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- Mayor Pro-tem Peggy Gutjahr called to order the city council workshop at 4:00 pm.
- Present: Mayor Pro-tem Peggy Gutjahr, Councilors; Bill Brown, Joshua Ramsell and Jim Winters.
Present: Municipal Clerk Lisa Adair, Finance Clerk Angela Valadez, Code Enforcer Gordon Reeves and (via phone) Finance Officer Stephanie Finch.

Accounts payable report

- Finance Clerk Angela Valadez asked if there were any questions regarding the accounts payable.
- Councilor Brown stated that we are still running kind of high on our Animal Control and would like to see that come down.
- Councilor Ramsell went over the cost of the bags of asphalt for potholes
- Councilor Winters asked what the charges are for that are over \$1,000.00.
- Finance Clerk Valadez went over the list of all invoices over \$1,000.00.
- Mayor Pro-tem Gutjahr stated that the Version bill can be reimbursed by FEMA as part of the pandemic.

Resolution 2020-XX 3rd Quarter Financial Report – Discussion

- Finance Officer/Treasurer Finch went over the quarterly report recap: Revenue was just over one million, Governing Body did not need adjusting; Municipal Court was doing well, Manager's department was at 81% of the budget, Administration was at 31.55% of the budget; Accounting was at 69% of the budget; Municipal Clerk was at 95% because of the prior city manager making a part-time position to a full-time position; Planning and Zoning was at 58%; Economic Development was at 10.55% of the budget; Law enforcement was at 103.8%; Fire Protection was zero, Animal Control was at 75%; Parks and Recreation was 6.6%; Public Works was at 27.5%; Streets and Highway did not have a budget; We aren't needing to do any budget adjustments. Expenditures are at 50.8% of the budget, Fire protection is at 84.7% of the budget; unexpected revenues are at 55.61%, expenditures are at 96.1% of the budget; all finances are listed in the provided report, we are almost at 100% of our revenues, and only at 45% of our expenditures.
- Councilor Brown asked regarding general fund, what heavy expenditures are predicted for next quarter.
- Finance Officer/Treasurer Finch said she does not expect any big payments, we are expecting to use less than 75% of expenditures, but probably closer to 55% or 60%.

Resolution 2020-XX Public Employees Retirement Association (PERA)

- Finance Officer/Treasurer Finch explained that we had applied with PERA and were approved, she then went over the different plans that were offered; she feels like Municipal Plan 1 would be our best option and began a discussion.
- Finance Officer/Treasurer Finch explained PERA plans for the fire department.
- Councilor Brown thought it would be best to go with plan 2 to keep it competitive with other cities.
- Councilor Winters said if we went with one, we could offer another type of incentive, such as salary.
- Councilor Ramsell said we need to make sure that we are not going to be overspending on the money coming in down the road.

- Councilor Brown said the we could start at level one and move up and began a discussion.
- Finance Officer/Treasurer Finch explained the second resolution to pre-tax or post-tax; Pre-taxed might be better.
- Councilor Brown asked what a section of paragraph two if the resolution meant.
- Finance Officer/Treasurer Finch explained that if someone who is already enrolled in PERA comes to work for us, their contributions will roll over.

Resolution 2020-XX Travel Policy

- Finance Officer/Treasurer Finch stated that this is all in line with the State travel policy and we needed to have something more.
- Councilor Brown asked for clarification on return from overnight travel.
- Finance Officer/Treasurer Finch explained overnight travel and began a discussion.

Intergovernmental Agreement with Valencia County – Animal Control – Discussion

- Mayor Pro-tem Gutjahr explained the agreement is ongoing unless one or both parties decide to make a change.
- Councilor Brown said maybe there can be a clause added saying that if an owner claims the animal after 3 days, they will still have to pay the City and began a discussion.
- Councilor Winters said it is probably difficult for them to administer that type of clause and continued the discussion.

MOA – Valencia County – Sheriff - Discussion

- Mayor Pro-tem Gutjahr explained the agreement and stated that this will be in effect until June 30, 2023.
- Councilor Brown asked could we put in to 2 officers.
- Mayor Pro-tem Gutjahr explained the Sherriff's Department does not have any extra officers, and the next time they have more will be after January, and when we are able to get another officer it will be at a pro-rated price and began a discussion.

City Health Insurance benefits – Discussion

- Tabled

Library Design – Discussion

- Council went over the design.
- Gordon Reeves stated that is was fitted to the budget that we need to work on.

Meetings virtual formats for council, EDC and P&Z- Joshua - Discussion

- Councilor Ramsell began a discussion regarding virtual formats, the importance of administration control, and importance of choosing one that meets the criteria we need.
- Mayor Pro-tem Gutjahr said that Los Lunas uses Cisco web-x and explained the host has the control over everything and great security and storage of the video, there are a lot of safe-guards. A discussion began on Cisco web-x.

Joint meetings with P&Z and EDC - Discussion

- Mayor Pro-tem Gutjahr said she has talked with Frank Logan who is wanting to have meetings and suggested to him to plan virtual meetings for May and began a discussion.

Council General Discussion & future agenda items

- Councilor Winters said an update on the housing situation, the two houses under construction are drawing attention and workers are local and construction is going quickly.
- Councilor Ramsell said the roads look good and thanked the public works, then said there was a complaint regarding a concrete truck emptying out the truck.
- Councilor Brown explained he had sent a proposed Ordinance for the Fire Department and the City to work together and began a discussion about the Ordinance.

- Councilor Brown said he has some estimates for the electric LED signs and began a discussion.
 - Councilor Brown said is he the only one getting complaints on the solid waste.
 - Mayor Pro-tem Gutjahr said we are going to have to come up with a plan and began a discussion.
 - Councilor Winters said we had talked about having a committee regarding the solid waste.
 - Mayor Pro-tem Gutjahr explained that she has talked with Greg Martin and one thing he suggested as far as new business is how is everyone doing with Covid-19 and how we are handling it and what our next steps are.
 - Mayor Pro-tem Gutjahr said we are going forth with the paid fire chief position and I have asked that we post the position and have it included in the budget.
 - Mayor Pro-tem Gutjahr thanked public works and said everyone she had talked with is thrilled about the recycling in their own homes.
 - Mayor Pro-tem Gutjahr mentioned flag poles, it could be closer to the building with a garden or putting it on the edge of our property to slow traffic are two ideas and began a discussion.
- The City Council workshop was adjourned at 5:39.

Respectfully submitted,

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

Date: _____

Approved:

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Councilor Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Jim Winters,
Councilor