



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, March 13, 2023 3:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro-tem Peggy Gutjahr called the workshop to order at 3:00 pm.

Attendees

- PRESENT: Mayor Pro-tem Margaret R. Gutjahr, Councilor Arthur Apodaca, Councilor (Virtual) Jimmie Winters.
ABSENT: Mayor Joshua Ramsell, Councilor Lawrence Gordon.
 - Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Deputy Clerk Lalena Aragon, Finance Officer Stephanie Finch, Fire Chief Andrew Tabet.

Presentations: HDR - Goodman Ave

- ❖ Antonio Nunez HDR Engineers gave a presentation regarding Goodman Ave - see packet for diagram, the right of ways will be 50 ft. which means they had to shift things 4 ft from the right of way from the existing road, and this will allow HDR to fit a trail adjacent to the right of way. He continued to say they will put a ditch on both sides of the road on the north and south as well as 8 ft. for the multi-use trail on the north side of the road which the driving lanes will be 11 ft.
- ❖ Mr. Nunez said he wants to mention this dilemma on Reid St. and stated there is a driveway that is almost in the intersection itself and is a safety hazard when citizens are using the trail. He continued by saying they are recommending blocking the driveway with a header curb and said the next thing he wanted to inform council is the encroachment on Doering St. where there is a wooden fence that is 2 ft away from public right of way and with this the trail will be sitting right on top of the fence and explained the few options to fix this problem.
- ❖ Mr. Daniel Pfeifer from HDR explained with breaking down the projects individually there is unfortunately a few things to look at and stated the existing condition of the flow lines are very bold, which means the city either has no ditch lines or a significant ditch line, and with this improvement they would like to add pipes in the driveways for better drainage but on the west side there is a problem and are hoping to get the improvements because they would have better fault lines and it would not impact the upstream and will help with the existing fault line by adding additional flow.
- ❖ Manager Dr. Moore asked if they are asking for extending work beyond what they had previously determined.
- ❖ Mr. Pfeifer said we talked last week with Dr. Moore about the existing conditions and adding additional flows and additional lines.
- ❖ Mr. Nunez further explained he had meetings with the DOT to extend a roadside ditch to Hwy 47 and will be adding a manhole on the south side of the road. He continued to say the budget is already at 30% and with tax the estimate is about \$1.65 million but there are grants in the future to help and with the budget right now things are very limited.
- ❖ Manager Dr. Moore asked if they are putting an underground stormwater drainage.
- ❖ Mr. Nunez said that is correct.
- ❖ Councilor Apodaca asked regarding the property with the encroachment, will the property owner be able to leave their fence where it is placed.

- ❖ Mr. Nunez said this will be an option but will put more stress in the drainage.
- ❖ Councilor Apodaca said are we going to ask to move the fence or leave it as an option.
- ❖ Mr. Nunez said it would be up to the city if they would want to notify the property owners and then said he is not sure how much drainage impact it would have from the trail.
- ❖ Mr. Pfeifer said we can give you a more detailed look at what can happen, and the nice part is this is upstream so not much water would be affecting the flow.
- ❖ Councilor Apodaca said it doesn't make sense to him as to why it will restrict the drainage.
- ❖ Councilor Winters said he thinks that is a new fence which could complicate matters.
- ❖ Mayor Pro tem Gutjahr said she feels it has been in place for about 10 years and then asked if residents have been notified of what we are planning to do.
- ❖ Manager Dr. Moore said no, and then explained we were making sure council knew what was going on and what was planned as well as one of the proposals were having a neighborhood meeting.
- ❖ Mayor Pro tem Gutjahr asked when talking about moving the fence, with her understanding she heard someone can move it for them.
- ❖ Mr. Nunez explained they must see the terms of the grant but with his understanding they could possibly move it since it is impacting the drainage.

Accounts payable report

- Finance Officer Finch went over everything over \$500.00; Bank of America in the amount of \$517.37; Maloy Mobile Storage in the amount of \$1,428.52; NM Local Government in the amount of \$6,533.99, Sharp in the amount of \$1,131.87; NM Gas in the amount of \$2,335.21; PNM in the amount of \$508.12; Animal Control in the amount of \$3,635.65; Woodlands Hardware in the amount of \$1,415.97; HEI in the amount of \$8,099.57; Cummins in the amount of \$1,312.94; WEX Bank in the amount of \$1,188.13; Southern Tire Mart in the amount of \$1,035.90; 11 accounts for UniqueFleet in the amount of \$11,996.73; NM Gas in the amount of \$1,592.79; Boundtree in the amount of \$568.04; 2 accounts for Amazon Business in the amount of \$5,756.19; Digital Education USA in the amount of \$1,350; Amazon Business in the amount of \$1,028.30; TLC Plumbing in the amount of \$11,009.08.

Ordinance 2023 - xx GRT Chapter 3 Rev & Finance Article 5 Municipal GRT (.50) - 14-day public review

- Finance Officer Finch gave a presentation on the GRT increase .6125% which would generate \$100k a year and explained the positions that could possibly be eliminated which are, the assistant clerk, finance clerk, and public works director and replaced with other positions such as a full time librarian/community programs coordinator and an administrative assistant for the police department as well as allow salary adjustments for the departments losing an employee, add 5 hours for the janitor and add 12.5 hours for the court clerk.
- Finance Officer Finch went over the revenue by class starting with local taxes forecasted for \$895,355, State Shared Taxes forecasted for \$295k, Licenses and Permits forecasted for \$12,500, Charges for Services forecasted for \$3,400, Fines and Forfeits forecasted for \$2,150, Misc. Revenues forecasted for \$42,000, Intergovernmental grants/distributions forecasted for \$256,000 and leaving the total revenue being \$1,506,405. She continued to go over the expenses by class changes starting with salaries and wages forecasted at \$735,242, employee benefits forecasted at \$300,825, travel costs forecasted at \$4,800, purchased property service forecasted at \$22,250, contractual services forecasted at \$184,000, supplies forecasted at \$78,350, operating costs forecasted at \$180,402, capital purchases forecasted at \$0 with a total of forecasted \$1,505,869.

- Finance Officer Finch continued to breakdown the forecasted expenses by department starting with governing body at \$2,900, municipal court at \$32,544, manager at \$202,309, general administration at \$287,350, finance at \$176,218, municipal clerk at \$106,866, planning and zoning at \$3,500, economic development at \$2,500, law enforcement at \$304,383, fire protection at \$84,790, animal control at \$15,000, dispatch/E911 at \$31,000, parks and rec at \$3,000, library at \$59,451, public works at \$182,058, and streets at \$12,000.
- Councilor Apodaca said with the law enforcements budget being over \$300k, wasn't in place before the first of the year.
- Finance Officer Finch said you start over every year and whatever you didn't spend this year it disappears and doesn't carry over.
- Councilor Apodaca said it was his understanding about hiring a chief starting at the beginning of the year and asked if we are gaining every month can't we account for that as well.
- Manager Dr. Moore said some schools and others go on accrual accounting system; we do not as we are on a cash based system. He further said if a department has left over money it then is moved to a available account and then is now will be in a one-time revenue and will fall back into the available cash which would be able to pay for reimbursement grants to co-pays and such. He continued to say this is way we are able to play for other things and every year there is always an opportunity for something to fall off. He stated what the Finance Officer is showing is money we have coming in currently and will be able to pay for ongoing expenses and the other funds that are sitting in the one-time pool, are rarely touched and used for emergency or in special cases like the clean up as well as limited term code enforcement.
- Finance Officer Finch explained you should never budget more for your operation cost as well as always want to keep your revenue vs. expenses balanced, with revenue at \$1,506,405 and expense \$1,505,869 and this will leave \$536 to the good.
- Mayor Pro tem Gutjahr said with positions needing to be filled as well as the GRT needing to be increased she believes this is workable budget.
- Attorney Van Fleck asked if there were corrections to the ordinance due to the percentages.
- Clerk Adair made the changes to the ordinance for the 14-day review for the GRT percentages at .6125% (9/16).
- Finance Officer Finch said this does give the public a librarian and a community coordinator.
- Mayor Pro tem Gutjahr said which has been needed for a while.
- Manager Dr, Moore said plus bringing in 30 plus computers as well as coding software and with this we are hoping to be able to not only over fill Assistant to the City Manager Lopez plate but have someone be able to manage the area.

Resolution 2023 - xx Cooperative Agreement (NMDOT Co-op Agreement)

- Manager Dr. Moore explained the Local Government (co-op grant) for a portion of Don Diego's removal and replacing 2,400 ft of the roadway. He further explained the recommendation came from Peter Kubiak from DOT to put in for a grant for Don Diego as well as this following year put for a transportation grant. He continued to say they did still have money left over and this fit the cost for redesigning and get to move into another grant for destruction. He finished by saying there was subgrade testing and if that fails then the cost goes up and decided to redo it all in one go.
- Mayor Pro tem Gutjahr stated to clarify the city has to match 25% of the funds for the roads.

Public Comment

- No public comments.

Manager Report

a) Personnel Policy

- Manager Dr. Moore explained we are working hard with our attorneys and asked if we can have 2 people from the governing body going over the draft then coming back on March 27th with a 14-day review.

Council General Discussion & Future Agenda Items

- Councilor Apodaca asked Dr. Moore if they have received any more resumes for police chief.
- Manager Dr. Moore said we have reviewed some.
- Clerk Adair explained there has been some from Indeed and she believes only one more has came in since reposting the ad.
- Councilor Winters said no one likes to see taxes go up but with choosing the GRT increase instead of a mil levy increase gives people who stop on our stores to help in our community as if we raised the mil levy people would not get that opportunity. He stated the GRT is a more far tax for people who are passing through the community.
- Mayor Pro tem Gutjahr asked if we are still going to get a flag with our logo for the city.
- Manager Dr. Moore stated yes, we are and with talking to the mayor before he left they decided on a white flag with the logo. He said they will come back on March 27th meeting and present it to council and have them vote on it.
- Mayor Pro tem Gutjahr asked about a discussion on format instead of say voting, since she will be voting as well, she will be saying with the pleasure of the council.

Adjourn

- The City Council regular workshop was adjourned at 3:54 pm.

Respectfully submitted,

Elizabeth F. Adair, Municipal Clerk
(Transcribed by Cheyenne Sullivan, Assistant to the Municipal Clerk)

Date: _____

Approved:

Joshua Ramsell,
Mayor

Margaret R. Gutjahr,
Mayor Pro-tem/Councilor

Arthur Apodaca,
Councilor

Lawrence R. Gordon,
Councilor

Jimmie Winters,
Councilor