

**Minutes
Budget Workshop
May 6th, 2021**

The Village of Capitan Board of Trustees met in a Budget Workshop on Tuesday, May 6th, 2021 at the Village Hall in Capitan, New Mexico at 4:30 PM.

Mayor Lowrance called the meeting to order at 4:40PM.

Roll Call: Mayor Lowrance – present, Trustee Shearer – present, Trustee McInnes – present, Trustee Kearns – present, Trustee Johnson – not present. Stephanie Bason – Village Clerk, Grace Centrella – Finance Officer, J. Leinneweber – Administrative Assistant, Steve Osborn – Water Utilities Supervisor and Johnathan LaMay – Street Supervisor were also present. A list of others in attendance is attached.

Item #1 on the Agenda: Approval of the Agenda.

Trustee Shearer made a motion to Approve the Agenda. Trustee McInnes seconded the motion. All were in favor, motion carried.

Item #2 on the Agenda: Approval of Minutes – Regular Meeting April 13th, 2021.

Trustee McInnes made a motion to Approve the Minutes – Regular Meeting April 13th, 2021. Trustee Shearer seconded the motion. All were in favor, motion carried.

Item #3 on the Agenda: Discussion – Fiscal Year 21/22 Final Budget.

A proposed 3% - 5% increase was discussed the Trustees requested the following for the next Budget Workshop to be held on 5/11/2021, immediately following the Community Service Award:

Salary and cost of living increases comparisons with other municipalities of similar size.

How many people do supervisors in other municipalities of similar size supervise?

Salaries of Village employees placed on an Excel Spreadsheet for easier review.

Performance Review Process in relation to Proposed 3%-5% cost of living increase?

The Mayor advised the Trustees that the Gross Receipt Tax revenues have either matched or exceeded last fiscal years for the Village.

The Trustees also requested an Excel Spreadsheet for the General Fund showing Revenues & Expenditures for Fiscal Year 20/21 for the next Budget Workshop.

The Trustees want to confirm if the amount of Small Cities Assistance that the Village received this year was a one-time amount and is it the correct amount or is the amount recurring for future years?

Stephanie advised the Trustees that Tai is still working on the hard numbers for where the Village is currently in regards to the 2020/2021 Fiscal Year Budget, she has been in training this week.

Adding \$2.50 to Water/Sewer Rates was discussed. This would cover the loss the Village takes for the free clean up days and was brought up to think about and discuss at a future meeting.

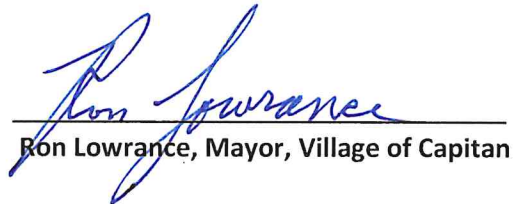
Item #3 on the Agenda: Discussion – Fiscal Year 21/22 Final Budget (continued).

Steve Osborn went over Drinking Water Revolving Loan Fund process. The loans can be up to 50% forgiveness of the principal and at a 0% to 3% interest rate on the remainder.

Grace advised the Trustees that Smokey Bear Enterprises is running in the negative and going to need a Budget Adjustment Resolution (BAR) due to the need to purchase inventory and install a new credit card machine. The Mayor said the BAR could be approved at the next Trustee Meeting on 05/11/2021 in the New Business Item on the Agenda.

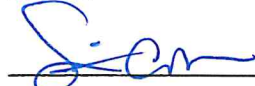
ADJOURNMENT

Mayor Lowrance Adjourned the meeting at 5:37 P.M.



Ron Lowrance, Mayor, Village of Capitán

Attest:



Stephanie Bason, Village Clerk

4:30 PM

[illegible]