

City of Rio Communities Workshop Minutes
Tuesday April 4, 2017

- Mayor Gwinn called to order the workshop at 10 am.
- Present: Mayor Mark Gwinn; Councilors Bill Brown, Peggy Gutjahr, Arturo Sais and Thomas Scroggins. Also Present: City Manager Bob Skerry, City Treasurer Celina Benavidez, Municipal Clerk Lisa Adair and P&Z/EDC Chairman.

1. Council reports & agenda items – 30 minutes

- Councilor Scroggins said he noticed for sale signs have been sprouting up.
- Councilor Sais had no comments.
- Councilor Brown had no comments.
- Councilor Gutjahr said they are soliciting donates to help pay for t-shirts for the walk and asked if the City can donate \$50 like other municipalities do.
- Mayor Gwinn said that most other municipalities have a lodger's tax and that is where donations come out of.
- Councilor Gutjahr then explained the Health Council will be opening a bank account.
- Councilor Gutjahr said she has previously written to Kathy Hennessy regarding changing our building use policy and if she doesn't hear from her in a few days she will call. She then said Farmers insurance will be doing the liability insurance for the health fair.
- Mayor Gwinn said this Friday is the district 8 meeting in Belen and tonight we have the CDBG public hearing at City hall.
- Mayor Gwinn explained on Golf Course Rd and 47 Robert Chavez had come in and told him there is a light post loose.
- Mayor Gwinn asked at the next workshop he would like to add a resident concern as a discussion item.
- Mayor Gwinn reminded that Saturday is our cleanup and there will be 2 dumpsters this time.

2. Budget - Discussion

- Manager Skerry started a discussion on the budget strategy sheet and line by line items on the revenues for the proposed 2018 budget.
- Manager Skerry explained the approved, annualized and general/projected amounts for revenues.
- Manager Skerry gave a breakdown of the franchise fees last years budgeted amount being \$150,000 and annualized is \$206,000 and explained that he is still going after Comcast, Plateau and solid waste haulers for franchise fees.
- Councilor Gutjahr asked what the annualized column meaning is.
- Manager Skerry explained how to read the proposed budget spread sheet and then continued the discussion on budget revenue.
- Councilor Gutjahr said one thing that she finds interesting is how many people in our City have increased their internet sales and began a discussion.
- Manager Skerry Continued the discussion on the budget revenue.
- Manager Skerry explained regarding the capital outlay grant monies he is planning on spending rapidly about \$85,000 on getting equipment for the kitchen, fire alarm system, roofing insulation and lighting and ceiling tiles leaving \$100,000 carry over for legislative appropriations for next year. He then continued the discussion on the revenues.
- Manager Skerry reminded Council they had agreed to allow \$1,600 for an incubator study and he has been meeting with Greg Martin and they are ready to move forward with the program.
- Councilor Gutjahr asked are they envisioning us annexing the Industrial Park.

- Manager Skerry said he was at a meeting with the County fire department and explained the major area of services, getting the building turned over to us, the pet crematorium lease and having another place for another fire station and is hoping within a few weeks to have an agenda item at the County to have them transfer ownership over to us. He then continued the discussion on creating the business incubator with Los Lunas and the process of annexation.
- Manager Skerry continued the discussion on revenues.
- Manager Skerry explained so far we have not been charged anything for housing of prisoners so the correction fee amount has not changed and then began a discussion on projection on the other correction funds and fines.
- Manager Skerry said the bottom line for the revenue is \$1,911,135.
- Manager Skerry explained the expenditures total of all categories plus reserve is \$1,863,825 and proposed by resolution that we transfer \$200,000 into an NMFA interest bearing account for the reserve and began a discussion on possibly rolling the \$56,000 from last year into the same account or having a 30% reserve.
- Treasurer Benavidez stated that the current administration is going to increase the federal funds interest rate and then said this we will only benefit for putting the funds into an interest bearing account.
- Councilor Scroggins asked are we looking at 2 accounts and continued the discussion on what amounts and type of accounts might be considered.
- Councilor Gutjahr said she has reservations regarding making the reserve so large.
- Manager Skerry said we are starting to top out on what we can bring in as revenues and continued the discussion on the reserve funds.
- Manager Skerry began a discussion on what is in the bank right now, having several bank accounts and the balance sheet.
- Mayor Gwinn said if we could go with an NMFA that would be a good sound base.
- Manager Skerry began a discussion on the expenditures totaling \$1,788,102.
- Manager Skerry said he has put in the budget the projected salary and wages for everyone and began a discussion.
- Manager Skerry said in future we will have to have discussions on maybe having a full time Code Enforcer and explained we are still advertising for a part-time.
- Manager Skerry explained that he is asking for \$3,600 to be paid to the fire inspector as a 1099 and continued the discussion on the payroll burden for all employees.
- Manager Skerry explained the nominal fee for the Judge and this is projected for the incoming Judge in the next election and continued the discussion on the correction fees, court clerk salary and anticipated correction budget.
- Councilor Scroggins asked if the other Sheriff Deputies have Rio Communities citations.
- Manager Skerry said no they write tickets but they do not come to our courts or get the money and continued the discussion on the court fines and fees.
- Manager Skerry continued the discussion on the nominal fee for all of the other commissions.
- Manager Skerry explained travel/hotel/per diem has been increased the amount we are having more continued education from staff, Judge and Council and continued the discussion on expenditures.
- Manager Skerry explained the cost of VRECC has gone down and continued the discussion on the expenditures.

- Manager Skerry said he has put in the budget contracts such as health clinic study, CDBG/NMDOT – engineering & survey, website design, EMS director, etc. and began a discussion these contract studies.
- Councilor Sais asked regarding the parks it is setup as a plan, design and construct.
- Manager Skerry said yes we have to do the plan first.
- Councilor Sais asked any planner has to come through council.
- Manager Skerry said as an individual cannot come up with a plan but needs to be done by an RFP.
- Councilor Sais said he has a plan and idea for getting a park.
- Manager Skerry explained if you had an idea, had a public hearing and depending on what the public wants that is what the planner will take with them and come up with a design.
- Councilor Sais said he will be getting a drawing to Council from the School and also said he has been looking at other funding sources such as the VA to use the 3.5 acres.
- Manager Skerry explained the VA is a Federal Funding source and if you went in with a preconceived idea/plan for that park you would negate the chances of getting that funding. He then further said that is not to say you could not personally fund it and further explained the steps to getting federal funding.
- Councilor Brown asked does the plan have to be done by a certified individual.
- Manager Skerry said not necessarily be certified but you need to have a non-preconceived idea or notion.
- Councilor Sais said he has been talking for some time regarding a Veterans park and he understood that he would like to see one park completed and then have a domino effect.
- Manager Skerry said that you need to have a full plan for all areas not just one park.
- Mayor Gwinn said P&Z should be orchestrating this.
- Manager Skerry said P&Z has gone through a major turnover and the new group is not yet proficient to write up new plans.
- Councilor Gutjahr said one of her concerns is since there are a lot of pipelines under many of these areas and not having the studies.
- Manager Skerry said yes the individual who is doing the plan after the study would let us know their recommendations as to where certain things can be placed and what type of use.
- Councilor Sais asked is there a problem of setting money aside to prep the park.
- Manager Skerry said yes this would be a problem because that would be considered construction before you got the plan.
- Councilor Sais asked then the 3.5 acres we could not prep it for anything.
- Manager Skerry said he will put into the budget a plan for future park/trails and open spaces and began a discussion on contracts and how much to set aside for the studies.
- Manager Skerry continued the discussion on the line by line expenditures.
- Councilor Sais asked regarding the municipal street fund and public safety can that go for lighting.
- Manager Skerry said that has its own fund and continued the discussion on public works supplies/labor, recreation programs and other expenditure items.
- Councilor Sais asked we are a government non-profit sitting on a 501c3 doesn't other non-profits hold over to use under our umbrella.
- Manager Skerry explained you are using tax payer's money and it is very tricky on what you can contribute to and further explained it is best practice to establish a policy.
- Councilor Scroggins asked if there is an appropriate 501c3 the City could give them money.
- Manager Skerry said according to the attorney general we would be in violation if we would do that and began a discussion on the building usage policy and 501c3.

- Manager Skerry continued the discussion on the proposed budget expenditures.
- Manager Skerry said we have put into the budget \$25,000 to maintain the street lights and \$20,000 for repair on what we own. He then said since we have 2 years of carryover of \$41,000 we could put this towards the parking lot lights and began a discussion on the possibilities of usage of the funds.
- Manager Skerry continued the discussion on the budget expenditures.
- Councilor Gutjahr said doing a recap there will be additions of contract services for a park planner and also having a full-time code enforcer.
- Manager Skerry explained if we are careful with the carryover we can maybe do a full-time code enforcer or a park planner or maybe both and continued the discussion on the proposed budget.
- Councilor Sais asked all our carryovers are a plus not a deficit.
- Manager Skerry said yes because we have never exceeded a fund and continued the discussion on other expenditure line items and changing the code enforcer from part-time to full-time.
- Treasurer Benavidez asked if they are going to consider something new for the janitorial services because the staff is doing all the cleaning and began a discussion on what was done last year to try and get janitorial and then maybe hiring someone and making them a 1099.
- Manager Skerry asked if everyone is good with the changes and explained we will be going into the budget hearings with this budget draft.
- Manager Skerry explained personnel is review the Personnel Policy for changes and that Celina and Lisa have been working on retirement plans through our payroll services.

3. Manager Report

- Manager Skerry had no comments.
 - The City Council workshop was adjourned at 1:39 pm.

Respectfully submitted,

 Lisa Adair
 Municipal Clerk

Date: _____

Approved:

 Mark Gwinn,
 Mayor

 Margaret (Peggy) Gutjahr,
 Councilor Mayor Pro-tem

 William (Bill) Brown,
 Councilor

 Arturo R. Sais,
 Councilor

 Thomas Scroggins,
 Councilor