CITY COUNCIL MEETING
FEBRUARY 10TH, 2015, 6PM
CITY HALL COUNCIL CHAMBERS
405 N. PASEO DE OÑATE ESPAÑOLA, NM

A. CALL TO ORDER
The meeting was called to order at 6:00 by mayor Pro-Tem Pedro Valdez

B. PLEDGE OF ALLEGIANCE
Mayor-Pro Tem Pedro Valdez led the Pledge of Allegiance

C. MOMENT OF MEDITATION/INVOCATION
Mayor-Pro Tem Pedro Valdez led the Moment of Meditation/Invocation.

D. ROLL CALL/DETERMINATION OF QUORUM
The following in attendance:

Mayor Pro-Tem	Pedro Valdez
Councilors:	Cory Lewis
	Michelle R. Martinez
	Dennis Tim Salazar
	Adrianna Ortiz
	Peggy Sue Martinez (appeared via teleconference 6:00pm)
	John Hernandez

E. APPROVAL OF AGENDA
Agenda as presented:
---Begin---

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. MOMENT OF MEDITATION/ INVOCATION
D. ROLL CALL/ DETERMINATION OF QUORUM
E. APPROVAL OF AGENDA
F. PUBLIC COMMENTS
PLEASE SIGN IN: ***Print First Name and Last, including Affiliation and/or Address if Applicable. Please Keep Comments to a three (3) Minute Time Frame. Public Comment Log Sheet Located upon South East Entry near the City Clerk. Thank You.***
G. ITEMS PROPOSED FOR COUNCIL CONSIDERATION/DISCUSSION ITEMS - ACTION ITEMS
1. Approval of Human Resource Director Position

H. EXECUTIVE SESSION
Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (5) discussion of bargaining strategy preliminary to collective bargaining negotiations; (7) attorney-client privilege pertaining to threatening or pending litigation in which the public is or may become a participant; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body.
I. ADJOURNMENT
The Governing Body may revise the order of the agenda items considered at this Open Meeting. If you are an individual with a disability who is in need of an amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at 747-6019 at least three days prior to the meeting.
--End--

Mayor Pro-Tem Pedro Valdez sighted the absence of item; Councilor Comments on the Agenda. He asked for the indulgence of Council and the City Clerk as include the item on the agenda lower case (f.). Motion made by Councilor Michelle R. Martinez to approve the agenda as amended including Councilor Comments. Motion 2nd by Councilor Adrianna Ortiz

Motion Carried 7-0

F. PUBLIC COMMENTS

Community Services Director Mark Trujillo stated his name and title for the record. CSD Mark Trujillo recognized and sympathized with the pressures and issues of which Councilors face with respect to their committees and districts. CSD Mark Trujillo commended all Councilors and progressive efforts to move the City forward. He thanked Council for their time and understanding through many issues he had faced as a Community Services Director with the City of Española.

Councilor Michelle R. Martinez stated that Mayor Alice A. Lucero as well as other member(s) of the RCOLC were lobbying in Washington D.C. for monies to help with the clean-up efforts at LANL. Councilor Michelle R. Martinez stated that member(s) of the RCOLC would be meeting with members of the Congressional Delegation to express the concerns. Councilor Michelle R. Martinez stated that the RCOLC would also be meeting with U.S. Department of Energy Representative who strongly encouraged expediting renegotiation of the Consent Order priorities with New Mexico Environment Department (NMED) to continue progress on LANL Legacy Clean-up sites.

G. ITEMS PROPOSED FOR COUNCIL CONSIDERATION/DISCUSSION ITEMS-ACTION ITEMS

1. Approval of Human Resource Director Position

City Manager Kelly Duran stated that the current 014-2015 fiscal year budget for the City did not include the position of the HR Director. CM K. Duran further stated that positions that have not yet been filled include a Safety Officer (an HR position), and Executive Assistant Position to the City Manager. CM K. Duran stated that he believed both positions would benefit the City in their own respective right. CM K. Duran explained that by combining both salaries and vacating the position of Safety Officer and Executive Assistant would return higher value to the City as a whole, by investing in our greatest asset, the City Employee.

City Manager Kelly Duran stated that in addition of the combined salaries of both said positions, he proposed contributing $5,000 dollars from his own salary towards the HR Director position in an effort to recruit a higher caliber HR Director. CM K. Duran further stated that the current HR Analyst position was receiving a temporary 10% increase to her pay due to the undertaking of additional duties. CM K. Duran explained that by combining both salaries of both said positions as well as contributing a portion of his own salary and additionally including the added 10% from the HR Analyst Position would equate to and average salary range of $70,000 up to $82,300 dollars.

Motion made by Mayor Pro-Tem Valdez to approve the Human Resource Director Position.
Motion 2nd by Councilor Michelle R. Martinez for the sake of discussion.

Councilor Michelle R. Martinez stated that she was not in favor of the HR Job description as presented as the qualification did not stipulate certification(s) and/or a Bachelors equivalent.

CM K. Duran stated that he sought the aid from HR Analyst Stephanie Martinez to prepare a generalized HR job description for Councils Consideration. CM K. Duran stated that the Job description can and will most definitely be modified.

Councilor Adrianna Ortiz expressed her concerns vacating the Executive Assistance Position further stating that she believed the workload may be too much for the City Manager to handle on his own.

City Manager Kelly Duran stated that City Records Clerk Therisa Salazar was currently receiving an additional 10% percent to her salary as to aid in the capacity of Executive Assistant.

City Clerk Anna Squires clarified for the record that the 10% addition to the Records Clerk position came entirely out of the City Clerk's budget. CC Squires furthermore stated that the increase was not taken from the

City Managers budget. City Clerk Anna Squires explained when former City Clerk/Interim City Manager Tessa Jo Mascarenas was in effect, she decisively increased the Records Clerk Salary strictly from the City Clerk's Budget.

Councilor Adrianna Ortiz questioned if the City Clerk had taken on HR duties since her appointment. CM K. Duran answered the question by stating that the current City Clerk did not handle Human Resource duties and/or personnel issues.

Councilor Dennis Tim Salazar stated that he was not in favor of the position as presented as he believed current HR Analyst Stephanie Martinez should not be subject to a decrease to her current salary as her performance and dedication to the City of Española had been merited. CM K. Duran stated that the 10% decrease would not take effect instantly but moreover a graduated period of time given the factor that transition posed.

Mayor Pro-Tem Valdez called for the motion on the floor and requested a roll call vote.

Roll Call Vote:

Councilors:	***Cory Lewis***	***in Favor***
	Michelle R. Martinez	***in Favor***
	Dennis Tim Salazar	***Not in Favor***
Mayor Pro-Tem:	***Pedro Valdez***	***in Favor***
	Adrianna Ortiz	***in Favor***
	Peggy Sue Martinez	***in Favor***
	John Hernandez	***in Favor***

Motion Carried 6-1

H. EXECUTIVE SESSION

Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (5) discussion of bargaining strategy preliminary to collective bargaining negotiations; (7) attorney-client privilege pertaining to threatening or pending litigation in which the public is or may become a participant; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body.

I. ADJOURNMENT

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Motion to adjourn made by Councilor Cory Lewis; Motion 2nd by Mayor Pro-Tem Valdez.

Motion Carried 7-0

Meeting Adjourned at 6:36pm

ADOPTED AND APPROVED by the Governing Body of the City of Española this 24th day of February 2015.

The Honorable Alice Alarid Lucero
Mayor, City of Española

ATTEST:

Anna Squires, City Clerk
[SEAL]

AGENDA
CITY COUNCIL MEETING
FEBRUARY 10, 2015, 6PM
CITY HALL COUNCIL CHAMBERS
405 N. PASEO DE OÑATE ESPAÑOLA, NM

Please turn off cell phones or set to silent mode

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. MOMENT OF MEDITATION/ INVOCATION

D. ROLL CALL/ DETERMINATION OF QUORUM

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CITY OF ESPAÑOLA

Memorandum

Alice A. Lucero
Mayor

Pedro Valdez
Mayor Pro Tem

Councilors

District 1
Pedro Valdez
Dennis Tim Salazar

District 2
Michelle Martinez
Peggy Sue Martinez

District 3
Eric S. Radosevich
John Hernandez

District 4
Cory J. Lewis
Adrianna Ortiz

Executive Staff

Kelly Duran
City Manager

Anna Squires
City Clerk

405 N. Paseo de Oñate
Española, NM 87532
505-747-6100 (Main)
505-747-6084 (Fax)
www.cityofespanola.org

Date: February 5, 2015

To: Governing Body

From: Kelly Duran, City Manager

Re: Request for a Human Resources Director Position

I am hereby requesting the position of a Human Resource Director be approved.

As you know, the position of HR Director is been unfilled in a fulltime capacity over a number of years, as a result this has allowed the City not to be as effective in establishing and maintaining sound risk management principles, employee performance evaluation system, time tracking/ payroll system, hiring- training- retaining employees, and the overall process of personal management.

Currently, the 2014-2015 fiscal year budget for the City does not include the position of HR Director, it however includes positions that have yet to be filled, which include a Safety Officer (an HR position), and an Executive Assistant Position to the City Manager. Considering both these positions would benefit the City in their own respective positions, I strongly feel that combining both salaries and vacating the position of Safety Officer and Executive Assistant would return a higher value to the City as a whole, by investing in our greatest asset, the City Employee.

Additionally, when combining the salaries of the both said positions, still leaves a salary that is not conducive in recruiting a high caliber HR Director that is needed. That said, I feel in order for me to be successful in the position of City Manager, I am willing and wanting to contribute to the salary for the HR Director position.

The plan to fund this position is as follows:

1. Vacate the position of Safety Officer	$34,278 Per Year
2. Vacate the position of Executive Assistant	$37,502
3. Contribution of City Manager's position	$5,000
4. 10% removal from HR Analyst position	$5,520
Total Proposed salary range for HR Director Position	$70,000--$82,300

City of Espanola
Salary Schedule
FY 2014-15

TEMP POSITIONS
VACANT POSITIONS
Revision as of: 1/2/2015
Total Salaries Budgeted: $8,829,818

(A) ACCOUNT CODE	(B)	(F)	(G) 41010 FY 2014-15 ANNUAL SALARY	(H) 42010 F.I.C.A. SOC SEC (AS x .062)	(I) 42020 F.I.C.A. MEDICARE (AS x .0145)	(J) 42030 P.E.R.A. RETIREMENT (AS NOTED)	(K) 42050 HEALTH INSURANCE EMPLOYER %	(L) 42060 RETIREE HEALTH REG(C X .02751) SP(C X .03438)	(M) 42070 UNEMPLOYMENT INSURANCE $145 Per Empl.	(N) 42080 WORKERS COMP ASSESSMENT	(O) 42090 WORKERS COMP PREMIUM	(P) TOTAL AS OF
General Fund												
101-010	Governing Body		57,533	3,567	835	3,007	44,519	539	978	83	2,531	$113,592
101-020	Municipal Court		285,332	17,691	4,136	45,812	88,343	8,260	4,825	82	3,759	$458,241
101-050	Community Services		55,016	3,411	798	9,204	4,538	1,650	935	9	1,843	$77,405
101-100	City Manager		227,219	14,088	3,295	38,014	40,272	6,817	3,863	36	1,000	$334,603
101-101	City Clerk		145,995	9,052	2,117	24,425	24,467	4,380	2,482	37	642	$213,597
101-103	Recreation		183,410	11,371	2,662	23,235	19,805	4,166	3,118	101	3,086	$250,955
101-104	Senior Center		138,965	8,616	2,015	19,870	18,412	3,563	2,362	46	4,397	$198,246
101-108	Human Resources		62,546	3,878	907	10,464	4,537	1,876	1,063	9	275	$85,555
101-120	Finance		270,358	16,762	3,921	45,231	51,028	8,111	4,596	55	1,190	$401,252
101-140	Information TecH		43,451	2,694	630	7,269	7,468	1,304	739	9	191	$63,755
101-150	Library		112,570	6,979	1,633	13,961	20,339	2,503	1,914	46	507	$160,452
101-170	Planning & Zoning		276,286	17,130	4,006	46,223	65,704	8,289	4,697	55	4,389	$426,778
101-180	Streets		236,257	15,239	3,563	39,526	73,470	7,088	4,016	59	29,532	$408,750
101-185	General Services		304,928	19,265	4,506	49,275	46,446	8,836	5,184	82	9,035	$447,557
101-186	Parks		74,422	4,614	1,079	8,919	6,498	1,599	1,265	37	2,493	$100,927
101-187	Fleet		81,536	5,055	1,182	13,641	10,150	2,446	1,386	28	2,903	$118,327
101-190	Public Safety		1,315,488	87,202	20,394	300,643	236,670	46,734	22,363	321	44,842	$2,074,658
101-209	Fire		630,926	48,417	11,323	190,855	140,858	23,660	10,726	133	33,503	$1,090,402
TOTAL GENERAL FUND			$4,502,239	$295,031	$69,002	$889,573	$903,524	$141,821	$76,513	$1,230	$146,117	$7,025,050
207-001	E-911											
TOTAL E-911 FUND			$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Utility Department												
500-120	Water Utility		$583,188	$34,760	$8,131	$91,587	$113,160	$16,423	$9,914	$158	$24,127	$901,448
505-160	Wastewater Plant		$531,894	$32,802	$7,672	$86,805	$143,949	$15,566	$9,413	$127	$23,252	$903,321
TOTAL UTILITY FUND			$1,115,082	$67,561	$15,802	$178,392	$257,109	$31,989	$19,328	$285	$47,379	$1,804,768
PENDING TRANSFERS												
GRAND TOTAL SALARIES		$ -	$5,617,322	$362,592	$84,804	$1,067,965	$1,160,633	$173,810	$95,840	$1,516	$193,497	$8,829,818

nicipality City of Espanola

d Code Community Services

101

COMMUNITY SERVICES
DETAILED PERSONAL SERVICES SCHEDULE
(CENTS ROUNDED TO NEAREST DOLLAR)

Fund No. 101
Dept. No. 50

(A) EMP. NO.	(B)	(C) 1) Position classification / FTE or Part-time 2) Employee name (Optional) 3) Bi-weekly or Monthly Salary	(D)	(E) PAY RATE CURRENT ADJUSTED	(F) 41010 FY 2014-15 ANNUAL SALARY	(G) 42010 F.I.C.A. SOC SEC (AS x .062)	(H) 42020 F.I.C.A. MEDICARE (AS x .0145)	(I) 42030 P.E.R.A. RETIREMENT (AS NOTED)	(J) 42050 HEALTH INSURANCE EMPLOYER %	(K) 42060 RETIREE HEALTH CARE (C X .03000)	(L) 42070 UNEMPLOYMENT INSURANCE $145 Per Empl.	(M) 42080 WORKERS COMP ASSESSMENT	(N) 42090 WORKERS COMP PREMIUM	(O) TOTAL
	1)	Community Services Director	6/30/2014											
735	2)	Mark Trujillo												
	3)	100%	6/30/2015	26.45	55,016	3,411	798	9,204	4,538	1,650	935	9	1,843	77,405
		Page Total		-	$55,016	$3,411	$798	$9,204	$4,538	$1,650	$935	$9	$1,843	$77,405
		Comm Svcs Total		-	$55,016	$3,411	$798	$9,204	$4,538	$1,650	$935	$9	$1,843	$77,405

Check [ ] if this form is a revision. Revision No. _____ Revision Date 02-Jan-15

unicipality City of Espanola

nd Code City Manager

101

CITY MANAGER
DETAILED PERSONAL SERVICES SCHEDULE
(CENTS ROUNDED TO NEAREST DOLLAR)

Fund No. 101
Dept. No. 100

(A) EMP. NO.	(B)	(C) 1) Position classification / FTE or Part-time 2) Employee name (Optional) 3) Bi-weekly or Monthly Salary	(D)	(E) PAY RATE CURRENT ADJUSTED	(F) 41010 FY 2014-15 ANNUAL SALARY	(G) 42010 F.I.C.A. SOC SEC (AS x .062)	(H) 42020 F.I.C.A. MEDICARE (AS x .0145)	(I) 42030 P.E.R.A. RETIREMENT (AS NOTED)	(J) 42050 HEALTH INSURANCE EMPLOYER %	(K) 42060 RETIREE HEALTH CARE (C X .03000)	(L) 42070 UNEMPLOYMENT INSURANCE $145 Per Empl.	(M) 42080 WORKERS COMP ASSESSMENT	(N) 42090 WORKERS COMP PREMIUM	(O) TOTAL
		City Manager -	6/30/2014											
41		Kelly Duran	6/30/2015	48.08	100,006	6,200	1,450	16,731	0	3,000	1,700	9	440	129,537
	1)	Human Resources/Safety Officer	6/30/2014											
	2)	VACANT												
	3)	100%	6/30/2015	16.48	34,278	2,125	497	5,735	13,424	1,028	583	9	151	57,830
	1)	Administrative Secretary	6/30/2014											
	2)	VACANT												
	3)	100%	6/30/2015	18.03	37,502	2,325	544	6,274	13,424	1,125	638	9	165	62,007
	1)	HIDTA - grant funded	6/30/2014											
	2)	Marcella Maestas												
	3)	100%	6/30/2015	26.65	55,432	3,437	804	9,274	13,424	1,663	942	9	244	85,229
		Page Total	[redacted]	-	$227,219	$14,088	$3,295	$38,014	$40,272	$6,817	$3,863	$36	$1,000	$334,603
		City Manager Total	[redacted]	-	$227,219	$14,088	$3,295	$38,014	$40,272	$6,817	$3,863	$36	$1,000	$334,603

Check [ ] if this form is a revision. Revision No. _____ Revision Date 02-Jan-15