



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, August 28, 2023 3:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Joshua Ramsell called the regular Workshop to order at 3:05 pm.

Attendees

- PRESENT

Governing Body

Mayor Joshua Ramsell
Mayor Pro-tem Margaret R. Gutjahr
Councilor Arthur Apodaca
Councilor Lawrence Gordon
Councilor Jimmie Winters

Staff

Manager Dr. Martin Moore
Clerk Elizabeth Adair
Finance Officer Stephanie Finch (virtual)
Accounting Specialist/CPO Angela Valadez
Fire Chief Andrew Tabet
Attorney Randall Van Vleck

Accounts payable report

- Accounting specialist Valadez went over everything over \$500.00. (see agenda packet for list)

Resolution 2023 - xx City Procurement Policy Manual

- Mayor Ramsell explained.
- Manager Dr. Moore explained taking a look at the procurement code, took some suggestions from our finance office and auditor to simplify our procurement code, bringing it in line with the State. He further said open communication on what we are going to do as far as purchases from any of our vendors and we are budgeted and meets state policies I guess open communication with inflation it can be challenging for finance to get some of these procurements taken care of and handled. I am hopeful that the City Council and finance have good communication.
- Finance Officer Finch explained that since we have Incode we have instituted we have 4, 5 sets of eyes looking at every purchase and continued to explain the old procurement code and said this kind of simplifies things.
- Valadez said there is always procurement going on at a dollar we are always on it and there is always open communication with any purchase.
- Councilor Gutjahr said she remembers how constricted it was and it is perfect we are moving on in the situation and it can help us move forward.

Limited Term Positions - Change Code Enforcer to Fire EMS Code enforcer & Fire EMS

- Manager Dr. Moore explained that we have a growing need, we have had an increase in calls, we are looking at the EMS and fire side of things it is getting more difficult for AMR and fire to keep up with calls. We feel like we need to get a couple of these individuals.
- Fire Chief Tabet explained what we are trying to do to meet NFPA standers we need a four-man certified engine at all calls right now we are somewhat meeting that, but we are not. We had 9 calls today without coverage we didn't bring in our paid. It is overwhelming we are down to one AMR unit over night and 3 during the day so we have been running. We will have to figure out

staffing overnight we are to believe that we will not have AMR units anymore in the future. We are grateful for our volunteers. Just around the county they have hired additional fire EMTs. We are going to go to Santa Fe and try to get a New Mexico safer grant it will take some time, but we are in need for it right now.

- Mayor Ramsell further explained that it allows these individuals to continue to handle the fire code but also allows them to focus more on the fire side and to free up PRN funds so we can have more PRN coverage and also frees up utilizing the stiffen through the county so we can train more of our volunteers and get more coverage, our biggest concern is we do not want to get half way through the physical year and have an issue where we don't have coverage or get to April and not have funds.
- Manager Dr. Moore said the finance director and he have had conversations about the revenue side we are going to have to have these as regular term employees and not limited term. He further said we have code related cases in the City that are more manageable, and we have some tough cases that the attorney has been helping us with. We feel this is a good way for our budget.
- Finance Officer Finch said the was the best direction we thought we could take as a city to give the citizens more coverage after much, conversations and working the numbers this is the best option we could come up with.
- Manager Dr. Moore said we are not trying to create two new individuals they are already here.
- Fire Chief Tabet explained they are fully certified.
- Councilor Gutjahr said there was talk in the past about finding another ambulance service. Where are we with that.
- Fire Chief Tabet explained AMR is paid to an extent they do have to pay dispatch. He further said they have looked into other local Ambulances they just don't have the staffing. We are exploring the options as far as AMR they hold the turf for the County I will see if we can challenge it. It may be a legal action from the council and other municipalities council to be able to challenge. Once that happens it will make it easier for us to transport and set up a billing or service for charge. We fall under the life or limb policy.
- Councilor Gutjahr said her understanding with data, one set all calls within city. But our main calls seem to be within the city.
- Fire Chief Tabet said you are right the City has been very much in up taken in busyness. I am working with dispatch to GIS our district. Our numbers have almost doubled from last year.

Critical Path on Zip Code Issue

- Manager Dr. Moore explained the Mayor and I had the opportunity to talk with some of our congressional representatives and the governor in relationship to the zip code issue and our letter of request was put together. He then went over the critical path that he put together that we need to follow up with. He further said we understand their process.
- Councilor Apodaca said he is glad that we are keeping this as a priority. It is important for us to grow as a city.
- Councilor Gutjahr said the point person is the City Manager and then said a possibility of setting up a meeting with Senator Heinrich office.
- Manager Dr. Moore said he does express a desire to for things to move faster. We owe it to our citizens and our State and Federal partners owe it to our citizens also.

Change Order to the 10th Anniversary Celebration

- Manager Dr. Moore said we have the committee coming together they have brought their fee down to \$3,000, a number of performance milestones that have to be met, the total number amount as far as bands and stuff is \$15,000. Another part is he is talking with a food vendor to pay for all our cost for food for our luncheon.
- Councilor Apodaca said being part of the committee that is planning this we did look at the expense for the music that is an important event. We did have an additional cost, but it is worth it.
- Manager Dr. Moore said there are some businesses that said they will put some cash in with sponsorship.

Approval to Proceed with the Design & Construction for Parks and Trails on City Property

- Manager Dr. Moore said we are coming up on the time of the season with the legislator that we need to prove up or risk the potential of grant money getting clawed back. We have two grants from the state legislator's association. What we are recommending we do have pieces of land that we start getting the design and construction of getting this started.
- Councilor Apodaca said he is glad we are going to move forward with that. We have a police department and if we can get some parks, it would be great for the community.
- Councilor Gutjahr said the 3 places you are discussing I would really love to see what the Craig Circle one could flesh out to. We did have the individual that did represent a plan for us in certain area I don't remember if Craig's Circle was part of that plan.
- Manager Dr. Moore said he does believe that it is one that we would like to include.
- Councilor Gordon said he is looking forward to us moving forward with this.

Draft schedule of City Fees

- Clerk Adair explained the fees list and explained what we are proposing. We were proposing a animal shelter pick up fee. That never went about because of our ordinance, it says we will charge \$25. We talked about bringing it back. We are paying \$50 a day and we are charging \$25. We can't change the fee right now due to our ordinance. She further explained other fees.
- Councilor Gordon asked what the development/flood hazard prevention review is.
- Manager Dr. Moore explained this would speak if you had a flood hazard development or permit that was being issued with a building permit say you want to build in a 100-year flood zone, and we had an ordinance to meet certain criteria and there had to be a review of that and continued with the discussion.
- Councilor Winters said the Empart property also will be subject to that.
- Manager Dr. Moore said in fact when we went on a walk through with the community solar folks there were at least two one major but at least two that they will have to be aware of.
- Councilor Gutjahr asked if the fire inspection was an option or is it an required and if it is required why we would charge for it.
- Fire Chief Tabet said in Valencia County and Belen both charge for fire inspection even if it is their ordinance. It would be in preview from the council if they want to follow through with that. It can be added into the business license charge.
- Councilor Apodaca asked in reference to renting rooms here in city hall how would that affect out liability insurance, are we going to require them to have some liability insurance also.

- Clerk Adair said yes when they fill out their application on the application it says they are required to have their own insurance.
- Manager Dr. Moore said we would like to have one or two members (councilor Gordon, Councilor Apodaca) to get these blanks filled in and bring them back to council.

Updated Planning and Zoning application forms for rezoning, variance, and conditional use permits

- Manager Dr. Moore and Clerk Adair explained that they have streamlined the process and made sure our forms are caught up with our ordinance. The clerk's office has been working on this. Clerk Adair went over the changes.
- Councilor Gordon asked about the fee for the application is \$250 but there is no fee in there for the work that the clerk does.
- Clerk Adair said that is included in there.
- Councilor Gordon how it will be sectioned out.
- Clerk Adair said that it is all inclusive.

Copy of one of the thank you letters sent to all police chief candidates that applied for the position

- Clerk Adair explained there is one for the applicants that applied and were not moved forward, and one is for the individuals that had an interview.

Draft of Comcast Franchise Agreement

- Manager Dr. Moore explained that Comcast came forward with the first draft, a couple of things important to point out is the recognition that all of the properties inside the city limits Comcast is getting permission from us as a city they continue to operate. He further explained the grant of Authority and continued explaining that we are recommending a 10-year term. He then went into the basic general service obligation that was put in by our attorney. Fees and charges to customers, oversight and regulations, and franchise fees.
- Councilor Apodaca said I am glad that we as a City are moving forward with these franchise agreements.
- Councilor Gutjahr said we have wanted to do this for a while and there are some interesting new things and we have had to do this since the beginning.

Ordinance 2023 - XX - Chapter 10 Local Economic Development Act (LEDA) - 14-day public review

- Manager Dr. Moore explained one of the things that came up by Jill Sweeney was making sure the other part and recommend that it was best to incorporate the ordinance with the IRB and began a discussion.

Ordinance 2023 - XX - Chapter 10 Industrial Revenue Bond Policy (IRB) and Local Economic Development Act (LEDA) - 14-day public review

- Manager Dr. Moore said the one possible exception could be up the road where the new refueling property is happening with BNSF.
- Councilor Apodaca said he is glad we are moving forward as a city to establish this ordinance and if we get an opportunity we will be locked and ready to go.

- Councilor Gutjahr said in the Albuquerque Journal an interesting article on the business going into Mesa Del Sol how they got to where they are.

Public Comment

- Craig Orsmen owns hydro cut in the industrial park I was particularly interested in the franchise agreement now that you talked about the IRB and LEDA act is there a way to combine those to and instead of getting 5% negotiating with them for infrastructure that is of higher bandwidth than what we have.

Manager Report

Albuquerque Regional Economic Alliance (AREA) 505 Annual Dinner and Awards

- Manager Dr. Moore thanked all for the work they put in for the 10th anniversary and for seeing local groups and local bands that gave us a discount.
- Manager Dr. Moore said he had the opportunity to be able to see our fire and police vehicles at the county fair parade.
- Manager Dr. Moore said there was a thank you to our staff of the Congressman.
- Manager Dr. Moore said we have that percentage of residents that are stepping up to clean up their properties.
- Manager Dr. Moore said upcoming is the AREA 505 Annual Dinner and Awards we need to know who wants to go.
- Mayor Ramsell asked when it was.
- Manager Dr. Moore said it is in November we are giving you more than a week's notice.

Council General Discussion & Future Agenda Items

- Councilor Gutjahr asked when we will be able to use the front doors, where are we on that.
- Manager Dr. Moore explained that the status of the construction we just met with HEI and the main thing is we are waiting on the privacy of the windows we are waiting for vertical blinds. and further explained we have some problems with getting security due to back orders on material. Outside of the building the stucco has been repainted and we will be putting City Hall at the entrance.
- Councilor Gutjahr said we lost Chief Elliot Hoult he was an outstanding man. He passed away last week.

Adjourn

- The City Council regular workshop was adjourned at 4:54 pm.

Respectfully submitted,

Elizabeth F. Adair, Municipal Clerk
(Transcribed by Lalena Aragon, Deputy Clerk)

Date: _____

Approved:

Joshua Ramsell,
Mayor

Margaret R. Gutjahr,
Mayor Pro-tem/Councilor

Arthur Apodaca,
Councilor

Lawrence R. Gordon,
Councilor

Jimmie Winters,
Councilor