



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

**CITY OF LAS VEGAS
SPECIAL CITY COUNCIL AGENDA
May 16, 2016–Monday– 10:00 a.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 (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting.)**
- VII. BUSINESS ITEMS**
 1. Approval/Disapproval to remove Utility Department Director, Ken Garcia.

Richard Trujillo, City Manager As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. D. Department directors are at-will employees who may be suspended or removed by the city manager, subject to approval by the Governing Body.
 2. Approval/Disapproval to appoint Maria Gilvarry as Interim Utility Department Director.

Richard Trujillo, 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.

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

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

NOTE: A final agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 N. Grand Avenue, Las Vegas, N.M 877013

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5/12/16

DEPT: Executive

MEETING DATE: 5/16/16

ITEM/TOPIC: Removal of Utility Department Director.

ACTION REQUESTED OF COUNCIL: *Approval/Disapproval to remove Utility Department Director, Ken Garcia.*

BACKGROUND/RATIONALE: As per the City of Las Vegas Municipal Charter, Article V, Officers, Directors and Employees, Section 5.07 Departments. D. Department directors are at-will employees who may be suspended or removed by the city manager, subject to approval by the Governing Body.

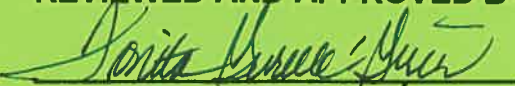
STAFF RECOMMENDATION:

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:



TONITA GURULE-GIRON
MAYOR

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)



RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID/RFP AWARD)

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

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ARTICLE V

OFFICERS, DIRECTORS AND EMPLOYEES

Section 5.01. City Manager—Appointment and General Provisions.

Section 5.02. City Manager—Removal.

Section 5.03. City Manager—Powers and Duties.

Section 5.04. City Attorney.

Section 5.05. City Clerk.

Section 5.06. Chief of Police.

Section 5.07. Departments.

Section 5.08. Personnel System.

Section 5.01. City Manager—Appointment and General Provisions.

- 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.
- B. The city manager shall be appointed solely on the basis of executive and administrative qualifications, and shall establish residency in San Miguel County within ninety (90) days of acceptance of the appointment.
- C. The city manager, if not already certified by the International City Managers Association (ICMA), shall be working to achieve certification while in the employ of the city. All applicants shall be in the process of obtaining ICMA certification or shall be a corporate member when hired.
- D. The City Manager shall designate other employees of the City to perform the functions of the office during any absence of thirty (30) days or less. The Mayor shall appoint, subject to Council approval, an acting City Manager for any absence exceeding thirty (30) days.

Section 5.02. City Manager; Removal.

The City Manager serves at the pleasure of the Governing Body, and may be suspended or removed without cause at any time by the Mayor, subject to approval of the Council, or by the Governing Body by a majority of all members of the Governing Body.

Section 5.03. City Manager—Powers and Duties.

1 **Section 5.06. Chief of Police.**

- 2 A. There shall be a Chief of Police.
- 3 B. The Mayor shall appoint the Chief of Police, subject to Council approval. The Governing
4 Body shall enter into a contract with the chief of police which shall establish, among
5 other matters, compensation, benefits, duties and responsibilities. The Chief of Police
6 shall establish residence in San Miguel County within ninety (90) days of acceptance of
7 appointment.
- 8 C. The Chief of Police serves at the pleasure of the Governing Body, and may be suspended
9 or removed without cause at any time by the Mayor, subject to approval of the Council,
10 or by the Governing Body by a majority of all members of the Governing Body.
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12 **Section 5.07. Departments. —**

- 13 A. Subject to approval of the Governing Body, the city manager shall establish such
14 departments as are necessary for efficient administration of the City.
- 15 B. Each department shall be under the supervision of a department director, subject to the
16 direction and supervision of the city manager.
- 17 C. The city manager shall appoint department directors, subject to approval by the
18 Governing Body.
- 19 D. Department directors are at-will employees who may be suspended or removed by the
20 city manager, subject to approval by the Governing Body.
- 21 E. The city manager may serve as a department director, provided that the manager shall not
22 serve as either city clerk or finance director.

23 **Section 5.08. Personnel System.**

- 24 A. The Governing Body shall adopt a personnel ordinance which is consistent with this
25 Charter establishing the personnel policies, rules and procedures of the City. All
26 appointments and promotions of City employees, other than department directors and
27 those employees who are by this Charter or by ordinance designated as at will employees,
28 shall be made solely on the basis of merit and fitness in accordance with the personnel
29 ordinance to be adopted by the Governing Body.
- 30 B. The personnel ordinance shall:
- 31 (1) Establish a merit system governing personnel policies necessary for the effective
32 administration of the employees of the City departments, offices and agencies,
33 including but not limited to classification and pay plans, examinations, force
34 reduction, discipline, termination, removals, working conditions, provisional and
35 exempt appointments, in-service training, grievances and relationships with
36 employee organizations;
- 37 (2) Be consistent with all mandatory federal and state requirements; and

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 5/12/16

DEPT: Executive

MEETING DATE: 5/16/16

ITEM/TOPIC: Appointment of Interim Utility Department Director.

ACTION REQUESTED OF COUNCIL: *Approval/Disapproval to appoint Maria Gilvarry as Interim Utility Department 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:

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MAYOR**

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



**RICHARD TRUJILLO
CITY MANAGER**

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

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CITY ATTORNEY
(ALL CONTRACTS MUST BE
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1 **ARTICLE V**

2 **OFFICERS, DIRECTORS AND EMPLOYEES**

3 **Section 5.01. City Manager—Appointment and General Provisions.**

4 **Section 5.02. City Manager—Removal.**

5 **Section 5.03. City Manager—Powers and Duties.**

6 **Section 5.04. City Attorney.**

7 **Section 5.05. City Clerk.**

8 **Section 5.06. Chief of Police.**

9 **Section 5.07. Departments.**

10 **Section 5.08. Personnel System.**

11 **Section 5.01. City Manager—Appointment and General Provisions.**

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13 Governing Body shall enter into a contract with the City Manager which shall establish,
14 among other matters, compensation, benefits, duties and responsibilities.

15 **B.** The city manager shall be appointed solely on the basis of executive and administrative
16 qualifications, and shall establish residency in San Miguel County within ninety (90)
17 days of acceptance of the appointment.

18 **C.** The city manager, if not already certified by the International City Managers Association
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