

City of Las Vegas

1700 N. Grand Avenue Las Vegas, NM 87701

505-454-1401 lasvegasnm.gov



MAYOR DAVID ROMERO

**CITY OF LAS VEGAS
REGULAR CITY COUNCIL MEETING
September 10, 2025-Wednesday-5:30 p.m.
City Chambers
1700 North Grand Avenue
Las Vegas, NM 87701**

AGENDA

City Council Meetings are

Available via YouTube

https://www.youtube.com/channel/UCNGDVGRRAL0qVevel5JYeRw?view_as=subscriber

- 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 fifteen (15) minutes prior to meeting.)**
- VII. MAYOR'S APPOINTMENTS/REPORTS AND RECOGNITIONS/PROCLAMATIONS**
- VIII. COUNCILORS' REPORTS**
- IX. CITY MANAGER'S REPORT**
- X. PRESENTATIONS /POSSIBLE DIRECTION(not to exceed 10-15 minutes)**
 - Presentation by Tim Hagaman with EDD speaking on Outdoor Recreation Division.
 - Presentation by Scott Zunker, City Planner regarding potential housing.
- XI. APPROVAL OF MINUTES (August 13 and August 20, 2025)**

David Ulibarri
Councilor Ward I

Michael Montoya
Councilor Ward 2

Barbara Casey
Councilor Ward 3

Marvin Martinez
Councilor Ward 4

XII. BUSINESS ITEMS

1. Request for permission to destroy records included on the attached lists from the following departments: Police, Community Development, City Clerk's, City Attorney's, Executive, Library, Human Resource, Public Works and Municipal Court.

Casandra Fresquez, City Clerk The authority is granted by the adoption of the Uniform Municipal Records Retention Schedule adopted by Resolution No. 20-27.

2. Request to accept appropriated grant funding from the Department of Finance Administration in the amount of \$164,000 for the Las Vegas Communication System.

Caleb Marquez, Police Chief The grant is to plan, design, construct, purchase, equip and replace the mobile data communications system and infrastructure for the City of Las Vegas police department.

3. Request approval of Resolution 25-47, a budget adjustment in the 2025-2026 Fiscal Year.

Morris Madrid, Finance Director The City of Las Vegas is in need of making a budget adjustment in the 2025-2026 fiscal year to appropriate funds in the amount of \$164,000 from Appropriation Number 25-J3105 for a mobile data communications systems for the Las Vegas Police Department.

4. Request approval of Resolution No. 25-48 A&B to accept a grant offer administered by New Mexico Department of Transportation (NMDOT) through the Transportation Fund Program (TPF) and to apply for a match waiver for fiscal year 25/26.

Arnold Lopez, Public Works Director The grant is in the amount of \$1,557,905.01, NMDOT share being 95% or \$1,480,009.76 and the City of Las Vegas share being 5% or \$77,895.25 for the plan, design, construction, construction management, reconstruction, pavement rehabilitation, drainage improvements, and miscellaneous construction to Commerce Street.

XIII. EXECUTIVE SESSION

In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1, (H) (2) Limited personnel matters: discussion of hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee: **Discussion on salary increase for the Police Chief and City Clerk.**

Pursuant to NMSA 1978, Section 10-15-1(D), (I), the Council may convene in a closed session upon motion of any Councilor and majority vote of the Council. Any closed session shall be limited to only those subjects announced prior to the vote to convene a closed session and those subjects properly placed on the agenda, thereby affording the general public notice of the subjects to be discussed. No votes shall be taken in closed session.

XIV. EXECUTIVE SESSION ACTION ITEMS

1. Consideration to increase the salary for Caleb Marquez, Police Chief
2. Consideration to increase the salary for Casandra Fresquez, City Clerk

XV. 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 website and to be broadcast on YouTube.

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 or the City's website at www.lasvegasnm.gov



CITY OF LAS VEGAS

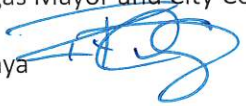
1700 N. Grand Avenue, Las Vegas, NM 87701

(505)454-1401 / lasvegasnm.gov

MAYOR DAVID ROMERO

MEMORANDUM

To: City of Las Vegas Mayor and City Council

Fr: Robert A. Anaya 

Date: September 5, 2025

Re: Manager's Report

The process of listening and learning from the Mayor, Council, Staff and Community continues. I continue to appreciate the dedication and commitment of the staff, and volunteer board members. I also appreciate the feedback and requests provided by the Mayor and Council. Please know that your requests are being heard and followed up on, although the progress can be slow with some requests and I always appreciate your patience and understanding as we navigate the challenges associated with some requests.

Mayor and Council Communications

I have met with the Mayor and Council and will continue to meet regularly to understand and follow up on concerns and issues as they arise in each Ward and city-wide. Our Executive Office team, in coordination with the Departments, and City-Wide, is developing tracking mechanisms to track and report back status to all of you relative to your requests, inquiries and concerns.

Human Resources/Organizational Chart/ New Hires

We're continuing to work on updates to our personnel and organizational chart and I'll bring an updated version to you in the coming months. As requested, we'll coordinate communications regarding new hires to the Mayor and Council. We had 16 new hires in August 2025. A report detailing these new hires is attached. I greatly appreciate the entire HR team's efforts in coordinating with our departments to bring on new staff, and their ongoing work to support our current employees.

Permanent Water Treatment Facility/Intergovernmental Agreement

We are in full coordination and communication with the State of New Mexico regarding the permanent water treatment facility. We are continuing the work in regards to discovery. Our full City of Las Vegas Team, as well as our consultants, is fully engaged in the necessary planning to advance the project to its next phase. Plexos Group has been in discussions with several engineering firms to advance the project

in consultation with the City of Las Vegas. We continue ongoing maintenance and improvement efforts with the filter bed replacement and other necessary improvements to sustain our current water treatment facility in a stable state. We will navigate challenges as they arise in this climate of uncertainty with our new water chemistries (known and unknown) associated with the Calf Canyon Hermits Peak Wildfire caused by human hands.

Financial Management and Accountability

We are fully engaged in the work for the audit and will continue to provide the information and requests to the audit team as necessary.

Amnesty Days Ward by Ward/Solid Waste and Gas

Special thanks to David Marquez and his team and the councilors for their support and direction related to making the amnesty days a success!

Community Development/Parks and Recreation

Special thanks to Lucas Marquez and his team for a successful international racquetball tournament. Thanks to all for the work and efforts related to Friday Al Fresco. We will continue to work through challenges and opportunities as we work to better prepare and coordinate events internally and externally to minimize impacts to the citizens and business entities alike. Overall, we are happy with the continued efforts of the City to bring events and entertainment to the citizens and visitors to the City of Las Vegas. The parks continue to improve and the care and maintenance is a result of the hard work of the entire team, as well as support from Mr. Lopez and his team.

Public Works

Mr. Lopez continues to work with his collective team, to repair potholes, street maintenance, maintenance repair and installation of street lighting, construction of the Rodriguez Pedestrian Trail, signage, weed and brush removal and support the efforts of all, city-wide. It's been a daily challenge with all the moisture and I applaud the whole team for working to keep up.

Community Services

We continue to serve our seniors and provide events and programming for them in the City and County, respectively. We are evaluating our menus and our calendar to ensure consistency and high quality in the service of the seniors we serve daily. We will be bringing updates in the coming months, connected to additional resources being provided to our senior programming.

Public Safety

Our Police Department, Fire Department and Communications continue to coordinate and focus their efforts in the service of the residents. As always, we appreciate their team and their work in the interest of all of us.

Office of the City Clerk

Our Clerk and her team have continued the efforts to review and abate documents in accordance with our state and local requirements. We appreciate the leadership and efforts of her team and the collective support received from Departments city-wide.

Communications and Deadlines

We continue to work through the tracking across the city and will continue to provide updates and feedback to the Mayor and City Council on a regular basis.

Water and Waste Water Supply and Compliance

The 2024 Sanitary Survey has been submitted and we are awaiting review and approval. If approved, this will conclude our obligations and close out the compliance requirements. Monthly reports for water and wastewater have been submitted for the month of August 2025. Special thanks to our internal and external staff and consultants who continue to make this happen.

San Miguel County Emergency Management and Other Matters

We continue our efforts to better coordinate and communicate with San Miguel County in the interest of the citizens we collectively serve.

Ruidoso Support and Help

We closed out donations and have one last load that we are scheduled to deliver to Ruidoso in the coming days. We greatly appreciate the support of the community and the Mayor and Council throughout this process.

Internal Training Finance, Human Resources, Safety, Project Management

We continue our efforts to ensure ongoing training city-wide. The Mayor, several council and staff will be attending the annual conference and training next week and we look forward to coordinating and communicating with our colleagues statewide to better serve the residents of our City of Las Vegas.

Information Technology

The IT Department continues to meet with various departments across the City, to gain an understanding of each department's support needs, and to assess the technology infrastructure at each location. We have also been meeting with our current technology vendors to gain an understanding of the software applications utilized within the City, how they are being used, and explore available options for further implementation of technology in order to modernize our processes. We continue to make improvements to our systems and infrastructure. We will coordinate and communicate as we move through this process. Appreciation and thanks to the whole team for these efforts.

Recognition of staff with over 20 years of service to the City of Las Vegas

We are excited to bring forward our longstanding dedicated staff members for acknowledgement and appreciation by the Mayor and City Council at next week's meeting.

I am humbled daily to be part of a city-wide team that is committed to following the lead of the Mayor and Council to serve the needs of the citizens. Although I cannot list everything that is happening monthly, I will always acknowledge and thank all employees for what they do, seen and unseen.

Thank you for your continued guidance and support!

We continue to strive towards a higher level of excellence!

Respectfully and Sincerely!



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Date Submitted: 8/29/25

Meeting Date: September 10, 2025

Department: Executive

Item/Topic: Presentation by Tim Hagaman with EDD speaking on Outdoor Recreation Division.

Fiscal Impact:

Attachments:

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.

Approved For Submittal By:

Reviewed By:

Finance Director

City Manager

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____

Continued To: _____
Referred To: _____
Denied _____
Other _____



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: September 10, 2025

Date Submitted: 9/4/25

Department: Executive

Item/Topic: Presentation by Scott Zunker, City Planner speaking on potential housing.

Fiscal Impact:

Attachments:

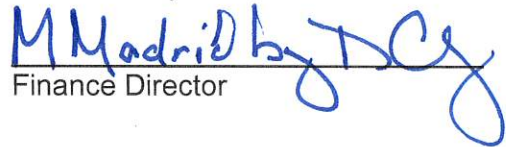
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Approved For Submittal By:

Reviewed By:



City Manager

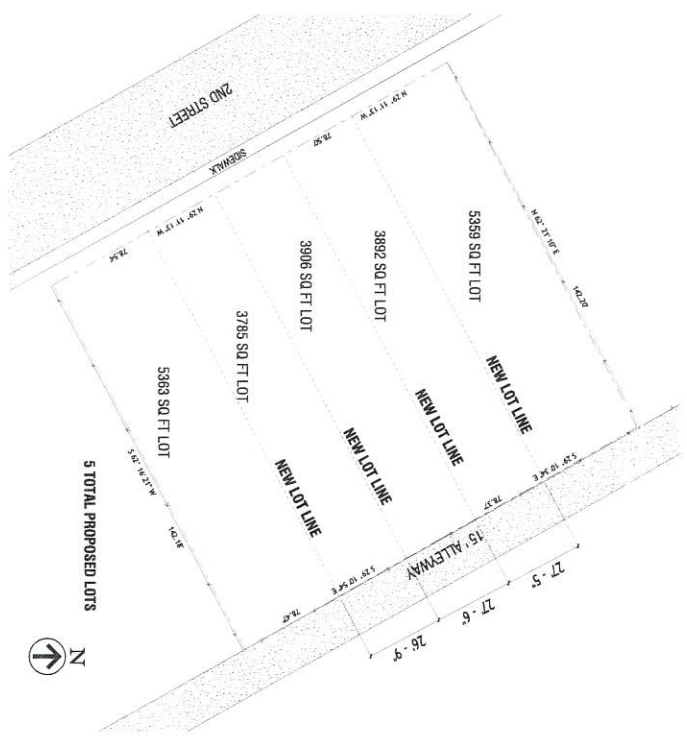
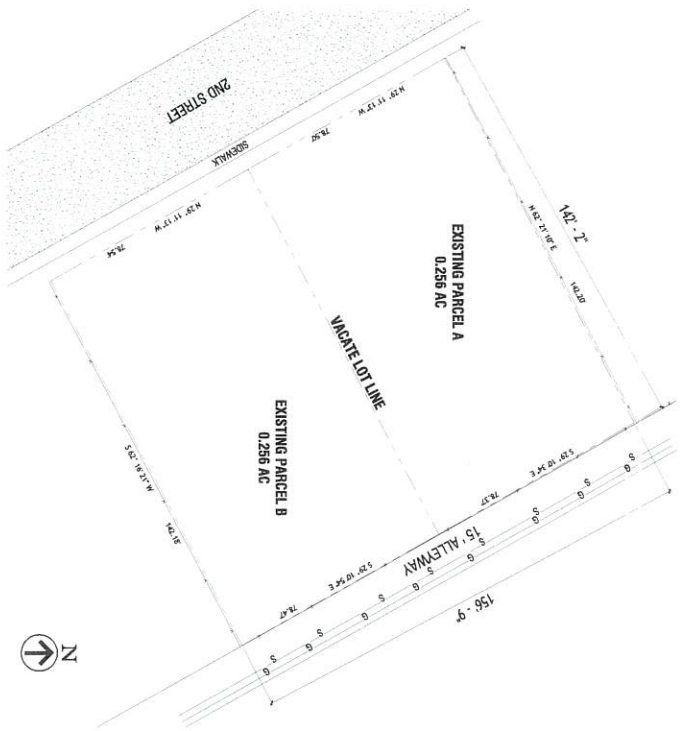


Finance Director

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____

Continued To: _____
Referred To: _____
Denied _____
Other _____



1 EXISTING LOTS
1" = 20.0'

2 PROPOSED LOT LAYOUT
1" = 20.0'

CITY OF LAS VEGAS LAND USE DEVELOPMENT CODE	
LEGEND	<p>EXISTING ZONE: R1</p> <p>PROPOSED ZONE CHANGE: R2 MULTIFAMILY RESIDENTIAL ZONE</p> <p>PERMITTED USES IN THE R-2 DISTRICT:</p> <p>(a) TOWNHOUSE-TYPE ATTACHED SINGLE-FAMILY RESIDENCES SHALL BE PERMITTED ON SMALL LOTS, PROVIDED THE FOLLOWING CONDITIONS ARE COMPLIED WITH AND ARE SUBJECT TO CHAPTER 289, LAND SUBDIVISION:</p> <p>(a) THE MINIMUM LOT SIZE BEING 2400 SQUARE FEET.</p> <p>(b) THE MINIMUM FRONT YARD SETBACK SHALL BE 15 FEET, EXCEPT THE SETBACK FOR A GARAGE OR CARPORT SHALL NOT BE LESS THAN 20 FEET.</p> <p>(c) THE MINIMUM SIDE AND REAR YARD SETBACK SHALL BE 15 FEET.</p> <p>(d) MINIMUM REAR YARD SETBACK SHALL BE 20 FEET.</p> <p>(e) THERE SHALL BE A SIDE SETBACK OF SEVEN FEET FROM EXISTING DWELLINGS.</p> <p>(f) THERE SHALL BE A MINIMUM OF 750 SQUARE FEET OF USABLE OPEN SPACE PER UNIT.</p> <p>(g) THERE SHALL BE AN ACCESSIBLE OPEN SPACE ON THE OPEN SPACE OF EACH LOT. THE DEVELOPMENT SHALL INCLUDE LANDSCAPING OF THE GROUND LEVEL USABLE OPEN SPACE ACCORDING TO A LANDSCAPING PLAN APPROVED BY THE CITY ENGINEER AND CITY MANAGER.</p> <p>(h) NO STORAGE OR STRUCTURES SHALL BE PERMITTED BETWEEN THE FRONT PROPERTY LINE OF THE UNIT AND THE FRONT BUILDING LINE.</p> <p>(i) THERE EXIST IN THE DEEDS FOR EACH UNIT A COVENANT FOR THE MAINTAINING OF THE LANDSCAPING AND FOR ALLOWING ENTRANCE ONTO ADJACENT PROPERTY FOR THE MAINTENANCE FOR EACH UNIT.</p>
ROAD	
SIDEWALK	
PROPERTY LINE	
PROPOSED LOT LINE	
FENCE	

SECOND STREET TOWNHOMES CITY OF LAS VEGAS 2ND STREET LAS VEGAS, NM

LIVING DESIGNS GROUP
ARCHITECTS

122A Dona Luí
Taos, NM 87571
Tel: 575.751.9481 | www.kdg-arch.com

G - GENERAL	G - 100	COVER SHEET
AS - ARCHITECTURAL SITE	AS - 101	SITE PLAN
A - ARCHITECTURAL	A - 100 A - 200	FLOOR PLAN 3D VIEWS

SECOND STREET TOWNHOMES

CITY OF LAS VEGAS
2ND STREET
LAS VEGAS, NM

PROJ. NO:	Project Number
ISSUE DATE:	Issue Date
ISSUED FOR:	
Project Status	
REVISIONS:	
NO	DATE DESCRIPTION
DRAFTED BY:	Author
APPROVED BY:	Checker
SCALE:	

DRAFTED BY: Author
APPROVED BY: Checker
SCALE:

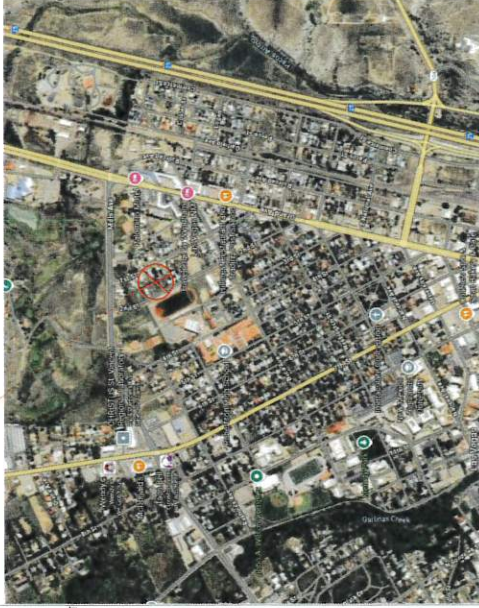
COVER SHEET

G-100

SHEET INDEX

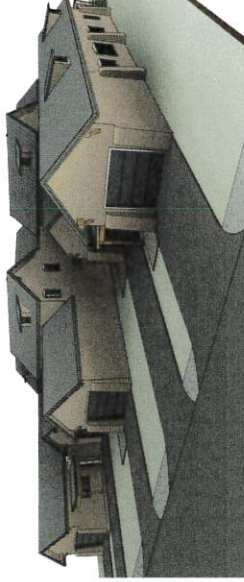
SHEET INDEX

PROJECT LOCATION



CONCEPTUAL RENDERING

CODE REVIEW

[illegible]

CONCEPTUAL RENDERING

CITY OF LAS VEGAS LAND USE
DEVELOPMENT CODE

- EXISTING ZONE: R1
- PROPOSED ZONE CHANGE: R2 MULTIFAMILY RESIDENTIAL ZONE
- PERMITTED USES IN THE R2 DISTRICT:
- (B) TOWNHOUSE-TYPE ATTACHED SINGLE-FAMILY RESIDENCES SHALL BE PERMITTED ON SMALL LOTS, PROVIDED THE FOLLOWING CONDITIONS ARE COMPLIED WITH AND ARE SUBJECT TO CHAPTER 280, LAND SUBDIVISION:
- (a) THE MINIMUM LOT SIZE BEING 2400 SQUARE FEET.
 - (b) THE MINIMUM LOT WIDTH FOR ATTACHED FAMILY RESIDENCES BEING 20 FEET.
 - (c) THE MINIMUM FRONT YARD SETBACK SHALL BE 15 FEET, EXCEPT THE SETBACK FOR A GARAGE OR CARPORT SHALL NOT BE LESS THAN 10 FEET.
 - (d) MINIMUM SETBACK ON SIDES ABUTTING OTHER ZONES SHALL BE 15 FEET.
 - (e) MINIMUM REAR YARD SETBACK SHALL BE 20 FEET.
 - (f) THERE SHALL BE A SIDE SETBACK OF SEVEN FEET FROM EXISTING DWELLINGS.
 - (g) THERE SHALL BE A MINIMUM OF 750 SQUARE FEET OF USABLE OPEN SPACE PER UNIT.
 - (h) WHERE AN AGGREGATE OF FIVE OR MORE UNITS IS CONSTRUCTED ON ANY GIVEN LOT, THE DEVELOPMENT SHALL INCLUDE LANDSCAPING OF THE GROUND LEVEL DOUBLE OPEN SPACE ACCORDING TO A LANDSCAPING PLAN APPROVED BY THE CITY'S COMMUNITY DEVELOPMENT DEPARTMENT.
 - (i) NO STORAGE OR STRUCTURES SHALL BE PERMITTED BETWEEN THE FRONT PROPERTY LINE OF THE UNIT AND THE FRONT BUILDING LINE.
 - (j) THERE EXIST IN THE DEEDS FOR EACH UNIT A COVENANT FOR THE MAINTAINING OF THE LANDSCAPING AND FOR ALLOWING ENTRANCE ONTO ADJACENT PROPERTY FOR THE MAINTENANCE FOR EACH UNIT.

NOT FOR
CONSTRUCTION

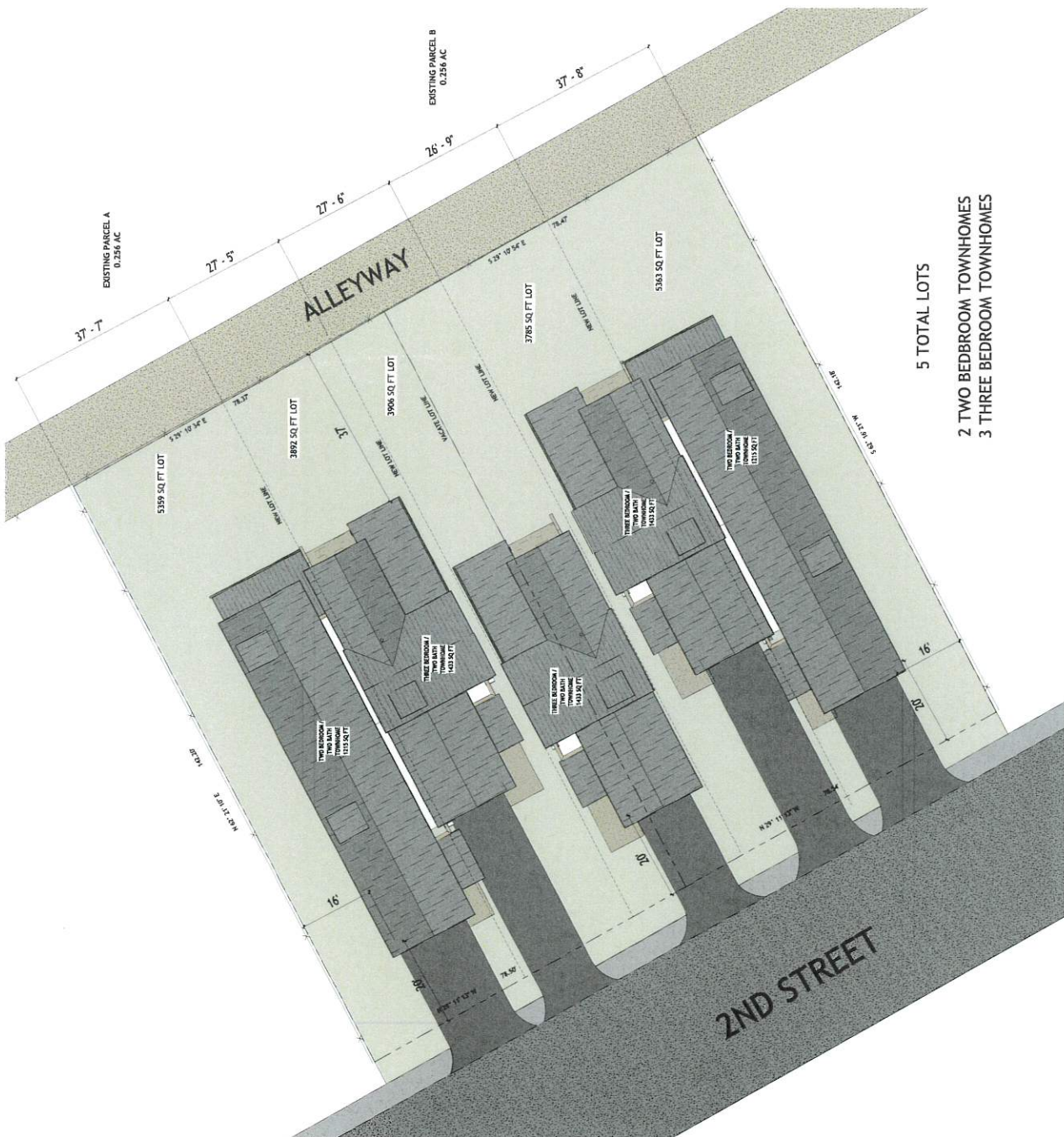
SECOND STREET TOWNHOMES

CITY OF LAS VEGAS
2ND STREET
LAS VEGAS, NM

PROJ. NO.	Project Number
ISSUE DATE:	Issue Date
ISSUED FOR:	Issued For
PROJECT STATUS:	Project Status
NO DATE	NO DATE
NO DATE	NO DATE
DRAFTED BY:	Author
APPROVED BY:	Checker
SCALE:	As Indicated
SITE PLAN	

AS-101

SITE LEGEND
1/4" = 1'-0"



- 5 TOTAL LOTS
- 2 TWO BEDROOM TOWNHOMES
- 3 THREE BEDROOM TOWNHOMES

SITE PLAN
3/32" = 1'-0"

NOT FOR
CONSTRUCTION

SECOND STREET TOWNHOMES
CITY OF LAS VEGAS
2ND STREET
LAS VEGAS, NM

PROJ. NO.	Project Number
ISSUE DATE	Issue Date
ISSUED BY	Project Status
NO DATE	DESCRIPTION

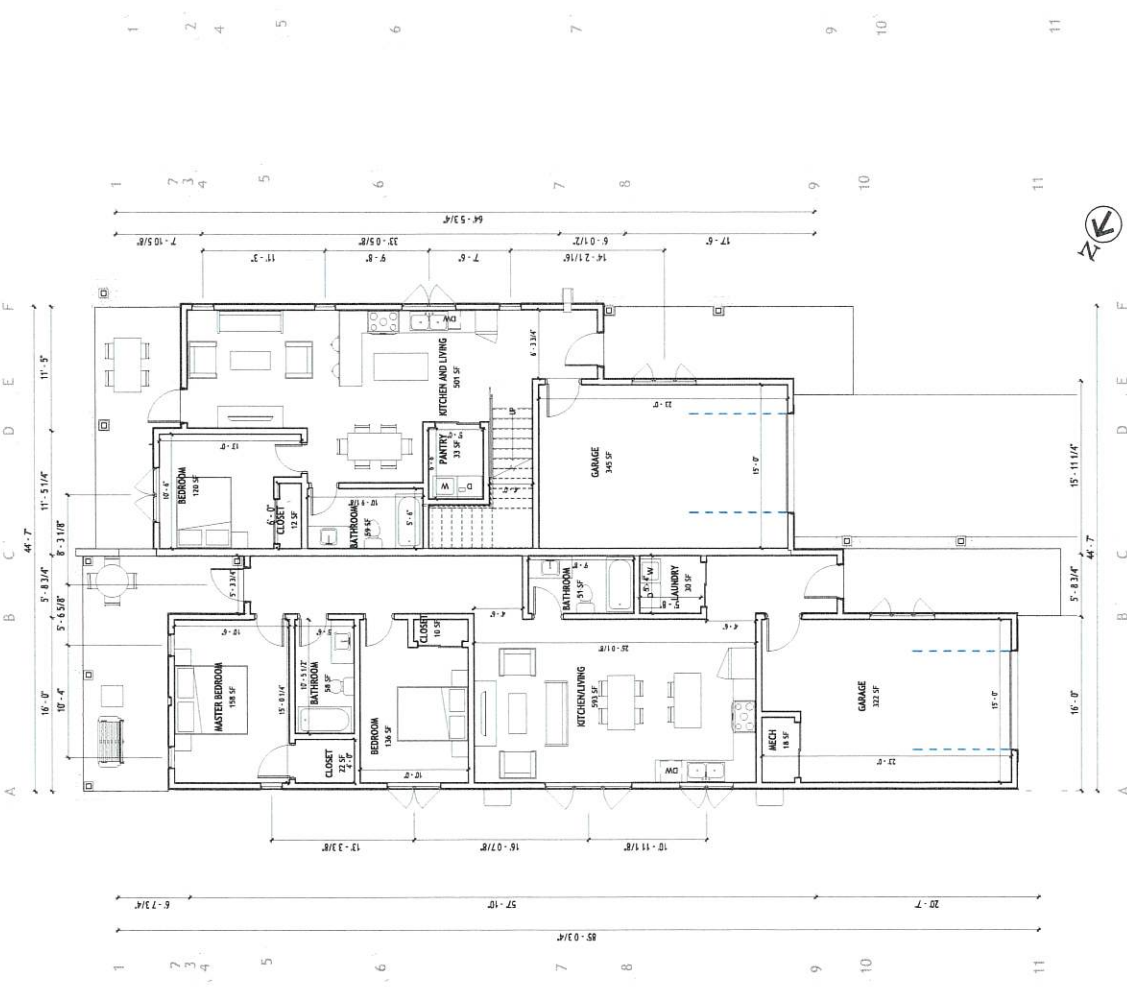
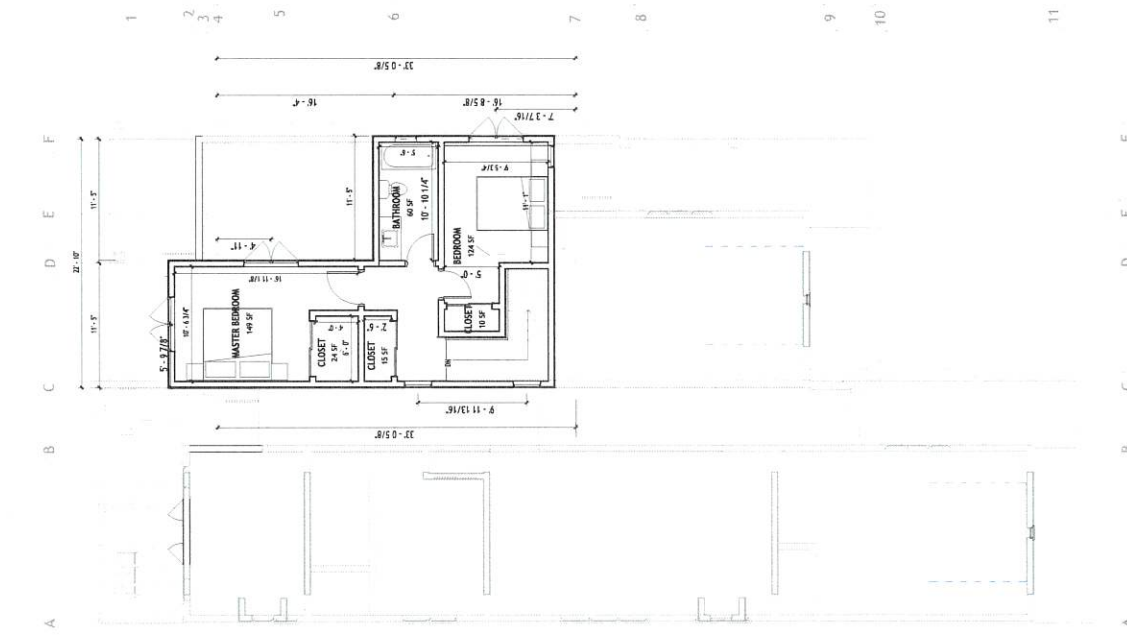
DRAFTED BY:	Author
APPROVED BY:	Checker
SCALE:	As Indicated
FLOOR PLANS	

A-100

SQUARE FOOTAGE	
2 BEDROOM/2 BATH TOWNHOME	3 BEDROOM/2 BATH TOWNHOME
HEATED AREA: 1215 SQ FT	FIRST FLOOR: 832 SQ FT
GARAGE: 340 SQ FT	SECOND FLOOR: 601 SQ FT
GROSS: 1555 SQ FT	HEATED AREA: 1433 SQ FT
	GARAGE: 340 SQ FT
	GROSS: 1815 SQ FT
GROSS BUILDING FOOTPRINT: 2700 SQ FT	

HOUSING SCHEDULE
1/4" = 1'-0"

2 SECOND FLOOR PLAN
3/16" = 1'-0"

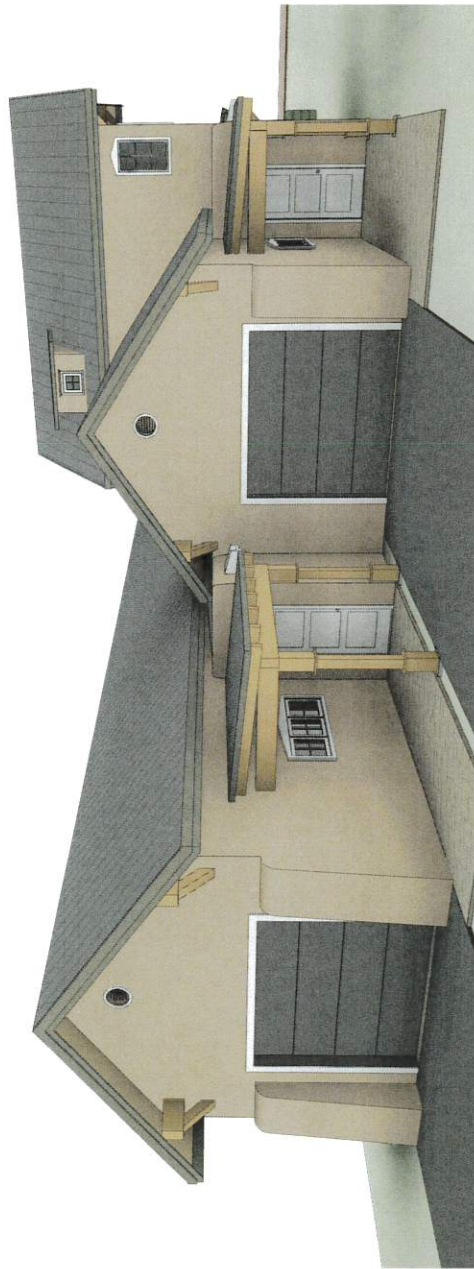


NOT FOR
CONSTRUCTION

SECOND STREET TOWNHOMES
CITY OF LAS VEGAS
2ND STREET
LAS VEGAS, NM

PROJ. NO.	Project Number
ISSUE DATE:	Issue Date
ISSUED FOR:	Issued For
Project Status	Project Status
REVISIONS:	REVISIONS:
NO DATE	DESCRIPTION
DRAFTED BY:	Author
APPROVED BY:	Checker
SCALE:	SCALE:
3D VIEWS	3D VIEWS

A-200



1 FRONT VIEW



2 BACK VIEW

LIVING DESIGNS GROUP
ARCHITECTS

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Tel: 575.751.9481 | www.kdg-arch.com

SAPELLO STREET TOWNHOMES

CITY OF LAS VEGAS
SAPELLO ST
LAS VEGAS, NM

PROJ. NO:	Project Number
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Project Status	
REVISIONS:	
NO	DATE DESCRIPTION
DRAFTED BY:	Author
APPROVED BY:	Checker
SCALE:	

DRAFTED BY: Author
APPROVED BY: Checker
SCALE:

COVER SHEET

G-100

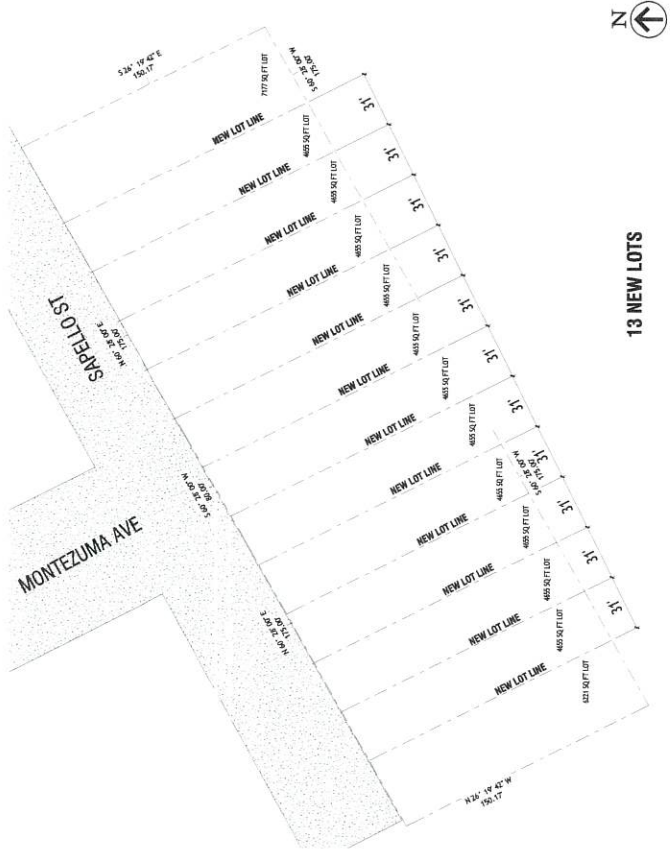
CODE REVIEW

NOT FOR CONSTRUCTION

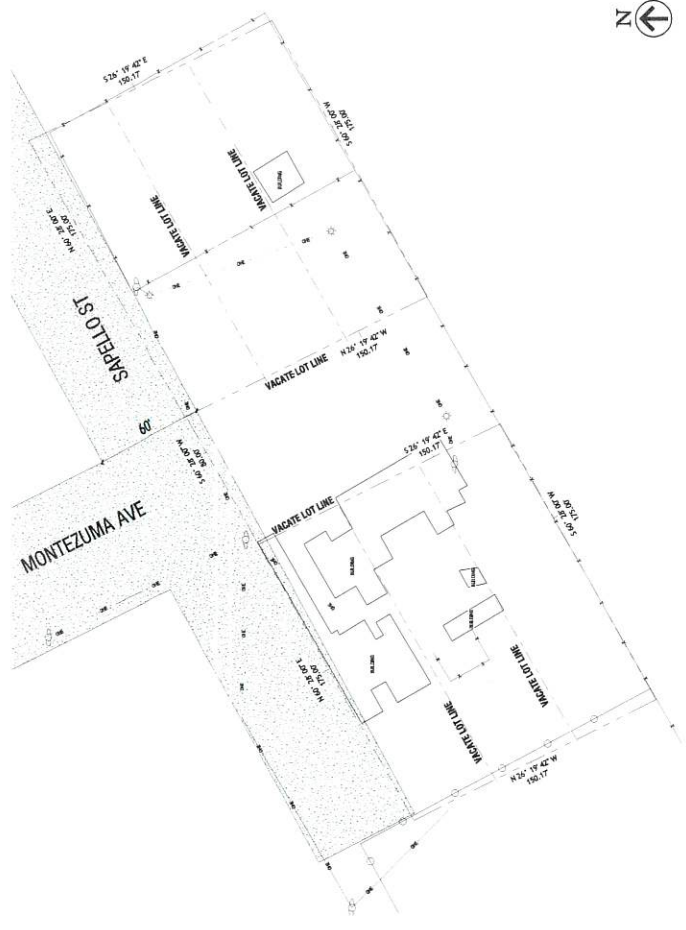
SAPELLO STREET TOWNHOMES
CITY OF LAS VEGAS
SAPELLO ST
LAS VEGAS, NM

Project Number	
Issue Date	
Issue Date	
Issue Date	
Project Status	
Revised	
Revised	
Revised	
DRAFTED BY:	Author
APPROVED BY:	Checker
SCALE:	As Indicated
LOT LAYOUT	

AS-101



2 LOT LAYOUT
1/32" = 1'-0"



1 EXISTING SITE
1/32" = 1'-0"

CITY OF LAS VEGAS LAND USE DEVELOPMENT CODE

CURRENT ZONE IS C1 AND R3 ZONE CHANGES TO - MULTIFAMILY RESIDENTIAL ZONE DEVELOPMENT STANDARDS: (B) TOWNHOUSE-TYPE ATTACHED SINGLE-FAMILY RESIDENCES SHALL BE PERMITTED ON SMALL LOTS, PROVIDED THE FOLLOWING CONDITIONS ARE COMPLIED WITH AND ARE SUBJECT TO CHAPTER 386, LAND SUBDIVISION: (1) THE MINIMUM LOT SIZE BEING 2,400 SQUARE FEET. (2) THE MINIMUM LOT WIDTH FOR ATTACHED FAMILY RESIDENCES BEING 20 FEET. (3) THE MINIMUM FRONT YARD SETBACK SHALL BE 15 FEET, EXCEPT FOR THE SETBACK FOR A GARAGE OR CARPORT SHALL NOT BE LESS THAN 20 FEET. (4) MINIMUM SETBACK ON SIDES ABUTTING OTHER ZONES SHALL BE 15 FEET. (5) MINIMUM REAR YARD SETBACK SHALL BE 20 FEET. (6) THERE SHALL BE A MINIMUM OF 750 SQUARE FEET OF USABLE OPEN SPACE PER LOT. (7) WHERE AN AGGREGATE OF FIVE OR MORE UNITS IS CONSTRUCTED ON ANY GIVEN LOT, THE DEVELOPMENT SHALL INCLUDE LANDSCAPING OF THE GROUND LEVEL USABLE OPEN SPACE ACCORDING TO A LANDSCAPING PLAN APPROVED BY THE CITY'S COMMUNITY DEVELOPMENT DEPARTMENT. (8) ANY SERVICE OR UTILITY SHALL BE PERMITTED TO CROSS THE PROPERTY LINE OF THE UNIT AND THE FRONT BUILDING LINE. (9) THERE SHALL BE A MINIMUM OF 10 FEET FOR THE MAINTENANCE OF THE LANDSCAPING AND FOR ALLOWING ENTRANCE ONTO ADJACENT PROPERTY FOR EACH UNIT. (10) THERE SHALL BE A MINIMUM OF 10 FEET FOR EACH UNIT A COVENANT FOR THE MAINTENANCE OF THE LANDSCAPING AND FOR ALLOWING ENTRANCE ONTO ADJACENT PROPERTY FOR EACH UNIT.
--

LEGEND

ASPHALT ROAD	
CONCRETE	
PROPERTY LINE	
EXISTING BUILDING	
OVERHEAD UTILITY LINES	
EXISTING FENCE	
EXISTING CHAINLINK FENCE	
EXISTING UTILITY POLES	

LOT LAYOUT LEGEND

CITY OF LAS VEGAS LAND USE DEVELOPMENT CODE

NOT FOR
CONSTRUCTION

SAPELLO STREET TOWNHOMES
CITY OF LAS VEGAS
SAPELLO ST
LAS VEGAS, NM

PROJECT NO.	Project Number
ISSUE DATE:	Issue Date
ISSUED FOR:	Project Status
REVISIONS:	NO DATE DESCRIPTION
DESIGNED BY:	Author
APPROVED BY:	Checker
SCALE:	As indicated
SITE PLAN	

AS-101

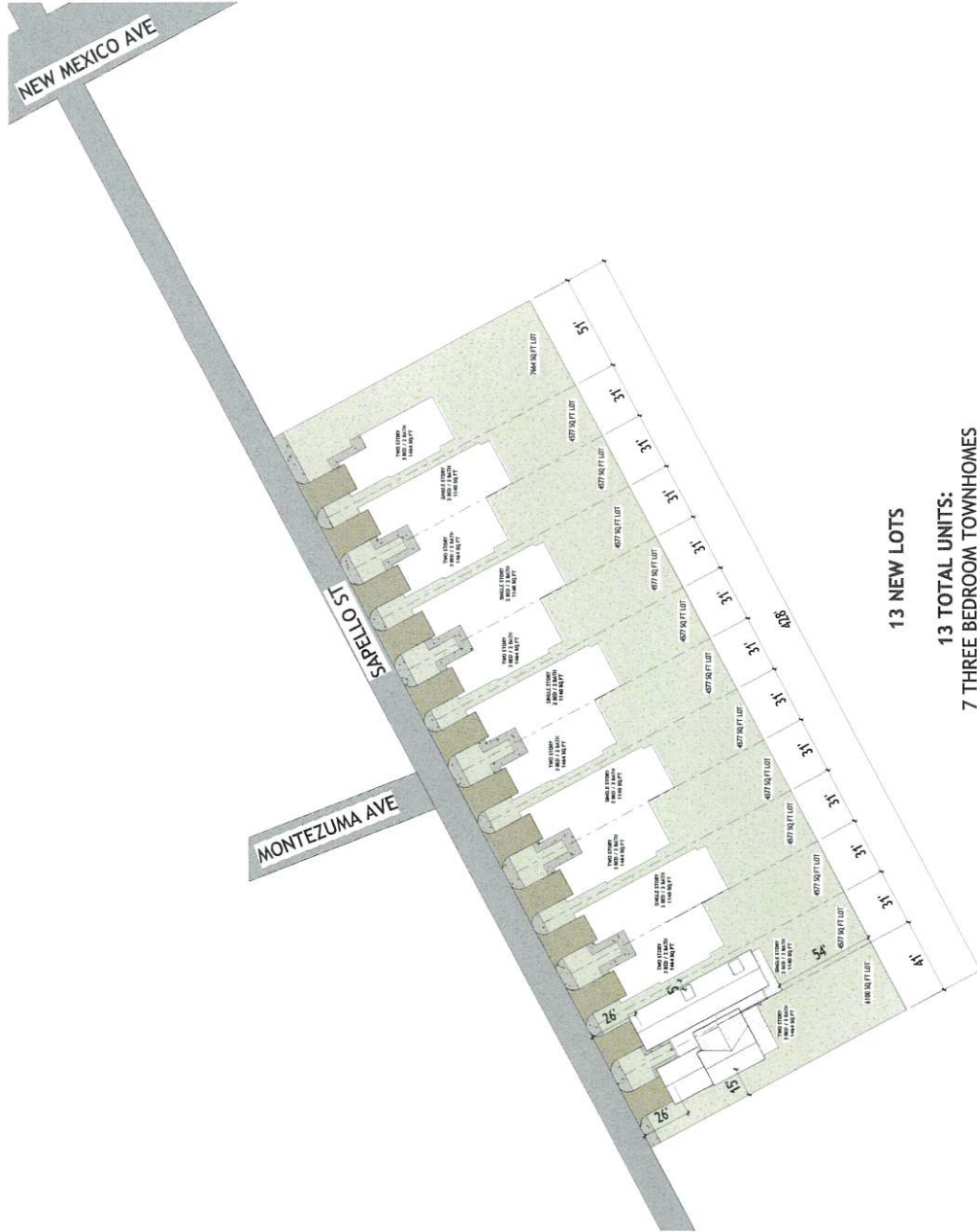
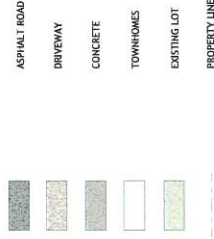
CURRENT ZONE IS C1 AND R3

ZONE CHANGE: R2 - MULTIFAMILY RESIDENTIAL ZONE
DEVELOPMENT STANDARDS:

(A) TOWNHOUSE-TYPE ATTACHED SINGLE-FAMILY RESIDENCES SHALL BE PERMITTED ON SMALL LOTS,
PROVIDED THE FOLLOWING CONDITIONS ARE COMPLIED WITH AND ARE SUBJECT TO CHAPTER 280, LAND
SUBDIVISION:

- THE MINIMUM LOT SIZE BEING 2,400 SQUARE FEET.
- THE MINIMUM LOT WIDTH FOR ATTACHED FAMILY RESIDENCES BEING 20 FEET.
- THE MINIMUM FRONT YARD SETBACK SHALL BE 15 FEET, EXCEPT FOR THE SETBACK FOR A
GARAGE OR CARPORT SHALL NOT BE LESS THAN 20 FEET.
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- THERE SHALL BE A SIDE SETBACK OF SEVEN FEET FROM EXISTING DWELLINGS.
- THERE SHALL BE A MINIMUM OF 750 SQUARE FEET OF USABLE OPEN SPACE PER UNIT.
- WHERE AN AGGREGATE OF FIVE OR MORE UNITS IS CONSTRUCTED ON ANY OVERLOT, THE
DEVELOPMENT SHALL INCLUDE LANDSCAPING OF THE GROUND LEVEL USABLE OPEN
SPACE ACCORDING TO A LANDSCAPING PLAN APPROVED BY THE CITY'S COMMUNITY
DEVELOPMENT DEPARTMENT.
- NO STORAGE OR STRUCTURES SHALL BE PERMITTED BETWEEN THE FRONT PROPERTY LINE OF
THE UNIT AND THE FRONT BUILDING LINE.
- THERE EXIST IN THE DEEDS FOR EACH UNIT A COVENANT FOR THE MAINTAINING OF THE
LANDSCAPING AND MAINTAINING ENTRANCE ONTO ADJACENT PROPERTY FOR THE
MAINTENANCE FOR EACH UNIT.

LEGEND



13 NEW LOTS

13 TOTAL UNITS:
7 THREE BEDROOM TOWNHOMES
6 TWO BEDROOM TOWNHOMES

2. LOT LAYOUT A
1" = 30'-0"

NOT FOR
CONSTRUCTION

SAPELLO STREET TOWNHOMES

CITY OF LAS VEGAS
SAPELLO ST
LAS VEGAS, NM

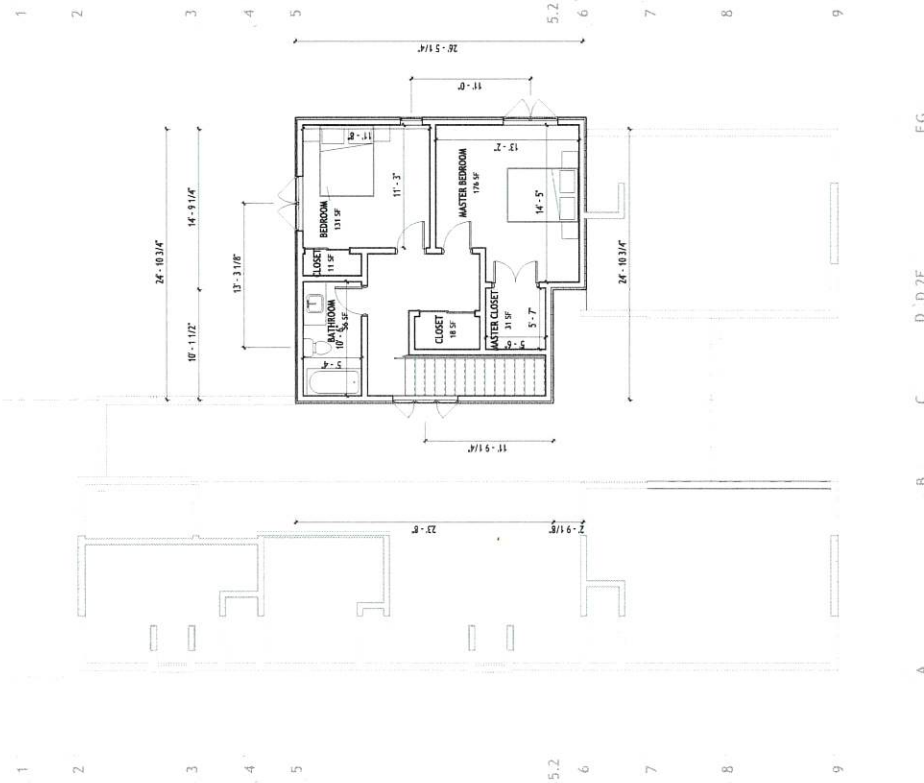
PROJECT NO.	Project Number
ISSUE DATE	Issue Date
ISSUED FOR	Issued For
PROJECT STATUS	Project Status
REVISIONS	Revisions
NO DATE	Description
DRAFTED BY	Author
APPROVED BY	Checker
SCALE	As Indicated
TOWNHOME	TOWNHOME
FLOOR	FLOOR
PLANS	PLANS
A-101	

SQUARE FOOTAGE	
2 BEDROOM/2 BATH TOWNHOME	3 BEDROOM/2 BATH TOWNHOME
HEATED AREA: 1140 SQ FT	FIRST FLOOR: 733 SQ FT
GARAGE: 324 SQ FT	SECOND FLOOR: 871 SQ FT
GROSS: 1566 SQ FT	HEATED AREA: 1464 SQ FT
	GARAGE: 324 SQ FT
	GROSS: 1864 SQ FT
	GROSS BUILDING FOOTPRINT: 3409 SQ FT

HOUSING SCHEDULE
1/4" = 1'-0"

2 - 3 BEDROOM LEVEL 2 FLOOR PLAN
3/16" = 1'-0"

1 - TOWNHOME TYPICAL FLOOR PLAN
3/16" = 1'-0"



NOT FOR
CONSTRUCTION

SAPELLO STREET TOWNHOMES
CITY OF LAS VEGAS
SAPELLO ST
LAS VEGAS, NM

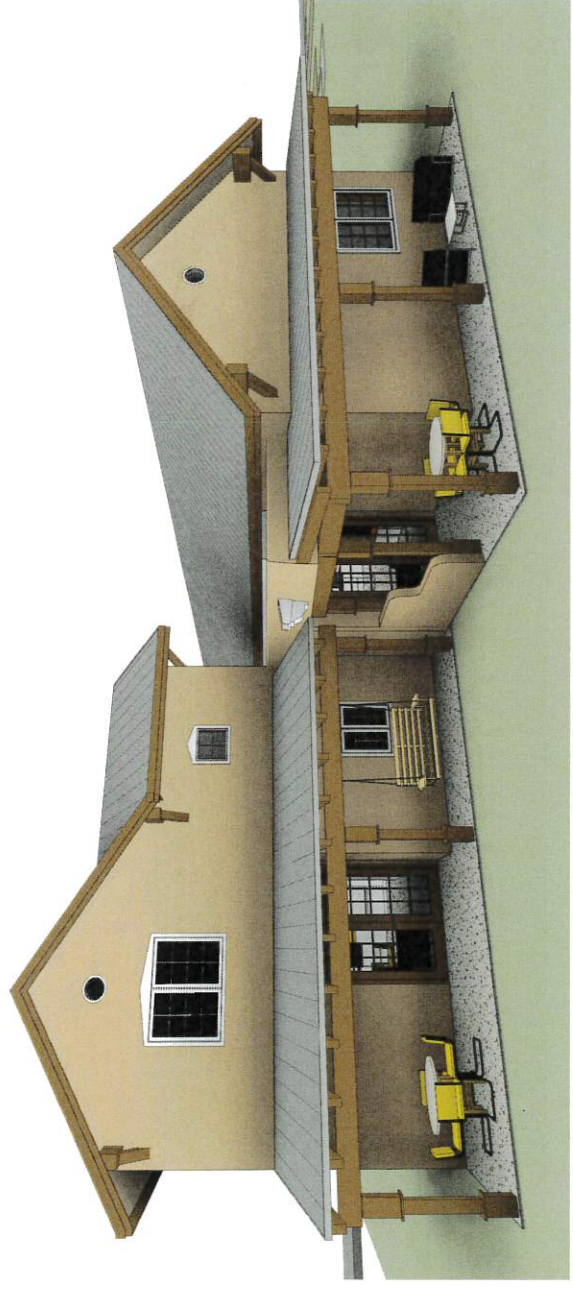
PROJ. NO.	Project Number
ISSUE DATE	Issue Date
ISSUED FOR	Project Status
NO. VIEWS	NO. DATE DESCRIPTION
DRAFTED BY:	Author
APPROVED BY:	Checker
SCALE:	

3D VIEWS

A-200



1 FRONT VIEW



2 BACK VIEW

**MINUTES OF THE CITY OF LAS VEGAS CITY COUNCIL REGULAR MEETING HELD
ON WEDNESDAY, AUGUST 13, 2025 AT 5:30 P.M. IN THE CITY COUNCIL
CHAMBERS.**

MAYOR: David Romero

COUNCILORS: Marvin Martinez
Barbara Casey
Michael L. Montoya
David Ulibarri

ALSO PRESENT: Robert A. Anaya, City Manager
Casandra Fresquez, City Clerk
Caleb Marquez, Sergeant at Arms
Geno Zamora, Contracted City Attorney

CALL TO ORDER

Mayor Romero called the meeting to order at 5:30 pm.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Councilor Casey asked for a moment of silence to pray for those who had passed away and that the Council makes decisions for the betterment of the community.

APPROVAL OF AGENDA

Councilor Martinez made a motion to approve the agenda as presented. Councilor Casey seconded the motion. Mayor Romero asked if all were in favor. All were in favor.

PUBLIC INPUT

City Clerk Casandra Fresquez advised there were three individuals speaking for public input.

Alejandro Rivera advised that he had started Amistad Y Resolana to continue providing programs, activities, and support for the children of the community.

Mr. Haru spoke on Amistad Y Resolana and mentioned that he had conducted a successful youth program that had come to an end due to the Covid-19 pandemic. Mr. Haru mentioned since the youth program was impacted by the pandemic the youth had no support or point of direction within the community. Mr. Haru voiced his opinion stating that Amistad Y Resolana would benefit the community for the better.

Molly Smollett spoke on the Samaritan House Shelter and voiced her opinion stating that the homeless should have a place to stay. Ms. Smollett mentioned no one should be without housing.

MAYOR'S APPOINTMENTS/REPORTS AND RECOGNITIONS/PROCLAMATIONS

Mayor Romero mentioned that Councilor Martinez and himself had attended the NALEO annual conference with the Governing Body's approval. Mayor Romero stated he gave the Council a copy of the summary and gave a short report regarding the NALEO annual conference. Mayor Romero advised that City Manager Robert A. Anaya and himself had attended a meeting with FEMA to discuss future funding for issues that were mentioned at the quarterly meeting. Mayor Romero thanked the Human Resource department and Public Information Officer Amanda Salas for promoting the City and for welcoming 11 new hires to the City of Las Vegas.

COUNCILORS' REPORTS

Councilor Ulibarri advised those who wish to utilize State or City property must obtain a license, permit and insurance to operate. Councilor Ulibarri thanked Gas Director/Interim Solid Waste Director David Marquez and his staff for conducting a successful Amnesty Day for Ward 1.

Councilor Martinez advised there were several nuisance complaints regarding properties and mentioned City Manager Robert A. Anaya continues to address those issues.

Councilor Casey apologized to those who had tried to get in contact with her, mentioning she had no service for over a week. Councilor Casey thanked City staff for all they had done and for going above and beyond for the City of Las Vegas. Councilor Casey also thanked the community for donating items to Ruidoso in their time of need.

Councilor Montoya stated that the New Mexico Highlands University Golf Course was in excellent condition and encouraged the community to utilize it. Councilor Montoya advised that he attended an anti-donation clause presentation at New Mexico Highlands University and welcomed the students back. Councilor Montoya mentioned that City Manager Anaya, Mayor Romero and himself had attended a meeting for the plan and design of the Water Treatment Plant. Councilor Montoya also mentioned that City Manager Anaya, Mayor Romero and himself had attended a meeting with FEMA regarding reimbursement from the Hermits Peak/Calf Canyon Fire. Councilor Montoya stated that new playground equipment for Hannah Park was ordered with funding from the Ward 2 budget, along with plants and sprinkler systems. Councilor Montoya thanked City Manager Anaya for advertising the ordinance of the overgrown weeds within the community.

CITY MANAGER'S REPORT

City Manager Anaya welcomed Infrastructure Manager Shay Basset and IT Manager Adele Ludi to the City of Las Vegas. City Manager Anaya stated that the City had received the audit report back from the State and it would be discussed later in the meeting. City Manager Anaya advised a bonafide budget was approved by DFA and would also be discussed later in the meeting. City Manager Anaya mentioned he had attended several meetings with the State of New Mexico and Plexos regarding the permanent Water Treatment Plant. City Manager Anaya

advised there were two fundamental groups that were in coordination with San Miguel County to provide feedback to the community.

Mayor Romero thanked City Manager Anaya for being engaged with all members of the Council.

City Manager Anaya thanked the Council for being in communication with department directors for the betterment of the City.

Councilor Montoya advised that he had attended the training that City Manager Anaya had organized on July 29 and July 30, 2025. Councilor Montoya advised it was informative and mentioned possibly doing away with paper and seeking different ways to input employees time electronically.

City Manager Anaya advised that the City had received feedback from the auditors suggesting a transition from paper timesheets to electronic timesheets while sustaining clean audit reports.

PRESENTATIONS/POSSIBLE DIRECTION

- Presentation by Tisha Woolf, Board member with the Samaritan House, Inc.

Rebecca Moore, Chairman of the Board of Directors thanked the Governing Body for allowing the Samaritan House, Inc. Board members to provide a brief presentation on what the plans for the Samaritan House were.

Tisha Woolf, Board member with the Samaritan House, Inc. introduced two potential board members to the Samaritan House, Tom Birmingham and Elias Romero. Ms. Woolf mentioned they were in contact and working with City Manager Anaya to bring forward ideas to the Governing Body regarding future needs.

Mayor Romero suggested that the Governing Body meet with the Samaritan House and City Manager Anaya to discuss any questions they had.

- Presentation by Sergio Mata-Cisneros, Local Government and Community Manager with PNM.

Sergio Mata-Cisneros introduced himself to the Governing Body and gave a brief summary of his background.

Carlos Lucero, Government Affairs Senior Manager with PNM thanked the community and the City of Las Vegas for working together in partnership and for attending the wild fire mitigation event that PNM had hosted.

Mayor Romero thanked PNM for their partnership and for sponsoring some of the City of Las Vegas events.

Mr. Lucero thanked Public Information Officer Amanda Salas for all she had done.

City Manager Anaya thanked PNM for their participation and efforts in coordination with the City of Las Vegas. City Manager Anaya mentioned that the City would soon be in contact with PNM requesting assistance for a project being conducted in October for debris removal surrounding power lines.

- Presentation by David Marquez, Gas Director speaking on the efficiency of natural gas electrofusion and training.

Gas Director David Marquez gave a presentation on the efficiency of natural gas electrofusion and training. Gas Director Marquez also gave insight regarding the pros and cons. Gas Director Marquez advised that it ensured a quicker response time and staff confidence when responding to emergencies.

APPROVAL OF MINUTES

Councilor Casey made a motion to approve the minutes from July 16 and July 29, 2025. Councilor Martinez seconded the motion. Mayor Romero asked if all were in favor. All were in favor.

CONSENT AGENDA

City Clerk Fresquez read Consent Agenda items (1-3) into the record as follows:

1. Request approval to accept funding for the E-911 Grant from the Department of Finance Administration in the amount of \$789,430.00 for enhanced services and equipment.
2. Request approval of Addendum #2 to Contract #4010-23 with Combee Automation & Integration for professional services for Allen Bradley PLC.
3. Request approval to accept and adopt mileage and per diem rates as required by the New Mexico Department of Finance and Administration (DFA).

Councilor Casey made a motion to approve Consent Agenda Items (1-3) as presented. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	David Ulibarri	Yes
Marvin Martinez	Yes	Barbara Casey	Yes

City Clerk Fresquez advised the motion carried.

BUSINESS ITEMS

1. Request approval of Resolution 25-29 related to the acceptance of the fiscal year 2024 audit report by the firm of Patillo, Brown, and Hill, LLP Certified Public Accountants.

Chris Garner with Patillo, Brown, and Hill, LLP Public Accountants discussed the following audit report findings for the City of Las Vegas.

- 2022-004- Cash Disbursements - 3 of 25 PO's were dated after the invoice. Mr. Garner advised prior authorization did not take place for 3 cash disbursements.
- 2023-003- Cash Receipts - 10 of 25 no support and 24 hours. Mr. Garner advised during the hours of operation the cash receipts were required to be deposited within 24 hours to the bank and 10 cash receipts were not deposited within 24 hours.

- 2024-003- Travel and Per Diem - 1 of 10 incorrect per diem rate was used. Mr. Garner advised the wrong per diem rate was used and was not in compliance with state laws or City policy.
- 2024-004- Anti Donation - A Department Director solicited donations for out of state training. Mr. Garner advised money was being solicited for personal benefit and was in violation of state law.
- 2024-005 - PERA Pickup - Did not obtain PERA approval for increase in City's pickup 75% for certain employees. Mr. Garner advised the City was allowed to pick up a portion of the employees responsibility for PERA on behalf of the employee. Mr. Garner advised the City was picking up employees' portion they owed to PERA without certain criteria and proper approval from PERA.
- 2024-006 - Use of Contractors - Balloon Fiesta. Mr. Garner advised the City had utilized a contractor for transportation of equipment and mentioned that if an issue were to occur, it could have put the City at risk.
- 2024-007 - Late Audit - Mr. Garner advised the audit report was due on December 15 and it was not submitted until May of the following year.

Mayor Romero advised that the audit findings help the entity learn from their mistakes and move forward with the proper procedure. Mayor Romero thanked Mr. Garner for his report.

Councilor Casey asked if the City had a procurement officer.

Finance Director Morris Madrid advised yes, the City had a procurement officer.

Councilor Casey asked if there was a process or procedure the City could follow to prevent a late audit report.

Finance Director Madrid advised a solution would be, in the event the finance department was unavailable and the auditors were requesting additional information and a response wasn't given, it would be forwarded to the City Manager and Mayor to prevent a late audit.

Councilor Casey asked what actions would be taken to ensure proper documentation was provided on a timely basis.

Finance Director Madrid stated that training and orientation would be provided to the staff to ensure proper documentation was submitted in a timely manner.

Councilor Montoya asked what the total amount of the City of Las Vegas operational budget was.

Finance Director Madrid advised it was an estimate in the amount of \$150 million including the \$98 million from FEMA. Finance Director Madrid advised it depended on the capital outlay projects.

Councilor Montoya asked if on average the budget was an estimate of \$80 million.

Finance Director Madrid mentioned yes.

Councilor Montoya stated that the total amount of the audit findings was \$1,732.00. Councilor Montoya mentioned they were small findings that were small fees and there was no fraud or embezzlement within the audit findings and all of the funding was accounted for. Councilor Montoya asked Mr. Garner if what he stated was correct.

Mr. Garner advised yes, that was correct. Mr. Garner advised the audit findings did not meet the significant deficiency threshold and they were the lowest level of an audit finding.

Councilor Montoya suggested City Manager Anaya find out if a reprimand had occurred or will occur on one of the audit findings that had taken place in June 2024. Councilor Montoya advised that the audit finding was in violation of state law and City policies. Councilor Montoya suggested on page 130 of the audit

report that the City Manager make note that all City employees and elected officials shall not be involved in any wrong doing activities.

Mayor Romero thanked City Manager Anaya for providing training for City staff for the betterment of the community.

City Manager Anaya expressed gratitude to all City staff for all they had done.

Mayor Romero advised he would be working with Mr. Garner to ensure the audit findings were following proper policies and procedure. Mayor Romero thanked all City employees and the Governing Body for all they had done.

Councilor Montoya made a motion to approve Resolution 25-29 related to the acceptance of the fiscal year 2024 audit report by the firm of Patillo, Brown, and Hill, LLP Certified Public Accountants. Councilor Martinez seconded the motion.

Resolution No. 25-29 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Barbara Casey	Yes	David Ulibarri	Yes
Michael Montoya	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

2. Request approval to award the Audit Contract for Fiscal Year 2025, financial audit for the City of Las Vegas.

Finance Director Morris Madrid stated that the Finance department had gone through an RFP process for a new audit firm and advised that the firm of Patillo, Brown, and Hill, LLP Certified Public Accountants were the top rated by a

committee. Finance Director Madrid advised the contract with Patillo, Brown, and Hill, LLP Certified Public Accountants had been approved by the state auditors office.

Councilor Casey made a motion to approve the Audit Contract for Fiscal Year 2025, financial audit for the City of Las Vegas. Councilor Montoya seconded the motion. Mayor Romero asked for roll call. Roll Call. Vote was taken and reflected the following:

Marvin Martinez	Yes	Michael Montoya	Yes
Barbara Casey	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

3. Conduct a Public Hearing and adopt Ordinance No. 25-05 amending Water Ordinance 12-13 and Section 440-6E. of the municipal code pertaining to water service rates, deposits and service charges.

Councilor Casey made a motion to enter into a Public Hearing for Business Item #3. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri	Yes	Michael Montoya	Yes
Barbara Casey	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

City Clerk Fresquez swore in Water Director Travis Martinez.

Water Director Travis Martinez advised that the ordinance would only affect the connection fees and not the actual water rates.

Mayor Romero asked if the fees fell under the fee rate ordinance.

Water Director Martinez advised yes.

Mayor Romero clarified that the rates were not increasing and it was only the fees.

Water Director Martinez advised it was only the service fees.

Councilor Ulibarri asked if there would be any changes to the rates.

Water Director Martinez advised no, only the connection fees.

Councilor Montoya advised the Ordinance was recommended by the Utilities committee and was recommended for the rates. Councilor Montoya suggested reviewing the policies every 5 years to avoid a large increase in the future.

Water Director Martinez advised at the time of application for a water tap it would reflect the connection fees at that time due to the materials fluctuating in price.

Councilor Ulibarri asked if he was informing the customers of the change in price of materials.

Water Director Martinez advised yes, that the customer can ask at the time of application or request through the inspection of public records (IPRA).

Councilor Martinez asked if the fees applied to those who resided within City limits or an ETZ zone.

Water Director Martinez advised the only difference was the connection tap for the ETZ zone.

Councilor Martinez asked if the rates were only residential.

Water Director Martinez advised it was for residential and commercial.

Councilor Martinez asked what the difference was.

Water Director Martinez stated that it would depend on the size of meter that was required. Water Director Martinez mentioned the moratorium prevents Utilities from extending any waterlines within the ETZ zone.

Councilor Montoya made a motion to exit Public Hearing and reconvene into regular session. Councilor Casey seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Marvin Martinez	Yes	David Ulibarri	Yes
Michael Montoya	Yes	Barbara Casey	Yes

City Clerk Fresquez advised the motion carried.

Councilor Casey made a motion to adopt Ordinance No. 25-05 for the purpose of increasing the cost of new water taps. Councilor Martinez seconded the motion.

Councilor Montoya asked that the motion be amended to include the Water Ordinance 12-13 and Section 440-6E as it was part of the ordinance.

Councilor Casey amended her motion to adopt Ordinance No. 25-05 amending Water Ordinance 12-13 and Section 440-6E. of the municipal code pertaining to water service rates, deposits and service charges. Councilor Martinez seconded the motion.

Ordinance No. 25-05 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

David Ulibarri	Yes	Barbara Casey	Yes
Michael Montoya	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

Mayor Romero stated that the ordinance was approved by the Utilities committee.

4. Request approval to award RFP #2025-25 City of Las Vegas, NM Comprehensive Master Plan to LEC Engineering, Inc. d/b/a LOI Engineers and enter into contract.

Community Development Director Lucas Marquez advised every 5 years the City had to conduct a Comprehensive Master Plan. Community Development Director Marquez advised there were two proposals, one from Souder Miller & Associates and the other from LEC Engineering, Inc. d/b/a LOI Engineers. Community Development Director Marquez advised after the RFP process was conducted he felt that LEC Engineering, Inc. d/b/a LOI Engineers was the best fit.

Mayor Romero asked if approved, would LEC Engineering, Inc. d/b/a LOI Engineers present at the next Council meeting to inform the Governing Body of the process.

Community Development Director Lucas Marquez advised yes.

Councilor Casey suggested a City employee work in partnership with LEC Engineering, Inc. d/b/a LOI Engineers to ensure a smooth process.

Councilor Montoya asked Community Development Director Marquez to provide a summary on what a comprehensive plan was and why it's re-evaluated every 5 years.

Community Development Director Marquez stated a comprehensive plan was a layout of how the Governing Body wanted the direction of the community to go in

and was re-evaluated every 5 years to try and make the community better for every resident.

City Manager Anaya suggested conducting steps associated directly with the master plan and presenting reports annually to ensure proper planning and work continued after the master plan was constructed.

Mayor Romero recommended including the constituents within the master plan.

Community Development Director Marquez advised it was important to include the constituents within the master plan so they could provide accurate information on what issues need to be addressed within the community.

Councilor Montoya made a motion to award RFP #2025-25 City of Las Vegas, NM Comprehensive Master Plan to LEC Engineering, Inc. d/b/a LOI Engineers and enter into contract. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara Casey	Yes	Marvin Martinez	Yes
Michael Montoya	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

5. Request approval to award RFP #2025-32 for Engineering and Construction Services to Stantec Consulting Services, Miller Engineering and Parametrix.

Councilor Casey asked if the contractors would all be on an as needed basis.

Public Works Director Arnold Lopez advised yes.

Councilor Martinez made a motion to award RFP #2025-32 for Engineering and Construction Services to Stantec Consulting Services, Miller Engineering and

Parametrix. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	David Ulibarri	Yes
Barbara Casey	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

6. Request appointment of Voting Delegate and Alternate for the 2025 Annual Conference in Ruidoso, NM.

Councilor Casey made a motion to appoint Mayor Romero as the Voting Delegate and Councilor David Ulibarri as the Alternate Delegate for the 2025 Annual Conference in Ruidoso, NM. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Marvin Martinez	Yes	Barbara Casey	Yes
Michael Montoya	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

7. Request approval of Memorandum of Understanding (MOU) between the City of Las Vegas and Amistad Y Resolana.

Mayor Romero voiced his opinion regarding the MOU mentioning Mr. Rivera provided recovery support to the community and mentioned it was beneficial to the City. Mayor Romero stated if the MOU was approved Mr. Rivera would have to ensure he has permits, licenses, and be in compliance with City Ordinances. Mayor Romero advised that Contracted City Attorney Ambrosio Castellano had reviewed the MOU and had no concerns.

Councilor Ulibarri stated that the individuals who are located under the 104 bridge were a liability to the City if proper licenses, and permits were obtained.

Councilor Montoya thanked Mr. Rivera for his service to the community and asked if it was a nonprofit organization.

Mr. Rivera advised yes, it was a nonprofit organization.

Councilor Montoya asked if they had a City license.

Mr. Rivera stated that the organization obtained a business license, social work license and other licenses that were utilized to provide services to the community.

Councilor Montoya asked if the 104 Bridge belonged to the state.

Community Development Director Marquez stated, to his understanding, yes.

Councilor Montoya asked if the property under the bridge belonged to the City of Las Vegas.

Community Development Director Marquez advised yes, the property below belonged to the City.

Councilor Montoya asked if the City's property was fenced off.

Community Development Director Marquez advised yes, the property was fenced off.

Councilor Montoya suggested that the \$1,500 that was being brought in from Mr. Rivera's organization be used towards lighting for the Amistad Y Resolana.

Mr. Rivera advised it would be a great help and benefit to the community. Mr. Rivera gave a brief summary of the progress of Amistad Y Resolana.

Councilor Montoya mentioned that the New Mexico Department of Transportation oversaw the 104 bridge when it was dark and suggested that NMDOT supply the lighting.

Councilor Casey stated that the in-kind services that Mr. Rivera was providing had ruled out the Amistad Y Resolana having to pay the \$1,500.00. Councilor Casey advised she had received phone calls from constituents regarding the excellent service Mr. Rivera was providing.

Councilor Martinez voiced his concern regarding the hazards of the railroad under the 104 bridge and wanted to ensure the constituents stayed within the fenced area to avoid injuries.

Mr. Haru voiced his opinion and mentioned he saw no obstruction regarding Amistad Y Resolana.

Councilor Ulibarri asked where the organization would take place during the winter season. Councilor Ulibarri advised he did not have an issue with the organization, however permits, insurance and licenses would need to be obtained.

Councilor Martinez asked if there was a fence between the railroad and the street.

Mr. Rivera advised there was a fence in place, however he planned to make it safer for the community. Mr. Rivera also mentioned counseling would take place within a venue during the winter months.

Councilor Ulibarri asked why counseling didn't take place inside during the summer months.

Mr. Rivera stated the venue under the bridge was allocated for the community and should be utilized.

Councilor Ulibarri advised it was a liability to the City of Las Vegas.

City Manager Anaya advised that Amistad Y Resolana was beneficial to the community and hoped to compromise and partner with Mr. Rivera.

Community Development Director Marquez advised he would ensure that Amistad Y Resolana was in compliance and was abiding by the rules and regulations.

Councilor Montoya made a motion to approve the Memorandum of Understanding (MOU) between the City of Las Vegas and Amistad Y Resolana. Councilor Casey seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Marvin Martinez	Yes	Barbara Casey	Yes
Michael Montoya	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

8. Request approval of Resolution 25-31 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Contracted City Attorney Geno Zamora advised that on July 2, 2025 the ballot questions were reviewed by the Governing Body for the third time of all the proposed revisions.

Councilor Montoya asked if the Council was voting on the resolution that reflected the decisions made by the Governing Body in July.

Contracted City Attorney Zamora advised yes, there were ten different resolutions due to several topics not being able to be confined into one resolution. Contracted

City Attorney Zamora advised there were ten resolutions, one for each article that had proposed changes.

Councilor Casey asked if there was a way to combine the related topics into one resolution to minimize the ballot questions.

Contracted City Attorney Zamora advised it was not possible to minimize the resolutions into an election compliance question due to missing edits in other articles.

Councilor Casey asked if Contracted City Attorney Zamora was going to have recommendations as to how to relay the information out to the public. Councilor Casey stated it was a lot of information to relay to the public and it could be a deterrent to get the changes passed.

Contracted City Attorney Zamora suggested each Ward hold a meeting to discuss the resolutions.

Councilor Casey asked if there were any restrictions within State Statute that would prohibit the Governing Body from having the three ballot questions that were under the impression to be there.

Contracted City Attorney Zamora advised the deadline to submit resolutions could approve or reject the resolutions.

Councilor Casey asked if there was documentation that prohibited the Governing Body from making the proposed edits to the charter on a regular basis.

Contracted City Attorney Zamora advised the only opportunity the Governing Body had under the Local Election Act to amend the Charter was during regular elections.

Councilor Martinez made a motion to approve Resolution 25-31 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments. Councilor Casey seconded the motion.

Resolution No. 25-31 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Michael Montoya	Yes	Barbara Casey	Yes
Marvin Martinez	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

Chairman Matt Martinez stated that Resolution No. 25-31 through 25-38 were part of the cleanup that strengthened the Charter and complied with state law.

Councilor Ulibarri asked if Chairman Martinez had recommended the changes as part of the Charter Commission.

Chairman Martinez advised yes, the Charter Commission had gone through the whole process and assured that the Charter Commission was involved and eliminated unnecessary language within the Charter.

9. Request approval of Resolution 25-32 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Councilor Montoya asked Contracted City Attorney Zamora what would happen if a ballot question or all three ballot questions did not pass.

Contracted City Attorney Geno Zamora advised that if questions 1-8 failed, that article would not be amended. Contracted City Attorney Zamora advised having the questions singled out was beneficial because if they were all combined into one question, all articles would have failed.

Councilor Casey made a motion to approve Resolution 25-32 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments. Councilor Martinez seconded the motion.

Resolution No. 25-32 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Michael Montoya	Yes	David Ulibarri	Yes
Barbara Casey	Yes	Marvin Martinez	Yes

City Clerk Fesquez advised the motion carried.

10. Request approval of Resolution 25-33 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the county of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Councilor Casey made a motion to approve Resolution 25-33 approving proposed charter amendments and authorizing placement of ballot questions on the ballot

of the Regular Local Election for the City of Las Vegas in the county of San Miguel on November 4, 2025 for the purpose of voting on such amendments. Councilor Ulibarri seconded the motion.

Resolution No. 25-33 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Marvin Martinez	Yes	Michael Montoya	Yes
Barbara Casey	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

11. Request approval of Resolution 25-34 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Contracted City Attorney Zamora advised that in July the Governing Body had made an edit to the recommendation from the Charter Committee to remove the Governing Body from the City Manager's hiring and firing process of department directors. Contracted City Attorney Zamora mentioned that the Governing Body had then mentioned they did not want to be removed from the hiring and firing process of directors and made an adjustment to return the old language stating that "the City Manager could hire and fire employees subject to the approval of the Governing Body."

Councilor Montoya advised in section 5.07(D) it did not mention the Governing Body had the final decision in hiring and firing employees.

Contracted City Attorney Zamora advised that it was a typo and the original language should have returned to section 5.07(D). Contracted City Attorney Zamora stated that if the resolution were approved the motion would be read as “approve this resolution and return section 5.07(D) to its original language”.

Councilor Montoya made a motion to approve Resolution 25-34 with the amended changes to Section 5.07(D). Councilor Ulibarri seconded the motion.

Councilor Casey asked if the question had to be changed.

Contracted City Attorney Zamora recommended removing the following language, “and department directors” out of the question to return section 5.07(D) to its original language and revise the ballot question to reflect the old language.

Councilor Montoya made a motion to amend Resolution 25-34, removing the following language “and department directors” out of the question to return section 5.07(D) to its original language and revise the ballot question to reflect the old language. Councilor Ulibarri seconded the motion.

Resolution No. 25-34 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk’s Office.*

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

Barbara Casey	Yes	David Ulibarri	Yes
Michael Montoya	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

12.Request approval of Resolution 25-35 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San

Miguel on November 4, 2025 for the purpose of voting on such amendments.

Councilor Casey made a motion to approve Resolution 25-35 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments. Councilor Martinez seconded the motion.

Resolution No. 25-35 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

David Ulibarri	Yes	Marvin Martinez	Yes
Barbara Casey	Yes	Michael Montoya	No

City Clerk Fresquez advised the motion carried.

13. Request approval of Resolution 25-36 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Councilor Casey made a motion to approve Resolution 25-36 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments. Councilor Ulibarri seconded the motion.

Resolution No. 25-36 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Barbara Casey	Yes	Michael Montoya	Yes
David Ulibarri	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

14. Request approval of Resolution 25-37 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Councilor Casey asked if the language within Resolution 25-37 could be changed due to the language not being clear.

Contracted City Attorney Geno Zamora recommended amending the resolution and adding the language "prior" to the resolution.

Councilor Casey made a motion to approve 25-37 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments with the amended changes. Councilor Martinez seconded the motion.

Resolution No. 25-37 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Michael Montoya	No	Marvin Martinez	Yes
Barbara Casey	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

15.Request approval of Resolution 25-38 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Councilor Casey made a motion to approve Resolution 25-38 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments. Councilor Ulibarri seconded the motion.

Resolution No. 25-38 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

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

Marvin Martinez	Yes	Michael Montoya	Yes
Barbara Casey	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

16.Request approval of Resolution 25-39 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of

the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Contracted City Attorney Zamora advised there was a typographical error within the question in the resolution that was given to the Governing Body.

Contracted City Attorney Geno Zamora mentioned he recommended a revision to the resolution during the motion to change the following language to “require that the City Council”.

Councilor Martinez made a motion to approve Resolution 25-39 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments with the recommended changes as presented by legal Counsel.

Councilor Montoya mentioned he would second the motion to allow the citizens to decide what kind of government they desire. Councilor Montoya seconded the motion.

Resolution No. 25-39 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk’s Office.*

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

David Ulibarri	Yes	Michael Montoya	Yes
Barbara Casey	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

17. Request approval of Resolution 25-40 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments.

Mayor Romeo clarified that the Governing Body was presented with three compensation options and the one the Council had chosen was to increase compensation from \$10,000 to \$15,000 for the Governing Body.

Councilor Montoya made a motion to approve Resolution 25-40 approving proposed charter amendments and authorizing placement of ballot questions on the ballot of the Regular Local Election for the City of Las Vegas in the County of San Miguel on November 4, 2025 for the purpose of voting on such amendments. Councilor Ulibarri seconded the motion.

Resolution No. 25-40 was presented as follows: *Due to the length of the document, a copy may be obtained from the City of Las Vegas, City Clerk's Office.*

Councilor Montoya asked when the compensation would go into effect if approved.

Contracted City Attorney Zamora advised it would go into effect January 1, 2026, if approved.

Mayor Romero asked for roll call. Roll Call vote was taken and reflected the following:

Marvin Martinez	Yes	Barbara Casey	Yes
David Ulibarri	Yes	Michael Montoya	Yes

City Clerk Fresquez advised the motion carried.

Councilor Martinez mentioned it was up to the community to decide.

Councilor Ulibarri advised being a part of the Governing Body takes a lot of work; however, it's more of a volunteer position with the compensation being given.

Councilor Montoya thanked those who helped make changes within the Municipal City Charter and for all they had done.

Mayor Romero thanked the individuals who volunteered to help construct the Charter and for all they had done.

Contracted City Attorney Zamora thanked the Governing Body, City Clerk Fresquez, and the Charter Commission for all they had done.

City Manager Robert A. Anaya advised he recommended dispensing the executive session and having a one on one conference with the Councilors and City Manager Anaya himself to discuss item #18.

Councilor Casey voiced her opinion regarding the language within the executive session mentioning it created anxiety and disharmony of City staff. Councilor Casey mentioned the language itself can make an individual feel singled out or attacked and she did not agree on how the discussion was presented.

Contracted City Attorney Zamora advised he had looked over the presentation by Stevie Nichols, with Ortiz & Zamora, Attorneys at Law, LLC and only water incident complaints relating to actions involving individual City employees were going to be discussed.

Councilor Montoya asked if Contracted City Attorney Zamora recommended an executive session being that he knows what the presentation involves.

Contracted City Attorney Zamora advised the Governing Body was in compliance if they wanted to conduct an Executive Session.

18. Reporting on findings of After Action review/investigation of the February water incident.

Mayor Romero stated that the Governing Body, City Manager Anaya, all City staff and himself would be reviewing the after action review/investigation for the first time along with the constituents.

Stevie Nichols with Ortiz & Zamora, Attorneys at Law, LLC discussed the following; during the investigation there were no malfeasants or intentional neglect to the Water Treatment facilities by administration or contractors. Ms. Nichols mentioned that the City was in compliance with state law and had a level four operator with four City employees with certification working under the operator. Ms. Nichols stated that there was a great need for the water treatment operations to be improved. Ms. Nichols stated that there were several factors that led to the water crisis in February that include limited rural staffing and expertise, mistakes made by prior management, differing opinions and assessment between experts within the water treatment field and insufficient water within the distribution system. Ms. Nichols mentioned she spoke with several individuals who she investigated and the individuals stated the Water Treatment Plant was not in need of a new treatment plant however, it needed major repairs and better equipment. Ms. Nichols advised there were recommendations which included: implementing operating procedures to maintain the water tanks, addressing the contractors who manage the plant to meet the City's current needs, implementing financial support for training, recruiting equipped equipment operators and to have a collaborative pipeline with some of the local educational institutions.

Mayor Romero mentioned that some of the said issues weren't a surprise due to them being addressed already by staff. Mayor Romero asked if the report was ready for the public to view.

Ms. Nichols advised yes, the report could be viewed by the public.

Councilor Martinez stated that within the report his name was stated and wanted to clarify it was not himself.

City Manager Anaya mentioned that there needed to be transparency within the City of Las Vegas from contractors, administration, and the Governing Body.

Councilor Casey voiced her opinion regarding recruiting equipped equipment operators and mentioned it was a huge responsibility. Councilor Casey recommended allocating money to bring in trainers to train staff to get the proper certification.

Councilor Montoya asked if the City of Las Vegas was in the position to have another water crisis.

Contracted City Attorney Zamora advised Councilor Montoya's question pertains to an engineering assessment rather than a legal review of processes.

Councilor Montoya asked what was preventing the City from having another water crisis.

City Manager Anaya voiced his opinion, mentioning that the City needed to move in a forward manner and work with consultants and contractors as a team to mitigate the issues. City Manager Anaya mentioned a water crisis could happen again due to not being able to predict what could happen. City Manager Anaya mentioned staff would work collaboratively to mitigate the risk of another water crisis.

Councilor Montoya mentioned in order to address the issue you have to know what the issue is. Councilor Montoya advised if the issue wasn't found there was no way of moving forward and knowing what to do to prevent another crisis.

Water Director Travis Martinez advised that the Drinking Water Bureau proclaimed that the issues had occurred due to equipment failure. Water Director

Martinez advised the filter beds and the drainage had not been replaced since 1988, and the maximum life is 10 years. Water Director Martinez advised the Utilities department was in compliance with everything that needed to be done despite them being from previous management.

Councilor Ulibarri expressed his frustration with the Utilities department not communicating with the Governing Body.

Water Director Martinez advised that every protocol and policy was followed to ensure the City of Las Vegas was in compliance.

Councilor Montoya stated that if the Utilities department needed funding for upgrades and equipment for the Water Treatment Plant, that the Governing Body would allocate the funding. Councilor Montoya expressed that the City could not endure another water crisis and mentioned that it didn't matter how much it cost, if the equipment was needed to keep the treatment plant running they would fund the equipment.

Water Director Martinez advised that he had provided a tier list to the previous City Manager that had all the things the treatment plant needed replaced when he started the position as Water director. Water Director Martinez mentioned that the City of Las Vegas had received a presidential award in 2024 for the most upgraded treatment plant in Northern New Mexico. Water Director Martinez advised he had started to make upgrades to the treatment plant but when he did the Drinking Water Bureau had come for an inspection before the filter beds could be replaced.

Mayor Romero thanked Ms. Nichols for presenting the After Action/Investigation report.

Contracted City Attorney Zamora mentioned before going into executive session for the purpose of discussing criminal charges against two City employees, was unrelated to the report that was given by Ms. Nichols.

EXECUTIVE SESSION

Councilor Casey made a motion to convene into executive session for the purpose of discussing limited personnel matters in accordance with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1 (H) (2), discussion regarding criminal charges against two City employees. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	Marvin Martinez	Yes
Barbara Casey	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

Councilor Casey made a motion to reconvene into regular session after being in executive session for the purpose of discussing limited personnel matters in accordance with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1 (H) (2), discussion regarding criminal charges against two City employees, no action was taken. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	David Ulibarri	Yes
Barbara Casey	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

ADJOURN

Councilor Casey made a motion to adjourn. Councilor Ulibarri seconded the motion.

Meeting adjourned at 10:06 pm.

Mayor David Romero

ATTEST:

Casandra Fresquez, City Clerk

MINUTES OF THE CITY OF LAS VEGAS REGULAR CITY COUNCIL MEETING HELD ON WEDNESDAY, AUGUST 20, 2025 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MAYOR: David Romero

COUNCILORS: Marvin Martinez
Barbara Casey (*Left meeting at 8:34pm*)
Michael L. Montoya
David Ulibarri

ALSO PRESENT: Lucas Marquez, Acting City Manager
Casandra Fresquez, City Clerk
Caleb Marquez, Sergeant at Arms/Acting City Manager
Ambrosio Castellano, Contracted City Attorney

CALL TO ORDER

Mayor Romero called the meeting to order at 5:30 pm.

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Councilor Casey asked for a moment of silence to give thanks to those who continued to participate in making progress for the betterment of the community. Councilor Casey also gave thanks to our creator for the many blessings that he bestowed upon us.

APPROVAL OF AGENDA

Mayor Romero advised he had recommended changes to the agenda for Council to consider. Mayor Romero recommended removing Mayor's Appointments, presentation by Water Director Travis Martinez, and moving items #14 Executive Session and #15 Executive Session Action Items before Business Items.

Councilor Casey made a motion to approve the agenda as amended. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	David Ulibarri	Yes
Barbara Casey	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

PUBLIC INPUT

City Clerk Casandra Fresquez advised there was one individual who signed up for public input.

Sally Witters spoke on Business Item #10 regarding the MOU on the community garden. Ms. Witters mentioned that the community garden would bring the community together and give the City a place to unwind. Ms. Witters suggested that the Tree Board plant sample trees within the Plaza Park for the community to acknowledge. Ms. Witters also suggested that each ward select a color to distinguish each ward within the community.

MAYOR'S APPOINTMENTS/REPORTS AND RECOGNITIONS/PROCLAMATIONS

Mayor Romero stated he would forgo his report due to the length of the agenda.

COUNCILORS' REPORTS

Councilor Casey thanked City staff for all they had done and for responding to calls in a timely manner.

Councilor Ulibarri mentioned that there were weeds and trees that still needed trimming within the community and thanked City staff for their efforts.

Councilor Montoya mentioned that the Ward 2 Amnesty Day was a success and voiced his opinion stating that the constituents were responsible for the cleanup of half of the alley ways per city ordinance.

Councilor Martinez advised that City Manager Robert A. Anaya and himself had looked at areas of concern and unfinished projects within ward 4 and thanked department directors for all they had done.

Mayor Romero advised FireFighter Lieutenant Antonio Gonzalez had passed away and asked for a moment of silence in his memory.

Councilor Montoya advised prominent business owner Mary Helen Patsy Roybal had passed away and asked for a moment of silence in her memory.

POLICE CHIEF'S REPORT

Police Chief Caleb Marquez discussed the following in his report:

- Field Operations Division (patrol)
- Communication Division (dispatch)
- Animal Care Center Statistics
- Information Division (records)
- Street Crimes Investigations/Narcotics/Evidence
- Evidence Seized: Agents/Investigators/Officers
- Travel/Training
- Recruiting
- Community Events Attended
- Vacancies

Mayor Romero thanked City staff for advertising for the City of Las Vegas and recruiting individuals to fill several vacant positions.

Police Chief Marquez stated that he spoke with City Manager Anaya on creating an open space officer program in the near future that would oversee the City's critical infrastructures to broaden the departments within the Police department.

Councilor Martinez thanked the police department for all they had done and for protecting the Citizens of Las Vegas.

Councilor Montoya thanked the new hires for choosing to work for the City of Las Vegas.

Councilor Ulibarri mentioned that there was speeding and individuals running through stop signs in school zones and asked to have officers patrol during school pickup and drop off.

Police Chief Marquez advised officers were patrolling in the mornings for each school and mentioned he would assign patrol aids to patrol the schools while the officers kept watch for speeding.

Councilor Ulibarri mentioned the crosswalks within the school zones also needed to be repainted.

Mayor Romero asked how many officers would be patrolling on each shift.

Police Chief Marquez advised two officers were patrolling on each shift, however with the new recruitments five officers would be patrolling on each shift.

City Manager Anaya thanked all departments for all they had done.

FINANCE REPORT

Finance Director Morris Madrid stated there were no areas of concern regarding the budget and mentioned that operations were steady and all budgets were full. Finance Director Madrid advised that the finance and audit reports were taken to the Finance Committee and mentioned there were minimal concerns. Finance Director Madrid advised that the budget request was submitted before the due date and received by the Department of Finance and Administration in a timely manner. Finance Director Madrid mentioned DFA had minimal concerns regarding the carryover amounts and had requested additional documentation. Finance Director Madrid stated that the budget was approved by DFA on August 13, 2025.

Councilor Montoya stated that the Finance department needed to obtain the interest rates from the local government investment pool and set it in another account. Councilor Montoya stated that the interest rate on the funds was at 2% and mentioned that it could be higher.

PRESENTATIONS/POSSIBLE DIRECTION

- Presentation by Fred Lopez, LOI Engineers regarding the Comprehensive Master Plan proposal.

Fred Lopez with LOI Engineers gave a brief presentation regarding the Comprehensive Master Plan proposal and introduced the individuals who would be constructing the Comprehensive Master Plan.

CONSENT AGENDA

City Clerk Casandra Fresquez read Consent Agenda Items (1-3) into the record as follows:

1. Request approval of (MOU) between the City of Las Vegas and Luna Community College.
2. Request approval of (MOU) between the City of Las Vegas and the Las Vegas Youth Soccer League.

3. Request approval of Resolution No. 25-30 to apply for funding to the Water Trust Board for improvements to the Wastewater collection, conveyance and treatment facilities.

Councilor Casey made a motion to approve consent agenda items (1-3) as presented. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Marvin Martinez	Yes	David Ulibarri	Yes
Michael Montoya	Yes	Barbara Casey	Yes

City Clerk Fresquez advised the motion carried.

City Manager Anaya suggested they move Executive Session to the Executive Office due to the amount of constituents in the chambers.

EXECUTIVE SESSION

Councilor Casey made a motion to convene into executive session for the purpose of discussing limited personnel matters, as permitted by section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978, regarding discussion on Professional Contracts for Police Chief and City Clerk. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri	Yes	Barbara Casey	Yes
Michael Montoya	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

Councilor Casey made a motion to exit executive session and reconvene into regular session after being in executive session for the purpose of discussing limited personnel matters, as permitted by section 10-15-1 (H) (2) of the New

Mexico Open Meetings Act, NMSA 1978, regarding discussion on Professional Service Contracts for Police Chief and City Clerk, no action was taken. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	Barbara Casey	Yes
Marvin Martinez	Yes	David Ulibarri	Yes

City Clerk Fresquez advised the motion carried.

EXECUTIVE SESSION ACTION ITEMS

1. Consideration to extend the Professional Contract for Caleb Marquez, Police Chief through March 31, 2026.

Councilor Casey made a motion to extend the Professional Contract for Caleb Marquez, Police Chief through June 30, 2026. Councilor Montoya seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri	Yes	Barbara Casey	Yes
Michael Montoya	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

2. Consideration to extend the Professional Contract for Casandra Fresquez, City Clerk through March 31, 2026.

Councilor Casey made a motion to extend the Professional Contract for Casandra Fresquez, City Clerk through June 30, 2026. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara Casey	Yes	David Ulibarri	Yes
Michael Montoya	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

BUSINESS ITEMS

1. Conduct a Public Hearing and Approval of an application for Restaurant A-Beer and Wine Only Liquor License with on Premises Consumption Only.

Councilor Montoya made a motion to enter into a Public Hearing for Business Item #1. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara Casey	Yes	Michael Montoya	Yes
David Ulibarri	Yes	Marvin Martinez	Yes

City Clerk Fresquez advised the motion carried.

Contracted City Attorney Ambrosio Castellano swore in City Clerk Casandra Fresquez.

City Clerk Fresquez advised that the applicant had met all of the requirements for zoning and publication.

Councilor Montoya asked what the capacity of the business was.

City Clerk Fresquez advised she did not have an answer.

Councilor Montoya asked if it was a one story or two story building.

Community Development Director Lucas Marquez advised it was a one story building.

Councilor Montoya asked if the building was adequate enough for the business.

Contracted City Attorney Castellano swore in Community Development Director Lucas Marquez, Police Chief Caleb Marquez, Fire Chief Steve Spann and City Manager Robert A. Anaya.

Fire Chief Spann stated a fire inspection was done when the company was only distributing tea and he would have to seek the occupancy for the alcohol distribution.

Councilor Montoya asked if the applicant was aware that there was a capacity limit on the application.

Mayor Romero asked that if the business was distributing coffee or liquor, did the capacity change?

Contracted City Attorney Castellano advised that the capacity was set and did not fluctuate on the type of event.

Fire Chief Spann advised the square footage within the building and the type of event that would take place took part in the capacity due to the possible setup within the building.

Councilor Montoya made a motion to exit Public Hearing and reconvene into regular session. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Barbara Casey	Yes	Marvin Martinez	Yes
David Ulibarri	Yes	Michael Montoya	Yes

City Clerk Fresquez advised the motion carried.

1. Conduct a Public Hearing and Approval of an application for Restaurant A-Beer and Wine Only Liquor License with on Premises Consumption Only.

Councilor Casey made a motion to approve the application for Restaurant A-Beer and Wine Only Liquor License with on Premises Consumption Only. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri	Yes	Marvin Martinez	Yes
Michael Montoya	Yes	Barbara Casey	Yes

City Clerk Fresquez advised the motion carried.

Councilor Montoya advised it was unacceptable that a presenter was not present to represent their business during the application of a beer and wine only liquor license.

City Clerk Fresquez stated that letters and emails were sent to the owner of the establishment and mentioned that Ms. Kelley Barnes was not able to attend the Council meeting.

City Manager Anaya advised he would set forth standard practice and policy regarding a representative being present for all presentations.

2. Discussion on information for an MOU between the City of Las Vegas, Luna Community College, New Mexico Highlands University and Department of Transportation.

NMDOT Project Manager John Herrera stated that the City of Las Vegas would be the fiscal agent for receiving funds from the NMDOT for LCC and NMHU due to them not being able to access the funds.

President Neil Woolf with NMHU mentioned that the funds would be used to upgrade and improve areas within the school grounds to make it more efficient for the students.

Public Works Director Arnold Lopez mentioned that the improvements wanting to be made would not only impact the staff and students but the residents as well. Public Works Director Lopez stated that the Public Works department was more than willing to help NMHU with the process.

City Manager Anaya stated that he would be transparent with the Governing Body regarding any updates with a presentation at the next Council meeting.

3. Presentation by State of New Mexico, City Staff and Plexos Group speaking on concepts and recommendations for Water Treatment Plant.

Director of the New Mexico Environment Department's Water Protection Division Jonas Armstrong thanked the Governing Body for allowing NMED to be in collaboration with the City of Las Vegas. Mr. Armstrong stated that the Water Treatment Plant was not designed to sustain the high levels of turbidity and other elements. Mr. Armstrong stated that the system was built in the 1960s and was upgraded in the 1990s and mentioned there was an opportunity to develop a generational asset for the future. Mr. Armstrong mentioned that the arrangement under the Intergovernmental agreement remains that the City would stay owner and operator of the system. Mr. Armstrong stated that data was collected and was used to achieve a permanent Water Treatment Plant Facility. Mr. Armstrong stated that the project was a shared vision between the City and the State. Mr. Armstrong mentioned he would assure that the new Water Treatment Facility would be designed to withstand future disasters, improve water quality, long term savings and adequate quantity to improve the resilience. Mr. Armstrong advised he would maintain transparency with the City of Las Vegas regarding updates.

Joe Martinez with the Drinking Water Bureau stated that the department was looking forward to the project of the Water Treatment Facility being done and mentioned it would be a benefit to the community and ensure long-term compliance. Mr. Martinez advised it would be a generational asset for the City and thanked the Governing Body for their compliance with the Drinking Water Bureau.

Water Director Travis Martinez voiced his opinion stating that the new facility would benefit the City but mostly the Utilities department moving forward. Water Director Martinez thanked Plexos, the Drinking Water Bureau, and the State for their compliance throughout the project and doing everything they could to move the process forward.

Mayor Romero also thanked Plexos, the Drinking Water Bureau, and the State for their compliance and for all they had done.

Chad Friedman with Plexos mentioned that Debra Sulzer with the Sulzer Group had helped accelerate the process.

Councilor Montoya mentioned that being able to work with the State at a higher level was impeccable and mentioned that 15 months for a new Water Treatment Facility was a long time and should issues occur they would be addressed. Councilor Montoya thanked Plexos, the Drinking Water Bureau, and the State for all they continue to do for the City of Las Vegas.

Councilor Martinez thanked Plexos, the Drinking Water Bureau, and the State for partnering with the City and assisting the City to accommodate funds to build a new Water Treatment Plant for the community.

Mayor Romero advised that there was a timeline of 15 months to complete the Water Treatment Facility however the deadline did not have to be met if the Water Treatment Plant was not completed within 15 months. Mayor Romero advised it would not be rushed to meet the deadline and will be done correctly to sustain the City for a long period of time.

4. Presentation/Discussion and Possible action regarding water distribution and storage.

Water Director Martinez advised that the cascading event had changed the nature of the water supply for the City of Las Vegas. Water Director Martinez advised Molzen-Corbin had assisted the City with multiple projects dating back to the 1960s and stated that Molzen-Corbin had the credentials and knowledge to move the project forward.

Civil Engineer with Molzen Corbin Jonah Ruybalid advised that the City had three storage tanks for the treated water that held 8 million gallons of water in total and mentioned it would only hold the City over for 5-6 days. Mr. Ruybalid stated that the City had reached out to Molzen-Corbin to seek alternatives to increase the storage capacity and increase the number of days. Mr. Ruybalid mentioned a handout was given to the Governing Body that showed 3 alternative storage tanks with three different pressure zones to maintain the existing pressure within the City.

City Manager Anaya asked what the process would be if the order to proceed was approved.

Water Director Martinez stated that Mr. Ruybalid had drafted task orders which would then be sent to Utilities and Mr. Ruybalid would then send Utilities a schedule. Water Director Martinez advised that all 3 projects had a timeline of March 2026 to be finalized depending on Molzen-Corbin's schedule. Water Director Martinez mentioned that Molzen-Corbin had mapped out where the three tanks would be located and were also tasked to assist with funding for the projects if possible.

Mayor Romero asked what the process of the task order would be to conduct the three projects.

Water Director Martinez stated that after the task order took place Molzen-Corbin would then plan, design and construct the projects. Water Director Martinez stated that Molzen-Corbin would take care of the permitting and the interactions between the State and the City.

Mr. Ruybalid mentioned that the projects would begin with surveying, coordinating easements with property owners, permitting process depending on the funding and coordination with BNSF.

Water Director Martinez stated that Molzen-Corbin and the City were going to be in partnership with NMED regarding the projects.

Mayor Romero asked if the storage tanks were being placed in preparation of future disasters to supply the City with a larger water supply.

City Manager Anaya advised yes, that the storage tanks would double in capacity and would supply the City with water for an estimate of 12 days. City Manager Anaya asked Mr. Ruybalid if he was correct in saying so.

Mr. Ruybalid advised yes.

City Manager Anaya stated that the new tanks would offer different mechanisms and allow for the older tanks to be taken offline and refurbished.

Mr. Ruybalid advised that the Cabin Site tank was the most upgraded tank as of 2019 and the others hadn't been upgraded since the 1900s.

Mayor Romero asked if the tanks would help the Fire department in emergency situations.

Fire Chief Spann mentioned that he had been requesting for a tank to be put at the airport due to the nearest fire hydrant being located at the County yards. Fire

Chief Spann mentioned that the fire hydrant only produced 500 gallons a minute and it would be beneficial to the City to add a loop system.

Councilor Ulibarri advised that water had been an issue for years and mentioned that the City was going to follow through with the projects for the betterment of the community. Councilor Ulibarri thanked City staff for all they had done.

Councilor Martinez advised he had been requesting that a loop system be put in place to keep stagnant water from occurring. Councilor Martinez asked how many additional gallons of water would be added if the loop system was approved.

Mr. Ruybalid advised an estimate of an additional 6 million gallons of water.

Councilor Martinez asked if the storage tanks needed to be rehabilitated.

Mr. Ruybalid advised that the tanks were close to having to be rehabilitated.

Councilor Martinez suggested adding a gas line under the tracks at the airport being that permits would have to be obtained for the tanks.

Councilor Montoya stated that a business item that had action needed to have the information put into the packet for prior review. Councilor Montoya asked if zone 3 that was being referred to was part of the County.

Water Director Martinez stated that surveys had to be completed where the tanks were proposed to be placed. Water Director Martinez stated that because the tank was placed in zone 3 did not mean it belonged to the County and that it was part of the distribution system.

Mayor Romero asked if City Manager Anaya could clarify what map they were viewing.

City Manager Anaya advised it was the same map that he had gone over with the Governing Body in his office prior to the Council meeting. City Manager Anaya advised that each member of the Governing Body had seen the map.

Councilor Montoya asked why the loop system had to be done on the east loop.

City Manager Anaya advised that the project that was being presented to the Council was set forth not for the provision and practice of growth. City Manager Anaya advised that the placement of the loop system had to be tied to a loop system that already existed. City Manager Anaya advised that if in the future other water opportunities came about, it would still allow for other connections. City Manager Anaya advised that the loop system was not set to promote growth but to assist with the issues associated with the Hermits Peak/Calf Canyon Fire, flooding, sustaining adequate storage, and looping the system for the residents of the City of Las Vegas. City Manager Anaya advised that the placement of the loop was the highest and best use associated with the comprehensive system.

Mr. Ruybalid advised that City Manager Anaya had spoken with his colleague Doug Albin and mentioned that the water line helped provide water flow to the dead ends on the East side of town. Mr. Ruybalid advised that the placement of the tanks had been sited based on the elevations of existing tanks. Mr. Ruybalid advised Molzen-Corbin had recommended matching the hydraulic grade lines and different elevations to maintain existing pressure and not create additional pressure zones.

Councilor Montoya asked where the \$15 million was going to come from.

City Manager Anaya stated that there was existing revenue and alternatives that the City had received from the Federal Government. City Manager Anaya advised that discussions had taken place for the potential use of the \$40 million, Finance Authority and funds associated with the State of New Mexico.

Councilor Montoya mentioned that there were developers who had been waiting for the City to proceed with water taps.

Water Director Martinez stated that the loop would benefit the distribution system and help with storage. Water Director Martinez advised that the Utilities building was part of the City and part of the ETZ Zone and they were both tied together despite the boundaries.

Councilor Montoya asked Contracted City Attorney Castellano if there was anything that would legally put the City in a bad situation with the set Moratorium while spending \$15 million dollars and not assisting residents who were waiting for water taps.

Mayor Romero stated that the Governing Body had opened a smart growth allowance for water taps in the ETZ zone. Mayor Romero asked how many constituents had applied for a water tap.

Water Director Martinez advised 11 constituents had applied.

Mayor Romero stated that the City had not hit the capacity of 15 applicants.

Water Director Martinez advised there were only 11 applicants that were on the waiting list.

Mayor Romero asked Contracted City Attorney Castellano if he was familiar with the partial moratorium that was set.

Contracted City Attorney Castellano advised he was not familiar with the partial moratorium. Contracted City Attorney Castellano advised that if the project was to assist with the distribution of the water that it would not be a direct violation of the moratorium.

Councilor Montoya asked if the loop system was specific to assist the distribution system.

Water Director Martinez advised it was specifically for storage and water distribution.

Mayor Romero clarified that the purpose of the looping system was strictly for water distribution and storage of water and not for the growth of the City.

City Manager Anaya advised that what Mayor Romero had mentioned was correct.

Water Director Martinez advised that the airport was chosen as a tank site due to the elevation of the Cabin Site tank.

Mr. Ruybalid advised that what Water Director Martinez mentioned was correct.

Councilor Montoya asked if the waterline prohibited commercial and residential hookups.

Water Director Martinez stated that the moratorium was still being upheld and it was strictly for storage and water distribution.

Contracted City Attorney Castellano mentioned that if the moratorium were to be lifted then water taps could take place, however being that the moratorium was still in place it was strictly for storage and water distribution.

Water Director Martinez stated that if the moratorium was lifted and there was development by the airport they would be able to tap into the line.

Mayor Romero advised that discussion could only take place if it pertained to the impacts of the Hermits Peak/Calf Canyon Fire.

Councilor Montoya advised when \$15 million was being spent on a new water line, that the Council should have the opportunity to ask questions.

Councilor Martinez advised that the loop system would be an asset to the community.

Councilor Martinez made a motion to move on action regarding water distribution and storage. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Marvin Martinez	Yes	David Ulibarri	Yes
Michael Montoya	Yes		

City Clerk Fresquez advised the motion carried.

5. Request approval of a Memorandum of Understanding (MOU) between the City of Las Vegas and the New Mexico Racquetball Association.

Community Development Director Lucas Marquez mentioned that the New Mexico Racquetball Association would be hosting their international competition tournament at the Abe Montoya Recreation Center the following weekend in August. Community Development Director Marquez stated that it was going to be a 5-day event and the fee had been paid. Community Development Director Marquez advised they would be utilizing the facilities and racquetball courts.

Councilor Martinez asked if the Abe Montoya Recreation Center was in condition to withstand the event.

Community Development Director Marquez advised that final touches were being made at the Recreation Center and that another inspection would be conducted before the event.

Councilor Montoya asked if it was the second or third year that the event had taken place at the Recreation Center.

Community Development Director Marquez advised that it was the second year.

Councilor Montoya asked if any issues had occurred the year prior.

Community Development Director Marquez advised no issues had occurred the year prior however an MOU was not conducted the year prior and the present year MOU was conducted.

Councilor Montoya asked if individuals nationwide were attending the event.

Community Development Director Marquez advised that individuals internationally were going to attend the event.

Councilor Montoya made a motion to approve of a Memorandum of Understanding (MOU) between the City of Las Vegas and the New Mexico Racquetball Association. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri	Yes	Michael Montoya	Yes
Marvin Martinez	Yes		

City Clerk Fresquez advised the motion carried.

6. Request to reschedule the September 17, 2025 Regular Council Meeting to September 15, 2025.

Councilor Montoya made a motion to reschedule the September 17, 2025 Regular Council Meeting to September 15, 2025. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Marvin Martinez	Yes	Michael Montoya	Yes
David Ulibarri	Yes		

City Clerk Fresquez advised the motion carried.

7. Request approval to award RFP #2025-33 to I&C Solutions, Alpha Southwest and James, Cooke and Hobson for Pump, Motor, Mechanical and Electrical Services and enter into contracts.

Mayor Romero asked if the contractors were on call as needed.

Water Director Travis Martinez advised yes, they were on call and provided technical assistance as needed.

Councilor Martinez made a motion to approve to award RFP #2025-33 to I&C Solutions, Alpha Southwest and James, Cooke and Hobson for Pump, Motor, Mechanical and Electrical Services and enter into contracts. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	David Ulibarri	Yes
Marvin Martinez	Yes		

City Clerk Fresquez advised the motion carried.

8. Request approval to award RFP #2026-01 to ParkHill & Souder Miller & Associates for Solid Waste facility planning, design and construction phase engineering services and enter into contract.

Councilor Montoya voiced his opinion and mentioned after the Ward 2 Amnesty Day clean up, it showed the need for the contracts.

Councilor Montoya made a motion to approve to award RFP #2026-01 to ParkHill & Souder Miller & Associates for Solid Waste facility planning, design and construction phase engineering services and enter into contract. Councilor Martinez seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri	Yes	Michael Montoya	Yes
Marvin Martinez	Yes		

City Clerk Fresquez advised the motion carried.

9. Request approval to award RFP #2026-02 to Bohannon Huston Inc., Water Works Engineers and Stantec Consulting for Wastewater planning, design and construction phase engineering services and enter into contract.

Councilor Martinez made a motion to approve to award RFP #2026-02 to Bohannon Huston Inc., Water Works Engineers and Stantec Consulting for Wastewater planning, design and construction phase engineering services and enter into contract. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Michael Montoya	Yes	Marvin Martinez	Yes
David Ulibarri	Yes		

City Clerk Fresquez advised the motion carried.

10. Request approval of Memorandum of Understanding (MOU) between the City of Las Vegas and the Fourth Judicial District Court.

Councilor Martinez made a motion to approve the Memorandum of Understanding (MOU) between the City of Las Vegas and the Fourth Judicial District Court. Councilor Montoya seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

David Ulibarri	Yes	Marvin Martinez	Yes
Michael Montoya	Yes		

City Clerk Fresquez advised the motion carried.

11. Request approval of an Intergovernmental Real Estate Lease between the City of Las Vegas and Tierra Y Montes, SWCD.

Mayor Romero asked if Tierra Y Montes, SWCD were in agreement with the contract.

Gerald Romero with Tierra Y Montes advised yes they were in agreement with the contract.

Councilor Martinez asked how long the previous lease agreement was between the City of Las Vegas and Tierra Y Montes.

Mr. Romero with Tierra Y Montes stated it was for 20 years and was set into place in 2005.

Councilor Montoya asked how long the upcoming lease agreement would be for.

Mr. Romero with Tierra Y Montes stated that it was for a 10 year term.

Mayor Romero asked Contracted City Attorney Castellano to briefly discuss how the recommendation came about.

Contracted City Attorney Castellano stated that based on the previous lease agreement Tierra Y Montes had provided variables to the City. Contracted City Attorney Castellano advised that the previous lease agreement was for 20 years and assumed the project would have been completed. Contracted City Attorney Castellano advised extending the lease agreement would allow Tierra Y Montes to

continue operations elsewhere while maintaining the lease agreement. Contracted City Attorney Castellano advised he felt it was appropriate to reduce the term due to the project being essentially completed.

Councilor Montoya thanked Tierra Y Montes and staff for all they had done for the City of Las Vegas.

Councilor Montoya made a motion to approve an Intergovernmental Real Estate Lease between the City of Las Vegas and Tierra Y Montes, SWCD. Councilor Ulibarri seconded the motion. Mayor Romero asked for roll call. Roll Call Vote was taken and reflected the following:

Marvin Martinez	Yes	Michael Montoya	Yes
David Ulibarri	Yes		

City Clerk Fresquez advised the motion carried.

ADJOURN

Councilor Ulibarri made a motion to adjourn. Councilor Martinez seconded the motion. All were in favor.

City Clerk Fresquez advised the motion carried.

Meeting adjourned at 9:35 pm.

Mayor David Romero

ATTEST:

Cassandra Fresquez, City Clerk



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: September 10, 2025

Date Submitted: 8/29/25

Department: City Clerk

Item/Topic: Request for permission to destroy records included on the attached lists from the following departments: Police, Community Development, City Clerk's, City Attorney's, Executive, Library, Human Resource, Public Works and Municipal Court as per authority granted by the adoption of the Uniform Municipal Records Retention Schedule adopted by Resolution No. 20-27.

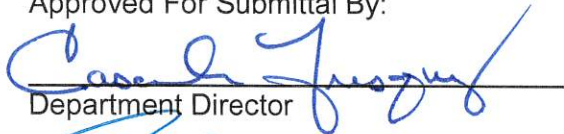
There are a total of 562 boxes for disposition. Funding was allocated in this year's budget.

Fiscal Impact: TBD

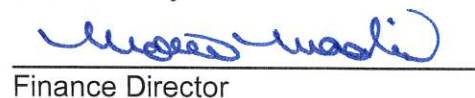
Attachments: Record Destruction Lists and Resolution No. 20-27

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.

Approved For Submittal By:


Department Director

Reviewed By:


Finance Director


Robert A. Anaya, City Manager

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____


Continued To: _____
Referred To: _____
Denied _____
Other _____



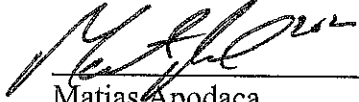
Caleb Marquez
Chief of Police

TO: City Clerk Office

FROM:


Raelene D. Gonzales
Office Manager

THRU:


Matias Apodaca
Deputy Chief of Police

DATE: August 21, 2025

RE: request to shred

The Las Vegas City Police Department seeks permission to shred the attached detailed list of grants and financial document copies, in accordance with records destruction guidelines.

Please contact me with any questions.

Thank you.



Las Vegas City Police

August 18, 2025

Destruction List

Box#	Record #	Date Range	Brief Description
PD1	18.03.004 18.03.021	July 2006-June 2007	Budget Coorseponce, Journal Entries, budget transfers and memos
PD2	18.03.004 18.03.021	July 2006-June 2007	Budget Coorseponce, Journal Entries, budget transfers and memos
PD3	18.03.021 18.04.027	July 2006-June 2007	FY07 Budget copies of PO's, requisitions and invoices. 7101-7402/OUT OF STATE TRAVELS
PD4	18.03.021 18.03.014	July 2007-June 2008	Budget Coorseponce, 7317-8007/ Law Protection Fund
PD5	18.03.021	July 2007-June 2008	General fund budget copies of PO's 7101-7402, copies of requisitions and copies invoices paid
PD6	18.03.014	July 2007-2008	Law Enforcement closed Grant
PD7	18.03.021	July 2007-June 2008	General fund budget;copies of requisitions and copies invoices paid and correseponce
PD8	18.03.021	July 2008- June 2009	GF Budget copies of PO's 7101-7309, requisitions and invoices
PD9	18.03.021	July 2008- June 2009	GF Budget copies of PO's 7310--8055, requisitions and invoices
PD10	18.01.014	July 2008- June 2009	General Coorseponce, internal memos
PD11	18.03.014	July 2008- June 2009	Closed out grants/Law Protection Recocery fund/Housing RIV
PD12	18.03.014	July 2008- June 2009	Closed out grants Region IV
PD13	18.03.014	July 2008- June 2009	Closed out grants Region IV
PD14	18.03.014	July 2008- June 2009	Closed out grants
PD15	18.03.004	July 2009-June 2010	GF Budget copies of PO's, requisitions and invoices
PD16	18.03.004	July 2009-June 2010	GF Budget copies of PO's, requisitions and invoices
PD17	18.03.004	July 2010- June 2011	GF Budget copies of PO's, requisitions and invoices
PD18	18.03.014	July 2010- June 2011	Closed out grants
PD19	18.03.004	July 2011- June 2012	GF Budget copies of PO's, requisitions and invoices
PD20	18.03.014	July 2011- June 2012	Closed out grants

PD21	18.03.004	July 2011- June 2012	ESS Budget copies of PO's, requisitions and invoices
PD22	18.04.027	July 2012- June 2013	Copies of Travel Forms w/copies of backup documentation
PD23	18.03.014	July 2012- June 2013	Closed out grants
PD24	18.03.014	July 2012- June 2013	Closed out grants
PD25	18.03.014	July 2012- June 2013	GF Budget copies of PO's, requisitions and invoices
PD26	18.03.004 18.03.014	July 2012- June 2013	Duplicates GF Budget copies of PO's, requisitions and invoices/Closed out grants
PD27	18.03.004	July 2012- June 2013	GF Budget copies of PO's, requisitions and invoices
PD28	18.01.014 18.03.004	July 2012- June 2013	Budget Coorseponce, Journal Entries, budget transfers and memos
PD29	18.03.004 18.03.021	July 2013-June 2014	GF Budget copies of PO's, requisitions and invoices. Coorseponce, Journal Entries, budget transfers and memos
PD30	18.03.004 18.03.014	July 2013-June 2014	GF Budget copies of PO's, requisitions and invoices & out grants
PD31	18.03.004	July 2013-June 2014	GF Budget copies of PO's, requisitions and invoices
PD32	18.01.014	July 2013-June 2014	General Coorseponce, internal memos
PD33	18.03.014	July 2013-June 2014	Closed out grants
PD34	18.01.014	July 2014-June 2015	General Coorseponce, internal memos
PD35	18.03.014	July 2014-June 2015	Closed out grants
PD36	18.04.027	July 2014-June 2015	Copies of Out of State Travel
PD37	18.03.004	July 2014-June 2015	GF Budget copies of PO's, requisitions and invoices
PD38	18.03.014	July 2014-June 2015	Closed out grants files
PD39	18.03.014	July 2015-June 2016	Closed out grants files
PD40	18.03.004	July 2015-June 2016	GF Budget copies of PO's, requisitions and invoices
PD41	18.03.014	July 2015-June 2016	Closed out grants files
PD42	18.03.014	July 2015-June 2016	Closed out grants files
PD43	18.04.027	July 2015-June 2016	Copies of Travel Forms w/copies of backup documentation
PD44	18.03.014	July 2015-June 2016	Closed out grants files
PD45	18.03.014	July 2016-June 2017	Closed out grants files
PD46	18.03.014	July 2016-June 2017	Closed out Legislature funds
PD47	18.03.004	July 2016-June 2017	ESS Budget copies of PO's, requisitions and invoices. GF
PD48	18.03.004	July 2016-June 2017	GF Budget copies of PO's, requisitions and invoices

Destruction List 2025

PD49	18.03.004	July 2016-June 2017	General fund budget;copies of requisitions and copies invoices paid and corresponce
PD50	18.03.004	July 2016-June 2017	Budget Coorseponce, Journal Entries, budget transfers and
PD51	18.03.014	July 2017-June 2018	Closed out grants files
PD52	18.03.004	July 2017-June 2018	GF Budget copies of PO's, requisitions and invoices/Closed
PD53	18.03.004	July 2017-June 2018	General fund budget;copies of requisitions and copies invoices paid and corresponce
PD54	18.03.021	July 2018- June 2019	Copies of Purchase orders
PD55	18.03.021	July 2018- June 2019	Copies of Purchase orders
PD56	18.03.014	July 2018- June 2019	Closed out grants files
PD57	18.03.021	July 2019- June 2020	Copy of PO's line#101-4800-710 8004-8007
PD58	18.03.014	Sep. 2016-June 2017	Close out Grants
PD59	18.03.014	1997-2006	Close out Grants



Caleb Marquez
Chief of Police

MEMORANDUM

TO: Caleb Marquez *Stand for Mat fl 202*
Chief of Police

Destruction: Approved / Disapproved

FROM: *Eugene L. Cleaver Jr.*
Eugene L. Cleaver Jr.
Information Division Specialist

THRU: *Mat fl 202*
Matias Apodaca
Deputy Chief of Police

DATE: August 21, 2025

RE: Administrative Kill for Information Division Files

Attached is a list of Offense/Incident and Uniform Accident Reports for Destruction. Attached is a list of Traffic, Non-Traffic, Parking, and Animal Control Citations for destruction. Attached is a list of Administrative Files for destruction. All relevant files have been reviewed, indexed and scanned into our Papervision Server for Records Retention. Pursuant to New Mexico State Statutes Annotated 1978, 30-1-8H after properly reviewing and indexing the aforementioned Citations and Offense/Incident Reports. I am requesting your review and approval of the attached list, through the New Mexico Municipal Records Retention Schedule dated 10-18-2018, to destroy these documents through City Counsel.

XC: File

**City of Las Vegas**

318 Moreno Street • Las Vegas New Mexico 87701 • Ph# (505) 425-7504 • Fax # (505) 425-6346

**Caleb Marquez
Chief of Police**

<u>Box</u>	<u>Year</u>	<u>Record #</u>	<u>Range</u>	<u>Types of Documentation</u>
1	2013	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C130001- 0699	Offense/Incident Reports
2	2013	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C130700-1599	Offense/Incident Reports
3	2013	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C131600-2499	Offense/Incident Reports
4	2014	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C140001-0899	Offense/Incident Reports
5	2014	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C140900-1799	Offense/Incident Reports

**City of Las Vegas**

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**Caleb Marquez
Chief of Police**

6	2014	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C141800-2399	Offense/Incident Reports
7	2014 2015	18.10.028 18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	TA140025-1973 C150001-0399	Uniform Accident Reports Offense/Incident Reports
8	2015	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C150400-1099	Offense/Incident Reports
9	2015	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C151100-1399	Offense/Incident Reports
10	2015	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C151400-2377	Offense/Incident Reports

**City of Las Vegas**

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**Caleb Marquez
Chief of Police**

11	2016	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C161800-2599	Offense/Incident Reports
12	2016	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C161200-1799	Offense/Incident Reports
13	2016	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C160600-1199	Offense/Incident reports
14	2010	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C100001-0599	Offense/Incident Reports
15	2006 2011 2012 2016	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C060625-4106 C110248-3535 C120514-3250 C162300-2617	Offense/Incident Reports
16	2004	18.10.002 18.10.003	C040001-4397	Offense/Incident Reports



City of Las Vegas

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Caleb Marquez Chief of Police

		18.10.011		
		18.10.017		
		18.10.018		
17	2017	18.10.028	TA170100-2799	Uniform Accident Reports
18	2015 2016	18.10.028	TA150300-0618 TA160001-0199	Uniform Accident Reports
19	2016 2017	18.10.028	TA160200-0621 TA170001-0110	Uniform Accident Reports
20	2017	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C170001-0499	Offense/Incident Reports
21	2017	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C170500-0999	Offense/Incident Reports
22	2017	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C171000-1599	Offense/Incident Reports
23	2017	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C171600-2099	Offense/Incident Reports

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**Caleb Marquez
Chief of Police**

24	2017	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018	C172100-2699	Offense/Incident Reports
25	2008 2009	18.10.028	TA083301-3602 TA090001-3497	Uniform Accident Reports
26	2009 2010	18.10.028	TA093508-3536 TA100001-3499	Uniform Accident Reports
27	2011	18.10.028	TA110001-3299	Uniform Accident Reports
28	2014	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018 18.10.028	C142400-2699	Offense/Incident Reports
	2015	18.10.028	TA140001-0195 TA150001-0298	Uniform Accident Reports
29	2013	18.10.002 18.10.003 18.10.011 18.10.017 18.10.018 18.10.028	C132800-3199	Offense/Incident Reports
			TA130001-2999	Uniform Accident Reports
30	2012	18.10.028	TA120001-3620	Uniform Accident Reports
31	2019	18.10.005	11940012-1196327	Traffic Citations

**City of Las Vegas**

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**Caleb Marquez
Chief of Police**

			31041-32441 25817-29231	Non-Traffic Citations Parking Citations
32	2018	18.10.005	1191401-1193999	Traffic Citations
33	2019	18.10.005	1184913-1191437	Traffic Citations
34	2020	18.10.005	1194696-1198388	Traffic Citations
35	2020	18.10.005	1184368-1199520 1076-1937 21709-29404 31457-32601	Traffic Citations Animal Control Citations Non- Traffic Citations Parking Citations
		18.01.042		UCR Reports
		18.03.002		Cash Deposits
36	2021	18.10.005	1197847-1201028	Traffic Citations 01-06/21
37	2021	18.10.005	1193365-1202354	Traffic Citations 07-12/21
38	2019	18.01.039	Nov – Dec 2019	District Attorney Distribution Receipted Customers No Charge Documents
	2020	18.01.039	Jan – Jun 2020	District Attorney Distribution Receipted Customers No Charge Documents
39	2020	18.01.039	Jul – Dec 2020	District Attorney Distribution Receipted Customers No Charge Documents
	2019	18.03.002		Cash Deposits
40	2021	18.01.039	Jan – Aug 2021	District Attorney Distribution No Charge Documents

**City of Las Vegas**

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**Caleb Marquez
Chief of Police**

41	2021	18.01.039	Jan – Aug 2021 Sep – Dec 2021	Received Customers District Attorney Distribution Received Customers No Charge Documents Cash Depoits
		18.03.002		
42	2022	18.01.039	Jan – Jun 2022	District Attorney Distribution Received Customers No Charge Documents
43	2022	18.01.039	Jul – Dec 2022	District Attorney Distribution Received Customers No Charge Documents
44	2023	18.01.039	Jan – Aug 2023	District Attorney Distribution Received Customers No Charge Documents
45	2023	18.01.039	Sep – Dec 2023	District Attorney Distribution Received Customers No Charge Documents
	2024	18.01.039	Jan – Jun 2024	District Attorney Distribution Received Customers No Charge Documents
46	2017	18.10.005	1181864-1186154	Traffic Citations
47	Miscellaneous	18.01.001	Non- Record Files	Miscellaneous files
48	2017-2018	18.10.005	1150026-1180375	Traffic Citations

Document listing for records destruction C.D. July 2025

<u>Box #</u>	<u>Record #</u>	<u>Date Range</u>	<u>Brief Description</u>
1.1	18.07.027	06/2008-06/2017	Fiesta's vendor & entertainment registration forms/applications
1.2	18.07.027	10/2016-2019	Fiesta's vendor, entertainment Registration applications, fishing derby
1.3	18.07.027	2008, 2019, 2021	Fiesta's vendor & entertainment registration forms & Special Event permit applications
1.4	18.07.027	2022 & 2008	Fiesta's vendor applications
2.2	18.01.008	2017-2019	Schedules for L.V. Day & Fiesta's
3.1	18.01.004	2012-2020	Budget books
3.2	18.01.004	2017-2018	Budget books from AWC & CD Budget books
3.3	18.01.004	2017-2019	Administrative files/copies of program material & office info.
3.4	18.01.004	2019-2022	Budget books from AWC & CD Budget books
3.5	18.01.004	2008, 2010, 2019	Budget book
4.1	18.01.001	2009-2016	Copies of IPRA requests
5.1	18.07.026	7/2013 & 2021	Film permits & applications
6.1	18.01.010	2017-2019	Committee Files
6.2	18.01.010	2020-2021	Committee Files
6.3	18.01.010	2018-19 & 2004	Committee Files
7.1	18.01.040	2009-2019	Publicity & Promotions / Optic clippings
8.1	18.06.002	2020	Business License Applications
8.2	18.06.002	2019	Business License Applications
8.3	18.06.002	2008	Business License Applications
8.4	18.06.002	2022	Business License Applications
8.5	18.06.002	2021	Business License Applications
8.6	18.06.002	2021	Business License Applications

8.7	18.06.002	2022	Business License Applications
8.8	18.06.002	2022	Business Application receipts, correspondence, memoranda
9.1	18.07.012	2007 & 2018-2021	Code enforcement violations
9.2	18.07.012	2015-2017	Code enforcement violations
9.3	18.07.012	2015-2017	Code enforcement violations
9.4	18.07.012	2016 & 2018	Code enforcement violations
9.5	18.07.012	2020-2021	Code enforcement violations
9.6	18.07.012	2009	Code enforcement violations
9.7	18.07.012	2008	Code enforcement violations
9.8	18.07.012	1988-1990	Code enforcement violations & photos
9.9	18.07.012	1990 & 2008	Code enforcement violations
10.1	18.03.014	2017 & 1996	Closed Grants
11.1	18.13.015, 18.13.016 & 18.01.001	2009, 2018-2021	Title copies from 2018 & vehicle maintenance records 2021. &
12.1	18.01.001	2007-2008	Non-record materials
12.2	18.01.001	2020	Non-record materials
12.3	18.01.001	2023	Non-record materials
12.4	18.01.001	2017	Non-record materials
12.5	18.01.001	2007	Non-record materials
12.6	18.01.001	2004 & 1996	Non-record materials
12.7	18.01.001	1997	Non-record materials Fax Correspondence
12.8	18.01.001	2002 & 2009	Non-record materials Fax Correspondence
13.1	18.07.007	2005	Building Permit Applications
13.2	18.07.007	2009-2010	Building Permit Applications
13.3	18.07.007	2008-2009	Building Permit Applications
13.4	18.07.007	2008	Building Permit Applications

Document listing for records destruction

<u>BOX #</u>	<u>Record#</u>	<u>Date Range</u>	<u>Brief Description</u>
1	18.06.015	2002-2013	Design & Review Board meeting Agenda and meeting minutes
2	18.06.014	2018-2019	Lodgers Tax Meeting Meeting minutes
3	18.01.041	2018-2021	Budget Book line items
4	18.06.014	2011-2012	planning & zoning commission Meeting Minutes
5	18.01.041	2019-2021	Budget Book line items
6	1801.041	2019-2021	Budget Book Line items
7	18.07.010	2014-2016	Building permits
8	18.07.007	2018	Building permit application
9	18.07.007	2017	Building permit application
10	18.06.002	2018	Business License Application
11	18.06.002	2015-2016	Business License Application
12	18.06.002	2017-2018	Business License Application

City Clerk's Office

Document Listing for Records Destruction 2025

<u>Box #</u>	<u>Record #</u>	<u>Date:</u>	<u>Document Description</u>
1	18.01.001	2008-2021	Non-Record Materials
2	18.03.008	2007-2017	City Contracts
3	18.01.001	2008-2010	Non-Record Materials
4	18.06.012	2005-2013	Liquor Licenses
5	18.03.008	2015	City Contracts
6	18.03.021	2021	Purchasing-Budget
7	18.06.006	2022	Election Admin.-Ballots
8	18.06.008	2016	Election Admin.- Other
9	18.01.001	2012-2013	Non-Record Materials
10	18.06.012	2008	Liquor Licenses
	18.01.001	2008-2011	Non-Record Materials
11	18.01.001	1997-2007	Non-Record Materials
12	18.06.013	2023-2024	Council Mtg. Agendas
13	18.01.001	2017	Non-Record Materials
14	18.06.008	2022	Election Admin.-Other
15	18.01.039	2022	IPRA's
16	18.01.039	2023	IPRA's
17	18.01.039	2022	IPRA's
18	18.06.008	2016	Election Admin.-Other
19	18.01.039	2023	IPRA's
20	18.01.039	2023	IPRA's
21	18.01.039	2022	IPRA's
22	18.01.039	2021-2022	IPRA's
23	18.06.008	2016	Election Admin.-Other
24	18.06.013	2024	Council Mtg. Agendas
25	18.01.039	2009	IPRA's
26	18.06.013	2022	Council Mtg. Agendas
27	18.06.006	2022	Election Admin.-Ballots

28	18.06.008	2016	Election Admin.-Other
29	18.01.039	2023	IPRA's
30	18.01.039	2022-2023	IPRA's
31	18.06.008	2016	Election Admin.-Other
32	18.03.008	2016-2017	City Contracts
33	18.03.008	2014	City Contracts
34	18.06.006	2022	Election Admin.-Ballots
35	18.06.013	2023	Council Mtg. Agendas
36	18.03.008	2016	City Contracts
37	18.06.013	2024	Council Mtg. Agendas
38	18.01.039	2021	IPRA's
39	18.01.001	2014-2015	Non-Record Materials
40	18.01.001	2022-2024	Non-Record Materials
41	18.01.001	2017-2019	Non-Record Materials
42	18.03.021	2017-2020	Purchasing-Budget
43	18.06.006	2022	Election Admin.-Other
44	18.01.001	2022-2024	Non-Record Materials
45	18.01.014	1954-1957	Correspondence
46	18.01.041	1958-1961	Reference Files
47	18.01.042	1964-1968	Reports-General
48	18.01.014	1954-1966	Correspondence
49	18.06.008	1966-1968	Election Admin.-Other
50	18.01.014	1941-1944	Correspondence
51	18.01.001	1964-1968	Non-Record Materials
52	18.01.042	1964-1968	Reports-General
53	18.01.042	1969-1970	Reports-General
54	18.01.042	1938-1950	Reports-General
55	18.03.008	2015	Agreements
56	18.03.008	2009-2010	Agreements
57	18.03.008	2014	Agreements
58	18.03.008	2016-2017	Agreements
59	18.03.008	2015-2017	Agreements
60	18.01.001	2012	Non-Record Materials
61	18.03.008	2017	Agreements
62	18.01.042	1961-1962	Reports-General

63	18.03.008	2017	Agreements
64	18.03.008	2014-2015	Agreements
65	18.03.008	2015	Agreements
66	18.03.008	2016	Agreements
67	18.03.008	2010-2011	Agreements
68	18.03.008	2011-2012	Agreements
69	18.06.008	2022	Election Admin.-Other
70	18.01.039	2011	IPRA's

70 Total Boxes

City Attorney

Document Listing for Records Destruction 2025

<u>Box #</u>	<u>Record #</u>	<u>Date:</u>	<u>Document Description</u>
1	18.01.001	2013	Non-Record Materials
2	18.01.001	2000-2001	Non-Record Materials
3	18.01.001	1995-2000	Non-Record Materials
4	18.01.043	2011-2013	Reports-Injuries
5	18.01.014	1983-1990	Correspondence
6	18.01.014	1989-1994	Correspondence
7	18.01.041	1994-1997	Reference Files
8	18.01.042	1966-1971	Reports-General
9	18.01.014	1999-2000	Correspondence
10	18.01.019	1998-1999	Incident Files
11	18.01.014	2016-2017	Correspondence
12	18.01.019	2011	Incident Files
13	18.01.043	2011-2014	Reports-Injuries
14	18.01.042	2015	Reports-General
15	18.01.042	1988	Reports-General
16	18.01.041	1985	Reference Files
17	18.01.041	1987	Reference Files
18	18.01.041	2008	Reference Files
19	18.01.042	2006	Reports-General
20	18.01.001	1995	Non-Record Materials
21	18.01.014	1998	Correspondence
22	18.01.043	1998	Reports-Injuries
23	18.01.042	1996	Reports-General
24	18.01.042	1991	Reports-General
25	18.01.041	2015	Reference Files
26	18.01.014	2013-2015	Correspondence
27	18.01.042	1989	Reports-General
28	18.01.001	1969	Non-Record Materials

29	18.01.041	1993-1994	Reference Files
30	18.01.043	1990-1993	Reports-Injuries
31	18.01.001	1994	Non-Record Materials
32	18.01.042	1986-1988	Reports-General
33	18.01.042	2009-20010	Reports-General
34	18.01.042	2001-2002	Reports-General
35	18.01.001	1982	Non-Record Materials
36	18.01.041	2003-2004	Reference Files
37	18.01.041	1997	Reference Files
38	18.01.043	1977-1978	Reports-Injuries
39	18.01.042	2006-2007	Reports-General
40	18.01.043	2008-2009	Reports-Injuries
41	18.01.033	1998-1999	Policies and Procedures
42	18.01.043	1985	Reports-Injuries
43	18.01.042	2014	Reports-General
44	18.01.043	2016-2017	Reports-Injuries
45	18.01.001	1996	Non Record Materials
46	18.01.043	2008-2009	Reports-Injuries
47	18.01.041	1993-1995	Reference Files
48	18.01.043	1992-1993	Reports-Injuries
49	18.01.043	1993	Reports Injuries
50	18.01.008	1993	Agreements
51	18.01.014	1982	Correspondence
52	18.01.014	2002-2003	Correspondence
53	18.01.042	1996-1997	Reports-General
54	18.01.042	1991-1992	Reports-General
55	18.01.001	2019	Non-Record Materials
56	18.01.001	2019	Non-Record Materials
57	18.01.042	1990	Reports-General
58	18.01.041	2017-2018	Reference Files
59	18.01.043	2016	Reports-Injuries
60	18.01.041	1989	Reference Files
61	18.01.014	2006	Correspondence
62	18.01.041	2010-2011	Reference Files
63	18.01.001	2018	Non-Record Materials

64	18.01.043	1989	Reports-Injuries
65	18.01.014	2011	Correspondence
66	18.01.043	1985-1986	Reports-Injuries
67	18.01.014	1991	Correspondence
68	18.01.043	1994-1995	Reports-Injuries
69	18.01.042	1977-1978	Reports-General
70	18.01.043	2015	Reports-Injuries
71	18.01.014	1992-1993	Correspondence
72	18.01.042	2001-2002	Reports-General
73	18.01.043	1993-1994	Reports-Injuries
74	18.01.042	2006-2007	Reports-General
75	18.01.014	1989-1990	Correspondence
76	18.01.014	2009-2010	Correspondence
77	18.01.043	1988	Reports-Injuries
78	18.01.043	1986	Reports-Injuries
79	18.01.042	1996	Reports-General
80	18.01.014	1995	Correspondence
81	18.01.001	2018-2019	Non-Record Materials
82	18.01.043	2005	Reports-Injuries
83	18.01.042	2013	Reports-General
84	18.01.001	2012-2013	Non-Record Materials
85	18.01.041	2017	Reference Files
86	18.01.001	1982	Non-Record Materials
87	18.01.001	2017-2018	Non-Record Materials
88	18.01.041	1982-1987	Reference Files
89	18.01.014	2018-2018	Correspondence
90	18.01.001	1992	Non-Record Materials
91	18.01.001	1993-1997	Non-Record Materials
92	18.01.001	2016	Non-Record Materials
93	18.01.041	2003	Reference Files
94	18.01.014	2006-2008	Correspondence
95	18.01.042	2007-2008	Reports-General
96	18.01.014	2005	Correspondence
97	18.01.041	2003-2004	Reference Files
98	18.01.042	2011-2012	Reports-General

99	18.01.001	2006	Non-Record Materials
100	18.01.042	2005-2006	Reports-General
101	18.01.001	2004	Non-Record Materials
102	18.01.014	2009	Correspondence
103	18.01.001	2007	Non-Record Materials
104	18.01.042	2009	Reports-General
105	18.01.041	2008-2010	Reference Files
106	18.01.042	2010-2011	Reports-General
107	18.01.041	2006	Reference Files
108	18.01.014	2002-2004	Correspondence
109	18.01.042	2000-2001	Reports-General
110	18.01.041	2004-2005	Reference Files
111	18.01.001	2008	Non-Record Materials
112	18.01.001	2007	Non-Record Materials
113	18.01.014	1993	Correspondence
114	18.01.042	2007	Reports-General
115	18.01.043	2011-2012	Reports-Injuries
116	18.01.001	2010	Non-Record Materials
117	18.01.042	2015-2016	Reports-General
118	18.01.042	2008	Reports-General
119	18.01.041	1996-1998	Reference Files
120	18.01.014	2007	Correspondence
121	18.01.042	2004-2005	Reports-General
122	18.01.041	2008-2009	Reference Files
123	18.01.041	2005-2006	Reference Files
124	18.01.014	2002	Correspondence
125	18.01.014	1987-1988	Correspondence
126	18.01.042	2007-2010	Reports-General
127	18.01.041	2010-2011	Reference Files
128	18.01.042	2005-2006	Reports-General
129	18.01.014	2006	Correspondence
130	18.01.042	2002-2003	Reports-General
131	18.01.014	2000-2001	Correspondence
132	18.01.001	2005-2006	Non-Record Materials
133	18.01.041	2008-2009	Reference Files

134	18.01.041	2012-2013	Reference Files
135	18.01.001	2009-2010	Non-Record Materials
136	18.01.001	2012	Non-Record Materials
137	18.01.001	2011	Non-Record Materials
138	18.01.042	2009	Reports-General
139	18.01.043	2012	Reports-Injuries
140	18.01.043	2011-2013	Reports-Injuries
141	18.01.001	2009	Non-Record Materials
142	18.01.014	2004-2005	Correspondence
143	18.01.042	2008-2009	Reports-General
144	18.01.014	1999-2001	Correspondence
145	18.01.043	2005-2007	Reports-Injuries
146	18.01.042	2007-2009	Reports-General
147	18.01.001	2009-2010	Non-Record Materials
148	18.01.001	2007	Non-Record Materials
149	18.03.004	2009	Budget-Operating
150	18.01.014	2000-2001	Correspondence
151	18.01.042	2004-2005	Reports-General
152	18.01.014	2010	Correspondence
153	18.01.041	2004-2005	Reference Files
154	18.01.043	2012-2013	Reports-Injuries
155	18.01.001	2008-2009	Non-Record Materials
156	18.01.042	2010-2011	Reports-General
157	18.01.042	2011-2012	Reports-General
158	18.01.043	2008-2009	Reports-Injuries
159	18.01.001	2004	Non-Record Materials
160	18.01.043	2011	Reports-Injuries
161	18.01.014	2007	Correspondence
162	18.01.043	2010-2011	Reports-Injuries
163	18.01.043	2016	Reports-Injuries
164	18.01.042	2005	Reports-General
165	18.01.042	2009	Reports-General
166	18.01.042	2009	Reports-General
167	18.03.004	2010-2011	Budget-Operating
168	18.01.041	2014	Reference Files

169	18.01.001	2012	Non-Record Materials
170	18.01.043	2007	Reports-Injuries
171	18.01.001	2009-2010	Non-Record Materials
172	18.01.043	2005	Reports-Injuries
173	18.01.001	2003-2004	Non-Record Materials
174	18.01.043	2002	Reports-Injuries
175	18.01.042	2013-2014	Reports-General
176	18.01.042	2009	Reports-General
177	18.01.014	2002	Correspondence
178	18.01.001	2005-2006	Non-Record Materials
179	18.01.041	2008-2010	Reference Files
180	18.01.041	2015	Reference Files
181	18.01.041	2006	Reference Files
182	18.01.043	2006	Reports-Injuries
183	18.01.014	1992	Correspondence
184	18.01.001	2012-2013	Non-Record Materials
185	18.01.042	2003-2004	Reports-General
186	18.01.001	2003-2004	Non-Record Materials
187	18.01.014	2006-2007	Correspondence
188	18.01.001	2004-2005	Non-Record Materials
189	18.01.041	1994-1995	Reference Files
190	18.01.042	1995	Reports-General

190 Total Boxes

Executive Office

Document Listing for Records Destruction 2025

Box #	Record #	Date:	Document Description
1	18.01.001	2010-2011	Non-Record Materials
2	18.01.041	2007-2015	Reference Files
3	18.01.001	2018-2019	Non-Record Materials
4	18.01.001	2019-2020	Non-Record Materials
5	18.01.001	2007-2011	Non-Record Materials
6	18.01.042	2011-2013	Reports-General
7	18.01.001	2010-2015	Non-Record Materials
8	18.01.001	2020-2021	Non-Record Materials
9	18.03.021	2015-2018	Purchasing (Budget)
10	18.01.001	2011-2012	Non-Record Materials
11	18.01.001	2013-2014	Non-Record Materials
12	18.01.001	2019-2021	Non-Record Materials
13	18.01.014	2010-2011	Correspondence
14	18.01.001	2011-2012	Non-Record Materials
15	18.01.014	2013	Correspondence
16	18.01.001	2015-2016	Non-Record Materials
17	18.03.021	2019-2020	Purchasing (Budget)
18	18.01.010	2010-2011	Complaint Files
19	18.03.021	2014-2015	Purchasing (Budget)
20	18.03.021	2012-2013	Purchasing (Budget)
21	18.01.001	2014-2015	Non-Record Materials
22	18.01.001	2018	Non-Record Materials
23	18.01.046	2017-2018	Transportation and Trips
24	18.01.042	2016	Reports-General
25	18.01.042	2013	Reports-General
26	18.01.004	2009-2011	Admin. Reference Files
27	18.01.001	2013-2014	Non-Record Materials
28	18.01.042	2018-2019	Reports-General

29	18.01.042	2020	Reports-General
30	18.01.042	2021	Reports-General

30 Boxes Total

Document Listing for Records Destruction (Carnegie Library)			
Box #	Record #	Date Range	Brief Description
1	18.01.001	02/06/90-10/04/24;	Blank outdated forms, copies of payroll files; Memoranda; American Library Directory, FOL directory; Elevator maintenance/repair
	18.01.002	05/14/86-03/30/09;	
	18.01.026	11/30/97-01/21/10;	
	18.01.029	10/31/91-09/17/01	
2	18.01.003	06/03/85-01/01/20;	Signed administrative regulations, memoranda; Incident reports, worker's comp claims, police security checks; Inventory requisition, stock; Free item from State, reimbursement checks, checks paid to Summer Reading Program performers; Budget line item transfer forms; Donation in memory of deceased, memoranda; Volunteer worker's release; Meeting agendas, meeting materials
	18.01.019	12/03/87-09/16/99;	
	18.01.023	11/09/99-05/26/21;	
	18.03.001	11/08/93-10/22/21;	
	18.03.004	01/26/00-12/31/22;	
	18.03.009	11/06/87-02/08/21;	
	18.04.029	03/11/96-03/04/20;	
	18.06.013	09/28/89-10/20/10	
3	18.03.002	12/27/07-12/16/20;	Warrant remittance, daily collection of funds, bank statements; Workshop materials, training handbooks
	18.04.027	10/11/89-04/01/00	
4	18.03.021	04/21/81-11/19/21	Purchase orders, receiving reports, warranty for purchaser
5	18.07.027	08/08/87-08/08/24;	Summer reading program registration and agreements, signed contest forms; Billings copies, billings reminders; Weeding logs, book deliveries acquired for review, packing list, unpaid invoices; Wifi hotspot loaning, puppet release forms; Sign-in sheets, wifi login records, walk-in records, reading logs; Annual reports, other statistics
	18.13.013	01/10/01-05/15/21;	
	18.15.002	12/07/97-09/26/23;	
	18.15.005	04/03/82-12/30/24;	
	18.15.006	06/09/94-10/31/14;	
	18.15.008	05/30/92-10/08/04	

Box #	Record #	Date Range	Brief Description
1	18-03-001	10/2004-12/2007	Invoices/Statements
2	18-04-027	2004-2007	Training Material
3	18-04-030	2002-2005	Workers Comp Claims
4	18-01-021	2007-2008	Insurance Claims
5	18-01-001	2014-2019	Non Record Material
6	18-01-001	1997-1998	Non Record Material
7	18-04-001	2001-2004	Background Investigation
8	18-01-001	2002-2006	Non Record Material
9	18-01-001	2008-2012	No Record Material
10	18-01-001	1994-1996	Non Record Material
11	18-04-017	2006-2010	Job Postings
12	18-04-030	2011-2013	Workers Comp Claims
13	18-04-017	2/2014-8/2014	Job Postings
14	18-04-017	2012-2013	Job Postings
15	18-04-017	10/2014-3/2015	Job Postings
16	18-01-001	2011	Non Record Material
17	18-04-027	2004-2008	Training Material
18	18-04-030	2006-2009	Workers Comp Claims
19	18-01-001	2004-2009	Non Record Material
20	18-04-017	2010	Job Postings
21	18-01-046	2013-2015	Travel Authorizations (Green Copy)
22	18-03-001	2008-2010	Invoices/Statements
23	18-01-001	2011-2012	Non Record Material
24	18-01-001	2005-2010	Non Record Material
27	18-04-017	2016	Job Postings
28	18-04-017	2016	Job Postings
29	18-04-017	2018	Job Postings
30	18-04-017	2018	Job Postings
31	18-04-017	2018	Job Postings
34	18-04-017	2016	Job Postings
35	18-04-017	2015-2016	Job Postings
36	18-03-018	2012	Payroll Accruals
37	18-03-001	2011	Invoices/Statements
38	18-03-001	2009	Invoices/Statements
39	18-04-001	1997	Non Record Material
40	18-04-017	2015	Job Postings
41	18-03-001	2009-2012	Invoices/Statements
42	18-04-017	2011-2012	Job Applications
43	18-04-017	2011-2012	Job Applications
44	18-04-017	8/2014-12/2014	Job Postings
45	18-04-017	2012-2013	Job Applications
46	18-04-017	2012-2013	Job Applications

Box #	Record #	Date Range	Brief Description
47	18-04-017	2013-2014	Job Applications
48	18-04-017	2011-2012	Job Applications
49	18-04-017	2008	Job Applications
50	18-03-001	2012	Invoices/Statements
51	18-04-017	2011	Job Applications
52	18-03-001	2007-2011	Invoices/Statements
53	18-01-001	2013	Non Record Material
54	18-03-001	2008-2010	Invoices/Statements
55	18-03-001	2011	Invoices/Statements
56	18-03-001	2009-2010	Invoices/Statements
57	18-04-017	2014	Job Postings
58	18-03-018	2009-2010	Payroll Accruals
59	18-04-017	2008	Job Postings
60	18-03-001	2010-2015	Invoices/Statements
61	18-03-001	2020-2021	Invoices/Statements
62	18-03-001	2018-2019	Invoices/Statements
63	18-03-001	2015	Invoices/Statements
64	18-03-001	2015-2017	Invoices/Statements
65	18-04-017	2010-2011	Job Applications

Public Works Department

Box #	Record #	Date Range	Brief Description
1.	18.01.001 18.01.010	9/15/91 6/13/07	Memorial Bill literature, Stripping , Committee information
2.	18.03.008 18.01.001	3/13/96 3/11/11	Street Misc, State Equip Auction info, Solid Waste info
3.	18.01.029	2/17/94 7/19/07	Street resurfacing , Stripping, surplus information
4.	18.01.029	3/5/92 11/10/10	Maintenance records, Roof , Road Maintenance information
5.	18.01.029	5/12/97 3/25/10	Shop Roof, Street ,Parking information
6.	18.01.029	12/28/93 8/16/20	Infrastructure Capital Improvements, Grant apps, House memorial bill
7.	18.01.004	12/7/88 12/21/10	Utility Cuts, Vacation requests, Traffic Requests
8.	18.01.029	7/25/95 5/24/05	ICIP, Old grant applications
9.	18.04.027	2/25/93 11/28/08	Municipal League Leg Bulletin, NMH & TD Submittal procedures
10.	18.01.029	1/5/95 9/11/09	Overlay Projects, Millings Installation
11.	18.04.027 18.01.029	9/25/94 3/22/11	Mix Design Sierra Transit, Legislative Priorities, Legislative info
12.	18.03.005 18.01.029	12/6/93 9/20/10	Vehicle Inspections, Misc Street Temp Projects
13.	18.03.005 18.01.029	4/24/08 2/16/09	Nertpo Agendas, Maintenance Records
14.	18.03.014	5/29/02 4/23/07	Old Bids, Application's for snow storm, Project manuals
15.	18.03.014 18.01.029	5/19/99 10/5/03	Old bids, work orders

**RECORDS DESTRUCTION
MUNICIPAL COURT
08/25/2025**

BOX #	RECORD #	DATE RANGE	BRIEF DESCRIPTION
1	18.01.042	1/1/2011- 12/31/2011	Monthly Receipt Summary
2	18.01.001(H)	01/01/22 – 08/25/25	Copies or duplicates (to shred)
3	18.01.001(H)	01/01/22 – 08/25/25	Copies or duplicates (to shred)
4	18.01.001(H)	01/01/22 – 08/25/25	Copies or duplicates (to shred)
5	18.12.006	01/01/2010-12/31/2010	V-Z Closed Traffic Citations 2010
6	18.12.006	01/01/2012 – 12/31/2012	G-R Closed Traffic Citaions 2012
7	18.01.042	2008-2009	Monthly Receipt Summary
8	18.12.006	2012-2020	A-R Traffic and Misdemeanor Files
9	18.12.006	2012-2020	R-Z Traffic and Misdemeanor Files
10	18.12.006	2014	ATP, Parking, and Warnings
11	18.12.006	2016	ATP, Parking, and Warnings
12	18.12.006	2015	Closed Misdemeanor Citations
13	18.12.006	2015	N-Z Closed Traffic Citations
14	18.12.006	2016	N-Z Warnings
15	18.12.006	2016	Closed Traffic
16	18.12.006	2016	Closed Misdemeanors
17	18.12.006	2015	A-M Closed Traffic Citations
18	18.12.006	2014	Closed Misdemeanors
19	18.12.006	2014	S-Z Closed Traffic Citations
20	18.12.006	2018	N-Z Closed Traffic Citations
21	18.12.006	2018	A-M Closed Traffic Citations

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 20-27

**A RESOLUTION TO ADOPT A MUNICIPAL RECORDS
RETENTION SCHEDULE AND EMAIL RETENTION GUIDELINES**

WHEREAS, the Governing Body acknowledges that a records information management and retention policy is essential to the property maintenance, storage and destruction of all records used, created, received, maintained or held by the City of Las Vegas ("City"); and

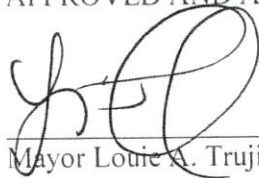
WHEREAS, previous schedules regarding record retention, as prepared by the New Mexico State Records and Archives Division ("NMSRAD") and utilized by municipalities throughout the State of New Mexico, have been repealed by NMSRAD; and

WHEREAS, the New Mexico Municipal Clerks and Finance Officers Association have developed a New Mexico Municipal Records Retention Schedule which complies with the State of New Mexico retention requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS, NEW MEXICO, that the recitals are incorporated herein by reference and the Governing Body hereby adopts the following:

1. City records shall be held in accordance with the New Mexico Municipal Retention Schedule, as attached hereto. Such schedule may be updated from time to time by the City Clerk to adhere to federal, state or local changes in retention requirements.
2. Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the City Clerk.
3. Electronic mail ("Email") shall be held in accordance with the Email retention guidelines attached hereto.
4. This Resolution replaces all previous retention schedules and Email policies for the City.

APPROVED AND ADOPTED this 17th day of June, 2020.



Mayor Louie A. Trujillo

ATTEST:

Reviewed and approved as to legal sufficiency only:



Casandra Fresquez, City Clerk



Scott Aaron, City Attorney

E-mail Retention Guidelines

1. What are the retention requirements for E-Mail?

E-mail communications relating to municipal business are part of the Municipality's records and shall be retained depending upon the nature of the document, consistent with the retention requirements for that type of document. E-mail may include public records or transitory information. Only those e-mail classified as public records in the Public Records Act, or the Municipality's adopted records retention schedules, must be retained based on established retention periods published therein. The content of e-mail may vary considerably; therefore, each e-mail shall be evaluated to determine if it meets the definition of a public record.

2. Which E-mail constitute public records?

E-mail and attachments identified as public records shall be retained and stored for as long as required under the appropriate retention period provided in the Municipality's adopted records retention schedules. E-mail that are public records include but are not limited to:

- A. Policies and directives;
- B. Correspondence or memoranda that contain final directives, determinations, instructions or guidance regarding public business;
- C. Minutes of the Governing Body or Boards and Commissions, advisory groups, ad-hoc committees or work groups developing programs;
- D. Messages that authorize, establish or complete a business transaction; or
- E. Final reports or recommendations such as to the Governing Body or Boards and Commissions or produced by task forces or study groups.

3. Which E-mail are NOT public records?

Non-record and transitory e-mail do not set policy, provide directives, establish guidelines or procedures nor do they certify transactions; they may be destroyed at the discretion of the user. Non-record and transitory e-mail include but are not limited to:

- A. Duplicate copies of messages sent to multiple people;
- B. Personal messages and announcements not related to official City business;
- C. Preliminary drafts of letters, reports and memoranda;
- D. Messages considered brainstorming or preliminary thought processes in nature, reflecting the exchange of ideas preliminary to the development of a final decision or position of the City;
- E. Transmittal e-mail that do not add substantive information to the attachment(s) being transmitted;
- F. Copies of documents distributed for convenience or reference;
- G. Announcements of social events, such as retirement parties;
- H. Spam (unsolicited, commercial E-mail); and
- I. Messages to or from E-mail distributions lists (listserv) not directly related to City business.

4. Other Considerations

- A. E-mail should be filed in a manner that enhances accessibility and assists in records management and retention.
- B. The attachment an e-mail contains falls under records management, not the e-mail which transmits it unless the body of the email adds substantive information to the attachment.

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.001		<p>Non-record Materials: The following specific types of materials are defined as non-record and may be disposed of at the discretion of the Municipality when they have no more value/use to the Municipality.</p> <p>NOTE: All other materials either related or received in pursuance of statutory requirements or in connection with the transaction of public business which belong to the office concerned are government property and not personal property of the officer or employees concerned. Therefore, any material not included in the above definition cannot be destroyed, given or taken away, or sold without complying with all the statutory requirements specifically relating to said records.</p>	<p>A. Extra copies of documents preserved for convenience or reference. B. Blank forms, books, etc. which are outdated. C. Preliminary drafts of letters, reports and memoranda which do not represent significant basic steps in preparation of record documents. D. Notes, audio and video recordings which have been transcribed, except where noted on municipal retention schedule. E. Routing and other interdepartmental forms which do not add any significant material to the activity concerned. F. Stocks of publication and processed documents preserved for supply purposes only. G. Form and guide letters, sample letters, form paragraphs. H. Materials neither made nor received in pursuance of statutory requirement nor in connection with the functional responsibility of the Municipality.</p>	None	General	1.15.3.101	
18.01.002		Administrative Files (Manager/Department Head): Records documenting actions of a Department director. These records reflect administration of policy, coordination of Department functions, and management of program activity.	Files may include memoranda and reports concerning municipal or department policy, organizational and program development records, and non-routine fiscal data, and personnel information.	5 years	General	1.15.3.106	
18.01.003		Administrative Policies: Prescribed standards which are specific to the function and purpose for which the municipality or department was created and exists.		Until superseded by new code	General	1.15.3.115	
18.01.004		Administrative Reference Files (Non-executive levels): Routine office management files retained below the executive or department head levels.	Topics include such subjects as: job activities, program material, general office information, professional associations, charitable affairs, parking for staff, disaster preparedness, and other related topics. Included are convenience copies of memoranda, reports, printed matter, and other reference materials.	until no longer needed for reference	General	1.15.3.107	
18.01.005		Americans with Disabilities (ADA) Accommodations: Records related to accommodations for disabilities under the Americans with Disabilities Act	File may include grievances, investigations and resolutions.	3 years after file close	General	1.19.8.115	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.006		Americans with Disability (ADA) Compliance Files: Records concerning the Americans With Disabilities Act.	File may contain ADA plan, policies, grievance procedures, grievances, resolutions, etc.	Until superseded or 1 year after affected grievances have been resolved closed	General	1.19.8.115	
18.01.007		Appraisals - Valuation: Records related to appraisals for valuation.	Example: property appraisal, etc.	5 years after file close	General	1.15.3.207	
18.01.008		Calendars and Schedules: Records used to keep track of work related events and commitments of Municipal staff members or department calendar of events.	Record includes daily appointment books, calendars, and other records indicating dates for meeting and work activities. Also includes calendars of events and electronic calendars and schedules	Until no longer needed for reference.	General	1.15.3.134 1.15.3.135	
18.01.009		Code of Conduct: Prescribed standards which are peculiar and appropriate to the function and purpose for which the Government or Department was created and exists.		Until superseded by new code then review for historical value	General	1.15.3.152	
18.01.010		Committee Files, Ad Hoc: Records concerning committees that do not meet the definition of a public body, as defined by the Open Meetings Act (10-15-1B, NMSA 1978), with which the municipality-deals. (These committees do not formulate public policy, or discuss public business or take any action which the committee has authority to take.)	Files may contain minutes of meetings, reports, notifications, correspondence, memoranda, related documentation, etc.	Until no longer needed for reference.	General	1.15.3.113	
18.01.011		Complaint Files: Records related to complaints by the public relating to policies, procedures or business practices	File may include filing forms, recommendations, evaluations by staff, responses, resolution, etc.	1 year after close of file	General		
18.01.012		Construction Project Files: Records include capital project construction files.	Files may include construction plans or technical drawings. Example: Capital Improvement Plan (CIP) Projects. NOTE: Access to documentation of restricted/security areas shall be limited to authorized personnel only.	Permanent	General	1.15.3.126 1.19.8.109	
18.01.013		Correspondence (Elected/Executive Level): Correspondence related to the municipal administration. NOTE: This record group includes the correspondence files of all elected and appointed officials.	Communications concerning coordination of programs, policy, and responsibilities of a non-routing nature that impact on the municipality or its departments.	2 years after close of fiscal year in which created then review for historical value	General	1.15.3.108	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.014		Correspondence (Staff Level): Routine correspondence created or retained below the level of Department head and division levels.	Letters and memoranda reflect communication regarding program procedures, general work activities, and responses to information requests.	1 year after close of fiscal year in which created	General	1.15.3.109	
18.01.015		Denied, Rejected or Withdrawn Records: Records which are incomplete, have no merit or have been denied, rejected or withdrawn.	Example: public records request, denied bid or request for proposal, variance request, zoning map amendment, infrastructure development plans, conditional use permits, etc.	2 years after file close	General	1.15.3.708	
18.01.016		Equipment and Supplies: Records related to equipment, including software.	File may contain operating manuals, warranties, related documentation, correspondence, memoranda, etc. Example: traffic signal equipment, well pumps, fire hydrants, pump curves, etc.	3 years after disposition of equipment	General	1.15.3.129	
18.01.017		Facility Use Agreements: Records concerning the use municipal facility by an outside party.	File may contain request, approval, schedule, copy of organizational bylaws, etc.	4 years after termination of agreement	General	1.19.8.551	
18.01.018		Feasibility Studies: Studies requested/conducted prior to the acquisition, installation, implementation, and or purchase of new technologies, equipment, properties, projects, etc. NOTE: Studies may be incorporated into other files (i.e. project files).		5 years after completion or cancellation of study.	General	1.15.3.151	
18.01.019		Incident Files: Records concerning occurrences such as injuries to members of the public occurring on municipal property or damage to private property by municipal employees.	File may contain incident report, damage survey report, cost estimates, photographs, witness statements, etc. Includes bomb threat reports, damage to equipment or property, etc.	3 years after file close	General	1.15.3.501	
18.01.020		Indexes and Finding Aids: Indexes, lists, registers, and other finding aids used to provide access to records.	Example: Legal Case Index	Until superseded or until related records are destroyed.	General	1.15.3.149 1.15.3.404	
18.01.021		Insurance Claims: Records concerning claims filed against insurance carried by the municipality.	Records of the amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers. Example: tort claim, etc.	3 years after case closed or until settlement agreement terms are met	General	1.15.3.201	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.022		Insurance Policies: Records concerning municipal insurance coverage.	File includes policies for building and contents, equipment, automobiles, workers compensation, group health, certificates of liability, etc.	10 years after expiration of policy provided no claims/suits pending	General	1.15.3.201 1.15.3.202	
18.01.023		Inventories: Records related to the control of supplies and stock inventory.	Example: Supply list, Annual Inventory of Zoo Animals	3 years after audit report	General	1.15.3.129 1.19.8.952	
18.01.024		Joint Powers Agreements: Written contractual agreement entered into between two or more public agencies subject to any constitutional or legislative restrictions imposed upon any of the contracting public agencies. (Joint Powers Agreement Act, 11-1-1 to 11-1-7 NMSA 1978)		10 years after termination of agreement	General	1.15.3.145	
18.01.025		Leases: Leases and related records, does not include mineral leases.		3 years after close of file	General	1.15.3.125	
18.01.026		Lists and Directories:	Includes mailing lists, telephone directories and rosters compiled by the department. Example: Employee listing, mandatory employee training list, etc.	Until superseded	General	1.15.3.136	
18.01.027		Logs - Fiscal: Records documenting fiscal events or used to monitor or control.	Example: Abandoned Vehicle, Traffic Ticket, etc.	3 years after audit released	General	1.19.8.955	
18.01.028		Logs - General: Records documenting events relevant to a particular system and used to monitor or control.	Example: Telephone, Contract/Agreement, Employee Number, Equipment & Vehicle Maintenance, Legal Case, Wrecker/Impound, Detention Work Activity File, etc.	Until no longer needed, then review for historical value	General	1.15.3.132 1.15.3.306 1.15.3.403 1.15.3.510 1.15.7.112 1.19.8.820 1.19.8.861	
18.01.029		Maintenance & Repair: Records related to the maintenance and repair of municipal owned and operated buildings, facilities and grounds.	File may include work orders, maintenance reports, related documentation, correspondence, memoranda, service agreements, etc.	3 years after date of last entry	General	1.15.3.128 1.15.3.133 1.19.8.306	
18.01.030		Maps, Drawings and Plans: Maps and surveys of municipal owned assets including property, facilities, buildings and infrastructure. Information concerns roads, property lines, corners, monuments, road marker placements, structures, sites, and other related data.	Show streets, developments, subdivisions, traffic, population, utility services, sectors, neighborhood plans, etc. Example: Election district maps, municipal boundaries, etc.	Permanent	General	1.15.3.127	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.031		Material Safety Data Sheets (MSDS): Records concerning safety information on chemical products used by the staff.	Access to documentation of restricted or security areas (i.e., correctional facilities, museum and archival vaults, etc.)	30 years after discontinuance of substance per 29 CFR 1910.1020(d) (1) (ii)(B)	General	1.15.3.208	
18.01.032		Photographs: Photographic proofs and negatives of Department activities.	shall be limited to authorized personnel only.	Until no longer needed for reference then review for historical value	General	1.15.5.124	
18.01.033		Policies and Procedures: Manuals of policies and procedure prepared and published for the guidance of public officers and employees engaged in operations required for the efficient operation of government.	File may include procedures for acquiring space, budgeting, accounting, purchasing, contracting, voucherizing, printing, appointment and dismissal of employees, record maintenance, etc.	Until superseded by new manual of procedure	General	1.15.3.114	
18.01.034		Press and News Releases: Records related to official government press, news releases and notices.	Example: press releases	Until no longer needed for reference, then review for historical value	General	1.15.3.123	
18.01.035		Primary Mission Records: Files concerning the establishment of the municipality, its development and policies, its progress, operation summaries, plans for the future development, incorporation, historic records etc.		Permanent	General	1.15.3.103	
18.01.036		Project Control File, Non-construction: Memoranda, reports and other records documenting assignments, progress, and completion of projects.		1 year after close of fiscal year in which project completed or canceled	General	1.15.3.150	
18.01.037		Property Assessments: Records concerning the assessment of real property (lien) initiated by petition or declaration of imminent domain to improve or develop community infrastructure.	Files may contain petitions, correspondence, memoranda, assessment value documentation, challenges to assessed values, final action of governing body, etc.	3 years after close of fiscal year in which final action taken	General	1.19.8.206	
18.01.038		Property Files: Records of real property owned or used by municipality.	Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, title insurance and related correspondence. Also includes easements, right-of-ways and appraisals. Example: water rights	Deeds and related documentation: Permanent. After property is sold, disposed of, or relinquished, review for historical value.	General	1.15.3.125	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.039		Public (IPRA) Records Files: Records concerning requests to provide records.	File may include procedures, custodian of record appointment, requests to review/copy documents, copies of denial to review/copy documents, copies of memoranda extending time to respond to request, copies of memoranda stating that this Department is not responsible for maintaining record requested and is forwarding request to appropriate custodian, etc.	1 year after file close	General	1.15.3.708	
18.01.040		Publicity and Promotions: Records related to marketing of the municipality including, but not limited to, advertising and public relations with the media including newspapers, television and magazines	File may include biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items. Example: Community Development Report	Until no longer needed for reference, then review for historical value.	General	1.15.3.121 1.15.3.208	
18.01.041		Reference Files: Records related to information received from other agencies, commercial or private entities and other reference materials which are maintained solely for ease of access and reference. Reference files are also departmental copies of records and reports from finance, human resources, administration, etc.	Files may include convenience copies of memoranda, reports, subject files and other reference materials. Example: Conference or workshop attended file, etc.	Until no longer needed for reference Finance files: until audit report released	General	1.15.3.102	
18.01.042		Reports - General	Includes state required quarterly and annual reports for various City activities, routine and interim reports, and departmental annual reports.	2 years after date file closed	General	1.15.3.117	
18.01.043		Reports - Injuries: Records related to reports of injuries resulting in no action or claim.	Includes notice of accident, etc.	2 years after date of accident report	General	1.15.3.118	
18.01.044		Security and Access: Records related to security and access	Example: visitor control files, detention visitor control files, key accountability records, security gate entrance card files, etc.	3 years after date file closed	General	1.15.3.122 1.15.3.511 1.15.3.512 1.19.8.857 1.19.8.957	
18.01.045		Speeches, Elected Officials: Speeches and presentations given by executive level personnel and related records.	Speeches concern program procedure, work activities, and related concepts.	Until no longer needed for reference, then review for historical value.	General	1.15.3.137	
18.01.046		Transportation and Trip Permits: Records related to transportation and trip permits, travel.	File may include date, vehicle number, destination, persons traveling, etc. Example: trip ticket	3 years after date file closed	General	1.15.3.314	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.01.047		Video Recordings: General or documentary films produced by the municipality.		Until informational value ends, then transfer to archives for review	General	1.15.3.122	
18.01.048		Work Orders: Records related to work and job orders for repair and maintenance of property, IT support, etc.	Example: IT Service request/ticket, utility customer service, etc.	1 year from date file closed	General	1.15.3.133 1.15.3.801 1.19.8.554	
18.02.001		Legal Case Files:	Records may contain complaints, court order, motion, pleadings, notes, briefs, releases, investigative reports, investigative activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE: Case files involving real property where the state has an interest shall be retained for 10 years after case closed or until state no longer has an interest, whichever is longer.	10 years after case closed <i>Confidential:</i> 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978	Legal	1.15.3.401	
18.02.002		Legal Case Files - Juveniles:		10 years after case closed or until any minor involved attains age 21, whichever is longer <i>Confidential:</i> 14-2-1 NMSA 1978, 32A-1-3.B NMSA 1978, 32A-2-32 NMSA 1978, 32A-3B-22 NMSA 1978, 32A-4-33 NMSA 1978, 32A-5-8 NMSA 1978, and 32A-6-15 NMSA 1978	Legal	1.15.3.401	
18.02.003		Legal Opinions: Records requesting legal office to render or issue an opinion.	File may contain request, opinion, relating documentation, correspondence, memoranda, etc.	Permanent	Legal	1.15.3.405	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.001		Accounts Payable: Records relating to accounts payable including, but not limited to, purchasing and reimbursements.	File may include invoices, checks, vouchers, warrants, check registers, correspondence, memoranda, reports, transaction register, encumbrance documents, open purchase order report, payment request, etc. Example: Confidential Source Payment Files, etc.	3 years after audit report	Finance	1.15.3.131 1.15.5.304 1.15.5.309 1.15.5.310 1.15.5.311 1.15.3.312 1.15.5.313 1.15.5.316 1.15.5.317	
18.03.002		Accounts Receivable: Records concerning payments made to the municipality for goods and services and or other revenue sources.	File may include receipts, deposit slips, bank statements, correspondence, invoices for services/goods supplied by the municipality, memoranda, daily cash reports, reconciliation of cash transactions, monthly revenue report, utility payment stubs, utility billing register, etc.	3 year after audit report	Finance	1.15.5.202 1.15.5.203 1.15.5.204 1.15.5.205 1.15.5.206 1.15.5.207 1.15.5.508 1.15.5.566 1.19.8.557	
18.03.003		Audit Reports: Printed report documenting the annual audit of funds. These reports, prepared by an outside accounting firm, are categorized by the various offices and further classified by accounts to which they relate. This series also includes semiannual and special audits.	Information includes balance sheet, summary of revenue and expenditures, cash balances, statement of taxes, statement of delinquent taxes, statement of other receipts, statement of fines and fees.	Permanent	Finance	1.15.5.510	
18.03.004		Budget - Operating: Records related to the request, recommendation and approved annual budget.	File includes workpapers used in preparing the operating budget, budget adjustment requests, budget request, monthly status report,	3 years after audit report	Finance	1.15.5.101 1.15.5.102 1.15.5.103 1.15.5.104 1.15.5.105	
18.03.005		Collections: Records related to collections of funds including, but not limited to, bankruptcy.		3 years after audit report	Finance		
18.03.006		Construction Grant Records:	File may include grant administration files, consultant contracts, submittals, construction records, grant funds, cash flow, etc. Example: Capital Improvement Plan (CIP) projects	10 years after completion of project	Finance	1.19.8.109	
18.03.007		Contract Tax File (Form 1099): Records concerning the reporting to the IRS on monies paid out by agency on technical and professional service contracts.		1 year after termination of contract, provided audit report released	Finance	1.15.5.319	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.008		Contract and Agreement: Records concerning contracts let through bid by the Purchasing Department, technical/professional services contracts, lease/rental contracts, agreements, etc.	File may include contract/agreement, bid information, contract/agreement specifications, correspondence, memoranda, etc. Example: Maintenance Service Agreement, etc.	4 years after termination of contract or agreement	Finance	1.15.3.128 1.15.5.305	
18.03.009		Donations: Records related to donations of funds and assets to or from a government entity.	File may include correspondence, gift agreement, etc.	3 years after audit report	Finance		
18.03.010		Employer's Quarterly Federal Tax Return File (Form 941): Records concerning municipality's reporting of federal taxes withheld.	File contains employer's quarterly federal tax return (Form 941) and associated worksheet.	10 years after calendar year created	Finance	1.18.341.415	
18.03.011		Fixed Assets: Records related to the control of fixed assets.	File may contain item description, item location, identification number, date of acquisition, original cost, depreciation, etc.	3 years after audit report	Finance	1.15.5.509	
18.03.012		Garnishments: Records concerning determination and initiation of garnishment deductions to employee payroll.	File may include write of garnishment, check-write gross to net record, IRS levy, form letters to paralegal, correspondence, etc.	3 years after termination of employee	Finance	1.15.6.108	
18.03.013		General Finance Records: Records concerning the accounting of municipal funds	Includes detail general ledger report, journals, ledgers, account transfer orders, journal vouchers, quarterly DFA report, opening cash balance reports,	3 years after audit report	Finance	1.15.5.304 1.15.5.309 1.15.5.314 1.15.5.501 1.15.5.502 1.15.5.505	
18.03.014		Grant Administration Files: Records concerning contracts and grants received by the municipality. Also includes redistribution of grant funds by the municipality.	Records include block grants (CDBG), negotiated grants, federal agency grants, state agency grants (i.e., agency on aging), entitlement grants, etc. Files may contain municipality's application for grant, grant award notification, applications to the municipality for sub-grant monies, copies of sub-grant award notifications, sub-grantee expenditure reports, copy of final expenditure report, reports as required by grant, etc.	6 years after termination of grant	Finance	1.15.5.208 1.19.8.209	
18.03.015		HUD Reporting File: Copies of reports required by and submitted to HUD.	File may include accounts reconciliation, budget, statistical, assessment, evaluation, etc.	3 years after close of fiscal year in which created	Finance	1.19.8.307	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.016		Internal Audit File: Internal audits of municipal programs, operations, and of external contractors and grantees (ex. Lodger's tax audit). This record series does not include municipality's external audit report.	File may contain audit plan, entrance or exit conference documentation, procedure questionnaires, correspondence, memoranda, supporting documentation, and final audit report.	5 years after close of fiscal year audited	Finance	1.15.3.148	
18.03.017		Non-Tax Transaction Certificates: Non-tax certificates issued through the municipality for the purchase of goods or services.		1 year after last transaction or until audit released NOTE: new certificates are issued by Taxation and Revenue every 10 years. 7-9-43D, NMSA 1978	Finance		
18.03.018		Payroll Files: Records documenting wages paid to employees for services rendered, deductions, etc.	Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, . etc. File may include: time sheets, time cards, leave records, overtime file, miscellaneous deductions (United Way, Credit Union, etc.), personnel action forms, payroll vouchers, payroll sign-out sheets, warrants, checks, trial payroll, bi-weekly or monthly payroll register (excluding the year-end report), monthly benefit remittance, employee year-to-date report, personnel action/status change request, etc.	3 years after audit report	Finance	1.15.3.142 1.15.5.402 1.15.5.404 1.15.5.405 1.15.5.406 1.15.5.407 1.15.5.408 1.15.7.105 1.15.7.708	
18.03.019		Payroll Register, Year End Report: Documents wages paid to employees for services rendered. Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, deductions, etc.		55 years after date created	Finance	1.15.5.404	
18.03.020		Petty Cash Fund Files: Records concerning the use of petty cash monies.	File may include petty cash request, petty cash vouchers, petty cash canceled checks, petty cash bank statements, receipts, cash reconciliation, etc.	Until Audit Report released	Finance	1.15.5.511	
18.03.021		Purchasing: Records concerning the purchase of goods and services for the municipality.	File may include purchase documents such as bids, quotes, request for proposals (RFP), requisitions, purchase orders, etc. NOTE: some purchasing documents also be part of the Accounts Payable file.	3 years after audit report	Finance	1.15.5.302 1.15.5.303 1.15.5.307 1.15.5.308	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.03.022		Reports - Accounting: Records related to accounting processes and controls.	Example: DFA Quarterly Report, etc.	3 years after audit report	Finance		
18.03.023		Signature Authorizations: Record authorizing person to sign fiscal documents, personnel documents, etc.		1 year after close of fiscal year in which no longer authorized	Finance	1.15.3.140	
18.03.024		Surplus and Disposal: Records related to the disposal of surplus equipment.	File may contain inventories, records of disposal, accounting information, related documentation, correspondence, memoranda, etc.	3 years after audit report	Finance	1.15.3.130	
18.03.025		Vendor Management Files: Records related to management of vendors.	Files may contain vendor name, address, etc.	3 years after file close	Finance	1.15.5.301	
18.03.026		W-2 Reports: Employer's copy of employees' total earnings and withholdings for the calendar year reported to the Internal Revenue Service.	Information includes employer's name and address, employee's social security number, federal income tax withheld, FICA taxes withholding	5 years after close of calendar year for which created	Finance	1.15.5.409	
18.04.001		Background Investigations - Hired: Records concerning the work and personal history of hired employees.	File may include application, authorization, investigation, final report, etc.	3 years after employee terminated or retired <i>Confidential: 14-2-ID, MMSA 1978</i>	Human Resources	1.15.7.103	
18.04.002		Background Investigations - Not Hired: Records concerning the work and personal history of prospective employees.	File may include application, authorization, investigation, final report, etc.	3 years after investigation <i>Confidential: 14-2-ID, MMSA 1978</i>	Human Resources	1.15.7.103	
18.04.003		Classification And Compensation Plan:	File may include specification number, salary range, abbreviated title, full title, etc.	3 years after superseded	Human Resources	1.15.7.122	
18.04.004		Classification Study Files: Special studies for proposed classifications;	File may include but are not limited to job description, task statements, methodology, description of study, salary surveys, relative correspondence, etc.	10 years after study is superseded	Human Resources	1.15.7.119	
18.04.005		Drug and Alcohol Abuse Program Files: Records concerning the administration of the agency's alcohol and drug abuse program.		3 years after close of fiscal year in which created	Human Resources	1.15.3.141	
18.04.006		Drug & Alcohol Testing: Records related to drug and alcohol testing of employees	May include explanations/challenges of confirmed positive test results	1 year from date of determination <i>Confidential: 14-2-ID, MMSA 1978</i>	Human Resources	1.15.6.121	

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Record No.	IO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.007		Employee Eligibility Verification (FORM I-9) Files: Records documenting the employer's determination, verification and re-verification of eligibility that an employee is authorized to work in the United States.	File may include form I-9 (i.e., employee name, address, date of birth, social security number, attestation of citizenship, etc.), copy of social security card, copy of employment authorization with photo, copy of driver's license, copy of birth certificate, copy of U.S. citizenship identification card, etc.	3 years from date of hire or 1 year from date of separation of employment, whichever is later (8 CFR 274A.2) <i>Confidential:</i> Portions of this record may be confidential pursuant, but not limited to, 5 USC, Section 552a (i.e., social security number).	Human Resources	1.15.7.120	
18.04.008		Employee Medical Records: Records related to employee medical records excluding cases of hazardous material exposure.	File may contain employee physical (pre-and/or post-employment), psychological reports, return to work forms, vaccination records, etc.	3 years after employee terminated <i>Confidential: 14-2-1.4, NMSA 1978</i>	Human Resources	1.15.6.1271, 15.6.130	
18.04.009		Employee Medical Records - Hazardous Materials: Records related to employee medical records specific to cases of hazardous material exposure.		30 years after separation from employment	Human Resources		
18.04.010		Equal Employment Opportunity (EEO) Statistics Annual Printout:		Permanent	Human Resources	1.15.7.126	
18.04.011		Equal Employment Opportunity (EEO) and Affirmative Action - Compliance Reviews:		5 years after file closed	Human Resources	1.15.3.143	
18.04.012		Equal Employment Opportunity (EEO) and Affirmative Action - Other records:		2 years after date created <i>Confidential: 10-15-1, NMSA 1978.</i>	Human Resources	1.15.3.143	
18.04.013		Equal Employment Opportunity (EEO) and Affirmative Action Plans: Required annual by state and federal law, these are department assessments of internal employment practices with specific policies and procedures designed to eliminate the effects of institutional discrimination.		3 years after issued or until no longer needed for reference	Human Resources	1.15.7.125	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.014		Equal Employment Opportunity and Affirmative Action - Regulations and Policies: Records concerning agency's affirmative action/equal opportunity program.	File may include regulations and guidelines, policies, reports, studies, correspondence, and related records.	Until obsolete or superseded, then review for historical value	Human Resources	1.15.3.143	
18.04.015		Grievance and Complaint Files, Employee: Records related to filing of grievances and investigations related to employees.	File may include complaint or grievance, correspondence, investigation, summary of hearing, exhibits, committee decisions, transcripts, resolutions, depositions, etc. Example: Affirmative Action or EEO complaint, Collective Bargaining grievance, etc.	3 year after file closed	Human Resources	1.15.7.127	
18.04.016		Group Insurance Employee Files: Records concerning individual employee policy holders' records.	File may contain waiver and enrollment forms for group insurance in effect	3 years after employee terminated or retired, or 3 years after termination of effective period. <i>Confidential: 14-6-1, NMSSA 1978</i>	Human Resources	1.15.3.202	
18.04.017		Hiring and Recruitment: Records concerning the hiring/recruitment of municipal employees. May include promotional and transfer opportunity notices.	File may contain job posting, applications for employment, interview questions, list of applicants, correspondence, search committee findings and recommendations, etc. May also include promotional and transfer opportunity notices.	3 years after file close	Human Resources	1.15.3.120 1.15.3.144 1.15.6.137 1.15.7.111	
18.04.018		Human Resources Memoranda: Personnel office memoranda		Permanent	Human Resources	1.15.7.124	
18.04.019		Job Description:	File includes job title, definition, supervision and guidelines, examples of work performed, distinguishing characteristics, minimum qualifications, working conditions.	Once new description is issued	Human Resources	1.15.7.116	
18.04.019		Labor Relations: Records related to labor relations and collective bargaining.	Files may contain copy of certification of labor organization as the exclusive representative of employees, mediation documentation and recommendations, agreements, grievances, etc.	3 year after file closed	Human Resources	1.19.8.116	

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Record No.	L.O.	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.020		Municipal Organizational Charts: Records that reflect the organizational structure of the municipality and its departments.	Information includes a diagram, which shows a systematic and symbolic arrangement of an agency's divisions and program areas by name and function.	Until superseded and until no longer needed for reference, then transfer to archives	Human Resources	1.15.3.104	
18.04.021		Personnel Action/ Status Change Request:	May include rate changes, hires, transfers, promotions, terminations, and employee address update.	3 years after file close	Human Resources	1.15.7.121	
18.04.022		Personnel Files: Records concerning an individual's employment with the municipality.	Includes application for employment, resume, transcripts, personnel action/ status change form, job description, test grades, education certificates of completion, performance evaluations, disciplinary actions, commendations, recommendations, disclaimers, background investigation records, law enforcement oath of office, etc. <i>Note: Matters of opinion are confidential per 14-2-1(3), NMSA 1978</i>	55 years after employee terminated or retired	Human Resources	1.15.7.101	
18.04.023		Retirement Records - PERA: Records related to retirement contributions of employees to PERA.	File may contain PERA application, certification, changes, refunds, financial ledger, correspondence, etc.	3 years after employee terminated or retired	Human Resources	1.15.7.106	
18.04.024		Retirement Records - Non-PERA: Record related to membership in retirement funds and plans for retired employees not PERA.		70 years after employee's date of birth or 6 years after deceased	Human Resources	1.15.7.106	
18.04.025		Surety Bond - Claims: Records concerning claims filed against a surety bond policy.		3 years after case closed	Human Resources	1.15.3.204	
18.04.026		Surety Bond - Policy: Records concerning surety bond coverage of agency employees and persons acting on behalf of or in service to the agency in any official capacity	File may contain certificates of surety	10 years after expiration of policy, provided no claims or suits pending.	Human Resources	1.15.3.204	
18.04.027		Training Material: Records related to conferences, workshops or courses conducted by municipal personnel.	File may contain agendas, programs, handouts, reports, training materials, list of attending employees, critiques, questionnaires, correspondence, memoranda, related documentation, etc. Example: Crime prevention instruction, etc. <i>Note:</i> Certificates of completion become part of employee's personnel file.	3 years after course conducted	Human Resources	1.15.3.122 1.15.3.138 1.15.7.128 1.19.8.823	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.04.028		Unemployment Compensation Claims - Quarterly Printout: Report compiled from records maintained by Employment Security Department.	File may contain name, social security number of claimant, eligibility, paid benefits, etc.	3 years after audit released	Human Resources		
18.04.029		Volunteers: Records related to volunteers.	File may contain application, liability waiver, releases, etc.	1 year after audit released	Human Resources		
18.04.030		Worker's Compensation Claims:	File may contain copies of investigation reports, notice of accident, medical and documentation reports, copies of medical bill submitted by claimant, record of paid benefits, etc.	3 years after end of calendar year in which file closed <i>NOTE: Claim files containing health information are confidential. (14-6-1, MMSA 1978)</i>	Human Resources	1.15.3.205	
18.05.001		Data backup: Files stored in cloud based systems or other mass storage media as backup to working files or archives of past data.		Until replaced by more current backup or until archives are no longer needed for reference.	Information Technologies	1.15.3.301	
18.05.002		Network Security Audit Files: Records documenting security audits conducted on electronic information systems.	Files may include risk assessment report, business process analysis, final audit report and determinations, correspondence, etc.	5 years from date of final report <i>Confidential: Portions of this record may contain confidential information pursuant, but not limited to 44 U.S.C. 3544(a)(1)(A).</i>	Information Technology	1.15.3.300	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.05.003		Systems and Networks: Software and documentation for operation systems.	Files may include data systems specifications, systems test documentation, file specifications, user guides, output specifications, reports, and information retrieval data. Proprietary software is confidential (copyright, protection of rights, 17 USC, section 102,106, and 117). System test documentation for approved systems may be destroyed one year after completion of testing.	1 year after discontinuance of system, provided all magnetic data files are authorized for disposal or transferred to new or alternate system	Information Technologies	1.15.3.301	
18.05.004		Web Management: Records related to management of public websites including, but not limited to, design, graphics, formats and links. The overall design of a website, which can encompass hardware and software, consisting of the how the components are designed, connected to, and operate with one another. The architectural design also contains information on the development and maintenance of informational or transactional websites that may contain documentation on the platform and associated software necessary to operate and maintain an internet or intranet presence.	Records and information hosted electronically and accessible through the internet or intranet. File may contain web platform or software.	1 year after discontinuance of the system.	Information Technology	1.15.3.306	
18.05.005		Web Management - Content:	A website may contain information regarding the mission of an agency or the reason for the establishment of a web presence. The website may contain replicated information from an agency such as, names of staff, announcements of meetings, calendar of events, press releases, annual reports, strategic plans, surveys, images, multimedia, audio, transactional forms or pages (e-commerce), etc. The website may also contain unique information found only on the website.	1 year after site is updated or changed	Information Technology		
18.05.006		Web Management - Transactional web site:	File may contain or support transaction such as registrations, purchases, etc.	3 years after site is updated or changed.	Information Technology		
18.06.001		Assessments and Taxes: Records concerning the various levies imposed by ordinance.		3 years after close of fiscal year in which assessment is paid	Clerk	1.15.5.201	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.002		Business License and Business Registration: Records concerning the issuance of business licenses and/or business registrations.	Files may contain application for license or registration, fee receipts, license or registration sub, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.8.105 1.19.8.106	
18.06.003		Claim of Lien: Records concerning liens placed against private property for services rendered by the municipality.	Files may contain claim of lien, assessment table, copy of notice of public hearing, copy of notice of violation, court order, copy of work order, copy of billing, release of lien, correspondence, memoranda, etc.	6 years after lien release	Clerk	1.19.8.117	
18.06.004		Election Campaign Contribution Reports: Records concerning the contribution to fund campaigns of candidates or special issues.	Reports may show name of contributor, amount of contribution, candidate name, etc.	2 years after election date or until termination of office, whichever is longer	Clerk	1.19.8.154	
18.06.005		Election District Files: Records concerning the creation of election voting districts.	Files may contain petitions, census information, boundary proposals, public hearing information, consultant information, contractual documentation, copies of ordinance adopting voting districts, final district delineation, district maps, etc.	2 years after superseded by new redistricting	Clerk	1.19.8.151	
18.06.006		Election Administration - Ballots: Ballots and voting material from regular and special municipal elections.	Files may include ballots, voting machine permits, application for absentee ballots, absentee ballots and envelopes, sample ballots, etc.	45 days after canvass or resolution of contest or recount (1-12-69B, NMSA 1978)	Clerk	1.19.8.153	
18.06.007		Election Administration - Canvass: Record showing the official results from regular and special municipal elections.	The official canvass is filed in the minute book of the municipality.	Permanent	Clerk		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.008		Election Administration - Other: Records concerning regular and special municipal elections held for the purpose of electing municipal officers or considering any other question placed on the ballot by the governing body.	Files may include the petitions, copy of election resolution, declarations of candidacy and withdrawals, absentee ballot register, absentee voter lists and affidavits of destruction, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, proof of all publications, copies of all election material required to be published or posted, ballot labels, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, amended certificates of canvass, results of recounts, rechecks, contests, re-canvass, precinct board files, etc.	2 years after the election. NOTE: State law retention when there is no contest, recount or judicial inquiry is only 45 days after canvass. (1-12-69B, NMSA 1978)	Clerk	1.19.8.153	
18.06.009		Election Administration - Special Election Files:	Files may include the absentee ballot register, absentee voter lists and affidavits of destruction, signature roster, registered voter list, machine printed returns, oaths of office of the precinct board, election resolution, proof of all publications, copies of all election material required to be published or posted, ballot labels, affidavits of triplicate voter registration or certificates submitted by voters, copies of all affidavits or certificates prepared in connection with election, copy of certificates of canvass, results of recounts, rechecks, contests, re-canvass, precinct board files, etc.	3 years after election (1-24-4, NMSA 1978)		1.19.8.153	
18.06.010		Franchise Files: Records establishing the terms in which utility may use municipal termination of rights of way.	Files may include copy of right of way contract (ordinance), studies, reports, work papers, etc.	6 years after termination of franchise	Clerk	1.19.8.401	
18.06.011		Industrial Revenue Bonds: Records concerning the issuance of municipal revenue bonds to acquire, own, lease, or sell projects for the purpose of promoting industry and trade other than retail trade.	Files may include agreement for the abatement of taxes, project descriptions, industry or trade information, correspondence, memoranda, etc.	6 years after termination of agreements beyond the bond life	Clerk	1.19.8.111	
18.06.012		Liquor Licenses : Records concerning the issuance of Municipal liquor licenses.	Files may contain application for license, license stub, license fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which license issued	Clerk	1.19.8.104	

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Record No.	L.O.	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.013		Meetings - Agendas:	File may include agenda packages, public hearing notices, etc.	After next meeting date but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.014		Meetings - Minutes: Records related to meetings of statutory and policy making bodies.	Information includes agenda, date, place, list of attendees, and a summary of discussion and decisions. Official minutes may also include all informational attachments such as reports, surveys, proposals, studies, and charts distributed to members for discussion and for use in making decisions on agency policy, planning, and administrative matters. Official minutes shall include only those documents and attachments that have been formally introduced as part of a record.	Minutes of meetings of Governing Body of meetings, boards, commissions, and/or other policy-making bodies, as defined in open meetings Act (10-15-1, NMSA 1978): Permanent	Clerk	1.15.3.119	
18.06.015		Meetings - Minutes of Other Bodies:	Minutes of non-policy making bodies.	5 years	Clerk	1.15.3.119	
18.06.016		Meetings - Recordings: Audio or video recordings of meetings		After minutes have been transcribed and accepted at the next meeting but no longer than 2 years after meeting date	Clerk	1.15.3.119	
18.06.017		Municipal Bond Certificates of Destruction:	File may include number and maturity of the bond, note, certificate, coupon, the date paid, etc.	6 years after date created (6-10-62, NMSA 1978)	Clerk	1.19.8.112	
18.06.018		Municipal Bonds, Notes, Interest Coupons, and Certificates of Indebtedness: Record of debt incurred by the municipality.	Files include notes, interest coupons, certificates of indebtedness, etc.	2 years after final payment (6-10-62, NMSA 1978)	Clerk	1.19.8.110	
18.06.019		Municipal Bond Schedule and Bond Register:	Shows bond issue number, date issued, amount of issue, date of maturity, and date paid.	10 years after date of maturity (37-1-25, NMSA 1978)	Clerk	1.19.8.113	
18.06.020		Oath of Office: Oaths of elected municipal officials.	Oath may show municipal office, name of elected or appointed officer, affidavit, date, signature, etc. Oaths of Office are traditionally added to municipal minute book, along with Canvass of Election.	Permanent	Clerk	1.19.8.155	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.06.021		Ordinance Code: Compilation of current municipal regulations.		Until superseded by new compilation then review for historical value	Clerk	1.19.8.102	
18.06.022		Ordinances: Regulations adopted by the municipal governing body.	Files may contain original regulation adopted, amendments, repeal information, proof of publication, legal notices, etc.	Permanent	Clerk	1.19.8.101	
18.06.023		Permits, Short Term: Records concerning the issuance of permits to participate in non-business activity (e.g., charitable solicitations, parades, gatherings, displays, garage sales, etc.).	Files may contain application for permit registration, registration stub, registration fee receipts, correspondence, memoranda, etc.	3 years after close of fiscal year in which permit issued	Clerk	1.19.8.107	
18.06.024		Petitions: Records concerning requests on a variety of issues (e.g. traffic light installation, speed bump installation, etc.).		1 year after close of fiscal year in which received	Clerk	1.19.8.114	
18.06.025		Records Retention and Disposition Schedule:	Schedule shows record number, name, description, retention, confidentiality, department, and last update date, etc.	Until superseded by new schedule	Clerk	1.15.3.701	
18.06.026		Resolutions: Formal statements expressing the opinion, will, or intent of the municipal governing body.		Permanent	Clerk	1.19.8.103	
18.07.001		Annexations: Records concerning the annexation of property to the municipality.	Including petitions, resolutions, ordinances, orders by Municipal Boundary Commission.	Permanent	Community Development	1.19.8.207	
18.07.002		Annexations - Other Records:		1 year after property annexed	Community Development	1.19.8.207	
18.07.003		Appeals, Planning and Zoning Board:	File may contain documentation regarding the appeal to Planning and Zoning Board decisions.	Permanent	Community Development		
18.07.004		Building Code Violations: Records concerning violations to building code (building, plumbing, mechanical, environmental).	Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	10 years after date of final resolution	Community Development	1.19.8.205	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.005		Building Files: Records related to municipal-owned buildings and facilities including, capital improvements, as-built and as-constructed drawings, does not include routine maintenance construction projects. NOTE: Access to documentation of restricted or security areas shall be limited to authorized personnel only.	Examples: blueprints, as-builts, technical drawings, plans, etc.	Permanent	Community Development	1.15.3.126	
18.07.006		Building Inspection Files: Records concerning the application to construct and/or to modify private structures within the municipality.	Files may contain application to build/modify, copy of permit issued, inspections (e.g., plumbing, electrical, environmental, etc.), construction plan copies, work notes, certificate of occupancy copy, etc.	10 years after date of certificate of occupancy or final resolution	Community Development	1.19.8.204	
18.07.007		Building Permit Application:		1 year after final inspection	Community Development		
18.07.008		Building, Mechanical, Plumbing And Electrical Inspections:	File may contain inspection logs and permits	2 years from inspection date	Community Development		
18.07.009		Building Permit Construction Plans - Commercial:		Permanent	Community Development		
18.07.010		Building Permit Construction Plans - Residential:		1 years from date of certificate of occupancy	Community Development		
18.07.011		Certificate of Occupancy:		10 years from date of issuance	Community Development		
18.07.012		Code Enforcement Violations Case Files:	File may include report of violation, complaints, inspections, notifications, photographs and/or video	3 years from date the case is closed	Community Development		
18.07.013		Conditional Use Permits:	File may include application, correspondence, inspections, and copy of determination.	Permanent.	Community Development		
18.07.014		Fence Permits: Includes site plan review and application		1 year from date of completion	Community Development		
18.07.015		Flood Plain Management Records: Records regarding the operation of a community program of corrective and preventative measures for reducing flood damage and ensure compliance with community floodplain management ordinances	File may include owner's name, building address, legal description, Map/panel number, base flood elevation, flood zones, NFIP community name and number, FIRMA Panel effective date etc. Also includes Letters of Map Revision (LOMR), Elevation certificates, variance files.	Permanent See 44 CFR 58 to 70	Community Development		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.016		Geographic Information System (GIS) Records:	File may include atlases, street maps, lot specific data, zoning, property ownership, legal descriptions, street addresses, etc.	Until no longer needed for reference	Community Development		
18.07.017		Home Occupation Permits: Permit to conduct business in residential zoned areas.	File may include application, correspondence, inspections, and copy of approval. Includes family day care facilities operated in residential areas.	3 years after business ceases to exist	Community Development		
18.07.018		Metropolitan Redevelopment - Studies and Plans: Project files pertaining to redevelopment plans.	File may include blighting studies, de-blighting studies, redevelopment plans and copies of ordinances and/or resolutions.	Permanent	Community Development		
18.07.019		Metropolitan Redevelopment - Other Records:	File may include property ownership notifications, lists of ownership, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.020		Non-Conforming Certificates:	File may include application, correspondence, inspections, and copy of determination.	Permanent	Community Development		
18.07.021		Plans:	Plans may show streets, developments, subdivisions, traffic, population, Integrated Comprehensive Plan, corridor plans, specific plans, master plans, access plans, etc.	Until no longer needed for reference or implementation then review for historical value	Community Development		
18.07.022		Project Files And Studies:	Includes studies and project files pertaining to municipal planning, construction, redistricting, census, Fair Housing policy, etc.	5 years after completion or cancellation then review for historical value	Community Development		
18.07.023		Sign Permits - Commercial:	File includes commercial signs, subdivision signs and change of sign face.	1 year after business ceases or when new company/subdivision changes sign completely	Community Development		
18.07.024		Sign Permits - Exceptions: Special exceptions to the sign code or ordinance.		Permanent	Community Development		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.025		Sign Permits - Temporary:	Temporary signs in right-of-way.	1 year after event or election occurs	Community Development		
18.07.026		Special Event Permits:	File may contain applications, certificates of insurance, correspondence, etc.	2-years after event occurs	Community Development		
18.07.027		Special Event Registration Records: Registration forms, vendor registration forms, release of liability forms to participate in special events.		1 year after expiration	Community Development		
18.07.028		Street Excavation Permit: Records concerning the application for permit to excavate or bore under a municipal-owned street for the purpose of construction or repair of utility lines.	Files may contain application for permit, engineering drawings, archaeological data, copy of permit, cut location information, date of cut, date completed, date of final reformation, etc.	4 years after close of fiscal year in which permit issued	Community Development	1.19.8.403	
18.07.029		Subdivision Plats:	Includes preliminary and summary plats, vacation of right-of-way plats and modifications.	Permanent	Community Development		
18.07.030		Subdivisions:	File may include pre-application, exception, variances, etc.	10 years after file close	Community Development		
18.07.031		Subdivisions - Property owner notification:	File may include property ownership notifications, lists of ownership, etc.	5 years after file close	Community Development		
18.07.032		Variance:		Permanent	Community Development		
18.07.033		Zone Map Amendments: Records concerning changes to the municipal zoning map.		Permanent	Community Development		
18.07.034		Zoning Case Files: Records concerning request to initially set or change established zoning designation.	Files may contain zoning request, fee receipts, reviews, recommendation by planning and zoning board, correspondence, memoranda, etc.	3 years after close of fiscal year in which case closed	Community Development	1.19.8.201	
18.07.035		Zoning Interpretations:		Permanent	Community Development		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.07.036		Zoning Permit Files: Records concerning the application to allow the use of property as designated by zoning code.	Files may contain application to utilize property as designated by zoning code, certificate of zoning compliance, copy of permit issued, final inspection, construction plan copies, work notes, certificate of occupancy copy, etc.	3 years after date of final inspection	Community Development	1.19.8.202	
18.07.037		Zoning Violation Files: Records concerning violations to zoning designation.	Files may contain complaint, inspections, work notes, final report, compliance documentation, final resolution, correspondence, memoranda, etc.	3 years after date of final resolution	Community Development	1.19.8.203	
18.08.001		Emergency Dispatch Records: Record of emergency assistance (e.g., ambulance, fire).	Records may show incident reported, name of person requesting assistance, place of occurrence, address, time call received, dispatcher name, vehicle and personnel dispatched (or vehicle number), etc. Example: Record of Calls (ROC) from CAD system	3 years after date of call	Communications	1.19.8.707 1.19.8.954	
18.08.002		House Check Records: Property owner request for visual check of vacant property.	File may include vacation home watch application forms and log.	2 years	Communications		
18.08.003		Law Enforcement Telecommunications System: Records concerning printed administrative messages generated from law enforcement entities nationwide and outgoing messages generated from local law enforcement	Records may include teletype (notice of criminal activity, request for information, facsimile, composite drawing, photograph, etc.)	1 year	Communications	1.19.8.816	
18.08.004		Master Street Addressing Guide (MSAG): Records for 911 database.	Includes updates regarding street and address changes, 911 database ledger correction form.	Until superseded or until no longer needed for reference	Communications		
18.09.001		Alarm Report: Report made at every fire by fire officer.	File may include arson investigation reports.	Permanent	Fire & EMS		
18.09.002		Building Emergency Evacuation File: Records concerning the safe and orderly evacuation of a building.	Records include evacuation plan, list of designated fire captains/coordination leaders, training information, etc.	Until superseded by new plan/information	Fire & EMS	1.15.3.147	
18.09.003		Building Inspection Files (Fire and Rescue): Records related to inspections for fire prevention and fire protection for buildings, facilities and structures.	File may contain inspections, findings, conclusions, etc. Example: Fire report	3 years after inspection date (UFC 103.3.4)	Fire & EMS	1.19.8.703	
18.09.004		Building Layout Files: Records concerning public and commercial building layouts that show or identify fire hazards and hazardous materials in responding to fire calls.	Files may contain building blue-print or plan, fire prevention features, hazardous materials list, etc.	Until superseded by new business or public use of building or building razed	Fire & EMS	1.19.8.702	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	OH No.	NOTES
18.09.005		Disaster Recovery File: Records concerning the preparation of a disaster plan and the organization of salvage procedures for the agency. NOTE: A copy of this file should be maintained off-site. In the event of a disaster, all copies of this file shall be retained until any or all investigations have been concluded.	Records include the disaster recovery plan, salvage procedures, information on training in disaster recovery techniques, etc.	Until superseded by new plan or information	Fire & EMS	1.15.3.146	
18.09.006		Emergency Equipment Checklist: Record of periodic (daily) inspections of emergency equipment.	Records may include first aid supply inventory, vehicle readiness, etc. and show equipment operational status, medical supply quantities, shift time, date, etc.	1 year after close of calendar year in which created	Fire & EMS	1.19.8.706	
18.09.007		Emergency Equipment Checklist - SCBA: Record of period (daily) inspections of SCBA (self-contained breathing apparatus)	File may include date, time, person inspecting, status of equipment, etc.	1 year after disposal of equipment	Fire & EMS	1.19.8.706	
18.09.008		Emergency Management Basic Plan: Includes emergency and civil defense plans for the survival of personnel and vital materials during an enemy or terrorist attack, natural or technological disaster, or civil unrest.		Permanent Note: Tactical information is confidential per 14-2-1A(7), NMSA 1978	Fire & EMS		
18.09.009		Emergency Medical Services Files (EMS) - Medical: Records concerning medical diagnosis or treatment by responding EMS paramedics.	Medical record may include medical service report, monitoring equipment readouts, etc.	10 years after date created	Fire & EMS	1.19.8.708	
18.09.010		Emergency Medical Services (EMS) Files - Billing: Records concerning billing by responding EMS paramedics.	Billing record may include copy of billing statement submitted to Medicare, Medicaid, insurance carrier, and/or patient, etc.	3 years after close of fiscal year in which final payment received or 3-years after close of fiscal year in which file closed	Fire & EMS	1.19.8.708	
18.09.011		Fire Drills: Report documenting fire drills conducted by the department for schools, businesses, etc.	Report may include school (or business) name, date of fire drill, name of person conducting drill, findings, recommendations, comments, etc.	6 months after close of calendar year in which created	Fire & EMS	1.19.8.704	
18.09.012		Fire Hydrant Maintenance: Records concerning the annual inspection of hydrants.	Files may contain photos, notation of problems and corrective actions, etc.	Permanent	Fire & EMS		
18.09.013		Fire Investigation Case Files: Records concerning investigations conducted by fire department to determine cause of fire.	Files may contain photos, investigation notes, final report, etc.	5 years after date investigation closed	Fire & EMS	1.19.8.705	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.09.014		Hazardous Waste Inspections And Violations Records: Inspections of locations where hazardous waste is stored.	Files may contain photos, investigation notes, final report, etc.	Permanent	Fire & EMS		
18.09.015		Inspections: Periodic fire inspections for schools, hotels, hospitals, businesses, and public buildings.		Permanent	Fire & EMS		
18.09.016		Prefire Plans:	File may contain location, ownership, occupancy, construction and fire prevention features.	Permanent	Fire & EMS		
18.09.017		Volunteer First Responder Files: Records concerning personnel information of volunteer firefighters and police reserve officers (non-municipal employees).	File may contain application, training certificates, personnel information, etc.	5 years after termination of last service	Fire & EMS	1.19.8.701	
18.10.001		Animal Control Files: Records concerning animal control.	Files may include violations of animal control ordinances, carcass removal records, animal pound records, licensing documentation, lost and found reports, animal trap records, animal license (tag) copy, euthanasia reports, etc.	1 year after file closed	Police	1.19.8.821	
18.10.002		Arrest Reports - Adult: Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or until investigation closed, whichever is longer	Police	1.19.8.804	
18.10.003		Arrest Reports - Juvenile: Records of the arrest/booking of subject.	Information includes subject name, arrest number, physical characteristics arrest date/time, arrest location, arresting officer name, charges, etc.	5 years after date of incident or at age 19, whichever is less, providing investigation closed. <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.804	
18.10.004		Arrest Warrants:	File may include active warrants	5 years after prosecution completed	Police		
18.10.005		Citations: Records related to the management of citations, including, but not limited to, parking and traffic violations; does not include DUI citations.	File may include name of violator, physical description, address, violation, officer name, etc. Example: Penalty Assessment and Non-Traffic, Uniform Traffic Citation, etc.	3 years after date citation issued (30-1-8H NMSA 1978)	Police	1.19.8.810 1.19.8.812	
18.10.006		Complaints And Grievances: Not resulting in investigation.		3 years	Police		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.007		Confidential Source (Informant) Files: Records concerning confidential sources or informants utilized in criminal investigations conducted by law enforcement.	File may contain names of informants, personal and/or criminal history of informants, types of information available through informant, information, payment information	3 years after case closed. Until no longer needed for reference <i>Confidential</i> 14-2-1A, NMSA 1978	Police	1.19.8.806	
18.10.008		Crime Prevention Files:		5 years after event date	Police	1.19.8.823	
18.10.009		Criminal History Records (Rap Sheet) - Adult: Record of complete cumulative original history on any subject arrested for a crime by the police department.	Information may include any/all of the following: name, date of birth, physical description, FBI number, address, employment, marital status, etc.	Permanent	Police	1.19.8.802	
18.10.010		Criminal History Records (Rap Sheet)- Juvenile:		2 years after date of incident or at age 19, whichever is longer <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.802	
18.10.011		Criminal Investigation Case Files - Adult: Records concerning criminal investigations conducted by police department for the purpose of criminal prosecution. Records created as an enhancement to the investigative portion of the incident report (offense or incident report). Note: evidence and copies of case file may be forwarded to prosecuting attorney.	Files may contain motor vehicle records, criminal histories, photos, search warrants, arrest warrants, names of confidential sources, etc. Includes Criminal Incident Automated System files.	5 years after investigation closes <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.805 1.19.8.826	
18.10.012		Criminal Investigation Case Files - Juvenile:	Includes Criminal Incident Automated System Files	5 years after investigation closed or until juvenile reaches age 19 whichever is less <i>Confidential: 32A-2-32, NMSA 1978</i>	Police	1.19.8.805 1.19.8.826	
18.10.013		Emergency Action Books: Guidelines and or checklists for use in the emergency operations center (EOC).		Until no longer needed for reference <i>Note: Tactical information is confidential per 14-2-1A(7), NMSA</i>	Police		

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.014		Emergency Management Reports and Records: Periodic reports required by state and federal management agencies as well as exercise participation and evaluation reports and records of emergency management training.		5 years after close of federal fiscal year in which created	Police		
18.10.015		Extraditions: Records concerning the extradition and transport of prisoners.	Files may include court order, reimbursement voucher, travel arrangements, pre-bookings documentation, receipt for prisoner, etc.	3 years after close of fiscal year in which created	Police	1.19.8.858	
18.10.016		Gang Activity File: Records concerning local gang activity.	File may contain gang identifier information, gang history, gang membership lists, crime involvement information, etc.	Until informational value ends <i>Confidential:</i> 32A-2-32 NMSA 1978	Police	1.19.8.829	
18.10.017		Incident Reports (Offense/Incident Reports) - Adult: Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, NCIC entry, incident code, premise type, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, arrest data, vehicle data, witness data, narrative, UCR (Uniform Crime Reporting) data administrative section, etc.	5 years after date of incident or until investigation closed, whichever is longer	Police	1.19.8.803	
18.10.018		Incident Reports (Offense/Incident Reports) - Juvenile: Records the original report of incident (felony or misdemeanor) and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed <i>Confidential:</i> 32A-2-32. NMSA 1978	Police	1.19.8.803	
18.10.019		Internal Affairs Case File: Records concerning complaint against officers or civilian employees and consequent investigation.	File may include complaint, tapes or transcriptions, staff inspection order, order to appear, evidence (e.g., tapes, videos, reports, photographs, etc.), police reports copies, medical releases, supplementary offense report (investigation summary), review order (chain of command review), case reviews with case recommendation, determination, determination notification copy, etc.	3 years after termination of officer <i>Confidential:</i> 14-2-1A NMSA 1978 unless appealed through an administrative open meeting process	Police	1.19.8.817	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.020		Internal Affairs Case File - Dismissed:		3 years after complaint dismissed or cleared <i>Confidential: 14-2-14, NMMSA 1978 unless appealed through an administrative open meeting process</i>	Police	1.19.8.817	
18.10.021		NCIC Records:	File may include case number concerning stolen vehicles, guns, articles, license plates, missing persons, wanted persons, etc. May also include NCIC Validation Schedule	Until cleared, canceled or purged due to expiration (in accordance with the NCIC operating rules)	Police		
18.10.022		Pawnbroker Files: Records concerning local pawnbroker shops. Files may contain reports submitted to law enforcement department by local pawnbrokers as required by the Pawnbrokers Act (Section 56-12-9 NMMSA 1978) and information on pawn inspections by police department.	Pawnbroker reports may show name of item; description of the item, including make and model number; date of transaction; time of transaction; type of transaction; name and address of person offering item; description of person offering item; type of identification used by person offering item; etc.	5 years after date created	Police	1.19.8.827	
18.10.023		Pawn Shop Tickets: Record of description of material received from customer and customer signature.		1 month after entered into computer system	Police		
18.10.024		Property and Evidence: Record of property and/or evidence either seized, found or impounded.	Includes date/time/location of property acquisition, acquiring officer, type of offense, case number, suspect name, property owner's name and address, item description, serial number or controlled substance weight, investigative section case referred to, property disposition information, etc. Chain of events portion of record may show name/number of locker in which evidence is placed, date and name of officer placing evidence in storage, date and name of person removing evidence from storage, location in evidence room where evidence is placed. Information on disposition of evidence, officer's signature, etc.	1 year after date of disposition of all property and evidence for each case	Police	1.19.8.808	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.10.025		Radio Frequency/Telephone Audio Recordings (911 Recorded Calls): Radio frequency/telephone audio recordings of emergency and/or non-emergency calls received. Portions of recording may be confidential (i.e. names of minors, suspect information, etc.). Recordings may be copied and filed with investigative portion of incident reports.		3 year after date of call	Police	1.19.8.813	
18.10.026		Restraining Orders:		Until expires	Police		
18.10.027		Seizure or Forfeiture Files: Records concerning property or goods seized by law enforcement entities and released by state or federal government to the municipality.	Files may include copy of application for transfer of forfeited property or goods, inventory of property or goods, asset control information, purchase order copies, financial reports, etc.	6 years after close of fiscal year in which property transferred to municipality	Police	1.19.8.822	
18.10.028		Uniform Accident Report: Records related to accident reports and incidents	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	5 years after date of accident (30-1-8D NMSA 1978)	Police	1.19.8.811	
18.10.029		Uniform Accident Report - Fatal: Records related to accident reports and incidents involving fatalities	Report may include date, time of accident, location, persons involved, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, apparent contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc.	25 years after date of accident <i>Confidential: 66-7-213, 66-7-215 and 14-6-1, NMSA 1978</i>	Police	1.19.8.811	
18.10.030		Video Recordings -Case File:	Evidentiary footage or recordings of DUI arrest or any criminal incident.	1 year after date of incident or 60 days after date of court disposition, whichever is less	Police	1.19.8.807	
18.10.031		Video Recordings - Other:	File may include recordings from booking areas, officer lapel cam recordings and recording from security or surveillance cameras in areas such as entrances and exits, parking lots, etc.	90 days after date created	Police	1.19.8.807	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.11.001		Controlled Substance and Drug Issuance Files:	File may include narcotic and non-narcotic substances, inventories, etc.	3 years after fiscal year close (30-31-16D, NMISA 1978)	Detention	1.19.8.862 1.19.8.863 1.19.8.864	
18.11.002		Jail or Detention Files: Records concerning the operation of a detention facility	File may include daily jail rosters, jail inspection reports, daily reports on trustees, etc.	2 years after fiscal year close	Detention	1.19.8.851	
18.11.003		Facility Incident Files - Adult: Records the original report of incident and pertinent facts surrounding the incident or offense.	Reports may show incident type, case number, incident location, incident date, time date, reporting area, complaint, victim information, subject (suspect) data, witness data, narrative, administrative section, etc.	5 years after date of incident or until investigation closed, whichever is longer	Detention	1.19.8.860	
18.11.004		Facility Incident Files - Juvenile: Records the original report of incident and pertinent facts surrounding the incident or offense.		5 years after date of incident or until juvenile reaches age 19, whichever is less, provided investigation closed. <i>Confidential: 32A-2-32 NMISA 1978</i>	Detention	1.19.8.860	
18.11.005		Facility Medical Files: Records documenting the diagnosis and treatment of facility inmates.	File may contain medical history and reports, etc.	10 years after date of treatment <i>Confidential: 14-6-1 NMISA 1978</i>	Detention	1.19.8.854	
18.11.006		Federal Retainer Requests:		3 years after date custody of resident is transferred to federal law enforcement entity	Detention	1.19.8.859	
18.11.007		Inmate (Prisoner) Case Files: Records of inmate or prisoner case history.	File may contain fingerprints, mug shots, property release authorization, release orders, copy of incident report, copy of arrest report, segregation information, release orders, release and activity log, etc.	5 years after date of release	Detention	1.19.8.851 1.19.8.852 1.19.8.855	
18.11.008		Protective Custody Files: Records of individuals held under protective custody at jail facility.	File may contain individuals name and address, general information, condition of individual, personal property information, time in and out, etc.	5 years after date of release	Detention	1.19.8.853	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.001		Bond Book/Cash Bond Record:	File may include defendant name, name of person who posted the bond, amount of bond, check number and receipt number.	3 years after close of fiscal year in which created	Municipal Court	1.19.8.809	
18.12.002		Check Register: Record of checks issued for payment of voucher.	Register may show check number, vendor name, vendor code, voucher number, voucher date, vendor invoice number, fund (account) number, payment amount, check date, etc.	3 years after close of fiscal year in which created	Municipal Court		
18.12.003		Court Docket Book:	File may include defendant name, docket number, offense, judge, charge, citation number, officer name, disposition, etc.	3 years after case closed	Municipal Court	1.19.9.107	
18.12.004		Court Docket: Record log of civil processes served.	Docket may show parties names, attorneys, type of civil process, date of entry, by whom served, date of service, kind of service, police department costs, etc. Includes docket cards, docket sheets, etc.	3 years from date of last entry	Municipal Court	1.19.8.818 1.19.8.819 1.19.9.105 1.19.9.106	
18.12.005		Criminal Case File, DWI:	Contains criminal docket sheet, Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Entry of Appearance form, Remand Order, Waiver of Counsel forms, Guilty Plea Proceeding form, transportation documentation, Judgment and Sentence forms, fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE 1: Treatment/psychological evaluations, supervision histories (i.e. probation, mandatory programs, etc.) shall be kept separately.	Permanent	Municipal Court	1.19.9.104	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION/EXAMPLES	RETENTION	Department	Old No.	NOTES
18.12.006		Criminal Case File, Non-DWI:	Contains Uniform Traffic Citation, criminal complaint, summons, Probable Cause Form, bail bond forms, Condition of Release forms, Notice of Appeal, Warrants, Failure to Appear Notices, Entry of Appearance form, Remand Order, Waiver of Counsel forms, No Contest forms, transportation documentation, judgment and Sentence forms, fidelity bond claim, court pleadings, motions, pleadings, notes, briefs, releases, investigative reports, investigator activity logs, transcripts, closing sheets, correspondence, memoranda, etc. NOTE 1: Treatment/psychological evaluations, supervision histories (i.e. probation, mandatory programs, etc.) shall be kept separately.	3 years after case closed	Municipal Court	1.19.9.103	
18.12.007		Master Computer Record: Shows docket number, defendant name, defendant personal data, incident location, incident date, etc. NOTE: Court shall insure that both alphabetical and numerical access to case file is produced.		10 years after case closed	Municipal Court		
18.13.001		Discharge of Effluent Permit Files: Records concerning the discharge of effluent.	Files may contain National Pollutant Discharge Elimination System (NPDES) permit application, permit for discharge of effluent, compliance monitoring reports, inspection reports, non-NPDES permits, notice of intent to discharge effluent, plans, specifications, enforcement actions, etc.	10 years after destruction of facility	Public Works	1.19.8.501	
18.13.002		Flow Charts, Wastewater:	File may include Influent and Effluent records	10 years	Public Works	1.19.8.504	
18.13.003		Infrastructure Project Files (Infrastructure Development Plans): Records related to the planning, design and construction of specific projects including, but not limited to, facility and infrastructure projects.	Files may contain feasibility studies, statistical reports, history documentation, maps, plans, plats, etc.	Permanent	Public Works	1.19.8.108	
18.13.004		Line Locations: requests to locate underground utility lines.	Files may contain request, work order, etc.	3 years after close of fiscal year in which work order issued	Public Works	1.19.8.560	

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Record No.	LO	RECORD SERIES NAME	DESCRIPTION EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.005		Meter Readings: records concerning measurement of utility usage.	Record may show customer name, meter number, meter size, meter location, meter reading, billing address, etc. Includes meter reading sheets, meter books, meter reading schedule, etc.	3 years after close of fiscal year in which created	Public Works	1.19.8.556	
18.13.006		Sludge Disposal Files: Records concerning the wasting, hauling, and composting of sludge.	Files may contain waste monitoring reports, hauling application copy, composting application copy, hauling permit, composting permit, etc.	5 years after date created (40 CFR 122.41)	Public Works	1.19.8.505	
18.13.007		Street Maintenance: Records concerning repairs and other maintenance on streets.	File may include work orders, list of materials used, inspections, etc.	5 years after date created	Public Works		
18.13.008		Traffic Signals Intersection Files: Records concerning the acquisition and maintenance of municipal traffic signals.	Files may include traffic planning studies, traffic controller drawings, intersection drawings, timing progressions, timing count totals, etc.	5 years after date created	Public Works	1.19.8.946	
18.13.009		Utility Customer Service Files: Records concerning the application for utility (water, wastewater, solid waste, gas, electric, etc.) service.	Files may contain application for service, deposit information, cancellation request, etc.	3 years after close of fiscal year in which canceled or deposit refunded to customer	Public Works	1.19.8.554	
18.13.010		Utility Facility Files: Records concerning the design and construction of municipal utilities (water supply or storage structures, wastewater treatment facilities, solid waste facilities - landfills, transfer stations, natural gas plants, electricity generation facilities, etc.)	Files may contain engineering designs, engineering drawings, soil surveys or studies, geological surveys or studies, construction records/plans, inspection copies, etc.	Permanent	Public Works	1.19.8.404 1.19.8.502 1.19.8.551	
18.13.011		Utility Maintenance Files - Annual Summary Report: Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, water hydrants, transfer station operation, etc.).	Example: Water usage by zone, Water Level Report, Report to State Engineer, Well Field Yearly Production, SCADA Telemetry, Safe Drinking Water Act (SDWA) Chemical Analyses, Report of Sanitary Surveys, Action Plans to Correct Violations, SDWA variances or exceptions, etc.	10 years after close of fiscal year in which created	Public Works		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.13.012		Utility Maintenance Files - Other records: Records concerning maintenance of utility (water, wastewater, solid waste, gas, electric, etc.) distribution or collection lines and services (e.g., water lines, sewer lines, gas lines, electrical lines, cable lines, water wells, fire hydrants, transfer station operation, etc.).	Files may include work schedules, personnel schedules, daily work logs, check lists, inspections, testing, work reports, etc. Example: SDWA Bacteriological Tests, Effluent testing, routine chlorine testing, quality control testing, well and pump station reports and studies, valve records, hookups, line extensions, sewer manhole inspections, etc.	5 years after close of fiscal year in which created (40 CFR 503.17, Clean Water Act Sections 308-402 (33 U.S.C. 1318-1342)	Public Works		
18.13.013		Utility Service Files: Records concerning customer-initiated complaint or request for service.	File may contain request for service, complaint of service, site evaluations, work orders, service logs, memoranda, inspections, billings copies, adjustment ledger, adjustment and final bill memos, etc.	3 years after audit release	Public Works	1.19.8.555	
18.13.014		Utility Turnoff Notice and Delinquent Report: Listing of utility customers marked for service disconnection.	Listing may show customer names and addresses, service addresses, account numbers, delinquent amounts, etc.	3 years after audit report release	Public Works	1.19.8.558	
18.13.015		Vehicle Files: Records concerning the history of municipal-owned or leased vehicles, airplanes or other mobile equipment.	Files may include purchase or lease information, vehicle title/registration, warranty documentation, maintenance documentation, maintenance expenditure information, disposal information, etc.	3 years after disposition of vehicle	Public Works	1.19.8.901 1.19.8.952	
18.13.016		Vehicle (Fleet) Maintenance Files: Records concerning the maintenance performed on municipal-owned vehicles.	Files may include work orders, repair orders, work schedules, maintenance orders, maintenance schedules, work reports, etc. Example: Gasoline usage and mileage records, etc.	3 years after close of fiscal year in which created	Public Works	1.19.8.902	
18.14.001		Concession Records:	File may include agreements, financial reports, approvals, inspections, etc.	3 years after close of fiscal year in which created	Parks & Recreation		
18.14.002		Group Organizational Records: Records concerning activities and membership of groups sponsored and operated by the municipality.	Records may include membership lists, schedule of activities, attendance, etc.	3 years after date created	Parks & Recreation	1.2.2.114	
18.14.003		Herbicides and Pesticides: Records concerning the use and storage of herbicides and pesticides on municipal property and right of ways.	File may contain storage documentation, application documentation, applicator certification information, herbicide inventory, pesticide inventory, etc.	2 years after date created	Parks & Recreation	1.19.8.601	
18.14.004		Park And Facility Usage:	File may include usage reports, improvements, etc.	Until change occurs in equipment	Parks & Recreation		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.14.005		Recreation Program Files: records concerning the management of recreational programs (summer recreational programs, recreational leagues, swimming pool).	Files may contain activity rosters, program schedules, work schedules, registration forms, waiver of liability/acknowledgement of risk forms, etc.	1 year after close of fiscal year in which created	Parks & Recreation	1.19.8.652	
18.14.006		Recreational Leagues:	Files may contain rosters, schedules, by-laws, correspondence, season determinations, etc.	1 year after league dissolution	Parks & Recreation		
18.15.001		Censorship or Complaint Files: records concerning library material censorship and complaints.	File may include evaluations by staff, patron's complaints, final decision documentation, etc.	5 years after date of last entry	Library and Museum Services	1.15.3.607	
18.15.002		Collection Management - Library: Records related to the management of items and objects owned or managed by a library.	File may include catalog of holdings, information on materials selection and acquisition, challenges to materials, etc.	Until no longer needed for reference <i>Note: many items are confidential per 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.602 1.15.3.606	
18.15.003		Collection Management - Museum: related to the management of items and objects owned or managed by a museum or archive.	File may include accession records, holdings descriptions, de-accession information, etc.	Permanent	Library and Museum Services	1.15.3.601	
18.15.004		Gift Donors File: Records concerning the donation of publications and manuscripts to the library or artifacts and art to the museum.		5 years after date created <i>NOTE: Comply with applicable provisions of legal agreement regarding confidentiality of records concerning each gift.</i>	Library and Museum Services	1.15.3.608	
18.15.005		Lending: Records related to borrowing, lending and returning of library items, including, but not limited to, tracking.	File may include information on borrowers, interlibrary loan,	Until obsolete <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.603 1.15.3.604	
18.15.006		Patron Management: Records related to the management of patrons.	Records may show patron name, patron address, patron signature, etc.	5 years after date materials used. <i>Confidential: 18-9-4, NMSA 1978</i>	Library and Museum Services	1.15.3.605	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.15.007		Requests for Reproduction of Copyrighted Works: Records concerning requests for copyrighted materials.	Records may contain files or logs, records of requests made for copies or phonorecords of copyrighted materials, records of the fulfillment of such requests, etc. (includes interlibrary loans).	3 years after the calendar year in which created per United States Copyright Office Circular 21, p. 19 <i>Confidential: 18-9-4, MMSA 1978</i>	Library and Museum Services	1.15.3.609	
18.15.008		Statistical Reports:	Includes annual report submitted to State Library	20 years	Library and Museum Services		
18.16.001		Cemetery Files: Records concerning the operation and maintenance of municipal-owned cemeteries.	Files may include plot design or layout, plot owner records and deeds, interment records, headstone placement, etc.	Permanent	Cemetery	1.19.8.553	
18.17.001		Airport and Aviation Regulations : Municipal, state or federal regulations concerning the operation of the municipal airport.		5 years after superceded or repealed	Transit and Airport	1.19.8.951	
18.17.002		Airport Conditions and Inspections Reports:	Copies of daily reports required by and submitted to FAA on light inspection, airfield inspection, field condition (NOT-AM, notice to airmen report) etc.	6 months after date submitted to FAA	Transit and Airport	1.19.8.959	
18.17.003		Airport Crash Rescue Operation Files: Records concerning crash incidents and actions taken.	File may include monthly activity reports documenting activities such as crash incidents, responses, inspections, copies of reports submitted to FAA, FAA findings, etc.	5 years after date of incident	Transit and Airport	1.19.8.953	
18.17.004		Airport Safety Officers Files: Records concerning security of airport operation.	File may contain first aid reports, daily logs, incident reports, photographs, safety officer court appearance documentation, etc.	5 years after date created	Transit and Airport	1.19.8.956	
18.17.005		Screening Activities Report: Records concerning airport screening activities.	File may contain copy of monthly report submitted to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapons)	6 months after date submitted to FAA	Transit and Airport	1.19.8.958	
18.17.006		Transit Operations Files: Records concerning the establishment and operation of a transit system.	Files may contain bus route planning, route information and schedules, ridership reports, fuel usage, daily fares received, bus driver daily checklist, charter rental files, etc.	3 years after fiscal year close	Transit and Airport	1.19.8.941 1.19.8.942 1.19.8.943 1.19.8.944 1.19.8.945	

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.18.001		Animal Files: Records concerning individual animals.	File may contain veterinarian records, breeding information, shipment papers, daily reports data, stud files, health certificate, etc.	until disposition of animal	Zoo	1.19.8.927 1.19.8.928 1.19.8.930	
18.18.002		Animal Transaction Files: Records concerning the acquisition, disposition, or transport of animals.	File may contain receipts, transfer documentation, transaction confirmations, disposition orders, shipping permits, etc.	3 years after fiscal year close	Zoo	1.19.8.926 1.19.8.929	
18.18.003		Breeding Loan Files: Records concerning animals loaned to other zoos or loaned to this zoo for breeding purposes.	File may contain lists of animals loaned, loan conditions, etc.	1 year after termination of loan	Zoo	1.19.8.931	
18.19.001		Housing Authority Tenant Application Files: Records concerning the application for public housing.	File may include application to certify tenant eligibility (applicant name, address, source of income, amount of income, names of family members, signature of applicant, etc.), tenant waiting list, etc.	3 years after fiscal year close	Housing Authority	1.19.8.301	
18.19.002		Housing Discrimination Complaint file: Records concerning allegations of housing discrimination	File may contain complaint, investigation report, findings, conclusions, etc.	3 years after file close	Housing Authority	1.19.8.304	
18.19.003		Tenant File (Housing Authority): Records concerning family unit certified to receive public housing assistance.	File may contain Section 8 Existing Housing Program Certificate to Family Participation, certification or re-certification of tenant eligibility, Section 8 Existing Housing Program request of lease approval, unit inspection report, interim inspection reports, catholic inspection report, etc.	6 years after termination of lease	Housing Authority	1.19.8.303	
18.20.001		Commercial Driver's Certification (Form MVD-11042) Files: Contain: certification form with: applicant's name, address, date of birth, social security number, driver's license number, state, and applicant's signature. Also contain: Vehicle Certification (Form MVD-10414), and Commercial Driver's License Examination (Form MVD-11040). Note: Paper originals may be destroyed after microfilm meets State of New Mexico Microphotography Standards and is verified for completeness, in accordance with SRC Rule No. 92-03 and 92-04. [8-1-94]		3 years from date of issuance.	MVD		

(Any records not specifically addressed herein shall be retained in accordance with applicable law.)

New Mexico Municipal Records Retention Schedule - 10-18-2018

Record No.	LO	RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Old No.	NOTES
18.20.002		<p>Driver's License Application and Identification Card Applications (Form MVD-10229): These applications submitted for obtaining a New Mexico Driver's License or Identification (I.D.) Card. Numerical. Shows: applicant's name and address, date issued, number, expiration date, class, date of birth, sex, color of eyes, height, weight, social security number, vision exam, written & road tests, Commercial Driver's License (CDL) knowledge test scores, CDL skills test scores, applicant's questionnaire, organ donation statement, assumption of liability for applicant under age, name change, applicant certification, and Motor Vehicle Division (MVD) or authorized agent verification signature. This record is created in quadruplicate. A. MVD Division [12-16-82, 8-1-94]</p>		3 years from date of issuance	MVD		



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: September 10, 2025

Date Submitted: September 3, 2025

Department: Police

Item/Topic: Request to accept appropriated grant funding from the Department of Finance Administration in the amount of \$164,000.00 for the Las Vegas Communication System.

Fiscal Impact: \$164,000 in additional funding

Attachments: Grant Agreement 25-J3105

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.

Approved For Submittal By:

Reviewed By:

Department Director

Finance Director

City Manager

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____

Ordinance No. _____

Contract No. _____

Approved _____

Continued : _____

Referred To: _____

Denied _____

Other _____

**NEW MEXICO CAPITAL OUTLAY GRANT AGREEMENT
CAPITAL APPROPRIATION PROJECT**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, Department of Finance & Administration, 407 Galisteo Street, Santa Fe, NM 87501, ("**Department**") and the City of Las Vegas, ("**Grantee**") (individually "**Party**" and collectively "**Parties**"). This Agreement shall be effective as of the date the Department executes it ("**Effective Date**").

WITNESSETH

WHEREAS, in the Laws of 2025, Chapter 159, Section 450, Paragraph 33, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

WHEREAS, the Department is granting to Grantee, and the Grantee is accepting the grant of funds from this appropriation, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

AGREEMENT

I. PROJECT DESCRIPTION, GRANT AMOUNT, AND REVERSION

- A. **25-J3105 ("Project")** 6/30/2029 ("**Reversion Date**"). Laws of 2025, Chapter 159, Section 450, Paragraph 33, One Hundred Sixty Four Thousand Dollars and No Cents, \$164,000.00, to plan, design, construct, purchase, equip and replace the mobile data communications system and infrastructure for the police department in Las Vegas in San Miguel county;.
- B. Grantee's total reimbursements shall not exceed \$164,000.00 One Hundred Sixty Four Thousand Dollars and No Cents, ("**Appropriation Amount**") minus the allocation for Art in Public Places ("**AIPP amount**"), if applicable, \$0.00 No Dollars and No Cents, which equals \$164,000.00 One Hundred Sixty Four Thousand Dollars and No Cents ("**Adjusted Appropriation Amount**").
- C. In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I, the language of the laws cited herein shall control.

The information contained in Article I is referred to collectively as the "**Project Description**."

II. DISBURSEMENT LIMITATION

- A. Upon the Effective Date, the Grantee shall submit to the Department a comprehensive procurement plan and expenditure plan, detailing a Project timeline with milestones, required procurements, and identifying expected expenditures per milestone (collectively, "**Project Budget**"). The Department shall review and approve the Project Budget by approving a Notice of Department's Obligation ("**Notice of Obligation**"). In accordance with the Project Description, a

sample of which is attached hereto as **Exhibit B** and incorporated herein by reference. After receipt of approved Notice of Obligation, the Grantee may be reimbursed for allowable costs up to the Adjusted Appropriation Amount. This Agreement and any reimbursements up to the Adjusted Appropriation Amount are expressly conditioned upon the following:

- a. Irrespective of any Notice of Obligation, Grantee's expenditures shall be made in accordance with the Project Budget, on or before the Reversion Date and/or, if applicable, any Early Termination Date; and
 - b. The total amount received by Grantee shall not exceed the lesser of:
 - i. the Adjusted Appropriation Amount identified in Article I (B) herein; or
 - ii. the total of all amounts stated in the Notice(s) of Obligation evidencing the Department has received and accepted Grantee's Third Party Obligation(s); and
 - c. Grantee's expenditures are made and accounted for pursuant to the State Procurement Code, State's Model Accounting Practices, and execution of binding written obligations or purchase orders with third-party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the Project ("**Third Party Obligations**"); and
 - d. Grantee's submittal of timely Requests for Payment and supporting documentation in accordance with the procedures set forth in this Agreement; and
 - e. In the event capital assets acquired with Project funds are to be sold, leased, or licensed to or operated by a private entity, the sale, lease, license, or operating agreement:
 - i. must be approved by the applicable oversight entity (if any) in accordance with §§ 13-6-2, 13-6-2.1, and 13-6-3; or
 - ii. If no oversight entity is required to approve the transaction, the Department of Finance and Administration's Infrastructure Planning Development Division (IPDD) must approve it as complying with the law.
- B. Prior to the sale, lease, license, or operating agreement being approved pursuant to Articles II(A) (e) (i) or (ii) herein, the Department may, in its sole and absolute discretion, unless inconsistent with State Board of Finance Imposed conditions, reimburse Grantee for necessary expenditures incurred to develop the Project sufficiently to make the sale, lease, license, or operating agreement commercially feasible, limited to planning and design expenditures; and
- C. Grantee's submission of documentation of all Third Party Obligations and amendments thereto (including terminations) to the Department and the Department's issuance of a Notice of Obligation for a particular amount in accordance with the terms of this Agreement shall be governed by the following:
- a. Grantee is authorized to budget the particular amount set forth in the Notice of Obligation, execute the Third Party Obligation, and request the Third Party to begin work after issuance of a Notice of Obligation by the Department.
 - b. Grantee acknowledges and agrees that any Third Party Obligations agreed to prior to receiving a Notice of Obligation are its sole responsibility.
 - c. Grantee shall submit to the Department one copy of all Third Party Obligations and amendments thereto (including terminations) as soon as possible after execution by the Third Party but prior to execution by the Grantee.
 - d. Department may, in its sole and absolute discretion, issue a Notice of Obligation for the particular amount of a Third Party Obligation that only obligates the Department to

reimburse Grantee's expenditures made on or before the Reversion Date or an Early Termination Date. The current Notice of Obligation form is incorporated herein and attached hereto as **Exhibit B**.

- D. Grantee shall provide all necessary qualified personnel, materials, and facilities to implement the Project. The Grantee shall finance its share (if any) of the costs of the Project, including all Project overruns.
- E. Prior to entering into this Agreement, the Department conducted a risk assessment on the Grantee and a project readiness review for the Project. In accordance with State Model Accounting Practices, FIN 9.2, if the Department determines that the expenditure of Project funds by the Grantee requires special conditions, those conditions are identified and listed in **Exhibit C**, which is attached and incorporated by reference. The Parties agree that, to the extent the Department, in its sole and absolute discretion, determines additional special conditions are necessary or that existing special conditions are no longer required, it may update **Exhibit C** from time to time without the need for a formal amendment of this Agreement.
- F. Project funds shall not be used for purposes other than those authorized by the Department in accordance with the Project Description.
- G. Project funds cannot be used to reimburse the Grantee for indirect Project costs unless specifically allowed by law.

III. NOTICES

The following provisions shall apply whenever written notices, including written decisions, are to be given or received related to this Agreement.

- A. The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Agreement:

Grantee: City of Las Vegas
Name: Robert Anaya
Title: City Manager
Address: 1700 N. Grand Ave. Las Vegas, NM 87701
Email: ranaya@lasvegasnm.gov
Telephone: 505-454-1401

- B. The Grantee designates the person(s) listed below, or their successor, as their Fiscal Officer or Fiscal Agent concerning all matters related to this Agreement:

Grantee: City of Las Vegas
Name: Morris Madrid
Title: Director of Finance
Address: 1700. N. Grand Ave. Las Vegas, NM 87701
Email: mmadrid@lasvegasnm.gov
Telephone: 505-454-1401

- C. The Department designates the persons listed below, or their successors, as the Points of Contact for matters related to this Agreement.

Department: DFA/Local Government Division
Name: Melody Zamora
Title: Grant Manager
Address: Bataan Memorial Bldg. Rm 202, Santa Fe NM 87501
Email: Melody.Zamora@dfa.nm.gov
Telephone: 505-670-4395

The Parties agree that all notices, including written decisions, related to this Agreement shall be sent to the persons named above by email or regular mail. For mailings, notices shall be deemed to have been given and received upon the date of the receiving party's actual receipt or five (5) calendar days after mailing, whichever shall first occur. In the case of email transmissions, the notice shall be deemed to have been given and received on the date reflected on the delivery receipt of the email.

IV. TERM & DEADLINE TO EXPEND FUNDS

- A. The term of this Agreement shall begin on the Effective Date and terminate on the 30th day of June during the calendar year of the Reversion Date unless Terminated Before Reversion Date ("**Early Termination**") pursuant to Article V herein (collectively "**Term**").
- B. The Project's funds must be expended on or before the Reversion Date and, if applicable, the Early Termination Date of this Agreement.
- a. For purposes of this Agreement, it is not sufficient for the Grantee to encumber the Project funds on its books on or before the Reversion Date or Early Termination Date.
 - b. For purposes of this Agreement, an expenditure of funds has occurred on the date the particular quantity of goods is delivered to and received by the Grantee, title to the goods is transferred to the Grantee, and/or as of the date particular services are rendered to and accepted by the Grantee.
 - c. For purposes of this Agreement, an encumbrance of funds pursuant to a contract or purchase order with a third party does not qualify as an expenditure.

V. EARLY TERMINATION

- A. General Provision. The Department may terminate this Agreement before the Reversion Date based on the Completion of the Project, Complete Expenditure of the Adjusted Appropriation, and/or Violation of this Agreement. Early Termination hereunder includes:
- a. Termination due to completion of the Project before the Reversion Date;
 - b. Termination due to complete expenditure of the Adjusted Appropriation Amount before the Reversion Date;
 - c. Termination for violation of the terms of this Agreement; or
 - d. Termination for suspected mishandling of public funds, including but not limited to fraud, waste, abuse, and conflicts of interest.

B. Non-appropriation. This Agreement is expressly contingent upon the New Mexico State Legislature making sufficient appropriations and authorizations for the Project Description.

a. If the Legislature does not appropriate the Appropriation Amount, this Agreement shall terminate upon the Department giving the Grantee written notice of such termination. Such termination shall be effective as of the effective date of the law making the non-appropriation.

i. The Department's decision as to whether sufficient appropriations or authorizations are available shall be final. Grantee hereby waives any rights to assert an impairment of contract claim against the State of New Mexico in the event of Early Termination of this Agreement.

b. As used herein, "non-appropriate" or "non-appropriation" includes the following actions by the New Mexico Legislature:

i. Deauthorization, reauthorization, or revocation of a prior authorization.

C. Grant Disbursements in the Event of Early Termination. In the event of Early Termination, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II above.

D. Notice. Either Party may terminate this Agreement prior to the Reversion Date by providing the other Party with a minimum of fifteen (15) days advance written notice of the Early Termination. Grantee hereby waives any rights to assert an impairment of contract claim against the State of New Mexico in the event of Early Termination of this Agreement by the Department.

VI. SUSPENSION OF NEW OR FURTHER OBLIGATIONS

A. Department, in its sole and absolute discretion, may provide written notice to Grantee to suspend entering into further obligations. Upon the receipt of such written notice by the Grantee:

a. Grantee shall immediately suspend entering into new or further written obligations with third parties;

b. Department will suspend the issuance of any new or further Notice of Obligation under this Agreement; and

c. Department may direct the Grantee to implement a corrective action plan in accordance with Article VI (D) herein.

B. In the event of Suspension of this Agreement, the Department's sole and absolute obligation to reimburse the Grantee is expressly conditioned upon the limitations set forth in Article II herein.

C. A suspension of new or further obligations under this Agreement shall remain in effect unless or until the date the Grantee receives written notice given by the Department informing the Grantee that the Suspension has been lifted or that the Agreement has been Early Terminated in accordance with Article V herein. If the Suspension is lifted, the Department will consider further requests for a Notice of Obligation.

D. Corrective Action Plan in the Event of Suspension. Where the Department, in its sole and absolute discretion, directs Grantee to suspend entering into new or further written obligations

with third parties pursuant to Article VI(A), the Department may, but is not obligated to, require the Grantee to develop and implement a written corrective action plan to remedy the grounds for the Suspension.

- a. Such a corrective action plan must be approved by the Department and be signed by the Grantee.
- b. Failure to sign a corrective action plan or meet the terms and deadlines set forth in the signed corrective action plan is hereby deemed a violation of the terms of this Agreement for purposes of Early Termination, Article V(A)(c).
- c. A corrective action plan shall be in addition to, and not in lieu of, any other equitable or legal remedy authorized hereunder or at law, including but not limited to Early Termination.

VII. AMENDMENTS

Unless expressly stated otherwise herein, this Agreement shall not be altered, changed, or amended except by an instrument in writing duly executed by both parties hereto with the same formalities as this agreement.

VIII. REPORTING

A. Database Reporting

- a. Grantee shall provide the Department with quarterly reports of Project activity, entering the required Project information directly into a database required by the Department.
- b. Additionally, Grantee shall certify on each Request for Payment form, attached hereto as **Exhibit A** and incorporated herein, that all information provided in the database is true and accurate, updates to the database have been maintained, and all Project activity complies with applicable law and the terms of this Agreement.
- c. Grantee hereby acknowledges that failure to perform and/or certify updates to the database will jeopardize the reimbursement of funds. The Department shall give Grantee a minimum of fourteen (14) days' advance written notice of any changes to the information the Grantee is required to report.
- d. At the Department's discretion, all reports required hereunder may be directed to and facilitated through an electronic database.
- e. Quarterly reports shall be due on the last day of the month, that is, 30 days prior to the end of the quarter following the execution of this Agreement by the Department and ending during the quarter of the submission of the final request for reimbursement for the Project, or the following quarter.

B. Requests for Additional Information/Project Inspection

During the term of this Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VIII, the Department may:

- i. request such additional information regarding the Project as it deems necessary; and
- ii. conduct, at reasonable times and upon reasonable notice, onsite inspections of the Project.

Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Department.

B. Requests for Additional Information/Project Inspection

- a. During the term of this Agreement and the Record Retention Period, the Department may:
 - i. Request additional information regarding the Project as it deems necessary and
 - ii. Conduct on-site inspections of the Project at reasonable times and upon reasonable notice.
- b. Grantee shall respond to such requests for additional information within the time established by the Department.

IX. REQUEST FOR PAYMENT PROCEDURES

A. Grantee shall request payment by submitting the form attached hereto as **Exhibit A**. Payment requests are subject to the following procedures:

- a. Each Request for Payment must be in accordance with the Project Budget and contain proof of payment by the Grantee or liabilities incurred by the Grantee.
 - i. Proof of payment must demonstrate the validity of an expenditure or liabilities incurred by Grantee.
 - ii. However, Grantee may be reimbursed for unpaid liabilities only if the Department, in its sole and absolute discretion, agrees to do so and in accordance with any special conditions imposed by the Department.
 - iii. The Grantee shall make payment to those contractors or vendors within five (5) business days from the date of receiving reimbursement from the Department or in a shorter period than the Department may prescribe in writing.
 - iv. The Department reserves the right to make such payments directly to the contractors or vendors as a special condition under this Agreement.
 - v. The Grantee is required to certify to the Department proof of payment to the third-party contractor or vendor within five (5) business days from the date the Department reimburses the Grantee.

B. Until the Project is fully planned, designed, and all necessary procurements identified in the Project Budget are completed, Grantee's reimbursements will be limited to the planning, design, and procurement costs outlined in the Project Budget. Once the planning, designing, and procuring stages are complete, the Grantee must obligate at least ten percent (10%) of the Adjusted Appropriation Amount within one (1) year and must have utilized at least eighty-five percent (85%) of the Adjusted Appropriation Amount six (6) months before the reversion date.

C. Deadlines. Grantee shall submit requests for Payments to the Department on the earlier of:

- a. Immediately as Grantee receives them, but at a maximum of thirty (30) days from when Grantee incurred the expenditure or liability; or
- b. Twenty (20) days from the date of Early Termination or Reversion Date for expenditures or liabilities incurred before the Early Termination date or Reversion Date.

D. Grantee's failure to abide by the requirements set forth in Article II and Article IX herein may result in the denial of its Request for Payment. Department reserves the right to reject a payment request for the Project unless and until it is satisfied that the expenditures or liabilities are for permissible purposes within the meaning of the Project Description, identified within the Project Budget, and that the Grantee is otherwise in compliance with this Agreement.

- a. Department's authority to reject any Request for Payment is in addition to, and not in lieu of, any other legal or equitable remedy available to the Department under this Agreement, at law, or in equity.

X. PROJECT CONDITIONS AND RESTRICTIONS

A. The following general conditions and restrictions shall apply to the Project:

- a. The Project's funds must be spent in accordance with all applicable state laws, regulations, policies, and guidelines, including, but not limited to, the State Procurement Code.
- b. The Project's expenditures and liabilities must be accounted for in accordance with the State's Model Accounting Practices, as amended from time to time.
- c. The Project must be implemented in accordance with the New Mexico Public Works Minimum Wage Act, Section 13-4-10 through 13-4-17 NMSA 1978, as applicable.
- d. The Project must provide a public benefit above and beyond any incidental benefit to private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico.
- e. Without prior written approval from the Department and State Board of Finance, for the useful life of any asset purchased under this Agreement, Grantee shall not convert any property acquired, built, renovated, repaired, designed, or developed with Project funds to uses other than those specified in the Project Description.
 - i. In addition to other remedies available at law or in equity, any disposal or conversion of property acquired, built, renovated, repaired, designed, or developed with Project funds without the Department's and the Board of Finance's express written approval will trigger the Department's right to reimbursement from Grantee of the Appropriated Amount, transfer proceeds from any disposition of property to the State, or otherwise provide consideration to the State for the Appropriated Amounts.
- f. Grantee shall comply with all applicable federal and state laws, rules, and regulations pertaining to civil rights and equal employment opportunity.
 - i. In accordance with all such laws, rules, and regulations, the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age, or handicap, be excluded from participation in the Project, use of the Project, employment with Grantee, or otherwise be denied benefits/subject to discrimination for any activity performed under this Agreement.
- g. Where the Department, in its sole and absolute discretion, determines Grantee has failed to comply with the above conditions and restriction, Grantee agrees to take appropriate steps to correct any deficiencies immediately. The Grantee's failure to implement such appropriate steps within a reasonable time, but no longer than thirty (30) days after

notice from the Department, constitutes a breach of this Agreement and grounds for Early Termination.

XI. REPRESENTATIONS AND WARRANTIES

A. Reliance by Department.

- a. Grantee expressly acknowledges that the Department relies on the representations and warranties made by Grantee in this Agreement. Grantee acknowledges that such representations and warranties are a material inducement for the Department to enter into this Agreement and provide the Appropriated Amount.
- b. Grantee shall ensure all representations and warranties provided herein are true, accurate, and complete as of the date of the Effective Date and shall remain so throughout the Term of this Agreement. Grantee is responsible for promptly notifying the Department in writing of any changes or inaccuracies in the representations and warranties contained herein.

B. Grantee hereby represents and warrants the following:

- a. Grantee has taken all necessary steps to attain the legal authority to receive and expend the Project's funds.
- b. Grantee has duly authorized this Agreement, and the person executing it has authority to do so. Once executed by Grantee, this Agreement shall constitute a binding obligation of Grantee, enforceable according to its terms.
- c. Grantee's obligations hereunder do not conflict with any law, ordinance, or resolution applicable to Grantee, Grantee's charter (if applicable), or any judgment or decree to which Grantee is subject.
- d. Grantee has independently confirmed that the Project Description, including, but not limited to, the Appropriated Amount and Reversion Date, is consistent with the underlying appropriation in law.
- e. Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign and submit Requests for Payment on behalf of Grantee.
- f. Grantee will abide by New Mexico laws regarding conflicts of interest, governmental conduct, and whistleblower protection.
 - i. Grantee agrees explicitly none of its officers or employees or its designees or agents, no member of the governing body, and no other public official of Grantee who exercises any function or responsibility with respect to this Agreement, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for the Project.
 - ii. Further, Grantee will require all of its contractors to incorporate the language set forth in this paragraph prohibiting conflicts of interest in all subcontracts.
- g. No funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of the State, any agency, or body in connection with the awarding of any Third Party Obligation.
 - i. Grantee will require certifying language prohibiting lobbying to be included in the award documents for all subawards, including subcontracts, loans, and cooperative agreements.

C. **Consequences of False or Misleading Representations.** If any representation or warranty made by Grantee is found to be false or misleading, the Department shall have the right to exercise any or all of the following remedies:

- a. **Termination of Agreement:** Department may terminate this Agreement immediately upon written notice to the Grantee.
- b. **Repayment of Grant Funds:** Grantee shall repay all Appropriated Amounts disbursed under this Agreement, upon demand by the Department.
- c. **Other Remedies:** Department may pursue any other remedies available at law or in equity.

D. **Survival of Representations and Warranties.** The representations and warranties made by the Grantee shall survive the Early Termination or expiration of this Agreement.

XII. PROJECT RECORDS

- A. Grantee shall be strictly accountable for receipts and disbursements relating to the Project's funds. The Grantee shall follow generally accepted accounting principles and the State's Model Accounting Practices and, if feasible, maintain a separate bank account or fund with a separate organizational code to ensure separate budgeting and accounting of the funds.
- B. For six (6) years following the Project's completion ("**Record Retention Period**"), Grantee shall maintain all Project-related records, including, but not limited to, all financial records, requests for proposals, invitations to bid, selection and award criteria, contracts and subcontracts, advertisements, minutes of pertinent meetings, as well as records sufficient to fully account for the amount and disposition of the Appropriated Amount from all sources budgeted for the Project, the purpose for which such funds were used, and such other records as the Department may prescribe.
- C. Grantee shall make all Project records available to the Department, the Department's Independent Public Accountant, and the New Mexico State Auditor upon request. With respect to the funds that are the subject of this Agreement, if the State Auditor or the Department finds any funds were improperly expended, Grantee shall be required to reimburse the State all amounts found to be improperly expended.

XIII. IMPROPERLY REIMBURSED FUNDS

If the Department determines part or all of the Appropriation Amount was improperly reimbursed to Grantee, including but not limited to funds reimbursed to Grantee based upon fraud, mismanagement, misrepresentation, misuse, violation of law by the Grantee, after ten (10) days' notice to Grantee and the opportunity to return such funds to the Department, the Department may offset any funds due to Grantee from the State, until the Appropriation Amount is fully repaid.

XIV. LIABILITY

Neither Party shall be responsible for liability incurred as a result of the other Party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to

immunities and limitations of the New Mexico Tort Claims Act.

XV. SCOPE OF AGREEMENT

This Agreement constitutes the entire and exclusive agreement between the Parties concerning the subject matter hereof. The Agreement supersedes all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

XVI. REQUIRED NON-APPROPRIATIONS CLAUSE

A. Grantee acknowledges and agrees to include a "non-appropriations" clause in all contracts between it and other parties that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement that states:

- a. "The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of the State of New Mexico ("**Legislature**") for the performance of this Agreement.
- b. If the Legislature does not make sufficient appropriations and authorization, City of Las Vegas may immediately terminate this Agreement by giving Contractor written notice of such termination.
- c. The City of Las Vegas's decision as to whether sufficient appropriations are available shall be final and accepted by the Contractor. Contractor hereby waives any rights to assert an impairment of contract claim against the City of Las Vegas or the State of New Mexico in the event of immediate or Early Termination of this Agreement by the City of Las Vegas or the State Department of Finance and Administration."

XVII. REQUIRED TERMINATION CLAUSE

A. Grantee acknowledges and agrees to include the following termination clause in all contracts that are (i) funded in whole or part by funds made available under this Agreement and (ii) entered into after the effective date of this Agreement:

- a. "This contract is funded in whole or in part by funds made available by the State of New Mexico ("**State**"). Should the State terminate its Agreement with the City of Las Vegas, the City of Las Vegas may terminate this contract immediately by providing Contractor written notice of such termination.
- b. In the event of termination pursuant to this paragraph, the City of Las Vegas's only liability to Contractor shall be for goods and services delivered and accepted prior to the termination date."

XVIII. COMPLIANCE WITH UNIFORM FUNDING CRITERIA

A. Throughout the term of this Agreement, Grantee shall:

- a. Submit all reports of annual audits and agreed-upon procedures required by § 12-6-3(A)-(B), NMSA 1978 by the due dates established in § 2.2.2 NMAC, reports of which must be a

public record pursuant to § 12-6-5(A), NMSA 1978 within forty-five (45) days of delivery to the State Auditor;

- b. Have a duly adopted budget for the current fiscal year approved by its budgetary oversight agency (if any);
- c. Timely submit all required financial reports to its budgetary oversight agency (if any); and
- d. Use accounting methods and procedures consistent with Generally Accepted Accounting Principles and the State's Model Accounting Principals to expend the Appropriated Amount in accordance with applicable law and account for and safeguard Project funds and assets acquired with Project funds.

B. In the event Grantee fails to comply with the requirements of subparagraph A of this Article XVIII, Department may take one or more of the following actions:

- a. Suspend new or further obligations pursuant to Article VI(A) of this Agreement;
- b. Require the Grantee to develop and implement a written corrective action plan pursuant to Article VI(D) of this Agreement to remedy the non-compliance;
- c. Impose special conditions to address the non-compliance by giving Grantee notice of such special conditions in accordance with Article III of this Agreement;
 - i. The Parties agree that any special conditions imposed to address non-compliance shall be incorporated into this Agreement, through **Exhibit C**, upon notice to Grantee, without need for formal amendment of this Agreement;
 - ii. Special conditions shall be binding and effective on the date that notice is deemed to have been given pursuant to Article III or
- d. Terminate this Agreement pursuant to Article V(A) of this Agreement.

XIX. SEVERANCE TAX AND GENERAL OBLIGATION BONDS

A. Grantee acknowledges and agrees that the underlying appropriation for the Project may originate from the issuance of tax-exempt severance tax bonds or general obligation bonds by the State. Proceeds from such bonds are administered by the New Mexico State Board of Finance ("SBOF"), an entity separate and distinct from the Department.

- a. Grantee acknowledges and agrees:
 - i. It is Grantee's responsibility to determine through SBOF what (if any) conditions are currently imposed on the Project;
 - ii. Department's failure to inform Grantee of an SBOF-imposed condition does not affect the validity or enforceability of the condition;
 - iii. The SBOF may in the future impose further or different conditions upon the Project;
 - iv. All SBOF conditions are attached to the Project and Appropriation Amount without the need for formal amendment of this Agreement;
 - v. All applicable SBOF conditions must be satisfied before the SBOF will release to the Department funds subject to the condition(s) and
 - vi. The Department's obligation to reimburse Grantee from the Project is expressly contingent upon the satisfaction of the then-current SBOF conditions.

B. Grantee acknowledges and agrees SBOF may, at its sole and absolute discretion, require reimbursement or remove eligibility for bond proceeds for the Project if the Project doesn't

proceed sufficiently.

- a. Grantee must comply with the requirement to encumber five percent (5%) of Project funds within six months of bond issuance as certified by Grantee in the Bond Questionnaire and Certification documents submitted to the SBOF.
 - b. Failure to comply may result in the reassignment of the bond proceeds. Upon reassignment of bond proceeds, this Agreement will be suspended until the entity has demonstrated readiness as determined by the SBOF and the Department.
- C. Grantee acknowledges and agrees that this Agreement is subject to the SBOF's Bond Project Disbursements rule, § 2.61.6, NMAC, as may be amended from time to time or re-codified.

XX. GENERAL PROVISIONS

- A. Assignment: Grantee's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Grantee's rights and obligations approved by the State shall be subject to the provisions of this Agreement.
- B. Subcontractors: Grantee shall not enter any subgrant or subcontract in connection with its obligations under this Agreement without the prior written approval of the State. Upon request, Grantee shall submit to the Department a copy of each such subgrant or subcontract.
- C. Binding Effect: Except as otherwise provided, all provisions of this Agreement, including the benefits and burdens, shall extend to and be binding upon the Parties' respective successors and assigns.
- D. Authority: Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations have been duly authorized.
- E. Captions and References: The captions and headings in this Agreement are for the convenience of reference only and shall not be used to interpret, define, or limit its provisions. All references in this Agreement to sections (whether spelled out or using the § symbol), subsections, exhibits, or other attachments are references to sections, subsections, exhibits, or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.
- F. Counterparts: This Agreement may be executed in multiple, identical, original counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute the same agreement.
- G. Digital Signatures: If any signatory signs this agreement using a digital signature in accordance with the State Policies regarding the use of digital signatures, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this Agreement by reference.
- H. Modification: Except as otherwise provided in this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment, properly executed and approved in accordance with applicable New Mexico law and State fiscal policies and rules.

Modifications permitted under this Agreement, other than Agreement amendments, shall conform to the policies issued by the State.

- I. Statutes, Regulations, Fiscal Rules, and Other Authority: Any reference in this Agreement to a statute, regulation, policy, or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended after the Effective Date of this Agreement.
- J. External Terms and Conditions: Notwithstanding anything to the contrary herein, the State shall not be subject to any provision included in any terms, conditions, or agreements appearing on Grantee's or a subcontractor's website or any provision incorporated into any click-through or online agreements related to the Work unless that provision is specifically referenced in this Agreement.
- K. Severability: The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Agreement in accordance with its intent.
- L. Survival of Certain Agreement Terms: Any provision of this Agreement that imposes an obligation on a Party after the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement and shall be enforceable by the other Party.
- M. Third Party Beneficiaries: Except for the Parties' respective successors and assigns described in this Agreement, it does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits that third parties receive as a result of this Agreement are incidental to this Agreement and do not create any rights for such third parties.
- N. Waiver: A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.
- O. Standard and Manner of Performance: Grantee shall perform its obligations under this Agreement in accordance with the highest standards of care, skill, and diligence in Grantee's industry, trade, or profession.
- P. Licenses, Permits, and Other Authorizations: Grantee shall secure, prior to the Effective Date, and maintain at all times during the term of this Agreement, at its sole expense, all licenses, certifications, permits, and other authorizations required to perform its obligations under this Agreement and shall ensure that all employees, agents, and subcontractors secure and maintain at all times during the term of their employment, agency or subcontractor, all license, certifications, permits and other authorizations required to perform their obligations in relation to this Agreement.
- Q. Publicity: Any Publicity regarding the subject matter of this Agreement may not be released without prior written approval from the Department. For purposes of this agreement, "Publicity"

means notices, informational pamphlets, press releases, email responses, research, reports, signs, and similar public notices prepared by or for the Grantee or jointly with others.

- a. Grantee shall obtain written approval prior to issuing any press release or making any public announcement regarding this agreement. Grantee agrees to obtain approval of the Department in advance with respect to all Public Relations, all communications with media, or all communications with any other member of the public with respect to this agreement, except to acknowledge that an agreement does exist.
- b. For purposes of this agreement, "Public Relations" includes community relations and means those activities dedicated to maintaining the Department's image or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.
- c. Violations of either Article XX (Q)(a) or (b) shall constitute a material Breach of Agreement.

R. Data Sharing: The State intends to secure and collate specific data generated by Grantee under this Agreement to use in support of the State's organizational, policy-making, and management of public resource functions. State, in accordance with **Exhibit E**, attached hereto and incorporated herein by reference, reserves the right to require Grantee and/or its subcontractors to provide specific data relevant to the above-listed functions. Data provided by Grantee may be incorporated into existing or future developed State integrated analysis tools or databases, including but not limited to geographic information system (GIS) networks and databases accessible by the public. Dissemination of data collected may include historical data and projections based on such historical data.

- a. To the extent any data transferred as part of this Agreement is legally determined to be the property of Subrecipient or its subcontractors, Subrecipient and/or its subcontractors grants State a nonexclusive, fully paid-up right and license to reproduce, use, distribute, do derivative works based on, and archive data transferred as part of this Agreement.

S. Venue and Choice of Law: This Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico, without regard to any conflict of law provisions. Any legal suit, action, or proceeding arising out of or related to this Agreement shall be instituted exclusively in the district courts located in Santa Fe, New Mexico. The Parties hereby irrevocably submit to the exclusive jurisdiction and venue of such courts in any such suit, action, or proceeding. The Parties waive any objection to the laying of the venue of any such suit, action, or proceeding in the district courts of Santa Fe, New Mexico, and irrevocably waive and agree not to plead or claim in any such court that any such suit, action, or proceeding brought in any such court has been brought in an inconvenient forum.

[SIGNATURE PAGE AND EXHIBITS FOLLOW]
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IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the Department's date of execution.

APPROVED BY DEPARTMENT:

Cabinet Secretary, Wayne Propst:

Signed by:

6EB4D958A89A432...
Signature

8/13/2025
Date

Chief Financial Officer, Mackie Romero:

DocuSigned by:

6CA6727E89F840B...
Signature

8/13/2025
Date

Local Government Division Director, Cecilia Mavrommatis:

Signed by:

C7E9C597313E484...
Signature

8/13/2025
Date

AS TO LEGAL FORM AND SUFFICIENCY

General Counsel's Office:

Signed by:

8F9C3BE14553478...
Signature

George Hypolite
(Print Name)

General Counsel
(Title)

APPROVED BY GRANTEE:

City of Las Vegas
Entity Name

Official with Authority to Bind Grantee:

[Signature]
Signature

Ruben A. Anaya
(Print Name)

City Manager
(Title)

8/1/25
Date

Fiscal Officer or Chief Financial Officer:

[Signature]
Signature

Morris Madrid
(Print Name)

Finance Director
(Title)

8-4-25
Date

As To Legal Form And Sufficiency

[Signature]
Signature

Ambrosio E. Castellano Jr.
(Print Name)

Contract City Attorney
(Title)

8.4.2025
Date

EXHIBIT A

Request for Payment Form and Certification

STATE OF NEW MEXICO GRANT APPROPRIATION Request for Payment Form Exhibit A

I. Grantee Information (Must match your DFA Substitute W-9 Form)

A. Grantee: _____
 B. Address: _____
 (Complete Mailing, including Suite, if applicable)

 City, State, Zip _____
 C. Contact Name/Phone #: _____
 D. Grant No.: _____
 E. Project Title: _____
 F. Grant Expiration Date: _____

II. Payment Computation

A. Payment Request No. _____
 B. Grant Amount: \$ 0.00
 C. AIFP Amount (if Applicable): \$ 0.00
 D. Funds Requested to Date: \$ 0.00
 E. Amount Requested this Payment: _____
 F. Reversion Amount (if applicable): \$ 0.00
 G. Grant Balance: \$ 0.00
 H. ☐ Final Request for Payment (if applicable)

III. Fiscal Year: 2026 (July 1, 2025-June 30, 2026)

(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)

IV. Certifications

I hereby certify that all conditions and requirements for Payments outlined in the Agreement have been met, including but not limited to:
 a. Submission and approval of a Project Budget as per Article IV, Section A, of the Agreement.
 b. Compliance with the Project Budget and expenditure of funds in accordance with the State Procurement Code and the State's Model Accounting Practices.
 c. Submission of supporting documentation as required by the Agreement.
 d. Maintenance of all necessary records and documentation as stipulated in the Agreement.



I attest that the information provided is correct; expenditures are properly documented and valid or actual receipts, and that the activity fully complies with Article IX, Sec. 14 of the New Mexico Constitution, known as the "anti-donation" clause.



I hereby certify that all representations and warranties made in the Agreement remain true, accurate, and complete as of the date of this request, and will continue to be so throughout the term of the Agreement. I acknowledge that these representations and warranties are a material inducement for the Department to approve this pay request.

Grantee Fiscal Officer or Fiscal Agent (if applicable)_____
Grantee Representative_____
Printed Name_____
Printed Name_____
Date:_____
Date:**(State Agency Use Only)**

Vendor Code: _____ Fund No.: _____ PO #: _____ Loc No.: _____

I certify that the State Agency financial and vendor file information agree with the above submitted information.

ASD Officer_____
Date_____
Division Grant Manager_____
Date

Revised 7/2025

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EXHIBIT B
Notice of Department's Obligation Form

**NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
EXHIBIT B**

Notice of Obligation to Reimburse Grantee # _____

DATE: _____

TO: Department Representative: _____ Grant Manager

FROM: Grantee Entity: _____

Grantee Official Representative: _____

SUBJECT: Notice of Obligation to Reimburse Grantee

Grant Number: _____

Grant Termination Date: _____

As the designated representative of the Department for Grant Agreement number _____ entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: _____

Third Party Obligation Amount: _____

Vendor or Contractor: _____

Third Party Obligation Amount: _____

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement

Grant Amount (Minus AIPP if applicable): _____

The Amount of this Notice of Obligation: _____

The Total Amount of all Previously Issued Notices of Obligation: _____

The Total Amount of all Notices of Obligation to Date: \$ 0.00

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.

Department Rep. Approver: _____

Title: Grant Manager

Signature: _____

Date: _____

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

Revised 7/2025

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EXHIBIT C

Special Conditions (If Fiscal Agent Required or Anti Donations Issues Exist)

OPTIONAL EXHIBIT C SPECIAL CONDITIONS

The capital outlay oversight requires grantees' accounting methods and procedures, including their internal control framework, to be scrutinized, so as to safeguard State capital outlay appropriations and assets acquired with such appropriations.

This Capital Outlay Special Grant Condition(s) **Exhibit C** is necessary pursuant to § 6-3b-1 et seq., NMSA 1978 (Public Finance Accountability Act) and MAPS Fin 9.2, due to the Grantees' material weaknesses, significant deficiencies, or findings that raised concerns as to the ability to expend grant funds in accordance with applicable law in the organization's FY[20XX] audit. The Special Conditions identified below apply to the authorized agent, [insert the Grantee or Fiscal Agent name].

Procurement - All purchases or contracts the Grantee enters that shall use funding from the Department capital appropriations grant must be approved by the Department prior to the initiation of implementing purchasing documents. The Grantee shall receive such prior approval via official correspondence from the Department, which may be through letter or email. The Grantee shall submit the following to the Department in pursuit of prior approval: purchasing policies and procedures, CFO certification, documentation of management and program approval, policies and procedures governing purchasing and contracting, a copy of the current procurement and contracting policies, and documentation regarding informing staff responsible for purchasing and contracting on such policies and procedures.

Budget - Provide documentation of approval of your current budget from DFA Local Government or other authoritative agency. Provide policies and procedures on who is responsible for and how annual budgets (expenditures and revenue) are established, monitored and adjusted. Provide a corrective action plan on how budget issues identified in your audit will be/have been addressed. Also include documentation on how staff responsible for budgeting is informed on budget policies and procedures.

Capital Assets - Provide a complete list of inventory including inventory control numbers and current location. Provide policies and procedures on capital assets and inventory and specify how the proposed purchased items will be included, tagged, and tracked in capital asset inventory. Also include documentation on how staff responsible for capital assets is informed on capital asset policies and procedures.

Travel and Per Diem - Provide policies and procedures on travel and per diem. Also include how staff who travel and those responsible for travel reimbursement are informed on travel and per diem policies and procedures.

Timely Audits - Provide policies and procedures on annual audits. Provide documentation on how and who is responsible for insuring that annual audits are completed timely. Also include documentation on how staff responsible for the annual audit is informed on audit policies and procedures.

Cash Management - policies and procedures on cash management of federal funds. Provide procedures used to draw and disburse federal funds. Provide procedures to reconcile draw amounts, deposits and disbursements; and to prepare federal cash reporting documents to ensure compliance with federal regulations.

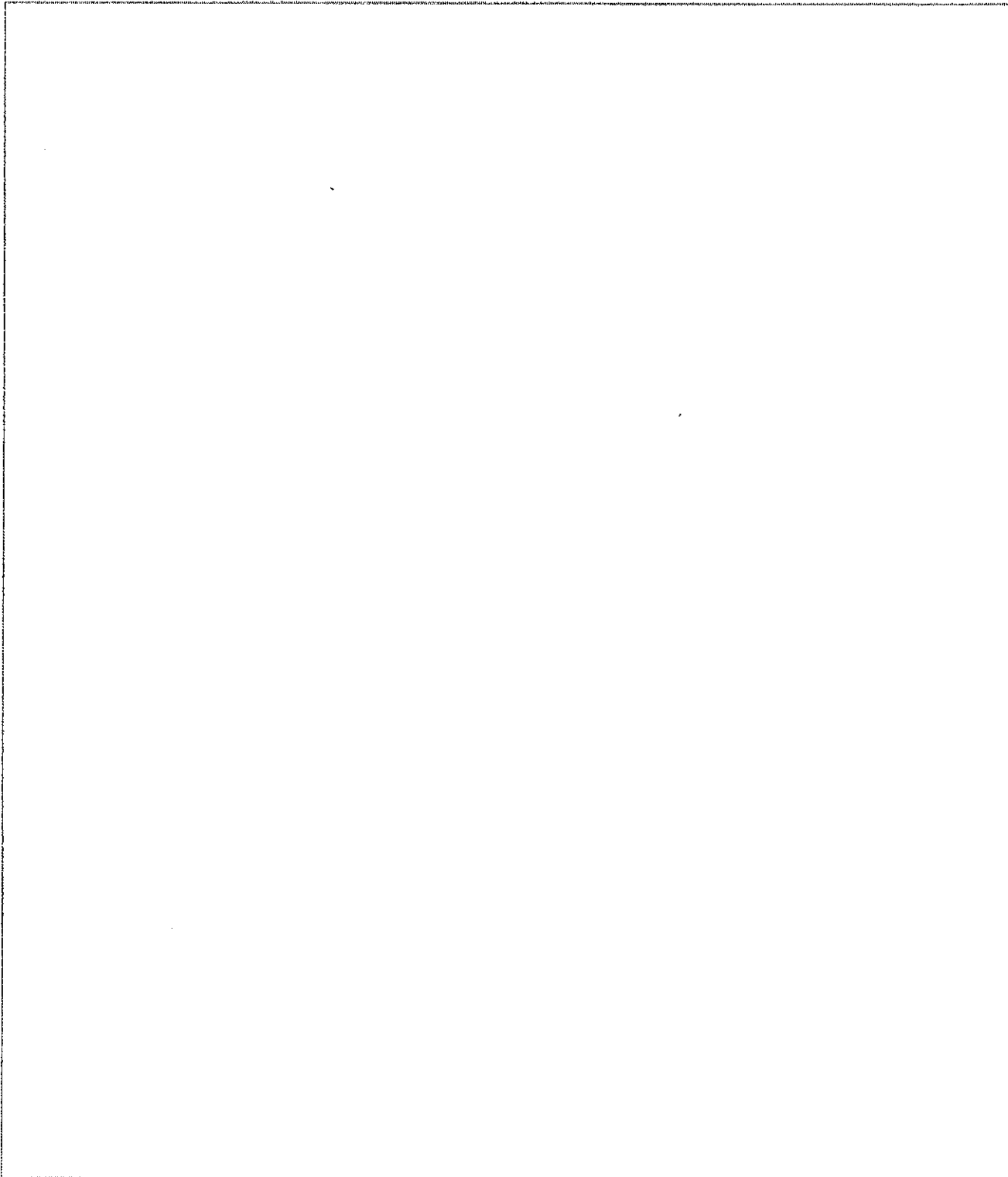
The <Grantee> was required to, and has provided sufficient documentation regarding [insert specific names of the Special Condition(s)], as referenced in the <Grantee>'s [20XX] Audit file. Therefore, the criteria to enter into this agreement have been met.

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EXHIBIT D

Project Budget Worksheet *

*(Provided separately when grant agreement Issued to Grantee)



[THIS SPACE LEFT BLANK INTENTIONALLY]

EXHIBIT E

Data Sharing Provisions

Exhibit E

Data Sharing Provisions for New Mexico Capital Outlay Agreements

I. Introduction:

This Data Sharing Provisions Exhibit ("Exhibit") is incorporated into the New Mexico Capital Outlay Agreements ("Agreements") between the State of New Mexico ("State") and [Insert Partner Name] ("Partner"). This Exhibit outlines the terms and conditions under which data will be shared between the Parties to ensure compliance with New Mexico state laws and regulations, focusing on data privacy, security, and compliance.

II. Definitions:

- a. **Authorized User:** An employee, agent, assign, representative, independent contractor, or other person or entity authorized by Partner or State to access, use, or disclose information through this exhibit.
- b. **Confidential Information:** All data or information shared in confidence, with the expectation that it will not be disclosed in an identifiable form. This includes data that is exempt from public disclosure under the New Mexico Inspection of Public Records Act (§ 14-2-1 et seq. NMSA 1978) or other relevant laws.
- c. **Data Storage:** Electronic media that hold recorded information.
- d. **Data Transmission:** The process of moving information over a network from its source to one or more destinations.
- e. **Direct Identifier:** Records or data containing personal identifiers such as names, addresses, and social security numbers.
- f. **Disclosure:** Permission to access, release, transfer, or otherwise communicate confidential information by any means to any third party, except as authorized by the Party that controls the record.
- g. **Encryption** involves using algorithms to encode data, rendering it unreadable without a specific key. It may be necessary during data transmission and/or storage.
- h. **Information:** Any data, figures, statistics, or other facts provided or learned about someone or something, including Confidential Information, that may be legally transmitted under this Exhibit.
- i. **Limited Dataset:** A data file that omits Direct Identifiers.
- j. **Protected Personally Identifiable Information:** Sensitive personal details such as social security numbers and financial account numbers, with specific exclusions as outlined in the Agreements.

III. Purpose:

The purpose of this exhibit is to promote transparency, facilitate information sharing between the parties, support better policy and decision-making, and enhance public services through collaborative

data analysis from various sources.

IV. Use of Information:

- a. Use of Information obtained or created under this exhibit shall be strictly limited to the purposes stated herein and in the agreements. The parties agree not to sell Information to third parties or use it for commercial, solicitation, or political purposes.
- b. Each Party shall serve as the custodian of the Information and comply with all conditions for its use, including security measures to prevent unauthorized access.
- c. The Parties shall follow all relevant federal and state laws and regulations governing the use of such Information.

V. Safeguarding Information:

- a. Confidentiality: Access to Confidential Information shall be limited to the minimum necessary to accomplish the purposes of this Exhibit. Authorized Users must adhere to the confidentiality requirements.
- b. Security: Security practices shall comply with the requirements of the New Mexico Department of Information Technology Act and related regulations. The Parties agree to notify each other within three business days of any suspected or actual security breach.
- c. Information Storage and Transmission: Data Storage and Transmission shall take place on an encrypted server with appropriate security controls.

VI. Re-Disclosure of Information:

The Parties agree not to disclose Information except as required by law or with prior written approval of the other Party. If there is a public records request, the Party receiving it shall notify the other Party within three business days.

VII. Ownership of Information:

Legal title to Information shall remain with the provider. The Partner grants the State a royalty-free, non-exclusive, non-transferable license to use the Information in furtherance of the purposes outlined in this Exhibit.



CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM

Meeting Date: 9/10/25

Date Submitted: September 3, 2025

Department: Finance

Item/Topic: Approval of Resolution 25-47. The City of Las Vegas is in need of making a budget adjustment in the 2025-2026 fiscal year to appropriate funds in the amount of \$164,000 from Appropriation Number 25-J3105 for a mobile data communications systems for the Las Vegas Police Department.

Fiscal Impact: Additional \$164,000 funds for Police Department.

Attachments: Resolution 25-47 listing proposed budget adjustment for this fund. Supporting documentation is also attached.


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.

Approved For Submittal By:



Department Director

Reviewed By:



Finance Director



City Manager

CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____

Referred To: _____

Continued To: _____

Denied _____
Other _____

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 25-47

**A RESOLUTION TO MAKE BUDGET ADJUSTMENT FOR THE
2025-2026
FISCAL YEAR**

WHEREAS, the Governing Body of the City of Las Vegas has developed a budget adjustment request for fiscal year 2025-26; and

WHEREAS, said budget was developed on basis of increases in revenue, expenditure and transfer (in) out through cooperation with all user departments, elected officials and other department supervisors; and

WHEREAS, the City of Las Vegas is in need of making a budget adjustment in the 2025-26 fiscal year budget to include:

- A revenue/expense increase and appropriation of cash balance in Fund 217 - To appropriate funds from proceeds of legislation to supplement revenues and expenditures for a mobile data communications system of the City of Las Vegas Police Department.

WHEREAS, the Governing Body finds the budget adjustment request should be as it meets the requirements as currently determined for fiscal year 2025-26; and,

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 budget adjustment request and respectfully requests approval from the Local Governing Division of the Department of Finance and Administration.

ACCEPTED AND APPROVED this day _____ of September 2025.

Mayor David G. Romero

ATTEST:

Casandra Fresquez, City Clerk

CITY OF LAS VEGAS						
RESOLUTION # 25-47						
BUDGET ADJUSTMENT REQUEST						
FISCAL YEAR 2026 as of Septmeber 10, 2025						
RESOLUTION # 24-3	TYLER	DFA	DESCRIPTION	ASSET CASH	REVENUE	EXPENDITURES
25-J3105 LVPD Communications	217-0000-430-5504	217-30300-0001-47300	25-J3105 LVPD Communications		\$ 164,000	
25-J3105 LVPD Communications	217-0000-780-8150	217-30300-2002-58999	25-J3105 LVPD Communications		\$	164,000
TOTALS				\$ -	\$ 164,000	\$ 164,000



**CITY OF LAS VEGAS
COUNCIL MEETING AGENDA REQUEST FORM**

Meeting Date: September 10, 2025

Date Submitted: 9/10/25

Department: Public Works

Item Topic: Request approval of Resolution 25-48A&B to accept a grant offer in the amount of \$1,557,905.01 and apply for a match waiver for fiscal year 25/26 Transportation Program Fund (TPF) administered by the New Mexico Department of Transportation (NMDOT). NMDOT share being 95% or \$1,480,009.76 and City of Las Vegas share being 5% or \$77,895.25, for the plan, design, construction, construction management, reconstruction, pavement rehabilitation, drainage improvements, and miscellaneous construction to Commerce Street.

Fiscal Impact: Providing City funds in the amount of \$77,895.25 if a match waiver is not granted.

Attachments: Award letter

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.

Approved for submittal by:

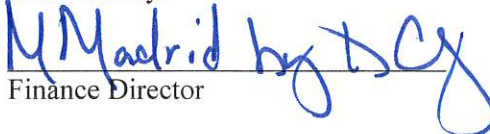


Department Director



City Manager

Reviewed by:



Finance Director

**CITY CLERK'S USE ONLY
COUNCIL ACTION TAKEN**

Resolution No. _____
Ordinance No. _____
Contract No. _____
Approved _____

Continued To: _____
Referred To: _____
Denied _____
Other _____

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 25-48A

A RESOLUTION FOR THE CITY OF LAS VEGAS TO ACCEPT A GRANT OFFER ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION (NMDOT) THROUGH THE TRANSPORTATION FUND PROGRAM(TPF).

WHEREAS, the City of Las Vegas and the New Mexico Department of Transportation have entered into a joint and coordinated effort.

WHEREAS, the total cost of the project will be \$1,557,905.01 to be funded in proportional share by the parties hereto as follows:

- a) New Mexico Department of Transportation's share shall be 95% (\$1,480,009.76)
and
- b) City of Las Vegas' required proportional matching share shall be 5% (\$77,895.25)

TOTAL PROJECT COST IS \$1,557,905.01

WHEREAS, the City will pay any costs that exceed the total amount being \$1,557,905.01 (total project cost); and

NOW, THEREFORE, BE IT RESOLVED in official session that the City of Las Vegas determines, resolves, and orders as follows:

That the project for this Cooperative Program agreement is adopted and has a priority standing.

The agreement terminates on _____ and the City of Las Vegas incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into the written agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Las Vegas to enter into a Cooperative Agreement for Project Control Number LP40071 with the New Mexico Department of Transportation for fiscal year 2025 Transportation Program Fund to complete construction of roadway improvements, drainage improvements, construction management, and miscellaneous construction on Commerce Street Begin of Project(BOP) Baca Street to the End of Project (EOP) East National Avenue within the control of the City of Las Vegas in Las Vegas/San Miguel County, New Mexico.

APPROVED AND ADOPTED this _____ day of September 2025.

CITY OF LAS VEGAS, NEW MEXICO

By: _____

David Romero, Mayor

ATTEST

By: _____

Casandra Fresquez, City Clerk

CITY OF LAS VEGAS, NEW MEXICO
Resolution No. 25-48B

A RESOLUTION TO PARTICIPATE IN TRANSPORTATION PROJECT FUND(TPF) ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION(NMDOT) – MATCH WAIVER PROGRAM

WHEREAS, the City of Las Vegas and the New Mexico Department of Transportation have entered into a joint and coordinated effort.

WHEREAS, the Department and the Public Entity agree to waive the Local Entity's 5% matching share.

WHEREAS, the total cost of the project will be \$1,557,905.01 to be funded in proportional share by the parties hereto as follows:

a) Department shall fund the Project from the following Programs:

- State Road Fund 95% \$1,480,009.76
- Match Waiver Program 5% \$77,895.25

b) City of Las Vegas' required proportional matching share of 5% is \$77,895.25 or Waived.

TOTAL PROJECT COST IS \$1,557,905.01

WHEREAS, the City will pay any costs that exceed the total amount being \$1,557,905.01 (total project cost); and

NOW, THEREFORE, BE IT RESOLVED in official session that the City of Las Vegas determines, resolves, and orders as follows:

That the project for this Transportation Fund Program agreement is adopted and has a priority standing.

The agreement terminates on _____ and the City of Las Vegas incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into the written agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Las Vegas to enter into a Transportation Program Fund Project Number LP40071 with the New Mexico Department of Transportation for fiscal year 2025 to complete construction of roadway improvements, drainage improvements, construction management, and miscellaneous construction on Commerce Street Begin of Project (BOP) East Baca Street to End of Project (EOP) East National Avenue within the control of the City of Las Vegas in Las Vegas/San Miguel County, New Mexico.

APPROVED AND ADOPTED this _____ day of September 2025.

CITY OF LAS VEGAS, NEW MEXICO

By: _____

David Romero, Mayor

ATTEST

By: _____

Casandra Fresquez, City Clerk



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

September 2, 2025

Danny Gurule, Road Department
City of Las Vegas
1700 N Grand Ave
Las Vegas, New Mexico 87701

Dear Danny Gurule:

We are pleased to inform you that your application for the Transportation Project Fund (TPF) for the project: **Commerce Street Plan & Design to 100%, pavement rehabilitation. Drainage improvements, ADA compliant curb and ramps, construction management** was approved by the State Transportation Commission on August 27, 2025 and will be included in the New Mexico Department of Transportation's FY26 TPF Program.

The total estimated cost for your project is \$1,557,905.01 the Department has allocated \$1,480,009.76 in TPF funds, with a local match requirement of \$77,895.25.

The Project Oversight Division will develop a project agreement and forward to you for signature.

If your application indicated that you would be interested in applying for Match Waiver funds, please submit a cover letter and resolution to your District Coordinator no later than 5:00 pm on September 30, 2025.

If you have any questions or comments, please contact me at (505) 699-9946 or Clarissa.Martinez@dot.nm.gov.

Sincerely,

Clarissa Martinez
Project Oversight Division, State Grants Manager

C: John Herrera, District Coordinator
Adam Romero, P.E., District Engineer

**Michelle Lujan
Grisham**
Governor

Ricky Serna
Cabinet Secretary

Commissioners

John McElroy
Commissioner
District 1

Gary Tonjes
Commissioner
District 2

Hilma E. Chynoweth
Commissioner, Vice Chairman
District 3

Walter G. Adams
Commissioner, Chairman
District 4

Thomas C. Taylor
Commissioner
District 5

Charles Lundstrom
Commissioner, Secretary
District 6