

**Final Copy**  
**Torrance County Board of Commissioners**  
**Special Commission Meeting**  
**July 25, 2016**

**Commissioners Present:**       **LeRoy Candelaria -Chair**  
  **Julia DuCharme-Member**  
  **James Frost-Member**

**Others Present:**               **Joy Ansley-County Manager**  
  **Annette Ortiz- Deputy County Manager**  
  **Michelle Jones -Clerical**

**Call Meeting to Order:**

Chairman Candelaria calls the meeting to order at 9:00 am; he welcomes all those present to the meeting and leads us in the pledge. Michelle Jones, (myself) Clerical, gives the invocation.

**Approval of the Meeting Agenda:**

Chairman Candelaria asks for a motion to approve today's Meeting Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve today's Commission Meeting Agenda. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks for the justification of today's meeting. Chairman Candelaria replies that the justification for today's meeting is to work through our County budget; have an Operating Budget work session. Madam Commissioner DuCharme asks why we need to have a 'Special Meeting' for this. Chairman Candelaria replies it is because today we will be discussion the budget only. No further discussion. The Commissioners vote; all in favor. **MOTION CARRIED.**

**\*Action Items\***

**Items to Be Considered and Acted Upon**

**\*2016-2017 Operating Budget Work Session:**

**Ms. Amanda Tenorio, Finance Director,** speaks. She has presented the Commission with a copy of the proposed Torrance County Fiscal Year 2016-2017 Operating Budget, the Budget Recap and a list of Department requests as follows:

## **Department Requests on July 13<sup>th</sup> 2016**

**Assessor's Office-** New Position, Appraisal Apprentice \$10.00 per hour

**Animal Shelter-** 2 full time employees: \$20,000 in capital outlay

**County Clerk-** Raises? I worked in a 2% raise for all chief deputies  
Michelle? Sylvia? Yvonne?

**Fair Board-** 15,000 request? I worked in 2,000 in the budget

**Domestic Violence-** 30,000 approved

**Planning & Zoning-** \$5000 capital outlay; dept. has expanded to include more responsibilities & costs

0.75 cent raise (cost of living) worked in salary schedule

Other:

**Veteran's fund-**Mike Anaya 25,000

Ms. Tenorio states that at this time she would like to review the budget requests. She states that, as the Commission knows, not all the budget requests can be funded so the Commission will need to review and prioritize the requests. The Department heads have had the opportunity to explain and justify their budget requests. Today, Commission feedback and approval is needed for Ms. Tenorio to move forward. Ms. Tenorio begins to review the list of department requests.

She starts with the request from the Assessor's Office. The Assessor's Office is requesting a new position: Appraisal Apprentice. Ms. Tenorio has added this request to the budget. She asks for Commission approval of this request. Commissioner Frost suggests reviewing all the requests before making any final decisions. Chairman Candelaria concurs with Commissioner Frost.

Ms. Tenorio lists all the requests; she notes that the request of \$30,000 for the Domestic Violence fund has already been approved by the Commission. She also notes for the Commission that she has included the requests from the Assessor's Office, the Animal Shelter, and Planning and Zoning in the proposed budget that she is presenting. She also added \$2,000.00 into the budget for the Fair Board, and 2% raise for the Chief Deputy Clerk and all the other Chief Deputies, a .75 cent cost of living raise for all the County employees, and \$12,000 for the Veteran's fund.

With these additions, the General Fund will have an Adjusted Ending Cash Balance of \$58,110.00. There is also a Wind PILT balance of \$136,458.00, (this is from the High Lonesome Wind Project.)

Chairman Candelaria states that he is concerned that our Road Department may receive less funding from the State this year as a result of the State's decreased oil and gas revenues. Madam Commissioner DuCharme states that she shares this concern. She states that she believes that some of the salaries in the Road Department are too low, however they do look a little better on the current proposed budget. Ms. Tenorio explains that the numbers have improved because she added in the 0.75 per hour cost of living raise. Madam Commissioner DuCharme asks about a previously vacant position in the Road Department. Ms. Tenorio explains that the position was filled. Mr. Lujan, Road Foreman, interjects that he actually has another vacant position as an employee just resigned. Madam Commissioner DuCharme asks if it would be reasonable for the department to not fill that position and divide that amount between some of the low paid positions. Ms. Ansley replies that the Road Department does not want to decrease positions because we are trying to establish enough staff so that we can effectively run a maintenance crew and a construction crew; it would be unfair to eliminate a position that's already in the budget. Madam Commissioner DuCharme states that if we can't keep people with this kind of pay, then what is the point; should we do something about it? Chairman Candelaria states that he believes that this vacant position in the Road Department should not be eliminated; all the positions are needed. Ms. Ansley interjects that the Road Department has the positions that they feel are necessary right now. We are always going to have turnover; a lot of people apply for a position in the Road Department and then cannot get the hang of it- they can't operators the graters or drive the semis, etc. We have increased the starting pay for the operators so hopefully this will help. We need time now to get the right people in place.

Madam Commissioner DuCharme now comments about the requested addition to the Assessor's Office. She states that she sees that the Assessor's Office basically competes with the Road Department and the Sheriff's Office with respect to the number of people that they employ, but she sees that we have the biggest problems with services that can be provided in the Road and Sheriff's departments. We receive a lot of complaints that the Road maintenance in the County is not adequate and that we don't have enough deputies.

Mr. Leonard Lujan, Road Foreman, speaks. He states that this is the first time in 13 years that the Road Department was fully staffed. Of course, they did just have an

employee resign, but Mr. Lujan states that he feels confident that they have the number of positions that they need. He states that the maintenance part of the department will get better; they have five guys in training learning the machinery right now. It is a work in progress.

Madam Commissioner DuCharme states that she has never heard a complaint about the Assessor's Office not assessing enough. She reiterates that she has received many complaints about Road maintenance and not enough deputies in the Sheriff's Office and she believes that this needs to be the priority. She states that it is our first responsibility to insure safety for the residents of the County and therefore she cannot support the request for another employee in the Assessor's Office. Madam Commissioner DuCharme asks Ms. Cabber about the staffing in her office and comments that the Assessor's office added two positions last year: one full-time and one part-time. Ms. Cabber replies that yes, two employees were added last year with one of the salaries being paid from the Assessor's one percent fund. She reiterates that office has increased property values which is the basis for property tax which is a lot of our budget for the County. She states that she needs to have people out in the field more; we need to have the Appraisers doing their job. There is still about 75% of the vacant land in the County that needs to be appraised. She states that we are supposed to be reappraising everything every year. We are not keeping up with the current and correct values. If we assess everything properly and everyone is paying their fair share, taxes can go down for individuals in the County. The Assessor's Office currently has 12 employees, including Ms. Cabber. Commissioner Frost comments that, "it takes money to make money". This one additional position will pay for itself many times over in the long run. Madam Commissioner DuCharme asks Ms. Cabber if there is a state statute required number of employees for her office. There is not. Chairman Candelaria states that it looks like we will be operating within a balanced budget if the Commission approves the additional position for the Assessor's Office.

Commissioner Frost reviews the list again with his fellow commissioners. He suggests approving \$12,000 for the Veterans fund.

Ms. Tenorio clarifies that all the requests listed above have already been worked into this proposed budget with the exception of the Veterans fund request of \$25,000.00 and the raises for the Clerk's Office employees Michelle Jones, Sylvia Chavez, and Yvonne Otero.

Ms. Jaramillo, County Clerk, speaks. She states that for the sake of a balanced budget, she accepts the Commission's decision about her request for raises for her

employees with the exception of Michelle Jones, her part-time employee. She requests that the Commission reconsider her request to give Ms. Jones a raise from \$10.75 per hour to \$12.00 per hour. She lists the additional responsibilities that Ms. Jones has recently taken on; uploading the audio/video of the Commission meetings to the County website. Sending the audio of the meetings to the local radio station, uploading the final Commission minutes to the County Commission web page and the County Clerk's web page, and taking the initiative to assist the Manager's office, on occasion, with IPRA requests. She states that Ms. Jones also helps in her office, covers the Commission meetings and transcribes the Commission meeting minutes, and helps with elections. Commissioner Frost asks how much this salary increase will cost. Ms. Tenorio responds that the approximate total cost will be \$13,268.00 per year for part-time. Ms. Jaramillo thanks the Commission for their consideration. Ms. Ansley states that this money could come from the General Fund; Ms. Tenorio concurs. Ms. Ansley explains that right now there is an adjusted ending cash balance of \$58,110.00 in the General Fund. If the Commission decides on \$12,000.00 for the Veterans Fund, the balance will be \$46,110.00. If the Commission decided to allocate \$13,268 to the Clerk's office, it could come from this balance.

Commissioner Frost states that, at this time, he would like to make a motion to approve the budget as presented and then allow for amendments to the motion if requested. Chairman Candelaria agrees and asks for a motion. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the budget as presented by Ms. Tenorio with the differences being \$12,000.00 to the Veterans Memorial Fund and \$13,268.00 to the Clerk's Office for Ms. Jones added Clerk duties. Chairman Candelaria seconds the motion and asks for any amendments. Madam Commissioner DuCharme states that she cannot support the Assessor's Office new position. She further states that even though it was reported a few months ago that the Sheriff's Department was fully staffed, it is a bit misleading because she talked to the Sheriff and he said that, at minimum, he needs to have 20 deputies in his department, 37 max. Madam Commissioner DuCharme asks how many deputies the County currently has on staff. Ms. Ansley replies that if the department were fully staffed, they would have 14, but the two new positions that were granted to the Sheriff this year are not filled. Ms. Ansley states that the Sheriff told her personally that he had all that he could handle right now; he has two vacancies that he has not tried to fill. Madam Commissioner DuCharme states that she does not think this is an acceptable situation. She states that a person that has a property here in Torrance County told her that they were waiting for six hours for a deputy to show up. She states that she cannot ignore this and she cannot fund something else, such as the Assessor's request for an

additional person and the Animal Shelter's request for additional staff. She states that she cannot fund this when the Sheriff's Office can't patrol Encino, who has problems with speeders. She states that we cannot spend money elsewhere until we resolve this very serious situation. Ms. Ansley comments that she understands this, but the Sheriff didn't request new positions; the Sheriff received two new positions this year that he has not filled yet. Madam Commissioner DuCharme suggests having additional monies in the Sheriff's Department fund and in the Road Department fund in case a need arises. She further states that she thinks we have enough positions in the Assessor's Office and at the Animal Shelter and she is tired of hearing that we are a poor County and we don't have enough money when citizens come here and request services from the County. She states that she fully supports the \$20,000.00 in capital outlay for the Animal Shelter. She states that she agrees and fully supports the raise for Ms. Jones. Madam Commissioner DuCharme states that it is highly deserved; she states that she has observed her performance at every County meeting and, "she just perfected what she is doing and she is doing it exceptionally well". She further states that she is glad to see that Ms. Jones' Supervisor is sticking up for her and is trying to encourage and award this effort. Commissioner Frost reiterates his support of the additional position for the Assessor's Office, stating that perhaps the additional revenue that the Assessor's office will generate will help us to be able to hire more deputies in the future. Madam Commissioner DuCharme states that she fully supports \$2,000.00 for the Fair Board, \$30,000.00 for Domestic Violence, and \$5000.00 for P&Z. With respect to the Veteran's Fund, she knows it is difficult to not fully support the \$25,000.00 request, but she is also in favor of allocating \$12,000.00, stating that even with this amount we are showing our appreciation, not only with words, but with actions.

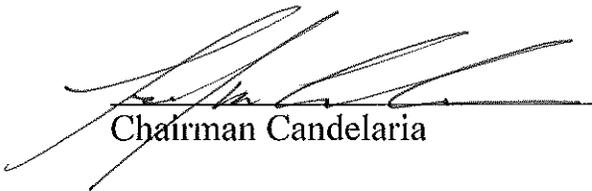
Madam Commissioner DuCharme states that she has a question that has previously gone unanswered concerning the Manager's Office. She states that in the budget under Deputy County Manager she sees \$43,360.00 and in the new proposed budget, she sees \$49,558.00; a difference of more than \$6,000.00. Ms. Tenorio states that it is the 0.75 cost of living increase. Ms. Ansley clarifies that the 0.75 raise does not cover the entire \$6,000.00, but about six months ago the County Manager's Office did a restructure and reallocated some duties and there were some salary modifications made at that point, which have been discussed at length in Manager's reports in previous meetings. Madam Commissioner DuCharme states that Mr. Van Es, a resident, made a request to be provided with the Manager's Office modifications and additional duties and asks if he has received that information. *(The response is inaudible)*. Madam Commissioner DuCharme asks why he was not provide with the information. Ms. Annette Ortiz, Deputy

County Manager states that she is still working on it. Madam Commissioner DuCharme states that at the time when she first asked this question, Ms. Ansley told her that the information was available already. She states that Ms. Ansley told her that the description of every position in the County was available. Ms. Ansley states that she does not think she told Madam Commissioner DuCharme that a description for every position was available; she states that there are some positions in the County that do not have job descriptions, but the majority of them do. She further states that the ones that Mr. Van Es requested are available, but they have to be compiled and they have not had the time to do it. Ms. Ansley states that they have been communicating with Mr. Van Es about this. Madam Commissioner DuCharme states that she would like to hear the additional duties for this additional amount of money for the Deputy County Manager. Chairman Candelaria interjects and states that this question was not on the workshop agenda and he calls for the question. Ms. Ortiz states that if Madam Commissioner DuCharme would, "like to take what my additional duties are and take it out and take that money back, by all means do so, but plan to fund a full-time HR person, because I do both". Madam Commissioner DuCharme asks what Ms. Ortiz is doing differently from what she was doing in her job last year; she states that she has heard justification for salary increases from every other requesting department. Ms. Ortiz asks Madam Commissioner DuCharme to come to her office and see what she does. She also asks Madam Commissioner DuCharme why she is only questioning her raise. Madam Commissioner DuCharme states that there is no other County position that has a more than \$6,000.00 raise and she is asking why; does the Manager's office have the justification for it. Ms. Ansley replies that she does and that she can pull the memo that she presented to the Commission when she did the department restructure. Ms. Ansley adds that they also restructured the Finance office. She states that they added a position to the Finance office, they changed the position of the Administrative Assistant in the Manager's Office which freed up some funding that needed to be reallocated for some responsibility adjustments that were made in her office. The adjustments included promoting Ms. Ortiz to not only Deputy County Manager, but also Human Resources Director. Ms. Ansley states that because we had so many human resource issues going on at this point and the Commission did not want the County Manager dealing with those. Ms. Ortiz also started running payroll and is now splitting those duties with Finance. Ms. Ansley states that Ms. Ortiz has also taken on many of the public records requests. Lastly, she states that she will be happy to resubmit the memo about the restructure to the Commission. Madam Commissioner DuCharme states that the County just settled a case and the County lost \$38,900.00 because of issues with the HR department. Ms. Ansley comments that she does not believe that this needs to be a discussion in Open Session and that it is not on the HR department,

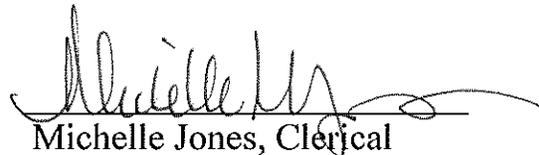
there are others that share that responsibility. Chairman Candelaria states that this issue is not on the agenda for discussion at this meeting and could be in violation of the Open Meetings Act. Madam Commissioner DuCharme states that it is public information and was announced by the Chair in a Commission meeting. Commissioner Frost states that he would agree that this is a separate issue and if it needs to be discussed further, it could be put on a future agenda. Commissioner Frost calls for the question. No further discussion. The Commissioners vote; all in favor, none opposed. Madam Commissioner DuCharme clarifies that she votes in favor of all the discussed items except what she specified and that she cannot support the raise for the Deputy County Manager. **MOTION CARRIED.**

**\*Adjourn**

**ACTION TAKEN:** Commissioner Frost makes a motion to adjourn the July 25, 2016 Special Commission Meeting. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote. All in favor none opposed. **MOTION CARRIED.** Meeting adjourned at 9:54 am



Chairman Candelaria



Michelle Jones, Clerical

8/10/16  
Date

**The video of this meeting can be viewed in its entirety on the Torrance County NM Website. Audio discs of this meeting can be purchased in the Torrance County Clerk's Office and the audio of this meeting will be aired on our local radio station KXNM.**