



# CITY OF LAS VEGAS

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**ALFONSO E. ORTIZ, JR.**

Mayor

**CITY OF LAS VEGAS  
REGULAR CITY COUNCIL AGENDA  
March 18, 2015–Wednesday– 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. **NOMINATION OF MAYOR PRO-TEM**
  - Nomination and Appointment of Mayor Pro Tem as per the City of Las Vegas Municipal Charter, Article III, Section 3.03 and Designating the month of April each year as the effective date.
- VII. **APPROVAL OF MINUTES (February 11<sup>th</sup> and February 18<sup>th</sup>, 2015)**
- VIII. **MAYOR'S APPOINTMENTS/REPORTS**
- IX. **MAYOR'S RECOGNITIONS/PROCLAMATIONS**
  - Recognition of City of Las Vegas Retirees
- X. **PUBLIC INPUT (not to exceed 3 minutes per person)**
- XI. **CITY MANAGER'S REPORT**
- XII. **PRESENTATIONS (Not to exceed 10 minutes per person)**

- Presentation by Las Vegas/San Miguel Chamber of Commerce on the status of the contract.

**XIII. FINANCE REPORT**

**XIV. CONSENT AGENDA**

**(Items may be moved to New Business at the request of any Councilor with approval of the Governing Body)**

1. Approval of Resolution #15-13 Budget Adjustment Resolution.

*Ann Marie Gallegos, Finance Director* The City of Las Vegas is in need of increasing or decreasing the FY 2015 budgeted revenues or expenditures, transfers to or transfers from within various funds.

2. Approval to accept pass through grant funds from the Department of Finance Administration for the 911 upgrade in the amount of \$319,555.00.

*Juan Montano, Police Chief* The Las Vegas Police Department will receive a grant from the Department of Finance E911, to support 911 answering services.

3. Approval of the Memorandum of Agreement between the San Miguel DWI Planning Council and the Las Vegas City Police Department.

*Juan Montano, Police Chief* Memorandum of Agreement for the Las Vegas City police to conduct DWI operations reimbursable through Local DWI grant funds.

4. Approval to submit Law Enforcement Protection Fund application.

*Juan Montano, Police Chief* Application for funds to purchase equipment and advanced training for officers and payment to NMFA for police vehicles that were previously purchased.

5. Approval to Award bid #2015-22 for North Grand Effluent Project Material to all three bidders, Baker Utility Supply, Ferguson Waterworks and HD Waterworks.

*Ken Garcia, Utilities Director* The Water Division went out for competitive sealed bids for materials to complete the North Grand effluent project. The purchase of these materials will allow for completion of the project. The Utilities Department would like to award selected items to all 3 bidders.

6. Approval of Engineers recommended alternative for Peterson Dam, (Alternative C), Replacement with a mass concrete arch dam.

*Ken Garcia, Utilities Director* URS Corporation (AECOM) prepared and evaluated several alternatives to rehabilitate Dam to meet New Mexico Office of the State Engineers dam safety requirements.

**XV. BUSINESS ITEMS**

1. Approval of 2014 Audit.

*Ann Marie Gallegos, Finance Director* The Office of the State Auditor has released the 2014 Audit for review and final approval by Mayor and Council.

2. Approval/Disapproval of Lodgers Tax Advisory Board recommendation to fund qualified applicants responding to Request for Proposals (RFP) #2015-19 with further recommendation from the City Manager.

*Lindsey Valdez, Community Development Director* Request for Proposals #2015-19 for promotional funding of Special Events was reviewed by the Lodgers Tax Advisory Board (LTAB) on 2-17-15. Total funding requested is \$107,750.00. LTAB is recommending funding approval in the amount of \$70,570.00.

**XVI. COUNCILORS' REPORTS**

**XVII. 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.**

**XVIII. 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 CITY COUNCIL WORK SESSION  
HELD ON WEDNESDAY FEBRUARY 11, 2015 AT 5:30 P.M. IN THE CITY  
COUNCIL CHAMBERS**

**MAYOR:** Alfonso E. Ortiz, Jr.- Absent

**COUNCILORS:** Tonita Gurule-Giroñ  
Vince Howell  
Joey Herrera – Mayor Pro Tem  
David L. Romero

**ALSO PRESENT:** Elmer J. Martinez, City Manager  
Casandra Fresquez, City Clerk  
Dave Romero, City Attorney  
Juan Montano, Sergeant at Arms

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Mayor Pro Tem Herrera asked Councilor Gurule-Giroñ to lead the moment of silence.

Councilor Gurule-Giroñ thanked everyone for the work they do at the City of Las Vegas, thanked God for the snow the community is getting and hopes there will be more and for health and peace.

**APPROVAL OF AGENDA**

Councilor Howell made a motion to approve the agenda. Councilor Gurule-Giroñ and Councilor Romero seconded the motion

Mayor Pro Tem Herrera asked for a roll call. Roll call was taken and reflected the following.

David L. Romero	Yes	Joey Herrera	Yes
Tonita Gurule-Giroñ	Yes	Vince Howell	Yes

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

City Manager Martinez advised Mayor Ortiz Jr. was absent from the meeting as he was in Santa Fe at the Legislature.

### **MAYOR'S APPOINTMENTS/REPORTS**

None at this time.

### **MAYOR'S RECOGNITION/PROCLAMATION**

None at this time

### **PUBLIC INPUT**

Bob Wessely spoke to the Governing body relating to protecting the water supply of the community.

### **CITY MANAGER'S INFORMATIONAL REPORT**

City Manager Martinez advised the following meeting several presentations would be coming before the Governing Body.

Mayor Pro Tem Herrera advised there is a huge concern of the leakage in the community as far as youth activities and recreation. Three years ago the governing body discussed plans for a family fun center but there are no available funds to make that a priority at this moment. Mayor Pro Tem Herrera asked City Manager Martinez and Directors to work together and come up with a plan to prevent a lot of the leakage when it comes to entertainment and activities that aren't available in the community.

City Manager Martinez advised that information will be covered in the Buxton report along with the Recreation Center.

Discussion took place regarding the information and accessibility of the data provided by Buxton.

### **DISCUSSION ITEMS**

1. Out of State Travel for 5 officers to attend a High Risk Warrant course for narcotics related operations.

Police Chief Montano advised the Las Vegas Police Department and Region IV narcotics Task Force respectfully request permission to send five officers to a High Risk Warrant course in Fresno, CA with funding provided through the 2104 Region IV Justice Assistance Grant. Police Chief Montano advised three officers will travel by airplane and two will drive to transport ammunition and weapons that they will need during the training.

Questions were asked regarding what was covered under the grant funding.

Police Chief Montano advised the grant covers all expenses under the grant including some overtime that may be acquired during the time of the travel.

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

## 2. Ambulance Contract Renewal.

Fire Chief Mares advised Superior Ambulance was awarded the contract for Emergency Ambulance Services on February 13, 2013. Approval is needed for annual renewal. There have been no changes to the contract and only renewing it for the year.

Discussion took place regarding safety and the ambulance service. Residents on Dalbey Drive have made contact with members of the Governing Body that the ambulance is going the wrong way on the one way street and some Police Officers as well. The Governing Body asked that the ambulance company speak to their staff regarding the issue.

Fire Chief Mares advised he was under the impression that issue had been addressed with the ambulance staff and advised the supervisor in the audience would speak to the staff regarding the safety concern.

Questions were asked if call response time had improved over the last few years.

Fire Chief Mares advised it's a very time consuming process and conducts random checks with the Police Department Dispatch to track call response time and provide a report to the ambulance company.

Questions were asked about the ambulance company servicing the county area.

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

## 3. Resolution #15-08 Budget Adjustment Resolution.

Finance Director Gallegos advised the Governing Body there is a need for increasing or decreasing the Fiscal Year 2015 budgeted revenues or

expenditures, transfers in and out of various funds. Finance Director Gallegos explained each fund and line item that needed adjusting and the justification.

Questions were asked about the YCC Grant and if the City was able to capture all the funds.

City Manager Martinez advised not all the funds were captured from the grant; the City lost approximately half of the grant funding. City Manager Martinez advised he wants to hold a workshop to inform the Governing Body of all current and upcoming projects.

Questions and discussion took place regarding the Housing Authority's funds and the YCC Grant.

The Governing Body agreed to *not* place the item as a consent agenda item so more information could be provided.

4. Resolution #15-06, adopting the City of Las Vegas' Section 3 Plan.

City Manager Martinez advised adoption of the Section 3 Plan is a requirement for compliance of the CDBG Grant application process. City Manager Martinez advised the Governing Body had previously adopted all three plans under one resolution but each is to be adopted separately.

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

5. Resolution #15-09, adopting the City of Las Vegas' Citizen Participation Plan.

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

6. Resolution #15-10, a resolution adopting the City of Las Vegas' Citizen Residential Anti-Displacement and Relocation Assistance Plan.

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

7. Award bid for Taylor Well No. 7 Blending to Hay's Plumbing & Heating Inc.

Project Manager Maria Gilvarry advised the Governing Body that the 2011 Preliminary Engineering Report (PER) included Taylor Well No. 7 Project. To increase the potable water supply, the City approved the design of a project that would blend water from Well No. 7 with water from Well No. 2, 2R and 4. Phase II included the installation of a new water tank at Taylor Well 4 and a booster pump station at the Valencia Tank which will allow approximately 800,000 GPD from Taylor Well Field to be used in Zones 2 and 3.

Questions were asked about the water blending process and testing to ensure the water meets states standard for drinking.

Councilor Gurule-Giroñ advised she did have concerns and possibly more questions and was ok with it being placed as a consent agenda item for the time being and would request it removed from the consent agenda for the following meeting should she have more questions.

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

8. Award bid for Camp Luna Water Tank Rehabilitation to Hays Plumbing & Heating Inc.

Project Manager Gilvarry advised the Governing Body the purpose of the project is to drain, clean, repaint and make structural improvements to the 2.5 million gallon Camp Luna Water Tank. This project also included the construction of two supplemental water tanks at Camp Luna and Cabin Site for the purpose of maintaining pressure to customers supplied by the tank. Three bids were received on January 21, 2015, Hays Plumbing & Heating Inc. were the lowest bidder in the amount of \$883,480.83 not including NMGRT.

Questions were asked about the subcontractors listed within the bid and how much the cost of the actual tank would cost and warranty.

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

9. Amendment #3 to the URS/(Now AECOM) contract for the Bradner Reservoir Enlargement Project.

Project Manager Maria Gilvarry advised the Governing Body that based on new data collected from the test pit excavations completed in January 2015; URS is recommending additional drilling to investigate material properties. Project Manager Gilvarry advised additional fee is within the contingencies estimate.

Questions were asked if all testing were completed to avoiding running into the same problems that occurred with the Peterson Reservoir.

Project Manager Gilvarry advised that since the reservoir has been drained, more conclusive tests can be done in order to proceed.

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

10. Award bid #2015-21 for Gas meters to M&M Sales Inc.

Project Manager Gilvarry advised the Gas Division went out for competitive sealed bids for gas meters. These meters are needed to complete the

Automated Meter Reading project. The project is approximately 90% complete. Project Manager Gilvarry advised the purchase of these meters will allow for completion of the project.

Questions were asked why the additional meters were being purchased now then when the project first began and if the City received a bulk discount on the amount of meters purchased.

Utilities Director Garcia advised the project was started mid fiscal year and the additional meter cost was planned into the current budget.

Discussion took place on the reliability and accuracy of the new meters.

Councilor Howell commended the staff that helped an individual that received an extremely high bill and corrected the situation for the person.

Utilities Director Garcia advised the new meters have helped the Utilities Department detect leaks throughout the community which is helping alleviate a lot of the misreads of meters.

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

Mayor Pro Tem Herrera asked Utilities Director to prepare a presentation of water projects for the next meeting and how over the last three years the Governing Body has moved forward to correct the water situation facing the community.

Discussion took place regarding the water projects and now the Governing Body needs to focus on economic development in the community and utilize the Buxton data to help the community.

Councilor Gurule-Giroń made a motion to adjourn. Councilor Howell seconded the motion.

Mayor Pro Tem Herrera asked that a roll call be taken and reflected the following.

David L. Romero	Yes	Joey Herrera	Yes
Tonita Gurule-Giroń	Yes	Vince Howell	Yes

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

**ADJOURN**

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Mayor Alfonso E. Ortiz, Jr.

**ATTEST:**

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Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL REGULAR MEETING HELD  
ON FEBRUARY 18, 2015 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS**

**MAYOR:** Alfonso E. Ortiz, Jr.

**COUNCILORS:** Joey Herrera  
David L. Romero  
Vincent Howell  
Tonita Gurule-Giroñ

**ALSO PRESENT:** Elmer J. Martinez – City Manager  
Casandra Fresquez – City Clerk  
Dave Romero – City Attorney  
Juan Montano – Sergeant at Arms

**CALL TO ORDER**

Mayor Alfonso E. Ortiz, Jr. called the meeting to order at 6:15 p.m.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Mayor Ortiz, Jr. asked for a moment of silence to count our blessings and for the abilities and the potential we have to make the world a better place.

**APPROVAL OF AGENDA**

Councilor Howell made a motion to approve the agenda as is. Councilor Herrera and Councilor Romero seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Tonita Gurule-Giroń	Yes	Joey Herrera	Yes
Vincent Howell	Yes	David L. Romero	Yes

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

**APPROVAL OF MINUTES**

Councilor Howell made a motion to approve the minutes for January 13<sup>th</sup>, January 14<sup>th</sup>, January 21<sup>st</sup> and January 30<sup>th</sup>, 2015. Councilor Herrera seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David L. Romero	Yes
Joey Herrera	Yes	Tonita Gurule-Giroń	Yes

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

**MAYOR’S APPOINTMENTS/REPORTS**

Mayor Ortiz, Jr. advised he had no appointments at this time but briefly reported that he had been averaging 3 ½ days a week in Santa Fe at the Legislature working to obtain the funding for the Recreation Center Phase I Repair Project.

Mayor Ortiz, Jr. added information about the upcoming event, Las Vegas Night and advised he was working on the continuation services provided by Amtrak to the City of Las Vegas. Mayor Ortiz, Jr. expressed his thoughts on the positive things happening for City of Las Vegas.

**MAYOR’S RECOGNITIONS/PROCLAMATIONS**

City Clerk Fresquez read a proclamation recognizing that February 18, 2015 as “Children’s Oral Health Month” and February 18, 2015 as “Children’s Oral Health Day”.

Mayor Ortiz, Jr. noted that another proclamation was scheduled but due to a discrepancy it would be presented at another time.

Councilor Gurule-Giroń thanked Mayor and Council for accepting the proclamation and advised that her son had researched information on mercury fillings and suggested a presentation be made by someone from the Dental profession to inform the public of safe and healthy dental hygiene.

## **PUBLIC INPUT**

Mr. Arthur Gallegos spoke briefly about his concerns on the Acequia Water Remand and several other issues on water sharing agreements.

Mr. John Spencer advised that the City of Las Vegas was recognized with an award from the National Arbor Day Foundation for being a "Tree City" and thanked all the entities involved for their help and support in obtaining a grant to replace forty trees at Hannah Park.

Ms. Shannon Atencio spoke on some of the challenges faced in order for success in keeping our trees in the community due to water and funding.

Mr. Jose Maestas expressed his views about the importance of a water sharing agreement with the acequia water users for the good of the community as a whole.

Mr. Gabe Estrada stated that the ongoing litigation regarding the acequias was not necessary because after so many years, the water issue should already be resolved.

Mr. William Gonzales gave his opinion on the dealings with the City of Las Vegas regarding the acequias and expressed his hope of coming to a fair agreement to pursue funding for improving the agriculture in the community.

City Manager Martinez advised that Utilities Director Ken Garcia would comment on some issues outside the legal process regarding the acequias.

Utilities Director Garcia thanked everyone involved in the acequias and expressed that the City of Las Vegas is interested in settling this issue and advised that other parties are involved but expressed that the first step would be to come to an agreement that is acceptable by all parties.

## **CITY MANAGER'S REPORTS**

City Manager Elmer Martinez commended Mayor Ortiz, Jr. on his lobbying for the repair of the Recreation Department and advised that he and Finance Director Gallegos and her staff are working on an RFP for Architectural and Engineering Services to provide the repair service for the Recreation Department.

City Manager Martinez advised that a meeting was recently held with HUD pertaining to resolving some issues at the Housing Department.

City Manager Martinez reminded everyone of Las Vegas Day and Night at the Legislature on February 26<sup>th</sup> and that it was the City's opportunity to showcase their successes in the community and thanked the public for their support.

City Manager Martinez reported that a Branding presentation would be presented by some of the Community Development Department staff.

City Manager Martinez discussed some of the issues and reason for the delay regarding the implementation of the CDBG Grants involving the Senior Center Project and advised that a new Environmental Review Record was submitted with the result of the funds being released. City Manager Martinez also briefly reported on the discrepancies of the RFP submitted last December and January by the Senior Center and advised that a new RFP would be put out to publication with approval by the state to get this project back on track.

Mayor Ortiz, Jr. advised that their meeting with local government staff was positive regarding the Senior Center Project.

Councilor Gurule-Giroń commended City Manager Martinez on his work with the CDBG grant and had questions and concerns about the process of obtaining the CDBG grant and RFPs.

City Manager Martinez addressed the questions asked by Councilor Gurule-Giroń.

Councilor Herrera expressed his concern on the importance of Project Managers following the guidelines regarding grants and advised that he would be in support of more supervision of Project Managers.

Councilor Howell stated that he hoped there was accountability measures implemented in place regarding the inconsistencies on the grants.

City Manager Martinez advised that Community Development Department Director Lyndsey Valdez and Event Planner Annette Velarde had a presentation on Branding.

Community Development Department Director Lyndsey Valdez commended Event Planner Annette Velarde and the Marketing Committee for their collaborative efforts and hard work on the difficult process of Branding for the City of Las Vegas. Community Development Department Director Valdez advised that City Event Planner Velarde would make a presentation on the marketing tag line and on the logo for the City of Las Vegas and added that the department worked closely with the New Mexico True Campaign.

Event Planner Velarde advised that the Marketing Committee had been working on this project for over a year and expressed her thanks to the Marketing Committee Members and acknowledged what an honor it was to work with them.

Event Planner Velarde gave a detailed presentation of the history of Las Vegas, the numerous events available, experiences that Las Vegas offers to tourists and also spoke of the different aspects of the City of Las Vegas Brand. Event Planner Velarde also gave a detailed review of all that was involved in the development of the new image.

Mayor Ortiz, Jr. commended City Events Planner Velarde and Marketing Committee for the informative presentation and advised that it would move the City forward.

Brief discussion took place regarding the exclusivity to the Brand in New Mexico and the U.S. and also about the need for trade marking and copyright of the brand.

Councilor Gurule-Giroń advised that the presentation of the Branding was well rounded, informative and was pleased with the end result and added that it would be a successful product.

Councilor Howell thanked the Committee for their outstanding job and for working collaboratively. Councilor Howell added that the City of Las Vegas' opportunities are great with the Branding effort.

Mayor Ortiz, Jr. advised that the Branding should be on the next meeting as an agenda item to officially endorse and to be presented on the record.

Councilor Herrera thanked the Committee for their hard work and advised that the public was misled on how the Branding would result but was very pleased with the conclusion.

Councilor Romero commended City Manager Martinez in his involvement in the Branding Project.

City Manager Martinez advised a brief presentation would be made by EDC members regarding a Buxton report.

EDC Executive Director Bill Hendrickson along with EDC Board Member Larry Rose gave a brief overview regarding the Buxton services provided to the businesses of the City of Las Vegas to bring in additional revenue. Mr. Hendrickson advised that a meeting would be held the next day to inform local businesses on how the program could benefit them financially.

Councilor Herrera expressed that the service of Buxton was excellent but that it would take the right people to operate the service.

Discussion took place of the importance of the opportunity of the broad variety of services of the Buxton study for the economy of the local businesses as well as for the City of Las Vegas.

Utilities Project Manager Maria Gilvarry gave a detailed report regarding the estimated costs, funding, planning and design as well as construction of three

different water projects in progress which are Storage Ground Water, Well Field, and Effluent Reuse.

Discussion took place regarding water usage by residential customers as well as commercial users. Brief discussion also took place on water storage, the availability of Effluent water and the funding for all the undergoing projects.

Councilor Gurule-Giroñ inquired on the amount of water user customers including the ETZ area.

Utilities Director Garcia advised that there are sixty five hundred water user customers.

## **PRESENTATIONS**

City Manager Martinez advised that City of Las Vegas Police Chief Juan Montano had a presentation.

Police Chief Juan Montano made a presentation appointing Kenneth C. Jenkins to Deputy Chief of Police.

Police Chief Juan Montano presented Juan A. Gonzales with the appointment of Commander.

Police Chief Juan Montano presented Monica A. Vigil with the appointment of Lieutenant.

Police Chief Juan Montano presented Alan Pacheco with the appointment of Sergeant.

Mayor Ortiz, Jr. thanked Police Chief Montano, all the Police Officers and the families for their support and all they do in order for our Police Officers to do their job in protecting the community.

## **FINANCE REPORT**

Finance Director Ann Marie Gallegos presented the finance report ending January 31, 2015. General Fund revenues were at fifty seven percent with expenditures at fifty six percent. Recreation Department revenue was at fifty five percent and expenditures came in at forty nine percent. Enterprise Funds revenue came in at fifty seven percent and expenditures were at fifty one percent.

Finance Director Gallegos briefly informed that credit card and on line payments would possibly be available on April 1<sup>st</sup> and that training and test issues were currently being addressed.

### **CONSENT AGENDA**

Councilor Gurule-Giroñ made a motion to approve Consent Agenda as is. Councilor Howell seconded the motion.

City Clerk Fresquez read the Consent Agenda Business Items into the record to include items one through nine.

1. Approval of out of state travel for 5 officers to attend a High Risk Warrant course for narcotics related operations.
2. Approval of Ambulance Contract Renewal.
3. Approval of Resolution #15-06, adopting the City of Las Vegas' Section 3 Plan.

Resolution 15-06 was presented as follows:

#### **CITY OF LAS VEGAS ANNUAL CDBG REQUIREMENTS**

#### **RESOLUTION NO. 15-06**

#### **RESOLUTION APPROVING THE CITY OF LAS VEGAS SECTION 3 PLAN**

**WHEREAS**, the City of Las Vegas is required to comply with CDBG compliance requirements, and

**WHEREAS**, it is required that the City of Las Vegas' Section 3 Plan is adopted annually by resolution, and

**WHEREAS**, the City of Las Vegas has prepared plans that are in compliance with the CDBG requirements;

**NOW THEREFORE BE IT RESOLVED** by the City of Las Vegas City Council that the City of Las Vegas' Section 3 Plan is approved for implementation.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mayor Alfonso E. Ortiz, Jr.

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICEIENCY ONLY**

\_\_\_\_\_  
Dave Romero, Jr., City Attorney

4. Approval of Resolution #15-09, adopting the City of Las Vegas' Citizen Participation Plan.

Resolution 15-09 was presented as follows:

**CITY OF LAS VEGAS ANNUAL CDBG REQUIREMENTS**

**RESOLUTION NO. 15-09**

**RESOLUTION APPROVING THE CITY OF LAS VEGAS  
CITIZEN PARTICIPATION PLAN**

**WHEREAS**, the City of Las Vegas is required to comply with CDBG compliance requirements, and

**WHEREAS**, it is required that the City of Las Vegas' Citizen Participation Plan is adopted annually by resolution, and

**WHEREAS**, the City of Las Vegas has prepared plans that are in compliance with the CDBG requirements;

**NOW THEREFORE BE IT RESOLVED** by the City of Las Vegas City Council that the City of Las Vegas' Citizen Participation Plan is approved for implementation.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mayor Alfonso E. Ortiz, Jr.

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICEIENCY ONLY**

\_\_\_\_\_  
Dave Romero, Jr., City Attorney

5. Approval of Resolution #15-10, a resolution adopting the City of Las Vegas' Citizen Residential Anti-Displacement and Relocation Assistance Plan.

Resolution 15-10 was presented as follows:

**CITY OF LAS VEGAS ANNUAL CDBG REQUIREMENTS**

**RESOLUTION NO. 15-10**

**RESOLUTION APPROVING THE CITY OF LAS VEGAS  
RESIDENTIAL ANTI-DISPLACEMENT  
AND RELOCATION ASSISTANCE PLAN**

**WHEREAS**, the City of Las Vegas is required to comply with CDBG compliance requirements, and

**WHEREAS**, it is required that the City of Las Vegas' Residential Anti-Displacement and Relocation Assistance Plan is adopted annually by resolution, and

**WHEREAS**, the City of Las Vegas has prepared plans that are in compliance with the CDBG requirements;

**NOW THEREFORE BE IT RESOLVED** by the City of Las Vegas City Council th t the City of Las Vegas' Citizen Participation Plan is approved for implementation; Residential

Displacement and Relocation Plans applicable to the Las Vegas Housing Authority must be adopted by a specific and separate resolution.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mayor Alfonso E. Ortiz, Jr.

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

**APPROVED AS TO LEGAL SUFFICEIENCY ONLY**

\_\_\_\_\_  
David Romero, Jr., City Attorney

6. Approval to award Bid #2015-16 for Taylor Well No. 7 Blending to Hays Plumbing & Heating Inc.
7. Approval to award Bid #2015-17 for the Camp Luna Water Tank Rehabilitation to Hays Plumbing & Heating Inc.
8. Approval of Amendment #3 to the URS/ (Now AECOM ) contract for the Bradner Reservoir Enlargement Project.
9. Approval to award Bid #2015-21 for Gas meters to M & M Sales, Inc.

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

Joey Herrera	Yes	David L. Romero	Yes
Vincent Howell	Yes	Tonita Gurule-Giroń	Yes

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

**OLD BUSINESS**

1. Conduct a Public Hearing and Approval/Disapproval to Adopt Ordinance #14-10 Bond Water System Improvements repealing and replacing Ordinance 12-16. Councilor Gurule- Giroñ made a motion to go into public hearing. Councilor Howell seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

David L. Romero	Yes	Tonita Gurule-Giroñ	Yes
Vincent Howell	Yes	Joey Herrera	Yes

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

City Clerk Fresquez asked all who wished to speak on the issue to stand and be sworn in. Ken Garcia was sworn in.

City Manager Martinez noted for the record that City Attorney Romero had to leave the meeting due to feeling ill.

Utilities Director Garcia advised that this is a bond ordinance in the maximum aggregate principal amount of (\$20,000.00) and will authorize the issuance of one or more series of the NM water utility loan system improvement revenue bonds based on the agreement between the City and the NM Finance Authority. The bond ordinance expired on November 19, 2014 and needs to be extended. Ordinance 14-10 was published o February 4, 2015.

Councilor Gurule-Giroñ made a motion to accept record proper and close public hearing. Councilor Howell seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Joey Herrera	Stepped Out	Tonita Gurule-Giroñ	Yes
David L. Romero	Yes	Vincent Howell	Yes

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

Councilor Gurule-Giroñ made a motion to reconvene into regular session. Councilor Romero and Councilor Howell seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	David L. Romero	Yes
Tonita Gurule-Giroń	Yes	Joey Herrera	Stepped Out

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

Councilor Howell made a motion to approve to Adopt Ordinance #14-10 Bond Water System Improvements repealing and replacing Ordinance 12-16. Councilor Romero seconded the motion.

Ordinance 14-10 was presented as follows:

*Due to length of document, a complete copy may be obtained at the City of Las Vegas City Clerk’s Office.*

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

David L. Romero	Yes	Tonita Gurule-Giroń	Yes
Vincent Howell	Yes	Joey Herrera	Stepped Out

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

**NEW BUSINESS**

1. Approval of Resolution #15-08 Budget Adjustment Resolution.

Finance Director Gallegos advised that the City of Las Vegas is in need of increasing or decreasing the FY 2015 budgeted revenues or expenditures, transfers to or transfers from within various funds.

Finance Director Gallegos also advised Council that the information asked for at last meeting was supplied on a worksheet and noted that \$20,000.00 in question would be used for remodel and construction at the Housing Department and clarified it would not be used for the asbestos.

Councilor Gurule-Giroń thanked Finance Director Gallegos and City Manager for the clarification and made a motion to approve Resolution #15-08 Budget Adjustment Resolution. Councilor Romero seconded the motion.

Resolution 15-08 was presented as follows:

STATE OF NEW MEXICO  
MUNICIPALITY OF CITY OF LAS VEGAS  
BUDGET ADJUSTMENT RESOLUTION NO. 15-08

**WHEREAS**, The Governing Body in and for the Municipality of Las Vegas, State of New Mexico has developed a budget for fiscal year 2015; 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 excess funds for the purposes of closing dormant funds; and to provide for additional grant funding for purposes as identified, and;

**WHEREAS**, the City of Las Vegas is in need of making adjustments to the 2015 fiscal year budget;

**WHEREAS**, it is the majority opinion of this Council that the budget adjustments meet the requirements as currently determined for fiscal year 2015;

**NOW, THEREFORE**, the Governing Body of the City of Las Vegas passes this budget resolution for budget adjustments, **PASSED, APPROVED AND ADOPTED THIS** \_\_\_ DAY OF FEBRUARY, 2015.

\_\_\_\_\_  
Alfonso E. Ortiz, Jr. Mayor

ATTEST:

\_\_\_\_\_  
Cassandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

\_\_\_\_\_  
Dave Romero, City Attorney

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

Joey Herrera	Yes	David L. Romero	Yes
Tonita Gurule-Giroń	Yes	Vincent Howell	Yes

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

2. Conduct a Public Hearing and Approval/Disapproval to Adopt Ordinance #15-01 amending the Official Zoning map from a C-3 (General Commercial Zone) to an R-3 Mixed Residential Zone) for property located at 316-1/2 Chavez Street.

Councilor Gurule-Giroń made a motion to go into public hearing. Councilor Howell seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	Tonita Gurule-Giroń	Yes
Joey Herrera	Yes	David L. Romero	Yes

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

City Clerk Fresquez asked all who wished to speak on the issue to stand and be sworn in. Floyd Lovato and Lyndsey Valdez were sworn in.

Planning and Zoning Coordinator Floyd Lovato advised that on January 26, 2015, the Las Vegas Planning and Zoning Commission considered an application submitted by Fernando Roybal for an amendment to the Zoning map. The proposed amendment would change the property known as 316-1/2 Chavez Street from a C-3 to an R-3, which would allow Mr. Roybal to place a mobile home on the property.

Councilor Gurule-Giroń asked if all the variances had been met.

Planning and Zoning Coordinator Lovato advised that all variances had been met.

Councilor Gurule-Giroń made a motion to accept record proper and to close public hearing. Councilor Howell and Councilor Romero seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Joey Herrera	Yes	David L. Romero	Yes
Vincent Howell	Yes	Tonita Gurule-Giroń	Yes

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

Councilor Gurule-Giroñ made a motion to reconvene into regular session. Councilor Howell seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Tonita Gurule-Giroñ	Yes	Joey Herrera	Yes
Vincent Howell	Yes	David L. Romero	Yes

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

City Manager Martinez made the recommendation to approve New Business Item #2.

Councilor Gurule-Giroñ made a motion to approve to Adopt Ordinance #15-01 amending the Official Zoning map from a C-3 (General Commercial Zone) to an R-3 Mixed Residential Zone) for property located at 316-1/2 Chavez Street. Councilor Romero seconded the motion.

Ordinance 15-01 was presented as follows:

**CITY OF LAS VEGAS, CITY COUNCIL  
ORDINANCE NO. 15-01**

**AN ORDINANCE AMENDING THE CITY OF LAS VEGAS OFFICIAL ZONING MAP FROM A C-3 (GENERAL COMMERCIAL ZONE) TO AN R-3 (MIXED RESIDENTIAL ZONE) FOR PROPERTY LOCATED AT 316-½ CHAVEZ STREET AS REQUESTED BY FERNANDO ROYBAL (APPLICANT/OWNER).**

**WHEREAS**, Fernando Roybal has applied for an amendment to the official zoning map for property located at 316-½ Chavez Street, pursuant to provisions of the Las Vegas City Zoning Ordinance, and;

**WHEREAS**, on January 26, 2015 the City of Las Vegas Planning and Zoning Commission, following adequate public notice, held a public hearing to receive testimony concerning the amendment of the Official Zoning Map to re-zone the property located at 316-½ Chavez Street from a C-3 (General Commercial Zone) to an R-3 (Mixed Residential Zone), and on January 26, 2015 adopted a motion recommending approval of the proposed amendment.

**WHEREAS**, on February 18, 2015, the Governing Body of the City of Las Vegas, following adequate public notice, held a public hearing to receive testimony concerning the recommendations of the Planning and Zoning Commission.

**NOW, THEREFORE BE IT ORDAINED** that the Governing Body of the City of Las Vegas, New Mexico, hereby **GRANTS** the amendment to the Official Zoning Map by re-zoning and changing the district classification of certain property located at 316-½ Chavez Street from a C-3 (General Commercial Zone) to an R-3 (Mixed Residential Zone), and more fully described as follows:

The Easterly 100 feet of Lot 4, Block 73, Town of Las Vegas.

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

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

**PASSED, APPROVED AND ADOPTED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

**ATTEST:**

\_\_\_\_\_  
Casandra Fresquez, City Clerk

\_\_\_\_\_  
Alfonso E. Ortiz, Jr., Mayor

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

\_\_\_\_\_  
Dave Romero, City Attorney

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

David L. Romero	Yes	Vincent Howell	Yes
Joey Herrera	Yes	Tonita Gurule-Giroñ	Yes

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

**COUNCILORS' REPORTS**

Councilor Herrera expressed his thoughts on the possibility of increasing the minimum wage and requested consideration of City of Las Vegas to adopt an ordinance for a wage increase. Councilor Herrera added that businesses would

probably not be pleased with the increase but suggested considering a discount on utilities for the businesses depending on the number of employees they had.

Discussion took place on discounting utilities and the issues it may bring regarding the City's Budget revenue and expenditures. Discussion also took place on several other variables that would come with the increase.

Councilor Howell advised that an analysis of the reason to increase wages would be needed before considering an increase.

Mayor Ortiz, Jr. advised that he thought the City was moving forward and making a lot of progress in many areas.

Brief discussion took place of the many ideas that may come with the wage increase, also some of the positive and negative aspects were discussed and that it could be considered at a later time.

**ADJOURN**

Councilor Gurule-Giroñ made a motion to adjourn. Councilor Herrera seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

Vincent Howell	Yes	Tonita Gurule-Giroñ	Yes
Joey Herrera	Yes	David L. Romero	Yes

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

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Mayor Alfonso E. Ortiz, Jr.

ATTEST:

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Casandra Fresquez, City Clerk

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 3/10/15      DEPT: Community Development      MEETING DATE: 3/18/15**

**ITEM/TOPIC: Las Vegas/San Miguel Chamber of Commerce presentation on status.**

**ACTION REQUESTED OF COUNCIL: None**

**BACKGROUND/RATIONALE: As per contract #2973-14, the Las Vegas/San Miguel Chamber of Commerce is to give a presentation on the status of the contract to the Las Vegas City Council during the months of January 2015, March 2015 and June 2015.**

**STAFF RECOMMENDATION: N/A**

**COMMITTEE RECOMMENDATION: N/A**

**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:**



\_\_\_\_\_  
**ALFONSO E. ORTIZ, JR.  
MAYOR**

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

  
\_\_\_\_\_  
**ELMER J. MARTINEZ  
CITY MANAGER**

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

\_\_\_\_\_  
**DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)**

**Agreement / Contract**

No. 2973-14  
City of Las Vegas

Date

Contract # 2973-14

**CONTRACT**

This Contract is made and entered into this 18 day of December, 2014 by and between the City of Las Vegas, New Mexico, a municipal corporation, hereinafter called (City) and the Las Vegas/San Miguel Chamber of Commerce, Inc., a corporation, hereinafter called ("Chamber" or "Contractor" interchangeably). The term of this contract is December 1, 2014 to June 30, 2015.

**WHEREAS**, the Contractor has negotiated the terms of the Contract with the City; and

**IN CONSIDERATION** of the mutual promise and covenants contained herein the City and Contractor agree as follows:

**1. PURPOSE**

The purpose of this agreement is to assist and support the Las Vegas/San Miguel Chamber of Commerce, the Contractor, in the reestablishment of its' base mission which is to provide business development services to the business community.

**2. SCOPE OF WORK**

The amount of the contract shall not exceed Thirty Five Thousand and 00/100 Dollars (\$35,000.00) to be paid for under the terms and allocations as shown within in this contract and in "Exhibit A."

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

The Contractor agrees to perform and must meet the following conditions:

**I. Membership Drive**

The Contractor will conduct a membership drive during the term of this Contract and will recruit businesses according to the monthly schedule below and based on a fee structure approved by the Contractor's Board of Directors, for a total of 100 members before the end of this contract.

**Membership Drive Schedule**

<u>Month</u>	<u>Number of Memberships Recruited</u>
One	10
Two	10
Three	10
Four	10
Five	20
Six	20
Seven	20
<i>TOTAL</i>	100

**Invoicing and Reporting:** The Contractor will present monthly invoices, a report on the number of business recruited and supporting documentation to the City no later than 15 days after the end of the month being reported. Invoices presented after this date will not be accepted.

**II. Recognition Events**

The Contractor will organize at least two (2) business recognition events monthly such as "Business after Hours" and "Business over Breakfast" and no less than ten (10) during the term of this Contract for the purpose of allowing businesses to bring awareness and share their services with other members and the community.

**Invoicing and Reporting:**

The Contractor will present monthly invoices, a report on the number of attendees, business recruited and supporting documentation to the City no later than 15 days after the end of the month being reported.

**III. Electronic Communication:**

The Contractor will develop and distribute a monthly electronic newsletter which can be converted to paper for distribution within the community and communities around the state and clientele connecting with local business or relocating to Las Vegas. Contactor shall distribute weekly "Eblast" communicating useful and valuable information regarding local business events and activities

**Invoicing and Reporting:** The Contractor will present monthly invoices, a report on the number of electronic communication attempts made and number of successful contacts with feedback to the City no later than 15 days after the end of the month being reported.

**IV. Direct Mail/Response to Requests for Information Bulk Mail**

The Contractor will respond to requests for community and business related information and relocation information via e-mail, phone, mail, and internet and will refer inquiries to community businesses as appropriate and maintain detailed records of such interactions and referrals.

**Invoicing and Reporting:** The Contractor will present monthly invoices, to the City no later than 15 days after the end of the month being reported and provide a summary description of mass mailings and business referrals in the monthly written report to the City.

**V. Las Vegas Day and Night**

The Contractor will assist the City and its institutional partners with the organization, hosting and logistics of Las Vegas Night at the Legislature.

**VI. Media Communication**

The Contractor will participate in radio programs with local stations promoting local businesses and their activities at least 2 times per month. The Contractor will also utilize social media and traditional media such as local newspaper or regional newspapers as venues to inform the community about business happenings. The Contractor will submit press releases on business related activities and events, and will write and submit articles on a regular basis regarding these events to the media.

**Invoicing and Reporting:** The Contractor will present monthly invoices, a report on its Radio Communication, social and traditional media activities and supporting documentation to the City no later than 15 days after the end of the month being reported.

**VII. Retail Marketing Initiative**

During the term of this Contract, the Contractor will coordinate and produce a discount coupon booklet/or develop an electronic discount program for distribution to area college students and conference/special event attendees.

**Invoicing and Reporting:** The Contractor will submit the completed discount booklet or a description of the electronic discount program including supporting documentation with the monthly report, associated with the request for reimbursement. The report will include distribution location(s) and a count of distribution. Comments (qualitative data) from local merchants regarding the program are to be included in the report to the City.

**VIII. Website Maintenance, Upgrade and Marketing:**

The Contractor will maintain a businesses and community oriented website in an effort to generate business referrals, business opportunities, and entrepreneurship in and around the Las Vegas/San Miguel County Area. Website should include methods for capturing contact information and maintaining an ongoing relationship with its virtual contacts. All content and photos on the website should remain relevant to businesses and membership.

**Invoicing and Deliverables:** The Contractor will present monthly invoices, and will provide in the monthly report to the City the number of "hits" received by the website and conversion rates including trends in number of website visits and any related information and updates to the website, and supporting documentation to the City no later than 15 days after the end of the month being reported.

## **IX. OTHER**

- A. The Contractor agrees to remove the billboard on north Grand Avenue that promotes Chamber of Commerce Visitor Center and which directly competes with the City's Visitor Center at the Railroad Depot.
- B. The Contractor agrees it will not utilize funds derived from this contract for the purposes of a visitor guide.
- C. The Contractor is to be involved in the promotion of all aspects of the community to include social, military, ethnic, religious, and fraternal organizations.

**TERM:** The term of this Contract is from December 1, 2014 to June 30, 2015.

**CONSIDERATION:** In consideration for services rendered, the City agrees to pay the Contractor \$35,000 for the above services per Exhibit A, herewith attached.

Payments and performance obligations for the fiscal periods shall be subject to the availability and appropriation of funds.

**REPORTS TO CITY/DISBURSEMENTS:** During the term of this Contract, Contractor shall make a presentation on the status of the Contract City of Las Vegas City Council during the months of January 2015; March 2015 and June 2015.

Invoices shall be submitted by Contractor on a monthly basis and in accordance with the Invoicing and Reporting section of each item. Reports must include signature of a review and approval by at least one (1) officer of the Contractor's Board and the signature of submittal by the Executive Director.

Disbursements shall be made within 30 days by the City to the Contractor, after review and approval of expenditures by the City.

**INSURANCE:** Contractor will furnish City's Finance Director with a Certificate of Insurance prior to disbursement of any funds. The insurance shall cover any and all activities engaged in and sponsored by Contractor.

**DISCLOSURE TO THE CITY:** At such times and in such form as the City Council may require, Contractor shall furnish to the City, such statements, records, reports, data and information as the City may request pertaining to matters covered by this Contract, and the Contractor will permit the City to audit, examine and make excerpts of transcripts from such records, and make audit of all data relating to all matters covered by this Contract subject to the

limitations set out above.

**NO FINANCIAL INTEREST:** No officer or employee of the City or of the Contractor who exercises any function of responsibility in connection with the planning and implementation of any of the provisions of this Contract shall have any direct, personal financial interest in this Contract, unless said interest is directly related to the private business of the officer and is disclosed for the record.

**PREJUDICE:** No person, on account of race, color, religion, national origin shall be excluded from participating in, or denied benefits of any activity made possible through and resulting from this Contract.

**POLITICAL ACTIVITY:** None of the funds, materials, property or services rendered directly or indirectly under this Contract shall be used for any political activity or to further the election or defeat of any candidate for state, federal or local office.

**ASSIGNMENT:** The Contractor shall not assign any interest in this Contract excluding payments for services by the Contractor as provided for above and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto. Provided, however, that claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company or other financial institution without such approval.

**SUBJECT TO LAWS:** The Contractor shall comply at its own cost with all applicable laws, ordinances and codes of the federal, state and local governments.

**NO FURTHER LIABILITY:** The City shall not be obligated or liable under this Contract to any party other than the Contractor for payment of any monies or for provision of any goods or services unless such liabilities are specifically agreed to in this Contract.

**JURISDICTION:** It is mutually agreed by and between the parties hereto that this Contract 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.

**TERMINATION:** The City may, with or without cause, terminate this Contract at any time upon thirty (30) days written notice of termination given to the Contractor. In such event, all finished or unfinished documents, data studies, photographs, reports and the rights to any property prepared or procured by the Contractor under this Contract shall, at the option of the City, become equitable compensation for any work satisfactorily completed through the termination date. Similarly, the Contractor may, with or without causes, terminate this Contract upon a thirty (30) day written notice, and the City shall reimburse the Contractor for any and all expenses incurred that have not been reimbursed prior to the time of notification provided those expenses otherwise proper hereunder.

**ENTIRE CONTRACT:** This Contract constitutes the entire Contract between the parties hereto; any prior Contract, whether written or oral, or assertion or statement, or understanding or other commitment antecedent to the Contract 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 Contract shall be effective except those on written approval by both parties.

**AMENDMENT:** This Contract will not be altered, changed or amended except by a written document signed by the parties to this contract.

**AUTHORITY TO BIND THE CITY:** The Contractor shall not have the authority to enter into any Contract binding upon the City or to create any obligation on the part of the City, except such as shall be specifically authorized by the City's Governing Body or by the City Manager acting upon authority granted by the City's Governing Body.

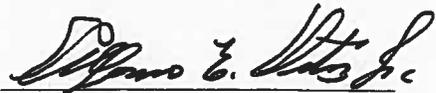
**INDEMNIFICATION:** Contractor agrees to indemnify and defend the City from all claims, demands, actions, damages, costs, interest, attorney's fees, and all other liabilities and expenses of any kind, from any source, which may arise out of the performance by Contractor of this Contract.

**NOTICES:** Any notices required to be given under this Contract shall be deemed sufficient, if given in writing, by mail, to the principal office of the City or to the principal office of the Contractor.

**BRIBERY AND KICKBACKS:** As required by Section 13-1-191, NMSA 1978, as amended, it should be noted that it is a third degree felony under New Mexico Law to commit the offense of bribery of a public officer or public employee Section 30-24-1, NMSA 1978, as amended; it is a third degree felony to commit the offense of demanding or receiving a bribe by a public officer or public employee, Section 30-24-2, NMSA 1978, as amended; it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks, Section 30-41-1, NMSA 1978, as amended; it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks, Section 30-41-2, NMSA 1978, as amended.

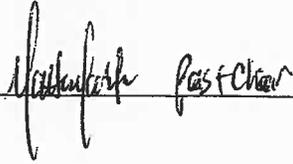
**IN WITNESS WHEREOF,** the parties hereto have caused this Contract to be Executed this day and year first above written:

CITY OF LAS VEGAS:

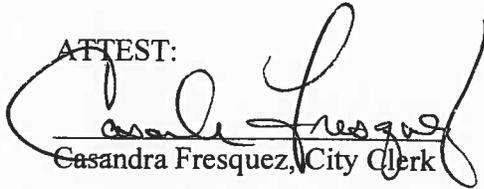


Alfonso E. Ortiz, Jr., Mayor

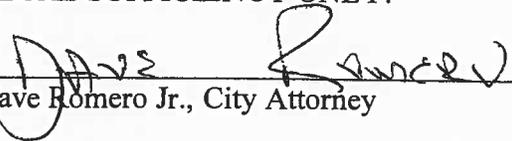
CHAIRMAN LAS VEGAS/SAN MIGUEL CHAMBER OF COMMERCE:

  
\_\_\_\_\_

ATTEST:

  
Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO  
LEGAL SUFFICIENCY ONLY:

  
\_\_\_\_\_

Dave Romero Jr., City Attorney

**Exhibit A**  
**TO CONTRACT**  
**Dated Month XX, 2014 by and between the City of Las Vegas**  
**and the Las Vegas San Miguel Chamber of Commerce**

The Contractor will present monthly invoices along with written reports as required in all areas of its scope of work and supporting documentation to the City no later than 15 days after the end of the month being reported. Invoices presented after this date will not be accepted, except under the condition that a written request and explanation for the invoice/report tardiness is submitted by the Chairman of the board of directors. Payments under this contract based on the following invoice/reporting schedule:

December 1, 2014	\$5,000.00
December 31, 2014	\$4,500.00
January 31, 2015	\$4,500.00
February 28, 2015	\$4,500.00
March 31, 2015	\$4,500.00
April 30, 2015	\$4,500.00
May 31, 2015	\$4,500.00
June 30, 2015	\$3,000.00

**GENERAL FUND REVENUE COMPARISON**  
**THRU FEBRUARY 28, 2015 - 67% OF YEAR LAPSED (8 of 12 months)**  
**FISCAL YEAR 2015**

*Total Budget to Actual Comparison*

	A	B	C	D	E	G (E/B) FY 2015 % REV
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 YTD - ACTUAL	FY 2015 YTD - ACTUAL	
PROPERTY TAX	1,273,369	1,350,000	900,000	1,400,458	943,465	70%
GROSS RECEIPT TAX 1.226	3,525,000	3,550,000	2,366,667	3,637,191	2,353,683	66%
FRANCHISE TAX	800,000	800,000	533,333	824,764	536,238	67%
GROSS RECEIPT TAX .75	2,350,000	2,585,000	1,723,333	2,626,837	1,548,356	60%
1/8 INFRASTRUCTURE	340,000	350,000	233,333	366,007	235,671	67%
GRT .25 (JAN 2011)	670,000	680,000	453,333	722,647	463,629	68%
LICENSE & FEES	64,000	63,000	42,000	74,942	34,295	54%
INTERGOVERNMENTAL	65,000	65,000	43,333	59,284	47,296	73%
LOCAL-FINES	97,500	87,400	58,267	78,402	46,971	54%
LOCAL-MISC	1,646,080	1,657,930	1,105,287	1,730,613	1,076,075	65%
<b>TOTAL</b>	<b>10,830,949</b>	<b>11,188,330</b>	<b>7,458,887</b>	<b>11,521,145</b>	<b>7,285,679</b>	<b>65%</b>

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

**GENERAL FUND EXPENDITURE COMPARISON**  
**THRU FEBRUARY 28, 2015 - 67% OF YEAR LAPSED (8 of 12 months)**

*Total Budget to Actual Comparison*

	A	B	C	D	E	F	H (E/B) % BDGT
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 YTD - ACTUAL	FY 2015 YTD - ACTUAL	FY 2015 AVAIL. BAL.	
JUDICIAL	271,496	281,456	187,637	263,071	183,226	98,230	65%
EXECUTIVE	469,235	479,970	319,980	469,235	301,336	178,634	63%
ADMINISTRATION	258,329	253,986	169,324	217,378	142,668	111,318	56%
CITY ATTORNEY	205,319	206,938	137,959	205,319	148,265	58,673	72%
PERSONNEL/HR	257,303	253,741	169,161	240,176	174,938	78,803	69%
FINANCE	527,996	572,076	381,384	494,880	373,727	198,349	65%
COMMUNITY DEV.	583,040	466,064	310,709	545,116	294,883	171,181	63%
POLICE	3,872,014	4,074,107	2,716,071	3,671,476	2,488,264	1,585,843	61%
CODE ENFORCEMENT	188,647	167,755	111,837	157,926	89,684	78,071	53%
ANIMAL SHELTER	141,070	129,000	86,000	130,138	88,099	40,901	68%
FIRE	1,297,793	1,320,485	880,323	1,124,984	780,979	539,506	59%
PUBLIC WORKS/PARKS	674,812	755,474	503,649	649,274	418,715	336,759	55%
PARKS	222,394	0	0	222,394	0	0	0%
AIRPORT	0	130,476	86,984	0	63,431	67,045	49%
LIBRARY	203,023	198,041	132,027	200,858	131,881	66,160	67%
MUSEUM	123,937	168,204	112,136	108,928	90,767	77,437	54%
GENERAL SERVICES	1,768,760	1,560,180	1,040,120	1,677,593	1,177,744	382,436	75%
SALARY CONTINGENCY	88,000	60,000	53,333	53,562	0	80,000	0%
TRANSFERS	0	485,385	323,590	0	339,571	145,814	70%
<b>TOTAL</b>	<b>11,153,168</b>	<b>11,583,338</b>	<b>7,722,225</b>	<b>10,432,308</b>	<b>7,288,178</b>	<b>4,295,160</b>	<b>63%</b>

**RECREATION DEPARTMENT-REVENUE COMPARISON  
THRU FEBRUARY 28, 2015 -67% OF YEAR LAPSED (8 OF 12 MONTHS)  
FISCAL YEAR 2015**

	A	B	C	D	E	G (E/B)
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 ACTUAL	FY 2015 YTD - ACTUAL	% REV
WELLNESS CENTER	115,000	115,000	76,667	108,473	60,490	53%
OPEN SWIM	20,000	10,000	6,667	13,275	360	4%
YAFL	10,000	8,000	5,333	6,974	4,472	56%
YABL	16,000	18,000	12,000	20,172	19,340	107%
SUMMER FUN PROGRAM	30,000	30,000	20,000	19,907	2,220	7%
RECREATION-OTHER	37,300	45,300	30,200	40,322	38,391	85%
GEN FUND TRANSFER	450,000	450,000	300,000	450,000	299,880	67%
<b>TOTAL</b>	<b>678,300</b>	<b>676,300</b>	<b>450,867</b>	<b>659,123</b>	<b>425,153</b>	<b>63%</b>

**RECREATION DEPARTMENT- EXPENDITURE COMPARISON  
THRU FEBRUARY 28, 2015 -67% OF YEAR LAPSED (8 OF 12 MONTHS)**

	A	B	C	D	E	F	H (E/B) %
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 ACTUAL	FY 2015 YTD - ACTUAL	FY 2015 AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	659,847	681,723	454,482	525,338	375,755	305,968	55%
YAFL	4,000	2,500	1,667	3,791	2,033	467	81%
YABL	4,000	4,500	3,000	2,853	2,908	1,592	65%
OTHER OPERATING EXP.	94,199	85,750	57,167	63,826	37,819	47,931	44%
CAPITAL OUTLAY	5,901	4,500	3,000	5,129	963	3,537	21%
<b>TOTAL</b>	<b>767,947</b>	<b>778,973</b>	<b>519,315</b>	<b>600,937</b>	<b>419,478</b>	<b>359,495</b>	<b>54%</b>

**ENTERPRISE FUNDS-REVENUE COMPARISON  
THRU FEBRUARY 28, 2015 - 67% YEAR LAPSED (8 of 12 months)  
FISCAL YEAR 2015**

*Total Budget to Actual Comparison*

	A	B	C	D	E	G (E/B) %
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 YTD - ACTUAL	FY 2015 YTD - ACTUAL	% BUDGET
<b>WASTE WATER (610)</b>	3,125,000	2,761,000	1,840,667	2,635,469	1,836,520	67%
<b>NATURAL GAS (620)</b>	5,121,000	5,522,000	3,681,333	5,694,027	3,568,459	65%
<b>SOLID WASTE (630)</b>	3,270,050	3,133,500	2,089,000	3,167,292	2,087,453	67%
<b>WATER (640)</b>	4,527,131	4,602,850	3,068,567	4,633,602	3,227,680	70%
<b>Total of Enterprise Funds</b>	<b>16,043,181</b>	<b>16,019,350</b>	<b>10,679,567</b>	<b>16,130,390</b>	<b>10,720,112</b>	<b>67%</b>

**ENTERPRISE FUNDS-EXPENDITURES COMPARISON  
THRU FEBRUARY 28, 2015 - 67% YEAR LAPSED (8 of 12 months)  
FISCAL YEAR 2015**

*Budget to*

	A	B	C	D	E	F	H (E/B) %
	FY 2014 BUDGET	FY 2015 BUDGET	FY 2015 YTD - BUDGET	FY 2014 ACTUAL	FY 2015 YTD - ACTUAL	FY 2015 AVAIL. BAL.	% BUDGET
<b>WASTE WATER(610)</b>	3,309,206	2,761,000	1,840,667	2,624,480	1,724,595	1,036,405	62%
<b>NATURAL GAS (620)</b>	5,876,448	5,522,000	3,681,333	4,312,178	3,156,958	2,365,042	57%
<b>SOLID WASTE (630)</b>	3,401,769	3,091,854	2,061,236	2,529,004	1,869,794	1,222,060	60%
<b>WATER (640)</b>	3,755,816	4,409,514	2,939,676	3,075,750	2,891,597	1,517,917	66%
<b>Total of Enterprise Funds</b>	<b>16,343,239</b>	<b>15,784,368</b>	<b>10,522,912</b>	<b>12,541,412</b>	<b>9,642,944</b>	<b>6,141,424</b>	<b>61%</b>

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 02/27/2015 DEPT: FINANCE MEETING DATE: 03/18/2015**

**ITEM/TOPIC: RESOLUTION 15-13**

**ACTION REQUESTED OF COUNCIL: APPROVAL OF RESOLUTION 15-08**

**BACKGROUND/RATIONALE: THE CITY OF LAS VEGAS IS IN NEED OF INCREASING OR DECREASING THE FY2015 BUDGETED REVENUES OR EXPENDITURES, TRANSFERS TO OR TRANSFERS FROM WITHIN VARIOUS FUNDS.**

**STAFF RECOMMENDATION: APPROVAL**

**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:**

  
ALFONSO E. ORTIZ, JR.  
MAYOR

  
ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

  
ELMER J. MARTINEZ  
CITY MANAGER

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

\_\_\_\_\_  
DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

STATE OF NEW MEXICO  
MUNICIPALITY OF CITY OF LAS VEGAS  
BUDGET ADJUSTMENT RESOLUTION NO. 15-13

**WHEREAS**, The Governing Body in and for the Municipality of Las Vegas, State of New Mexico has developed a budget for fiscal year 2015; 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 funding for purposes as identified, and;

**WHEREAS**, the City of Las Vegas is in need of making adjustments to the 2015 fiscal year budget;

**WHEREAS**, it is the majority opinion of this Council that the budget adjustments meet the requirements as currently determined for fiscal year 2015;

**NOW, THEREFORE**, the Governing Body of the City of Las Vegas passes this budget resolution for budget adjustments, PASSED, APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF MARCH, 2015.

\_\_\_\_\_  
Alfonso E. Ortiz, Jr. Mayor

ATTEST:

\_\_\_\_\_  
Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

\_\_\_\_\_  
Dave Romero, City Attorney



**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 3/6/15**

**DEPT: Police**

**MEETING DATE: 3/18/15**

**ITEM/TOPIC:** E911 Grant from the Department of Finance Administration to upgrade the City's 911 System.

**ACTION REQUESTED OF COUNCIL:** Approval/Disapproval to accept pass through grant funds from the Department of Finance Administration for the 911 upgrade in the amount of \$319,555.00

**BACKGROUND/RATIONALE:** The Las Vegas Police Department will receive a grant from the Department of Finance Administration to support 911 answering services.

**STAFF RECOMMENDATION:** Approval

**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:**



\_\_\_\_\_  
**ALFONSO E. ORTIZ, JR.**  
**MAYOR**

  
\_\_\_\_\_  
**ELMER J. MARTINEZ**  
**CITY MANAGER**

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

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

\_\_\_\_\_  
**DAVE ROMERO**  
**CITY ATTORNEY**  
**(ALL CONTRACTS MUST BE REVIEWED)**

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION  
ENHANCED 9-1-1 GRANT PROGRAM  
GRANT AGREEMENT AMENDMENT NO.1

Grant No. 15-E-20

THIS AMENDMENT, hereinafter referred to as the "Amendment", is made and entered into by and between the Department of Finance and Administration, State of New Mexico, acting through the Local Government Division, Suite 202, Bataan Memorial Building, Santa Fe, New Mexico, 87501, hereinafter referred to as the "Division", and the **City of Las Vegas**, hereinafter referred to as the "Grantee", as of the date this Amendment is executed by the Division.

WHEREAS, the Grantee and the Division entered into a grant agreement, effective July 1<sup>st</sup>, 2014 for an award of grant assistance to the Grantee in the amount of \$331,700.00 from the Enhanced 911 Fund ("Fund") for enhanced 911 services and equipment ("Grant Agreement"); and

WHEREAS, the Grantee has requested additional grant assistance from the Fund in the amount of \$319,555.00 for enhanced 911 services and equipment; and

WHEREAS, the Grantee and the Division desire to memorialize through this Amendment the terms and conditions upon which the additional funds will be made available to the Grantee.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby mutually agree to amend the Grant Agreement as follows:

1. Article III - Consideration and Method of Payment, Section A of the Grant Agreement is hereby amended to read in its entirety as follows:

"A. In consideration of the Grantee's satisfactory completion of all work, purchase and maintenance of the equipment and services required to be performed in compliance with all the terms and conditions of this Grant Agreement, the Division shall pay the Grantee a sum not to exceed the following amount from the Enhanced 911 fund: \$651,255.00.

The funds are to be expended in accordance with the proposed Revenue/Expenditure Budget, attached as the "Exhibit C", and made a part hereof, and in accordance with 10.6.2.11 NMAC of the 911 Regulations, entitled PSAP Equipment, Acquisition, and Disbursement of Funds. It is understood and agreed that the Grantee's expenditure of these monies shall not deviate from the line items of said Budget without the prior written approval of the Division and the funds shall not be expended for ineligible costs, as described in 10.6.2.11.F NMAC of the 911 Regulations."

2. Exhibit "C" of the Grant Agreement is hereby replaced in its entirety with the "Exhibit C" attached hereto.
3. All other provisions of the Grant Agreement not amended herein remain in full force and effect.

[Remainder of page intentionally left blank.]



**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 03/05/15    **DEPT:** POLICE    **MEETING DATE:** 03/18/15

**ITEM/TOPIC:** Memorandum of Agreement for LDWI Funds

**ACTION REQUESTED OF COUNCIL:** Approval/Disapproval of Memorandum of Agreement for Las Vegas City Police to conduct DWI operations through local DWI funds.

**BACKGROUND/RATIONALE:** (Provided with Work Session Packet)

**STAFF RECOMMENDATION:** The Las Vegas City Police Department is requesting approval to enter into a memorandum of agreement in order to conduct DWI operations in the City of Las Vegas.

**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.**

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

**REVIEWED AND APPROVED BY:**

  
\_\_\_\_\_  
**ALFONSO E. ORTIZ, JR.**  
**MAYOR**

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

  
\_\_\_\_\_  
**ELMER J. MARTINEZ**  
**CITY MANAGER**

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

\_\_\_\_\_  
**DAVE ROMERO**  
**CITY ATTORNEY**  
**(ALL CONTRACTS MUST BE REVIEWED)**



## Board of County Commissioners

*Nicolas T. Leger*  
Chairman - District 5

*Ron R. Ortega*  
Vice-Chair - District 1

*Marcellino A. Ortiz*  
Commissioner - District 2

*Arthur J. Padilla*  
Commissioner - District 3

*Gilbert J. B. Sena*  
Commissioner - District 4

*Les W. J. Montoya*  
County Manager

### MEMORANDUM OF AGREEMENT 02-10-15-DWI-LVPD

Between the  
**San Miguel DWI Planning Council**  
and  
**Las Vegas City Police Department**

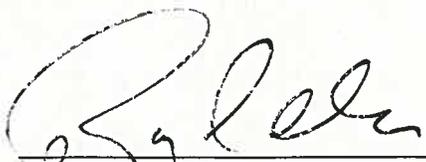
The San Miguel County DWI Planning Council and the Las Vegas City Police Department agree to unite their efforts towards the reduction of Drinking and Driving in San Miguel County.

The San Miguel County DWI Planning Council has agreed to provide five thousand three hundred thirty dollars and sixteen cents (\$5,330.16) in 2014-2015 Local DWI (LDWI) grant funds to the Las Vegas City Police Department.

In agreement, the Las Vegas City Police Department will provide the following services:

- A. Conduct One DWI Check Point, Four Saturation Patrols, and Two Underage Drinking Operations
- B. Comply with project requirements as stated in the FY 14-15 Local DWI Grant Project Agreement.
- C. Complete and submit Project Reimbursement Claims for Enforcement Overtime upon completion of project activity.
- D. Provide status project activity reports to San Miguel County DWI Planning Council on a monthly basis.

The agreement shall become effective February 10, 2015 and all services shall be completed by June 1, 2015. This agreement may be terminated by either party upon 90 day written notice.

  
\_\_\_\_\_  
San Miguel County DWI  
Planning Council

Date: 2/19/2015

\_\_\_\_\_  
City of Las Vegas Police  
Department

Date: \_\_\_\_\_

  
\_\_\_\_\_  
City Manager  
City of Las Vegas

Date: \_\_\_\_\_

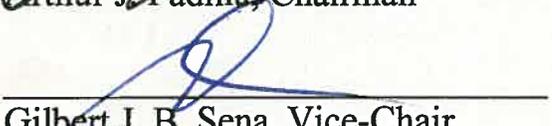
\_\_\_\_\_  
City Clerk  
City of Las Vegas

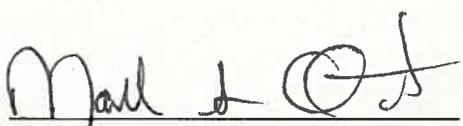
Date: \_\_\_\_\_

\_\_\_\_\_  
City Attorney  
City of Las Vegas

Date: \_\_\_\_\_

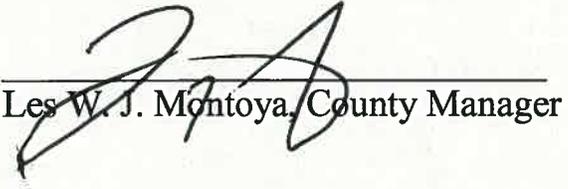
  
\_\_\_\_\_  
Arthur J. Padilla, Chairman

  
\_\_\_\_\_  
Gilbert J. B. Sena, Vice-Chair

  
\_\_\_\_\_  
Marcellino A. Ortiz, Commissioner

  
\_\_\_\_\_  
Rock G. Ulibarri, Commissioner

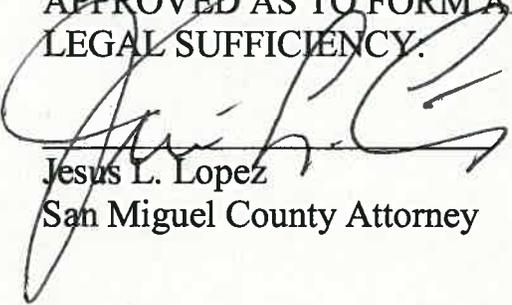
  
\_\_\_\_\_  
Nicolas T. Leger, Commissioner

  
\_\_\_\_\_  
Les W. J. Montoya, County Manager

ATTEST:

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY.

\_\_\_\_\_  
Geraldine E. Gutierrez  
San Miguel County Clerk

  
\_\_\_\_\_  
Jesus L. Lopez  
San Miguel County Attorney

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 03/05/15 DEPT: POLICE MEETING DATE: 03/18/15**

**ITEM/TOPIC: Law Enforcement Protection Fund Application**

**ACTION REQUESTED OF COUNCIL: Approval/Disapproval** to submit Law Enforcement Protection Fund application to purchase equipment and for advanced training.

**BACKGROUND/RATIONALE:** (Provided with Work Session Packet)

**STAFF RECOMMENDATION:** The Las Vegas City Police Department is requesting approval to submit the Law Enforcement Protection Fund application to purchase equipment and to send officers to advanced training.

**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.**

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

**REVIEWED AND APPROVED BY:**

  
\_\_\_\_\_  
**ALFONSO E. ORTIZ, JR.**  
**MAYOR**

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

  
\_\_\_\_\_  
**ELMER J. MARTINEZ**  
**CITY MANAGER**

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

\_\_\_\_\_  
**DAVE ROMERO**  
**CITY ATTORNEY**  
**(ALL CONTRACTS MUST BE REVIEWED)**

**APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS  
FOR CLASS 1 MUNICIPALITIES AND COUNTIES  
PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978  
FOR THE JULY 1, 2015 - JUNE 30, 2016 FISCAL YEAR**

I. **Municipality or County:** Las Vegas City Police Department

II. **Computation of Proposed Distribution:**

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

B. Total Number of Full-Time Certified Police Officers  
or Sheriff Deputies (\*) multiplied by \$600:

30 X \$600 = \$ 18,000

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

C. Total Proposed Distribution\*\* (A + B) \$ 38,000.00

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

A.	Repair and purchase of law enforcement apparatus and equipment <b>(Itemized schedule, page 3, must be completed)</b> <sup>1</sup> which meet <b>minimum nationally recognized standards</b> . (Please Note: regular maintenance on vehicles and police equipment; office furniture and supplies; or operating expenses are not allowable expenses) Rule 2 NMAC 110.3	\$5000.00
B.	Expenses associated with <b>advanced</b> law enforcement planning and training.	\$7000.00
C.	Complying with <b>match</b> or contribution requirements for the receipt of federal funds relating to <b>criminal justice</b> programs.	
D.	No more than <b>fifty percent (50%)</b> of the <b>replacement salaries</b> of law enforcement personnel participating in basic law enforcement training.	
E.	New Mexico Finance Authority Intercept Agreement.	\$26000.00
F.	<b>TOTAL ESTIMATED EXPENDITURES**</b> (must equal total distribution)	\$38000.00

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

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

\_\_\_\_\_  
Mayor/Chairman

\_\_\_\_\_  
Police Chief or Sheriff

\_\_\_\_\_  
Date

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

Municipality/County: Las Vegas City Police Department

Contact Person: Chief Juan F. Montaño

Phone Number: 505-426-3146

**APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS  
FOR MUNICIPALITIES AND COUNTIES  
PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978  
FOR THE JULY 1, 2013 - JUNE 30, 2014 FISCAL YEAR**

**SUPPLEMENTAL SCHEDULE**

**Instructions:** List the name, certificate number, and date of certification of all full-time police officers and sheriff deputies certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA 1978 or authorized to act as a New Mexico peace officer pursuant to Section 29-1-11 NMSA 1978. Please photocopy this form if additional space is needed.

Name of Full-Time Certified Police Officers and Sheriff Deputies	Certificate Number	Cert. Date
1) Apodaca, Matias	01-0329-P	12/19/2001
2) Cordova, David	10-0149-P	08/27/2010
3) Crespín, Adrian	96-0148-P	06/11/1996
4) Davis, Kalama	14-0311-P	12/18/2014
5) Encinias, Dillon	14-0314-P	12/18/2014
6) Gage, Jason	11-0266-P	11/10/2011
7) Garcia, Johnny Ray	12-0181-P	06/01/2012
8) Gonzales, Juan	99-0372-P	12/16/1999
9) Griego, Eian	14-0318-P	12/18/2014
10) Gutierrez, Robert	91-0283-P	12/06/1991
11) Jenkins, Kenneth	00-0055-P	04/26/2000
12) Lopez, Chris	11-0278-P	11/10/2011
13) Lopez, Michael	06-0044-P	05/27/2006
14) Mares, Conrad	13-0118-P	06/14/2013
15) Martinez, Steven		edc. 06/17/2015
16) Montano, Juan	99-0121-P	04/23/1999
17) Nix, Jared	13-0280-P	12/20/2013
18) Ortega, Michael	12-0301-P	11/10/2011
19) Pacheco, Alan	10-0159-P	08/27/2010
20) Pacheco, Steve	02-0046-P	04/25/2002
21) Padilla, Eric	03-0199-P	07/29/2003
22) Padilla, Michael	99-0124-P	04/23/1999
23) Sandoval, Pamela	03-0200-P	07/29/2003

Municipality/County: Las Vegas City Police Department

Contact Person: Chief Juan F. Montaño

Phone Number: 505-426-3146

24) Stumberg, Kenneth	07-0139-P	08/10/2007
25) Tafoya, Christopher		edc. 06/17/2015
26) Trujillo, David	12-0108-P	06/01/2012
27) Trujillo, Valerie	14-0319-P	12/18/2014
28) Vigil, Adam	13-0293-P	12/20/2013
29) Vigil, Monica	04-0348-P	12/21/2004
30) Whitfield, Antoine	11-0059-P	02/03/2011

NOTE: Please use name that has been reported to The Department of Public Safety (DPS), e.g. if female officer has married/divorced and has changed last name and has not been reported to DPS.

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 02/25/15

**DEPT:** Utilities

**MEETING DATE:** 03/18/15

**ITEM/TOPIC:** Award bid #2015-22 for North Grand Effluent Project Material.

**ACTION REQUESTED OF COUNCIL:** Approval / Disapproval to award bid #2015-22.

**BACKGROUND/RATIONALE:** The water division went out for competitive sealed bids for materials to complete the North Grand effluent project. The purchase of these materials will allow for completion of the project. We would like to award selected items to all 3 bidders (see attached bid tabulation).

**Advertised:** February 8, 2015 – Albuquerque Journal, February 9, 2015 – Optic and City Website.

**Bid Opening:** February 19, 2015

**Number of Bidders:** 3 (see attached bid opening form and bid tabulation)

**Funding Source:** Loan/Grant Funding and City Funds

**Line Item Number:** 646-0000-650-8738

**STAFF RECOMMENDATION:** Approval to award bid.

**COMMITTEE RECOMMENDATION:** This item will be discussed at the regular Utility Advisory Committee meeting on March 10, 2015. Their recommendation will be provided at the Council Meeting.

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

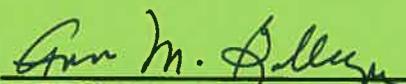
  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**

  
ALFONSO E. ORTIZ, JR.  
MAYOR

  
ELMER J. MARTINEZ  
CITY MANAGER

  
PURCHASING AGENT  
(FOR BID/RFP AWARD)

  
ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)



**North Grand Effluent  
City Hall Portion  
Bid Tabulation**

	Item	Unit	Qty	HD Supply	Baker	Ferguson
A	6" PVC C-900 (purple)	FT	300	\$ 1,155.00	\$ 1,191.00	\$ 1,236.00
B	8" PVC C-900 (purple)	FT	1000	\$ 6,660.00	\$ 6,830.00	\$ 7,140.00
C	12" PVC C-900 (purple)	FT	880	\$ 12,416.80	\$ 12,724.80	\$ 13,305.60
D	1" meter yoke	EA	4	\$ 62.28	\$ 64.28	\$ 69.75
E	1" angle stop valve	EA	4	\$ 195.60	\$ 180.00	\$ 321.34
F	1" angle ell	EA	4	\$ 137.12	\$ 100.00	\$ 97.47
G	2" angle stop valve	EA	3	\$ 508.14	\$ 597.00	\$ 611.11
H	2" angle ell	EA	3	\$ 266.13	\$ 345.00	\$ 269.10
I	6" x 2" Saddle tap - stainless	EA	1	\$ 66.04	\$ 48.55	\$ 58.69
J	10" x 1" Saddle tap - stainless	EA	1	\$ 79.24	\$ 64.00	\$ 76.76
K	10" x 2" Saddle tap - stainless	EA	2	\$ 183.86	\$ 144.00	\$ 175.58
L	12" x 2" saddle tap - stainless	EA	1	\$ 105.66	\$ 79.00	\$ 101.71
M	12" x 8" saddle tap - stainless	EA	1	\$ 932.61	\$ 533.00	\$ 651.84
N	18" meter riser with lid	EA	7	\$ 1,377.18	\$ 839.00	\$ 910.00
O	6" Cap - MJ w/2" threaded port	EA	1	\$ 43.68	\$ 42.00	\$ 42.51
P	6" megalug, bolt and gskt kit	EA	2	\$ 73.80	\$ 66.00	\$ 86.39
Q	8" Cap - MJ w/2" thread port	EA	1	\$ 61.04	\$ 59.00	\$ 59.41
R	8" megalug, bolt and gskt kit	EA	2	\$ 99.66	\$ 93.00	\$ 116.46
S	10"x10"x10" Tee - flange	EA	1	\$ 447.04	\$ 435.00	\$ 431.64
T	10" flange - 12" MJ Reducer	EA	1	\$ 536.57	\$ 395.00	\$ 428.37
U	10" flange bolt and gskt kit	EA	3	\$ 63.39	\$ 58.50	\$ 92.21
V	12" megalug, bolt and gskt kit	EA	19	\$ 1,758.07	\$ 1,463.00	\$ 2,031.42
W	12" flange - 6" MJ Reducer		1	\$ 324.08	\$ 285.00	\$ 335.72
X	12" 45 deg ell - MJ	EA	2	\$ 349.44	\$ 368.00	\$ 340.08
Y	12" 90 deg ell - MJ	EA	1	\$ 211.12	\$ 220.00	\$ 205.47
Z	12"x12"x12" Tee	EA	1	\$ 294.00	\$ 350.00	\$ 286.13
AA	12" MJ-Flange adapter, bolt, gskt	EA	2	\$ 478.14	\$ 400.00	\$ 636.54
AB	6" Gate Valve - MJ	EA	1	\$ 484.50	\$ 455.00	\$ 492.69
AC	8" Gate Valve - MJ/MJ	EA	2	\$ 1,543.32	\$ 1,460.00	\$ 1,569.48
AD	8" Gate Valve - Flange/MJ	EA	1	\$ 757.11	\$ 735.00	\$ 769.89
AE	10" Gate Valve	EA	2	\$ 2,406.50	\$ 2,400.00	\$ 2,447.28
AF	Valve can - top	EA	6	\$ 230.64	\$ 114.00	\$ 121.68
AG	Valve can - bottom	EA	6	\$ 207.36	\$ 222.00	\$ 219.96
AH	Valve can - lid (Reclaimed)	EA	6	\$ 49.98	\$ 54.00	\$ 64.80
AI	Burial tape - effluent/reclaimed	FT	2180	\$ 44.82	\$ 69.00	\$ 80.78
AJ	Tracer wire - purple	FT	2180	\$ 720.00	\$ 375.00	\$ 344.01

<b>Subtotal (Selected Items)</b>
<b>Shipping</b>
<b>Tax</b>
<b>Total:</b>

<b>\$ 21,370.51</b>	<b>\$ 9,961.05</b>	<b>\$ 1,704.80</b>
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 1,740.63</b>	<b>\$ 811.33</b>	<b>\$ 138.86</b>
<b>\$ 23,111.14</b>	<b>\$ 10,772.38</b>	<b>\$ 1,843.66</b>

<b>Total (All Selected Items)</b>
-----------------------------------

**\$ 35,727.17**

**CITY OF LAS VEGAS  
PROPOSAL/BID OPENING**

DATE: 19-Feb-2015

TIME: 2:00 PM

OPENING NO.: 2015-22

DEPARTMENT: UTILITIES DEPT

LOCATION: City Council Chambers  
1700 N. Grand Ave.  
Las Vegas, NM 87701

ITEM(S): **NORTH GRAND EFFLUENT PROJECT MATERIAL**

RECEIVED FROM:	AMOUNT	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC. FORM
1 Baker Utility	NO GRT 33,906.13		✓	✓
2 Fungeson Waterworks	NO GRT 36,227.87		✓	✓
3 HD Waterworks	NO GRT 35,329.92		✓	✓
4				
5				
6				

COMPANY REPRESENTATIVE

COMPANY NAME

1 Fred J. [Signature]  
June L. Gajay-Cordova  
Don Cole

City of Las Vegas  
CUV

(use other side of form when full)  
ORIGINAL PROPOSALS TAKEN BY:

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

OPENED BY: FINANCE DEPARTMENT

June Gajay Cordova  
DATE: 2-19-15

COPIES TAKEN BY:  
Fred J. [Signature]  
DATE: 2/19/15

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE:** 03/12/15

**DEPT:** Utilities Dept.

**MEETING DATE:** 03/11/15

**ITEM/TOPIC:** Recommended preferred alternative to ensure Peterson Dam meets the New Mexico Office of the State Engineer's dam safety requirement.

**ACTION REQUESTED OF COUNCIL:** Approval / Disapproval of engineers recommended alternative for Peterson Dam, replacement with a mass concrete arch dam, and for engineer to move forward to complete design and close out funding.

**BACKGROUND/RATIONALE:** URS Corporation (AECOM) prepared and evaluated several alternatives to rehabilitate Peterson Dam to meet New Mexico Office of the State Engineers dam safety requirements.

*The primary issues are:*

- 1) Concrete deterioration of the upstream and downstream faces which could lead to instability.
- 2) Increase in Foundation/Reservoir Seepage indicates a potential for material transport which could lead to loss of abutment support or other stability issues.
- 3) Intake Tower/Outlet Works operability is in question and the outlet conduit is in questionable condition.
- 4) Foundation Erosion during a flood event could lead to undercutting of the dam on the abutments and loss of support for the arches.

*Three alternatives including Engineers Opinion of Construction Costs (EOCC) are:*

- A) Install a CARPI liner with reinforced concrete overlay on the upstream and downstream faces, install a grout curtain and a partial clay blanket to mitigate seepage, replace the upper and intermediate gate and replace and relocate the lower gate along with slip lining the existing outlet conduit to restore intake tower and outlet works operability, and raising of the dam crests on the abutments with the installation of a 36 foot channel to direct flows away from the abutment to reduce the potential for erosion. (\$8.7M EOCC)
- B) Replacement with a Roller Compacted Concrete gravity dam. (\$8.8M EOCC)
- C) Replacement with a Mass Concrete arch dam. (\$7.0M EOCC)

**STAFF RECOMMENDATION:** Approval of engineers recommended alternative, replacement with a mass concrete arch dam, and allow engineer to move forward with design and close out funding.

**COMMITTEE RECOMMENDATION:** This item will be discussed at the regular Utility Advisory Committee meeting on March 10, 2015. Their recommendation will be provided at the Council Meeting.

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

  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**



---

**ALFONSO E. ORTIZ, JR.  
MAYOR**



---

**ELMER J. MARTINEZ  
CITY MANAGER**

---

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

**Approved to form 1-26-15**

---

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

---

**DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)**



**UTILITIES DEPARTMENT PROJECT SUMMARY SHEET**

**PROJECT NAME:** Peterson Rehabilitation/Expansion    **PROJECT NUMBER:** UT-WS-2013-2

**PROJECT DESCRIPTION:** Project is to rehabilitate the dam and appurtenant structures to comply with the NM Office of the State Engineer

**ACTION TIMELINE:**

**ENGINEER ESTIMATE:** \$10,000,000.00

**LINE ITEM NUMBER:** 646-0000-650-8741

**BUDGETED AMOUNT:** \$600,000

**Funding Sources**

City Funds	\$ 62,362.00
<u>WTB 251 (Evaluation)</u>	<u>\$600,000.00</u>
<b>Total Funds Available</b>	<b>\$662,362.00</b>

**Expenditures**

<b>Peterson Dam Enlargement</b>	\$ 190,000.00
<b>Alternatives Evaluation:</b>	\$ 472,362.00
<b>Planning and Design:</b>	\$1,700,000.00
<u><b>Construction</b></u>	<u>\$5,300,000.00</u>
<b>TOTAL COST (W/Tax):</b>	<b>\$7,662,362.00</b>

<b>ACTION</b>	<b>DESCRIPTION</b>	<b>DATE</b>
<b>Loan/Grant</b>	WTB 251 \$600,000	06/30/2013
<b>Authorized Ordinance</b>		
<b>Loan/Subsidy Agreement</b>		
<b>Engineering Services Agreement</b>	Agreement with URS 2554-12	10/17/2012
<b>Bid Document Review</b>		
<b>RFB Advertised</b>		
<b>RFB Opening</b>		
<b>Engineers Recommendation</b>		
<b>Committee Recommendation</b>		
<b>Council Approval</b>		
<b>Notice to Proceed</b>		



8181 E. Tufts Ave.  
Denver, CO 80237  
Tel: 303.694.2770  
Fax: 303.694.3946

February 12, 2015

Mr. Ken Garcia  
City of Las Vegas  
1700 North Grand Avenue  
Las Vegas, NM 87701

**Re: Peterson Dam Rehabilitation Alternative Recommendation**

Dear Mr. Garcia:

URS Corporation (URS) prepared and evaluated several alternatives to rehabilitate Peterson Dam to meet New Mexico Office of the State Engineer's (NMOSE) dam safety requirements. This letter presents a summary of the alternatives that were developed and evaluated, and recommends a preferred alternative for the project.

Peterson Dam is a 50-foot concrete arch dam owned and operated by the City of Las Vegas, NM, (City) and impounds Peterson Reservoir which has a storage capacity of 210 acre-feet. The dam and reservoir are located approximately 5½ miles northwest of Las Vegas, New Mexico and serves as a municipal raw water supply for the City. The dam was originally constructed in the early 1910's. Rehabilitative work was performed in the early 1980's to repair deteriorated concrete and seepage through the dam by injecting cracks/joints with epoxy.

Through inspections by the NMOSE and evaluations of the dam by URS, it was determined that Peterson Dam did not satisfy NMOSE dam safety requirements. The primary issues are as follows:

1. **Concrete Deterioration:** Visual inspections by divers and URS engineers indicate significant spalling and other deterioration of the concrete, specifically in the vicinity of the lift lines (i.e., horizontal construction joints), on both the upstream and downstream faces of the dam. Although the losses to date are not indicative of an imminent dam safety concern, continued deterioration could lead to instability.
2. **Foundation/Reservoir Seepage:** Inflow/outflow records for Peterson Reservoir indicate a significant increase in seepage, primarily through the foundation, between 2002 and 2012. Such an increase in seepage indicates potential for material transport in the foundation, which could lead to loss of abutment support or other stability issues.
3. **Intake Tower/Outlet Works:** A dive survey of the outlet works indicates an unconventional intake with no reliable upstream control (operability of the gates on the exterior of the tower is questionable). Continued accumulation of sediment in the reservoir could plug the outlet and the condition of the outlet conduit is questionable.
4. **Foundation Erosion:** An evaluation of the existing dam for floods up to the Spillway Design Flood (SDF) indicated that erosion of the foundation during a flood event is possible. Such erosion could lead to undercutting of the dam on the abutments and loss of support for the arches. Furthermore, flows from the canal around the reservoir could lead to erosion of the left abutment and should be directed away from the abutment for larger flows.

In order to address these concerns, URS developed several alternatives for rehabilitation of the existing dam. The preferred alternative was selected based on cost, risk reduction, and longevity. The alternatives developed for each issue identified above are as follows:

1. **Upstream/Downstream Faces of Dam:** A CARPI liner and a reinforced concrete overlay were considered for the upstream face. Due to concerns regarding potential for further deterioration under normal operations and, especially, during a flood event, a reinforced concrete overlay were considered necessary for both the upstream and downstream faces.
2. **Foundation/Reservoir Seepage Control:** Due to the orientation of primary joints in the foundation, a grout curtain is the primary measure recommended to mitigate seepage through the foundation. To further mitigate seepage in other areas of the reservoir, a partial clay blanket targeting observed problem areas on the reservoir floor and rim and a full clay blanket on the reservoir floor were also evaluated. The grout curtain and partial clay blanket were selected as the preferred alternative.
3. **Intake Tower/Outlet Works Rehabilitation:** To restore selective withdrawal from the reservoir, replacement of the existing upper and intermediate gates in-kind using the existing openings through the intake tower walls was determined to be a viable alternative based on the dive inspection. Replacement of the lower gate in-kind and relocation of the lower gate were considered. Sliplining and replacement of the existing outlet conduit were considered to improve the reliability of the system and restore upstream control with a guard gate in the intake tower. Sliplining the existing outlet conduit was selected as the preferred alternative.
4. **Overtopping Protection:** To reduce the potential for erosion that could undermine the dam, a scour slab was designed for partial and complete overtopping of the dam. Partial overtopping would be achieved by raising the dam crest on the abutments to force the flow over the center of the dam, thus reducing the efforts to construct scour slabs up the abutments. The partial overtopping alternative was selected as the preferred alternative. For flows around the reservoir in smaller flood events, a reinforced concrete channel and steel pipe were considered to direct flows away from the abutment. A 36-foot long concrete channel was selected as the preferred alternative.

The conceptual level engineer's opinion of construction cost (EOCC) for the preferred alternatives was approximately \$7 million.

Based on the expected costs for the rehabilitation, URS recommended that replacement of the existing dam could result in reduced costs if the City could manage the water to allow taking Peterson Reservoir out of service for a construction season. It was decided that this approach might be possible once the modifications to Bradner Dam had been completed. Based on these discussions, URS developed concepts for removal and replacement of Peterson Dam with an either a Roller Compacted Concrete (RCC) gravity dam or a mass concrete arch dam. The EOCC for the replacement with a gravity dam and an arch dam were estimated to be \$6.7million and \$5.3 million, respectively. Note that these cost estimates are not to the same level as the estimate for rehabilitation and further evaluation, including a geotechnical field investigation program, will be required to select the final recommended alternative.

Mr. Ken Garcia  
Utility Director - City of Las Vegas  
February 12, 2015  
Page 3

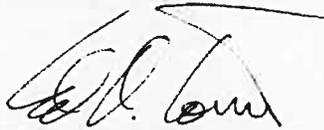
The design fees for the dam replacement alternatives are expected to be higher than those for the rehabilitation, primarily due to additional field investigations, design, and constructability issues related to the larger quantity of concrete and/or RCC that would be required for the site and the additional detailing and evaluation required to prove the new design. The total project costs (design fees, construction fees, taxes) for rehabilitation, replacement with and RCC dam, and replacement with an arch dam were estimated to be approximately \$8.7 million, \$8.8 million, and \$7.0 million, respectively.

Based on this evaluation, replacement of the existing arch dam with a new mass concrete arch dam is the recommended alternative to bring Peterson Dam in compliance with New Mexico Office of the State Engineer (NMOSE) dam safety regulations. The new dam would be built in the footprint of the existing dam to minimize the foundation preparation requirements. This method of construction would also reduce construction costs associated with features common to all of the alternatives (e.g., grout curtain, clay blanket) by improving access to the reservoir floor and rim.

The City is also considering using the reservoir in the future to store treated effluent which would require the reservoir basin to be lined with a synthetic liner to meet New Mexico Environmental Department regulations. The reservoir liner is independent of the NMOSE dam safety issues so could be added at a later date if the City decides to proceed with their plans to store treated effluent in the reservoir. The aforementioned costs do not include the cost of the liner since it is not related to the safety of the dam.

If you have any questions, please contact me at (303) 740-3949.

Sincerely,  
**URS Corporation**

A handwritten signature in black ink, appearing to read 'Ed A. Toms', with a horizontal line above it.

Ed A. Toms, PE, Vice President  
Project Manager

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 02/27/2015 DEPT: FINANCE MEETING DATE: 03/18/2015**

**ITEM/TOPIC: 2014 AUDIT**

**ACTION REQUESTED OF COUNCIL: APPROVAL OF 2014 AUDIT**

**BACKGROUND/RATIONALE: THE OFFICE OF THE STATE AUDITOR HAS RELEASED THE 2014 AUDIT FOR REVIEW AND FINAL APPROVAL BY MAYOR AND COUNCIL.**

**STAFF RECOMMENDATION: APPROVAL**

**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:**

  
ALFONSO E. ORTIZ, JR.  
MAYOR

  
ELMER J. MARTINEZ  
CITY MANAGER

ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

PURCHASING AGENT  
(FOR BID/RFP AWARD)

DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 3/11/15**

**DEPT: Community Development**

**MEETING DATE: 3/18/15**

**ITEM/TOPIC:**

Recommendation by Lodgers Tax Advisory Board to fund qualified applicants responding to Request for Proposals (RFP) #2015-19 for promotional funding of special events in fiscal year 2014-15.

**ACTION REQUESTED OF COUNCIL:**

Approval/Disapproval of recommendation by Lodgers Tax Advisory Board to fund qualified applicants responding to Request for Proposals (RFP) #2015-19 with further recommendations by City Manager.

**BACKGROUND/RATIONALE:**

Request for Proposals (RFP) #2015-19 for promotional funding of Special Events was reviewed by the Lodgers Tax Advisory Board (LTAB) on 02-17-15. Total funding requested is \$107,750.00. LTAB is recommending funding approval in the amount of \$70,570.00. (See Appendix A)

**STAFF RECOMMENDATION:**

Approval

**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:**

  
ALFONSO E. ORTIZ, JR.  
MAYOR

  
ELMER J. MARTINEZ  
CITY MANAGER

ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)

PURCHASING AGENT  
(FOR BID/RFP AWARD)

DAVE ROMERO  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)

Appendix A

**RFP #2015-19 Special Events Lodgers Tax****Lodgers Tax Advisory Board (LTAB) Funding Recommendations**

<i>Category</i>	<i>Entity</i>	<i>Event</i>	<i>Requested</i>	<i>LTAB Recommendations</i>	<i>City Manager Recommendations</i>
Event	Citizens Committee for Historic Preservation	Las Vegas Cowboys Reunion	\$5,000.00	\$5,000.00	\$5,000.00
Event	Citizens Committee for Historic Preservation	Las Vegas Garden Tour	\$1,000.00	\$0.00	\$500.00
Event	Citizens Committee for Historic Preservation	Musicians Reunited	\$2,500.00	\$0.00	\$2,000.00
Event	City of Las Vegas	Las Vegas Fiestas	\$10,000.00	\$10,000.00	\$10,000.00
Event	Friends of City of Las Vegas Museum	Reunion Public Forum	\$4,000.00	\$0.00	\$500.00
Event	Las Vegas Arts Council	People's Faire	\$1,000.00	\$1,000.00	\$1,000.00
Event	Mainstreet de Las Vegas	Meadow City Music Festival	\$4,000.00	\$1,000.00	\$1,000.00
Event	Mainstreet de Las Vegas	Fred Heads (Harvey Girls)	\$2,500.00	\$0.00	\$1,500.00
Event	Rough Rider Motorcycle Rally	Rough Rider Motorcycle Rally	\$20,000.00	\$20,000.00	\$20,000.00
		<b>SUBTOTAL:</b>	<b>\$50,000.00</b>	<b>\$37,000.00</b>	<b>\$41,500.00</b>
Promotion	Citizens Committee for Historic Preservation	Guide - Las Vegas Walking Tour	\$8,500.00	\$8,500.00	\$8,500.00
Promotion	Citizens Committee for Historic Preservation	Walking Tour - Smart Phone App	\$21,180.00	\$0.00	\$0.00
Promotion	Las Vegas Independent Business Alliance	Billboards - Various	\$4,600.00	\$4,600.00	\$4,600.00
Promotion	Las Vegas Independent Business Alliance	Visitor Guide	\$10,000.00	\$10,000.00	\$10,000.00
Promotion	Las Vegas Independent Business Alliance	Billboard - I25	\$13,470.00	\$13,470.00	\$13,470.00
		<b>SUBTOTAL:</b>	<b>\$57,750.00</b>	<b>\$36,570.00</b>	<b>\$36,570.00</b>
		<b>TOTAL:</b>	<b>\$107,750.00</b>	<b>\$70,570.00</b>	<b>\$77,570.00</b>

**CITY OF LAS VEGAS  
PROPOSAL/BID OPENING**

DATE: 20-Jan-2015

OPENING NO.: 2015-19

TIME: 2:00 PM

DEPARTMENT: COMMUNITY DEVELOPMENT

LOCATION: City Council Chambers  
1700 N. Grand Ave.  
Las Vegas, NM 87701

*pg 1 of 2*

ITEM(S): SPECIAL EVENT - LODGERS TAX, ADVERTISING AND/OR PROMOTING SPECIAL EVENT (S) IN THE LAS VEGAS AREA

RECEIVED FROM:	AMOUNT	BID + ALT. 1	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC. FORM
1 LVCCHP - LV musicians Reunion t. 2015				✓	✓
2 LVCCHP - LV Garden Tour				✓	✓
3 LVCCHP - Las Vegas Walking Tour Guide				✓	✓
4 LVCCHP - LV Cowboy Reunion Centennial Celebration's				✓	✓
5 LVCCHP - Smartphone App for LV Walking tour Guide				✓	✓
6 Las Vegas Arts Council Peoples Fair 2015				✓	✓

COMPANY REPRESENTATIVE	COMPANY NAME
1 <i>Jane Yafaya-Cordova</i>	CLV - Purchasing
2 <i>Annitto Velarde</i>	City of Las Vegas - Events
3	
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(use other side of form when full)

ORIGINAL PROPOSALS TAKEN BY:  
*Jane Yafaya*  
DATE: 1-20-15

OPENED BY: FINANCE DEPARTMENT  
*Jane Yafaya*  
DATE: 1-20-15

COPIES TAKEN BY:  
*Annitto Velarde*  
DATE: \_\_\_\_\_

**CITY OF LAS VEGAS  
PROPOSAL/BID OPENING**

DATE: 20-Jan-2015

OPENING NO.: 2015-19

TIME: 2:00 PM

DEPARTMENT: COMMUNITY DEVELOPMENT

LOCATION: City Council Chambers  
1700 N. Grand Ave.  
Las Vegas, NM 87701

*pg 2 of 2*

ITEM(S): SPECIAL EVENT - LODGERS TAX, ADVERTISING AND/OR PROMOTING SPECIAL EVENT (S) IN THE LAS VEGAS AREA

RECEIVED FROM:	AMOUNT	BID + ALT. 1	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC. FORM
1 Friends of the CLV Museum La Reunion Public Forum				✓	✓
2 Ranch Rider MC Rally LV 1 <sup>st</sup> IBA Billboard				✓	✓
3 LV 1 <sup>st</sup> IBA Visitor Guide LV 1 <sup>st</sup> IBA Billboard Advert.				✓	✓
4 Mainstreet del LV - Fred Heald				✓	✓
5 mainstreet del LV - Music Festival				✓	✓
6 CLV - Fourth of July Festas				✓	✓

COMPANY REPRESENTATIVE	COMPANY NAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(use other side of form when full)

ORIGINAL PROPOSALS TAKEN BY:  
*John Hanks*  
DATE: 1-20-15

OPENED BY: FINANCE DEPARTMENT  
DATE: \_\_\_\_\_

COPIES TAKEN BY:  
DATE: \_\_\_\_\_

### REQUEST FOR PROPOSALS

The City of Las Vegas, New Mexico will open Sealed Proposals at 2:00 pm. January 20 2015, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

SPECIAL EVENT – LODGERS TAX, ADVERTISING AND/OR PROMOTING SPECIAL EVENT (S)  
IN THE LAS VEGAS AREA

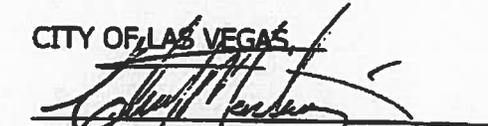
Proposal Forms and Specifications may be obtained from the following location:

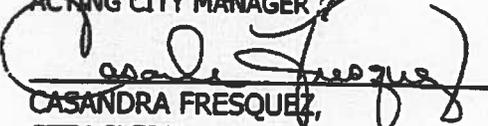
City of Las Vegas  
1700 North Grand Avenue,  
Las Vegas, New Mexico 87701.

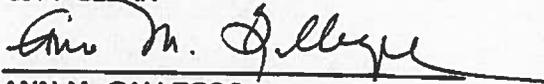
Mailed proposal should be addressed to the City Clerk, 1700 N. Grand Avenue, Las Vegas, New Mexico 87701; with the envelope marked: "Special Events-Lodgers Tax" Opening No. 2015-19; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their 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, proposal thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

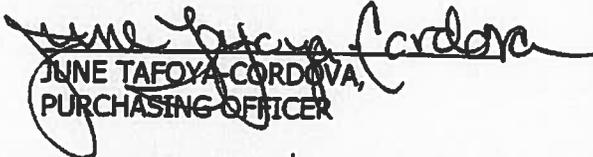
The City of Las Vegas reserves the right to reject any/or all projects submitted.

CITY OF LAS VEGAS

  
ELMER J. MARTINEZ,  
ACTING CITY MANAGER

  
CASANDRA FRESQUEZ,  
CITY CLERK

  
ANN M. GALLEGOS,  
FINANCE DIRECTOR

  
JUNE TAFOYA-CORDOVA,  
PURCHASING OFFICER

Opening No. 2015-19

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## STANDARD PROPOSAL CLAUSES

### AWARDED PROPOSAL

Awarding of Proposal shall be made to the responsible Offeror whose Proposal best meets the specifications. The City of Las Vegas (City) reserves the right to reject any or all Proposals submitted.

The City of Las Vegas 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: January 20, 2015; 2:00 p.m.; at which time all proposals received will be opened. The opening will occur at the City Offices. Awarding of proposal is projected for: February, 2015. The successful offeror will be notified by mail.

### ENVELOPES

Sealed Proposal envelopes shall be clearly marked on the lower left-hand corner, identified by the Proposal name and opening number. 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. In addition, 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. (Section 30-24-2 N.M.S.A. 1978), 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 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 their Proposal and Affidavit, the offeror certifies that he/she has not, either directly or in directly 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 Department involved in this proposal request at least five (5) days prior to the scheduled proposal opening date; with a copy forwarded to the Finance Department. Any interpretations, correction, 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 schedule 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 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 you are 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) 8270700 for registering 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 Department's specific amount 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 department involved in the proposal request 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.

### NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder Must pay Gross Receipts Tax in the City of Las Vegas. Successful bidder will be required to obtain a business license from the City of Las Vegas prior to commencing any project within the City limits.

*In the past, the City of Las Vegas has considered and funded special events as applications were submitted during the fiscal year to the Lodger's Tax Advisory Board. This practice will no longer occur.*

## 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 fill 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)

**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)

## **Request for Proposals Special Events-Lodgers Tax**

The City of Las Vegas, New Mexico will open Sealed Proposals at 2:00 pm. January 20, 2015, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; **ON THE FOLLOWING:**

*Please note: in the past the City of Las Vegas has considered and funded special events as applications are submitted during the fiscal year to the Lodger's Tax Advisory Board. This will no longer occur.*

The City of Las Vegas is requesting sealed proposals for **advertising and/or promoting special event (s) in the Las Vegas area** for fiscal year 2014/2015. (July 1, 2014 – June 30, 2015) The Lodger's Tax Board will review the proposals and determine funding applicability and amounts. All contracts shall be presented to the Governing Body for approval. Events occurring in July, August or September of 2015 are applicable; however, all advertising and or promotions must be completed, with invoices and required backup turned in, prior to June 15, 2015. Special events may include a single event or a series of events, to which the public is invited to watch, listen or participate. Proposal specifications may be obtained from the City Clerk's office at 1700 N Grant Avenue, Las Vegas, New Mexico 87701. The sealed envelope will be marked "Special Event-Lodgers Tax" Opening No. 2015-19 on the lower left hand corner.

*Offeror is to provide six (6) copies of the proposal to the City, including one (1) original.*

A pre-proposal conference with prospective Offerors will be held on January 7, 2015 at 2:00 pm at the City Council Chambers, 1700 N Grand Avenue, Las Vegas, NM 87701.

Proposal Forms and Specifications may be obtained from the following location: City of Las Vegas Community Development Department, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

Mailed proposal should be addressed to the City Clerk, 1700 N. Grand Avenue, Las Vegas, New Mexico 87701; with the envelope marked: "Special Events-Lodgers Tax" Opening No.2015-19; 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, proposal 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 projects submitted.

### **TO AVOID YOUR PROPOSAL FROM BEING REJECTED PLEASE NOTE:**

**A CAMPAIGN CONTRIBUTION DISCLOSURE FORM MUST BE FILED BY ANY PROSPECTIVE OFFEROR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE. ALSO, THE OFFEROR INFORMATION MUST BE COMPLETED AND NOTARIZED.**

## **I. Services Requested**

Please note that a qualified Offeror may submit proposal(s) for advertising and/or promotion of Special Event(s) for the 2014/2015 fiscal year (*July 1, 2014 – June 30, 2015*). Events occurring in July, August and September 2015 are applicable; however, all advertising and/or promotions must be completed with invoices and required backup turned in prior to June 15, 2015. Special Events may include a single event or a series of events, to which the public is invited to watch, listen or participate. Special Events that encourage overnight lodging in hotel and motels are considered most favorable. Advertisements and/or promotional materials must include recognition of the City of Las Vegas Lodgers Tax. Offeror is to provide an estimated cost to implement the special event and indicate other financial resources, either cash or in-kind and co-sponsors/contributors. Offeror must specify an amount being requested. The final contract price is subject to negotiation. Offeror must include a method or approach to measure the economic impact of the special event.

Offeror's proposal for each event is to include the following:

1. A project narrative describing the event and including estimated number of participants;
2. A description of the target market(s) the special event will reach;
3. The advertising strategies and materials that will be used to attract visitors/participants from out of the local area, and encourage them to stay overnight or longer;
4. Methods the Offeror will use to measure the overall success and economic impact of the event;
5. A description of or estimate of the economic impact on the City of Las Vegas, by means of generating revenue for restaurants, hotels, grocery stores, gas stations, etc.;
6. A budget showing the overall cost of the event, cash and in-kind match provided by the Offeror and co-sponsors or other contributors, and the amount requested from Lodgers Tax. (Cash and in-kind match must be shown separately.);
7. A statement assuring the Offeror is financially capable of carrying out the event(s);
8. Offeror must submit a written report and present end results to the city as required under a negotiated contract. All invoices and required backup must be submitted no later than fourteen (14) days following the events(s). Required backup will be clearly specified in the negotiated contract.

## **II. Length of Proposed Contract**

The contract will be an annual contract. However, if it is determined to be advantageous to the City, it may be a multi-term contract for a period not to exceed four years, renewable annually.

### **III. Criteria for Acceptance of Proposals**

The City of Las Vegas reserves the right to make multiple awards on Professional Services proposals. All contracts shall be presented to the Governing Body for approval. All proposals shall be reviewed for compliance with requirements, as set forth within the Request for Proposals. Proposals will be reviewed and accepted by the Lodgers Tax Advisory Board and the city. The following criteria will be considered in awarding the proposal. Please note that a percentage is awarded for each category:

- 1. Experience of the Offeror - 10%**  
Experience of the Offeror in the area of administration and management of the proposed or other special events.
- 2. Impact of the event on the lodging and tourism related industry - 30%**
- 3. Technical Implementation - 30%**  
The implementation strategies to be used by the Offeror to achieve a successful event and the advertising strategies and materials that will be used to attract visitors/participants from out of the local area, and encourage them to stay overnight or longer. The methods or approaches that will be used to evaluate and report the impact of the event. Note: During the term of the contract, the Offeror will be required to provide descriptive and financial reports to the City of Las Vegas Lodgers Tax Advisory Board.
- 4. Personnel – 10%**  
Identify key members of Offeror's team including brief resumes of expertise and related job experience and their capability to promote and implement the event.
- 5. Cash Match and In-kind Services provided by the Offeror/co-sponsors or contributors - 20%**

IV. Contractual Terms Required

**AGREEMENT FOR SPECIAL EVENT FUNDING**

THIS AGREEMENT is made and entered into and effective this \_\_\_\_ day of \_\_\_\_\_, 2015 by and between the City of Las Vegas, hereinafter referred to as "City" and \_\_\_\_\_ ("Organization") for \_\_\_\_\_ ("Event") hereinafter referred to as "Contractor." The contractor has received notice of funding allocation award from the City of Las Vegas Lodgers Tax to assist in the advertising and promotion for the above referenced event.

IN CONSIDERATION of the mutual promise and covenants contained herein the City and Contractor agree as follows:

1. **PURPOSE** The purpose of this agreement is to assist the Contractor in advertisement and promotion of tourist-related events and attractions, specifically for the event known as the \_\_\_\_\_.
2. **SCOPE OF WORK** Contractor agrees to provide all advertising and promotion for the \_\_\_\_\_ as offered in Contractor's proposal (see Exhibit A).

Contractor has been approved an allocation of \$ 000.00 by the Lodgers Tax Board at its \_\_\_\_\_ Meeting and by the City of Las Vegas at its \_\_\_\_\_ meeting. As a condition of funding, the Contractor must meet the following conditions:

- a. Advertising and promotional materials should be professional and be aimed at attracting outside visitors;
- b. Contractor must include the City logo and the words "City of Las Vegas Lodgers Tax" on all advertising and promotional materials;
- c. All invoices must be submitted within fourteen (14) days following the event;
- d. Contractor must make a presentation on outcome of event to the Lodgers Tax Advisory Board;
- e. If applicable, Contractor agrees to maintain liability insurance in the amounts provided for in the Special Events Permit and name the City as additional insured;

- f. The Contractor agrees that he/she is an independent contractor and not an agent of the City of Las Vegas;
  - g. Contractor agrees, upon demand of the City, to open books for said event for an audit by the City.
3. **PAYMENT** The total amount the City will pay to the Contractor under this Agreement shall be an amount approved by the City. Payment shall be made to the Contractor by the City within 30 days from receipt of appropriate documentation from the Contractor (invoices to the Contractor, tear-sheets, examples or copies of advertisements, etc.) Payments will only be made upon submission by Contractor of invoices requiring payment, required backup, and upon approval by the City.
4. **PROJECT REPORT** Contractor agrees that upon completion of event, a written Project Report will be submitted with final invoicing. If the Contractor does not submit a Project Report with final invoicing, payment will not be made. Sources of information may include qualitative and quantitative event information related to participants, lodging, restaurants, and retail or event surveys.
5. **FUNDS ACCOUNTABILITY** Contractor agrees to maintain books, records, documents receipts and other evidence pertaining to the costs and expenses relating to the event to the extent and in such detail as to properly affect all costs, direct and indirect, of labor, materials, equipment, supplies, and services and other costs and expenses as may be required by the City.
6. **ENTIRE AGREEMENT** This Agreement constitutes the entire agreement between the parties and no other agreement or understandings or representations shall be made that are not contained in this Agreement.
7. **DISCLOSURE TO CITY** At such times and in such form as the City Council may require, there shall be furnished to the City as such statements, records, reports, dates and information as the City may request during normal business hours and as often as the City may deem necessary. There shall be made available to the City for examination all records maintained by the Contractor with respect to all matters covered by this agreement, and the Contractor will permit the City to audit, examine and make excerpts of transcripts from such records, and make audits of all data relating to all matters covered by this agreement subject to the limitations set out above.
8. **NO FINANCIAL INTEREST** No Contractor or employee of the City or of the Contractor who exercises any function or responsibility in connection with the planning and carrying out of any of the provisions of this agreement shall have any direct personal financial interest in this agreement, and the Contractor shall take appropriate steps to assure compliance.

9. **PREJUDICE** No person, on account of race, color, religion or national origin shall be excluded from participating in, denied the benefits of, or activity made possible by or resulting from this agreement.
10. **POLITICAL ACTIVITY** None of the funds, materials, property or services rendered directly or indirectly under this agreement shall be used in the performance of this agreement for any political activity or to further the election or defeat of any candidate for State, Federal or local office.
11. **ASSIGNMENT** The Contractor shall not assign any interest in this agreement, excluding payments for services by the Contractor, as provided for above and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City hereto. Provided, however, that claims for money due or to become due to the Contractor from the City under this agreement may be assigned to a bank, trust company, or other financial institution without such approval.
12. **SUBJECT TO LAWS** The Contractor shall comply at its own cost with all applicable laws, ordinances, and codes of the federal, state and local government.
13. **NO FURTHER LIABILITY** The City shall not be obligated or liable under this agreement to any party other than the Contractor for payment of any monies or for provision of any goods or services unless such liabilities are specifically agreed to in this Agreement.
14. **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.
15. **TERMINATION** If the City shall so decide, with or without cause, to terminate this agreement at any time, it may do so. In such event, the City shall thereupon have the right to terminate this agreement upon thirty (30) days written notice of termination given to the Contractor. In such event, all finished or unfinished documents, data, studies, photographs, reports, and the rights to any property prepared or procured by the Contractor under this agreement shall, at the option of the City, become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed through the termination date. Similarly, the Contractor may, with or without cause, terminate this agreement with thirty (30) days written notice and the City shall reimburse the Contractor for any and all expenses incurred that have not been reimbursed prior to the time of notification provided those expenses are otherwise proper hereunder.

16. **ENTIRE AGREEMENT** This agreement constitutes the entire agreement between the parties hereto; any prior agreement, whether written or oral, or assertion or statement, or 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 with written approval by both parties.
17. **AMENDMENT** This contract will not be altered, changed or amended except by a written document signed by the parties to this contract.
18. **AUTHORITY TO BIND THE CITY** The Contractor shall not have authority to enter into any contract binding upon the City or to create any obligation on the part of the City except such as shall be specifically authorized by the City Council or by the City Manager acting upon authority granted by the City Council.
19. **NOTICES** Any notices required to be given under this agreement shall be deemed sufficient if given in writing, by mail, to the principal office of the City or to the principal office of the Contractor.

**CONTRACTOR:**

\_\_\_\_\_

**CITY OF LAS VEGAS:**

\_\_\_\_\_

Elmer J. Martinez  
Acting City Manager

ATTEST:

\_\_\_\_\_

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO  
LEGAL SUFFICIENCY ONLY:

\_\_\_\_\_

Dave Romero Jr., City Attorney

## EVALUATION SHEET

**OFFERORS:**  
Proposal must address each of the following criteria.

EVALUATOR: \_\_\_\_\_

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

<b>RATING SHEET FOR:</b>		
<b>Offeror:</b>		
<b>ITEM</b>	<b>POSSIBLE POINTS</b>	<b>POINTS AWARDED</b>
<b>RFP – LODGERS TAX SPECIAL EVENTS</b>		
1. Experience of the Offeror	<u>10</u>	
2. Impact of the Event on the Lodging and Tourism Related Industry	<u>30</u>	
3. Technical Implementation	<u>30</u>	
4. Personnel	<u>10</u>	
5. Cash Match and In-Kind Services	<u>20</u>	
<b>SUBTOTAL LODGERS TAX SPECIAL EVENTS</b>	<b><u>100</u></b>	