

City of Rio Communities Workshop Minutes  
Monday June 12, 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, Treasurer Celina Benavidez, Municipal Clerk Lisa Adair, Code Enforcer Robert Morgan and EDC Chairman Jim Winters.

**1. Council reports & agenda items – 30 minutes**

- Councilor Scroggins had nothing to report.
- Councilor Sais said a new horse rescue is starting up down the street.
- Councilor Sais said he has concerns regarding the comprehensive plan and priorities on public safety policing and said down the line within our financial limitations we need to possibly set up some kind of tax increase for this issue.
- Councilor Brown asked if the road signs have anti-graffiti and UV coating.
- Manager Skerry said all the new ones have both UV and anti-graffiti coating.
- Councilor Brown asked if we could include in the upgrade of the website can we add the MOA & MOU agreements.
- Councilor Gutjahr received the little neighborhood phone book and noticed that Rio Communities is not listed.
- Councilor Gutjahr said she has been following Nextdoor on the web and talked about using them as an out source for job positions and then said she has also been watching the crime watch reports.
- Councilor Gutjahr said she loves the completion of Goodman and then said that it is nice but the bad part is now there is zooming going on.
- Councilor Gutjahr saw on Facebook that Los Lunas is building a new fire department and said they have dedicated a place to have a mini clinic for walk-ins.
- Mayor Gwinn explained he will be attending a NMML policy committee meeting on the 24<sup>th</sup>.
- Mayor Gwinn said he went to the 3<sup>rd</sup> annual Mayors on Strike bowling for ARCA on the previous Saturday and they raised quite a bit of money. He then explained that they also held a Mayor Caucus and explained some of the discussions at the event.
- Mayor Gwinn explained for the Saturday's cleanup and he will not be here to attend.
- Mayor Gwinn said that Kelly Fajardo will be holding a Town Hall meeting here at City Hall on Thursday at 6:00 pm.
- Mayor Gwinn said on the 27<sup>th</sup> there will be only 3 council members here and explained we do have a simple quorum and will continue with the regular meeting.

**2. EDC updates**

- Mayor Gwinn explained that there are 3 members asking to be reappointed to EDC and is on the agenda for discussion and action tomorrow night.

**3. ICIP – discussion**

- Manager Skerry explained what ICIP is, other grants that we will be going for and how it is funded. He then said that in September you are committing for the whole year but do not apply for these grants until February or March of the following year and then explained that we need to be specifically vague.

He then said that the reason we are bringing this up now is that technically we will only have 2 meetings in August. He then said we need to start reviews of last year's list.

- Mayor Gwinn said this is part of our planning process and let's get all our ducks in a row.
- Councilor Gutjahr said in the Journal there was an article about taking money from the capital fund.
- Manager Skerry explained that is the reason that we have placed money into an investment pool with the State Treasury and further explained how the money is funded out of the capital line item from our budget and began a discussion on the process of plan, design and construct when going after grants.
- Councilor Brown said what he understood the article to be is eliminating ICIP for the whole year.
- Manager Skerry explained there is differences between capital outlay and ICIP. He then said yes that capital outlay was suspended for one year not the ICIP and continued the discussion on capital outlay and ICIP.

#### **4. Project priorities**

- Mayor Gwinn explained that Manager Skerry has given everyone a list and asked everyone to prioritize what they feel is the best direction for him.
- Councilor Gutjahr clarified that these are things we will be directing Bob to complete.
- Manager Skerry said this is everything that is in the budget and in no particular order.
- Councilor Gutjahr asked if there are things on this list that other people can be part of and would this be helpful.
- Manager Skerry said yes there are somethings that can be helped and then explained this would have to come to his office first and then we could figure out what can be delegated.
- Councilor Brown explained that he took the list Manager Skerry had given and restructured it and began a discussion on the list that he presented.
- Councilor Brown said one of his thoughts for a potential priority is the fire department and went on to explain his concerns for the way the building is taking so long to complete.
- Manager Skerry explained dealing with the insurance company we could have accepted a check but instead went for a complete replacement and it is on their time frame and money. He then began a discussion on the length, not costing the City any money to complete the work, the fire department building repair and the insurance company.
- Manager Skerry said everything on either list has to come before him and continued the discussion on a rating for the top priorities the governing body would like to see.
- Councilor Gutjahr asked can the list be sent to her by email so she can put it in her own format.
- Manager Skerry said yes, he can and then said somethings are time sensitive. He then explained that he gives everyone a calendar at the beginning of the year with a timeline of what needs to or has been accomplished and continued the discussion on the list.
- Councilor Scroggins asked if the manager can give some indication on what would not take a while to do and then said this could make it a higher priority.
- Manager Skerry said his main priority is get the building finished and then explained every two weeks the staff is getting ready for meetings and began a discussion on the situation on all the different meetings he and staff attends.
- Councilor Gutjahr asked regarding VALEO how much does that entail for Bob.
- Manager Skerry explained that VALEO is trying to be rejuvenated and further explained that he had lunch with the Managers except for Belen or the County who didn't show up. He further explained the

Mayors of Bosque Farms and Peralta do not want to see it continue. He then began a discussion on how the County is not being a county right now.

- Councilor Sais said we have a lot of priorities and this can be very confusing and then asked can he narrow this down to maybe five.
- Manager Skerry said this is what he is trying to get from the Council and explained what direction they want him to go on and then started a discussion on what type of rating system of 1-5, 5 being the highest priority.
- Councilor Scroggins asked if this is the same type of rating system that P&Z used for the roads.
- Chairman Winters said P&Z used the passer system.
- Manager Skerry started a discussion on the rating systems that were used for both the comprehensive and road plan.
- Manager Skerry explained that Goodman is completed and began a discussion of the process of completion, different types of chip and seals and the meeting he and Jim went to regarding the Manzano Expressway time frame of its completion.
- Mayor Gwinn said he understand we are having trouble with getting bids on the parking lot lights but he would like to have them figured out before wintertime.
- Manager Skerry said that is one of the items that he is talking about on the priority list.
- Councilor Sais asked can we prep a portion of the land for a park by using volunteers before the survey or planning.
- Manager Skerry said they can do cleanup but you do not want to spend tax payer's money before the plan, design and construct and began a discussion on other municipalities that did not do the right process and have empty buildings.
- Councilor Sais said we used to have 2 major parks and then asked what is the definition of mini-parks and began a discussion.
- Councilor Sais once again asked can we prep for the parks.
- Manager Skerry said no we cannot spend tax payer's money on something that has not been planned and designed first and began a discussion on the grant processes.
- Councilor Sais said the building at one time was a theory and now it is in place that we are continually prepping it.
- Manager Skerry explained this building wasn't prepped but it was planned and explained how this funding was phased.
- Councilor Sais continued to say that he feels it is a visual of our City going forward to have a park and how this would enhance economic development and then asked once again can we prep the area.
- Manager Skerry said this land practically is a big X until the Manzano Expressway is complete and continued the discussion on the rating of the priorities list.

##### **5. Council pay/framework/process – discussion**

- Councilor Gutjahr asked for the Council to get paid this must go out for a public vote.
- Mayor Gwinn explained at the next election if we want this would go on the ballet, the amount of pay and a check approve or dis-approve.
- Manager Skerry said we do have an ordinance saying we need a vote of the public.
- Councilor Gutjahr asked can you change the ordinance.
- Manager Skerry said yes you can change the ordinance but that is a political question.

- Mayor Gwinn said the NMML has done a survey and he asked Tasha to send him the data on who is getting paid and began a discussion on which municipalities are getting paid and how much they get paid.
- Councilor Sais said we are in a Metro area and feels we shouldn't put us in the same category as a smaller city as Mesilla and then explained as time go on he feels this will supplement income and it also will get the family person involved in the Council.
- Councilor Gutjahr asked which municipality is getting paid in the County.
- Mayor Gwinn explained that Belen, Bosque Farms, Los Lunas and Peralta all get paid and continued the discussion on the data Tasha will be putting together.
- Councilor Brown said he is against council pay.
- Mayor Gwinn explained that Rio Rancho residents have been against council pay and at the last election reduced the Mayors pay and continued the discussion.
- Councilor Sais said all he would like is consistency and then said that we have put in the budget for P&Z and EDC to get paid.
- Treasurer Benavidez asked can an individual refuse the pay.
- Mayor Gwinn said yes it can be rejected and then said come January if this is what council wants to do we can put it on the ballot.

#### **6. Process and framework for raises – discussion**

- Councilor Gutjahr asked what is the current way to process raises.
- Manager Skerry explained that before we decide on a raise structure of percentages or a numbering scale we must get the wage and salary scale correct and it still is not correct based on ratio and percentages to the job description. He then said Los Lunas has a full-time personnel manager and began a discussion on their process and wage scale.
- Manager Skerry then said the spreads between the clerk and the finance officer and between the finance officer and city manager are not correct and began a discussion on explaining a correct wage range.
- Councilor Scroggins asked in Los Lunas the finance manager makes about 70% of the administrator and the clerk makes about a third of the administrator.
- Manager Skerry said yes and then explained that if we went by that type of percentage from what he is now making, Lisa would only be making 20,000 and then continued the discussion on true merit raises vs. longevity and the relation to what you are producing.
- Manager Skerry said once we have the proper scales then we can determine the merit raise process.
- Councilor Brown said he is a believer of Merit as opposed to seniority.
- Councilor Scroggins said he would like to see bonus set on accomplishing goals set for all employees.
- Manager Skerry said he would agree but bonus is addressed by the State legislature and only allowed at certain times.
- Councilor Brown said he would think it would be in lieu of a raise.
- Treasurer said the bonus is considered a stipend and you cannot give a raise unless you adjust the budget.
- Manager Skerry said we need to get the wage and salary scale in the right percentages and continued the discussion on all the policy requirements that grants require.
- Councilor Sais gave examples of a pay scale of a university on how the coach makes so much more than the president.

- Manager Skerry said what if the Dean of students made more than the president of a university and have a merit based policy they would be in violation and continued the discussion on the pay scale and job descriptions.
- Councilor Sais said that if you are an exempt position it is required for you to do your regular hours and then extra hours on top of that.
- Manager Skerry said he has been doing that and then explained that last year he lost over 200 hours of compensated time and continued the discussion.
- Councilor Sais said he understands that and explained that if you are required to attend an event you must go do that.
- Manager Skerry explained what if you were told to attend an event every weekend or nightly every week and you were going to make less money because of the extra hours being put in you wouldn't be happy with the position and continued the discussion.
- Councilor Gutjahr asked to apply for the CDBG grant you must have a personnel policy that has a percentage of what people make.
- Manager Skerry said the personal policy needs to match the Federal Labor Standard Act and continued the discussion on the personal policy and the wage scales.
- Treasurer Benavidez asked where are all the objections coming from.
- Councilors Gutjahr and Sais said it is money.
- Treasurer Benavidez asked since this is just a scale how can this be a money issue.
- Councilor Sais said he feels it is a financial and budget thing.
- Manager Skerry said the scale is not a budget item but feels this was been a personal attack on him and his wages and continued the discussion between the manager and finance director wages.
- Mayor Gwinn asked for everyone to do their research on the scale ranges of other municipalities, look at the populations and come back with their findings.
- Clerk Adair explained her being staff what her interpretation on incentive of advancing and the pay scale not being in proper alignment for the positions.
- Mayor Gwinn once again asked council to research, look at perimeters and see the discrepancies and then come back and debate.
- Councilor Scroggins explained that he would be leery of coming up with percentages when Bob is the hirer and firer of the employees.
- Councilor Gutjahr said we are looking at the ratios of the salary scale and continued the discussion.

#### **7. Advancing public input at a workshop/council meeting to a trial period – discussion**

- Mayor Gwinn said his preference is workshop are for us and then said talking with other Mayors they suggested changing the public comments on the business meeting to allow input.
- Councilor Gutjahr said she agrees on the workshop being for council and changing the public comments to be rephrased to say comments/questions.
- Councilor Scroggins said he doesn't feel we should tell people they could not make comments that are not on the agenda and began a discussion on the comment section on the agenda.
- Councilor Brown said he feels this started out as a simple thing on how do we get input from the public before it goes to a vote and then said let's allow people to attend a workshop so they can have input and began a discussion on how do we get the knowledgeable input from the public.
- Councilor Gutjahr said she would prefer dialog and debates amongst themselves at the workshop.
- Councilor Brown asked what is the pleasure of the governing body.

- Councilors Sais and Gutjahr said they would like it as a trial.
- Councilor Scroggins asked would they have to be done by resolution
- Mayor Gwinn said no resolution is necessary for a trial but this will be up for a vote to move it to a trial.

## **8. Realtor transaction fee – discussion**

- Mayor Gwinn said this has been an ongoing subject and he would like to hold realtors accountable and began a discussion on who is paying or not paying their taxes.
- Councilor Brown asked do we know who else is getting the taxes that we are not receiving.
- Manager Skerry said since the State gets their percentage of the tax and they are not enforcing who else is getting the remainder of the money and have said it is up to the municipality to find out where the money is going to and continued the discussion.
- Councilor Scroggins asked is there a way of doing a refund of the fee.
- Manager Skerry said he is not sure if we can do a refund and explained we cannot charge more than \$35.00, what the cost for the city to administer the license, enforce the fee and would it be worth refunding back to the realtor and continued the discussion on the State statute of issuing a business license.
- Councilor Gutjahr asked what other Cities are doing this.
- Manager Skerry said (2) – Rancho De Albuquerque and Corrales and continued the discussion on other cities having the same problem and the process of possibly tracking the realtors.
- Clerk Adair asked if the Realtor pays the fee how are we guaranteeing they are still paying their taxes.
- Manager Skerry explained that Corrales went and bagged every realtor sign and has received 85% of compliance. He further explained Los Ranchos De Albuquerque charges \$35 and they put a seal on the sign and they are claiming they are getting a 100% of compliance and continued the discussion.

## **9. Disposition of Property**

- Manager Skerry said the fire department is getting a new command vehicle and will be giving the Tahoe to the City for the Code enforcer. He then explained we will be putting new decals on the Tahoe and we will be getting rid of the 2 cruisers we have.

## **10. Manager Report**

- Manager Skerry said Lisa has put onto our Facebook page an article that Keter is just south of Rio Communities and then asked if they would like to put as a top priority to annex the industrial park.
- Manager Skerry said that Los Lunas has said they have a \$2,000,000.00 surplus and had projected 16% increase for the year and their long-range projection is 6% per year. He then explained they are in phases for building the Facebook facility.
- Manager Skerry explained that we are also working on a new logo for the City and began a discussion on the strategies on getting EDC to do their homework on LEDA, our crime rate and the quality of living in our City.
- Manager Skerry said last fall a sample of the newsletter was drafted and we put it out for bid twice and had no takers. He then explained other cities newsletters and what they are covering.
- Manager Skerry introduced our new Code Enforcer Robert Morgan.
- Manager Skerry said we have had two more people come to look at the lights up front.
- Councilor Gutjahr asked what is the City Managers thoughts as to why we are not getting bids.
- Manager Skerry said one of the reason is because it is too small of a job and out of the way for an Albuquerque company to come out here and we are limited to who is certified through PNM.

- Manager Skerry said P&Z is putting together a power point presentation for the parks forum and has asked Celina to find out about getting our own bulk mailer permit.
  - Councilor Gutjahr asked when we would meet the new Fire Chief.
  - Manager Skerry said we should be meeting both new Fire Chief and his Assistant Fire Chief tomorrow night and explained why Jason had to step down as the Fire Chief.
- The City Council workshop was adjourned at 2:35 pm.

Respectfully submitted,

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Lisa Adair  
Municipal Clerk

Approved:

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Mark Gwinn,  
Mayor

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Margaret (Peggy) Gutjahr,  
Councilor Mayor Pro-tem

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William (Bill) Brown,  
Councilor

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Arturo R. Sais,  
Councilor

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Thomas Scroggins,  
Councilor

Date: \_\_\_\_\_