

City of Socorro Regular Scheduled City Council Meeting
City Hall, 111 School of Mines Road, Socorro, NM 87801
January 19, 2016

Mayor Ravi Bhasker called the meeting to order. Stephanie Saavedra, Deputy Clerk, took roll call. Members present at roll call were: Mayor Ravi Bhasker, Councilor Nick Fleming, Councilor Mary Ann Chavez-Lopez, Councilor Peter Romero, Councilor Michael Olguin, Councilor Toby Jaramillo and Councilor Donald Monette. Councilor Gordy Hicks and Councilor Ernest Pargas were absent.

PLEDGE OF ALLEGIANCE

Mayor Bhasker led all present in the Pledge of Allegiance.

APPROVAL OF JANUARY 19, 2016 CITY COUNCIL MEETING AGENDA

Councilor Monette made a motion to approve the agenda as presented. Seconded by Councilor Fleming, motion passed unanimously.

CONSIDERATION OF MINUTES

a. January 4, 2016

Councilor Romero made a motion to approve the minutes as presented. Seconded by Councilor Jaramillo, motion passed unanimously.

PUBLIC FORUM

None.

SECOND READING OF ORDINANCES – PUBLIC HEARING & CONSIDERATION OF APPROVAL

a. Ordinance No. 15-12-21 – Economic Development Project (LEDA) - Solaro

Mayor Bhasker presented Ordinance No. 15-12-21. Mayor Bhasker stated that the proposed ordinance is necessary in order to administer grants and monies from the State received by Solaro.

Councilor Monette made a motion to go into public hearing. Seconded by Councilor Romero, motion passed unanimously.

There were no comments from the public.

Councilor Monette made a motion to go back into regular session. Seconded by Councilor Fleming, motion passed unanimously.

Councilor Hicks arrived.

Councilor Monette made a motion to approve Ordinance No. 15-12-21. Seconded by Councilor Fleming, motion passed unanimously.

DISCUSSION AND DELIBERATION

a. Bid Award – Wastewater Treatment Plant Improvements

Tappan Mahoney, from Dennis Engineering, stated that bids for wastewater treatment plant improvements (bar screen and lift station pump equipment installation) were opened on January 12, 2016. Mr. Mahoney stated that the low bidder was Century Club Construction with a bid of \$237,571.69. Mr. Mahoney stated that Dennis Engineering is recommending that the bid be awarded to Century Club Construction for the amount of \$237,571.69.

Councilor Hicks made a motion to approve the bid award for wastewater treatment plant improvements to Century Club Construction for the amount of \$237,571.69. Seconded by Councilor Monette, motion passed unanimously.

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b. Approval of Poll Workers for the 2016 Municipal Election

Mayor Bhasker presented a list of election poll workers for the March 1, 2016 municipal election. Ms. Saavedra explained that the City tries to use the same poll workers from past elections. The list also shows which position each worker will serve in, the precinct they are assigned to and the location of the precinct. Ms. Saavedra stated that poll workers cannot be related to the candidates. Ms. Saavedra stated that the poll workers can be paid up to \$200.00 for the day.

Councilor Romero made a motion to approve the list of election poll workers for the March 1, 2016 municipal election. Seconded by Councilor Jaramillo, motion passed unanimously.

c. Memorandum of Understanding between City of Socorro and the Village of Magdalena for Solid Waste Collection

Mayor Bhasker presented a memorandum of understanding between the City of Socorro and the Village of Magdalena for solid waste collection. Mayor Bhasker stated that the City would pick up residential solid waste one day a week at a rate of \$15.00 per household per collection. Mayor Bhasker stated that the MOU is for a six-month trial period. Mayor Bhasker stated that the Village of Magdalena has already approved the MOU. Mayor Bhasker stated that the Village will be required to have the type of carts that the City is able to pick up with existing trucks.

Councilor Hicks made a motion to approve the memorandum of understanding between the City of Socorro and the Village of Magdalena for solid waste collection. Seconded by Councilor Chavez-Lopez, motion passed unanimously.

d. Resolution No. 16-01-19 – City of Socorro Bank Signature Cards Amendment

Mayor Bhasker presented Resolution No. 16-01-19 which is needed in order to update the signature cards for the City's bank accounts located at First State Bank. Mable Gonzales, City Treasurer, stated that Pat Salome will be removed from the signature cards (due to his retirement) and Ruby Lopez will be added in his place.

Councilor Hicks made a motion to approve Resolution No. 16-01-19. Seconded by Councilor Jaramillo, motion passed unanimously.

e. List of Activities/Events In and Around City of Socorro

Mayor Bhasker presented a list of activities and events that the City Administration created for the public. Mayor Bhasker stated that the list gives an event name, event location, event date(s) and event costs. Mayor Bhasker stated that the list will be added to the City's website and included in the City's utility bills.

f. Professional Services Agreement – Dennis Engineering – CDBG Texas Area

Mayor Bhasker presented a professional services agreement between the City of Socorro and Dennis Engineering for the CDBG Texas Area Street and Drainage Improvements Project. Jay Santillanes, Division Director, stated that Dennis Engineering will assist the City with the CDBG application process, the design of Texas Avenue, B Street, Vermont Street and C Street and preparation of the environmental review record. Mr. Santillanes stated that the agreement is for a lump sum payment not to exceed \$ 47,606.50. Mr. Santillanes stated that the application for the next CDBG cycle is due by March 18, 2016. Mr. Santillanes stated that the City will receive points on the application if the agreement is already in place and that the engineering will become matching funds for the application. Mr. Santillanes stated that this agreement does not include services during construction which, if needed, will be added by amendment later.

Councilor Hicks made a motion to approve the professional services agreement between the City of Socorro and Dennis Engineering for the CDBG Texas Area Street and Drainage Improvements Project. Seconded by Councilor Romero, motion passed unanimously.

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COMMITTEE REPORTS

Councilor Chavez-Lopez stated that she met with Sites Southwest regarding the development of the affordable housing plan. Councilor Chavez-Lopez stated that Sites Southwest has submitted 50% of the plan to the New Mexico Finance Authority and the remainder of the plan is due February 1, 2016.

DEPARTMENT DIRECTOR REPORTS

Lloyd Martinez, Division Director, stated that Parks Department crews have been raking leaves and limbs, pruning shrubs, cutting winter weeds, pruning trees and replacing the mulch in the playgrounds. Mr. Martinez stated that Production Department crews recently worked on a sewer collapse in front of 408 School of Mines Road. Mr. Martinez stated that the trench needed to be 12 feet deep and a contractor was called (due to the depth of the trench) to repair 16 feet of sewer pipe. Mr. Martinez stated that there are a lot of sections of sewer in the City that are old and a sewer study should be done to determine what lines need to be replaced. Mr. Martinez stated that Water Department crews are working on preparing storage tanks, well houses and the arsenic treatment plans for an upcoming NMED inspection. Mr. Martinez stated that the Water Department has been installing lines at the Charter School, working on water leak calls and new water connections. Mr. Martinez stated that the Special Projects crew is helping with a water line replacement on Granada Street, line installation at the Charter School and working at the rodeo arena.

Michael Lucero, Division Director, stated that operations are normal in the Landfill, Sanitation and Recycling departments. Mr. Lucero stated that Landfill crews have been picking up litter two days a week. Mayor Bhasker thanked Mr. Lucero and his crews for making sure sanitation was picked up on the regular schedule during the holidays.

Donald Padilla, Library Director, stated that upcoming upgrades to the library will include painting the interior and new carpeting. Mr. Padilla stated that programs at the library continue with the most recent being a classical guitarist which was attended by 70 patrons. Mr. Padilla reviewed the GO Bond 2012 and GO Bond 2014. Mr. Padilla stated that the updated library policies were reviewed by the Library Board and will be provided to the Mayor this week.

Mike Winders, Police Chief, provided a handout to the Mayor and Council of Police Department stats from December 2015 (79 arrests, 146 citations, 3 DWI arrests, 191 police reports filed, 19 traffic accidents, etc.) and a summary of all stats from 2015. Chief Winders thanked Savannah Morris, Socorro General Hospital and the El Camino Real Housing Authority for their recognition on Law Enforcement Appreciation Day. Chief Winders stated that officers were able to have a free breakfast and lunch. Chief Winders stated that three police officer will attend the police academy on February 1, 2016 and will be in training for four months.

Lupe Tarango, Dispatch Director, provided a handout to the Mayor and Council of Dispatch Department stats from 2015 (total calls were 27,555). Mr. Tarango also provided a sample of a plotting map where the City can map certain types of calls (traffic accidents, loose dogs, etc.). Mr. Tarango stated that he is meeting with the mapping software company on February 8th to try and produce a map that will remove identifying information and possibly color code the different types of calls. Mr. Tarango stated that he is short one dispatcher and that the position is currently being advertised. Mr. Tarango stated that he recently attended a conference in Santa Fe regarding the NextGen911 system.

Jay Santillanes, Division Director, stated that Gas Department crews have been working on meter register maintenance and installing more radio read meters. Mr. Santillanes stated that Street Department crews have been working on fixing potholes. Mr. Santillanes stated that a second speed radar unit was installed on Neel Avenue. Mr. Santillanes stated that the street sweeper has been cleaning streets. Mr. Santillanes stated that Road Department crews continue to work at the rodeo arena. Mr. Santillanes stated that the welding of the stalls at the rodeo arena is near completion. Mr. Santillanes stated that once the stalls are complete, the corrals and fencing will be installed. Mr. Santillanes stated that when weather permits, road stickers will be placed along Fairgrounds Road and the dirt ditch will be replaced with culverts.

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Mable Gonzales, City Treasurer, stated that Ms. Saavedra and Kristy Padilla, Administrative Assistant in the Mayor's Office, have begun work on the municipal election. Ms. Gonzales stated that the 1099 and W-2 process has started and must be complete by January 31, 2016. Ms. Gonzales stated that there has been some reassignment of duties in the Finance Department. Ms. Gonzales stated that the City will be ordering new meters to replace stopped meters.

Kat McDonald, Chamber of Commerce Director, reminded everyone of the job fair on January 21st from 9:00 a.m. to 2:00 p.m. at Finley Gym. Ms. McDonald stated that at 9:00 a.m., the vendors will meet specifically with former Smith's employees and the general public is welcome at 12:00 p.m.

NEW BUSINESS

Pastor Alvino Lozano Hernandez, from Socorro Baptist Temple, introduced himself to the Mayor and City Council. Pastor Hernandez stated that he would like to start a drug addiction program in the Socorro community. Mayor Bhasker stated that the City is willing to help with the program and asked Pastor Hernandez to let the City Administration know how the City can help.

Councilor Jaramillo stated that there is a residential area near Raks that has a lot of overgrown weeds and trash. Mayor Bhasker stated that he would have Mike Czosnek, Building Inspector/Code Enforcement Officer, look at the property.

Councilor Monette asked if the reconstruction of El Camino Real (between Franklin Street and Calle de San Miguel) could be added to the Infrastructure Capital Improvements Plan (ICIP). Mayor Bhasker stated that he would put it on the next agenda for approval.

OLD BUSINESS

None.

EXECUTIVE SESSION

None.

MAYOR'S REPORT

a. New/Updated Job Descriptions

1. City Administrator

Mayor Bhasker presented a newly-created job description for City Administrator. Mayor Bhasker stated that with the retirement of the City Clerk, there is a need for an employee to provide overall administration for day to day City operations and oversee City staff. Mayor Bhasker stated that the position is that of an employee and not an appointed position. Mayor Bhasker stated that this is what he feels is in the best interest of the City and that the Administrator will be an asset to future Administrations.

Councilor Olguin asked what duties separate the City Clerk and the City Administrator. Mayor Bhasker stated that the job duties for the position of City Clerk are defined by State Statute and include running municipal elections, maintaining resolutions and ordinances and responding to public records requests. Mayor Bhasker stated that the former City Clerk performed many administrative duties outside of the City Clerk job duties and while some of his duties have been absorbed by other employees, there are many parts that current staff have been unable to add to their work load. Councilor Olguin asked if a new Mayor would be "stuck" with the person in that position to which the Mayor replied yes but the new Mayor would be able to appoint a City Clerk, City Treasurer and Police Chief. Mayor Bhasker stated that many other cities and villages in the State have multiple members of their Administration including Deputy Clerks, Managers, Assistant Managers and Assistant Administrators. Mayor Bhasker stated that the former City Clerk was able to perform all the duties of City Clerk and also act as an Administrator but current staff was unable

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to do so. Mayor Bhasker stated that he feels the City of Socorro deserves to have someone who represents the best interests of the City of Socorro and that their interest not be political in nature.

Councilor Hicks made a motion to approve the job description for City Administrator. The motion was seconded by Councilor Jaramillo. Councilor Fleming, Councilor Chavez-Lopez, Councilor Romero, Councilor Hicks, Councilor Jaramillo and Councilor Donald Monette voted in favor of the motion to approve. Councilor Michael Olguin voted no. Motion passed with a 6 to 1 vote.

2. Auto Maintenance Department

Mayor Bhasker presented updated job descriptions for the Auto Maintenance Department. Mr. Santillanes stated that the job descriptions had not been updated in several years. Mayor Bhasker stated that the City Administration plans to consolidate the Auto Maintenance Department and the Police Department Maintenance Shop with the Police Department mechanic moving up to the Auto Maintenance yard. Some discussion followed. Mayor Bhasker requested that the words "ASE Certified Mechanic preferred" be added to the Head Mechanic and Mechanic job descriptions.

Councilor Hicks made a motion to approve the updated job descriptions for the Auto Maintenance Department. Seconded by Councilor Monette, motion passed unanimously.

b. Personnel Changes

Councilor Hicks motioned to approve the personnel changes as read by Mayor Bhasker:

Mable Gonzales – 1-1-16 – Finance/Administration – Additional Job Duties (City Clerk Duties) – AZ-66 to AZ-74

Stephanie Saavedra – 1-1-16 – Administration – Additional Job Duties (City Clerk Duties) – X-49 to X-57

Kristy Padilla – 1-1-16 – Administration – Additional Job Duties (Payroll Duties) – K-32 to K-36

Polo Pineda – 1-1-16 – Administration – Additional Job Duties (Grants, Procurement) – C-42 to C-48

Dominic Montano – 1-6-16 – Police – Completed Probation – A-35 to A-37

Jenelle Partridge – 1-20-16 – Water – Completed Probation – A-32 to A-34

Britta Herweg-Samuels – 1-1-16 – Library – Certification (Library Grade II) – C-36 to C-38

Temporary New Hires: Aaron Lopez, Jared Marquez, Seferina Ortiz, Mackie Gonzales, Amanda Saenz, Rondall Sauls, Jerry Griego, Jacob Fanning

Temporary Renewals: Tony Montoya, Elias Jacquez, Tony Silva, Angelica Vega, Michael Padilla, Felipe Romero, John Ferguson, Billy Romero, Loretta Tolliver, Chris Carrillo, Paul Foulfont

Student Workers: Camryn Sager, Mariah Jaramillo, Erik Boeck, Taylor Saavedra, Wesley Mauldin, Zach Anaya, Maya Cordova, Evelyn Gomez, Ricky Silva, Dennis Woods

Referees (2), Zumba (2)

Seconded by Councilor Jaramillo, motion passed unanimously.

c. Business Registrations

Councilor Hicks motioned to approve the business registrations as read by Mayor Bhasker:

R.O.C. Inc. – Out of Town – Los Lunas, NM – Roberto Otero & Jacqueline Castillo – Utility Contractor
Lincare Inc. – C-2 – 512 S. Hwy 85 – Corporation – Retail Sales of Medical Oxygen, Sales & Rental of DME

Raychester of Socorro – C-2 – 1 Raychester Drive – Sheila Berger – Jewelry & Mineral Specimen Sales

Seconded by Councilor Monette, motion passed unanimously.

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e. Voucher Run

Councilor Hicks made a motion to approve vouchers 136379 to 136151 in the amount of \$572,176.60 plus Payroll Transfers (\$174,204.50), for a total of \$746,381.10. Seconded by Councilor Romero, motion passed unanimously.

f. Announcement – Next City Council Meeting Date and Time – February 1, 2016 @ 6:00 p.m.

Mayor Bhasker stated that the next regular City Council meeting would be held on Monday, February 1, 2016 at 6:00 p.m. in the City Hall Council Chambers.

ADJOURNMENT

At 7:45 p.m., Councilor Hicks motioned to adjourn. Seconded by Councilor Monette, motion passed unanimously.

THE CITY OF SOCORRO – a municipal corporation

/s/
Ravi Bhasker, Mayor

ATTEST:

/s/
Stephanie Saavedra, Deputy Clerk