

VALENCIA COUNTY BOARD OF COMMISSIONERS

Special Meeting

Public Hearing/Preliminary Budget Approval

June 18, 2002

Chairman Aurelio H. Padilla called the Meeting to order at 9:25 A.M.

PRESENT	ABSENT
Aurelio H. Padilla, Chairman	
Gary Daves, Vice-Chairman	
	S. T. Frank Pando, Member
Alicia Aguilar, Member	
	Helen Baca, Member
James Fernandez, County Manager	
Thomas Garde, County Attorney	
Tina Gallegos, County Clerk	
Press and Public	

Chairman Aurelio H. Padilla called the Meeting to order at 9:25 A.M. Tina Gallegos, County Clerk read the agenda for the budget meeting. Commissioner Aguilar stated for the record she received a copy of the budget at 9:20 AM and has not had an opportunity to review it and to make a decision would just be impossible, as she would need more time. Commissioner Aguilar thanked the administrative office because there was a lot of time and effort put into this budget packet but feels this budget is of such importance, there should have been prior meetings and as she understands the budget process starts as early as February. There should have been meetings with each department head/elected official before the Commission for discussion and input on the budget and there was none. Commissioner Aguilar said she will listen today and ask questions but she is not in a position to approve this budget.

Chairman Padilla asked County Manager, James Fernandez to lead the Pledge of Allegiance.

Approval of Agenda

Commissioner Daves made a motion to approve the agenda. Seconded by Commissioner Aguilar. Discussion. Commissioner Aguilar voted yes. Commissioner Daves voted yes. Chairman Padilla voted yes. Motion carried. 3-0.

Action Item:

Public Hearing/Preliminary Budget Approval

Mr. Fernandez reported in his discussion with Department of Finance and Administration the major concern that the county looked at the cash balances and trying to meet the suggested requirements of a 3/12 reserve based on the budget that is presented and this budget does that. Within the general fund the projected budget is \$5,063,774.00. Mr. Fernandez said they had received authorization for extension to submit the budget through today's date. Mr. Fernandez said in response to Commissioner Aguilar's comment on getting her packet late he takes full responsibility for the delay and the budget getting to the Board. Mr. Fernandez said what his administration was trying to do was to have an overall budget for each department instead of each department that refers to their own. Mr. Fernandez apologized for the delay. **Attached to these minutes is an overall recap of the preliminary budget for the fiscal year 2002-2003 line item per line item per department.**

Mr. Fernandez gave a brief summary of the budget department by department for the fiscal year 2002-2003. Mr. Fernandez stated he would summarize as best he could on the budget. Mr. Fernandez started with the General Fund Expenditure line item that was mandated 401-01-2040 GASB Compliance (Government Accounting Standard Board) deals with the value of depreciation of fixed assets. Commissioner Aguilar said we have been on notice for this and need to be in compliance with this by January 2003 with the budget request of \$50,000. Mr. Fernandez discussed the Adult Detention Contract and gave a breakdown per line item as well as membership dues, professional services, rentals, and utilities. Mr. Fernandez discussed the general fund expenditures for the Manager as well as the salary schedule for that department. Budget request for the fiscal year 2002-2003 is \$1,017,786.00.

Recording/Filing - Ms. Gallegos gave a brief summary for her department of recording/filing stating as Mr. Fernandez had mentioned her Clerk/Equipment Fund supplements her department which she couldn't do without because with the budget cuts this line item allows funding which normally she

would not have. Ms. Gallegos did have some concerns with her Recording/Filing budget as it was prepared by Mr. Fernandez and understanding the budget constraints of the County but at the same time consideration should have been given to her department even though this was a bare bones budget she should have been allowed input with the administration office. Ms. Gallegos said with the shortage of workweek her recording/filing is about a week behind and with this backlog she is very much concerned. Ms. Gallegos feels there has been some communication problem with administration and elected officials and this needs to be addressed. Budget request for fiscal year 2002-2003 is \$139,429.00.

Mr. Fernandez said when his administration met with the departments and the revisions were done on the budget it was mentioned to them the budget that they were preparing for 2002-2003 would be projected out for a full year. At that time projections were at a minimum that departments would be on 32-hour workweek for 18 months and that has not changed.

Bureau of Elections Department – Mr. Fernandez said there were some revisions in this budget due to the number of clerks used for elections. Ms. Gallegos said there was an error on the projected figure for payment of election clerks but did get this revised and doesn't foresee any increase in budget unless there is a call for a special election. This reflects budget of two elections, the General Election and the School Elections. Ms. Gallegos did state there was some difficulty with the Primary Election in delivering voting machines and this needs to be looked at whether purchasing a vehicle with a lift or leasing or renting a vehicle would be of benefit. This is an issue that eventually needs to be addressed. Also, there is a federal mandate that the Commission needs to be aware of a software election program that Bureau of Election needs to comply with by the general election. Ms. Gallegos said there is also a need for buying more voting machines in the future, which the Commission needs to think about. Budget request for fiscal year is \$270,034.00.

Property Assessments – Mr. Fernandez stated there are actually two different funds the Assessor's Office has within the General Fund and the other is the Property Valuation Fund. Ms. Gonzales has taken salaries out of the general fund and is now funding them through the property reappraisal fund. This has been a savings to the general fund. Ms. Gonzales addressed the Commission and said when she took office as Assessor she had 25 employees including her and now she is down to 19 and as of next week will have 18 and at the end of July she will be down to 16. These are full time employees that will be retiring because they don't feel like staying here is getting them anywhere due to the budget cut. Working 32-hour workweeks has affected their retirement. Ms. Gonzales would like to bring her employees back to 40-hour workweek instead of hiring to replace employees that are retiring. Ms. Gonzales said this is a mandated reappraisal year but it didn't happen. The morale in the office is way low, some of her employees have taken ill and there is nothing she can do about that. There are not enough employees to go out in the field to get this mandate done. Ms. Gonzales said her commercial appraiser is retiring. There was a job posting for this position but she received zero applicants. It is probably the 32-hour workweek and low starting salary. Ms. Gonzales said she is also losing her mapper and he has been here for over 25 years plus and the County will not have a mapper. Ms. Gonzales also discussed equalization of salaries with the Commission, two years ago when the new Commission came in there was a 5% given and there were some elected officials that did not it. Commission discussed this with Ms. Gonzales and said this could be resolved. Budget request for fiscal year is \$272,049.00.

Commission took a break @ 11:15 AM. Order resumed @ 11:35 AM.

Treasurer's Office – Danielle Jony on behalf of County Treasurer Diana Martinez-Coplen reported on the Treasurer's budget. There have been increases in work due to employees that have left. Mr. Fernandez said this department has done more with less and not because he originally came from there but because he knows the operation. Ms. Jony said it is a bare bones budget and the Treasurer's Office will learn to operate within this budget. Commission said they would support to compensate the employees that need an increase, as there are two employees that could benefit with an increase. Budget request for fiscal year 2002-2003 is \$367,304.00.

Law Enforcement – Mr. Fernandez said he met with the Sheriff, Juan Julian and did go over his budget with him. The Sheriff's office other than clerical is on a full 80 hours. Mr. Fernandez did go over with the Commission the liability insurances and court settlement line items that are budgeted for this next fiscal year. Commission discussed the overall budget line item per line item. Gary Hall and Richard Perea represented the Sheriff. Mr. Hall brought up the expenditures for salaries and there were disagreements on this line item including the overtime but administration did come up with a compromise with the 1/8 gross receipt tax to be used for overtime expenses. Vehicles are a major problem, Mr. Hall said they are old and when they break down maintenance is high so purchasing new ones with the budget constraints is not an option but we do what we have to do. Commission discussed the monies taken out of the General Fund along with the Cops/Grant monies and then the \$2.00 increment for each Deputy out of the gross receipts. Mr. Hall went into detail on the comparable salaries that need to be met for example, Bernalillo County starting pay for a deputy is \$13.00 per hour instead of \$9.00 per hour here in Valencia County. Commission discussed the claims against the Sheriff's Office that were addressed. Mr. Hall discussed the line item for training, which is \$5,000. Mr. Hall said this was not enough to send 36 officers to get properly trained. It would have to be a one-day travel because the monies are not there and this is what is budgeted for that fiscal year. Mr. Fernandez summarized the budget for law enforcement is \$1,781,076 from the General Fund and \$513,000 from Gross Receipts and Cops, federal commitment \$88,904, Transfer from General Fund to supplement the cost \$126,709 for total commitment out of this budget is \$2,509,489.

COPS/Grant I & II

Projected revenue 2002-2003 of \$333,427 in COPS/Grant I and II and again supplement from the General Fund in the amount of \$126,709. No other expenditures from this fund except for salaries. Mr. Hall said the intent of the department is to ask the Commission's support and consideration for the \$2.00 increase. Chairman Padilla stated this would still have to be supplemented out of the General Fund and this needs to be looked at.

Animal Control

Mr. Fernandez said for the animal control budget there are not any changes for this expenditure and doesn't foresee any. Budget request for fiscal year 2002-2003 is \$253,063.00.

Building Inspector

Mr. Fernandez said basic budget again for this expenditure. Budget request for fiscal year 2002-2003 is \$103,089.00.

Probate Judge

Mr. Fernandez said he discussed this with the current Probate Judge, Sally Perea and this is only salaries and benefits. Budget request for fiscal year 2002-2003 is \$13,877.00.

Data Processing

Mr. Fernandez reported that the data processor, Larry Mervine has said we are running out of computer space and to bring it up to date would require an increase in the lease purchase line item. Mr. Mervine was present and discussed with the Commission the future outlook on computer supplies. Mr. Mervine said there is a need for replacement every five years for the personal computers and also Commission needs to look into further computer training for the employees. Mr. Mervine said he is representing all sixteen departments not just his own on future needs. Mr. Mervine said there are meetings once a month that are held here in Valencia County covering all data processing needs as well as Triadic needs. Ms. Gallegos said she chairs the committee for the data processing and definitely there is a need for training whether it come from Triadic or not there is a need, we have new pc's, e-mail, internet, new software and the employees are not trained to use the new technology. Ms. Gallegos gave an example not every office is up to date the Clerk's Office scans the recorded documents in house but has to give a paper copy of every document recorded to the Assessor's Office. Ms. Gallegos said it would benefit everyone if there were a way to look up every scanned document in the Assessor's Office then this would eliminate the process of copying every single document for them. Ms. Gallegos said this would be benefit the Treasurer's Office as well, they could just look up a mortgage for example instead of coming to get the paper copy. Discussion ensued but no decisions were made. Budget request for fiscal year is \$134,598.00.

Zoning

Mr. Fernandez reported everything stays the same within the zoning budget with the exception of an increase in the copying expense. Budget request for fiscal year 2002-2003 is \$116,468.00.

Planning

Mr. Fernandez reported total projected revenue expenditure is \$65,658.00 for the fiscal year 2002-2003 and the biggest increase came from the contractual line item, which we had our former planner work on the comprehensive plan.

Fire Marshal

John Cherry, Fire Marshall reported there are two items of major concern with him Lease Purchase and Vehicle Expense. These two line items have decreased and not what he had allowed for. Mr. Cherry said he could live within this budget given the budget crunch. Budget request for fiscal year 2002-2003 is \$115,056.00.

Commissioner Daves stated he had to leave at this time due to a pending appointment and as of this time this meeting is informational only as there is no quorum. Meeting over at 1:35 PM.

Commissioner Aguilar requested this budget hearing be continued because this is such an important issue as we are down to two Commissioners. Chairman Padilla said he also has to leave at 2:00 PM. Mr. Fernandez said we can have this continued at the June 25, 2002 Regular Meeting. Commissioner Aguilar said we could have it continued tomorrow at 1:00 PM. Chairman Padilla and Commissioner Aguilar conferred tomorrow the 19th of June 2002 at 1:00 PM called for continuation.

CONTINUATION OF PRELIMINARY BUDGET MEETING JUNE 19, 2002 @ 1:00 pm.

Chairman Padilla reconvened continuation meeting and called the meeting to order at 1:15 PM. Due to lack of a quorum meeting ended at 1:36 PM and scheduled again for Wednesday, June 26, 2002 at 1:00 PM. Meeting was adjourned without a quorum.

The next Regular Meeting of the Valencia County Board of County Commission will be held on June 25, 2002 at 5:00 PM Executive Session and 6:00 PM Regular Session in the County Commission Room at the Valencia County Courthouse.

Adjournment

Meeting ended without a quorum.

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

VALENCIA COUNTY BOARD OF COMMISSIONERS

**ss/
AURELIO H. PADILLA, CHAIRMAN**

**ss/
GARY DAVES, VICE-CHAIRMAN**

S. T. FRANK PANDO, MEMBER

ALICIA AGUILAR, MEMBER

HELEN BACA, MEMBER

ATTEST: ss/

TINA GALLEGOS, COUNTY CLERK

DATE: August 6, 2002