

**CITY OF RUIDOSO DOWNS  
GOVERNING BODY BUDGET WORKSHOP MINUTES  
WEDNESDAY, April 6, 2022 - 9:00 AM  
THE HUBBARD ROOM  
123 DOWNS DRIVE  
RUIDOSO DOWNS, NEW MEXICO 88346**

The City Council of the City of Ruidoso Downs met in a budget workshop on Wednesday, April 6, 2022. Mayor Pro-tem Walker called budget workshop to order at 9:00 a.m. and lead in the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilor Miller, Councilor Lacewell, Councilor Lundquist

**Municipal Employees Present:**

Alejandra L. Giron, City Clerk/Treasurer  
Selena Chavez, Assistant City Clerk  
John Underwood, City Attorney  
Mary Castaneda, Finance Director  
Kristin Avila, Assistant Finance Clerk  
Carroll Scott, Police Chief  
Robert Knight, Deputy Chief  
Bruce Baker, Assistant Fire Chief  
Joe Jarvis, Public Works Director  
Andrea Herrera, Planning & Zoning Director  
Lori Plant, Municipal Court Judge  
Corrina Vinson, Court Administrator

**Guest Speakers Present:**

PJ Schooster, Humane Society  
Abel Guzman, Humane Society

**Guests Present: 3**

Mayor Pro-tem Walker stated the next item on the Agenda is the Fiscal Year 2022-2023 Budget.

Mary began presenting on the Budget process for FY 2022-2023.

**General Fund**

Property Tax Assessment from \$339,129.00 to \$372,112.00  
Budgeted revenues at \$4,262,479.00  
Budgeted transfers of \$51,207.00  
Expenditures including all of the department's requests is at \$4,655,525.00



Estimated Ending Cash Balance of -\$444,253.00 in the red. In order to bring the budget in balance the budgets must be cut \$444,253.00. All the new Budget Requests are a total of \$316,273.50 which is part of the balance in the red.

### **Humane Society**

PJ and Abel gave their presentation for the Humane Society and explained to Council has two options they are offering with two different contracts. The first contract is for \$27,000.00 is the contract that we've been utilizing for the past several years and the second contract is for \$37,000.00 and the request is for the increase in cost for the increase in the animals that are brought from the Downs to the Humane Society. They recommended that we have an ordinance to have it mandatory for all the pet owners be spade or neutered as it would help decrease the cost.

Abel suggested to add microchipping so that the city won't have to deal with animal licensing, the animal control could immediately scan the animal and charge the owner with the expenses.

### **Parks Department**

Joey presented the Parks Department Budget.

Operations has increased from \$190,412.90 to \$229,987.00

Vehicle Operations Costs increased from \$2,500.00 to \$3,000.00

Materials & Supplies increased from \$9,900.00 to \$10,000.00 to account for the Snow Plow and Salter for the UTV which costs \$2,000.00

Capital requests for the Snow Plow and Salter UTV at \$1,500.00

Mary stated Parks had an increase in budget for the Parks Operations by \$39,574.10 which was due to the Parks Dept. gaining another employee which decreased the P & Z budget. She explained that all this budget includes a 5% increase and included a Vacation liability item to pay as part of the salaries, per the Personnel Policy, that gave to the departments excluding the Municipal Court. She stated that PERA has increased their rates and has been included in the salary budgets along with the health insurance rate increases by 6.17%.

Councilor Miller asked if the community events would fall under the Parks budget.

Mary stated Community events are under Miscellaneous.

### **Streets Department**

Joey presented the Streets Department Budget.

Vehicle maintenance and Repair increased from \$10,000.00 to \$23,000.00 to include the bucket truck that needs work so they increased by \$13,000.00 as they have got a quote to fix it.

Mayor Pro-tem Walker asked if the cost includes labor or if our own mechanic can do the work.



Joey stated it has to be done by a different mechanic who is certified.

Equipment maintenance and repair was left alone at \$20,000.00 as it pays for the tires on the blade or to any maintenance for the forty plus pieces of equipment they have.

Vehicle Operation Costs decreased from \$20,000.00 to \$10,000.00

Contracts & Professional and Fees left alone at \$10,000.00

Cap Out-Street Light Poles will be left alone at \$8,000.00

Mayor Pro-tem Walker asked if the old equipment is going to be sold.

Joey stated we have 3 that need to be sold and 2 vehicles that will go for auction. He stated the Capital request is for new Snow Plows for the Streets.

Mary said the Snow plows will be included in Materials and Supplies.

### **Garage Department**

Joey presented the Garage Department Budget.

Vehicle Operations went up from \$4,500.00 to \$5,000.00

Utilities increased from \$9,000.00 to \$14,000.00

Mary stated there was a big decrease for the mechanics and secretary's wages. Garage needs to pay for the mechanic's full pay. The secretary would be with Water and Sewer for a 50-50 which is more aligned with her job description which created a savings.

Capital Requests is for a piece of equipment for a Bobcat Air Pac- welder and compressor for \$14,000.00

### **KRDB Liter Control-Grant**

Joey presented the KRDB Liter Control-Grant Budget.

This line item will be left alone at \$5,490.00 after he decides to apply for the grant funds. He stated that he has to provide the dedicated community volunteer hours and it is a lot of work to keep it up.

Councilor Miller stated that she wants to give it up to the city due to the lack of volunteers.

Mary suggested that we change to zero until we receive the grant funding.

### **Sewer Department**

Joey presented the Sewer Budget.



GRT revenues for the WWTP for 40% higher than what the budget had. She increased those revenues to show the true balance of \$835,500.00.

Expenditures are at \$1,290,318.00

Capital Request is for a tablet for the GPS system for \$2,500.00 is included in Material & Supplies.

Postage was split between the Water and the Sewer at \$2,600.00 each.

Mary stated that they cleaned up the Water Dept. funding that has fixed the budget to let them build they're cash balance up. She stated this enterprise funds must run like a business and Fund 53 with the increase of the \$1,021,000.00 revenues it puts the Sewer in the red but almost a million dollars is the WWTP for VOR. The City in the contract amount is never fully spent of what was actually requested. The Sewer has a healthy cash balance whereas Water does not.

Joey stated that Sewer will take a hit because Water has paid for it. He requested the Lease Payment for the backhoe for the Water & Sewer and pay the \$30,000.00 to get it off the books.

Mary stated that it is moved to Fund 39 Infrastructure and will save on interest by completely paying it off.

### **Water Department**

Joey presented the Water Department Budget.

Revenues were increased from \$557,850.00 to \$565,350.00 which includes the connections and water reconnections which are based off new customers.

Expenditures decreased from \$553,186.50 to \$399,561.00

Materials & Supplies was increased from \$46,000.00 to \$55,000.00

Postage and Shopping was cut from \$3,500.00 to \$2,600.00

Dues/Advertising/Subscriptions have been increased from \$13,000.00 to \$15,000.00

Cap Out Request is for a shed the chlorinator to stop the deterioration for \$43,500.00 and a

Redman tank pressure system for \$25,000.00 which have been moved to Fund 39 Infrastructure.

Capital requests is for one vehicle which was left alone at \$40,000.00.

### **Fire Department**

Mary stated Bruce submitted the exact same budget as prior year.

Mayor Pro-tem Walker asked if the Fire Chief Salary will be remaining

Vehicle Operation Costs went from \$4,000.00 to \$3,000.00

Telephone & Communications went from \$7,000.00 to \$5,700.00

Dues/Advertising/Subscriptions went from \$5,000.00 to \$2,500.00

Contracts & professional fees left alone at \$1,500.00



Personnel costs went from \$200.00 to zero  
Emergency Medical Services was left alone at \$7,017.00 until we receive the grant money.

Bruce stated that we might be receiving less which is based off of skill levels for the EMS grant.

### **Fund 29-Fire Protection**

Bruce presented the Fund 29-Fire Protection Budget.

Grant monies were left alone at \$84,924.00. Bruce stated he believes we will receive the same amounts.

Councilor Miller asked if the remaining balance will be carried over to this year.

Mary clarified it will be carried over and will remain in the Cash balance.

### **Legislative**

Ally presented the Legislative Budget.

Travel mileage and Travel per diem increased from \$3,700.00 to \$8,000.00

Mary stated that the budget submitted last year was not enough to cover the expenditures and will now be covered by the Administration Dept.

Dues/Advertising/Subscriptions increased from \$3,250.00 to \$9,000.00

Equipment maintenance and Repair is increased from \$5,784.00 to \$7,000.00

Materials & Supplies increased from \$400.00 to \$600.00

Training increased from \$3,000.00 to \$8,000.00

Telephone & Communications was left alone at \$500.00

Uniforms was left alone at \$200.00

Cap Out-Furniture increased from \$1,741.00 to \$2,000.00

Mayor Pro-Tem Walker called for a brief recess of 16 minutes at 10:49 a.m. and reconvened the meeting back at 11:05 a.m.

### **Planning & Zoning Department**

Andrea presented the Planning & Zoning Department Budget.

Mary stated that the decrease for this budget was for \$61,780.00 which included the transfer of an employee to the Public Works Department.

Operation decreased from \$204,194.60 to \$142,415.00

Training and travel combined will be \$3,100.00 for 2 people



Travel mileage and Travel per diem is at \$2,100.00 and decreased to \$1,800.00.  
Refund Political signs will be left at \$400.00.  
Vehicle Maintenance & Repair will be left alone at \$1,000.00  
Equipment maintenance & Repair left alone at \$6,400.00  
Materials & Supplies was left alone at \$2,300.00  
Postage & Shipping was left alone at \$700.00  
Training decreased from \$2,000.00 to \$1,000.00  
Vehicle Operation costs decreased from \$1,400.00 to \$600.00  
Telephone Communications was left alone at \$4,200.00  
Dues/Advertising/Subscriptions was increased from \$500.00 to \$1,500.00  
Contracts & Professional Fees decreased from \$8,000.00 to zero  
Personnel costs decreased from \$400.00 to \$200.00

### **Lodger's Tax**

Mary presented the Lodger's Tax Budget.

Fund 34 shows Promotional and Non-Promotional  
2% Promotional Revenue increased from \$78,750.00 to \$106,313.00  
3% Non-Promotional increased from \$118,125.00 to \$159,469.00  
Mountain Blues decreased from \$5,000.00 to \$1,500.00  
Brewdoso decreased from \$5,000.00 to \$500.00  
Golden Aspen Rally decreased from \$5,000.00 to \$1,000.00  
Aspen Rally decreased from \$5,000.00 to \$500.00  
Battle of Bases decreased from \$5,000.00 to \$500.00  
All American Country Festival decreased from \$5,000.00 to \$1,000.00  
Chile the Kid decreased from \$5,000.00 to \$500.00  
Octoberfest decreased from \$5,000.00 to \$500.00  
Cowboy Symposium decreased from \$5,000.00 to \$1,000.00  
Christmas Jubilee decreased from \$5,000.00 to \$500.00  
Ruidoso Downs Tacos & Tequila decreased from \$2,500.00 to \$500.00  
Marketplace decreased from \$2,500.00 to \$500.00  
All Concert Series decreased from \$2,500.00 to zero  
Boxing decreased from \$2,500.00 to zero  
Jewelry Show decreased from \$2,500.00 to zero  
Transfer 10% Administration fees increased from \$19,700.00 to \$26,579.00  
Special Event Requests & City Advertising is at \$85,000.00 with the additional requests it is in the red.  
Red Wine decreased from \$2,500.00 to zero  
Zia Festival decreased from \$2,500.00 to \$500.00  
All American Trials Art Festival decreased from \$2,500.00 to zero  
All American Weekend decreased from \$2,500.00 to zero



Councilor Miller asked about the non-promotional can be used for the 75<sup>th</sup> Anniversary

Mary stated that the promotional fund will be used for the 75<sup>th</sup> Anniversary celebration.

### **Miscellaneous**

Mary stated the Zia Transit was invited to the workshop for the amounts for the services they provide. They're response is in the letter.

Zia Transit left alone at \$28,000.00

Mayor Pro-tem Walker called for a brief recess at 12:09 p.m. and reconvened the meeting back to order at 12:46 p.m.

### **Police Department**

Chief Scott presented the Police Department Budget.

Travel- Per Diem are combined together is \$11,000.00 and decreased to \$10,000.00

Overtime request is for \$90,000.00 and decreased to \$50,000.00.

Building maintenance & Repair increased from \$1,5000.00 to \$2,000.00

Mary stated the \$20,000.00 the \$4,000.00 were on the old fleet and with the new 3 vehicles.

Chief stated that he needs to have a little bit of a cushion in the Vehicle maintenance & Repair.

Mayor Pro-tem Walker asked if the unused cars that are parked could be sold.

Chief stated that is the goal.

Vehicle maintenance and Repair decreased from \$20,000.00 to \$12,000.00

Equipment maintenance and repair left alone at \$15,000.00

Postage and Shipping decreased from \$1,000.00 to \$750.00

Training request was for \$15,000.00 and decreased to \$10,000.00

Vehicle Operation Costs request was \$60,000.00 and decreased to \$50,000.00

Uniforms left alone at \$6,000.00

Telephone & Communications left alone at \$10,000.00

Utilities left alone at \$15,000.00

Other: Ammunition left alone at \$10,000.00

Canine request was \$5,000.00 and was decreased to \$3,500.00

Dues/Advertising/Subscriptions from \$1,000.00 to \$500.00

New equipment for Vehicle outfitting request is \$45,000.00 decreased to zero

Capital Requests. for the 3 new vehicles at \$100,000.00 decreased to zero



Mary stated that the \$18,500.00 to be in the budget for the fleet vehicles for the liability for the police officers and stated it has to be left alone.

Insurance increased from zero to \$18,512.00

Ruidoso/Co-dispatch left alone at \$215,973.00

Contracts & Professional Fees decreased from \$5,000.00 to \$1,000.00

Personnel cost left alone at \$3,000.00

Cap out Vehicles left alone at zero

Cap-out Computers & Equipment requested \$20,000.00 and decreased to \$10,000.00

Cap-out Cameras requested \$2,500.00

Cap out-Equipment requested was \$15,000.00 and decreased to \$10,000.00

### **CSO- Animal Control**

Chief Scott presented to CSO-Animal Control Budget.

Overtime decreased from the requested \$5,000.00 to \$3,000.00

Travel per diem increased from \$400.00 to \$2,000.00

Vehicle maintenance and Repair was left alone at \$3,500.00

Equipment maintenance and Repair request was left alone at \$500.00

Materials & Supplies was left alone at \$1,500.00

Postage and Shipping left alone at \$250.00

Training request was left alone at \$2,000.00

Vehicle Operation Cost request is for \$15,000.00 and decreased to \$9,000.00

Uniforms decreased from the requested \$1,500.00 to \$1,000.00

Telephone & Communications request is \$3,450.00 and was decreased to \$1,500.00

Dues/Advertising/Subscriptions left alone at \$200.00

Personnel Costs to left alone at \$100.00

Cap Out-Vehicles request is for \$50,000.00 and decreased to zero

Cap Out-Equipment request is for \$1,500.00 and left alone

### **HIDTA**

Mary stated she has only added the HIDTA money of \$485.00 into to the STEP because she does not have that grant and when she receives those funds she will add those figures in.

Mayor Pro-tem Walker called for a brief recess at 2:15 p.m. and reconvened the meeting back to order at 2:21p.m.

### **Municipal Court**

John established that he is here to explain the budgetary process for the Courts and the municipality.

Judge and Council agreed to the suggested changes.





Full-time Positions decreased from \$75,480.00 to \$73,536.00  
Travel Mileage & Per Diem decreased from \$2,700.00 to \$1,500.00  
Building Maintenance & Repair left alone at requested \$2,000.00  
Equipment Maintenance & Repair left alone at requested \$16,000.00  
Materials & Supplies decreased from requested \$4,200.00 to \$3,600.00  
Postage & Shipping decreased from \$2,500.00 to \$1,500.00  
Training increased from \$400.00 to requested \$500.00  
Telephone & Communications decreased from \$3,800.00 to \$2,600.00  
Utilities increased from \$2,600.00 to requested \$3,000.00  
Court Overpayments was left alone at \$100.00  
Alternate Judge was decreased from \$900.00 to \$600.00  
Dues/Advertising/Subscriptions was left alone at requested \$600.00  
Contracts & Professional Fees was left alone at zero  
Personnel Costs decreased from requested \$1,000.00 to \$500.00  
Public Defender/Inter was left alone at requested \$4,000.00  
Cap Out-Furniture was decreased from requested \$1,000.00 to \$800.00  
Cap Out-Computer Equipment was decreased from \$2,000.00 to \$1,000.00

Judge stated that she would speak with Chief about a using an officer as a guard for Court.

### **Corrections Fund**

Judge explained the Corrections Fund procedures.

Equipment Maintenance & Repair requested left alone at \$8,000.00  
Materials & Supplies requested left alone at \$1,600.00  
Jail Expense-care of Prisoners requested left alone at \$1,000.00  
Contracts & Professional Fees requested left alone at \$12,000.00  
Cap Out-Vehicles requested left alone at zero.

### **Finance & Administration Department**

Mary presented the Finance & Administration Departments budget.

Operations decreased by \$18,058.00  
Full time positions the salaries are included with the five percent of the Personnel Policy Manual  
Travel and Per diem increased from \$11,500.00 to \$12,000.00  
Vehicle maintenance and repair was reduced from \$2,000.00 to \$1,000.00  
Building Maintenance and Repair decreased from \$19,000.00 to \$15,000.00  
Equipment Maintenance and Repair increased from \$46,000.00 to \$51,000.00  
Materials and Supplies increased from \$20,000.00 to \$24,000.00  
Postage and Shipping was left alone at requested \$3,000.00  
Training was increased from \$5,500.00 to \$7,500.00  
Merchant Fees left alone at requested \$8,000.00



Vehicle Operation Costs left alone at requested \$1,550.00  
Telephone & Communications left alone at requested \$7,500.00  
Utilities left alone at requested \$8,000.00  
Dues/Advertising/Subscriptions left alone at requested \$8,000.00  
Insurance is at \$130,000.00 and increased to \$137,000.00  
Reappraisal Fees at \$1200 and the request is to 3,000.00 is what Lincoln County Treasury is what they charged for us.  
Contracts & Professional Fees decreased from requested \$30,000.00 to \$15,000.00  
Personnel Costs left alone at requested \$400.00  
Cap Out-Computer Equipment left alone at requested \$3,000.00

Insurance for the City left alone at \$137,000.00  
Reduced Attorney Fees decreased from \$189,000.00 to \$170,000.00  
Auditor increased from \$28,500.00 to \$30,000.00  
Grievance Costs left alone at \$30,000.00  
Senior Citizens Center Utilities was increased from \$3,000.00 to \$5,000.00  
Boys & Girls Club left alone at \$5,000.00  
Humane Society left alone at \$27,000.00  
Ruidoso Library left alone at \$5,000.00  
Safety Incentives & Awards left alone at \$7,500.00

#### **Transfers**

Transfer from Lodgers Tax 10% Admin Fees at \$26,579.00  
Transfer from Gas tax at \$9,873.00

#### **Fund 32**

Cares Act will be receiving the same amount at \$315,223.00

#### **Infrastructure**

This line item increased by \$100,000.00

#### **The Hubbard Museum**

Museum's budget is left alone at last year's numbers.

#### **Fund 40**

The city's debt fund and is based on bond and property taxes figures will be finalized when the receipts come in.

#### **Fund 27**

Road Tax is the projects Joey has for Street repairs

#### **Fund 39 Infrastructure**



GRT was increased to reflect the 25% increase and the expenditures are \$4,700.00, the heavy equipment for \$25,000.00, and \$50,000.00 is included.

**Fund 42 CDBG**

This is zero

**Fund 43 is Colonias**

This is at zero until the grant paperwork is received the grant paperwork which will be \$2,000,000.00 if we receive it, but until then it is at zero. A cash match will be included and paid out of Fund 39.

**Fund 54**

Solid Waste was left alone.

**Fund 56**

The GRT tax is where the debts pledged to solidify our debt. Fund 56 with adding all the debt is in the red at \$56,000.00 but has almost \$900,000.00 cash balance. All the changes made in this budget was to reflect the 20 year debt we have for the city and is maxed out with projects.

**ADJOURNMENT**

There being no further business to come before the Governing Body, Mayor Pro-tem Walker adjourned the Budget Workshop meeting at 4:42 p.m.

**MINUTES ARE DRAFT UNTIL APPROVED ON:**

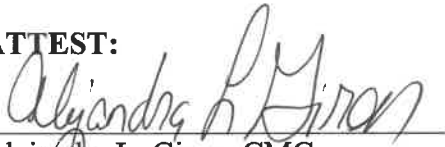
Passed and Approved on this 25<sup>th</sup> day of April 2022.

**APPROVED:**



Dean Holman, Mayor

**ATTEST:**



Alejandra L. Giron, CMC  
City Clerk/Treasurer

