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- called to order the city council workshop at
- Present: Mayor Pro Tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters  
Present: Municipal Clerk Adair, Finance Officer/Treasurer Stephanie Finch and Deputy Clerk Amy Lopez.

### **Accounts payable report**

- Finance Officer/Treasurer Finch gave the accounts payable report for items over \$500.00; 411 Equipment is for piping on brush trucks for \$15,132.56; Boundtree Medical for medical supplies for \$2,218; Garcia and Sons for re-keying fire admin offices for; HDR Engineering for final payment for NMDOT Specs for \$1,924.32; HDR Engineering for part of drainage master plan for \$9,235.05, Kalamazoo Flag company for \$2,925 for the flag pole; NM Self Insurers fund for insurance on the new brush trucks for the year for \$5,886 for a year; Sandra Schauer for the newsletter for \$3,321.14; Valencia County Fiscal Office for animal control for \$2523.30 and Valencia Regional Communication Center for quarterly dispatch services for \$7,546.75.
- Councilor Ramsell said people might think that almost \$3,000 is a lot for a flagpole but we made sure what we bought was safe.
- Code Enforcer Reeves said the flagpole meets the high wind requirement, over 100 miles an hour and the City saved money by installing the flagpole.

### **Investment of Funds – Discussion**

- Finance Officer/Treasurer Finch said she spoke to a someone in the investment pool funds, but she still does not have the information needed and asked if we can move the topic to next agenda.

### **Resolution 2020-xx BAR #1 (budget amendments) - Discussion**

- Finance Officer/Treasurer Finch said we have not yet paid for the Tyler Software, we have only paid for equipment and training, and we will need to make a budget adjustment and some of the things got paid for the library this fiscal year and the budget will need to be amended for that as well; the City cannot have funds in the negative when we submit a quarterly report so she is doing a budget adjustment to transfer \$180,000 out of the General Fund into Fund 303 to and will do adjustment to bring \$180,000 back in once we have been reimbursed; the general administration wanted to increase IT work by \$10,000 and to add the newsletter which was not added to the budge; she would like to have an adjustment of for Incode software which would include software for code enforcement, finance and business and permit software; \$5,000 increase supplies in fixtures to cover the cost of the smart board, increase employee training by \$10,000 to cover the cost of Incode training; general liability and insurance which would cover the \$5,500; \$700 adjustment for overtime for City Hall; maintenance of the building and structures that is the Library at a \$500 increase and an \$4,900 for furniture supplies to cover the library door that we were reimbursed for, \$7,500 Museum acquisition which has been reimbursed; salaries and overtime in the public works department, but the money was actually supposed to be for the health insurance stipend but we will go ahead and leave it in there,

transfer out \$12,908 from fire protection for the brush trucks and the transfer ins and outs for \$180,000 that we spoke of earlier.

### **Resolution 2020-xx 1<sup>st</sup> Quarter Financial Report - Discussion**

- Finance Officer Finch explained the City is at 22.45% of budgeted expenditures; Municipal Court is at 20.89%; City Manager is at 0%, general admin is at 66.12% without budget adjustment; finance is at 25.59%; Municipal Clerk is at 25.8%; Planning and zoning is at 8.07%, economic development is at 18.58%; Law Enforcement is at 83.83% because we have paid out the \$150,000 to the County; Fire Protection in the General Fund is at .55%; Animal control is at 6.78%; E911 dispatch is at 14.79%; the library is at 403.7%, but we are waiting for reimbursement; Public Works is at 13.37%; Streets is at 37.69%, The electricity budget is at 33.89% and have some professional services for roads that were paid from there; We have not transferred any money in, but she needs to transfer in the money from the Capital Projects Fund; All of those funds should have no carry over money.
- Councilor Brown said we should be encouraged that the revenue is still doing well despite the pandemic.
- Finance Officer Finch said it has only been a little more than a \$1,000 less than last year.
- Finance Officer Finch said we are just waiting for the reimbursement for the grant and transfer it back into the general fund; corrections is at 10% of revenues, 0% of expenditures; environmental GRT is at 24.03% in revenue, expenditures are at 9.05; EMS from State Department of Health we have received \$420 more than we anticipated so we are at 105% and expenses are at 2.33% ; Fire Protection is at 51.21% of revenues and 33.31% of expenditures; transfer out is at 121.99% because of the \$12,908; Law Enforcement Protection Fund is at 100% of our revenues 0% of expenditures; and Municipal Street at 20.99 is down a little because gas is down a little, we are at 30.29% of budgeted expenditures and we still haven't budgeted to cover the street project of \$ 100,000 so , you will see that transfer, if the weather is goo; EMS GRT and Fire Excise GRT and expenses we are at 41.49% of revenues and 12.3% for expenses; State Appropriations is at 26.52% of our budget; we are at 0% on revenue and expenditures for Road street projects and fund 399; NMFA Debt Service we are at .04% of revenues and have already transferred almost \$55,000 in the fire protection fund.
- Councilor Ramsell asked if the revenues of the street funds were being spent.
- Finance Officer Finch said we have only used money for cold mix, but the funds will be spent on the NMDOT street fund project.
- Councilor Winters asked if the State allocates money for taxes being charged to online sales shows up on GRT.
- Finance Officer Finch said we have to report it separately to the State, they make us put it in the HB74 and we have brought in \$17,120.51 at 38.05% of what we have budgeted and we only expected 25 %, the HB74 will continue on all online orders and began a discussion.
- Finance Officer Finch said we underestimated franchise tax; your Municipal option GRT is 26.46; Infrastructure is at 24.3% but property tax looks skewed right now because we don't get the bulk of it until early next year; Municipal equivalent is at 24%, MVD tax is at 29.57%, HV47 is at 38.43%; taxes coming in are looking really good.
- Mayor Pro Tem Gutjahr said the Municipalities are still doing very well and began a discussion.

### **GRT & Mil Levy – Discussion**

- Mayor Pro tem Gutjahr explained we have had previous conversations regarding the Gross Receipt tax and began a conversation.

- Councilor Ramsell says adding a second deputy is a priority, the other thing is over 80% of the calls are for the fire department, the hard part is our department is volunteer and we might want to consider hiring EMT's that are not volunteers and began a discussion.
- Jim Winters said he would like to see a report about projected revenues for GRT, just a recurring revenue worksheet and began a discussion.
- Finance Officer/Treasurer said she would be able to provide Council a worksheet next meeting and continued the discussion.
- Mayor Pro Tem Gutjahr said we had quite a few things like Sharp and Incode that won't be reoccurring.
- Finance Officer/Treasurer said looking at the last quarter of 2019 might be a good indicator of where we might be next quarter and began a discussion.
- Councilor Brown said the two main safety issues is hiring two EMT's and another deputy and we need the correct information to ensure we have the funding for that and began a discussion.
- Mayor Pro Tem Gutjahr asked what the next steps would be.
- Councilor Winters said there will have to be a risk assessment, would it be better to have more EMS or another officer and began a discussion

### **Hiring of (2) EMT Basics – Discussion**

- Mayor Pro Tem Gutjahr asked Finance Officer/Treasurer to explain what the hiring 2 EMT Basics would mean financially.
- Finance Officer/Treasurer said we discussed hiring a basic with a salary range of \$15-\$19 an hour with whole family insurance would be \$65,307.20. If we did an intermediate at \$22, it would be \$73,013.60. At \$15 an hour, you are looking at \$55,032, and at \$16 it would be \$457,100 a year. We could hire 2 basic EMT's at \$16 an hour for \$114,200 a year or less depending on what insurance they would require, and we receive about \$120,000 a year in EMS GRT which would be more than enough to cover it.
- Mayor Pro Tem Gutjahr said we would need two because we need a driver and then asked what the EMS expenses would need to be covered on top of hiring two EMS basic.
- Finance Officer/Treasurer listed the reoccurring expenses.
- Councilor Winters said that we are tight already and that is a problem.
- Councilor Brown said there are several levels of firefighter/EMT, and explained the different types and there would be different levels of what they can do, what you quoted would be the very bottom, and with the training they would receive, we would have to up their pay over time.
- Councilor Ramsell said we would have to be competitive but could see where we might run into problems later.
- Mayor Pro Tem Gutjahr said the actual price of what we are quoting is more than what others are offering and continued the discussion.
- Councilor Winters said hiring County employees from the sheriff department, how about us covering the overtime and increase the GRT and increase the MIL Levy
- Mayor Pro Tem Gutjahr said the overtime is not consistent and not a guarantee.
- Finance Officer/Treasurer said what if you hired your 2 EMT basics and if there was any additional cost the general fund would help cover that and you did one full-time officer and one part-time officer
- Finance Officer/Treasurer suggested hiring 2 EMT basics, extra costs could be taken out of general funds, then you could do a full time and a part time officer.
- Councilor Ramsell said they do not offer part time officers and continued the discussion.

- Mayor Pro Tem Gutjahr said we need to figure out if the remaining \$28,000 would be enough to pay the reoccurring costs.
- Finance Officer/Treasurer said it would be close but if you don't use this money for EMT's, what else are you going to spend money on, and if the County sees that we are not using they might decide not to allow us to keep it and continued the discussion.
- Councilor Ramsell said there are times that there are times that there is no ambulance in the County.
- Code Enforcer Reeves said we need to track how much time our officer is in the City.
- Councilor Ramsell said all officers will be wearing body cameras with GPS and will be able to tell how much time they have in the City.
- Finance Officer/Treasurer said maybe we could purchase something for our officer so that we can know how much time the officer is in the City and began a discussion.
- Councilor Winters asked if we could allocate some of that money to covering our deputy's equipment and began a discussion.
- Clerk Adair said whatever money we spend on equipment for our officer, that equipment belongs to the City and would be ours to give the next officer.
- Mayor Pro Tem Gutjahr said we need a printout of reoccurring costs, are we safe to assume we can use State EMS and asked if it was possible to get those items competed for the next meeting and began a discussion.
- Councilor Ramsell mentioned that when people look at their property tax, only a small percentage goes to the City, and people who are wanting another officer need to realize that property taxes might have to go up and began a discussion.
- Mayor Pro Tem Gutjahr said it might be helpful to have a handout for the public to show the public what they are contributing and why we do not have another officer and began a discussion.

### **Salary & Wage Scale – Discussion**

- Mayor Pro Tem Gutjahr said this is coming up because we have employees are at their limit and we also need to be competitive for positions we are bringing.
  - Clerk Adair said we need to increase the ranges to match with what already have, some positions are at their max; she explained the hierarchy of pay ranges within the City and percentage rates of the scale.
  - Mayor Pro Tem Gutjahr said others are at their max and began a discussion.
  - Clerk Adair said she does not know what kind of scale we should go through.
  - Finance Officer/Treasurer said the finance clerk's pay was increase because she is also the CPO so, and suggested adding the job duty of CPO to the the finance clerk position and adjust the pay scale accordingly and began a discussion.
- Mayor Pro Tem Gutjahr said for the City to go forward with this, we would want the staff to first see it.
- Councilor Brown continued to explain the pay scale chart.
  - Mayor Pro Tem Gutjahr asked if Councilors would like some time to look at this.
  - Clerk Adair said that we do need to decide on one position tonight, and we can have a discussion about the departments
  - Councilor Ramsell said one side note is hiring a janitor, was potentially taking those hours and adding it to Public Works and things are getting taken care of in City Hall.
  - Clerk Adair said that because of COVID, we need someone to sanitize daily and thought it should be a separate position.

- Finance Officer Finch said it might be more appealing to a Public Works employee to have more hours and began a discussion.

### **Flag Raising Ceremony – Date/Time – Discussion**

- Councilor Winters said we should discuss this at the next Council Meeting.
- Clerk Adair said it was recommended by the Public that it be done during Veterans Day and began a discussion.  
Mayor Pro Tem Gutjahr said she wants to keep it small and in COVID-19 compliance and continued the discussion.
- Councilor Ramsell said we could reach out to the VFW and have them or the American Legion and stream it to social media and continued the discussion.
- Code Enforcement Reeves said we would try to have as many community ties as possible and began a discussion.

#### **\*Public input/questions\***

- No public comments.

### **Vehicle leasing – Discussion**

- Finance Officer Finch said there is a State price agreement to lease vehicles from, and the price varies with vehicle size, what would be reimbursed in mileage for trainings and conferences ; you lease for three years and at that point you could purchase the vehicle or replace it with a new car, they come as you order them, it would be nice to have an admin car for training and errands.
- Councilor Brown said that was his argument for keeping a patrol car.
- Finance Officer Finch said it would be fine for around town, but on longer trips it would be very uncomfortable and continued the discussion.
- Finance Officer Finch said to rent a car for one trip a month would be the same price as leasing a vehicle.
- Mayor Pro Tem Gutjahr asked if this is this something we want to discuss doing now or wait for budget time and began a discussion.
- Finance Officer Finch said she could put together a presentation for Council and continued the discussion.
- Clerk Adair said this year we aren't traveling like we were with the pandemic but in a normal year, there is quite a lot of traveling and began to discuss using personal vehicles and reimbursement costs.
- Mayor Pro Tem Gutjahr said she understands the logic of leasing a vehicle.
- Councilor Ramsell said it would take about 8 months for us to receive a vehicle once we applied for one.
- Councilor Winters said we would need to include the cost of insurance and need to factor in that we have no place to store it, he feels that it is a low priority right now and continued the discussion.

#### **\*Public input/questions\***

- No public comments were made.

### **Council General Discussion & future agenda items**

- Councilor Winters had no comments.
- Councilor Ramsell asked if there was a potential date set up for tire cleanup date and after a discussion it was decided that November 21<sup>st</sup> might be a good date.

- Councilor Ramsell said looking at doing a chip and seal for Macy Court and some other roads might be something we might be able to take care of before it gets cold and started a discussion.
- Councilor Brown asked regarding roof tops, looking at Rio Communities news, the total number of roof tops is 2,056 and thought it was more than that and began a discussion.
- Councilor Brown said his new number #1 is work on getting a zip code and said later this afternoon he found the zip code boundary review process to tell us what to do in great detail, the local post office has no say and neither does Congress and began a discussion.
- Councilor Brown said with CARES Act, the holder of the money is the Valencia County.
- Mayor Pro tem Gutjahr said every business in our City that we have information for has the information for the CARES Act.
- Mayor Pro tem Gutjahr explained we had a petition on the ATV's, she thinks it may be possible to have a meeting here with the Deputy to tell people what they can and cannot do and began a discussion.
- Councilor Ramsell said another thing to address is the ATV, the conservancy has pushed ATVs off the river and now people are looking for places within the City to ride.
- Mayor Pro tem Gutjahr is to address the ordinance that is being written in P&Z and the County is looking for a solution to give them some place to go.
- Code Enforcer Reeves said talking with the Deputy and he said we need to post ordinances in the problem areas and then he will be able to enforce it, but using a drone, not following but tracking might be helpful and began a discussion.
- Councilor Winters said the first park meeting is on the 28th of October with a very limited group, members are still needed and began a discussion.
- Mayor Pro tem Gutjahr said regarding the Oasis Café reopening, the City posted the information online, the Council's presence was not requested but it might be nice to be there and began a discussion.
- Code Enforcer Reeves gave his report to council: **Code Enforcement:** Violations: Weed and Vehicle violations; Health & Safety violations. Coordinating with Fire Dept. for inspection this week; Storing of RV's & boats violations; Mailed out cert. mailed second notice (failure to comply); Starting Using a Processor. Sheriff's Department; Accessory building violations. Western St. and Calle De Jose locations; Will be more criminal complaint filing; Trespassing on Government property, to gain access to private property. Sent letters out. Follow up; Submitting a Substandard lien ordinance to P&Z now sent up to Counsel; Animal control violations; Attending P&Z meeting for support board; Printing Posters. Substandard poster with the ordinance # on them. Tagging structures with them; ATVs. Needing to start posting restrictions, PW Dir. Taking it to P&Z for recommendation for a new ordinance to be passed up to Council for their decision; Department Budget first Quarter.
- **Public Works:** Continued work on the library; Public workers; Weed control and illegal dumping control; Notified DOT, excessive parking along HWY 304 business; Flagpole installed ready for flags. Public works saved the city \$1300 on the installation; 14 streetlights out. Replacing with same type of light bulbs (lamps) Holding off; Public worker position, scheduled for interview; 9 Potholes subbed out, waiting on pricing to come back. Weather permitting my need to wait on the work; Library door. Contractor was installing new door frame, PW Dir. Rejected the frame wrong color finish; 2020 Census banners removed then reinstalled; LED lighting Rear of City Hall on ordered. PW will do the installation; Lighting package. Two separate pricing one for Rio Communities Blvd /47, the other for HWY 304. Weighing the cost of fixing what we have or going with new LEDs. Will be presented to the acting Mayor; Weight restrictions signs ordered. Going up on Rio Communities Way and Horizon Vista; Department Budget for the first Quarter, looking good at 88.61%; Pavement Improvement for the City, Had the start-up meeting with Universal Constructors. Lay down yard, areas for chip piles, the 811 utilities locator slips, and mix design submittals; Met with FBT and their different trade Contractors, analyzing the building.
- Councilor Ramsell asked what is happening with the 2 burnt homes.

- Code Enforcer Reeves said there is some progress with the one, and the title search for the other came up with an address for the owner, the owner does not want the property, there are three liens on the property, the cost to clean it up would be \$3,000 and began a discussion.
- The City Council workshop was adjourned at 5:49 pm.

Respectfully submitted,

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Lisa Adair, Municipal Clerk  
(Taken and Transcribed by Amy L. Lopez, Deputy Clerk)

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

Approved:

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Mark Gwinn,  
Mayor

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Margaret (Peggy) Gutjahr,  
Mayor Pro-tem/Councilor

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Bill Brown,  
Councilor

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Joshua Ramsell,  
Councilor

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Jim Winters,  
Councilor