

## CITY COUNCIL WORKSHOP

December 11, 2015

2:00 P.M.

Mayor Jerah Cordova called the Workshop of the Belen City Council to order at 2:00 P.M. Roll call taken by Leona Vigil, City Clerk.

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

**CITY MANAGER:** Jay Ruybalid

**CITY CLERK:** Leona Vigil, City Clerk

### PLEDGE OF ALLEGIANCE

Mayor Jerah Cordova led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Mayor Jerah Cordova asked for a motion to approve the agenda. Councilor Wayne Gallegos made a motion to approve the agenda. Mayor Jerah Cordova asked for a second. Councilor Darleen Aragon seconds the motion. Roll Call Vote:

|                          |     |                  |
|--------------------------|-----|------------------|
| Councilor Frank Ortega   | Yes |                  |
| Councilor David Carter   | Yes |                  |
| Councilor Wayne Gallegos | Yes |                  |
| Councilor Darleen Aragon | Yes | Motioned Carried |

### DISCUSSION

#### SALARY STUDY

Lorenzo Carrillo, Human Resources Director, reported that he is presenting two proposals this afternoon. The first proposal, if adopted, will take place January 9<sup>th</sup>. The second proposal, if adopted, will take place in 2017.

Lorenzo gave former Human Resources Director, Mary Lucy Baca credit for developing the salary study, which is the first proposal. The second proposal is a 1% annual salary increase. The 1% increase will be based on employee's evaluations and if funds are available.

Lorenzo mentioned that many employees hold the title *directors*, but there should only be three job titles with the director title. He would like the other director titles to change to managers or supervisors.

Lorenzo went over his draft organizational chart. A copy of the chart is attached hereto and made an integral part of these minutes by reference. Councilor Frank Ortega asked if the Human Resource Director should be moved under the City Manager due to confidentiality. Lorenzo and Jay agreed that would be better.

Lorenzo advised the Council that the salary schedule adjustments will be commencing at the minimum level. He added that seven percent (7%) of employees will not see the initial bump, because those employees are already at the minimum.

Councilor Carter asked how much the salary study adjustments would cost. Roseann advised the Council that the adjustment increase would cost the City \$182,458.00 annually. If the adjustments are passed now, it would cost half of that to finish the remaining fiscal year.

Councilor Carter asked Roseann if the City can sustain that increase annually. Roseann answered, if we sustain the current GRTs, yes.

The Council asked Roseann if she feels comfortable with the proposed salary increases. Roseann indicated that she does feel comfortable with the salary study adjustments. The Council, Roseann and Jay were not as comfortable with the 1% annual increase based on performance. They did not like the fact of binding the City to that increase. Lorenzo advised the Council that the City can always freeze the increase.

Councilor Carter suggested visiting the 1% proposal at mid-year, each year. Lorenzo advised the Council that he has suggested mid-year performance reviews. He explained that this will give employees time to receive training and assess employees properly.

Jay Ruybalid supports the salary study adjustments, and he recommends looking at the 1% proposal a year from now.

**ANIMAL CONTROL**

The Mayor and Council went over the remaining pages of the City’s Animal Control Ordinance. There were some minor suggested amendments to the ordinance. Leona will make the changes and the amended ordinance will come before the Council at a later time.

**ADJOURNMENT:**

Mayor Jerah Cordova asked for a motion to adjourn Workshop. Councilor Wayne Gallegos motioned to adjourn. Councilor Darleen Aragon seconds the motion. Roll Call Vote:

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

/s/ \_\_\_\_\_  
Jerah Cordova, Mayor

/s/ \_\_\_\_\_  
Leona Vigil, City Clerk, CMC