



City of Las Vegas

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

Mayor Louie A. Trujillo

**CITY OF LAS VEGAS
SPECIAL CITY COUNCIL AGENDA
July 30, 2020–Thursday– 3:00 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. PUBLIC INPUT (comments limited to topics on current agenda, not to exceed 3 minutes per person and individuals must sign up at least 15 minutes prior to meeting) Public Input forwarded to the City Clerk will be read into the record.

VII. BUSINESS ITEMS

1. Approval/Disapproval to appoint Jesus Baquera as Finance Director.

William Taylor, City Manager. As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing Body.

2. Approval/Disapproval of Resolution 20-47 to approve the final FY 2019-2020 DFA Financial Report for submission to DFA Local Government Division.

Dominic Chavez, Deputy Finance Director The City of Las Vegas is required to approve and submit the Final 2019-2020 DFA Financial Report.

3. Approval/Disapproval of Resolution 20-46 to adopt the Final FY 2020-2021 Budget for submission to DFA Local Government Division.

Dominic Chavez, Deputy Finance Director The City of Las Vegas is required to develop, approve and adopt a 2020-2021 Final Budget for submission to DFA Local Government Division.

VIII. 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.**

IX. ADJOURN

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

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

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

Special
CITY COUNCIL MEETING AGENDA REQUEST

DATE: 7/30/20

DEPT: Executive

MEETING DATE: 7/30/2020

ITEM/TOPIC: Appointment of Finance Director.

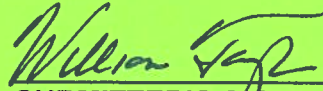
ACTION REQUESTED OF COUNCIL: Approval/Disapproval to appoint Jesus Baquera as Finance Director.

BACKGROUND/RATIONALE: As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. C. The City Manager shall appoint department directors, subject to approval by the Governing Body.

STAFF RECOMMENDATION:

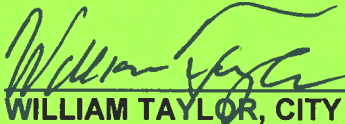
COMMITTEE RECOMMENDATION:

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:



WILLIAM TAYLOR, CITY MANAGER



SCOTT AARON, CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)



FINANCE DIRECTOR, Interim
(PROCUREMENT)

Jesus E. Baquera
3240 St Hwy 518
Cleveland, NM 87715
(505)-977-6594

EMPLOYMENT OBJECTIVE:

Obtain the position of Director of Finance , leading to a career in administration.

EDUCATION:

MBA-Completed 18 hours of Graduate School at NMHU.
BA in Business Administration with a concentration in accounting.
Graduated May 1992 NMHU. GPA 3.2/4.0
NACUBO Managerial Accounting and Analysis. November 2004
NACUBO Fund Accounting Course. October 1997.
MIP (Micro Information Products) Fund Accounting Training Course. March 1996
American Payroll Association's Basic/Intermediate Payroll Training Course. February 1992.

EMPLOYMENT EXPERIENCE:

Accountant- Franken Oil & Distributing process all A/P payments using two accounting software NEXGEN and TIREMASTER. Bank reconciliation of all bank accounts. Prepare monthly dump of Tiremaster accounting software into Nexgen accounting software. Prepare monthly Financial reports. Reconcile G/L to physical inventory counts on a quarterly basis. Prepare Year End Audit and Financials for Auditors.

Controller – NMHU Supervising, and training of all Business Office Staff. Fourteen total, Five Student Accounts Receivable, Three Accounts Payable, Three Restricted Funds, and Three Unrestricted Funds. Prepare year-end financial statements. Coordinate and act as the point of contact for all audits. November 2007 to June 2016

Assistant Controller – NMHU Supervising, training, reconciling and reporting on the unrestricted, restricted, agency, plant, and cash fund activity. Oversee day to day operations of accounts payable/travel, train accounting staff on banner and financial reporting procedures. Prepare year end financial statements. Coordinate and act as the point of contact for all audits. Developed and managed the institution's operating budget. November 2005 to November 2007.

Restricted Funds Manager – NMHU Supervising, training, reconciling and reporting on the restricted fund and agency fund activity. Perform day to day operations, train accounting staff on banner and procedures. Prepare year end financial statements. Coordinate and act as the point of contact for all grant audits. May 2003 to November 2005.

Interim Senior Accountant – NMHU Prepare Daily Bank Cash Balance reports, Reconcile and prepare CIP (Construction in Process) drawdowns, Prepare various MS Access Banner view reports for Accounting department and Auditors. Study and correct various audit findings that are Banner user related NSF function, A/P cash vs. accrual base accounting, A/P 3-way match, A/P separation of duties to have proper controls in A/P checks. Prepare and approve various monthly internal charges JE. Prepare and reconcile monthly Petty Cash JE. Reconcile and clean FY02 travel encumbrances, FY02 Athletic travel, and Banner incomplete document listing. Review Banner budget to actual report and correct FOAPAL discrepancies. September 2001 to May 2003.

Financial Consultant – GLM Construction Company. Prepare, submit, and obtain Small Business Administration Section 8A certification. Implement computerized accounting system QuickBooks Pro. Train bookkeeper on all aspects of QuickBooks Payroll, Accounts Payable, Accounts Receivable, and General Ledger. Reconcile monthly bank statements, month end closing, year end closing, prepare and file year end tax returns. September 1999 to December 2003.

Accounting Consultant – NMHU Reconcile FY00 & FY01 payroll liability and petty cash accounts. Review and prepare FY 01 NMHU annual leave liability accrual JE. Assist in various PBC schedules needed for FY01 audit. August 2001.

Accounting Supervisor – Presbyterian Medical Services. Supervise Payroll, A/P, Cash deposits and Fixed Assets accountants. Approve a/p vouchers, perform daily cash flow reports & bank transfers. Bank reconciliation on multiple accounts. Update, maintain and audit general ledger. November 2000-January 2001.

Interim Senior Accountant – NMHU Assist payroll manager in generating payroll. Approve petty cash, prepare internal charges and transfer JE's, reconcile third party insurance payments, attend SCT Banner Training, Implement Banner HR module. December 1998 – March 2000.

Manager of Accounting – Institute of American Indian Arts. Responsible for maintaining and reporting the financial status of IAIA. Supervise A/P, Payroll, Purchasing, and G/L Technicians. October 1996 – December 1998.

Comptroller – Self Reliance Foundation/Hispanic Radio Network/Jeff Kline & Associates. Responsible for all of the financial operations of the three sister companies. A/P, A/R, Payroll, Budgets and G/L. The foundations and the networks general ledgers are maintained on MIP fund accounting software. Jeff Kline & Associates general ledger is maintained on QuickBooks Pro software. August 1995 - April 1996.

A/P Accountant – Health Centers of Northern New Mexico. Responsible for all aspects of A/P for fourteen rural health clinics. Duties included review, voucher, and process payments to vendors via MIP accounting software for supplies and services. April 1995 – August 1995.

Business Manager – High Plains Regional Educational Coop. Responsible for A/P, A/R, Payroll, and Accounting reporting for the quasi state agency. All functions performed via the State of NM department of Finance and Administration. Additional reporting required for the executive council and the State of NM department of Education. September 1994 – February 1995.

Junior Accountant – NMHU. Assist payroll manager in all aspects of payroll. Budget preparation, approve general JE's, and bank reconciliations. February 1991 – September 1994.

FURTHER INFORMATION:

Bilingual, proficient in speaking, writing, and reading Spanish. Computer literate on Dbase, Paradox, WordPerfect, MSWord, Lotus, Quattro, Excel, SCT Banner 2000 accounting systems, MIP accounting systems, QuickBooks Pro accounting software, and CFRAS accounting systems.

References:

Geno Maes
HC 34 Box 54
Cleveland NM 87715
505-507-8863

Al Maestas
9742 S. Joplin Pl
Tulsa OK 74137
918-298-9950

City of Las Vegas Job Description

JOB TITLE: Finance Director **JOB CODE:** 1003

PAY GRADE: 50 Per Current Pay Plan-2010

DEPARTMENT: Finance

DIVISION:

SUPERVISION RECEIVED: City Manager

SUPERVISION GIVEN: All Finance Department Personnel

PURPOSE AND NATURE OF JOB

This is a Department Director level position and performs under the direct supervision of the City Manager. This position is an at-will position appointed by the City Manager, subject to approval by the Governing Body. Dismissal is according to the City Charter.

Involving the overall supervision of the Finance Department, which includes personnel involved in purchasing, receiving, fixed assets, payroll, accounts payable, accounts receivable, and cashiers. The individual is responsible to the City Manager and performance will be reviewed through meetings, reports submitted, indirect observations, and results of work. This position is exempt from the Personnel Rules and Regulations of the City of Las Vegas.

DESCRIPTION OF TASKS PERFORMED

- Plans, organizes, schedules and directs work of personnel in the Finance Department.
- Establishes internal operational guidelines and procedures for the department.
- Responsible for the recruitment and training of personnel within the department.
- Reviews activities of the Finance Department and determines programs necessary to accomplish designated functions.
- Individual is responsible for program administration and development of the following major areas: financial accounting and forecasting, budgeting, purchasing, utility billing, central cashiering, cash management and auditing.
- May be assigned to develop or coordinate special projects or programs.
- May be required to work nights and weekends to meet deadlines occasionally.
- Prepares and presents data to City Manager, Directors, Mayor and Council
- Attends city council meetings, committee meetings, trainings, seminars as required.
- Works with Director's to review department budgets.
- Will be required to perform other related functions.

DESCRIBE MACHINE, TOOLS, EQUIPMENT, WORK AIDS USED

Computer terminals, keyboard, typewriter, calculator, copy machine, telephone, stapler, printer, date stamp, hole puncher, binding machine, check protector, etc.

DESCRIBE MATERIAL AND/OR PRODUCTS HANDLED

Various types of writing instruments including instruments which contain lead, various types of paper and paper products, ink, inked ribbons, ink pads, glue, tape, carbon paper, correction fluids and tapes, markers, envelopes, legal pads, ruler, paper clips, letter opener, etc.

GENERAL EDUCATION REQUIREMENTS

B.A. Degree in accounting or business administration or related field.

SPECIAL VOCATIONAL REQUIREMENTS

LICENSE:

Must possess a valid New Mexico Class D operator's license and be insurable by the City's insurance carrier.

EXPERIENCE:

Must have a minimum of four (4) years administrative experience in a governmental agency including supervisory experience. Must have two (2) years experience in finance either as an accountant or head bookkeeper in a large organization.

SKILLS:

Must have excellent analytical, communicative and supervisory skills; must be able to deal effectively with other organizations and the public.

KNOWLEDGE:

Must have thorough knowledge of all aspects of municipal financial administration. Ability to plan and direct activities of departmental personnel.

WORK

ENVIRONMENT:

Work is performed primarily in an office setting 100% of the time; working surface is on even, flat/hard and/or carpeted areas; some travel and field work is required occasionally.

PHYSICAL REQUIREMENTS:

Mobility factors; walks 5% of the time, climbs steps 2%.
Primary work positions; stand 5%, sit 95%.

SPECIFIC MOVEMENTS:

- TRUNK:** Bends occasionally.
 - ARMS:** Reaches, works with arms extended occasionally, carries 20 lbs. maximum 25 feet occasionally, lifts from floor to waist, 20 lbs. maximum.
 - LEGS:** Bends, kneels, and walks occasionally.
 - HANDS:** Gross dexterity, occasionally; Grasps/manipulate, frequently; Speed required, occasionally; Bilateral coordination, occasionally; Eye/hand coordination, occasionally.
-

This job description is presented and executed by the Employee, City Manager, and the Department Director.

Employee Date

City Manager Date

Department Director Date

AJQ/TDM MAY2010

Special Session
CITY COUNCIL MEETING AGENDA REQUEST

DATE: July 22, 2020

DEPT: Finance

MEETING DATE: July 30, 2020

DISCUSSION ITEM/TOPIC: Resolution No. 20-47 Final 2019-2020 Department of Finance Administration Report.

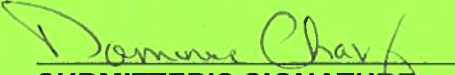
ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Resolution No.20-47 to approve the Final FY 2019-2020 DFA Financial Report for submission to DFA Local Government Division.

BACKGROUND/RATIONALE: The City of Las Vegas is required to approve and submit the Final 2019-2020 Final Financial Report

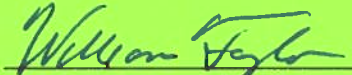
STAFF RECOMMENDATION: Approval of Resolution.No. 20-47


COMMITTEE RECOMMENDATION:


HIS 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:


WILLIAM TAYLOR, CITY MANAGER


SCOTT AARON, CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)


DOMINIC CHAVEZ,
INTERIM FINANCE DIRECTOR

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-47

A RESOLUTION FOR THE FINAL 2019-2020 DFA REPORT

WHEREAS, the Governing Body of Las Vegas has developed a budget for fiscal year 2019-2020; and

WHEREAS, the final quarterly report has been reviewed and approved to ensure the accuracy of the beginning balances used on the FY 2020-2021; and

WHEREAS, it is hereby certified that the contents in this report are true and correct to the best of our knowledge and that this report depicts all funds for fiscal year 2019-2020.

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

APPROVED AND ADOPTED this _____ day of July 2020.

Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney

Special Session
CITY COUNCIL MEETING AGENDA REQUEST

DATE: July 22, 2020

DEPT: Finance

MEETING DATE: July 30, 2020

DISCUSSION ITEM/TOPIC: Resolution No. 20-46 Final Fiscal Year 2020-2021 Budget submission to Department of Finance.

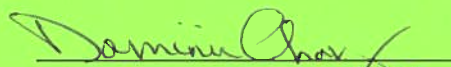
ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Resolution No.20-46 to adopt the Final FY 2020-2021 Budget for submission to DFA Local Government Division.

BACKGROUND/RATIONALE: The City of Las Vegas is required to develop, approve and adopt a 2020-2021 Final Budget for Submission to DFA Local Government Division.

STAFF RECOMMENDATION: Approval of Resolution No. 20-46 to adopt the Final Budget for FY 2020-2021 as per DFA requirements.


COMMITTEE RECOMMENDATION:

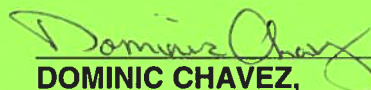
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SUBMITTER'S SIGNATURE

REVIEWED AND APPROVED BY:


WILLIAM TAYLOR, CITY MANAGER


SCOTT AARON, CITY ATTORNEY
(ALL CONTRACTS, ORDINANCES
AND RESOLUTIONS MUST BE
REVIEWED)


DOMINIC CHAVEZ,
INTERIM FINANCE DIRECTOR
(PROCUREMENT)

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-46

A RESOLUTION FOR THE FINAL BUDGET ADOPTION 2020-2021
FISCAL YEAR

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

WHEREAS, said budget was developed on the basis of need through cooperation with all user departments, elected officials and other department supervisors, City Administration and elected officials; and

WHEREAS, the official meeting for the review of said documents was posted publicly on July 24, 2020 in compliance with the Open Meetings Act; and

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

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

APPROVED AND ADOPTED this _____ day of July 2020.

Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:

Casandra Fresquez, City Clerk

Scott Aaron, City Attorney