



**City of Rio Communities Council Workshop**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, November 14, 2022 3:00 PM**  
**Minutes**

*Please silence all electronic devices.*

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**Call to Order**

- Mayor Joshua Ramsell called the workshop to order at 3:16 pm.

**Attendees**

- PRESENT: Mayor Joshua Ramsell, Mayor Pro-tem Margaret R. Gutjahr, Councilor Arthur Apodaca, Councilor Lawrence Gordon, Councilor Jimmie Winters.
  - Present: City Manager Martin Moore, Municipal Clerk Elizabeth Adair, Deputy Clerk Lalena Aragon, Finance Officer Stephanie Finch, Accounting Specialties Chief Procurement Officer Angela Valadez, Fire Chief Andrew Tabet.

**Accounts payable report**

- CPO Valadez went over the accounts payable report everything over \$500.00; 2 accounts for GSD in the amount of \$11,766.72; NM Self Insurer's Fund in the amount of 2,100; H&E in the amount of \$3,755.26; Sharp in the amount of \$515.05; Albuquerque Publishing in the amount of \$1,334.05; 2 accounts for NM Self Insurer's Fund in the amount of \$9,676.12; Griffin & Associates in the amount of \$1,164.37; Animal Control in the amount of \$1,158.85; NM Self Insurer's Fund in the amount of \$1,100.65; J-H Supply Company in the amount of \$732; Code 3 in the amount of \$1,203.93; Dova Inc in the amount of \$600; WEX Bank in the amount of \$1,445.78; Bank of America in the amount of \$1,191.02; 3 accounts for NM Insurer's Fund in the amount of \$11,995.58; Bank of America in the amount of \$774.48; PNM in the amount of \$933.37; Boundtree in the amount of \$875.06; NM Self Insurer's Fund in the amount of \$946.21; Larry Cearley in the amount of \$2,153.60; Bank of America in the amount of \$1,250.

**Purchase of Executime Time & Attendance and Work Order modules for Incode**

- Manager Dr. Moore explained that we are at a point now at our growth we sign in and out into the building for security and safety reasons and with talking to the fire department they are fully staffed, and we have no way of knowing who is there.
- Manager Dr. Moore further explained that we need to keep track of everything that is going on in the building as well as for the fire and public works departments, such as purchases that need to be made and if someone is out sick, he would be able to pull up every documentation. He further said we need to have a work order module that ties in with other programs we have to identify what needs to be completed or what has been completed.
- Finance Officer Finch explained that Executime would allow employees to clock in and out on their phones, computers ect. as well as have software with it to identify they are in the city facility and be able to see who is working that day. She further explained it would be interrogated with our payroll time approval and will be a more efficient way for time sheets to be submitted. She finished by saying it is defiantly a step up from our current clock in system since we do not have any system in this fashion.

- Mayor Ramsell said the one thing is accuracy and it helps to keep the city honest not only to ourselves but to the residents as well. He continued to ask if it has a limit on how many employees can be on the program.
- Finance Officer Finch said its unlimited.
- Mayor Ramsell asked if it would have yearly or quarterly maintenance fees.
- Finance Officer Finch said it will be yearly for both programs and the big costs will be the start up fees only.
- Councilor Gutjahr said she thinks this is a good idea all around and more efficient and then said her curiosity is on the work orders and asked if Finance Officer Finch can explain a little more.
- Finance Officer Finch explained there can be up to 2 or 3 people who inter the work orders but is up to Dr. Moore on who can input the work orders, then a person will send the orders to the right department, who then will pull it up on there tablets get the work orders done and then mark the order complete and it will return to the first person who sent out the order. She continued to say it is a more efficient way to track the progress in the city.
- Manager Dr. Moore said it is largely a tool for him for when residents, employees or council asked what our progress is and explained that is to tie into the RC Assist where the public can make real time complaints or comments.
- Councilor Apodaca asked if the parent company is Tyler Technologies and asked if there was a different company that offers similar programs.
- Finance Finch explained there are several companies that offer these programs, but we are currently with Tyler Technologies for accounting software and any other programs would not be integrated with what we currently have today. She further explained these are all modules that we keep adding to Tyler Technologies and gave an example of Caselle being more affordable for the one-time cost but more expensive for the yearly fees.
- Mayor Ramsell said he was going through something similar and moved all time clocks to the app on your phone which took a few months for people to catch on but now it's more efficient for people.

#### **Police Office Remodel Change Order**

- Manager Dr. Moore said we went over the cost of the secondary egress and the bathrooms with the contractors. He started to explain the sewer and wastewater pipes and as well as the flooring to the bathrooms, which lead to the change on square footage for the rooms in the police department area.
- Manager Dr. Moore said they broke it down to several options and even with change orders they are talking about \$35k in total. He continued to state there is one more change order he has not heard from which may change the price.
- Finance Officer Finch explained we are waiting on change order #8 for the electrician to contact the contractor.
- Manager Dr. Moore continued to explain with the new change order he highly recommends moving forward with the plans and explained there isn't much to do for demolition and with these changes there is a major benefit when it comes down to our master plan and is well in our budget price.
- Councilor Apodaca said he was going to ask how these fits in our current budget but Dr. Moore explained.
- Councilor Winters asked how much elevated flooring will be left.

- Manager Dr. Moore explained that the elevated areas will be down to 2 rooms and are hopeful once the flooring is torn out they can get a better picture of the plumbing underneath.
- Councilor Gordon said when you say the whole area will be in the open space, will the chief's office be in the open space or will he have a different location.
- Manager Dr. Moore said it will be an existing space, but it will be extended 5 feet.

### **Purchase of Backhoe and Skid Steer**

- Manager Dr. Moore explained that there is an update to the bobcat which he sent Maritn from public works to talk to the gentlemen and he explained they are possibly not getting anything until March but when asked if the city can get out of the purchase order the gentlemen said yes. He then had them talk to Caterpillar dealer who is on a state pricing agreement. He further explained they looked at the prices to both Caterpillar and John Deer and they both fit in the \$300k grant.
- Manager Dr. Moore further explained there has been complaints regarding the back of the building and need to have a place-to-place things before the backhoe and the skid steer come in as well as need to have public works out of the building because their area is starting to get tighter in the back of the building.
- Manager Dr. Moore said we would like to come back to you regarding the property next to the fire department and have public works transferred to that area as well as get electricity and continued to say the waterlines are not that far from the site and recommend coming back and utilize the Bill Brown funds for this project.
- Finance Officer Finch said she wants to add a second quote from the skid steer which includes the gravel, and the price is \$113k.
- Manager Dr. Moore said with that cost we are still under the \$300k limit and stated they are looking at getting a car hauler type trailer as well as looking for cost efficient alternatives for the city instead of having to go to Belen to get diesel every time.
- Councilor Gutjahr asked what the amount of time does when looking at the stock numbers.
- Mayor Ramsell explained he believes it means the hours of use.
- Councilor Winters said he is happy about not getting the extended hoe for the equipment.
- Councilor Apodaca asked if the area of the equipment storage will eventually turn into the fire stations and if we would have to move the public works department to another place.
- Manager Dr. Moore said yes and then said working with the Fire Department for the temporary placement and he stated finding a building for the public works department that is off the highway is more ideal. He continued by saying when going over the site plans the fire chief will be with us as well to make sure there will not be any interferences.
- Councilor Apodaca said looking ahead for the buildings to house the equipment and possibly will still be useful for the fire department if they choose to expand in the future.
- Manager Dr. Moore said there is a requirement the fire department needs for a building as to the public works just needs to keep the equipment shielded from weather damages.
- Councilor Gutjahr said if we are talking about the Bill Brown funds, how much is still left for parks.
- Manager Dr. Moore explained this would not touch the funds and only utilize the grants as well as the money we have asked before from the fund itself.
- Councilor Gordon asked if we go with the Caterpillar will the fencing stop thieves.

- Manager Dr. Moore explained how the area will be utilized as well as possibly needing to purchase new fencing to add to the existing.

#### **Purchase of a Flat Bed Trailer**

- Manager Dr. Moore explained that the finance department went and received 3 quotes and are looking for about \$16k to be used for a flatbed trailer to haul around the backhoe and skid steer which the price fits into the \$300k grant as well.
- Finance Officer Finch explained that the procurement officer looked into, and they have said a specific trailer that is only for \$16k is the one they are after.

#### **Re-Obligate Public Works - Bill Brown Fund**

- Manager Dr. Moore reexplained that we are going to look at de-obligating the funds for the bobcat and are going to come forward in December with a proposal for a reallocation.

#### **Safety Street Light Plan**

- Manager Dr. Moore explained they heard the plan from HDR, and this is asking for the formal accepted plan to be able to move forward in sending the proposal for grants.
- Councilor Gutjahr asked if the money towards the Streetlights we have now going to be added with this plan.
- Manager Dr. Moore said we will be coming to them in December with the capital outlays.
- Councilor Winters asked if we used some of that money for the plot part of the plans.
- Manager Dr. Moore said we did use some capital outlay that was allocated for the streetlight plan/design/restruck and utilized the funds for planning. He continued to say their maybe some funds left and will get with the Finance Officer to go over things more.
- Councilor Apodaca said he is looking forward to the new lights and will be a great addition to the city.
- Councilor Winters said the average intersection should be about \$100k and for a million dollars we can get 10 intersections and continued with the discussion.
- Councilor Gutjahr said as part of making decisions, she thinks in a way of what will work for the community.
- Manager Dr. Moore said if we have a high priority, we can go to the legislator with but if there is a public safety issue we can go to the engineers and discuss matters then.
- Councilor Gordon said he is looking forward to seeing the streetlights.

#### **Resolution 2022 - XX Dangerous property - 101 Rio Communities Blvd (property)**

- Manager Dr. Moore said he has information relating to the acquisition of the property and is going to present it at the regular business meeting.

#### **Consideration of Canceling the 11/28/2022 Workshop and Council Meeting**

- Councilor Gutjahr asked if there is anything pending that we need to take care of if not she is all for cancelling the meeting.
- Manager Dr. Moore said short of some immediate emergency he will utilize this day but isn't aware of anything right now.
- Councilor Apodaca said he is good with whatever the council and mayor decide.

- Councilor Gordon said he is with Councilor Apodaca and said it's a good plan to leave it as an emergency meeting.
- Manager Dr. Moore explained for accounts payable bills need to be paid and will bring it to the December meeting for deliberation.
- Mayor Ramsell said the consensus is that we are not going to have a meeting, but this is his understanding.
- Councilor Winters asked how will accounts payable be handled.
- Finance Officer Finch explained that other municipalities pay the bills and bring the check register to council, and council approves the register.
- Manager Dr. Moore said in other areas they would bring the check register to council.
- Finance Officer Finch explained that the mayor would be looking over everything and signing off before sending the checks.
- Councilor Winters said do we need to have a resolution or anything to change this for long term.
- Councilor Gutjahr said we have had to a pay ahead in the past due to a holiday before and continued the discussion.
- Manager Dr. Moore said there will be a similar situation in December.
- Clerk Adair said as far as the resolution is concerned when we are getting ready to change our opens meeting act then that would be a perfect time to do a resolution.

#### **Personnel - Buy Back Vacation Leave**

- Manager Dr. Moore said the new personnel ordinance has accrue leave of more than 40 hours and portion of the leave be bought back but not drop below 40 hours for vacation only and said this will be coming to you in December 12<sup>th</sup> and since this is the first time, we are bringing it to your attention now.
- Finance Officer Finch said it would be a great deal, because you do not want this liability on the books.

#### **Public Comment**

- no public comments

#### **Manager Report**

##### **a) Public Works Improvements**

- Manager Dr. Moore said one of the areas that we are recognizing is important which is the backhoe, skid steer and fencing and further said the security is the front of the building is number one on the list so city hall can reopen for the public and started to explain where they have been cleaning in the city until the new equipment comes in.

##### **b) Comcast Franchise agreement**

- Manager Dr. Moore said we have received a draft of Comcast Franchise and will be getting with the attorneys and hope to be ready for the December meeting.

#### **Council General Discussion & Future Agenda Items**

- Councilor Apodaca had no report.
- Councilor Gordon said he was happy with the report.
- Councilor Winters said we have moved from tumbleweeds to leaves.

- Councilor Gutjahr asked what the timeline is for when the expansion will continue.
- Manager Dr. Moore said we are asking the electrician to come, and we are waiting for an agreement for the framing, and as stated we are looking at timeline, we are wanting to be on track and moving come January.

**Adjourn**

- The City Council regular workshop was adjourned at 4:31 pm.

Respectfully submitted,

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

Date: \_\_\_\_\_

Approved:

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Joshua Ramsell,  
Mayor

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Margaret R. Gutjahr,  
Mayor Pro-tem/Councilor

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Arthur Apodaca,  
Councilor

\_\_\_\_\_  
Lawrence R. Gordon,  
Councilor

\_\_\_\_\_  
Jimmie Winters,  
Councilor