



**City of Rio Communities Council Regular Business Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, April 08, 2024 6:00 PM**  
**Agenda**

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**  
**Mayor Pro Tem - Lawrence R. Gordon**  
**Council - Arthur Apodaca, Thomas Nelson, Matthew Marquez**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Approval of Consent Agenda**

- 1. Approval of Minutes for March 25, 2024**
- 2. Approval of Accounts Payable**

**Public Comment:** If you wish to speak during the public comment session, the Council will allow each member of the public three (3) minutes to address the Council. Both the public and Council will follow rules of decorum. Please state your name and where you live. The public shall direct comments to the Mayor. Comment(s) will not be disruptive or derogatory

**Manager Report**

**Action Items**

- 3. Discussion, Consideration, and Decision – Emma Sanchez Out of State Travel for WI Law Enforcement Administration Professional Training Conference "LEAP" in Green Bay Wisconsin**
- 4. Discussion, Consideration, and Decision – Contracting with Beasley, Mitchell & CO. Certified Public Accountants**

**Council Discussion**

**Executive Session For the Purpose of Discussion Considering Limited Personnel Matters Complaints Against the City Manager Pursuant to NMSA SECTION 10 – 15-1(H)(2).and e) the discussion of the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8)**

- \* Motion and roll call vote to go into close session**
- \* Motion and roll call vote to go back into the regular business meeting session**
- \* Welcome everyone back and statement by the Mayor:**

**Adjourn**

Please join us from the comfort and safety of your own home by entering the following link: @  
<https://www.facebook.com/riocommunities>



**City of Rio Communities Council Regular Business Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, March 25, 2024 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**  
**Mayor Pro Tem - Margaret R. Gutjahr**  
**Council - Arthur Apodaca, Lawrence R. Gordon, Jimmie Winters**

**Call to Order**

Mayor Ramsell called the regular business meeting to order at 6:00pm

**Pledge of Allegiance**

**Roll Call**

**Governing Body**

Mayor Joshua Ramsell  
 Councilor Lawrence Gordon  
 Councilor Nelson  
 Councilor Apodaca  
 Councilor Marquez

**Staff**

Manager Dr. Martin Moore  
 Deputy Clerk Lalena Aragon  
 Police Chief Felix Nunez  
 Fire Chief Andrew Tabet  
 City Attorney Randy Van Vleck

**Approval of Agenda**

Motion by Apodaca to approve the agenda as presented. Seconded by Councilor Gordon.

**Voting Yea:**

Councilor Gordon  
 Councilor Nelson  
 Councilor Marquez  
 Councilor Apodaca

Motion passed with a 4-0 vote

**Swearing in of Municipal Judge Helen Smith**

District Judge Smith Sworn in New municipal Judge Helen Smith.

**Approval of Consent Agenda**

**Approval of Minutes for Regular Business Meeting March 11,2024**

**Approval of Accounts Payable**

Amazon Business	123.58	Woodlands Hardware	95.11
Sharp Electronics Corporation	1,345.52	Wells Fargo Financial Leasing	2,497.73
Tabet Lumber Co, Inc.	441.26	Home Depot	128.73
Trenton Parnell	13,924.44	Rentokil North America Inc.	466.44
Universal Waste Systems, Inc.	364.98	Century Link	157.18
Napa Auto Parts	33.53	HDR Engineering, Inc.	35,372.90

Angel Armor, LLC.	1,293.00	411 Equipment, LLC	1,206.26
Code 3 Service	84,003.92	Unique Fleet, LLC.	5,964.02
Waterway of NM, LLC.	4,105.89	Maloy Mobile Storage Inc.	243.68
HEI, Inc	52,491.00	Armando Romero	1,181.32
Southern Tire Mart, LLC	3,201.77	NM Municipal League	15.00
CIVICPLUS	3,400.00	Albuquerque Publishing Co.	784.60
AT & T Mobility	1,001.92	USPS	320.00
NM Municipal Clerks & Finance Office	225.00	Seth Howe	654.15
Comcast Business	299.98		

Councilor Gordon made a motion to approve the consent agenda. Seconded by Councilor Apodaca.

**Public Comment:**

Michelle Kinsey talked about the animal ordinance, she also talked about the sexual business ordinance. She explained that this is a family community and the importance of keeping the city safe.

Derek Kinsey stated his concerns for the animals and families that need service animals, and all service animals serve a different purpose. He continued to talk about the sexual business in the community and hopes the city doesn't go that route.

Dick Irvin talked about the animal welfare ordinance. He explained that if the owner of the animals takes care of the animals properly, I don't see an issue. He talked about getting no engine brake signs, he then talked about the traffic on highway 304 and the vehicles speeding.

Peggy Gutjar congratulated Chief Nunez for the Spring Kickoff. She then talked about the number of animals that got vaccinated and how nice it was to see a Police table representing the City. She thanked Dr. Moore and Public Works for their help to make the Spring Kickoff a success.

**Manager Report**

City Manager Dr. Moore explained that the City is working on a animal welfare ordinance. Police Chief Nunez showed a recruitment video and explained the purpose for the recruitment video is to possibly get some applicants for the Police department. Councilor Apodaca thanked Dr. Moore for the training on Budget and Revenue. Councilor Nelson asked about the sexually oriented business ordinance and explained that it is already permitted under C-3.

**Audit Report Presentation – SJT Group**

Jeremiah Armijo went over the Audit. Dr. Moore explained that the city will draft a new policy that will help with the Fire Fighters stipend. He also explained that we have corrected the travel forms, and they are updated.

**Discussion, Consideration, and Decision – Resolution 2024-02 Explaining Audit Findings**

Motion made by Councilor Nelson to approve Resolution 2024-02 Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon  
 Councilor Nelson  
 Councilor Marquez  
 Councilor Apodaca

Motion passed with a 4-0 vote

**Discussion, Consideration, and Decision – Approval For Public Works Use of Unincumbered Bill Brown Memorial Funds**

Dr. Moore explained that public works will use the Bill Brown funds for Don Diego Road that needs to be repaired and can't wait for the grants to come through and stated the cost came to about \$33,000. He explained that they will put some boulders along the side of the road. Councilor Marquez talked about his concerns for the boulders that they are putting on Don Diego Road. Councilor Nelson asked what will be done with the boulders after the redesign of Horner. Councilor Gordon said thank you for getting Don Diego done. Councilor Marquez said that he thinks we should save the money from the Bil Brown fund and use it for a scholarship. The City Attorney explained that we would have to do some research to make sure it doesn't interfere with the anti-donation clause.

Motion by Councilor Gordon for the approval for Public Works use of the unincumbered Bill Brown Memorial funds. Seconded by Councilor Nelson

Voting Yea:

- Councilor Gordon
- Councilor Nelson
- Councilor Marquez
- Councilor Apodaca

Motion passed with a 4-0 vote

**Council Discussion**

Councilor Marquez explained that the city should name the Library or a Park after Bill Brown. Councilor Nelson said he agreed on naming a park after Bill Brown. He thanked Chief Nunez for the Spring Kick off. He then explained that he is applying for a grant that is called a clean and beautiful grant. It has five goals it is to stop littering and put waste bins around the city, clean up graffiti and explained other things that can be done with the grant. Mayor Ramsell talked about prohibiting engine brake use. He explained it requires DOT approval and is something we could put in an ordinance.

**Executive Session - For the purpose of discussion considering limited personnel matters - complaints against the City Manager pursuant to NMSA SECTION 10 – 15-1(H)(2).**

**Motion and roll call vote to go into close session**

Motion made by Councilor Gordon with a roll call vote for the matters stated on the agenda. Seconded by Councilor Apodaca at 7:05pm.

Voting Yea:

- Councilor Gordon
- Councilor Nelson
- Councilor Marquez
- Councilor Apodaca

Motion passed with a 4-0 vote

**Motion and roll call vote to go back into the regular business meeting session**

Motion made by Councilor Gordon to go back into the regular business meeting session with a roll call vote. Seconded by Councilor Nelson at 8:24pm.

Voting Yea:

Councilor Gordon  
Councilor Nelson  
Councilor Marquez  
Councilor Apodaca

Motion passed with a 4-0 vote

**Welcome everyone back and statement by the Mayor:** The Governing Body of the City of Rio Communities, New Mexico, hereby states that on March 25, 2024 a closed executive session was held for the purpose of discussion regarding limited personnel matters - complaints against the City Manager pursuant to NMSA SECTION 10 – 15-1(H)(2).

Motion made by Councilor Nelson to approve the statement by the Mayor as read. Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon  
Councilor Nelson  
Councilor Marquez  
Councilor Apodaca

Motion passed with a 4-0 vote

**Adjourn**

Motion made by Councilor Gordon to adjourn. Seconded by Councilor Apodaca. With a unanimous vote the regular business meeting was adjourned at 8:26pm.

Respectfully submitted,

\_\_\_\_\_  
Dr. Martin Moore, (Acting) Municipal Clerk  
(Taken and Transcribed by Lalena Aragon, Deputy Clerk)

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

Approved:

\_\_\_\_\_  
Joshua Ramsell,  
Mayor

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Lawrance R. Gordon,  
Mayor Pro-tem/Councilor

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Arthur Apodaca,  
Councilor

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Thomas Nelson,  
Councilor

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Matthew Marquez,  
Councilor

DRAFT



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP BANK CODE-AP BANK CODE</b>						
VEN04185	Amazon Business	04/03/2024	EFT	0.00	2,725.06	
VEN04546	Tabet Lumber Co, Inc.	04/03/2024	Regular	0.00	1,167.33	
VEN04850	State of Emergency Upfitting	04/03/2024	EFT	0.00	994.95	
VEN04802	H&M 116 Rock Products, LLC.	04/03/2024	EFT	0.00	1,186.00	
VEN04417	Napa Auto Parts	04/03/2024	Regular	0.00	26.67	
VEN04806	McKesson Medical-Surgical Governn	04/03/2024	EFT	0.00	227.67	
VEN04853	Aqua3, LLC.	04/03/2024	EFT	0.00	42.60	
VEN04680	HEI, Inc	04/03/2024	EFT	0.00	16,245.00	
VEN04603	Woodlands Hardware	04/03/2024	Regular	0.00	508.44	
VEN04598	Wells Fargo Financial Leasing	04/03/2024	Regular	0.00	138.09	
VEN04804	Chad Good	04/03/2024	EFT	0.00	90.00	
VEN04801	Adelina Benavidez	04/03/2024	EFT	0.00	30.00	
VEN04900	Richard Henderson	04/03/2024	Regular	0.00	90.00	
VEN04260	Craig Independent Tire Co.	04/03/2024	Regular	0.00	3,073.26	
VEN04884	Gayle A. Jones	04/03/2024	EFT	0.00	1,800.49	
VEN04702	Linde Gas & Equipment Inc.	04/03/2024	EFT	0.00	782.84	
VEN04718	Melodie Good	04/03/2024	EFT	0.00	90.00	
VEN04494	Ray's Fire Extinguishers	04/03/2024	Regular	0.00	266.65	
VEN04844	AT & T Mobility	04/03/2024	Regular	0.00	2,019.88	
VEN04763	Bank of America, N.A.	04/03/2024	Regular	0.00	943.35	
VEN04615	Stericycle Inc.	04/03/2024	Regular	0.00	163.75	
VEN04222	Boundtree Medical	04/03/2024	Regular	0.00	284.46	
VEN04468	Ortega and Son's Propane Services, I	04/03/2024	Regular	0.00	608.00	
VEN04709	Maloy Mobile Storage Inc.	04/03/2024	EFT	0.00	487.36	
VEN04663	UniqueFleet, LLC.	04/03/2024	EFT	0.00	592.89	
VEN04846	WOLFCOM Enterprises	04/03/2024	EFT	0.00	125.00	
VEN04249	Comcast Business	04/18/2024	Bank Draft	0.00	578.39	DFT0001111
VEN04448	NM Gas Co	04/16/2024	Bank Draft	0.00	794.65	DFT0001112
VEN04459	NM Water Service Company	04/15/2024	Bank Draft	0.00	412.90	DFT0001113
VEN04481	PNM	04/17/2024	Bank Draft	0.00	2,120.78	DFT0001114
VEN04587	Verizon Wireless	04/12/2024	Bank Draft	0.00	524.85	DFT0001115
VEN04599	WEX Bank	04/15/2024	Bank Draft	0.00	2,516.85	DFT0001116

**Bank Code AP BANK CODE Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	12	0.00	9,289.88
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	17	6	0.00	6,948.42
EFT's	24	14	0.00	25,419.86
	<b>68</b>	<b>32</b>	<b>0.00</b>	<b>41,658.16</b>

### Fund Summary

Fund	Name	Period	Amount
99000	Pooled Cash Fund	4/2024	41,658.16
			<hr/> 41,658.16

### Authorization Signatures

#### CHECK REGISTER

This check register has been reviewed and verified for accuracy.

\_\_\_\_\_  
First Signor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Signor

\_\_\_\_\_





# Accounts Payable Approval Report By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Fund: 11000 - General Operating Fund</b>				
<b>Department: 1001 - Governing Body</b>				
AT & T Mobility	287334080831X02262024	03/14/2024	Mayor Joshua Ramsell - Phone	52.39
AT & T Mobility	287334080831X03262024	04/03/2024	Mayor Joshua Ramsell - Phone	104.78
Bank of America, N.A.	INV0004846	04/03/2024	Hotel for Municipal Day - Mat...	140.53
Bank of America, N.A.	INV0004846	04/03/2024	Hotel for Municipal Day - Tho...	140.53
Bank of America, N.A.	INV0004846	04/03/2024	Hotel for Municipal Day - Law...	140.53
Bank of America, N.A.	INV0004846	04/03/2024	140.53	140.53
Bank of America, N.A.	INV0004846	04/03/2024	Parking -Municipal day	27.05
Bank of America, N.A.	INV0004847	04/03/2024	Binders	73.12
<b>Department 1001 - Governing Body Total:</b>				<b>819.46</b>
<b>Department: 1009 - Municipal Court</b>				
Amazon Business	131G-3KNM-HDQL	03/25/2024	PENS,ROLODEX,CORKBORD	174.99
Amazon Business	1FPP-VYDG-33KV	03/25/2024	PENS,ROLODEX,CORKBORD	50.14
Amazon Business	1YN6-3PRC-KLJM	03/25/2024	PENS,ROLODEX,CORKBORD	47.59
<b>Department 1009 - Municipal Court Total:</b>				<b>272.72</b>
<b>Department: 2001 - Manager</b>				
AT & T Mobility	287334080831X02262024	03/14/2024	City Manager Dept Cell Phones	132.42
WEX Bank	96102525	03/25/2024	CM Fuel	44.05
Verizon Wireless	9959634337	03/25/2024	City Manager	40.01
AT & T Mobility	287334080831X03262024	04/03/2024	City Manager Dept Cell Phones	204.86
AT & T Mobility	287334080831X03262024	04/03/2024	City Manager Telecommunicat...	60.10
Bank of America, N.A.	INV0004846	04/03/2024	Hotel for Municipal Day - Mart...	140.53
<b>Department 2001 - Manager Total:</b>				<b>621.97</b>
<b>Department: 2002 - General Administration</b>				
CIVICPLUS	294529	03/14/2024	Municode Meetings Premium...	3,400.00
Wells Fargo Financial Leasing	5028943022	03/14/2024	CH Server Lease - Contract #8...	2,497.73
Rentokil North America Inc.	58614960	03/14/2024	City Hall - Pest Control	180.59
Sharp Electronics Corporation	9004763640	03/14/2024	City Hall & Fire Dept. VOIP	645.01
Sharp Electronics Corporation	9004766279	03/14/2024	CH Help Desk - Contract #800...	285.00
Albuquerque Publishing Co.	INV0004810	03/14/2024	Engineering RFP - El Defensor ...	260.52
Albuquerque Publishing Co.	INV0004810	03/14/2024	Engineering RFP - Albuquerque...	262.35
Albuquerque Publishing Co.	INV0004810	03/14/2024	Engineering RFP - News Bullet...	261.73
USPS	INV0004812	03/19/2024	USPS Renewal-Marketing Mail	320.00
Wells Fargo Financial Leasing	5029062821	03/25/2024	MX3071 Copier-Clerks Office	138.09
Aqua3, LLC.	142058	04/03/2024	24 Pack Cases of Water (4/mo...	42.60
NM Water Service Company	INV0004844	04/15/2024	Water - Utilities	339.52
NM Gas Co	INV0004828	04/16/2024	GAS- Utilities	625.95
PNM	INV0004832	04/17/2024	CH-Electricity - Utilities	622.06
Comcast Business	INV0004843	04/18/2024	City Hall Telecommunications	578.39
<b>Department 2002 - General Administration Total:</b>				<b>10,459.54</b>
<b>Department: 2004 - Finance/Budget/Accounting</b>				
NM Municipal Clerks & Financ...	6972	03/14/2024	NM Muni. Clerks & Finance Of...	225.00
Sharp Electronics Corporation	SH620318	03/14/2024	Finance Department Copies	193.39
Verizon Wireless	9959634337	03/25/2024	Finance	121.17
<b>Department 2004 - Finance/Budget/Accounting Total:</b>				<b>539.56</b>
<b>Department: 2008 - Municipal Clerk</b>				
Amazon Business	1PMX-4LTY-6FKD	03/14/2024	Clerks Office Supplies	123.58
Amazon Business	1LXW-NYNC-NL6V	03/25/2024	Office Signs, Protective covers ..	132.90
Amazon Business	16WM-FTRY-LHRJ	04/01/2024	Flat File Map Storage with Bas...	2,141.99
Gayle A. Jones	INV0004848	04/03/2024	Clerk's Office Training	1,800.49
<b>Department 2008 - Municipal Clerk Total:</b>				<b>4,198.96</b>

**Accounts Payable Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Department: 2012 - Planning &amp; Zoning</b>				
Chad Good	INV0004829	03/28/2024	P & Z 3rd QTR	90.00
Melodie Good	INV0004830	03/28/2024	P & Z 3rd QTR	90.00
Richard Henderson	INV0004842	04/01/2024	P & Z QTR 3 2024	90.00
Adelina Benavidez	INV0004849	04/03/2024	P & Z 3 QTR 2024	30.00
<b>Department 2012 - Planning &amp; Zoning Total:</b>				<b>300.00</b>
<b>Department: 3001 - Law Enforcement</b>				
UniqueFleet, LLC.	22733	03/04/2024	REPLACE FRONT WINDSHIED ...	419.99
UniqueFleet, LLC.	22734	03/04/2024	OPEN PO FOR OIL CHANGES/...	172.90
Seth Howe	1	03/14/2024	VIDEOGRAPHY SERVICES FOR ...	654.15
AT & T Mobility	287334080831X02262024	03/14/2024	Police Phones/Internet Boxes	120.12
AT & T Mobility	287334080831X02262024	03/14/2024	Police Telecommunications	179.71
NM Municipal League	6958	03/14/2024	F.Nunez PD Chief Dues	15.00
Angel Armor, LLC.	INV8825-NAS	03/14/2024	BULLET PROOF VEST RPC, BLA...	1,293.00
Sharp Electronics Corporation	Sh620319	03/14/2024	Police Dept. Copies	198.71
Sharp Electronics Corporation	SH620320	03/14/2024	Fax Expansion Kit	23.41
Woodlands Hardware	012790/1	03/25/2024	General Supplies	197.37
Woodlands Hardware	012792/1	03/25/2024	General Supplies	81.47
Craig Independent Tire Co.	141426	03/25/2024	2017 FORD EXPLORER MAINT...	1,263.62
Craig Independent Tire Co.	141441	03/25/2024	2019 CHEVY TAHOE MAINTEN...	1,318.29
Craig Independent Tire Co.	141485	03/25/2024	2022 FOR EXPLOER OIL & FILT...	158.03
Amazon Business	1HWN-7PLQ-GJK4	03/25/2024	FLASH DRIVES AND SCREEN P...	71.23
Amazon Business	1WXY-HV1T-FNKK	03/25/2024	TRIPLE MOLLE, MOLLE PISTOL...	106.22
State of Emergency Upfitting	2116	03/25/2024	VINY GRAPGICS: PRINT AND C...	994.95
UniqueFleet, LLC.	22731	03/25/2024	FRONT WINDSHIELD REPLEAC...	419.99
UniqueFleet, LLC.	22732	03/25/2024	OPEN PO FOR OIL CHANGES/...	172.90
WEX Bank	96102525	03/25/2024	PD Fuel	433.18
Verizon Wireless	9959634337	03/25/2024	Police Dept	41.15
WOLFCOM Enterprises	SI-00007354	03/25/2024	WEMS LITE PRO ANNUAL LIC...	125.00
AT & T Mobility	287334080831X03262024	04/03/2024	Police Phones/Internet Boxes	199.46
AT & T Mobility	287334080831X03262024	04/03/2024	Police Telecommunications	384.36
HEI, Inc	JC3720	04/03/2024	Moving Equipment/Furniture ...	2,057.70
<b>Department 3001 - Law Enforcement Total:</b>				<b>11,101.91</b>
<b>Department: 3002 - Fire Protection</b>				
AT & T Mobility	287334080831X02262024	03/14/2024	Code/Fire/EMS Telecommuni...	32.74
AT & T Mobility	287334080831X03262024	04/03/2024	Code/Fire/EMS Phones	197.52
<b>Department 3002 - Fire Protection Total:</b>				<b>230.26</b>
<b>Department: 5101 - Public Works</b>				
Woodlands Hardware	012716/1	03/14/2024	Various Supplies	4.72
Woodlands Hardware	012729/1	03/14/2024	Various Supplies	60.34
Maloy Mobile Storage Inc.	0322913-IN	03/14/2024	40' Storage Container Serial#8...	243.68
UniqueFleet, LLC.	22670	03/14/2024	Preventative Maint PW Vehicl...	707.85
UniqueFleet, LLC.	22740	03/14/2024	Preventative Maint PW Vehicl...	4,663.28
AT & T Mobility	287334080831X02262024	03/14/2024	Public Works Phones	52.39
Woodlands Hardware	012434/1	03/25/2024	Various Supplies	10.08
Woodlands Hardware	012780/1	03/25/2024	Various Supplies	130.73
Maloy Mobile Storage Inc.	0323685-IN	03/25/2024	40' Storage Container Serial#8...	243.68
Maloy Mobile Storage Inc.	0323768-IN	03/25/2024	40' Storage Container Serial#8...	243.68
Craig Independent Tire Co.	141427	03/25/2024	Vehicle Tire Repair	333.32
Tabet Lumber Co, Inc.	37270	03/25/2024	Misc Items for road work	63.78
WEX Bank	96102525	03/25/2024	PW Fuel	469.84
Verizon Wireless	9959634337	03/25/2024	Public Works	121.17
AT & T Mobility	287334080831X03262024	04/03/2024	Public Works Phones	104.78
H&M 116 Rock Products, LLC.	3514	04/03/2024	POT HOLES AND PUBLIC WOR...	1,186.00
<b>Department 5101 - Public Works Total:</b>				<b>8,639.32</b>
<b>Department: 5104 - Highways and Streets</b>				
Tabet Lumber Co, Inc.	37211	03/14/2024	cement for side walk repair	66.26
Tabet Lumber Co, Inc.	8293	03/14/2024	cement for side walk repair	375.00
Tabet Lumber Co, Inc.	37246	03/25/2024	asphalt patch	1,067.85

**Accounts Payable Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Tabet Lumber Co, Inc.	37246 A	03/25/2024	cement for side walk repair	35.70
PNM	INV0004839	04/16/2024	Streetlights - Electricity - Utilit...	33.44
PNM	INV0004840	04/16/2024	Streetlights - Electricity - Utilit...	66.21
PNM	INV0004835	04/17/2024	Streetlights - Electricity - Utilit...	166.52
PNM	INV0004836	04/17/2024	Streetlights - Electricity - Utilit...	37.12
PNM	INV0004837	04/17/2024	Streetlights - Electricity - Utilit...	87.57
PNM	INV0004838	04/17/2024	Streetlights - Electricity - Utilit...	140.93
PNM	INV0004841	04/17/2024	Streetlights - Electricity - Utilit...	171.52
<b>Department 5104 - Highways and Streets Total:</b>				<b>2,248.12</b>
<b>Fund 11000 - General Operating Fund Total:</b>				<b>39,431.82</b>

**Fund: 20200 - Environmental**

**Department: 5009 - Environmental**

Universal Waste Systems, Inc.	0002836479	03/04/2024	Clean Up day-Dumpsters	364.98
<b>Department 5009 - Environmental Total:</b>				<b>364.98</b>
<b>Fund 20200 - Environmental Total:</b>				<b>364.98</b>

**Fund: 20900 - Fire Protection**

**Department: 3002 - Fire Protection**

411 Equipment, LLC	0002653	03/04/2024	work on Tender 1-7	1,206.26
Woodlands Hardware	012701/1	03/04/2024	Various Supplies	24.61
Armando Romero	2	03/04/2024	auto detail	1,181.32
Rentokil North America Inc.	58615100	03/04/2024	Fire Dept. - Pest Control	144.04
Rentokil North America Inc.	58615216	03/04/2024	Fire Dept. - Pest Control	141.81
Woodlands Hardware	012732/1	03/14/2024	Various Supplies	5.44
Code 3 Service	240159	03/14/2024	700 Radios	84,003.92
AT & T Mobility	287334080831X02262024	03/14/2024	Fire Phones	157.27
AT & T Mobility	287334080831X02262024	03/14/2024	Fire Telecommunications	120.12
Waterway of NM, LLC.	3551	03/14/2024	yearly testing of apparatus an...	4,105.89
Home Depot	48437	03/14/2024	Supplies	98.37
Home Depot	49963	03/14/2024	Supplies	30.36
Southern Tire Mart, LLC.	5020086360	03/14/2024	new tires	3,201.77
Napa Auto Parts	513931	03/14/2024	Auto Supplies	33.53
Century Link	INV0004811	03/14/2024	FD/Substation - Telephone ser...	157.18
Woodlands Hardware	012768/1	03/25/2024	Various Supplies	9.32
Woodlands Hardware	012797/1	03/25/2024	Various Supplies	37.33
Woodlands Hardware	012827/1	03/25/2024	Various Supplies	32.90
Woodlands Hardware	012828/1	03/25/2024	Various Supplies	9.24
Ray's Fire Extinguishers	13464	03/25/2024	fire extinguisher fill and certify	266.65
McKesson Medical-Surgical G...	21865037	03/25/2024	MED supplies	227.67
Linde Gas & Equipment Inc.	41792180	03/25/2024	Oxygen Bottles	187.76
Linde Gas & Equipment Inc.	41897015	03/25/2024	Oxygen Bottles	595.08
Ortega and Son's Propane Serv..	46707	03/25/2024	Propane for Tierra Grande Stat..	608.00
Napa Auto Parts	515011	03/25/2024	Auto Supplies	20.98
Napa Auto Parts	515027	03/25/2024	Auto Supplies	5.69
WEX Bank	96102525	03/25/2024	Fire Dept.	1,521.70
Verizon Wireless	9959634337	03/25/2024	Fire Department	120.03
Comcast Business	INV0004805	03/26/2024	Fire Dept. Telecommunications	299.98
AT & T Mobility	287334080831X03262024	04/03/2024	Fire Phones	314.22
AT & T Mobility	287334080831X03262024	04/03/2024	Fire Telecommunications	240.24
Bank of America, N.A.	INV0004846	04/03/2024	Hotel for Municipal Day - And...	140.53
NM Water Service Company	INV0004845	04/15/2024	Water - Utilities	73.38
NM Gas Co	INV0004827	04/16/2024	GAS- Utilities	168.70
PNM	INV0004833	04/17/2024	FD-Electricity - Utilities	118.32
PNM	INV0004834	04/17/2024	FD-Electricity - Utilities	677.09
<b>Department 3002 - Fire Protection Total:</b>				<b>100,286.70</b>
<b>Fund 20900 - Fire Protection Total:</b>				<b>100,286.70</b>

**Fund: 26000 - American Rescue Plan Act**

**Department: 2002 - General Administration**

HEI, Inc	JC3836	03/14/2024	Police Department Security Sy...	876.09
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**Accounts Payable Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
HEI, Inc	JC3837	03/14/2024	Fire Department Admin Securi...	594.25
HEI, Inc	JC3838	03/14/2024	City Hall Security System	15,499.95
HEI, Inc	JC3839	03/14/2024	Security at Station #1	20,569.98
<b>Department 2002 - General Administration Total:</b>				<b>37,540.27</b>
<b>Fund 26000 - American Rescue Plan Act Total:</b>				<b>37,540.27</b>
<b>Fund: 29700 - County EMS GRT</b>				
<b>Department: 2002 - General Administration</b>				
AT & T Mobility	287334080831X02262024	03/14/2024	EMT Phones	104.78
AT & T Mobility	287334080831X02262024	03/14/2024	EMT Telecommunications	49.98
Stericycle Inc.	8006647252	03/25/2024	Biohazard Waste Pickup	163.75
Boundtree Medical	85287888	03/25/2024	medical supplies	104.47
Boundtree Medical	85297092	03/25/2024	medical supplies	179.99
WEX Bank	96102525	03/25/2024	EMS Fuel	48.08
Verizon Wireless	9959634337	03/25/2024	EMS	81.32
AT & T Mobility	287334080831X03262024	04/03/2024	EMT Phones	209.56
<b>Department 2002 - General Administration Total:</b>				<b>941.93</b>
<b>Fund 29700 - County EMS GRT Total:</b>				<b>941.93</b>
<b>Fund: 30300 - State Legislative Appropriation Project</b>				
<b>Department: 2002 - General Administration</b>				
Trenton Parnell	779327	03/14/2024	Fencing for Chamisa Park	13,924.44
<b>Department 2002 - General Administration Total:</b>				<b>13,924.44</b>
<b>Fund 30300 - State Legislative Appropriation Project Total:</b>				<b>13,924.44</b>
<b>Fund: 30400 - Road/Street Projects</b>				
<b>Department: 2002 - General Administration</b>				
HDR Engineering, Inc.	1200602491	03/14/2024	Task 7 - Subconsultant Cobb F...	6,533.20
HDR Engineering, Inc.	1200602491	03/14/2024	Task 1 - Project Management	4,509.50
HDR Engineering, Inc.	1200602491	03/14/2024	Task 3 - Preliminary & Final De...	6,488.30
HDR Engineering, Inc.	1200602491	03/14/2024	Subconsultant Mark-Up	653.32
HDR Engineering, Inc.	1200602491	03/14/2024	GRT (7.6250%)	1,386.55
HDR Engineering, Inc.	1200602505	03/14/2024	Expenses General	144.60
HDR Engineering, Inc.	1200602505	03/14/2024	Task 3 - Preliminary & Final De...	13,081.81
HDR Engineering, Inc.	1200602505	03/14/2024	Task 1 -Project Management	1,456.08
HDR Engineering, Inc.	1200602505	03/14/2024	GRT (7.7500%)	1,119.54
<b>Department 2002 - General Administration Total:</b>				<b>35,372.90</b>
<b>Fund 30400 - Road/Street Projects Total:</b>				<b>35,372.90</b>
<b>Fund: 39900 - Other Capital Projects</b>				
<b>Department: 2002 - General Administration</b>				
HEI, Inc	JC3839	03/14/2024	Security at Station #2	9,504.75
HEI, Inc	JC3839	03/14/2024	Security at Station #1	3,100.88
HEI, Inc	SRVCE10685	03/14/2024	Camera Monitoring System for...	2,345.10
HEI, Inc	JC3722	04/03/2024	PD-Temporary detention of su...	14,187.30
<b>Department 2002 - General Administration Total:</b>				<b>29,138.03</b>
<b>Fund 39900 - Other Capital Projects Total:</b>				<b>29,138.03</b>
<b>Grand Total:</b>				<b>257,001.07</b>

**Fund Summary**

Fund	Expense Amount
11000 - General Operating Fund	39,431.82
20200 - Environmental	364.98
20900 - Fire Protection	100,286.70
26000 - American Rescue Plan Act	37,540.27
29700 - County EMS GRT	941.93
30300 - State Legislative Appropriation Project	13,924.44
30400 - Road/Street Projects	35,372.90
39900 - Other Capital Projects	29,138.03
<b>Grand Total:</b>	<b>257,001.07</b>

**Account Summary**

Account Number	Account Name	Expense Amount
11000-1001-53010	Travel - Elected Officials	562.12
11000-1001-53030	Travel - Employees	27.05
11000-1001-56020	Supplies - General Office	73.12
11000-1001-56040	Supplies-Furniture/Fixtu...	157.17
11000-1009-56020	Supplies - General Office	272.72
11000-2001-53030	Travel - Employees	140.53
11000-2001-56040	Supplies-Furniture/Fixtu...	337.28
11000-2001-56120	Supplies - Vehicle Fuel	44.05
11000-2001-57160	Telecommunications	100.11
11000-2002-55030	Contract - Professional S...	1,110.60
11000-2002-56010	Software	3,400.00
11000-2002-56060	Supplies - Kitchen	42.60
11000-2002-57080	Postage	320.00
11000-2002-57090	Printing/Publishing/Adve...	784.60
11000-2002-57130	Rent of Equipment/Mach..	2,635.82
11000-2002-57160	Telecommunications	578.39
11000-2002-57170	Utilities - Electricity	622.06
11000-2002-57171	Utilities - Natural Gas	625.95
11000-2002-57173	Utilities - Water	339.52
11000-2004-57050	Employee Training	225.00
11000-2004-57090	Printing/Publishing/Adve...	193.39
11000-2004-57160	Telecommunications	121.17
11000-2008-54050	Maintenance & Repair - ...	2,141.99
11000-2008-55030	Contract - Professional S...	1,800.49
11000-2008-56020	Supplies - General Office	256.48
11000-2012-51030	Salaries - Term Position	300.00
11000-3001-54040	Maintenance & Repairs - ...	3,925.72
11000-3001-55030	Contract - Professional S...	654.15
11000-3001-55999	Contract - Other Services	3,052.65
11000-3001-56020	Supplies - General Office	350.07
11000-3001-56030	Supplies - Field Supplies	1,399.22
11000-3001-56040	Supplies-Furniture/Fixtu...	319.58
11000-3001-56120	Supplies - Vehicle Fuel	433.18
11000-3001-57090	Printing/Publishing/Adve...	198.71
11000-3001-57150	Subscriptions & Dues	140.00
11000-3001-57160	Telecommunications	628.63
11000-3002-56040	Supplies-Furniture/Fixtu...	197.52
11000-3002-57160	Telecommunications	32.74
11000-5101-54040	Maintenance & Repairs -...	6,557.13
11000-5101-55999	Contract - Other Services	731.04
11000-5101-56030	Supplies - Field Supplies	269.65
11000-5101-56040	Supplies-Furniture/Fixtu...	157.17
11000-5101-56120	Supplies - Vehicle Fuel	469.84
11000-5101-56122	Supplies - Vehicle Tires	333.32
11000-5101-57160	Telecommunications	121.17

Accounts Payable Approval Report

**Account Summary**

Account Number	Account Name	Expense Amount
11000-5104-54030	Maintenance & Repairs -...	1,067.85
11000-5104-56030	Supplies - Field Supplies	476.96
11000-5104-57170	Utilities - Electricity	703.31
20200-5009-55999	Contract - Other Services	364.98
20900-3002-53030	Travel - Employees	140.53
20900-3002-54040	Maintenance & Repairs -...	1,266.46
20900-3002-54999	Other Maintenance	1,181.32
20900-3002-55030	Contract - Professional S...	285.85
20900-3002-55999	Contract - Other Services	4,372.54
20900-3002-56030	Supplies - Field Supplies	4,103.45
20900-3002-56040	Supplies-Furniture/Fixtu...	600.22
20900-3002-56070	Supplies - Medical	227.67
20900-3002-56120	Supplies - Vehicle Fuel	1,521.70
20900-3002-57160	Telecommunications	937.55
20900-3002-57170	Utilities - Electricity	795.41
20900-3002-57171	Utilities - Natural Gas	168.70
20900-3002-57172	Utilities - Propane/Buta...	608.00
20900-3002-57173	Utilities - Water	73.38
20900-3002-58020	Equipment & Machinery	84,003.92
26000-2002-58010	Buildings & Structures	20,569.98
26000-2002-58020	Equipment & Machinery	16,970.29
29700-2002-55999	Contract - Other Services	163.75
29700-2002-56040	Supplies-Furniture/Fixtu...	314.34
29700-2002-56070	Supplies - Medical	284.46
29700-2002-56120	Supplies - Vehicle Fuel	48.08
29700-2002-57160	Telecommunications	131.30
30300-2002-58999	Other Capital Purchases	13,924.44
30400-2002-55030	Contract - Professional S...	35,372.90
39900-2002-58010	Buildings & Structures	29,138.03
	<b>Grand Total:</b>	<b>257,001.07</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	196,609.21
D19427-50000	14,345.95
D19841-50000	19,570.87
FRF-RIOCOM-075-50000	26,475.04
	<b>Grand Total:</b>
	<b>257,001.07</b>

MAYOR & COUNCILORS

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JOSHUA RAMSELL, MAYOR

---

LAWRENCE GORDON, COUNCILOR

---

ARTHUR APODACA, COUNCILOR

---

MATTHEW MARQUEZ, COUNCILOR

---

THOMAS NELSON, COUNCILOR

ATTEST:

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Dear Chief Felix Nunez,

I am writing this as an official request to approve an out-of-state conference located in Green Bay, Wisconsin.

This conference is called "WI Law Enforcement Administration Professional Training Conference" or "LEAP" for short. The contents of this conference would provide invaluable exposure for our work in the city and align closely with our department's goals. The conference will be held from June 18<sup>th</sup>-22<sup>nd</sup>, 2024.

The primary focus of the conference is to address related topics focused on improving communication, enhancing skills, and fostering community outreach.

As the Administrative Assistant to the City of Rio Communities Police Department, the insights gained from attendance to "LEAP" would contribute significantly to any ongoing projects as well as allow me to further create a network with like-minded professionals from our field.

This network of communication and training resources will allow this department to stay better informed about the latest trends in other jurisdictions, new developments, and access to a large pool of ideas and solutions. Our attendance to "LEAP" also introduces a unique opportunity to showcase our department's expertise, foster contacts with other professionals, as well as the potential to attract additional funding avenues and collaboration.

Attached you will find a detailed budget outlining the estimated expenses for this trip, including registration fees, accommodation, transportation, and any other associated expenses. The total estimated cost for this trip comes to \$2,500.

Respectfully submitted,

  
Emma Sanchez

4/1/2024





Conference

### WI Law Enforcement Administrative Professionals Training Conference (LEAP)

📅 June 19-21, 2024 | 📍 Green Bay, WI

Join other administrative professionals, executive assistants, and support personnel from criminal justice and other governmental agencies to discuss relevant topics focused on improving communication, enhancing skills, and fostering community outreach.

\$295 | \$235.20  
(62+)

#### About

The theme for 2024 is "Go LEAP Go; Tackle Your Obstacles; Celebrate Your Gains!"

#### *Agenda Just Announced!*

If you are interested in receiving email announcements about the conference, signup [HERE](#) and select conference announcements.

#### Training Schedule:

Wednesday, June 19, 2024: 12:00 pm - 5:00 pm

Thursday, June 20, 2024: 8:00 am - 5:00 pm

Friday, June 21, 2024: 8:00 am - 12:00 pm

#### Is This Training For You?

- Court System Personnel
- Law Enforcement Support

#### About the Venue

Oneida Hotel (formerly known as Radisson Hotel & Conference Center Green Bay)

2040 Airport Drive

Green Bay, WI 54311

(920) 494-7300

#### Lodging Options

Oneida Hotel (formerly known as Radisson Hotel & Conference Center Green Bay)

2040 Airport Drive

Green Bay, WI 54311

(920) 494-7300

**Room Block Cutoff: May, 28 2024**

Single rate: \$107

Double rate: \$117

Triple rate: \$127

Quadruple rate: \$137

Reservations for the event: Contact the hotel directly at 920-494-7300 and dial #1 for reservation. Attendees must ask for a room in the **2024 Law Enforcement Administrative Professionals Conference room block**.

This fee includes 16 hours of training, program materials and instructional costs. Participants are responsible for costs and arrangements related to meals, travel, and lodging.

## Instructors

**Alexander Bol** Special Agent and K9 Handler, WI DOJ-Division of Criminal Investigation

**Carl Johnson** Outreach and Benefits Specialist with the Department of Employee Trust Funds.

Carl meets with members individually for personalized retirement appointments as well as in a group setting with group appointments, private presentations, and webinars. Carl's main goal is to assist members in understanding the benefits available to them so they can feel secure in their eventual retirement.

**Chief Chris Davis** Chief of Police Green Bay Police Department

Chris Davis was sworn in as the Chief of the Green Bay Police Department on September 16, 2021. Chief Davis began his policing career at the Arizona State University Police Department in 1994. In 1998, he joined the Portland, Oregon Police Bureau, where he served in a variety of roles including the Assistant Chief of Services, Assistant Chief of Operations, and Deputy Chief of Police. Chief Davis has a bachelor's degree in justice studies and a master's degree in public safety leadership and administration from Arizona State University. He is a graduate of the FBI National Academy and the Major Cities Chiefs Association's Police Executive Leadership Institute.

**Dave Jones** Special Agent (Retired), Air Force Office of Special Investigations

David Jones is a retired Special Agent with the Air Force Office of Special Investigations (OSI). During his career he conducted hundreds of criminal investigations, counterintelligence, and anti-terrorism operations across the globe. His last assignment was the Superintendent of the United States Air Force Special Investigations Academy, Detachment 1. Since his retirement from the Air Force, he has served as a University Program Chair for Criminal Justice, a fiction novelist, and the Chief of Police for the University of Wisconsin Green Bay. He holds a master's degree from the American Military University and was the Magnas award winner at the National Command and Staff College. David was hand selected to brief a United States Congressional panel regarding the effects of Post Traumatic Stress Disorder (PTSD) on law enforcement personnel.

**Holly Nilles** Business Office Manager, Verona Police Department

Holly Nilles has been the Business Office Manager and Administrative Assistant at the City of Verona, WI Police Department since August of 2010. She loves to serve, whether it be for members of her department or for the community. Outside VPD, Holly is a Revelation Wellness Certified Group Fitness Instructor and NGA (National Gym Association) Certified Personal Trainer, and she uses those certifications by offering free fitness classes to anyone in or near her community, as well as online. She has been active as a fitness instructor for the past 17 years, but since 2016 she has taught fitness solely on a volunteer basis through her fitness ministry, Forward Fit. Holly loves pouring into others and teaches her classes with an emphasis on training the heart and allowing the body to follow.

**Jeremiah Winscher** Special Agent in Charge, Lake Winnebago Area Meg Unit, WI DOJ-Division of Criminal Investigation

Jeremiah has been in law enforcement since 2007, first as a Wisconsin State Patrol Trooper assigned in Winnebago County until 2011 when he joined DCI working in the narcotics bureau. From 2011 through 2022, Jeremiah worked as a Special Agent assigned to DCI's Appleton Field Office Narcotics Bureau where he enjoyed working complex narcotics cases throughout northeast Wisconsin. In addition, Jeremiah was also assigned as a Drug Enforcement Administration Task Force Officer from 2018 until his promotion to Special Agent in Charge in 2022. Currently, he is the Project Director for the Lake Winnebago Area Metropolitan Enforcement Group - Drug Unit (LWAM) which is a multi-jurisdictional drug task force comprised of investigators from 15 law enforcement agencies throughout Winnebago, Outagamie, Fond du Lac, and Calumet Counties.

**Jim Megna** Detective, Winnebago County Sheriff's Office

Detective Megna has worked at the Winnebago County Sheriff's Office for 15 years. He has been a part of the Detective Division for 4 years and has worked primarily on Internet Crimes Against Children cases. He is now a member of the newly formed Special Victims Unit which deals primarily with at risk victims in Winnebago County and throughout the State of Wisconsin. In this role, he has been specially trained to respond to crimes against children, high technology crime, human trafficking cases as well as high level frauds.

**Jordyn Dieter** Owner/Therapist, Rebellious Wellness

Jordyn is a trauma therapist that owns her own private practice called Rebellious Wellness. Jordyn works with multiple law enforcement agencies, first responders, military, and veterans to provide mental wellness services tailored to the profession. Jordyn established Rebellious Wellness under the idea that facing your struggles head on takes guts, helping people rebel against the internal and external factors is crucial in maintaining a life of post-traumatic purpose. Jordyn has been awarded The Chief's Commendation Award from the Neenah Police Department for building mental wellness services and bridging mental health stigma as well as The Citizen's Service Medal for her passion and commitment to the Green Bay Police Department.

**K9 Moose** Electronic Device Detection K9, WI DOJ-Division of Criminal Investigation

**Kyle Gulya** Attorney, von Briesen & Roper, S.C.

Kyle is a Shareholder in the Labor and Employment Law Section at von Briesen & Roper, s.c. He advises both public & private sector employers with employment- and labor-related issues including regulatory compliance, antidiscrimination practices, contractual and workplace policy matters, and personnel management. He handles numerous aspects of labor-management relations from advising clients during union organizing campaigns to serving as chief negotiator during collective bargaining negotiations. He also advises clients regarding complex internal investigations and effectively resolving personnel disputes. Kyle also assists clients with crisis communications and effectively handling crisis situations, and he regularly advises clients regarding Wisconsin's Public Records Law and Open Meetings Law.

**Kyle Schroder** Detective, Winnebago County Sheriff's Office

Detective Schroeder has worked at the Winnebago County Sheriff's Office for 20 years. He has been a part of the Detective Division for approximately 10 years. Det. Schroeder has a wealth of knowledge in a wide variety of investigative specialties to include narcotics, ICAC, and fraud. Det. Schroeder is a member of the Winnebago County Sheriff's Office Special Victims Unit.

**Lara Vendola-Messer** Communications Captain, Winnebago County Sheriff's Office

Captain Lara Vendola-Messer has been with the Winnebago County Sheriff's Office since 1996. While the majority of that time spent was in the Patrol Division, she is currently assigned as the Communications Captain. She served as the Team Commander for the Hostage Negotiation Team, is CIT (Crisis Intervention Team) trained, and currently serves on the Boards of the N.E.W. Mental Health Connection and the Fox Valley Critical Incident Stress Management Team. She is one of a handful of statewide Team Leaders for the Wisconsin Law Enforcement Accreditation Group (WILEAG) and serves as the secretary for the accreditation user group Wisconsin Police Accreditation Coalition (WI-PAC). She holds a bachelor's degree in criminal justice and a master's degree of Public Administration, both from UW Oshkosh, and she is also an Adjunct Instructor in the University of Wisconsin Platteville Criminal Justice program.

**Mark Yarbrough** Motivational Speaker - Author

Mark Yarbrough was elected to five terms as the Lamb County & District Attorney and served for 20 years, prosecuting everything from death penalty cases to DWIs. During his tenure, in 2002, he was awarded the M.A.D.D. regional prosecutor of the year. He served on the board of directors for the Texas District & County Attorney's Association, and is a member of the National District Attorney's Association. He also is one of the founding fellows of the Texas Prosecutor's Society. Mark is listed by the Lawyers of Distinction as one of the top 10% of lawyers in the United States, and by the American Institute of Criminal Law Attorneys as one of the "10 Best Attorneys" for Texas. At the end of 2012, Mark retired as District Attorney and travels the country giving motivational speeches regarding Burnout. He has also written and been published on the subject of Burnout.

**Melinda Padilla Lynch** Founder, Executive Director, and Chair, Law Enforcement Administrative Support (LEAS)

Melinda Padilla Lynch is a dynamic and accomplished professional currently serving on Team ND, as a state employee. With a diverse background in community engagement and leadership roles, Melinda brings a wealth of expertise to her current position. In her extensive career, Melinda has demonstrated proficiency in management, team leadership, and event planning. Notably, as the former Community Engagement Liaison for the Main Street Initiative within the North Dakota Department of Commerce, she played a pivotal role in fostering community development.

**Melinda Tempelis** District Attorney, Outagamie County District Attorney's Office

Melinda Tempelis is the District Attorney for Outagamie County and has been a prosecutor since 2003. In 2002, Ms. Tempelis received her law degree from UW-Madison and obtained a master's in public affairs from the La Follette School of Public Affairs at UW - Madison. Ms. Tempelis has handled a variety of misdemeanor and felony cases, as well as juvenile delinquency and CHIPS cases. She specializes in victim crimes, including homicides, sexual assault, and child maltreatment cases. She is active on many multi-disciplinary committees and organizations associated with the criminal justice system. Ms. Tempelis has done training on a wide variety of topics for Fox Valley Technical College, the Office of Justice Assistance, and the Department of Justice. Ms. Tempelis is also a member of the Governor's Juvenile Justice Commission and a board member of the Wisconsin District Attorney's Association.

**Michael Young** Inventory Management Specialist, Naval Criminal Investigative Service (NCIS) - Norfolk Field Office in Norfolk, Virginia

Mike has been with NCIS for five years and has over 14 years of government service including his tenure in the US Navy. He started his career as a Program Support Assistant with the NCIS Norfolk Field Office Special Operations Unit (SOU) directly supporting narcotics and child exploitation operations. As the IMS for the Norfolk Field office, he is directly responsible for the safeguarding of weapons, vehicles, travel, equipment and also provides logistical support for the Norfolk Field Office Area of Operation (AOR). He is the subject matter expert for all Arms, Ammunition and Explosives (AA&E). He also manages a fleet of 95 vehicles, valued at 3.8 million dollars. Mike's roles include ensuring all matters related to weapons and ammunition comply with the Department of Defense (DoD), the Department of the Navy (DoN), and the Naval Criminal Investigative Service (NCIS) regulations and policies for the Field Office and its 7 subordinate offices.

**Michelle Bank-Harris** Supervisory Program Analyst, Naval Criminal Investigative Service (NCIS)

Michelle currently serves as a Supervisory Program Analyst (SPA) for the Naval Criminal Investigative Service (NCIS) Norfolk Field Office in Norfolk, Virginia. With over 4 years of experience with NCIS, she has proven her ability to effectively supervise, plan, and direct the work of 8 Management and Program Analyst staff members. She began her career with NCIS as a Program Support Assistant with NCIS Central Field Office in Great Lakes, Illinois. Michelle serves as the subject matter expert on case management, supporting over 120

Special Agents and Investigators within the 7 subordinate offices in the Norfolk Field Office Area of Operation (AOR). She is directly responsible for managing and overseeing a wide range of administrative functions including but not limited to personnel management, a 550,000 budget, facilities, training, and case management of 5,000 active and closed case files.

**Pat Griesbach** Sergeant, Grand Chute Police Department

Pat Griesbach is currently a Detective Sergeant for the Grand Chute Police Department and has been employed there since 2003. After having worked patrol, he was assigned as an investigator with the Lake Winnebago Area Metropolitan Drug Unit until being assigned as a full-time investigator. Pat has served on the Outagamie County Multi-Jurisdiction Emergency Response Team (SWAT) since 2007 and is an instructor in multiple disciplines.

**Sheryl Dingman** Volunteer Coordinator, Victim Crisis Response Team

## Contact Information

**Jessica Heimann**

**(855) 866- 2582**

**[jessica.heimann2274@fvtc.edu](mailto:jessica.heimann2274@fvtc.edu)**

## Notice of Federal Funding and Federal Disclaimer

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**National Criminal Justice Training Center**

(855) 866-2582 | [info@ncjtc.org](mailto:info@ncjtc.org) | [ncjtc.org](http://ncjtc.org) | [facebook.com/ncjtc](https://facebook.com/ncjtc)







## ONEIDA HOTEL

2040 Airport Dr, Green Bay, Wisconsin, 54313

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Check In:	Tue, Jun 18, 2024
Check Out:	Sat, Jun 22, 2024
Rooms:	1
Adults:	2
Kids:	0

### RATES FOR ROOM, 1 KING BED, NON SMOKING

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Tue, Jun 18	\$129.00
Wed, Jun 19	\$129.00
Thu, Jun 20	\$129.00
Fri, Jun 21	\$159.00
Subtotal for 1 Rooms:	\$546.00
<u>Tax Recovery Charges &amp; Fees</u>	\$188.72
<u>Service Fee</u>	\$62.79
<b>TOTAL:</b>	<b>\$797.51</b>

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[Room cancellation policy, hotel information and fees](#)

#### Special CheckIn Instructions

Front desk staff will greet guests on arrival.

Full payment will be charged to your credit card when you book this hotel. All charges in USD.

### Need help with your reservation?

Call us anytime [844-684-9428](tel:844-684-9428)

## SECURE CHECKOUT

 **ACT FAST!** This deal only last **00:00** mins

 Call [844-684-9428](tel:844-684-9428) to reserve your room

## 1. GUEST DETAILS

### ROOM 1 GUEST

First Name

Last Name

### EMAIL ADDRESS

Email Address

### PHONE NUMBER

United States +1

Phone Number

## 2. BILLING ADDRESS

### COUNTRY

United States of America

### STATE / PROVINCE

Choose State / Province

### STREET ADDRESS

Street Address

### CITY

City

### ZIP CODE

Zip Code

## 3. PAYMENT DETAILS

It's almost yours! We just need a few more details.



### CARDHOLDER'S NAME

(Exactly As It Appears On The Card)

Cardholder First Name

Cardholder Last Name

### CREDIT/DEBIT CARD NUMBER

(Without Any Spaces Or Dashes)

Debit/Credit Card Number

### EXPIRATION DATE

Mar - 03

2024

### CARD SECURITY CODE

Card Security Code

[What's this?](#)

Your information is protected and SSL encrypted secure. By clicking the "Complete Reservation" button you agree to our [Terms of Service](#), [Privacy Policy](#) and [hotel room cancellation policy](#).

## COMPLETE RESERVATION

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[844-684-9428](#)

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Please call our 24/7 Customer Call Center at 1800-916-4339



Start Over

Trip Summary

Review & Pay

Confirmation

# Review and Pay

<b>Outbound</b>	DL2904, DL3843 <sup>1</sup>	ABQ → GRB
Change Flight	Tue, Jun 18	1 stop 7h 38m
	7:00am-3:38pm	▼
	Main	
<b>Return</b>	DL3843 <sup>1</sup> , DL2870	GRB → ABQ
Change Flight	Sat, Jun 22	1 stop 6h 29m
	4:18pm-9:47pm	▼
	Main	

Changeable / Nonrefundable

 **View Seats**

Change Seats

Passenger 1

22F, 13D, 16D & 1 More

Terms And Condition

## Baggage Allowance (Per Passenger)

Outbound

ABQ - GRB

Carry-On

Free (1 pieces)

1st Bag

\$35.00USD

or 3,500 miles  
(50lbs/23kg)

2nd Bag

\$45.00USD

or 4,500 miles  
(50lbs/23kg)

Return

GRB - ABQ

Carry-On

Free (1 pieces)

1st Bag

\$35.00USD

or 3,500 miles  
(50lbs/23kg)

2nd Bag

\$45.00USD

or 4,500 miles  
(50lbs/23kg)

Traveling with multiple bags or have special items like golf clubs or overweight/oversized baggage?

CALCULATE ESTIMATE

See what's classified as a Special Item and how Modifying Medallion/Credit Card Status or how your baggage allowance is affected by an Active Military Status .

Checked baggage must not exceed 62 inches (157cm) when you total Length + Width + Height. Your allowance is based on the highest Medallion® Status AND/OR Delta SkyMiles® Amex Card Membership within your reservation plus up to 8 travel companions when traveling on a



## 1 Passenger Info

Please make sure your full name is entered exactly as it appears on your government-issued identification. When booking a reservation, this **Secure Flight Passenger Data** is required for compliance with U.S. and foreign government regulatory programs, including **TSA Secure Flight**.

### Passenger 1

All fields required unless noted

#### First Name

First Name

#### Middle Name (optional)

Middle Name (optional)

#### Last Name

Last Name

#### Suffix

--

#### Frequent Flyer Program(optional)

Delta Air Lines/SkyMiles

#### Frequent Flyer Number (optional)

Frequent Flyer # (opt.)

#### Date of Birth

MM



DD



YYYY



#### Gender

Select



**Earn 2,805 miles for this trip when you sign up for SkyMiles after completing your purchase.**

Use my Passenger Info above to sign up for SkyMiles and earn miles.

All SkyMiles Program Rules apply. Visit [delta.com/membguide](https://delta.com/membguide)

### Secure Flight Inf

Known Traveler #(optional)

TSA Pre<sup>✓</sup>, Global Entry, NEXUS, SENTRI

Redress # (optional)

My company is a corporate rewards program member

Learn more on eligible corporate rewards programs, [Delta SkyBonus<sup>®</sup>/SkyMiles for Business](#), [Air France/KLM BlueBiz<sup>®</sup>](#) or [Aeromexico Club Premier Corporate](#).



All fields required

Country Code / Region

United States (1)

Phone #

Email Address

You will receive flight and mishandled baggage notifications via the contact information entered above.

## 2 Trip Protection



Protect your trip to Green Bay from covered mishaps and emergencies before and after you depart..

- ✓ **Get back up to 100%** for a covered trip cancellation or interruption, including covered illness or injury of you, a family member, or travel companion; loss of an immediate family member; and more.
- ✓ **Protection for your baggage** or personal belongings that are lost, damaged, or stolen while you are traveling.
- ✓ **Reimbursement** for eligible lost, pre-paid trip expenses, meals, accommodations, or transportation expenses due to a covered delay.
- ✓ **Help when you need it:** 24/7 assistance in the event of a travel or medical emergency.

\* Required: Select Yes or No to continue

- Yes, protect my trip for \$53.47 total.**
- No, do not protect my \$792.18 trip.

*35 780 Delta customers protected in the last 3 days*

"We highly recommend that you purchase insurance before you travel."  
— U.S. Department of State



Recommended/offered/sold by Allianz Global Assistance. Underwriter: Jefferson Insurance Company or BCS Insurance Company. Plan incl. insurance & assistance services. Terms & exclusions (incl. for pre-existing conditions) apply. Plan & Pricing details, disclosures, Coverage Alerts

## 3 Payment

[Use eCredits](#) [Use other form](#)

Credit/Debit Card

All fields are required unless noted

Card Number

Expiration Date

MM/YY

CVV

Earn up to an additional 2 or 3 miles per dollar on this purchase when you use your Delta SkyMiles American Express Card, depending on card type. [\(Terms and Conditions\)](#)

**Add a Delta Gift Card**

All fields required

Gift Card Number

PIN or Redemption Code

Add a Gift Card

By selecting Complete Purchase, you agree to all the Terms and Conditions, and the **Hazardous Material Policy** outlined below.

You acknowledge that you are at least 16 years of age.

Federal law forbids the carriage of hazardous materials aboard the aircraft, in your luggage, or on your person. Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. E-cigarettes are not permitted in checked baggage and must be transported in carry on baggage only.

**Amount Due**  
(1 Passenger)

**\$792.18 USD**

you could earn: **2,000 MILES** | **2500 MQDs**

**24 HR RISK-FREE CANCELLATION**

COMPLETE PURCHASE

**See Terms Below.**

**Terms and Conditions**

**SKYMILES EARNING**

Delta-marketed or -ticketed flights earn miles based on ticket price (base fare plus any carrier-imposed surcharges). These are approximate miles and Medallion Qualification Miles earned for the selected itinerary. Miles and MQDs will be posted to your SkyMiles account upon completion of the flight. You will not earn miles or MQDs on Basic Economy fares.

Miles and MQDs are earned by the passengers who are flying and have provided SkyMiles numbers. Promotional bonus miles are not included. Estimates are subject to change. All SkyMiles Program Rules apply.

**GENERAL CONDITIONS OF PURCHASE**

You agree to accept all Fare Rules, all Trip Extras Terms and Conditions, and all terms in the Contract of Carriage applicable to your ticket (**Domestic** for itineraries entirely within the United States, **Canada** for itineraries between the United States and Canada, or **International** for all other itineraries.)

In addition, you understand that Delta Air Lines will pass personal data provided in connection with this booking to government authorities for security purposes. I accept the [Privacy Policy](#).

View [Fare Rules, Change & Cancellation Policies](#). This ticket is **changeable / nonrefundable**. Fees may apply. If you do not show up for any flight in your itinerary without notifying us or changing/cancelling your flight before it departs, we will cancel all remaining flights in the itinerary and the ticket will have no remaining value.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transaction to your credit card based on the vendors and the products you are purchasing. Amounts may vary depending on the rate of exchange at time of transaction. **Hazardous Materials**, In-Flight services and amenities may vary and are **subject to change**.

#### **BAGGAGE ALLOWANCE**

Final baggage fees will be assessed and charged at time of check in. By making this booking, you understand that flammables, batteries, explosives, and aerosols are prohibited from being included in all baggage. For full details, please review our [Baggage Policy](#).

#### **GENERAL CONDITIONS OF SEAT PURCHASES**

##### DELTA & DELTA CONNECTION OPERATED FLIGHTS

For details on Preferred Seating as a Medallion Benefit and complete terms and conditions, visit the [SkyMiles Medallion Program](#) page on [delta.com](#).

Preferred seating is subject to limited availability and may not be available on all flights.

Changeability and refundability of Preferred Seat and seat upgrade purchases are based on the fare rules of the original booked ticket. Most fares are non-refundable. If a customer voluntarily changes or cancels their flight after purchasing a Preferred Seat or seat upgrade, they may receive an eCredit or miles redeposit for the value of the Preferred Seat or seat upgrade purchase and apply it toward future travel, unless the change or cancellation is made during the check-in window (24 hours before the flight departs). Partner airline benefits subject to change and subject to the terms and conditions of each partner. To review the rules, please visit [Membership Guide & Program Rules](#). Offers void where prohibited by law. Offers subject to change without notice. Other restrictions may apply.

➤ This link opens another site in a new window that may not follow the same accessibility policies as Delta Air Lines.

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Terms and conditions apply to all offers and SkyMiles benefits. See [specific offer for details](#), and visit [SkyMiles Membership Guide & Program Rules](#).



United States · English

Español



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Great Deal

## Compact

Ford Focus, Nissan Versa or similar

 5 Passengers Air Conditioning Unlimited mileage  4 Doors Automatic Fuel: full to full 

## Traveler ratings

Excellent

**Hertz****98%**

positive

at GRB airport

44 verified ratings [See rating details >](#)

Earn OneKeyCash on your car rental when you sign in and book

[Sign in](#)

### Free cancellation

Lock in this price today, cancel free of charge anytime. Reserve now and pay at pick-up.




### Great deal

This car is \$77 less than the average price of the Compact category car on our website.

## Car rental location

\$79 per day

**\$108** total[View price details >](#)[Reserve](#)

 Counter and car in terminal  
Rental car counter and car in the airport.

## Rental policies

- No-shows are subject to a fee of \$79. Hertz will charge any fees to the credit card details collected during checkout.
- Drivers under 25 years of age may need to pay an extra fee.

[View rules and restrictions](#) 

## Extras

Requests cannot be guaranteed as they are subject to availability. Payment due at pick-up.

<input type="checkbox"/> Booster Seat	\$13 per day
<input type="checkbox"/> Toddler Seat	\$13 per day
<input type="checkbox"/> Infant Seat	\$13 per day
<input type="checkbox"/> Left Hand Control	\$0 per day
<input type="checkbox"/> Right Hand Control	\$0 per day
<input type="checkbox"/> Spinner Knob	\$0 per day
<input type="checkbox"/> Seat Belt Extensions	\$0 per day

Free cancellation

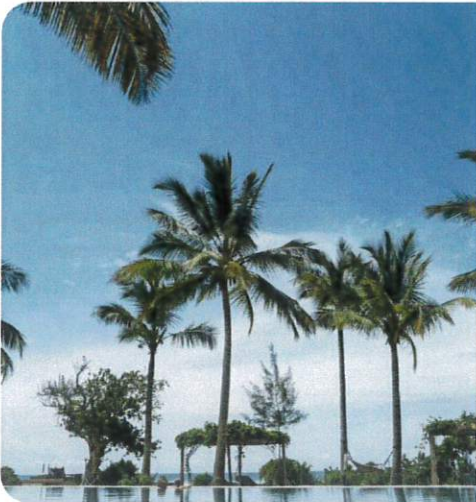
Pay at pick-up

\$79 per day

**\$108** total

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\$79 per day

**\$108** total



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\$79 per day

**\$108** total

# LECS 2024 Registration Form

Thank you for registering for the 2024 LECS. If you have any questions or need additional information, please contact Eileen Rios, Program Coordinator, at [elrios@safefnm.org](mailto:elrios@safefnm.org)

[Submit another response](#)

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Overview Location Policies Extras

### Midsized SUV

Nissan Rogue or similar

5 Passengers

Air Conditioning

Unlimited mileage

4 Doors

Automatic

Fuel: full to full



### Traveler ratings

Excellent

93%

positive



at GRB airport

69 verified ratings

See rating details

Earn OneKeyCash on your car rental when you sign in and book

Sign in



#### Free cancellation

Lock in this price today, cancel free of charge anytime. Reserve now and pay at pick-up.

### Car rental location

#### Pick-up & Drop-off

Sat, Jun 22, 10:00am - Sat, Jun 22, 2:00pm

GRB Airport  
2077 Airport Drive, Green Bay, Wisconsin, USA

Hours of operation  
Sat 9:00am - 11:00pm

Counter and car in terminal  
Rental car counter and car in the airport.

### Rental policies

- You will not be charged anything for the rental since the booking was risk-free.
- Drivers under 25 years of age may need to pay an extra fee.

View rules and restrictions

### What's included

These are included in the total price of the car rental.

#### Minimal contact with option to check-in online

- You will receive an email/a message from Alamo Rent A Car to check-in online after the car has been reserved
- No paper-work required during pick-up
- Minimize contact and save time at the pick-up counter

\$83 per day

\$109 total

View price details

Reserve

- Infant Seat \$17 per day
- Toddler Seat \$17 per day
- Handheld Navigation System \$17 per day
- Seat Belt Extensions \$0 per day

**Additional benefits with this car rental**

- ✓ Online check-in

Free cancellation

Pay at pick-up

Reserve without a credit card

\$83 per day

**\$109** total

[View price details >](#)

Reserve

Your opinion matters. Tell us what's missing on this page

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- [All accommodation types](#)

\$83 per day

**\$109** total

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\$83 per day

**\$109** total



# City of Rio Communities

360 Rio Communities Blvd  
Rio Communities, NM 87002  
P 505-861-6803 F 505-861-6804

# Travel Reimbursement

# Voucher

Name: Emma Sanchez

Travel Departure Point (Where did you begin your trip?): Abq Airport

Destination: Green Bay WI

Date of Departure: 6/18/2024 Date of Return: 6/22/2024

Time of Departure: 5:35am Time of Return: 11:20am

Department: Rio Communities Police Department

Contact (Name and Email): \_\_\_\_\_

Fund \_\_\_\_\_ Dept \_\_\_\_\_ Acct \_\_\_\_\_

\*If multiple indexes note under special instruction or attach a memo providing how the travel should be distributed.

Mark the end box after the amount if City P-Card was used for the travel payment. If Village P-Card was used, original receipts must be submitted to Purchasing. A copy should be included with the travel.

City P-Card

City Per Diem	Days <u>4 Days</u> Hours _____	Rate Per Day _____	_____
Hotel (less any personal/other services such as movies, room services, etc)			\$ <u>107.00</u> <input type="checkbox"/>
Plane	<input type="checkbox"/> Personal Purchase <input type="checkbox"/> City Purchase		\$ <u>481.96</u> <input type="checkbox"/>
	<input type="checkbox"/> Private _____ @ \$1.515 per air mile		_____
Auto	<input type="checkbox"/> Official _____		N/A
	<input type="checkbox"/> Private State _____ @ \$0.585 per mile		_____
	<input type="checkbox"/> Private local at destination _____ @ \$0.585 per mile		_____
	Odometer: _____ Ending _____		_____
Other Transportation: (specify)			_____ <input type="checkbox"/>
	<input type="checkbox"/> Taxi <input type="checkbox"/> Shuttle <input checked="" type="checkbox"/> Car Rental <input type="checkbox"/> Fuel		_____
Registration	<input type="checkbox"/> Prepaid <input type="checkbox"/> Paid by Traveler		_____ <input type="checkbox"/>
Miscellaneous: (list)	_____		_____ <input type="checkbox"/>
	_____		_____
		Total Cost	_____
		Subtract Prepayment(s), City P-Card Payments & Advances	_____
		Total amount to be reimbursed	_____

Special Instructions

Remit To

I hereby certify that the above travel has been completed for the stated purpose; that the above itemized account is just and true in all respects, and that the amount claimed is due and payable.

### Request Approvals

Requestor \_\_\_\_\_

Supervisor \_\_\_\_\_

City Manager \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

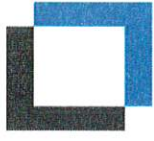
Finance Dept.  
Signature/Initials:



City of Rio Communities

Request for Quote  
Accounting Services





# Beasley, Mitchell & Co.

Certified Public Accountants

March 29, 2024

The City of Rio Communities  
Martin Moore, City Manager  
360 Rio Communities Blvd.  
Rio Communities, NM 87002

Re: Request for Quote

Dear Dr. Martin Moore,

I am pleased to present our quote to provide accounting services, including bank reconciliations, DFA quarterlies, and budget assistance, for The City of Rio Communities (the City).

We take pride in our service and are confident that you will find our services to be of the highest degree of professionalism and quality. I believe that with our experience with municipalities, governmental funding and single audits, and overall knowledge and audit experience, we are an excellent choice for the City. Beasley, Mitchell & Co., LLP has experience in providing all the services outlined in the request for qualifications. This quote is valid for ninety (90) days after the deadline for submission of the proposal, or sixty (60) days after receipt of a best and final offer if one is submitted.

We look forward to building such a relationship with you. If you have any questions, please contact me at 915-831-9253 or by email at [garciadp@bmc-cpa.com](mailto:garciadp@bmc-cpa.com). The concurring audit partner on this engagement is Brad Beasley, CPA, CGMA and he may be contacted at 575-528-6700 or by email at [brad@bmc-cpa.com](mailto:brad@bmc-cpa.com). Dahlia Garcia is authorized to make representations for Beasley, Mitchell & Co., LLP and to bind our firm to a contract.

Very truly yours,

  
Dahlia Garcia, CPA  
Partner



## **TEAM QUALIFICATIONS AND EXPERIENCE**

---

Competence is derived from a combination of education and experience. All the employees at Beasley, Mitchell & Co., LLP are evaluated and assigned to projects that are within their level of education and experience. As a result, the City of Rio Communities will work with competent, technical employees that will provide quality service. Beasley, Mitchell & Co., LLP currently provides Auditing and Assurance services to over 100 clients. Among these, we have extensive experience in financial statement audits, evaluations of internal control, compliance audits, single audits, agreed upon procedures, and program specific audits for various not-for-profit organizations.

Beasley, Mitchell & Co., LLP believes staff continuity provides better services to our clients. We realize that continued use of new staff on engagements results in additional work and time spent by both the firm and the client, so we strive to limit the turnover in staffing. The firm has experienced low turnover rates in its auditing and accounting practice.

### **OUR SERVICE TEAM FOR THE THE CITY OF RIO COMMUNITIES**

Staff Assigned to the City:

- Brad Beasley, CPA, CGMA, Partner
- Dahlia Garcia, CPA, Partner
- Itza Sosa, CPA, MAcc, Senior Auditor
- Gisela Torres, CAS, Supervisor
- Angelica Pacheco, CAS, Senior

"Diversity, Training, Relationships. Auditing is not just a job, it's a resource with Beasley, Mitchell & Co."  
- Daniela Johnson, Village Clerk, Village of Mosquero

## TEAM QUALIFICATIONS AND EXPERIENCE (CONTINUED)

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### **Brad M. Beasley, CPA, CGMA, Partner**



#### **Qualifications**

Brad has been with Beasley, Mitchell & Co. since 2004, and a Partner since 2008. At Beasley, Mitchell & Co., Brad manages the Audit and Assurance practice and provides accounting and tax services to a broad range of clients with concentration in Government, not-for-Profit, and commercial and residential construction. He worked in Internal Audit and SEC compliance while working in the gaming industry for Harrah's Entertainment (now Caesars' Entertainment). Brad has serviced many entities including Burrell College of Osteopathic Medicine, Emergence Health Network, Borderplex Alliance and many more. He serves on the AICPA Assurance Services Executive Committee and is on the Audit Committee of New Mexico State University. Brad has well over 120 hours of CPE in the last 3 years, which includes 36 hours of yellow book CPE.

### **Dahlia Garcia, CPA, Partner**



#### **Qualifications**

Dahlia serves as a Partner in the assurance and audit department, having joined Beasley, Mitchell & Co., LLP in 2015 after working for four years at an accounting firm in El Paso. She has not-for-profit and governmental experience, and receives extensive yellow book training on a regular basis. Dahlia has provided external audit, risk assessment, and control assurance to many not for profit organizations. Dahlia has been auditing not for profit organizations since 2011 and manages a large book of business. Dahlia has serviced many entities including City of Sunland Park, Cibola County, City of Artesia, and many more. Dahlia has well over 120 hours of CPE in the last 3 years, which includes over 60 hours of yellow book CPE.

### **Itza Sosa, CPA, Senior Auditor**



#### **Qualifications**

Itza serves as a Senior Auditor in the assurance and audit department, having joined Beasley, Mitchell & Co. as an intern in 2017 and has since been promoted several times within the firm. Itza worked as an intern for a large regional firm, in the summer of 2018 and as a graduate assistant for the accounting department at New Mexico State University for a year. Itza has held leadership positions as an accounting tutoring lab manager. Itza has serviced Roy Municipal Schools, Mosquero Municipal Schools, Village of Columbus, City of Anthony, South Central Transit District, and Hidalgo County. Itza has well over 80 hours of CPE in the last 2 years, which includes 24 hours of yellow book CPE.



## TEAM QUALIFICATIONS AND EXPERIENCE (CONTINUED)

---

### **Gisela Torres, CAS, Supervisor**



#### **Qualifications**

Gisela joined Beasley, Mitchell & Co. in June 2014. She obtained her Bachelor of Accountancy from the University of Texas at El Paso and is a Certified QuickBooks Pro Advisor. With over 15 years of experience, her extensive background with small – business owners gives her the ability to setup and maintain accounting software programs and systems for a wide range of clients. At Beasley, Mitchell & Co., Gisela focuses on QuickBooks consulting, training and technical support. Gisela enjoys working with clients to assist them in creating accounting systems and procedures using QuickBooks and related applications that simplify and streamline their day-to-day processes. Gisela is fluent in English and Spanish.

### **Angelica Pacheco, CAS, Senior**



#### **Qualifications**

Angelica Pacheco joined Beasley, Mitchell & Co. as a Bookkeeper in June of 2017. In 2013 she earned her Associates Degree in Accounting and Business Administration from ENMU-R in Roswell, New Mexico and is currently a Certified QuickBooks Pro Advisor. With over 15 years' experience in the accounting industry, Angelica enjoys utilizing her accounting knowledge to assist a variety of small business owners and her experience in the school districts gives her the ability to provide and assist schools in the New Mexico area with any accounting needs. While working with our firm, Angelica has provided accounting assistance to School's and Cities in New Mexico.

## PROPOSED FEES

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### HOURLY RATES

Below are our hourly rates per team member:

Team Member	Hourly Rate
Brad Beasley, CPA, CGMA, Managing Partner	\$365
Dahlia Garcia, CPA, Audit Partner	300
Itza Sosa, CPA, Senior Auditor	260
Gisela Torres, CAS, Supervisor	250
Angelica Pacheco, Senior Bookkeeper	160

### SERVICES OFFERED AND RELATED FEES

#### ESTIMATED FEE SCHEDULE FYE 2024 FOR 4 MONTHS

	Estimated Hours	Frequency	Estimated Occurance Fee	Cost
Bank Reconciliation	10	Monthly	\$ 1,280	\$ 5,120
Payroll	6	Monthly	960	3,840
Quarterlies	20	Quarterly	3,200	6,400
Budget Assistance	60	Annually	9,600	9,600
Other		\$160/Hourly		
Sub-Total	96		15,040	24,960
Tax			1,297	2,153
<b>Total</b>	96		\$ 16,337	\$ 27,113

**Total Fees through June 30, 2024 = \$ 27,113**

#### ESTIMATED FEE SCHEDULE FYE 2025 FOR 6 MONTHS

	Estimated Hours	Frequency	Estimated Occurance Fee	Cost
Bank Reconciliation	10	Monthly	\$ 1,280	\$ 7,680
Payroll	6	Monthly	960	5,760
Quarterlies	20	Quarterly	3,200	6,400
Other		\$160/Hourly		
Sub-Total	36		5,440	19,840
Tax			469	1,711
<b>Total</b>	36		\$ 5,909	\$ 21,551

**Total Fees through December 31, 2024 = \$ 21,551**

**Total Estimated Cost = \$ 48,664**

## **PROPOSED FEES (CONTINUED)**

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We bill based on hourly rates, which will be capped at \$160 for the listed services above.

From time to time you may have a question or issue that you would like to discuss immediately. We are always available via phone or email. We are prompt in responding to your needs and are able to respond quickly to both routine requests and requests for special services. We anticipate a customary level of incidental questions and research, which is provided at no additional charge.