

## COUNTY OF LINCOLN

### New Mexico Special Meeting Board of County Commissioners

Jackie Powell, Chairwoman  
Preston Stone, Vice-Chair

Kathryn L. Minter, Member  
Mark Doth, Member  
Dallas Draper, Member

### Minutes Friday, May 2, 2014

Minutes of the Special Meeting of the Lincoln County Commission held at 8:30 AM on May 2, 2014 in the County Commission Chambers, Lincoln County Courthouse, in Carrizozo, New Mexico.

#### 1. Call to order

Chair Powell called the Special Meeting of the Board of County Commissioners to order at 8.30 32 AM.

#### 2. Roll Call

##### Roll Call.

**Present:** Chair Powell, Commissioner Minter, Commissioner Stone, Commissioner Doth, Commissioner Draper.

Others present included Nita Taylor, County Manager; Tammie Maddox, Chief Deputy County Clerk; Glenna Robbins, County Treasurer; Paul Baca, County Assessor; and Charlene Schlarb, Finance Director.

#### 3. Invocation

The invocation was presented by Pastor Barbara Bradley.

#### 4. Pledge of Allegiance

- A. Pledge – U.S.A. Flag
- B. Salute – N.M. Flag

#### 5. Approval of Agenda

**Motion:** Acceptance of the Agenda and authorized the Chair to move items as necessary.

**Action:** Approve, **Moved by** Commissioner Doth, **Seconded by** Commissioner Draper.

**Vote:** Motion carried by unanimous vote (**summary:** Yes = 5).

**Yes:** Chair Powell, Commissioner Minter, Commissioner Stone, Commissioner Doth, Commissioner Draper.

Chair Powell recessed the Regular Meeting and convened the Public Hearing at 8:34 49 AM.

#### 6. Public Hearing: Preliminary Budget hearing, Fiscal Year 2014-2015; Infrastructure Capital Improvements Plan (ICIP) Development

- A. County Manager's Overview

Nita Taylor presented the summary review of items for discussion during the preliminary budget preparation. Ms Taylor stated the preliminary budget would be presented for adoption at the May 20, 2014 Regular Meeting after the input and changes made at this meeting. Ms. Taylor stated the preliminary budget would then be presented to DFA for preliminary approval and final budget

hearings would be held at the July 15, 2014 Regular Meeting for adoption. Ms. Taylor stated DFA would review and certify the budget by September 3, 2014

Ms Taylor presented the overall balance and revenue sheets for discussion. Ms. Taylor pointed out the significant additional expenses from external agencies that would be considered were not included in the balances presented. Ms Taylor submitted a summary of all external agency requests and the unfunded requests by the County departments, which were partially included in the preliminary budget. Ms. Taylor reported the projected balance over the required reserve at the end of the fiscal year was \$948,825 00 and each additional approval during the process would reduce that balance.

Ms. Taylor explained that of the forecasted \$11,914,492 revenues to the general fund, \$7,233,915 currently went to the general fund departmental expenses requirements, included but not limited to the following: \$1,906,274 supplements the road department; \$47,721 was targeted to predator control; \$2,411,476 to detention center operations; the senior citizens centers required an additional \$187,670; and \$140,000 was required for juvenile detention related operations. Ms. Taylor stated the Homeland Security Fund required a transfer of \$388,889 to cover one-third of the matching fund requirement for a potential three-year Homeland Security Grant in the amount of \$3 5 million.

Ms Taylor requested to resume the Manager's overview until after the External Agency Presentations and Requests

**B External Agency Presentations and Requests**

Each agency provided documentation and presented the requested amount as listed.

NMSU Extension Office	\$ 93,000 00
Capitan Library	\$ 13,295.18
Corona Library	\$ 5,000.00
Ruidoso Library	\$ 35,000.00
Juvenile Justice Board (LCJJB)	\$ 8,000.00
SNMEDD	\$ 6,000.00
USDA Predator Control/Wildlife	\$ 91,500.00

Note: USDA Total Request of \$91,000. Per Head Tax of \$0.55 = \$18,400; delinquent taxes = \$1,200; Taylor Grazing = \$24,179, Request from General Fund is \$47,721 00

Noxious Weed Program	\$ 50,000.00
----------------------	--------------

Chair Powell stated the special request from New Horizons Developmental Center would be heard at that time.

**C. Special Requests**

New Horizons Developmental Center	\$ 60,000.00
-----------------------------------	--------------

Patsy Sanchez, New Horizons Developmental Center Board Member, presented the request for two backup generators. Ms. Sanchez stated the facility was a repurposed hospital, circa 1950's, and had no backup generators. Ms. Sanchez stated the facility housed nineteen residents and had limited funding. Ms. Sanchez provided a spreadsheet of entities contacted for possible funding to purchase the generators and other items needed for the facility Ms. Sanchez pointed out there was basically no funding for mental health in New Mexico. There was discussion investigating a possible Colonia's grant for this funding.

Chair Powell resumed the requests as scheduled:

South Central RC & D	\$ 40,000 00
Lincoln County Humane Society	\$ 35,000.00
EcoServants	\$ 25,000.00
NM Bookmobile	\$ 1,260.00
Coalition of Arizona/NM Counties	\$ 2,600.00 Annual Dues
Legal Fund Contribution (Optional)	\$ 5,000.00
Town of Carrizozo	\$ 7,500 00

Note: for up to 50 dogs and then after \$150.00 per dog x number of  
Dogs brought to Carrizozo Shelter

Lincoln County Fair Board Association	\$ 24,000 00
Boys & Girls Club of Sierra Blanca	\$ 6,000 00

Chair Powell recessed the public hearing at 10:36:51 AM and reconvened at 10:45:53 AM

D. Medical Related Budget/LCMC/Clinics/La Casa

Al Santos, Hospital Administrator, presented the Lincoln County Medical Center's annual request for approval to expend Mill Levy funds for the 2014-2015 fiscal year. Mr. Santos explained the funds would be used in support of LCMC, Lincoln County EMS, and LCMC-managed clinics in Carrizozo, Corona, and Capitan.

Mr. Santos stated the request, for the first time, included hospital operational funding support which was based on the reductions in Sole Community Provider program funding. Mr. Santos stated the total amount of this year's request was \$480,584 less than the previous year's County LCMC funding authorizations. Mr. Santos stated this could be funded without increasing the Mill Levy tax rate and additional funding would add to the County's medical surplus.

Mr. Santos stated there were significant challenges in healthcare financing facing Lincoln County and LCMC in 2014-2015. Mr. Santos requested a joint workshop in the near future to address the near-term and long-term challenges.

Mr. Santos discussed the 2013 LCMC delivery system ended the year with a negative net income of \$331,714 00. Mr. Santos stated this loss could have been much greater had the County Commissioners not provided financial augmentation with \$2.2 million in available Mill Levy funds. Mr. Santos provided comparative data for 2013 and 2012:

	<u>2013</u>	<u>2012</u>	<u>Variance</u>
Gross Patient Revenue	\$76,265,879	\$72,958,807	+ 4.53%
Reductions to Revenue {a}	\$45,534,782	\$36,035,173	+26.36%
Net Patient Revenue	\$30,731,097	\$36,923,637	-16.78%

{a} CD&A, Bad Debt, and SCP funding decreases

Mr. Santos reported that in 2013, inpatient discharges were up almost 3% and inpatient days were virtually flat. Mr. Santos stated LCMC was able to reduce total operating expenses 4.4% (\$34.19 million down from \$35.77 million). Mr. Santos reported LCMC was able to invest almost \$700,000 in capital investments in 2013.

Mr. Santos discussed the LCMC budget and presented the following:

Revenue:	1 Hospital (2 Mills)	= \$2,218,000
	2 Rural Clinics (0.6)	= \$ 619,000
	3 Hospital Lease	= <u>\$1,100,000</u>
	TOTAL	\$3,937,000
Expenses:	1 Rural Clinic/EMS Ops	= \$ 859,810
	2 1/12 <sup>th</sup> Mill Levy Matching	= \$ 414,226
	3 Hospital Ops & Maintenance	= <u>\$1,375,500</u>
	TOTAL	\$2,799,536
Annual Medical Operating Balance		\$1,137,464

Mr. Santos presented the Mill Levy support requirements for each of the clinics:

Carrizozo Health/Dental Center:

Operating Funds	\$374,640
Capital Requests	
Exam Tables (3)	\$ 4,500
Audiometer (1)	\$ 1,600

Intravenous Infusion System	\$ 500
Waiting Room Chairs	\$ 7,500
Office Program computer and training	
Total	<u>\$388,710</u>

Corona Clinic:

Operating Funds:	\$ 30,000
Capital Requests	none
Total	<u>\$ 30,000</u>

Capitan Clinic:

Operating Funds:	\$100,000
Capital Requests:	
Venipuncture Chair (1)	\$ 1,600
Vital Signs Monitor (1)	\$ 1,500
Total	<u>\$103,100</u>

Emergency Medical Services (EMS)

Operating Funds	\$ 5,000
Capital Requests:	
Remount and upgrade 1999 Ambulance Chassis	\$153,000
Replace six outdated cardiac Monitors	\$180,000
Total	<u>\$338,000</u>

LCMC Hospital

Operations Funding	\$1,250,000
Capital Requests:	
Domestic Water Repairs	\$ 18,000
Roof Repair Business Office	\$ 12,500
Roof Repair over ER	\$ 38,000
Emergency Generator Use	\$ 57,000
Total	<u>\$1,375,500</u>

Lincoln County Community Assistance Program (LCAP)

Operations Funding	\$150,000
Capital Requests	None
Total	<u>\$150,000</u>

Safety Net 1/12<sup>th</sup> Matching Funds (Old SCP)

Total	<u>\$414,226</u>
-------	------------------

Total LCMC Mill Levy Requirements \$2,799,536

Ms. Taylor clarified the County funded \$3.3 million in the previous year and \$1.1 million of that was for the arrears in the sole community provider payment fiasco. Ms. Taylor stated the request in the last fiscal year was \$2.2 million which was less than the current request of \$2.8 million.

La Casa Buena Salud

\$85,000 00

Steven Connelly, Chief Financial Officer La Casa de Buena Salud, presented the proposed budget for the Hondo Clinic. Mr. Connelly provided a breakdown of the budget comparison of the fiscal year 2013-2014 to the proposed budget of 2014-2015. Mr. Connelly further provided actual expenses compared to the budget of July 2012 to June 2013. Mr. Connelly stated the budget request for the Hondo Clinic for the 2014-2015 fiscal year was the same as it was for the 2013-2014 fiscal year.

Commissioner Minter stated preference for the report submitted by La Casa Buena Salud as opposed to the report submitted by LCMC

Chair Powell stated action on the health care budget request would be considered at the time the Resolution for the Mill Levy was presented.

Chair Powell invited Ms Taylor to resume the Manager's report/recommendations.

Ms Taylor discussed the projected expenses which were annualized. Ms. Taylor stated the expenditures were unconstrained and the revenues were conservative. Ms. Taylor reported the amounts included departmental inputs by account during the budget mark-up process. Ms. Taylor stated the current ending preliminary balance overall was \$948,825 over the required reserve that was the required 3/12<sup>th</sup> amount and did not include un-funded external agency requests.

Ms. Taylor stated the Property Valuations increased from \$1,131,149,006 for Tax Year 2013 to \$1,167,217,167 for Tax Year 2014, and this valuation was mandated for the FY 2014-2015 budget by DFA. Ms. Taylor reported that PILT was received in June, 2013 in the amount of \$1,536,831, and based on estimated forecasts, that amount was reduced by 5.7% for a total of \$1,449,594. Ms. Taylor stated that increased revenue projections have been placed in the budget.

FY	County Valuation	Increase	Reappraisal Year
2004	\$ 615,303,222	\$ 27,641,056	
2005	\$ 686,219,982	\$ 70,916,760	Yes
2006	\$ 721,934,100	\$ 35,714,118	
2007	\$ 818,733,862	\$ 96,799,762	Yes
2008	\$ 887,828,843	\$ 69,094,981	
2009	\$ 1,019,422,539	\$131,593,696	Yes
2010	\$ 1,038,712,174	\$ 19,289,635	
2011	\$ 1,058,628,937	\$ 19,916,763	
2012	\$ 1,105,798,545	\$ 47,169,608	Yes
2013	\$ 1,131,149,006	\$ 25,350,461	Yes
2014	\$ 1,167,217,167	\$ 36,068,161	Yes

Ms. Taylor discussed the external agency presentations heard previously. Ms. Taylor stated it was at the Commission's discretion whether to consider the non-solicited budget requests that would reduce the reserve and increase the deficit spending. Ms. Taylor recommended close scrutiny of external agency funding requests, as some broadly benefitted the County more than others, and every external request granted limited the ability to address internal County requirements. Ms. Taylor stated there were currently \$461,776 in unfunded external requests.

Ms. Taylor stated there was opportunity to review and amend departmental expenses and revenues.

Ms Taylor reported it was important to note that, due to Little Bear Fire and subsequent flooding events, extraordinary expenses and partially offsetting reimbursing funds for mitigation efforts were reflected in both the actual data for FY13-14 and the budgeted data for FY14-15. Ms. Taylor stated in FY13-14 year-to-date, the County has spent \$367,775 on flood mitigation efforts, for which it was eligible to receive 75% reimbursement from FEMA and 12.5% reimbursement from the State of New Mexico. Ms. Taylor pointed out a number of projects were work-in-progress or yet to be started. Ms. Taylor stated the FY14-15 budget included expenses in the amount of \$463,609 to complete this work. Ms. Taylor stated details of those transactions were found in the Preliminary Budget Ms. Taylor explained after all was considered the County incurred \$327,956 (12.5%) out of pocket, unreimbursed expense for flood mitigation projects, and will have been

reimbursed \$1,967,735 by FEMA and \$327,955 by NM Department of Homeland Security and Emergency Management.

Ms. Taylor stated that because Lincoln County received FEMA approval of its Local Hazard Mitigation Plan last year, it was eligible to apply for a Homeland Security Mitigation Grant in the amount of \$3.5 million. Ms. Taylor reported the County had submitted various versions of the application, and has been recently informed that it met all the requirements of NM Department of Homeland Security and FEMA. Ms. Taylor expected to have the application approved in the near term. Ms. Taylor reported the work that would be targeted with the total funds was the "planning, engineering, designing, constructing, building, clearing of ladder fuels, expanding defensible space, structures protection through debris removal, incineration, grinding and any other means necessary in the protection of Lincoln County residents through minimizing the disastrous effect of wildfire". Ms. Taylor reported the grant required a 25% match of \$875,000, paid over three years, with this budget including \$388,889. Ms. Taylor stated while the match was included in the preliminary budget, it was feasible that offsetting matches could be obtained from other State Agencies partnering with the County on these projects.

Ms. Taylor discussed the presentation heard earlier in the meeting from the hospital administrator that totaled \$2,799,537 for operating funds and capital requests. Ms. Taylor stated that amount exceeded the total funds generated by the 2.6 mill levy dedicated to the hospital and clinics. Ms. Taylor reported as a result of three separate requests in the last year the County awarded funding to LCMC in the amount of \$3.3 million: 1) \$1.1 awarded during the FY13-14 budget hearing to compensate LCMC for FY12-13 shortages due to Sole Community Provider Funding deficiencies; 2) \$1.1 million awarded during the final budget hearing for FY13-14 for the 1<sup>st</sup> half of the 2013 - 2014 fiscal year; 3) \$1.1 million awarded at mid-year budget adjustment for \$1.1 million for the second half of FY 13-14.

Ms. Taylor discussed the medical related items requested by the hospital administrator which were incorporated into the budget. Ms. Taylor stated the Commissioners should discuss the amount of the 3.0 Mill Levy authorization to impose. Ms. Taylor recommended the imposition of 2 Mills for the hospital and .6 Mill of the 1 Mill authorized for the clinics remain in place. Ms. Taylor stated this would retain taxes level from the previous year (2013-2014). Ms. Taylor stated it was important to note the estimated carryover at the end of the year (2013-2014) with the imposition (2.6) was \$474,069 for the clinics and \$5,713,385 for the hospital. Ms. Taylor stated the reserves in those accounts were more than sufficient to fund the hospital and clinics adequately. The history of Mill Levy imposition was as follows: Seven Year History of Imposition – 3 Mills Authorized by November 7, 2000 Election and the April 8, 2008 special election.

#### November 2000 Election

	Hospital	Clinic	Total
FY 2001-2002	2.1	.9	3.0
FY 2002-2003	2.1	.9	3.0
FY 2003-2004	1.1	.9	2.0
FY 2004-2005	2.1	.5	2.6
FY 2005-2006	2.1	.5	2.6
FY 2006-2007	2.1	.5	2.6
FY 2007-2008	2.1	.5	2.6

#### April 2008 Special Election

	Hospital	Clinic	Total
FY 2008-2009	2.0	.6	2.6
FY 2009-2010	2.0	.6	2.6
FY 2010-2011	2.0	.6	2.6
FY 2011-2012	2.0	.6	2.6
FY 2012-2013	2.0	.6	2.6
FY 2013-2014	2.0	.6	2.6

Ms. Taylor reported staff was researching the current Mill Levy Enactment Date to determine whether it would sunset in 2014 or 2015. Ms. Taylor discussed that State law required the matter of levying taxes shall be submitted to the electors of the County in a General Election or a special election. Ms. Taylor stated the County was responsible for the cost of conducting the special election and the only general election prior to the sunset date was in November 2014. Ms. Taylor requested direction the process commence to enable the Mill Levy issue to be included in the 2014 General Election.

Ms. Taylor stated it was premature to formally begin input to this year's ICIP submission. Ms. Taylor requested Commissioners to review the ICIP and participate in a discussion of this year's submission. Ms. Taylor stated no action need be taken at this point. Ms. Taylor requested comments for incorporation of potentially updated projects. Ms. Taylor stated in the last year, the final ICIP was adopted at the September Commission meeting. Ms. Taylor provided for initial discussion, items submitted last year, along with some capital outlay awards included.

(a) Expand Detention Center	\$700,000	\$163,000
(b) Construct New Hondo Fire Station	\$300,000	\$ 25,000
(c) Energy Improvements to County Offices	\$165,000	\$ 0
(d) Move / Construct Communications Tower	\$ 100,000	\$ 25,000
(e) Expand White Oaks Fire Station	\$252,000	\$ 20,000

Glenna Robbins, County Treasurer, responded to Chair Powell's questions concerning the Homeland Security Special Revenue Fund and explained the grant was broken out over a three year period beginning with the 2013-2014 fiscal year revenue of \$1,166,667.00 and expenditures of \$1,555,556. Ms. Robbins reported the total grant was \$3.5 million and the County match was 25% which was the \$1,166,667.00. Ms. Robbins stated the grant was reimbursable only and the funds must be expended first; however, there was no activity in the fund over the past fiscal year and the \$388,889 was carried over as a transfer to the 2014-2015 fiscal year.

Ms. Robbins reported the General Fund revenues were projected at 5% over the previous year's revenues. Ms. Robbins pointed out the General Fund Beginning Cash Balance was projected at \$6,940,242. Ms. Robbins explained the balance was estimated based on ending cash balances from the current fiscal year. Ms. Robbins reported that historically from the preliminary to final cash forwarding there was an increase in cash forwarding funds. Ms. Robbins stated in the previous year the amount increased by approximately two million dollars.

Paul Baca, County Assessor, reported the property values increased every year and pointed out that total Valuations had almost doubled in the last ten years. Mr. Baca stated the annual increase was approximately 8.2%

Ms. Robbins reported approximately 82% of the General Fund was from property tax revenues. Ms. Robbins further reported the PILT was about 12% of revenues as yet not received for the current fiscal year

Ms. Robbins explained how the required reserves were calculated and there was a balance of \$948,825.00 remaining after the required reserves were met. Mr. Robbins stated that amount could be used for expenditures requested.

#### E. Detailed Department Review

Charlene Schlarb, Finance Director stated each department's detail budget was provided for review. Ms. Schlarb stated there was a 10% increase in medical and 4% increase in PERA for the overall expenditures that affected each department. Ms. Schlarb stated there were other items in the departmental budgets which were increased, but those were specific to the department

Chair Powell suggested only the important highlights of the overall expenditures should be presented unless there were specific questions.

Commissioner Stone was excused at 11:45:29 AM

Chair Powell recessed the Public Hearing at 11:45:29 AM and reconvened at 1:00:00 PM

Ms. Taylor reported that most departmental budgets were basically identical to the previous year

Ms. Schlarb pointed out a few increases in the departmental budgets and specifically the law enforcement increase in over-time

Robert Shepperd, Sheriff, discussed the reinstatement of the drug task force in Lincoln County. Sheriff Shepperd stated that two patrol deputies were reassigned into narcotics which would significantly impact overtime in the budget. Sheriff Shepperd provided statistics supporting the increased funds in the budget.

F. Unfunded Optional Requirements

Ms Taylor provided the capital outlay and unfunded requests:

Sheriff.

1	Office Furniture for expanded space	\$ 40,000
2	Security Camera System	\$ 48,000
3	Computer Network System	\$ 68,000
3	Three SUVs	\$102,000
4	One SUV	\$ 34,000
	Sub Total	\$292,000

Sheriff Shepperd explained there were usually 3 cars per year replaced in the Deputy's fleet. Sheriff Shepperd stated that after 150,000 miles on a vehicle the maintenance costs increased and fuel increased. Sheriff Shepperd stated it was necessary for safety of the officers to request the four vehicles.

Road Department:

5	Oil Distributer	\$ 10,000
6	Two Pick-Up Trucks	\$ 67,463
7	Dozer (lease)	\$ 57,576 /year
	Sub Total	\$135,039

Carl Palmer, Road Department Director, provided information and justification for the requests listed. Mr. Palmer further requested approval to eliminate one part time and one temporary employee and add one full time position Mr. Palmer further requested an additional 3 operator positions. Mr. Palmer justified the increase of employees to meet the demands from the public on the Road Department

Lincoln County Detention Center:

8	Four Security Cameras	\$ 6,000
9	Washers/dryers for Alpha Unit	\$ 3,000
	Sub Total	\$ 9,000

Sheriff Shepperd stated the additional security cameras were needed to monitor areas outside the Detention Center that were not currently monitored. Ms. Taylor reported the washers/dryers were for the women's unit.

Manager:

10	One Pick-up Truck (maintenance)	\$ 16,078
11	One Forklift (maintenance)	\$ 7,000
12	Storage shed w/concrete pad	\$ 35,000
13	Expand Manager's Office	\$ 12,600
	Sub Total	\$ 70,678

Ms Taylor explained the requests made for the Manager's Department. Ms. Taylor discussed the storage shed that was located next to the Sheriff's Office. Commissioner Minter questioned if the storage shed next to the Sheriff's office would be eliminated. Ms. Taylor stated there were no plans at that time as to what to do with the building. Commissioner Minter questioned the plans for the building across the street from the Carrizozo Senior Center that was acquired in the past year and if that could be used for storage. Ms. Taylor stated there were no plans of what to do with the building at that time. Ms. Taylor stated there was some discussion of the District Attorney's Office moving into the building.

Employee/Elected Official Compensation Proposals:

14	Compensation Board Recommendation to Adjust Pay Steps	\$ 88,000
----	---	-----------



15	Increase Salary for all Classified Employees (by 1% Increments)	\$ 30,000
16	Increase Salary for Elected Officials (by 1% Increments)	\$ 4,791
	Sub Total	<u>\$123,491</u>

Employee/Elected Official Compensation Proposals.

17	Road-Combine 1 part time/1 temporary position for 1 FT	
18	Road-3 Operator II Permanent Positions	
19	Sheriff – 2 Deputies	
20	Sheriff – Chief Dispatcher	
21	OES – Seasonal Firefighter	
	Sub Total	<u>\$409,977</u>
	Total	\$1,040,185

Ms Taylor explained there were several employee/elected official compensation proposals for Consideration:

- a. Consider adjusting Pay Step for 15 County positions. The Compensation Board met to review fifteen (15) job descriptions held by 21 employees to determine whether they were currently at the proper Pay Step. Utilizing supervisory input, and general knowledge of County operations
- b. Consider an increase to all salaries for classified employees. For every 1% of wage increase, the overall salary impact was approximately \$30,000. Example a 2% salary increase would result in a total cost of \$60,000 The last wage increase to classified employees was for 3% in 2013.
- c. HB344 was passed into law during the 2013 Legislative Session This law addressed the issue of the fixing of salaries of county officers, as well as classifying counties. Lincoln County falls into class "B", as it has a full assessed valuation in excess of \$75 million and has a population of less than 100,000 persons This law allows County governments to increase the salaries of elected officials, not to exceed the statutory limit:

Commissioner	\$26,257
Treasurer	\$65,855
Assessor	\$65,855
Sheriff	\$68,654
Clerk	\$65,855
Probate Judge	\$23,028

Ms. Taylor stated the proposed increase was 15% over the previous salary limits.

- d. Consider contracting a position classification/salary study to evaluate all 40+ positions in the County filled by approximately 114 employees.

Mr. Taylor discussed Compensation Boards recommendation to reclassify selected employees. Ms Taylor stated as a job description changed the position classification should change. Ms. Taylor stated the positions in the Manager's Department were not reviewed because she did not have time. Ms. Taylor invited each Elected Official to justify the requests for their departments, although the overall recommendation was from the Compensation Board.

Paul Baca, County Assessor, presented the request to reclassify the GIS Tech/Mapper to be consistent with the GIS Tech for the County Mr. Baca stated the position in the Assessor's office provided mapping and cartographer services for the entire County and County Departments. Mr. Baca explained the Mapper in the Assessor's office used to do only mapping for the Assessor's Office, but the position had now evolved into data sharing within the network and provision of services to other departments

Commissioner Minter questioned if the two GIS Techs were performing the same tasks Mr Baca stated he could not speak to what the Manager's GIS Tech's specific duties were, but pointed out the GIS Tech/Mapper provided cartography and maps to the general public and other departments

Mr. Baca discussed the five appraiser positions in the Assessor's office that should be reclassified for consistency with positions in other departments with advanced skill level tasks and duties. Mr. Baca explained the Appraiser position was governed by statutes requiring specific certification levels and training. Mr. Baca further explained the impact of technology knowledge of the appraisal process. Mr. Baca stated values needed to be consistent with sales in the area and defensible when a protest was filed. Mr. Baca pointed out valuations had doubled the taxable 1/3 value of properties over the past ten years. Mr. Baca reported values were used by DFA to set the tax rates; which were based on the previous year's value. Mr. Baca pointed out the County had the luxury of giving these outside entities funds every year because of the revenue produced by the values set by the Appraisers. Mr. Baca stated one-half of the appraisers budget was funded from the reappraisal fund. Mr. Baca stated the reappraisal fund had helped the general fund by providing funds for salaries and consumables. Mr. Baca requested the reclassifications to make the positions equitable with other employees of the County.

Glenna Robbins, County Treasurer, requested one position in the Treasurer's Office reclassified for equitability with the other deputy treasurers in the office. Ms. Robbins explained the job description was updated with additional requirements for education and skills to perform the additional duties that were necessary of the position.

Ms. Taylor presented the Manager's Department requests for reclassification. Ms. Taylor requested the custodian contract changed to a full-time position and stated the cost would equal the total expenses paid for the annual contract. Ms. Taylor requested reclassification of the three Director positions for consistency with other supervisory positions in the County.

There was extensive discussion concerning the request to terminate the contract custodian and create a full-time custodian position. Chair Powell pointed out that eight years ago the same arguments were made for the contract custodian position. Ms. Taylor discussed the supervision of a full-time employee was more manageable at this time than before and the staff collectively believed it would be more efficient and effective now.

Tammie Maddox, Chief Deputy County Clerk, presented the request for the Clerk's Office in the absence of the County Clerk. Ms. Maddox requested the part-time deputy clerk position reclassified as a full-time deputy clerk. Ms. Maddox explained the position was needed for required coverage in the office. Ms. Maddox stated the other request was for two deputy clerk positions reclassification due to additional duties required. Ms. Maddox stated technology knowledge was demanded and required for the Deputy Clerk/Image Technician position. Ms. Maddox stated technology had evolved over the past ten years requiring the position have more computer knowledge and critical thinking in order to perform the regular duties. Ms. Maddox explained the Deputy Clerk/Probate Clerk position had increasing job duties requiring specific knowledge and training of the probate process in addition to the normal duties of the deputy clerk. Ms. Maddox stated the reclassification would provide consistency and equitability with other positions with the same level of responsibility.

Sheriff Shepperd reported the Dispatch Supervisor was required to train all the other dispatcher positions and discussed the additional duties of PSAP Coordinator. Sheriff Shepperd stated the position duties were increased and the classification should be consistent with a supervisory position. Sheriff Shepperd discussed the Administrative Assistant as an exempt employee appointed by the Sheriff. Sheriff Shepperd stated the position's salary was based at 70% of the Sheriff's salary and requested an increase to 75%. Sheriff Shepperd stated that additional duties were assigned to the position along with the secretarial duties for the narcotics division. Sheriff Shepperd requested reclassification of the three Transport Deputy positions to reflect the requirement for law enforcement or prior law enforcement background because of the liability in the nature of the duty.

Ms. Taylor estimated the cost for the reclassification, as approved by the Compensation Board, would cost \$88,700. Ms. Taylor stated that was an estimate based on the grade reclassification and averaged all the positions at a "J" step. Ms. Taylor stated the estimate was without the benefits calculated. Chair Powell stated probably another 20 to 25% could be added for the benefits. Ms. Taylor stated each individual position would be calculated with the correct figures.

Ms. Taylor discussed that Resolution 2008-16, Classification and Compensation Plan provided for consideration given to a cost of living increase for all non-exempt employees. Ms. Taylor reported that each 1% salary increase cost \$30,000.

Ms. Robbins pointed out the capital outlay items were already calculated into the presented preliminary budget. Ms. Schlarb stated the only items to consider were the external requests or requests from the Compensation Board. Ms. Schlarb reminded there was always the option to delete items of capital outlay

Chair Powell recessed the public hearing at 2:44:38 PM and reconvened at 2:50:36 PM.

Ms. Taylor discussed the opportunity to increase the Elected Official's salary. Ms. Taylor stated any increase would only effect newly elected starting a new term of office. There was extensive discussion and Chair Powell suggested the item placed on the agenda for action to include in the budget.

Joe Kenmore, Office of Emergency Services, explained the request for a seasonal employee was for assistance from April to September for wildland fire protection. Mr. Kenmore summarized the job description of the seasonal employee to conduct inspections of fire stations/trucks, working weekends, and believed there were people qualified and willing to work seasonal. Ms. Taylor questioned if the seasonal employee could be a contract employee versus a temporary employee. Mr. Kenmore agreed a contract employee might be feasible and stated he would explore the option.

#### G. ICIP Input Comments

There was extensive discussion concerning the Communications Tower and Chair Powell recommended taking the Tower off the list and funding it through the budget's capital outlay. There was general consensus of approval; however, no action was taken

Other discussion ensued with a general consensus to focus on one or two priority projects. Chair Powell suggested a discussion with Hubert Quintana of the Southeastern New Mexico Economic Development District.

Ms. Taylor stated that Basic IDIQ had reviewed the existing communications tower and recommended it moved from the roof of the building to another location. Ms. Taylor stated more detail could be obtained for the May Regular Meeting with a developed cost estimate.

#### H. Manager's Recommendations

Ms. Taylor requested guidance on the external and internal requested items. Ms. Taylor further stated the mill levy Resolution for healthcare could be adopted at the final budget hearing

Chair Powell recessed the public hearing at 3:25:26 PM and reconvened at 3:31:24 PM.

#### I. Board of County Commissioner's Preliminary Budget Guidance

Chair Powell suggested beginning with the internal requests first and then discussion of the external agency requests.

Chair Powell stated a pay increase for all employees was preferable rather than considering only the reclassifications. Chair Powell did agree with the increase for the Administrative Assistant for the Sheriff. Commissioner Minter agreed but suggested another salary study. Commissioner Minter agreed with the Compensation Board's review of the employees and would like to approve the recommendation. Chair Powell believed a study could be conducted by the Compensation Board and stated the study done in 2010 was a waste of time and money. Commissioner Doth stated agreement with both concepts and recommended the Sheriff's employee receive the requested increase as well. Commissioner Draper discussed the Compensation Board's recommendation and agreed there should be adjustments made in the classifications. Commissioner Draper further agreed in an across the board increase for all employees of at least 3%.

Ms. Schlarb pointed out the \$88,000 figure for the Compensation Board recommendations was inaccurate. Ms. Schlarb stated that figure was based on a "J" step average and benefits were not included.

Commissioner Minter pointed out that all employees received a 3% increase last year. Commissioner Minter stated the Compensation Board recommendations should be heeded

Commissioner Minter suggested a salary study conducted on all positions by the Compensation Board and make a recommendation at mid-year. Commission Draper suggested a 1% to 1.5% increase for all employees except the Compensation Board reclassifications but approve the recommendations of the Board.

Mr. Baca stated none of the Assessor employees were at a "J" step and further stated the \$88,000 figure was too high.

Ms. Schlarb stated the overall pay increase would have to be applied to the reclassified employees as well because it would create problems in the pay scale grade and step chart

Ms. Robbins reported the Compensation Board had met and approved all except 10, 11, and 12 which were referred to the manager. Ms. Robbins stated each Board member evaluated employees in their own departments and all the entire Board members recommended approval of the list as submitted. Ms. Robbins stated understanding the Commission had the final decision, but urged approval of the recommendations of the Compensation Board Ms. Robbins stated the COLA increase should be across the board.

Chair Powell suggested approval of the Board recommendations for the final budget and then approval of a two percent across the board increase now.

Ms. Taylor recommended following the Compensation Plan to have the Manager present a recommendation at mid-year for increases to all employees. Ms. Taylor further recommended the Commission direct the Compensation Board to review all positions and make an overall recommendation at the same time at midyear.

Ms Robbins stated the COLA could be considered at mid-year; but, suggested approval of the reclassifications in the Preliminary Budget.

There was extensive discussion concerning the protocol and procedures of whether to approve the reclassification requests and/or approve an across the Board COLA; however, no action was taken

Ms. Maddox observed the reclassification plan was not going to be approved; however, Ms. Maddox requested approval of the County Clerk's request for the part-time employee reclassified to a full-time employee at this time. Ms. Maddox stated it was important for the Clerk's Office to have full department coverage and have the employee trained before the General Election in November.

Chair Powell agreed that it should be approved after the public hearing. Chair Powell further agreed the OES position, and two new deputies should also be approved Ms. Taylor agreed and suggested the Administrative Assistant position should be considered as well

Chair Powell clarified the capital outlay items were already included in the presented preliminary budget.

Commissioners discussed the merits and needs each of the external agency requests

Commissioner Doth recommended no funding any of the library requests since all these entities were in a municipality. Commissioner Doth stated there were many things the County paid for that municipalities did not participate in and believed the County should not participate in funding the municipal libraries.

Chair Powell adjourned the Public Hearing and reconvened the Regular Meeting at 4:30:59 PM

**Motion:** Approval of the external agency requests as listed:

AGENCY	REQUESTED	APPROVED
NMSU Extension Office	\$ 93,000.00	\$93,000.00
Capitan Library	\$ 13,295.18	\$ 5,000.00
Corona Library	\$ 5,000 00	\$ 5,000.00
Ruidoso Library	\$ 35,000.00	\$20,000.00
Juvenile Justice Board (LCJJB)	\$ 8,000.00	\$ 8,000.00
SNMEDD	\$ 8,000.00	\$ 6,000.00

USDA Predator Control/Wildlife	\$ 47,721.00	\$47,721 00
Noxious Weed Program	\$ 50,000.00	\$50,000.00
South Central RC & D	\$ 40,000 00	\$40,000.00
Lincoln County Humane Society	\$ 35,000.00	\$30,000.00
EcoServants	\$ 25,000 00	\$15,000.00
NM Bookmobile	\$ 1,280.00	\$ 1,260 00
Coalition of Arizona/NM Counties	\$ 2,600.00	\$ 5,000.00
Town of Carrizozo	\$ 7,500.00	\$ 2,500.00
Lincoln County Fair Board Association	\$ 24,000.00	\$24,000.00
Boys & Girls Club of Sierra Blanca	\$ 6,000.00	\$ 6,000.00
New Horizons Developmental Center	\$ 60,000 00	\$40,000.00

TOTAL EXTERNAL AGENCIES            \$398,481.00

**Action:** Approve, **Moved by** Commissioner Minter, **Seconded by** Commissioner Doth.

**Vote:** Motion carried by unanimous vote (**summary:** Yes = 4)

**Yes:** Chair Powell, Commissioner Minter, Commissioner Doth, Commissioner Draper.

**Absent:** Commissioner Stone.

**Motion:** Approval of the County Clerk's part-time to full time position; Road Department combining one part-time and one temporary position for one full time position, Road Department three Operator II full time positions; Sheriff Department two deputies and one Chief Dispatcher; increase the Sheriff Administrative Assistant to 75% of the Sheriff's salary, **Action:** Approve, **Moved by** Chair Powell, **Seconded by** Commissioner Minter.

**Vote:** Motion carried by unanimous vote (**summary:** Yes = 4)

**Yes:** Chair Powell, Commissioner Minter, Commissioner Doth, Commissioner Draper.

**Absent:** Commissioner Stone.

**Motion:** Approval of the optional capital outlay requests as listed:

1	Office Furniture for expanded space	\$ 40,000
2	Security Camera System	\$ 48,000
3	Computer Network System	\$ 68,000
3	Three SUVs	\$102,000
4	One SUV	<u>\$ 34,000</u>
	Sub Total	\$292,000
Road Department		
5	Oil Distributer	\$ 10,000
6	Two Pick-Up Trucks	\$ 67,463
7	Dozer (lease)	<u>\$ 57,576 /year</u>
	Sub Total	\$135,039
Lincoln County Detention Center:		
8	Four Security Cameras	\$ 6,000
9	Washers/dryers for Alpha Unit	<u>\$ 3,000</u>
	Sub Total	\$ 9,000
Manager:		
10	One Pick-up Truck (maintenance)	\$ 16,078
11	One Forklift (maintenance)	\$ 7,000
12	Storage shed w/concrete pad	\$ 35,000
13	Expand Manager's Office	<u>\$ 12,600</u>
	Sub Total	\$ 70,678

**Action:** Approve, **Moved by** Commissioner Doth, **Seconded by** Commissioner Minter.

**Vote:** Motion carried by unanimous vote (**summary:** Yes = 4).

**Yes:** Chair Powell, Commissioner Minter, Commissioner Doth, Commissioner Draper.

**Absent:** Commissioner Stone.


7     Next Regular Meeting – Tuesday, May 20, 2014

8     Adjournment

There being no further business to come before the Board of County Commissioners, Chair Powell adjourned the meeting at 4:36:33 PM.


County of Lincoln  
Board of County Commissioners

  
\_\_\_\_\_  
Jackie Powell, Chair

  
\_\_\_\_\_  
Preston Stone, Vice Chair

\_\_\_\_\_  
Mark Doth, Member

  
\_\_\_\_\_  
Dallas Draper, Member

  
\_\_\_\_\_  
Kathryn Minter, Member

ATTEST:

  
\_\_\_\_\_  
Rhonda Burrows, County Clerk

July 15, 2014  
Date Approved

