary 8.4.20 TOTAL 44 BOXES
Customer Service Manager DATE

The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure gudelines set forth by the City of Las Vegas.

PALLET 3

PALLET 3		CUSTOMER SERVICE			
YEAR	TYPE	RECORD #	MONTH		BOX COUNT
2011	OPTIMAL LIST	18.03.002	JAN		1
2011	OPTIMAL LIST	18.03.002	FEB		1
2011	OPTIMAL LIST	18.03.002	MARCH		1
2011	OPTIMAL LIST	18.03.002	APRIL		1
2011	OPTIMAL LIST	18.03.002	MAY		1
2011	OPTIMAL LIST	18.03.002	JUNE		1
2011	OPTIMAL LIST	18.03.002	JULY		1
2011	OPTIMAL LIST	18.03.002	AUG		1
2011	OPTIMAL LIST	18.03.002	SEPT		1
2011	OPTIMAL LIST	18.03.002	OCT		1
2011	OPTIMAL LIST	18.03.002	NOV		1
2011	OPTIMAL LIST	18.03.002	DEC		1
2012	OPTIMAL LIST	18.03.002	JAN		1
2012	OPTIMAL LIST	18.03.002	FEB		1
2012	OPTIMAL LIST	18.03.002	MARCH		1
2012	OPTIMAL LIST	18.03.002	APRIL		1
2012	OPTIMAL LIST	18.03.002	MAY		1
2012	OPTIMAL LIST	18.03.002	JUNE		1
2012	OPTIMAL LIST	18.03.002	JULY		1
2012	OPTIMAL LIST	18.03.002	AUG		1
2012	OPTIMAL LIST	18.03.002	SEPT		1
2012	OPTIMAL LIST	18.03.002	OCT		1
2012	OPTIMAL LIST	18.03.002	NOV		1
2012	OPTIMAL LIST	18.03.002	DEC		1
2010	OPTIMAL LIST	18.03.002	JAN		1
2010	OPTIMAL LIST	18.03.002	FEB		1
2010	OPTIMAL LIST	18.03.002	MARCH		1
2010	OPTIMAL LIST	18.03.002	APRIL		1
2010	OPTIMAL LIST	18.03.002	MAY		1
2010	OPTIMAL LIST	18.03.002	JUNE		1
2010	POSTING CYCLE	18.03.002	JAN		1
2010	POSTING CYCLE	18.03.002	FEB		1
2010	POSTING CYCLE	18.03.002	MARCH		1
2010	POSTING CYCLE	18.03.002	APRIL		1
2010	POSTING CYCLE	18.03.002	MAY		1
2010	POSTING CYCLE	18.03.002	JUNE		1
2010	POSTING CYCLE	18.03.002	JULY		1
2010	POSTING CYCLE	18.03.002	AUG		1
2010	POSTING CYCLE	18.03.002	SEPT		1
2010	POSTING CYCLE	18.03.002	OCT		1
2010	POSTING CYCLE	18.03.002	NOV		1
2010	POSTING CYCLE	18.03.002	DEC		1
2011	POSTING CYCLE	18.03.002	JAN		1

PALLET 3

2011	POSTING CYCLE	18.03.002	FEB		1
2011	POSTING CYCLE	18.03.002	MARCH		1
2011	POSTING CYCLE	18.03.002	APRIL		1
2011	POSTING CYCLE	18.03.002	MAY		1
2011	POSTING CYCLE	18.03.002	JUNE		1
2011	POSTING CYCLE	18.03.002	JULY		1
2011	POSTING CYCLE	18.03.002	AUG		1
2011	POSTING CYCLE	18.03.002	SEPT		1
2011	POSTING CYCLE	18.03.002	OCT		1
2011	POSTING CYCLE	18.03.002	NOV		1
2011	POSTING CYCLE	18.03.002	DEC		1
2012	POSTING CYCLE	18.03.002	JAN		1
2012	POSTING CYCLE	18.03.002	FEB		1
2012	POSTING CYCLE	18.03.002	MARCH		1
2012	POSTING CYCLE	18.03.002	APRIL		1
2012	POSTING CYCLE	18.03.002	MAY		1
2012	POSTING CYCLE	18.03.002	JUNE		1
2012	POSTING CYCLE	18.03.002	JULY		1
2012	POSTING CYCLE	18.03.002	AUG		1
2012	POSTING CYCLE	18.03.002	SEPT		1
2012	POSTING CYCLE	18.03.002	OCT		1
2012	POSTING CYCLE	18.03.002	NOV		1
2012	POSTING CYCLE	18.03.002	DEC		1
2010	METER READING	18.03.002	JAN		1
2010	METER READING	18.03.002	FEB		1
2010	METER READING	18.03.002	MARCH		1
2010	METER READING	18.03.002	APRIL		1
2010	METER READING	18.03.002	MAY		1
2010	METER READING	18.03.002	JUNE		1
2010	METER READING	18.03.002	JULY		1
2010	METER READING	18.03.002	AUG		1
2010	METER READING	18.03.002	SEPT		1
2011	METER READING	18.03.002	OCT		1
2011	METER READING	18.03.002	NOV		1
2011	METER READING	18.03.002	DEC		1
2011	METER READING	18.03.002	JAN		1
2011	METER READING	18.03.002	FEB		1
2011	METER READING	18.03.002	MARCH		1
2011	METER READING	18.03.002	APRIL		1
2011	METER READING	18.03.002	MAY		1
2011	METER READING	18.03.002	JUNE		1
2011	METER READING	18.03.002	JULY		1
2011	METER READING	18.03.002	AUG		1
2011	METER READING	18.03.002	SEPT		1
2012	METER READING	18.03.002	OCT		1
2012	METER READING	18.03.002	NOV		1
2012	METER READING	18.03.002	DEC		1

PALLET 3

2012	METER READING	18.03.002	JAN		1
2012	METER READING	18.03.002	FEB		1
2012	METER READING	18.03.002	MARCH		1
2012	METER READING	18.03.002	APRIL		1
2012	METER READING	18.03.002	MAY		1
2012	METER READING	18.03.002	JUNE		1
2012	METER READING	18.03.002	JULY		1
2012	METER READING	18.03.002	AUG		1
2012	METER READING	18.03.002	SEPT		1
2012	METER READING	18.03.002	OCT		1
2012	METER READING	18.03.002	NOV		1
2012	METER READING	18.03.002	DEC		1
2011	OFF CYCLE	18.03.002	JAN		1
2011	OFF CYCLE	18.03.002	FEB		1
2011	OFF CYCLE	18.03.002	MARCH		1
2011	OFF CYCLE	18.03.002	APRIL		1
2011	OFF CYCLE	18.03.002	MAY		1
2011	OFF CYCLE	18.03.002	JUNE		1
2011	OFF CYCLE	18.03.002	JULY		1
2011	OFF CYCLE	18.03.002	AUG		1
2011	OFF CYCLE	18.03.002	SEPT		1
2011	OFF CYCLE	18.03.002	OCT		1
2011	OFF CYCLE	18.03.002	NOV		1
2011	OFF CYCLE	18.03.002	DEC		1
2012	OFF CYCLE	18.03.002	JAN		1
2012	OFF CYCLE	18.03.002	FEB		1
2012	OFF CYCLE	18.03.002	MARCH		1
2012	OFF CYCLE	18.03.002	APRIL		1
2012	OFF CYCLE	18.03.002	MAY		1
2012	OFF CYCLE	18.03.002	JUNE		1
2012	OFF CYCLE	18.03.002	JULY		1
2012	OFF CYCLE	18.03.002	AUG		1
2012	OFF CYCLE	18.03.002	SEPT		1
2012	OFF CYCLE	18.03.002	OCT		1
2012	OFF CYCLE	18.03.002	NOV		1
2012	OFF CYCLE	18.03.002	DEC		1

X Paul Marzari 8.4.20
 Customer Service Manager DATE

TOTAL 126 ITEMS

The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure gudelines set forth by the City of Las Vegas.

PALLET 4 CUSTOMER SERVICE

YEAR	TYPE	RECORD #	MONTH	BOX COUNT
2010	CASH PAYMENT RECEIPTS	18.03.002	JAN	1
2010	CASH PAYMENT RECEIPTS	18.03.002	FEB	1
2010	CASH PAYMENT RECEIPTS	18.03.002	MARCH	1
2010	CASH PAYMENT RECEIPTS	18.03.002	APR	1
2010	CASH PAYMENT RECEIPTS	18.03.002	MAY	1
2010	CASH PAYMENT RECEIPTS	18.03.002	JUNE	1
2010	CASH PAYMENT RECEIPTS	18.03.002	JULY	1
2010	CASH PAYMENT RECEIPTS	18.03.002	AUG	1
2010	CASH PAYMENT RECEIPTS	18.03.002	SEPT	1
2010	CASH PAYMENT RECEIPTS	18.03.002	OCT	1
2010	CASH PAYMENT RECEIPTS	18.03.002	NOV	1
2010	CASH PAYMENT RECEIPTS	18.03.002	DEC	1
2011	CASH PAYMENT RECEIPTS	18.03.002	JAN	1
2011	CASH PAYMENT RECEIPTS	18.03.002	FEB	1
2011	CASH PAYMENT RECEIPTS	18.03.002	MARCH	1
2011	CASH PAYMENT RECEIPTS	18.03.002	APR	1
2011	CASH PAYMENT RECEIPTS	18.03.002	MAY	1
2011	CASH PAYMENT RECEIPTS	18.03.002	JUNE	1
2011	CASH PAYMENT RECEIPTS	18.03.002	JULY	1
2011	CASH PAYMENT RECEIPTS	18.03.002	AUG	1
2011	CASH PAYMENT RECEIPTS	18.03.002	SEPT	1
2011	CASH PAYMENT RECEIPTS	18.03.002	OCT	1
2011	CASH PAYMENT RECEIPTS	18.03.002	NOV	1
2011	CASH PAYMENT RECEIPTS	18.03.002	DEC	1
2012	CASH PAYMENT RECEIPTS	18.03.002	JAN	1
2012	CASH PAYMENT RECEIPTS	18.03.002	FEB	1
2012	CASH PAYMENT RECEIPTS	18.03.002	MARCH	1
2012	CASH PAYMENT RECEIPTS	18.03.002	APR	1
2012	CASH PAYMENT RECEIPTS	18.03.002	MAY	1
2012	CASH PAYMENT RECEIPTS	18.03.002	JUNE	1
2012	CASH PAYMENT RECEIPTS	18.03.002	JULY	1
2012	CASH PAYMENT RECEIPTS	18.03.002	AUG	1
2012	CASH PAYMENT RECEIPTS	18.03.002	SEPT	1
2012	CASH PAYMENT RECEIPTS	18.03.002	OCT	1
2012	CASH PAYMENT RECEIPTS	18.03.002	NOV	1
2012	CASH PAYMENT RECEIPTS	18.03.002	DEC	1

Joe M... 8.4.20
 x _____ DATE TOTAL 36 BOXES
 Customer Service Manager

The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure guidelines set forth by the City of Las Vegas.

PALLET 5

CUSTOMER SERVICE

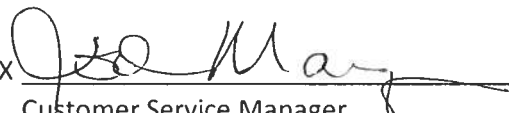
YEAR	TYPE	RECORD #	MONTH	BOX COUNT
2013	OPTIMUM BILLING	18.03.002	JAN	1
2013	OPTIMUM BILLING	18.03.002	FEB	1
2013	OPTIMUM BILLING	18.03.002	MARCH	1
2013	OPTIMUM BILLING	18.03.002	APR	1
2013	OPTIMUM BILLING	18.03.002	MAY	1
2013	OPTIMUM BILLING	18.03.002	JUNE	1
2013	OPTIMUM BILLING	18.03.002	JULY	1
2013	OPTIMUM BILLING	18.03.002	AUG	1
2013	OPTIMUM BILLING	18.03.002	SEPT	1
2013	OPTIMUM BILLING	18.03.002	OCT	1
2013	OPTIMUM BILLING	18.03.002	NOV	1
2013	OPTIMUM BILLING	18.03.002	DEC	1
2013	METER READING	18.03.002	JAN	1
2013	METER READING	18.03.002	FEB	1
2013	METER READING	18.03.002	MARCH	1
2013	METER READING	18.03.002	APR	1
2013	METER READING	18.03.002	MAY	1
2013	METER READING	18.03.002	JUNE	1
2013	METER READING	18.03.002	JULY	1
2013	METER READING	18.03.002	AUG	1
2013	METER READING	18.03.002	SEPT	1
2013	METER READING	18.03.002	OCT	1
2013	METER READING	18.03.002	NOV	1
2013	METER READING	18.03.002	DEC	1
2013	OFF CYCLE	18.03.002	JAN	1
2013	OFF CYCLE	18.03.002	FEB	1
2013	OFF CYCLE	18.03.002	MARCH	1
2013	OFF CYCLE	18.03.002	APR	1
2013	OFF CYCLE	18.03.002	MAY	1
2013	OFF CYCLE	18.03.002	JUNE	1
2013	OFF CYCLE	18.03.002	JULY	1
2013	OFF CYCLE	18.03.002	AUG	1
2013	OFF CYCLE	18.03.002	SEPT	1
2013	OFF CYCLE	18.03.002	OCT	1
2013	OFF CYCLE	18.03.002	NOV	1
2013	OFF CYCLE	18.03.002	DEC	1

x Joel Marjary 8.4.20
 Customer Service Manager DATE

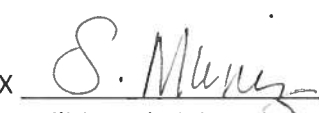
TOTAL 36 ITEMS

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PALLET 6			CUSTOMER SERVICE		
YEAR		TYPE	RECORD #	MONTH	BOX COUNT
2015		ADJUSTMENTS	18.03.002	JAN-MARCH	1
2015		ADJUSTMENTS	18.03.002	APRIL-JUN	1
2015		ADJUSTMENTS	18.03.002	JULY-SEPT	1
2015		ADJUSTMENTS	18.03.002	OCT-DEC	1
2014		ADJUSTMENTS	18.03.002	JAN-MARCH	1
2014		ADJUSTMENTS	18.03.002	APRIL-JUN	1
2014		ADJUSTMENTS	18.03.002	JULY-SEPT	1
2014		ADJUSTMENTS	18.03.002	OCT-DEC	1
2013		ADJUSTMENTS	18.03.002	JAN-MARCH	1
2013		ADJUSTMENTS	18.03.002	APRIL-JUN	1
2013		ADJUSTMENTS	18.03.002	JULY-SEPT	1
2013		ADJUSTMENTS	18.03.002	OCT-DEC	1
2012		ADJUSTMENTS	18.03.002	JULY-SEPT	1
2012		ADJUSTMENTS	18.03.002	OCT-DEC	1
1998-1999		WORK ORDERS WATER	18.03.002	JAN-DEC	1
2000-2001		WORK ORDERS WATER	18.03.002	JAN-DEC	1
2001-2000		WORK ORDERS WATER	18.03.002	JAN-DEC	1
1998		MEMOS TO JOHN MONTOYA	18.03.002	JAN-DEC	1
2010		ACCOUNTS PAYABLE	18.03.002	JAN-DEC	1
2011		ACCOUNTS PAYABLE	18.03.002	JAN-DEC	1
2012		ACCOUNTS PAYABLE	18.03.002	JAN-DEC	1
2013		ACCOUNTS PAYABLE	18.03.002	JAN-DEC	1
2014		ACCOUNTS PAYABLE	18.03.002	JAN-DEC	1
2015		ACCOUNTS PAYABLE	18.03.002	JAN-DEC	1

x  8.4.20
 Customer Service Manager DATE

TOTAL 24 BOXES

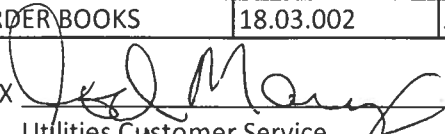
x  8/4/20
 Utilities Administration DATE

x  8.4.20
 Utilities Finance DATE

The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure guidelines set forth by the City of Las Vegas.

PALLET 7

PALLET 7		CUSTOMER SERVICE		
YEAR	TYPE	RECORD #	MONTH	BOX COUNT
2010	POSTING	18.03.002	JAN-DEC	1
2011	PAYMENT	18.03.002	MAY-JUNE	1
2014	REQUISITIONS	18.03.021	JAN-DEC	1
2012-2013	ACCT PAYABLE	18.03.001	JAN-DEC	1
2003	LEIN FILES	18.03.005	A-Z	1
2011	ADJUSTMENTS	18.03.002	FEB-MARCH	1
2015	ADJUSTMENTS	18.03.002	JULY-SEPT	1
2012	BILLING	18.03.002	JAN-DEC	1
2014-2015	ACCT PAYABLE	18.03.001	JAN-DEC	1
2011	WORK ORDER	18.03.002	MARCH-JULY	1
2012	BILLING	18.03.002	JAN-DEC	1
2014-2015	WORK ORDERS	18.03.002	MARCH-JULY	1
2012	BILLING	18.03.002	JAN-DEC	1
2014-2015	ADJUSTMENTS	18.03.002	DEC 14-MAR 15	1
2013-2014	ALLOCATION REGISTER	18.03.002	DEC 14-APRIL-14	1
2010-2011	WORK ORDERS	18.03.002	JULY 10-MAY 11	1
2014	LEAK REPORT	18.03.002	MAY-OCT	1
2015	PENALTY	18.03.002	JAN-DEC	1
2012	GAS CREDIT ADJUSTMENT	18.03.002	OCTOBER	1
2012	CUT OUT & CUT INS UTILITY	18.03.002	MARCH-JULY	1
2012	SUMMARIES	18.03.002	FEB-MARCH	1
2012	BILLING	18.03.002	JAN-DEC	1
2015	ADJUSTMENTS	18.03.002	JAN-DEC	1
2013-2014	ALLOCATION REGISTER	18.03.002	SEPT/13-MARCH/14	1
2013	CUTOFF NON PAY LIST	18.03.002	JAN-DEC	1
2011	WORK ORDERS	18.03.002	MARCH-JULY	1
2016-2017	CASH DAILY	18.03.002	NOV/16- FEB/17	1
2008	CUTOFF NON PAY LIST	18.03.002	JAN-DEC	1
2012	ADJUSTMENTS	18.03.002	JAN-DEC	1
2008-2011	POST BILLING	18.03.002	SEPT/08-DEC/11	1
2004-2005	WORK ORDER BOOKS	18.03.002	SEPT/2004-JUNE 2005	1
2004	WORK ORDER BOOKS	18.03.002	JAN-AUG	1

x  _____ 8.4.20
 Utilities Customer Service DATE

x  _____ 8.4.20
 Utilities Finance DATE

TOTAL 33 BOXES

The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure guidelines set forth by the City of Las Vegas.

PALLET 8

26 boxes

YEAR	RECORD #	DESCRIPTION		BOX COUNT
2010	18.03.002	UTILITY FILES	JAN-DEC	1
2004	18.03.002	CITY HALL PAYMENTS	JULY -SEPTEMBER	1
2014	18.03.002	DAILY PAYMENTS	JANUARY-APRIL	1
2013	18.03.002	DAILY PAYMENTS	MAY-AUGUST	1
2013-2014	18.03.002	ADJUSTMENTS	DEC 2013- JAN 2014	1
2015	18.03.002	DAILY PAYMENTS	MARCH-APRIL	1
2015	18.03.002	DAILY PAYMENTS	SEPT-OCTOBER	1
2010	18.03.002	PERIOD REPORT	JAN-DEC	1
2011	18.03.002	POSTING	NOVEMBER-DEC	1
2012	18.03.002	DAILY SUMMARIES	JULY-NOVEMBER	1
2011	18.03.002	ADJUSTMENTS	JULY-SEPTEMBER	1
2012	18.03.002	WORK ORDERS	APRIL	1
2012	18.03.002	ADJUSTMENTS	APRIL-JUNE	1
2010	18.01.010	COUNCIL AGENDA	JAN-DEC	1
2012	18.03.002	WORK ORDERS	SEPTEMBER-OCTOBER	1
2014	18.03.002	DISCONNECTS	FEB-APRIL	1
2012-2013	18.03.002	ADJUSTMENTS	OCTOBER-JANUARY 13	1
2013	18.03.002	WORK ORDERS	JULY-AUGUST	1
2009	18.03.002	POSTING	MARCH-DECEMBER	1
2008-2014	18.03.002	SANITATION CHANGES	2008-2014	1
2013	18.03.002	METER EXCHANGES	JAN-DEC	1
2013	18.03.002	WORK ORDERS	SEPT-DEC	1
2012-2013	18.03.001	ACCOUNTS PAYABLE	MARCH 12-APRIL 2013	1
2011	18.03.002	READINGS	FEB-AUGUST	1
2014	18.03.002	WORK ORDERS	OCT-NOV	1
2013	18.03.002	GAS AMR	JUNE- DECEMBER	1

X S. Muniz 8.4.20
 Utilities Administration DATE
 X [Signature] 8.4.20
 Customer Service Manager DATE
 X [Signature] 8.4.20
 Utilities Finance DATE

TOTAL 26 BOXES

The following documents are past its retention date and will be set up for disposal. Please sign acknowledging that you have allowed these document to be disposed of in accordance with the Policy and Procedure gudelines set forth by the City of Las Vegas.

CITY CLERK'S OFFICE SHRED LIST- 2020

BOX #	RECORD#	DATE RANGE	BRIEF DESCRIPTION
1	18.03.008	2.5.10 - 6.13.11	CITY CONTRACTS
2	18.03.008	2.17.89 - 10.21.09	CITY CONTRACTS
3	18.03.008	11.18.75 - 4.1.93	CITY CONTRACTS
4	18.03.008	6.17.10 - 6.10.20	CITY CONTRACTS
5	18.03.008	6.18.87 - 10.29.07	CITY CONTRACTS
6	18.03.008	9.17.09 - 11.7.10	CITY CONTRACTS
7	18.03.008	6.30.14 - 2.1.14	CITY CONTRACTS
8	18.03.008	9.5.12 - 1.1.15	CITY CONTRACTS
9	18.03.008	7.15.09 - 8.3.13	CITY CONTRACTS
10	18.03.008	6.1.06 - 7.1.10	CITY CONTRACTS
11	18.03.008	2.8.08 - 8.25.14	CITY CONTRACTS
12	18.03.008	1.1.97 - 6.1.06	CITY CONTRACTS
13	18.03.008	6.21.13 - 1.15.15	CITY CONTRACTS
14	18.03.008	6.21.12 - 1.13.15	CITY CONTRACTS
15	18.03.008	7.1.11 - 3.18.15	CITY CONTRACTS
16	18.03.008	1.15.10 - 4.10.12	CITY CONTRACTS
17	18.03.008	2.15.15 - 7.3.15	CITY CONTRACTS
18	18.03.008	10.13.10 - 8.1.12	CITY CONTRACTS
19	18.03.008	12.1.16. - 9.1.17	CITY CONTRACTS
20	18.03.008	10.20.17 - 5.11.18	CITY CONTRACTS
21	18.03.008	3.19.15 - 5.12.16	CITY CONTRACTS
22	18.03.008	4.1.16 - 3.20.18	CITY CONTRACTS
23	18.03.008	1.30.18 - 6.30.19	CITY CONTRACTS
24	18.03.008	3.3.19 - 3.4.20	CITY CONTRACTS
<hr/>			
25	18.01.014	5.1.15 - 11.1.15	DUP. PHONE BILLS
26	18.01.014	6.1.20 - 10.13.17	DUP. PHONE BILLS
<hr/>			
27	18.01.039	8.2018 - 12.2018	PUB. REC. REQ.
28	18.01.039	5.2017 - 4.2018	PUB. REC. REQ.
29	18.01.039	1.2018 - 6.2018	PUB. REC. REQ.
30	18.01.039	7.11.2017	PUB. REC. REQ.
31	18.01.039	6.2019 - 9.2019	PUB. REC. REQ.
32	18.01.039	1.2019 - 5.2019	PUB. REC. REQ.
<hr/>			
33	18.06.013	3.8.17 - 7.26.17	COUN. MTG AGENDAS
34	18.06.013	12.4.17 - 5.16.18	COUN. MTG AGENDAS
35	18.06.013	5.16.18 - 10.10.18	COUN. MTG AGENDAS
36	18.06.013	9.20.17 - 11.30.17	COUN. MTG AGENDAS
37	18.06.013	7.19.17 - 8.15.17	COUN. MTG AGENDAS
38	18.06.013	10.17.18 - 1.18.19	COUN. MTG AGENDAS
39	18.06.013	6.25.19 - 2.12.20	COUN. MTG AGENDAS

40	18.01.014	2.4.19 - 5.22.20	DUP. TIME SHEETS
41	18.01.014	2.19.19 - 3.1.20	CORRESPONDENCE
42	18.06.008	3/2016	ELECTION ADM.
43	18.06.008	3.2006/2010	ELECTION ADM.
44	18.06.008	3.2012/2014	ELECTION ADM.
45	18.06.006	2010	VOTING MATERIALS
46	18.06.006	2010	VOTING MATERIALS
47	18.06.006	2012	VOTING MATERIALS
48	18.06.006	2012	VOTING MATERIALS
49	18.06.006	2014	VOTING MATERIALS
50	18.06.006	2014	VOTING MATERIALS
51	18.06.013	1.3.07 - 6.20.07	COUN. MTG AGENDAS
52	18.06.013	2.4.09 - 5.6.09	COUN. MTG AGENDAS
53	18.06.013	1.28.08 - 8.19.09	COUN. MTG AGENDAS

TOTAL: 53

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-27

**A RESOLUTION TO ADOPT A MUNICIPAL RECORDS
RETENTION SCHEDULE AND EMAIL RETENTION GUIDELINES**

WHEREAS, the Governing Body acknowledges that a records information management and retention policy is essential to the property maintenance, storage and destruction of all records used, created, received, maintained or held by the City of Las Vegas ("City"); and

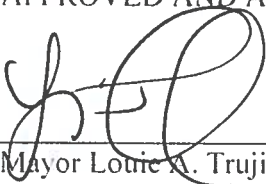
WHEREAS, previous schedules regarding record retention, as prepared by the New Mexico State Records and Archives Division ("NMSRAD") and utilized by municipalities throughout the State of New Mexico, have been repealed by NMSRAD; and

WHEREAS, the New Mexico Municipal Clerks and Finance Officers Association have developed a New Mexico Municipal Records Retention Schedule which complies with the State of New Mexico retention requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO, that the recitals are incorporated herein by reference and the Governing Body hereby adopts the following:

1. City records shall be held in accordance with the New Mexico Municipal Retention Schedule, as attached hereto. Such schedule may be updated from time to time by the City Clerk to adhere to federal, state or local changes in retention requirements.
2. Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the City Clerk.
3. Electronic mail ("Email") shall be held in accordance with the Email retention guidelines attached hereto.
4. This Resolution replaces all previous retention schedules and Email policies for the City.

APPROVED AND ADOPTED this 17th day of June, 2020.



Mayor Lorie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:



Cassandra Fresquez, City Clerk



Scott Aaron, City Attorney

Records Destruction Guidelines

A municipality must have the authority to destroy records before an actual destruction can take place. The authority is granted by the adoption of the “Uniform Municipal Records Retention Schedule” by the governing body.

Steps to Conducting a Records Destruction:

1. The City Clerk’s Office will notify all departments that a destruction will take place and will request a list of all records eligible for destruction by a cut-off date.
2. The Department’s will refer to the Records Retention Schedule adopted by the Governing Body to determine which records may be disposed of.
2. The Department Director will submit a detailed list of the records for destruction (see attached sample) via memo to the Clerk’s Office.
3. The Clerk’s Office will review each department’s list to ensure that all records being recommended are eligible for destruction.
4. Once the Clerk’s Office has determined the cost, departments will be notified
5. The Clerk’s Office will then place an action item on a Council meeting agenda for permission to destroy records.
6. Once the governing body has given their approval to destroy the records, the Clerk’s Office will schedule the actual destruction and advise the department directors so a requisition can be prepared for payment.
7. Once arrangements have been made, the Clerk’s Office will advise Directors where the eligible records can be taken a day prior to the destruction date.

The City Clerk’s Office will keep Directors informed throughout the destruction process.

NOTE: The destruction of records without the approval of the governing body may be considered “tampering with public record”, and is a fourth degree felony (§ 30-26-1).