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**MINUTES OF A REGULAR MEETING  
OF THE GOVERNING BODY OF THE TOWN OF BERNALILLO  
HELD AT THE TOWN HALL  
January 14, 2008**

10 The Governing Body of the Town of Bernalillo met in a regular session within the law and rules  
11 of the Town on January 14, 2008, at 6:30 P.M.

12 Upon Roll call the following members were found to be present:

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19 **PRESENT:**

20 Mayor Chávez  
21 Councilor Montoya  
22 Councilor Sisneros  
23 Councilor Jaramillo  
24 Councilor Torres

25 **ALSO PRESENT:**

26 Stephen Jerge  
27 Fred Radosevich  
28 Yolanda Mora  
29 Santiago Chavez

30 Maria Rinaldi  
31 James Pike  
32 Mary Kwapich

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39 **ABSENT:**

40 **Others Present Not Identified**

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47 **APPROVAL OF AGENDA: 4a)**

48 Councilor Torres moved to approve the agenda as presented. The motion was seconded by  
49 Councilor Sisneros and motion carried unanimously.

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56 **RECOGNITION 5a)**

57 Mayor Patricia A. Chávez recognized the Alegria Subdivision Residents for Collection of Teddy  
58 Bears for the Town of Bernalillo Police Department.

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65 **PERSONNEL: 6a) Coordinator Grants Administrator (1) Presenter Yolanda Mora**

66 Yolanda Mora stated that it was her recommendation to hire Carla Salazar as Coordinator Grants  
67 Administrator for the Town of Bernalillo Community Development Department.

68 Councilor Sisneros moved to approve hiring of Carla Salazar as Coordinator Grants  
69 Administrator for the Town of Bernalillo Community Development Department. The motion was  
70 seconded by Councilor Torres and carried unanimously.

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77 **Approval of Minutes 8a) Regular Meeting of December 10, 2007**

78 Council Torres stated on line 22 should be 6a) not 6)a.

79 Council Jaramillo moved to approve minutes of December 10, 2007 as amended. The motion  
80 was second by Councilor Montoya and carried unanimously.

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87 **NEW BUSINESS: 8a) Discussion, Consideration and Action on Approval of 2005-2006  
Audit. Presenter: Santiago Chavez**

47 Santiago Chavez, Treasurer for the Town presented the 2005-2006 Audit. Santiago stated that  
48 the document is a snap shot of how the Town of Bernalillo was doing at the time. It was prior to  
49 this administration. There have been some changes to address some of the issues addressed in the  
50 audit from added staff members to the projected new software.

51  
52 Santiago stated that he has issued a Request for Proposal for a new Audit firm due to the current  
53 Auditors has raised their fee and the customer service is not to the standards the Town of  
54 Bernalillo requires.

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56 Councilor Jaramillo moved to approve the 2005-2006 Audit. The motion was seconded by  
57 Councilor Montoya and carried unanimously.

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60 **NEW BUSINESS: 8b) Discussion, Consideration and Action on Adoption of Resolution**  
61 **1/14/08 Open Meetings Act. Presenter: Stephen Jerge**

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**RESOLUTION NO. 1-14-08**

65 **WHEREAS, the Governing Body of the Town of Bernalillo, New Mexico met in regular**  
66 **session at the Town Hall on Monday, January 14, 2008, at 6:30 p.m. as per law; and**

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69 WHEREAS, section 10-15-1 (b) of the open meetings act (sections 1-15-1 through 10-15-4  
70 NMSA 1978) states that, except as may be otherwise provided in the constitution or the  
71 provisions of the Open Meetings Act, all meetings of a quorum of members of any Board,  
72 Council, Commission or other policy-making body of any state or local public agency held for  
73 the purpose of formulating public policy, discussing public business or for the purpose of taking  
74 any action within the authority of or the delegated authority of such body, are declared to  
75 be public meetings open to the public at all times; and

76

77 WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption  
78 of any proposed resolution, rule, regulation or formal action occurs shall be held only after  
79 reasonable notice to the public; and

80

81 WHEREAS, section 10-15-1 (c) of the Open Meetings Act requires the Governing Body of the  
82 Town of Bernalillo to determine annually what constitutes reasonable notice of its public  
83 meetings;

84

85 NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Bernalillo,  
86 New Mexico, that:

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- 88 1. All meetings of the Governing Body shall be held at the Town Hall at 6:30 p.m. in the  
89 council chambers or as indicated on the meeting notice.  
90
- 91 2. Regular meetings shall be held on the 2nd and 4th Monday each month. A proposed agenda  
92 will be available the Friday before the meeting from the Town Clerk whose office is located in  
93 Bernalillo, New Mexico. Notice of any other regular meetings will be given ten days  
94 (10) in advance of the meeting date.  
95
- 96 3. Special meetings may be called by the Mayor or a majority of the members of the Governing  
97 Body upon three (3) days notice.  
98
- 99 4. Emergency meetings will be called only under circumstances, which demand immediate  
100 action. The Governing Body of the Town of Bernalillo will avoid emergency meetings  
101 whenever possible. Emergency meetings may be called by the Mayor or a majority of the  
102 members of the Governing Body upon twenty-four (24) hours notice, except in case of extreme  
103 emergency,  
104 when no notice is required.  
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- 106 5. For the purpose of regular meetings described in paragraph 2 of this resolution, notice  
107 requirements are met if notice of the date, time, place and general subject matter to be discussed  
108 is placed in newspapers of general circulation in the state. The Town Clerk shall also forward  
109 copies of written notice to those broadcast stations licensed by the Federal Communications  
110 Commission and newspapers of general circulation which have made written requests for notice  
111 of public meetings.  
112
- 113 6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and  
114 4 of this resolution, notice requirements shall be met by posting notices on the front doors to City  
115 Hall. The Town Clerk shall provide telephonic or facsimile notice to those broadcast stations  
116 licensed by the federal communications commission and newspapers of general circulation that  
117 have made a written request for notice of public meetings.  
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- 120 7. Pursuant to section 10-15-1 (e) NMSA 1978, the Governing Body of the Town of Bernalillo  
121 may close a meeting to the public only if the subject matter of such discussion or action is  
122 included in subsection E of the Open Meetings Act.  
123
- 124 (1) If any meeting is closed during an open meeting, such closure shall be approved by a  
125 majority vote of a quorum of the Governing Body of the Town of Bernalillo taken during the  
126 open meeting. The authority for the closure and the subjects to be discussed shall be stated in  
127 the motion for closure and the vote on closure of each individual member shall be recorded in the  
128 minutes. Only those subjects specified in the motion may be discussed in a closed meeting;  
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(2) If the decision to hold a closed meeting is made when the Governing Body of the Town of Bernalillo is not meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subjects to be discussed, is given to the members and to the general public; and

(3) Except as provided in section 10-15-1 (e) any action taken as a result of discussions in a closed meeting shall be made by vote of the Governing Body of the Town of Bernalillo in an open public meeting.

Councilor Sisneros moved to approve Resolution 01/14/08 Open Meetings Act. The motion was seconded by Councilor Montoya and carried unanimously.

**NEW BUSINESS: 8c) Discussion, Consideration and Action on Adoption of Award of RFP for Accounting Software. Presenter: Santiago Chavez**

Santiago Chavez, Treasurer for the Town of Bernalillo stated that a Request for Proposal for a new accounting software package for the Town was issued. Two proposals were received. Tyler Encode and IDC 4 Gov were the software companies that submitted proposals. The committee composed of Juan Torres, Councilor Santiago Montoya, and Fernando Lomas and myself. The committee rated and ranked the proposals attached in your packet is the scoring of both companies. The committee recommends Tyler Encode based on their software, training, customer service and recommendations from other municipalities.

Councilor Jaramillo moved to approve the RFP for Accounting Software to Tyler Encode. The motion was seconded by Councilor Sisneros and carried unanimously.

**NEW BUSINESS: 8d) Discussion, Consideration and Action on Holiday Schedule for 2008. Presenter: Stephen Jerge**

**Town of Bernalillo  
Holiday Schedule  
For 2008**

Martin Luther King Jr. Birthday	Monday, January 21, 2008
Presidents Day	Monday, February 18, 2008

171		
172	Memorial Day	Monday, May 26, 2008
173		
174	Independence Day	Friday, July 4, 2008
175		
176	Labor Day	Monday, September 1, 2008
177		
178	Thanksgiving Day	Thursday, November 27, 2008
179		
180	Day after Thanksgiving	Friday, November 28, 2008
181		
182	Christmas Day	Thursday, December 25, 2008
183		
184	Day After Christmas	Friday, December 26, 2008
185	<b>(Veterans Day Observed)</b>	
186		
187	New Years Day	Thursday, January 01, 2009
188		
189	Day After New Years	Friday, January 2, 2009
190	<b>(Columbus Day Observed)</b>	
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193 Councilor Torres moved to approve the 2008 Holiday Schedule. The motion was seconded by  
194 Councilor Montoya and carried unanimously.

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196 **NEW BUSINESS 8e) Discussion, Consideration and Action on Adoption Award of**  
197 **Lodger's Tax Funds. Presenter: Maria Rinaldi**

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199 In accordance with New Mexico State Statute and Town Ordinance, I make the following  
200 recommendations for the expenditure of Lodgers Tax funds for the purpose of promoting tourism  
201 activities in Bernalillo:

202  
203 **For First Quarter 2008 Advertising Category:**

- 204  
205 • Sandoval County Historical for the advertising/promotion of the museum and monthly  
206 public education events in the amount of **\$7,100.00**

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- 209       • Sandoval County Sheriff's Posse for the advertising/promotion of the annual Posse  
210       Rodeo in the amount of **\$7,500**

211  
212 **Capital Category:**

- 213  
214       • The Town of Fire and Rescue Department for the purchase of a compact emergency  
215       vehicle to provide services at special events in the amount of **\$16,990.00**

216  
217 Councillor Jaramillo moved to approve the recommended Lodger's Tax Funding for First Quarter  
218 2008 Advertising and Capital Categories. The motion was seconded by Councillor Sisneros.

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221       **NEW BUSINESS 8f) Discussion, Consideration and Action on Award of RFP for**  
222 **Sandoval County Detention Center Pretreatment Facility. Presenter: Stephen Jerge**

223  
224 Four sealed bids were received for the Wastewater Treatment Facility Improvement Project. The  
225 bids were read aloud on Tuesday, January 8, 2008 as prescribed in the specifications for the  
226 project. The bids have been evaluated.

227  
228 The recommendation is to reject all bids and rebidding this project. While better prices are not  
229 guaranteed, the small additional cost to rebid may be worth it in lower bids. However, the  
230 possible scenario may be that the lower bidder now will increase his bid and the next low would  
231 decrease their bid. A \$56,000 gap is difficult to close completely but it may be worth the  
232 additional cost of rebidding.

233  
234 Councillor Jaramillo recommended the Sandoval County Detention Center Pretreatment Facility  
235 be rebid. The motion was seconded by Councillor Sisneros.

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237       **MISCELLANEOUS: 10a) Streetscape Update. Presenter Stephen Jerge**

238 Stephen Jerge presented a Legislative 2008 update. No action taken as of this time.

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241 **EXECUTIVE SESSION**

242  
243 A motion was made to go into executive session under section 10-15-1 (H) 8 meeting for the  
244 discussion of Acquisition of Real Property.

245  
246 Councillor Torres moved to go into executive session at 7:31P.M. The motion was seconded by  
247 Councillor Montoya and carried unanimously.

248  
249 Councillor Torres moved to go back into regular session at 7:57 P.M. The motion was seconded  
250 by Councillor Sisneros and carried unanimously.

251  
252 Mayor Chávez stated that no action was taken in executive session.  
253

254  
255 **FINANCIAL SECTION: 11a) Approval of General Fund Vouchers #32686-#32825.**  
256 Councilor Jaramillo moved to approve the General Fund Vouchers #32626-#32825 as presented.  
257 The motion was seconded by Councilor Montoya and carried unanimously.  
258

259 **FINANCIAL SECTION: 11b) Approval of Utility Fund Vouchers #63105-#63174.**  
260 Councilor Jaramillo moved to approve the Utility Fund Vouchers #63105- #63174 as presented.  
261 The motion was seconded by Councilor Torres and carried unanimously.  
262

263 **FINANCIAL SECTION: 11c) Approval of MVD Fund Vouchers #66549-#66586**  
264 Councilor Sisneros moved to approve the MVD Fund Vouchers #66549-#66586 as presented.  
265 The motion was seconded by Councilor Torres and carried unanimously.  
266

267 **FINANCIAL SECTION: 11d) Approval of Housing Low Rent Vouchers #5488LR-**  
268 **#5541LR**  
269 Councilor Jaramillo moved to approve the Housing Low Rent Vouchers #5488LR-#5541LR as  
270 presented. The motion was seconded by Councilor Montoya and carried unanimously.  
271

272 **FINANCIAL SECTION: 10f) Approval of Section 8 Vouchers #7797-#7814.**  
273 Councilor Jaramillo moved to approve the Section 8 Vouchers #7797-#7814 as presented. The  
274 motion was seconded by Councilor Sisneros and carried unanimously.  
275

276 **FINANCIAL SECTION: 10f) Approval of Waste Water Treatment Plant Vouchers**  
277 **#29-30.**  
278 Councilor Jaramillo moved to approve the Waste Water Treatment Plant #29-30 as presented.  
279 The motion was seconded by Councilor Sisneros and carried unanimously.  
280

281 There being no further business the meeting was adjourned at 8:04 P.M.  
282

283 Done this 14th day of January 2008.  
284

285 ATTEST:  
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287 \_\_\_\_\_  
288 Ida Fierro, Town Clerk  
289 (seal)

\_\_\_\_\_  
Patricia A. Chávez, Mayor