

## CITY COUNCIL MEETING

May 1, 2017

6:00 p.m.

Mayor Jerah Cordova called the Regular Meeting of the Belen City council to order at 6:00 p.m. Roll Call taken by Leona Vigil, City Manager.

**PRESENT:** Councilor David Carter  
Mayor Pro-Tem Frank F. Ortega  
Mayor Jerah Cordova  
Councilor Darlene Aragon

**ABSENT:** Councilor Wayne Gallegos

**CITY MANAGER:** Leona Vigil

**CITY CLERK:**

**REPORTER:** Clara Garcia, VC News Bulletin

**OTHERS:** See attached Sign-in Sheet

### PLEDGE OF ALLEGIANCE

Mayor Cordova led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Mayor Cordova asked for a motion to approve the agenda with the amendment to move Items 7a and b to after Items 7c and d. Mayor Cordova also asked to remove Item 8 Discussion and Item 10 Public Hearing With Possible Action since there were no items under those headings. Councilor Ortega made a motion. Mayor Cordova asked for a second. Councilor Aragon seconded the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes
Councilor Darleen Aragon	Yes
Councilor Wayne Gallegos	Absent
Councilor David Carter	Yes    Motion Carried

### APPROVAL OF MINUTES

Mayor Cordova asked for a motion to approve the minutes dated April 13, 2017 as presented. Councilor Ortega made a motion. Mayor Cordova asked for a second. Councilor Carter seconded the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes
Councilor Darleen Aragon	Abstain
Councilor Wayne Gallegos	Absent
Councilor David Carter	Yes    Motion Carried

Mayor Cordova asked for a motion to approve the minutes dated April 17, 2017 as presented. Councilor Ortega made a motion. Mayor Cordova asked for a second. Councilor Aragon seconded the motion.

Roll Call Vote:

Councilor Frank Ortega	Yes
Councilor Darleen Aragon	Yes
Councilor Wayne Gallegos	Absent
Councilor David Carter	Yes    Motion Carried

### PUBIC COMMENTS

Mayor Cordova asked if there was anyone with a public comment.

Gloria Sanchez, a volunteer with the City of Belen and one of the founders of the 9/11 Memorial Park addressed the Mayor and Councilors regarding the Walking Tour brochure. Her concerns with the brochure were discussed. Specifically, the manner in which the 9/11 Memorial Park was described. She quoted the section of the brochure pertaining to the 9/11 Memorial Park. Ms. Sanchez described some of the items included at the 9/11 Memorial Park. She suggested the City's fire and police departments should also be listed on the brochure. Ms. Sanchez asked the Mayor and Council to correct what she sees as an obvious exclusion. Mayor Cordova stated that her concerns are legitimate and advised her to speak with Rhona Baca-Espinoza at the Chamber of Commerce, who is the director of the Belen Mainstreet Partnership.

## **PRESENTATIONS**

### **OATH OF OFFICE FOR NEW POLICE OFFICER, KATHRYN CORY – Mayor Jerah Cordova**

Mayor Cordova read the oath of office and swore in new police officer, Kathryn Cory. Police Chief Scott Conner presented Officer Cory with her certificate and badge.

### **THIRD QUARTER BUDGET REPORT – Roseann Peralta**

Roseann presented a copy of the third quarter budget report. A copy of the report is attached hereto and made an integral part of the minutes by reference. A discussion was held regarding the report.

### **INSURANCE SERVICE OFFICE (ISO) COMMERCIAL PROPERTY EVALUATION – Fire Chief Manny Garcia**

Chief Garcia distributed a letter from the ISO and a spreadsheet. A copy of the letter and spreadsheet is attached hereto and made an integral part of these minutes by reference. The ISO representatives will be inspecting properties throughout the city on May 9 and May 10 to ensure correct rates are being paid and no changes have been made to the property since the last inspection. Chief Garcia advised the fire department is the liaison between ISO and the city and participating in the evaluations. Fire Inspector, Charles Cox, will be accompanying ISO representatives to all businesses listed.

### **EMERGENCY MEDICAL SERVICE (EMS) TRANSPORT REPORT – Fire Chief Manny Garcia**

Chief Garcia stated his presentation and comments should in no way to be misconstrued as disrespect or discredit to any individual or company. He presented the EMS Transport Report from the City of Belen Fire Department. A copy of the report is attached hereto and made an integral part of these minutes by reference. On April 12, 2017, a meeting was held with American Medical Response (AMR) ambulance representatives and fire chiefs throughout the county regarding the status of the ambulance company operating in Valencia County.

The county is having difficulty maintaining an ambulance company to respond to calls. Chief Garcia explained that the report documents Zero Status calls to date. He explained that a Zero Status means there is no ambulance available to respond with the fire department on a call. Chief Garcia explained the report to the council. He stated it takes many resources to respond to calls as well as transport patients from Valencia County to Albuquerque. Chief Garcia advised that, during AMR's peak hours from 1 to 6 p.m., five to six ambulances are available; from 6 to 7 p.m. four to five ambulances are available; from 7 to 10 p.m. three to four ambulances are available and from 10 p.m. to 6 a.m. two to three ambulances are available. Dispatch knows how many units are in service and available. Chief Garcia has asked to be informed when the last ambulance leaves Valencia County.

At the meeting on April 12th, Chief asked AMR to meet with the city's medical direction to create a policy or protocol for calls that are not true emergencies and can wait for an ambulance to become available. Valencia County does not own a transport certificate and cannot set the rules for the ambulance company. Chief Garcia explained that AMR does not have a plan to fix these concerns but his goals are to get his EMTs advanced training.

Chief Garcia advised that the report will be maintained throughout the year and will also be provided to AMR.

A discussion was held regarding the situation and a possible solution. There is not an AMR ambulance base in Belen. Chief Garcia stated a discussion will be held regarding an ambulance base after the new fire station is built. City Manager, Leona Vigil, asked who is responsible for getting a Request for Proposal (RFP). Chief Garcia advised the county is responsible for that.

## **DISCUSSION WITH POSSIBLE ACTION**

**APPROVAL/DISAPPROVAL FOR OUT OF STATE TRAVEL TO THE SOCIETY FOR HUMAN RESOURCE AND MANAGEMENT (SHRM) TRAINING – Lorenzo Carrillo**

Lorenzo Carrillo advised that there are two people in need of this training. SHRM membership, affiliation or certification in the Society for Human Resource and Management is the standard training for the state of New Mexico. It is state and federally recognized training. There is no one in the city currently trained. Payroll and Benefits specialist, LaShae Latasha, is currently working on getting her certification. The training will require a 4-day, 3-night trip to New Orleans, Louisiana. The current cost is approximately \$4,953 for two people inclusive of per diem, flights and lodging. Lorenzo suggested the other person who should attend is City Manager, Leona Vigil, as she is responsible for all personnel actions regardless of content or severity.

Mayor Cordova asked for a motion. Councilor Carter made a motion to approve the out of state travel for LaShae Latasha and Leona Vigil. Mayor Cordova asked for a second. Councilor Ortega seconded the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Absent	
Councilor David Carter	Yes	Motion Carried

**APPROVAL/DISAPPROVAL OF NEW RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) BOARD MEMBERS – Bertha Flores**

Bertha Flores, the Director of RSVP, asked the council to approve Mike Moreno and Lenore Pena as board members of RSVP.

Mayor Cordova asked for a motion. Councilor Ortega made the motion to approve Mike Moreno and Lenore Pena as new RSVP board members. Mayor Cordova asked for a second. Councilor Aragon seconded the motion.

Roll Call Vote:

Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Absent	
Councilor Frank Ortega	Yes	
Councilor David Carter	Yes	Motion Carried

**APPROVAL/DISAPPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF BELEN AND THE POLICE UNION IN REGARDS TO RETENTION RATES – Police Chief Scott Conner**

Chief Conner stated an issue was identified within the pay scale in the police department. He presented the MOU between the City of Belen and the AFSCME Council 18, Local 601. A copy of the MOU is attached hereto and made an integral part of these minutes by reference. The MOU will remain in effect from the date of signature on memorandum through September 2, 2018, concludes all negotiations for fiscal year 2018 through September 2, 2018 and extends the collective bargaining agreement through September 2, 2018. This MOU results in a raise for officers based on certification and experience. Chief Conner described the pay levels in the MOU. A discussion was held regarding effective date and future budgets. Chief Conner stated this MOU makes the department competitive with other police departments in the area.

Mayor Cordova asked for a motion on the MOU. Councilor Ortega made the motion to approve the MOU for the police department. Mayor Cordova asked for a second. Councilor Aragon seconded the motion.

Roll Call Vote:

Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Absent	
Councilor Frank Ortega	Yes	
Councilor David Carter	Yes	Motion Carried

**CITY MANAGER'S REPORT – Leona Vigil**

Lorenzo Carrillo's retirement will be effective as of May 12, 2017.

Open Enrollment is May 2, 2017 from 8:30 a.m. to noon and everyone has to sign the required cafeteria plan.

A department head meeting was held May 1, 2017 to work on the City Manager's Standard Operation Procedures (SOPs). The directors worked together and offered ideas. Some departments had SOPs and others did not but they offered help and to put committees together. Leona asked for stats and what each department is responsible for to find out how well they know their departments. She stated the city has 140 vacant buildings throughout the city. Mayor Cordova asked if the vacant buildings were residential and commercial. Leona answered they were both.

The Planning and Zoning (P&Z) Committee will be discussing the fencing and landscaping ordinance at the next P&Z meeting.

TLC Plumbing is working at the Senior Center to replace the sewer line. It will be a 7-day project and started today. Liquor licenses renewals will be issued this month.

The community newsletter was uploaded to the website, sent to all employees, posted and will go out in the mail next week.

Leona asked Steve Tomita about the Magistrate Court building study. Steve stated that Magistrate Court wants their own architect. The information will be brought to Steve because it is below the \$20 thousand RFP process. Once that is obtained, the city can meet with its architect and offer ideas.

Leona asked Steve Tomita about the Industrial Park annexation. He advised Sisneros Brothers will have to apply to be annexed into the City of Belen.

The Willie Chavez Park agreement was changed over to the City of Belen. The Middle Rio Grande Conservancy District (MRGCD) has some questions on how the park will be policed, what the hours of operation will be and how the park will be used. A meeting will be held with the city council to gather facts MRGCD is looking for and to finish the draft.

Door installation at City Hall will start on May 8, 2017. There will be no security. The badge readers has been put on hold.

Advertisement for a new airport employee will be published May 11, 2016. This employee is a contractual employee because it is for the Air Force.

Cemco will allow the city to put a water meter where it can be read. The water meter is currently located inside their building and the city was not allowed to enter to read the meter so Cemco was only charged minimum rates.

APE electric is looking into the lighting at the RSVP Park. Councilor Gallegos had asked for the lighting.

The work order for lighting on Camino Del Llano was given to PNM.

A four-way stop sign at 9th Street and Castillo will be done on May 4, 2017

TLC is handling the I-25 frontage road repair.

Dead End and a speed limit signs were placed near the Family Dollar.

Jim Rendy is working on the structural design for the Veteran's Memorial.

Leona asked Tommy Flores to work on an ordinance for Solid Waste to cover large loads or increased pricing on green waste.

Jim's Trees quoted \$40,000 to start chipping the green pile at the transfer station. A second quote came from Baca Trees for \$95,000. Mayor Cordova asked where the tree refuse is coming from. Leona stated it is mostly commercial. Leona tasked Jorgeanne with finding ordinances from other municipalities to see what the city can accept. Jim's Trees will start chipping on May 8, 2016 and a solid waste policy will be established.

Back up containers were ordered for the recycling center.

Tommy Flores will be calling MOBAR regarding buying the large chipper back as there is a safety concern.

### **COMMUNICATIONS FROM THE CITY COUNCIL**

Councilor Darleen Aragon stated planting was done at Corazon in Belen. People want to move to Belen. More businesses need to open up.

Councilor Frank Ortega attended the RSVP luncheon and stated it was nice. He thanked the Mayor for helping. A Martin Luther King fundraiser was held on April 29, 2017. The money will go to grants for the schools. He had a meeting with St. Vincent de Paul to help with poverty in the city. Another tree needed to be cut down on 2nd Street and Ross during a storm because it was split in half. He took photos. It was in danger of falling on a home. Jim's Tree Company removed the tree. Councilor Ortega thanked the City Manager and Risk and Safety for their quick response.

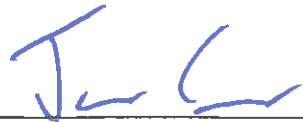
Councilor David Carter attended a committee meeting for Follow the Star. There has been a change of venue and it will be held in the Belen High School auditorium with three or four shows. The play will take place indoors but the village will be built in the court yard. National Day of Prayer will be held Thursday, May 4, 2017 at Anna Becker Park in Belen. Belen High School (BHS) 2017 graduation will be on May 23, 2017.

Mayor Jerah Cordova participated in Day It Forward for Lenore on Wednesday, April 19, 2017. He attended the RSVP luncheon on April 21, 2017 for all of the volunteers. He attended a citizen meeting on Saturday, April 22, 2017. Weeds and water were the main concerns. The water tank inspection took place on April 24, 2017. Leona explained that the results of the inspection will take a couple of weeks. The Chamber of Commerce will have a mix and mingle on May 3, 2017 at 6 p.m. Mayor Cordova will be speaking about business issues in Belen. National Day of Prayer is at 5:00 p.m. on May 4, 2017. A local business meeting will be held at noon at Fat Sats. Councilor Carter and Ortega said they could not attend so no Notice of Quorum is needed.

**ADJOURNMENT:**

Mayor Cordova asked for a motion to adjourn tonight's Regular Council Meeting. Councilor Aragon made a motion to adjourn. Councilor Carter seconded the motion. Roll Call Vote:

Councilor Frank Ortega	Yes	
Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Absent	
Councilor David Carter	Yes	Motion Carried

  
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Jerah Cordova, Mayor

  
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Leona Vigil, City Manager, CMC