

**MINUTES OF CITY COUNCIL MEETING AND  
CITY COUNCIL WORKSHOP  
ARTESIA, NEW MEXICO  
JULY 28-29, 2017**

The City Council of the City of Artesia, New Mexico met In the Hotel Artesia, at 203 N 2<sup>nd</sup> Street, Artesia New Mexico on Friday, July 28<sup>th</sup>, 2017 with Mayor Phillip Burch presiding, and the following present to wit:

Kent Bratcher	Luis Florez
Terry Hill	Nora Sanchez
Jeff Youtsey	Manuel Madrid Jr. (joined at 3:49pm)
Raul Rodriguez	Bill Rogers

The following were absent:

None

Also present:

John Caraway, City Attorney  
Aubrey Hobson, City Clerk

Mayor Phillip Burch called the regular session to order at 1:00pm.

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

**City Departments and Employees**

Infrastructure Director Byron Landfair recognized the water department for their hard work and dedication during the previous two weeks in helping out with the E.coli incident.

Mayor Burch also thanked the water department and all other employees that helped out.

**Consent Agenda**

Mayor Burch noted that Item #3A (Approval of Airport Hangar Lease with Stephen Brindeiro dba Dairy Co. for Hangar No. 213) had been removed from the Consent Agenda.

Councilor Rodriguez moved to approve the Consent Agenda with the removal of Item #3A (Approval of Airport Hangar Lease with Stephen Brindeiro dba Dairy Co. for Hangar No. 213) . The motion was seconded by Mayor Pro Tem Hill and upon vote, the motion passed.

The consent agenda includes:

**CONSENT AGENDA  
July 28 & 29, 2017**

1. **Approval of Minutes:** \* July 11, 2017
2. **Consideration of Bids:**
3. **Contracts, Leases and Agreements:**
  - A. \*Approval of Airport Hangar Lease with Stephen Brindeiro dba Dairy Co. for Hangar No. 213
4. **Appointments:**
5. **Resignations:**
  - A. Accept the resignation of John Stephenson, Wastewater Assistant, effective July 21, 2017
  - B. Accept the resignation of Brenda Meeks, Cemetery Department Equipment Operator, effective July 17, 2017
  - C. Accept the resignation of Clifton Rogers, Firefighter, effective August 4, 2017
  - D. Accept the resignation of Juan Reyes, Police Corporal, effective August 2, 2017
6. **Dates of Hearing:**
7. **\*Travel and Training:**
  - A. Wastewater – Permission for two (2) employees to attend the Southeast Section Workshop in Roswell, NM
  - B. Fire – Permission for one (1) employee to attend the NAEMSE conference in Washington DC
  - C. Police – Permission for one (1) employee to participate in the online IR8000 training in Artesia, NM
  - D. Police – Permission for one (1) employee to attend the Exercise Evaluation Class and Practicals in Capitan, NM
  - E. Police – Permission for one (1) employee to attend the Annual Vehicle Forfeiture conference for NM Communities in Santa Fe, NM
  - F. Police – Permission for one (1) employee to participate in the Intox Machine recertification on-line course
  - G. Police – Permission for one (1) employee to attend the NM Homeland Security Emergency Management conference in Albuquerque, NM
  - H. Police – Permission for one (1) employee to attend the Pepperball Instructor/Armorer training in Albuquerque, NM
  - I. Police – Permission for one (1) employee to attend the First Line Supervision & Management training in Albuquerque, NM
  - J. Police – Permission for one (1) employee to attend the First Line Supervision & Management training in Las Cruces, NM
  - K. Fire – Permission for three (3) employees to attend the Emergency Vehicle Driving Course in Socorro, NM
  - L. Fire – Permission for one (1) employee to attend the Crude by Rail training in Pueblo, CO
8. **Routine Requests for City Facilities:**
9. **Budgeted Items:**
  - A. \*General Ledger adjustments
10. **Non-budgeted Items:**
11. **\*Payment of Bills**

**Public Hearings:**

There were no scheduled public hearings.

**Period for Hearing Visitors:**

There was no public input.

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

A. Report from Economic Development

Mr. Michael Bunt presented updates on current and future projects. Mr. Bunt discussed factors that affect projects such as leakage and population density. There was discussion regarding affordable housing and price of construction.

**Committee Reports:**

Committee reports were held until the workshop section of the meeting.

**Personnel**

Hiring

Transfers

A.

1. Human Resources Director Sandi Countryman presented a request to hire Leticia Gomez to the position of Legal Assistant, Human Resources Department, at a salary of \$2631 per month (CA17).

Mayor Burch requested that this request be classed as a transfer rather than a hire.

Councilor Rogers asked if this was a position that already exists. Director Countryman confirmed that it was formerly classed as a Human Resources Clerk but that the positions duties were split with the City Prosecutor with the majority of the work falling under the City Prosecutor. She indicated that the position had been reclassified to better represent the needs of the City Prosecutor.

Councilor Rogers requested the length of time that the position had remained empty. Director Countryman responded that it had been empty for three months.

Mayor Pro Tem Hill inquired about the salary rate and Director Countryman clarified.

Councilor Rogers moved, upon recommendation of the Mayor, to transfer Leticia Gomez to the position of Legal Assistant, Human Resources Department, at a salary of \$2631 per month (CA17), subject to the successful completion of required pre-employment testing. The motion was seconded by Mayor Pro Tem Hill and upon vote, with Councilor Rodriguez voting nay, the motion passed.

Promotions

2. Councilor Youtsey moved, upon recommendation of the Mayor, to promote Tammy Brown to the position of Administrative Assistant, Police Department, at a salary of \$2889 per month (CA25). The motion was seconded by Councilor Bratcher.

Mayor Pro Tem Hill inquired about salary and current position.

Councilor Rodriguez asked how many applicants there had been for the position. Director Countryman stated that there were around 30-34 applicants. Councilor Rodriguez then inquired as to why there had been changes in the job specifications from what it had previously been. Director Countryman stated that both the Police and Fire Administrative Assistant positions had been postponed until the two new Chiefs could go over the specifications and decide what they needed from their Assistants. The resulting specifications were due to those discussions. Councilor Rodriguez requested information on who was on the interview panel for this position. Director Countryman indicated that there were no interviews held for this position as there was only one applicant that met the qualifications.

Upon vote, with Councilor Rodriguez and Mayor Pro Tem Hill voting nay, the motion passed.

3. Councilor Rogers, upon recommendation of the Mayor, to promote Armando D. Lucero to the position of Streets Foreman, Streets Department, at a salary of \$3067 per month (CA30). The motion was seconded by Mayor Pro Tem Hill and upon vote, the motion passed.

#### Openings

B. Human Resources Director Sandi Countryman presented a request to advertise and fill the positions of:

- Police Clerk
- Police Records Clerk
- Cemetery Equipment Operator
- Streets Equipment Operator
- Wastewater Assistant
- Police Corporal

Councilor Rogers moved to advertise to fill the vacant positions listed. The motion was seconded by Councilor Bratcher.

There was discussion of the exit interview process and how the city can learn from them.

Upon vote, the motion passed.

#### Public Safety

##### Police

Discussions were held until the workshop section of the meeting.

##### Fire

Discussions were held until the workshop section of the meeting.

### **Community Development**

Discussions were held until the workshop section of the meeting.

### **Infrastructure Department**

Discussions were held until the workshop section of the meeting.

### **City Attorney**

Discussions were held until the workshop section of the meeting.

### **City Clerk**

A. City Clerk Aubrey Hobson requested consideration and approval of an Internal Controls Policy. He indicated that this Policy would be a living document and as changes are needed, the requests for said changes would come before the council.

Mayor Pro Tem Hill moved to approved the request for the adoption of an Internal Controls Policy. The motion was seconded by Councilor Youtsey and upon vote, the motion passed.

### **RESOLUTION NO. 1639**

### **Recess**

The regular City Council meeting recessed at 1:49pm

### **City Council Workshop (Retreat)**

The City Council Workshop convened at 1:49pm on July 28<sup>th</sup>, 2017 with the following City Officials present:

Mayor Phillip Burch	Mayor Pro Tem Hill
Councilor Luis Florez	Councilor Bill Rogers
Councilor Raul Rodriguez	Councilor Nora Sanchez
Councilor Manuel Madrid Jr. * Present at 3:40 pm	
Councilor Jeff Youtsey	
Councilor Kent Bratcher	

City Clerk Aubrey Hobson – Facilitator

Human Resources Director Sandi Countryman  
Infrastructure Director Byron Landfair  
Community Development Director Jim McGuire  
Judge Kaye Kiper  
Police Chief Kirk Roberts  
Fire Chief Kevin Hope  
City Attorney John Caraway

It was determined that a quorum was present.

### **Opening remarks from Participants**

Each participant expressed their expectations for the retreat. Council expressed interest in the differences between this year's meeting and last year's. Participants stated that they really looked forward to the discussions.

### **Infrastructure**

City Clerk Aubrey Hobson changed the order of the discussions listed on the agenda in order to help accommodate the visitors from the New Mexico State Environment Department. Item #4 – Lessons learned from the E. coli incident and Item #5 – Public Information Dissemination became the first topics of discussion.

#### **Discussion - Lessons learned from the E. coli incident**

Director Landfair gave a run down of the E. coli situation. He explained that monthly samples had been sent in and that they received one back from the north side of town that was positive for E. coli on Thursday July 20<sup>th</sup>. Confirmation samples were sent in on Friday July 21<sup>st</sup> of which two came back positive for E. coli. The department then immediately notified the State of New Mexico who issued a boil alert on Saturday July 15<sup>th</sup>. The cleaning and isolating process moved forward from there with the removal of the 26<sup>th</sup> Street well from the system and the adding of chlorine to the water. All samples came back clean on Sunday July 23<sup>rd</sup> and the State of New Mexico lifted the boil order on Monday July 24<sup>th</sup>.

Ms. Stephanie Stringer of the State of New Mexico Environment Department discussed water chemistry and various treatment options for the future, most notably chlorination and UV disinfection and their possible effects.

Many councilors expressed appreciation for the hard work and dedication of the Water Department during the situation as well as appreciation for the Press Releases from the Mayor and social media updates by Councilor Youtsey, keeping them informed of progress during the process.

Mayor Burch discussed the help provided by Eddy County and expressed appreciation for their support.

Councilor Rodriguez discussed communication and rumor issues with constituents. He also expressed appreciation for the agencies that were giving away free bottled water during the situation.

There was discussion regarding press coverage and the accuracy of reporting.

#### **Discussion – Public Information Dissemination**

City Clerk Hobson indicated that Information Technology Administrator Aaron Jones had written a policy regarding Public Information Dissemination and asked him to give a general overview of it.

IT Administrator Jones discussed the amount of website traffic that is used through mobile devices as well as how to keep the public's focus and interest regarding social media. He discussed the use of social media to present information, not just during crisis situations, but to help improve the public image of the city and stated that the purpose of the policy is to make a concerted effort to manage the city's image using the city website and social media, as well as ensure accurate information.

City Clerk Hobson indicated that the policy would be brought to the council for approval during a regular meeting at a later date.

#### Discussion – E. coli

City Clerk Aubrey Hobson asked for any more E. coli discussion before the State Representatives left for the day.

Mayor Burch indicated that the council would like to do more research on alternatives in order to provide a safe water system for the citizens, be cost conscious, and understand what the next steps should be. He stated that he appreciated the expertise that the State continues to provide and indicated that the council did not have any current questions until they can better research the topic.

Ms. Stringer stated that she could appreciate that as she believed reactions to events should not lead to quick decisions. She indicated that she too would like to thank the water personnel for their hard work, and that Jennifer Estrada should be acknowledged for everything she did. She discussed more on what her department does and can offer in the way of help and appreciated being part of the discussions.

Councilor Youtsey inquired as to whether or not Ms. Stringer thought we would ever discover the source of the initial contamination. Ms. Stringer indicated that the way samples are taken helps to narrow down the area but that sources are usually elusive and hard to discover. She stated that continuing to maintain sanitary conditions will help prevent future contamination.

City Clerk Hobson thanked all City employees who helped field phone calls during the E. coli situation.

#### Discussion - Water Conservation

There was discussion regarding trends over the last few years as well as enforcement practices and processes.

#### Discussion – Water Rates

There was discussion regarding postponing a proposed Water Rate Ordinance. Director Landfair indicated that the Ordinance is complete and included a recommended restructure of fees. Council

agreed that discussions and decisions on what direction the City is going to take on water quality before making a decision on Water Rates.

#### Discussion – Utility Liens

City Attorney John Caraway discussed landlord experiences facing liens on property after tenants have vacated with unpaid water bills. There was discussion regarding what remedies landlords have as well as lack of access they may have to the accounts of their tenants due to the Federal Red Flag policy. Because City water is billed after the use of the water, the City is subject to these policies. There were questions regarding the sale of property before a lien comes into effect and what options new property owners may have.

Attorney Caraway noted that landlords are able to present a letter to the City Water Department stating that they are not responsible for the debt of their tenants but that these letters must be presented on or before the time a new tenancy starts. There cannot be a blanket letter for all future tenants.

There was discussion on options to mitigate how many liens the City files per year and collection practices.

#### Discussion - Chlorination

Director Landfair discussed his research into chlorination for the City of Artesia's water supply. He explained the disinfection and residual properties of chlorine and how it would apply to the City's current system. He also discussed the changes in pH that may occur as well as chlorine's interaction with contaminants that may cause hazardous byproducts. Director Landfair gave several examples of other communities that chlorinate their water as well as discussed UV and treatment options.

Possible cost of chlorination was discussed as well as the amount of chlorine that should be introduced to the water system if the Council decided to use chlorine. Councilor Youtsey queried whether liquid or gas chlorine would be preferable to which Director Landfair stated that liquid is the much safer route.

Mayor Burch questioned if our current system is sufficient since this was the City of Artesia's first ever incident with an E. coli contaminant. Director Landfair stated that it is an option.

There was discussion regarding the Environmental Protection Act's drinking water quality standards and the concern regarding copper and lead in older homes that may result from chlorination.

The Council agreed that more research and information would be required before any decisions could be made.

#### Discussion – Possible remuneration to citizens

There was discussion regarding feedback from the public during the E. coli situation and whether the City should reimburse the community for its inconvenience. It was discussed that at no time during the week were people unable to use their water completely. Boiled water was safe to use as

well as there being several sites around the city that offered free bottled water to those who needed it. No citizen would be receiving a bill on water that was not used and the Council consensus was that there was no basis for remuneration.

Mayor Burch discussed having a Town Hall meeting on Tuesday, August 1<sup>st</sup>, 2017 to allow the public to express its' views regarding water issues.

### **Personnel/IT/Safety**

#### Discussion - Evaluation Program

Human Resources Director Sandi Countryman discussed her issues with the current evaluation system. She indicated that there was major disparity between the way the departments rated their employees and that she believed it needed to be restructured and removed from the merit system. She also indicated that there were issues with evaluations being late. Director Countryman went over several options for possible restructure.

Director Countryman discussed the current software used for evaluations and her preference for a way for Department Heads to give more personal reviews to their employees rather than stock responses.

Chief Kevin Hope discussed his process for evaluations and Chief Kirk Roberts discussed the possibility of making evaluations department specific as opposed to a general evaluation for the entire city. Councilor Youtsey suggested adding in self evaluations as a way for employees to set goals for themselves throughout the year.

Director Countryman stated that she would discuss the options with the personnel committee.

#### Discussion – Filling Positions

Director Countryman discussed the open positions approved by council and inquired as to the possible changing of the way positions are brought before council. There was discussion regarding staffing levels and how they relate to budget.

Councilor Rodriguez inquired regarding the turnover rate in the last year and the execution of the exit interview process. He expressed interest in seeing more of them as a tool to gauge what direction the city needs to head in regarding employee retention. Director Countryman discussed the inability to compete with salaries offered in the oil industry as well as service recognition.

Council agreed that no changes to how positions are brought before council should occur at this time.

#### Discussion – Safety Program Changes

Director Countryman presented a recommendation from the Safety Committee regarding changes that affect the Safety Pays amounts that involve high expense, preventable accidents. The current program involves a one-time reduction at a static amount regardless of the severity of the accident. The committee recommended that the council begin reducing the amount depending on the dollar amount of real damages done, as well as no longer being a one-time reduction; every accident would incur another reduction depending on the amount of damages.

### Discussion – Process for damages to equipment and facilities by employees and non-employees

There was discussion regarding making employees and supervisors aware of the proper procedures for when an accident occurs where there is property damage involved and what paperwork the Human Resources Department requires in order to properly process an accident claim.

Councilor Rodriguez requested a future update on any pending tort claims.

### Recess and Reconvene

The City Council workshop meeting recessed at 4:47pm

The City Council workshop meeting reconvened on Saturday, July 29<sup>th</sup>, 2017 at 8:00 am with the following members present:

Mayor Phillip Burch	Mayor Pro Tem Hill
Councilor Luis Florez	Councilor Bill Rogers
Councilor Raul Rodriguez	Councilor Nora Sanchez
Councilor Manuel Madrid Jr.	Councilor Jeff Youtsey
Councilor Kent Bratcher	

City Clerk Aubrey Hobson – Facilitator

Human Resources Director Sandi Countryman  
Infrastructure Director Byron Landfair  
Community Development Director Jim McGuire  
Judge Kaye Kiper (joined at 8:15 am)  
Police Chief Kirk Roberts  
Fire Chief Kevin Hope

Absent:

City Attorney John Caraway

It was determined that a quorum was present.

### Public Safety – Fire

#### Presentation/Discussion – Service Enhancement

Chief Kevin Hope presented a two-part plan for service enhancement with respect to how it affects the general fund and staffing.

#### Part 1 – EMS Transport and Patient Care

Chief Hope discussed the difficulties of interfacility patient transportation. He indicated that the service removes an ambulance and two staff members out of the 911 service response team. 911 response priority is required by law and Chief Hope stated that understaffing becomes a safety issue. He discussed out of town companies that come into Artesia for pick up and explained the difficulties with wait time, continuity of care, and loss of revenue for the use of external services.

Chief Hope presented statistics in regards to personnel rates, costs of current setup, calls that were outsourced, overtime issues, revenue, and staffing issues. He went over his plan to provide the service without being a burden on the general fund and requested that the council consider six positions be added to the Fire Department in order to implement his solution.

Chief Hope stood for questions.

Discussion took place regarding resources, equipment needed, maintenance and staffing needs and costs, overtime issues, patient residency, and service area.

Councilor Florez and Councilor Youtsey thanked Chief Hope for the presentation and commended him for his time and effort and expressed appreciation at his plan to help improve the quality of life of many Artesia citizens. Chief Hope stated that he welcomed Council input and would be happy to receive suggestions on improvements to the plan.

### Part 2 – MediVac Program

Chief Hope presented a plan to replace the current contracted MediVac program with one run by the City.

The City of Artesia currently receives payment from AirMethods for their use of the city helicopter pad, and the pilot living quarters at Jaycee Park. The revenue for all the MediVac calls currently goes to Air Methods. Chief Hope stated that this proposal would bring that revenue to the City of Artesia instead.

Chief Hope stated that there would be three contracts required for this program: Air Operations and Maintenance, Medical Direction and Program Management, and Billing and Communications. Chief Hope reviewed the requirements for each regarding training and staffing. Chief Hope stated that the reasoning behind contracting these parts is so that there would be a way to remove the City from the program should the need arise, as well as keeping the City from having to purchase its own helicopter, and insurance liability reasons.

Chief Hope stated that the initial investment cost of this program would be roughly \$934,000 and reviewed the following three year projections which he calculated to show a \$614,000 revenue in Year 3.

Chief Hope asked that the council consider the long-term goals of the city and stated that should his department be able to generate its own revenue; the less general fund capital outlay money would be requested.

Chief Hope stood for questions.

There was discussion regarding similar programs around the nation, billing, insurance, revenue streams, and startup costs.

Councilor Rodriguez thanked Chief Hope for his hard work on the presentation and for offering the council something to consider. Councilor Bratcher stated that he was shocked at first but was intrigued by the idea of a self-supporting Fire Department. He asked that the council keep an open mind about the plan moving forward.

### **New or other business from Councilors**

Councilor Florez discussed how the City of Artesia handles the waiving of costs for event permits at public facilities. He explained that he has been approached by religious and various non-profit entities for clarification on why they cannot get the fees waived when others can.

City Clerk Hobson stated that there was no permit fee for the events, but that the fees were for the use of barricades, generators, and other city services. He stated that the city cannot waive unless the group is funded by Lodgers Tax since those with Lodgers Tax are already funded with city money. He explained that not all non-profits automatically qualify and by waiving them we would be violating anti-donation laws.

Councilor Florez stated that he believed that the fee should be applied to everyone and that it was difficult to explain to some groups why they do not qualify with Lodgers Tax when others do.

City Clerk Hobson stated that he would poll some other cities to see what their policies are.

Councilor Rodriguez discussed the process of the use of facilities agreements and when they are signed.

### **Public Safety – Police**

Chief Kirk Roberts gave an overview of the programs under the Police Department, including Animal Control, Community Outreach, the Safety Fair, and the Taste of the Blue classes. Chief Roberts also discussed the status of the Police Department and ways to continue striving for excellence.

#### **Report on projects funded by Yates grants**

Chief Roberts updated the council on the SIDNE car, the handheld radios, the computer mounts and various equipment, as well as the 10% salaries funded by Yates grants.

#### **Discussion – Police Department Fleet status**

Chief Roberts discussed the condition of the current fleet vehicles as well as the maintenance requirements and the possibility of the purchase of 5 new vehicles.

There was discussion regarding idle time, repair work, what constitutes a full equipped vehicle, and marked vs unmarked vehicles.

#### **Discussion – Body Worn Cameras and Tech Gear**

Chief Roberts discussed the currently utilized technology as well as industry trends in policing and societal expectations. He discussed the exponential growth of the technology industry and how it affects planning for the future from a government standpoint. He noted several different options that the Police Department considered regarding wireless technology for the Police Officers in the field as well as future possibilities, budget considerations, and body cameras.

#### **Discussion – UTO Exceptions**

Chief Roberts informed that council that there is a discrepancy between in one of the codes of the city's Uniform Traffic Ordinance. Section 12-10-1.12.A refers to obstructed view and Section 12-10-1.12A refers to sunscreen material. Chief Roberts noted that when our original ordinances were sent in for Codification, it was stated that the sunscreen limit is 35% but State Statute, the Municipal League, and our own officer books all say the limit is 20%. Chief Roberts asked that the council address the conflict.

There was discussion regarding standardizing the percentage amount and the possibilities of notifying the public.

Chief Roberts stood for questions.

Councilor Sanchez inquired about the amount of patrolling done on the north side of town. Chief Roberts explained that the Police Department is currently six positions short of sworn positions filled and the department is shifting people around to try to cover all areas. He also stated that the department is actively recruiting.

### **My Neighborhood**

Councilor Youtsey reported on the status of the project. He stated that he had received a lot of input from the public and that there had been a lot of donations from local businesses that have been showcased on a donor board located in the garden.

Councilor Youtsey reported on the new fencing, sidewalk/parking area, and flagpole, as well as the new combat wounded parking space. He stated that there is a lot of activity and that he enjoys seeing so many people out tending to their plants and getting to know their neighbors.

Councilor Youtsey reported that the My Neighborhood committee is hoping to start plans for the 601 N 16<sup>th</sup> location this fall. He also discussed future directions of the program.

### **Planning**

Community Development Director Jim McGuire discussed staffing needs as well as the status of property condemnations as relates to budget.

#### **Discussion – New Comprehensive Plan: 5-year update**

Director McGuire discussed the review of the comprehensive plan and stated that he hoped to integrate and have sections regarding the master plans of other departments to obtain one comprehensive plan. He also discussed qualifying for various grants and exploring possible options for funding.

#### **Discussion – Recreation Center**

Director McGuire discussed adding a new recreation center to the ICIP list. He noted that the current Recreation Center is very dated, has multiple leaks and maintenance issues, as well as being too small to accommodate the capacity of all the participants and audiences for the many programs at the center.

There was discussion regarding costs, budget constraints, design, and rental possibilities. There was also discussion on current program fees, liability issues, and referee staffing.

#### Discussion – Splash Pad

Director McGuire stated that due to budget constraints, the Splash Pad is currently closed on Sundays but indicated that he has been getting requests for private parties. He presented a fee proposal as well as hours of operation and insurance and liability issues.

#### Discussion – Armory Property

Director McGuire advised the council that the Armory Property is currently being appraised in order to assign an asset value to it.

There was discussion regarding suggestions on the usage of the property, issues facing any remodel of the property, and consideration of rezoning from the R1-B designation.

#### Discussion – Roselawn Manor Update

Director McGuire gave an update on the funding of the project as well as the status of the occupancy capacity.

There was discussion regarding improvements and number of units.

#### Discussion – Surplus Property: Method of disposition

Director McGuire went over Resolution #1429 – Property Sale Policy and discussed various disposal methods.

There was discussion regarding the usage of realtors and lawyers and what the ramifications were from the prior use of realtors to sell properties. There was also discussion on property value, what constitutes reasonable return as well as the merits of both public and private/negotiated sales.

Council consensus was to check State Statutes regarding negotiated sales as negotiated sales seems to be the most prudent option for disposal of these properties.

#### Discussion – ICIP

Director McGuire requested that the Council review the current list and recommend the top five projects for the next year. He stated that other projects could be added to the list but only the top five would be submitted.

Discussion took place on the various projects and priorities with the following list representing the consensus of the Council:

- #1 – Water tower at Jaycee Park
- #2 – City Hall Annex
- #3 – Lights at Eagle Draw
- #4 – Hermosa Street – 13<sup>th</sup> to 26<sup>th</sup>
- #5 – Jaycee Park

Mayor Burch gave a report on the design of a public swimming pool through an outside organization put together by the Peyton Yates Foundation. Mayor Burch discussed the status of the organization and requested the Council's input on the City of Artesia's involvement in the process and participation in the committees.

### **City Clerk**

#### **Discussion – New State Laws**

City Clerk Aubrey Hobson gave a report on several House and State bills that may affect the city of Artesia and its departments.

There was discussion regarding House Bill 110 – Bench warrant jurisdiction and Chief Roberts discussed the difficulties of implementation for the Police Department.

There was discussion regarding House Bill 370 – Opioid Overdose and Chief Roberts updated the Council on the possibilities of implementation and the question of necessity of implementation. Chief Roberts stated that he is currently researching the issue and will bring a plan before the Council at a future date.

City Clerk Hobson discussed Senate Bill 339 – Multiple source Contract dollar limits and what portions of purchasing law it affects.

Human Resources Director Sandi Countryman discussed House Bill 91 – Municipal Life Insurance Benefits Trust and how it affects non-employees of the City of Artesia and what fiscal impact it would have.

#### **Discussion – Budget**

City Clerk Hobson discussed trends in gross receipts tax as well as the difficulties facing the City because of the amount of tax payments that the State of New Mexico has taken from the City of Artesia.

City Clerk Hobson discussed the adjustment of the budget to compensate for the rescinded tax payments as well as reviewed the departmental budget goals from the previous year. He stated that he was pleased that all departments had stayed within their budgets despite the previous year's difficulties.

There was discussion regarding currently budgeted projects as well as staffing levels and positions, and the possibility of midyear capital outlay requests.

Discussions occurred regarding proposed amounts of outside requests and their amounts above the previous year. Due to the funding cuts to the City from both the County and State levels, the Council consensus was to maintain outside request funding at the previous year amounts except for additional services provided by Artesia Main Street and approving \$25,000 for a new request from the Artesia Advocacy Group in conjunction with Chavez County CASA..

### **Adjournment and Reconvene**

With no further business, the City Council workshop meeting was adjourned at 3:20 pm on July 29<sup>th</sup>, 2017.

The regular meeting of the City Council was reconvened at 3:20 pm on July 29<sup>th</sup>, 2017.

**City Clerk**

City Clerk Aubrey Hobson presented and requested approval of the year end Budget Adjustments Resolution.

Councilor Rogers moved to approve the year end Budget Adjustments Resolution. The motion was seconded by Mayor Pro Tem Hill and upon vote, the motion passed.

**RESOLUTION NO. 1640**

City Clerk Aubrey Hobson presented and requested approval of a 4<sup>th</sup> Quarterly Report Resolution.

Mayor Pro Tem Hill moved to approve the 4<sup>th</sup> Quarterly Report Resolution. The motion was seconded by Councilor Bratcher and upon vote, the motion passed.

**RESOLUTION NO. 1641**

City Clerk Aubrey Hobson presented and requested approval of the 2017-2018 Budget Resolution.

Councilor Rogers moved to approve the 2017-2018 Budget Resolution. The motion was seconded by Councilor Bratcher and upon vote, the motion passed.

**RESOLUTION NO. 1642**

**Comments from Participants**

Each meeting participant expressed their opinion on the workshop and were thankful for the opportunity to hear the presentations as well as the discussions on the possibilities for the upcoming year.

There being no further business, the meeting was adjourned at 3:56 p.m. on July 29<sup>th</sup>, 2017.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk