

May 20, 2021

Roosevelt County
Portales, NM 88130

The Roosevelt County Commission met in a Budget Workshop for FY22, Thursday, May 20, 2021, at 9:00 a.m. in the Jake Lopez Community Center with those present being: Commissioner Paul Grider, Commissioner Tina Dixon, Commissioner Lewis Shane Lee, Commissioner Rodney Savage, Commissioner Dennis Lopez, County Manager Amber Hamilton, Clerk Mandi Park, Treasurer Layle Sanchez, Finance Specialist Lillana Rivera, Human Resources Administrator Debra Olds, Assessor George Beggs, Chief Deputy Assessor Stevin Floyd, Maintenance Supervisor Gary Spinks, Probate Judge Kendall Terry, Road Superintendent Ricky Lovato, GIS Technician Johnny Montiel, RCCDC Administrator Justin Porter, Sheriff Malin Parker, Lieutenant Javier Sanchez, Chase Gossett – Yucca Telecom, Jim Lucero – Roosevelt County Community Development Corporation, and County Agriculture Agent Patrick Kircher.

Call to Order – Commissioner Dixon at 9:01 a.m.

Prayer – Amber Hamilton

Presenting Budget Requests were:

IT Services: Chase Gossett - IT is quickly becoming an uninsurable liability and software protections for tax assessments, collections, real property records and financial records is a necessity. New Mexico Counties is providing additional trainings for cyber security. Ransomware attacks are becoming more prevalent. Currently county data is hosted on county servers on site and backed up off site, locally. Mr. Gossett gave an overview of the benefits and costs associated with county data being hosted off site by Tyler Technologies. Mr. Gossett and Ms. Hamilton recommended moving to hosted solutions with Tyler Technologies.

Roosevelt County Community Development Corporation: Jim Lucero - Commissioners looked at the previous levels of support to the RCCDC, which has been \$5000.00 for both of the last two years. Mr. Lucero noted that the RCCDC has two agreements with the county, one for managing the enterprise center and the other for economic development, focused on retaining businesses, attracting businesses and aiding with grant funding. Mr. Lucero also stated RCCDC has recently partnered with Retail Strategies, which is a three-year program to address empty retail space in the downtown area and attract new retailers to Portales and Roosevelt County. Mr. Lucero requested funding in the amount of \$15,000.00 stating economic development drives a strong economy.

Personnel Budgets: Debra Olds – Personnel costs for each department was calculated at an approximate 4% increase which includes two new positions recently approved with the organizational charts. There were a few other market adjustments made. Ms. Olds stated there are no increases in cost of retiree healthcare insurance. She also stated a salary study was budgeted to be conducted early in FY22. The last salary study was three years ago. The purpose of the study is to maintain competitive wages for all departments. Ms. Olds also gave an overview of a summer internship program through the NMPED available to the county.

Maintenance / Fairgrounds / Windmill Park: Gary Spinks – The major difference is in the professional services line, for architectural services for updating the courthouse entrances and sealing the brick work to prevent water seeping into the basement. That cost is \$30,000.00. That project could be added to the ICIP and capital outlay could be requested for the cost of construction once the architectural work is complete. Mr. Spinks requested funding for the items identified as priorities at the April budget meeting including replace and repair swamp coolers, extend wash racks for the hog barn, insulation and electrical upgrade in the maintenance barn, fans and bleachers in the show arena and signage. Ms. Hamilton stated capital outlay money totaling \$90,000.00 is available for repairs and maintenance required at the Bonem Home, to include stucco, windows, doors, and HVAC. A separate budget has been created for the windmill park, with initial funding from the recent sale of windmills at public auction. Ms. Hamilton stated Ms. Acosta-Flores will be submitting a grant to New Mexico Clean and Beautiful for enhancing the windmill park. The commission recommended funds from the sale of windmills only be used for windmill maintenance, and that fencing and beautification be revisited if funding becomes available.

Sheriff's Office: Malin Parker, Javier Sanchez – Sheriff Parker asked that one full time sworn certified deputy position be added back to the organizational chart. He stated they are working on a grant application for the COPS rehire Grant. The grant, if awarded, would cover 75% of that new deputy salary for up to three years, and that position must be maintained for at least one additional year. Adding that full time sworn deputy position is included in the proposed budget is contingent upon notification of the grant award. The deadline for that grant application is June 15, 2021. Sheriff Parker also stated that a future sheriff may want to appoint a chief deputy again at some point. Lt. Sanchez requested an additional incentive for the evidence custodian, which would require an update to the pay plan and an update to the job description for the deputy serving as the evidence custodian, to include mandatory training specific to evidence control.

Lt. Sanchez stated he would look into the costs associated with CAPERS and the Tyler Technologies – law enforcement records management system. He also stated that other agencies are moving away from CAPERS. Tyler Technologies is the vendor used for records management by other county offices and departments.

Lt. Sanchez requested increases to fuel and ammunition, due to increased costs. He also requested an increase in licensing expense due to the mandate that requires a body cam be worn by each deputy. He requested funding to update tasers. Half the tasers were update in FY 21, the request is to update the remaining half in FY 22. He also reminded the commission of the fleet requests that were made at the workshop in April. Lt. Sanchez requested additional funding for evidence storage and space for vehicle evidence storage.

Lt. Sanchez gave a brief overview of the grant funded budgets associated with the Sheriff's Office which include the Law Enforcement Protection Fund (407) and 100 Days and Nights of Summer (435).

Probate Judge: Kendall Terry – Judge Terry requested small increases in office supplies and printing and publishing in order to be able to offer workshops and seminars to the elderly population. He stated Legal Resources for the Elderly Program (LREP) would offer free legal assistance and conferences to older residents at no cost to the

county or the residents. His office would only need to cover the cost of promoting the workshops. Workshops would include preparing a will, medical power of attorney, durable power of attorney, as well as other types of estate planning documents. Judge Terry also requested the possibility of remodeling the office to make it more functional, comfortable and modern. He suggested removing the divider, fresh paint, flooring, and just a general facelift.

Treasurer: Layle Sanchez – Personnel was budgeted based on the two current full-time positions and the addition of one shared employee between the Treasurer and the Assessor. For FY22, the Assessor would cover 90% and the Treasurer would cover 10% of the salary for the shared employee, then will be re-evaluated for future years. Ms. Sanchez reviewed revenues and projected revenues. She stated the proposed FY22 budget is based on 90% of projected revenue. As of the end of April 87% of taxes had been collected. May and June are historically strong for collecting taxes. She stated she feels comfortable budgeting for 95-96% of projected revenue. Ms. Sanchez requested the approval of the increase associated with the shared employee as well as an increase for a copier/printer already owned by the County, to be transferred from the Assessor's Office. The cost would be minimal and would replace a smaller printer that is not working well.

Agriculture Agent: Patrick Kircher – NMSU Extension Office has been funded annually for the last three years at \$75,000. Mr. Kircher requested funding remain at that level.

Assessor: George Beggs – Requested computer software expenses be moved from the 499 account back to the 401 account. Mr. Beggs stated there will be an increase in software and licensing regardless of where the data is hosted, as there are also increased expenses in other Assessor specific software such as Sidwell and mapping/drawing tools.

Rural Addressing / GIS / Planning: Johnny Montiel – Software expenses will increase due to increase in subscriptions for emergency management, GIS and mapping. ORION and HYPER Reach are costs shared by the City and the County. Mr. Montiel requested an increase in vehicle maintenance and education. He stated he can participate in more educational opportunities without as much added expense in travel since more trainings and educational seminars are being offered via zoom. Mr. Montiel also requested a MASH type tent to be used as a command center for emergency management. Ms. Hamilton stated the cost of a 16x16 tent may be allowable out of ARFA funds.

Detention / Corrections: Justin Porter – Mr. Porter requested funding increases for additional personnel for the MATP grant, DWI Coordinator, and premium pay to be competitive with other employers and area agencies, some of those personnel expenses will come out of grant funded accounts and not the (401) general fund. He noted that Ms. Olds has been working closely with Workforce Solutions to cover 75% of the wages for new hires for up to six months, during their probationary - training period. Ms. Hamilton stated all covid related expenses would be transferred to the account set up for ARFA funds for cleaner accounting. There would be an increase of 3% for health care services at the facility in the contract renewal with Wellpath. He stated Wellpath is familiar with the MATP program and some of the medical expenses may also be able to be paid out of grant funds. He requested an increase in maintenance to replace an overhead door in the Sallyport in addition to regular maintenance. He requested an increase in housing of juvenile detainees, the transport vehicle that was approved at the April meeting and was included in the FY22 budget as it wouldn't be completed until Fall 2021. A maintenance conex would allow for tools to be stored outside of the facility, which is a requirement for re-accreditation. Mr. Porter reported on the grant funding received for FY22. He requested \$10,000.00 be added to the corrections (411) account to cover training and electronic medical records data. He requested \$440,000.00 in ARFA funds be used for security upgrades to doors and cameras, including two cameras that would monitor temperature of individuals entering the facility. He stated the requested upgrades would also make contract tracing available. Mr. Porter also noted that space has been repurposed for use by DWI Compliance and MATP personnel. The DWI Coordinator position is currently being advertised with a possible start date as early as July 1, 2021.

Road: Ricky Lovato – Revenues from CAPS, COOP, School Bus, LGRF and Capital Outlay will be available for many of the projects already on the ICIP. Mr. Lovato stated there are two individuals nearing retirement. Mr. Lovato requested an increase for fuel due to rising fuel prices. Budget is estimated at \$4.20/gal for diesel, and \$4.00/gal for gasoline.

Mr. Lovato requested an increase as necessary for sand removal, to make roadways passable and safe.

Mr. Lovato requested approximately \$660,000.00 for construction of the new road maintenance building and fencing. Already approved capital outlay totaling \$250,000.00 will cover part of the costs. Some items have already been purchased to furnish the office space once complete.

Mr. Lovato also requested 2 vehicles and a loader as well as a tractor and shredder, as well as funding for the Garrison radio / communications repeater tower.

Arch Volunteer Fire Department: Amber Hamilton – AVFD is saving for a tanker truck, which would improve their ISO rating. Ms. Hamilton recommended maintaining the same level of funding as in previous years. AVFD had borrowed from the County in prior years to purchase a new truck. They will pay down the remainder of that debt service this year. Arch does not have adequate volunteers for EMS Service at this time.

Milnesand Volunteer Fire Department: Amber Hamilton – MVFD is saving for a brush truck. Each of the volunteer fire departments has a County Fire account (471), a State Fire account (472) and an EMS account (473), each are broken down into training, fuel, etc. and the current level of funding is sufficient to cover expenses. Milnesand does have EMS volunteers, and they cover the costs of mandatory training and continuing education for those volunteers out of the EMS account.

Debt Service: Amber Hamilton – Debt service is pre-funded each year to be prudent and the county continues to make regular payments on each of four debt service accounts, including the courthouse renovation, the fair grounds storm water project and the Magistrate Court. The lease of the Magistrate Court to the Administrative Office of the Courts is sufficient to cover the cost of debt service.

Healthcare Assistance: Amber Hamilton – there will be an increase in the safety net care pool due to increased GRT collections in FY21, which is an obligation to cover the costs of uncompensated care.

Commission: Commissioners – there will be some additional travel and per diem expense, due to the timing of in person conference and meetings, NMC will host 3 conferences instead of 2 in FY22, which also represents and increase in education and training expenses. There are expected increases in insurance coverages, cyber liability, flood, unemployment, etc. Those expenses that are county wide are included in the commission budget. Ms. Hamilton also asked the commission to consider which dues, subscriptions, and memberships they would like to continue, including those items presented earlier by other agencies, as well as those that did not make a presentation at this budget hearing like the Chamber of Commerce, EPCOG, NMAZ Coalition and others. Ms. Hamilton stated the JPA between the City and County will continue in renegotiation once a new city manager is in place.

Administration & Misc.: Ms. Hamilton stated the increase in personnel is due to the added administrative assistant/public records custodian position which was approved in the organizational charts earlier this year. That position, once filled would handle IPRA requests, serve as a gate keeper, and provide support to Human Resources, Finance and Indigent Healthcare as well as the County Manager. She also talked about the funding for the summer internship program coming from NMPED, which would fund 100% of the payroll and associated expenses for the program. Commissioner Dixon suggested that succession planning is needed, and maybe a deputy manager would be necessary.

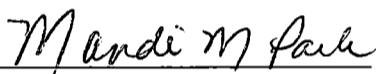
American Rescue Act Plan: Amber Hamilton – This was discussed in many other department heads presentations where ARFA funds could be utilized.

Revenues: Ms. Hamilton stated she and Treasurer Sanchez were comfortable increasing the projected revenue to cover some of the projected shortfall. The historical budget vs. collection data for property taxes was presented to the Commission, along with historical GRT collections.

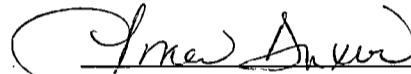
Clerk: Mandi Park – Only slight increases were requested to cover the cost of software and licensing and data hosting. Ms. Park recommended data be hosted off-site by Tyler Technologies.

Meeting adjourned at 2:33 p.m.

ATTEST:


Mandi M. Park
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Tina Dixon
Commission Chairperson

