

47
48 Councilor Prairie moved to approve the hiring of Ronald Lujan as Plant Operator for the Town of
49 Bernalillo Waste Water Department. The motion was seconded by Councilor Jaramillo and the
50 motion carried unanimously.

51
52 **NEW BUSINESS: 8a) Discussion Consideration and Approval and Adoption of**
53 **Organizational Chart. Presenter: Mayor Torres**

54
55 Mayor Torres highlighted the changes on the organizational chart. What you see on the
56 Organizational Chart is what administration has been doing in some cases for 18 months and others
57 since the individual has been hired. Adopting the Organizational Chart will formalize all
58 positions.

59
60 Organizational Changes Relating to Chart

61
62 Title change from Infrastructure Administrator to Director of Planning and Zoning and Public
63 Works Tony C de Baca this will have No Fiscal Impact to the budget

64
65 Title change from IT Administrator- Director of IT Fernando Lomas No Fiscal Impact to the
66 budget.

67
68 Vacant Position filled by Chief Plant Operator Ronald Lujan formalizes the Chief Plant Operator
69 increases responsibilities of the individual. Fiscal Impact to budget \$4,825.00 will be absorbed
70 by the vacant position of Chief Plant Operator Steven Paul.

71
72 Title change and responsibility change from Field Supervisor to Public Works Superintendent
73 James Dominguez. Fiscal Impact to budget \$4,825 will be absorbed by the position of Public
74 Works Superintendent Bill Plata.

75
76 Mayor Torres entertained a motion.

77
78 Councilor Montoya made a motion to approve the Organizational Chart for the Town of
79 Bernalillo. The motion was seconded by Councilor Jaramillo and the motion carried
80 unanimously.

81
82 **NEW BUSINESS: 8b) Discussion Consideration Approval and Approval of**
83 **Compensation for Water and Waste Water Certifications. Presenter: Yolanda Mora and**
84 **Juan Torres**

85
86 Mayor Torres stated the proposal you have before you is to compensate Water and Waste Water
87 Staff for Certifications for the Public Works Department. Anyone in Parks willing to pursue the

88 Certifications are welcomed to do so with the Directors Approval as explained in the procedures
89 for Certifications.

90

91 CERTIFICATION EXPENSES:

92 Public Works Department

93

94 The Town may pay expenses incurred by an employee for obtaining required water and
95 wastewater certifications for the Public Works Department. The Town may pay for primary and
96 secondary certifications as recommended by the Infrastructure Administrator and approved by the
97 Finance Director. Expenses may include registration, lodging, travel, and testing on Town time.

98

- 99 1. For the purpose of this policy primary and secondary certifications are defined as follows;
- 100 • Primary certification is a certification that is directly related to the position in
101 which the employee holds within the Public Works Department.
- 102 • Secondary certification is a certification that is available for employees who are
103 interested in cross training within the Public Works Department.
- 104
- 105 2. The Infrastructure Administrator will review the request for travel for primary and
106 secondary certification expenses and, if deemed appropriate and within the budget will
107 recommend to the Finance Director the approval for payment of expenses incurred in
108 obtaining the certification.
- 109
- 110 3. All certification requests must be approved in writing prior to testing. Failure to do so
111 will result in non-reimbursement for expenses incurred.
- 112
- 113 4. The Town will pay for expenses incurred relative to the first examination of a primary
114 certification up to a level IV as applicable to the employee's position within the Public
115 Works department. If the employee fails the tests on their first attempt, all expenses related
116 to subsequent testing to receive the certification will be the sole responsibility of the
117 employee.
- 118
- 119 5. The Town will pay only for registration expenses incurred relative to the first
120 examination of a secondary certification up to a level III. If the employee fails the tests on
121 their first attempt, all expenses related to subsequent testing to receive the certification will
122 be the sole responsibility of the employee.
- 123

CERTIFICATION COMPENSATION:

Public Works Department

Primary Certification	
Level	Annual
0	0
1	\$ 250.00
2	\$ 500.00
3	\$1,000.00
4	\$1,500.00

Secondary Certification	
Level	Annual
0	0
1	\$ 50.00
2	\$ 100.00
3+	\$ 500.00

- 1.) The annual amount will be determined by highest current level.
- 2.) The Town will pay this amount to each employee in two payments (6 month and 1 year anniversary) every year.
- 3.) The Town will pay for only one secondary certificate level.

124

125 Mayor Torres entertained a motion.

126

127 Councilor Sisneros made a motion to approve and adopt the Compensation for Water and Waste
 128 Water Certification for the Town of Bernalillo. The motion was seconded by Councilor Montoya
 129 and the motion carried unanimously.

130

131 **FINANCIAL SECTION:9a) Approval of Accounts Payable Voucher List.**

132 Mayor Torres asked for a motion to approve the accounts payable voucher list in the amount of
 133 \$413,998.22.

134

135 Mayor Torres entertained a motion.

136

137 Councilor Jaramillo made a motion to approve the accounts payable voucher list in the amount of
 138 \$413,998.22. The motion was seconded by Councilor Sisneros and the motion carried
 139 unanimously.

140

141 **MISCELLANEOUS SECTION:10a) Public Comment. Presenter: Mayor Torres**

142 Mayor Torres welcomed the Public to speak. There were no members of the public that wished
 143 to speak.

144

145 **MISCELLANEOUS SECTION:10b)Announcements. Presenter: Mayor Torres**

146 Mayor Torres made the following announcement on November 3rd KABOOM is installing a
 147 playground and activity path at Loretto Park located behind P B & J and the Senior Center.
 148 There will be a ribbon ceremony at 3:00 p.m.

149 Mayor Torres thanked Yolanda Mora, Human Resources Director and Staff for a successful
150 Employee Safety Picnic on October 12, 2011.

151
152 Mayor Torres thanked Councilor Jaramillo and Councilor Sisneros, Staff and Jim Hooper's
153 assistance for the successful Town Hall meeting on October 18, 2011 at the Alegria Club House.
154

155 There being no further business, Councilor Sisneros moved to adjourn the meeting at
156 7:41 P.M. The motion was seconded by Councilor Montoya and carried unanimously.

157
158 Done this 24th day of October 2011.

159
160 ATTEST:

161
162 _____

163 Ida Fierro, Town Clerk
164 (seal)

165 _____
166

Jack Torres, Mayor