

May 6, 2024
May 7, 2024
May 8, 2024
May 28, 2024

Roosevelt County
Portales, NM 88130

The Roosevelt County Commission met in Budget Workshops for FY25, on May 6, 7, 8, and 28, 2024 in the Commission Room of the Roosevelt County Courthouse with those present being: Commissioner Paul Grider, Commissioner Tina Dixon, Commissioner Roy Lee Criswell, Commissioner Rodney Savage, Commissioner Dennis Lopez, County Manager Amber Hamilton, Assistant County Manager Lilliana Rivera, Clerk Mandi Park, Treasurer Layle Sanchez, Human Resources Administrator Lauren Bagwell, Assessor Stevin Floyd, Chief Deputy Assessor George Beggs, Maintenance Supervisor Gary Spinks, Interim Road Superintendent Juan Dominguez, GIS Technician Johnny Montiel, RCDC Administrator Shayla Ramsey, Sheriff Javier Sanchez, Chief Deputy Bryan Holmes, County Agriculture Agent Patrick Kircher, others .

Call to Order – Commissioner Dixon 9:00 am May 6, 2024.

Presenting Budget Requests were:

Personnel Budgets: Lauren Bagwell – Ms. Bagwell stated staff are the biggest expense and the largest liability. The salary study done in FY24 at a cost of ten thousand dollars would not be included in the FY25 budget. She stated there would be significant increases in the cost of insurance and benefits, they are budgeting for 15% increases per State recommendations. She stated the county currently has 15 paid holidays, great benefits and incentive pay for many positions. She presented the commission with a detailed report on the complete benefits package offered through the county. She stated the changes in the organizational chart include one less staff in road, one new part-time position in the treasurer's office, one new deputy resource officer, one new staff in emergency management with a grant funding half of that position for a net gain of 1.5 FTE.

Arch Volunteer Fire Department: Ms. Hamilton presented on behalf of both volunteer fire departments. Arch Fire has purchased a firetruck utilizing federal funds, which is pending delivery. Arch is seeking capital outlay of two million dollars for a second main station. There has been an increase in the cost of utilities after accepting the donation of the community center. The remainder of their budget remains the same as prior years.

Milnesand Volunteer Fire Department: 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 is waiting on delivery of the brush truck rolled over from last year. They are down to just 2 licensed EMS personnel. They lease space on a repeater tower for radio communication, and are ready to transition to digital radios.

Manager: Mr. Hamilton covered the 403 Farm and Range account, stating there is grazing income. She also covered 406 Healthcare, stating is the same as prior years. She covered the 423 Opioid settlement account stating the the commission has a resolution to allow for MAT program to be supported from this account. It also supports mental and behavioral health. She reviewed the 454 Recreational Grant account, stating over a million has been spent and buildings, structures and bleachers are now ADA compliant. There is \$142,000 remaining to go toward the pavilion picnic area, and bathrooms, etc. She covered 455 Food pantry stating the county only covers the cost of the insurance on the building. The food bank covers utilities and other expenses. 460 La Casa will see an increase in the cost of insurance. She stated the HR budget will be higher to cover the cost of the national search to replace Ms. Rivera.

Debt Service: Amber Hamilton – Debt service is pre-funded each year to be prudent and the county continues to make regular payments on each debt service account, including the courthouse HVAC renovation, the fairgrounds storm water project, the RCDC Bond restructure 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. The Event Center was paid off earlier this year. Ms. Hamilton recommended paying off the water revolving fund and getting that off the books in FY25. She stated FY26 will be the final payment for the RCDC bond restructure and then only HVAC renovation and Magistrate court will remain as long-term debt.

Clerk: Ms. Park requested an increase to reclassify one staff to senior level, which was included in the preliminary personnel budget. She stated the office is fully staffed and both new hires are working out well. Ms. Park requested funds in the 419-account be used for digitizing historic documents.

Commissioner Dixon called for a recess for lunch and asked everyone to be back at 1:00 p.m.
Commissioner Grider reconvened the budget meeting at 1:00 p.m.

Road: Ms. Hamilton stated the road department budget is funded in part by gasoline tax and motor vehicle tax. She stated the department budgets conservatively. The department also received income from capital outlay from the legislature, grants, and the sale of equipment. Capital outlay is sought for the chip spreader and distributor truck.

Mr. Dominguez is willing to purge one position in order to pay current staff more, helping to recruit and retain trained staff. Mr. Dominguez requested an increase for fuel due to rising fuel prices based on the clean energy act. The cost of equipment maintenance has increased, the price of diesel particulate filters is up. Mr. Domingues would like to purchase 2 new blades outright vs. leasing. He recommended buying out the current leases and selling 2 older blades. He is currently waiting on quotes from John Deere and CAT. The department would do a full bid package for the sale of the 2 older blades with minimum bid requirements instead of just sending them to

public auction. Mr. Dominguez requested a covered slab for materials storage for salt and patching materials. Blades are tracked by radio, and they are on digital repeaters. Applications are out for CAPS, COOP, SB and TPF. They are still working with the Air Force Base to complete the fens on SRRAV. The wish list includes chip spreader, distributor truck, 2 dump trucks, broom, preferably with a cab. Mr. Dominguez said the person operating the broom looks like a powdered donut by the end of the day. The total is a \$3.8 million ask, and there is a \$3.9 surplus in the capital outlay account for one-time expenses.

Maintenance / Fairgrounds / Windmill Park: Gary Spinks reported the courthouse doors are ready to go out for bid once the fairgrounds recreation grant projects are complete. He stated the courthouse also needs caps on the exterior steps, cement and the brick need to be repointed. There is a place holder for the pavilion renovation costs. The solar feasibility study is underway and will be presented to the commission later this summer. There is no great place for a solar field. Because Xcel Energy bills on peak usage, it makes more sense for solar at the detention center vs. the fairgrounds. Mr. Spinks recommended changing all exterior lighting to led. He requested 2 AED devices for the fairgrounds, one to be placed at the Jake Lopez Building and one to be placed in the event center, as well as upgrading the AED's at the courthouse. He recommended replacing the roll up doors at the pavilion with walk through doors, adding insulation and sheeting the interior to get the R-value up to save on heating and cooling costs. There is also a place holder for the cost of concrete in the back half of the pavilion. Mr. Spinks requested a three-stall fleet garage, which would be a kit with roll up doors to store vehicles at the fairgrounds. He requested a 5060E John Deere tractor at a cost of about \$70,000. This would be just a little bigger than the Kabota that is currently in use. He requested the elevator cars for the courthouse and chamber. Ms. Hamilton stated those modernization projects could utilize ARPA funds. Mr. Spinks stated the windmill budget is about the same as prior years, some of the windmills need to be painted. He has been utilizing community service labor to paint windmill and signage. He is looking for quotes for pain for the large windmills.

Recess at 2:30 p.m. until May 7, 2024 following the regular commission meeting

DWI: Ms. Reed stated the DWI program is funded by grants and compliance fees collected from offenders. She stated travel funds come out of the grant, and a big chunk of the program budget is spent on ad campaigns and environmental influence to raise awareness for DWI prevention. \$162,000 in grand funding was distributed among 16 counties. Roosevelt County received 100% of their grant request. The program is also funded by 45% of the liquor excise tax, returned to counties. Salaries are grant funded.

Probate Judge: Ms. Hamilton stated the probate judge budget is relatively stable with minor increases due to the cost of insurance and benefits.

Commission: EPCOG, Chamber of Commerce, RCCDC and other membership dues and contributions also come out of the commissioner's budget. Commissioner Lopez requested continued funding to RCCDC and EPCOG dues cost of \$3582.00. Ms. Chancey did not present an EPCOG request, but Commissioners Dixon and Lopez were in favor of continuing membership. Ms. Hamilton asked the Commission to fill in the blanks for items like mileage and per diem, education and training, and city services. Cyber security costs are increasing slightly.

Commissioner Dixon recessed the budget meeting requesting everyone return at 1:00 pm

NMSU Extension / Agriculture Agent: Patrick Kircher presented a handout with updates on the programs offered by the Extension Office including 4-H, Agriculture, Family and Consumer Science and ICAN. Mr. Kircher stated NMSU Extension Office has been funded annually for the last three years at \$75,000. Commissioner Criswell invited Dr. John Boren from NMSU to the meeting to discuss the possibility of adding an FCS Agent position to the Roosevelt County Extension office. Dr. Boren gave a history of the Roosevelt County Extension Office and their services to the community. He stated Roosevelt County was historically a 3-Agent County with an FCS Agent, a 4-H Agent and an Ag Agent. NMSU is willing to partner with the county to fund .5 FTE of the requested position. The extension clubs volunteer nearly 8000 hours annually in service of the community, the fair, and extension programs. At a compensation rate of \$28.52 per volunteer hour, that is equal to about \$200,000 annually. After much discussion, the commission thanked Mr. Kircher, Leann and Dr. Boren for their input.

RCCDC – Economic Development – Jodi Diaz gave the 4th Quarter report, stating there are 5 prospects in the works which would bring 20+ jobs to the area. She stated there have been 15 applications submitted for façade improvement grants. She stated PMAC and RCCDC hosted a spouse's tour of Portales in April. There are 6 LEDA projects in the pipeline. She stated she had several upcoming trainings scheduled for local business owners. RCCDC membership costs \$15,000.00 annually and includes a seat on the board of directors. Commissioner Dixon serves in that role.

Treasurer: Layle Sanchez requested an additional .5 FTE personnel based on the departure of the shared staff with the Assessor. Ms. Sanchez stated they need the person for the busy season as well as to cover vacations and other necessary absences. This would be an entry level position, not someone reviewing and analyzing investments.

Rural Fire Departments: Paul Luscomb and Michael, representatives from the Dora and Causey Fire Departments attended to discuss mutual aid agreements, and support for rural department. Paul stated there is no real consensus among rural departments. He stated their budgets cover fuel, vehicle maintenance as well as maintenance of the station and grounds, funded by ambulance billing. He stated billing more than tripled as a result of House Bill 31. Fire and EMS receive stipends for personnel and apparatus. The personnel stipends are split and returned to fire personnel at Christmas for their service to the department annually. Chief Luscomb stated it cost about \$5300 to equip each person with bunker gear, communications including radios, repeaters, and hand-held radios is in addition to that. Dora purchased an ambulance in 2023 and have a balance of \$30K to put towards

a new brush truck on a 24 chassis. After much discussion about the cost of digital radios and the possibility of the County installing the infrastructure that would benefit all departments in lieu of financial support to the departments for a period, it was determined that Dora, Causey, Milnesand and Arch are digital ready. It is unknown if Floyd and Elida are digital ready.

Detention / Corrections: Shayla Ramsey requested an increase in maintenance for facility upgrades to doors and locks. She asked for additional funds for janitorial supplies as those costs are increasing. She stated detainee medical is a huge expense and only getting more expensive. She stated \$975,000 is probably a low estimate used as a place holder for the Roadrunner contract. Ms. Ramsey stated many counties are facing the same issues with Roadrunner. Ms. Ramsey requested \$400,000 in capital outlay requests including \$160,000 for a body scanner, which would be their top priority. \$7500 for an outdoor staff area, she stated the shade trees have been removed due to plumbing issues. She requested \$230,000 for intercoms, siting safety. Ms. Ramsey stated the body scanner would reduce items that are brought into the facility, reduce liability and reduce use of force claims. She stated a policy would be drafted to be included in the search policy.

MAT Program: Ms. Hamilton stated the MAT program is grant funded and on budget. She stated Ms. Paulus has secured an additional grant for chickens, which gives detainees the opportunity to care for something other than themselves. The chickens are doing well. Ms. Hamilton stated the budget is very similar to last year, with some supplemental funding from SOAR for peer support. She stated the grant has been submitted but it will be July before it is awarded. The training budget has been reduced to only the free trainings that are available. Transitional housing is still a need.

Assessor: Stevin Floyd requested the open position in his office be filled. He would prefer not to share this new person with the Treasurer's office if possible as the new hire would have a learning curve and many hours of training to become a certified appraiser. He stated other B-over Counties have more staff than Roosevelt County in the Assessor's Office. He requested an increase to the education and training budget as his staff are taking EDGE classes.

At 4:33 Commissioner Dixon recessed the meeting asking everyone to return tomorrow morning at 9:00 am. Commissioner Dixon reconvened the budget meeting at 9:00 am. May 8, 2024.

Rural Addressing / GIS / Planning: Johnny Montiel expects software subscription expenses to increase for emergency management, GIS and mapping. Mr. Montiel requested an increase in vehicle maintenance, fuel and education. Mr. Montiel requested an additional FTE be added to Emergency Management for an assistant. The position would be grant funded for half of the salary. Mr. Montiel stated the hazard mitigation plan is still in process. Having the plan in place will allow for additional grant opportunities. Equipment maintenance expenses decreased when he purchased the new plotter last year. He requested an increase in the education budget to train the new hire. Mr. Montiel stated NMC is working on creating a planning affiliate. Mr. Montiel's capital outlay requests include \$6,000 for a new copier, \$58,000 for a new 24 F250 truck with the emergency management lighting and consol package. He stated the 2014 truck would be repurposed for the road department.

Sheriff: Javier Sanchez requested additional funding in the insurance expenses and in the fuel line to maintain coverage and patrols of the county. Sheriff Sanchez requested an increase in full time salaries to include an additional resource deputy for the rural schools. He stated Elida is working towards creating a resource officer position through their own town police department. Dora and Floyd schools are on board with covering a portion of the salary. The cost to the county would be \$50,000. The cost of insurance and law enforcement liability is due to prior claims and payouts. There are currently no vacancies and employee morale is high. The evidence budget is unchanged from last year. The LEPF grant covers small equipment, body cameras, fire arms, tasers, uniforms, and outfitting units. The Law Enforcement Recruitment grant is for \$75,000 from the state. Traffic grants are on the federal fiscal year, but are estimated to be about the same at \$16,500.

American Rescue Funds: Amber Hamilton reported approximately \$1.1 million in ARPA funds remain, with most of that encumbered to approved projects including the remodel of the Emergency Operation Command Center, fence and chip seal of the EOC parking area and the elevator car at the courthouse. Once those projects are completed there may be a balance of about \$400,000 to go toward the repeater tower infrastructure project. 6.5 repeater towers at \$92,000 each is \$598,000 total project cost. Yucca Telecom will provide a coverage map. Mr. Montiel stated digital repeaters should have a wider coverage area. NXDN Kenwood radios are much more affordable than the P25 motorola radios. Both projects will exhaust the remaining ARPA Funds. Sheriff Sanchez requested American Recovery Funds for the digital radio repeaters. They are currently mapping dead spots in the county where radio coverage is insufficient. Sheriff Sanchez stated the Kenwood radios work with the digital repeaters which would cost about \$50,000 per site for a single channel. There would be an additional cost of \$42,000 for an additional channel at each location. He suggested the county cover the cost of the repeater upgrades in lieu of support to the rural fire departments as the installation of the infrastructure would benefit all.

Revenue: Ms. Sanchez stated the budget is based on an estimated 95% property tax collection. She stated collections are historically collected at 98.11%. She stated she feels comfortable budgeting for 95-96% of collections for the projected revenue. Ms. Hamilton recommended budgeting conservatively based on the lower number of dairy and livestock accounts being reported, and depreciation of wind turbines, etc. She stated FY25 is the final PILT payment for the San Juan Mesa Wind Project. She warned about slower growth and downturns in markets.

Ms. Hamilton requested an additional meeting for May 21st and asked for direction on final numbers. She asked if the commission was in support of the 2 dump trucks and broom for the road department. She also requested additional guidance on the requested positions and additional funding.

Commissioner Dixon recessed the budget meeting before noon.
Commissioner Dixon reconvened the budget meeting at 2:00 p.m. on May 28, 2024, commissioner Lopez was absent.

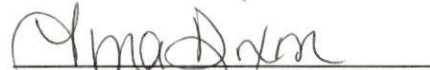
The cuts from the capital outlay budget were discussed, including the dump trucks for the road department, the tractor for the fairgrounds and the elevator car for the chamber. The price of concrete for the pavilion was added. They chose to wait on HVAC and insulation.. Ms. Hamilton stated the best and final offers for the pavilion picnic area will be presented at tonight's meeting. The pricing for the John Deere Blades for road are approximately \$420,000 based on quotes Mr. Dominguez received. The commission wanted to include one blade in the final preliminary budget. Ms. Hamilton was instructed to wait on the resource officer for the rural schools and to add the additional funding for the FCS agent for the Extension Office. It was noted that Causey and Dora have signed fire agreements with the County. Ms. Hamilton noted a small positive operating margin of \$16,000 for the preliminary budget.

Commissioner Dixon adjourned the budget meeting at 3:30 p.m.

ATTEST:


Mandi M. Park
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Tina Dixon
Commission Chairperson

