

City of Rio Communities Workshop Minutes
Tuesday April 24, 2018

- Mayor 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: City Manager Bob Skerry and Municipal Clerk Lisa Adair.

Council reports & agenda items – 30 minutes

- Councilor Ramsell had nothing to report.
- Councilor Sais said he has had positive feedback from the Hillandale turnoff.
- Councilor Sais said he had a meeting at the Senior Center and it was a good meeting and passed out a synopsis of the meeting, who attended and began a discussion.
- Councilor Brown had no report.
- Councilor Gutjahr said she feels we need to come up with a policy or guidelines about any campaigning during the health fair. She then suggested maybe sometime in July to put it in a workshop.
- Councilor Gutjahr explained there were about 350 people including vendors at the health fair.
- Councilor Ramsell said he as a vendor he had a good turnout himself and said he would like to be involved in the October event as well.
- Councilor Gutjahr said she would like to see another workshop under risk management issues.
- Councilor Gutjahr asked if there is a way to make the financial worksheet available sooner than late in the evening the night before and began a discussion.
- Councilor Brown asked for help on his computer he is unable to open group emails.
- Clerk Adair explained that she has looked at the Cities side as the administrator and could not find the reason why there is a block.
- Councilor Brown continued to explain his situation.
- City Manager said that is why we have asked for everyone to use the laptops that the City has issued them.
- Councilor Gutjahr explained that she feels it might be the operating system.
- Clerk Adair suggested that we may need to look at the home computer and said she will have to see what her schedule is and go look at it.
- Councilor Sais said he feels we need training on the laptop.
- Manager Skerry suggested maybe having a workshop on computer training and continued a discussion.
- Mayor Gwinn said everyone received information regarding Tom Udall being in Los Lunas and asked who might be attending.
- Mayor Gwinn asked if we had started looking at the process of adding street lights to the city.
- Manager Skerry said he does not have the list, but he thinks that there were 6 intersections.
- Mayor Gwinn said at the health fair he heard from some people they are seeing a lot of speeders going on Manzano and said after talking with Lisa she said she is not receiving tickets from the officer like she had with Roque and began a discussion on giving a report to the Deputy Chief Noah.
- Mayor Gwinn said this Saturday is our cleanup and then asked if we will have the wood chipper.
- Manager Skerry explained that we have requested Jay to be there and continued the discussion.
- Mayor Gwinn reminded that the VALEO meeting in Peralta will be next week Tuesday May 1.
- Mayor Gwinn said the letter from CID regarding the Padilla's complaint has been sent to the Attorney.

Older American Program – Councilor Sais, update – Discussion

- Councilor Sais passed out an overview of the meeting held on April 11, 2018 and explained various areas of the meeting. He then gave an overview of our Senior Center problems and said they are looking at bring in more activities and began a discussion.
- Councilor Brown said the County is not asking for any fiscal support this year and they are committed to totally running their centers and continued the discussion.
- Manager Skerry said this is a better situation they are in and then said there is a history of bad fiscal management.
- Councilor Brown said their view for next year would be 10% reduction of grant money and flat for State money.
- Councilor Sais asked if there is mismanagement here would DFA be able to correct this situation.
- Manager Skerry explained DFA could put them as an at-risk agency but it is the County Manager responsibility to solve the County's budget mismanagement problems and continued the discussion.

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

- No public comments.

Ordinance 2018 - __ Personnel Manual Policy – Discussion

- Councilor Gutjahr explained when looking through the policy there is not a description of merit pay. She then said in her past experience, the employee handbook has a merit base pay scale and she doesn't see this in our policy and began a discussion.
- Manager Skerry said at some point we will have a merit base pay scale but right now we don't have a set wage a salary scale to base a merit pay scale on and continued with the discussion.
- Mayor Gwinn explained other municipalities at an open meeting had the department heads ask for the merit raises for the personnel in their departments and continued the discussion
- Councilor Brown asked regarding 2.29 he wasn't understanding the definition on PTO abuse and began a discussion on other reason that are not considered non-medical.
- Councilor Brown asked for the change of 5.4 the last sentence currently reads exit interview may be requested and would like it to be change to mandatory and began a discussion.
- Manager Skerry asked what the enforcement would be if someone didn't give an exit interview.
- Councilor Gutjahr said you could withhold the paycheck.
- Clerk Adair said you cannot legally withhold their final paycheck and then gave an example of her own personal experience on a refusal of an exit interview and continued the discussion.
- Councilor Sais asked if an employee left on a negative note and in the future asked for a reference what could you do.
- Manager Skerry explained that Randy Van Fleck mentioned if this question is every given to respond with I would or would not rehire the individual and that is all no other reasons.
- Clerk Adair asked how they would like the last phrase to be worded.
- Councilor Gutjahr said she would like it to say, "an exit interview will be required" and continued the discussion.
- Councilor Brown asked if the exit interviews can be given to the Governing bodies to determine the Managers annual evaluation.
- Manager Skerry said as he understands the interview goes into the employee's personnel record and is not seen by anyone except for grievances.
- Mayor Gwinn said the interview should only come up in front of an EOC investigation, grievance or advisory board and continued the discussion.

Resolution 2018-__ 3rd Quarter Budget

- Council had a discussion on the 3rd Quarter Budget and the resolution.

Procurement Process Overview – discussion

- Manager Skerry began a discussion on the procurement process overview that the Treasurer sent out to all.

Solid Waste Ordinance – Continued/follow up Discussion

- Councilor Gutjahr said the requests from P&Z was to have a joint meeting between them and Council.
- Manager Skerry explained that Robert Teague will be out of town in training for the next 3-4 months and will not be available.
- Councilor Brown said he understood that the questions from P&Z have already come to Council and the Manager was going to write the ordinance based on Councils responses to the questions.
- Manager Skerry explained he talked with the Mayor and said that he feels this is something that would be a risk management situation and possibly end up in litigation and he would feel better if the attorney drafts the ordinance.
- Councilor Brown asked should P&Z write ordinances.
- Manager Skerry explained in the pass the ordinance was written by Jim, Scott and himself while they were in P&Z but feels since this is not an ordinary ordinance he would like for an attorney to either write or at least review.
- Councilor Gutjahr said as she understands P&Z would like to open a dialog because they feel things have gone wrong and then asked could we setup a meeting.
- Mayor Gwinn suggested having an evening meeting at the next P&Z next meeting and started a discussion on available dates.
- Councilor Brown asked once again if P&Z should write the draft ordinance.
- Mayor Gwinn said he has to agree with Bob regarding this situation for the attorney to at least review it.
- Manager Skerry explained he doesn't want to be accused of practicing law and writing the ordinance and further explained that all future ordinances may have to be done this way.
- Mayor Gwinn said once we have an attorney on retainer this may be in the scope of work regarding reviewing or writing ordinances and continued the discussion.

Retainer of an attorney – discussion

- Mayor Gwinn said he spoke with Marcus Rael last week and he would not mind continuing with us and began a discussion.
- Manager Skerry said we have budgeted for an attorney and continued the discussion.

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

- No public input.

Transfer of ownership lights Chamesa subdivision - Discussion

- Manager Skerry explained what he has received. He then said they do not have any proof of ownership, but they gave him an electric bill. He further explained what the County had to do in order for us to except the street lights and began a discussion on the risks of taking over the Chamesa lights.
- Mayor Gwinn asked if the one light that is currently on at the entrance is that one we will inherit.
- Manager Skerry said that is one that is not showing up on the list.
- Councilor Sais asked how many lights are there.
- Manager Skerry explained there are 6 available and there is room for more in the future.

- Councilor Gutjahr explained what she had sent to Chamesa the requirements to transfer lights over.
- Manager Skerry said it is up to the Council on what they would like to do and continued the discussion.
- Mayor Gwinn asked if it was on the agenda tonight for a vote to transfer and continued the discussion on what the process would be to get the lights in our name.

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

- No public input.

Salary and Wage Range – Discussion

- Councilor Brown asked what our current salary and wage range is.
- Manager Skerry started a discussion on what we received from the HR company on salary analyses for other cities and Belen and Los Lunas salary scale.
- Manager Skerry explained after discussion with Council he had two more positions on the scale range for Fire Chief and Assistant fire chief with both being required to be EMT and further explained that the State Fire funds have been lowered at almost \$60,000 and continued the discussion on the pay scale.
- Mayor Gwinn said he would like to start on the wage scale looking at the City Manager’s position.
- Councilor Gutjahr asked we are at about 14% increase in GRT
- Manager Skerry said this is for our 1st 6 months and then explained GRT does not necessarily drive income.
- Councilor Gutjahr asked we are using other funds such as property tax and small city assistance.
- Manager Skerry explained when you say 75% it does not necessarily mean your GRT but is the total in the general fund and then further explained where we receive revenue not just in GRT’s.
- Manager Skerry gave council what he has projected for all of the positions and began a discussion on how he came up with these figures.
- Councilor Brown asked where the current employees are in the salary range.
- Manager said that currently he is at 60k, Celina is at 45.5k, Lisa is at 30k and Pam is at \$14.00 an hour.
- Councilor Gutjahr said she has felt for a while that employees should be paid well but her concern is sustainability.
- Councilor Brown said he feels that salary range has nothing to do with the ability to pay and is determined by the hierarchy and whatever salary range we set should not prohibit hiring now or in the future and continued the discussion on the salary range.
- Councilor Sais said maybe we need to look at more support staff and then said it is getting more and more confusing are we talking about individuals or the positions.
- Manager Skerry said what needs to be looked at is how would you fill the individual positions in the event they become vacant and with that you need to have a viable wage scale and job descriptions and continued the discussion.
- Mayor Gwinn gave his area of where he feels the range could be and continued the discussion.
- Councilor Brown suggested to have for tonight to have your range and percentages to be reviewed and make the decision at that time.

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

- No public input.

Budget public hearing date/dates setup – Discussion

- Mayor Gwinn said by law we are only required to hold one public hearing and then started a discussion on budget dates.
- Council decided on the Monday May 14th at 6:00 pm.

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

- No public input.

Manager Report

- Manager Skerry said there has been a ton of activities for economic development and explained the areas of possible growth of houses being built throughout the City and began a discussion on the developments.
 - Councilor Gutjahr asked would this just be the development of homes or would other things such as parks.
 - Manager Skerry explained that they had talked about other areas of development such as an RV park and possibly including parks and continued the discussion of possible growth.
 - Jim Winters explained the process of how economic development works and getting growth within a community.
 - Manager Skerry explained roads are getting finished.
 - Councilor Gutjahr asked when does the City Manager think they are going to start doing the building
 - Manager Skerry explained they had shot the elevations on Thursday and explained what else they need to do before they will start the building.
- The City Council workshop was adjourned at 1:55 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