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2 **VOTE:** The motion carried unanimously, 3-0.  
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4 **4. REPORTS**

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6 **A. MAYOR'S REPORT**

7 **Mayor Abraham** reported on the following:  
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- 9
- 10 • A few Los Ranchos Growers' Markets from the regular season have successfully taken place
  - 11 • The Los Ranchos Farm Camp at the Agri-Nature Center during spring break was very successful including great press and feedback from camp participants
  - 12 • Los Poblanos Inn & Cultural Center has received nationwide press and was featured in Martha Stuart's Living Magazine
  - 13 • Longtime Village resident, Mrs. Robb, passed away last week. Service announcements have not been made yet.
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19 **B. ADMINISTRATOR'S REPORT**

20 **Administrator Ward** reported on the following:  
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- 23 • The Los Ranchos Farm Camp for spring break was very successful and the Village is gearing up for the summer camps which are four, one-week sessions taking place during June.
  - 24 • The Challenger Center of New Mexico had been approached by the New Mexico Space History Museum to take over the simulator. They are working out budgeting right now. The facility might need to be disassembled and put into storage temporarily.
  - 25 • The Fourth Street survey was received on April 18, as per the contract.
  - 26 • Los Ranchos Elementary School celebrated their 100<sup>th</sup> year anniversary recently. It was a very well attended event.
  - 27 • The Lavender in the Village will be a scaled down from previous years and will be held during the Growers' Market this year on Saturday, July 12. The hours will be extended and will be focused on lavender and garlic. No additional vendors will be there this year, but there will be lavender education, workshops, cooking, etc. There will not be vendors such as food trucks or anything like that this year.
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39 **C. PLANNER'S REPORT**

40 **Planner McDonough** reported on the following:  
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- 42
- 43 • There is a constant stream of building permits coming through the Planning and Zoning Department. There are a lot of re-roofs, solar, and new builds coming in.
  - 44 • Keen Heinzelman, Code Enforcement Officer, is keeping up with political signs throughout the Village.
  - 45 • Bernalillo County has a new requirement for platting where property is subdivided. Historically, when someone wanted to subdivide a property,
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1 they had to pay the full current taxes on that property. Now, when someone  
2 wants to subdivide a property, they not only have to pay the current year's  
3 taxes but they have to pay the year ahead as well.

- 4 • Last month, Los Poblanos Inn & Cultural Center ran a planning charrette.  
5 Experts came in to look at sustainable agriculture, the neighbors came to  
6 voice what they would like to see in the future, and the Village has had  
7 some initial conversations with Los Poblanos and how they might want to  
8 modify their conditions.
- 9 • The Abeyta plat has been appealed to District Court. The Village does not  
10 know the reason for the appeal yet.
- 11 • Not everyone in the Village has hooked up to the sewer, but the Village is  
12 actively engaged in taking action against those who have not done it yet. It  
13 is under a dozen people.

14  
15 **D. LEGAL REPORT**

16 **Attorney Chappell** reported on the following:

- 17  
18 • This last month, several sewer cases have been worked on with several  
19 pending where we have asked for injunctive relief that would require people  
20 to hook-up to the sewer. There are no appeals left.
- 21 • The traffic ordinance has been discussed and will continue to be reviewed.
- 22 • Several questions have come in from the Planning and Zoning Department  
23 about nonconforming uses, violations of setbacks, and enforcement of those  
24 kinds of issues.

25  
26 **E. PUBLIC SAFETY REPORT**

27 **Administrator Ward** reported on the following on behalf of BCSO Sgt. McCoy:

- 28  
29 • A Tac plan has been implemented in the last month with approximately 77  
30 citations issued
- 31 • Intensive work is being done around the school zones during a time when  
32 most of the activity is taking place at the school. Law enforcement presence  
33 has been there about 22 times in the last month, issued 20 citations around  
34 Los Ranchos Elementary School, Taft Middle School, and Taylor Middle  
35 School.
- 36 • Directed by Jeff Phillips, the Village's Emergency Manager, the Citizen  
37 Corps will have an informational booth at the Los Ranchos Growers'  
38 Market this Saturday. The Citizen Corps is intended to bring residents  
39 together, become more involved, and active in preparing for emergencies  
40 and assisting the Village in case of emergencies.

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42 **5. FINANCIAL BUSINESS**

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44 **A. CASH REPORT – MARCH & APRIL**

45  
46 **Administrator Ward** reported on behalf of Treasurer Haines that the Village's ending  
47 cash balance as of March 31, 2014, was \$7,637,134.72, which represents an increase of  
48 \$467,434.07 from last month. The year to-date excess of revenues over expenditures is

1 \$1,167,441.21. The only unusual or significant items this month were the Small Cities  
2 Assistance grants that the Village received in March was substantially more than what  
3 was budgeted for – it came in at \$372,937.38. Also, in March, the Village purchased a  
4 large bucket truck. The Village’s ending cash balance as of April 30, 2014, was  
5 \$7,700,466.51 which represents an increase of \$63,331.79 from last month. The year to-  
6 date excess of revenues over expenditures is \$1,232,773.00. The only unusual or  
7 significant item this month was the quarterly payment to the Bernalillo County Fire  
8 Department of \$110,000.00 in April.

9  
10 **Trustee Lopez** said with 10-months of the fiscal year gone, the Village is \$1,232,773.00  
11 over expenditures. He asked what can that be attributed to because that is a gigantic  
12 amount of money.

13  
14 **Administrator Ward** said the Village budgeted for that amount and is collecting about  
15 \$2.7 million - \$2.8 million in spending with the increase in the Small Cities Grant  
16 Assistance and that the Village is gaining revenue at a slightly higher rate than budgeted.  
17 The Village is budgeted about \$1 million in excess year-to-year. But, what is not factored  
18 in is the \$1 million cash balance that has been set aside to work on Fourth Street. That  
19 money will not get spent this fiscal year, which ends June 30, but it is anticipated to roll  
20 that same amount over to the next fiscal year.

21  
22 **Trustee Lopez** said with this type of cash balance, it was wise for the Village not to ask the  
23 legislature for money.

24  
25 **Administrator Ward** said he did not feel like the Village had a project far enough along to  
26 ask for money.

27  
28 **Trustee Rael** said it is good to have a nice balance but the Village should not continue to  
29 bring in this kind of money and not use it for something good within the municipality.

30  
31 **Mayor Abraham** said he was correct but there is no reason to not have a large reserve  
32 when the Village is looking at two major projects. He said when the cost of the projects are  
33 considered with the Fourth Street Project, the cost to purchase the rest of the property at  
34 Fourth Street and Osuna Road, and the cost of Open Space, the money will go quickly.

35  
36 **Trustee Rael** said at one point the Village was waiting to purchase the additional four or  
37 five acres from Anderson.

38  
39 **Mayor Abraham** said the Village is putting away money for that but it will have to come  
40 back to the Trustees to decide if that is exactly where the money should be spent. It might  
41 be possible that it is spent on Open Space or something towards Fourth Street. About \$1.2  
42 million is stashed away for Open Space money.

43  
44 **Administrator Ward** said what is not reflected are the transfers that are done at the end of  
45 the year to move \$300,000 into the Open Space fund, to take \$100,000 and put it into the  
46 long-term debt fund.

1 **Trustee Lopez** said that the reason he brought it up was that he was very proud that the  
2 Village restriped Fourth Street a couple of weeks ago but it seemed like the project laid  
3 around for almost over a year.

4  
5 **Administrator Ward** said it was about one year ago that it was done.

6  
7 **Trustee Lopez** asked if the striping only lasts about one year.

8  
9 **Administrator Ward** said yes.

10  
11 **Trustee Homan** said the Village has had some real issues with the striping and that it does  
12 not seem to last like it did years ago. She said the product being laid down does not seem to  
13 hold as well as it once did.

14  
15 **Administrator Ward** said the surface material is a lot of exposed gravel and does not have  
16 as much adherence but the Village is trying a few things to make it last longer.

17  
18 **MOTION: Trustee Homan** moved approval of the March 2014 and April 2014 cash  
19 reports. **Trustee Lopez** seconded the motion.

20  
21 **VOTE:** The motion carried unanimously, 3-0.

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23  
24 **B. DISCUSSION AND APPROVAL OF RESOLUTION 2014-05-1,**  
25 **ADJUSTMENT TO THE 2013/2014 FISCAL YEAR BUDGET.**

26  
27 **Administrator Ward** said that Gil Saavedra, Village Accountant, wanted to make some  
28 changes on the personnel numbers for this fiscal year budget. The spreadsheets are  
29 separated by department, with adjustments. One more round of budget adjustments will be  
30 made in July when the final numbers come in for the fiscal year, but the Village is just  
31 trying to stay on top of the payroll budget.

32  
33 **MOTION: Trustee Rael** moved to approve Resolution 2014-5-1, an adjustment to the  
34 2013/2014 Fiscal Year Budget. **Trustee Homan** seconded the motion.

35  
36 **ROLL CALL VOTE:** Trustee Rael-aye; Trustee Lopez-aye; Trustee Homan-aye. The  
37 motion carried unanimously, 3-0.

38  
39 **C. DISCUSSION AND APPROVAL OF PROPOSED INTERIM BUDGET**  
40 **FOR FISCAL YEAR 2014/2015.**

41  
42 **Administrator Ward** said the Village is required, by June 1, to have an interim budget to  
43 the Department of Finance Administration (DFA) and a final budget for the next fiscal year  
44 by August. The revenue side has not been touched too much yet, but it is about four percent  
45 less than what the Village is expecting to get for this current fiscal year. The spending is  
46 approximately equal to this current fiscal year.

47  
48 **Trustee Lopez** asked if all of the \$725,000 as reflected in the interim budget is for Fourth  
49 Street, and if there are other funds set aside for other road improvements.

1  
2 **Administrator Ward** said the \$725,000 is set-aside for Fourth Street. The Road Fund,  
3 with a balance of \$400,000, is set aside for other road improvements.  
4

5 **Trustee Lopez** inquired about the balance of the Law Enforcement Protection Fund.  
6

7 **Administrator Ward** stated that as part of the agreement with Bernalillo County, the  
8 Village would purchase a new vehicle each year, which is included in that Law  
9 Enforcement Protection Fund.  
10

11 **Trustee Homan** asked why the budget for the Agri-Nature Center is zero.  
12

13 **Administrator Ward** stated that the interim budget is assuming that the all funds will be  
14 used by June 30<sup>th</sup>, which is why the balance for the Agri-Nature Center is zero. The  
15 money that the lavender committee gave the Village was to expend for something out at the  
16 Agri-Nature Center, such as capital improvement. Instead of putting the money in the  
17 general fund, a special fund was created for it so the expenditures could be tracked.  
18

19 **Trustee Homan** said she would like the 2014/2015 budget to show membership to the  
20 National League of Cities at a cost of \$1,117.00.  
21

22 **Mayor Abraham** asked what the membership would provide.  
23

24 **Trustee Homan** said the membership provides various discounted training, conferences,  
25 webinars, education, understanding new and emerging topics and issues that affect small,  
26 rural, and agricultural communities, guidebooks, policy analysis, various programs, etc.  
27

28 **Trustee Rael** said he would support the membership.  
29

30 **Trustee Lopez** said he would support the membership as well.  
31

32 **Mayor Abraham** said that the Village of Los Ranchos has done very well without the  
33 membership and asked how it would benefit the Village. He said he would not mind the  
34 membership, but is not particularly advocating for the membership because it can create  
35 bureaucracy and is not sure that it would help the Village directly.  
36

37 **Trustee Lopez** said in January of 2012 there was talk about going on a retreat, and it is  
38 now summer of 2014 and they have not been on one. He said there are some intense  
39 discussions that need to happen with the trustees and there is currently a lot of money in the  
40 bank. He said he would like the trustees to go on a summer retreat somewhere.  
41

42 **Mayor Abraham** said the projects that the money is reserved for take time.  
43

44 **Trustee Lopez** said the Village has been successful and that Mayor Abraham has been  
45 great in managing the Village's money, and the trustees would like some say in how that  
46 money is spent, with concurrence of Mayor Abraham, the staff, and Village residents.  
47

48 **Trustee Homan** said it is part of the trustee's responsibility to have that say.  
49

1 **Trustee Lopez** asked Mayor Abraham if he thought a summer retreat would be appropriate  
2 or not.

3  
4 **Mayor Abraham** said that he would like the trustees to give direction on how they would  
5 like to see the money spent, but that he thought they already provide pretty good direction  
6 with regard to the Fourth Street Improvement Project. He said that discussions for the  
7 direction of the money can be made out in the open. He said until there are hard numbers  
8 and design plans, he does not think there will be a lot of information to have a retreat.

9  
10 **MOTION: Trustee Homan** moved approval of the interim budget for fiscal year  
11 2014/2015. **Trustee Rael** seconded the motion.

12  
13 **VOTE:** The motion carried unanimously, 3-0.

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16 **6. PUBLIC HEARINGS AND APPLICATIONS**

17  
18 There are no public hearings.

19  
20 **7. OLD BUSINESS**

21  
22 A. DISCUSSION AND APPROVAL TO AWARD REQUEST FOR PROPOSAL  
23 RFP#2013-02 FOR FOURTH STREET REVITALIZATION AND REDESIGN  
24 PLANNING. *Item deferred from the March 12, 2014 Board of Trustee Meeting.*

25  
26 **Administrator Ward** said the Village received four proposals from the following -  
27 Bohannan Huston, Civil Transformations, Larkin Group and Sites Southwest. The  
28 selection committee reviewed the proposals, went through the scoring process per state  
29 law, and recommends Sites Southwest as the awardee and is requesting the trustees give  
30 authority to Mayor Abraham to finalize and execute the contract.

31  
32 **Trustee Homan** asked what targeted interviews entailed during the selection process.

33  
34 **George Radnovich**, from Sites Southwest, said he is a Village resident and used to be on  
35 the Planning and Zoning Commission. He said his approach for the project is to create  
36 public buy-in. Having targeted interviews with businesses on Fourth Street and residents of  
37 the Village will be important in the planning and design of the project because it will be  
38 directly relative to the needs of the Village and those who use Fourth Street. Before the  
39 targeted meetings, Sites Southwest plans on doing a market study through meetings,  
40 surveys, and workshops to determine what the businesses need and what businesses are  
41 successful in terms of their financial success. This will be a business first plan.

42  
43 **Mayor Abraham** said what set Sites Southwest apart from the others is that the Village  
44 does not simply look at this as a road project; rather it is more of an economic development  
45 project for the Village. After reviewing all of the proposals, the energy of the committee  
46 was heightened and motivated.

47  
48 **George Radnovich** reviewed and discussed various portions of the Sites Southwest  
49 proposal that was submitted with the Board of Trustees. He wants to see Fourth Street as

1 the Village's main street.

2  
3 **Planner McDonough** said the project will be driven by businesses and Sites Southwest  
4 really drove that home with their RFP submittal. There were no preconceptions and the  
5 Village will be looking at Sites Southwest for guidance on how to make this a successful  
6 project.

7  
8 **David Hudson**, resident of 529 Roehl Ct, asked if there would be any advantages to  
9 doing a traffic study of the feeder roads to Fourth Street.

10  
11 **George Radnovich** said Sites Southwest would be looking at the side roads that feed  
12 Fourth Street as well as Fourth Street itself. Rush hour traffic and regular traffic will all  
13 be considered and evaluated.

14  
15 **David Hudson** asked if there will be opportunities for live-work spaces with the project.

16  
17 **Mayor Abraham** said the opportunity would be there and it would certainly be  
18 considered. Zoning might have to be re-evaluated but mixed use is favorable.

19  
20 **Keith Baird**, resident of 913 Green Valley Road and owner of Village Shops, said he is  
21 encouraged by what he hears with the study for Fourth Street. He said the problem might  
22 be those that have preconceived ideas about the project and people not understanding  
23 traffic counts, etc. What he is looking for in the study is quality information that he can  
24 bring to other people on Fourth Street. He said the Village has unique potential in being  
25 a very interesting place that will draw people to patronize businesses but only if it is done  
26 right. He said it can truly make Los Ranchos a destination.

27  
28 **Trustee Lopez** asked how the Village residents will know that the Village has signed a  
29 Notice to Proceed.

30  
31 **Mayor Abraham** said that will be part of Sites Southwest's job, but the Village will also  
32 use the Village Vision Magazine as well as social media sites.

33  
34 **George Radnovich** said Cassandra DeAntonio is with Sites Southwest and her main job  
35 is to get the word out and implement the public involvement plan within the Village.

36  
37 **Trustee Homan** asked that when notifications go out, they go to property owners and  
38 business owners too.

39  
40 **MOTION: Trustee Homan** moved approval to award RFP #2013-02 for Fourth Street  
41 Revitalization and Redesign authorizing the mayor to execute and finalize the contract  
42 with Sites Southwest. **Trustee Rael** seconded the motion.

43  
44 **VOTE:** The motion carried unanimously, 3-0.

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47 **8. NEW BUSINESS**

48  
49 A. DISCUSSION OF THE VILLAGE OF LOS RANCHOS ALFREDO GARCIA

1 COMMUNITY BARN RULES, REGULATIONS, AND USER AGREEMENTS.

2  
3 **Administrator Ward** said during the last Board of Trustees meeting there was discussion  
4 on what changes could encourage more usage of the facility amongst Village residents.  
5 The current barn usage plan was included in the board packets with highlights on the items  
6 that could be addressed such as general rules, hours, etc. There was also information  
7 included from surrounding municipalities on their rules for similar types of facilities.  
8

9 **Trustee Lopez** said he is often asked why the Village does not have a community center.  
10 He said Penny Rembe asked him if there was a way the Village could have more  
11 community involvement with all ages. He said 20 years ago the Village had a chance to  
12 get a library and that did not happen. The barn was donated to the Village; it was  
13 knocked down during a storm, and then rebuilt. He said his bottom line is that he would  
14 like to see it used more often than it is being used today.  
15

16 **Trustee Homan** said she agrees and that it has its limits on its usability. She would like  
17 to see additional events like wedding receptions, allowing the Village to showcase the  
18 facility. She would also like to see restroom facilities.  
19

20 **Mayor Abraham** said that he did not think the Village could allow for alcohol inside the  
21 barn  
22

23 **Trustee Lopez** said that for special events it needs to be allowed.  
24

25 **Trustee Homan** said that the Balloon Fiesta, BioPark, and other special events held at  
26 these locations allows for alcohol to be served with an additional fee. She asked why that  
27 could not be mimicked here in the Village.  
28

29 **Administrator Ward** said there are restrictions on caterers and there might be a  
30 governmental license that can be obtained. He said that if the Village wants to allow  
31 alcohol, the Village would need to implement a requirement that the renter has insurance  
32 to serve alcohol. The vendor would have to be within the Village's jurisdiction and right  
33 now, only Vernon's Hidden Valley Steakhouse and Sadie's meet that requirement in Los  
34 Ranchos. Serving alcohol is much different than simply a facility liability policy.  
35

36 **Mayor Abraham** said that allowing for alcohol would need to be taken into strong  
37 consideration and that installing restrooms would involve setting aside a budget. In the  
38 meantime, he said the Village should consider lowering the fees so residents can use the  
39 space.  
40

41 **Trustee Lopez** said there is a lot going on at Hartnett Park, the tennis courts, and the  
42 growers' market but when it comes to the barn, it seems as though it is off limits.  
43

44 **Administrator Ward** said the policy that was created developed in conjunction with El  
45 Caballero Norte neighborhood the residential zone that surrounds the facility.  
46

47 **Trustee Homan** said she recalled concerns with noise, music, lighting, and hours. She  
48 would like to see the usage extend past dusk while working with the El Caballero Norte  
49 Neighborhood Association on reviewing the restrictions.

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**Mayor Abraham** said that the park is not open past dusk.

**Trustee Homan** said that there is a separate entrance to the barn.

**Mayor Abraham** said that the parking lot is right in the park.

**Trustee Rael** said the parking lot is a dirt parking lot and is separate from the park's parking lot.

**Administrator Ward** said the Village ordinance says that the park hours are from dawn to dusk.

**Trustee Homan** said the hours further hinder Village residents from using the facility. She said most events happen after business hours and if any events were to take place in the winter, they would all be after dusk.

**Mayor Abraham** said there are other venues that could be considered that do not have the same type of restrictions like the Agri-Nature Center, for example. The Agri-Nature Center is better lit, heated, and has restrooms.

**Administrator Ward** said if these types of events are going to happen at the barn, we would have to think about insulating the barn, sealing it, putting up some walls, and making it an indoor use facility. Right now, the barn is simply a shell.

**Trustee Lopez** said he thinks there is a better way to utilize the barn more than it is currently being utilized.

**Administrator Ward** said it could be taken in steps, starting with lowering the fee or making it more conducive and then see what kind of activity is generated. The Village Hall gets used a fair amount by neighborhood associations and other groups. The Agri-Nature is used less than Village Hall, but it is something that could be offered for people to use.

**Mayor Abraham** said, for starters, the Village should lower the barn rental fee. Also, rental on Saturday mornings would cause a conflict with the Los Ranchos Growers' Market.

**Trustee Lopez** said at one point, he had talked with the mayor about hiring someone who could handle community scheduling and events, but it never happened. He asked what happened with that idea.

**Mayor Abraham** said that position never materialized.

**John McDowell**, Animal Control Officer for the Village, said he thought the lack of restroom facilities at the barn is what limits the usage the most.

**Mayor Abraham** said the Village should consider dropping the barn rental fees from \$750/day to something more reasonable like \$200-\$250/day. Then, the Village will

1 gather several bids on having restroom facilities added to the barn.

2  
3 **Trustee Rael** asked if the barn is secured and locked up when not in use.

4  
5 **Administrator Ward** said yes, it is secured and locked.

6  
7 **Trustee Homan** asked if the policy of non-Village residents needing to have a sponsor to  
8 use the facility is necessary.

9  
10 **Trustee Lopez** said Amanda, who owns El Camino, does not live in the Village but she  
11 has a business in the Village.

12  
13 **Trustee Homan** said if there was simply a direct association with the Village that might  
14 make more sense.

15  
16 **Mayor Abraham** said he did not have an issue with that but did not think the Village  
17 should open it up to anyone.

18  
19 **Trustee Homan** asked if there was a similar requirement for the park.

20  
21 **Administrator Ward** said no, but the Village asks to know about large events so they  
22 can be somewhat coordinated.

23  
24 **Trustee Homan** asked if there was a similar requirement for the Agri-Nature Center.

25  
26 **Administrator Ward** said there are currently no requirements for the Agri-Nature  
27 Center but he would draft some policies and requirements and would bring them to the  
28 Board of Trustees Meeting for review. Mostly, the events held at the Agri-Nature Center  
29 have been 4-H events and other governmental activities.

30  
31 **Trustee Homan** said she understands the risk and concerns but does not want to miss  
32 opportunities to showcase these facilities in the Village.

33  
34 **9. TRUSTEES INFORMAL DISCUSSION**

35  
36 Members of the Board discussed various informal topics. No action was taken.

37  
38 **10. ADJOURNMENT**

39  
40 The meeting was adjourned at 9:17 P.M.

41  
42 **APPROVED** by the Board of Trustees of the Village of Los Ranchos de Albuquerque this  
43 \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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48 **ATTEST:**

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Stephanie Dominguez, Village Clerk