



**CHAVES COUNTY
BOARD OF COUNTY COMMISSIONERS**

Jeff Bilberry, Chairman
T. Calder Ezzell Jr.
Vice Chair



Dara Dana, Member
Richard C Taylor, Member
Michael J. Perry, Member

William B. Williams, County Manager

SPECIAL MEETING MINUTES

THURSDAY, MAY 9, 2024

**CHAVES COUNTY ADMINISTRATIVE CENTER – JOSEPH R SKEEN BUILDING
#1 ST. MARY’S PLACE, ROSWELL, NM 88203**

CALL TO ORDER

Chairman Bilberry called the meeting to order at 8:33 AM.

PLEDGE OF ALLEGIANCE

Commissioner Taylor led the pledge and Commissioner Dana led in prayer.

DETERMINATION OF QUORUM

Those present were Commissioners Bilberry, Ezzell, Dana, Taylor, and Perry. Also present were County Manager, Bill Williams, Public Services Director, Alex Palomino, Facility Maintenance Director, Scott Massey, Detention Center Director, Michael Brisco, Road Supervisor, Joe West, IT Director, Andrew Rey, Finance Director, Anabel Barraza, County Clerk, Cindy Fuller, Chief Deputy Treasurer, Chanel Rey, Planning and Zoning Director, Louis Jaramillo, Sheriff, Mike Herrington, media, staff, and guests.

APPROVAL OF MINUTES

MOTION MADE TO: APPROVE THE MINUTES FROM THE REGULAR MEETING HELD ON APRIL 18, 2024, AND FROM THE ROAD HEARING HELD ON APRIL 25, 2024.
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER TAYLOR
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

AGENDA ITEMS

1. BUDGET WORKSHOP PRESENTATIONS

Presenter: Anabel Barraza, Finance Director

Ms. Barraza stated in Fiscal year 2024 we accomplished many goals but also had many obstacles to face. Our grants this year will be over twelve million dollars and will help with projects like our public health department, dispatch remodeling, detention center projects, cooperative extension remodel, finalizing the walking trail, and finalizing the last phase of the courthouse window project. There are several major road projects and the Roswell marketplace project will begin. She thanked the Finance Committee, Bill, Alex, and Lucia for their work. This year we had a new process on budget and the departments were willing to work with us and were truly diligent with their budgets. The budget will now be available on the website and to the public once approved.

Fund Summaries – All Funds – include all grants, capital outlay, any federal projects, and all the fire volunteer departments. It has everyone’s budget included. This is the number that will come before the Commission for approval next week. The tentative number is \$74,266,433.00.

On revenue, there is a slight increase in property tax and gross receipts. Retail trade is still increasing as well along with oil and gas extraction. There are also expenditure increases which have been included in the budget. There are four new positions, two for the Sheriff’s Office, one in HR, and one in Planning and Zoning.

General Operating Budget

The budgeted expenditures for 2024 were \$36,402,601.00, showing a decrease from the previous year.

Capital Outlay – includes construction projects, Clerk’s Ford truck, Planning and Zoning and Assessor’s second-year Pictometry payment, and public nuisance cleanup expenses. The Road Department has a motor grader that needs to be replaced along with two older units. The Sheriff’s Office will have an upgrade on their lapel camera system and the Detention Center will be upgrading their camera system both inside and outside.

Ms. Barraza thanked all the agencies and departments who turned in their items on time.

DEPARTMENT PRESENTATIONS

1. ROAD DEPARTMENT – Joe West, Road Supervisor

Mr. West thanked his staff for the help they provided with the budget process and the Finance Committee for their approvals.

651 – Administration – 69% decrease from \$13,000 to \$4,000. This was budgeted last year for GPS units and the safety department has taken this over.

653 – Construction and Maintenance – Proposed CDL Program – they are currently short 10 CDL positions. This program would model what a couple of other counties are doing. An individual will be hired as a temporary employee for no more than six months. If they are a viable candidate, the County will pay for their schooling. The employee would have to sign a contract with the County stating they will stay at least two years. If they leave before the two years they will be responsible for reimbursing the County on a pro-rated basis.

653-247 – Road Projects – these are the previous funds they were awarded from DOT for the transportation project fund. They have applications in for funds for this year for \$2.775 million. On the TPF funds, they pay 95% and the County pays 5%.

Vector Control – he raised his overtime because he has a new employee who is learning. They spray for the City and the County.

Capital Outlay – they need a new motor grader.

2. DETENTION CENTER – Michael Brisco, Detention Center Director

Mr. Brisco stated he was thankful for the support he has been shown over the last 11 months. He thanked the staff at the Detention Center for all their help with the budget. He has requested an increase due to rising costs of cleaning supplies, clothing, food, and specialized staff training. He spoke about their new training system and thanked them for this upgrade. They need to replace over 40 computers in the Detention Center. They are anticipating an increase in the housing of prisoners this year and he also asked for an increase to house juvenile offenders. He thanked the Finance Committee for the things they have already received. The camera upgrade is inside and outside of the facility and will provide a 360 view around the facility, including the perimeter fence. They are asking to have a transport van replaced that will have cameras. This is necessary to transport juvenile offenders.

3. SHERIFF’S OFFICE – Mike Herrington, Chaves County Sheriff

Sheriff Herrington thanked everyone who helped him work on his budget including the Finance Committee. He has a few increases in personnel due to increases in IPRA requests. They asked for an IPRA position to specifically do that job alone. A court clerk is currently handling these requests and it is a full time job. She is unable to get the things done that the courts need. The Sheriff is also asking for a Civil Process Server to serve court-ordered subpoenas. The biggest request he has is the camera system. Michelle Lujan Grisham has made it a law that every law enforcement officer will have a body camera on their person. With this, it comes out to \$450,000 which is \$90,000 for five years. He needs 44 body cameras. This is also good when people call in to complain because he’ll be able to look it up and see exactly what happened. The last thing he is asking for is the grappler police bumper system. This is a system that reaches out and grabs the rear tire of a vehicle they are pursuing that is fleeing from them. This system can be used up to 50 times.

4. FACILITY MAINTENANCE – Scott Massey, Director

Mr. Massey thanked the Commissioners for their support over the past fiscal year, they were able to get quite a few projects completed. His budget is relatively the same as the past couple of years. The Finance Committee has already approved some capital outlay items that they will try to squeeze in for this fiscal year. He has a little increase in the 230 line which is supplies. There are a lot of things just aging out – HVAC units, water heaters, those types of things.

5. PLANNING AND ZONING – Louis Jaramillo, Director

Mr. Jaramillo has requested a slight increase for a mechanical and plumbing inspector. This position would complete their inspection team. He also has the pictometry payment in his budget – this will be payment two of three. His capital outlay request includes funding to complete the clean up of 14 properties. This breaks down to \$3,000 per property for asbestos, \$5,000 per property for solid waste disposal, and \$6,000 per property for cleanup.

The floor was opened to the Agencies requesting funds.

1. BOYS AND GIRLS CLUB – Rick Lamb, Director

Mr. Lamb stated they are asking for \$25,000 for mentoring.

2. CHAMBER OF COMMERCE – Andrea Moore, Director

Ms. Moore has asked for a slight increase from previous years.

3. MAINSTREET ROSWELL – Barbara Gomez

Ms. Gomez stated they are requesting \$50,000.

4. ROSWELL-CHAVES COUNTY ECONOMIC DEVELOPMENT – Mike Espiritu

Mr. Espiritu stated they want to attract and recruit new companies, create jobs, help businesses already here, and develop the workforce.

5. CHAVES SOIL AND WATER CONSERVATION DISTRICT – Jennifer Pearce

Ms. Pearce said they are asking for funding to continue the noxious weed program.

6. BORDER SOIL AND WATER CONSERVATION DISTRICT – Deena Kinman

Ms. Kinman stated they appreciate the funding and use it for weed management.

7. CHAVES COUNTY FAIR BOARD – Travis Gray, Fair Board President

The County Fair Board is asking for an increase in funding due to an increase in their rent.

Brief comments were made by Roswell Mayor, Tim Jennings

UNSCHEDULED COMMUNICATIONS ARE LIMITED TO THREE MINUTES PER VISITOR NOT TO EXCEED 15 MINUTES. NO FORMAL ACTION WILL BE TAKEN BY THE COMMISSION.

Chaves County Ag Agent – Drew Garnett

Chaves County Gardeners has finished a project with Keep Chaves County Beautiful. They will be celebrating this on June 15th at the Triangle Garden around 11:30.

COMMISSIONERS' COMMUNICATIONS

COMMISSIONER PERRY

Commissioner Perry stated there were great presentations today and Anabel knocked it out of the park – very professional.

COMMISSIONER TAYLOR

Commissioner Taylor thanked Anabel and her staff for all the hard work with the budget. Working with them has been a great experience. He also thanked the Department Heads. Everyone has done a great job and this shows the excellence we have throughout the County.

COMMISSIONER DANA

Commissioner Dana thanked everyone for the budget information. She stated they try to give the departments the tools they need to make things run, keep us safe, and to keep our offices open and running. She appreciates everyone and thanked the non-government agencies for coming in.

COMMISSIONER EZZELL

Commissioner Ezzell stated he would like to re-iterate what Commissioner Taylor said. He told Anabel she did an unbelievable job and all the Department Heads. All Departments had to convert to a new computer system. This is time consuming and they did great.

COMMISSIONER BILBERRY

Commissioner Bilberry thanked everyone for being here today and for their participation. We're all working towards the same goal and we have the greatest staff and greatest people in Chaves County.

MANAGER'S COMMUNICATIONS

Mr. Williams stated the staff did a wonderful job. We did have new software and everybody stepped up and made it happen. We don't have "use it or lose it", we don't have that mentality.

People are utilizing the bulk of their budgets but there is always money coming back from every department which allows us to continue to be conservative with the money that is entrusted to us. He appreciates all the staff, especially Lucia, Anabel, and their team. They have been exceptional, as always. He thanked the Agencies that came in.

The meeting was adjourned at 10:39 am.



Cindy Fuller
Cindy Fuller, County Clerk

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