

City of Rio Communities Workshop Minutes
Monday May 22, 2017

- Mayor Gwinn called to order the workshop at 10:00 am.
- Present: Mayor Mark Gwinn; Councilors, Bill Brown, Peggy Gutjahr, Arturo Sais and Thomas Scroggins. Also, Present: City Manager Bob Skerry, Treasurer Celina Benavidez, Municipal Clerk Lisa Adair and EDC Chairman Jim Winters.

1. Council reports & agenda items – 30 minutes

- Councilor Scroggins had no comments.
- Councilor Sais said he received an invitation to attend a presentation for the students of the Belen High School Career Academy.
- Councilor Sais said he would like to continue the conversation on public safety and adding another police officer and then said someone is coming to the meeting tomorrow night with a petition and began a discussion.
- Councilor Scroggins asked what is the time frame to add another officer.
- Mayor Gwinn said we would not be able to add another officer till maybe 2019 and continued the discussion.
- Councilor Sais asked if we are getting any taxes from the real estate transactions.
- Mayor Gwinn explained that until we see the 455 report we do not know who is paying their taxes.
- Manager Skerry said that is why we need to get the real estate transfer fee setup.
- Councilor Brown said he lives in a very exciting neighborhood and said a car just about took out a brick fence and then said a lot of speeding on Riley is happening. He further explained how he feels part of the problem is the way the street is designed.
- Councilor Brown said he feels it would be appropriate for the City to have a day for Clarke and Alice Metcalf because of their public service to the City.
- Councilor Brown presented to the council an hour glass of timer.
- Councilor Gutjahr asked regarding Goodman what is the status of the paving.
- Manager Skerry said that the ground temperature must stay consistently above 60 degrees and then explained it is up to the company when they feel it is safe to proceed.
- Councilor Gutjahr said she has tried to meet with Jodi regarding the petition and the budget and then explained she has talked to several people regarding passing an additional mil levy, the budget and adding another officer.
- Councilor Sais said on Goodman it's a racetrack now and then asked is there a possibility to put speed bumps.
- Mayor Gwinn said the residents in that area need to say if that is what they want and began a discussion on the procedures.
- Mayor Gwinn said the cleanup was a huge success that we had 3 dumpsters and then he said there was a major concern of several needles placed in the dumpster.
- Manager Skerry explained that he has asked AC disposal to make some magnetic signs for hazardous material or unacceptable material and began a discussion.
- Mayor Gwinn said we do have some street lights out, south of Maddox Loop, Rio Communities Way and Hwy 47.
- Mayor Gwinn said he was talking to several persons who purchase from amazon and began a discussion on changing the address from Belen to Rio Communities for us to receive the 2% tax.

2. Resolution 2017 - 83 Fixed Asset Policy

- Manager Skerry said this is the updated fixed asset policy and there will be an asset list and depreciation schedule attached and began a discussion.
- Councilor Gutjahr asked about the depreciation schedule.
- Manager Skerry explained what is considered a useful life and continued the discussion.
- Manager Skerry explained that the fire department just ordered a new command vehicle pickup truck and continued the discussion on the depreciation schedule.
- Councilor Brown asked what is the plan on the aerial unit.
- Manager Skerry said they have decided they do not need it and continued the discussion.

3. Resolution 2017 - ___ Budget Amendment #2 (Fire Protection to Gen fund 20k)

- Manager Skerry gave everyone a Budget Adjustment Requests handout and explained what is LGD (local government division) and went over with Council on the requirements.
- Manager Skerry explained the reason for all the budget amendments that we will be passing and most of the resolutions are from the EMS and explained that the money originally went into the general fund and should have gone into the special funds.
- Councilor Brown asked about the fire department fund accounts.
- Manager Skerry said the City is keeping all their books and doing the accounting for the fire department.
- Councilor Scroggins asked this is all on paper not having actual individual checking accounts.
- Manager Skerry said the money is still in the bank it was just put into the wrong account and began a discussion on the different funds.
- Manager Skerry explained that encumbering the fire funds would enable us to continue getting future funding and continued the discussion on the use it or lose it process.
- Councilor Gutjahr asked on the form it say's "Local Government approval" is that us.
- Manager Skerry said yes and began a discussion on the requirement of a formal resolution to pass the budget.
- Manager Skerry explained that many cities do not have to adjust their budgets too much except for the more newer municipalities and further explained that we are like a startup company and everything looks like a major increase and continued the discussion.
- Manager Skerry went over the BAR do's and don'ts.
- Councilor Gutjahr asked where did these do's and don'ts come from.
- Manager Skerry said they came from DFA and explained this is budgeting 101 and continued the discussion.

4. Resolution 2017 - ___ Budget Amendment #3 (Gen to Correction fund 16.8k)

- Covered on the above conversation.

5. Resolution 2017 - ___ Budget Amendment #4 (Gen to EMS fund 6.3k)

- Covered on the above conversation.

6. Resolution 2017 - ___ Budget Amendment #5 (Gen to EMS fund 6k)

- Covered on the above conversation.

7. Resolution 2017 - __ Budget Amendment #6 (Gen to EMS fund 7.9k)

- Covered on the above conversation.

8. Resolution 2017 - __ Budget Amendment #7 (Gen to Fire Protection fund)

- Covered on the above conversation.

9. Resolution 2017 - __ Budget Amendment #8 (Gen to EMS Fire Protection Fund)

- Covered on the above conversation.

10. Resolution 2017 - __ Budget Amendment #9 (Gen to Wildfire funding)

- Covered on the above conversation.

11. Resolution 2017 - __ Budget Amendment #10 (Gen to Fire Protection fund - grant award)

- Covered on the above conversation.

12. Resolution 2017 - __ Budget Amendment #11 (Gen to Fire Protection fund 20k)

- Covered on the above conversation.

13. Resolution 2017 - __ Budget Amendment #12 (Gen to Capital Projects)

- Covered on the above conversation.

14. Resolution 2017 - __ Budget Amendment #13 (Gen to Municipal Streets)

- Covered on the above conversation.

15. FY 2018 Interim Budget

- Manager Skerry explained this is the interim budget that must be submitted to DFA by June 1st. He then said this will be voted tomorrow evening to submit to DFA and began a discussion on the spreadsheets.
- Manager Skerry explained the property tax fluctuations, the collection % from the County, the mill levy and what is required to show on the budget for DFA.
- Manager Skerry gave the highlights of changes made to the budget proposal starting with the revenue and carryovers.
- Manager Skerry explained the highlighted areas of expense items on the budget.
- Manager Skerry said professional services has been increased and explained that there will be about \$80,000 that may be coming in from the DOT grant but is not in the budget yet and then said there is a possibility for getting this grant yearly. He further explained the list of what still needs to be completed for this year in the City.
- Councilor Sais asked is the attorney line item a retainer.
- Manager Skerry said no we do not have a retainer but we pay \$150 an hour for attorney services.
- Manager Skerry explained why we put in the budget professional services, certified engineering and increasing web designing and continued the discussion on the proposed budget on the expenditures.
- Mayor Gwinn asked if a person goes and picks up their dogs from the animal shelter do they pay for shelter fees.

- Manager Skerry said our contract is \$50 a day, the owner has a three-day limit to claim the animal and then started a discussion on the contract and process.
- Manager Skerry said revenues are \$2,315,476.00 and expenses are \$2,203,032 with a net amount of \$12,000 approximately for a cushion. He then explained that \$200,000 + 58,000 + 99,162 will be going into a reserve account on July 1 and then explained for the public tomorrow will need to be told that there will be greater than 1/3 of reserve and continued the discussion.
- Mayor Gwinn said we need to grow our economics.
- Councilor Scroggins asked even if we have the money in the bank DFA would not approve the contract of a police officer.
- Manager Skerry said only if we had reoccurring revenue to support another officer and the only way to do that would be the public agreeing to increase property tax and continued the discussion.
- Councilor Sais asked when do we think outside of the box and then said there must be some wiggle room for law enforcements to be the priority.
- Manager Skerry said he feels that we have thought outside of the box. He then explained we are a statutory City which means it is illegal to do anything unless the State statues says you can and DFA has statutory control of our budget and began a discussion on raising GRT's, property tax or some other monies guaranteed for the next budget year.

16. Manager Report

- Manager Skerry said the speed trailer is working great and looking at another trailer and 3 more electronic signs with LEPF funds. He then explained that we are looking for a contractor to do lights and electrical.
 - Councilor Gutjahr asked if there was any further information on annexation.
 - Manager Skerry explained we have a whole new P&Z group and no one has any experience to come up with the new ordinances and zoning.
 - Mayor Gwinn said maybe once we get them educated again they would be up to speed.
 - Manager Skerry said as far as writing ordinance they really need to have some municipal background and they do not have the experience.
 - Mayor Gwinn asked if there is any advertising for a code enforcer with doing other stuff part-time.
 - Manager Skerry said he hasn't gotten the public works part worked out yet and explained how there is so many meetings that the staff needs to go to and they haven't been available to get the job descriptions, annexation and ordinances worked up.
 - Manager Skerry said there are some people that are experienced in small municipal and county government that would be willing to work on a contract basis and explained what type of work they might be willing to do.
 - Manager Skerry explained he and Jim was at a luncheon with Ralph from Los Lunas regarding economic development and they are forging ahead.
 - EDC Chairman Winters said there is a possibility for a grocery store in the future.
 - Manager Skerry explained that he and Jim will be meeting on a regular basis with Ralph and getting the benefit from all his resources.
- The City Council workshop was adjourned at 12:47 pm.

Respectfully submitted,

Lisa Adair
Municipal Clerk

Approved:

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Councilor Mayor Pro-tem

William (Bill) Brown,
Councilor

Arturo R. Sais,
Councilor

Thomas Scroggins,
Councilor

Date: _____