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- Mayor Pro Tem Gutjahr called to order the city council workshop at 3:00 pm.
- Present: Mayor Pro Tem Gutjahr (virtual), Councilors; Bill Brown (virtual), Joshua Ramsell and Jim Winters (virtual)  
Present: City Manager Dr. Marty Moore (virtual), Municipal Clerk Lisa Adair, Finance Officer Stephanie Finch (virtual), and Finance Clerk Angela Valadez (virtual)

**Accounts payable report (Finance Officer) - Discussion**

- Finance Officer Finch explained expenses over \$500: Animal Control \$817.80; Uline for fire cabinet for \$1,024.86; J-H Supply for ATV signs for \$750.00; Boundtree Medical for medical supplies for the Fire Department for \$954.36; HRD Engineering for \$6,817.49 for the drainage plan.
- Councilor Brown asked about the cost of the file cabinet.
- Finance Officer Finch explained it was for a fire storage cabinet.
- Manager Dr. Moore explained the reason for having a fireproof cabinet for sensitive documents we are responsible to protect.
- Councilor Winters asked if the cabinet should be in the Clerk's office.
- Finance Officer Finch said this is for Code Enforcer/public works department.
- Manager Dr. Moore explained that we might be request more cabinets for other departments in the future, but we are still in the organization phase at this point.
- Finance Officer Finch said she was just corrected, it is not a file cabinet, it is to store flammables and continued the discussion.
- Councilor Winters asked to look at a fire room, it might be a cheaper option and began a discussion.
- Councilor Brown asked Finance Officer Finch what the status is for the message board acquisition.
- Finance Officer Finch said she would talk to Manager Dr. Moore about that and then would give them an update.
- Council went over the pooled cash report given by Finance Officer Finch.
- Councilor Ramsell said the fire department doors have been installed and asked if there has been any billing come in for that yet.
- Finance Officer Finch said no, they have not been billed yet, but it would be coming out of the EMS GRT fund and continued the conversation.

**GRT Ordinance & Mil Levy (property) Resolution (Manager & Finance Officer) – Discussion**

- Mayor Pro tem Gutjahr said this information has been extremely helpful and thanked staff for putting it together.
- Manager Dr. Moore said we have a couple of areas we can deal with GRT with or without referendum, explained how the internet sales and COVID subsidies have helped but are drying up in the amount of nearly \$40,000 in August.
- Councilor Brown said he understands when the internet subsidy distributions have dried up, it will be replaced by internet sales tax per location.

- Manager Dr. Moore said right now we are totally blind on estimating on what we will be receiving, and we have to stay in the budget and continued the discussion.
- Manager Dr. Moore continued to explain GRT revenues, the .25% seems to be tracking this year and it should bring in about \$40,000, and we should be a little conservative. He then said we can ask for a detailed report on that tax increment.
- Finance Officer Finch said for each .25% increment you would be getting about \$40,000 and if you did the .50% you would be getting around \$80,000 and continued the discussion.
- Manager Dr. Moore explained the full amount Council could ask for without going to referendum, as information purposes only.
- Mayor Pro tem Gutjahr said this gives us an idea of what we are looking at and continued the discussion.
- Councilor Brown said this shows us what we would bring in if we wanted to max out, which I don't think anyone does.
- Manager Dr. Moore continued the presentation, explaining what is legally authorized for Municipalities, what is currently in place, and what is not yet enacted in the City. He continued a presentation on property tax in Rio Communities.
- Finance Officer Finch said she made a mistake and explained that one MIL equal \$1 per assessed value, not ten.
- Manager Dr. Moore continued the presentation on MIL Levy.
- Councilor Winters asked what the current amount of the MIL Levy is.
- Finance Officer Finch said it is about \$231, 000.
- Manager Dr. Moore and Finance Officer Finch continued the presentation.
- Mayor Pro tem Gutjahr said they are forgetting the MIL for the conservancy.
- Finance Officer Finch explained that this might be on other special district, said we are giving you an estimated idea and showing the public what actually goes to the City, and continued with the discussion.
- Manager Dr. Moore said what has been presented to Council is not a large amount of Gross receipts, property tax impacts everyone in the community. He then explained Gross receipts at .25% will potentially cover the loss of the subsidies this coming year, the property tax will focus on what we need and want for public safety and roads and continued the presentation.
- Councilor Brown said his gut feels we would do well before increasing taxes. see what the budget looks like before increased taxes and go from there, he thinks we will be looking at a conservative budget, and he would prefer that over a tax increase.
- Councilor Ramsell said we know what the MIL Levy would bring in, we know what the needs are for the community, we know we are losing subsidies and we will be short from this year and we did cut spending this year, but we are at the point where the residents have to consider that money has to be generated somewhere if they want services.
- Councilor Winter said at least a .25% would stabilize the budget and MIL Levy will create a lot of push back.
- Mayor Pro tem Gutjahr said we will need to be making a decision soon because it needs to be turned in by March. She continued to explain she understands people will not particularly like it but she thinks people might understand if they are able to get more services they are asking for.
- Manager Dr. Moore said one thing we can do is see where the remaining expenditures are left when we plan for the budget and this would give you an idea of what we are going to need.

- Council continued the discussion and planned to add it to the next agenda.

#### **Budget Calendar (Manager & Finance Officer) – Discussion**

- Manager Dr. Moore went over the budget calendar.
- Councilor Brown said thank you for starting to prepare early, it is very aggressive, and he likes it.
- Councilor Ramsell said he is pleased, as it gives us time to adapt and change.
- Mayor Pro tem Gutjahr said it would be nice to be able to upload this calendar, so the community had access to it.

#### **Universal Waste 4<sup>th</sup> Quarter report – (Clerk) – Discussion**

- Clerk Adair went over the Quarterly report for Universal Waste: We collected \$4,281.09 in franchise fees in the last quarter; Active sites include 1,919 residential and 43 commercial; there are 46 vacant sites and 5 vacation holds as of December 31, 2020; There are 369 seniors, 6 low income (15%), 5 low income (10%), and 66 veterans taking advantage of discounts, totaling 23% of active residential accounts receiving discounts; There are 263 household with additional carts and 50 bulky items collected; There were 785 cases where containers were not put out.
- Clerk Adair gave a report from UWS: they will be sending out delinquent notices, as of today there are 99 delinquent cases, they have been relaxed on collecting because of COVID but the accounts are more than 90 days overdue; out of the 238 letters they sent out all but 99 have brought their accounts current; the office in Rio Communities has had a soft opening in their new building and has already had customers in there to make payments; the hours of operation are Monday-Friday 8-5 and closed during lunch hour 11:30-12:30; they plan on having a grand opening (w/COVID safe practices) in the near future.
- Councilor Brown said we have been led to believe that there were 2,250 roof tops and if 785 containers not out divided by three for the three months would account for 250 roof tops and if it would also indicate that there are not 200 people that are not wanting the service but having to pay for it.
- Councilor Ramsell said some of those carts could be that people just forgot to put out their carts or they were not able to, a vacation home or a rental in between renters, but he was very happy to see that over 25% were able to take advantage of the discounts and continued the discussion.
- Councilor Winters said the total roof tops is kind of a misnomer because we do have apartments and multiplexes.
- Mayor Pro tem Gutjahr asked if we are counting businesses and vacant, and maybe we should be looking at the 99 that are delinquent instead of the 789, those are the ones that are not vacant or vacation homes.
- Clerk Adair said there are only 99 delinquent and if you add up everything and add the 99 to that you will get the over 2,000 mark and the ones that are not putting their trash out, it could just be an oversight and the individual by not putting their carts out early enough and continued the discussion.
- Mayor Pro tem Gutjahr said she does get calls and we really must consider changing the ordinance for the 20 people, but the lawyer thinks that will cause issues. She then asked what everyone's thoughts are on making changes.
- Councilor Brown said there are those that do not have enough to fill a bucket or cannot afford them, or they pay and don't put out a container, and he believes that there are more than 20 people out there and continued the discussion.

- Councilor Ramsell said if you take the cost of the containers for a year and divide it by weeks, it comes out to about \$4 a week, having pickup at your home and having to haul their trash to their businesses or to the dump, or maybe finding a way to have smaller containers for those who don't have a lot of trash.
- Clerk Adair said they do offer paying monthly for those who cannot pay quarterly so it is more easily budgeted.
- Mayor Pro tem Gutjahr asked should we have another workshop with UWS.
- Councilor Ramsell said it might be wise to have a meeting with them and to speak with the attorney about exceptions.
- Councilor Brown said he thinks the only relief that could happen would be with an amendment, it would be a long process, and he did not feel another discussion would be helpful and continued the discussion.
- Councilor Winters said he feels it is important for them to come and speak with us about a situation that is changing, the last report reflected several hundred that were not paying, and he would like an update from them.
- Clerk Adair said she receives a report from Universal with addresses and they give me constant updates and our calculations come out the same, they are getting us their fees, and are communicating very well.
- Mayor Pro tem Gutjahr she would like everyone to be aware of the that because our Code Enforcer will be able to cite those who are not in compliance with that ordinance and asked when a good time would be to meet with Universal.
- Manager Dr. Moore said we could make accommodations.
- Clerk Adair suggested having it on March 9, 2021 and asked if she should send an invitation to Universal.

#### **Re-appoint EDC member(s) Loedi Silva & Thomas Zanotti (Council) – Discussion**

- Council began a discussion on the appointments.
- Councilor Brown said they should be reappointed.
- Councilor Winters asked if they both wanted to be reappointed.
- Clerk Adair said they are aware and do want reappointment.

#### **Re-appoint P&Z member(s) L.E Rubin & Scott Adair (Council) – Discussion**

- Council began a discussion on the appointments.
- Councilor Brown said they should be reinstated.

#### **Abatement Ordinance (Council & Manager) – Discussion**

- Manager Dr. Moore said he has worked under abatement ordinance in other municipalities and this one stays away from property condemnation, but allows for cleanup and liens, we will have to find out if this will be effective, we might have to look at condemnation or certain properties and donations of property to the City. He then said what the attorney has now, it might now cover all our bases and if we want it to be effective, we will have to look at some time of budget for abatement.
- Council began a discussion regarding emergency abatement for dangerous buildings and structures, nuisances, real property, and budgeting for abatement.
- Councilor Ramsell asked if there were any grants that would help pay for abatement of dangerous structures and buildings.

- Manager Dr. Moore said there are occasional grants that we could apply for, there are a few legislative grants for that, and we can work it into our budget after researching costs for abatement.
- Council continued the discussion.
- Councilor Winters said abatement is expensive, all options require money, and he does not know if we have that kind of money in the budget for that.
- Council decided to have a conversation with the attorney on the first workshop in March.

#### **Review of Ordinance 2013-08 Planning and Zoning Commission (Council) – Discussion**

- Councilor Winters said he thinks this should be in the zoning ordinance.

#### **Change of Dates for the Future City Council Meetings and workshop (Council) – Discussion**

- Council began a discussion on changing the day of the week to hold Council meetings so the attorney would be able to attend.
- Councilor Winters said any day other than Friday, Saturday, or Sunday would be fine.
- Councilor Brown said he can work around it no matter what day it is.
- Mayor Pro tem Gutjahr suggested that Council identifies the nights that would be workable, look at what else is going on in the county, see what works for us, then we can speak to the attorney and continued the discussion.

#### **Council Priorities -Discussion \*Public input/questions\***

- Mayor Pro tem Gutjahr began a discussion.
- Manager Dr. Moore said it would be good to prioritize what items listed here and have a meeting to discuss them and make sure we are on the same page and continued the discussion.
- Mayor Pro tem Gutjahr suggested to have some more time to review this before discussing this.
- Manager Dr. Moore suggested having a special workshop after reviewing.
- Council agreed to have a special workshop at a future date.

##### **a. Responsibility of Council & Manager**

- Not discussed at this time.

##### **b. City Direction & Planning**

- Not discussed at this time.

#### **Manager Report**

- Manager Dr. Moore gave his report to Council: New protocol for COVID and employee testing; building has been sanitized; we are getting organized and are making sure high priority projects are getting taken care of.

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

- Councilor Brown said since we are once more in severe drought conditions, he would like to start to dust off our fireworks ban and put it into effect this year.
- Mayor Pro tem Gutjahr said this should come from the Manager Dr. Moore now and began a discussion.
- Councilor Brown said they received email to support legislation by Senator Sanchez for New Mexico heritage and asked if this is something we want to get involved in and began a discussion.
- Councilor Brown said he will be looking at the traffic calming project again and would like to have a report don within a month and began a discussion.

- Councilor Ramsell had no report.
  - Councilor Winters had no report.
  - Mayor Pro tem Gutjahr gave updates regarding the hiring of a fire chief. Next week they are to meet with Danny Monette Valencia County Manager regarding our contract.
  - Mayor Pro tem Gutjahr gave an update on the Capital Outlay plan, saying that it has been turned in and she appreciated the Manager and the Clerk working so hard to get it in and began a discussion.
- The City Council workshop was adjourned at 5:30 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