



City of Bloomfield

Special Meeting Minutes July 20, 2023

The Regular Meeting of the Bloomfield City Council was held at 6 p.m. in the Council Chambers at 915 N. First Street, Bloomfield, NM. The meeting was in full conformity with the laws and rules of the Municipality.

In attendance were Mayor Cynthia Atencio, Councilor Scott Eckstein, Councilor Kelly Burkholder, Councilor Tony Herrera, and Councilor Dale Walls.

Also present were City Manager George Duncan, City Clerk Crystal Martinez Hornberger, Finance Director Kimberly Simpson, Project Coordinator Prudence Brady, Project Coordinator Administrator Catherine Galvan, Police Chief Phillip Francisco, and Parks Director Melinda Gomez,

1. CALL TO ORDER:

Mayor Atencio called the meeting to order at 6:00 pm.

2. INVOCATION & PLEDGE OF ALLEGIANCE:

City Manager George Duncan offered the Invocation and Pledge of Allegiance.

3. APPROVAL OF AGENDA:

Councilor Herrera moved to approve the agenda. Councilor Burkholder seconded. Approval was unanimous.

4. CONSENT AGENDA:

Councilor Eckstein moved to approve the consent agenda. Councilor Herrera seconded. Approval was unanimous.

A. Approve Council Meeting Minutes from July 10, 2023

B. Approve Destruction of Public Records

5. NEW BUSINESS:

A. Discussion and Possible Action to Approve Resolution 2023-13 FY23 Q4 Budget Adjustments - Finance Director Kimberly Simpson

Councilor Burkholder moved to approve Resolution 2023-13. Councilor Eckstein seconded. Approval was unanimous.

B. Discussion and Possible Action to Approve Resolution 2023-14 FY23 Final Financial Report - Finance Director Kimberly Simpson
Councilor Herrera moved to approve Resolution 2023-14. Councilor Burkholder seconded. Approval was unanimous.

C. Discussion and Possible Action to Approve Resolution 2023-15 FY24 Final Budget Adoption - Finance Director Kimberly Simpson
Councilor Burkholder moved to approve Resolution 2023-15. Councilor Herrera seconded. Approval was unanimous.

D. Discussion and Possible Action to Accept Agreement 23-ZH5032-28 with the Northwest New Mexico Council of Governments for Grant Writing – Project Coordinator Prudence Brady
Councilor Burkholder moved to Accept Agreement 23-ZH5032-28. Councilor Eckstein seconded. Approval was unanimous.

E. Presentation and Discussion of the FY 25-29 Infrastructure Capital Improvement Plan (ICIP) – Project Coordinator Prudence Brady
Project Coordinator Prudence Brady presented council with the FY 2025-2029 ICIP and answered questions.

6. PUBLIC INPUT (Limited to five [5] minutes per person):

A. Comments from the Public

Vice President Janet Mackey with the Bloomfield Chamber thanked the Fire Department for all their help with the Balloon Rally and made comments regarding the Banners Parks Director Melinda Gomez and the Parks Department installed.

B. Comments from Department Heads and/or Council

None

7. UNFINISHED BUSINESS

A. *None*

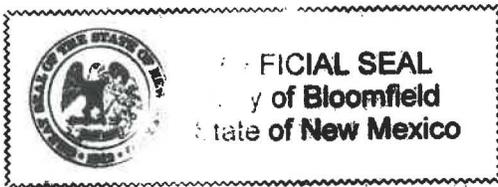
8. CLOSED SESSION:

Mayor Atencio called for a motion to go into closed session at 7:00 pm. Councilor Eckstein moved to approve. Councilor Burkholder seconded. Approval was unanimous.

Mayor Atencio called for a motion to return to the regular meeting at 7:42 pm stating that nothing was discussed other than what is allowed pursuant to the New Mexico Open Meetings Act, New Mexico State Statute Section 10-15-1(H). Councilor Herrera moved to approve. Councilor Burkholder seconded. Approval was unanimous.

9. ADJOURNMENT:

Mayor Atencio called for a motion to adjourn the meeting at 7:43 pm. Councilor Herrera moved to approve. Councilor Burkholder seconded. Approval was unanimous.



Cynthia Atencio

Cynthia Atencio, Mayor

ATTEST:

Crystal L Hornberger

Crystal L Hornberger, City Clerk



City of Bloomfield

MEMORANDUM

TO : Mayor Cynthia Atencio
Councilor Scott Eckstein
Councilor Kelly Burkholder
Councilor Tony Herrera
Councilor Dale Walls

FROM : Crystal Martinez Hornberger, City Clerk

DATE : July 20, 2023

SUBJECT : Records Destruction

On March 28, 2022, the City Council Approve Resolution 2022-07, adopting the City of Bloomfield's current records retention schedule. I am requesting the Council's approval to destroy the attached list of documents per the City of Bloomfield's current records retention schedule.

RECORD SERIES NAME	DESCRIPTION/ EXAMPLES	RETENTION	Department	Notes
Reference Files: Records related to information received from other agencies, commercial or private entities and other reference materials which are maintained solely for ease of access and reference. Reference files are also departmental copies of records and reports from finance, human resources, administration, etc.	Files may include convenience copies of memoranda, reports, subject files and other reference materials.	Until no longer needed for reference	General	Senior Center Client Files, monthly paperwork for services, and deceased clients paperwork - FY 2018 and prior
Employee Medical Records: Records related to employee medical records excluding cases of hazardous material exposure.	File may contain employee physical (pre- and/or post-employment), psychological reports, return to work forms, vaccination records, etc.	3 years after employee terminated <i>Confidential: 14-2-1.A, NMSA 1978</i>	Human Resources	2019 and Prior
Grievance and Complaint Files, Employee: Records related to filing of grievances and investigations related to employees.	File may include complaint or grievance, correspondence, investigation, summary of hearing, exhibits, committee decisions, transcripts, resolutions, depositions, etc. Example: Affirmative Action or EEO complaint, Collective Bargaining grievance, etc.	3 year after file closed	Human Resources	2019 and Prior
Group Insurance Employee Files: Records concerning individual employee policy holders' records.	File may contain waiver and enrollment forms for group insurance in effect	3 years after employee terminated or retired, or 3 years after termination of effective period. <i>Confidential: 14-6-1, NMSA 1978</i>	Human Resources	2019 and Prior
Retirement Records - PERA: Records related to retirement contributions of employees to PERA.	File may contain PERA application, certification, changes, refunds, financial ledger, correspondence, etc.	3 years after employee terminated or rehired ✕	Human Resources	2019 and Prior
Background Investigations - Hired: Records concerning the work and personal history of hired employees.	File may include application, authorization, investigation, final report, etc.	3 years after employee terminated or retired <i>Confidential: 14-2-1D, NMSA 1978</i>	Human Resources	 2019 and Prior

Background Investigations - Not Hired: Records concerning the work and personal history of prospective employees.	File may include application, authorization, investigation, final report, etc.	3 years after investigation <i>Confidential: 14-2-1D, NMSA 1978</i>	Human Resources	2019 and Prior
Classification And Compensation Plan:	File may include specification number, salary range, abbreviated title, full title, etc.	3 years after superseded	Human Resources	2019 and Prior
Drug and Alcohol Abuse Program Files: Records concerning the administration of the agency's alcohol and drug abuse program.		3 years after close of fiscal year in which created	Human Resources	2019 and Prior
Drug & Alcohol Testing: Records related to drug and alcohol testing of employees	May include explanations/challenges of confirmed positive test results	1 year from date of determination <i>Confidential: 14-2-1.A, NMSA 1978</i>	Human Resources	2019 and Prior
Accounts Payable: Records relating to accounts payable including, but not limited to, purchasing and reimbursements.	File may include invoices, checks, vouchers, warrants, check registers, correspondence, memoranda, reports, transaction register, encumbrance documents, open purchase order report, payment request, etc. Example: Confidential Source Payment Files, etc.	3 years after audit report	Finance	FYE June 30, 2019 54497-56791
General Finance Records: Records concerning the accounting of municipal funds	Includes detail general ledger report, journals, ledgers, account transfer orders, journal vouchers, quarterly DFA report, opening cash balance reports,	3 years after audit report	Finance	FY 19 Journal Entries and Bank reconciliaton



City of Bloomfield

STAFF REPORT

To : Bloomfield City Council
Cc : George Duncan, City Manager
Kimberly Simpson, Finance Director
Ryan Lane, City Attorney
From : Prudence Brady, Project Coordinator
Date : July 20, 2023
RE : "Presentation and Discussion of the FY 25-29 Infrastructure Capital Improvement Plan (ICIP)"

Every year, we update our 5-year infrastructure plan by removing projects that have been fully funded, or adding projects that we intend to pursue for funding in the next year. The attached report has been revised to reflect the City's current infrastructure needs.

The ICIP is due on August 18, 2023. This presentation is a discussion with feedback on the ICIP. The next council meeting on August 14, 2023, shall seek approval of the plan. A report with the full narratives will be provided on July 20, 2023. Enclosed is a spreadsheet of the projects.

Discussion of the ICIP shall include priority, feasibility, deletion, or addition of projects.

Enclosure(s): Infrastructure Capital Improvement Plan, dated 7/20/2023.

Infrastructure Capital Improvement Plan

ICIP RANKING	PROJECT	TOTAL BUDGET	Notes
1	East Blanco Bridge Replacement	\$ 4,766,528	Adjusted for cost escalation. Leave on ICIP until Phase II construction bid is awarded. Currently in redesign for 404 Permit.
2	Scott Reservoir	\$ 42,595,033	BHI Inc. completed conceptual report and estimated project at \$40,068,332.92
3	Bergin Lane Reconstruction	\$ 10,632,147	Cost revised based on Preliminary Plans by SMA.
4	Police Vehicle Purchase	\$ 160,000	Units \$80k each, include two cars every year. Include in Legislative request next Session.
5	Brownfields Clean-up: Blanco and 5th Project	\$ 627,688	Estimate based on E. Parcel Clean-up.
6	Second Source Upgrades	\$ 2,813,260	Hold ranking from last year.
7	Replace Ladder Truck	\$ 1,600,000	Hold ranking from last year.
8	Annual City-Wide Pavement Preservation	\$ 600,000	Include every year. Pursue LGRF Funding.
9	E. Blanco - Saiz Ln Sewer Line Replacement and Widening of Road	\$ 3,894,742	Added expansion of roadway to include bikelanes and sidewalks to match bridge design.
10	Trail Right of Way Acquisition	\$ 190,000	Hold ranking from last year.
11	Replace Commercial Lawn Mowers	\$ 80,000	Hold ranking from last year.
12	Incident Command Vehicle and Equipment	\$ 240,000	New Project to add an Incident Command to the Police Department as well as TruNarc Handheld Narcotics Analyzer
13	Law Enforcement Body Armor	\$ 25,000	New Equipment to ensure compliance with regulations.
14	Bloomfield Police Department Indoor Shooting Range	\$ 1,200,000	New Project to build out previously designed building at Police Department.
15	Real Time Crime Center Upgrades & Expansion	\$ 200,000	New Project to expand the RTCC with additional servers
16	Water Supply System Remediation and PM Schedule	\$ 500,000	New Project to comply with inspection from 2017
17	Water Treatment Facility Security	\$ 60,000	New Project to provide security gate around Water Treatment Facilities
18	Sludge Remediation Equipment	\$ 450,000	New Project to remediate sludge sucker
19	Clear Well Improvement	\$ 20,000	New Project to add contact time to water before first customer
20	Bloomfield Cultural Center/Library/Gymnasium Building Improvements	\$ 465,000	New Project to replace HVAC, Paint exterior, New Fire Panel
21	Aquatic Center Improvements	\$ 100,000	New Project to procure new HVAC and repair atrium
22	Police Department Building Improvements	\$ 75,000	New Project to replace carpets
23	EMS Park Improvements	\$ 20,000	New Project to improve the park behind EMS
24	Salmon Park Competition Horseshoe Facilities	\$ 60,000	New Project to upgrade existing horseshoe court to competition standards

Infrastructure Capital Improvement Plan

ICIP RANKING	PROJECT	TOTAL BUDGET	Notes
25	City Limit Welcome Improvements	\$ 20,000	New Project to improve hospitality of visitors to the city
26	Public Works Equipment	\$ 755,000	New Equipment for Parks and MOC: Bucket Truck, Backhoe, Front End Loader, and Concrete Slipform Curb Machine
27	Solar Array Project Phase I	\$ 250,000	New Project explore locations for a solar array
28	MOC Fleet Maintenance Equipment	\$ 20,000	New Equipment to improve Fleet Maintenance Department : Jib Crane, Brake Lathe, Metal Cabinet
29	Electric Vehicles Charging Station	\$ 600,000	New Project to provide EV charging stations within city limits
30	City Wide Water Line & Sewer Line Extension/Replacements	\$ 2,000,000	Saiz Lane, Arizona Street, Jordan Lane, South Church Street
31	Salmon Park All-Abilities Playground	\$ 2,800,000	Not on previous year's ICIP
32	Riverwalk Improvements	\$ 550,000	New Project to design and construct a pump track at riverwalk, pickleball courts, dog park, lighting, trail development.
33	Electric Vehicles for Meter Reader, Electric Scooter for PD.	\$ 250,000	New Project for Electric Fleet Vehicles
	TOTAL	\$ 78,619,398	