

**CITY OF LAS VEGAS
REGULAR CITY COUNCIL AGENDA
May 23, 2016–Monday– 6:00 p.m.
City Council Chambers
1700 N. Grand Ave**

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

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MOMENT OF SILENCE**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES (April 19th, April 20th and April 27th, 2016)**
- VII. **MAYOR'S APPOINTMENTS/REPORTS**
- VIII. **MAYOR'S RECOGNITIONS/PROCLAMATIONS**
- IX. **PUBLIC INPUT**
(not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting)
- X. **CITY MANAGER'S REPORT**
- XI. **BUDGET HEARING PRESENTATION/DISCUSSION**
 - Presentation by City Manager and Finance Director on Preliminary Fiscal Year 2017 Budget, with presentations by Departments.
- XII. **FINANCE REPORT**

XIII. BUSINESS ITEMS

1. Conduct a Public Hearing and Approval/Disapproval of application requesting a Restaurant Beer and Wine License with on Premise Consumption only and Patio Service submitted by OGB, LLC, DBA JC's New York Pizza Department, located at 209-211 Plaza Street, Las Vegas, NM 87701, Application #993374.

Casandra Fresquez, City Clerk Alcohol and Gaming Division has reviewed the referenced application and granted preliminary approval; it has been forwarded to the City of Las Vegas in accordance with Section 60-6B-4 NMSA of the Liquor Control Act.

2. Approval/Disapproval for Out of State Travel to Englewood, Colorado on July 25-29, 2016.

Juan Montano, Police Chief Requesting approval for one police officer to attend a less than lethal instructor course to be held in Englewood Colorado July 26-29, 2016. This training is a requirement by ATF to be able to finalize a purchase of less than lethal products from Combined Tactical Systems.

3. Approval/Disapproval of Resolution 16-23 requesting application to the New Mexico Historic Preservation Division for a Certified Local Government Grant.

Lindsey Valdez, Community Development Director The City of Las Vegas was designated a Certified Local Government in 1986, which made state and federal preservation funds available on an annual basis. The New Mexico Historic Preservation Division (NMHPD) has issued a Notice of Grant Availability to Certified Local Governments with \$95,000.00 in competitive grant funds available. Certified Local Government Grants are awarded on a matching basis with the federal NMHPD share up to 50% of the total project costs and the local share 50%. The local share may be cash or in-kind contributions. All awards will be paid by NMHPD on a reimbursable basis only.

4. Approval/Disapproval of request for Proposal (RFP) No. 2016-26 City of Las Vegas Fourth of July Fiestas Sound and Lighting Services to Santa Fe Audio Visual and enter into a contract for the 2016 Fourth of July Fiestas for the amount of \$6,742.79.

Lindsey Valdez, Community Development Director The City of Las Vegas published RFP No. 2016-26 City of Las Vegas Fourth of July Fiestas Sound and Lighting Services. The RFP was published in the Las Vegas Optic, Santa Fe New Mexican and Albuquerque Journal. The City

received one (1) response to the RFP from Santa Fe Audio Visual. Santa Fe Audio Visual has provided sound and lighting services for more than fifteen (15) continuous years for the Fourth of July Fiestas.

5. Approval/Disapproval of Resolution 16-22 establishing fees for services provided by the City of Las Vegas Animal Shelter Contractor (Animal Welfare Coalition of Northeastern New Mexico) and repealing Resolution 09-48.

Lindsey Valdez, Community Development Director City of Las Vegas Code Chapter 118 Animals, Section 5(F) and Section 6 calls for the City to establish by resolution appropriate fees for animal shelter services. In 2009, prior to the City contracting with the Animal Welfare Coalition of Northeastern New Mexico (AWC), Resolution 09-48 was adopted establishing animal shelter fees. In 2013, the AWC was contracted by the City to provide shelter management services, and the AWC has since evaluated the services it provides and the costs associated with these services. The AWC has recommended several modifications to the previously established fees.

6. Approval/Disapproval of Resolution No. 16-21.

Maria Gilvarry, Interim Utilities Director The City of Las Vegas desires to prepare bid specifications, clean, inspect and perform minor modifications to the Cabin Site Tank. The estimated cost of this phase is \$150,000.00. The City of Las Vegas does qualify for 0% interest rate on the first \$600,000.00 of the project and 2% interest rate for the remaining. The application along with the authorizing resolution must be submitted by June 14, 2016 to move the project forward. The Utility Advisory Committee concurs with staff recommendation.

7. Approval/Disapproval of Taylor Well No. 7-Phase II project change order #2.

Maria Gilvarry, Interim Utilities Director The Utilities Department received grant/loan funding from the Water Trust Board in the amount of \$878,000 (WTB-287) for the Taylor Well Field Expansion Phase II. The total construction cost of the project was \$627,316.89 which left \$251,316.89 of funding remaining. Any funding not used must be returned to the Water Trust Board. The City asked the funding agency if we could use the remaining funds for the Taylor Well Field ASR project and the funding agency approved the use of funds for the project. The cost of the change order is \$227,784 which includes \$11,000 for engineering through Molzen Corbin & Associates and \$216,784.00 for construction through Hays Plumbing & Heating, Inc.

XIV. COUNCILORS' REPORTS

XV. 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.**

XVI. ADJOURN

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

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

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

**MINUTES OF THE CITY OF LAS VEGAS ORGANIZATIONAL CITY COUNCIL MEETING
HELD ON TUESDAY, APRIL 19, 2016 AT 4:00 P.M. IN THE CITY COUNCIL
CHAMBERS**

MAYOR: Tonita Gurule-Giroń

COUNCILORS: Vincent Howell
David L. Romero
Barbara A. Casey
David A. Ulibarri, Jr. – took Council-Ward 1
Seat, once Sworn in

ALSO PRESENT: Ann Marie Gallegos – Acting City Manager
Casandra Fresquez – City Clerk
Danelle Smith – Acting City Attorney
Juan Montano – Sergeant At Arms

CALL TO ORDER

Mayor Gurule-Giroń informed that Fire Chief Mares would be making an announcement.

Fire Chief Phillip Mares advised the audience members to recognize that the Council Chambers was over capacity and informed them of the Exit locations. Fire Chief Mares asked the audience, if in case of an emergency exit was needed, to please be considerate of the elderly, of the women and to be respectful of others in order to get out safely.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Councilor Howell asked for a moment to recognize and celebrate the Mayor’s success and to understand that she has the passion to do the right thing for the community. Councilor Howell asked God for help and guidance in being a good team and Governing Body in order to move forward in the right direction for the community.

APPROVAL OF AGENDA

Councilor Casey made a motion to accept the agenda as is. Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David L. Romero	Yes
Barbara A. Casey	Yes		

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

EXECUTIVE SESSION/CLOSED SESSION

Councilor Howell made a motion to go into Executive Session to discuss personnel issues. Councilor Howell advised that all subjects of discussion were permitted by Section 10-15-1 of the New Mexico Open Meetings Act. Councilor Casey seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	David L. Romero	Yes
Vincent Howell	Yes		

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

Councilor Howell made a motion to reconvene into Regular Session and advised that only personnel matters were discussed and no action was taken. Councilor

Casey and Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	David L. Romero	Yes
Vincent Howell	Yes		

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

APPOINTMENT OF COUNCILOR TO WARD 1

Mayor Gurule-Giroñ acknowledged David A. Ulibarri, Jr. and informed that with her recommendation, he would be appointed to the member of the Council, representing Ward 1.

Mayor Gurule-Giroñ gave the audience a brief overview of the history and background of David A. Ulibarri, Jr. and asked for a motion of confirmation from Council for David A. Ulibarri, Jr. to Council Ward Seat 1.

Councilor Casey made a motion to approve David A. Ulibarri, Jr. as Councilor to represent Ward 1. Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	Barbara A. Casey	Yes
Vincent Howell	Yes		

Councilor Howell advised that he respected the Mayor's judgment on her recommendation of the appointment of David A. Ulibarri, Jr. and advised Mr. Ulibarri, Jr. that he looked forward to working cohesively with him.

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

Mayor Gurule-Giroñ recommended taking a Recess in order to swear in David A. Ulibarri, Jr. into the Office of Ward 1 Councilor.

Mr. David A. Ulibarri, Jr. was sworn into Oath of Office for Ward 1 Councilor by the honorable Judge Christian Montano.

Acting City Attorney Danelle Smith advised that a representative of the Las Vegas Optic stated that the City was violating the New Mexico Open Meetings Act due to people out in the lobby that could not hear the meeting and asked if the situation had been addressed.

Chief of Police Juan Montano advised that there were a few individuals that preferred to stay in the lobby since they had someone in the meeting representing them.

Councilor Howell made a motion to reconvene into Regular Session. Councilor Casey seconded the motion. Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey	Yes	David L. Romero	Yes
Vincent Howell	Yes		

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

Mayor Gurule-Giroń asked Councilor David A. Ulibarri, Jr. to please take his seat as Councilor Ward 1.

NOMINATION OF MAYOR PRO-TEM

Councilor Casey advised that she was nominating Councilor Howell as Mayor Pro-Tem, and stated that he had been a Councilor for many years and had represented his District very well. Councilor Casey added that he was also respected by the community and would do an excellent job as Mayor Pro Tem. Councilor Romero seconded the motion. Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

APPOINTMENT OF OFFICERS

Confirming the appointment of the City Manager and the appointed Officers as per City of Las Vegas Municipal Charter, Article II, Section 2.07. Governing Body Procedures.

Mayor Gurule-Giroñ advised that the appointments would be made for City Manager, City Attorney, City Clerk and Chief of Police.

Mayor Gurule-Giroñ made the recommendation to appoint Richard Trujillo as City Manager.

Councilor Casey made a motion to approve the appointment of Richard Trujillo as City Manager and added that he was well respected by the community, was very knowledgeable about water and would do a great job as City Manager. Councilor Howell seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

Mayor Gurule-Giroñ made the recommendation to appoint Herman Chico Gallegos as City Attorney.

Councilor Howell made a motion to approve the appointment of Herman Chico Gallegos as City Attorney. Councilor Casey and Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

Mayor Gurule-Giroñ made the recommendation to re-appoint Casandra Fresquez as City Clerk and commended her for all that she has done as City Clerk.

Councilor Howell made a motion to approve the re-appointment of Casandra Fresquez as City Clerk. Councilor Casey seconded the motion. Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

Mayor Gurule-Giroń made the recommendation to re-appoint Juan Montano to the position of Chief of Police.

Councilor Casey made the motion to re-appoint Juan Montano as Chief of Police and added that he had earned the respect not only from his staff but from the community as well. Councilor Romero seconded the motion. Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

PUBLIC INPUT

Cordia Sammeth, who had previously signed up for Public Input, declined to speak at this time.

Mayor Gurule-Giroń announced that the Ulibarri family had brought a cake, in part of the celebration of the newly appointed Councilor and Officers and added that the celebration would take place after the meeting.

REVIEW/DISCUSSION

Interim City Manager Gallegos advised that the Mission and Vision statements would be reviewed or discussed by the Governing Body at the present time or at a later time at a Retreat, if the Governing Body desired. Acting City Manager Gallegos read the statements as follows:

- Mission Statement:

City of Las Vegas progressively enhances quality of life by providing essential services, promoting cultural preservation and economic opportunity.

- Vision Statement:

A unified government and vibrant community developed through comprehensive planning, collaborative partnerships and a commitment to excellence.

Councilor Howell recommended having another meeting or Retreat for further review of both the Mission and Vision statements and added that he had several questions regarding the statements.

Councilor Casey advised that she also recommended further review and revision of the statements and to include discussion regarding marketing and branding.

Acting City Manager Gallegos informed that also under Review/Discussion included:

- Previous Governing Body's Goals and Objective:

- Infrastructure Capital Improvement Plan FY 2017-2021

Interim City Manager Gallegos read the first ten priority projects of the (ICIP) - Las Vegas Project Summary.

Councilor Casey made the recommendation of review, discussion and possibly prioritization of the project list with City Manager Trujillo.

Councilor Howell stated that he acknowledged the ICIP as one goal and added that he thought the Governing Body needed to accomplish many goals in the future which included addressing many needs of the community.

Mayor Gurule-Giroń thanked City Clerk Fresquez and Finance Director Gallegos for their professionalism and expressed her gratitude to Finance Director Gallegos for accepting the Acting City Manager position on such short notice.

ADJOURN

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

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

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

Mayor Tonita Gurule-Giroń

ATTEST:

Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL WORK SESSION
HELD ON WEDNESDAY APRIL 20, 2016 AT 5:30 P.M. IN THE CITY COUNCIL
CHAMBERS**

MAYOR: Tonita Gurule-Giroñ

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

ALSO PRESENT: Ann Marie Gallegos, Acting City Manager
Casandra Fresquez, City Clerk
H. Chico Gallegos, City Attorney
Juan Gonzales, Sergeant at Arms

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Mayor Gurule-Giroñ asked Councilor Casey to lead the moment of silence. Councilor Casey led the Governing Body and those in attendance in a short prayer asking for guidance of the Governing Body to continue to make decisions based on the best interest of the community.

APPROVAL OF AGENDA

Councilor Casey made a motion to approve the agenda as it was presented. Councilor Romero seconded the motion.

Mayor Gurule-Giroñ asked for a roll call. Roll call was taken and reflected the following.

David A. Ulibarri Jr.	Yes	Vince Howell	Yes
Barbara A. Casey	Yes	David L. Romero	Yes

City Clerk Fresquez reread the motion and advised the motion carried.

MAYOR'S APPOINTMENTS/REPORTS

Mayor Gurule-Giroń had no appointments at this time.

MAYOR'S RECOGNITION/PROCLAMATION

Mayor Gurule-Giroń advised she had no recognitions or proclamations at this time but that there would be one for the following meeting.

PUBLIC INPUT

Mr. Bob Wessely spoke to the Governing Body regarding the issue of water and ongoing negotiations with the acequias and hopes that they will continue to try to work with the acequias and end the lawsuit and develop a sharing agreement.

Meredith Britt spoke to the Governing Body regarding the poor sound quality in the Council Chambers and suggested that some improvements be made.

CITY MANAGER'S INFORMATIONAL REPORT

Acting City Manager Gallegos advised she had a few items for her report that evening and the first is the South Pacific Project with Public Works Director Gonzales to report to the Governing Body.

Public Works Director Gonzales updated the Governing Body on the South Pacific Project stating that due to the weather continuing to be cold, he would be meeting with the Engineer to create a schedule for the completion; the weather currently is the major factor for the delay.

Utilities Project Manager Gilvarry gave the Governing Body an update on the water leaks that have been occurring on Hot Springs Blvd. and the repair work the department have been doing to correct the leaks as soon as possible. Project Manager Gilvarry advised the department is researching equipment that would assist in the repairs and have the least amount of impact on the customers by water outages.

Solid Waste Director Griego advised the Solid Waste Department he would be having a clean-up May 6th and 7th with areas in the community that needed to be addressed. The department is partnering with the Gallinas Watershed Alliance and various non-profit groups to assist in the cleanup.

DISCUSSION ITEMS

1. 2016 Audit Contract.

Acting City Manager/Finance Director Gallegos advised the Governing Body that the City of Las Vegas requested audit proposals for the 2015, 2016 and 2017 audits. This would be the second year of the three year proposal with RPC CPA's + Consultants, LLP. Acting City Manager/ Finance Director advised that after reviewing the contract specifically the Housing component, she was able to negotiate with the contractor and they agreed to lower the amount which now would be \$9,721.00 for the Housing portion of the audit which equals a total cost reduction of \$5,600.00.

Mayor Gurule-Giroñ appreciated Acting City Manager/ Finance Director looking into the reduction of the audit and if she were able to decrease the amount of the audit contract again to please do so.

Councilor Casey advised she would like a more specific report of the funds especially the Enterprise Fund to identify how the money is coming into the fund and how it is spent.

Acting City Manager/ Finance Director advised the consultants provide a sampling of the use of fund accounts and they could provide a larger sampling of the funds for the Governing Body to review.

Discussion and questions took place on the cost of the audit services and potential to decrease if possible and if there was a termination clause in the contract.

Acting City Manager/ Finance Director Gallegos advised there is a termination clause in the contract, she feels very comfortable with the auditors, there are very few auditing companies that have experience with the type of accounts and funds the City of Las Vegas has and she feels very comfortable with the auditors.

The Governing Body agreed to place the item as a consent agenda item.

2. Resolution #16-19 Budget Adjustment Resolution.

Acting City Manager/ Finance Director advised she is requesting an increase in expenditures and revenues of \$6,000.00 for the Police Department for their drug eradication grant.

Councilor Howell requested a financial update of all line items and accounts as of April 2016.

Mayor Gurule-Giroñ advised prior to the June close out of the accounts required by DFA an update will be provided to the Governing Body by the Finance Department.

The Governing Body agreed to place the item as a consent agenda item.

3. Recommendation to amend Agreement #3084-15 with the Las Vegas/San Miguel Chamber of Commerce (LVSMCC) to include hospitality training services.

Community Development Director Valdez advised the Governing Body that the LVSMCC wished to remove the Retail Marketing Initiative deliverable from the current scope of work which reads "Contractor will organize a local discount app to be utilized by area college students, as well as conference attendees, senior citizens, and veterans." The New Mexico Highlands University Athletics Department has introduced a similar app, thus, the LVSMCC, to avoid duplication, is proposing alternative deliverables. Community Development Director Valdez advised the LVSMCC is requesting the addition of hospitality training services, as well as staff support at the City of Las Vegas Visitors Center. The amount paid to the LVSMCC for services during the current contract period will not change.

Travis Regensburg of the LVSMCC spoke to the Governing Body regarding the requested amendment to the contract and the discount app system that was outlined in the deliverables.

Questions were asked about the hospitality training services regarding cost and who would be conducting the training.

Mr. Regensburg advised the individual conducting the training would be Danielle Lanarky and further advised the Governing Body that the LVSMCC would like to provide a presentation to them at a later meeting to give a more in-depth account of what they plan to do with the proposed deliverable and he feels the Governing Body would enjoy seeing the information.

Event Planner/Film Liaison Annette Velarde gave the Governing Body information on how the hospitality training would help increase the marketing strategy of the City of Las Vegas.

Mr. Regensburg advised the City needs to continue to promote the city in a positive manner and encourages community members to take pride in the town. Mr. Regensburg advised the contract amount will not be increasing for the change in the deliverable; the LVSMCC wants to make sure they are providing a service to the City for which they have paid for.

Questions were asked whether the Chamber was working with the Junior Chamber of Commerce.

The Governing Body agreed to place the item as a consent agenda item.

4. Purchase of a 2016 Wilkens open top walking floor trailer from MCT Industries in the amount of \$89,224.45.

Solid Waste Director Griego advised the trailer would be used for the transportation of waste collected by the Solid Waste Department to a designated landfill as per New Mexico Environment Department permit #SWM-250605. Solid Waste Director Griego advised the trailer that the department has is not in the best shape but he plans to refurbish the trailer and utilize it for the recycling program.

Councilor Ulibarri Jr. asked if the department had priced other companies for the trailer.

Solid Waste Director Griego advised he looked at several trailers in various price ranges and model years, purchasing a new trailer was the better option for the department as far as any maintenance costs for it. Solid Waste Director Griego advised he also is in the process to restructure his department and create a job description for an individual on staff that can maintenance the heavy equipment and would save the department cost in maintenance.

Questions were asked if there was a warranty on the trailer and if the funding to purchase was already available.

Solid Waste Director Griego advised there is a warranty on the trailer.

Acting City Manager/ Finance Director advised there is money available in the capital outlay for equipment.

Additional questions were asked about the operation of the trailer.

The Governing Body agreed to not place the item as a consent agenda item and requested additional pictures and description of the trailer for the next meeting.

5. Consideration of purchasing road maintenance equipment.

Public Works Director Gonzales advised the city streets are deteriorating at a faster rate than city funds can repair them. The department's goal is to reconstruct, resurface, repair, maintain and improve the streets of the city. Public Works Director Gonzales advised that owning a combination of the Asphalt Zipper, Caterpillar AP255E Paving machine and the MT600 Mauldin Hot Tack Sprayer can provide the necessary tools to effectively and efficiently alleviate many of the basic issues related to street repair and maintenance. The total cost of the equipment is \$260,016.00. Public Works Director Gonzales advised the equipment is for street repair, the department will not be using the machines for full construction purposes. Public Works Director Gonzales gave the Governing Body an overview of the purpose and how each machine is used and advised

that each piece of equipment comes with its own warranty, training on the operation and basic maintenance.

Questions were asked if the equipment could utilize recycled oil as needed during maintenance and if there is staff within the department that could do routine maintenance to save department costs instead of taking them to a vendor.

Public Works Director Gonzales advised the bigger equipment that the department has are under lease and are required to have the routine maintenance from the company that the equipment was leased from and he is under the impression that any staff that would be doing maintenance on heavy equipment needs to be a certified mechanic. Public Works Director Gonzales advised that if he has the information incorrect he will check and inform the Governing Body.

Questions and discussion took place if the items would be leased or purchased.

Public Works Director Gonzales advised the equipment is a purchase.

Councilor Casey requested that all Public Works Department employees receive the training provided by the company so each one is able to utilize the equipment.

The Governing Body agreed to place the item as a consent agenda item.

6. Award request for bids #2016-25 for hydraulic fusion machine with all inserts 4" thru 12" and any applicable attachments of accessories to the low bidder.

Project Manager Gilvarry advised the Water Division needs the hydraulic fusion machine to assist in the installation of poly pipe which will be used to replace older water and sewer pipes. The department is requesting to award the bid Secor as they were the lowest bidder in the amount of \$37,941.66.

The Governing Body agreed to place the item as a consent agenda item.

7. Fair Housing Resolution #16-20 with Required Elements.

Acting City Manager Gallegos advised the Housing and Development Act of 1947 as amended requires that all applicants for Community Development Block Grant funds certify that they shall affirmatively further fair housing. Mayor and Council are asked to adopt a fair housing policy, making known its commitment to the principle of fair housing, and describing actions it shall undertake to affirmatively further fair housing.

The Governing Body agreed to place the item as a consent agenda item.

EXECUTIVE SESSION

Mayor Gurule-Giroń advised she had not items for Executive Session.

Councilor Howell made a motion to adjourn. Councilor Ulibarri Jr. seconded the motion.

Mayor Gurule-Giroń asked for roll call. Roll call was taken and reflected the following.

David A. Ulibarri Jr.	Yes	Vince Howell	Yes
Barbara A Casey	Yes	David L. Romero	Yes

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

ADJOURN

Mayor Tonita Gurule-Giroń

ATTEST:

Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS REGULAR CITY COUNCIL MEETING HELD
ON WEDNESDAY, APRIL 27, 2016 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS**

MAYOR: Tonita Gurule-Giroń

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

ALSO PRESENT: Ann Marie Gallegos – Acting City Manager
Casandra Fresquez – City Clerk
H. Chico Gallegos – City Attorney
Juan Montano – Sergeant At Arms

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Councilor Casey thanked our Heavenly Father for bringing everyone back together once again and to help the Governing Body to do a good job in representing the citizens of Las Vegas. Councilor Casey asked God to help the Governing Body in keeping the public’s best interests in mind, to work in collaboration with each other and to learn and grow together as they do their best to better the lives of the community.

APPROVAL OF AGENDA

Councilor Casey made a motion to approve the agenda as is. Councilor Howell seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken reflected the following:

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

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

APPROVAL OF MINUTES

Councilor Casey advised that she had previously addressed City Clerk Fresquez about corrections that needed to be made to the meeting minutes and asked Council when approving minutes, to include in the motion “with corrections”.

Councilor Ulibarri, Jr. made a motion to approve the minutes with corrections, for March 9th, Special Meeting, March 9th, Work Session and March 16, 2016. Councilor Howell and Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

MAYOR’S APPOINTMENTS/REPORTS

Mayor Gurule-Giroñ advised that she had no appointments at the time however wanted to thank Finance Director Gallegos, City Clerk Fresquez and their staff for working diligently on closing out the fiscal year. Mayor Gurule-Giroñ informed the Council and the community that Finance Director Gallegos would explain the extra pay period and the fiscal impacts it would have on the community.

Finance Director Ann Marie Gallegos advised that 26 pay periods are normal for a fiscal year and explained that due to the first pay period landing on July 1st and last pay period would be on June 30th, resulted in 27 pay periods. Finance

Director explained that it would be worked in to the budget and adjustments would be made regarding the increased number of hours in every department.

Finance Director Gallegos added that the payroll budget was approximately \$500,000.00 per pay period throughout the City.

Mayor Gurule-Giroń asked Finance Director Gallegos to explain the status of the Gross Receipts Tax (GRT).

Finance Director Gallegos clarified that April had been an extremely positive month for revenue and added that they were optimistic about the next three months regarding the GRT, due to Graduation and the Fiestas quickly approaching. Finance Director Gallegos added that Health, Dental & Vision Insurance had increased by 1% and had been worked in to the budget. Finance Director Gallegos explained that she is working closely with Department Directors balancing the budget and closing out the fiscal year on a positive note.

Mayor Gurule-Giroń asked what the progress was regarding the City's budget.

Finance Director Gallegos advised that she would have the final numbers in the next couple of days and explained that Department Directors would present to the Governing Body, goals and objectives for their Departments and added that the Finance Department would work the budget according to those goals and objectives for the year.

MAYOR'S RECOGNITIONS/PROCLAMATIONS

Mayor Gurule-Giroń advised that she had no Recognitions or Proclamations at this time but informed that she had scheduled a Proclamation in honor of Arbor Day on Friday.

PUBLIC INPUT

Bob Wessely advised that he was impressed with the City's progress regarding the decayed water system and the various on-going water projects. Mr. Wessely explained that despite all the complexities that come with the process, the City

continues to make great progress and continues to work on a variety of projects that involve water and encouraged the City to keep the momentum going.

Virginia Marrujo gave a brief overview of the services provided by the Jr. Chamber of Commerce (Jaycees) and explained that they were recognized as their own State, National and International entity. Ms. Marrujo spoke of several local organizations that the Jaycees have worked in collaboration with.

Ms. Marrujo advised that as part of showing their appreciation of working together with the Governing Body they wanted to present Mayor Gurule-Giroñ with a Certificate to welcome her as Mayor and also presented each Council Member with an honorary membership to Jaycees and added that the Jaycees strive for unity in the City of Las Vegas.

Miguel Angel informed that the next upcoming event from Casa de Cultura was the 5th Annual Cinco de Mayo Festivities and the 10th Annual Dia de Los Muertos Art Exhibit would be held in November at Burriss Hall at Highlands University.

Mr. Angel briefly spoke on the lack of culture in our community and the importance of developing a culturally centered community due to an erosion of the culture in the community, loss of customs, traditions and stability. Mr. Angel asked Council how important culture was to them in the agenda of the Governing Body and expressed that Casa de Cultura needed support from the Governing Body and added that Council members very rarely attended cultural events held by Casa de Cultura.

Mayor Gurule-Giroñ spoke on behalf of the Governing Body regarding Mr. Angel's statement of the Governing Body not attending the cultural events.

Mayor Gurule-Giroñ explained that her commitment to Casa de Cultura had been enormous and added that she assisted them in acquiring grants to move programs forward. Mayor Gurule-Giroñ stated that she believed that several Council members had attended cultural events in the past and added that there may be times that the agenda is full, however the Governing Body would continue to support Casa de Cultura and any cultural event held in the community.

CITY MANAGER'S REPORT

Acting City Manager Gallegos advised that Public Facilities Director Martin Gonzales would report on three ongoing projects.

Public Facilities Director Gonzales advised that the South Pacific paving project was underway however it had to be delayed until the following week to complete, due to cold and wet weather. Public Facilities Director Gonzales added that there were issues with the current scrub Seal Company regarding mobilization costs although other alternatives were being looked at.

Public Facilities Director Gonzales reported that the City is working with H.R. Construction on the Bike Path project at the River Walk which would be completed by the end of June 2016, weather permitting; the cost was \$201,000.00 and added that it would run from Prince Street to Mills Avenue and into the county area.

Public Facilities Director Gonzales informed that the Recreation Center project was in progress with the help of the City's internal forces from Waste Water Department regarding water testing which resulted in high e-coli and fecal levels.

Public Facilities Director Gonzales explained the water stabilization process that was performed and advised that a shock test was completed to lessen the chlorine. Public Facilities Director Gonzales advised that the water was clarified and now stabilized and added that further testing would take place from the Waste Water Department in order to accept the water from Waste Water.

Public Facilities Director Gonzales advised that working with the City's internal forces allows for savings on costs, also to do more and stay within budget. Public Facilities Director Gonzales further advised that air tests, abatement of pigeon guano, work on vents and heating system would also be taking place.

Councilor Howell thanked Public Works Director Gonzales for addressing the issues regarding the repair of pot holes within areas of Ward 2.

Public Facilities Director Gonzales explained that his crew was important and that they should be recognized for the work well done.

FINANCE REPORT

Finance Director Gallegos presented the Finance Report ending March 31, 2016, reporting that the General Fund Revenue came in at seventy four percent, as projected and expenditures were at sixty four percent. Finance Director Gallegos advised that expenditures would continue to be monitored and added that she was interested in updating the April report to review numbers and observe how projections are coming along.

Councilor Howell asked if the financial responsibilities for the previous City Manager and City Attorney would be taken care of in this budget.

Finance Director Gallegos informed Councilor Howell that the expenditures regarding the previous City Manager and City Attorney would reflect in the report ending April 2016.

Finance Director Gallegos advised that the revenue for the Recreation Department came in at seventy three percent and expenditures were at seventy four percent and advised that they would continue to monitor them to keep them where they should be.

Finance Director Gallegos reported that the Enterprise Funds revenue was at seventy three percent and the expenditures came in at sixty six percent, both were in line with projections.

Finance Director advised that the Quarterly Report was being prepared by her staff and would be brought to Council for review and recommendations and added that the report would provide an outlook of funding as of March 31st.

CONSENT AGENDA

City Clerk Fresquez read the consent agenda as follows:

1. Approval to renew the 2016 Audit Contract with RPC CPAs + Consultants, LLP.
2. Approval of Resolution #16-19 Budget Adjustment Resolution.

Resolution 16-19 was presented as follows:

STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF LAS VEGAS
BUDGET ADJUSTMENT RESOLUTION NO. 16-19

WHEREAS, The Governing Body in and for the Municipality of Las Vegas, State of New Mexico has developed a budget for fiscal year 2016; and

WHEREAS, said budget adjustments were developed on the basis of an increase in revenues and expenditures, transfers in/or out in various funds; and

WHEREAS, increase/decrease in revenues, expenditures, transfer in, and transfers out to be funded by additional grant funds and;

WHEREAS, the City of Las Vegas is in need of making adjustments to the 2016 fiscal year budget;

WHEREAS, it is the majority opinion of this Council that the budget adjustment meets the requirement as currently determined for fiscal year 2016;

NOW, THEREFORE, the Governing Body of the City of Las Vegas passes this budget resolution for budget adjustments, **PASSED, APPROVED AND ADOPTED THIS _27th_ DAY OF April 2016.**

Mayor

ATTEST:

Casandra Fresquez, City Clerk

Reviewed and Approved as to Legal Sufficiency Only:

H. Chico Gallegos, City Attorney

- 3. Approval to amend Agreement #3084-15 with the Las Vegas/San Miguel Chamber of Commerce (LVSMCC) to include hospitality training services.
- 4. Approval to purchase road maintenance equipment.
- 5. Approval to Award request for bids #2016-25 for hydraulic fusion machine with all inserts 4" thru 12" and any applicable attachments of accessories to the low bidder.
- 6. Approval of Fair Housing Resolution #16-20 with Required Elements.

Resolution 16-20 was presented as follows:

FAIR HOUSING RESOLUTION #16-20 WITH REQUIRED ELEMENTS

A resolution of the Mayor and Council of the City of Las Vegas, adopting a fair housing policy, making known its commitment to the principle of fair housing, and describing actions it shall undertake to affirmatively further fair housing.

WHEREAS; the Housing and Community Development Act of 1974 as amended requires that all applicants for Community Development Block Grant funds certify that they shall affirmatively further fair housing; and

WHEREAS; the Civil Rights Act of 1968 (commonly known as the Federal Fair Housing Act) and the Fair Housing Amendments Act of 1988 declare a national policy to prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services, on the basis of race, color, religion, sex, disability, familial status or national origin; and

WHEREAS; fairness is the foundation of the American system and reflects traditional American values; and

WHEREAS; discriminatory housing practices undermine the strength and vitality of America and its people;

NOW, THEREFORE, BE RESOLVED THAT the Mayor and Council of the City of Las Vegas hereby wish all persons living, working, doing business in or traveling through this City to know that: discrimination in the sale, rental, leasing, and financing of housing or land to be used for construction of housing, or in the provision of brokerage services on the basis of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the Fair Housing Act Amendments of 1988; and that it is the policy of the City of Las Vegas to implement programs, within the constraints of its resources, to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin; and within available resources the City of Las Vegas will assist all persons who feel they have been discriminated against in housing issues on the basis of race, color, religion, sex, handicap, familial status or national origin to seek equality under existing federal and state laws to file a complaint with the New Mexico Attorney General's Office or the U.S. Department of Housing and Urban Development; and that the City of Las Vegas shall publicize this Resolution and thereby encouraging owners of rental properties, developers, builders and others involved with housing to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances; and that the City of Las Vegas shall undertake the following actions to affirmatively further fair housing: mailing copies of this resolution to the real estate community, banks, developers, community organizations and local media; posting copies of this resolution at identified locations; distributing flyers and fair housing information to the schools.

PASSED AND ADOPTED BY THE Mayor and City Council of the City of Las Vegas on this _____ day of April 2016

Tonita Gurule-Giron, Mayor

ATTEST:

APPROVED AS TO FORM:

Casandra Fresquez, City Clerk

H. Chico Gallegos, City Attorney

Councilor Casey made a motion to approve the Consent Agenda as read into the record. Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

BUSINESS ITEMS

1. Approval/Disapproval of purchase agreement in the amount of \$89,224.45 between MCT Industries and the City of Las Vegas Solid Waste Department.

Solid Waste Director Matt Griego advised that the Trailer will be used for the transportation of waste collected by the City’s Solid Waste Department to a designated landfill as per New Mexico Environment Department permit #SWM-250605. Solid Waste Director Griego added that all safety measures would be taken regarding the utilization of the trailer.

Council Howell made a motion to approve the purchase agreement in the amount of \$89,224.45 between MCT Industries and the City of Las Vegas Solid Waste Department. Councilor Romero seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

2. Approval/Disapproval of City Manager’s Professional Service Contract.

Mayor Gurule-Giroñ advised that in accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.01 A., a city manager was appointed by the Mayor and approved by Council on April 19, 2016 at the Organizational meeting. The Governing Body shall enter into a contract with the city manager which shall establish, among other matters, compensation, benefits, duties and responsibilities.

Mayor Gurule-Giroñ advised that the Professional Service Contracts had been discussed in clearer detail and informed that an independent attorney was hired to review the contracts.

Mayor Gurule-Giroñ stated for the record, *“that we did review the City Manager’s, City Clerk’s and Chief of Police’s contracts, independent of our current Attorney and with respect to the integrity of the process, I did also hire an independent Attorney Danelle Smith, to review his independent contract of course, her and I both reviewed that, and Mrs. Fresquez, you were involved in that process as well, after we did that, then of course she sat down with our current Attorney Mr. Gallegos.”*

Mayor Gurule-Giroñ advised that she was asking for the approval of the City Manager’s Professional Contract. Mayor Gurule-Giroñ asked if there were any questions or if there were any requests for Executive Session.

Councilor Howell advised that all his questions were addressed to his satisfaction by the Mayor regarding the Professional Services Contracts and added that he looked forward to working with the new administration. Councilor Howell made a motion to approve the City Manager’s Professional Service Contract. Councilor Ulibarri, Jr. seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

3. Approval/Disapproval of City Attorney’s Professional Service Contract.

Mayor Gurule-Giroñ advised that in accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.04 C., a city attorney was appointed by the Mayor and approved by Council on April 19, 2016 at the Organizational meeting. The Governing Body shall enter into a contract with the city attorney which shall establish, among other matters, compensation, benefits duties and responsibilities.

Mayor Gurule-Giroñ welcomed any questions or comments regarding the City Attorney's contract.

Councilor Howell made a motion to approve the City Attorney's Professional Contract. Councilor Casey seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

4. Approval/Disapproval of City Clerk's Professional Service Contract.

Mayor Gurule-Giroñ advised that in accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.05 C., the City Clerk was appointed by the Mayor and approved by Council on April 19, 2016 at the Organizational meeting. The Governing Body shall enter into a contract with the city attorney which shall establish, among other matters, compensation, benefits, duties and responsibilities.

Mayor Gurule-Giroñ welcomed any questions or comments regarding the City Clerk's contract.

Councilor Casey made a motion to approve the City Clerk's Professional Services Contract. Councilor Romero and Councilor Howell seconded the motion. Mayor Gurule-Giroñ asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	David A. Ulibarri, Jr.	Yes
-----------------	-----	------------------------	-----

Barbara A. Casey

Yes

Vincent Howell

Yes

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

5. Approval/Disapproval of Chief of Police Professional Service Contract.

Mayor Gurule-Giroń advised that in accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.06 B., the Chief of Police was appointed by the Mayor and approved by Council on April 19, 2016 at the Organizational meeting. The Governing Body shall enter into a contract with the city attorney which shall establish, among other matters, compensation, benefits, duties and responsibilities.

Mayor Gurule-Giroń welcomed any questions or comments regarding the City Attorney’s contract.

Councilor Howell made a motion to approve the Chief of Police Professional Service Contract. Councilor Romero seconded the motion. Mayor Gurule-Giroń asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara A. Casey

Yes

David L. Romero

Yes

Vincent Howell

Yes

David A. Ulibarri, Jr.

Yes

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

COUNCILOR’S REPORTS

Councilor Howell advised that he was pleased with the open door policy regarding the discussion of the Professional Services Contracts with the Mayor and added that the next four years were going to be challenging but exciting by way of the numerous upcoming events. Councilor Howell stated that the focus of the Governing Body should be on the community’s needs.

Mayor Gurule-Giroń thanked the Council for their commitment to the City, the employees and to the community, and added that it has been a great pleasure working with them, thus far. Mayor Gurule-Giroń expressed the importance relating to openness and transparency to the public and to staff as well.

EXECUTIVE SESSION

Mayor Gurule-Giroń advised that there was no need for Executive Session.

ADJOURN

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

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

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

Mayor Tonita Gurule-Giroń

ATTEST:

Cassandra Fresquez, City Clerk

GENERAL FUND REVENUE COMPARISON
THRU APRIL 30, 2016 83% OF YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2016

	<u>Total Budget to Actual Comparison</u>					G (E/B) FY 2016 % REV
	A	B	C	D	E	
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	
PROPERTY TAX	1,350,000	1,350,000	1,125,000	1,391,886	1,046,177	77%
GROSS RECEIPT TAX 1.225	3,550,000	3,550,000	2,958,333	3,372,528	2,956,500	83%
FRANCHISE TAX	800,000	800,000	666,667	845,587	673,527	84%
GROSS RECEIPT TAX .75	2,585,000	2,585,000	2,154,167	2,219,100	1,906,734	74%
1/8 INFRASTRUCTURE	350,000	350,000	291,667	337,769	300,153	86%
GRT .25 (JAN 2011)	680,000	680,000	566,667	664,189	592,049	87%
GRT -HOLD HARMLESS (JULY 2015)	-	(85,000)	-70,833	-	(70,833)	83%
LICENSE & FEES	63,000	71,700	59,750	59,636	95,252	133%
INTERGOVERNMENTAL	65,000	66,000	55,000	71,506	63,701	97%
LOCAL-FINES	87,400	62,100	51,750	71,177	51,891	84%
LOCAL-MISC	1,657,930	1,656,530	1,380,442	1,699,180	1,495,088	90%
TOTAL	11,188,330	11,086,330	9,238,608	10,732,558	9,110,239	82%

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

GENERAL FUND EXPENDITURE COMPARISON
THRU APRIL 30, 2016 83% OF YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2016

	<u>Total Budget to Actual Comparison</u>						H (E/B) % BDGT
	A	B	C	D	E	F	
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL BAL.	
JUDICIAL	281,456	282,087	235,073	288,156	239,558	42,529	85%
EXECUTIVE	479,970	480,602	400,502	440,030	381,419	99,183	79%
ADMINISTRATION	253,986	247,913	206,594	210,082	203,081	44,832	82%
CITY ATTORNEY	206,938	213,770	178,142	214,297	193,271	20,499	90%
PERSONNEL/HR	253,741	274,354	228,628	258,657	233,621	40,733	85%
FINANCE	572,076	569,608	474,673	541,037	458,216	111,392	80%
COMMUNITY DEV.	466,064	567,364	472,803	435,919	360,420	206,944	64%
POLICE	4,072,107	3,928,874	3,274,062	3,562,200	2,825,207	1,103,667	72%
CODE ENFORCEMENT	167,755	168,661	140,551	129,052	102,580	66,081	61%
ANIMAL SHELTER	129,000	133,690	111,408	133,687	102,214	31,476	76%
FIRE	1,320,485	1,276,366	1,063,638	1,162,726	987,070	289,296	77%
PUBLIC WORKS/AIRPORT	705,474	492,606	410,505	579,481	352,439	140,167	72%
PARKS	0	305,020	254,183	0	153,635	151,385	50%
AIRPORT	120,476	0	0	84,281	0	0	0%
LIBRARY	198,041	201,256	167,713	189,396	155,329	45,927	77%
MUSEUM	183,146	192,888	160,740	135,221	102,920	89,968	53%
GENERAL SERVICES	2,509,609	2,649,000	2,207,500	2,013,579	1,537,272	1,111,728	58%
SALARY CONTINGENCY	80,000	50,000	41,667	0	0	50,000	0%
TRANSFERS	355,128	505,058	420,882	355,128	420,713	84,345	83%
TOTAL	12,355,452	12,539,117	10,449,264	10,732,929	8,808,965	3,730,152	70%

**RECREATION DEPARTMENT-REVENUE COMPARISON
THRU APRIL 30, 2016 -83% OF YEAR LAPSED 10 OF 12 MONTHS
FISCAL YEAR 2016**

	A	B	C	D	E	G (E/B)
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	% REV
WELLNESS CENTER	115,000	100,000	83,333	91,337	96,071	96%
OPEN SWIM	10,000	0	0	504		0%
YAFL	8,000	6,000	5,000	4,472	2,030	34%
YABL	18,000	20,000	16,667	21,284	19,011	95%
SUMMER FUN PROGRAM	30,000	20,000	16,667	20,092	8,065	40%
RECREATION-OTHER	45,300	49,000	40,833	52,227	22,566	46%
GEN FUND TRANSFER	450,000	400,000	333,333	450,000	333,200	83%
TOTAL	676,300	595,000	495,833	639,916	480,943	81%

**RECREATION DEPARTMENT- EXPENDITURE COMPARISON
THRU APRIL 30, 2016 -83% OF YEAR LAPSED 10 OF 12 MONTHS
FISCAL YEAR 2016**

	A	B	C	D	E	F	H (E/B) %
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	681,723	552,495	460,413	525,338	452,358	100,137	82%
YAFL	2,500	3,500	2,917	3,791	2,964	536	85%
YABL	5,850	6,630	5,525	2,853	5,606	1,024	85%
OTHER OPERATING EXP.	85,750	66,610	55,508	63,826	50,541	16,069	76%
CAPITAL OUTLAY	4,500	4,000	3,333	5,129	2,187	1,813	55%
TOTAL	780,323	633,235	527,696	600,937	513,656	119,579	81%

ENTERPRISE FUNDS-REVENUE COMPARISON
THRU APRIL 30, 2016 -83% YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2016

	<u>Total Budget to Actual Comparison</u>					G (E/B) % BUDGET
	A	B	C	D	E	
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	
WASTE WATER (610)	2,761,000	2,826,738	2,355,615	2,746,113	2,353,242	83%
NATURAL GAS (620)	5,522,000	5,673,019	4,727,516	5,466,778	4,492,127	79%
SOLID WASTE (630)	3,133,500	3,547,294	2,956,078	3,102,767	2,995,690	84%
WATER (640)	4,602,850	4,742,650	3,952,208	4,631,871	4,059,232	86%
Total of Enterprise Funds	16,019,350	16,789,701	13,991,418	15,947,529	13,900,291	83%

ENTERPRISE FUNDS-EXPENDITURES COMPARISON
THRU APRIL 30, 2016 -83% YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2016

	<u>Budget to</u>						H (E/B) % BUDGET
	A	B	C	D	E	F	
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	
WASTE WATER(610)	2,761,000	2,663,075	2,219,229	2,627,866	1,957,776	705,299	74%
NATURAL GAS (620)	5,522,000	6,178,945	5,149,121	5,251,844	4,166,352	2,012,593	67%
SOLID WASTE (630)	3,091,854	3,330,517	2,775,431	2,802,509	2,290,210	1,040,307	69%
WATER (640)	4,941,528	6,800,813	5,667,344	4,506,829	5,443,860	1,356,953	80%
Total of Enterprise Funds	16,316,382	18,973,350	15,811,125	15,189,048	13,858,198	5,115,152	73%

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 10/9/2015

DEPT: City Clerk

MEETING DATE: 10/21/2015

ITEM/TOPIC: Conduct a Public Hearing for the Application for a Restaurant Beer and Wine License with on Premise Consumption only and Patio Service.

ACTION REQUESTED OF COUNCIL:

Conduct a public hearing and approval/disapproval of application requesting a Restaurant Beer and Wine License with on Premise Consumption only and Patio Service submitted by OGB, LLC, DBA JC's New York Pizza Department, located at 209-211 Plaza Street, Las Vegas, New Mexico 87701, Application # 993374.

BACKGROUND/RATIONALE:

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)


RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

H.CHICO GALLEGOS
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)



New Mexico Regulation and Licensing Department
ALCOHOL AND GAMING DIVISION

Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
P.O. Box 25101 ▪ Santa Fe, New Mexico 8750
(505) 476-4875 ▪ Fax (505) 476-4595 ▪ www.rld.state.nm.us/alcoholandgaming

April 11, 2016

Susana Martinez
GOVERNOR

Certified Mail No.: 9171 9690 0935 0079 1500 16

Robert "Mike" Unthank
SUPERINTENDENT

Cassandra Fresquez, Clerk
City of Las Vegas
1700 N. Grand Avenue
Las Vegas, NM 87701

Daniel Rubin, Esq.
GENERAL COUNSEL

Mary Kay Root
DIRECTOR

Re: Lic. No. /Appl. No.: Application No. 993374
Name of Applicant: OGB, LLC
Doing Business As: JC's New York Pizza Department
Proposed Location: 209-211 Plaza Street, Las Vegas, New Mexico 87701

ATTENTION: Department or person responsible for conducting or preparing the public hearing for liquor license transfers or issuance of new liquor licenses.

Greetings:

The Director of the Alcohol and Gaming Division has reviewed the referenced Application and granted **Preliminary Approval**; it is being forwarded to you in accordance with Section 60-6B-4 NMSA of the Liquor Control Act.

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcohol and Gaming Division, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the inherent conflict between the new 30 day notice and the existing 45 day hearing requirement. Extensions to the 45-day hearing requirement will be granted when necessary to allow for compliance with the 30 day notice. Notice of the Public Hearing required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing twice during the 30 days prior to the hearing in a newspaper of general circulation within the territorial limits of the governing body **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include: (A) Name and address of the Applicant/Licensee; (B) The action proposed to be taken by the Alcohol and Gaming Division; and (C) The location of the licensed premises. The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. A record shall be made of the hearing.

THE APPLICANT IS SEEKING A RESTAURANT BEER AND WINE LICENSE WITH ON PREMISE CONSUMPTION ONLY AND PATIO SERVICE

- Alcohol and Gaming Division
(505) 476-4875
- Boards and Commissions Division
(505) 476-4600
- Construction Industries Division
(505) 476-4700
- Financial Institutions Division
(505) 476-4885
- Manufactured Housing Division
(505) 476-4770
- Securities Division
(505) 476-4580
- Administrative Services Division
(505) 476-4800

MAY 12 2016

The governing body may disapprove the issuance or transfer of the license if:

- 1) The proposed location is within an area where the sale of alcoholic beverages is prohibited by the laws of New Mexico. (The governing body may disapprove if the proposed location is within 300 feet of a church or school unless the license has been located at this location prior to 1981 or unless the Applicant/Licensee has obtained a waiver from the Local Option District governing body for the proposed licensed premises).
- 2) The issuance or transfer would be in violation of a zoning or other ordinance of the governing body. The governing body may disapprove if the proposed location is not properly zoned. Because this office is in receipt of a Zoning Statement from the governing body, this is not a basis for disapproval.
- 3) The issuance would be detrimental to the public health, safety, or morals of the residents of the Local Option District. Disapproval by the governing body on public health, safety, or morals must be based on and supported by substantial evidence pertaining to the specific prospective transferee or location and a copy of the record must be submitted to the Alcohol and Gaming Division.

Within thirty (30) days after the Public Hearing, the governing body **shall** notify the Alcohol and Gaming Division as to whether the local governing body has approved or disapproved the issuance of transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notice of publication(s). **If the governing body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may give Final Approval to the issuance or transfer of the license.**

If the governing body disapproves the issuance or transfer of the license, it shall notify the Alcohol and Gaming Division within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to the Alcohol and Gaming Division with the notice of disapproval (Page 1 of the Application page noting disapproval).

Sincerely,



Charmaine Koroneos-Martinez
Hearing Officer
NM Regulation & Licensing Dept.
Alcohol & Gaming Division
Phone: 505-476-4804
Fax: 505-476-4595
Email: Charmaine.koroneos@state.nm.us

Enclosures:

1. Original Page 1 of the Application (must be signed and returned).
2. Copy of Page 2 of the Application
3. Zoning Statement



2/24

RESTAURANT LIQUOR LICENSE APPLICATION

Application fee - \$200.00 Fees are non-refundable.

PAID R# 1806355
 \$200.00 Ck# 3544

AGD USE ONLY - APPLICATION # 993374 LOD _____

RECEIVED

FEB 25 2016

ALCOHOL & GAMING DIVISION

Application is for: New License / Change of Stock among existing members only / Change of Officers (no ownership interest)

Applicant is: Individual / Corporation / Partnership (General or Limited) / Limited Liability Company

NAME OF APPLICANT (company or individual) OGB LLC

ADDRESS (including city, state, zip) 215 Central Ave NW Albuquerque, NM 87102

TELEPHONE NUMBER OWNER (505) 688-5436 EMAIL jgarofalo@hotmail.com

D/B/A name to be used: JC's New York Pizza Department Phone number for licensed premises: (505) 454-4444

Physical location where license is to be used: 209211 Plaza St, State Rt 65, Las Vegas, San Miguel County, NM 87701
(Include street number / highway number / state road, city and county, state, and zip code)

Mailing address: 215 Central NW Albuquerque, NM 87102

Are alcoholic beverages currently being dispensed at the proposed location? Yes _____ No If yes, give license number and type _____

I, (print name) Joaquin Garofalo, as (title) Owner being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the director may refuse to issue or renew the license or may cause the license to be revoked at any time.

You must sign and date this form in the presence of a notary public.

Signature of Applicant [Signature] Date 10/22/17

SUBSCRIBED AND SWORN TO before me this 22 day of October 2015 by Joaquin Garofalo

Notary Public Justine C. Gallegos My Commission Expires 10/22/17



Local Governing Body of: _____ (City or County). Hearing held on _____ 20____

Check one: Approved _____ Disapproved _____ City/County Official _____ (Signature & Title)

For Alcohol and Gaming Division Use Only

Approved _____ Disapproved _____ Director Approval _____ Date _____



PREMISES LOCATION, OWNERSHIP, AND DESCRIPTION
 SS-60-6B-10

RECEIVED

FEB 25 2016

ALCOHOL & GAMING DIVISION

1. The land and building which is proposed to be the licensed premises is (check one):

Owned by Applicant _____ Leased by Applicant (attach copy of deed or lease) Other (provide details) _____

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s) School Bus Enterprises, LLC

B. Date and term of lease June 1, 2016, 5 year lease

3. Premises location is zoned (example C-1) C-2

If the premises is zoned, attach zoning statement from local government giving location address and type of zone, stating whether alcoholic beverages are allowed at proposed location. If there is no zoning, attach confirmation from local government indicating there is no zoning.

4. Distance from nearest church *(Property line of church to licensed premises—shortest distance).

Miles (feet) 1000 ft Name of church Our Lady of Sorrows Address/location of church 403 Valencia St, Las Vegas, NM 87701
 • 2 miles (1056 ft)

5. Distance from nearest school *(Property line of school to licensed premises—shortest distance).

Miles (feet) 50 ft Name of school West Las Vegas Address/location of school 179 Bridge St, Las Vegas, NM 87701
 • 1 miles (528 ft)

6. Distance from military installation *(Property line of military installation to licensed premises—shortest distance.)

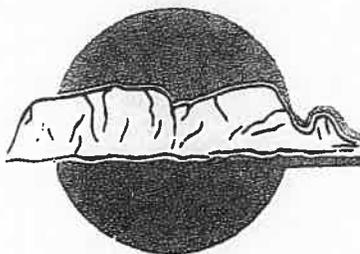
Miles 129 miles Name of Military Installation, circle one Kirtland Air Force Base (Albuquerque), White Sands Missile Range (Las Cruces), Holloman Air Force Base (Alamogordo), Cannon Air Force Base (Clovis).

7. Attach, on a separate sheet, the detailed floor plan for each level (floor) where alcoholic beverages will be sold or consumed. Show exterior walls, doors, and interior walls. This will be the licensed premises. The floor plan should be no larger than 8 1/2 x 11 inches, and must include the total square footage of premises.

*If the distance is beyond 300 feet, but less than 400 feet, a registered engineer or licensed surveyor must complete a Survey Certificate showing the exact distance.

8. Type of Operation:

Lounge _____ Restaurant Package Grocery _____ Racetrack _____ Hotel _____ Other (specify) _____



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

ALFONSO E. ORTIZ, JR.
Mayor

October 28, 2015

Joaquin Garofalo
209-211 Plaza
Las Vegas, NM 87701

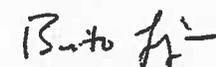
RE: Zoning Verification for 209-211 Plaza

To Whom It May Concern:

This statement certifies that the premise located at 209-211 Plaza, Las Vegas New Mexico 87701 is within a CH (Cultural Historic Overlay Zone) C-2 (Central Business District). The C-2 Zone is intended to permit the development of unlimited commercial uses and services and to serve as a central trading area for the City. Permitted uses in the C-2 District are eating and drinking places, including bars, restaurants and cocktail lounges.

If you have any questions or require further information please feel free to contact me at (505) 426-3275/benito@ci.las-vegas.nm.us

Sincerely,


Benito A. Lujan

Zoning /Licensing Supervisor

Xc: Lindsey Valdez, Community Development Director
File

RECEIVED

FEB 25 2016

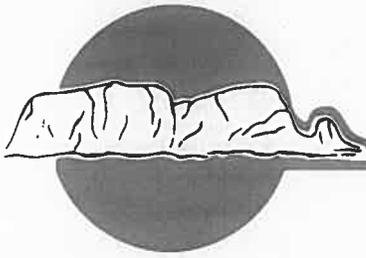
ALCOHOL & GAMING DIVISION

TONITA GURULE-JIRON
Councilor, Ward 1

VINCE HOWELL
Councilor, Ward 2

JOSEPH "JOEY" HERRERA
Councilor, Ward 3

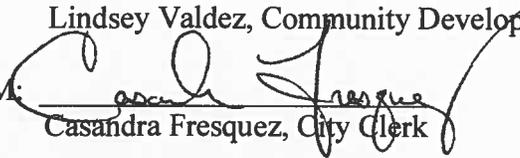
DAVID L. ROMERO
Councilor, Ward 4



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

MEMORANDUM

TO: Lindsey Valdez, Community Development Director

FROM: 
Casandra Fresquez, City Clerk

DATE: April 18, 2016

RE: Application for a Restaurant Beer and Wine Only License with on Premise Consumption Only and Patio Service

Enclosed is a copy of the application for an Application for a Restaurant Beer and Wine Only License with on Premise Consumption Only and Patio Service submitted by OGB, LLC, DBA JC's New York Pizza Department, 209-211 Plaza Street, Las Vegas, New Mexico, Application No. 993374.

This information is being submitted to your office for review and to verify that the information contained in page 2 of the application is correct and in compliance with the distance requirements to the nearest church, school and military installation as mandated in the New Mexico State Statutes. Further, I would like to ensure that the area is zoned to allow such an establishment. Please submit to this office written confirmation as to whether or not the location proposed for use of the license meets those requirements.

By copy of this memorandum, I am also notifying Police Chief Juan Montano of this application for his input, if any.

The Las Vegas City Council will hold a public hearing regarding the above application on May 18th at 6:00 p.m. and will require the information prior to the meeting.

Should you have any questions, please do not hesitate to contact me. Thank you in advance for your assistance.

Enclosures:

xc: Maria Perea, CAD Technician
Ann Marie Gallegos, Interim City Manager
City Attorney
Juan Montano, Chief of Police



MAYOR TONITA GURULE-JIRON

MEMORANDUM

TO: Casandra Fresquez, City Clerk
FROM: Maria D. Perea
Maria D. Perea, CADD Technician
THRU: Lindsey Valdez
Lindsey Valdez, CD Director
DATE: April 29, 2016
SUBJECT: Application for Restaurant Beer & Wine only License with on Premise Consumption Only and Patio Service

Please be advised that we have reviewed the request submitted by OGB, LLC, DBA JC's New York Pizza Department, 209-211 Plaza Street, Las Vegas, NM 87701 and my findings are as follows:

- The property known as 209-211 Plaza Street is zoned a CH C-2 (Central Business District within a Cultural Historic Overlay Zone) and as per §450-125. C-2 Central Business District B. (3) Eating and drinking places, including bars, restaurants and cocktail lounges are permitted uses. The proposed activity is permitted in this zone.
- Our Lady of Sorrows Church located at 403 Valencia Street, is the nearest church to the proposed location and is approximately eight hundred and eighty-four feet (884') from 209-211 Plaza Street.
- West Las Vegas High School located at 157 Moreno Street, is the nearest school to the proposed location and is approximately four hundred and seventy-nine feet (479') from 209-211 Plaza Street.
- The nearest military installation is the National Guard Armory located at 720 Camino Maximilliano (Camp Luna) and is approximately 2.57 miles from 209-211 Plaza Street.

I have attached a portion of the Zoning Map with the approximate location of 209-211 Plaza Street highlighted and an aerial map of the area showing the locations noted above.

If further information is required, please contact me at (505) 426-3279.

Attachments: 3 pages

xc: Ann Marie Gallegos, Interim City Manager
City Attorney
Juan Montano, Chief of Police
Research file



SAN PEDRO

ALENCIA STREET

PLAZA PARK

BRIDGE S

MORENO

WEST LAS VE
HIGH SCHC

2
0-1
10-23

C1

C1
79-9

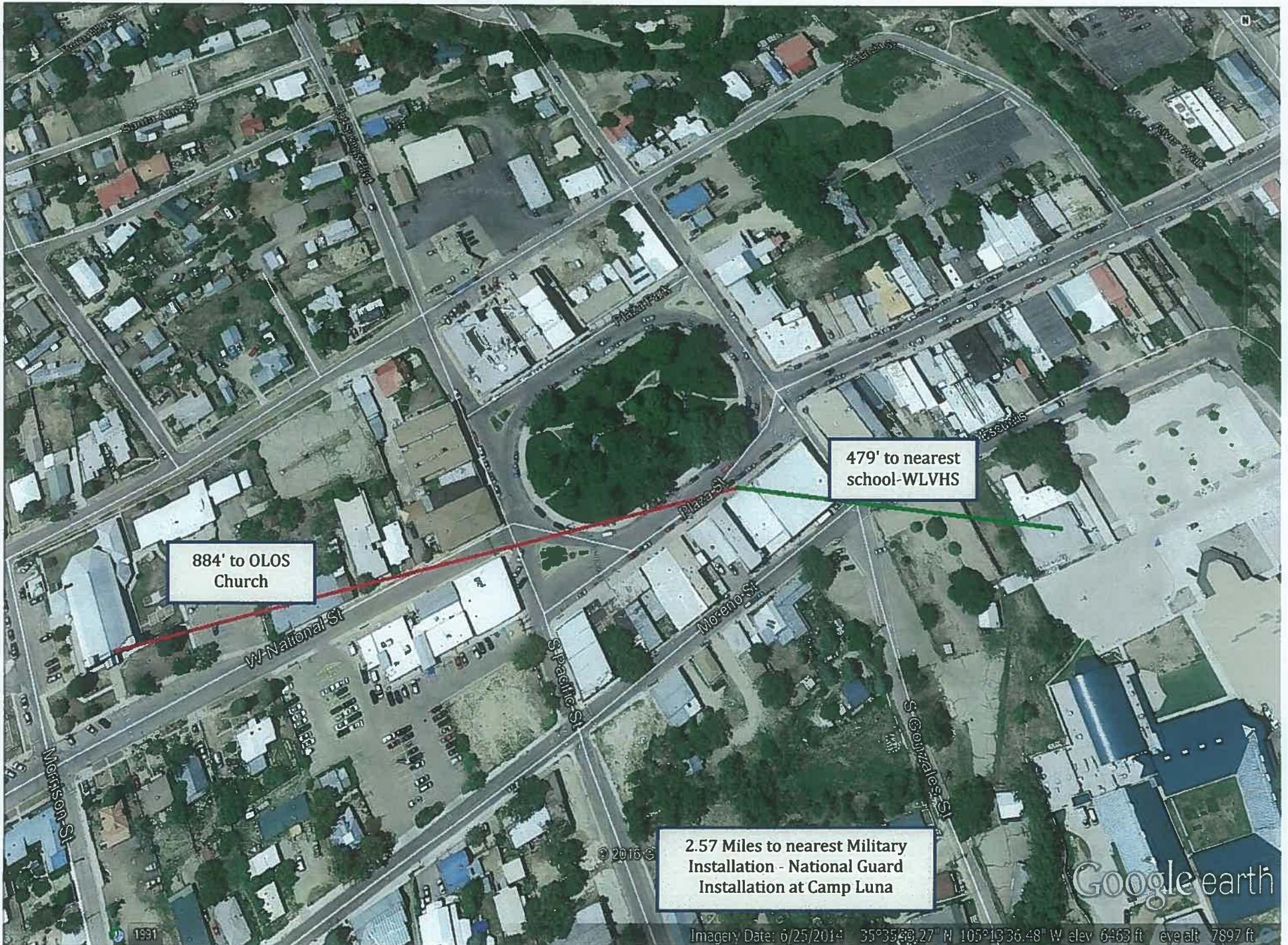
01
83-3

CH C2

Approximate
Location of
209-211 Plaza

CH R2

RA



884' to OLOS Church

479' to nearest school-WLVHS

2.57 Miles to nearest Military Installation - National Guard Installation at Camp Luna

Google earth

Imagery Date: 6/25/2014 35°35'43.27" N 105°13'36.48" W elev 6463 ft ever alt 7897 ft

© 2016

1991

Maire Lopez

From: Koroneos-Martinez, Charmaine, RLD [Charmaine.Koroneos@state.nm.us]
Sent: 25 April 2016 17:08
To: mlopez@ci.las-vegas.nm.us
Subject: FW: Questions

Maire,

Please see the email below from Deputy Director, Debra Lopez. Let me know if you have any questions. Thank you!

From: Lopez, Debra, RLD
Sent: Monday, April 25, 2016 4:42 PM
To: Koroneos-Martinez, Charmaine, RLD; Root, MaryKay, RLD
Subject: RE: Questions

They are only pushing it back 5 days. I think that we can count the first publication as adequate notice as long as they republish the correct date as soon as possible.

Debra A. Lopez, Deputy Director
Alcohol and Gaming Division
2550 Cerrillos Road
PO Box 25101
Santa Fe, NM 87505
(505) 476-4551
(505) 476-4595 Fax

Report suspected child abuse or neglect by calling **#SAFE (#7233)** from a cell phone or **1-855-333-SAFE**.

(Confidentiality Notice: This e-mail, including all attachments is for the sole use of the intended recipient[s] and may contain confidential and/or privileged information. Any unauthorized use, copying, disclosure or distribution is prohibited, unless specifically provided under New Mexico Inspection of Public Records Act. If you are not the intended recipient, please contact the sender at once and destroy all copies of this message).

From: Koroneos-Martinez, Charmaine, RLD
Sent: Monday, April 25, 2016 4:10 PM
To: Root, MaryKay, RLD; Lopez, Debra, RLD
Subject: FW: Questions

MaryKay and Debra,

Please see the email request below. Please let me know how you want to proceed. Thank you!

From: Maire Lopez [<mailto:mlopez@ci.las-vegas.nm.us>]
Sent: Monday, April 25, 2016 3:58 PM
To: Koroneos-Martinez, Charmaine, RLD
Subject: Questions

Good afternoon Ms. Koroneos-Martinez,

We received an application notice for OGB, LLC DBA JC's New York Pizza Department Application No.993374, we first originally scheduled a public hearing to be held on May 18, 2016 and barely made the 30 day first notice of publication due to our local papers days of circulation. Our question for your office is, can we republish to hold the hearing on May23rd as two of our Councilors will be attending a training and how do we meet the 30 publishing requirements and not exhaust the 45 day requirement?

Maire K. Lopez, CMC

*Deputy City Clerk
1700 North Grand Avenue
Las Vegas, NM 87701
(505)454-1401 - Main
(505) 426-3262 - Direct Line*



City Clerk's Office

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Las Vegas, New Mexico will conduct a public hearing on Wednesday May 18, 2016 at 6:00 p.m. in the City Chambers, 1700 N. Grand Avenue. The City Council will hear any and all protests and determine whether to approve or disapprove an application for Restaurant Beer and Wine Only License with on Premise Consumption Only and Patio Service submitted by OGB, LLC, DBA JC's New York Pizza Department, 209-211 Plaza Street, Las Vegas New Mexico 87701. The hearing is open to the public. Protests and/or comments may be filed with the City Clerk, 1700 N. Grand Avenue, prior to the hearing.

Casandra Fresquez, City Clerk

Publish: Las Vegas Daily Optic Wednesday April 20, 2016 and Wednesday May 4, 2016

City Clerk's Office

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Las Vegas, New Mexico will conduct a public hearing on Wednesday May 23, 2016 at 6:00 p.m. in the City Chambers, 1700 N. Grand Avenue. The City Council will hear any and all protests and determine whether to approve or disapprove an application for Restaurant Beer and Wine Only License with on Premise Consumption Only and Patio Service submitted by OGB, LLC, DBA JC's New York Pizza Department, 209-211 Plaza Street, Las Vegas New Mexico 87701. The hearing is open to the public. Protests and/or comments may be filed with the City Clerk, 1700 N. Grand Avenue, prior to the hearing.

Casandra Fresquez, City Clerk

Publish: Las Vegas Daily Optic Friday April 29, 2016 and Wednesday May 11, 2016

CITY COUNCIL MEETING AGENDA REQUEST

DATE: May 10, 2016

DEPT: Police

MEETING DATE: May 23, 2016

ITEM/TOPIC: Out of State Travel

ACTION REQUESTED OF COUNCIL: *Out of State Travel to Englewood, Colorado on July 25-29, 2016.*

BACKGROUND/RATIONALE: (Provided with Work Session Packet)

STAFF RECOMMENDATION: Approval

COMMITTEE RECOMMENDATION: no committee recommendation

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



Juan F. Montaña
Chief of Police

REVIEWED AND APPROVED BY:



TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)



RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

H. CHICO GALLEGOS
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)



City of Las Vegas

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



Chief Juan Montaña

MEMORANDUM

**TO: Richard Trujillo
City Manager**

FROM: 
**Juan F. Montano
Chief of Police**

DATE: May 10, 2016

**RE: Out of State Travel-Englewood, Colorado
Less than Lethal Training
July 25-29, 2016
1 LVPD Personnel**

Estimated Travel Cost

Per Diem for 1 LVPD Personnel @ \$480.00 per individual	\$480.00
Registration for 1 LVPD Personnel @ \$695.00 per individual	\$ 695.00
TOTAL COST	\$ 1,175.00

All Expensive will be paid by General Fund 101-4800-710-7202.

XC: FILE

Training Schedule

March 8-11, 2016	Cornelia, GA	4 DAY ICP
March 14-17, 2016	Eimira, NY	4 DAY ICP
March 14, 2016	Eimira, NY	Handcuff & Restraints
March 15-17, 2016	Davie, FL	Field Force Grenadier/SWAT Grenadier (special price)
March 21-24, 2016	Lynchburg, TN	4 DAY ICP
March 21-23, 2016	Tuscaloosa, AL	Field Force Grenadier/SWAT Tactical Grenadier (special price)
April 12-15, 2016	Toms River, NJ	4 DAY ICP
April 5-8, 2016	Anchorage, AK	4 DAY ICP
April 18-21, 2016	Lexington, SC	4 DAY ICP
May 9-10, 2016	Galt, CA	Penn Arms/2 Day Armorer's Course
May 9-11, 2016	Dallas, TX.	Chemical Munitions/Impact Munitions/Flashbang Munitions
May 10-13, 2016	Germantown, WI.	4 Day ICP
May 11-12, 2016	Galt, CA.	Penn Arms/2 Day Armorer's Course
May 16-17, 2016	Germantown, WI	Penn Arms/2 Day Armorer's Course
May 24-25, 2016	Arlington, TX.	Penn Arms/ 2 Day Armorer's Course
May 25-27, 2016	Conway, AR	Field Force Grenadier/SWAT Grenadier (special price)
May 26-27, 2016	Arlington, TX.	SWAT/Tactical Grenadier
June 14-17, 2016	Weyers Cave, VA	4 DAY ICP
June 21-24, 2016	Salt Lake City, UT	4 DAY ICP
June 28-July 1, 2016	Allentown, PA	4 DAY ICP
June 28-July 1, 2016	Moncks Corner, SC	4 DAY ICP
July 12-15, 2016	Bethlehem, PA	4 Day ICP
July 12-13, 2016	Bethlehem, PA	Swat/Tactical Grenadier
July 14-15, 2016	Bethlehem, PA	2 Day Ballistic Breaching Instructor Course
July 14-15, 2016	Eagan, MN	2 Day Ballistic Breaching Instructor Course
July 19-22, 2016	Eagan, MN.	4 Day ICP
July 26-29, 2016	Englewood, CO	4 Day ICP
August 1-4, 2016	Mansfield, OH	4 DAY ICP
August 23-24, 2016	Oxford, MS	2 Day Ballistic Breaching Instructor Course
August 30-September 2, 2016	Glastonbury, CT.	4 Day ICP
September 13-16, 2016	Cotton Port, LA	4 DAY ICP
September 19-22, 2016	Eureka, MO	4 DAY ICP
September 27-30, 2016	Oxford, MS	4 DAY ICP
October 3-6, 2016	Tuscaloosa, AL	4 DAY ICP
October 10-14, 2016	Broomfield, CO.	4 Day ICP
October 11-14	Nanticoke, PA.	4 Day ICP
October 14, 2016	Broomfield, CO.	1 Day Ballistic Breaching Course
October 18-21, 2016	Montgomery, AL.	4 Day ICP
October 25-26, 2016	Burlington, NC	SWAT/Tactical Grenadier
October 27-28, 2016	Burlington, NC	Ballistic Breaching Instructor Course
November 1-2, 2016	Carmel, IN.	Field Force Grenadier Course
November 7-10, 2016	Bristol, VA.	4 Day ICP
December 5-6, 2016	Galt, CA.	Penn Arms/2 Day Armorer's Course
December 7-8, 2016	Galt, CA.	Penn Arms/2 Day Armorer's Course
March 27-28, 2017	Galt, CA.	Penn Arms/2 Day Armorer's Course
March 29-30, 2017	Galt, CA	Penn Arms/2 Day Armorer's Course

On Apr 7, 2016, at 11:11 AM, Commander Eric Padilla <epadilla@ci.las-vegas.nm.us> wrote:

The Las Vegas Police Dept. Will be sending Emergency Response Team members for munitions instructors courses here in the near future. The cert we sent was the last officer we have certified from CTS

Commander Eric Padilla
Las Vegas PD



REGISTRATION FORM

Please print name as it should appear on Course Certificate:

LAST NAME: _____ FIRST NAME: _____ MI: _____

DEPARTMENT: _____

DEPT. ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WORK PHONE: _____ CELL: _____

EMAIL: _____

COURSE DATE & LOCATION: _____

CTSTI INSTRUCTOR & OPERATOR COURSES:

- | | |
|---|--|
| <input type="checkbox"/> OC ICP (DAY 1 ONLY - \$90.00) | <input type="checkbox"/> CORRECTIONS COURSE (3 DAYS - \$350.00) |
| <input type="checkbox"/> CM ICP (DAY 2 ONLY - \$220.00) | <input type="checkbox"/> BALLISTIC BREACHING OPERATORS COURSE (1 DAY - \$150.00) |
| <input type="checkbox"/> IM ICP (DAY 3 ONLY - \$190.00) | <input type="checkbox"/> BREACHING INSTRUCTOR COURSE (2 DAYS - \$325.00) |
| <input type="checkbox"/> FB ICP (DAY 4 ONLY - \$220.00) | <input type="checkbox"/> FIELD FORCE GRENADIER COURSE (2 DAYS - \$450.00) |
| <input type="checkbox"/> ALL 4 ICP (FULL 4 DAYS - \$695.00) | <input type="checkbox"/> SWAT/TACTICAL GRENADIER COURSE (2 DAYS - \$400.00) |
| | <input type="checkbox"/> PENN ARMS ARMORER'S COURSE (2 DAYS - \$125.00) |
| | <input type="checkbox"/> CUSTODIAL HANDCUFFING & RESTRAINTS (1 DAY - \$195.00) |

BECAUSE ATTENDANCE IS LIMITED, A FIRM COMMITMENT IS REQUIRED. Therefore, a registration form must be submitted **NO LATER THAN** 30 days prior to course start date. Submit completed registration forms to training@combinedsystems.com.

As the P.O.'s/requests for attendance are anticipated to be greater than the number of spaces available, cancellation of a designated attendee must be made in writing to Combined Systems 14 days before the course date. Should a student not appear for class, and a cancellation notice not be received, that agency will be charged the full amount of the cost associated with this class. Notification of cancellation will allow us to offer the vacant spot to another interested agency. Substitution of an attendee within the same agency is acceptable.

Mail Payment to: Combined Systems, Inc
Attn: Training
PO Box 506
Jamestown, PA 16134

PAYMENT METHOD: CHECK ENCLOSED CREDIT CARD DEPT. PURCHASE ORDER (# _____)

CC# _____ EXP. DATE _____ V CODE# _____

NAME AS IT APPEARS ON CARD: _____

BILLING ADDRESS & PHONE NUMBER: _____

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5-11-16

DEPT: Community Development

MEETING DATE: 5-23-16

ITEM/TOPIC:

Resolution 16-23 requesting application to the New Mexico Historic Preservation Division for a Certified Local Government Grant

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of Resolution 16-23 requesting application to the New Mexico Historic Preservation Division for a Certified Local Government Grant

BACKGROUND/RATIONALE:

The City of Las Vegas was designated a Certified Local Government in 1986, which made state and federal preservation funds available on an annual basis. The New Mexico Historic Preservation Division (NMHPD) has issued a Notice of Grant Availability to Certified Local Governments with \$95,000.00 in competitive grant funds available. Certified Local Government Grants are awarded on a matching basis with the federal NMHPD share up to 50% of the total project costs and the local share 50%. The local share may be cash or in-kind contributions. All awards will be paid by NMHPD on a reimbursable basis only.

STAFF RECOMMENDATION:

Approval

COMMITTEE RECOMMENDATION:

N/A

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)



RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

H. CHICO GALLEGOS
CITY ATTORNEY
(ALL CONTRACTS MUST BE REVIEWED)

**CITY OF LAS VEGAS
Resolution No. 16-23**

**RESOLUTION 16-23 AUTHORIZING APPLICATION TO THE NEW MEXICO HISTORIC PRESERVATION
DIVISION FOR A CERTIFIED LOCAL GOVERNMENT GRANT (CLG)**

WHEREAS, the City of Las Vegas was designated a Certified Local Government in 1986 and the designation made state and federal preservation funds available on an annual basis; and

WHEREAS, since that time, the City of Las Vegas has applied for Certified Local Government grant monies to implement a variety of preservation related projects; and

WHEREAS, the New Mexico Preservation Division has \$95,000 available for Certified Local Government communities for the 2016-17 Grant Program and has issued a Notice of Grant Availability to Certified Local Governments; and

WHEREAS, the application deadline is May 16, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF LAS VEGAS, that the City of Las Vegas hereby authorizes application to the New Mexico Historic Preservation Division for a Certified Local Government grant.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2016.

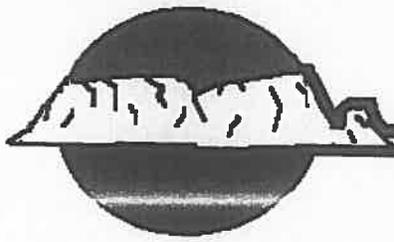
Mayor Tonita Gurule-Giron

ATTEST:

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

H. Chico Gallegos, City Attorney



CITY OF LAS VEGAS

MAYOR TONITA GURULE-GIRON

May 16, 2016

Karla McWilliams, Local Government (CLG) & Grants Program Coordinator
Department of Cultural Affairs
NM Historic Preservation Division (HPD)
407 Galisteo Street, Suite 236
Santa Fe, NM 87501

RE: 2016-17 CLG Application

Dear Ms. McWilliams,

Enclosed is the City of Las Vegas' application to HPD for a Certified Local Government Grant for the 2016-17 funding cycle. The City is applying for a *Public Education & Outreach Project*. Thank you for your consideration of our request. Should you require additional information, please feel free to contact me at 505-426-5937 or lvaldez@ci.las-vegas.nm.us.

Sincerely,

Lindsey Valdez
Community Development Director

xc: Richard Trujillo, City Manager
Ann M. Gallegos, Finance Director

DAVID A. ULIBARRI JR.	VINCE HOWELL	BARBARA CASEY	DAVID L.ROMERO
Councilor, Ward 1	Councilor, Ward 2	Councilor, Ward 3	Councilor, Ward 4

1700 North Grand Avenue .Las Vegas, New Mexico, 87701 (505) 454-1401 . Fax: 454-0596

2015 GRANT APPLICATION FORM

GENERAL INFORMATION

APPLICANT: City of Las Vegas COUNTY: San Miguel

APPLICATION FOR: (grant type, select only one) Certified Local Government Grant Historic Preservation Grant

GRANT OVERSIGHT

Project Coordinator: Lindsey Valdez Title: Community Development Director

Organization Name: City of Las Vegas

Address, City, State, Zip: 1700 N. Grand Avenue, Las Vegas, NM 87701

Phone: 505-426-5937 or 505-454-1401 x3221 Email: lvaldez@ci.las-vegas.nm.us

FUNDING REQUEST

Federal \$ (grant funds) requested: 9,000.00

PROJECT TYPE

- | | |
|---|---|
| <input type="checkbox"/> NR/SR Nomination / Listing Revision | <input type="checkbox"/> Publication of Materials |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Historic/Archaeological Research |
| <input type="checkbox"/> Survey | <input type="checkbox"/> Construction, Restoration, Rehab & Stabilization |
| <input checked="" type="checkbox"/> Preservation Education & Outreach | <input type="checkbox"/> Information Management/Information Technology |
| <input type="checkbox"/> Other _____ | |

SIGNATURE

Name of Authorized Representative: Richard Trujillo

Title of Authorized Representative: City Manager


Signature

5/14/16
Date

**City of Las Vegas
Historic Preservation Grant Application
Certified Local Government Grant**

May 16, 2016

**Historic Design Review Guidelines
Educational Outreach and CH-Overlay Expansion**

I. Project Summary

The City of Las Vegas is proposing to utilize CLG monies for local public outreach through advertising and educational workshops with the assistance of a preservation consultant. The overall goal of the project will be to promote the Historic Design Review Guidelines, providing workshops addressing the direct benefits of the guidelines and importance CH-Overlay designations. A consultant will be hired to identify neighborhoods and property owners to promote the expansion of the City of Las Vegas Cultural/Historic (C/H) Overlay Zone. The Consultant will advertise, conduct and document a minimum of six public meetings as part of this project and will submit five (5) copies of a final report describing the public meetings and planning process that occurred. The report will include maps highlighting historic resources, copies of sign-in sheets, agendas, minutes and public recommendations derived from the meetings. This project complements the mission of the NM Historic Preservation Division, *to identify, study, and protect New Mexico's unique cultural resources, including its archaeological sites, architectural and engineering achievements, cultural landscapes and diverse heritage*, as well as Goal IV of the 2012-16 State Historic Preservation Plan, *Strengthen Advocacy and Legal Protections for Cultural Resources*.

II. Project Narrative - Scope

Communicating the value and need for preserving Las Vegas' historic assets is essential, as many of our architectural resources are at risk. In September 2013, the City revised its Historic Design Review Guidelines (CLG 35-12-41938.19), a nearly one-hundred page document that will provide "guidance for preservation of Cultural Historic Overlay properties in the Las Vegas Historic Districts." The City is proposing to utilize CLG grant funds to 1) Educate the community on how to interpret and apply the City's Design Review Guidelines, and 2) Encourage the expansion of Las Vegas' CH-Overlay Districts.

The revised 2013 Historic Design Review Guidelines are an invaluable asset to the Las Vegas community. However, to get proper use out of the document, it is critical that the community be made aware of the benefits, to include incentive information, such as tax credits for owners of historically accurate and preserved properties. It is hoped that in the short-term, through educational outreach initiatives, the guidelines will be voluntarily embraced by the community, as currently Las Vegas has a limited number of CH-Overlay designations, leaving many contributing properties outside of the jurisdiction of the City's Design Review Board. And in the long-term, it is hoped that Las Vegas' CH-Overlay Districts will expand, thus, making the guidelines a requirement in more areas.

Proposed Deliverables (See Appendix A):

- At least six (6) educational workshops; three will target residential neighborhoods and three will target business districts
- All workshops will be properly advertised via web, radio and newspaper (copies of all announcements will be provided to HPD)
- Workshop lectures will be filmed and available on the web
- Workshop content will be included in a series of outreach vehicles that may include the Citizens Committee for Historic Preservation (CCHP) People & Places Past newsletter, CCHP's website and/or the City of Las Vegas' website
- The City will submit press releases to local media and collect any press articles regarding neighborhood, special interest groups, and public meetings related to this project
- Five (5) copies of a final report describing the public meeting and planning process

Objectives:

- To communicate the value and relevance of preservation through the promotion of Las Vegas' Design Review Guidelines
- To encourage and initiate the expansion of Las Vegas' Cultural/Historic (C/H) Overlay Zone

Procedures and Methods

The City of Las Vegas will solicit proposals for a qualified consultant to implement the project. The consultant will be provided with a definitive Scope of Work. The consultant will complete any applicable deliverables mentioned above; the City will ensure the completion of any remaining deliverables, such as providing final materials/reports to HPD.

Workshop content will come from the City's Cultural Historic Preservation Ordinance, Historic Design Review Guidelines and the Secretary of Interior's Standards of Rehabilitation.

III. Project Administration

The primary administration of the Historic Design Review Guidelines Educational Outreach and CH-Overlay Expansion is:

Lindsey Valdez, Community Development Director

Ms. Valdez will serve as the Project Coordinator, providing direction and coordination, including oversight over the procurement of services. Ms. Valdez will oversee grant administration, to include budget management and reporting.

Floyd Lovato, City Planning and Zoning Coordinator

Mr. Lovato will provide technical support and coordination, including the research and procurement of sub-contractors.

City of Las Vegas Design Review Board Members

The City's Design Review Board (DRB) was actively involved in the development of the 2013 Design Review Guidelines. The Chair and members of DRB will provide recommendations in

moving forward with the proposed deliverables. It shall be requested that the DRB designate a representative to participate in the consultant selection and assist with scheduled outreach activities.

IV. Project Budget

The total request for the Historic Design Review Guidelines Educational Outreach and CH-Overlay Expansion is \$9,000.00 from NMHPD's Certified Local Government Grant fund and will be matched in cash and in-kind services by the City of Las Vegas in the amount of \$9,009.08. The total project cost is \$18,009.08. (See Appendix B)

APPENDIX A: GRANT SCHEDULE

Historic Design Review Guidelines Educational Outreach and CH-Overlay Expansion

SCHEDULE, MILESTONES & DELIVERABLES:

Date	Milestones	Deliverables
By July 31, 2016	CONTRACTOR will issue a: 1) RFP for Preservation Consultant 2) Selection of Preservation Consultant	CONTRACTOR will: 1) Progress Report #1 and supporting documents
By October 31, 2016	CONTRACTOR will provide: 1) Selection of target residential properties/neighborhoods and/or business properties/districts 2) Selection of contractor for filming services 3) Calendar of scheduled workshops 4) Overview of workshop content	CONTRACTOR will submit: 2) Progress report #2 and supporting documents
By March 31, 2017	CONTRACTOR will: 1) Conduct 6 educational workshops 2) Provide filmed workshop content on CLV website and/or CCHP website 3) Submit PR to local media	CONTRACTOR will: 1) Progress report #3 and supporting documents
On or before May 19, 2017	CONTRACTOR will: 1) Finalize deliverable report	CONTRACTOR will submit: 1) Final Report 2) Invoice

- Schedule subject to revision based on notice of award and finalization of contract.

APPENDIX B: PROJECT BUDGET
CITY OF LAS VEGAS, CERTIFIED LOCAL GOVERNMENT (CLG) GRANT
Grant #

PROJECT 1: Historic Design Review Guidelines Educational Outreach and CH-Overlay Expansion

			<u>TOTAL</u>	<u>HPD</u>	<u>MATCH</u>
PROJECT COORDINATOR					
	<i>Rate</i>	<i>Hours</i>			
Lindsey Valdez	\$33.50	50	\$1,675.00		\$1,675.00
PRINCIPAL SALARIES					
Floyd Lovato	\$19.00	40	\$760.00		\$760.00
Annette Velarde	\$22.13	16	\$354.08		\$354.08
Design Review Board (Project Representative)	\$40.00	10	\$400.00		\$400.00
Design Review Board (Four Members)	\$40.00	2hrs x 4	\$320.00		\$320.00
MILEAGE					
PER DIEM					
MISCELLANEOUS					
Consultant Services			\$10,000.00	\$9,000.00	\$1,000.00
Filming Services			\$1,500.00		\$1,500.00
DELIVERABLES					
Advertising			\$3,000.00		\$3,000.00
PROJECT 1 TOTAL			\$18,009.08	\$9,000.00	\$9,009.08

Lindsey K. Valdez
904 Gallinas Street, Las Vegas, NM 87701
505/426-5937
lndshill@gmail.com

EDUCATION: **NEW MEXICO HIGHLANDS UNIVERSITY (NMHU)**, Las Vegas, New Mexico
MA in Public Affairs/Oral Defense completed in May 2013

OREGON STATE UNIVERSITY (OSU), Bend, Oregon
BS in Liberal Studies, Thematic Focus: Critical Analysis and Social Justice, Spring 2007
Minor in Political Science
Graduated Cum Laude

MARYMOUNT COLLEGE (MCPV), Los Angeles, California
AA in Liberal Arts, Spring 2003
Valedictorian and Commencement Speaker

EXPERIENCE: **CITY OF LAS VEGAS**, Las Vegas, New Mexico
Community Development Director, January 2015 - Present

- Oversees and directs department personnel in the areas of planning, zoning, business licensing, land development, historic preservation, building permits, drafting, code enforcement, animal control, marketing, special events and film
- Oversees provider contracts, to include animal shelter management, economic development, tourism/promotion and historic preservation services
- Oversees the Planning & Zoning Commission, Board of Adjustment, Design Review Board, Lodgers Tax Advisory Board, Film Commission and Marketing Committee
- Prepares joint powers agreements, resolutions, contracts and RFPs
- Presents amendments to City Code and coordinates with appropriate staff to carry out implementation
- Evaluates employees and provides feedback on position performance levels
- Maintains efficient office functions, coordinates special projects, and plans and encourages continued training for department personnel
- Coordinates with other department directors and community leaders to foster open communication between the Community Development Department and its functions relative to the community
- Prepares and coordinates grant and/or loan applications as required, and administers grant and/or loan programs as assigned by the City Manager
- Presents before Mayor and Council, committees or other groups as required

NEW MEXICO STATE FILM OFFICE (NMFO), Santa Fe, New Mexico
Outreach Programs Manager, February 2014 – January 2015

- Hosted *New Mexico Film Works*, a weekly one-hour talk-based radio show that airs live on KVSF 101.5 The Voice of Santa Fe (Guests include: Author George R.R. Martin, *Game of Thrones*; Producer/Director/Writer Jim Wilson, *The Bodyguard*, *Dances With Wolves*; Actor/Musician Christian Kane, *50 to 1*, *Friday Night Lights*; Actor/Comedian Bill Daily, *The Bob Newhart Show*, *I Dream of Jeannie*)
- Managed and updated all outreach portions of nmfilm.com; Managed social media platforms; Developed NMFO monthly outreach newsletter
- Facilitated the Governor's Council on Film & Media Outreach Sub-committee; Reported quarterly to the Governor's Council on Film & Media
- Directed and oversaw annual Film & Media Industry Conference, Film & Media Education Summit and Filmmakers Showcase events
- Directed and oversaw the State Film Liaison Network, a program that provides a localized approach to promoting film production across the state
- Directed and oversaw the Give Something Back Program, a program that provides opportunities for actors, writers, directors and/or producers to "Give Back" to the state of New Mexico through social media outreach, radio and collaboration with local schools and veterans centers
- Prepared script location breakdowns and location packages for inquiring productions

CITY OF LAS VEGAS, Las Vegas, New Mexico

Event & Marketing Manager, July 2013 – January 2014

Event Planner/Film Liaison, June 2010 - June 2013

- Facilitated Film Permit Applications/Provided locations assistance/Worked closely with incoming production companies and the NM Film Office (Productions include: *Hate From A Distance* 2013; *The Homesman* 2013 (Tommy Lee Jones); A&E series *Longmire* 2011-2013; CBS pilot *Vegas* 2012)
- Organized and developed film related outreach events/materials, to include “Longmire Night” with the Las Vegas Train Robbers, 2013; Las Vegas Historic Film Walking Tour Brochure, 2012.
- Developed and facilitated City marketing strategies, to include advertising, branding, web presence, tours, survey development, etc.
- Provided graphic design services/Developed promotional print materials and media releases
- Coordinated and managed City events, such as the 4th of July Fiestas (8,000+ attendees) and Electric Light Parade (2,000+ attendees)
- Recruited and assisted in the implementation of conferences and conventions
- Managed the Las Vegas Visitor Information Center (Three Staff Members)
- Prepared application and managed Certified Local Government Grant (CLG)
- Facilitated Las Vegas Lodgers Tax Advisory Board, Film Commission and Marketing Advisory Committee

COMMUNITY BY DESIGN, Las Vegas, New Mexico

Public Relations/Marketing & Design Intern, Fall 2009 - Spring 2010

- Event Coordinator for Las Vegas Downtown Action Plan (LVDAP) community events
- Event Marketing, including print material design, radio spokesperson, etc.
- Public Relations, including organizing meetings aimed at engaging Las Vegas community members and local business owners regarding the LVDAP plans and process

LAS VEGAS SAN MIGUEL CHAMBER OF COMMERCE, Las Vegas, New Mexico

Tourism Website Project Manager (Contractor), Fall 2008 - Spring 2009

- Coordinated the development of new website for the Las Vegas/San Miguel Chamber of Commerce, providing information and resources to tourists, residents and the business community (a collaboration with New Mexico Highlands University’s Media Arts Department)
- Acted as liaison between the NMHU Media Arts Department and the Las Vegas San Miguel Chamber of Commerce
- Oversaw timelines and presented progress to Chamber Board of Directors
- Produced copy, photography, and prepared NMHU design student photography for web use

NEW MEXICO HIGHLANDS UNIVERSITY, Las Vegas, New Mexico

Graduate Assistant/Political Science Department, January 2007 - May 2010

- Assisted with preparing/editing research proposals and scholarly papers to be sent out for publication
- Prepared curriculum and graded American National Government assignments and exams
- Provided out-of-class assistance to undergraduate students during scheduled office hours and group review sessions
- Served as liaison between undergraduate students and professor

OTHER:

LEADERSHIP QUALIFICATIONS

- **Member**, Luna Community College Foundation Board, Las Vegas, New Mexico, March 2016 - Present
- **Member**, NM League of Zoning Officials, March 2015 - Present
- **Presenter**, Loma Colorado Library, *An Insider’s Introduction to the NM Film Industry*, Rio Rancho, New Mexico, June 2014
- **Presenter**, NM League of Zoning Officials Conference, *Film Production & Zoning*, Las Vegas, New Mexico, September 2012
- **Panelist**, NM Film & Media Industry Conference, *Productions and Vendors Working Together*, Albuquerque, New Mexico, May 2013
- **Member**, New Mexico Tourism Department Northeast Region Four Tourism Board, 2013

- **Committee Member.** NMHU Search and Screen Committee for an Assistant Professor of Political Science, Las Vegas, New Mexico, Spring 2009
- **Volunteer.** Las Vegas/San Miguel Chamber of Commerce, Market Research & Planning, Las Vegas, New Mexico, 2008
- **Congressional Intern.** Congresswoman Darlene Hooley, Capitol Hill, Washington DC, Summer 2006
- **President.** Golden Key International Honour Society, Oregon State University Chapter, 2005
- **Intern.** Hanson Country Inn, Wedding/Event Coordinator, Corvallis, Oregon, June-August 2005
- **Member.** Oregon State University Student Foundation, 2004-2005
- **Council Member.** Oregon State University Student Alumni Association, Spring 2004-Winter 2005
- **Resident Advisor.** Marymount College Student Housing, Spring 2003
- **Staff Member.** Tyee Wine Cellars, Event Support & Vineyard Maintenance, Corvallis, Oregon, Seasonal 2002-2005
- **President.** Marymount College Opportunities for Volunteer Experience, 2002-2003
- **Member.** Peer Review Board, Marymount College, 2002-2003
- **Director of Environmental Awareness.** Associated Students of Marymount College, 2002

HONORS AND AWARDS

- Recipient: New Mexico Highlands University Presidential Scholarship, Fall 2009 and Spring 2010
- Recipient: National Capitol Area Leadership Award, Oregon State University, May 2006
- Golden Key International Honour Society, Inducted 2005
- Outstanding Member, Marymount Opportunities for Volunteer Experience, 2002-2003
- Phi Theta Kappa International Honor Society, 2002-2003
- Recipient: Religious of the Sacred Heart of Mary Scholarship, Marymount College, May 2002

SKILLS & TRAINING

- Versed in Microsoft Office, Adobe Creative Suite, Constant Contact, Reel-Scout, WordPress and other content management systems
- Grant Writing Workshop, Luna Community College, Las Vegas, NM, April 10-11, 2011

U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-
Primary Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower Tier Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

**PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements**

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT;

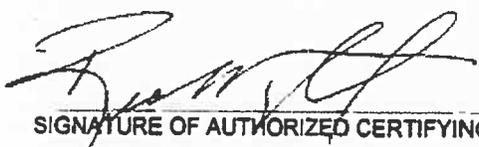
CHECK IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Richard Trujillo, City Manager
TYPED NAME AND TITLE

5/16/16
DATE

Assurances—Non-Construction Programs

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

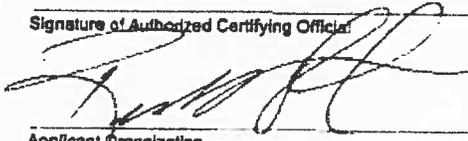
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.O. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 36701 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (e) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of

project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the national Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Officer



Applicant Organization

The City of Las Vegas

Title

Richard Trujillo, City Manager

Date Submitted

5/16/16

2016-17 NMHPD GRANT APPLICATION CHECKLIST

Include a completed checklist in the grant application package. Include documents below as shown in order listed. Items in BOLD are available on NMHPD's website under Grants at nmhistoricpreservation.org

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HP Grant

CLG Grant

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(resumes must be submitted with each application even though key personnel may have a history of working with NMHPD)
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- Certification of Professional & Conformance
- Assurances – Non-Construction Programs

DEADLINE:

**Monday, May 16, 2016
5:00 p.m.**

Submit ONE digital copy of application materials – see instructions on How to Apply electronically

OR

Submit ONE hard copy of application materials to:

New Mexico Historic Preservation Division, ATTN Grants Coordinator
407 Galisteo Street, Suite 236
Santa Fe, New Mexico 87501

Faxed Applications will not be accepted
Postmarked applications will not be accepted



New Mexico Historic Preservation Division

NOTICE OF GRANT AVAILABILITY
2016-17 GRANTS TO
CERTIFIED LOCAL GOVERNMENTS

Mission

NMHPD's mission is to identify, study, and protect New Mexico's unique cultural resources, including its archaeological sites, architectural and engineering achievements, cultural landscapes and diverse heritage. Through the Certified Local Government Grant Program, NMHPD supports a variety of preservation projects statewide.

Goals and Objectives

As part of the 2016-17 grant program, NMHPD will give consideration to proposals that closely meet the Goals & Objectives outlined on pages 7-8 of the State of New Mexico's Historic Preservation Plan, *Preserving the Enchantment, Sustaining New Mexico's Cultural Heritage, 2012-2016*. See Appendix II in the *State of New Mexico, Grants Manual* hereinafter "Grants Manual" for a list of the goals and objectives. The Grants Manual may be found on the CLG section of the HPD website: <http://goo.gl/YhrByD>

Funding, Grant Awards, & Reimbursement

The total amount of funds available, for the 2016-17 CLG Grant Program, is approximately \$95,000; \$20,000 must be spent by September 30, 2016, the remainder (\$75,000) by June 15, 2017.

Individual grant awards are estimated to be between \$5,000 and \$25,000. There are two grant periods – the first ending September 30, 2016 and the second, ending June 15, 2017, for both grant periods the grant starts with the establishment of a purchase order. (Projects are not anticipated to start earlier than May 31, 2016.)

Certified Local Government Grant Program funding is contingent upon NMHPD's annual appropriation of funds from the Department of the Interior, National Park Service.

Grants are awarded on a competitive basis. NMHPD will seek to ensure a reasonable distribution of grants between urban and rural areas. Not more than two (2) applications may be submitted by the same community.

Certified Local Government Grants are awarded on a matching basis with the federal NMHPD share up to 50% of the total project costs and the local share 50%. The local match represents that portion of the total project costs supplied by the grantee using cash or in-kind contributions. No federal monies can be used for the local match. In-kind contributions are represented by services (volunteers), goods, property, or any combination of the three.

All awards will be paid on a reimbursable basis only. The grantee must have the necessary financial resources available to fund and complete the total project. NMHPD will then reimburse the grantee for eligible project costs. Reimbursement should not be expected for a minimum of six (6) weeks after required documentation and an invoice are submitted and approved by NMHPD.

Ineligible grant-funded expenses include catering for meetings and workshops, and durable equipment purchases (computers, cameras, etc.). However, these costs may be included in the local match. Eligible matching costs include:

- Project costs paid by the grantee during the project period;
- Project costs financed with cash contributed or donated to the grantee by other non-federal third parties, including other public agencies, institutions, and private organizations and individuals;
- Project costs represented by services and personal property, or use of these, contributed or donated by non-federal third parties during the project period.

Requesting Reimbursement

Instructions for completing forms and the required documentation needed to support grant expenditures is explained in the *Grants Manual*. Only project activities

that are eligible expenses and completed between the execution date of the Grant Agreement (establishment of a purchase order) and the end of the grant (September 30, 2016 or June 15, 2017).

NMHPD may withhold up to 50% of the reimbursement, pending receipt and approval of the finished project deliverables. Final reimbursement requests must be submitted by September 30 following completion of the project. Final reimbursement will be held by NMHPD until the project work products are determined to be satisfactory.

Grant Schedule

Grant Applications Due	May 16, 2016
Grant Selection	Week of May 16
Notice of Award	by May 20, 2016
Contract Period:	from the establishment of a purchase order to September 30, 2016 or June 15, 2017

The 2016-17 Grant Program – Eligible Project Types

This grant program is for the following types of work:

- CLG Support/CLG Partnership Activities/Training
- Survey Projects & Historic Contexts
- New & Updated National Register nominations
- Planning Projects
- Preservation Education & Outreach Programs
- Publications
- Cultural Resource Documentation
- Construction, Restoration, Rehabilitation, or Stabilization of Buildings, Sites or Structures
- Information Management & Technology

Below are descriptions of the eligible project types

CLG Staff Support & CLG Community Partnerships

Certified Local Governments may opt to utilize CLG grant funds to support the hiring of, or continuation of, a staff person supporting the CLG program at the local level. CLG Communities may opt to partner with another CLG community to hire a consultant to fulfill the staff support position in both communities.

Staff/consultant must meet the Secretary of the Interior's Professional Qualifications. See CLG website for more information on the SOIPQs.

Training

See information about a training opportunity available in July 2016 on page 4 of the grant announcement.

Survey Projects & Historic Contexts

Identifying and documenting historic resources is a high priority when developing an effective historic preservation program. Surveys are undertaken to identify and gather information on prehistoric and historic properties such as buildings, archaeological sites, landscapes, and districts. The purpose of a survey is to make well-informed decisions about the relative importance and future preservation of historic resources.

Decisions regarding the future preservation of historic properties are dependent on an in-depth understanding of the historic development of the community. A planning study of a particular resource or related resources (e.g., historic districts, landscape parks, archaeological sites, railroad-related buildings, ethnic housing, etc.) will result in a thorough knowledge of the resources and an assessment of their relative importance. Thematic studies are useful for threatened properties, resources that are not well understood by the public, and for common resources where evaluation is difficult. Other types of survey documents include:

Intensive Survey. Intensive survey is a close and careful look at the geographical area or theme being surveyed, designed to precisely identify cultural resources. It involves a thorough inspection and documentation of historic properties in the field focusing on those 45 years of age or older. Each resource should have an inventory form (New Mexico Historic Cultural Properties Inventory (HCPI)) completed with a photograph, description, construction date, physical changes, historical information, and a National Register evaluation of the property.

Oral Histories. Oral histories are often the only way to document community or neighborhood histories that are not identified through standard public records but are richly represented in the memories of the people and their associated cultural values. An oral history project should be structured so as to inform the development of a historic context and/or survey.

Architectural and Archaeological Surveys.

Architectural and archaeological surveys should be updated regularly to consider properties that may have achieved significance since the survey was originally conducted and to incorporate resources that were initially overlooked. Updating an existing survey offers an opportunity to identify and document physical changes that have occurred to a property and its surroundings since the last survey and to reevaluate the property within broader historic contexts using local, New Mexico, and National Register criteria. New or updated archaeological surveys will require completion of Laboratory of Anthropology and NMCRIS Information Abstract Forms.

Final Survey Project Requirements. A Final Survey Report is required. Three copies of the final survey report should be provided along with a PDF. The survey report is a separate document than the Final Grant Completion Report, which is the responsibility of the grantee. Two copies of final HCPI forms are required by NMHPD. One USB drive is required that contains all of the inventory forms in digital format and scanned photographs or JPG/TIFF files

New & Updated National Register Nominations

In addition to supporting new nominations of individual properties, districts and multiple property documentation forms, NMHPD encourages applicants to revise existing nominations. For districts, revisions involve updating the lists of contributing and non-contributing properties and the reevaluation of their periods of significance. **Applications for new and updated NR Nominations must have the owner's consent for an individual property or 50% of the owners of properties in proposed districts at the time the grant agreement is signed.**

Planning Projects

Planning projects promote the preservation of existing resources and develop principles and techniques for future preservation and rehabilitation projects. Municipal and/or county comprehensive plans and local preservation plans should be periodically amended to incorporate new information, such as recent designations, preservation ordinance amendments, design review issues, and revised goals and objectives.

Comprehensive Community Preservation Plan.

A preservation plan typically has several elements: the identification of historic and prehistoric resources; an evaluation of resources; and a protection strategy. The preservation plan should incorporate a range of possible strategies for preserving and enhancing historic properties, and it should integrate preservation efforts into the community's goals and comprehensive long-range and short-range plans.

Archaeological Resource Protection Plan.

Archaeological resources are extremely susceptible to inadvertent damage. Protection plans take into account detailed identification and determination of resource significance, potential sources of negative impacts and counteractions, an exploration of strategies for future protection and management, the place of the archaeological resources within the overall preservation plan for the local community and ways to enhance public appreciation and understanding of the resources.

Feasibility Studies and Structural Assessment.

Proposals related to structural restoration or work on an archaeological site, preparation of architectural plans, specifications and feasibility studies, are eligible grant projects. Applications for these projects require name of property owner, street address, current and proposed use of structure, plans, specs and construction estimates, RFPs, and Scope of Work documents. Acquisition of historic buildings; projects involving active churches or those used for religious purposes; and historic markers/signage are not eligible projects.

Historic Structure Report.

A Historic Structure Report provides documentary, graphic, and physical information about a property's history and existing condition. Broadly recognized as an effective part of preservation planning, a Historic Structure Report also addresses management or owner goals for the use or re-use of the property. It provides a thoughtfully considered argument for selecting the most appropriate approach to treatment, prior to the commencement of work, and outlines a scope of recommended work. The report serves as an important guide for all changes made to a historic property during a project: repair, rehabilitation, or restoration; and can also provide information for maintenance procedures. Proposed work outlined in the report must comply with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Finally, it records the findings of research and investigation, as well as the processes of physical work, for future researchers.

Cultural Landscape Report.

A Cultural Landscape Report (CLR) is an inventory for an area and a study completed to define the boundaries of a distinct cultural landscape summarizing its history and describing its current condition. A CLR also makes recommendations about its treatment.

Ordinance Developments & Revisions;

Applications for Certified Local Government Status.

Applications for the revision of a preservation ordinance and completion of application and supporting materials for a community to support a Certified Local Government program will be considered. The preservation ordinance provides the legal basis for a local jurisdiction's historic preservation program. All CLGs are required to have an ordinance in place that meets certain minimum requirements specified in CLG Application and Procedures found on the nmhistoricpreservation.org website.

Design Guidelines for Designated Historic Properties.

Design Guidelines can be the essential document for local review of work proposals on historic properties. Design Guidelines often explain, expand, and interpret general design criteria found in the preservation ordinance; provide a basis for making fair decisions; protect the value of investments in historic properties and neighborhoods that might be threatened by poorly managed growth; reinforce the character of a historic area; ensure consistence in the design review process; and provide predictability for anyone working on a historic resource. Guidelines may address design community-wide, focus on particular property types or styles, or treat particular neighborhoods or districts. Applicants must demonstrate a commitment to developing guidelines that are based on the principles in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Preservation Education & Outreach Programs

NMHPD will consider funding educational and outreach programs that will promote historic preservation. Grant applications should indicate how the proposed program meets a critical need in a way that is both innovative, cost-effective and reaches a wide audience. The types of projects that will be considered may include, but are not limited to:

- Hosting a regional historic preservation workshop;
- Hosting webinars or developing eLearning on historic preservation topics;
- Developing a mobile app for making information available about local historic resources;
- Developing educational materials and outreach efforts to provide homeowners with guidance regarding good design solutions, appropriate materials, and sources for such materials to help homeowners better preserve and maintain their older properties;
- Developing a citizen's guide to historic preservation in your community which is available in print and online;
- Collaborating with local educators to develop a curriculum module that engages students in learning more about a community's history.

Publications

Reprint, digital re-mastering or preparation of public information pamphlets, brochures, etc., along with electronic publishing and distribution of research, outreach, and education materials on cultural resources, may be considered. Draft and final content must be pre-approved by NMHPD before publishing.

Information Management & Technology

Applications for grant projects that involve the innovative application of technology in acquiring, managing and disseminating information about cultural resources are encouraged. Projects that will be considered include, but are not limited to phone applications, website design, and

development of databases. Software and licensing fees are allowable project costs.

Construction, Restoration, Rehabilitation, or Stabilization of Buildings, Sites or Structures (Brick & Mortar Projects)

Grant funds are available this year for projects that involve the construction, restoration, rehabilitation, or stabilization of historic structures. Eligible structures must be listed in the National Register of Historic Places either individually or be a contributing resource in a listed historic district. All work must meet the Secretary of the Interior's Standards and be reviewed and approved prior to starting construction. Property owners in receipt of CLG funds must commit to preserving their properties for a period of years. The intent is to ensure that public funds are invested wisely for the long-term preservation of historic structures. Projects receiving up to \$10,000 will require the signing of a Preservation Agreement. A covenant will be recorded for any grant project over \$10,000. The property owner is obligated for 5 years for funding up to \$25,000. Most property owners easily comply with these requirements as they care about their historic buildings and want to treat them well.

Training

For 2016-17, CLGs may take advantage of CLG Grant funds to pay for training for CLG support staff, and commission members. Specifically, CLG Grant funds may be used so that eligible staff/commission members may attend the 2016 National Alliance for Preservation Commission's FORUM training from July 27-31, 2016, in Mobile, Alabama.

Information about the conference may be found here:

<https://napcommissions.org/forum/>

A match for these CLG Grant funds will be made via the Historic Preservation Division so a match is NOT required from the CLG community. This is a great opportunity to attend this training.

Approximately \$20,000 is available in total for this opportunity. CLG grant funds will pay for attendees' registration, airfare, mileage, per diem (hotel and meals).

Applicants

Applications for the Certified Local Government Grant Program are open to the following communities which have been certified via HPD and the NPS:

City of Albuquerque	Village of Columbus
City of Deming	City of Las Vegas
Lincoln County	City of Santa Fe
Town of Silver City	Town of Taos

Be sure that your project team meets the requirements as set forth in the Secretary of the Interior's Professional Qualifications Standards.

Grantee Obligations & Requirements

Grant recipients will be required to execute a legally binding Grant Agreement between themselves and NMHPD. The Grant Agreement includes a scope of work, Project Schedule, and Project Budget. The scope of work cannot be substantively changed once the grant is awarded and the Grant Agreement is signed.

Failure on the part of the grant recipient to begin the project in a timely manner or to perform as agreed may result in NMHPD taking action through a Notice of Default and rescinding the grant. Depending on the terms of the contract between the consultant and the grant recipient, a consultant's failure to perform could leave the grant recipient with costs that would not be reimbursed through the grant. NMHPD typically holds a significant portion of the grant amount in reserve, authorizing disbursement only after it has reviewed and accepted final grant products and deliverables. NMHPD recommends that the grant recipient set up their contracts with consultants with a payment schedule that provides itself with similar control.

For more information about Grant Requirements please review the *Grants Manual* found on the NMHPD website under grants and Certified Local Governments.

To Apply

To apply for the 2016-17 CLG Grants:

- Confirm that your project meets the State's Historic Preservation Plan Goals & Objectives, see *Grants Manual, Appendix II*.
- Assemble your project team. Be sure that the experience and education of the Project Coordinator and/or key personnel meets *The Secretary of the Interior's Professional Qualifications Standards*, see *Grants Manual* for a full description of each position. Complete a Qualifications Certification for each person. The professional qualifications may be found on the website.
- Review this announcement and the *Grants Manual* and understand what is expected.
- Complete the Application Form and supporting documents. These forms are download-able from the grants section and CLG section of the nmhistoricpreservation.org website.

CLG PROGRAM WEBSITE:

<http://nmhistoricpreservation.org/programs/clg.html>

- Submit a complete grant application package which consists of ONE copy of the required documents and forms:
 - Checklist
 - Application Form (using word document)
 - Project Narrative. Use the guidelines provided to write the Project Narrative. Use template provided.
 - Project Budget (use template provided)
 - Project Schedule (use template provided)
 - Certification Forms, *The Secretary of the Interior's Professional Qualifications Standards*
 - Resumes for Project Team
 - Other supporting documents
 - Assurances
 - Certificate of Professional & Conformance

Applications and supporting documents may be submitted via two ways:

- Via Email.

One PDF copy of the above documents and those listed on the checklist may be submitted electronically.

HPD is unable to accept ZIP files.

To submit an electronic application:

1. Determine if your file exceeds **20 MB** in size. If it does, move to # 4 below.
2. Send your application & supporting documents as PDF documents to karla.mcwilliams@state.nm.us Zip files will not be accepted.
3. A confirmation will be sent to you regarding the application submittal.
4. If your file exceeds 20 MB in size, email Karla at karla.mcwilliams@state.nm.us who will then send you an external web-based site for the document submission. No ZIP files will be accepted, PDF documents only.

- Via Mail/Messenger/Delivery

Send one copy of the entire application to the address under "More Information" at the right. To be considered, HPD must receive the applications by May 16, 2016. Postmarked applications will not be accepted. <http://nmhistoricpreservation.org/programs/grants.html>

The complete grants manual from the National Park Service, for programs funded by the Historic Preservation Fund, (National Park Service) may be found at:
http://www.nps.gov/preservation-grants/HPF_Manual.pdf

For further questions or information, please contact the Local Government (CLG) & Grants Coordinator:

More Information

For more information about the 2016-17 CLG Grants Program please consult the *Grants Manual*. The Manual has been updated from previous years (previously called The 2014 Supplement).

The *Grants Manual* may be found on the New Mexico Historic Preservation Division website under grants at
Karla K. McWilliams
Local Government (CLG) & Grants Coordinator
New Mexico Historic Preservation Division
407 Galisteo Street, Suite 236
Santa Fe, NM 87501
karla.mcwilliams@state.nm.us • 505-827-4451

How Are Grant Recipients Selected?

The State Historic Preservation Officer (SHPO) will convene an application review committee (Grants Committee) made up of both fiscal and program staff from NMHPD who will consider the proposed scope of work, the project personnel, the plan to administer the project, the benefits of the proposed project to statewide preservation efforts, and the budget. The committee will rank applications in order of their scores for selection as grant recipients.

Grant Application Evaluation

A copy of the "Grant Application Score Sheet" used by the NMHPD Grants Committee follows this section. Each application will be reviewed and scored by two or more reviewers. The Project Narrative should briefly and concisely answer the following questions:

PROJECT SCOPE (50 points)

NEED (25 Points):

- What historic preservation need(s) does this proposed project address?
- Why is the proposed project a priority?
- How will the proposed project benefit the community, the state, or the nation?

PROJECT ACTIVITIES (15 Points):

- What activities will be carried out to complete the proposed project?
- Who will be responsible for doing what?
- Does the proposed project use the most efficient, cost-effective way of addressing preservation needs?
- How will the public be involved in the project?

DELIVERABLES (10 Points):

- How will the product(s) be made available to the public?
- What product(s) will be derived from the project?

ADMINISTRATION (15 Points):

- Does the Project Coordinator and/or key personnel meet The Secretary of the Interior's Professional Qualifications Standards?
- Are the personnel appropriate for achieving project objectives?
- Is the time schedule realistic?
- Can the project be accomplished in the proposed grant period?
- Has the project team demonstrated that they have sufficient experience to complete the project?

BUDGET (25 Points)

- Are anticipated costs to accomplish project activities realistic, reasonable, and necessary?
- Is the cost basis for the budget justified and documented?
- What funding sources will be used for the match?
- Is the required match satisfied?

STATE PLAN (10 Points)

- Which of the state plan goals and objectives does the project specifically meet? How? See New Mexico State Historic Preservation Plan, *Preserving the Enchantment: Sustaining New Mexico's Cultural Heritage, 2012-2016* available in the *Grants Manual, Appendix II*.

TOTAL POINTS AVAILABLE -- 100 POINTS

2016-17 GRANTS SELECTION SCORE SHEET

APPLICANT: _____ **TYPE OF PROJECT:** _____

REVIEWER: _____ **DATE:** _____ **OVERALL SCORE** _____

PROJECT SCOPE (50 POINTS)

NEED Applicant has identified the historic preservation needs the proposed project will address. (10 points) _____

(25 Points) Applicant has explained how the project is a priority. (5 points) _____

Applicant has explained how the proposed project will benefit the community, the state, and/or the nation. (10 points). _____

ACTIVITIES Applicant has described the activities that will be carried out using grant funds. (2.5 points). _____

(10 Points) Applicant has identified the project roles and who will be responsible for project activities. (2.5 points) _____

Applicant has identified that the project is the most efficient and cost-efficient way to address the preservation need. (2.5 points) _____

Applicant has identified how the public will be involved in the project. (2.5 points) _____

DELIVERABLES Applicant has identified if and how the final products will be made available to the public. (7.5 points) _____

(15 Points) Applicant has outlined what products that will be derived from the project. (7.5 points) _____

ADMINISTRATION (15 POINTS)

Applicant has demonstrated that the Project Coordinator and/or key personnel meet *The Secretary of the Interior's Professional Qualifications Standards*. (7.5 points) _____

Applicant has demonstrated that the project team is appropriate for achieving project objectives. (2.5 points) _____

Applicant has demonstrated that the time for the project is realistic and that the project can be accomplished in the allowable time. (2.5 points) _____

Applicant has demonstrated that the project team has sufficient experience to complete the project. (2.5 points) _____

BUDGET (25 POINTS)

Applicant has demonstrated that the anticipated costs to complete and accomplish the project are realistic, reasonable, and necessary. (10 points) _____

Applicant has demonstrated that the proposed project costs are justified and documented. (5 points) _____

Applicant has demonstrated the funding sources for the required match. (10 points) _____

STATE PLAN (10 POINTS)

Applicant has selected the State Plan Goals & Objectives that the project meets and has described how the project meets that goal or objective. (10 points) _____

TOTAL

ADD UP ALL NUMBERS IN FAR RIGHT COLUMN

SCORE APPLICATIONS BASED ON THE FOLLOWING SCALES:

SCALE	NOT AT ALL	NOT ADEQUATELY	GENERALLY TRUE	MOSTLY TRUE	ABSOLUTELY TRUE
2.5 Point	0	.75	1.5	2	2.5
5 Point	0	1	2-3	4	5
7.5 Point	0	1.5	3-4	5	7.5
10 Point	0	1-3	4-6	7-9	10
15 Point	0	1-5	6-9	10-14	15

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(resumes must be submitted with each application even though key personnel may have a history of working with NMHPD)
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- Certification of Professional & Conformance
- Assurances -- Non-Construction Programs

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Submit ONE digital copy of application materials -- see instructions on How to Apply electronically

OR

Submit ONE hard copy of application materials to:

New Mexico Historic Preservation Division, ATTN Grants Coordinator
407 Galisteo Street, Suite 236
Santa Fe, New Mexico 87501

Faxed Applications will not be accepted
Postmarked applications will not be accepted

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5-9-16

DEPT: Community Development

MEETING DATE: 5-23-16

ITEM/TOPIC:

Request to award Request for Proposal (RFP) No. 2016-26 *City of Las Vegas Fourth of July Fiestas Sound and Lighting Services* to Santa Fe Audio Visual and enter into a contract for the 2016 Fourth of July Fiestas for the amount of \$6,742.79

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of request to award Request for Proposal (RFP) No. 2016-26 *City of Las Vegas Fourth of July Fiestas Sound and Lighting Services* to Santa Fe Audio Visual and enter into a contract for the 2016 Fourth of July Fiestas for the amount of \$6,742.79

BACKGROUND/RATIONALE:

The City of Las Vegas published RFP No. 2016-26 *City of Las Vegas Fourth of July Fiestas Sound and Lighting Services*. The RFP was published in the Las Vegas Optic, Santa Fe New Mexican and Albuquerque Journal. The City received one (1) response to the RFP from Santa Fe Audio Visual. Santa Fe Audio Visual has provided sound and lighting services for more than fifteen (15) continuous years for the Fourth of July Fiestas. Because of the lengthy history with the Las Vegas Fiestas, Santa Fe Audio Visual is familiar with the fast pace, technical requirements, and the professional interaction with entertainers, which is required of an event of this magnitude. Other professional references include larger events in New Orleans, Bloomington, IN, Zozobra in Santa Fe and the Santa Fe International Folk Market.

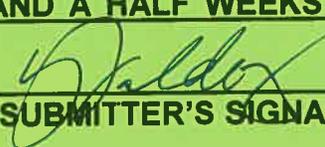
STAFF RECOMMENDATION:

Approval

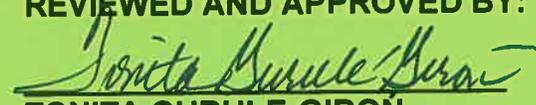
COMMITTEE RECOMMENDATION:

N/A

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


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

H. CHICO GALLEGOS
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

CITY OF LAS VEGAS

CONTRACT

2016 4TH OF JULY FIESTAS SOUND AND STAGE LIGHTING SERVICES

This contract is entered into this _____ day of _____, 2016 between the City of Las Vegas, New Mexico, a Municipal Corporation, hereinafter called the "City" and Santa Fe Audio Visual, hereinafter called the "Provider".

Provider responded to RFP No. 2016-26 and met all requirements set forth in the request. This contract may be renewed up to 4 years for this service after an annual review; and upon a signed written addendum by both parties.

The provider will supply the City with Sound and Stage lighting Services for the 2016 4th of July Fiestas Celebration and will include, but is not limited to, the following requirements:

A. Requirements:

1. Sound

The Sound Technician is responsible for providing all necessary sound equipment and instruments/accessories, such as drums, guitar stands, etc., for bands with up to eight (8) members. Do to the fast paced nature of the event, it is critical for musicians to be able to "plug-in" and play, thus minimizing set-up time. The average set-up time for a band is fifteen (15) minutes.

Equipment must be of professional concert quality. No club or music store sound systems. PA system must be flown. No ground stack or scaffold supported sound equipment, so as not to impede sightline.

Examples of acceptable speaker brands are: Meyer, EAW, L'Acoustics, JBL Line Array, Adamson and D+B.

2. Lighting

Applicant is responsible for lighting the gazebo and stage in an aesthetically pleasing way that will showcase the entertainers during both daytime and nighttime performances.

3. Certification

Applicant must be certified sound and lighting technician with at least 5 years experience having worked on large events with an attendance of 5,000+.

B. Equipment, Services & Fees:

Provider will provide equipment and services per Request for Proposal as shown in Attachment A of this contract and will be paid in accordance therewith. The amount of the contract shall not exceed Seven Thousand Two Hundred Dollars (\$7,200.00).

C. Contractual Terms:

The following contractual terms will be included in any contract entered into by the City of Las Vegas and the Provider selected. Additional contract clauses may also be included in the final contract.

1. 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 this agreement.
2. Notices: any notices required to be given under this agreement shall be deemed sufficient if given in writing, my mail, to the principal office of the City or the Provider.
3. Authority to Bind the City: The Provider shall not have authority to enter into any contract binding upon the City or to create any obligation on the part of the City.
4. No Financial Interest: No officer or employee of the city, or of the Provider who exercises any function or responsibility in connection with the planning and carrying out of any of the provisions of the Agreement, shall have any direct personal financial interest in this agreement and the Provider shall take appropriate steps to assure compliance.
5. Subject to Laws: The Provider shall comply at its own cost with all applicable laws, ordinances, and codes of the Federal, State and Local Government.
6. No Further Liability: The City shall not be obligated or liable under this Agreement to any party other than the Provider for payment of any monies or for provision of any goods or services unless such liabilities are specifically agreed to in this Agreement.
7. Jurisdiction: It is mutually agreed by and between the parties hereto that this Agreement shall be performed in Las Vegas, San Miguel County, New Mexico and further that any legal action or causes of action in connection herewith will be within the jurisdiction of the appropriate court in San Miguel County, New Mexico, for all purposes.
8. Entire Agreement: This Agreement constitutes the entire Agreement between the parties hereto, any prior Agreement, whether written or oral, assertion or statement, understanding or other commitment antecedent to this Agreement shall not have any force or effect whatsoever, unless the same is mutually agreed to by the parties hereto and reduced to writing.

No changes or amendments to this Agreement shall be effective except those on written approval by both parties. The clause headings appearing herein have been inserted for the purpose of convenience of reference only, and do not define, limit or extend the scope of the clauses to which they appertain.

9. Change Orders: The City retains the unilateral right to order, in writing, changes in the work within the scope of this Agreement.
10. Ownership of Plans and Documents: The field notes, design notes, and original tracings of plans and logs are and shall remain the property of the Provider; however, the City, at no additional cost, will be provided with reproducible copies of the original tracings of any work.
11. Availability of Records: The Provider shall make available to the City, upon request, information developed in the course of work for the city and for which compensation has been received by the Provider.
12. Timeliness: All work shall be performed in a timely manner as requested.
13. Communication with Staff: A Project Manager appointed by the Provider shall be required to update and notify the City of any concerns, changes to schedule, etc.

14. Work Stoppage: The city retains the unilateral right to order, in writing, temporary stoppage of the work or delay of performance of the work.
15. Assignability: The Provider shall not assign, sublet or transfer his/their interest in the Agreement without the written Agreement of the City. If such an assignment is allowed, the Provider shall maintain responsibility for satisfactory performance of the services.
16. Professional Standards: The Provider agrees to abide by and perform his/their duties in accordance with the ethics of his profession, all Federal, State and Municipal Laws.
17. Method of Payment: The Provider shall submit an invoice for services to the City of Las Vegas. Upon approval of the invoice, the City will then make payment by the fifteenth of the following month.
18. Subject to other Documents: This Agreement is subject to the terms and conditions of the Statutes of the State of New Mexico and the Ordinances of the City of Las Vegas, New Mexico as they exist at the time of this Agreement being signed. All of these Statutes and Ordinances are incorporated by reference into this Agreement.
19. Binding Effect: This Agreement shall be binding upon the heirs, personal representatives, assignees and successors in interest of the parties hereto.
20. Conflict of Interest: The Provider warrants that he presently has no interest and will not acquire an interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this Agreement.
21. Notice to Proceed: When the Provider is requested by the City to undertake a project pursuant to this Agreement the city Manager shall issue a written notice to proceed to the Provider. The City is not liable and will not pay the Provider for any work performed before authorization to proceed is received by the Provider from the City.
22. Saving the City Harmless: The provider shall save the city harmless from all claims and liability due to activities of the Provider, his agents, employees or sub-contractors while engaged in the work called for herein. The Provider shall comply with all Federal, State and Local Laws and Ordinances applicable to such work.
23. Conference and Inspection: Duly authorized representatives of the City, shall have the right to inspect the work under this Agreement. Conferences are to be held at the request of either party to this Agreement.
24. Contact Persons: The Event Planner/Film Liaison for the city of Las Vegas is hereby designated as the contact person for the City.
25. Disputes: In any disputes concerning a question of fact in connection with the work not disposed of by the Agreement between the Provider and the City, the final determination shall be made by the City.
26. Sufficient Appropriations: The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the City Council, for performance of this Agreement and the availability of allocable funds. If sufficient appropriations and authorizations are not made by the City Council, or if allocable funds generated are not available, this Agreement shall terminate upon written notice being given by the City to the Provider.
The City's decision as to whether sufficient appropriations or funds generated by the City Council are available shall be accepted by the Provider and shall be final.
27. New Mexico Tort Claims Act: Any liability incurred by the City of Las Vegas in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. 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 provision of the New Mexico Tort Claims Act.

28. 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 the 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.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Contract of the day and year first above written:

SANTA FE AUDIO VISUAL:

CITY OF LAS VEGAS:

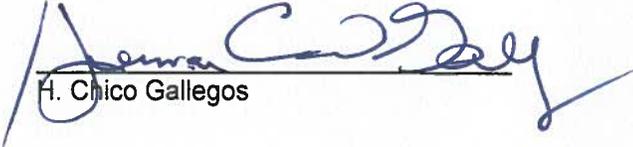
Miguel Castillo

Richard Trujillo
City Manager

ATTEST:

Casandra Fresquez
City Clerk

CITY ATTORNEY:



H. Chico Gallegos

REQUEST FOR PROPOSALS

The City of Las Vegas, New Mexico will open Sealed ^{Proposals} at 2:00 p.m., April 20, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**CITY OF LAS VEGAS 2016 4th of JULY FIESTAS
SOUND AND STAGE LIGHTING SERVICES**

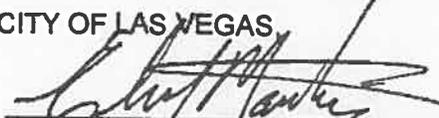
The PROPOSAL FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: City Clerk's Office, 1700 N. Grand Ave. Las Vegas, NM 87701

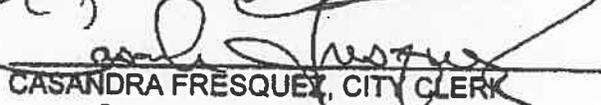
Copies of the PROPOSAL FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: City Clerk's Office, 1700 N. Grand Ave. Las Vegas, NM 87701

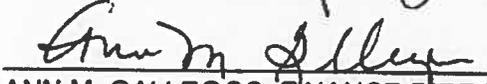
Mailed proposals should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: CITY OF LAS VEGAS 2016 4TH OF JULY FIESTAS SOUND AND STAGE LIGHTING SERVICES, RFP No. 2016-216; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the date and time set for the proposal request. If the mail or delivery of proposal request is delayed beyond the opening date and time, bid thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

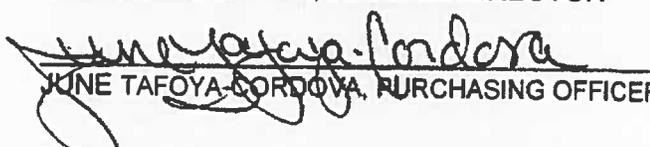
The City of Las Vegas reserves the right to reject any/or all bids/proposals submitted.

CITY OF LAS VEGAS


ELMER J. MARTINEZ, CITY MANAGER


CASANDRA FRESQUEZ, CITY CLERK


ANN M. GALLEGOS, FINANCE DIRECTOR


JUNE TAFOYA-CORDOVA, PURCHASING OFFICER

Opening No. 2016-216

Date Issued: 3-24-16

Published: LAS VEGAS OPTIC April 1, 2016
SANTA FE NEW MEXICAN April 1, 2016
ALBUQUERQUE JOURNAL April 3, 2016
www.lasvegasnm.gov

OFFEROR INFORMATION

OFFEROR _____

AUTHORIZED AGENT _____

ADDRESS _____

PHONE _____

FAX _____

DELIVERY _____

STATE PURCHASING RESIDENT CERTIFICATION NO (CRS) _____

NEW MEXICO CONTRACTORS LICENSE NO. _____

**SERVICE(S) SOUND & STAGE LIGHTING SERVICES FOR THE CITY OF LAS VEGAS
FOURTH OF JULY FIESTAS 2016**

THE CITY OF LAS VEGAS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM.

AFFADAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF _____

COUNTY OF _____

I, _____ of lawful age, being the first duly sworn in oath, say that I am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any City official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any City official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Signature

Subscribed and sworn to before me, this _____ day of _____, 2016.

(SEAL)

Notary Public Signature

My Commission Expires: _____

DESCRIPTION

The City of Las Vegas is requesting qualification based proposals for Sound and Stage Lighting services for the City of Las Vegas 2016 4th of July Fiestas to take place on Friday, July 1st thru Monday, July 4th. All performances will take place in the Historic Plaza Park Gazebo or on the attached stage. This is the 128th year of Fiestas with an estimated attendance of 15,000 people during the four (4) day celebration. The applicant must provide all necessary equipment and must ensure that all equipment is of quality and that all personnel are qualified to run a fast paced entertainment lineup over a four (4) day period. The City of Las Vegas is not responsible for ANY of the sound or lighting equipment provided for the 4th of July Fiestas. It is the responsibility of the provider to arrange for equipment security and personnel lodging.

A multi-term contract for a period not to exceed four years, renewable annually, may be considered.

SCOPE OF WORK

The following Scope of Work/Requirements must be demonstrated in the submitted proposal.

1. Sound

The Sound Technician is responsible for providing all necessary sound equipment and instruments/accessories, such as drums, guitar stands, etc., for bands with up to eight (8) members. Due to the fast paced nature of the event, it is critical for musicians to be able to "plug-in" and play, thus minimizing set-up time. The average set-up time for a band is fifteen (15) minutes.

Applicant must include a list of all sound equipment and instruments/accessories that will be provided. Equipment must be of professional concert quality. No club or music store sound systems. PA system must be flown. No ground stack or scaffold supported sound equipment, so as not to impede sightline.

Examples of acceptable speaker brands are: Meyer, EAW, L'Acoustics, JBL Line Array, Adamson and D+B.

Proposal should demonstrate Applicant's knowledge and expertise in sound production.

2. Lighting

Applicant is responsible for lighting the gazebo and stage in an aesthetically pleasing way that will showcase the entertainers during both daytime and nighttime performances.

Applicant must include a list of all lighting equipment that will be provided. Proposal should demonstrate Applicant's knowledge and expertise in lighting production.

4. Certification

Applicant must be a certified sound and lighting technician with at least 5 years experience having worked on large events with an attendance of 5,000+.

5. References

Applicant must provide a list of at least three (3) references from events similar in size to the City of Las Vegas 4th of July Fiestas.

Cost of Services

Applicant must provide a cost for services with proposal.

CONTENT, FORMAT AND SUBMITTAL OF PROPOSALS

It is preferred that information presented be as brief and concise as possible, focusing on knowledge & expertise, equipment, and past experience.

The format for proposals shall be a maximum of ten (10) pages, including any title page, and index. Front and back covers are not included in the page limitation. They shall be printed on one side only, 8 1/2" x 11" paper, and bound on the left margin. A transmittal letter, if any, will be included in the ten (10) page limit. No other material is to be included.

Submittal of Proposals: One (1) original and Six (6) copies of proposal must be delivered to the City Clerk, City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701 no later than 2:00 p.m. on April 20, 2016. Sealed proposal envelopes shall be clearly marked "RFP 2016-26 CITY OF LAS VEGAS 4TH OF JULY FIESTAS SOUND & STAGE LIGHTING SERVICES" on the outside of the envelope. This information shall be placed on the lower left-hand corner of the envelope. Failure to comply with this requirement shall result in rejection of the Proposal.

CRITERIA/RANKING

The City of Las Vegas will utilize a technical advisory team made up of the City of Las Vegas Fiesta Oversight Committee and an outside member (non-applicant) with experience in sound and lighting equipment.

1. Knowledge and Expertise - (25%)

Applicant's and personnel's knowledge and expertise in sound and lighting equipment, including resume.

Key personnel who will be assigned to the event should be identified and a summary of their experience given.

2. Capacity and Capability - (25%)

Applicant's and personnel's ability to provide the required sound and stage lighting services over a period of four (4) days for an audience of 5,000+.

3. Past Record of Performance - (25%)

Applicant's performance record for similar sized events. As part of their response, Applicant must provide a list of at least three (3) references with names and phone numbers.

4. Approach to the Event – (20%)

Applicant should briefly describe their approach to the event (i.e. how they will ensure high quality sound & lighting), including a schedule with length of time for set-up, take-down, etc.

5. Familiarity with the City of Las Vegas 4th of July Fiestas - (5%)

Applicant's familiarity with the Las Vegas community and the 4th of July Fiestas tradition.

It is anticipated that the Review Team will meet on April , 2016 at City Hall, City of Las Vegas, 1700 N. Grand Avenue, for the purpose of ranking the proposals. The Advisory Team may, but is not required to, ask the top proposers to make an oral presentation at a time and place to be determined. It is anticipated that the final rankings and recommendation will be presented to the City Council at a regular work session in May 2016, at City Hall, City of Las Vegas, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

CONTACT

For questions regarding this RFP, contact:

**Annette Velarde
Event Planner/Film Liaison
City of Las Vegas
505-454-1401 x3277
amvelarde@ci.las-vegas.nm.us**

STANDARD PROPOSAL CLAUSES

Awarded Proposal: Awarding of Proposal shall be made to the responsible Offeror whose proposal best meets the specifications. A multi-term contract for a period not to exceed four years, renewable annually, may be considered. The City reserves the right to reject any or all Proposals submitted. The City reserves the right to make multiple awards on Professional Services proposals. All contracts shall be presented to the Governing Body for approval.

Timetable: Proposals pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before 2:00 pm, April 20 2016, at which time all proposals received will be opened. The opening will occur at the City Offices. Awarding of proposal is projected for May, 2016. The successful Offeror will be notified by mail.

Envelopes: Sealed proposal envelopes shall be clearly marked on the lower left-hand corner, identified by City of Las Vegas 2016 4th of July Fiestas, Sound and Stage Lighting Services. Failure to comply with this requirement may result in the rejection of the submitted proposal.

Bribery and Kickback: The Procurement Code of New Mexico (Section 13-1-28 through 13-1-199 N.M.S.A. 1978) impose a third degree felony penalty for bribery of a public official or public employee. The New Mexico Criminal Statutes (Section 30-4-1 N.M.S.A. 1978) states that it is a third degree felony to commit offense of demanding or receiving a bribe by a public official or public employee, and (Section 30-24-2 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. In addition, (Section 30-41-1 through 30-41-3 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

Responsibility of the Offeror: At all times it shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time, set proposal thus delayed will not be considered.

Non-Collusion: In signing the proposal and affidavit, the Offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in the connection with the submitted Proposal.

Clarification of Proposal: Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Community Development Department at least five (5) days prior to the scheduled proposal opening date, with a copy forwarded to the Finance Department. Any interpretations, corrections, or changes (not part of the negotiation stage) of said proposal specifications shall be made by "ADDENDUM" only, including any opening date or time change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and Offeror shall not rely upon such interpretations, corrections, and changes.

Modification or Withdrawal of Proposal: A Proposal may not be withdrawn or cancelled by the Offeror following the scheduled opening date and time; the Offeror does so agree in submitting their proposal. Prior to the scheduled time and date of opening, proposals submitted early may be withdrawn, but may not be re-submitted.

Application of Preference: Pursuant to (Section 13-1-21 and 13-1-22 N.M.S.A. 1978) any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their Certification Number (issued by N.M. State Purchasing) with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

Federal Tax Identification Number: Pursuant to IRS requirements, Offerors shall provide their Federal Tax ID Number if Offeror is incorporated. If Offeror is a sole proprietorship or partnership, then Offeror shall provide their Social Security Number.

Federal Tax ID Number _____

Social Security Number _____

New Mexico Tax Identification Number: Payment may be withheld under (Section 7-10-5 N.M.S.A. 1978) if Offeror is subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number, contact the New Mexico Taxation & Revenue Department at (505)827-0700 for registration instructions.

New Mexico (CRS) Tax Identification Number _____

Campaign Contribution Disclosure Form: The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

Special Notice: Proposal will be opened and all submitted copies will be checked for accuracy of specific number of copies requested. Any price or other factors of the submitted proposals will not be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposal are not public record to other Offerors or interested parties before the negotiation or awarding process. The Community Development Department will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

Negotiation: Pursuant to the City of Las Vegas Purchasing Rules and Regulations (section 6.7), discussions or negotiations may be conducted with a responsible Offeror who submits an acceptable or potentially acceptable proposal.

Contract: When the City issues a Purchase Order in response to an awarded proposal, a binding contract is created, unless a specific contract has been created.

Taxes: Bidder must pay all applicable taxes. If the Offeror is from outside the City of Las Vegas, the successful Offeror must pay Gross Receipts Tax in the City of Las Vegas. The successful Offeror will be required to obtain a Business Registration/License from the City of Las Vegas prior to commencing any project within the City limits.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

(The above fields are unlimited in size): _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

EVALUATION SHEET

OFFERORS:

Proposal must address each of the following criteria.

EVALUATOR: _____

DATE: _____

RATING SHEET FOR: Sound and Stage Lighting Services Offeror: _____		
ITEM	POSSIBLE POINTS	POINTS AWARDED
RFP # 2016- 26 Las Vegas Fourth of July Fiestas Sound and Stage Lighting Services		
1. Knowledge and Expertise	25	
2. Capacity and Capability	25	
3. Past Record of Performance	25	
4. Approach to the Event	20	
5. Familiarity with the City of Las Vegas 4th of July Fiestas	5	
SUBTOTAL SOUND AND STAGE LIGHTING SERVICES	100	

**Sound and Stage Lighting Services
City of Las Vegas 2012, 4th of July Fiestas
July 1th-4th, 2016**

by Jenina Castillo-Vasquez, Manager

**Santa Fe Audio Visual
1595 B Pacheco Street
Santa Fe, NM 87505
Ph: (505) 986-1796
contact@santafeav.com**

April 18th, 2016

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1. KNOWLEDGE AND EXPERTISE:

Miguel Castillo is the owner of Santa Fe Audio Visual. He has been building, working on, and supplying, sound reinforcement systems, lighting systems, and musical instrument rentals for over thirty years. Miguel has run sound systems at the New Orleans Jazz Heritage Festival, Telluride Jazz Festival, Durango Mountain Reggae Festival, Santa Fe Spanish Market, Fiestas de Santa Fe, International Folk Art Festival, and countless others. For the past twenty-seven years, Santa Fe Audio Visual has provided services for over 25,000 events. Miguel has been the tour manager for National tours that have taken him to performances in thirty states. As a performer and singer, Miguel has appeared in musical events in many states, including Lincoln Center in New York City. Miguel has been one of the sound engineers for the Las Vegas Fiestas for the last nineteen years and plans to be the sound engineer for the 2016 Fiestas. Miguel is also an expert electrician and repairman. He builds, services, and maintains, much of the equipment used by our company.

2. CAPACITY AND CAPABILITY:

Santa Fe Audio Visual has provided sound, lighting and instruments for the Santa Fe Fiestas, a similar sized event. All of Santa Fe Audio Visual's personnel have received extensive training both in the field and in the classroom. Santa Fe Audio Visual technicians have attended the Pro-Sound workshop at Chapman University in Anaheim, California. As well as workshops conducted by Yamaha International in Buena Vista Park, California. Santa Fe Audio Visual employs graduates from the Santa Fe University of Art and Design and many have degrees in Theater, Lighting, and Music.

3. PAST RECORD OF PERFORMANCE:

(Please see 3 page for list of references)

1. New Orleans Jazz and Heritage Festival, New Orleans, LA 50,000 attendees
2. Lotus Festival, Bloomington, IN 20,000 attendees
3. Zozobra de Santa Fe, Santa Fe, NM 30,000 attendees
4. Telluride Blues Festival, Telluride, CO 10,00 attendees
5. Santa Fe International Folk Art Market, Santa Fe, NM 20,000 attendees
6. Las Vegas 4th of July Fiestas, Las Vegas, NM 6,000 attendees
7. Santa Fe Fiestas, Santa Fe, NM 5,000 attendees
8. Durango Mountain Reggae Festival, Durango, CO 5,000 attendees
9. Crest Stone Music Festival, Crest Stone, CO 3,000 attendees
10. Thirsty Ear Music Festival, Santa Fe, NM 3,000 attendees

4. APPROACH TO EVENT:

Santa Fe Audio Visual prides itself in its relationships with every performer. Owner, Miguel Castillo, who runs the sound and lighting, has a personal relationship with nearly every performer at the Fiestas. Santa Fe Audio Visual contacts each group prior to the event to ensure that all of their needs are met. Santa Fe Audio Visual takes into account speaker placement and sound coverage angles when setting up their audio system. Santa Fe Audio Visual strives to ensure that all attendees can hear well given the challenging layout of the Las Vegas Plaza with attendees completely surrounding the performance space. Santa Fe Audio Visual uses speakers behind the stage so that audience members feel included and connected to the performers. Santa Fe Audio Visual uses a sophisticated mixture of lighting equipment, including Source 4 pars for white wash and LED pars for color wash. Santa Fe Audio Visual prides itself on the professional quality of the backline instruments that it provides for the performers. Santa Fe Audio Visual is a regionally recognized provider of backline equipment. Santa Fe Audio Visual maintains all of its instruments and will provide backup instruments onsite at no charge to ensure that the show goes on if a piece of equipment happens to fail. Santa Fe Audio Visual provides adequate rain gear to prevent equipment failures in case of inclement weather. Santa Fe Audio Visual has a rain or shine policy that the music continues unless there is a present danger from lightning to personnel, attendees, or equipment.

Santa Fe Audio Visual sets up all equipment the day prior to the event. Estimated time to setup is sixteen man-hours, four actual hours. Estimated take down time is eight man hours, two actual man-hours. After setup, a complete system check and optimization is performed on the audio system, instruments, and lighting system.

5. FAMILIARITY WITH THE CITY OF LAS VEGAS 4TH OF JULY FIESTAS:

Santa Fe Audio Visual has been providing sound, lighting, and instruments for the Las Vegas Fiestas for the past nineteen years. As a native Northern New Mexican, Miguel understands the beauty, culture, and importance of this event. Miguel Castillo and his technicians have developed hundreds of personal relationships with the residents of Las Vegas. Miguel and his staff shop in locally owned establishments and support the vendors on the Plaza throughout this event. Miguel and his staff provide services for many events at Highlands University and have working relationships with staff, faculty, and students at the University.

Santa Fe Audio Visual
1595 B Pacheco Street
Santa Fe, NM 87505
Ph: (505) 986-179
Fax: (505) 986-8065
contact@santafeav.com
www.santafeav.com
Contact: Jenina Castillo-Vasquez, Manager

“CITY OF LAS VEGAS 4TH OF JULY FEISTAS SOUND AND SERVICES”

LIST OF REFERENCES:

Spanish Colonial Arts Society

PO Box 5378
Santa Fe, NM 87502
Contact: Maggie Magalnick, Spanish Market Director
(505) 982-2226, Ext. 111
market@spanishcolonial.org

Santa Fe Fiesta Inc.

PO Box 4516
Santa Fe, NM 87502
Contact: Gilbert Romero
(505) 699-6472
santafefiesta.org
gilbertromero1@hotmail.com

International Folk Art Alliance

404 Kiva Court, Suite G
Santa Fe, NM 87505
Contact: Ginger Williams, Director
(505) 992-7613
ginger@folkartalliance.org

St. John's College-Music on the Hill

1160 Camino Cruz Blanca
Santa Fe, NM 87505
Contact: Yoshi Gruber
(505) 984-6118
ygruber@sjc.edu

OFFEROR INFORMATION

OFFEROR SANTA FE AUDIO VISUAL
AUTHORIZED AGENT JENINA CASTILLO VASQUEZ
ADDRESS 1595 B PACHECO STREET, SANTA FE, NM 87505
PHONE (505) 986-1796
FAX (505) 986-8065
DELIVERY _____

STATE PURCHASING RESIDENT CERTIFICATION NO (CRS) 02-382609-00-6

NEW MEXICO CONTRACTORS LICENSE NO. 12-00027814 City of Santa Fe

SERVICE(S) SOUND & STAGE LIGHTING SERVICES FOR THE CITY OF LAS VEGAS
FOURTH OF JULY FIESTAS 2016

THE CITY OF LAS VEGAS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY
TECHNICAL IRREGULARITY IN THE FORM.

AFFADAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF New Mexico

COUNTY OF SANTA Fe

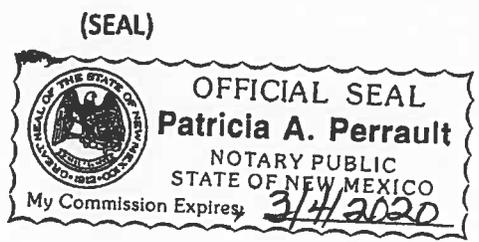
I, JENINA CASTILLO VASQUEZ of lawful age, being the first duly sworn in oath, say that I am the agent
authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a
party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to
refrain from submitting a proposal; or with any City official or employee as to the quantity, quality or price in the
prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with
any City official concerning an exchange of money or any other thing of value for special consideration in the
letting of a contract.

Jenina Castillo Vasquez
Signature

Subscribed and sworn to before me, this 18th day of April, 2016.

Patricia A. Perrault
Notary Public Signature

My Commission Expires: 3/4/2020



X

STANDARD PROPOSAL CLAUSES

Awarded Proposal: Awarding of Proposal shall be made to the responsible Offeror whose proposal best meets the specifications. A multi-term contract for a period not to exceed four years, renewable annually, may be considered. The City reserves the right to reject any or all Proposals submitted. The City reserves the right to make multiple awards on Professional Services proposals. All contracts shall be presented to the Governing Body for approval.

Timetable: Proposals pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before 2:00 pm, April 20 2016, at which time all proposals received will be opened. The opening will occur at the City Offices. Awarding of proposal is projected for May, 2016. The successful Offeror will be notified by mail.

Envelopes: Sealed proposal envelopes shall be clearly marked on the lower left-hand corner, identified by City of Las Vegas 2016 4th of July Fiestas, Sound and Stage Lighting Services. Failure to comply with this requirement may result in the rejection of the submitted proposal.

Bribery and Kickback: The Procurement Code of New Mexico (Section 13-1-28 through 13-1-199 N.M.S.A. 1978) impose a third degree felony penalty for bribery of a public official or public employee. The New Mexico Criminal Statutes (Section 30-4-1 N.M.S.A. 1978) states that it is a third degree felony to commit offense of demanding or receiving a bribe by a public official or public employee, and (Section 30-24-2 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. In addition, (Section 30-41-1 through 30-41-3 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

Responsibility of the Offeror: At all times it shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time, set proposal thus delayed will not be considered.

Non-Collusion: In signing the proposal and affidavit, the Offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in the connection with the submitted Proposal.

Clarification of Proposal: Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Community Development Department at least five (5) days prior to the scheduled proposal opening date, with a copy forwarded to the Finance Department. Any interpretations, corrections, or changes (not part of the negotiation stage) of said proposal specifications shall be made by "ADDENDUM" only, including any opening date or time change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and Offeror shall not rely upon such interpretations, corrections, and changes.

Modification or Withdrawal of Proposal: A Proposal may not be withdrawn or cancelled by the Offeror following the scheduled opening date and time; the Offeror does so agree in submitting their proposal. Prior to the scheduled time and date of opening, proposals submitted early may be withdrawn, but may not be re-submitted.

X

Application of Preference: Pursuant to (Section 13-1-21 and 13-1-22 N.M.S.A. 1978) any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their Certification Number (issued by N.M. State Purchasing) with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

Federal Tax Identification Number: Pursuant to IRS requirements, Offerors shall provide their Federal Tax ID Number if Offeror is incorporated. If Offeror is a sole proprietorship or partnership, then Offeror shall provide their Social Security Number.

Federal Tax ID Number 85-0453754

Social Security Number _____

New Mexico Tax Identification Number: Payment may be withheld under (Section 7-10-5 N.M.S.A. 1978) if Offeror is subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number, contact the New Mexico Taxation & Revenue Department at (505)827-0700 for registration instructions.

New Mexico (CRS) Tax Identification Number 02-382609-00-6

Campaign Contribution Disclosure Form: The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

Special Notice: Proposal will be opened and all submitted copies will be checked for accuracy of specific number of copies requested. Any price or other factors of the submitted proposals will not be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposal are not public record to other Offerors or interested parties before the negotiation or awarding process. The Community Development Department will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

Negotiation: Pursuant to the City of Las Vegas Purchasing Rules and Regulations (section 6.7), discussions or negotiations may be conducted with a responsible Offeror who submits an acceptable or potentially acceptable proposal.

Contract: When the City issues a Purchase Order in response to an awarded proposal, a binding contract is created, unless a specific contract has been created.

Taxes: Bidder must pay all applicable taxes. If the Offeror is from outside the City of Las Vegas, the successful Offeror must pay Gross Receipts Tax in the City of Las Vegas. The successful Offeror will be required to obtain a Business Registration/License from the City of Las Vegas prior to commencing any project within the City limits.

X

6

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

(The above fields are unlimited in size): _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Janna Cristina Vazquez
Signature

4/18/16
Date

MANAGER
Title (Position)

~~5~~

7

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5-10-16

DEPT: Community Development

MEETING DATE: 5-23-16

ITEM/TOPIC:

Resolution 16-22 establishing fees for services provided by the City of Las Vegas Animal Shelter Contractor (Animal Welfare Coalition of Northeastern New Mexico) and repealing Resolution 09-48

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of Resolution 16-22 establishing fees for services provided by the City of Las Vegas Animal Shelter Contractor (Animal Welfare Coalition of Northeastern New Mexico) and repealing Resolution 09-48

BACKGROUND/RATIONALE:

City of Las Vegas Code Chapter 118 Animals, Section 5(F) and Section 6 calls for the City to establish by resolution appropriate fees for animal shelter services. In 2009, prior to the City contracting with the Animal Welfare Coalition of Northeastern New Mexico (AWC), Resolution 09-48 was adopted establishing animal shelter fees. In 2013, the AWC was contracted by the City to provide shelter management services, and the AWC has since evaluated the services it provides and the costs associated with these services. The AWC has recommended several modifications to the previously established fees.

STAFF RECOMMENDATION:

Approval

COMMITTEE RECOMMENDATION:

N/A

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



SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:



**TONITA GURULE-GIRON
MAYOR**

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



**RICHARD TRUJILLO
CITY MANAGER**

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

**H. CHICO GALLEGOS
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)**

**City of Las Vegas
Resolution 16-22**

A Resolution establishing fees for services provided by the City of Las Vegas Animal Shelter Contractor (Animal Welfare Coalition of Northeastern New Mexico) and repealing Resolution 09-48

WHEREAS, City of Las Vegas Code Chapter 118 Animals, Section 5(F) and Section 6 calls for the City to establish by resolution appropriate fees for services provided by the Animal Shelter; and

WHEREAS, the City has contracted the Animal Welfare Coalition of Northeastern New Mexico (AWC) to provide shelter management services; and

WHEREAS, the AWC has evaluated the services it provides and the costs associated with these services; and

WHEREAS, Resolution 09-48 previously established fees under provisions of City Code.

Now therefore be it resolved by the City Council, the Governing Body of the City of Las Vegas, that Resolution 09-48 is hereby repealed, and the following fees are hereby established:

Feed and Care	\$15.00/day
<hr/>	
Impound Fee	
• First Intake	No Charge
• Second Intake (Fee increase of \$25.00 for each intake thereafter)	\$25.00
<hr/>	
Microchip	\$25.00
<hr/>	
DA2PPV (canine)	\$10.00
<hr/>	
Bordetella (canine)	\$10.00
<hr/>	
Felocell 4 (feline)	\$10.00
<hr/>	
Dewormer	\$5.00
<hr/>	
Flea/Tick Treatment	\$15.00
<hr/>	

Animal Surrender

- One (1) animal \$25.00
 - Litter \$40.00
 - Litter w/ mother \$50.00
-

Personalized ID Tag \$5.00

City License

- Vetted \$2.00
 - Intact \$5.00
-

Mass Cremation

- Under 40 pounds \$10.00
 - 40 to 80 pounds \$15.00
 - Over 80 pounds \$20.00
-

Private Cremation

- Small Animals (gerbils, ferrets, rabbits, etc.) \$20.00
 - Under 40 pounds \$30.00
 - 40 to 80 pounds \$50.00
 - Over 80 pounds \$70.00
-

Trap Rental

- Feline \$5.00 (\$20.00 refundable deposit)
 - Canine \$5.00 (\$100.00 refundable deposit)
-

Return to Owner

- Daily Feed & Care \$15.00
 - DA2PPV (canine) \$10.00
 - Bordetella (canine) \$10.00
 - Dewormer \$5.00
 - Felocell 4 (feline) \$10.00
 - Dewormer (feline) \$5.00
 - State Mandated Spay/Neuter Deposit \$25.00
 - License Fee based upon jurisdiction TBD
 - Vet Bill (If animal was injured prior to arriving at shelter and/or if animal was suffering from an illness/disease prior to arriving at shelter) If Applicable
-

Adoption Fees (All adoptions include: Microchip, Vaccinations, Deworm, Flea Tick Treatment, S/N Surgery, City License, Heartworm Test, or FIV/FeLeuk, 30 days of Pet Insurance, Starter Food)

- Canine \$100.00-\$250.00
- Feline \$35.00
- Barn Cats Donation Suggested

Private Dead Animal Pickup N/A

Veterinarian Quarantine Release N/A

Skunk Release (Personal Trap) N/A

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2016.

Mayor Tonita Gurule-Giron

ATTEST:

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

H. Chico Gallegos, City Attorney

Comparison of Animal Shelter Fees

City of Las Vegas and the AWC Pet Center

Item	Resolution 09-48 (2009)	Draft Resolution 16-22
Feed and care	\$15 per day	\$15 per day
Impound Fee	\$38	1 st intake: No fee 2 nd intake: \$25 Intake fee increases by another \$25 per intake thereafter (i.e. \$50, \$75, etc)
Microchipping	\$15	\$25
DA2PPV (dogs)	\$10	\$10
Bordetella (dogs)	Not given	\$10
Felocell 4 (cats)	Not given	\$10
Dewormer	\$10	\$5
Flea/Tick Treatment:	\$10	\$15
Surrender Fee: One animal	\$25	\$25
A Litter	\$40	\$40
A Litter with mother	\$65	\$50
Personalized Identification Tag	Not given	\$5
City License	Vetted \$2 Intact \$5	Vetted \$2 Intact \$5
Mass Cremation: Under 40 Pounds, 40 to 80 Pounds, Over 80 Pounds,	\$15 \$20 \$25	\$10 \$15 \$20
Private Cremation: Small Animals (gerbils, ferrets, rabbits, etc), Under 40 Pounds, 40 to 80 Pounds, Over 80 Pounds,	\$25 \$25 \$25 \$25	\$20 \$30 \$50 \$70
Trap Rental	\$1-5 per day	\$5
Cat	\$80 Deposit is refundable	\$20 Deposit is refundable
Dog	\$250.00 Deposit is refundable	\$100 Deposit is refundable
Return To Owner	<ul style="list-style-type: none"> • Daily Feed and Care, \$15/day • No vaccines? • (all animals should be vaccinated upon intake) • State mandated \$25 spay/neuter deposit. • No license(must have one legally) • No Vet Care (animals need vet care for injuries, illness) • Microchip 	<ul style="list-style-type: none"> • Daily Feed and Care, \$15/day Vaccines: <ul style="list-style-type: none"> • Dogs: DA2PPV, \$10 Bordetella, \$10 Dewormer, \$5 Cats: Felocell 4, \$10 Dewormer, \$5 • State mandated \$25 spay/neuter deposit. • License fee based upon jurisdiction. • Vet bill if applicable (if your dog was injured before she/he arrived with us, or in the case of illness and disease

		the animal was suffering from)
Adoption Fees: Dogs Cats Barn Cats	\$75 \$75 Adoption includes: • Microchip (\$15) • Vaccinations ? • Deworm (\$10) • Flea Tick (\$10) • S/N Deposit (\$25) • City License (\$2-5)	\$100 - \$250 \$35 Donation Suggested Adoption includes: • Microchip (\$25 –prices have gone up) • Vaccinations (\$25) • Deworm (\$5) • Flea Tick (\$15) • S/N <u>Surgery</u> (\$80) • City License (\$2-5 or \$5-10 for county) • Heartworm test or FIV/FeLeuk for cats (\$20) • 30 days of Pet Insurance (\$50) • Food (\$15)
Private Dead Animal Pickup	\$25	N/A
Veterinarian Quarantine Release	\$50	N/A
Release skunk (personal trap)	\$25	N/A

Adoption Fees: Adoption includes: 1) Microchip (\$25 –prices have gone up) 2) Vaccinations (\$25) 3) Deworm (\$5) 4) Flea Tick (\$15) 5) S/N Surgery (\$80) 6) City License (\$2-5 or \$5-10 for county) 7) Heartworm test or FIV/FeLeuk for cats (\$20) 8) 30 days of Pet Insurance (\$50) for a total of \$225.

AWC adoptions include s/n surgery. As a rescue the AWC sees it as counterproductive to send intact animals into the community to breed. The s/n deposit, after years of experience adopting out animals, is usually not followed up on. People realize that it is cheaper to lose the \$25 deposit than to pay the \$100-\$200 for sterilization. In addition, AWC adoptions are variably priced, meaning that the more highly adoptable animals are priced higher than others to offset the veterinary care and longer stays of some animals. All AWC adoption fees help defray the costs of housing, feeding, caring for, and making ALL animals adoption-ready. As an animal rescue, the AWC has a 92% live release rate. Lastly, as the price of vaccines, microchips, and s/n go up so do the costs charged to customers. Setting those prices by resolution must allow for this flexibility.

The AWC also offers low-cost \$50 spay/neuter to the public once a month when, which costs \$2000 for the mobile van to come. This summer, the AWC will have the clinic the last Sunday of every month from May to October.

**City of Las Vegas
Resolution 09-48**

A Resolution Establishing Fees for Services Provided by the City of Las Vegas Animal Shelter And Repealing Resolution 75-69 and Resolution 04-40

Whereas, Section 9-8-5 of the City of Las Vegas Animal and Fowl Ordinance calls for the City to establish by Resolution appropriate fees for services provided by the Animal Shelter; and

Whereas, the City of Las Vegas Animal Control has studied the services it provides and the costs associated with these services; and

Whereas, this resolution is applicable to dogs and cats only, unless specifically noted otherwise; and

Whereas, Resolutions 75-69 and 04-40 previously established fees under provisions of the Ordinance.

Now Therefore Be it Resolved by the City Council, the Governing Body of the City of Las Vegas, that Resolutions 75-69 and 04-40 are Hereby Repealed, and the Following Fees are Hereby Established:

Feed and Care.....\$15.00 per day

Impoundment Fee\$38.00

Adoption

Includes Avid Chip \$15.00; Vaccinations \$10.00 each;

Spay & Neuter \$25.00 deposit (refundable); de-worming \$10.00;

Flea and Tick Treatment \$10.00; City License \$5.00.....\$75.00

Redemptions:

\$15.00 a day feed and care; \$38.00 impound fee;

Spay and neuter \$25.00 deposit (refundable);

Avid Chip \$15.00\$53.00

*(minimum fee depending on number of days in shelter and
if spay/neuter and/or Avid Chip are required)*

Vaccinations (Distemper Only).....	\$10.00
Deworming.....	\$10.00
Flea and Tick Treatment.....	\$10.00
Euthanasia:	
Animals under 30lbs	\$20.00
Animals over 31 lbs-100 lbs	\$30.00
Animals over 100 lbs-150	\$40.00
Euthanasia at a home	\$20.00
	<i>(plus regular fee)</i>
Private dead animal pick-up requested by City resident	\$25.00
Cremation:	
Animals under 30 lbs.....	\$15.00
Animals over 31lbs-100lbs	\$20.00
Animals Over 100lbs-150lbs.....	\$25.00
Group Cremation, separating remains to return to owner	\$25.00
Cat Trap Rental within City limits only.....	\$1.00 per day
Cat Trap Rental if City services trap	\$5.00 per day
Cat Trap Deposit.....	\$80.00
<i>(No weekend rentals of traps if animal control is needed to service traps)</i>	
Dog Trap Rental within City limits only.....	\$1.00 per day
Dog Trap Rental if City services trap	\$5.00 per day
Dog Trap Deposit.....	\$250.00
<i>(No weekend rentals if animal control is needed to service traps)</i>	
Tranquilizing for quills (Customer must sign waiver).....	\$20.00
Vaccination (Customer brings in vaccine-distemper).....	\$10.00
Clipping of nails.....	\$10.00
Surrender/drop off one animal	\$25.00
Surrender/drop off of 2-9 animals in a litter.....	\$40.00

Surrender/drop off of 2-9 animals and mother \$65.00

Rabies 10 Day Quarantine for dogs and cats:

Quarantine fee\$150.00

Impoundment fee \$38.00

Avid Chip\$15.00

Spay and Neuter (refundable deposit).....\$25.00

De-worming\$10.00

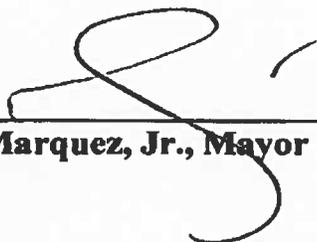
Flea and tick\$10.00

Veterinarian Quarantine Release\$50.00

Release of skunk (not City trap).....\$20.00

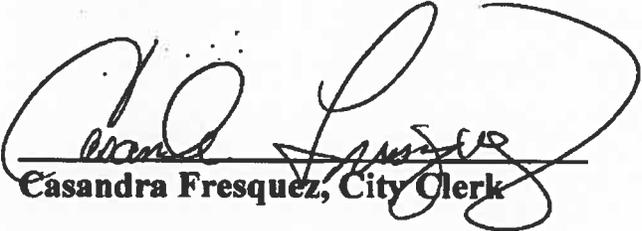
Spay and Neuter refund on all the above\$25.00.

PASSED, APPROVED AND ADOPTED this _____ day of _____,
2009.



Tony E. Marquez, Jr., Mayor

ATTEST:



Casandra Fresquez, City Clerk

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 05/06/16

DEPT: Utilities Dept.

MEETING DATE: 05/23/16

ITEM/TOPIC: Resolution No. 16-21 authorizing submittal of application for funding assistance to the New Mexico Financial Authority for the Cabin Site Tank Rehabilitation Phase I.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval of Resolution No. 16-21.

BACKGROUND/RATIONALE: The City of Las Vegas desires to prepare bid specifications, clean, inspect and perform minor modifications to the Cabin Site tank. The estimated cost of this phase is \$150,000.00

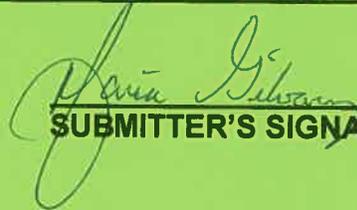
The City of Las Vegas does qualify for 0% interest rate on the first \$600,000 of the project and 2% interest rate for the remaining. The application along with the authorizing resolution must be submitted by June 14, 2016 to move the project forward.

STAFF RECOMMENDATION: Approval of Resolution No. 16-21.

COMMITTEE RECOMMENDATION: This item was discussed at the regular Utility Advisory Committee Meeting on May 10, 2016. The committee concurs with staff recommendation.

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

REVIEWED AND APPROVED BY:


SUBMITTER'S SIGNATURE


TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

H. CHICO GALLEGOS
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

Revised 04/20/16

**CITY OF LAS VEGAS
RESOLUTION #16-21**

AUTHORIZING THE APPLICATION FOR FINANCIAL ASSISTANCE TO THE NEW MEXICO FINANCE AUTHORITY FOR THE CITY OF LAS VEGAS CABIN SITE TANK REHABILITATION

WHEREAS, the City of Las Vegas has prioritized the rehabilitation of the Cabin Site Tank; and

WHEREAS, the New Mexico Finance Authority is currently soliciting applications for financial assistance for water projects seeking funding from the 2016 State Revolving (SRF) Loan Fund funding cycle; and

WHEREAS, the City of Las Vegas is eligible to apply for funding from the New Mexico Finance Authority; and

WHEREAS, the NM Finance Authority has \$69,000 remaining in loan forgiveness subsidy in 2016 SRF funds and \$81,000 in zero percent loan funds; and

WHEREAS, the City of Las Vegas desires to clean, inspect and perform minor modifications to the Cabin Site tank and prepare bid specifications for the rehabilitation of the Cabin Site tank; and

WHEREAS, the City of Las Vegas desires to also purchase a mixer to improve water quality in the tank at Cabin Site; and

WHEREAS, the City of Las Vegas desires funding assistance to complete this project from the NM Finance Authority; and

WHEREAS, the NM Finance Authority desires to assure full support of the governing body of each entity desiring to submit such applications for funding assistance; and

WHEREAS, it is in the public interest to give complete and full public notice of the support.

NOW THEREFORE BE IT RESOLVED THAT THE GOVERNING BODY OF THE CITY OF LAS VEGAS approves the submission of an application for up to \$150,000 to the New Mexico Water Finance Authority for funding in the 2016 State Revolving Loan Fund funding cycle.

PASSED, APPROVED and ADOPTED THIS _____ day of _____, 2016.

Mayor Tonita Gurule-Giron

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY

H. Chico Gallegos, City Attorney



UTILITIES DEPARTMENT PROJECT SUMMARY SHEET

PROJECT NAME: Water Tank Rehabilitation (cabin site)

PROJECT NUMBER: UT-WFS-2013-1

PROJECT DESCRIPTION: The Tank was constructed in 1975 and last inspected by divers in 2013. It was recommended at that time that the tank interior be re-coated as the coating was failing in several locations and rafter bolts were severely corroded. The floor of the tank was not visible due to a build-up of sediment and the inspection recommended cleaning of the floor so a more precise inspection could be performed. No additional work has been performed on the Tank to date. Poor mixing due to the tank size and a shared inlet/outlet piping configuration contributes to degraded water quality resulting in elevated levels of disinfection by products. Installation of a mixer will improve mixing throughout the entire tank. The project scope was included in the 2011 Preliminary Engineering Report.

The project consists of three phases due to funding constraints: **(Phase I:** construction of 30k gallon backup tank (near completion), **Phase II** (drain/clean/inspect/minor modifications/prep.bid documents), **Phase III:** major rehabilitation, awaiting grant funding source). Project is listed in the 2011 Preliminary Engineering Report (PER).

ACTION TIMELINE: May 2014 – July 2018

ACTIONS REQUESTED THIS SESSION:

- Approval of application submittal to NMFA for 150k of SRF funding **(Phase II)**

ESTIMATED COST: \$ 467,000 (2011 PER)

BUDGETED AMOUNT: Phase I: 128,157.29 (Awarded to Hays Plumbing. Pending City approval of substantial completion), phase II and III are unfunded/unbudgeted.

LINE ITEM NUMBER: 646-0000-650-8759

ACTION	DESCRIPTION	DATE
Grant/Loan/Match	3043-DW (Cabin Site-phI) Grant (75%): \$96,118 Loan (25%): \$32,039 <div style="text-align: right;">Total Funding phI: \$128,157</div>	<u>3043-DW</u> 6/27/14
Engineer Services Agreements	<u>Contract 2679-13, SRF2911</u> T.O. 2013-3 \$115,649.61 (Luna/Valencia Tank Rehab) T.O. Est. \$15-20,000	10/13-5/16
Construction Estimate	phI: New 30,000 Tank \$128,157.29 phII: Drain, Inspect, Clean, Bid Docs \$150,000.00 PhIII: Cabin Site Tank Rehabilitation \$467,000.00 <div style="text-align: right;">Construction Estimate Total \$745,157.29</div>	10/13-5/16
Construction Bids	Camp Luna Tank Rehabilitation - \$955,447.41 Cabin Site Tank: Lot 3 128,857 (Bid Opening 2015-17)	1/21/15
Engineers Recommendations	Install 30k supplemental tank to provide service while 5mg tank is out of service and to drain/inspect 5mg tank	

Shawni Muniz

From: Kenneth Garcia [contactkennesco@gmail.com]
Sent: Friday, May 06, 2016 10:18 AM
To: Shawni Muniz
Subject: Fwd: Drinking Water Fundable List
Attachments: @DWSRLF Borrower Application (8 9 13) II.pdf; DWSRLF Borrower Guide 3-28-13 FINAL.pdf; CE checklist ONLY 6-12-13.doc

----- Forwarded message -----

From: **Todd Johansen** <tjohansen@nmfa.net>
Date: Tue, May 3, 2016 at 3:19 PM
Subject: Drinking Water Fundable List
To: "ericltapia62@gmail.com" <ericltapia62@gmail.com>, "lgarcia2213@gmail.com" <lgarcia2213@gmail.com>
Cc: Kenneth Garcia <contactkennesco@gmail.com>

Good afternoon Eric,

The Las Vegas projects are ranked 1-4 on the SFY 16 Qtr. 4 fundable priority ranking list.

There is limited subsidy available for the projects, \$69,000.

Las Vegas does qualify for 0% interest rate on the first \$600,000 of the project and 2% for the remaining.

The attached application that includes the authorizing resolution needs to be returned to me by **June 14, 2016** to move the project forward.

I have also attached the borrower's guide and a Categorical exclusion checklist for the projects to begin the Environmental Review.

Please call to discuss your options and review the Drinking Water State Revolving Loan fund.

Thank you,

Todd Johansen

Senior Program Administrator - Drinking Water Program

New Mexico Finance Authority

207 Shelby St.

Santa Fe, NM 87501

[\(505\) 992-9654](tel:5059929654) (direct)

[\(505\) 240-3467](tel:5052403467) (mobile)

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NMFA Use Only:

App. #:	-DW
FA assigned:	
Fundable Priority	

**DRINKING WATER STATE REVOLVING LOAN FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

I. GENERAL INFORMATION

A. Applicant /Entity

		Application Date:	05/11/2016	
Applicant/Entity:		City of Las Vegas		
Address, City, State, Zip (basic five-digit code plus four additional digits):		1700 North Grand Ave. Las Vegas, NM 87701		
County:		San Miguel	Census Tract:	
Legislative District number:		Senate:	8	House:
		70		
Phone:	505-454-1401	Fax:	505-425-7335	Email Address:
		gilvarrym@gmail.com		
Individual Completing Application:		Maria Gilvarry		
Address, City, State, Zip (basic five-digit code plus four additional digits):		905 12th Street Las Vegas, NM 87701		
Phone:	505-426-3314	Fax:	505-454-1632	Email Address:
		gilvarrym@gmail.com		
DUNS number:	02-123-2723	Public Water System number:	NM 3518025	

B. Consulting Professionals (Bond/Legal Counsel, Architect, Engineer, etc., if available)

Name:		Molzen Corbin & Associates-Doug Albin, P.E.		
Address, City, State, Zip:		2701 Miles Road SE Albuquerque, NM 87106		
Phone:	505-242-5700	Fax:	505-242-0673	Email Address:
		dalbin@molzencorbin.com		

C. Primary Contact Person

Name:		Maria Gilvarry		
Address, City, State, Zip:		905 12th Street Las Vegas, NM 87701		
Phone:	505-426-3314	Fax:	505-454-1632	Email Address:
		gilvarrym@ci.las-vegas.nm.us		

II. PROJECT SUMMARY

A. Project Description

Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project (i.e. architectural designs, feasibility studies, a business plan, etc.)

Description of the project:

Phase II Scope:

1. Drain, Clean, Inspect Tank.
2. Prepare bid estimate and bid documents for tank rehabilitation.
3. Purchase and Install Mixer to improve tank recirculation.
4. Perform minor piping modifications to separate water inlet and outlet.
5. Disinfect and Place Tank back in service until funding for Phase III is secured.

Proposed Project Start Date: June 2016

Proposed Project Completion Date: December 2016

When does the system need NMFA funds available?

June 2016

2. How will the ongoing maintenance, operation, and replacement of this project be funded?

User Fees

3. Does the system have a certified operator(s)? Yes No

If YES, how many? 13

4. Will this project require right-of-way acquisition? Yes No

If YES, specify any right-of-way needs and whether acquisition may or may not delay the project.

5. Who will hold title to the land where the project is to be located?

The City of Las Vegas, Peterson Reservoir area located in Montezuma, NM

If this is land owned by the Bureau of Land Management or State Land Office or is Tribal Land, please attach lease agreements. If there is no clear title, attach an explanation of ownership arrangements.

6. Does this project require a joint powers agreement (JPA)? Yes No

If YES, provide a copy of the JPA, which should include a list of the current membership.

7. Does the system expect an increase in service demand that would impact the capacity of the system as a result of this project? Yes No

If YES, please explain.

B. Total Project Cost and Sources of Funds Detail

	DWSRLF Funds Requested	Other Public Funds*	Private Funds	TOTAL Funds
Construction Activities				
Planning and Design				\$ 0.00
Construction	\$ 50,000.00		\$ 30,000.00	\$ 80,000.00
Equipment	\$ 30,000.00			\$ 30,000.00
Infrastructure Activities				
Facility Acquisition				\$ 0.00
Land Acquisition				\$ 0.00
Utilities (Electric, Gas, Water, etc.)				\$ 0.00
Engineering and Architectural	\$ 20,000.00			\$ 20,000.00
Contingencies			\$ 20,000.00	\$ 20,000.00
Other				\$ 0.00
TOTALS	\$ 100,000.00	\$ 0.00	\$ 50,000.00	\$ 150,000.00

* Specify any other public funds to be used for this project and amounts and terms of those funds, i.e. FmHA, CDBG, EPA, etc.

Source	Amount	Terms / No. of Years
	0	
TOTALS	0	

Attach a letter verifying that each non-DWSRLF funding source for this project has been approved or is in the process of being approved. Explain any exceptions.

III. FINANCING

A. Revenue

1. Specify the revenue to be pledged as security for the DWSRLF loan (a revenue source must be pledged for this type of project).

- Municipal Local Option GRT – please specify _____
- County Option GRT – please specify _____
- State-Shared GRT _____
- Net System Revenues _____
- Other Revenue _____

2. Is there an alternative revenue source available to pledge to pay debt service in the event that the primary pledged revenue is unavailable or insufficient? Yes No

If YES, please specify.

3. Preferred financing term: 20 years.

B. Debt

Is any debt being repaid from the revenue source(s) referenced in A(1)? Yes No

If YES, provide bond or loan documents and payment schedule(s) for any existing debt service being paid from the same revenues that are pledged as security for the DWSRLF loan. * Please see attachment.

C. Customers and Rates

1. What are the current number of customers and the current rates for the following classifications?

	No. of Customers	Rate per 6,000 gallons	Revenue Generated
Residential	5728	* Please see attached sheet for	\$4,742,650.00
Commercial	735	explanation of rates.	
Industrial			
Bulk	56		

2. When were the system's water rates last adjusted?

July 2015

3. Please describe the system's rate review process and frequency of review (proposed or existing)

Rates were last reviewed / adjusted in 2012. They are reviewed annually as part of the budget process.

4. Is the system metered? Yes No

If YES, what is the percentage of fully operating meters?

100

5. Are any significant changes in operational revenues or expenditures expected in the next three fiscal years that would impact the system's overall operating budget? Yes No

If YES, please describe.

IV. READINESS-TO-PROCEED CHECKLIST

A. In addition, the following items are required prior to closing or disbursement of DWSRLF funds:

- Categorical Execution Checklist (see Appendix D *Categorical Exclusion Checklist*)
- A signed Authorizing Resolution (see Appendix C *Authorizing Resolution*)
- A detailed drawdown schedule for project payments
- Final technical information for the project, stamped and approved by a registered engineer
- Cost breakdown of the project, certified by either an engineer or architect
- Preliminary Engineering Report (PER) approved by the NMFA (if applicable)
- Environmental Information Document (EID; see Appendix A) approved by the NMFA (if CE is not applicable)
- Disclosure questionnaire (if applicable)
- Area map, site map, and floor map
- Documentation showing status of right-of-way acquisition (if applicable)
- List of and copies of all required permits and licenses necessary to complete the project. Detail the status of each item, a plan of action, and time frame for completing incomplete permits and licenses.
- Is there litigation pending that would have a bearing on the project or applicant?

Yes No

If YES, attach a summary of all circumstances relating to such litigation.

- Regular meeting dates for the system's governing body(ies) that authorized this project.

May 23, 2016

V. CERTIFICATION

The undersigned, certify that:

Each has the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.

Each will comply with all applicable state and federal regulations and requirements. To the best knowledge of each of the undersigned, all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Jurisdiction City of Las Vegas

Highest Elected Official Signature

Tonita Gurule-Giron
Print Name

Mayor
Print Title

Date

Finance Officer/Director Signature

Ann Marie Gallegos
Print Name

Finance Director
Print Title

Date

APPENDIX C

Authorizing Resolution

City of Las Vegas Resolution No. 16-21

III. FINANCING

B.

4. **NMFA Borrowing History** City of Las Vegas

	Project Type	App #	Pledged Revenue	Status	Amount	Maturity
City	Equipment	126-CO	State Shared GRT	Closed 08/1995	\$394,000	Paid-off
City	Equipment	167-CO	State Fire Protection Funds	Closed 12/1996	\$439,000	Paid-off
City	Solid Waste	112-PP	Net System Revenues	Closed 07/1995	\$929,500	05/2015
City	Water Project	111-PP	Net System Revenues	Closed 07/1995	\$4,680,500	05/2015
City	Wastewater Project	373-WW	N/A	Closed 12/2000	\$400,000	Grant
City	Solid Waste Equipment	1023-PP	Net System Revenues	Closed 11/2001	\$269,445	Paid-off
City	Water Project	1088-WW	N/A	Closed 12/2004	\$900,000	Grant
City	Wastewater Project	1105-WW	N/A	Closed 08/2006	\$2,277,000	Grant
City	Emergency Water Project	1321-WW	N/A	Closed 07/2003	\$400,000	Grant
City	Recreational Facility	1417-PP	Municipal GRT	Closed 03/2004	\$3,267,451	05/2029
City	Wastewater Project	1713-WW	N/A	Closed 08/2006	\$399,996	Grant
City	Police Vehicles	1471-PP	Law Enforcement	Closed 04/2003	\$249,787	Paid-off
City	Effluent Reuse Project	030-WT8	N/A	Closed 08/2006	\$1,471,400	Grant
City	Effluent Reuse Project	197-WT8	Net System Revenues	Approved 2010	\$250,000	05/2030
City	Landfill Project	2539-PP	Net System Revenues	Closed 10/2010	\$3,438,917	05/2020
City	Fire Pumper	2546-PP	State Fire Protection Funds	Closed 10/2010	\$203,000	05/2021
City	Building	2570-PP	State Fire Protection Funds	Closed 04/2011	\$223,300	05/2031
City	Police Vehicles	2663-PP	Law Enforcement Protection Funds	Closed 01/2012	\$232,638	05/2021
City	Water Project	2727-DW	Net System Revenues	Closed 12/2012	\$1,100,000	05/2034
City	Water Project	2878-DW	Net System Revenues	Closed 06/2013	\$1,600,000	05/2034
City	Water Project	2910-DW	Net System Revenues	Closed 06/2013	\$1,222,100	06/2035
City	This request	2911-DW	Net System Revenues	Closed 06/2013	\$1,222,757	06/2035
City	Water Project	3043-DW	Net System Revenues	Approval	\$888,800	06/2035
City	Water Project	3044-DW	Net System Revenues	Approval	\$1,919,000	06/2035
City	Water Project	3045-DW	Net System Revenues	Approval	\$2,434,100	06/2035
City	This request	3046-DW	Net System Revenues	Approval	\$174,730	06/2035
					\$30,987,421	

III. FINANCING

B.

EXHIBIT "A"

TERM SHEET

**LOAN NO. 3046-DW
TO THE CITY OF LAS VEGAS, NEW MEXICO**

Governmental Unit:	City of Las Vegas, New Mexico
Project Description:	The Project will consist of repairs to the Governmental Unit's Water Treatment Plant Building, including replacement of leaky roof on filter building, stabilization of filter building foundation, repair of cracked masonry walls, improvement of sludge withdrawal from west side sludge lagoon, and addition of sun roof over outdoor liquid alum tank.
Pledged Revenues:	Net Revenues of the System as defined in this Loan Agreement and Resolution
Currently Outstanding Parity Obligations for Pledged Revenues:	Series 1995A Revenue Bonds 111-PP, Matures in 2015; Series 1995B Revenue Bonds, Matures in 2015; 2727-DW, Matures in 2034; 2878-DW, Matures in 2034; 2910-DW, Matures in 2035; 2911-DW, Matures in 2035; 3043-DW, Matures 2035.
Currently Outstanding Senior Obligations:	None.
Currently Outstanding Subordinate Obligations:	061-WTB Loan, Matures in 2027; 197-WTB Loan, Matures in 2030; 218-WTB Loan, Matures in 2030; 219-WTB Loan, Matures in 2030; 251-WTB Loan, Matures in 2032 and 286-WTB, Matures 2034.
Authorizing Legislation:	Governmental Unit Resolution No.14-29 adopted May 20, 2014.
Closing Date:	June 27, 2014
Interest Rate:	0.25% (which includes the Administrative Fee)

III. FINANCING

C.1

City of Las Vegas Water Rates

6000 gallons

Residential

Inside City Limits

\$50.24

Outside City Limits

\$75.28

Small Commercial

Inside City Limits-Winter

\$70.45

Outside City Limits-Winter

\$105.53

Inside City Limits-Summer

\$79.57

Outside City Limits-Summer

\$119.21

Large Commercial

Inside City Limits-Winter

\$209.02

Outside City Limits-Winter

\$312.20

Inside City Limits-Summer

\$218.14

Outside City Limits-Summer

\$325.88

Categorical Exclusion Checklist

**DRINKING WATER STATE REVOLVING LOAN FUND
CATEGORICAL EXCLUSION CHECKLIST**

The purpose of this checklist is to provide the NMFA with the information necessary to determine whether the proposed project is eligible for a Categorical Exclusion (CE) under the DWSRLF State Environmental Review Process (SERP). CEs are identified categories of actions that do not individually, cumulatively over time, or in conjunction with other federal, state, local, or private actions have a significant effect on the quality of the human environment. If the proposed project is eligible for a CE, the water system benefits by not having to prepare more extensive environmental documentation as well as from time savings due to minimal public involvement. If the proposed project does not qualify for a CE, then an Environmental Information Document (EID) must be prepared.

Please answer each item in the following tables carefully and accurately to the best of your knowledge. The criteria in the tables have been established by the DWSRLF State Environmental Review Process (SERP) and the National Environmental Policy Act of 1969 (NEPA). Consider obtaining the assistance of a professional consultant to assist with the completion of certain items. Please attach any maps or surveys that show the location of all construction areas, the planning area boundary, and any known environmentally sensitive areas in the vicinity of the proposed project. In addition, include any information that help to describe the proposed project or its perceived environmental effects.

See basis for determination and documentation related to the CE on pg. 22.

[Remainder of Page Intentionally Blank]

Table 1. General Categories of Projects That Qualify for a CE

<p>The proposed project is directed toward minor upgrading or minor expansion of system capacity or rehabilitation (including functional replacement) of the existing system and system components (such as a treatment system that collects, treats, stores, and distributes drinking water) or construction of new minor ancillary facilities adjacent to or on the same property as existing facilities. (Examples include replacement of existing distribution lines within the same rights-of-way or easements; rehabilitation of existing equipment and structures; and the construction of structures on existing sites.)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	--

If the answer to Table 1 is NO, then **STOP. The Project does not qualify for a CE and an EID must be prepared.** Please contact the NMFA or refer to the DWSRLF SERP regarding preparation of an EID.

If the answer to Table 1 is YES, then proceed to Table 2A.

[Remainder of Page Intentionally Blank]

Table 2A. Criteria for Funding

The following items are not likely to require direct consultation with a federal agency or with an environmental professional.

		Comments / Documentation
1. The project will include expenditures for monitoring, operations, and/or maintenance expenditures.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. The project will provide capacity for a population at least 30% greater than the existing population.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. The construction of facilities will be cost-ineffective.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. The project is needed mainly for fire flow.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. The project will entail a reservoir, dam, or rehabilitation of dams or reservoirs.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. The project will entail the purchase of water rights.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. The system lacks the adequate technical, managerial, and financial capability to administer the project.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. The system is currently in significant noncompliance.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

If ALL of the answers to the items in Table 2A are NO, then proceed to Table 3.

If ANY of the answers to the items in Table 2A are YES, then proceed to Table 2B.

Table 2B. Exception Criteria for Table 2A

		Comments / Documentation
(1) The project will ensure compliance with current regulations; or (2) water rights are owned by a system that is being purchased through consolidation; or (3) the reservoir will be part of the treatment process and is located on the property where the treatment facility is located.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If the answer to Table 2B is NO, then **STOP. The Project does not qualify for a CE and an EID must be prepared.** Please contact the NMFA or refer to the DWSRLF SERP regarding preparation of an EID.

If the answer to Table 2B is YES, then the project may be qualified for a CE. Please contact the NMFA.

[Remainder of Page Intentionally Blank]

Table 3. Criteria That Prevent Granting a CE

The following items are likely to require direct consultation with a federal agency or an environmental professional.

		Basis for Determination and Documentation ²
1. The proposed action is known or expected to have a significant effect on the quality of the human environment, either individually, cumulatively over time, or in conjunction with other federal, state, local, tribal, or private actions.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. The proposed action is known or expected to have disproportionately high and adverse human health or environmental effects on any community, including minority communities, low-income communities, or federally-recognized Indian tribal communities.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. The proposed action will adversely affect federal- or state-listed threatened and endangered species or their habitat.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. The proposed action is known or expected to significantly affect national natural landmarks or any property with nationally significant historic, architectural, prehistoric, archeological, or cultural value, including but not limited to, property listed on or eligible for the National Register of Historic Places.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. The proposed action is known or expected to significantly affect environmentally important natural resource areas such as wetlands, floodplains, significant agricultural lands, aquifer recharge zones, wild and scenic rivers, and significant fish or wildlife habitat	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. The proposed action is known or expected to cause significant adverse air quality effects.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. The proposed action is known or expected to have a significant effect on the pattern and type of land use or growth and distribution of population.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. The proposed action is known or expected to cause significant public controversy about the potential environmental impact of the proposed action.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

		Basis for Determination and Documentation ²
9. The proposed action is known or expected to be associated with providing financial assistance to a federal agency through an interagency agreement for a project that is known or expected to have potentially significant environmental impacts.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. The proposed action is known or expected to conflict with federal, state or local government, or federally-recognized Indian tribe environmental, resource-protection, or land-use laws or regulations.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

If ALL of the answers to the items in Table 3 are NO, then the project is eligible for a CE.

If ANY of the answers to the items in Table 3 are YES, then **STOP. The Project does not qualify for a CE and an EID must be prepared.** Please contact the NMFA or refer to the DWSRLF SERP regarding preparation of an EID.

Basis for Determination and Documentation

The basis for determination and documentation information must be traceable and establish the factual data to support the response to each item. Types of information to be included under the "Basis for Determination and Documentation" column are:

1. **FIELD OBSERVATION** (abbreviated as **FIELD**) A site visit that does not usually involve any testing or measurements. Field observation is an important method for initial screening of the issues, but for some of the categories it may be inadequate for final evaluation. Support documentation should include the date of the site visit and the name of who visited.
2. **PERSONAL CONTACT** (abbreviated as **CONTACT**) Personal contacts are useful when the individual contacted is an accepted authority on the subject(s) and the interview is documented. Supporting documentation should include the name, organization, and title of person contacted and the date of the conversation. Copies of written site inspection reports and determination by regulatory agencies on applicability of regulations and permit requirements should be attached.
3. **PRINTED MATERIALS** (abbreviated as **PRINTED**) Printed materials may include comprehensive land use plans, maps, statistical surveys, and studies. Internet resources may also be applicable. Information must be current (i.e., not so old that changing conditions make the information irrelevant) and must represent accepted methodologies. Citation for the material should include enough information so that an outside reviewer can locate the specific reference.
4. **EXPERIENCE OF ENVIRONMENTAL CONSULTANT OR CONSULTING ENGINEER** (abbreviated as **EXPERIENCE**) The professional judgment of a professional consultant who completes the CE Checklist can be useful provided that the consultant's expertise is relevant to the proposed project. The consultant may have previous knowledge from familiarity with the area or may have sufficient professional experience to make judgments about a specific factor. Provide the consultant's name, qualification(s), organization, and title.

5. **SPECIAL STUDY (abbreviated as STUDY)** This is a study conducted for an individual factor and should be performed by a qualified person using accepted methodologies. Some tests are relatively simple to perform but others may require elaborate equipment or personnel with additional expertise. For example, biological and cultural resource studies/investigations need to be conducted by qualified individuals.

**DRINKING WATER STATE REVOLVING LOAN FUND
CATEGORICAL EXCLUSION REQUEST**

Water System Name: City of Las Vegas Water System ID No. NM 3518025

Project Description – Provide a brief project description here. (A detailed description should be included in the Preliminary Engineering Report, if applicable.)

Phase II Scope:

1. Drain, Clean, Inspect Tank.
2. Prepare bid estimate and bid documents for tank rehabilitation.
3. Purchase and Install Mixer to improve tank recirculation.
4. Perform minor piping modifications to separate water inlet and outlet.
5. Disinfect and Place Tank back in service until funding for Phase III is secured.

Authorized Water System
Representative:

Signature

Maria Gilvarry

Print Name

Interim Utilities Director

Print Title

Date

NMFA Use Only

Reviewed by:

Review Date:

Approved:

Denied:

ENVIRONMENTAL REVIEW

The procedure used to review EIDs was developed by the NMFA to comply with the DWSRLF State Environmental Review Process (SERP) for DWSRLF projects. Below is brief outline of the environmental review process. More detail can be found in Appendix A.

The NMFA conducts a detailed review of an EID based on:

- (1) the physical and environmental conditions within the project planning area as described in the applicant's EID and PER and
- (2) the anticipated environmental impacts associated with the construction of the proposed project.

After reviewing the EID and determining its adequacy and accuracy, the NMFA takes one of the following three actions:

- (1) makes a recommendation to grant a CE; or
- (2) prepares a preliminary Environmental Assessment (EA) along with a proposed FONSI, or
- (3) suggests the preparation of an EIS.

If the NMFA has prepared a preliminary EA along with a proposed FONSI, it will conduct an independent review and subsequently finalize the EA and:

- (1) finalize and issue a FONSI; or
- (2) prepare and issue a Notice of Intent to prepare an EIS and Record of Decision (ROD).

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 04/29/16

DEPT: Utilities Dept.

MEETING DATE: 05/23/16

ITEM/TOPIC: Taylor Well No. 7-Phase II project change order #2.

ACTION REQUESTED OF COUNCIL: Approval / Disapproval Taylor Well No. 7-Phase II project change order #2.

BACKGROUND/RATIONALE: The Utilities Department received grant/loan funding from the Water Trust Board in the amount of \$878,000 (WTB-287) for the Taylor Well Field Expansion Phase II. The total construction cost of the project was \$627,316.89 which left \$251,316.89 of funding remaining. Any funding not used must be returned to the Water Trust Board.

The City asked the funding agency if it could use the remaining funds to replace 5000' of 8" asbestos cement transit pipe with PVC and install approximately 250' of 8" PVC water line around the TW-4 booster pump building. This work would be used in support of the planned USR project but would also make much needed improvements at the Taylor Well Field. The funding agency approved the use of funds for this change order because it directly supports the Taylor Well Field operations.

The cost of the change order is \$227,784.00 which includes \$11,000.00 for engineering through Molzen Corbin & Associates and \$216,784.00 for construction through Hays Plumbing & Heating, Inc.

STAFF RECOMMENDATION: Approval of project change order #2.

COMMITTEE RECOMMENDATION: This item was discussed at the regular meeting of the Utility Advisory Committee on May 10, 2016. The committee concurs with staff recommendation.

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


SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

H. CHICO GALLEGOS
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)



UTILITIES DEPARTMENT PROJECT SUMMARY SHEET

PROJECT NAME: Taylor Well 7 Blending PH2

PROJECT NUMBER: UT-WGW 2013-11

PROJECT DESCRIPTION: To increase the potable water supply the City approved the design of a project that would blend water from Well No 7 with the water from Well No's 2, 2R and 4. Phase II includes the installation of a new water tank at TW 4 and a booster pump station at the Valencia Tank. This will allow approximately 800,000 GPD from the Taylor Well Field to be used in Zones 2 & 3.

PROJECT STATUS: Under Construction

ACTION REQUESTED:

FUNDING SOURCES		EST EXPENDITURES w/GRT		Expended to Date		Est Expd for balance of FY'16	
SRF 2878	\$ 71,036.59	Operations Plan	\$ 35,000.00	Operations Plan	\$ 0.00	Operations Plan	\$ 35,000.00
WTB 287	\$878,000.00	Design	\$ 49,862.00	Design	\$ 51,002.28	Design	\$ 0.00
City	\$ 4,280.00	Legal	\$ 4,280.00	Legal	\$ 4,280.00	Legal	\$ 0.00
Federal	\$0	Engineering Services	\$ 89,296.31	Engineering Services	\$ 26,285.23	Engineering Services	\$ 63,011.08
Total Funds	\$953,316.59	Construction	\$627,000.00	Construction	\$ 439,933.49	Construction	\$188,833.51
		Total w/ GRT	\$ 805,438.31	Total w/ GRT	\$ 521,501	Total w/ GRT	\$ 286,844.59

ACTION TIMELINE : Pay App 1

BUDGET LINE ITEM: 646-0000-610-8768

ACTION	DESCRIPTION	DATE
Loan/Grant	2878-DW (Planning and Design) Grant (75%): \$53,277.44 Loan (25%): \$17,759.15	6/21/13
Loan/Grant	WTB 287 (Construction) Grant (75%): \$ 790,200 Loan (25%): \$ 87,800	6/26/15
Engineer Services Agreements	Contract 2679-13 Task Order 2878-5 – Design Services \$ 49,862.00 Task Order 2878-5.1 – Construction Services \$ 89,000.00 Engineering Total - \$138,862.00	12/16/13 1/24/13
Construction Estimate	Egrs Est for TW7 Phase II - \$660,261.88	11/1/14
Loan/Subsidy Agreement	WTB awarded revised scope	3/21/14
Bid Document Review	Bid # 2015-16	November
Advertisement	Optic, Journal and Website	12/10/14
Bid Opening	City Council Chambers	1/21/15
Bid Tabulation	Contractor_Hays Plumbing__ Amount_\$626,833.65__ Contractor_White Cloud Pipeline__ Amount_\$680,414.45__ Contractor_File Construction__ Amount_\$695,624.14__ Contractor_New Image Const__ Amount_\$684,035.63__ Contractor_AUI Inc Amount \$858,369.61	1/27/15
Engineer's Recommendation	Contractor_Hays Plumbing	1/27/15
Council Approval	Awardment to Hays Plumbing	3/18/15
Staff Recommendation	Award	5/1/15
Committee Recommendation	Approved	March 15
Council Approval	Approved	March 15
Notice To Proceed	Approved	May 15

CITY OF LAS VEGAS,
SAN MIGUEL COUNTY, NEW MEXICO
NEW MEXICO WATER TRUST BOARD LOAN/GRANT
PROJECT NO. 287-WTB

TRANSCRIPT INDEX

\$878,000 Loan/Grant
(\$87,800 Loan/\$790,200 Grant)

Closing Date: June 26, 2015

1. Open Meetings Act Resolution No. 15-01 adopted on January 21, 2015;
2. Resolution No. 15-19 Authorizing Execution of Loan/Grant Agreement adopted on May 20, 2015, with attached Meeting Agenda;
3. Affidavit of Publication from the *Las Vegas Optic* of the Notice of Adoption of Resolution No. 15-19, published on May 25, 2015;
4. Loan/Grant Agreement, dated June 26, 2015;
5. General and No Litigation Certificate, dated June 26, 2015;
6. Right-of-Way Certificate, dated June 26, 2015;
7. Final Opinion of Counsel, dated June 26, 2015;
8. Finance Authority Memorandum and Staff Report and Application for Financial Assistance.

Closing Transcript Distribution List

City of Las Vegas, San Miguel County, New Mexico
New Mexico Finance Authority
Virtue & Najjar, PC

CHANGE ORDER

(Instructions on reverse side)

No. 2

PROJECT: Taylor Well No. 7 - Phase II

DATE OF ISSUANCE: May 11, 2016

EFFECTIVE DATE: May 11, 2016

OWNER: City of Las Vegas, New Mexico

CONTRACTOR: Hay's Plumbing and Heating

ENGINEER: Molzen-Corbin & Associates

You are directed to make the following changes in the Contract Documents:

Description: Change Order No. 2 is to increase the contract amount \$199,993.00 (w/o NMGR) and increase contract time by 167 days. This change order would extend the contract time from December 26, 2015 to June 10, 2016.

Reason for Change Order: The increase in the contract amount and contract time is for additional work the City requested to construct approximately 5,000 feet of 8" PVC water line from TW-2R to TW-5 and TW-6 that will be used for the USR project and approximately 250 feet of 8" PVC water line around the TW-4 booster pump building (USR by-pass). There is approximately \$235,000 remaining in the WTB-287 grant. The Contractor understands there are no funds available for any additional cost increases. The City has agreed that if rock is encountered the City will break the rock and the Contractor will excavate the rock.

Attachments: Attachment "A" - Request for Cost Proposal, Attachment "B" - Contractor Cost Proposal, Attachment "C" - TW-4 USR by-pass sketch.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$580,065.84 (w/o NMGR)	Original Contract Times: Substantial Completion: <u>120 days</u> Ready for Final Payment: <u>150 days</u> (days or dates)
Net changes from previous Change Orders \$0.00	Net change from previous Change Orders No. <u>60</u> (days or dates)
Contract Price prior to this Change Order: \$580,065.84 (w/o NMGR)	Contract Times Prior to this Change Order: Substantial Completion: <u>180 days</u> Ready for Final Payment: <u>210 days</u>
Net change of this Change Order: \$199,993.00 (w/o NMGR)	Net increase of this Change Order: <u>167</u> (days or dates)
Contract Price with all approved Change Orders: \$780,058.84 (w/o NMGR)	Contract Times with all approved Change Orders: Substantial Completion: <u>347 days</u> Ready for Final Payment: <u>377 days</u> (days or dates)

RECOMMENDED:
By: [Signature]
Engineer (Authorized Signature)
Date: 5/3/16

APPROVED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: _____
Contractor (Authorized Signature)
Date: _____

APPROVED:
By: _____
Funding Agency
Date: _____

Doug Albin

From: Doug Albin
Sent: Thursday, March 24, 2016 2:36 PM
To: 'Hays Plumbing and Heating'
Cc: 'Marvin Cordova'; Eric Tapia
Subject: USR Access Road/ 8" water line
Attachments: 3-23-16 pdf dwgs.pdf

Randy:

Attached are the preliminary plans for the proposed USR access road.

We have sketched the approximate location of the new 8" PVC water line that the City will need for the proposed USR project.

Please provide us with a construction cost estimate for approximately 5000' of 8" PVC water line at 4' Min. bury and two 8" gate valves with valve boxes.

This City is considering this work as a change order to the TW-7 Phase II contract.

Please call me if you have any questions or need additional information.

MOLZENCORBIN

Douglas W. Albin, Senior Design Specialist

505 242 5700 Tel
505 242 0673 Fax
505 366 3683 Cell
2701 Miles Road SE
Albuquerque, NM 87106

MolzenCorbin.com

1
ATTACHMENT "A"

CITY OF LAS VEGAS
 WATER UTILITY DEPARTMENT
 SAN MIGUEL COUNTY, NEW MEXICO
 OCTOBER 2014

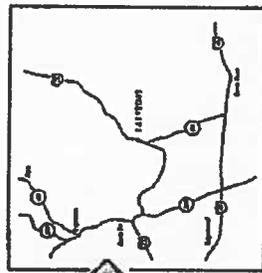
construction plans for the

UNDERGROUND STORAGE AND RECOVERY (USR) ACCESS ROAD IMPROVEMENTS

1700 North Grand Avenue
 Las Vegas, New Mexico 87701

INDEX TO DRAWINGS

SHEET	DESCRIPTION
C-000	TITLE SHEET AND INDEX TO DRAWINGS
C-100	CONTRACT NOTES
C-101	PROJECT LOCATION MAP
C-102	GENERAL NOTES
C-103	ACCESS ROAD PLAN AND PROFILE STA. 0+00 TO STA. 71+00
C-104	ACCESS ROAD PLAN AND PROFILE STA. 71+00 TO STA. 34+00
C-105	ACCESS ROAD PLAN AND PROFILE STA. 34+00 TO STA. 0+00
C-106	ACCESS ROAD PLAN AND PROFILE STA. 0+00 TO END OF ROAD
C-107	CONCRETE CURB SECTIONS



CERTIFICATION:

I, CLARENCE H. DE LA ROSA, LICENSED PROFESSIONAL ENGINEER IN THE STATE OF NEW MEXICO, HEREBY CERTIFY THAT THE DESIGN AND CONSTRUCTION OF THE PROJECT IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL ENGINEERING ACT AND THE RULES OF THE BOARD OF PROFESSIONAL ENGINEERS AND ARCHITECTS.



CLARENCE H. DE LA ROSA, P.E.
 NO. 10212

2/21/16
 JSA

MOLZENCORBIN
 ENGINEERS | ARCHITECTS | PLANNERS

2075 Main Street SE, Albuquerque, New Mexico 87102 505.243.8700 ext. 300 243.2873 fax

Sheet

G-001

NOTICE: ALL DRAWINGS, SPECIFICATIONS, AND CONTRACT AGREEMENTS SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE STANDARD CONDITIONS OF CONTRACT FOR PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES, WHICH ARE AVAILABLE FROM THE ENGINEERING AND ARCHITECTS BOARD OF NEW MEXICO.

NO.	DATE	BY	REVISION

G-002

USR ACCESS ROAD IMPROVEMENTS
CITY OF LAS VEGAS
NEW MEXICO

GENERAL NOTES

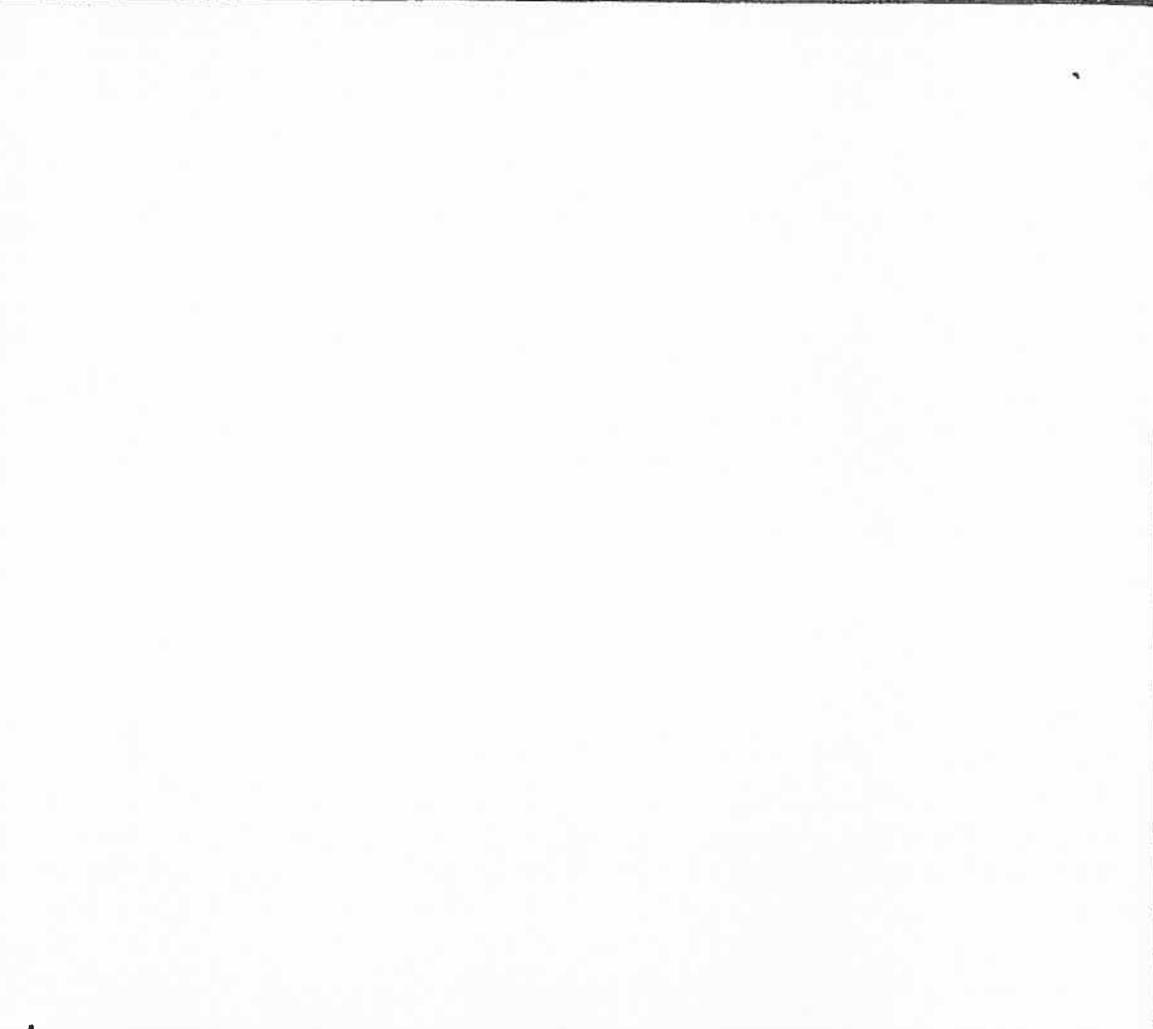
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DESIGNED BY	...
CHECKED BY	...
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PROJECT ENGINEER	...
DATE	...



MAJOR ENGINE CHANGES
 1. SEE SHEET G-001 FOR CHANGES
 2. SEE SHEET G-002 FOR CHANGES

1700 South Loop SE
 Albuquerque, NM 87102
 505-263-8877
 www.molzen.com

MOLZENCORBIN



- GENERAL NOTES**
1. THE CONTRACTOR SHALL PROVIDE ACCESS AND EGRESS TO ALL NEAR, MIDDLE AND REMOTE AREAS FOR THE DURATION OF THE PROJECT. THE CONTRACTOR SHALL MAINTAIN AND RESTORE ALL ACCESS ROUTES AT ALL TIMES. NEAR-MID AND REMOTE AREAS TO REMAIN WITH THE ATTACHED PROPERTY SHOWN AND WITH THE EXISTING AND PROPOSED DRIVEWAYS AND DRIVEWAYS.
 2. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL UTILITIES ENCOUNTERED DURING THE CONSTRUCTION OF THIS PROJECT. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL UTILITIES ENCOUNTERED DURING THE CONSTRUCTION OF THIS PROJECT.
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MOLZENCORBIN

2222 Northfield Dr
Las Vegas, NV 89115
702-735-1234
www.molzencorbin.com

PROFESSIONAL ENGINEER
No. 123456789
State of Nevada
EXPIRES 12/31/2024



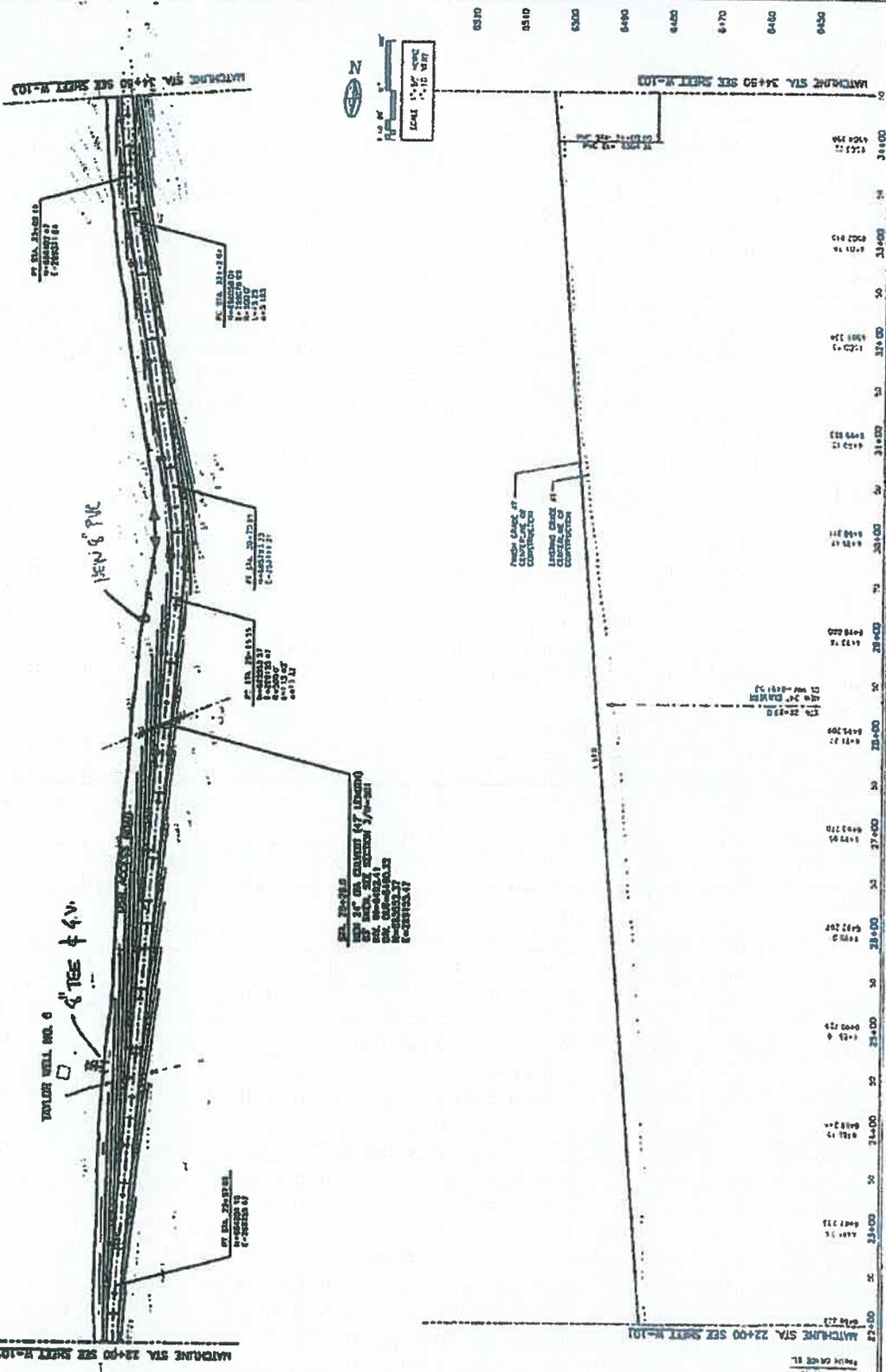
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Sheet No.	W-102
Date	12/31/2024
Scale	AS SHOWN
Author	J. Doe
Checker	J. Doe
Engineer	J. Doe

USA ACCESS ROAD IMPROVEMENTS
CITY OF LAS VEGAS
NEW MEXICO

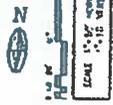
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ACCESS ROAD PLAN AND PROFILE
STA. 22+00 TO STA. 34+50

NOTED: ALL DIMENSIONS ARE IN FEET AND INCHES. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED. ALL DIMENSIONS ARE TO BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL DIMENSIONS ARE TO BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL DIMENSIONS ARE TO BE MAINTAINED THROUGHOUT CONSTRUCTION.



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22+20	6487.07	0.00
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34+40	6477.31	0.00
34+50	6477.23	0.00



MOLZENCORBIN

1775 North 22nd St
Las Vegas, NV 89128
Tel: 702-735-1100
Fax: 702-735-1101

DESIGNED BY: [Signature]
CHECKED BY: [Signature]
DATE: 10/17/75

PROJECT TITLE
USR ACCESS ROAD IMPROVEMENTS
STA. 42+00 TO END OF ROAD

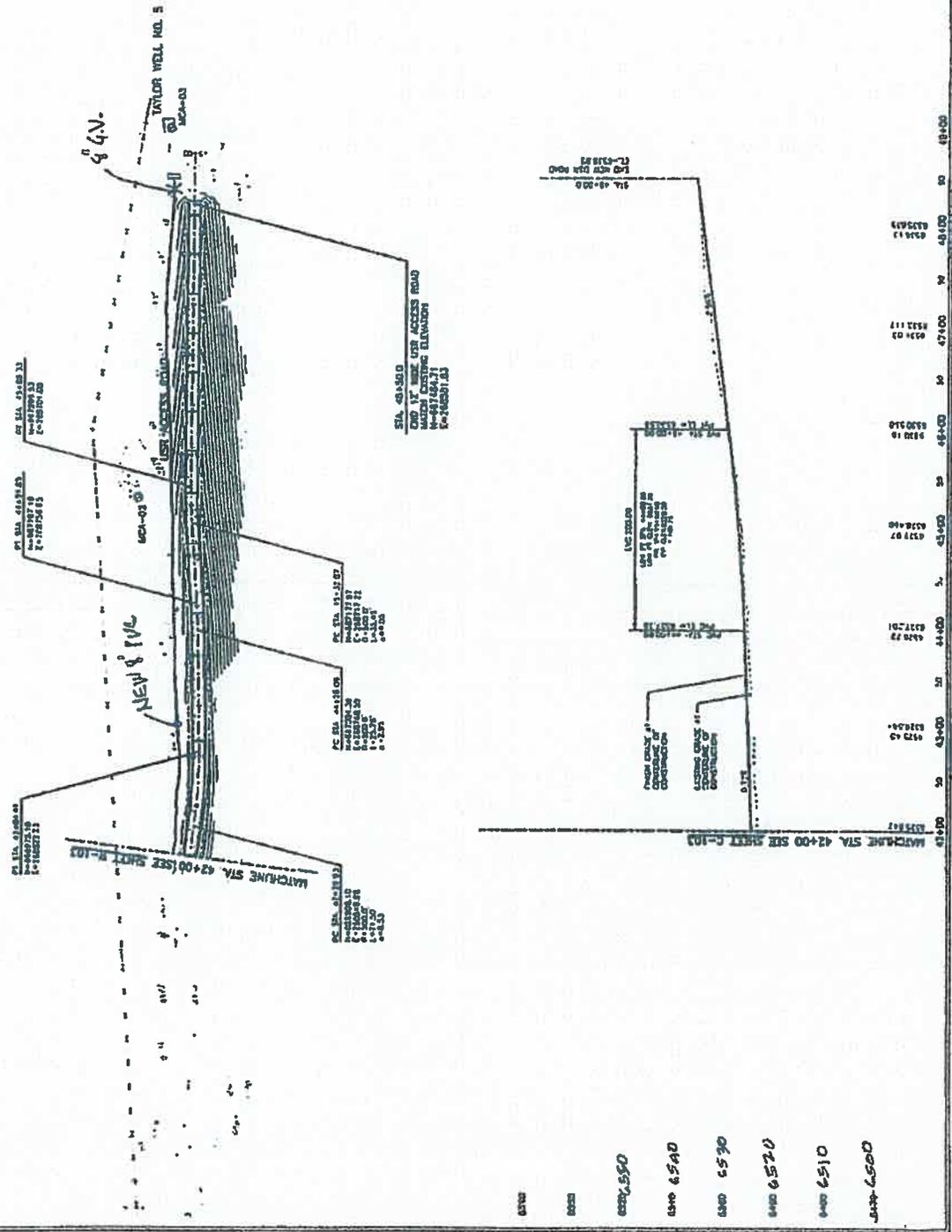
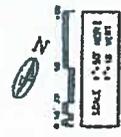


DATE	10/17/75
BY	JHT
CHECKED BY	[Signature]
SCALE	AS SHOWN
PROJECT NO.	75-001
SHEET NO.	101
TOTAL SHEETS	102

USR ACCESS ROAD IMPROVEMENTS
CITY OF LAS VEGAS
NEW MEXICO

DATE: 10/17/75
W-104

NOTES:
1. ALL EXISTING UTILITIES ARE SHOWN AS PER RECORD DRAWINGS AND FIELD SURVEY.
2. ALL NEW UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF LAS VEGAS UTILITIES DEPARTMENT SPECIFICATIONS.
3. THE PROPOSED ROADWAY SHALL BE CONSTRUCTED TO A FINISH GRADE OF 6.500 FEET ABOVE SEA LEVEL.
4. THE PROPOSED ROADWAY SHALL BE 12 FEET WIDE AT ALL TIMES.
5. THE PROPOSED ROADWAY SHALL BE SURFED WITH ASPHALT.
6. THE PROPOSED ROADWAY SHALL BE BOUND BY 4% SIDE SLOPES.
7. THE PROPOSED ROADWAY SHALL BE DRAINAGE DITCHES SHALL BE INSTALLED AT 50 FOOT INTERVALS.
8. THE PROPOSED ROADWAY SHALL BE LIGHTED IN ACCORDANCE WITH THE CITY OF LAS VEGAS LIGHTING DEPARTMENT SPECIFICATIONS.
9. THE PROPOSED ROADWAY SHALL BE SIGNAGED IN ACCORDANCE WITH THE CITY OF LAS VEGAS SIGNAGE DEPARTMENT SPECIFICATIONS.
10. THE PROPOSED ROADWAY SHALL BE MAINTAINED IN ACCORDANCE WITH THE CITY OF LAS VEGAS MAINTENANCE DEPARTMENT SPECIFICATIONS.



MOLZENCORBIN
 1541 Westwood Dr
 Las Vegas, NV 89102
 (702) 735-1100
 www.molzen.com

NOTE: ALL CROSS SECTIONS SHALL BE DESIGNED TO ACCOMMODATE THE DESIGN FLOOD FLOW RATE AND TO BE PROTECTED AGAINST COLLAPSE UNDER ALL CONDITIONS OF USE.
 DESIGN SHALL CONSIDER:
 - WINDSPEED OF 100 MPH
 - SEISMICITY OF AREA
 - SOIL BEHAVIOR UNDER ALL CONDITIONS

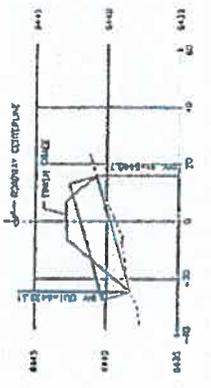


PROJECT NUMBER	10000
PROJECT NAME	USR ACCESS ROAD IMPROVEMENTS
PROJECT LOCATION	CITY OF LAS VEGAS, NEVADA
DATE	12/15/2010
DESIGNED BY	DRG
CHECKED BY	DRG
APPROVED BY	DRG
SCALE	AS SHOWN

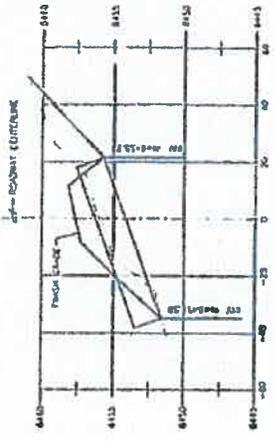
USR ACCESS ROAD IMPROVEMENTS
 CITY OF LAS VEGAS
 NEVADA

W-501
 1/07

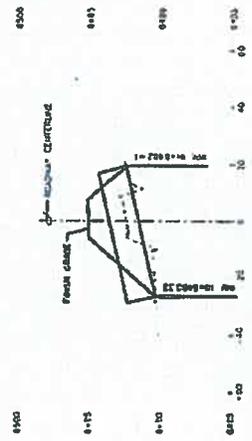
CULVERT CROSS SECTIONS



NEW 24" CULVERT - SECTION
 HORIZ. SCALE 1"=20'
 VERT. SCALE 1"=4'



NEW 24" CULVERT - SECTION
 HORIZ. SCALE 1"=20'
 VERT. SCALE 1"=4'



NEW 24" CULVERT - SECTION
 HORIZ. SCALE 1"=20'
 VERT. SCALE 1"=4'

HAYS PLUMBING & HEATING, INC.

600 RAILROAD AVENUE
 LAS VEGAS, NM 87701
 505-425-7535 / FAX 505-454-0202

DATE 4/14/16

CUSTOMER PROPOSAL

MOLZEN CORBIN

THIS IS ONLY AN ESTIMATE! ACTUAL PRICES MAY VARY AT THE TIME WORK IS COMPLETED AND WILL VARY AS TO ACTUAL FOOTAGES

DESCRIPTION OF WORK:
 USR CHANGE ORDER

PRODUCT #	QUANTITY	@ COST	MATERIAL QUANTITY	LIST	COST
8" C-900 PIELINE	5000	\$30.26			\$ 151,300.00
8" GATE VALVE WITH BOXES	2	\$2.00			\$4,140.00
WATERLINE AROUND WELLHOUSE	250	\$76.65			\$19,164.00
METER VAULT/ CITY SUPPLIES METER AND VAULT	1				\$7,221.00
CLA-VAL VAULT/ CITY SUPPLIES CLA-VAL AND VAULT	1				\$18,168.00
EXCLUDING SEEDING					
CITY SUPPLIES METER, CLA-VAL AND VAULTS					
CAN ONLY HOLD PRICE FOR 2 WEEKS					
TOTAL COSTS					\$ 199,993.00
MISC JOB EXPENSES		AMOUNT			
		\$ -			
			TAX		\$ 18,791.00
TOTAL \$					BID TOTAL \$ 216,784.00

PLEASE FAX OVER SIGNED APPROVAL AS NOTICE TO PROCEED AND ORDER MATERIALS

ESTIMATE GOOD FOR 30 DAYS

ESTIMATE SIGNED BY: _____

DATE: _____

PRINT NAME: _____

ATTACHMENT "B"

Doug Albin

From: Doug Albin
Sent: Thursday, February 11, 2016 9:14 AM
To: 'Hays Plumbing and Heating'
Cc: Maria Gilvarry; MARVIN CORDOVA; 'Mike Cozens'
Subject: Taylor Well No. 7 - Phase II
Attachments: 2-11-16 USR by-pass sketch.pdf

Randy:

As we discussed the City is considering additional work at the TW-4 site related to the future USR injection and recovery project.

Attached is a sketch and drawings for your use in the preparation of the cost proposal. Please provide a detailed breakdown.

There are pipe and fitting materials at the site the may want you to use. Please check with them.

We would also like to include a cost to place 8" thick base course material for the entire area inside the fence and the road affected by the construction. Use the same material you placed around the new tank.

Maria:

Randy indicated that he would like to meet someone with the City either today or tomorrow at the TW-4 site.

Please call me if you have any questions or need additional information.

MOLZENCORBIN

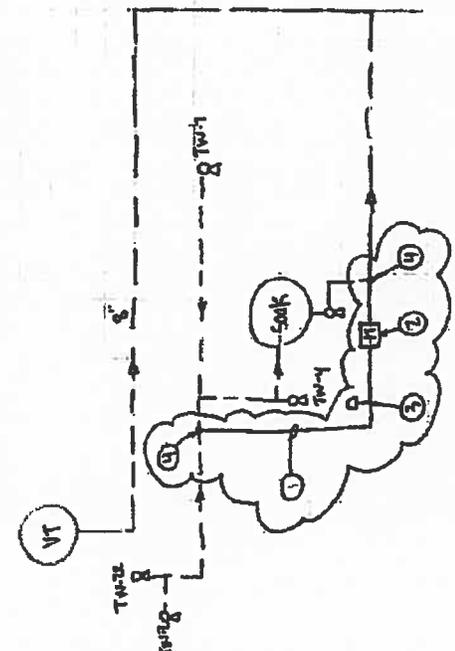
Douglas W. Albin, Senior Design Specialist

505 242 5700 Tel
505 242 0673 Fax
505 366 3683 Cell
2701 Miles Road SE
Albuquerque, NM 87106

MolzenCorbin.com

1
ATTACHMENT "C"

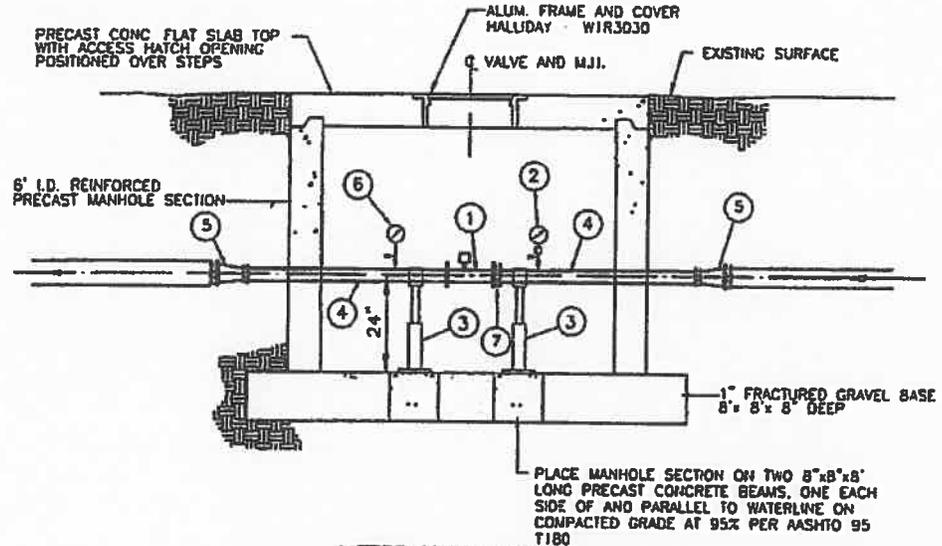
Calculated By: <u>TJR</u> Checked By: _____ Sheet No. 1 of 1	Date: <u>11/10/10</u> Date: _____ OF: _____	Client: <u>L.A.S. VE/PA4</u> Project: <u>TV-7 PHASE II</u> Subject: <u>USE. EQ-PA44</u>	Project No. _____
--	---	---	-------------------



- ① 240V of 8" PVC (USE 600V RISE?)
- ② 6" ELEC. MAG. WEIR w/ CONCRETE VAULT (SEE ATTACHED DWG.)
- ③ 6" PVC w/ CONCRETE VAULT (SEE ATTACHED DWG.)
- ④ CONNECT TO EXIST WATER LINE w/ TAPPING ASSESS + TAPPING VALVE

KEYED NOTES:

- ① NEW 1/2" MAGNETIC WATER METER
- ② PRESSURE GAUGE/SWITCH (0-60 PSI). SEE DETAIL W-502
- ③ ADJUSTABLE PIPE SUPPORT. SEE DETAIL W-502
- ④ 1/2" DIA SPOOL PIECE
- ⑤ 1/2" x 1/2" REDUCER (1/2" x 1/2" x 1/2")
- ⑥ PRESSURE GAUGE (0-60 PSI) SEE DETAIL W-502
160
- ⑦ MEGAFLANGE



METER VAULT DETAIL
N.T.S.

2/11/16
TRA

MOLZENCORBIN

2750 South 22nd
 Las Vegas, NV 89119
 (702) 735-1111
 FAX (702) 735-1112
 WWW.MOLZENCORBIN.COM

GENERAL NOTES:
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 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
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 5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

PROJECT DATA:
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 PROJECT NAME
 SHEET NO. 101
 SHEET TOTAL 101

DATE:
 11/16/16

BY:
 [Signature]

CHECKED BY:
 [Signature]

APPROVED BY:
 [Signature]

SCALE:
 AS SHOWN

PROJECT LOCATION:
 [Address]

**CITY OF LAS VEGAS
 NEW MEXICO**

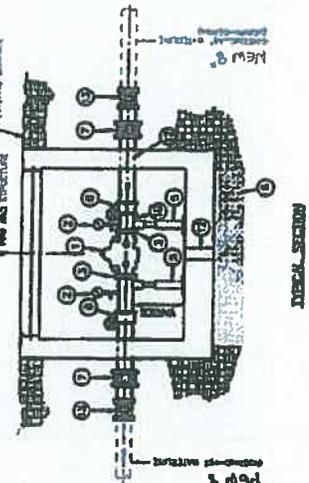
PRESSURE REDUCING STATION DETAILS

W-502

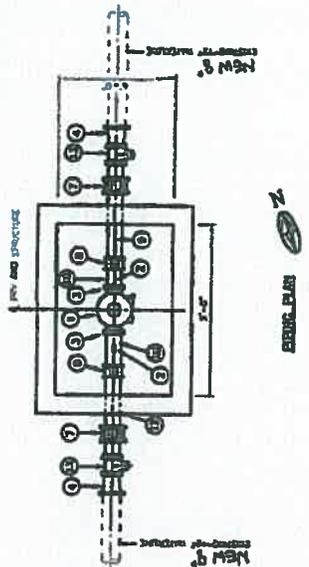
2/11/16 TRA

- KEYED NOTES:**
- 1 6" PRESSURE REDUCING VALVE (P-R VALVE)
 - 2 PRESSURE GAUGE (0-200 PSI)
 - 3 ISOLATING VALVE (ISOL VALVE)
 - 4 1/2" DIA. COPPER PIPE
 - 5 1/2" DIA. COPPER PIPE
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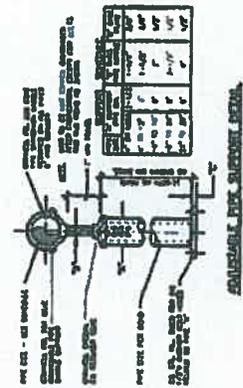
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 5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.



**NEW PRESSURE REDUCING STATION
 N12**



**PLAN
 N12**



**ADJUSTABLE PIPE SUPPORT DETAIL
 N12**



Marvin Cordova <mcordova87712@gmail.com>

Taylor Well No. 7 - Phase II

3 messages

Doug Albin <dalbin@molzencorbin.com>
To: Marvin Cordova <mcordova87712@gmail.com>
Cc: Clayton TenEyck <cteneyck@molzencorbin.com>

Thu, Apr 28, 2016 at 8:31 AM

Marvin:

We understand the City has exceed funds remaining in the WTB287 grant and is considering a change order to this project for Hays to install about 5000 feet of 8" PVC water line in the Taylor Well Field.

The City received a cost proposal from Hays on April 13, 2016 in the amount of \$216,784.00 (lump sum).

The change order work was approved by NMED-CPB on April 27, 2016.

As we discussed this morning our cost for construction phase services for the additional work is \$11,000 which will include the preparation of the change order, the construction administration, and record drawings for the pipeline. We intend to use the USR Access Road drawings for the base mapping.

Upon your request we will provide you with a task order for the additional \$11,000.

Please call me if you have any questions or need additional information.

—

Douglas W. Albin, Senior Design Specialist

505 242 5700 Tel
505 242 0673 Fax

505 366 3683 Cell
2701 Miles Road SE
Albuquerque, NM 87106

MolzenCorbin.com

Marvin Cordova <mcordova87712@gmail.com>
To: Doug Albin <dalbin@molzencorbin.com>

Thu, Apr 28, 2016 at 9:58 AM

Doug, When you get time can you send me a total cost estimate on Taylor Well 5 and 6. This should include Total price for USR/ASR project.

[Quoted text hidden]

--
Marvin Cordova
Project Management Division
905 12th Street
City of Las Vegas, NM 87701
E-mail: mcordova87712@gmail.com
E-mail: mcordova@ci.Las-Vegas.nm.us
Cell: (505) 617-0221
Office: (505) 426-3301
Fax: (505) 454-1632

 LV Logo Email Sig

Doug Albin <dalbin@molzencorbin.com>
To: Marvin Cordova <mcordova87712@gmail.com>

Thu, Apr 28, 2016 at 1:04 PM

Marvin:

Attached is the following information you requested: I hope you are looking for:

1. Preliminary construction cost estimate - \$425,000 w/ NMGRT
2. USR Engineering services - \$175,000 +/- w/ NMGRT
3. Cost proposal from Hays for pipe - \$217,000 w/ NMGRT

Hope this is what you are looking for.

Please call me if you have any questions or need additional information.

--

Douglas W. Albin, Senior Design Specialist

505 242 5700 Tel
505 242 0673 Fax

505 366 3683 Cell
2701 Miles Road SE
Albuquerque, NM 87106

MolzenCorbin.com

From: Marvin Cordova [mailto:mcordova87712@gmail.com]
Sent: Thursday, April 28, 2016 9:58 AM
To: Doug Albin
Subject: Re: Taylor Well No. 7 - Phase II

[Quoted text hidden]

3 attachments

 **3-24-16 preliminary cost estimate.pdf**
120K

 **2878-6-S USR-Exhibit A.doc**
52K

 **TAYLOR WELL USR CHANGE.PDF**
103K

Shawni Muniz

From: Marvin Cordova [mcordova87712@gmail.com]
Sent: Friday, April 29, 2016 1:43 PM
To: Shawni Muniz
Subject: Fwd: FW: Taylor Well No. 7 Phase II (WTB-287)

----- Forwarded message -----

From: **Marvin Cordova** <mcordova87712@gmail.com>
Date: Wed, Apr 27, 2016 at 4:18 PM
Subject: Fwd: FW: Taylor Well No. 7 Phase II (WTB-287)
To: Hays Plumbing and Heating <hays_plumbing@hotmail.com>

----- Forwarded message -----

From: **Marvin Cordova** <mcordova87712@gmail.com>
Date: Wed, Apr 27, 2016 at 4:15 PM
Subject: Re: FW: Taylor Well No. 7 Phase II (WTB-287)
To: "Telmo, Andrea, NMENV" <Andrea.Telmo@state.nm.us>
Cc: "Doug Albin (dalbin@molzencorbin.com)" <dalbin@molzencorbin.com>

Thank You.

On Wed, Apr 27, 2016 at 4:11 PM, Telmo, Andrea, NMENV <Andrea.Telmo@state.nm.us> wrote:

Marvin,

Good news! The City may proceed with the Change Order for the Taylor Well Field Project. See below.

Andrea C. Telmo, P.E.

Project Manager

NMED Construction Programs Bureau

121 Tijeras Ave NE, Suite 1000

Albuquerque, NM 87102

Phone: [\(505\) 222-9512](tel:(505)222-9512)

Fax: [\(505\) 222-9510](tel:(505)222-9510)

From: Angela Quintana [mailto:aquintana@nmfa.net]
Sent: Wednesday, April 27, 2016 4:01 PM
To: Telmo, Andrea, NMENV
Subject: RE: Taylor Well No. 7 Phase II (WTB-287)

Looks good, thanks for the clarification.

From: Telmo, Andrea, NMENV [mailto:Andrea.Telmo@state.nm.us]
Sent: Wednesday, April 27, 2016 3:40 PM
To: Angela Quintana
Subject: RE: Taylor Well No. 7 Phase II (WTB-287)

Hi Angela,

The proposed expansion project is in the Taylor Well Field which is owned by the City; this is where the project currently in progress and near completion is located.

The City was able to negotiate with the contractor so that the cost of the work is within the available funding. Attached is the revised cost estimate, which is now approximately \$216,000.

Please let me know if the City may proceed with this work and if you have questions or need additional information.

Thank you,

Andrea C. Telmo, P.E.

Project Manager

NMED Construction Programs Bureau

121 Tijeras Ave NE, Suite 1000

Albuquerque, NM 87102

Phone: [\(505\) 222-9512](tel:(505)222-9512)

Fax: [\(505\) 222-9510](tel:(505)222-9510)

From: Angela Quintana [<mailto:aquintana@nmfa.net>]
Sent: Tuesday, April 05, 2016 4:45 PM
To: Telmo, Andrea, NMENV
Subject: RE: Taylor Well No. 7 Phase II (WTB-287)

Is the proposed expansion on existing ROW/easements? And if the available funding is \$235,000 and the proposed expansion is \$300,000, we would need documentation that the City has the shortfall funds.

From: Telmo, Andrea, NMENV [<mailto:Andrea.Telmo@state.nm.us>]
Sent: Tuesday, April 05, 2016 2:44 PM
To: Angela Quintana
Subject: FW: Taylor Well No. 7 Phase II (WTB-287)

Hi Angela,

The City of Las Vegas WTB-287 project, Taylor Well Field Expansion Phase II, is near completion and they will have an unexpended balance of approximately \$235,000 remaining.

The City has identified additional work that can be done at Taylor Well Field as described in the email below. The project description in the Term Sheet includes “construction of a new water storage tank at the Taylor Well No. 4 site, new booster pump station and yard piping at the Valencia and Camp Luna Tank sites, and shall include such other related work and revisions necessary to complete the Project.”

The Taylor Well Field Expansion Phase II Project is part of an overall Taylor Well Field Production Optimization in order to allow increased groundwater production to meet water demand when surface water supply is diminished by drought or affected by dam rehabilitation projects. The new tank allows for blending of the waters from the wells in the Taylor Well Field and the new booster pump station allows for water from the Taylor Well Field to reach all pressure zones in the distribution system.

The proposed USR bypass at TW-4 and the new 8" well line between TW-2R and TW-5 are part of the Taylor Well Field Production Optimization and it appears that they are within the scope of the WTB-287 funding, as both projects will increase Taylor Well Field groundwater availability as a water supply. This work would be added via change order to the existing construction contract. The total cost of the proposed work is approximately \$275,000 plus NMGRT = \$300,000.

I recently provided the City with the correct balance of their funding (they miscalculated and thought they had approximately \$300,000) and I am waiting to find out if they want to proceed with the additional work and make up the shortfall (approximately \$65,000) with their own City funds.

Please let me know if the proposed additional work is within the scope of the WTB-287 funding. Let me know if you have any questions or need additional information.

Thank you,

Andrea C. Telmo, P.E.

Project Manager

NMED Construction Programs Bureau

121 Tijeras Ave NE, Suite 1000

Albuquerque, NM 87102

Phone: (505) 222-9512

Fax: (505) 222-9510

From: Doug Albin [<mailto:dalbin@molzencorbin.com>]

Sent: Thursday, March 31, 2016 7:04 AM

To: Telmo, Andrea, NMENV

Cc: Marvin Cordova; Eric Tapia; Maria Gilvarry; Clayton TenEyck

Subject: Taylor Well No. 7 Phase II

Andrea:

As we discussed on March 23, 2016 the City is very interesting in spending the remainder of the WTB-287 funds (\$300K +/-) to improve the Taylor Well Field.

They would like to issue a change order to the existing construction contract with Hays to perform this work.

Attached for your consideration are two cost proposals we received from Hays for the following work:

1. USR by-pass at TW-4 - \$93,527 w/o NMGRT.
2. New 8" PVC well line from TW-2R to TW-5.

The USR by-pass at TW-4 will be used for the USR injection.

The new 8" well line can be used for the USR injection, the USR recovery or the normal well production of TW-5 and TW-6.

The additional engineering fees will be determined after the change order scope of work is determined. We estimate they will be about \$15K-\$20K.

There is also \$9,115.27 remaining the PNM electrical allowance for them to provide new electrical service at TW-5 and TW-6.

Please let us know how to proceed with getting this project approved by NMED-CPB and the WTB.

Please call me if you have any questions or need additional information.

MOLZENCORBIN

Douglas W. Albin, Senior Design Specialist

505 242 5700 Tel
505 242 0673 Fax

505 366 3683 Cell
SE Road Miles 2701
87106 Albuquerque, NM

MolzenCorbin.com

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