

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL WORK  
SESSION HELD ON WEDNESDAY, MARCH 14, 2018 AT 5:30 P.M. IN THE  
CITY COUNCIL CHAMBERS**

**MAYOR:** Tonita Gurulé-Girón

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

**ALSO PRESENT:** Ann Marie Gallegos, Interim City Manager  
Casandra Fresquez, City Clerk  
David Silva, Acting City Attorney  
Chris Lopez, Sergeant at Arms

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Councilor Ulibarri, Jr. prayed for everyone to keep their faith in God and to help one another, our children and the community.

**APPROVAL OF AGENDA**

Councilor Casey had a question regarding the agenda and the audit findings for the Housing Authority and stated that the findings were to be responded to by City Hall staff and asked why the responses were not on the agenda for review.

Mayor Tonita Gurulé-Girón advised that it was her understanding that it would be reviewed during a regular meeting and asked Interim City Manager Gallegos for the status regarding that matter.

Interim City Manager Gallegos advised that they were Depository Agreements which were Federal compliant and added that they did respond. She informed that a draft response of accounting procedures was submitted and the reasoning for a draft was due to the need of HUD reviewing them before bringing them to Council for final approval.

Councilor Casey asked if the same procedure was going to be done for the Special Audit findings and stated that it was her understanding from the State Auditor's Office that they had already been in possession of the City for awhile.

Interim City Manager Gallegos advised that they had received the Special Audit and that the management responses were submitted back to the auditor on March 8th and were scheduling an exit conference for early next week on Tuesday, with the State Auditor and the auditor as well. She advised that it would go back to the State Auditor's Office for the final approval and brought back to Mayor and Council.

Councilor Casey asked if at least one Councilor would be able to be present at the exit conference.

Interim City Manager Gallegos advised that question had been raised although if one Councilor was included, then all Councilors needed to be included and advised the auditor of perhaps forming a quorum. She added that exit conferences were usually attended by the Mayor, City Manager and by Finance Director and stated that was where she left it.

Councilor Casey asked Interim City Manager Gallegos, if she would consider having the exit conference if she would post a Special meeting at the council.

Interim City Manager Gallegos advised that she would not consider it due to it being an exit conference and that it was for management review only.

Councilor Casey asked when the Council would receive the copy of the Special Audit Findings and if they had given a timeline for release.

Interim City Manager Gallegos advised that they had not given a timeline although would ask about the timeline when they would meet and added that normal period for holding the report after the exit conference was a least 5 days although may be longer and explained that Special Audits were different. She advised that once it



was released by the State Auditor, it would be posted on their website and then it would be available for Mayor and Council and advised that as soon as it was released it would be forwarded to Council.

Councilor Casey asked if they were meeting next Tuesday, then by Wednesday they should have a better idea of a timeline.

Interim City Manager Gallegos advised the normal period to hold it was at least 5 days although may be extended for a further timeline and that she would not know until it was released by the State Auditor and would forward it to Council as soon as they would receive it.

Councilor Casey asked Interim City Manager Gallegos if an update could be given at next week's City Council meeting if she learned anything different or new regarding the Special Audit that Council needed to know.

Interim City Manager Gallegos agreed to give an update if any other information would arise and advised that she would ask the State Auditor how much they could release because it would be in their hands for a five day period for their review and would be released when finalized.

Councilor Casey stated that was what they were told by the State Auditor when they had done their presentation although asked due to the exit conference being postponed twice, she was curious as to when the results might be released to Council and for the general public that was really interested in knowing what was going on.

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

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

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

## **PUBLIC INPUT**



Interim City Manager Ann Marie Gallegos advised there was no one signed up for Public Input.

## **DISCUSSION ITEMS**

### **1. Resolution #18-16 Budget Adjustment Resolution.**

Interim Finance Director Tana Vega advised that the City of Las Vegas was requesting increases to the FY 2018 budgeted revenues and expenditures, transfers to and from within various funds of the FY 2018 budget.

Councilor Casey advised that regarding the budget adjustments, she was pleased to hear the CLG Grant for \$25,000.00 would go towards infrastructure toward the old city hall building located on 6th Street.

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

### **2. Award request for proposals #2018-17 for printing and mailing services for the Utilities Department.**

Utilities Director Maria Gilvarry advised that printing and mailing services were necessary to ensure efficient and prompt delivery of utility bills to the City of Las Vegas customers each month. She explained that the Utilities Department had gone out for an RFP to obtain printing and billing services due to the previous contract coming to the end of its four year agreement. Utilities Director Gilvarry informed they had six respondents and added that Customer Service staff was part of the evaluation team.

Customer Service Manager Jodi Marquez advised that during the evaluation process found that the company, The Master's Touch Company was most qualified and informed that they provided 24 hr. turn around time, NCOA (National Change of Address) and provided barcodes on billing in order to track bills, a service that was not provided by the current company, Postal Pros.

Utilities Director Gilvarry advised that it would be a benefit for the department as well as the community to go with The Master's Touch Company, and informed of an incident that recently occurred with the current company not sending out billing to one cycle for two months in a row, resulting in 500-600 customers not receiving their bill, unable to track the billing with the company later admitting to not



sending out the billing. She advised that The Master's Touch Company was slightly higher on some rates although costs would be less expensive for bulk rate postage which was 2¢ per mailing as opposed to other companies which were charging 37 ½ cents per mailing and stated that this company can adapt to working with Tyler.

Mayor Gurulé-Girón commended Utilities Director Gilvarry and staff for completing the RFP process in an impressive and thorough manner.

Councilor Casey brought attention to the scoring sheet under Campaign Disclosure line indicating zero for The Master's Touch company.

Interim City Manager Gallegos addressed the question stating that The Master's Touch did not have the Campaign Disclosure form although the Procurement Officer saw that it was insignificant information allowing them to proceed with the awarding and reviewing of the RFP and advised they could still contact The Master's Touch company before awardment and have them submit the form appropriately.

Brief discussion took place of a previous RFP that had been rejected due to the company's identification form that had not been provided.

Councilor Howell asked what would happen if Master's Touch did not submit the Campaign Disclosure form by next week.

Interim City Manager Gallegos advised if it was not submitted by then, it would be brought back to Mayor and Council although stated that it was not significant enough to stop the process.

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

Utilities Director Gilvarry gave an update regarding the "4 Wards in 4 Weeks" program reporting that in 3 days they had picked up 12,000 pounds of trash from Ward 1, she thanked everyone for their participation and would continue on the rest of the wards. She encouraged the public to attend on Saturday mornings at Plaza Park at 8:45 a.m.

3. Publication of Ordinance #18-02 amending Chapter 389-4 and 389-15A2  
Imposition of tax and use of monies.



Media Coordinator Virginia Marrujo advised that the City of Las Vegas Lodgers Tax Advisory Board was regulated by NMSA Lodgers Tax Act 3038-13-3-38-24, NMSA 6-6-4. 1, and by City of Las Vegas Ordinance Chapter 389-1 to 389-18. City council is charged with administering the funds and the board is to make recommendations for the expenditure of funds authorized pursuant to this article for advertising, publicizing and promoting tourist related attractions, facilities and events in the City. She advised that the Lodger's Tax Board was requesting the 1% percent increase bringing it to 5% solely for the use of tourist related infrastructure.

Interim City Manager Gallegos advised that this was a recommendation from the Lodger's Tax Advisory Board and that Mr. Garofalo had presented the increase at the last Council meeting and informed that most municipalities had gone from 4% to 5% and that they felt the imposing of this tax would greatly benefit the City of Las Vegas.

Councilor Howell asked if there was a list created in regards to what type of tourist related infrastructure would be considered.

Media Coordinator Marrujo advised that there was not a specific list at the moment, that it was basically as projects come up at that time for monies to be used and she mentioned the E. Romero Fire Station project being turned into a tourist attraction museum.

Councilor Howell asked if there had been discussion regarding "Wayfinding" signs.

Ms. Marrujo advised that there had been discussion about "Wayfinding" and that it was a big topic that would be discussed at the next Lodger's Tax Board meeting.

Discussion took place regarding the many benefits of purchasing billboards as opposed to renting and on the positive feedback from the public and tourists pertaining to billboard advertising.

Councilor Howell asked if the Lodger's Tax Board had already prepared the 2018-2019 budget.



Interim City Manager Gallegos advised that the Lodger's Tax Board would be submitting their recommendations in April although stated that she was not sure whether they would be able to forecast the dollar amount received from the 1% increase and that they would be working on that as well and that would help with the budget as well for the following year.

Councilor Casey made the recommendation regarding Ordinance #18-02, under Section 389-4 Imposition of tax, to read: "There is hereby imposed an occupancy tax of 5% of gross taxable rent for lodging paid to vendors within the City".

Interim City Manager Gallegos advised that the changes would be made on the ordinance.

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

### **EXECUTIVE SESSION**

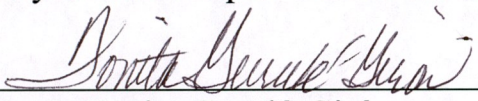
Interim City Manager Gallegos advised that there was no need to go into Executive Session at this time.

### **ADJOURN**

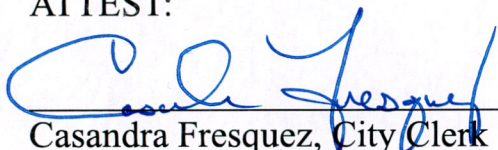
Councilor Casey made a motion to adjourn. Councilor Romero seconded the motion. Mayor Gurulé-Girón asked for roll call. Roll Call Vote was taken and reflected the following:

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

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

  
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Mayor Tonita Gurulé-Girón

ATTEST:

  
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Casandra Fresquez, City Clerk