

FINANCE COMMITTEE
Wednesday May 20, 2009
3:00 pm
Council Chambers

MEMBERS PRESENT:

Mayor Tony E. Marquez, Jr. Chairman
Ms. Kathy Tapia, Co-Chairperson

Councilman Morris Madrid, Member
Mr. Ernesto Salazar, Member

MEMBERS ABSENT:

Ms. Della Valero, Member
Mr. Gilbert Vallejos, Member

Mr. Matt Martinez, Member

OTHERS PRESENT:

Mr. Abran Romero, Finance Director
Mr. Timothy Dodge, City Manager

Mrs. Natasha Martinez-Padilla, Recorder

AGENDA ITEM #1 - CALL MEETING TO ORDER:

Chairman Tony Marquez, Jr. called the Finance Committee to order at 3:10 p.m.

AGENDA ITEM #2 - ROLL CALL

Roll call was taken by Natasha Martinez-Padilla. A quorum was established.

AGENDA ITEM #3 - APPROVAL OF THE AGENDA

Mr. Abran Romero, Finance Director requested the addition of item #14 Technologies, in order to provide information on a new accounting system. Ms. Kathy Tapia, Co-Chairperson requested the addition of item #15 Absent Members in order to discuss the Finance Committee's policy in regards to member absences. Mr. Ernesto Salazar entered a motion to approve the agenda of May 20, 2009 as amended; motion was seconded by Councilman Morris Madrid. Motion carried by unanimous vote.

AGENDA ITEM #4 – APPROVAL OF MINUTES – January 7, 2009

Ms. Kathy Tapia, Co-Chairperson entered a motion to approve the minutes of January 1, 2009. Councilman Morris Madrid seconded the motion. Motion carried by unanimous vote.

AGENDA ITEM #5 – REVIEW FINANCE REPORTS

Mr. Abran Romero began with the General Fund directing committee's attention to page 4 of the financial reports. Mr. Romero explained that under column E revenues and column F expenditures we are running about a \$900,000 surplus from expenditures to revenues. We do have some budgets that are above the 83% but most of this is in personnel, salary and benefits that were not correctly budgeted. Discussion ensued in regards to the General Fund, salaries and benefits.

Mr. Romero then directed committee's attention to page 7 of the financial reports to discuss the Enterprise Fund, stating that we are in line with the numbers where they should be. Discussion continued in regards to Natural Gas, transfers, and the Solid Waste loan. There was also discussion in regards to the possibility of reversing 1% of the Administrative fees paid by the Gas

Fund, and forbearing the Administrative fees to Solid Waste until the time they have paid off their loan. This will be an option that will be revisited after the Finance Department has done the necessary research in regards to Councils Minutes discussing the 1% decrease in Administrative fees.

Mr. Romero went on to discuss page 10 of the financial reports the Recreation Department. Mr. Romero explained that in the Revenue section the transfer of about \$400,000.00 is not being represented. He explained that there will probably be a need to supplement the Recreation Department in the amount of around \$560,000.00 this year which also includes the \$400,000.00 transfer. Discussion ensued in regards to the employee set-up at the Recreation Department and the possibility of changes that may need to be made in the near future.

AGENDA ITEM #6 – DISCUSSION – STATUS OF SPECIAL AUDIT

Mr. Romero gave a presentation in regards to the status of the special audit. He explained that it is expected that there will be final approval from the State Auditors office by Friday May 20, 2009. Starting the following Tuesday Accounting & Consulting Group, LLP will begin a review of a sample of employee records.

AGENDA ITEM #7 – ORGANIZATIONS – RECOMMENDATION TO GOVERNING BODY

Mayor Tony E. Marquez, Jr. began a discussion in regards to how many organizations are getting funding from taxpayers monies that may be getting duplicate administrative tax services. The organizations that are being looked at are the Chamber of Commerce, EDC, and Main Street. Councilman Morris Madrid requested that this item be placed on the next agenda so that more information, such as the contracts, can be provided. A tentative date for a special Finance Committee meeting was set for the 1st week in June to have the opportunity to review the FY2010 Budget prior to submittal to DFA. Discussion continued in regards to the policies and procedures of the funding provided by the City to the different organizations and how that funding is being utilized.

AGENDA ITEM #8 – REVENUE PROJECTION

Mr. Romero asked committee to turn their attention to page 13 of the Finance Committee book to review the revenue projection worksheet. Mr. Romero gave a short explanation of the set up of the worksheet. He went on to explain that the actual amounts received are higher than the projected amounts as well as the budgeted amounts.

AGENDA ITEM #9 – YEAR END CASH PROJECTION

Mr. Romero then directed committee's attention to page 16 of the Finance Committee book to go over the year end cash projections worksheet. Committee went into a discussion of how the numbers were reached, and what they would like to see in the future in a cash projections worksheet.

AGENDA ITEM #10 –UTILITY ANALYSIS – RESERVE FUNDS AND INVESTMENTS

Mr. Romero went on to discuss the cash summary for Utility funds on page 18 of the Finance Committee book. On page 19 he went on to explain the Certificates of Deposit that pertain to the Utility department. Dialogue ensued in regards to what else could be included in these worksheets and ways to improve the set up.

AGENDA ITEM #11 – DISCUSSION – PAST DUE- CERTIFICATES OF DEPOSIT (CD’S) AND INVESMENT POLICY

Mr. Romero handed out a template that could be followed when building the City of Las Vegas investment policy. Committee questioned Mr. Romero on if the research had been completed on the State Statutes that need to be followed in regards to Municipal investment policies. Discussion ensued in regards to the current and past CD investments procedures, and plans to make changes to those procedures. Mr. Romero stated that with Committee’s recommendations he will move forward on compiling a new CD and Investment policy for the City of Las Vegas which will be presented to Committee at a later date.

AGENDA ITEM #12 – APPROVAL TO HIRE DEPUTY FINANCE DIRECTOR

Mr. Romero presented Committee with a resume of one Mrs. Tana Vega, whom he is recommending to hire for the Deputy Finance Director position. Councilman Morris Madrid entered a motion to approve the hiring of Mrs. Tana Vega as the Deputy Finance Director; motion was seconded by Mr. Ernesto Salazar. Motion carried by majority vote.

AGENDA ITEM #13 – FINANCE COMMITTEE MEETING DATES AND TIME

Mr. Romero requested recommendations from committee as to the dates and times for the Finance Committee. After discussion the consensus was meetings will be held every third Wednesday of the month at 3:00pm. Ms. Kathy Tapia entered a motion to change the meeting dates and times, motion was seconded my Councilman Morris Madrid. Motion carried by unanimous vote.

AGENDA ITEM #14 – TECHNOLOGIES

Mr. Romero presented an informational piece about a new Accounting software program, Incode Tyler Technologies. He explained that the need for this new technology stems from the lack of user friendliness of the H.T.E. system that we are currently using, as well as the cost we are incurring with the current system. Mr. Romero went on to explain that one of the benefits of the Incode system is that is built for the State of New Mexico and its Municipalities.

AGENDA ITEM #15 – ABSENT MEMBERS

Ms. Kathy Tapia commenced into a discussion in regards to the Finance Committee’s current policy on members absences. She explained that the need for a policy is stemming from members that are continuously absent. The suggestion was that three absences will equal removal and replacement from the committee.

A tentative date for a special Finance Committee meeting was set for the 1st Wednesday in June at 3:00pm to have the opportunity to review the FY2010 Budget prior to submittal to DFA.

AGENDA ITEM #16 - ADJOURN

A motion to adjourn was entered my Mayor Tony E. Marquez, Jr., motion seconded by Councilman Morris Madrid. Motion carried. The meeting adjourned at 4:56 pm.

Mayor Tony E. Marquez, Jr. Chairman Date

Felicia Mondragon, Recorder Date