



**NOTICE OF CITY OF ELEPHANT BUTTE
CITY COUNCIL WORKSHOP
Tuesday, May 21, 2024 – 2:00 pm
103 Water Avenue, Elephant Butte, NM 87935**

Minutes

1. CALL TO ORDER

Mayor Mortensen called the meeting to order and led the pledge of allegiance.

2. ROLL CALL

Mayor Phillip Mortensen – Present
Mayor Pro Tem Kim Skinner – Present
Councilor Cathy Harmon – Present
Councilor Michael Williams – Present
Councilor Skylar Arnold – Absent

City Clerk Cobleigh conducted a roll call and declared a quorum.

3. APPROVAL OF AGENDA

Mayor Pro Tem Skinner made a motion to approve the agenda as submitted. Councilor Harmon seconded the motion. 3-0.

City Clerk Cobleigh conducted a roll call vote.
Mayor Pro Tem Skinner – Yes
Councilor Harmon – Yes
Councilor Williams – Yes
Motion Carried.

4. PUBLIC COMMENT

STATEMENT OF OPEN MEETINGS RESOLUTION & 3 MINUTE LIMIT PER SPEAKER ON ALL ISSUES

Public comments can be made in person, by phone or given to the City Clerk by email (cityclerk@cityofeb.com) before the meeting.

None Submitted.

5. REGULAR ITEMS

a. Discussion: Fiscal Year 2024-2025 Budget

There was an open discussion of the proposed budget for FY2024-2025 as provided by Janet Porter-Carrejo.

Janet Porter-Carrejo stated that this preliminary budget has been worked on for the past few weeks. Porter-Carrejo stated that she can't and won't guarantee any of the numbers due to the fact that not all transactions have been properly entered and recorded into Tyler. Porter-Carrejo went through each fund with the council identifying changes made from the previous budget and identifying funds that will have rollover amounts added to the FY24-25 budget.

Javier Machuca briefed the council on how this proposed budget was drafted and how using past budgets aided in this budget creation. A discussion was held regarding the reporting of payroll taxes

being paid and reported to the state. Machuca stated that at this time the reporting and payments have not been submitted how they should have been. Machuca stated the bigger issue is the unreported revenue within Tyler to properly pull reports to create a budget. Mayor Pro Tem Skinner asked Machuca where he is at with the bank reconciliations and he stated he is at October 2023. Machuca stated that the GRT revenue had not been recorded in Tyler. Mayor Pro Tem Skinner stated that is why the Hospital has not been paid for this reason. Machuca stated that for example the professional services line item will need to be adjusted as it was used more than projected last budget but with the new budget the city will see the staffing budget increase and contracts decrease. Machuca stated that the budget for the fire protection funds will involve a meeting with Roger Long to spend this finding in accordance with the state fire marshal's office.

Mayor Mortensen questioned from the proposed budget that wastewater spent as much as it brought it. Machuca confirmed that was accurate. Mayor Mortensen stated that Janet will enact a work order policy for the public works department to determine what they are spending the funds on and where. Stephen Archuleta stated that it was important to keep in mind that the wastewater expenses should be going down this next year after all of the upgrades and maintenance this year. Mayor Pro Tem Skinner requested that items in general maintenance be more detailed so the staff and council know what the funds were used for.

Janet Porter-Carrejo stated that as the bank reconciliation continues that there will be adjustments to the proposed budget before it is sent as the final budget.

Mayor Pro Tem Skinner mentioned that when the City of Elephant Butte sold the golf course there was \$900,000.00 received. Mayor Pro Tem Skinner started naming off all of the projects and expenses that have been taken out of this revenue brought in by the sale, noting that the majority of the money is gone. Janet Porter-Carrejo confirmed that yes, the revenue from the golf course has already been allocated or spent. Stephen Archuleta confirmed this as well. Machuca stated that as all the reconciliations are done and all revenue is accounted for there will be an exact number of what fund is left.

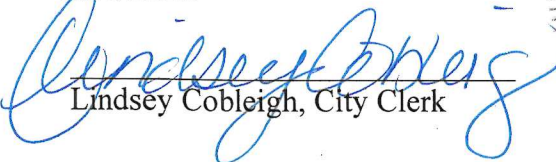
Mayor Pro Tem Skinner stated that back in February her and City Clerk Cobleigh had looked at the approved budget and what was entered into Tyler and it did not match.


Councilor Harmon mentioned that with the upcoming reimbursements on projects it will offset some of the expense. Stephen Archuleta informed Councilor Harmon and the Council that unfortunately the city will not be eligible for reimbursement due to not going out to bid on projects and not using CES contractors for the work performed. There were no notices of obligations submitted to the state.

6. ADJOURNMENT

Mayor Mortensen adjourned the meeting.

Minutes approved and adopted at the City Council meeting on June 12, 2024.

ATTEST:

Lindsey Cobleigh, City Clerk


Kim Skinner, Mayor Pro Tem

