

**SPECIAL CITY COUNCIL WORKSHOP
TUESDAY, AUGUST 21, 2007
5:00 P.M. CITY HALL COUNCIL CHAMBERS
405 N. PASEO DE OÑATE, ESPAÑOLA, NM**

The meeting was called to order at 5:10 p.m. with the following present:

Mayor	Joseph M. Maestas
Mayor Pro Tem	Alice D. Lucero (absent)
Councilors	Danielle Duran Rosario “Chayo” Garcia Alfred Herrera (absent) Helen Kain-Salazar Cecelia Lujan Edward Maestas Dennis Tim Salazar (absent)
City Manager	Gustavo “Gus” Cordova
City Clerk	Veronica Martinez
City Attorney	Angela “Spence” Pacheco

Mayor Maestas stated that there was only one thing on agenda—to discuss and agree on goals for the next fiscal year. He also gave a brief update on the meeting of the evaluation committee who met to discuss the City Manager contract and job description; he reported that they discussed the process that will be followed. He stated that they would be recommending to the council that the governing body focus on goals only and allow the management team and staff to determine the “how to”. He stated that they should consider achievable, specific, reasonable goals for the next year. He further stated that the previous year in April they had talked about budget priorities, and then in September talked about city manager goals. He stated that the goals today were needed to be accomplished for the city. He stated that since the city manager was the Chief Administrative Officer, they needed to ensure that they were realistic in their goals. He stated that they had been provided lots of background information, an update on budget priorities, as well as minutes from the Taos workshop with the city manager goals.

Mayor Maestas suggested that they incorporate the staff goals into the other goals; that they look at the city manager goals that were set last year and get a status report and then see what should be carried forward. They began with items identified in Taos.

Mr. Cordova reminded them that when looking at budget priorities, each department was given a list of the council’s goals that were set for the administration to implement, and staff interpreted those goals to be what was listed as “priorities of the council” in the staff objectives. He suggested they go through the status report.

Each goal was addressed individually as presented from the City Manager Goals established in September 2006 in Taos:

1. Develop and implement media plan.
 - a. Status: Hired a PIO and issued guidelines for staff but didn’t really have a plan in place.
 - b. Plan: The council decided to go through everything first and prioritize.
2. Smooth El Llano city boundaries.
 - a. Status: In progress.
 - b. Plan: Keep as a priority.
3. Divide city into districts.
 - a. Status: In progress

- b. Plan: Keep as a priority.
- 4. Finalize contracts; renew leases.
 - a. Status: One of three union contracts has been approved. Windstream franchise has rights of way issue that is problematic. The Mayor was concerned that the city may be making commitments it can't keep. Crisis Center – done. Animal Shelter – pending.
 - b. Plan: Keep as priority. Would like to see all union contracts finalized. Would like to see a combination of Professional Service Contract and Rental Agreement with the Animal Shelter. Utility contracts – right of way was too much an issue and did not advance this item.

Councilor Herrera arrived at 5:27 p.m.

- 5. Develop and implement customer service SOP for each department.
 - a. Status: Gus stated that they begin with finding out where the service problems might be, and that we did not pass the CDC's evaluation "report card" but that they will be able to make suggestions for improvement. He said the emphasis should be on training, with initial focus on the "front line." Councilor Herrera stated an area that needs to be looked at is the people out talking to the public, such as the building inspectors, etc. Gus also stated that it has a lot to do with ambiance of the front desk at city hall; that the front office is not a friendly environment. We have \$200k for city hall from the legislature, but if we focus to get a nice front entrance, it will make an impact.
 - b. Plan: Will implement training for staff, including procedures instilled in departments
 - c. New: Will change atmosphere of city hall entrance.
- 6. Comprehensive ethics ordinance
 - a. Status: Done
- 7. Economic development strategy.
 - a. Status: Two different issues; creating a "department" and a creating a plan. Gus stated we are being considered in LA regional economic development plan as an affected community. Mayor Maestas stated this was only a short term plan and requires a team to answer questions. He wants to establish a business round table group. He stated there was a missing link in our comprehensive plan, but could work with other groups to create a forum for planning. He stated roles needed to be better defined amongst the current groups. There was discussion about how to work with other communities to establish a plan for regional economic development.
 - b. Plan: Pursue CDBG funds for economic development
 - c. New: Round table on planning for grants
- 8. Comprehensive energy and building plan.
 - a. Status: Mayor Maestas stated he had attended Mayor Chavez's Green Summit and there were some simple energy conservation measures that can be taken.
 - b. Plan: Long term planning is needed, but the city could implement LED's to replace fluorescent lights as they are needed, for example. Promote energy conservation and efficiency and integrate energy efficiency into city operations where possible.
 - c. New: Gus asked under use of buildings if they had considered the Post Office building as a library.
- 9. Establish a system for the timely completion of annual audits.
 - a. Status: It was discussed that they did not necessarily need a system, just timely audits.
 - b. Plan: Carried forward as "timely completion of the 2006 and 2007 audit"
- 10. Comprehensive IT Plan –

- a. Status: Assessment done by external consultant to evaluate the system.
- b. Plan: All recommendations have been budgeted and should be done by the end of the month.
- c. New: Outsource IT as a goal.

Councilor Duran left at 6:41 p.m.

- 11. Conduct comprehensive operational review and develop new management strategy.

It was discussed that the function of each position needed to be evaluated and reorganized if necessary. It was stated that an objective view sometimes results in a reduction of certain programs, and that those are usually unpopular and don't result in any reductions. Gus suggested evaluating the staffing levels of departments, and making recommendations to shift employees without cutting programs. Councilor Garcia suggested implementing Quality New Mexico criteria.

- a. Plan: Conduct comprehensive department review
- b. New: Implement Quality New Mexico Criteria

- 12. Update and implement personnel rules and regulations.
 - a. Status: Done.

- 13. Complete special audit and implement plan to address all findings.
 - a. Status: Was included in the expanded regular audit

- 14. Fully address all findings and corrective actions in OSHA findings.
 - a. Status: Done. Training will take place next week as part of the mandatory requirements. \$75000 was reduced to \$7500 and then that fine was used to provide training.

- 15. Oversee the comprehensive review of the entire zoning and subdivision code.
 - a. Status: In progress. Subdivision regulations need to be revised

- 16. Complete survey, appraisals, and negotiations needed to finalize all expired utility easements on tribal land.
 - a. Status: In progress. First phase completed.
 - b. Plan: Change to "complete survey, appraisals and commence negotiations of utility easements on tribal land"

- 17. Develop effective inventory control:
 - a. Status: In progress. Gus explained that it was a two-prong approach; to create fixed asset plan for the auditor of assets over \$5,000, and to show depreciation, and then a straight inventory of departments.
 - b. Plan: Change to "Develop effective inventory control and fixed assets inventory"

- 18. Continued effective and frequent communication with the governing body.
 - a. Status: Covered in city manager core duties.

- 19. Develop and finalize a comprehensive plan for open government (records, public involvement, media access).
 - a. Status: Has been implemented as a practice.

- 20. Meet key deadlines set by state agencies for the surface water treatment facility.
 - a. Status: Done.

- 21. Establish routine communication with primary external stakeholders and governments.
 - a. Status: Reoccurring routine task included in city manager core duties

22. Sludge removal plan.
 - a. Status: Plan done.
 - b. Plan: Implementation included in staff objectives
23. Comprehensively assess utility services (audit, no services, etc.)
 - a. Status: In progress
 - b. Plan: Complete utility service assessment
24. Execute a multi-governmental JPA for extraterritorial zoning.
 - a. Status: Removed
25. Explore alternative recurring sources of revenue.
 - a. Status: In progress
 - b. Plan: Implement an investment strategy and policy
26. Develop and implement a comprehensive risk management plan.
 - a. Status: In progress.
 - b. Plan: Development and implement a comprehensive safety training plan to maximize the return of dividends from NMML and reduce insurance premiums
27. Identify viable, priority project for CDBG funding
 - a. Plan: Re-submit the CDBG application
28. Implement tracking systems for grant management, complaints and special projects funding.
 - a. Status: Grant management and special projects done
 - b. Plan: Will develop and implement a complaint management system

New items suggested:

- A. Will meet regarding the budget workshop items and city manager's memo, and staff recommendations on September 6th at 5:00 p.m. at a special workshop.
- B. Streamline workshops

Meeting adjourned at 7:45 p.m.

PASSED, APPROVED AND ADOPTED October 25, 2007.

Electronic copy – Signatures on file

Transcribed by Veronica Martinez