

Workshop
April 29, 2015
10:00 A.M.

Mayor Pro-Tem Wayne Gallegos called the Workshop of the Belen City Council to order at 10:00 A.M. Roll call taken by Leona Vigil, City Clerk.

PRESENT: Councilor Frank Ortega
Councilor David Carter
Mayor Pro-Tem Wayne Gallegos
Councilor Darleen Aragon

TELECONFERENCE: Mayor Jerah Cordova

CITY MANAGER: Jay Ruybalid

CITY CLERK, CMC: Leona Vigil

OTHERS: See attached sign-in sheet

PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Wayne Gallegos led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro-Tem Gallegos asked for a motion to approve the agenda. Councilor Frank Ortega made the motion to approve. Mayor Pro Tem Gallegos asked for a second. Councilor David Carter seconds the motion. Roll Call Vote:

Councilor David Carter	Yes	
Councilor Wayne Gallegos	Yes	
Councilor Darleen Aragon	Yes	
Councilor Frank Ortega	Yes	Motion carried

BUDGET HEARINGS

Roseann Peralta, Finance Director, reported that there is a \$300,000 cash carry-over. She stated that the proposed department budgets include the Department Head's high priority list. Councilor Carter asked Roseann if this budget goes into the City's reserves; Roseann answered no. Roseann also reported that she increased salaries for individuals making under \$10.00 an hour. Any employee making under \$10.00 will be brought up to \$10.00 an hour. This is part of the Mayor's proposal to bring the City's minimum wage to \$10.10 an hour. Roseann reported that there was no increase in PERA nor health or liability insurance.

Police Department, Chief Dan Robb – He has an increase in the proposed budget to install computers in the police cars and an additional car. The additional car will be fully equipped. He will purchase a patrol car with the Law Protection Fund Money. There is one vacancy in his department, but he is in the process of hiring an individual. Mayor Pro-Tem asked if that position was budgeted for. Roseann answered, yes.

Fire Department, Chief Manny Garcia – He has asked for computers for his vehicles which will be covered by Capital Outlay. He is requesting a part-time inspector. Chief Garcia reported he would like to have another position available for an inspector/arson investigations. Mayor Pro-Tem asked if this individual would also be a firefighter. Chief Garcia answered yes. Mayor Pro Tem Gallegos asked if his Department is fully staffed. Chief

Garcia answered yes, and stated that this would be a new position. Ortega asked if he had inventory records for his department; Garcia answered yes. Councilor Ortega asked if he had any monies budgeted for dispatch. Chief Garcia advised him that he did not. Mayor Pro-Tem Gallegos explained that the reason the money comes out of the Police Department is because they are dispatched to every call. Mayor Cordova would like to see if the budget can be distributed between the Fire and Police Departments. Mayor Cordova brought up the GO Bond for a new fire station. Chief Garcia reported that the fire station plans need to be updated. Roseann advised the Chief that she needs an estimate on the cost to update the plans so that she can include it in his budget.

Waste Water Department, Dale Tafoya – He has Season Temp Employees budgeted at \$8.50 an hour. After discussion, it was decided that Temp Employees start at \$8.50 an hour and Regular Employees at \$10.00 an hour. He also budgeted for one compost bed, 5 grinder pumps, roof building repair and the East Ross sewer line. Lawrence Kaneshiro advised Dale that the compost beds are in the County according to Lisa's mapping. His Department has a 220 carry-over as of March. Dale asked if he could use the money on East Ross. At this time Dale and the Council decided to start the East Ross project. Dale will contact TLC to start the sewer line. Roseann needs the full cost so she can issue a P.O. to CES.

Water Department, Ralph Jaramillo – He is asking for drainage projects including Mesa Rd and Fire Department and asking for a loader backhoe for \$125,000. He will keep the other backhoe. Councilor Ortega asked if he had a report on his inventory. Ralph also budgeted for uniforms which would consist of shirts with built in safety vest with the City logo. Roseann informed the Council that they are also looking into a meter replacement project. She also wants to pay off some of the older loans. Dale added that he wanted to add a \$1.00 an hour increase for Ralph Jaramillo, Water Supervisor. Roseann stated that she hadn't put that in his budget. Mayor Pro Tem asked Roseann to add it in there for consideration.

Community Service/Street Department, Chuck Wullard – Roseann advised the Council that this is for the Street and Park Department. Mayor Pro Tem Gallegos stated that the budget is set at 770,847.00 out of general fund. They have proposed to budget for a new dump truck and more concrete for sidewalk maintenance. The dump truck was budgeted for 125,000. Roseann explained that she increased the sidewalk and park maintenance and capital outlay was put in the budget. Dale explained that they are outsourcing the concrete work now that is the reason for the increase. Dale exclaimed that outsourcing is way more cost effective. Chuck stated that the \$5,000 budgeted for maintenance on the sweeper is not enough. Chuck advised the Council that that would only last 5 to 6 months and that's for routine maintenance only, such as broom and filter change outs. Chuck also stated that he was hoping to receive a small cost of living raise for the crew. Chuck proclaimed that the greatest asset in the City is the people; "this stuff is useless without those people". Chuck did ask Dale for an across the board raise for his Department. Dale did not recommend that; he would like for Chuck to pick two employees off of performance to give adjustments to. Chuck stated that they just got a 99 GMC truck off the auction block that another department was getting rid of. "We don't generate revenue." Mayor Pro Tem asked if there was a street tax. Roseann answered that there is a Franchise Tax which should be able to cover the whole department, but it doesn't. The rest of their budget comes from general fund. Chuck confirmed that Dale did ask him to pick two employees, but Chuck feels that everybody deserves something. Mayor Pro Tem asked Jay if the City was going to do an across the board. Jay believes at this time it is more prudent to look at certain individuals that are certainly underpaid. Across the board for his Department would be too much a hit on the budget. Chuck informed the Council that he and Dale discussed .50 cents for Robert and a \$1.00 for Steve. Gallegos clarified that in general across the board is too much because we are on a flat budget. Mayor Pro Tem assured everyone that this isn't going to be forgotten, at mid-year we could revisit this for everybody, and if the actuals are higher than what they have been, that's the commitment. Councilor Ortega pointed out that there are two openings for weed crew. Dale replied that they are hired already. He would like to see funding for an operator; in case any of his guys leave. Roseann advised the Council that adding another position at \$10.50 an hour would be \$35,000 with benefits. Dale stated that he would like to add the other employee to work on potholes all year round. Jay reported that Parks Phase II Project is for playground equipment; however he believes that it would be more necessary to hire another person; Dale agreed.

Dale stressed that they have improved in the area of parks, water department and the street department, yet the pot holes are terrible.

Dale informed the Council that the Mayor wants easements cut, and there is a lot of over grown Bermuda grass.

Solid Waste Department, Hermann Madrid – Roseann informed the Council that the Street Department used to help the Solid Waste Department to help out with alleys and easements. Solid Waste would like to go back to helping with the alley and easements, but they will need more staff. He is requesting another person for easement and alleyways. “He has plenty of money in his budget.” Roseann already penciled the new employee into his budget. Dale advised the Council that the Street Shop needs an office and a bathroom. Mayor Pro Tem asked about the \$15,000 street sign mandate. Dale advised Mayor Pro Tem that they are no longer making signs they are ordering them. Mayor Pro Tem brought up the \$50,000 on alley ways and easements. Dale replied that that is for weed killer, maintenance on lawn mowers and weed-eaters and stump grinding. Dale reported that he has \$30,000 for a new extended cab, pick-up truck. Roseann reported that they have a \$600,000 roll over. Councilor Ortega asked if he had an inventory list on the small items in his department; Hermann answered that he didn’t have it.

Mayor Pro Tem asked Leona if concrete work qualifies as professional services. Leona answered no. Councilor Carter asked Leona where the City’s Procurement Policy was at. Leona answered that she sent it to Charles, and he has sent her several revisions. Charles also let her know that the policy is still missing quite a bit of detail. Leona advised Mayor Pro Tem that the City’s original Procurement Policy is still in place. Dale asked if he could hire someone to do concrete without going out for bid; Leona advised Dale as long as it is under \$20,000 for the whole fiscal year.

Library Department, Julie Cervantes – She gave a handout of her synopsis to the Council. A copy of her handout is attached hereto and made an integral part of these minutes by reference. She received a \$3,800 increase from the State now that the library has a branch in the Harvey House. She reported that her book budget was lowered quite a bit from last year. Roseann advised Julie the reason for the cut was because she wanted to give her employees raises a few months ago and in order to do that she cut her book budget. Roseann added 10,000 dollars more to her book line item. Julie also asked for another full time employee. Jay advised the Council that Julie is using Rebecca at the Harvey House full time, and the Harvey House does not need 1.5 employees there all the time. Jay will talk with Leona and Julie on that issue further. Councilor Ortega asked Julie if she had an inventory of the small items in her department. She advised Councilor Ortega that she will get an inventory list of the small items.

Recreation Department, Brenda Gurule – Brenda budgeted \$5,000 for an automated door for ADA compliance. She is asking for a full time employee. She is currently using YDI and Goodwill employees. Roseann suggested a full time temp employee at \$8.50 an hour. If the temp employee works out, they can move to full time permanent. Brenda is also asking for a minimum increase of a dollar for her maintenance employee. She advised the Council that he is a hard worker and saves her money on maintenance and repairs. The proposed dollar raise would come out of her recreation fund. She reminded the Council that the Los Lunas Community Program will be using the Community Center for \$900.00 a month. Roseann did not know that, and she added that revenue to Brenda’s budget. She advised Councilor Ortega that she has an inventory list for her department.

Airport Department, Robert Uecker – There are no changes to the general fund for the airport. He has his \$500,000 match for the runway. He is asking to budget for a match to install a Fuel Farm from at the Airport. He informed the Council that the FAA gives the municipality \$150,000 every year to do an approved project; the fuel farm is an approved project. He explained, you can spend the money as you get it or roll the money over up to three years; he has been saving it. Robert informed the Council that FAA will pay 90% of the fuel farm project, State will pay 5% and the City would pay 5% (25,000). Councilor Gallegos mentioned that the fuel farm would cost about \$41,000 to start-up, and pointed out that it would bring in revenue. Robert has an inventory list on small items, but it needs to be updated.

P & Z Director, Steve Tomita, – He has proposed an increase for travel and training and a new line item for stipends to be distributed to the planning and zoning commission. He also asked for a monitor worth \$700.00. Lawrence Kaneshiro advised Steve that he is getting him the monitor. Gallegos asked how much his travel and training increased by. Steve answered that it increased by \$1,000. Steve finished by asking the Council for a salary increase. The Council asked how much; Steve said he will leave it up to them. Steve has an inventory list of his small items.

RSVP Department – She has requested a salary increase for her and her assistant. She will be paying \$3,900.00 for utility sharing at the Community Center.

Judicial Department - She included \$15,000 for her Caselle Software. She also put in \$4,500 for a public defender. Roseann reported that she is collecting enough funds for her expenses.

IT, Lawrence Kaneshiro – Lawrence proposed a budget increase for his employee; he informed the Council that he will be adding responsibilities to this employee. He is looking to add an additional person to provide training and to handle the duties of a software specialist. At this time the Council agreed on the 50 cent increase, but not on the additional employee. He has a roll-over amount of \$25,000 which will be used for four car computers. He has an inventory list of all his department property.

Human Resources, Roseann Peralta – She reported that there is a little bit of increase in travel training and registration. Roseann asked Jay if he was going to talk about her position. Jay said no. Mayor Pro-Tem asked if we were ok, if it's going to stay. Jay answered yes. Mayor Pro Tem asked Roseann if there were any changes to Pam or Lucy's salaries. Roseann answered no.

Administration, Roseann Peralta – Roseann explained that the legal services for admin is \$30,000; the other \$20,000 was budgeted in the Police Budget for a total of a \$50,000 cap as per a contract with the Attorneys. Roseann and the Council decided to increase the admin legal services \$20,000 to cover for the hospital. She informed the Council that engineers will be capped at \$50,000. She is thinking of paying engineers out of water and wastewater because the engineering is used for those projects. She added \$2,000 for marketing. Mayor Pro Tem Gallegos asked what the marketing budget consist of. Councilor Carter stated that the marketing will be coordinated through Valene and she would like to see flyers nicely done. Leona asked about the election expenses; Roseann answered that that monies comes out of the Legislative Budget. Leona proposed budgeting for scanning services. She reported that there are permanent records from 1932 that need to be electronic files. Mayor Pro Tem asked if the budget for elections took into account the GO Bond. Councilor Carter thinks that the attorneys get a percentage of the GO Bond. Mayor Pro Tem stated that these records are very important, but we're not really ready and we need to look into that. Roseann advised the Council that according to the City Manager's contract there may be an increase to budget for. Mayor Pro Tem asked Roseann if it was included in the budget; Roseann answered yes. Mayor Cordova informed the Council that he has already talked to Jay about this.

Roseann will go through and make the changes with Jay, and will take the preliminary budget to the Council on the 18th for approval.

ADJOURNMENT:

Mayor Pro-Tem Gallegos asked for a motion to adjourn. Councilor Frank Ortega so moved. Councilor Darleen Aragon seconds the motion. Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Darleen Aragon	Yes	
Councilor Frank Ortega	Yes	
Councilor David Carter	Yes	Motion Carried

Wayne Gallegos, Mayor Pro-Tem

ATTEST:

Leona Vigil, City Clerk