



July 13, 2016

**Agenda**

3:00 P.M. – 5:00 P.M. Workshop  
Valencia County Commission Chambers  
444 Luna Ave.  
Los Lunas, NM 87031

Board of County Commissioners

Charles D. Eaton, Chair	District IV
Jhonathan Aragon, Vice-Chair	District V
Helen Y. Cole	District I
Alicia Aguilar	District II
David A. Hyder	District III

**Please Silence all Electronic Devices**

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda

**WORKSHOP ITEM(S)**

- 4) FY 17 Budget

**PUBLIC COMMENT**

Please sign up on the sheet located just outside the Commission Chambers. The Board will allow each member of the public wishing to address the Board an opportunity to address the board in conjunction with the Public Participation Resolution, Resolution No. 2016-37 adopted by the board **Limited to three (3) minutes per person**

**NEXT COMMISSION MEETINGS**

**July 13, 2016-Public Hearing/Special Business Meeting @ 5:00 P.M.**  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

**July 19, 2016-Special Business Meeting @ 6:00 P.M.**  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

**August 3, 2016-Business Meeting @ 5:00 P.M.**  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

**August 10, 2016-Public Hearing @ 5:00 P.M.**  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

**August 17, 2016-Business Meeting @ 5:00 P.M.**  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

**ADJOURN**

*If you are an individual with a disability who is in need of a reader, 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 Valencia County Manager's Office at the Valencia County Administration Building, Los Lunas, New Mexico, (505) 866-2014 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Valencia County Manager's Office at the Valencia County Administration Building, Los Lunas, New Mexico, (505) 866-2014 at is needed.*

**B : 89 P : 1**



**VALENCIA COUNTY BOARD OF COMMISSIONERS**

**WORKSHOP**

**JULY 13, 2016**

<b>PRESENT</b>	
Charles D. Eaton, Chairman	
Jhonathan Aragon, Vice-Chair	
David A. Hyder, Member	
Alicia Aguilar, Member	
Helen Y. Cole, Member	
Danny Monette, County Manager	
Adren Nance & Dave Pato, County Attorneys	
Peggy Carabajal, County Clerk	
Press and Public	

1) The meeting was called to order by Chairman Eaton at 3:07 P.M.

2) Mr.Nance led the Pledge of Allegiance.

3) Approval of Agenda

Commissioner Aguilar requested that the department directors be given the opportunity to speak if they wish.

Commissioner Aguilar moved for approval. Seconded by Commissioner Cole. Roll call vote. Commissioner Cole voted yes. Commissioner Aragon votes yes. Commissioner Hyder voted yes. Commissioner Aguilar voted yes. Chairman Eaton voted yes. Motion carried 5-0.

**WORKSHOP ITEM(S):**

4) FY 17 Budget

Chairman Eaton stated that since the budget process started the board has heard from the departments about their requests and about how there were some reductions in their budgets, when additional revenue was discovered was there any discussion held with the departments. Mr. Monette replied that that at the last directors meeting the directors were told to be here at today's meeting to discuss any additional requests. Ms. Card presented the commission with a list of final budget requests which had a yes or no recommendation for each requested item. Chairman Eaton stated that Commissioner Aguilar would like to look at the treasurers and IT department's requests. Ms. Card stated that at the first budget workshop that was held the Treasurer had requested a mobile home specialist position but to her understanding Ms. Lovato is happy with the way staff is now filling that position, Ms. Lovato had requested that one employee be compensated the same as the other individual that is doing that same job and this request has already been approved.

Ms. Card went on to say that just today the Treasurer brought to her attention that there is no overtime included in her budget and there was also a reduction in printing and postage. Regarding the printing and postage the department has never expended the full amount that they budget for so this year's budgeted amount was obtained by averaging the last 3 years of bills for that account. If for some reason that account does go over then a budget adjustment can be done. Ms. Card stated that she had asked for departments and officials to provide her with any discrepancies that they see in their budget but she has only heard from 2 departments regarding their preliminary budget and things they felt needed to be increased or changed.

The final budget will be presented at Tuesday's commission meeting and when that is approved if anything needed to be changed it would have to go through the budget adjustment process. Ms. Card went on to say that the county is looking at having a beginning cash balance of \$4.2 million dollars, with expenditures and revenues included there would be an ending cash balance of \$1.1 million. If the requests that are recommended for the budget are included there would be an ending balance of \$902,000.00. Ms. Card stated that IT's requests for training and an additional position as well as fleets request for maintenance and equipment are being recommended for the budget, what is not being recommended are any salary increases. There are also 3 reclassification requests that are being recommended which include reclassification of

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Minutes of July 13, 2016 Workshop

the administrative assistant at the detention center, an animal control officer to a chief animal control officer and a road foreman to a road superintendent in public works. The reclassification requests come to \$17,468.67.00. The new positions that are being recommended include a vet tech and an administrative manager/recreation coordinator. Some additional items that were not recommend at this time include a new buyer position, additional firefighters, uniform allowance for administrative staff at fire department, a sergeant for detentions, and a salary increase for fleet maintenance supervisor. There was also \$297,366.00 budgeted for the 25% cash match for CAP and SB grants. Also included in the budget was a deputy for Rio Communities because there is a MOA currently in place, funding for STP capital road improvement projects was also included in the budget as well. Commissioner Aguilar asked if the purchasing departments request for an additional buyer was approved. Ms. Card stated that the position was not recommended at this time but she suggested that a job description be created and brought back before the commission for review mid-year.

Commissioner Aguilar asked if anyone has spoken to George Woodard, he has come to the commission for 2 years requesting a salary increase. Chairman Eaton stated that he believed there was a compression issue that was being created. Ms. Card stated that the individual makes more than his subordinates, the increase was not requested by the Public Works Director and there is no compression issue. No salary increases were recommended in this year's budget because last fiscal year the pay scale was addressed. Ms. Card stated that the fleet maintenance department did get a new scan tool approved for \$10,000.00, compressor maintenance was approved for \$5,000.00 as well as \$5,000.00 for welding and cutting equipment. Commissioner Aguilar stated that for the last 3 ½ years they have been discussing trash in the east mesa so if possible she would like to start a budget for abatement and trash pickup, it can't all be done at once but perhaps it can at least be started and there can be some positive movement toward cleanup. Ms. Card stated that something like that is at the discretion of the commission. If the county has a sufficient final ending cash balance there can be funds that can be obligated to onetime special projects.

Chairman Eaton opened the floor for comments from departments and public.

Treasurer Dorothy Lovato stated that she was concerned when she saw the budget she was approved for compared to what she had requested. The printing and publishing and professional services are going out for bid and she doesn't know if the price will change or not, with a new treasurer coming into office she just wants to make sure that there is enough money in there not knowing what the bid is going to be. In her department overtime is used in November, December, April and May but she doesn't know the exact amount of overtime that employees will need to be compensated for. Also the department's office supplies budget was decreased and the office needs a new check encoder, quotes for the encoder are running around \$4,000.00. Ms. Lovato stated that her department's total budget was lowered by \$57,000.00. IT Director Julian Barraza stated that he was content with the recommendations that finance had made for his department. The new position and training will help out his department a lot. Commissioner Aguilar stated that individuals have expressed to her that the new county website is hard to navigate so she would like the IT department to work on simplifying it if possible.

Tom Mraz stated that money needs to be put toward the kids in the county. The kids need a future, a society that neglects the old and the young is doomed for failure. Mr. Mraz stated that abatement also needs to be addressed. The men from the recovery academy are great workers and they are more than willing to assist. Commissioner Cole agreed that the individuals from the men's academy are hard workers and the county should find a way to use them. Ms. Card stated that on Tuesday she is hoping to bring a completed document to the commission for final approval. Commissioner Aguilar stated that there was a request for 2 additional firefighters and it had been denied. Ms. Card stated that those 2 positions were not recommended because of the instability in the fire department right now and she had not heard from current staff regarding the request. Also their uniform allowance was not recommended because currently the county issues them uniforms. Ms. Card asked if the commission was comfortable moving forward with what was listed and recommended today. Chairman Eaton stated that Mr. Monette has said there was a meeting held earlier this week and no one came forward, with the exception of the treasurers this afternoon, so personally he is satisfied with what was recommended. He directed Ms. Card to proceed in preparing a final document on what was presented today. Commissioner Aguilar thanked Ms. Card for her hard work on the budget it is very appreciated. (See Exhibit A)

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**PUBLIC COMMENT:**

None

**NEXT COMMISSION MEETING:**

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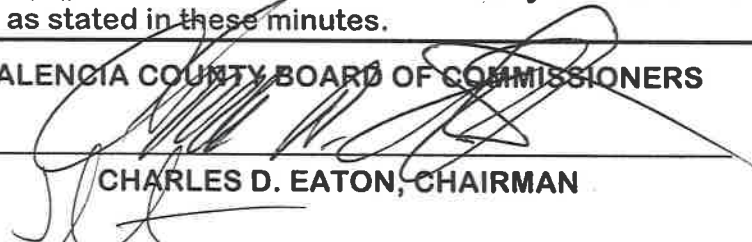
August 17, 2016- Business Meeting @ 5:00 P.M.  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

**5) Adjournment**

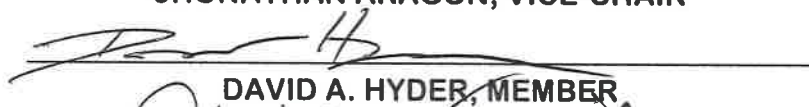
Commissioner Aragon moved for adjournment. Seconded by Commissioner Hyder. Roll call vote. Commissioner Cole voted yes. Commissioner Aragon voted yes. Commissioner Hyder voted yes. Commissioner Aguilar voted yes. Chairman Eaton voted yes. Motion carried 5-0. **TIME: 3:58 P.M.**

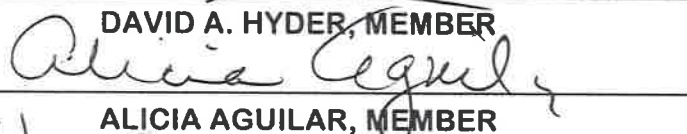
**NOTE:** All proposals, documents, items, etc., pertaining to items on the agenda of the July 13, 2016 Workshop (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.

VALENCIA COUNTY BOARD OF COMMISSIONERS

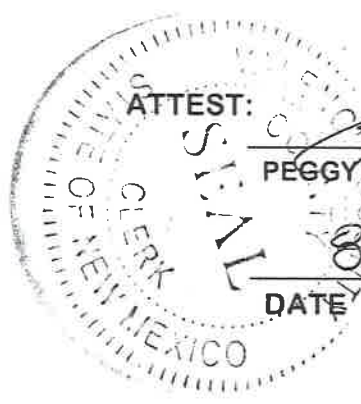
  
\_\_\_\_\_  
CHARLES D. EATON, CHAIRMAN

JHONATHAN ARAGON, VICE-CHAIR

  
\_\_\_\_\_  
DAVID A. HYDER, MEMBER

  
\_\_\_\_\_  
ALICIA AGUILAR, MEMBER

  
\_\_\_\_\_  
HELEN Y. COLE, MEMBER



ATTEST:

  
\_\_\_\_\_  
PEGGY CARABAJAL, COUNTY CLERK

8-3-2016  
DATE



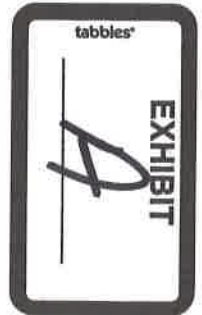
## Final Budget Requests

Department	Request	Fiscal Impact	Recommendation
Emergency Services	Two Additional Fire Fighters	94,691.26	No
Emergency Services	Uniforms	5,000.00	No
Animal Control	Vet Tech	50,611.20	Yes
Animal Control	Reclassification	2,822.98	Yes
Adult Detention	Executive Secretary	6,755.83	Yes
Adult Detention	Sergeant	53,646.60	No
Older Americans	Administrative Manager	56,643.20	Yes
Road Department	CAP,SB,SP 25%	297,366.90	Yes
Road Department	Road Superintendent	7,889.86	Yes
Fleet Maintenance	Salary Increase	8,493.06	No
Fleet Maintenance	Compressor Maintenance	5,000.00	Yes
Fleet Maintenance	Welding & Cutting Equip.	5,000.00	Yes
Fleet Maintenance	New Scan Tool	10,000.00	Yes
Purchasing	Purchasing Agent Salary Increase	10,616.32	No
Purchasing	Buyer Salary Increase	1,206.40	No
Purchasing	New Buyer Position	50,611.20	Review Mid Year
County Clerk	Salary Increases	4,825.60	No
BOE	Salary Increases	4,825.60	No
IT	Additional Position	57,415.30	Yes
IT	Training	15,584.70	Yes
		<b>749,006.01</b>	<b>515,089.97</b>

### 20 Requests

11 General Fund Requests	354,853.76	47%
2 Adult Detention Requests	60,402.43	8%
6 Public Works Requests	333,749.82	45%

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## New Position Reclassification and Increase Requests by Department

Department	Position Request	Hourly Rate	Annual Wages	Benefits	Total Cost
Adult Detentions	Sergeant	17.00	37,128.00	16,518.60	53,646.60
Adult Detentions	Executive Secretary	2.80	5,824.00	931.84	6,755.84
Animal Control	Vet Tech	16.50	34,320.00	16,291.20	50,611.20
Animal Control	Chief AC Officer	1.17	2,433.60	389.38	2,822.98
Emergency Services	Firefighter	14.50	31,668.00	15,677.63	47,345.63
Emergency Services	Firefighter	14.50	31,668.00	15,677.63	47,345.63
Fleet	Mechanic Supervisor	3.52	7,321.60	1,171.46	8,493.06
IT	IT Specialist I	19.32	40,185.60	17,229.70	57,415.30
Older American	Administrative/Recreation Coordinator	19.00	39,520.00	17,123.20	56,643.20
Purchasing	Buyer	16.50	34,320.00	16,291.20	50,611.20
Purchasing	Purchasing Agent	4.40	9,152.00	1,464.32	10,616.32
Purchasing	Buyer Salary Increase	0.50	1,040.00	166.40	1,206.40
Roads & Streets	Road Superintendent	3.27	6,801.60	1,088.26	7,889.86
			<b>281,382.40</b>	<b>120,020.79</b>	<b>401,403.19</b>

13 total change requests

7 New Position Requests	363,618.74	91%
3 Reclassification Requests	17,468.67	4%
3 Salary Increase Requests	20,315.78	5%

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New Mexico Department of Finance and Administration  
Local Government Division  
Budget Request Recapitulation

COUNTY:  
Valencia County

Fiscal Year 2016-2017

ROUNDED TO NEAREST DOLLAR

FUND TITLE	FUND NUMBER	UNAUDITED BEGINNING CASH BALANCE @ JULY 1	INVESTMENTS	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
GENERAL FUND - Operating (GF)	101	\$4,260,838	\$0	18,000,330	(5,495,974)	12,482,739	\$4,282,455	3,120,685	\$1,161,771
CORRECTION	201	\$20,238	\$0	169,353	280,000	449,353	\$20,238		\$20,238
ENVIRONMENTAL GRT	202	\$871	\$0	398,920	82,188	481,108	\$871		\$871
COUNTY PROPERTY VALUATION	203	\$330,446	\$0	371,039	0	635,264	\$66,221		\$66,221
COUNTY ROAD	204	\$222,875	\$0	401,045	2,345,229	2,740,752	\$228,397	228,396	\$0
EMS	206	\$36,247	\$0	43,202	0	43,202	\$36,247		\$36,247
ENHANCED 911	207	\$0	\$0	0	0	0	\$0		\$0
FARM & RANGE IMPROVEMENT	208	\$7,540	\$0	3,447	0	3,447	\$7,540		\$7,540
FIRE PROTECTION FUND	209	\$785,482	\$0	624,122	(123,821)	881,422	\$404,361		\$404,361
LEPF	211	\$6,238	\$0	57,600	0	57,600	\$6,238		\$6,238
LODGERS' TAX	214	\$0	\$0	0	0	0	\$0		\$0
RECREATION	217	(\$2,232)	\$0	16,200	0	16,200	(\$2,232)		(\$2,232)
INTERGOVERNMENTAL GRANTS	218	\$576,545	\$0	0	0	0	\$576,545		\$576,545
SENIOR CITIZEN	219	(\$63,978)	\$0	670,487	289,049	933,958	(\$38,400)		(\$38,400)
COUNTY INDIGENT FUND	220	\$678,142	\$0	1,008,135	(614,965)	1,015,499	\$55,813		\$55,813
COUNTY HOSPITAL FUND	221	\$0	\$0	0	0	0	\$0		\$0
COUNTY FIRE PROTECTION	222	\$388,640	\$0	334,049	(46,436)	468,194	\$208,059		\$208,059
DWI PROGRAM	223	\$12,641	\$0	0	0	0	\$12,641		\$12,641
CLERK RECORDING AND FILING	225	\$172,901	\$0	77,896	0	84,049	\$166,748		\$166,748
JAIL - DETENTION FUND	226	\$107,978	\$0	1,535,266	3,114,765	4,650,031	\$107,978		\$107,978
OTHER	299	\$1,621,360	\$0	4,211,578	(381,764)	4,162,096	\$1,289,077		\$1,289,077
CAPITAL PROJECT FUNDS	300	\$3,929,405	\$0	4,990,964	381,472	9,052,700	\$249,141		\$249,141
G. O. BONDS	401	\$1,037,252	\$0	951,887	0	1,018,090	\$971,048		\$971,048
REVENUE BONDS	402	\$264,637	\$0	0	0	0	\$264,637		\$264,637
DEBT SERVICE OTHER	403	\$682,873	\$0	0	170,257	170,258	\$682,873		\$682,873
ENTERPRISE FUNDS	500								
Water Fund		\$0	\$0	0	0	0	\$0		\$0
Solid Waste		\$0	\$0	0	0	0	\$0		\$0
Waste Water		\$0	\$0	0	0	0	\$0		\$0
Airport		\$0	\$0	0	0	0	\$0		\$0
Ambulance		\$0	\$0	0	0	0	\$0		\$0
Cemetery		\$0	\$0	0	0	0	\$0		\$0
Housing		\$0	\$0	0	0	0	\$0		\$0
Parking		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
INTERNAL SERVICE FUNDS	600	\$0	\$0	0	0	0	\$0		\$0
TRUST AND AGENCY FUNDS	700	\$28,105,915	\$0	1,235,579	0	1,235,579	\$28,105,915		\$28,105,915
<b>GRAND TOTAL - ALL FUNDS</b>		<b>\$43,182,854</b>	<b>\$0</b>	<b>\$35,101,097</b>	<b>\$0</b>	<b>\$40,581,539</b>	<b>\$37,702,412</b>	<b>\$3,349,081</b>	<b>\$34,353,331</b>

B: 89 P: 7

New Mexico Department of Finance and Administration  
Local Government Division  
Budget Request Recapitulation

COUNTY:  
Valencia County

Fiscal Year 2016-2017

ROUNDED TO NEAREST DOLLAR

FUND TITLE	FUND NUMBER	UNAUDITED BEGINNING CASH BALANCE @ JULY 1	INVESTMENTS	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
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CORRECTION	201	\$20,238	\$0	169,353	280,000	449,353	\$20,238		\$20,238
ENVIRONMENTAL GRT	202	\$871	\$0	398,920	82,188	481,108	\$871		\$871
COUNTY PROPERTY VALUATION	203	\$330,446	\$0	371,039	0	635,264	\$66,221		\$66,221
COUNTY ROAD	204	\$222,875	\$0	401,045	2,375,443	2,768,642	\$230,721	230,720	\$0
EMS	206	\$36,247	\$0	43,202	0	43,202	\$36,247		\$36,247
ENHANCED 911	207	\$0	\$0	0	0	0	\$0		\$0
FARM & RANGE IMPROVEMENT	208	\$7,540	\$0	3,447	0	3,447	\$7,540		\$7,540
FIRE PROTECTION FUND	209	\$785,482	\$0	624,122	(123,821)	881,422	\$404,361		\$404,361
LEPF	211	\$6,238	\$0	57,600	0	57,600	\$6,238		\$6,238
LODGERS' TAX	214	\$0	\$0	0	0	0	\$0		\$0
RECREATION	217	(\$2,232)	\$0	16,200	0	16,200	(\$2,232)		(\$2,232)
INTERGOVERNMENTAL GRANTS	218	\$576,545	\$0	0	0	0	\$576,545		\$576,545
SENIOR CITIZEN	219	(\$63,978)	\$0	670,487	289,049	933,958	(\$38,400)		(\$38,400)
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COUNTY HOSPITAL FUND	221	\$0	\$0	0	0	0	\$0		\$0
COUNTY FIRE PROTECTION	222	\$388,640	\$0	334,049	(46,436)	468,194	\$208,059		\$208,059
DWI PROGRAM	223	\$12,641	\$0	0	0	0	\$12,641		\$12,641
CLERK RECORDING AND FILING	225	\$172,901	\$0	77,896	0	84,049	\$166,748		\$166,748
JAIL - DETENTION FUND	226	\$107,978	\$0	1,535,266	3,114,765	4,656,787	\$101,222		\$101,222
OTHER	299	\$1,621,360	\$0	4,211,578	(381,764)	4,162,096	\$1,289,077		\$1,289,077
CAPITAL PROJECT FUNDS	300	\$3,929,405	\$0	4,990,964	678,839	9,052,700	\$546,508		\$546,508
G. O. BONDS	401	\$1,037,252	\$0	951,887	0	1,018,090	\$971,048		\$971,048
REVENUE BONDS	402	\$264,637	\$0	0	0	0	\$264,637		\$264,637
DEBT SERVICE OTHER	403	\$682,873	\$0	0	170,257	170,258	\$682,873		\$682,873
ENTERPRISE FUNDS	500								
Water Fund		\$0	\$0	0	0	0	\$0		\$0
Solid Waste		\$0	\$0	0	0	0	\$0		\$0
Waste Water		\$0	\$0	0	0	0	\$0		\$0
Airport		\$0	\$0	0	0	0	\$0		\$0
Ambulance		\$0	\$0	0	0	0	\$0		\$0
Cemetery		\$0	\$0	0	0	0	\$0		\$0
Housing		\$0	\$0	0	0	0	\$0		\$0
Parking		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
Other Enterprise (enter fund name)		\$0	\$0	0	0	0	\$0		\$0
INTERNAL SERVICE FUNDS	600	\$0	\$0	0	0	0	\$0		\$0
TRUST AND AGENCY FUNDS	700	\$28,105,915	\$0	1,235,579	0	1,235,579	\$28,105,915		\$28,105,915
<b>GRAND TOTAL - ALL FUNDS</b>		<b>\$43,182,854</b>	<b>\$0</b>	<b>\$35,101,097</b>	<b>\$297,367</b>	<b>\$40,799,262</b>	<b>\$37,782,056</b>	<b>\$3,397,174</b>	<b>\$34,384,882</b>

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