

**MINUTES OF THE CITY OF LAS VEGAS GOVERNING BODY/DIRECTORS RETREAT
MEETING HELD ON MONDAY, APRIL 29, 2024 AT 12:00 P.M. AT THE CASTANEDA.**

MAYOR: David Romero

COUNCILORS: Marvin Martinez
Barbara Casey **Absent**
Michael L. Montoya
David Ulibarri

ALSO PRESENT: Tim Montgomery, City Manager
Casandra Fresquez, City Clerk
Caleb Marquez, Sergeant at Arms

LUNCH - 12:00 P.M. TO 1:00 P.M.

CALL TO ORDER

Mayor Romero called the meeting to order at 1:00 PM.

ROLL CALL

APPROVAL OF AGENDA

Councilor Montoya made a motion to approve the agenda as presented. Councilor Martinez seconded the motion. Mayor Romero asked if all were in favor. All were in favor.

City Clerk Fresquez advised the motion carried.

PUBLIC INPUT

There was no public input.

APPROVAL OF MINUTES

Councilor Martinez made a motion to approve the minutes from April 10, 2024. Councilor Ulibarri seconded the motion. Mayor Romero asked if all were in favor. All were in favor.

City Clerk Fresquez advised the motion carried.

WELCOME/INTRODUCTION BY MAYOR DAVID ROMERO

Mayor Romero thanked everyone for attending the meeting and for working together as a team.

Councilor Montoya welcomed Finance Director Morris Madrid and advised that his background consisted of previously being the Finance Director, a City Manager and a City Councilman.

Mayor Romero thanked City Manager Tim Montgomery for the foundation he brought.

City Manager Montgomery advised that they are all working towards the same thing which is moving the City forward.

RETREAT OVERVIEW AND OBJECTIVES

Facilitator: Geno Zamora, Ortiz & Zamora Law Firm, City's legal counsel discussed his background/experience.

RETREAT PROGRAM

1. Governing Body and Administration Training
 - Transparency
 - Ethics
 - Effective Governance

Mr. Zamora discussed the following; reasons for having an Open Meetings Act, no rolling quorums and agenda requirements such as agendas posted within 72 hours.

Councilor Montoya advised that there was a resolution that was passed regarding the Order of Business for agendas. Councilor Montoya asked if there weren't any Consent Agenda items listed would the title Consent Agenda still need to be placed on the agenda and if they could move items to the Consent Agenda from Business Items.

Mr. Zamora advised that it was a good practice that Council agreed on the order of the agenda. Mr. Zamora advised that he would leave the place holder for Consent Agenda and if there weren't any items they would state none. Mr. Zamora advised that the order of the agenda would only be for Regular meetings and not for Special meetings.

City Clerk Fresquez asked if Business Items could be moved to the Consent Agenda.

Mr. Zamora advised that he wouldn't recommend that because Consent Agenda items are not discussed and are usually approved all at once. Mr. Zamora advised that it would be problematic moving items into the Consent Agenda due to less information being discussed.

Mr. Zamora discussed the following; emergency meetings only for unforeseen circumstances such as injury or damage to persons or property or substantial financial loss and requirements for minutes.

Mayor Romero asked about needing to have YouTube videos of Council meetings available after the official minutes have been approved.

Mr. Zamora advised that videos could be a good thing along with posting approved minutes on the City's website. Mr. Zamora discussed the following requirements for going into executive session; must state the subject with reasonable specificity and the subject must be listed on the agenda within 72 hours.

Councilor Montoya asked during executive session if there should not be any phone communication, notes taken and no recording allowed.

Mr. Zamora advised no recordings should be done and recommended no notes be taken. Mr. Zamora advised that executive session was a privilege of the board and everyone else is invited in such as, the City Manager, the City Attorney and the City Clerk. Mr. Zamora advised that people get nervous with telephonic/zoom attendance because they don't know who else is in the room listening. Mr. Zamora advised that if someone is attending by zoom, have that person state that no one is in the room with them or listening and they are not recording what is being said. Mr. Zamora discussed the following; public comment, side discussions during a meeting recess, OMA enforcement/penalties by the Attorney General, infrequent virtual attendance and the importance of deadlines regarding departments turning in items for the agenda.

Councilor Martinez asked who could contact Mr. Zamora if there were any problems.

Mr. Zamora advised that the Governing Body hires legal counsel and they also work with the City Manager. Mr. Zamora advised that he also sometimes works with staff but the City Manager is aware of it. Mr. Zamora advised that typical protocols are Council reaching out to the Mayor asking if they could contact legal counsel. Mr. Zamora discussed the following; Inspection of Public Records Act, IPRA response timelines, personal cell phones vs city issued cell phones and IPRA penalties/litigation.

Interim Utilities Director Travis Martinez asked how far back an IPRA could go.

Mr. Zamora advised to follow the records retention schedule and if you have the information then you would provide it and if not, you would state it was disposed of after 10 years depending on the records retention schedule. Mr. Zamora discussed the following; NM Governmental Conduct Act, full disclosure of potential conflict of interests, prohibited political activities, National Day of Prayer, Moment of Silence during a Council meeting, Official Acts for Personal Financial Interest prohibited, soliciting donations vs accepting donations, and Code of Conduct.

Mr. Zamora discussed the following; the Governing Body's Roles, Powers and Duties, the Governing Body's Procedures, Mayor's Powers and Duties, City Manager's Powers and Duties, City Appointees and Directors Duties, Characteristics of an effective Governing Body, Strategic Planning, Communicating with the community and City Manager prioritizing issues received by the Governing Body without getting overwhelmed.

Councilor Montoya asked department directors to speak on any challenges they were facing.

Department directors advised that they were struggling with being short staffed and clear communication.

Councilor Martinez advised that one big issue is the rate of pay which makes it hard to keep people employed at the City and also bringing in new people.

HR Director Darlene Arguello advised that salary was only one issue out of several other issues.

Mayor Romero advised that they all need to be open and trust each other so they are all on the same page.

ADJOURN


Councilor Montoya made a motion to adjourn.

Meeting adjourned at 5:17 PM.



Mayor David Romero

ATTEST:



Casandra Fresquez, City Clerk