

FINANCE BOARD MEETING
OCTOBER 22ND, 2015, 6PM
CITY HALL COUNCIL CHAMBERS
405 N. PASEO DE OÑATE ESPAÑOLA, NM

A. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:02 pm by Mayor Alice A. Lucero, she then led the pledge of allegiance and expressed birthday salutations towards City Clerk Squires.

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

Absent:	John Hernandez
	Cory Lewis
	Dennis Tim Salazar

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*
- E. THIRD QUARTER FY16 BUDGET REPORT - *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*
 - 2. CONSIDERATION OF TRANSFERRING \$500,000 DOLLARS FROM THE UNRESTRICTED CITY INVESTMENT FUND FOR THE FOLLOWING PROPOSES:
 - 1. Consideration of Funding for New City Website in the amount of \$35,000 dollars
- *City Clerk Anna Squires*
 - 2. Consideration of Funding for Equipment & Software from Professional Document Systems in the amount of \$10,000 dollars - *City Clerk Anna Squires*
 - 3. City Council Chambers Speakers & Monitors in the amount of \$15,000 dollars
- *City Manager Kelly Duran*
 - 4. I.T. Work Order System & Customer Management System in the amount of \$20,000 dollars - *City Manager Kelly Duran*
 - 5. Lucero Center Roof, H-VAC, Electrical and Painting in the amount of \$300,000 dollars
- *City Manager Kelly Duran*
 - 6. 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 -

Councilor Peggy Sue Martinez stated that she was not in favor of the agenda as presented and felt that none of the items were approved within the budget.

Motion to approve the agenda as presented by Mayor Pro-Tem Pedro Valdez; 2nd by Councilor Adrianna Ortiz. Councilor Peggy Sue Martinez qualified her motion stating that she would be willing to approve the agenda for discussion purposes only.

Motion Carried 5-0

D. AUDIT UPDATE – Administrative Services Director Joyce Sandoval

ASD Joyce Sandoval stating that a closed FY12 Audit Exit Conference took place September 21st, 2015. She further commented that pursuant to Section 12-6-5 NMSA 1978, the audit report could not become public record until five (5) days after the date of the release letter. She stated that she had been in contact with DFA and the anticipated date for the disclosure of FY12 could be anticipated by November 19th, 2015.

E. THIRD QUARTER FY16 BUDGET REPORT - Administrative Services Director Joyce Sandoval
 Administrative Services Director Joyce Sandoval stated that the language on the agenda revealed "THIRD QUARTER" and should have reflected as "FIRST QUARTER", she apologized for the typo. ASD Sandoval began to hand out materials for the item under discussion (*reveling as First Quarter Material*) she apologized for the delay of provided packet materials as she was not prepared prior to deadline.

Councilor Michelle R. Martinez, expressed transparency concerns regarding public information. She further commented that she had been very vocal about not placing items on the said committee/council agenda if packet material was not provided within a given deadline. She further stated that she highly encouraged the development of some type of Clerk Policy adhering to a structured deadline prior to providing public information. Councilor Peggy Sue Martinez and Councilor Tania Sanchez echoed similar sentiments sighting that by not providing ample time to review information in turn did not allow the Council to make informed decisions.

City Clerk Anna Squires was facilitating the 10.22.15 Finance Board meeting minutes and was limited to voice her support or objection regarding the request.

Mayor Alice A. Lucero stated that she agreed with Councilor Michelle R. Martinez to a degree, but stressed that the important information to receive within the packet material should pertain more specifically to the *Item(s)* subject to *Action* not just limited to *Discussion*, as full Council would reserve the right to motion on an *Item(s)* subject to *Action* if a *Quorum (comprised of the Governing*

Body) was determined at the beginning of a meeting.

Councilor Adrianna Ortiz redirected the meeting to the materials handed out by ASD Joyce Sandoval regarding the *First Quarter FY2016 Budget Report*.

Administrative Services Director Joyce Sandoval stated that the beginning of FY16 *Revenues* versus *Expenditures* within the month of July 2015, General Fund (GF) Expenditures were at a higher point than the previous quarter same time last year.

ASD Joyce Sandoval summarized Year to Date (YTD) General Fund Net Assets comparing last year's FY budget data to that of the current month and FY budget data and revealed an amount of \$189,295 dollars.

ASD J. Sandoval summarized Year to Date (YTD) Water Fund Net Assets comparing last year's FY budget data to that of the current month and FY budget data and revealed an amount of \$275,410 dollars.

ASD Sandoval summarized Year to Date (YTD) Wastewater Fund Net Assets comparing last year's FY budget data to that of the current month and FY budget data and revealed an amount of \$74,006 dollars.

ASD Joyce Sandoval summarized (GRT's) Gross Receipts Tax revenues comparing last year's FY budget data to that of the current month and FY budget data and revealed an amount of \$10,047,069.96 dollars and trending at a 104.87%. ASD Joyce Sandoval stated that Administrative and Public Safety expenditures are initially the larger costs.

Councilor Adrianna Ortiz questioned the provided document/template provided by ASD Sandoval as she believed the template was provided by the Department of Finance and Administration of Local Government Division. She further questioned ASD Joyce Sandoval with regard to the date reflecting as 10.20.2015 on the provided document. (?)

ASD Sandoval responded in the affirmative stating that she printed the document on the reflected date, but further clarified that she utilized that same template provided by DFA to conduct Budget Adjustment analysis for Council review and reference.

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*

Community Services Director Mark Trujillo stated that representatives of Zia Credit Union had recently viewed the a newsletter issued by the City of Española. He further stated that due to the recent adoption of Valdez Park by Del Norte Credit Union the newsletter, sighting restoration efforts, encouraged representatives of Zia Credit Union to develop and initiate a similar agreement.

CSD Mark Trujillo introduced Zia Credit Union Chief Executive Officer David Woodruff. Mr. David Woodruff introduced himself and stated that he felt that the agreement encouraged civic pride and the preservation of public parks. He stated that he felt the Ranchitos Park would be the next best option for adoption. He further sighted that similar programs such as Adopt-a-Median

were conducted by Zia Credit Union.

CSD Mark Trujillo stated that he had worked on the agreement with City Clerk Squires to adopt correct language and was also reviewed in a final phase by City Attorney Frank Coppler. CSD Trujillo stated that the agreement was a time sensitive matter as the initial Ranchitos Park Clean-Up Day effort would need to commence on the upcoming Saturday, October 26th 2015.

CSD Mark Trujillo stated that, in addition, Zia Credit Union would provide two permanent signs (metal or other appropriate material) to be placed at the park entrance and field entrance next to the City's office building, resurface the basketball court and repair or replace wire nets and swing set in the Ranchitos Park. CSD Trujillo stated that the agreement was not intend to create any obligations express or implied. He further stated that Zia Credit Union also would like to reassess Ranchitos Park for further development(s) of playground and/or ballpark as per the adoption and will be ongoing until Zia Credit Union decided to readopt Ranchitos Park.

Motion by Councilor Peggy Sue Martinez to approve the Agreement Between the City of Española and Zia Credit Union for the adoption of Ranchitos Park; 2nd by Councilor Tania Sanchez.

Motion Carried 5-0

2. CONSIDERATION OF TRANSFERRING \$500,000 DOLLARS FROM THE UNRESTRICTED CITY INVESTMENT FUND FOR THE FOLLOWING PURPOSES:

Councilor Peggy Sue Martinez stated that she was not in favor of transferring funds in the amount of \$500,000 dollars from unrestricted reserves as she believed it was not fiscally responsible or acting in the best interest of the City. She further stated that the money should be restricted to investments as to acquire interest. She stated that although there was a quorum determined, she did not feel comfortable making financial decisions without the presence of three (3) Councilor's including the Chair of the Finance Committee.

Councilor Michelle Martinez stated that the present item(s) on the agenda for *action* would be subject to reoccurring costs and have not been reviewed appropriately prior to allocating funds outside of the budget cycle. She stated that she believed many of the items would also be subject to contract(s).

Councilor Tania Sanchez stated that she felt the place of the agenda appeared to be a calculated risk as she did not feel at ease making decision(s) if it compromised the needs of other departments.

Mayor Alice A. Lucero stated that she was the driving force of the consideration of transferring funds as she believed that the City must maintain facilities and provide services. She further stated that due to audit restraints, the City has not been able to acquire funding sources and facilities are not being maintained adequately. She further stated that as maintenance to facilities was ongoing, the need for technical upgrades to ensure the City was keeping up with state standards and regulatory processes posed other liabilities.

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 that 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 Manager Kelly Duran began to speak of item letter: d., c., and letter e., Councilor Peggy Sue Martinez sighted concerns of item letter (e) and Councilor Michelle R. Martinez then sighted concerns of item letter (f) as being the one (1) of three (3) items reflecting packet material for Councils review. Councilor Michelle R. Martinez stated that only item letters a., b., and f, had packet materials and were placed as *Action Item(s)* on the Agenda.

Mayor Alice A. Lucero called for a Point of Order at 7:42pm.

Discussion continued to develop outside the Point of Order and scope of discussion for item letter (a., subject to action, for approximately thirty minutes (30 minutes). 8:02pm

Motion by Mayor Pro-Tem Valdez to approve funding for New City Website in the amount of \$35,000 dollars; 2nd by Councilor Adrianna Ortiz.

Motion failed 3-2

Councilor Peggy Sue Martinez stated that she would like to reconsider and discuss all Finance Board Meeting matters presented including letter a.) Consideration of Funding for New City Website in the amount of \$35,000 dollars; b.) Consideration of Funding for Equipment and Software from Professional Document Systems in the amount of \$10,000; c.) Council Chambers Speakers & Monitors in the amount of \$15,000 dollars; d.) I.T. Work Order System & Customer Management System in the amount of \$20,000 dollars; e.) Lucero Center Roof, H-VAC, Electrical and Painting in the amount of \$300,000 dollars; and f.) Other City Improvements in the amount of \$100,000 dollars.

Mayor Lucero stated that Councilor Peggy Sue Martinez could table the agenda if a date could be determined by the consensus of the Governing Body. Mayor Lucero stated, at that point, the 10.22.15 Finance Board Meeting could be tabled to the determined date.

Councilor Peggy Sue Martinez made a motion to table the Finance Board Meeting until Tuesday, November 10th, 2015 reconsidering Finance Board Meeting item(s); letter a.) Consideration of Funding for New City Website in the amount of \$35,000 dollars; b.) Consideration of Funding for Equipment and Software from Professional Document Systems in the amount of \$10,000; c.) Council Chambers Speakers & Monitors in the amount of \$15,000 dollars; d.) I.T. Work Order System & Customer Management System in the amount of \$20,000 dollars; e.) Lucero Center Roof, H-VAC, Electrical and Painting in the amount of \$300,000 dollars; and f.) Other City Improvements in the amount of \$100,000 dollars; 2nd by Councilor Michelle R. Martinez

Motion carried 5-0

G. ADJOURNMENT

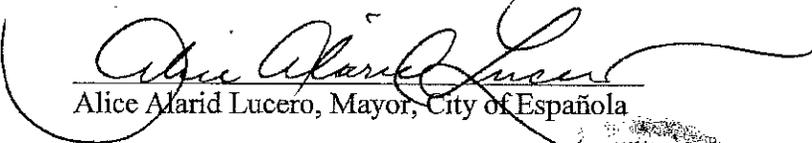
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Motion to Adjourn made by Mayor Pro-Tem Pedro Valdez and 2nd by Councilor Adrianna Ortiz

Motion Carried 5-0;

Meeting adjourned at 8:47 pm

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


Alice Alarid Lucero, Mayor, City of Española

ATTEST:


Anna Squires, City Clerk

