

City of Rio Communities Workshop Minutes
Tuesday February 12, 2019

- Mayor Mark Gwinn called to order the city council workshop at 10:00 am.
- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr, Arturo Sais and Joshua Ramsell.
Present: Municipal Clerk Lisa Adair and Treasurer Celina Benavidez.

Council reports & agenda items – 30 minutes

- Councilor Ramsell said at the last meeting a discussion was started regarding public recognition and since then he has put together a simple draft form for people to fill out and then began a discussion on the forms and coming up with ideas for criteria.
- Mayor Gwinn asked to put on the next workshop as a discussion item public recognition.
- Councilor Ramsell explained that he looked through the nexus crime map and said they reported 329 crime calls for the year and then further explained some of the things were reported such as suspicious death or assault on a family member and said it was not very specific.
- Mayor Gwinn asked to move Councilor Ramsell's report down to VRECC updates as he will be giving the VRECC report at that time.
- Councilor Sais said at the last meeting he brought up a memo regarding budgeting a flag pole for City Hall and have the pole placed on a brick base that can be used as a commutative area to recognize volunteers and would like further discussion in the future regarding this idea.
- Councilor Sais said he would like a written report from the Treasurer in regard to the hiring of another police officer for this next fiscal year.
- Mayor Gwinn said this does not come from the Treasurer but needs to come from the City Manager.
- Councilor Sais said he wants in writing a signed letter from the Treasurer about the money and the finance of the pros/cons and then said we do not have a City Manager at this time.
- Mayor Gwinn said that we will have a Manager coming on board soon that can cover this issue.
- Councilor Sais said he is making a clear request and wants a written report on the finances for or against the hiring of another police officer and began a discussion.
- Councilor Sais asked for an update on the finance clerk from the Treasurer because that position has been funded for over a year and has not been filled.
- Mayor Gwinn said that will be covered further down on the agenda.
- Councilor Sais said he would like a written update on the position and what direction are we going and asked if his requests will be fulfilled.
- Mayor Gwinn said the Treasurer can give you in writing these are the funds and where we are at currently, but she cannot tell you if there are funds, that has to come from the new City Manager and continued the discussion.
- Councilor Sais said what he wants to know how much money we are short to fund the positions and continued the discussion.
- Councilor Gutjahr said if she could clarify, today when we go over the profit and loss what we can look at as we are talking is how much has been used from each fund and being that we are in our 2nd quarter we should be at about 45% - 50% in revenues and continued the discussion.
- Councilor Sais said once again he wants a letter from the Treasurer clarification to the pros and cons to fund the positions and continued with the discussion.

- Councilor Brown handed out a copy of an updated 2017 top 5 priorities based on the comprehensive plan and explained regarding item #4 roads he said he was unable to touch that since there is more current data and began a discussion.
- Councilor Gutjahr asked Jim Winters don't we once a year we get the list of the priorities, rank and vote on them.
- Jim Winters said yes it is in the back of the comprehensive plan and it over due for it to be done.
- Councilor Gutjahr asked do we want this on a workshop on updating the comprehensive plan.
- Mayor Gwinn said we should start at a workshop and they will begin talks on the comprehensive plan.
- Councilor Brown gave a status on the RGEFD repair explaining back in March 2016, 1/3 of the fire station became inoperable and it has now been 35 months and we still have it inoperable.
- Mayor Gwinn said the State Fire Marshal wrote off on it and we are good to go, so has CID looked at it and they also wrote off on it.
- Councilor Brown said a week ago Saturday, he saw sunlight coming through the ceiling and then said in 35 months we should have had this repaired already.
- Councilor Brown said in Sunday's article in the Albuquerque Journal that Rio Rancho has renegotiated PNM's franchise fee, there right-of-way agreement and upped their fee percentage. He then asked the Mayor if he could talk to the Mayor of Rio Rancho and see if they are at their max percentage and if they did it maybe we can do it.
- Councilor Brown explained the status to the census and further explained the advantage to being able to get as many people as possible and for every individual we do not count it cost about \$3,000 annual from State and Federal monies and further said we do not want to miss out on our curve.
- Mayor Gwinn explained that MRCOG has been holding meetings on this issue, they are kind of silenced right now because they are focusing on Bernalillo and Sandoval County but hopefully we will hear more information.
- Councilor Brown said he would like to request a special meeting which includes a closed session pertaining to threatened or pending litigation in which the public body is or may become a participation.
- Councilor Gutjahr explained she had contacted the crime watch system and they told her they will not change the city to Rio Communities from Belen because it goes by the zip code.
- Councilor Gutjahr said the health fair is April 27 and is assuming the building will be done by then.
- Councilor Gutjahr brought up some information regarding the citizen patrol about some individuals having concern about how this program will be paid. She then said that a few months ago there was a discussion about possibly putting the Mil-Levy on the ballot and began a discussion on how some individuals didn't realize how little they actually pay towards the city and starting at the end of March conversations about possibly putting the mil levy on the ballot.
- Councilor Gutjahr continued the discussion on why the Citizen patrol is taking so long to create and implement. She then said at the next workshop she should have more information on the citizens patrol.
- Councilor Ramsell said regarding the Citizens patrol it does come down to mitigating risk to the City and said the undersheriff was very clear to whoever takes on these rolls as volunteers has to understand there are inherent risks and continued the discussion.
- Mayor Gwinn said the cleanup is this Saturday and we should have 2 dumpsters and then said he has been talking with a gentleman and sent Council information on "Click fix" apps and began a discussion on what this app can do for our City.

- Councilor Brown asked would the cost for this app specifically be setup on our end and then asked does it come in through a phone call or go through email.
- Councilor Ramsell explained it would be a free app to the consumer and then an account would be setup specifically to our municipality and whoever is in charge of that account at the city they would get the report and continued the discussion on it being easier for the citizens to report an issue.
- Mayor Gwinn explained that he and Lisa went to the self-insurers training and so did Gordon and began a discussion on us getting a discount on our insurance and other municipalities rates going up or never getting the discount.
- Councilor Gutjahr said that kind of training is what all department heads should be involved in.
- Treasurer Benavidez said she feels that kind of training would be unnecessary for all department heads.
- Mayor Gwinn said the self-insurers wanted every department head to be certified and continued with the discussion on what type of trainings might be required.
- Councilor Sais asked are we at the point that we are overly certified and under staffed.
- Mayor Gwinn said this is where the Manager needs to look at where we need to add and where we are good at, but right now the only certified staff is Lisa as the clerk and Celina in procurement. He then continued the discussion on certifications.
- Mayor Gwinn said there are new rates from PNM regarding the street light to replace the bulbs.
- Councilor Sais asked about the status on OSHA for the construction.
- Mayor Gwinn explained the site was visited by OSHA and the only one cited was the stucco company.

Resolution 2019-__ Community Wellness Council – Discussion

- Councilor Gutjahr said Noel Chavez the coordinator had come here to speak on behalf of the Community County Wellness Council and explained this resolution will be passed by every municipality in the County and then read the resolution to the Council.

Resolution 2019-__ 2nd Quarter Financial Report – Discussion

- Treasurer Benavidez went over the re-cap sheet of the 2nd quarter financial report and said in regard to the fire protection fund she has not pulled anything out of that fund because we are being investigated by the State Fire Marshal and further said she has left everything in there until after we have it completed the and began a discussion on what is still in the fund.
- Treasurer Benavidez said that the Mayor was concerned about the LEPF funds and spending that down. She explained that does not have to be spent until the end of the fiscal year and continued with the discussion.
- Treasurer Benavidez asked if any information has been received from the insurance company regarding the speed signs.
- Mayor Gwinn said the insurance company said to go ahead and put in a claim.
- Mayor Gwinn started a discussion on the profit and loss report and where were are at currently.
- Councilor Gutjahr said the amount for the property tax we are about 27% of what we would normally have.
- Treasurer Benavidez said this might be due to a late deposit and explained we did not have everything from the County such as the \$59,000 which is not on this report or reported this quarter and continued the discussion.

- Treasurer Benavidez explained regarding the fire department audit it has not been completed, she was not given any direction on how they wished to have the audit given to them. She then explained a couple of weeks ago she received an email that they wanted an electronic copy after she had already made hard copies, now she will have to scan all 5 years' worth of copies onto a flash drive and then send it.
- Councilor Sais said he had talked earlier about a police officer and asked the treasurer if there was any way of getting a written statement from her about what it costs for this officer and realistically can we hire another in the future.
- Treasurer Benavidez said the only thing she could give him is a breakdown of what we have paid so far but as far as if we will be able to afford it, she would be unable to because she doesn't know what our revenues will be for next year.
- Councilor Sais said there is no projections for next year and then said he will setup an appointment with the Treasurer to get a prospective from an accounting treasurer and not political.

Resolution 2019-__ Cooperative Agreement (NMDOT Co-op Agreement) – Discussion

- Mayor Gwinn explained that he, Councilor Ramsell, Jim Winters and Scott Adair have been out and about working on the next year's DOT road grant and began a discussion
- Councilor Gutjahr asked what does cut and replace mean.
- Mayor Gwinn explained it means taking everything out, building a brand-new base and using brand new asphalt. He continued with the discussion.
- Jim Winters said the 3 roads that we are hoping to do chip and seals we hope to get another 4-5 years of life on them and the said the last number on the list #13 is a DOT right-of-way and might possibly come off the list.
- Mayor Gwinn explained two roads that we are currently working on we targeted for chip and seals but now we are going to have to do a change order and do a total paving.
- Treasurer Benavidez explained the change orders that we will have to do will be quite expensive and said it will eat a lot of current funds for these change orders.

Finance Clerk – Update – Discussion

- Treasurer Benavidez explained this area has been a low item on her priorities list as she is working on a lot of other things.
- Mayor Gwinn asked the Treasurer for an idea of when they can get the position filled.
- Treasurer Benavidez said at this time she cannot.
- Councilor Gutjahr asked what is holding it up.
- Treasurer Benavidez said one of the things is when would she be able to do the training. She then said she just finished an audit, is going into an investigation audit, she has had budgets, quarterlies and other finance clerk duties.
- Councilor Gutjahr said once this person comes on wouldn't that relieve her.
- Treasurer Benavidez said yes once this person is trained.
- Treasurer Benavidez said she is also waiting for the new City Manager to come on board to help her make the decision because she is being told by someone from DFA, Council interfering with personnel is forbidden and we should not be having that. She further said since our ordinance does not specifically say that we revert back to a Mayor/Council form of government that is not something she wants to dabble with.

- Councilor Gutjahr said it is true about personnel.
- Mayor Gwinn said Mayor/Council can oversee, but it comes down to the actual interviews the only one that they have any say over is the City Manager otherwise they can sit in and oversee the process.
- Treasurer Benavidez said that it is not in our policy nor our ordinance and further said it should have been written in our ordinance that it gets reverted back into a Mayor/Council form of government.
- Councilor Gutjahr asked so you don't see a time that you will be able to do this.
- Treasurer Benavidez said she feels this is hers and the City Managers decision.
- Treasurer Benavidez asked if anyone has gone to DFA before hiring our City Manager a request for a salary adjustment.
- Mayor Gwinn said hopefully after this meeting, they will know if they can move forward with the new City Manager.

Janitor (City Hall) – Update – Discussion

- Treasurer Benavidez explained if we hire someone as an employee we are proposing 10 hours a month at \$10 an hour, with adding the nominal fee and the benefits that's going to increase to \$26.50 an hour and asked Council if they were ok with paying that amount for part-time worker
- Councilor Gutjahr asked what the nominal fee is for part-time
- Treasurer Benavidez said the nominal fee for part-time is \$75 a pay period and on top of that there is an additional 7% for retirement and began a discussion.
- Councilor Sais asked can we contact this out.
- Treasurer Benavidez explained that this is considered a commercial contract and we have been unsuccessful in finding a company that is bondable and wanting to come out here and further said that Merry Maids strictly does residential cleaning. She continued the discussion on other options that we might consider such as a 1099, temporary, seasonal and there is no pay scale or job description for this position.
- Council decided to do a follow-up next month when the new City Manager comes on board.

VRECC - updates – Discussion

- Mayor Gwinn said he went to a board meeting for the VRECC and got stats on where we are at as a municipality in crime, medical and fire. He then said the VRECC is going to Santa Fe for a capital outlay request on their CAD system, because it is old and about to crash and to replace the CAD system is 1.7 million dollars and began a discussion on what other options the VRECC would have if they are not awarded the capital outlay money.
- Mayor Gwinn gave the stat numbers on crime: Rio Communities is down to 3.25% having the lowest in the County and one of the lowest in the State and continued the discussion on the other municipality's and the County's stats.
- Councilor Brown said what is interesting all of the municipalities that have off ramps to I-25 are the highest in crime and those that are intersected by Hwy 47 are the lowest.
- Mayor Gwinn explained we are up on the medical calls to 9.06%, having 200 more calls from the previous year and fire district 1 calls have stayed about the same and continued the discussion.
- Councilor Ramsell went over some stats he has looked at on the crime map listing vs VRECC. He then explained that the crime map is very broad such as credit card fraud, unattended death and continued the discussion.

- Mayor Gwinn explained that when we hired the one officer we actually ended up getting 2 to 3 deputies down here and continued the discussion how the Sheriff's department has broken up into quads.
- Councilor Ramsell said on the crime map there is some mediadata tables you can play with and one of them you can select the parameters and time table and continued the discussion.

Council Priority List – Discussion

- Councilor Gutjahr went over the council priority list starting with the citizen patrol in progress and then asked for an update on fuel cards.
- Mayor Gwinn said at this point they are going to stay with the bank cards for the fire department to fuel the vehicles and continued the discussion.
- Councilor Gutjahr began a discussion on the retainer of an attorney.
- Councilor Brown expressed concern about our current attorney not being responsive.
- Mayor Gwinn explained if we want the best to go after annexation everyone uses them to do their annexation and further explained their needs.
- Council continued the discussion with the priority list on solid waste.
- Mayor Gwinn explained that they have a phone conference tomorrow with the attorney, Councilor Brown, Jim Winters and Thomas Scroggins regarding the solid waste ordinance and continued the discussion on the priority list.
- Councilor Brown said he will have printed examples for the governing body tonight regarding the relationships between the fire department, Council and other agencies and explained that Valencia County has an ordinance that he will be using as one of the examples.
- Council continued with the priority list on annexation, budget issues, procurement workshop.
- Councilor Gutjahr asked about PERA.
- Mayor Gwinn said he had told the person from PERA that there is basically one person interested at this time and they said they can run PERA for one employee and continued the discussion on the priority list.
- Councilor Gutjahr asked about the status of VALEO.
- Mayor Gwinn explained that VALEO will be meeting next week and explained what will be discussed.
- Council continued with the priority list on a park plan and a scope of work to go out for bid.

Public input/questions (3) minutes to address the Council

- Ross Harms said he understands there is a minimal OSHA requirement for a janitor and then asked if we have considered setting up active shooter drills.
- Clerk Adair explained at almost every training they have gone to has some type of active shooter training, safe office or cyber safety training and began a discussion on what type of security we as the municipality are looking at.
 - Frank Stasi asked when you met with the Sheriff has there been any concerns about the officer coming up will there be a raise.
- Councilor Gutjahr explained that the sheriff will know something by July and that the biggest issue they are dealing with is salaries.
 - Frank Stasi asked the current officer position is up in June is that a done deal and then asked if they are going for the same price as on the contract.
- Councilor Gutjahr explained the Sheriff is in the process of working on getting the salary base up and we might have to pay more for the one officer and further explained they are short on officers and continued the discussion.

- Councilor Gutjahr said we are considering moving the workshop to another room in the building so that there is a round table conversations and said we will put it on the next workshop for discussion.
- The City Council workshop was adjourned at 1:02 pm.

Respectfully submitted,

Lisa Adair, Municipal Clerk

Date: _____

Approved:

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Councilor Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Arturo R. Sais,
Councilor