

TABLE OF CONTENTS FOR COUNCIL MEETING HELD APRIL 19, 2016:

- A. Minutes of Previous Meeting(s):
 - 1. Regular Meeting held April 5, 2016.
- B. Proclamation Declaring April 25, 2016 as "Fair Housing Day" in Portales, New Mexico.
- C. Ratification of Finance Department's Actions Regarding Bills for March 2016.
- D. Discussion and Action on Water Mapping Proposal.
- E. Department Report(s):
 - 1. Police Department – P. Gallegos, Portales Police Department.
- F. Notice of Intent to Adopt Ordinance No. 718, An Ordinance to Annex the Property to be known as Enchantment Vineyard, owned by Max H. and Janice June Merrick, into the City of Portales.
- G. Notice of Intent to Adopt Ordinance No. 719, An Ordinance Amending Ordinance No. 387, as Amended, of the City of Portales, New Mexico to alter the Official Zoning Map Referred to in Ordinance No. 387 so as to change the Classification of Certain Real Property from its Present Zoning Classification to a New Classification.
- H. Item(s) from Planning Department:
 - 1. Final Plat of a Subdivision – Nixon Subdivision, Unit 1 (County Subdivision).
 - 2. Special Use Permit – City of Portales Fire Department (Substation).
- I. Resolution #15-16-42, A Resolution Authorizing the City of Portales to Submit an Application to the Department of Finance and Administration, Local Government Division to Participate in the Juvenile Adjudication Program.
- J. Resolution #15-16-43, A Resolution Authorizing the Mayor to Execute Grant Agreement No. A15-0150 with the State of New Mexico Aging & Long Term Services Department – 2015 Laws of New Mexico to Plan, Design, Renovate and Equip the Portales Senior Center in Roosevelt County.
- K. Resolution #15-16-44, A Resolution Authorizing the Mayor to Execute Grant Agreement No. A14-1204 with the State of New Mexico Aging & Long Term Services Department – 2014 Laws of New Mexico to Purchase and Equip Vehicles for Senior Centers in Portales in Roosevelt County.
- L. Request for Comments on Final Draft of City of Portales Water Asset Management Plan.
- M. Request Permission to Submit an RFP to Developers to Re-Develop the Portales Inn.
- N. Other Business/Citizens to be Heard.

THE CITY COUNCIL OF THE CITY OF PORTALES met in regular session Tuesday, April 19, 2016, at 6:30 p.m., in the Council Chambers of the Memorial Building, 200 E. 7th Street, Portales, NM in full conformity with the rules and regulations. Mayor King called the meeting to order and asked City Clerk Martinez-Terry to call roll. Those present and constituting a quorum were:

MAYOR:	Sharon L. King	
MAYOR PRO-TEM:	Michael G. Miller	
COUNCIL MEMBERS:	Veronica A. Cordova Chadrick H. Heflin Jim Lucero Dianne Y. Parker	Oscar H. Robinson Antonio O. Salguero (absent) Jessica J. Smith
STAFF PRESENT:	Sammy Standefer, City Manager Joan Martinez-Terry, City Clerk Pat Gallegos, Police Chief Dennis Hales, I.T. Director. Gary Nuckols, Fire Chief Donna Rutherford, Planning Dir.	John DeSha, Public Works Director Marilyn Rapp, Finance Director Randy Knudson, City Attorney Susan Baysinger, PW Proj. Adm. Marta Quiroz, Admin. Assistant Pat Gallegos, Police Chief
OTHERS PRESENT:	Eamon Scarbrough, Press Vonnice Banther Michelle Madrid	Megan Hamilton Riki Seat, DWI Orlando Ortega, RCCDC

Mayor King asked Chief Nuckols, to give the invocation, and Public Works Director John Desha, to lead the Pledge of Allegiance and the Salute to the New Mexico flag.

(A) MINUTES OF PREVIOUS MEETING(S):

1. Regular Meeting of April 5, 2016.

Mayor King asked the Council to consider the minutes of the Regular Meeting of April 5, 2016. She asked for corrections or action on the minutes. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to approve the minutes of the regular meeting of April 5, 2016 as presented. Councilor Heflin seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(B) PROCLAMATION DECLARING APRIL 25, 2016 AS "FAIR HOUSING DAY" IN PORTALES, NEW MEXICO

Mayor King read the Fair Housing proclamation aloud declaring April 25, 2016 as Fair Housing Day in Portales, New Mexico. She presented it to Public Works Project Administrator Susan Baysinger. Mayor King commented that Fair Housing Day is proclaimed annually for some City grant work. Ms. Baysinger said that it would go into the file that goes along with grant applications.

(C) RATIFICATION OF FINANCE DEPARTMENT'S ACTION REGARDING BILLS FOR MARCH 2016

Mayor King asked Finance Director Marilyn Rapp to report on the bills for March 2016. Ms. Rapp told the Council that the amount of the bills for March 2016 was \$1,492,326.29. She stated that the bills were close to normal. She commented that the expenditures were necessary for the continued operation of the City and are within budgeted limits. She asked for questions, and ratification of the bills by the Council.

March 2016

Pooled Cash Fund	999	1,492,326.29
------------------	-----	--------------

Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to approve the bills for March 2016. Councilor Parker seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(D) DISCUSSION AND ACTION ON WATER MAPPING PROPOSAL

Mayor King said that the City of Clovis has contracted with NM Institute of Mining and Technology for water mapping of the aquifer, and want Portales to join in with them. She commented that the Curry County and ENMWUA have agreed to participate in the project. She said that she had spoken to City Manager Standefer and Public Works Director DeSha about this proposal. She said that she is recommending that the City of Portales not participate in the proposal. Mayor Pro-Tem Miller suggested that this issue be tabled. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to table this request indefinitely. Councilor Heflin seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(E) DEPARTMENT REPORT(S):**1. Police Department – P. Gallegos, Portales Police Department.**

Mayor King asked Police Chief Gallegos to give his report to the Council. Chief Gallegos gave a brief PowerPoint presentation of the Annual Police report. He stated that this is done annually as part of the accreditation process. He commended Janay Tweedy, Records Clerk and Lt. David Meeks in the Investigative Division for their work on accreditation. He briefly spoke about the Police Department's service area and their mission statement. The Chief presented the organizational chart with current staff members within their divisions, which include the Patrol Division; Investigative Division; Records Division and Animal Control. He commented on noteworthy events: Adopt-a-Cop; Children's Miracle Network; Relay for Life; Heritage Days; La Casa Family Health Fair; the ENMU Health Fair; Santa Cop and "A Walk in Their Shoes" program. He commented that the Police Department had collaborated with the Chamber on the Safe Trick or Treat day and Santa Cop had lunch with 288 kids last year. He commented that the Department was honored as Volunteer of the Month by the Roosevelt County Chamber of Commerce. He stated that Officers Lujan, Garrison, Sanford and Animal Control Officer Aguilar were honored as Employees of the Quarter in 2015 with Animal Control Officer Aguilar chosen as Employee of the Year. Chief Gallegos presented a brief report on crime in Portales comparing 3-year statistics on murder, rape, robbery, arson, assaults, which were steady; burglaries are lower than in 2014; and larceny, criminal damage have risen for 2015. He commented that narcotics arrests, motor vehicle theft, warrants served, arrests and citations were a little higher and that DUI's were down. He mentioned that calls for service were a little lower than in 2014. He reviewed Animal control reports stating that information for 2014 is not available because they lost their system. He said that the Animal Control Division is working with animal rescue now. He reported that the department's comprehensive plan strategy is to replace the older vehicle units; a new police building; replace department issued duty weapons for purposes of standardization; and an evidence storage program. He commented he wants to be able to redact the videos, which cannot be done currently. Chief Gallegos ended his report at this time. Mayor Pro-Tem Miller asked if the New Mexico Self Insurers Fund (NMSIF) had purchased the lapel cameras for the Police Department. Chief Gallegos stated that the department had bought their own lapel cameras. Councilor Lucero asked if the Police Department shares their statistics with the state. Chief Gallegos responded affirmatively. Councilor Parker asked what the next step is for accreditation. Mr. Gallegos said that they have to follow the standards established by the NMSIF. He added that August is the goal for assessment and that November is the final time to get accredited. Councilor Heflin asked how the construction of the new magistrate court has effected the department. Chief Gallegos responded that it has decreased parking for the department by about 95% and that it has reduced the office space for the detectives to about 20%. City Manager Standefer commented that the biggest effect on the department has been the elimination of the evidence room space. Mayor King and the Council thanked the chief for the report. Mayor King asked for a report on Officer Laurenz who was seriously injured recently. Chief Gallegos responded that Laurenz has had surgery for the gunshot wound and broken leg and that he has come through it well.

(F) NOTICE OF INTENT TO ADOPT ORDINANCE NO. 718, AN ORDINANCE TO ANNEX THE PROPERTY TO BE KNOWN AS ENCHANTMENT VINEYARD, OWNED BY MAX H. AND JANICE JUNE MERRICK, INTO THE CITY OF PORTALES

Mayor King asked Planning Director Donna Rutherford to present the Notice of Intent to adopt Ordinance No. 718, annexing property to be known as Enchantment Vineyard owned by Max and June Merrick into the City. Ms. Rutherford told the Council that the Planning Commission had met on April 4, 2016 and held a public hearing on the petition for annexation of the property into the City of Portales submitted by Owners Max and June Merrick. She stated that the property shall be annexed as R-1A zone into the City. She added that the Merricks had also submitted an application for a zone change from the R-1A zoning category to the M-1 zone. Rutherford told the Council that the owner must meet the terms in the City code: the property is contiguous to the City, the property must comply with zoning, building and nuisance codes, that City services

are available to the property (but the City will not provide for any extensions of these services to the property), and any costs to provide services are the responsibility of the property owners. Mayor King asked the size of the property. Rutherford responded that the tract of land is 3.070 acres. Council discussed the differences between the two zoning categories with Ms. Rutherford—R-1A is single family residential and the M-1 is light manufacturing. She told the Council that the Planning Commission recommended approval of the Notices of Intent for the request for annexation and zoning change to the Council. Mayor King stated that these two notices of intent to hold public hearings on each should be approved separately. Mayor King asked the pleasure of the Council. **Mayor Pro-Tem Miller made the motion to approve publication of the Notice of Intent for Ordinance No. 718, to annex the property to be known as Enchantment Vineyard into the City of Portales. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.**

(G) NOTICE OF INTENT TO ADOPT ORDINANCE NO. 719, AN ORDINANCE AMENDING ORDINANCE NO. 387, AS AMENDED, OF THE CITY OF PORTALES, NEW MEXICO TO ALTER THE OFFICIAL ZONING MAP REFERRED TO IN ORDINANCE NO. 387 SO AS TO CHANGE THE CLASSIFICATION OF CERTAIN REAL PROPERTY FROM ITS PRESENT ZONING CLASSIFICATION TO A NEW CLASSIFICATION

Mayor King asked the Council to approve the Notice of Intent to adopt Ordinance No. 719, amending Ordinance No. 387, as amended, of the City of Portales, New Mexico to alter the official zoning map referred to in said ordinance so as to change the classification of certain real property from its present zoning classification to the new classification. Mayor King asked the pleasure of the Council. **Councilor Robinson made the motion to approve publication of the Notice of Intent for Ordinance No. 719, amending Ordinance No. 387, changing the zoning classification of the property to be known as Enchantment Vineyard to M-1 (Light Manufacturing). Councilor Cordova seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried**

(H) ITEM(S) FROM PLANNING DEPARTMENT

1. Final Plat of a Subdivision – Nixon Subdivision, Unit 1 (County Subdivision).

Mayor King asked Planning Director Rutherford to introduce the final plat of the Nixon Subdivision, Unit 1, which is outside the city limits of Portales. Ms. Rutherford told the Council that the preliminary plat was approved in September 2015 by the Planning Commission. She commented that the subdivision does not require development of infrastructure for utilities or streets since it is along Roosevelt Road R. Ms. Rutherford told the Council that the Planning Commission had held a public hearing on April 4, 2016 on the final plat and had voted unanimously to recommend approval to the City Council. She asked for their approval. Mayor King asked the pleasure of the Council. **Councilor Parker made the motion to approve the final plat of the Nixon Subdivision, Unit 1, which is outside the City limits of the City and is a County Subdivision. Councilor Smith seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.**

2. Special Use Permit – City of Portales Fire Department (Substation).

Mayor King asked Planning Director Rutherford to introduce the Special Use Permit submitted by the City of Portales Fire Department for the Fire Substation. Ms. Rutherford told the Council that the Fire Department was required to apply for a special use permit to construct a fire station with an ambulance service. She commented that public buildings can be in a residential zone, but most have a special use permit. Ms. Rutherford told the Council that the Planning Commission had held a public hearing on April 4, 2016 on the application for a special use permit and had voted unanimously to recommend approval to the City Council. City Manager Standefer told the Council that there were several people who attended the public hearing, but

that there were no negative comments submitted. Rutherford asked for approval from the Council. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to approve the recommendation of the Planning Commission to approve the Special Use permit submitted by the Fire Department for the Substation as presented. Councilor Heflin seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(I) RESOLUTION #15-16-42, A RESOLUTION AUTHORIZING THE CITY OF PORTALES TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE JUVENILE ADJUDICATION PROGRAM

Mayor King asked DWI Program Coordinator Riki Seat to present Resolution #15-16-42 authorizing the City to submit an application to the Department of Finance and Administration, Local Government Division to participate in the Juvenile Adjudication program. Ms. Seat told the Council that she understood that the application was approved by the Council at their last meeting at which she was absent, but that the application required a resolution for formal approval of the application. She added that corrections were made to match the budget to the narrative. She told the Council that it is a one-year grant. Councilor Lucero asked about the training mentioned in the project summary. Ms. Seat responded that the "Moral Reconciliation Therapy" is to teach self-responsibility and the "Alive at 25" is a driver's education program targeting young drivers. Councilor Lucero asked about funding for the teen court lawyers to which Ms. Seat responded that the program is volunteer. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to adopt Resolution #15-16-42, authorizing submittal of the JAF grant application. Councilor Lucero seconded the motion. Roll call vote of all Council members present resulted in support of the motion. No abstentions. Motion carried.***

(J) RESOLUTION #15-16-43, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE GRANT AGREEMENT NO. A15-0150 WITH THE STATE OF NEW MEXICO AGING & LONG TERM SERVICES DEPARTMENT – 2015 LAWS OF NEW MEXICO, TO PLAN, DESIGN, RENOVATE AND EQUIP THE PORTALES SENIOR CENTER IN ROOSEVELT COUNTY

Mayor King asked the City Manager to present Resolution #15-16-43, authorizing the Mayor to execute Grant Agreement No. A15-0150 with the State of New Mexico Aging & Long Term Services Department 2015 Laws of New Mexico to plan, design, renovate and equip the Portales Senior Center in Roosevelt County. City Manager Standefer stated that the City had been waiting since last year for funding for replacing the roof at the Senior Center. He told the Council that funding had been allocated by the Legislature in the amount of \$88,000.00. He added that the design of the roof has been designed for almost 2.5 years. He stated that the cost will be more than the \$88,000.00 allocated, but that the roof is very much needed. City Manager Standefer told the Council that this is a typical grant agreement, which will have more reporting requirements. He stated that the roof will still have to be bid out. He commented that he wanted to go out for bid as soon as possible. He added that this should give the City a better idea of how much it will have to add to the grant to get the project completed. He asked the Council for their approval. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to adopt Resolution #15-16-43, authorizing the Mayor to execute Grant Agreement No. A15-0150 with the Aging & Long Term Services Department for a roof for the Senior Citizens Center. Councilor Smith seconded the motion. Roll call vote of all Council members present resulted in support of the motion. No abstentions. Motion carried.***

(K) RESOLUTION #15-16-44, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A GRANT AGREEMENT NO. A14-1204 WITH THE STATE OF NEW MEXICO AGING & LONG TERM SERVICES DEPARTMENT – 2014 LAWS OF NEW MEXICO TO PURCHASE AND EQUIP VEHICLES FOR SENIOR CENTERS IN PORTALES IN ROOSEVELT COUNTY

Mayor King asked City Manager Standefer and Public Works Director DeSha to talk about the Resolution #15-16-44 authorizing the Mayor to execute Grant Agreement No. A14-1204 with the NM Aging & Long Term Services Department to purchase and equip vehicles for the Community Services Center. Mr. Standefer reminded the Council that Community Services Center had come to them in January to request that the City become their fiscal agent for buying these vehicles. He stated that this is different from the one in January. He added that the City and Community Services will need to sign a User Contract as soon as the state has a standard contract approved. Mayor Pro-Tem Miller asked about the delay. Mrs. Vonnice Banther was present and responded that this agreement was for capital outlay funding and explained about the City rejecting the fiscal responsibility for handling the grant. City Manager Standefer asked that the Council adopt the resolution. Councilor Robinson declared his conflict because he was on the Board of Community Services Center. Mayor King asked the pleasure of the Council. ***Mayor Pro-Tem Miller made the motion to adopt Resolution #15-16-44, authorizing the Mayor to execute Grant Agreement No. A14-1204 with the NM Aging & Long Term Services Department to purchase and equip vehicles for the Community Services Center. Councilor Parker seconded the motion. Roll call vote of all Council members present resulted in support of the motion. No abstentions. Motion carried.***

(K) REQUEST FOR COMMENTS ON FINAL DRAFT OF THE CITY OF PORTALES WATER ASSET MANAGEMENT PLAN

Mayor King asked John DeSha to present the item requesting comments on the final draft of the City of Portales Water Asset Management Plan. DeSha told the Council that the asset management plan is required by the state so that we can apply for funding—he stated that it gives people an idea of what we have and how we are going to pay for it. DeSha told the Council that their comments are needed to finalize the process. He stated that the cost to replace the entire water system is a very large number. He added that it had taken about 10 months of work to get the draft compiled and the mapping as correct as possible—a lot of time was spent in talking to the state engineer. Mayor King asked Mr. DeSha to review the PowerPoint of the asset plan with the Council. He reviewed the draft with the Council. Councilor Parker asked how many fire hydrants are in the City. Mr. DeSha responded that there are 294 fire hydrants. He reported that Engineers, Inc. has assisted the City with mapping of the water system. He told the Council that the mapping was accomplished using old maps and other maps found in the Fire Chief's closet as well as as-built plan maps. He stated that these were considered with the mapping included in the asset management plan. DeSha stated that the Department had learned a lot about the system when the reuse line was installed. DeSha told the Council that he had learned about an abandoned booster pump station in the wellfield that was covered in sand. Mr. DeSha stated that the asset management plan will have to be reviewed on an ongoing basis. Mayor King commented that this is a new state requirement. City Manager Standefer stated that the benefit of having this plan in place is that, when the City requests funding, the asset management plan has become a criteria for funding. Councilor Smith asked who would be responsible for reviewing the plan. Susan Baysinger, Public Works Project Administrator, responded that there is a team that has to review it on a regular basis. Mr. DeSha reviewed the water system assets that the City owns currently: 49 municipal wells; 4 water tanks; over 140 miles of water distribution line; 5,435 water meters; 864 water valves; 294 fire hydrants; 1 booster station (on Lime Street); 2 chlorinators; and 1 SCADA system. He reported that critical assets include the 12" water line on Kilgore Street; water storage tanks and valves; abandoned booster station; main transmission lines; and Avenue V/Cherry Street loop line. Mayor King asked if there was water in the storage tank on Lime Street. Mr. DeSha responded that it does have water in it. Mr. DeSha explained the problems in repairing the main transmission lines and that they are working on how to isolate the lines without disrupting the entire city. He commented that the department will

continue to monitor the performance of the system. City Manager Standefer commented that part of the mapping process is a database that can be added to as we go along. He told the Council that comments be sent to Mr. DeSha or Susan Baysinger.

(M) REQUEST PERMISSION TO SUBMIT AN RFP TO DEVELOPERS TO RE-DEVELOP THE PORTALES INN

Mayor King asked City Manager Standefer about the request to submit a Request for Proposals (RFPs) to redevelop the Portales Inn property. Mr. Standefer told the Council that there appears to be quite a bit of interest in the property through the efforts of Orlando Ortega and Randy Knudson in their association with the Roosevelt County Community Development Corporation. He reminded the Council that the property is in the name of the City. He commented that he hoped that the City would get a qualified company to redevelop the property. Mr. Knudson thanked Orlando Ortega, RCCDC Economic Development Director, for getting this project off the ground. He commented that the RCCDC is anxious to move forward with it. Mr. Ortega told the Council that the RCCDC has made a significant effort to market the property. He added that this is the next step to get the process started. City Manager Standefer asked the Council for their permission. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to approve the request to submit an RFP to developers to re-develop the Portales Inn. Councilor Cordova seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(N) OTHER BUSINESS/CITIZENS TO BE HEARD

Mayor King asked for comments from the Council, staff and audience.

Update on the leak on Canadian Street: City Manager Standefer told the Council that the City has procured valves for installation and that the next step is to coordinate measuring the inside and outside diameter of the pipe and submit it to the manufacturer, which will take about a month to accomplish. He told the Council that is the only way to do it without creating an emergency situation. Mr. DeSha stated that valves can be inserted with water running through the pipe—valves must be inserted in two places. Councilor Cordova asked how the line is found. DeSha responded that they must be dug up.

Lodger's Tax Advisory Board: City Manager Standefer told the Council that there will be a Lodger's Tax Advisory Board meeting in the morning, April 20, 2016.

ENMWUA Meeting: Mayor King reported that she and Councilor Lucero will leave for an ENMWUA (Eastern New Mexico Water Utility Authority) meeting in the morning.

ADJOURNMENT:

There being no further business, Mayor King adjourned the meeting at 8:00 p.m.

Joan Martinez-Terry, City Clerk