

Special City Council Meeting
May 22, 2017
12.00 p.m.

Mayor Pro-Tem Frank F Ortega Called the Special Meeting of the Belen City council to order at 12:00 p.m. Roll called taken by Leona Vigil, City Manager.

PRESENT: Councilor David Carter
Mayor Pro-Tem Frank F. Ortega
Councilor Darlene Aragon
Councilor Wayne Gallegos

ABSENT: Mayor Jerah Cordova

CITY MANAGER: Leona Vigil

CITY CLERK:

OTHERS: No guest attended

PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Frank F. Ortega led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro-Tem Frank F. Ortega asked for a motion to approve the agenda. Councilor Darleen Aragon made a motion to approve the agenda. Councilor Wayne Gallegos seconds the motion.

Roll Call Vote:

Councilor Wayne Gallegos	Yes	
Councilor Darleen Aragon	Yes	
Councilor David Carter	Yes	
Councilor Frank Ortega	Yes	Motion Carried

DISCUSSION WITH POSSIBLE ACTION

Approval or Disapproval of the FY 2017-2018 Interim Budget: Roseann Peralta, Finance Director

Roseann reported that on May 10, 2017 the City held a Budget Hearing to put together the budget for the 2017-2018 Fiscal Year. Roseann reported that nothing has changed from what was approved at the hearing. She reported that there would be one additional employee added to the general fund which would be in the IT department and also the retention increase that was approved for the Police Department and the hour change. She has to submit an Interim Budget to DFA by May 30, 2017. DFA will review the budget and give any feedback. She will have the Final Budget by June 30, 2017 ready for approval. A discussion was held.

Councilor Gallegos wanted to know if Roseann had set a number in the budget for the reserves as our goal because he says some years the number is high and others it's low. She explains that she is working on putting in a financial policy and will be presenting it for approval soon. Councilor Gallegos asked her if she could present it after the Final Budget. Roseann said she

closes the budget in July and completes her 1st quarterly report and will know then exactly where the reserves will be at.

The council also asked that if the City Manager, Roseann and Dale can come up with a time line of when the projects are to begin and to keep them updated as to what is going on. Roseann said that Dale has a spread sheet that lists all the steps he has taken with each project as well as making sure everything that was needed was in the budget. She also mentioned that they had been meeting to keep each other updated and to discuss how things will be handled. She said that between herself, the City Manager Leona and the Project Manager Dale that there is a plan in place. Councilor Carter asked that the contractors need to be called in to find out what their time line is to complete their projects and if they can't meet the City's deadlines then we need to get someone else. Leona said she would make an appointment to meet with Dale Archuleta or Kevin.

Councilor Carter asked Roseann in looking at Capital Funds what is your best professional opinion what we should have in the bank at the end of the year in our General Fund. She said she would like to have a total of 500 thousand. She said that would make our estimated not including the 112 requirement reserve at 1 million. He wanted to know how long it was going to bring that total up to 500 thousand and he wanted a schedule so that the Council could help her keep it. Roseann thinks that the revenue of the new business coming in, no increases in expenses and a hiring freeze will help. Leona explains that the city is currently on a salary increase freeze.

A copy of the report is attached hereto and made an integral part of these minutes by reference.

Mayor Pro-Tem Frank F. Ortega asked if there was any further discussion on this issue. There was no further discussion, and Mayor Pro-Tem Frank F Ortega asked for a motion to approve the FY 2017-2018 Interim Budget. Councilor David Carter motioned to approve. Councilor Wayne Gallegos second the motion.

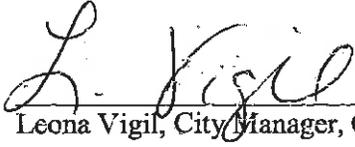
Roll Call:

Councilor Wayne Gallegos	Yes	
Councilor Darleen Aragon	Yes	
Councilor David Carter	Yes	
Councilor Frank Ortega	Yes	Motion Carried

ADJOURNMENT

Mayor Pro-Tem Frank F. Ortega asked for a motion to adjourn today's Special Council Meeting. Councilor David Carter made a motion to adjourn. Councilor Darleen Aragon seconded the motion. Roll Call Vote:

Councilor Darleen Aragon	Yes	
Councilor Wayne Gallegos	Yes	
Councilor David Carter	Yes	
Councilor Frank Ortega	Yes	Motioned Carried



Leona Vigil, City Manager, CMC



Jerah Cordova, Mayor