

**MINUTES OF CITY COUNCIL MEETING  
ARTESIA, NEW MEXICO  
May 24, 2016**

The City Council of the City of Artesia, New Mexico met in the City Council Chambers at City Hall on Tuesday, May 24, 2016 at 6:00 p.m. in regular session with Mayor Phillip Burch presiding, and the following present to wit:

Jose Luis Aguilar	Manuel Madrid
Kent Bratcher	Bill Rogers
Luis Florez	Jeff Youtsey
Terry Hill	

The following were absent:

Raul Rodriguez

Also present:

Aubrey Hobson, City Clerk-Treasurer  
John Caraway, City Attorney

It was determined that a quorum was present. The invocation was given by Councilor Bratcher and all joined in the Pledge of Allegiance.

**New Requests for City Facilities:**

Changing Lives Coalition, Inc. requested the use of Jaycee Park on Saturday, July 2, 2016 from 9 am-3pm for a 4 on 4 Elite Football Tournament. A motion to approve the request contingent on providing proof of security was made by Councilor Bratcher with a second by Councilor Rogers. Upon vote, the motion passed.

**Consent Agenda**

Mayor Pro tem Hill moved that the consent agenda be passed as written but pulling Item 7, Training. Upon vote, the motion passed. Mayor Pro tem Hill asked Chief Raley about sending an officer to a school who would be retiring within the next year. Chief Raley explained this officer had been to several events and in order for him to hold events in Artesia he needed to attend this meeting. He stated the only cost was \$35 and use of a City vehicle. A motion was made by Mayor Pro Tem Hill with a second by Councilor Rogers to approve Items 7 A through 7 D. Upon vote, the motion passed

The Consent Agenda includes:

1. Approval of Minutes: \* May 10, 2016 – Regular meeting
2. Consideration of Bids:
  - A. \*Approval of award of bid to provide on-call services for electrical repair/replacement for the Facility Maintenance Department to Wesson Electric, A- Electric, J&G Electric and ABC Powerline
3. Contracts, Leases and Agreements:
4. Appointments:
5. Resignations:
  - A. Accept the resignation of Brittany Peck, Infrastructure Department Administrative Assistant, effective May 27, 2016
  - B. Accept the resignation of Kevin Willard, Firefighter, effective May 30, 2016

6. Dates of Hearing:
  - A. Permission to set a public hearing for June 14, 2016 for consideration of an Ordinance for Case No.16-05 a Zone Change from "R1-B" Single Family District to "C" Business District 202 S. Nineteenth Street; Tract 1 of the Parrish Subdivision
  
7. \*Travel and Training:
  - A. Police – Permission for one (1) employee to attend the Instructor Development training in Carlsbad, NM
  - B. Police – Permission for one (1) employee to attend the Child Safety Seat Clinic in Albuquerque, NM
  - C. Fire – Permission for one (1) employee to attend the ISFSI Training Officer Credential Program in Prescott Valley, AZ
  - D. Fire – Permission for one (1) employee to attend the Fire Officer III/IV Combination course in Lewisville, TX
  
8. \*Routine Requests for City Facilities:
  - A. Eddy County Fair Association has requested a standby ambulance for the rodeo to be held Friday, July 29, 2016 at 8 pm. Request waiver of fees
  - B. Artesia Chamber of Commerce and the Eddy County Fair Association have requested permission to hold their annual Fair Parade (*contingent on State approval and proof of insurance*) on Monday, July 25, 2016 from 4 pm – 5 pm with the closure of Main Street from Tenth Street east to Roselawn Avenue (or Second Street) during the parade. Request waiver of fees
  - C. Artesia Arts Council has requested the use of the Heritage Walkway on Thursday evenings beginning June 2, 2016 thru August 11, 2016 from 7:30 pm – 10:15 pm for their Summer Movies
  - D. Artesia Arts Council has requested use of Central Park on June 1, 15 and 29, 2016 from noon – 1:15 pm for the Brown Bag Summer Theatre
  - E. Artesia Arts Council has requested the use of Central Park on October 14-15, 2016 from 9:00 am – 5:00 pm for Art in the Park. Use of City Services and road closures as stated on application. Request waiver of fees
  
9. Budgeted Items:
10. Non-budgeted Items:
11. \*Payment of Bills

### **Public Hearings**

Mayor Burch declared the meeting open for public hearing for the following:

1. Consideration and approval of the 2016 Uniform Traffic Ordinance (UTO) update.

Councilor Bratcher moved to postpone this public hearing until the meeting of June 14. The motion was seconded by Councilor Youtsey and upon vote, the motion passed.

### **Comments from Public Officials and Contracted Services**

Linda Stevens addressed the Council on upcoming events for Artesia Clean and Beautiful.

## Personnel

Lisa Johnson, representing Human Resources, presented the following

\*Upon recommendation of the Mayor, subject to successful completion of required pre-employment testing, permission to:

A. Hire:

	<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1.	Stephanie Robinson	Museum	Registrar	\$1892 per month CA11

Motion to approve was made by Councilor Madrid with a second by Councilor Bratcher. Upon vote, the motion passed.

B. Promote:

	<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1.	Kyla Gonzales	Infrastructure	Administrative Assistant I	\$2754 per month CA25

Motion to approve was made by Mayor Pro Tem Hill with a second by Councilor Madrid. Upon vote the motion passed.

## Public Safety

### Fire

Chief Hummingbird presented a brief status report on the training tower.

## Infrastructure Department

Infrastructure Director Byron Landfair reported on the status of 13<sup>th</sup> Street.

## City Clerk

A motion was made by Councilor Youtsey with a second by Mayor Pro Tem Hill to move 15 B (Consideration of a resolution for HIPAA hybrid entity designation) up in the agenda ahead of the budget discussion. Upon vote the Motion passed.

City Clerk Hobson read the resolution which named the City a hybrid entity for HIPAA standards. The Fire Department and the ambulance billing clerk would be the only Department subject to full HIPAA regulations. The Fire Chief asked that instead of Fire Department Chief of Operations being named as the Privacy Officer, that the language be replaced with the Fire Chief or his/her designated representative. The City Attorney reported adopting this resolution would be a good action for the City to take. A motion to approve Resolution No. 1607 as amended was made by Councilor Hill with a second by Councilor Bratcher. Upon vote the motion passed 6-1 Councilor Aguilar voting nay.

### RESOLUTION NO. 1607

Mayor Burch recognized the Boy Scouts in the audience and thanked them for their attendance

Councilor Rogers, chairman of the budget and finance committee presented the proposed interim budget for 2016-2017. Several items were discussed including Councilor Rodriguez's request for \$150,000 for lights at Eagle Draw. Mayor Burch presented a list of items the budget and finance committee recommended for enactment of this budget:

- 1). All training reduced to essential training only. Training that is necessary to gain or maintain a certification that is a requirement of the job.
- 2). A wage freeze will be instituted for the fiscal year 2016-2017 for all positions.
- 3). Approval of the Council will be required to fill a position that becomes available due to resignation, termination, promotion or transfer. When a resignation, termination, promotion or transfer appears on a Consent Agenda and is approved by the Council, the Department Head must request to replace the position on the meeting agenda. Council approval will be required to post and advertise the position.
- 4). Overtime will be consistently monitored on a month-by-month basis.
- 5). Outside requests will be reduced by 25% for the 2016-2017 fiscal year.
- 6). Beginning July 1, 2016, overtime in the Police Department will be paid on all hours worked over 43 hours per week verses the past practice of being paid on all hours worked over 40.

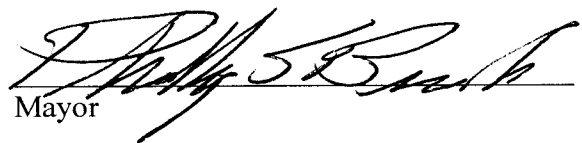
Councilor Rogers expressed that the committee did not want to portray this as the new norm but as items that needed to be addressed to get us through the first year of the economic downturn. A motion to adopt the budget as presented along with the 6 items presented by Mayor Burch was made by Councilor Rogers with a second by Councilor Bratcher. Upon vote, the motion passed 6-1 with Councilor Aguilar voting nay.

**RESOLUTION NO. 1608**

**New and Other Business from Councilors**

Councilors expressed appreciation to the Committee and Department Heads for their work with the budget.

There being no further business, the meeting was adjourned at 8:15 p.m. on May 24, 2016.

  
Mayor

ATTEST:

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City Clerk

