

Summary Minutes of:

**FINANCE BOARD MEETING
Thursday, July 21, 2011 5:30pm
City Hall Council Chambers
405 N. Paseo de Oñate, Española, NM**

I. Call to Order

Mayor Lucero called the meeting to order at approximately 5:32pm.

II. Approval of Agenda

Mayor Lucero presented the agenda for approval as follows:

---Begin---

I. Call to Order

II. Approval of Agenda

III. Public Comments

IV. Board Member Comments

V. Discussion/Action Items

a. Report on Audit

b. Resolution 2011-09 Final Budget Adoption

VI. Matters of the Chair

VII. Announcements

VIII. Executive Session

Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body.

IX. Adjournment

At any time during the Open Meeting, the Committee members, by a majority vote, may close the meeting to the public to discuss matters not subject to the New Mexico Open Meetings Act. The Committee members, by a majority vote, 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's Office at 747-6019 at least three days prior to the meeting.

---End---

Motion by Councilor Lewis to approve the agenda; seconded by Mayor Pro-Tem Lujan.

Motion carried 5-0.

III. Public Comments

Mr. Antonio Chavez from Public Works spoke to Mayor Lucero regarding the loss of overtime during weeks where employees took their furlough days.

City Manager Lujan stated that he did not have the background information to provide a final answer on their issue. He stated that overtime would defeat the purpose of a furlough day; however, this may be resolved through proper scheduling.

Mayor Pro-Tem Lujan stated that she had been approached outside the building and had not had an adequate amount of time to look into the issue.

Mayor called on Mr. Marvin Martinez to clarify the situation. Mr. Martinez stated that he had called in the department supervisors and had informed them that they would need to work with each other with regard to scheduling and that overtime would defeat the purpose of the furlough.

Mayor Lucero stated that overtime should be approved ahead of time.

Councilor Garcia entered at 5:36 p.m.

City Manager Lujan stated that he would visit with the employees and make sure that anyone scheduled to work standby is not scheduled to take a furlough in that particular week. He stated that he would be doing that for the Public Safety Department as well. City Manager Lujan expressed his intent to research the issue.

City Manager Lujan reminded all in attendance that the budget was still in the same condition as discussed previously. He added that they would have to adjust the scheduling.

Mr. Chavez stated that there were only two guys working at the plant and on stand-by. City Manager Lujan replied that he would look at the schedule and rearrange to accommodate. He stated that the only means to balance the budget would be layoffs and there is no other way to do this based on GRT.

Mayor Lucero stated that it was a hard decision for them to make and they did not anticipate the issues with the scheduling. She asked the City Manager to bring it back to council if an agreement cannot be reached.

Mr. Perry Vigil reiterated the issue of standby every other week and added that one man cannot do the operation of the plant on his own.

Councilor Seeds entered at 6:20 p.m.

Mayor Lucero explained that they had balanced a preliminary budget and DFA had requested that we cut another \$300,000. In addition, she had been informed that they had the same types of issues at the PD. Mayor Lucero asked City Manager Lujan to report at the next public safety committee. She stated that they hate to take more money from the employees. City Manager Lujan stated that he would have an update on Tuesday night in his report.

IV. Board Member Comments

Councilor Valdez reminded everyone that an entire town had been closed in Minnesota and asked everyone to keep in mind that the Governing Body does not wish to harm them, but they either have to make these cuts or do layoffs.

Mayor Pro Tem Lujan asked the employees to bear with them. Mr. Chavez asked for a meeting with upper management and stated that he feels they are lacking communication. City Manager Lujan agreed. Mayor Lucero suggested conducting general employee meetings.

V. Discussion/Action Items

a. Report on Audit

Ms. Sandoval stated that the Finance Department was working on the 2010 audit and would provide additional information to the auditors the following week. She stated that they were still on schedule for the final field work to happen in August. She projected that they would have a draft report by late September.

City Manager Lujan stated that he would be calling the auditors to expedite the process so that the Finance Department could proceed with 2010-2011 audit and finish by December. Mayor Lucero commended the finance staff and stated that it is amazing what has been accomplished.

b. Resolution 2011-09 Final Budget Adoption

Ms. Sandoval presented the budget to the council in the recommended format by DFA. She stated that two (2) changes had to be made. She explained that they had proposed the property tax amount at the same level as the prior year. However, the new assessment had increased property tax by \$2,410.00. She stated that they had adjusted the general fund budget accordingly.

Ms. Sandoval stated that the second change was that when DFA reviewed our anticipated GRT DFA indicated our \$8,795,000 projection was actually \$300,000 greater than that anticipated for 2012. Therefore, in order to approve the preliminary budget, it was suggested that she drop the GRT revenues so that they were the same as what was received for FY11.

Mayor Pro-Tem Lujan asked if that was reflected in the overall amount. Ms. Sandoval stated that it was.

Ms. Sandoval stated that this amount was an estimate and it could increase. However, this was the DFA recommendation for the preliminary to be approved.

Councilor Valdez asked if this would be revisited in January for possible changes. Ms. Sandoval said that a mid-year review is required. City Manager Lujan stated that the Governing Body had recommended quarterly reviews and it would be done. City Manager Lujan stated that they had investigated revenue increases. He stated that the Fire Department was looking at an increase of \$82,000 from the fires. He explained that escort fees have increased the revenues by \$8,000 as well. City Manager Lujan stated that the state had seen an increase in revenues.

City Manager Lujan added that, with the incident command post, a good amount of water had been sold. It had been sold at a rate which was afforded to all customers. He stated that he anticipated another \$10,000 of revenue as they had just moved out that day.

Motion by Councilor Valdez to approve Resolution 2011-09; seconded by Councilor Kain-Salazar.

Councilor Garcia stated that she did not want to approve this as she had just received it at the meeting but it was difficult to approve something she had just received.

Mayor Lucero offered that this could be approved on Tuesday night.

Councilor Valdez amended the motion to move this agenda item to Tuesday night; seconded by Councilor Seeds.

Ms. Sandoval asked the Governing Body members to bring their copies of the budget to facilitate the discussion.

Motion carried 6-0.

Mayor Lucero encouraged the City Councilors to stop in to City Hall to see Ms. Sandoval if they had any questions.

VI. Matters of the Chair

None.

VII. Announcements

None.

VIII. Executive Session

Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body.

Mayor Lucero explained that they would be discussing the applicants for Administrative Services Director.

Roll Call-

Mayor Pro-Tem:	Cecilia Lujan	In Favor
Councilors:	Cory Lewis	In Favor
	Rosario (Chayo) Garcia	In Favor
	Helen Kain-Salazar	In Favor

Pedro Valdez
Robert Seeds

In Favor
In Favor

Motion Carried 6-0.

Motion to exit Executive Session 6:16 by Councilor Garcia; seconded by Mayor Pro-Tem Lujan.

Roll Call-

Mayor Pro-Tem:	Cecilia Lujan	In Favor
Councilors:		
	Cory Lewis	In Favor
	Rosario (Chayo) Garcia	In Favor
	Helen Kain-Salazar	In Favor
	Pedro Valdez	In Favor
	Robert Seeds	In Favor

Motion Carried 6-0.

No action was taken in Executive Session.

IX. Adjournment

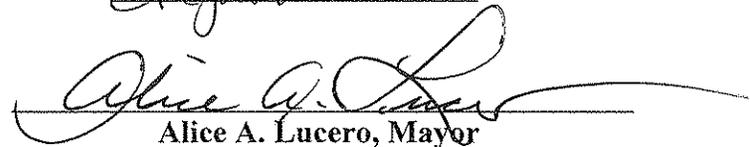
Motion by Mayor Pro-Tem Lujan to adjourn the meeting; seconded by Councilor Garcia.

Motion Carried 6-0.

Meeting was adjourned at approximately 7:14 p.m.

Minutes taken and transcribed by Tessa Jo Mascareñas, City Clerk.

APPROVED AND ADOPTED THIS 23rd DAY OF August, 2011.


Alice A. Lucero, Mayor




Tessa Jo Mascareñas, City Clerk