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- Mayor Pro tem Gutjahr called to order the city council workshop at 3:12 pm.
- Present: Mayor Pro tem Gutjahr, Councilor Joshua Ramsell, Jim Winters (virtual) and Bill Brown  
Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, Finance Officer Stephanie Finch (virtual) and Finance Clerk Angela Valadez (virtual).

#### **Accounts payable report**

- Finance Officer Finch went over the accounts payable and explained expenses over \$500: Robles, Rael, & Anaya for the draft response to Solid Waste protest in the amount of \$5,653.73; TLC Plumbing for Hot water pump, fixing the heaters in the foyer, and fresh air dampeners in the amount of \$6,064.25; Cooperative Educational Service for park study in the amount of \$2,696.88; Card Service Center for Acrobat Adobe subscription in the amount of \$1,425.24; Sandra Schauer for Rio Communities Newsletter in the amount of \$3,706.82; NM Gas Company for City Hall in the amount of \$691.01; Tyler Technologies for Annual Fee and Protect Management in the amount of \$2,984.86; Valencia County Fiscal Office for Animal Control for February in the amount of \$1,148.40; J-H Supply Company for portable signs stands in the amount of \$1,050.00; Artesia Fire Equipment for bunker gear in the amount of \$3,375.00; and PNM for the Fire Department electricity in the amount of \$685.08; HDR Engineering for Drainage Master Plan, project administration and Capital improvement planning for the combined amount of \$9,557.52.
- Mayor Pro tem Gutjahr asked for how many sets of bunker gear were ordered.
- Finance officer Finch stated one full set of bunker gear as well as two sets of boots were ordered.

#### **Resolution 2021-xx BAR #03 – (Finance Officer) Discussion**

- Finance Officer Finch began a discussion on BAR #3, explaining the increase to other state taxes, other licenses and permits, reimbursement/refunds, sale of fixed assets, misc./other, and small city assistance.
- Finance Officer Finch began a discussion on expenditures, explaining general maintenance & repair, other maintenance, contract professional services, supplies general office, supplies-furniture/fixtures/equipment, rental of equipment/machinery, equipment & machinery, contract – professional services, as well as local – grants from counties (revenue GRT).

#### **Resolution 2021-xx 3<sup>rd</sup> Quarter Financial Report – (Finance Officer) Discussion**

- Finance Officer Finch went over the recap of the 3<sup>rd</sup> quarter report, giving general fund highlights: Revenues at \$953,000, transfers have been \$107,792.22, and with expenditures and adjustments, including reserves, totals \$2,319,559.60. She then explained the general fund revenue which is at 86.76% of the budget but the budget adjustments are still needing to be made. She continued to explain the governing body has used .44% of the budge; municipal court is at 52.69%, Manager has used 25.86%, General administration has used 90.44% of the budget and explained that there were some unexpected expenses; the finance department is at 70.35%; the Clerk Department is at 69.08%; P&Z is at 26.21%; EDC is 44.08%of their budget; Law Enforcement is at 91.65% and that is skewed because we paid the contract out right away; Fire Department is at .55% of their budget; animal

control is at 54.51%; Dispatch/E911 is at 50.73%; library is at 77.41% and is close enough to 75% that we are not worried about it; public works is at 45.60%; Highways & streets are at 84.41%.

- Finance Officer Finch explained the overall general fund is at 64.40%, and that is very good.
- Finance Officer Finch explained the corrections fund, environmental, emergency medical services, fire protection fund, LEPPF, Municipal street department other financing sources, other special revenue, other financing sources, state legislative appropriation project, road street projects, other capital projects no transfer in/transfer out, and clarified there is one more year on the loan from NMFA Loan Debt Service.

#### **2021- Capital Outlay Projects (Manager/Finance Officer) – Discussion**

- City Manager Dr. Moore explained the finance department would have some graphics to put on the website by the next meeting to make it transparent how the Capital Outlay projects are coming along.
  - a. Capital Outlay Grants**
    - He then explained all of our grants from legislature had been incumbered, we are awaiting decisions from the Governor for new authorization and reauthorization on the projects have been signed and then we can get them through bond sales and began a discussion.
  - b. Other Projects**
    - He said some of the certifications are starting to be approved and the Public works director is trying to schedule the work for the contraction. He then said we are trying to get the previous project completed, so we can move on to new ones and began a discussion.

#### **Approval of Fiscal Year 2021 Audit Contract between the City of Rio Communities and SJT Group LLC – (Finance Officer) – Discussion**

- Finance Officer Finch said this is regarding the contract, we put in the amount and the State auditor will generate the contract and we will be paying them \$21,997.83 including GRT. She then said she has scheduled the audit and they will be onsite the last week of August.

#### **Traffic Calming (Councilor Brown) – Discussion**

- Councilor Brown began a conversation on his preliminary report, including rumble strips, parking, striping and signs, roundabouts on Hwy 304 and Hwy 47 and Hwy 309 and Hwy 47 which would be DOT intensive, and include curve ahead signs on Hillandale.
- Mayor Pro tem Gutjahr said we would probably have to look at what is feasible, what property belongs to the City, working with DOT, and what process we would use to notify people who live on those streets.
- Councilor Ramsell said he would definitely like to have the curves ahead sign and the rumble strips, another option is making some of the intersections 3-way and 4-way stop, the roundabouts are a good idea but was concerned about the amount of space they take, and striping would also be very doable. He then explained it would be a budget issue for sure.
- Councilor Winters said 3-4 years ago we had some restriping done, a lot of our streets were not wide enough, and the company would not stripe them, and the striping cost about \$65,000, and the other issue is to establish a relationship with companies that will be able to stripe.
- Councilor Brown said he has information for a company that does striping, but he knows that is not for Council to do.
- Councilor Winters said the round-about are not good for trucks.

- Manager Dr. Moore said he has had opportunity to have, there are some low-cost options, especially if we work with NMDOT, and his personal recommendation to Council is to talk to some of the agencies, make a long-term plan, and get it started. He then explained how staggering the direction of stop signs could help slow down traffic, rumble strips, and said we might be able to go after funding for traffic calming, such as Municipal Arterial Project fund and Transportation Alternate Project funds.
- Mayor Pro tem Gutjahr said the concern she has is getting calls people wanting to have speed bumps, but we need to have a plan on what we want to do, plan and design and make it uniform throughout the City, starting in one area and fanning out from there, something so that people can see we are working on it. She then said we do not want to impede on private property, we want to be safe and keep liability down. She explained we also want to notify residents in the areas properly.
- Manager Dr. Moore said we need to add this into the priorities list and continued the discussion.
- Councilor Brown said he doesn't know of an appropriate place for a roundabout and continued the discussion.
- Councilor Winters asked the City Manager if he is aware of companies that can do traffic calming and named some municipalities that would share information on what they have done.
- Council continued with the conversation regarding traffic calming in residential areas.
- Public works director Reeves said he just found out the streetlights for HWY 304 and can potentially be installed by Friday.

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

- No public input.

#### **Budget Hearing for April 22, 2021 (time) – (Council) – Discussion**

- Council decided on 6:00 pm for the budget hearing.

#### **Manager Report**

- Manager Dr. Moore said he will be getting with the department heads to review expectations and we will talk to FBT to see where they are at, the next meeting will be getting capital outlay projects taken care of, waiting to hear on other issues on real estate. He then said we will be talking about goals, expectations, and stumbling blocks to their priorities; we are also trying to have an organizational plan draft for staffing, budget, and workflow; He then said the attorney will be meeting with us to have a conversation concerning the language for the Fire Department.

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

- Councilor Brown said he believes he sent out a draft of the proclamation for the firework ban and restricted use during the drought, which would be based on the proclamation that Mayor Gwinn signed in 2018 and then gave the history and explained it needs to be out to the Public at least twenty days ahead of time but extends thirty days after July 4.
- Councilor Brown asked what the status is on the message board.
- Manager Dr. Moore said message board proposal will be presented at the next meeting and after your approval we can move forward.
- Councilor Ramsell asked about the brush hog Public works ordered, and then asked about having cleanup on the sawtooth area and the drainage ditch on Horner and Kaghan Loop and maybe follow up with a controlled burn.

- Manager Dr. Moore said talking to the fire department they are close to finishing up with the bosque fire season and there are air quality standards and wind speeds we would have to keep in mind, but we can talk to the Fire Chief and continued the discussion.
  - Councilor Ramsell asked regarding stop signs missing, one being Loma Verdi, and when we are replacing signs, we are using the breakaway polls, but some of the signs are still on the regular poles and they might need to be changed out. The discussion continued.
  - Councilor Winters asked Dr. Martin to make sure there is a Chamartin sign on the next sign order.
  - Mayor Pro tem Gutjahr said we will be having a workshop on the abatement ordinance and fire department ordinance, personnel policy will be to Council last meeting of May, Dr. Moore and I will be meeting with Susan Moran regarding a fire station closer to the mountain.
  - Mayor Pro tem Gutjahr asked about the 2<sup>nd</sup> Crown Victoria status and began a discussion.
- The City Council workshop was adjourned at 4:58

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