

FINANCE BOARD MEETING
NOVEMBER 10, 2015, 6:00PM
TABLED FROM THE OCTOBER 22ND 2015 FBM
CITY HALL COUNCIL CHAMBERS
405 N. PASEO DE OÑATE ESPAÑOLA, NM

A. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

Meeting was called to order at 6:04 pm by Mayor Alice A. Lucero, she then led the pledge of allegiance.

B. ROLL CALL/ DETERMINATION OF QUORUM

The following in Attendance:

Mayor:	Alice A. Lucero
Mayor Pro-Tem:	Pedro Valdez
Councilors:	Michelle R. Martinez
	Peggy Sue Martinez
	Adrianna Ortiz
	Tania Sanchez
	John Hernandez
	Dennis Tim Salazar
	Cory Lewis (arrived at 6:15pm)

City Manager Kelly Duran – *residing*
City Clerk Anna Squires – *residing*
Deputy City Clerk Jeanne Bustos – *residing*

C. APPROVAL OF AGENDA

Agenda as Presented:

- *Begin* -

- A. CALL TO ORDER/ PLEDGE OF ALLEGIANCE
- B. ROLL CALL/ DETERMINATION OF QUORUM
- C. APPROVAL OF AGENDA
- D. AUDIT UPDATE - *Administrative Services Director Joyce Sandoval*
(REVIEWED ON OCTOBER 22ND 2015)- *Administrative Services Director Joyce Sandoval*
- E. THIRD QUARTER FY16 BUDGET REPORT - *Administrative Services Director Joyce Sandoval*
(REVIEWED ON OCTOBER 22ND 2015)
FIRST QUARTER FY16 BUDGET REPORT DISCUSSED (REVIEWED ON OCTOBER 22ND 2015)
- *Administrative Services Director Joyce Sandoval*
- F. DISCUSSION ACTION/ ITEMS
 1. CONSIDERATION OF AGREEMENT BETWEEN THE CITY OF ESPAÑOLA & ZIA CREDIT UNION FOR THE ADOPTION OF RANCHITOS PARK - *Community Services Director Mark Trujillo*
(ACTION TAKEN, OCTOBER 22ND 2015)
 2. CONSIDERATION OF TRANSFERRING \$500,000 DOLLARS FROM THE UNRESTRICTED CITY INVESTMENT FUND FOR THE FOLLOWING PROPOSES:
 - a) Consideration of Funding for New City Website in the amount of \$35,000 dollars
- *City Clerk Anna Squires*
 - b) Consideration of Funding for Equipment & Software from Professional Document Systems in the amount of \$10,000 dollars - *City Clerk Anna Squires*
 - c) City Council Chambers Speakers & Monitors in the amount of \$15,000 dollars
- *City Manager Kelly Duran*
 - d) I.T. Work Order System & Customer Management System in the amount of \$20,000 dollars - *City Manager Kelly Duran*
 - e) Lucero Center Roof, H-VAC, Electrical and Painting in the amount of \$300,000 dollars
- *City Manager Kelly Duran*
 - f) Other City Facility Improvements in the amount of \$100,000 dollars
- *City Manager Kelly Duran*

G. ADJOURNMENT

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. 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 -

Discussion by the Governing Body, pertaining to the 10.22.15 Finance Board Meeting, was conducted for approximately forty-two (42) minutes before a motion was made to un-table the 10.22.15 Finance Board Meeting Agenda accepting the current 11.10.15 Finance Board Meeting Agenda.

Councilor Peggy Sue Martinez called a point of order at 6:42pm citing that during the last Finance Board Meeting held October 22nd 2015, it was determined to re-discuss item 2 letter a. Consideration of Funding for New City Website in the amount of \$35,000 dollars during the final table. City Clerk Anna Squires confirmed the motion conducted by Councilor Peggy Sue Martinez during the previous Finance Committee Meeting. She further offered that the motion was included in the last Finance Board Meeting Minutes of October 22nd 2015.

Motion by Councilor Peggy Sue Martinez to un-table the 10.22.15 Finance Board Meeting and amending 11.10.15 Finance Board Meeting Agenda; 2nd by Councilor Michelle R. Martinez

Mayor Lucero cited item 2 letter (f.) Other City Facility Improvements in the amount of \$100,000 dollars which was discussed and omitted from the agenda; she requested that the meeting commence beginning from letter (c.) City Council Chambers Speakers & Monitors in the amount of \$15,000 dollars.

Councilor Cory Lewis present at 6:15pm

Motion Carried 8-0

11-10-15 Finance Board Meeting officially begun at 6:42pm

(c.) City Council Chambers Speakers & Monitors in the amount of \$15,000 dollars

-City Manager Kelly Duran

City Manager Kelly Duran stated that Audio Visual technology was an important requirement in the to implement modern technology within the City Council Chambers. He stated that the presented technology would support the service delivery initiatives and aid all City operating departments. He further stated that a key requirement was the ability to easily make and view presentations using a variety of media sources which included; Live reports during City Council meetings to include live teleconferencing capability

CM Kelly Duran further explained the proposed technology to the Governing Body, sighting that a document camera would be located on the ceiling of the Council Chambers with zoom control capability which would allow the Council and attendees to view the various types of documentation presented at the document table located directly below. He further explained that attendees can view the information on a rear projection screen that would be housed at the front of the Chambers behind the dais.

CM Kelly Duran stated that images presented would be projected on to the screen with the use of the Proxima DP9500 projector or and a wide-angle throw lens. He then explained that Council members seated at the dais

can view the same material, without having to turn around on, via LCD monitors housed in positions at the dais. CM K. Duran stated that by allowing for the City Council Chambers Speakers & Monitors technology would enable the City to meet the current and future needs in providing quality services to the community.

Motion by Mayor Pro- Tem Valdez to approve City Council Chambers Speakers & Monitors in the amount of \$15,000 dollars; 2nd by Councilor Adrianna Ortiz

Councilor John Hernandez questioned City Manager Kelly Duran of the reoccurring cost(s) and maintenance cost(s) associated with the adoption of the technology, he further added that he believed the City could hold-off on the new technology as it seemed luxurious in comparison to having the Lucero Center maintained. He further stated that he felt providing services for the constituents would be moreover a priority. Similar concerns were echoed by Councilor Michelle R. Martinez, Councilor Tania Sanchez and Councilor Peggy Sue Martinez.

CM Kelly Duran replied in the affirmative, stating that maintenance agreements were an essential and a reoccurring part of the technology and would also need to be addressed if funds were first allocated.

Motion Failed 6-2

CM K. Duran further advised Council that he had previously prepared alternative methods for budgeting to accommodate the technology and was prepared in the event Council did not approve the request through the proposed funding.

***Councilor Adrianna Ortiz voted in the affirmative
Mayor -Pro Tem Valdez voted in the affirmative***

**(d.) I.T. Work Order System & Customer Management System in the amount of \$20,000 dollars
-City Manager Kelly Duran**

City Manager Kelly Duran stated that when he had first begun with the City he had felt there was a need to develop a work order and tracking system in an effort to provide a type of a customer management system that would allow for scheduling and management of work-flow by utilizing calendars and tools available that Report and Track data using hundreds of different reports. CM Kelly Duran expressed that be attempting to go paperless even marginally will inevitably save time.

CM Kelly Duran stated that the technology would allow sending daily, weekly, monthly, etc. updates on whatever data was important to the organization. He further sighted that the technology would aid to track the completion of Public Records Requests as proven to be ongoing within the Clerks Department. CM Kelly Duran stated that the technology would allow for reports to be generated on Open Records Requests, Closed Records, average days for Completion of work, warranties, contracts, historical data and cost summaries

CM Kelly Duran further stated that labor costs, hours, scheduling reports, work flow management, assignments for techs, and quantifying how many hours on what type of work, could all be tracked though the proposed technology.

Councilor Tania Sanchez stated that she felt the technology was not a priority as the Lucero Center posed more liability to the City in its current state than the lack of tracking workflow operations.

Motion by Mayor Pro- Tem Valdez to approve the I.T. Work Order System & Customer Management

System in the amount of \$20,000 dollars; 2nd by Councilor Adrianna Ortiz

Motion Carried 6-1

Councilor Tania Sanchez voting in the negative

(e.) Lucero Center Roof, H-VAC, Electrical and Painting in the amount of \$300,000 dollars

-City Manager Kelly Duran

City Manager Kelly Duran stated that the Lucero Center was built in 1972 and offering services since 1973. He further stated that the had not been replaced in over 20 years, as a result, many leaks have been created over the years and created problems for lighting, electrical and flooring as a result. CM Kelly Duran explained that leaks were working against the other HVAC coolers which were installed over the years for Lucero Center and Library.

Councilor Peggy Sue Martinez stated that she did not believe that the amount to rectify the problems discussed would cover all cost especially unforeseeably problems once remediation begun. She further stated that she was very concerned and suggested that an engineering study/development be rendered to aid with the process of infrastructure analysis and remediation prior to. City Manager Kelly Duran replied in the affirmative.

Mayor Pro- Tem Valdez out at 7:15pm

City Manager Kelly Duran further explained that the ventilation system within the pool area was not circulating enough air, causing high humidity conditions resulting in superficial rusting conditions over lights, roof rafters, doors, and electrical wiring. He further stated that the matter further affected paint to flake off from the walls, ceilings, and skylights. CM K. Duran further explained that the electrical system needed updating as the result of various circuits being eliminated due to rusting conditions and/or for other issues

City Manager Kelly Duran concluded that the Lucero Center was dilapidated to a point in which the City was receiving numerous complaints. He discussed an initial plan (Step One) which would allow the approval to appropriate an amount to allow staff to begin the process to remediate the problems by a phased approach or a single project approach. He then discussed a secondary approach (Step Two) which would involve task order(s), and approaching and an engineer firm to conduct an analysis of the Lucero Center, evaluating all of the HVAC equipment including; load calculations, plumbing fixtures, piping, electrical systems, lighting, fire alarms, etc. He further stated that the study would analyze the structural integrity of the building, perform a code analysis of the building to determine code deficiencies and perform an ADA analysis for conformance to current accessibility standards.

CM Kelly Duran stated that the preliminary cost estimate and recommendations for phasing estimated cost for this analysis would be \$25,000 - \$30,000 dollars. He stated that the next phase (Step Three) would be to develop a plan, per the guidance of the engineer with respect to the safety of the building, the employees and patrons of the Lucero Center. He further cited progressive plans (Step Four) to complete the tasks of repairing and updating the Lucero Center to continue to offer the citizens, employees, and visitor's services.

Administrative Services Director Joyce Sandoval stated that the Engineering Study/Development for the Lucero Center pertaining to the Roof, H-VAC, Electrical could be taken from the Municipal Improvement Fund (124 FUND) of prior year cash in the amount of \$30,000 dollars. She then sighted account number "310" is it pertaining to infrastructure, sighting \$292,294 dollars. She further cited Municipal Improvement Fund's (124 FUND's) of prior year cash in the amount \$315,061.93 dollars.

Motion by Councilor Michelle R. Martinez to approve Lucero Center Roof, H-VAC, Electrical and Painting in the amount of \$300,000 dollars, transferring funds from prior year cash in the amount of \$300,000 dollars and restricting funds for the use of mentioned improvement(s), Councilor John Hernandez concluded the motion to approve the transferring funds from the Municipal Improvement Fund (124 FUND) of prior year cash for the purposes of developing an Engineering Study/Development in the amount of \$30,000 dollars; 2nd by John Hernandez

Councilor Michelle R. Martinez stated that she was originally skeptical of transferring unrestricted reserves and restricting approximately .5 million dollars. She further stated that she was more over in favor of providing services to the community. She stated that the remediation of the heavily trafficked Lucero Center needed to be addressed as problems posed liability to the City. Similar comments were echoed by Councilor Tania Sanchez, Councilor Dennis Tim Salazar, Councilor Cory Lewis, Councilor Peggy Sue Martinez and Councilor John Hernandez

Motion Carried 6-1

Councilor Peggy Sue Martinez voted in the negative.

Mayor Pro-Tem Valdez excusing himself for the duration of the meeting at an earlier time due to a previous commitment.

~~(f.) Other City Facility Improvements in the amount of \$100,000 dollars~~

- omitted from the 11.10.15 FBM Agenda; not concluded to return to full Council.

(a.) Consideration of Funding for New City Website in the amount of \$35,000 dollars

- City Clerk Anna Squires

City Clerk Anna Squires stated that the current City Website did not allow for internal upgrades to be conducted. She stated the need for a new website development which could be maintained by at least seven (7) City Department(s) has been addressed and relayed to by City Clerk to the City Manager. City Clerk Squires stated that for the past six (6) months, ongoing problems to provide public information to the City website as to abide by IPRA and OMA laws have been hindered due to the lack of accessibility to conduct upgrades as the webmaster was a contracted service outside of the City's immediate control.

City Clerk Anna Squires stated that the funding to maintain the current City website was a reoccurring cost which was adhered to be the City Clerks budget.

City Clerk Squires stated that during her discussions with Municipal League Official(s), the recommendation of Municipal Website Developer was the contractor Civic Plus. She stated that the contractor had conducted nearly 12,000 Municipal websites across the County. She further explained that the contractor was based out of state but was on the N.M. State Contractors list, possessed a N.M. CRS Tax ID # and came highly recommended. She further explained that she did not want to place any added pressure on Council, but for the sake of transparency, further stated that it would be Council's decision to either place the project within an RFP for in-state local bidders or proceed with the recommendation.

Motion by Councilor Michelle R. Martinez to approve Funding for New City Website, transferring funds from prior year cash in the amount of \$35,000 dollars restricting funds for the development of a new City website; 2nd by Councilor John Hernandez.

Councilor Tania Sanchez stated that she was in favor of placing the project within an RFP for in-state local bidders as she felt the monies spent by the City should support the local economy and small business.

Councilor John Hernandez and Councilor Peggy Sue Martinez questioned City Clerk Anna Squires with regard to her professional preference on the matter. CC Squires stated that she would lean more towards the recommended website developer as the project could proceed once Council approved the proposed contract. She further cited that the key component of the recommended company was that the website development could be maintained through the City and Council would see results and progress within four (4) months.

Motion Carried 6-1

Councilor Tania Sanchez voting in the negative

(b.) Consideration of Funding for Equipment & Software from Professional Document Systems in the amount of \$10,000 dollars - City Clerk Anna Squires

City Clerk Anna Squires stated that during the last Finance Committee Meeting she had discussed with Council current problems concluded with software configuration. She state that she was provided documented from the contractor, Professional Document Systems, of the determined issues. CC Squires stated that the cost to rectify the problems exceeded her fiscal year budgetary cost by \$2,000 dollars.

City Clerk Squires stated that by state law the Municipal Clerk is the custodian of Municipal Records, and should in theory oversee all record retention and destruction policies as per state law. She then stated that the Department of Public Safety Records Supervisor Francisco Galvan was in desperate need of software and hardware capabilities to ensue digital backup of current EDPS files as boxes of backlog fill up a large space within the department. She stated that the cost to support the infrastructure by adopting licenses, software and hardware (scanners) for the department would be approximately \$8,000 dollars.

Administrative Services Director Joyce Sandoval stated that the Software, Hardware & License's Purchase from Professional Document Systems for the Purpose of Public Safety Record Upgrades in the Amount of \$8,000 could be taken from the Municipal Improvement Fund (124 FUND) of prior year cash. She then stated that the Software from Professional Document Systems to rectify past software problems in the amount of \$2,000 dollars could be taken from the prior year cash unrestricted reserves and restrict the monies purpose.

Motion by Councilor Adrianna Ortiz to approve Professional Document Systems proposal to rectify past problems, transferring funds from prior year cash in the amount of \$2,000 dollars and restricting funds, Councilor Adrianna Ortiz concluded the motion to approve transferring funds from the Municipal Improvement Fund (124 FUND) of prior year cash for the purposes of

Software, Hardware & License's Purchase from Professional Document Systems for the Purpose of Public Safety Record Upgrades in the amount of \$8,000 dollars; 2nd by Councilor Dennis Tim Salazar

Motion carried 7-0

H. 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

Motion to Adjourn made by Councilor Peggy Sue Martinez; 2nd by Councilor Adrianna Ortiz

Motion Carried 7-0

Meeting adjourned at 8:45 pm

ADOPTED AND APPROVED by the Governing Body of the City of Española this 12th day of January 2016.



Alice Alarid Lucero, Mayor, City of Española

ATTEST:



Anna Squires, City Clerk

