

City of Rio Communities Workshop Minutes
November 27, 2018

- Mayor Gwinn called to order the city council workshop at 10:00 am.
- Present: Mayor Mark Gwinn, Councilors; Bill Brown, Peggy Gutjahr and Arturo Sais.
Absent: Councilor Joshua Ramsell.
Present: Municipal Clerk Lisa Adair and P&Z member Jim Winters.

Guest Speaker – Debbie Porter – Express Employment Profession

- ❖ Debra Porter, Franchise Owner of Express Employment Professionals gave a presentation of the company, who they are and what the company has to offer.
- ❖ Mayor Gwinn said what we are basically looking at is we have been operating lean and mean but are now short on staff and we need someone to help provide a service to us, so we can maintain our structure internally to operate as we fill those positions and look at adding a couple of other additional positions that may enhance internally within our government.
- ❖ Ms. Porter explained her process working with their clients and said they are paid to source and find candidates based on the position and further explained their process of interviews, providing us qualified candidates and the testing they also provide.
- ❖ Councilor Gutjahr asked if there is a fee involved and an ongoing fee.
- ❖ Ms. Porter explained there are 3 different contract types; a temp, evaluation to hire and the final is a direct hire. She then further explained the meaning of each, payrates and bill rates for the different contracts.
- ❖ Councilor Gutjahr asked the fees vary, so this couldn't be done under an RFP or bid process.
- ❖ Ms. Porter said the fees can vary and then said as far as an RFP they can bid if they have an idea of what those jobs would be and then explained how this process would put together an estimate of the payrate, bill rate and do a standard markup to come up with a bid figure.
- ❖ Councilor Gutjahr asked if we needed someone temporarily to assist with HR and the financing would we setup parameters for that position or would the company.
- ❖ Ms. Porter said the temping position she would like to have an idea upfront with the time frame we are looking for and explained how the process works through her company from temps, to possibly replacements or even to hire.
- ❖ Mayor Gwinn asked if we were looking at a particular position such as the deputy clerk would the temp look at our job description or do you have other means to fill that temp position.
- ❖ Ms. Porter said the temp position would be according to work-comp requirements and then said they do not go by the job descriptions but will come out and meet with the boss of that position and will understand what everything that we are looking for.
- ❖ Councilor Brown asked from the time of interview, to the placement of that person in the position, what is the average length of time.
- ❖ Ms. Porter said the decision process usually depends on the client and it depends on the job interviews and when the client is ready to move forward.
- ❖ Councilor Brown asked once again from the time that you find out what the client is looking for to the time that you send out candidates for interview what is that time period.

- ❖ Ms. Porter explained her companies turnover time frame is within 24-48 hours to look at the resources and then 2nd - 3rd day is when candidates start coming to you. She then said when you get into higher level positions this time frame will take longer.
- ❖ Councilor Sais said communication is a big concern and then asked do they require or look at a candidate being bilingual or bicultural.
- ❖ Ms. Porter explained most of her clients are not requiring bilingual as a requirement but if that is what Council is asking then it can be required and began a discussion on how they gather the right candidate to fit the client's skill and bilingual requirements.
- ❖ Councilor Sais asked because New Mexico has medicinal marijuana so do you do drug testing on this aspect.
- ❖ Ms. Porter explained regarding Federal law you are still allowed to do drug tests and regarding the marijuana card use for the State of New Mexico it is treated as a prescription drug usage and explained what the laws process and what is in place.
- ❖ Councilor Gutjahr said it has been very helpful on her giving the view and explanation on the drug testing.
- ❖ Mayor Gwinn thanked Ms. Porter for her presentation.

Council reports & agenda items – 30 minutes

- Councilor Sais asked for the status of street lights.
- Mayor Gwinn said he will cover that in his report.
- Councilor Sais asked if there is a completion date for City Hall.
- Mayor Gwinn explained he had asked for that date but haven't received a time frame as yet and then further explained what work has been completed and what work is going on.
- Councilor Sais asked has there been any applications for City Manager.
- Mayor Gwinn said he has and will give more details in his report.
- Councilor Brown said tomorrow evening at 6:30 pm will be a meeting of the personnel board here at City Hall.
- Councilor Brown explained one of the classes that he had attended was on Homeland security, emergency management and disaster assistance and began a discussion on financial thresholds on disaster relief.
- Councilor Gutjahr asked what the amount means for the cost of Valencia County.
- Councilor Brown explained this is to meet the County's Federal threshold availability for disaster relief and does not include non-governmental organizations such as Red Cross and continued the discussion.
- Councilor Gutjahr thanked everyone getting their priority lists back to her, she'll have it available next workshop.
- Councilor Gutjahr asked what the amount for the franchise fees and the Mil Levy for last year.
- Mayor Gwinn said last year the Mil Levy was \$239k.
- Councilor Gutjahr asked what the franchise fees were.
- Mayor Gwinn said we were below, and it was looking at less than \$150k.
- Councilor Gutjahr said these are the two areas that come up constantly when asked about funding another police officer and began a discussion on the different revenue funds, other funding and residents putting up more money.
- Councilor Gutjahr said the Health Council will be meeting in January and they have a \$5k budget, she will be asking them if they would be willing to fund a defibrillator.

- Mayor Gwinn said he has 6 applications for the City Manager position and gave an update on the applications. He then began a discussion on other avenues of doing further advertising.
- Councilor Brown explained that he has 2 years majoring in political science and 2 years graduating in business administration with an MBA and he feels in no way would he be qualified to be a City Manager.
- Mayor Gwinn said that is why Greg Martin said we might want to put it out there for a certified City Manager and continued the discussion.
- Mayor Gwinn explained that Pam will be retiring from the City, then asked Clerk Adair if this would be until the end of December.
- Clerk Adair explained the letter of resignation said until suitable replacement or the end of the year and explained that the position has not yet been advertised in the newspaper until the 29th of November, but it is in the NMML website, our website and Facebook.
- Mayor Gwinn said the cleanup went well and thanked everyone for helping out.
- Mayor Gwinn said that he, Peggy, Tom Scroggins and Dennis Kintzler met with the Attorney regarding the Solid waste ordinance and began a discussion on the next steps and hopefully they will have by the 10th a draft of an ordinance and the process of an RFP.
- Mayor Gwinn said in the newspaper, Los Lunas has joined the lawsuit regarding GRT's and began a discussion on the long-term benefits and the internet sales tax.
- Mayor Gwinn gave an update on the firehouse and began a discussion.
- Councilor Gutjahr said the biggest complaint from the fire department has been if they could just get it done and continued the discussion.
- Mayor Gwinn said regarding the street lights, he has contacted PNM and unfortunately there is no one there that is in charge or knows who is taking care of what. He then said he is talking with a guy on Monday to do a night vision and determine what lights need fixing. He further explained putting a bid together for someone to maintaining the lights on Golf Course and Chamesa.
- Councilor Gutjahr asked regarding the solar lights for the community.
- Mayor Gwinn said that APIC does these types of lights and we will be trying to get them on a contract.
- Mayor Gwinn said he received the police/medical/fire report for October; 20 alarms went off in the community, the majority of the alarms was individuals failing to turn off their alarms; 24 calls for suspicious people, the majority was people walking on Hwy 47; 26 traffic issues, including 3 wrecks; 19 burglaries, ranging from doorbells being taken, ladders and grab and go after knocking down the door; 88 medical calls and 1 prairie fire and began a discussion on crime prevention, patrols and social media.

Pros & Cons of opting in/out of election - Discussion

- Mayor Gwinn started a discussion on the pros and cons of opting in or out of election and what other municipalities are considering doing.
- Clerk Adair began a discussion on the process if we choose to opt-out, the cost of \$3599.57 from 2018 election, the duties of the Clerk/City/County/Secretary of State and early voting. She then continued to discussion on the process of opt-in, the cost of \$250 to be paid yearly, the ordinance requirement, public hearing and a letter of request to the County for polling sites to be in our building.
- Councilor Sais asked about the terms limitations if we chose to opt-in.
- Clerk Adair explained there are two options either to shorten or extend and continued the discussion.
- Councilor Brown said his understanding is our cost will be less and demands on the clerk will be less.

- Clerk Adair said yes, not only my demands but the demands on Pam (deputy clerk) will be lessened.
- Councilor Brown said our disadvantage along with every other municipality is we will be at the bottom of the ballot.
- Councilor Gutjahr said she feels it would be a no brainer to go ahead and opt-in.
- Councilor Brown and Mayor Gwinn agreed.
- Mayor Gwinn explained that during his Mayor Caucus (5 Mayors) all have chosen to opt-in and continued the discussion on why they had made this choice.
- Councilor Brown asked Clerk Adair what her preference if opt-in would she prefer the election here or at the Senior Center.
- Clerk Adair said she would prefer the election be held here and also early voting as well and continued the discussion.
- Councilor Sais asked on the cost of the election for 2018 was that recurring funds.
- Mayor Gwinn explained that we budgeted \$5k every 2 years and this is in our general fund and continued the discussion.

Letter to State Fire Marshall - Discussion

- Mayor Gwinn explained the letter going to Fire Marshall is announcing that we are the fiscal agent of the Rio Grande Fire Department and began a discussion.

Ordinance 2018 – xx Personnel Policy - Discussion

- Mayor Gwinn explained this is moving forward to a 14-day review and asked if Council was still in agreement to changes made.

City Organizational Chart – Discussion

- Mayor Gwinn explained he showed the organizational chart to Bill Fulginiti and he said this should take care of everything and keep the City functional.
- Councilor Brown said as he understand we are in tiers and asked the fire department answers directly to Council.
- Councilor Gutjahr said not the day to day issues they go to the City Manager and continued the discussion.

Patrol Program update Councilors Gutjahr and Ramsell – Discussion

- Councilor Gutjahr began a discussion on a draft on RC Community Patrol and explained the mission was take from Bosque Farms. She then began a discussion on what changes might want to be made, areas of concern, staff implementation and what the Sheriff's department is willing to do. She then went over the procedures and processes from Bosque Farms.

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

- No public for comments.

City Cleanup Dates – Discussion

- Mayor Gwinn explained the 2019 cleanup dates and asked everyone to review and began a discussion on taking December date off the list since we have canceled the last two years and if there are any other dates that might need to be changed.

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

- No public for comments.

- The City Council workshop was adjourned at 12:42 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