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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 3<sup>rd</sup> 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)

162 \_\_\_\_\_  
163 Jack Torres, Mayor

165  
166