

**MINUTES**  
**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE**  
**6718 RIO GRANDE BOULEVARD N.W.**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**January 13, 2016 - 7:00 p.m.**

**Present:**

Larry P. Abraham, Mayor  
Don Lopez, Trustee / Mayor Pro-Tem  
Pablo Rael, Trustee  
Mary Homan, Trustee  
Allen Lewis, Trustee

Kelly S. Ward, Administrator  
Stephanie Dominguez, Clerk  
Nancy Haines, Treasurer  
Tim McDonough, P & Z Director  
Bill Chappell, Attorney  
Deputy Robin Hopkins, Public Safety Director

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**1. CALL TO ORDER**

**Mayor Abraham** called the meeting to order at 7:00 P.M.

**MOTION:** **Trustee Lopez** moved approval of the agenda. **Trustee Rael** seconded the motion.

**VOTE:** The motion carried, 4-0.

**2. PUBLIC COMMENT PERIOD**

**Helen Whitesides**, 4059 Dietz Farm Circle, stated she was here before the Board of Trustees in November to re-register a complaint initially submitted in August 2015 with the Village Administration.

**Elizabeth Gordon**, 4059 Dietz Farm Circle, said we have not received any communication from the Village regarding the complaint initially submitted in August 2015.

**Manuel Quintana** introduced himself as the new community as the PNM Albuquerque Metro Area Manager of Local Government and Community Affairs.

**John Edward**, 16 Applewood Lane, as a community we need to provide for ourselves versus reliance on others of which we have no control. I challenge this notion by encouraging the Village of Los Ranchos to establish its own school district.

**3. PRESENTATIONS**

A. ALBUQUERQUE PUBLIC SCHOOLS / CENTRAL NEW MEXICO COMMUNITY COLLEGE SPECIAL ELECTION ON FEBRUARY 2, 2016: CENTRAL NEW MEXICO COMMUNITY COLLEGE BOND INITIATIVE.

*Alexis Kerchner Tappan discussed the Central New Mexico Community College Bond Initiative in the upcoming February 2, 2016 Special Election.*

**4. CONSENT AGENDA**

A. MINUTES – DECEMBER 9, 2015 – REGULAR MEETING.

**MOTION:** **Trustee Rael** moved approval of the consent agenda. **Trustee Lopez** seconded the motion.

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

*\*Meeting recessed from 7:35p.m. to 7:45p.m.*

**5. REPORTS**

**A. MAYOR'S REPORT**

**Mayor Abraham** reported on the following:

- The Los Poblanos Industrial Revenue Bond was approved by Bernalillo County.
- Influx of sightings and encounters with coyotes; Village staff is currently working with wildlife consultants to develop mitigation tactics.

**B. ADMINISTRATOR'S REPORT**

**Administrator Ward** reported on the following:

- Dominic Tomba, Animal Control Officer, is completing training to become nationally certified.
- Working with Attorney Chappell on the transference of the Unser Museum property.

**C. PLANNER'S REPORT**

**Planner McDonough** reported on the following:

- Working on the storm water permit and awaiting final approval from the EPA.
- Continuation of business registration renewals.

**D. LEGAL REPORT**

**Attorney Chappell** reported on the following:

- Working on the extension of the lease for the Unser Museum
- Reviewing amendments to Village Ordinances.

**E. Public Safety Report**

**Deputy Hopkins** reported on the following:

- After reviewing records, crime in in the Village is the lowest it has been in the past five years.

**6. FINANCIAL BUSINESS**

A. CASH REPORT – DECEMBER 2015

**Treasurer Haines** reported the ending cash balance as of December 31, 2015, was \$9,482,091.41 which is an increase of \$4,007.76 from the prior month. The year-to-date excess of revenue over expenditures is \$146,651.37. The unusual or significant items for the month is purchase of property located at 6611 Edgewood Drive, Los Ranchos NM, 87107 in the amount of \$189,774.40

**MOTION: Trustee Homan** moved approval of the December 2015 cash report. **Trustee Rael** seconded the motion.

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

B. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2016-1-1  
MID-YEAR BUDGET ADJUSTMENTS FOR FY 2015-2016.

**Administrator Ward** said we are not statutorily obligated to approve a mid-year adjustment; however, the mid-year budget provides an overview of spending in the previous half of the year as well as allotting funds to move forward with future property purchases as those opportunities become available. The mid-year budget includes an adjustment in actual revenue collected in the first half of the year, and an adjustment to anticipate a slight increase in gross receipts upwards to \$75,000.

**MOTION: Trustee Lewis** moved approval Resolution No. 2015-1-1 Mid-Year Budget Adjustments for FY 2015-2016 with the following corrections: \$10,000 will be moved from *Fund 47080 Print, Public, and Advertising* to *Fund 45909 Community Event-Lavender Festival*; *Fund 45909 Community Event- Lavender Festival* will be renamed *Fund 45909 Community Events*. **Trustee Rael** seconded the motion.

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

**ROLL CALL VOTE: Trustee Rael-aye; Trustee Lopez-aye; Homan Trustee-aye; Trustee Lewis- aye.**

7. **PUBLIC HEARINGS AND APPLICATIONS**

THERE ARE NO PUBLIC HEARINGS.

8. **OLD BUSINESS**

NONE.

9. **NEW BUSINESS**

A. DISCUSSION AND APPROVAL TO AWARD REQUEST FOR PROPOSAL RFP# 2015-03 FOURTH STREET FINAL DESIGN AND CONSTRUCTION MANAGEMENT, AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE THE CONTRACT.

**Administrator Ward** said RFP# 2015-03 Fourth Street Final Design and Construction Management was issued in late November. Three proposals were submitted on January 4, 2016 from the following companies: MRWM, Sites Southwest, and WH Pacific. The review committee scored and ranked each company: (1) Sites Southwest, (2) WH Pacific, and (3) MRWM. The review committee recommends proceeding with Sites Southwest to develop a scope of work, negotiate a fee schedule, and finalize a contract.

**MOTION: Trustee Lopez** moved to approve the award for Request for Proposal RFP#2015-03 Fourth Street Final Design and Construction Management, authorizing the Mayor to negotiation and execute the contract with Sites Southwest with the following conditions: The Board of Trustees will be provided a copy of the signed contract upon seven (7) days of execution; The contract shall include a detailed scope of work to include the consultant/engineer fee estimate, project schedule, and a subsurface investigation and utility location; the Board of Trustees shall be provided 65/95/100 design (bid docs) which shall include design drawings and specs approved by a New Mexico Professional Engineer; the specs shall include traffic control measures. **Trustee Homan** seconded the motion.

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

B. DISCUSSION AND APPROVAL OF THE PURCHASE OF PROPERTY LOCATED AT 6931 FOURTH STREET NW, LOS RANCHOS DE ALBUQUERQUE, NM 87107, AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE THE PURCHASE OF THE PROPERTY.

**Administrator Ward** said the property at 6931 Fourth Street NW is a rental house owned by Tony Gallegos.

**MOTION: Trustee Rael** moved approval of the purchase of the property located at 6931 Fourth Street NW, Los Ranchos, NM 87107. **Trustee Lopez** seconded the motion.

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

C. DISCUSSION AND APPROVAL OF PRECINCT AND ABSENTEE BOARD MEMBERS AND COMPENSATION FOR THE MARCH 1, 2016 REGULAR MUNICIPAL ELECTION.

**MOTION: Trustee Lopez** moved approval of the precinct and absentee board members and compensation for the March 1, 2016 Regular Municipal Election. **Trustee Rael** seconded the motion.

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

D. DISCUSSION AND APPROVAL TO ADVERTISE AN ORDINANCE AMENDING CHAPTER 9, ARTICLE 4, SECTION 2 DEFINITIONS §9.4.2., SECTION 3 ZONE REVIEW AND BUILDING PERMITS FOR MRGCD TRACTS §9.4.3., MIDDLE RIO GRANDE CONSERVATION DISTRICT TRACTS, TO THE 2013 CODIFIED ORDINANCES OF THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE.

**Planner McDonough** said we currently have an ordinance addressing MRGCD tracts as a result of issues with small MRGCD tracts being considered buildable lots. The Village currently has an ordinance that defines the tracts as non-buildable lots and in order to get a building permit, certain criteria must be met. The ordinance provides some consideration for MRGCD tracts that had existing residential properties on the tracts. Building permits for the residential properties can be obtained through the variance process, but generally tracts do not have to go through the re-plat process. This same consideration was not given to commercial properties that have existing commercial buildings on the MRGCD tracts, and in order to change existing commercial buildings companies must go through the re-plat process. A few years ago state law changed and in order to re-plat the applicant must pay the current tax bill and the estimate of the next year's tax bill, which can be very expensive. The change to this ordinance gives commercial properties the same consideration given to residential properties, but if the business is to expand over twenty percent (20%) a new site development plan must be approved. There are some concerns because lot sizes for residential properties are clearly defined, whereas commercial property lot sizes are not.

**Attorney Chappell** said the problem is that the size requirements for residential properties are clearly defined, however, for commercial properties using the size of the tract as the criteria is an issue since size requirements are different for each commercial zone. We need to continue to work on creating criteria that would be applicable to the various commercial zones.

**Trustee Homan** asked how this ordinance is affecting applicants and can we act expeditiously through an administrative decision.

**Attorney Chappell** said since this stipulation is in the ordinance, a decision cannot be made administratively. The advertisement of the ordinance can proceed subject to corrections to the technical issues.

**MOTION:** **Trustee Homan** moved approval of the advertisement of the ordinance in summary subject to corrections to technical issues. **Trustee Lopez** seconded the motion.

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

**10. TRUSTEES INFORMAL DISCUSSION**

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

**11. ADJOURNMENT**

The meeting was adjourned at 9: 47 P.M.

**APPROVED** by the Board of Trustees of the Village of Los Ranchos de Albuquerque this 10<sup>th</sup> day of February, 2016.

ATTEST:



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Stephanie Dominguez, Clerk

