



CITY OF LAS VEGAS

1700 N. GRAND AVE. • LAS VEGAS , NEW MEXICO 87701-4731 • 505-454-1401 • FAX 505-425-7335

ALFONSO E. ORTIZ, JR.

Mayor

**CITY OF LAS VEGAS
REGULAR CITY COUNCIL AGENDA
December 16, 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. APPROVAL OF MINUTES (November 12th Special, November 12th Work Session and November 18th, 2015)
- VII. MAYOR'S APPOINTMENTS/REPORTS
- VIII. MAYOR'S RECOGNITIONS/PROCLAMATIONS
- IX. PUBLIC INPUT
(not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting)
- X. CITY MANAGER'S REPORT
- XI. FINANCE REPORT
- XII. CONSENT AGENDA
(Items may be moved to New Business at the request of any Councilor with approval of the Governing Body)

1. Approval of ratification authorizing out of state travel to Colorado Springs, CO.

Juan Montano, Police Chief The Las Vegas Police Department is requesting approval of out of state travel for three LVPD personnel to pick up equipment from the DLA Disposition Services at Colorado Springs, Colorado. This service deals with the issuing of decommissioned military property to law enforcement agencies. This equipment will be utilized for the Las Vegas Police Department, Emergency Response Team.

2. Approval of Resolution #15-58 Establishing fees for credit card payments.

Ann Marie Gallegos, Finance Director The City of Las Vegas is in need of establishing fees for credit card payments that are received by the City of Las Vegas.

3. Approval of request for the City of Las Vegas to participate in FEMA's Community Rating System (CRS) program.

Lindsey Valdez, Community Development Director This past August, City Building Inspector, Benjamin Maynes, attended CRS training in Maryland following Las Vegas' invitation to participate in FEMA's Community Rating System program. The objective of the Community Rating System is to reward communities that are doing more than the minimum National Flood Insurance Program requirements.

XIII. BUSINESS ITEMS

1. Approval/Disapproval to award contract for graphic design and promotional services to Cisneros Design, Inc. Contract shall not exceed \$250,000.00 for the period of the agreement.

Lindsey Valdez, Community Development Director The City of Las Vegas Community Development Department issued RFP #2016-12 on August 20, 2015, requesting graphic design and promotional services; eight proposals were received and were ranked. On November 18, 2015 Mayor and Council awarded RFP 2016-12 to Cisneros Design, Inc.

2. Approval/Disapproval of City Attorney's Professional Service Contract.

Mayor Alfonso E. Ortiz, Jr. City Attorney, Dave Romero's Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.04 C. The

Mayor shall appoint the city attorney, subject to Council approval. D. The Governing Body shall enter into a contract with the city attorney which shall establish, among other matters, compensation, benefits, duties and responsibilities.

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

Mayor Alfonso E. Ortiz Jr. City Clerk, Casandra Fresquez' Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.05 C. The Mayor shall appoint the City Clerk, subject to Council approval. The Governing Body shall enter into a contract with the city clerk which shall establish, among other matters, compensation, benefits, duties and responsibilities.

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

Mayor Alfonso E. Ortiz Jr. Chief of Police, Juan Montano's Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.06 B. The Mayor shall appoint the Chief of Police, subject to Council approval. The Governing Body shall enter into a contract with the chief of police which shall establish, among other matters, compensation, benefits, duties and responsibilities.

5. Approval/Disapproval of City Manager's Professional Service Contract.

Mayor Alfonso E. Ortiz Jr. City Manager, Elmer J. Martinez' Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.01 A. The city manager shall be appointed by the Mayor, subject to Council approval. The Governing Body shall enter into a contract with the city manager which shall establish, among other matters, compensation, benefits, duties and responsibilities.

XIV. COUNCILORS' REPORTS

XV. EXECUTIVE SESSION

THE COUNCIL MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER § (H) OF THE OPEN MEETINGS ACT.

- A. Personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- B. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1 (H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- C. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1 (H) (8) of the Open Meetings Act, NMSA 1978.**

XVI. ADJOURN

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

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

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

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL SPECIAL MEETING HELD ON
WEDNESDAY, NOVEMBER 12, 2015 AT 4:30 P.M. IN THE CITY COUNCIL
CHAMBERS**

MAYOR: Alfonso E. Ortiz, Jr.

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

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 4:30 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Mayor Ortiz, Jr. asked for a moment of silence and reminded everyone of the activities that took place on Veteran's Day in honor of our Veterans and their families and to be appreciative of the sacrifices they make in order for our freedom.

APPROVAL OF AGENDA

Councilor Howell made a motion to approve the agenda as is. Councilor Gurule-Giroñ and 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	Absent

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

PUBLIC INPUT

None at this time.

BUSINESS ITEMS

1. Conduct a Public Hearing and Approval/Disapproval to Adopt Ordinance 15-10 petition to annex property north of the city limits contiguous to the City of Las Vegas.

Councilor Howell made a motion to go into Public Hearing. Councilor Gurule-Giroñ seconded the motion.

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

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

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

City Attorney Dave Romero asked all who wished to speak on the issue, to stand and be sworn in. Benito Lujan, Lindsey Valdez, Elmer Martinez and Lydia Ortiz were sworn in.

Planning and Zoning Supervisor Benito Lujan gave a detailed outline of the Annexation process and advised that annexation petitions were submitted by ten (10) property owners to incorporate approximately 479.8 acres north of the City limits, between Airport Road and I-25.

Planning and Zoning Supervisor Lujan added that the intent of the annexation at this time appeared to be for the purpose of acquiring city services, with likely future residential and commercial development.

Planning and Zoning Supervisor Lujan informed that the application submitted was in conformity with the annexation procedures, in accordance with the petition method and added that the application was in compliance with the City of Las Vegas Comprehensive Master Plan.

Planning and Zoning Supervisor Lujan advised that there was normally an application fee associated with processing the application and added that City staff was requesting that the Governing Body waive those fees, for the reasons being:

- Costs were already reduced when applications were submitted by property owners in the area ten (10) years ago, thus a portion of the preliminary work had already been completed.
- The City initiated the annexation, utilizing the petition method verses going before Boundary Commission to address time sensitive development issues and to reduce the cost to the City and to the inhabitants of the area.
- Provisions of other city services will not immediately occur because of the residents incurring the costs of the infrastructure such as bridges, streets and main line extensions.

Councilor Gurule-Giron had a question concerning the proposed cost to the homeowner regarding the annexation.

Planning and Zoning Supervisor Lujan advised that the cost for one acre was \$120.00.

Discussion took place on the cost amounts and the amount of acres among several homeowners.

Councilor Gurule-Giroń asked for the justification to waive the application fees regarding the annexation.

City Attorney Romero advised that this annexation was different from others because of the fact that the City had encouraged the annexation as part as the master plan regarding the Airport area.

City Attorney Romero informed that there was already development in the area and advised that a proposed annexation had already been done by Mr. Cunico years prior but failed and advised that work already completed would cover a lot of the expense that would take place before getting started on the annexation.

City Attorney Romero added that this was a simpler approach taken instead of going before the Boundary Commission, which would be more costly and advised that the residents would have to take on the tremendous costs for any infrastructure that might be needed; regardless of being in the City limits and stated that the City of Las Vegas would not be responsible for those costs.

City Attorney Romero advised that those were some of the reasons for waiving the fees and informed that he had approved the waiver for the costs to the individuals.

Councilor Gurule-Giroń had concerns in relation to costs for annexation regarding several property owners, issues of special assessment fees within the area and also had a concern with the City taking on expenses, once the annexation took place.

City Manager Martinez clarified that the application filing fee was put in to the ordinance and explained that the purpose of the fee was to defray the costs of processing the petition and that it wasn't recognized as an impact fee.

City Manager Martinez informed that a great amount of work had already been completed and stated that City Council had previously rejected the petition.

City Manager Martinez advised that regarding annexation of the territory, the ordinance stated that any costs associated with development had to be made part of the development.

Discussion took place of the process of impact fees, water rights and the annexation process.

Councilor Howell asked if the property owners were advised of the annexation that would take place.

Planning and Zoning Supervisor Lujan advised that a Public Hearing was held and also that notices were sent to residents within 100 foot radius of Zeamway and Airport Road properties, and added that there were no oppositions.

Councilor Howell questioned what services were available to the residents in the annexation area.

Planning and Zoning Supervisor Lujan advised that water was already available however they were working on providing solid waste services, with offsite containment due to issues of the bridge and Zeamway Road being too narrow for the trash trucks to access.

Community Development Director Lindsey Valdez explained that an engineering study would need to be completed on the bridge prior to the City being able to provide services in the area and advised they are working with residents on trying to provide trash pickup services along the road that wouldn't involve going on to Zeamway Road.

Councilor Howell asked if there was an MOU agreement provided for the residents, in order to be informed of what would occur after the annexation.

Planning and Zoning Supervisor Lujan informed that the information regarding the provisions of City Utility services was included in the Finding of Facts completed by the Planning and Zoning Commission and added that the residents were well informed, with no objections.

Councilor Herrera made a motion to close Public Hearing and to accept the record proper. Councilor Gurule-Giroń and Councilor Howell seconded the motion.

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

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

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

Councilor Gurule-Giroń made a motion to reconvene into Regular Session. 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-Giroń	Yes
Joey Herrera	Yes	David L. Romero	Absent

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

Councilor Gurule-Giroń asked how many Public Hearings had been held regarding the areas of Zeamway and Airport Roads.

Planning and Zoning Supervisor Lujan informed that there had been two Public Hearings and two Public Information Meetings regarding the areas in question.

Councilor Herrera made a motion to approve to adopt Ordinance 15-10 petitions to annex property north of the city limits contiguous to the City of Las Vegas. Councilor Howell seconded the motion.

Ordinance #15-10 was presented as follows:

**CITY OF LAS VEGAS, CITY COUNCIL
ORDINANCE NO. 15-10**

AN ORDINANCE OF THE CITY OF LAS VEGAS, NEW MEXICO APPROVING THE PETITIONS FOR ANNEXATION OF CONTIGUOUS TERRITORY TO THE CITY OF LAS VEGAS AS SUBMITTED BY: WILMA CUNICO, SANGRE DE CRISTO GRAVEL PRODUCTS LLC, ANTHONY MARTINEZ, ALEX ULIBARRI & DWAYNE ULIBARRI, HERMAN ULIBARRI, PAUL & MELISSA MAEZ, LYDIA & ROBERTO ORTIZ, KENNY & MARSHA ZAMORA

WHEREAS, a petition has been duly filed and survey(s) presented to the City of Las Vegas, New Mexico, seeking the annexation of territory contiguous to the said municipality which petition is signed by the owners of the majority of number of acres in the contiguous territory and to which petition is attached a map showing the external boundaries of the territory proposed to be annexed and the relationship of the territory proposed to be annexed to the existing boundary of the City of Las Vegas, and;

WHEREAS, the City of Las Vegas initiated the development of a Comprehensive Master Plan for the general purpose of guiding and accomplish a coordinated, adjusted and harmonious development of the municipality which, in accordance with existing and future needs, best promote health, safety, morals, order, convenience, prosperity and the general welfare, as well as the efficiency and economy in the process of development; and

WHEREAS, the area herein described is identified as being within Phase 6, of the City of Las Vegas Comprehensive Master Plan; and

WHEREAS, the goal of Section IV-29 of the City of Las Vegas Comprehensive Master Plan is to annex areas that are now being serviced by City water in phases over a twenty (20) year period, current unimproved infrastructure should be funded through special grants and/ or special Assessment Districts; and

WHEREAS, the City of Las Vegas Comprehensive Master Plan calls for annexation as a tool to manage land in the ETZ, and for the development of unique guidelines to direct growth; and

WHEREAS, the City of Las Vegas cannot ensure the availability of Public Services, including but not restricted to, gas and sewer within the territory described herein; and

WHEREAS, until the City has the opportunity to analyze zoning in the annexed territory, the City will not consider any developments or petitions for zone changes for a period of twenty-four (24) months; and

WHEREAS, the Governing Body of the City of Las Vegas has determined that it is in the best interest of the City to approve the annexation; and

WHEREAS, said petition having been considered and found to be in proper form.

NOW, THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LAS VEGAS, NEW MEXICO, as follows:

1. That consent is hereby given to the annexation of the following contiguous territory to the City of Las Vegas, New Mexico;
A tract of land located within the Las Vegas Land Grant North of the City of Las Vegas, San Miguel County, New Mexico, and being within projected Sections 1, 12, 13, Township 16 North, Range 16 East, Section 6 Township 16 North, Range 17 East, Sections 36, Township 17 North, Range 17 East NMPM. Said tract being more particularly described as follows, and further described by survey drawing number 015-149 as prepared by Winston & Associates, LLC.

2. Attached is a plat identified as survey drawing number 015-149 as prepared by Winston and Associates, LLC. showing the external boundaries of the territory proposed to be annexed and the relationship to the territory proposed to be annexed to the existing boundaries of the City of Las Vegas.
3. As a condition of annexation, it is understood and accepted by the applicants that the City of Las Vegas cannot ensure the availability of public services including, but not restricted to, gas and sewer within the territory described herein.
4. That any infrastructure improvements, including but not limited to water, sewer and gas should be funded through special grants, and/or special assessment districts, and/or private initiatives.
5. Until the City has had the opportunity to analyze zoning in the annexed territory, the City will not consider any developments or petitions for zone changes for a period of twenty four (24) months.
6. That Zeamway Bridge and Road remain private until such time that it is brought to current City standards.
7. That a copy of the ORDINANCE together with a copy of the plat showing the property being annexed shall be filed with the office of the County Clerk of San Miguel, New Mexico, and that from and after such filing of above described shall constitute a portion of the municipality.

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:

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

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

Mayor Ortiz, Jr. stated that he thought the annexation would be good for the community and thanked Planning and Zoning Supervisor Lujan and Community Development Director Valdez for their hard work and preparation regarding the annexation of Zeamway and Airport Roads.

2. Approval/Disapproval of Engineering and Design Contract with WH Pacific.

Finance Director Ann Marie Gallegos advised that the City of Las Vegas was awarded a loan from the New Mexico Finance Authority for the purpose of financing the renovation, rehabilitation and repair of the Abe Montoya Recreation Center.

Public Works Director Martin Gonzales advised that out of five companies, WH Pacific was the top ranked and rated company that was awarded the bid regarding the Abe Montoya Recreation Renovation Project.

Public Works Director Gonzales advised that Finance Director Gallegos was in contact with NMFA in reference to move forward with the planning and design portion of the Recreation Center Renovation, in order to be prepared when the funding is available and able to go into the bid process more rapidly.

Public Works Director Gonzales added that WH Pacific had submitted a contract in the sum of \$179,800.00 for planning/design and for reassessment of the Recreation Center, which had already been completed.

Councilor Gurule-Giroń asked if Public Information Meetings had already been held.

Public Works Director Gonzales stated that Public Information Meetings would not be considered until they were at the construction phase of the project.

Councilor Gurule-Giroń had questions regarding the cost amounts of both Phase I- Priority A and Phase II- Priority B of the Recreation Center, timelines of completion of design and when bids would be put out for the project.

Public Works Director Gonzales informed that Phase I- (Priority A), would cost 2.2 million dollars and Phase II-(Priority B), would cost 1.2 million dollars and advised that bid packets should be completed by December 2015, with the outcome of completing Phase- I within one year.

Councilor Howell asked if the Recreation Department was still in partnership with Highlands University regarding the swimming pool.

Finance Director Gallegos advised that the Recreation Center is still in collaboration with Highlands University regarding the use of their swimming pool.

Councilor Gurule-Giroń made a motion to approve of Engineering and Design Contract with WH Pacific. Councilor Howell and Councilor Herrera 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	Absent

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

EXECUTIVE SESSION

City Manager Martinez advised there was no need for Executive Session at this time.

ADJOURN

Councilor Herrera made a motion to adjourn. Councilor Howell seconded the motion.

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

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

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

Mayor Alfonso E. Ortiz, Jr.

ATTEST:

Casandra Fresquez, City Clerk

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL WORK SESSION
HELD ON WEDNESDAY NOVEMBER 12, 2015 AT 5:30 P.M. IN THE CITY
COUNCIL CHAMBERS**

MAYOR: Alfonso E. Ortiz, Jr.

COUNCILORS: Tonita Gurule-Giroñ
Vince Howell
Joey Herrera
David L. Romero - Absent

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 Ortiz Jr. asked for a moment of silence to acknowledge our veterans and how blessed we are with our freedoms.

APPROVAL OF AGENDA

City Manager Martinez recommended removing Item 6 from the agenda pertaining to Bid 3 2016-18 for Water Control Facilities FEMA Rehabilitation Project, there were concerns regarding procurement and it needed to be reviewed further.

Councilor Gurule-Giroñ made a motion to approve the agenda with the removal of Item #6. Councilor Herrera seconded the motion.

Mayor Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Vince Howell
Joey Herrera

Yes
Yes

Tonita Gurule-Giron
David L. Romero

Yes
Absent

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

MAYOR'S APPOINTMENTS/REPORTS

None at this time.

MAYOR'S RECOGNITION/PROCLAMATION

City Clerk Fresquez read Proclamations for DWI Awareness Week and Diabetes Month.

PUBLIC INPUT

Manny Martinez spoke to the governing body regarding the Hispano Chamber of Commerce and opening the old train caboose to be the visitor's center again. Mr. Martinez spoke about possible sponsors of the Hispano Chamber and the goals and objectives.

CITY MANAGER'S INFORMATIONAL REPORT

City Manager Martinez advised he would like to have a retreat in the coming weeks to give the governing body a snap shot of all the accomplishments and projects of the departments.

Utilities Director Garcia advised he was notified by Zia Natural Gas Company of the newest gas rates and customers will begin seeing approximately \$50 decrease in their gas bill.

Questions were asked about the average customer bill.

Mayor Ortiz Jr. advised before moving on with the agenda, that he is not running for re-election.

DISCUSSION ITEMS

1. Out of State Travel for Ben Maynes, Building Inspector/Floodplain Manager, for the Certified Building Official Technology Module Part 2 course in Englewood, Colorado.

Community Development Director Lindsey Valdez advised the Certified Building Official Technology Module Part 2 course is the final requirement to complete the

Building Official certification required by the State of New Mexico. The training is scheduled for December 7-11th.

Building Inspector Maynes gave the governing body an overview of the expectations of the training.

Questions were asked regarding reporting standards.

The governing body agreed to place the item as a consent agenda item.

2. Request to award Request for Proposals (RFP) #2016-12 for graphic design and promotional services to Cisneros Design, Inc.

City Manager Martinez wanted to disclose to the governing body that while reviewing applications for RFP #2016-12 an employee of Cisneros Design, Inc is related to an employee of Community Development and that employee didn't participate in the review of selection of the received RFP's.

Event Planner/Film Liaison Velarde advised the City of Las Vegas has completed Phase I of Las Vegas' branding/marketing process, having worked with North Star Destination Strategies to complete a comprehensive marketing study and branding package that resulted in the tagline "New Adventures Down Old Trails." Phase II of this process involves bringing the new brand to life utilizing the services of a professional graphic design firm. Event Planner/Film Liaison Velarde presented a marketing video and displayed various visitors' guides.

Questions were asked regarding cost.

City Manager Martinez advised once items were identified as deliverables and cost of service, those would be negotiated in the contract.

The governing body agreed to place the item as a consent agenda item.

3. Resolution #15-55 requesting application to the New Mexico Historic Preservation Division for a Certified Local Government Grant for the amount of the \$10,000 to address immediate concerns at the Old City Hall/Former PD building, located at the corner of 6th and University.

Community Development Director Valdez advised the governing body that Las Vegas was designated a Certified Local Government in 1986, which made state and federal preservation funds available on an annual bases, the New Mexico Historic Preservation has issued a Notice of Grant Availability to Certified Local Governments with \$35,000 in competitive grant funds available.

The governing body agreed to place the item as a consent agenda item.

4. Resolution #15-54 authorizing submission of an application for funding assistance to the United States Environment Protection Agency Brownfield Program.

Project Manager Gilvarry introduced the Water Systems Intern Lorraine Garcia who has been working on the application and advised the governing body the City is seeking funding assistance to begin the identification, assessment and clean-up planning of the "Brownfields" that are part of or adjacent to Gallinas River Park, the potential funding amount is \$600,000.00.

Questions were asked if there is a match amount that needs to be provided.

Ms. Garcia advised there is no match of the City and the application is for the \$600,000 but the City may not receive the full amount.

The governing body agreed to place the item as a consent agenda.

5. Award request for bids #2016-18 for Miox Salt (table grade salt) for the Water Treatment Plant to DPC Industries.

Project Manager Gilvarry advised this item is actually a rebid, the first bids received were higher than what the department is paying now, DPC Industries whom the City awarded the bid to last year did not receive the bid information and was unable to bid at this time but upon rebidding, DPC Industries submitted their bid and the department is requesting approval to award the bid.

The governing body agreed to place the item as a consent agenda item.

City Manager Martinez advised he had two items for Executive Session for personnel matters and update on the mandated mediation by the State Engineers with Storrie Lake.

Councilor Howell made a motion for Executive Session. Councilor Gurule-Giroñ seconded the motion.

Mayor Ortiz Jr. asked for roll call. Roll call was taken and reflected the following.

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

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

EXECUTIVE SESSION

Councilor Herrera made a motion to reconvene into regular session no action was taken. Councilor Gurule-Giroñ seconded the motion.

Mayor Ortiz Jr. asked for roll call. Roll call was taken and reflected the following.

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

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

Councilor Herrera made a motion to adjourn. Councilor Howell seconded the motion.

Mayor Ortiz Jr. asked for roll call. Roll call was taken and reflected the following.

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

ADJOURN

Mayor Alfonso E. Ortiz, Jr.

ATTEST:

Casandra Fresquez, City Clerk

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

MAYOR: Alfonso E. Ortiz, Jr.

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

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

CALL TO ORDER

Mayor Ortiz, Jr. called the meeting to order at 6:00 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Mayor Ortiz, Jr. asked for a moment of silence to reflect on several encouraging thoughts of having an attitude of gratitude, of being people of integrity, to always speak the truth, to stand for justice and always try to encourage others.

APPROVAL OF AGENDA

Councilor Gurule-Giroñ made a motion to approve the agenda as is. 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
Tonita Gurule-Giroñ	Yes	Vincent Howell	Absent

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

APPROVAL OF MINUTES

Councilor Herrera made a motion to approve the minutes for October 8th, October 21st and October 27, 2015. Councilor Gurule-Giroñ 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
Joey Herrera	Yes	Vincent Howell	Absent

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

MAYOR'S APPOINTMENTS/REPORTS

Mayor Ortiz, Jr. reported that he would be meeting with New Mexico State Engineer Blain and Department of Finance Administration Secretary Clifford, to request an extension regarding the 4 million dollars awarded to the City of Las Vegas from the Water Trust Board, due to the December 1st deadline quickly approaching.

Mayor Ortiz, Jr. stated that he was confident in receiving the extension and added that Utilities Director Garcia would give a brief overview of the usage of the 10 million dollars awarded to the City of Las Vegas, two years ago.

Utilities Director Ken Garcia informed that mediation was taking place with Storrie Lake Water Users Association, with a positive outlook and mentioned there was an agreement in principal and being prepared to present to Storrie Lake attorneys by end of the week.

Utilities Director Garcia advised that several terms of the agreement included buying 2300 acre feet of storage in perpetuity, at Storrie Lake for 12 million dollars and explained that the main addition to the agreement was to also purchase 1200 acre feet of wet water, at the cost of \$300.00 dollars per acre foot for a total of \$360,000.00, prior to approval from Governing Body.

Councilor Gurule-Giroñ had concerns regarding Utilities Director Garcia discussing the terms of the agreement due to the fact of negotiations with Storrie Lake were still on-going.

Utilities Director Garcia advised that it was important to keep the Public and the Governing Body informed of the status of negotiations, and stated that basically negotiations were no longer taking place since a final form of the agreement was already in place, therefore could be discussed.

Mayor Ortiz, Jr. thanked Councilor Gurule-Giroñ for her concern of the legal issue however informed that they have moved forward with negotiations and felt that the public should be informed of status of negotiations and thanked Council for their support in the proposal by means of the many changes that had taken place regarding negotiations.

Mayor Ortiz, Jr. expressed the importance of the additional storage and stated that it would be the best investment the City of Las Vegas could make.

City Manager Martinez requested that Utilities Director Garcia point out how the 14 million dollars would take part in Bradner improvements.

Utilities Director Garcia advised that an additional benefit would be to continue with the storage permit for 2300 acre feet at Bradner, depending on funding. Utilities Director Garcia spoke briefly regarding the benefits of storing effluent water, utilizing the future improvements of water treatment technology and how it would benefit irrigation and other users with available water.

City Manager Martinez stated that the 14 million dollars would allow the City to move forward with Bradner improvements.

Mayor Ortiz, Jr. informed that one of the commitments included in the agreement was that Storrie Lake would not protest the 2300 acre feet storage at Bradner, if the City chose to pursue the 2300 acre feet in the future.

Utilities Director Garcia explained that the City did not have the financial capacity to take out a 20 million dollar loan for Bradner and to finance the agreement with Storrie Lake; therefore the City had to make the decision of where the funding would be used.

Mayor Ortiz, Jr. asked Utilities Director to explain the meaning of "inlet/outlet".

Utilities Director Garcia clarified that the water that was diverted in from the river through the inlet at the bottom of the reservoir, where clay and debris settle, allowing it to decompose and deteriorate the water quality.

Mayor Ortiz, Jr. had a question regarding the quality of water, at the time that the water was emptied from Bradner Dam.

Utilities Director Garcia informed that the water was unusable at the time that Bradner Dam was emptied. Utilities Director Garcia briefly discussed the importance of addressing the repairs with the remaining 14 million dollar funding, which would include reconfiguring ways that allow water to be taken from different levels to avoid taking water from the bottom of the reservoir, avoiding turbidity and poor quality water.

Councilor Gurule-Giroñ asked what the key factors were as regards to what prompted State Engineer to mandate negotiations with the City of Las Vegas.

Utilities Director Garcia advised that with any disagreement, the best option was to find terms that are acceptable to both parties therefore the State Engineer felt it was best to order

mediation, to bring in neutral parties which helped the negotiations, also avoiding attorney's expenses as well.

Councilor Gurule-Giroñ had question on the mediation team regarding the negotiations and if there was legal counsel involved.

Utilities Director Garcia informed that four parties were involved in the mediation, each party was represented, mediation was also included and that legal council was involved in the mediation process.

PUBLIC INPUT

AFCME Local 2851 President, Floyd Lovato made an introduction of the newly elected union board and discussed the hopes of moving forward with collaborating with the City of Las Vegas and briefly discussed the goals of AFSCME Local 2851.

Mayor Ortiz, Jr. expressed how important it was for the City to work jointly with the Union and negotiate fairly regarding union and employee concerns.

Bob Wessely expressed his thoughts regarding the Storrie Lake Water Storage and recommended that the City of Las Vegas look carefully and cautiously at any solution that comes out of the mediation and advised that any proposed solutions may come with tradeoffs and many uncertainties. Mr. Wessely recognized the eagerness of the City of Las Vegas regarding the Storage and Water Enhancement Program moving ahead however made the recommendation to the City, of not being too eager and suggested to subject to any proposed approach to detailed scrutiny.

Mayor Ortiz, Jr. stated that he had great confidence in the negotiation team and was grateful for the support of the Governing Body and informed that many options are being considered when making decisions regarding the Storrie Lake Water Storage mediation.

CITY MANAGER'S REPORT

City Manager Martinez gave a brief update on events taking place regarding the Electric Light Parade and advised that MainStreet took over the duties of the parade this year however that the City is working very closely with them.

City Manager Martinez advised Council of a retreat being planned for the second week of December that would involve presentations from Department Directors to Council, reporting projects and initiatives within their departments.

City Manager Martinez added that the media would be invited to the retreat to allow to present information out to the community pertaining to the status of projects and the opportunity to present it in an open session.

City Manager Martinez wished Mayor and Council, City Employees and the entire community a Happy and Blessed Thanksgiving.

Mayor Ortiz, Jr. gave a brief overview of the Mayor's Community Initiative Fund, and thanked Department Directors and their employees for their contributions which aided in giving out Thanksgiving and Christmas food baskets to the community.

Councilor Gurule-Giroń had a question regarding the previously approved annexation and how the incorporation of the MDF and County areas would be handled.

City Manager Martinez informed that the City of Las Vegas reached out to San Miguel County to be part of the petition but they did not include themselves in the petition. City Manager Martinez informed that the City would go through the Boundary Commission method which is appointed by the State of New Mexico in order to hear the City's application for certain areas that would like to be annexed.

Councilor Gurule-Giroń asked what the time frame was for the application process.

City Manager Martinez explained that the petition would be submitted to the State along with the wait for the appointment of a Boundary Commission and added that a cost would be associated which would be budgeted into next year's financial plan.

FINANCE REPORT

City Manager Martinez advised that Finance Director Ann Marie Gallegos was attending a Local Government Conference and reported that Deputy Finance Director Tana Vega would be presenting the Finance Report.

Deputy Finance Director Vega presented the finance report for the month of October 2015. Deputy Finance Director Vega informed that the revenue for the General Fund was at thirty percent, with property taxes being down due to property taxes coming in December and January and advised that expenditures came in at twenty nine percent.

Deputy Finance Director Vega informed that the Recreation Department revenue was thirty seven percent; expenditures were thirty seven percent and reported that Enterprise Funds revenues came in at twenty six percent, explaining that the gas percentage was low because of low gas usage and expenditures were at twenty eight percent.

Councilor Gurule-Giroń had a question regarding the GRT hold harmless still being included on the budget report.

Deputy Finance Director Vega explained that it was still included on the report, in the case of the State eventually drawing out from our GRT proceeds and advised that the State had not determined when they would start implementing withholding the hold harmless GRT.

Councilor Gurule-Giroń asked several questions pertaining to the Airport expenditures.

Deputy Finance Director Vega explained that reflected in the Airport expenditures are purchases of jet fuel and advised they have not been sold but awaiting the sale which would occur within ninety days.

Councilor Gurule-Giroń had questions about the Salary Contingency on the budget report.

Deputy Finance Director Vega informed that it was budgeted and intended for salary pay outs used for Department Directors.

CONSENT AGENDA

City Manager Martinez took the opportunity to explain to the public, that Business Items on the Consent Agenda were heard by the Governing Body and discussed in great detail during the Work Session and are recommended by Council to be placed on Consent Agenda.

City Clerk Fresquez read the Consent Agenda Business Items into the record which included Business Items 1 through 5.

1. Approval of Out of state travel for Ben Maynes, Building Inspector/Floodplain Manager, for the Certified Building Official Technology Module Part 2 course in Englewood, Colorado.
2. Approval to award Request for Proposals (RFP) #2016-12 for graphic design and promotional services to Cisneros Design, Inc.
3. Approval of Resolution #15-55 requesting application to the New Mexico Historic Preservation Division for a Certified Local Government Grant for the amount of \$10,000 to address immediate concerns at the Old City Hall/Former PD building, located at the corner of 6th and University.

Resolution 15-55 was presented as follows:

**CITY OF LAS VEGAS
Resolution No. 15-55**

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

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

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

WHEREAS, the New Mexico Historic Preservation Division has \$35,000 in additional funds available for Certified Local Government communities and has issued a Notice of Grant Availability to Certified Local Governments; and

WHEREAS, the City of Las Vegas Community Development Department recently completed a Structural Assessment/Feasibility Study of the East Las Vegas City Hall (Old City Hall) building under a Certified Local Government Grant and wishes to apply for additional funds to begin addressing the immediate hazards that were identified; and

WHEREAS, the application deadline is October 30, 2015.

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

PASSED, APPROVED and ADOPTED by the governing body at its meeting of _____, 2015.

Mayor Alfonso E. Ortiz, Jr.

ATTEST:

Casandra Fresquez, City Clerk

4. Approval of Resolution #15-54 authorizing submission of an application for funding assistance to the United States Environment Protection Agency Brownfields Program.

Resolution 15-54 was presented as follows:

**CITY OF LAS VEGAS
RESOLUTION NO. 15-54**

AUTHORIZING AND APPROVING THE SUBMISSION OF AN APPLICATION FOR FUNDING AND PROJECT APPROVAL TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WHEREAS, the City of Las Vegas is a qualified entity under the Code of Federal Regulations Title 40 Part 31 and the Governing Body is authorized to request funds for financing of the Brownfields Assessment for benefit of the Borrower and the public; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) has instituted a program for financing of projects identified as "Brownfields", and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for assessment of identified Brownfields; and

WHEREAS, the Governing Body intends to undertake construction and improvement of the Gallinas River Park for the benefit of the Borrower and its residents; and

WHEREAS the application prescribed by the EPA will be submitted to the EPA for its consideration and review as required as part of the Application.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAS VEGAS:

That the officers and employees of the Governing Body are hereby directed and requested to submit the Application to the EPA for its review and are further authorized to take such other action as may be requested by the EPA in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

All acts and resolutions in conflict with this resolution are hereby rescinded, annulled, and repealed.

This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED and ADOPTED this _____ day of _____, 2015.

Mayor Alfonso E. Ortiz, Jr.

ATTEST: _____

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY

Dave Romero Jr., City Attorney

5. Approval to award request for bids #2016-19 for Miox Salt (table grade salt) for the Water Treatment Plant to DPC Industries.

Councilor Herrera made a motion to approve Consent Agenda as read into record. Councilor Romero 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
David L. Romero	Yes	Vincent Howell	Absent

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

BUSINESS ITEMS

1. Conduct a Public Hearing and Approval/Disapproval to adopt Ordinance #15-11 authorizing the execution and delivery of a loan agreement between the City of Las Vegas and the New Mexico Finance Authority.

Councilor Gurule-Giroń made a motion to move into Public Hearing. Councilor Herrera 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-Giroń	Yes
Joey Herrera	Yes	Vincent Howell	Absent

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

City Attorney Dave Romero asked anyone who wished to speak on the issue, to stand and be sworn in. Elmer Martinez and Tana Vega were sworn in.

Deputy Finance Director Vega advised that the City of Las Vegas was awarded a loan from the New Mexico Finance Authority for the purpose of financing the renovation, rehabilitation and repair of the Abe Montoya Recreation Center. The principal amount being, \$2,801,121.00. Ordinance #15-11 was published on November 1, 2015.

City Manager Martinez reminded Council that on October 21st they had given direction to publish the ordinance and had already discussed the Business Item in detail and therefore they were requesting a Public Hearing in order to give authorization to move forward with the adoption to finalize the loan.

Councilor Gurule-Giroń made a motion to accept record proper and to close Public Hearing. Councilor Herrera 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
Tonita Gurule-Giroń	Yes	Vincent Howell	Absent

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

Councilor Gurule-Giroń made a motion to reconvene into Regular Session. 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
David L. Romero	Yes	Vincent Howell	Absent

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

Councilor Gurule-Giroñ made a motion to Approve to adopt Ordinance #15-11 authorizing the execution and delivery of a loan agreement between the City of Las Vegas and the New Mexico Finance Authority. Councilor Herrera seconded the motion.

Ordinance 15-11 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:

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

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

2. Approval/Disapproval of Resolution #15-56, 2016 Election Resolution (English and Spanish).

City Clerk Fresquez advised that as per§3-826 An Election Resolution must be adopted by the Governing body 112-84 days prior to an election.

City Clerk Casandra Fresquez read the Resolution #15-56 into the record.

City Clerk Fresquez informed that while previously attending Election Training, they learned that the Secretary of State's Office had contracted with Dominion Voting Systems which differs from the company used before however, explained that the tabulators worked in the same method; by auto vote, which is ballot on demand. City Clerk Fresquez added that they were used for the 2014 General Election and informed that the same electronic tabulators would be used for the 2016 City Election.

City Clerk Fresquez advised that Candidate Packets would be available by mid December, if prepared sooner they would be handed out earlier and informed that applications would be available after ordering supplies, which would take place after the Election Resolution was passed, once passed it would be sent to Secretary of State and County Clerk.

City Clerk Fresquez informed that both high school gyms would remain as the voting centers and added that they were very cost effective in the prior election, spending \$25,000 combined with regular election and the run-off, which normally would be spent on one election.

Councilor Gurule-Giroñ had concerns regarding the annexation and how it would affect the wards.

City Clerk Fresquez advised that after filing with the County, and after reviewing the revised map, the annexation would only affect Ward 3 and informed that it would not affect any other ward due to only redistricting once every ten years.

Councilor Gurule-Giroń asked what precincts in Ward 3 would be affected by the annexation and how many voters would be included.

City Clerk Fresquez advised that she would obtain the information regarding the precincts to Councilor Gurule-Giroń at a later time and informed that she was not certain but believed that there were between 10 and 15 households in the area. City Clerk Fresquez explained that San Miguel County would add the eligible voters to their voter roll and stated that the County would notify the eligible voters.

Councilor Gurule-Giroń asked if a survey or audit had been completed concerning election information, prior to the consideration of the annexation.

City Clerk Fresquez advised that no audits or surveys were completed regarding the election.

Mayor Ortiz, Jr. made the suggestion of getting as much information regarding the election, out to the public as well as to candidates, via the newspaper and radio announcements.

City Clerk Fresquez advised that many calls received from the public had already been addressed and reassured that Public Service Announcements, radio announcements and information published in the newspaper would take place and informed that the City Clerk's Office would be available to the public regarding any questions or concerns about the election.

City Clerk Fresquez stated that on behalf of the City Clerk's Office, a fair and impartial election would be administered.

Councilor Gurule-Giroń asked if a weekend would be available to the public for early voting.

City Clerk Fresquez advised that a weekend for early voting was being worked into the schedule.

Councilor Herrera made a motion to approve of Resolution #15-56, 2016 Election Resolution (English and Spanish). Councilor Romero seconded the motion.

Resolution 15-56 was presented as follows:

ELECTION RESOLUTION

CITY OF LAS VEGAS

Resolution No. 15-56

Be it resolved by the governing body of the City of Las Vegas that:

- A. A regular municipal election for the election of municipal officers shall be held on March 1, 2016. Polls will open at 7:00 A.M and close 7:00 P.M.
- B. At the regular municipal election, persons shall be elected to fill the following elective offices:
 - 1. One (1) Mayor for a four (4) year term.
 - 2. Ward 2 – One, (1) Councilor for a four (4) year term.
 - Ward 3 – One, (1) Councilor for a four (4) year term.
- C. In accordance with NMSA 1978 §3-8-10, the following precincts are consolidated for the regular municipal election:

CP01: Consists of precincts 27, 4B, 26, 3B, 4A, 5.2, 28, 25, 5.1, 6, 2, 7, 3A, 1, 8, 11
- D. The following locations are designated as polling places for the conduct of the regular municipal election:
 - 1. Robertson High School Michael Marr Gymnasium, 1238 4th Street
 - 2. West Las Vegas “Gillie Lopez” Gymnasium, 157 Moreno Street
- E. Absentee Voting. Applications for absentee ballots may be obtained only from the office of the Municipal Clerk. All applications for an absentee ballot must be completed and accepted by the Municipal Clerk prior to 5:00 p.m., February 26, 2016. After 5:00 p.m. on February 26, 2016, all unused absentee ballots will be publicly destroyed by the Municipal Clerk. The Municipal Clerk will accept completed absentee ballots delivered by mail, or in person by the voter casting the absentee ballot, by a member of the voters’ immediate family, or by the caregiver of the voter, until 7:00 p.m. on March 1, 2016.

Absentee ballots may be marked in person in the office of the Municipal Clerk during the regular hours and days of business, beginning on Tuesday January 26, 2016 and closing at 5:00 p.m. on February 26, 2016.

Early Voting. Early voting on paper ballots counted by electronic vote tabulator will be conducted in the office of the Municipal Clerk during the regular hours and days of business, beginning on Wednesday, February 10, 2016 and closing at 5:00 p.m. on Friday, February 26, 2016.

- F. Persons desiring to register at the regular municipal election must register with the County Clerk of San Miguel County not later than Tuesday, February 2, 2016 at 5:00 p.m., the date on which the County Clerk will close registration books.
- G. All Declarations of Candidacy shall be filed with the Municipal Clerk on Tuesday, January 5, 2016 between the hours of 8:00 A.M. and 5:00 P.M.
- H. The casting of votes by qualified electors shall be recorded on electronic tabulators.

ADOPTED AND APPROVED THIS 18th day of November, 2015.

Mayor Alfonso E. Ortiz Jr.

ATTEST:

Casandra Fresquez, City Clerk

Spanish version of Resolution 15-56 may be obtained at the City Clerk's Office.

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	Absent

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

3. Approval/Disapproval of Resolution15-57, revised City of Las Vegas Safety Manual.

Safety Officer Gilbert Martinez advised that the Safety Department of the City of Las Vegas along with the Safety Committee members and liaisons have updated and revised the previous employee safety manual to reflect OSHA requirements.

Safety Officer Gilbert Martinez thanked the employees and the Safety Committees for their input in putting the Safety Manual together and also for the support from City Manager Martinez and Department Directors.

Councilor Gurule-Giroń asked if the City had hired a consultant to help in revising the Safety manual.

Safety Officer Gilbert Martinez advised that a consultant was not hired for the Safety Manual revision and clarified that the experience that the City had with OSHA issues, information from many employees, and the OSHA 30 Construction Industries Manual all contributed to the restructured manual.

Councilor Gurule-Giroñ asked Safety Officer Martinez to inform of the key updates and changes made to the manual.

Safety Officer Martinez informed that some of the key changes were in Trenching and Excavation, Airport, Line locates, Streets and Safety Department.

Councilor Gurule-Giroñ had questions on the subject of trenching and excavation equipment.

Safety Officer Martinez informed that a yearly training is required for City employees and consists of an intense 8 hour training course for the use of trenching and excavation equipment, with a Certificate awarded indicating that they have passed the course.

Councilor Herrera commended Safety Officer Martinez on the lengthy and painstaking task of revising the safety manual and keeping the safety in mind of all City Staff, the City of Las Vegas and those in the surrounding areas and encouraged City employees to carefully read the manual.

Safety Officer Martinez advised that the Safety Manual would be submitted to OSHA and informed that Safety Liasons would be reviewing the Safety manual with City employees at weekly safety meetings.

Mayor Ortiz, Jr. commended Safety Officer Martinez for the attention to detail regarding the revised Safety Manual and for all that he has done to help City employees and the City of Las Vegas.

Councilor Herrera made a motion to approve Resolution 15-57, revised City of Las Vegas Safety Manual. Councilor Gurule-Giroñ seconded the motion.

Resolution 15-57 was presented as follows:

City of Las Vegas
Resolution No. **15-57**

A RESOLUTION ADOPTING THE CITY OF LAS VEGAS SAFETY MANUAL; REPEALING AND REPLACING ALL PREVIOUS RESOLUTIONS

WHEREAS, the City of Las Vegas is empowered under the City Charter to provide municipal services within its boundaries; and

WHEREAS, it is in the interest of the City of Las Vegas to provide these public services in a manner which promotes the health, safety and welfare of its employees, citizens and the protection of public and private property; and

WHEREAS, the City of Las Vegas is establishing procedures to achieve the above goals; and

WHEREAS, a Safety Manual has been developed in accordance with Code of Federal Regulations and OSHA, AWWA standards to assure that safe work conditions are promoted; and

NOW, THEREFORE BE IT RESOLVED THAT the Governing Body of the City of Las Vegas hereby adopts by Resolution the City of Las Vegas Safety Manual and directs that it be distributed to all employees;

BE IT FURTHER RESOLVED THAT all prior Resolutions and Safety Manuals are hereby repealed

PASSED APPROVED AND ADOPTED by the City of Las Vegas Governing Body this ____ day of _____, 2015.

Mayor Alfonso E. Ortiz, Jr.

ATTEST:_____

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO LEGAL SUFFICIENCY ONLY:

Dave Romero Jr., City Attorney

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

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

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

City Manager Martinez thanked Safety Officer Martinez for the extensive amount of work he put into the revision of the Safety Manual, with the outcome of an excellent product.

COUNCILOR'S REPORTS

Councilor Gurule-Giroń took the opportunity to express her wishes to her colleagues, audience members, City Staff and constituents, a Happy Thanksgiving and to enjoy their time with family.

Councilor Herrera wished everyone a safe Thanksgiving and added a reminder of not to drink and drive. Councilor Herrera informed that the Governing Body would be participating in a gift exchange this Christmas season as a part of a way to end the year and to demonstrate that they can share with each other, put the past behind them and open their hearts to the future.

Councilor Romero took the opportunity to wish everyone a Happy Thanksgiving.

Mayor Ortiz, Jr. wished the entire community, all City employees and everyone throughout the world a safe and Happy Thanksgiving and also hoped for world peace.

EXECUTIVE SESSION

Mayor Ortiz, Jr. recommended going into Executive Session to discuss one item regarding personnel issues.

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

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

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

Councilor Herrera made a motion to exit Executive Session and advised that no decisions were made and that only personnel matters were discussed. Councilor Gurule-Giroń seconded the motion. Mayor Ortiz, Jr. asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

ADJOURN

Councilor Gurule-Giroń 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:

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

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

Mayor Alfonso E. Ortiz, Jr.

ATTEST:

Casandra Fresquez, City Clerk

GENERAL FUND REVENUE COMPARISON
THRU NOVEMBER 30, 2015 42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2016

	<u>Total Budget to Actual Comparison</u>					G (E/B) FY 2016 % REV
	A	B	C	D	E	
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	
PROPERTY TAX	1,350,000	1,350,000	562,500	1,391,886	145,119	11%
GROSS RECEIPT TAX 1.225	3,550,000	3,550,000	1,479,167	3,372,528	1,510,581	43%
FRANCHISE TAX	800,000	800,000	333,333	845,587	292,502	37%
GROSS RECEIPT TAX .75	2,585,000	2,585,000	1,077,083	2,219,100	993,928	38%
1/8 INFRASTRUCTURE	350,000	350,000	145,833	337,769	151,380	43%
GRT .25 (JAN 2011)	680,000	680,000	283,333	664,189	298,123	44%
GRT -HOLD HARMLESS (JULY 2015)	-	(85,000)	-35,417	-	-	0%
LICENSE & FEES	63,000	72,300	30,125	59,636	23,523	33%
INTERGOVERNMENTAL	65,000	66,000	27,500	71,506	33,100	50%
LOCAL-FINES	87,400	62,100	25,875	71,177	23,831	38%
LOCAL-MISC	1,657,930	1,649,530	687,304	1,699,180	749,661	45%
TOTAL	11,188,330	11,079,930	4,616,638	10,732,558	4,221,748	38%

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

GENERAL FUND EXPENDITURE COMPARISON
THRU NOVEMBER 30, 2015 42% OF YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2016

	<u>Total Budget to Actual Comparison</u>						H (E/B) % BDGT
	A	B	C	D	E	F	
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	
JUDICIAL	281,456	282,087	117,536	288,156	115,590	166,497	41%
EXECUTIVE	479,970	480,602	200,251	440,030	183,504	297,098	38%
ADMINISTRATION	253,986	247,913	103,297	210,082	91,815	156,098	37%
CITY ATTORNEY	206,938	213,770	89,071	214,297	89,959	123,811	42%
PERSONNEL/HR	253,741	274,354	114,314	258,657	118,101	156,253	43%
FINANCE	572,076	569,608	237,337	541,037	217,146	352,462	38%
COMMUNITY DEV.	466,064	567,364	236,402	435,919	197,640	369,724	35%
POLICE	4,072,107	3,921,874	1,634,114	3,562,200	1,411,477	2,510,397	36%
CODE ENFORCEMENT	167,755	168,661	70,275	129,052	43,833	124,828	26%
ANIMAL SHELTER	129,000	133,690	55,704	133,687	43,757	89,933	33%
FIRE	1,320,485	1,276,366	531,819	1,162,726	491,952	784,414	39%
PUBLIC WORKS/AIRPORT	705,474	492,606	205,263	579,481	213,710	278,896	43%
PARKS	0	305,020	127,092	0	39,269	265,751	13%
AIRPORT	120,476	0	0	84,281	0	0	0%
LIBRARY	198,041	201,256	83,857	189,396	86,467	114,789	43%
MUSEUM	183,146	192,888	80,370	135,221	64,204	128,684	33%
GENERAL SERVICES	2,509,609	2,649,000	1,103,750	2,013,579	770,052	1,878,948	29%
SALARY CONTINGENCY	80,000	50,000	20,833	0	0	50,000	0%
TRANSFERS	355,128	505,058	210,441	355,128	210,357	294,701	42%
TOTAL	12,355,452	12,532,117	5,221,715	10,732,929	4,388,833	8,143,284	35%

**RECREATION DEPARTMENT-REVENUE COMPARISON
THRU NOVEMBER 30, 2015 -42% OF YEAR LAPSED 5 OF 12 MONTHS
FISCAL YEAR 2016**

	A	B	C	D	E	G (E/B)
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	% REV
WELLNESS CENTER	115,000	100,000	41,667	91,337	39,683	40%
OPEN SWIM	10,000	0	0	504		0%
YAFL	8,000	6,000	2,500	4,472	2,030	34%
YABL	18,000	20,000	8,333	21,284	8,635	43%
SUMMER FUN PROGRAM	30,000	20,000	8,333	20,092	2,593	13%
RECREATION-OTHER	45,300	49,000	20,417	52,227	10,352	21%
GEN FUND TRANSFER	450,000	400,000	166,667	450,000	166,667	42%
TOTAL	676,300	595,000	247,917	639,916	229,960	39%

**RECREATION DEPARTMENT- EXPENDITURE COMPARISON
THRU NOVEMBER 30, 2015 -42% OF YEAR LAPSED 5 OF 12 MONTHS
FISCAL YEAR 2016**

	A	B	C	D	E	F	H (E/B) % BDGT
	FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	
EMPLOYEE EXP.	681,723	552,495	230,206	525,338	243,012	309,483	44%
YAFL	2,500	3,500	1,458	3,791	2,724	776	78%
YABL	5,850	5,000	2,083	2,853	0	5,000	0%
OTHER OPERATING EXP.	85,750	68,240	28,433	63,826	27,984	40,256	41%
CAPITAL OUTLAY	4,500	4,000	1,667	5,129	1,782	2,218	45%
TOTAL	780,323	633,235	263,848	600,937	275,502	357,733	44%

ENTERPRISE FUNDS-REVENUE COMPARISON
THRU NOVEMBER 30, 2015 -42% YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2016

<u>Total Budget to Actual Comparison</u>						G (E/B) % BUDGET
A	B	C	D	E		
FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 YTD - ACTUAL	FY 2016 YTD - ACTUAL		
WASTE WATER (610)	2,761,000	2,826,738	1,177,808	2,746,113	1,182,785	42%
NATURAL GAS (620)	5,522,000	5,673,000	2,363,750	5,466,778	1,009,390	18%
SOLID WASTE (630)	3,133,500	3,547,294	1,478,039	3,102,767	1,414,604	40%
WATER (640)	4,602,850	4,742,650	1,976,104	4,631,871	2,093,046	44%
<i>Total of Enterprise Funds</i>	<u>16,019,350</u>	<u>16,789,682</u>	<u>6,995,701</u>	<u>15,947,529</u>	<u>5,699,825</u>	34%

ENTERPRISE FUNDS-EXPENDITURES COMPARISON
THRU NOVEMBER 30, 2015 -42% YEAR LAPSED (5 of 12 months)
FISCAL YEAR 2016

<u>Budget to</u>						H (E/B) % BUDGET
A	B	C	D	E	F	
FY 2015 BUDGET	FY 2016 BUDGET	FY 2016 YTD - BUDGET	FY 2015 ACTUAL	FY 2016 YTD - ACTUAL	FY 2016 AVAIL. BAL.	
WASTE WATER(610)	2,761,000	2,663,075	1,109,615	2,627,866	1,007,170	38%
NATURAL GAS (620)	5,522,000	6,178,945	2,574,560	5,251,844	1,302,902	21%
SOLID WASTE (630)	3,091,854	3,330,517	1,387,715	2,802,509	1,055,651	32%
WATER (640)	4,941,528	6,800,813	2,833,672	4,506,829	2,725,843	40%
<i>Total of Enterprise Funds</i>	<u>16,316,382</u>	<u>18,973,350</u>	<u>7,905,563</u>	<u>15,189,048</u>	<u>6,091,566</u>	32%

CITY COUNCIL MEETING AGENDA REQUEST

DATE: December 1, 2015 **DEPT:** Police **MEETING DATE:** December 16, 2015

ITEM/TOPIC: **Approval/Disapproval:** Ratification of authorization for out of State Travel for three (3) Las Vegas Police Department personnel.

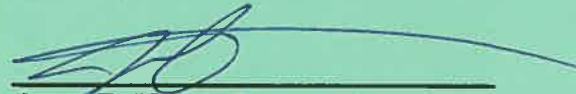
ACTION REQUESTED OF COUNCIL: **Approval/Disapproval** Ratification of authorization for out of State Travel to Colorado Spring, Colorado

BACKGROUND/RATIONALE: (Provided with Work Session Packet)

STAFF RECOMMENDATION: The Las Vegas Police Department is requesting approval out of state travel for three (3) LVPD personnel to pick up equipment from the DLA Disposition Services at Colorado Springs, Colorado. This service deals with the issuing of decommissioned military property to law enforcement agencies. This equipment will be utilized for the Las Vegas Police Department, Emergency Response Team.

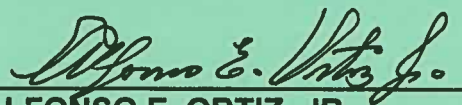
COMMITTEE RECOMMENDATION: No Committee recommendation

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



Juan F. Montaña,
Chief of Police

REVIEWED AND APPROVED BY:



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 OF LAS VEGAS

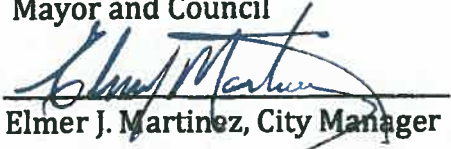
1700 N. GRAND AVE. • LAS VEGAS, NEW MEXICO 87701-4731 • 505-454-1401 • FAX 505-425-7335

ALFONSO E. ORTIZ, JR.

Mayor

MEMORANDUM

TO: Mayor and Council

FROM: 
Elmer J. Martinez, City Manager

DATE: November 30, 2015

RE: Out of State Travel for Equipment Pick-up

The CLV Police Department has been donated Equipment (Robot with Camera) from DLA (Defense Logistics Agency) in Colorado Springs, Colorado. The Police Department is now in need of an immediate pick up of the Equipment. The notice of donation was very short and it is very important that the equipment be picked up as soon as possible, if not it will be donated to another entity.

This equipment (Robot with Camera) will be primarily utilized by the Emergency Response Team for surveillance when needed.

At this time, I am authorizing out-of-state travel to City Personnel in order to pick up the donated equipment in a timely manner. Police Chief Montañó will submit an out-of-state travel request as an agenda item to the next Council Meeting for formal approval by Council.

Should you have any questions or concerns regarding this travel, please feel free to contact me.

xc: file

TONITA GURULE-GIRON
Councilor, Ward 1

VINCE HOWELL
Councilor, Ward 2

JOSEPH "JOEY" HERRERA
Councilor, Ward 3

DAVID L. ROMERO
Councilor, Ward 4

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 12/07/15 **DEPT:** FINANCE **MEETING DATE:** 12/16/15

ITEM/TOPIC: RESOLUTION 15-58

ACTION REQUESTED OF COUNCIL: APPROVAL/DISAPPROVAL OF
RESOLUTION 15-49

BACKGROUND/RATIONALE: THE CITY OF LAS VEGAS SHALL ESTABLISH FEES
FOR CREDIT CARD PAYMENTS THAT ARE RECEIVED BY THE CITY OF LAS
VEGAS.

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 OF LAS VEGAS
RESOLUTION 15-58**

**A RESOLUTION ESTABLISHING FEES FOR ANY CREDIT CARD PAYMENTS
RECEIVED BY THE CITY OF LAS VEGAS**

WHEREAS, the City of Las Vegas has studied the costs associated with the above services;

WHEREAS, Tyler Technology charges the customer \$1.25 per transaction;

WHEREAS, Tyler Technology assumes the responsibility of any and all liabilities associated with any on credit transactions;

WHEREAS, the cost to the City of Las Vegas for processing on line credit card payments is between \$1.25 and \$1.75;

WHEREAS, the fees charged by Master Card and Visa are determined to be fair and reasonable.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF LAS VEGAS IN THE INTEREST OF PROVIDING FOR THE APPROPRIATE FEES ASSOCIATED WITH CREDIT CARD PAYMENTS THAT:

- A. If an individual wishes to make a credit card payment on line or at our payment center (s), the fee shall be \$2.50,**
- B. If an individual wishes to make a credit card payment to the City via phone, the fee shall be \$3.00,**
- C. The City of Las Vegas will accept Master Card and Visa credit card payments.**

PASSED, APPROVED AND ADOPTED this

_____ day of _____ December, 2015.

CITY OF LAS VEGAS

Alfonso E. Ortiz, Jr., Mayor

ATTEST:

Cassandra Fresquez, City Clerk

REVIEWED AND APPROVED:

Dave Romero, City Attorney

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 11/23/15

DEPT: Community Development

MEETING DATE: 12/16/15

ITEM/TOPIC:

Request for the City of Las Vegas to participate in FEMA's Community Rating System (CRS) program

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of request for the City of Las Vegas to participate in FEMA's Community Rating System (CRS) program

BACKGROUND/RATIONALE:

This past August, City Building Inspector, Benjamin Maynes, attended a CRS training in Maryland following Las Vegas' invitation to participate in FEMA's Community Rating System program. Upon approval by City Council, Mr. Maynes will finalize the City's application for this program.

The objective of the Community Rating System (CRS) is to reward communities that are doing more than the minimum National Flood Insurance Program (NFIP) requirements. In addition, the program provides an incentive for communities to initiate new flood awareness activities and mitigation projects and can help guide communities that want to design or improve their floodplain management programs.

STAFF RECOMMENDATION:

Approval

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



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)

Approved to form 1-26-15

110 PROGRAM OVERVIEW

111 Background

The National Flood Insurance Program (NFIP) provides federally backed flood insurance within communities that enact and enforce floodplain regulations. Since its inception in 1968, the NFIP has been very successful in helping flood victims get back on their feet. As of October 2013, there were 5.5 million residential and commercial policies in force, with over \$1.28 trillion in written coverage with annual premiums of about \$3.8 billion. From 1978 through October 2013, over 2 million losses were paid, totaling over \$50 billion.

To be covered by a flood insurance policy (for the structure and/or its contents), a property must be in a community that participates in the NFIP. To qualify for the NFIP, a community adopts and enforces a floodplain management ordinance to regulate development in flood hazard areas. The objective of the ordinance is to minimize the potential for flood damage to future development. Today, over 21,600 communities in 56 states and territories participate in the NFIP.

The NFIP has been effective in requiring new buildings to be protected from damage by a 1% chance flood, also known as the 100-year or base flood. However, flood damage still results from floods that exceed the base flood, from flooding in unmapped areas, and from flooding that affects buildings constructed before the community joined the NFIP.

Under the Community Rating System (CRS), communities can be rewarded for doing more than simply regulating construction of new buildings to the minimum national standards. Under the CRS, the flood insurance premiums of a community's residents and businesses are discounted to reflect that community's work to reduce flood damage to existing buildings, manage development in areas not mapped by the NFIP, protect new buildings beyond the minimum NFIP protection level, preserve and/or restore natural functions of floodplains, help insurance agents obtain flood data, and help people obtain flood insurance.

112 Goals

The goals of the NFIP are to provide flood insurance to property owners, to encourage flood loss reduction activities by communities, and to save taxpayers' money. As a part of the NFIP, the CRS provides both incentives and tools to further these goals.

The CRS recognizes, encourages, and rewards—by the use of flood insurance premium adjustments—community and state activities that go beyond the minimum required by the NFIP to

- Reduce and avoid flood damage to insurable property,
- Strengthen and support the insurance aspects of the NFIP, and
- Foster comprehensive floodplain management.

The purpose of the CRS is to support the NFIP. To do this, the CRS provides flood insurance premium rate reductions to policyholders in recognition of the fact that their communities implement activities that exceed the minimum NFIP requirements and that work toward the three goals of the CRS. Included in this support are measures that credit protection to life and property during a flood. A closer look at how communities can implement these three goals follows.

Goal 1. Reduce and avoid flood damage to insurable property.

The CRS supports the NFIP by working to minimize flood losses nationwide, both inside and outside of mapped floodplains. Communities are encouraged to reduce the exposure of existing buildings (and their contents) to flood damage, especially properties that are subject to repetitive flood losses. New buildings and their contents should be protected from known and future local flood hazards. Standards higher than those set out in the minimum criteria of the NFIP may be needed to accomplish these tasks. The CRS encourages communities to map and provide regulatory flood data for all their flood hazards. The data should be used in their regulatory programs and shared with all users and inquirers.

Goal 2. Strengthen and support the insurance aspects of the NFIP.

The CRS recognizes communities whose activities generate and contribute data that enable accurate actuarial rating of flood insurance. Communities are encouraged to implement mapping and information programs that help assess individual property risk and reduce repetitive flood losses. To help expand the policy base, communities should make their residents aware of their flood risk so that they purchase and maintain flood insurance policies.

Goal 3. Foster comprehensive floodplain management.

The CRS encourages communities to use all available tools to implement comprehensive local floodplain management programs, which ordinarily have concerns beyond the protection of insurable property. The CRS recognizes local efforts that protect lives; further public health, safety, and welfare; minimize damage and disruption to infrastructure and critical facilities; preserve and restore the natural functions and resources of floodplains and coastal areas; and ensure that new development does not cause adverse impacts elsewhere in the watershed or on other properties.

A community's staff should understand the physical and biological processes that form and alter floodplains and watersheds and take steps to deal with flooding, erosion, habitat loss, water quality, and special flood-related hazards. A comprehensive approach includes planning, public information, regulations, financial support, open space protection, public works activities, emergency management, and other appropriate techniques.

113 Credit Points and Credited Activities

To be recognized in the insurance rating system, local floodplain management activities must be described, measured, and evaluated by the CRS. The basic document detailing the program is the *Coordinator's Manual*. It sets forth the procedures, creditable activities, and the credit points assigned to each activity, and gives examples of activities and how their credit is calculated.

113.a. Credit Points and Classification

A community receives a CRS classification based upon the total credit for its activities. There are 10 CRS classes. Class 1 requires the most credit points and gives the greatest premium reduction or discount. A community that does not apply for the CRS, or does not obtain the minimum number of credit points, is a Class 10 community and receives no discount on premiums. The qualifying community total points, CRS classes, and flood insurance premium discounts are shown in Table 110-1.

Table 110-1. CRS classes, credit points, and premium discounts.			
CRS Class	Credit Points (cT)	Premium Reduction	
		In SFHA	Outside SFHA
1	4,500+	45%	10%
2	4,000–4,499	40%	10%
3	3,500–3,999	35%	10%
4	3,000–3,499	30%	10%
5	2,500–2,999	25%	10%
6	2,000–2,499	20%	10%
7	1,500–1,999	15%	5%
8	1,000–1,499	10%	5%
9	500–999	5%	5%
10	0–499	0	0

SFHA: Zones A, AE, A1–A30, V, V1–V30, AO, and AH

Outside the SFHA: Zones X, B, C, A99, AR, and D

Preferred Risk Policies are not eligible for CRS premium discounts because they already have premiums lower than other policies. Preferred Risk Policies are available only in B, C, and X Zones for properties that are shown to have a minimal risk of flood damage.

Some minus-rated policies may not be eligible for CRS premium discounts.

Premium discounts are subject to change.

The flood insurance premium discount is based on whether a property is in or out of the Special Flood Hazard Area (SFHA), i.e., the zones beginning with the letter A and V as shown on the community's Flood Insurance Rate Map (FIRM). The premium discount for properties in the SFHA increases according to the community's CRS class. A community's classification is based on the community total points (symbolized as cT in the CRS calculations).

The discount for properties outside the SFHA is lower for Class 1–8 communities because premiums in these areas are already relatively low and can be lowered further through the Preferred Risk Policy. Also, most activities undertaken to qualify for those classes are implemented only in the floodplain. Because areas designated as A99 and AR Zones already receive an insurance premium reduction, these zones get the same premium reduction as non-SFHA areas.

113.b. Credited Activities

There are 19 creditable activities, organized under four categories, which are presented in the 300–600 series of the *Coordinator's Manual*. The *Coordinator's Manual* assigns credit points based upon the extent to which an activity advances the three goals of the CRS.

Public Information Activities (300 Series)

This series credits programs that advise people about the flood hazard, encourage the purchase of flood insurance, and provide information about ways to reduce flood damage. These activities also generate data needed by insurance agents for accurate flood insurance rating. They generally serve all members of the community.

Mapping and Regulations (400 Series)

This series credits programs that provide increased protection to new development. These activities include mapping areas not shown on the FIRM, preserving open space, protecting natural floodplain functions, enforcing higher regulatory standards, and managing stormwater. The credit is increased for growing communities.

Flood Damage Reduction Activities (500 Series)

This series credits programs for areas in which existing development is at risk. Credit is provided for a comprehensive floodplain management plan, relocating or retrofitting flood-prone structures, and maintaining drainage systems.

Warning and Response (600 Series)

This series provides credit for measures that protect life and property during a flood, through flood warning and response programs. There is credit for the maintenance of levees and dams and also for programs that prepare for their potential failure.

Some CRS activities may be implemented by the state or a regional agency rather than by the community. For example, some states have hazard disclosure laws that are creditable under Activity 340 (Flood Hazard Disclosure). A community in those states will receive those credit points when it applies for CRS credit and demonstrates that the law is effectively implemented within its jurisdiction. See also Section 231.c on uniform minimum credit.

113.c. Activity Credit Points

The 19 activities and their credit points are shown in Table 110-2. Each activity has one or more elements. Elements are the basic credit level for the CRS. The element and activity scoring process is covered in Activity 220 (Credit Calculation).

The maximum credit points for each activity are shown in the second column. The maximum credit can be earned when all elements within an activity are being implemented and all credit criteria are met. In some activities, maximum credit cannot be provided unless credit has been earned in other activities. For example, additional credit is provided in some activities if the community received credit for a Program for Public Information under Activity 330 (Outreach Projects).

The third column and fourth columns in Table 110-2 show the estimated maximum credit and average credit points using a conservative model to convert the points received under the 2007 *Coordinator's Manual* to the new scoring in the 2013 *Coordinator's Manual*. The maximums and averages are based upon the number of applicants for each activity, not the total number of applicants for the CRS. The fifth column shows the percentage of all CRS communities that received credit for each activity as of May 2013.

Communities should note the average credits for these activities. They provide a better indication of what an applicant can expect for an activity than do the maximum points available.

A community must have at least 500 verified credit points to become a Class 9 or better. It must also meet the prerequisites for certain classes, as described in Section 211. As explained in Activity 230 (Verification), the final, or verified, credit is calculated by the ISO/CRS Specialist after a review of the documentation provided by the community and the community's implementation of its activities at the verification visit (explained in Section 232).

The best way to determine whether a community is likely to qualify for a Class 9 credit (500 credit points) is the CRS "Quick Check." By using the Quick Check a community can estimate its potential CRS credit. The Quick Check uses average credits at the element level. It can be found at www.CRSresources.org/200.

The Quick Check can only estimate credit for a community. By reviewing each element and going through the steps explained in Section 220, a community can generate a more detailed estimate of credit points.

Table 110-2. Credit points awarded for CRS activities.

Activity	Maximum Possible Points ¹	Maximum Points Earned ²	Average Points Earned ³	Percentage of Communities Credited ⁴
300 Public Information Activities				
310 Elevation Certificates	116	116	45	100%
320 Map Information Service	90	70	50	93%
330 Outreach Projects	350	175	72	89%
340 Hazard Disclosure	80	57	19	71%
350 Flood Protection Information	125	98	39	92%
360 Flood Protection Assistance	110	65	49	41%
370 Flood Insurance Promotion ⁵	110	0	0	0%
400 Mapping and Regulations				
410 Floodplain Mapping	802	585	64	50%
420 Open Space Preservation	2,020	1,548	463	70%
430 Higher Regulatory Standards	2,042	784	213	99%
440 Flood Data Maintenance	222	171	87	89%
450 Stormwater Management	755	540	107	84%
500 Flood Damage Reduction Activities				
510 Floodplain Mgmt. Planning	622	273	167	46%
520 Acquisition and Relocation	2,250	1,701	165	24%
530 Flood Protection	1,600	632	45	12%
540 Drainage System Maintenance	570	449	212	77%
600 Warning and Response				
610 Flood Warning and Response	395	353	129	37%
620 Levees ⁶	235	0	0	0%
630 Dams ⁶	160	0	0	0%

1 The maximum possible points are based on the 2013 Coordinator's Manual.

2 The maximum points earned are converted to the 2013 Coordinator's Manual from the highest credits attained by a community as of May 2013. Growth adjustments and new credits for 2013 are not included.

3 The average points earned are converted to the 2013 Coordinator's Manual, based on communities' credits as of May 2013. Growth adjustments and new credits for 2013 are not included.

4 The percentage of communities credited is as of May 2013.

5 Activity 370 (Flood Insurance Promotion) is a new activity in 2013. No community has earned these points.

6 Activities 620 and 630 were so extensively revised that the old credits cannot be converted to the 2013 Coordinator's Manual.

There are two important things to note when estimating credit:

1. Moving to a Class 6, 4, or 1 depends on both having adequate points AND meeting class prerequisites, as explained in Section 211.
2. Only the final, verified credit calculated by the ISO/CRS Specialist after the verification visit determines a community's total points. It is important that the community provide correct and complete materials to document its activities. Only through a review of the community's documentation can the ISO/CRS Specialist determine the credit points that should be provided.

A community should apply only for those activities it is actively undertaking and those it knows it can implement in accordance with the *Coordinator's Manual*. For example, no credit is provided for draft ordinances – regulations must have been enacted and enforced. Also, a community should not be overly ambitious in undertaking new activities for CRS credit at the risk of losing the credit later (at annual recertification or cycle verification visits) for activities it is unable to implement or continue.

113.d. Activities not Listed

The CRS activities are not design standards for local floodplain management. The *Coordinator's Manual* is an insurance tool that describes methods of calculating credit points for various community activities. The fact that the *Coordinator's Manual* does not list a specific credit for some activities does not mean that they should not be implemented by communities that need them.

An activity may deserve credit even if the *Coordinator's Manual* does not include it. The *Coordinator's Manual* cannot predict or list everything that can be done to support the goals of the CRS. Communities are always welcome to request credit for alternate approaches or innovations that are not included in the *Coordinator's Manual*. Similarly, communities can submit alternative approaches to the class prerequisites listed in Section 211.

Requests should be submitted to the ISO/CRS Specialist and should include documentation to support how the alternative approach or innovation meets the intent of, or is equivalent to, the prerequisite or the element and/or activity credited in the *Coordinator's Manual*.

Note that some activities are not directly recognized by the CRS for one of three reasons:

1. They do not directly affect buildings that can be insured under the NFIP (e.g., uninsurable items such as streets and land value);
2. They are recognized by other aspects of the flood insurance rating program (e.g., flood control projects that result in revised FIRMs reduce flood insurance premiums in protected areas); or
3. The impact of an activity cannot be measured for CRS credit (e.g., preserving floodplains for aesthetic reasons).

Credit criteria will change over time as experience is gained in implementing, observing, and measuring the activities and as new concepts in floodplain management come into common practice. As innovations arise, they will be considered for recognition under the CRS.

114 The Community's Role

114.a. Community Participation

Community participation in the CRS is voluntary. Any community in full compliance with the rules and regulations of the NFIP may apply for a CRS classification better than Class 10. A community may apply to participate in the CRS at any time.

The application procedures are simple: the community submits a letter of interest and shows that it is implementing activities that would receive at least 500 credit points. The documents go to the ISO/CRS Specialist for that state. The FEMA Regional Office must approve the submittal to ensure that the community is in full compliance with the minimum floodplain management criteria of the NFIP. See also Section 212.

Upon receiving FEMA approval, a community verification visit is scheduled by the ISO/CRS Specialist. At this verification visit, the ISO/CRS Specialist reviews all of the community's activities that may deserve credit, even those not in the community's submittal. All CRS credit is verified according to the credit criteria in the *Coordinator's Manual* in effect at the time of the visit. The verification process is discussed in Activity 230.

The ISO/CRS Specialist is an employee of Insurance Services Office, Inc. (ISO), FEMA's CRS management contractor. ISO has many years of experience collecting and processing data for more than 1,000 insurance companies. Among other services, ISO develops and provides advisory classifications for community fire protection and building code programs. ISO reviews CRS submittals, verifies communities' credit points, and performs program improvement tasks for FEMA.

After the verification visit, ISO submits its findings to FEMA. FEMA sets the CRS credit to be granted and notifies the community, the state, insurance companies, and other appropriate parties. The classification is effective on either May 1 or October 1, whichever comes first, after the community's activities are verified.

Each year the community must recertify that it is continuing to perform the activities for which it is receiving CRS credit. Recertification is an annual activity that includes progress reports for certain activities (see Section 213). A "cycle verification visit" takes place every few years and is conducted in the form of another verification visit to the community (see Section 232).

If a community is not properly or fully implementing the credited activities, its credit points, and possibly its CRS classification, will be revised. A community may add credited

activities in order to improve its CRS classification. This is called a modification and is explained in Section 214.

Communities are encouraged to call on their ISO/CRS Specialist for assistance at any time. This can be especially helpful when they are considering a change to a credited activity or implementing a new program.

A week-long CRS course for local officials is offered free at FEMA's Emergency Management Institute and has been field deployed to many states. The ISO/CRS Specialist, NFIP State Coordinator, and FEMA Regional Office have more information on this course, state workshops, and other CRS training opportunities.

114.b. Community Responsibilities

Once a community receives its initial classification in the CRS, it must continue to implement its credited activities to keep its classification. Specifically, a community is responsible for

- Designating a community CRS Coordinator—someone who is familiar with the community offices that implement CRS activities;
- Cooperating with the ISO/CRS Specialist and the verification procedures (Section 230);
- Recertifying each year that it is continuing to implement its activities (Section 213);
- Advising FEMA and its ISO/CRS Specialist of modifications to its activities (Section 214);
- Keeping elevation certificates, old FIRMs, and old Flood Insurance Studies for as long as the community is in the CRS;
- Keeping the records iterated in the activities' documentation sections until they are reviewed at the verification visit;
- Ensuring that flood protection projects and drainage system maintenance activities are compliant with federal environmental and historic preservation requirements (Section 507); and
- Participating in the cycle verification process (Section 232).

Communities will receive periodic updates to the *Coordinator's Manual* and other CRS materials. They are encouraged to order the background publications (see Appendix C), attend CRS workshops, and ask their ISO/CRS Specialists for help understanding the CRS credit criteria for their current and planned activities.

115 Costs and Benefits

Communities should prepare and implement those activities which best deal with their local problems, whether or not they are creditable under the CRS. Few, if any, of the CRS activities will produce premium reductions equal to or greater than the cost of their implementation. In considering whether to undertake a new floodplain management activity, a community must consider all of the benefits the activity will provide (not just insurance premium reductions) in order to determine whether it is worth implementing.

115.a. Costs

No fee is charged for a community to apply for participation in the CRS. The only costs the community incurs are those of implementing creditable floodplain management activities and the staff time needed to document those activities and prepare for and participate in the recertification process and verification visits.

115.b. Benefits

There are many benefits to participating in the CRS. Most of them cannot be measured in direct dollar terms, so it is impossible to conduct a strict numerical comparison of the benefits with the costs of implementing the credited activities. Listed here are the benefits more commonly mentioned by community officials.

- (1) The benefit that attracts people to the CRS the most is the reduction in flood insurance premiums for their residents and businesses. The dollar savings varies according to the CRS class, the number of policies, and the amount of coverage. A community can obtain the current and potential dollar savings for all 10 classes from its ISO/CRS Specialist. These are known as the “what if” tables (see Figure 110-1).
- (2) Although the premium reduction attracts interest in the CRS, the most important benefits are the enhanced public safety, reduction in damage to property and public infrastructure, avoidance of economic disruption and losses, reduction in human suffering, and protection of the environment provided by the credited activities. Community officials agree that these programs are improved when changes are made to meet the CRS credit criteria.
- (3) Through the CRS a community can evaluate the effectiveness of its flood program against state and nationally recognized benchmarks.
- (4) Training and technical assistance in designing and implementing credited flood protection activities are available through the CRS at no charge.

Community:	WATSONVILLE, CITY OF	State:	CALIFORNIA
County:	SANTA CRUZ COUNTY	CID:	060357

Current CRS Class = 7

[Printable Version]

	TOTAL	SFHA *	X-STD/AR/A99 **	PRP ***
PIF	968	852	66	50
PREMIUM	\$1,013,842	\$939,534	\$58,120	\$16,188
AVERAGE PREMIUM	\$1,047	\$1,103	\$881	\$324
CRS Class				
09	Per Policy	\$80	\$46	\$0
	Per Community	\$58,326	\$3,059	\$0
08	Per Policy	\$117	\$46	\$0
	Per Community	\$113,592	\$3,059	\$0
07	Per Policy	\$174	\$46	\$0
	Per Community	\$168,859	\$3,059	\$0
06	Per Policy	\$235	\$93	\$0
	Per Community	\$227,185	\$6,118	\$0
05	Per Policy	\$292	\$93	\$0
	Per Community	\$282,451	\$6,118	\$0

Figure 110-1. The “what if” table.

The table shows the community’s current and potential dollar savings in flood insurance premium reductions for various CRS classes. As a Class 7 community, Watsonville officials are saving their flood insurance policy holders nearly \$200 each year.

“PIF” means “policies in force”

- (5) Many communities initiate new public information activities when they join the CRS. These build a knowledgeable constituency within the community—people who become more interested in protecting themselves from flooding and in supporting the community’s floodplain management efforts.
- (6) Keeping its CRS credits has proven to be an effective motivator to continue implementing flood protection programs during the “dry years.” The fact that the community’s CRS status could be affected by the elimination of a flood-related activity or a weakening of the regulatory requirements for new development has been taken into account by many governing boards when considering such actions.
- (7) There is mutual support among CRS participants. Communities that participate in the CRS are joining the ranks of localities that have demonstrated a serious commitment to the health, safety, and welfare of their residents—and their floodplain and coastal resources. Across the nation, “CRS users groups” of representatives of counties, communities, and regional entities have formed to share their experiences, support each other in advancing their floodplain management programs, and encourage other communities to participate in the program.

116 Other Program Priorities

116.a. Natural Floodplain Functions

Floodplains in riverine and coastal areas perform natural functions that cannot be replicated elsewhere. The CRS provides special credit for community activities that protect and/or restore natural floodplain functions, even though some of the activities may not directly reduce flood losses to insurable buildings. There are many reasons to protect floodplains in their natural state.

When kept open and free of development, floodplains provide the necessary flood water conveyance and flood water storage needed by a river or coastal system. When the floodplain is allowed to perform its natural function, flood velocities and peak flows are reduced downstream. Natural floodplains reduce wind and wave impacts and their vegetation stabilizes soils during flooding.

Floodplains in their natural state provide many beneficial functions beyond flood reduction. Water quality is improved in areas where natural cover acts as a filter for runoff and overbank flows; sediment loads and impurities are also minimized. Natural floodplains moderate water temperature, reducing the possibility of adverse impacts on aquatic plants and animals.

Floodplains can act as recharge areas for groundwater and reduce the frequency and duration of low flows of surface water. They provide habitat for diverse species of flora and fauna, some of which cannot live anywhere else. They are particularly important as breeding and feeding areas.

The CRS encourages state, local and private programs and projects that preserve or restore the natural state of floodplains and protect these functions. The CRS also encourages communities to coordinate their flood loss reduction programs with other public and private activities that preserve and protect natural and beneficial floodplain functions. Credits for doing this are found in the following activities:

Some Natural Functions of Floodplains

WATER RESOURCES

Natural Flood and Erosion Control

- Provide flood storage and conveyance
- Reduce flood velocities
- Reduce peak flows
- Reduce sedimentation

Water Quality Maintenance

- Filter nutrients and impurities from runoff
- Process organic wastes
- Moderate temperature fluctuations

Groundwater Recharge

- Promote infiltration and aquifer recharge
- Reduce frequency and duration of low surface flows

BIOLOGICAL RESOURCES

Biological Productivity

- Rich alluvial soils promote vegetative growth
- Maintain biodiversity
- Maintain integrity of ecosystems

Fish and Wildlife Habitats

- Provide breeding and feeding grounds
- Create and enhance waterfowl habitat
- Protect habitats for rare and endangered species

- *A Unified National Program for Floodplain Management*
FEMA-248 (1984)

- **Activity 320 (Map Information Service)**—Credits advising people about areas that should be protected because of their natural floodplain functions.
- **Activity 330 (Outreach Projects)**—Credit is provided for outreach projects that include descriptions of the natural functions of the community's floodplains.
- **Activity 350 (Flood Protection Information)**—Credit points are available for a website that provides detailed information about local areas that should be protected for their natural floodplain functions and how they can be protected.
- **Activity 420 (Open Space Preservation)**—Extra credit is provided for open space areas that are preserved in their natural state; have been restored to a condition approximating their pre-development natural state; or have been designated as worthy of preservation for their natural benefits, such as being designated in a habitat conservation plan.
- **Activity 430 (Higher Regulatory Standards)**—Regulations that protect natural areas during development or that protect water quality are credited.
- **Activity 440 (Flood Data Maintenance)**—Adding layers to the community's geographic information system (GIS) with natural floodplain functions (e.g., wetlands, designated riparian habitat, flood water storage areas) is credited.
- **Activity 450 (Stormwater Management)**—Erosion and sediment control, water quality, and low-impact development techniques minimize the impacts of new development. These measures are credited, along with regulations that require the maintenance of natural flow regimes.
- **Activity 510 (Floodplain Management Planning)**—Extra credit is provided for plans that address the natural resources of floodplains and recommend ways to protect them.
- **Activities 520 (Acquisition and Relocation), 530 (Flood Protection), and 540 (Drainage System Maintenance)** credit flood loss reduction measures such as capital improvement programs and drainage improvement projects. No such programs or projects can be credited unless a thorough environmental review is conducted and documented.

116.b. All-Hazards Mitigation

All communities are threatened by a variety of natural and technological hazards. The staff and programs that address flooding may also be responsible for protecting the community from damage due to earthquakes, hurricanes, landslides, drought, hazardous materials incidents, and terrorism. Similarly, the staff members that work in programs related to other hazards may be implementing activities that could support floodplain management programs. Floodplain management programs are synonymous with flood mitigation programs.

FEMA supports an all-hazards approach to mitigation, as does the CRS. It makes economic sense that mitigation programs address as many hazards as are appropriate. An all-hazards

approach also ensures that staff, programs, construction standards, and public information messages are consistent and mutually supportive.

The CRS has become an important tool for mitigation as well as a mechanism for integrating mitigation with flood insurance. This is consistent not only with grading systems that have been successfully employed for many years in the insurance industry, but also with industry initiatives for relating insurance premiums to local efforts to reduce losses due to natural hazards. For example, adoption and enforcement of strong building codes as measured by the insurance industry's Building Code Effectiveness Grading Schedule integrates building code enforcement into the industry's premium rates.

The CRS has served as a model for all-hazards, pre-disaster mitigation. Local officials have reported that the CRS was the blueprint for organizing their program to build a more disaster-resistant community.

The 2013 edition of the *Coordinator's Manual* highlights many opportunities for expanding a flood-only orientation to address other hazards.

- The 300 series of public information activities credits advising people about the risk of flooding and other hazards and the mitigation measures they can take to protect their property;
- Under Activity 340 (Hazard Disclosure), disclosure of other hazards (DOH) credits advising potential purchasers of property that there may be other hazards that could affect the property, such as erosion, subsidence, or flooding from a dam failure (Section 342.d);
- Section 401 has an overview of the additional credits that are provided for mapping and managing seven special flood-related hazards:
 - Uncertain flow paths (alluvial fans, moveable bed streams, and other floodplains within which the channel moves during a flood);
 - Closed-basin lakes;
 - Ice jams;
 - Land subsidence;
 - Mudflow hazards;
 - Coastal erosion; and
 - Tsunamis.
- Activity 420 (Open Space Preservation) encourages communities to keep hazardous areas open and undeveloped;
- Credit is provided for the International Series of building codes (which have improved protection standards for flooding, wind, and other hazards over previous model codes) in Activity 430 (Higher Regulatory Standards), Section 432.h;

- Activity 430 (Higher Regulatory Standards) also credits extending V-Zone standards for coastal storm surge and wind protection farther inland to include coastal A Zones (Section 432.k);
- In Activity 440 (Flood Data Maintenance), additional credit is provided for showing areas subject to other natural hazards, such as landslides and stream migration in the GIS or data base management program;
- Under Activity 450 (Stormwater Management), management of runoff, erosion and sediment control, and water quality and low impact development requirements to minimize the impacts of new development are credited.
- More credit is available for including other hazards in a mitigation plan that qualifies for a floodplain management plan under Activity 510 (Floodplain Management Planning); and
- Local warning and public information activities directed toward storms and tsunamis are credited under the StormReady and TsunamiReady elements in Activity 610 (Flood Warning and Response).

116.c. Future Conditions and Impacts of Climate Change

The CRS recognizes that floodplains change over time, driven by many natural and manmade changes. Good floodplain management acknowledges this, and includes thinking about how floodplains might look in the future under different scenarios. Increased impervious surfaces in developing watersheds, beach nourishment projects, new fill in floodways, rising sea levels, changes in natural functions, and many other factors contribute to the character of the future with which floodplain managers must cope.

The 2013 *Coordinator's Manual* incorporates additional acknowledgement of—and credit for—community efforts to anticipate the future insofar as it relates to flood risk and natural floodplain functions, and to take actions that can mitigate any adverse impacts that could materialize.

- Credit is provided under Section 322.c for communities that provide information about areas (not mapped on the FIRM) that are predicted to be susceptible to flooding in the future because of climate change or sea level rise.
- To become a Class 4 or better community, a community must (among other criteria) demonstrate that it has programs that minimize increases in future flooding.
- To achieve CRS Class 1, a community must receive credit for using regulatory flood elevations in the V and coastal A Zones that reflect future conditions, including sea level rise.
- Credit is provided under Section 342.d when prospective buyers of a property are advised of the potential for flooding due to climate changes and/or sea level rise.
- Credit is provided under Section 412.d when the community's regulatory map is based on future-conditions hydrology, including sea level rise.

- **Credit is provided under Section 452.a if a community's stormwater program regulates runoff from future development.**
- **Credit is provided under Section 452.b for a community whose watershed master plan manages future peak flows so that they do not exceed present values.**
- **Credit is provided under Section 512.a, Steps 4 and 5, for flood hazard assessment and problem analysis that address areas likely to flood and flood problems that are likely to get worse in the future, including (1) changes in floodplain development and demographics, (2) development in the watershed, and (3) climate change or sea level rise.**

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 12/4/15

DEPT: Community Development

MEETING DATE: 12/16/15

ITEM/TOPIC:

Request to award contract for graphic design and promotional services to Cisneros Design, Inc. Contract shall not exceed \$250,000.00 for the period of the agreement.

ACTION REQUESTED OF COUNCIL:

Approval/Disapproval of request to award contract for graphic design and promotional services to Cisneros Design, Inc. Contract shall not exceed \$250,000.00 for the period of the agreement.

BACKGROUND/RATIONALE:

The City of Las Vegas has completed Phase I of Las Vegas' branding/marketing process, having worked with North Star Destination Strategies to complete a comprehensive marketing study and branding package that resulted in the tagline "New Adventures Down Old Trails." Phase II of this process involves bringing the new brand to life utilizing the services of a professional graphic design firm.

The City of Las Vegas Community Development Department issued RFP #2016-12 on August 20, 2015, requesting graphic design and promotional services. RFP #2016-12 closed on September 29, 2015; eight (8) proposals were received and were reviewed and ranked by a committee representative of the City of Las Vegas, City of Las Vegas Marketing Committee and San Miguel County. Three (3) were selected for presentations and were ranked and reviewed by the committee.

STAFF RECOMMENDATION:

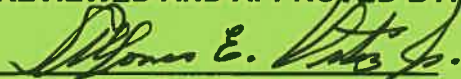
Approval

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.

REVIEWED AND APPROVED BY:



ALFONSO E. ORTIZ, JR.
MAYOR



ELMER J. MARTINEZ
CITY MANAGER


SUBMITTER'S SIGNATURE

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID/RFP AWARD)

DAVE ROMERO
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

Approved to form 1-26-15

Contract # _____

**PROFESSIONAL SERVICES
AGREEMENT BETWEEN CITY OF LAS VEGAS, NEW MEXICO
and CISNEROS DESIGNS for
Graphic Design and Promotional Services**

This Agreement is made and entered into this ____ day of _____, 2015 by and between the City of Las Vegas, New Mexico, a municipal corporation, hereinafter called (the City) and Cisneros Designs, hereinafter called (Provider).

WHEREAS, Provider will perform such services but is not limited to those services set out under services for Graphic Design & Promotion shown in Exhibit A; and

WHEREAS, the Provider has negotiated the terms of the agreement with the City; and

WHEREAS, the term of this agreement is from December 17, 2015, thru December 31, 2016.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

The Provider agrees to provide services on a priority and as-needed basis as indicated in Exhibit A for consideration as noted. Services shall fall into four Major Categories

1. Conceptual Development
2. Assessment
3. Product Development
4. Administrative/Production/Printing

INVOICING AND DELIVERABLES: Provider will present invoices and supporting documentation to the City. All invoices must be presented for payment no later than thirty (30) days after the scheduled service/project/project milestone. Payment will be presented upon completion of editing and delivering service/project(s)/project(s) milestone to the City.

TERM: This is a multi-term contract, renewable up to four years. The term of this agreement is from December 17, 2015 to December 31, 2016. Any modification of price for deliverables and services of this contract shall be in writing and is subject to approval by the City.

CONSIDERATION: In consideration for services rendered, the City agrees to pay the Provider for each project, assessment, development of product(s), phase of project(s), and service ("Deliverable") outlined in the scope of work which is included and made part of this document and each of which will vary in cost. This contract shall be paid on a phase and or completion of

Deliverable basis and shall not exceed Two Hundred Fifty Thousand and 00/100 Dollars (\$ 250,000.00). Agreement by both parties is necessary in regards to scope of each Deliverable, delivery dates and cost to deliver and will be in a written form as shown in Exhibit C. Each deliverable(s) will be paid according to the completion of milestone or project as agreed.

OWNERSHIP AND LICENSING OF INTELLECTUAL PROPERTY: This agreement creates an exclusive and perpetual license for the City to copy, use, modify, reuse or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression; including but not limited to physical drawings or data magnetically or otherwise recorded on computer diskettes, electronic devices including flashdrives which are prepared or caused to be prepared by Provider under this Agreement ("Documents & Data").

Provider retains the right to reproduce, publish and display the Deliverables in Provider's portfolios and websites, and in galleries, design periodicals and other media or exhibits for the purposes of recognition of creative excellence or professional advancement, and to be credited with authorship of the Deliverables in connection with such uses.

City shall not be limited in any way in its use of the Documents & Data at any time provided that any such use not within the purposes intended by the Agreement shall be at City's sole risk.

CONFIDENTIALITY: All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information and other Documents and Data either created by or provided to Provider in connection with the performance of the Agreement shall be held in strict confidentiality by Provider. Such materials shall not without the prior written consent of the City be used by Provider for any purpose other than the performance of the services for the City. Nor shall such materials be disclosed to any person or entity not connected with the performance of the services of the project. Nothing furnished to Provider which is otherwise unknown to Provider or is generally known or has become known to the related industry shall be deemed confidential. Provider shall not use City's name, logo, seal or strap-line, written concept or insignia, photographs of the Project or any publicity pertaining to the services or the project in any magazine trade paper newspaper, website, electronic mediums, television or radio production or other similar medium without the prior written consent of the City.

INSURANCE: Provider 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 Provider and shall name the City as an additional insured.

DISCLOSURE TO THE CITY: At such times and in such form as the City Council may require, Provider shall furnish to the City, such statements, records, reports, data and information as the City may request pertaining to matters covered by this Agreement, and the Provider 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 agreement subject to the limitations set out above.

NO FINANCIAL INTEREST: No officer or employee of the City or of the Provider who exercises any function of responsibility in connection with the planning and implementation of any of the provisions of this Agreement shall have any direct, personal financial interest in this Agreement, and the Provider shall take appropriate steps to assure compliance.

PREJUDICE: No person, on account of race, color, religion, national origin or because of non-membership in the Provider's organization shall be excluded from participating in, or denied benefits of any activity made possible through and resulting from this Agreement.

POLITICAL ACTIVITY: None of the funds, materials, property or services rendered directly or indirectly under this Agreement 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 Provider shall not assign any interest in this Agreement excluding payments for services by the Provider 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 Provider from the City under this Agreement may be assigned to a bank, trust company or other financial institution without such approval.

SUBJECT TO LAWS: The Provider 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 Agreement to any party other than the Provider for payment of any monies, to include payroll taxes or for provision of any goods or services unless such liabilities are specifically agreed to in this Agreement.

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.

CONTRACT REVIEW:

TERMINATION: The City may, with or without cause, terminate this Agreement at any time upon thirty (30) days written notice of termination given to the Provider. In such event, all finished or unfinished projects and/or deliverables, conceptual documents, documents, data studies, photographs, reports and the rights to any property prepared or procured by the Provider under this Agreement shall, at the option of the City, become equitable compensation for any work satisfactorily completed through the termination date. Similarly, the Provider may, with or without causes, terminate this Agreement upon a Sixty (60) day written notice, and the City shall reimburse the Provider for any and all expenses incurred that have not been reimbursed prior to the time of notification provided those expenses otherwise proper hereunder.

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 the Agreement shall not have any force or effect whatsoever, unless the same is mutually agreed to by the parties hereto and reduced to writing. No changes or amendments to this Agreement shall be effective except those on written approval by both parties.

AMENDMENT: This Agreement 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 Provider shall not have the authority to enter into any Agreement 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: Provider 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 Provider of this Agreement.

City agrees to indemnify and defend the Provider 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 City of this Agreement.

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 Provider.

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 Agreement to be Executed this day and year first above written:

CITY OF LAS VEGAS:

CISNEROS DESIGNS

Elmer J. Martinez, City Manager

Fred Cisneros, Cisneros Designs

ATTEST:

Casandra Fresquez, City Clerk

REVIEWED AND APPROVED AS TO
LEGAL SUFFICIENCY ONLY:

Dave Romero, City Attorney

Exhibit “A”

**SERVICES FOR GRAPHIC DESIGN AND PROMOTION
WITH COST ESTIMATES**

**Exhibit “B”
RATIONALE**

Exhibit "A"

Services for Graphic Design Promotion with Cost Estimates

Priority	Services for Graphic Design & Promotion	Category	Low End of Range	High End of Range
*	Concept & Campaign Development	Conceptual Development	\$10,000	\$20,000
*	Community Workshop	Conceptual Development	\$1,000	\$2,000
*	Assessment of Existing Resources	Assessment	\$1,000	\$5,000
*	Archive Resource Creation	Product Development	\$20,000	\$40,000
	City Promotion (Stationary, Business Cards, Uniform)Design & Project Management			
*	Project Management		\$1,000	\$2,500
*	Website Re-skin & Limited Reorganization	Product Development	\$10,000	\$17,000
*	Street Banners Design & Project Management	Product Development	\$10,000	\$15,000
*	Street Banners Fabrication	Administrative/Production/Printing	\$20,400	\$33,000
*	Advertising: Design & Project Management	Product Development	\$10,000	\$18,000
*	Advertising: Modifications Based on use	Product Development	\$4,500	\$6,500
	Advertising - Media Insertion	Administrative/Production/Printing	\$ TBD	\$35,000
*	Local Business Ad Template: Design & Project Management	Product Development	\$ TBD	\$3,000
*	Merchandise: Design & Project Management	Product Development	\$2,400	\$3,500
*	Social Media: Project Management & Implementation	Product Development	\$5,000	\$12,500
	Print Materials: Design & Project Management	Product Development	\$7,500	\$9,500
	Miscellaneous Design Projects: Design & Project Management			
*	(Special Events, Vehicle wraps, Wayfinding Signage Etc.	Product Development	\$10,000	\$17,500
*	Trail App.: Design & Project Management	Product Development	\$1,000	\$5,000
	Directory Map: Design & Project Management	Product Development	\$5,000	\$5,000
			\$118,800	\$250,000

Concept and Campaign Development

This consists of the overall planning and conceptual creation and direction of the marketing campaign as a whole.

Design and Project Management

\$10,000.00 - \$20,000.00

Archive/Resource Creation

Create an archive of compelling action photos and videos, stock and directed (including the use of models if necessary). The archive will be used for all branding and marketing elements. Initial concepts copy writing will be reduced for the website and ads.

Photo/Video Development

\$20,000.00 - \$30,000.00

Initial Concept Copy Writing for Website and Ads

\$10,000.00

Website Re-skin and Limited Reorganization

Short term: Develop new look and feel of existing website using current WordPress template. Troubleshoot capabilities to attempt streamlining manager usability. Long term: full redesign and organization of the site. Phased- in as costs and time allow.

Design and Project Management

\$10,000.00 - \$17,000.00

Street Banners

Light Pole Banners will be used to serve as information for visitors as well as a source of City pride for local residents. The banners could represent the neighborhoods, historic area and identify events, and landmarks. Double sided banner will be hung in sets of two per pole, with one banner signifying the campaign theme line and the other banner dedicated to event or landmark.

Design and Project Management (up to 15 banners)

\$10,000.00 - \$15,000.00

Advertising

Develop a strategic advertising campaign which will largely center around targeting visitors who are already visiting New Mexico, specifically the Albuquerque, Santa Fe, and Taos markets. Ads will include but are not limited to print, electronic, radio, and possibly television. Television ad development and production will be estimated separately on a case-by-case basis. Billboards will be used when they are optimal in drive market entrance/exit opportunities. Their uses would be highly focused on events in Las Vegas and San Miguel County. Media insertion will be handled on a case by case basis and cost effective approach when appropriate Community Development staff will negotiate and purchase media insertions.

Design and Project Management	\$ TBD - \$725
Resize ads for insertion in alternate publications	\$ TBD - \$225
Media insertion costs including industry mark-up Of 15%- Dependent on cost effective procurement	\$ Not to exceed \$40,000.00

Local Business Ad Templates:

Create a suite of ad templates for the merchants and nonprofits of Las Vegas. This would allow many of the merchants to advertise without incurring the cost of a full service agency. The options would be limited but would be flexible regarding ad size and color use.

Design and Project Management (4-6 templates)	\$3,000
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Non-Profit Ad Templates:

Create a custom suite of ads and/or ad templates for use by non-profits for the purpose of promoting Las Vegas events. This would assist the non-profits in professional advertising without incurring the cost of a full service agency. This methodology insures the integrity of the Las Vegas brand, brandy personality, written concept and message.

Design and Project Management	\$3,000
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Merchandise:

Collaborate with City Community Development staff in selecting and producing merchandise for sale. Long-term the items may be available on the website, but may be initially available at retail kiosk/storefront location(s) as a partnership with New Mexico Highlands University and/or may be sold at the Visitor Center and under other retail vendor agreements. Items selected will be a mix of apparel and utilitarian products, i.e. backpacks, leather satchel, caps, etc.

Design and Project Management	\$2,400 - \$3,500
Fabrication costs will be estimated once design items and quantities are identified	\$ To Be Determined

Social Media:

A full social media plan must be assembled prior to fully estimating an execution plan. Frequency of messaging (weekly, monthly, less frequent), content of messaging (most likely coming from City Staff and likely related to events) will be factors to be considered in the plan. Any message must serve a specific and relevant purpose to targeted recipients.

Project Management and Implementation	\$5,000 - \$15,000 annually
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Print Materials:

Rack card(s) and Adventure Guide – day trip brochure. As part of the strategy to capitalize on visitors from the Taos, Santa Fe and Albuquerque markets, we envision a distribution of printed materials in rack locations in visitor centers and hotels in target markets. For ease of distribution items must fit into rack stands at approximately 4” x 9”. Rack card(s) should be season and reference highlights of each season. The adventure guide/daytrip brochure would be more comprehensive and include as many opportunities as possible in multi-page format.

Design and Project Management

\$7,500 - \$9,500

Printing costs will be estimated once design and quantities are identified.

\$ To be determined.

Trails App:

Create a digital device application as an aid for the City to share information and details about specific activities, and landmarks and points of interest, retail experiences. Trails (ex: chile, film, ghost, beer, historic etc.) will be developed in collaboration with City of Las Vegas Community Development staff and will be created comprehensively and tested to make certain they are interesting and accurate,

Provide would begin initial exploration and research for companies that currently have global apps and assess whether our trails may fit into the existing application. Provider would also assess the cost and real time-frame to creating a custom app for Las Vegas

Initial exploration and time/audit

\$ 5,000.00

Community Workshop

Event to be held in January or February. The purpose is to introduce overall marketing strategy and share the importance of consistent message, brand personality, and excellent customer experiences to the community, leaders, non-profits and businesses. Provider will touch on at minimum advertising, marketing merchandising and customer service training.

Design and Project Management

\$ To be determined

Miscellaneous Design Projects:

These items include special events conducted by the City of Las Vegas and other events and projects as they may arise.

Design and Project Management

\$10,000 - \$15,000

Directory /Map

Designed to reflect architectural style of downtown Las Vegas. this could be interior lit for night viewing or non-lit. Recommended locations for the directory are: Historic Plaza Park, Visitor Center at railroad station, City Hall or other determined visitor sites.

Approximately 42" x 80" inset panels on Plexiglass detailing reader location and proximity to surrounding neighborhoods. The purpose would be to locate significant historic buildings and places of interest, generally in walking distance of the Plaza, with time approximation for driving to locations not walkable.

Design and Project Management

\$5,000.00 - \$7,500.00

Fabrication costs will be estimated once design is identified.

\$ To Be Determined

Exhibit “C”

DELIVERABLE DEVELOPMENT AND COST SHEET



DELIVERABLE DEVELOPMENT AND COST SHEET

The following Deliverable has been requested by the City of Las Vegas for completion by Cisneros Design.

Deliverable Name: _____

Date Requested: _____

Description of Deliverable: _____

☐ Inside Scope of Work of Professional Service Agreement

☐ Beyond Original Scope of Professional Service Agreement

Elements to Achieve Completion of Deliverable:

Required of City for Completion:

Item	Date Needed
_____	_____
_____	_____
_____	_____
_____	_____

Cisneros Design

Item	Date to be Completed	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any adjustments to date and or items needed to complete Deliverable must be agreed to by both the Provide and City in writing.

Accepted and agreed to

Cisneros Designs

Date: _____

City of Las Vegas

Date: _____

CITY COUNCIL MEETING AGENDA REQUEST

DATE:12/9/15

DEPT: Executive

MEETING DATE: 12/16/15

ITEM/TOPIC: City Attorney's Professional Service Contract

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of City Attorney's Professional Service Contract.

BACKGROUND/RATIONALE: City Attorney, Dave Romero's Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.04 C. The Mayor shall appoint the city attorney, subject to Council approval. D. The Governing Body shall enter into a contract with the city attorney which shall establish, among other matters, compensation, benefits, duties and responsibilities.

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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

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)
Approved to form 1-26-15

CITY COUNCIL MEETING AGENDA REQUEST

DATE:12/9/15

DEPT: Executive

MEETING DATE: 12/16/15

ITEM/TOPIC: City Clerk's Professional Service Contract

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of City Clerk's Professional Service Contract.

BACKGROUND/RATIONALE: City Clerk, Casandra Fresquez' Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.05 C. The Mayor shall appoint the City Clerk, subject to Council approval. The Governing Body shall enter into a contract with the city clerk which shall establish, among other matters, compensation, benefits, duties and responsibilities.

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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

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)

Approved to form 1-26-15

CITY COUNCIL MEETING AGENDA REQUEST

DATE:12/9/15

DEPT: Executive

MEETING DATE: 12/16/15

ITEM/TOPIC: Chief of Police Professional Service Contract

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Chief of Police Professional Service Contract.

BACKGROUND/RATIONALE: Chief of Police, Juan Montano's Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.06 B. The Mayor shall appoint the Chief of Police, subject to Council approval. The Governing Body shall enter into a contract with the chief of police which shall establish, among other matters, compensation, benefits, duties and responsibilities.

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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

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)
Approved to form 1-26-15

CITY COUNCIL MEETING AGENDA REQUEST

DATE:12/9/15

DEPT: Executive

MEETING DATE: 12/16/15

ITEM/TOPIC: City Manager's Professional Service Contract

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of City Manager's Professional Service Contract.

BACKGROUND/RATIONALE: City Manager, Elmer J. Martinez' Professional Service contract is up for renewal. In accordance with the City of Las Vegas, New Mexico Municipal Charter Article V, Section 5.01 A. The city manager shall be appointed by the Mayor, subject to Council approval. The Governing Body shall enter into a contract with the city manager which shall establish, among other matters, compensation, benefits, duties and responsibilities.

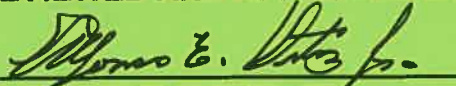
STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:

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

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)

Approved to form 1-26-15