

**MINUTES OF
BUDGET
WORKSHOP
MAY 4, 2023**

CITY OF LORDSBURG
409 W. Wabash
Lordsburg, New Mexico 88045
Minutes of Budget Workshop
Thursday, May 4, 2023

Meeting was called to order at 12:00 p.m. noon

Welcome

Present: Mayor Glenda F. Greene; Martha Salas, Finance Director; Linda S. Farnsworth, City Clerk; Councilor Roxann Randall; Councilor Julie Montenegro; Councilor Martin Neave; Mayor Pro-Tem Alfredo Morelos, Jr. and Councilor Manuel D.V. Saucedo.

Absent: Councilor Rodney Plowman

Attendance: Fritz Placencia, Airport; Vanessa Haynes and Christy Ortiz with Chamber of Commerce; Riley Allen, Fire Chief of Lordsburg Volunteer Fire Department; Collista Jensen, Librarian with Lordsburg-Hidalgo County Library; and Alex Ortiz, Waste Water Department; Frank Madrid, Superintendent; Eloy Marquez, Utility Supervisor; Randy Rodriguez, Maintenance Supervisor; Dusti Conover, Code Enforcement and Stephanie Helbig, Animal Control Officer.

Departmental Budget Requests

a). Lordsburg Volunteer Fire Department

1. General Fund request \$65,000.00 for Command Vehicle
2. Fire Protection fund request \$565,000.00 to equip new Command Vehicle and new Fire Apparatus

Fire Chief Riley Allen stated that the LVFD will be applying for a grant in August 2023 for a new fire apparatus (new fire truck) of \$300,000.00 which is the limit that can be applied for. Chief Allen stated that the Fire Department is diligent in trying to save as much Fire Protection Fund monies as possible to match at least \$60,000.00 on a new Fire Apparatus. Finance Director Salas stated that the last time she checked that there was approximately \$110,000.00 in the Fire Protection

Fund but that she was unable to check at this moment. Councilor Saucedo asked what the \$110,000.00 was for whereas Chief Allen stated that it was money not spent from Fire Protection Fund. The Fire Command Vehicle is a 2007 and has extreme wear and not up to standards and the Fire apparatus is aging quickly and is becoming extremely expensive to keep it within regulations set by the State. Councilor Saucedo wanted to know how much we receive each year from the Grants. Chief Allen stated that sometimes we do not receive anything – for various reasons for example “Covid to We have no funds available”. Councilor Saucedo also stated that it sounds as if “they don’t like us so we don’t get the money”. Chief Allen stated that we do not have as much political pull as say Albuquerque or Santa Fe or even Las Cruces. Mayor Pro-Tem Morelos wanted to know what the timeframe was to apply for this Grant. Chief Allen stated that we need to try and have the application no later than September. Whereas, Mayor Pro-Tem Morelos stated that he would like to see if we could convince some people to help him out – support him. Councilor Saucedo wanted to know which was the priority – the Command Vehicle or the Fire Apparatus. Chief Allen stated that it was the Fire apparatus. Councilor Neave wanted to know if the State takes into account that our vehicles are getting older. Per Chief Allen, he has been told to “run them until they drop”. Chief Allen also stated that the reason that we did not receive any monies last year is because there was some confusion based on jurisdiction. The State thought that we have one jurisdiction, when in fact we have two (municipality vs. County) – that is what Chief Allen was told. Chief Allen also stated that our ISO rating presently stands at 5 but with upgrades it could drop us down to a 4 or even possibly a 3 which would give us more money. Chief Allen also stated the reason for a Command Vehicle, which would come out of City Funds is that 1). It would be an on-call vehicle 2). It would carry a small water tank to contain a small fire or until Fire Apparatus could get that and to also include a small refrigerator to carry cold drinks in such as water and Gatorade for the fire fighters in 110° weather. Councilor Neave stated that he supports the Command vehicle especially if it has water onboard and to have one of our Representative push for the \$300,000.00 “we need to make a little noise down here” and Mayor Pro-Tem Morelos supports getting a new Fire Apparatus.

b). Animal Control

Martha Salas, Finance Director stated that at this time there are no amounts listed as we are going to work with Randy Rodriguez, Maintenance Supervisor to see what his department could assist in repairs.

- 1). Building Improvements
- 2). Water Heater
- 3). Restroom or Port-a-potty
- 4). Electrical upgrades
- 5). More kennels with outside access
- 6). Skylights
- 7). Repair of pitted concrete flooring and
- 8). Separate room or small portable building for cats

Councilor Saucedo went through this list stating that all of these items are important to this shelter and should be considered. Councilor Montenegro agreed with Councilor Saucedo.

c). Code Enforcement

- 1). Update Zoning Map which has not been done since 1976
- 2). Code Software to update Ordinances and post on Municode Website

Dusti Conover, Code Enforcement Officer addressed the Council. She stated that the Zoning Map has not been updated since September, 1976 and that our Codes have not been updated since 1996. With the new livestock Ordinance now in effect, we can no longer have agricultural zones within the City of Lordsburg. She will be working with Stantec and would also like to form a committee to assist. Martha Salas, Finance Director stated that Stantec will get back with us before our next Budget Workshop on May 11, 2023 and give a ball park figure on how much it would cost to update our Zoning Map. As for the Codes, Ms. Conover would like to utilize Municode which would go through our codes and get rid of duplicated and out-of-date coding and their legal team will go through all of our codes and bring them to the present and everything will be placed online for anyone to view. Recodification will cost \$12,750.00 for a one-time fee and \$1,875.00 yearly to maintain the software. Ms. Salas explained that the costs would come from several different funds, not just Code Enforcement as it is for the entire City. Councilor Neave wanted to know if the City Codes and Police Department Codes could be combined and also placed on Municode. Ms. Conover stated that yes, they could.

d). Airport

- 1). 4-Double pane windows @ \$500.00 each - \$2,000.00
- 2). 2 Doors including hardware – 1 metal door with window @ \$2,000.00
And 1 solid metal door at \$1,000.00 for total of \$3,000.00
- 3). 3 Mini splits AC/heater 18,000 BTU's and Cooling @ \$1,200.00 each for
Total of \$4,000.00 and
- 4). New Airport Vehicle @ \$35,000.00
Total for all \$44,000.00

Fritz Placencia approached the Council to request the above items. He stated that the windows are old style and not efficient and would like the 4 windows replaced, if possible. He also stated that there is no heating or cooling for the building, only an old propane heater and if we were to get the mini split that would do away with the \$500.00 per winter expense on propane from Uphres Propane and that they would also cool the building. The doors in the building are old and have not been replaced since the building was built many years ago. He would like to see them replaced but Fritz also stated that his priority is obtaining an airport vehicle with lights plus a radio for frequencies per regulations. Mr. Placencia stated that he did not need anything fancy, that a small mid-size truck to shuttle pilots and to do airport business would do for what we need. Ms. Salas, Finance Director stated that the City received \$51,000.00 in Covid Relief monies for the past 3 years and that she feels the money the City saved from this relief money could be used to purchase the new truck. Councilor Saucedo wanted to know if we still sell fuel and what are the profits on that. Ms. Salas stated that yes, we still sell fuel and that our average profits per year are approximately \$60,000.00. Mayor Pro-Tem Morelos stated that this is a go for him. Councilor Neave questioned the mini splits and if the airport had the electrical capacity to handle this equipment. Councilor Neave also asked to verify that the building did not have any type of heating besides one propane tank and no cooling whatsoever. Fritz replied "that is correct". Fritz also stated that he did not know about the electrical capacity but Ms. Salas, Finance Director stated that Frank Madrid, City Superintendent would be checking on that as he is familiar with mini splits. Ms. Salas also stated that the mini splits are energy efficient and can be turned off in rooms not in use. Councilor Saucedo stated that the Airport requests

are reasonable including the purchase of a new truck. No other opinions were noted.

e). Lordsburg Police Department

1. 3 Police Vehicles for total of \$200,000.00 (capital outlay \$170,000.00 + Law Enforcement Protection Funds \$30,000.00)
2. 9 dash cam video cameras for patrol cars at \$19,981.00 with 5 year Contract and yearly fee (LEPF)
TOTAL LEPF \$219,981.00
3. Gym Room – requesting a bigger space – no \$ amount attached. Asking For building, conex or to build a gym at the Police Department
4. 2 safes – one for guns/one for ammunition at \$3,000.00

Chief Aaron Salazar approached the Council with his request. He stated that none of the police vehicles have dash cameras and that the old ones are not functional and corrupt. He would like to purchase the dash cameras from AXON. He is also requesting a larger space for a gym so that his men can keep in shape. Right now, only one officer can exercise at a time. There is a portable building that has items in it that no one uses anymore behind the Special Events Center. Our insurance (NM Self Insured) safety person was here last week and suggested that the police separate their guns and ammunition into 2 different safes as ammunition is flammable. The cost of the 2 safes will be approximately \$3,000.00. Chief Salazar was asked if the guns were evidence and he stated “no, they are our own guns”. Mayor Greene asked the Chief is evidence needed safes as well and he stated that they have their own lockers for evidence. Per Mayor Greene, we have been awarded \$170,000.00 in Capital Outlay monies for new police vehicles – we have not received it yet, but we will. Councilor Saucedo wanted to verify that now it is actually \$50,000.00 net that the Police Department is requesting for vehicles. Per Martha Salas, Finance Director she stated that was correct. Ms. Salas also stated that we were awarded \$109,000.00 also in LEPF funds and that we normally only receive \$55,000.00. Councilor Saucedo inquired as to whether or not we will receive monies for wear and tear on our vehicles now that we are receiving Stonegarden grant monies again. Chief Salazar stated that we should be receiving monies within the next month and ½. The total we will receive will be \$190,000.00 which will include overtime, benefits, fuel and includes only \$10,000.00 wear and tear on seven of our vehicles. Councilor Saucedo wanted to

know if we were receiving any monies at this time for wear and tear and as per Chief Salazar, not until the new fiscal year and it will only be the \$10,000.00. Mayor Greene and Mayor Pro-Tem Morelos both agreed that \$10,000.00 is not much for maintenance. Councilor Montenegro wanted to know if the safes they will be ordering are big enough for what they need. Per Chief Salazar, there is plenty of room. Chief Salazar brought up the gym and the portable building behind the Special Events Center once again. The Chief stated that at one point the gym was at the Airport where there was no heating or cooling and it was very difficult. The Chief believes that all the items in the portable building can be thrown. Mayor Greene would like an inventory of the building before the items are tossed. Chief Salazar agreed.

f). Maintenance Department

1. Repave City Hall and PD Parking lots @ \$80,000.00
2. Tool Cat/UTV Skidster @ \$70,000.00
3. Mudd (Cement) Mixer @ \$3,000.00
4. Portable Welder/Generator \$2,000.00

Total \$155,000.00

Randy Rodriguez, Maintenance Supervisor came before the Council with his requests. Mr. Rodriguez explained that the Tool Cat does not come with any attachments but attachments are available, but that we are working with the school to obtain some of their attachments that they don't use. Councilor Neave wanted to know what the City gets for \$70,000.00. Mr. Rodriguez stated that it was only the Tool Cat. Councilor Neave asked Mr. Rodriguez to get him more information before the next Budget Workshop on May 11, 2023. Councilor Neave also asked if this machine had the capacity to add the attachments to it. Mr. Rodriguez stated that it would. Councilor Saucedo asked that Mr. Rodriguez go over the paving of the lots. Mr. Rodriguez stated that the cracks would be sealed and the surface oiled. Councilor Neave also expressed to Mr. Rodriguez that he is not against the purchase of the Tool Cat, but that he wants to make sure that he gets something with the power that he needs. Councilor Neave wanted to know if the tampers that we bought last year are being used. Both Eloy Marquez, Utility Supervisor and Mr. Rodriguez stated that we do use them. Mayor Greene referenced the equipment behind the schools and wanting to see if the school could give us good prices on these attachments. Councilor Saucedo said that he felt that these requests are reasonable and needed. Mayor Pro-Tem Morelos stated that he agreed with Councilor Saucedo.

g). Water Fund

1. 3" Trash Pump @ \$2,500.00
 2. 14" Chop Saw @ \$1,200.00
 3. 14" Ring Saw @ \$4,500.00
 4. ½" Drive battery powered impact gun @ \$400.00
 5. 2 submersible stick pumps – battery powered @ \$400.00
 6. Meter read software @ \$10,764.00
- Total \$19,764.00

Eloy Marquez, Supervisor of Utilities came before the Council with his requests adding that it is equipment that is used daily and that the 2 submersible stick pumps is because they sometimes have 2 jobs going that require them both. Martha Salas, Finance Director pointed out that she added the final line of his request as our meter read software is out of date and the cradle that houses the reading device is no longer available. By getting this new software all the meter reads will be saved on Cloud instead of our server and that service will be \$2,000.00 per year. It will also be used for the new electronic gas meters, as well.

h). Gas Fund

1. Update Rehab of Natural Gas Regulation Station @ \$100,000.00.
 - a). Material \$35,000.00
 - b). Contractor \$35,000.00 estimated – need quotes
 - c). Engineering \$10,000.00

Frank Madrid, City Superintendent stated that our gas regulation station is old and that we either need a new one or the old one will have to be moved due to the site in which it is located under power lines and moving it would cost \$5 million. Councilor Saucedo stated that this is an important safety matter that must be taken care of.

i). Sewer Fund (Waste Water Treatment Plant)

1. Transfer Switch @ \$11,000.00 back power system equipment
2. Parts and Equipment @ \$12,100.00 fortification for 3 critical areas
3. New Valve Install @ \$12,000.00 4 at \$3,000.00 each
4. MSS can aerator repair @ \$10,000.00 for 2 soft starters at \$1,500.00 each
And 2 starters at \$1,000.00, new motor and other parts

5. 2 flow meters @ \$4,000.00
6. Engine powered pump with trailer – alternative method of mitigating spills @ \$3,000.00
7. Commercial mower and bagger @ \$3,000.00
8. Crane attachment for truck @ \$3,000.00
9. Disposal site for vac truck dumping @ tentative
- Total \$58,300.00

Alex Ortiz approached the Council giving a detailed explanation of the parts that he is requesting and what they do. He also explained that even though the mower and bagger is for optics, it keeps the vermin and erosion down around the ponds. Regarding the crane attachment, Councilor Neave asked Mr. Ortiz how much do you need to normally pick up and Mr. Ortiz replied “about 1,000 pounds”. Councilor Saucedo stated that it appears that Mr. Ortiz needs a new truck as the crane will not fit the truck that he presently has. Mr. Ortiz said that he is not asking for a new truck and that it would be overkill if he did. He would rather work with what he has and that he is more concerned with reach. Councilor Neave asked if there was a backhoe at the plant and Mr. Ortiz replied that yes there is an old one that he hardly uses because the battery died months ago. Mayor Greene asked if everyone was in agreement with everything with the exception of the crane and the Council agreed.

j). All/Multiple Funds

1. New phone system for all City Buildings for @ \$5249.00 (one time fee) and Monthly cost of \$598.52 (compared to currently paying \$1,408.05)
2. PERA increase @ \$83,142.00 yearly (50% increase – City portion with Employee increase @ +8.65% and Police Employees @ +20.15%)
3. \$1,200.00 for 4 time clocks @ \$300.00 each
4. \$90,000.00 (out of PNM funds) for 1 Maintenance vehicle and 1 Utility Vehicle
5. (Removed New Vehicle/meter reader @ \$40,000.00 as it is under airport)
6. \$57,500.00 additional contribution to Library over last year’s amount of \$35,000.00
7. 25% Ticket Sales from Tejano Fiesta @ \$6,500.00 for Roberto Gonzalez

Martha Salas, Finance Director approached the Council with budget requests that will come out of multiple funds. The first item on the list is a new phone system for all City buildings. This system will be done through the internet and will run off of our server and when people call they can select who they would like to talk to instead of the Cashier having to transfer the calls. They will be able to call you on your cell phone no matter where you are. There have been some issues with the Police not answering calls, the call would now go directly to their cell phones to answer. We will be saving money monthly by going with this system. PERA will be going up for the next 4 years so the City will have to put more in. That will be an increase of 50% or now \$83,142.00. The employees and Police Department portions will be going up as well. Ms. Salas stated that we would like to keep the timeclocks that we have, but go for an upgrade. At the present time we have \$75,000.00 of PNM monies with another \$75,000.00 coming in June. That is enough to purchase 2 new vehicles – one for the Maintenance Department and one for the Utility Department. The Library is asking for a \$57,500.00 contribution which is up from \$35,000.00 from last year. Ms. Salas is also requesting \$6,500.00 for 25% of ticket sales from the Tejano Fiesta as this money does not come out of Lodger's Tax. This is for Roberto Gonzalez promoter fees. Mayor Greene asked if everything looked good, with the exception of the Library fees and the Council agreed.

k). Library

1). \$57,500.00 request

Calista Jensen approached the Council with her requests. She is requesting an additional amount of \$22,500.00 as it was cut from last years budget. She gave a run down of all of the programs that the Library presently had for children as well as adults. Councilor Saucedo voiced his concerns on the amount that is being spent on books as our children are way down in proficiency on reading. Ms. Jensen pointed out that there is a section under the budget which includes books under State Aid. Councilor Montenegro questioned about how much supplies costs for the 3D Printer and Ms. Jensen pointed out that they were covered under Gofunds. Councilor Saucedo wanted to know about the amount of CD's that the Library had invested. Ms. Jensen could not answer his questions as the Library Treasurer could not come do to a family emergency but that she will be at the next budget meeting to answer his questions. Mayor Greene asked Ms. Jensen if she felt that most of the money that the City and County gives to the Library goes towards payroll. Ms. Jensen stated that yes, it does and that last year

approximately \$84,000.00 went towards payroll and that is for 4 people. Councilor Montenegro commended Ms. Jansen and told her that she hears good things about the programs that the Library offers all the time. Mayor Greene asked Ms. Jensen to shoot her an e-mail about the amount of the CD's so that she can let the Council know the amounts as we should have our final budget on 5/11/23.

I). Lodger's Tax Fund

- 1). LEAP approved @ \$25,000.00 at March meeting
- 2). Elks Lodge approved @ \$6,000.00 at March meeting
- 3). Jessie Darnell 3 on 3 approved @ \$10,000.00 at March meeting
- 4). Hidalgo County Fair approved @ \$47,196.00 at March meeting
- 5). Rene Days approved @ \$2273.00 at April meeting
- 6). Naram – 64 approved @ \$8429.00 at April meeting
- 7). Tejano Fiesta – City Sponsored portion approved @ \$50,000.00
Council still needs to approve
Total Lodger's Tax promotional \$148,898.00
- 8). Chamber Expenses in kind @ \$14,000.00 Council need to approve (past Year approval amount)
- 9). Tejano Fiesta – City Sponsored non-promotional @ \$10,000.00
Council still needs to approve
- 10). Hidalgo Heritage Society @ \$50,000.00 approved at March meeting
Total Lodger's Tax non-promotional \$60,000.00

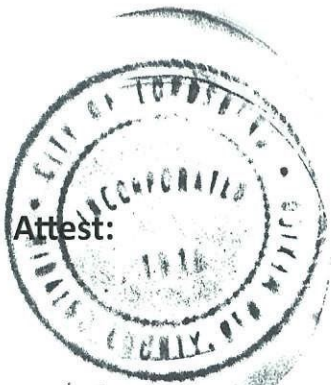
Chamber of Commerce was on hand for this meeting and did provide actuals and a budget. They will be submitting a Lodger's Tax request for non-promotional monies at the next Lodger's Tax meeting in July. The Chamber's in-kind includes utilities and rent – non promotional. The Mayor wanted to know how much utilities that Chamber has used and Ms. Salas stated that it was approximately \$4,000.00. The Council wanted to keep the Tejano Fiesta at \$70,000.00 instead of \$60,000.00 (\$60,000.00 promotional + \$10,000.00 non promotional). Councilor Saucedo in discussing the Chamber stated that he wanted to know what we paid the Chamber last year (\$85,000.00 promotional) and (\$14,000.00 non-promotional) while the County only paid the Chamber \$10,000.00 total. Councilor Saucedo stated that he was troubled by the office hours of the Chamber – 16 hours total per week. Christy Ortiz, Chamber Manager stated that they also do

field work outside of the office. Councilor Saucedo would like to see more promotion of businesses than having so many events. He stated that events are nice but that the Chamber should partner with Shakespeare and make them the star attraction of what brings people to Lordsburg instead of food trucks. With that, Mayor Greene asked if there was anymore. Ms. Ortiz is asking in-kind of \$15,000.00 from the County and the City. Councilor Saucedo pointed out that the in-kind amounts for rent and utilities is rather generous. The money that the County gives is for deliverables which includes Mix and Mingle and 4 different events. Ms. Ortiz referenced the new bill boards on the side of the interstate and Councilor Neave did state that he had seen the bill boards and that they really got his attention.

Adjourn

With nothing further to be discussed, a motion was made by Councilor Montenegro, 2nd by Councilor Neave. Council present were polled. Motion passed and meeting was adjourned at 1:50 p.m.

Approved this 17th day of May, 2023



Linda S. Farnsworth
Linda S. Farnsworth, City Clerk

Glenda F. Greene

Glenda F. Greene, Mayor