



THE CITY OF ARTESIA NEW MEXICO

511 W. TEXAS AVENUE (575) 746-3593 MAYOR
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AGENDA CITY COUNCIL MEETING

May 8, 2018
6:00 p.m.

1. **Determination as to whether quorum present**
2. **Invocation and pledge of allegiance**
3. **New Requests for City Facilities**
4. **City Departments and Employees**
5. **Special Reports**
6. ***Approval of Consent Agenda**
7. **Public Hearings** – including consideration of final passage of any ordinance as to which proper notice has been published.
8. **Period for Hearing Visitors** (*3 minute time limit*)
9. **Comments from Public Officials and Contracted Services**
10. **Committee Reports:**
 - A. Budget and Finance
 - B. Personnel
 - C. Police and Fire
 - D. Planning (*Project Management, Code Enforcement, Permits and Inspections*)
 - E. Recreation
 - F. Infrastructure (*Streets, Garage, Cemetery, Parks, Water, Wastewater, Solid Waste, Facility Maintenance*)
 - G. Government
11. **Personnel:**
 - A. Review and approval of new job specs:
 - 1) Assistant City Clerk/Treasurer, Records Supervisor CA35
 - 2) Purchasing Agent CA38
 - B. *Safety Stats
12. **Public Safety:**
 - A. **Police Department:**
 - 1) *Stats
 - B. **Fire Department:**
 - 1) *Stats
13. **Community Development:**
 - A. *Stats

*Denotes material included in Council Packets or previously received material

14. Infrastructure:

15. City Attorney:

16. City Clerk:

17. Mayor:

A. Executive session: In accordance with the State of New Mexico Open Meetings Act, Section 10-15-1-(H)(2):

1. Infrastructure Department – Employment status of an employee

B. Action as a result of executive session

18. New or other business from Councilors:

19. Adjournment

CONSENT AGENDA
May 8, 2018

1. **Approval of Minutes** *April 24, 2018

2. **Consideration of Bids:**
 - A. *Approval of award of Request for Proposal to provide on-call architect/engineer services for the Infrastructure Development Director and City-wide departments to the top ten (10) rated and ranked firms

3. **Contracts, Leases and Agreements:**

4. **Appointments:**

5. **Personnel Resignations, Hirings, Promotions, and Transfers:**
 - A. Accept the resignation of Dakota Corbell, Firefighter, effective May 7, 2018
 - B. Accept the resignation of Jarrod Ornelas, Maintenance Tech/Recreation Worker, effective April 26, 2018
 - C. Accept the resignation of Narciso Santillan, Part-time Police Officer, effective May 15, 2018
 - D. Accept the resignation of Jorge Martinez, Cemetery Equipment Operator, effective May 18, 2018
 - E. Accept the resignation of Marie Garcia, Humane Officer, effective May 17, 2018
 - F. Permission to advertise and fill:
 - 1) Firefighter
 - 2) Maintenance Tech/Recreation Worker
 - 3) Cemetery Equipment Operator
 - 4) Police Officer
 - 5) Assistant City Clerk/Treasurer, Records Supervisor (*contingent upon approval of job spec*)
 - 6) Purchasing Agent (*contingent upon approval of job spec*)
 - G. Upon recommendation of the Mayor, subject to successful completion of required pre-employment testing, permission to:
Hire:

<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate of Pay</u>
1. _____	Garage	Mechanic I	\$2740 per month CA26
2. _____	F&A	Cashier I	\$2037 per month CA14
3. _____	Police	Humane Officer II	\$3015 per month CA17

6. **Dates of Hearing:**

7. **Travel and Training:**
 - A. Streets – Ratification of Mayor Miller’s approval for one (1) employee to attend the Associated Contractors of NM training in Albuquerque, NM
 - B. Fire – Permission for two (2) employees to attend the Medical Direction Committee meeting in Albuquerque, NM
 - C. F&A – Permission for one (1) employee to attend the Request For Proposal (RFP) training in Santa Fe, NM
 - D. Police – Permission for two (2) employees to attend the Supervisor Leadership Institute in Carlsbad, NM
 - E. Police – Permission for one (1) employee to attend the Intelligence Liaison Officer to NMASIC training in Artesia, NM
 - F. Fire – Permission for one (1) employee to attend the IAFC Fire-Rescue Med conference in Henderson, NV
 - G. Police – Permission for one (1) employee to attend the Site Protection through Observation Techniques training in Aztec, NM

8. Routine Requests for City Facilities:

- A. *D.O.E.S. #45 (Elks Lodge) and the Chamber of Commerce – permission to hold their annual July 4th Parade on Wednesday, July 4, 2018 from 9:00am – 10:00 am (Main Street from Bulldog Bowl to Roselawn Avenue). Request approval of use of city services and road closures as stated on application and waiver of fees. *Contingent upon proof of insurance and NM Department of Transportation approval*

9. Routine Resolutions (to be assigned a number by staff)

10. Budgeted Items:

11. *Quarterly Journal Entries:

- A. Approval of GL Journal Entries

12. Non-budgeted Items:

13. *Payment of Bills