



City of Rio Communities Council Regular Business Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, November 08, 2021 6:00 PM
Agenda

Please silence all electronic devices.

Mayor - Mark Gwinn

Mayor Pro Tem - Joshua Ramsell

Council - Robert Chavez, Margaret "Peggy" Gutjahr, Jim Winters

ATTENTION: In an effort to curb the spread of COVID-19 by practicing social distancing and limiting public gatherings, we are requiring **MASKS** to be worn while in the meeting. We encourage you to participate in the City Council Regular Business Meeting from the comfort and safety of your own home by entering the following link: @ <https://www.facebook.com/riocommunities>

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- 1. City Council Workshop and Regular Business Meeting Minutes - October 27, 2021**

Public Comment: The Council will take public comments on *this meeting's specific agenda items*. These should be in written form via email through 4:45 PM on Monday November 8, 2021 to admin@riocommunities.net. These comments will be distributed to all Councilors for review. **If you wish to speak during the public comment session in person:** 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. Give your name and where you live. The public will direct comments to the City Council. Comment(s) will not be disruptive or derogatory.

Manager Report

- a) City Hall Phase 1 Design (update)**
b) Hwy 47 lights (update)

Commissioner and Board Reports

- 3. Economic Development Report**
Planning and Zoning
Library Board

Department Reports

- 4. Municipal Clerk Department**
Finance Department
Code Enforcement Department
Public Works Department
Fire Department
Municipal Court Department

Action Items

- 5. Discussion, Consideration, and Decision – Approval of Accounts Payable**
- 6. Discussion – Swearing in Ceremony for the newly elected officials (December 29th)**

Council Discussion

Adjourn

We will be streaming live on Facebook Live @ <https://www.facebook.com/riocommunities>
Council may be attending the business forum held at the Tierra Del Sol Golf Club, Rio Communities NM on November 30, 2021 at 6:00 pm a possible quorum may be in attendance.

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT CITY HALL, 360 RIO COMMUNITIES BLVD, RIO COMMUNITIES, NM 87002. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AND OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE MUNICIPAL CLERK AT 505-861-6803 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.



City of Rio Communities - Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, October 25, 2021 3:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Joshua Ramsell called to order the meeting at 3:18 pm.
- PRESENT: Mayor Pro-Tem Joshua Ramsell, Councilor Robert Chavez, Councilor Peggy Gutjahr, Councilor Jim Winters.
- Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, and Finance Officer (virtual) Stephanie Finch.

Accounts payable report

- Finance Officer Finch went over the accounts payable report items over \$500.00: TLC Plumbing in the amount of \$1,307.20 for yearly HVAC maintenance for City Hall; Wells Fargo Financial Leasing in the amount of \$2,497.73 for the lease of the server; Card Service Center for email and office subscriptions in the amount of \$1,117.20; TLC Plumbing in the amount of \$677.70 for yearly HVAC maintenance for the Fire Station; TLC Uniforms for fire department shirts and uniforms.
- Councilor Gutjahr asked if TLC was strictly maintenance and not repairs.
- Finance Officer Finch explained it is just maintenance.
- Mayor Pro tem Ramsell also mentioned the amount for TLC for the fire department was also listed.

Job Description - Accounting Specialist/Procurement Officer

- Manager Dr. Moore explained that our current finance clerk position description needs to be updated to match what she is doing and being paid for. He then explained she will be learning some other duties and we need to make sure the job description matches.
- Councilor Gutjahr said under the job description the items are repeated and stated a couple of different formatting issues that need to be corrected.
- Councilor Winters asked how often chief procurement officer training is offered.
- Manager Dr. Moore explained it is offered every year and they have to be obtained every two years and began a discussion.
- Finance Officer Finch suggested having procurement officer certification as being part of the finance officer/treasure position and continued the discussion.

Finance Clerk (to hire)

- Manager Dr. Moore said we are in a situation that our grants are closed in a timely manner, we are already loading the existing staff, and we are in need of action being taken on number 3, that is part of the executive session.
- Councilor Gutjahr said we have discussed this before regarding more projects we have the more we needed to have additional personnel; we have needed this for a while but was concerned about the finances.
- Manager Dr. Moore began a discussion regarding finances coming from the State regarding the management of grants.
- Councilor Chavez said it was inevitable, the City is in great financial shape and to grow the City, the staff will have to grow as well.

Fire Command Vehicle

- Acting Fire Chief Andrew Tabet stated they are retiring a 1999 Ford that is the vehicles for command staff and buying a EMS/Fire Command a 2021 Ford Explorer that is on state price agreement. He further explained the wait periods is a 2 year wait and we are also waiting for 1 1/2 years funds.
- City Manager stated this is one of 20 that are in stock, and another Municipality wanted all 20 but our chief was able to get one secured for us. The discussion continued.
- Manager Dr. Moore explained the funds will come out of fire department GRT and continued the discussion.
- Mayor Pro tem Ramsell asked if it will be outfitted with 4-wheel drive and better gas mileage.
- Acting Fire Chief Andrew Tabet explained it is more fuel efficient and will have 4-wheel drive to be able to go anywhere in the district.

State of the City

- Manager Dr. Moore began a discussion on the State of the City 2021 report.
- Councilor Chavez said he likes what the city is doing but the more you put out there the less likely people are to read it, highlights are great, getting our goals out there is great, and people want to be informed see what we are doing.
- Councilor Winters said he would like to make the longer version part of the comprehensive plan.
- City Manager Dr. Moore explained how this can be sent out: keeping social media updated every few days with news; putting out press releases; and the newsletters.
- Councilor Gutjahr said we have talked about having postcards for information and also having a state of each city in the News Bulletin. She then asked what the figures in there were for.
- City Manager Dr. Moore said the numbers are what this would cost us and continued the discussion.
- City Manager Dr. Moore said he can adjust the State of the City format to make it a shorter and easier to mail.
- A discussion began regarding turnaround time to get it to the public.

Prepare a nuisance abatement agreement

- City Manager Dr. Moore explained that we have 503 & 506 Hermosa and said they have been entering into a financial agreement with the City to get it cleaned up and the attorney is fine with that with the right kind of language.
- Councilor Chavez asked if an ordinance needs to be changed.
- Councilor Winters said it is already in our abatement ordinance and continued the discussion.
- City Manager Dr. Moore said this would be a good template to be able to use in the future because there are other problem properties and continued the discussion.
- Councilor Chavez asked if there was a previous process that needed changing.
- City Manager Dr. Moore explained some of these properties have been through citations and courts with no results and this would help us take care of some of the problems and continued the discussion.

Public Comment

- Clerk Adair stated that we did have an email come in today and read the statement into the minutes: I wish to comment on the nuisance abatement agreements and the easement regarding 607 Western Drive. Attached are two documents of the real estate listing for 607 Western Drive which we purchased. One lists the lot size as .5 acres the other is the view of the

back yard as shown in the listing. Note that this document also claims the lots is a .5-acre lot. At closing we were informed out lot size wasn't .5 acres. We had made a deposit and our moving van was on its way from Michigan, so we had no read option to challenge the closing document. If one looks at the backyards of Western drive from HWY 304, you'll see most of the properties' backyards extend out similar to the view of 607 Western Drive property. We have heard various explanations as to why the size of the properties have changed and none of them make sense, so we hope that the Council might be able to shed some light on why we don't have .5 acres. We know that our City Manager has been trying to resolve this issue and we have faith that he will come up with an equitable solution.

- Councilor Gutjahr said everything in the other documents says Belen, not Rio Communities and in talking to people we are constantly battling the name of the city.
- Councilor Chavez said in the past the listings change because the size of the yard change because people extend it into the easement to meet their needs. He then said it seems that it is a real estate issues that was handled wrong.
- Manager Dr. Moore explained in the plats that do not show the odd shaped plats and continued the discussion.

Manager Report

a) Electronic Sign

- Manager Dr. Moore said one of the electronic sign TV Liquidator is the one with the lowest quote, we are prepared and ready, have gone through procurement, and have found an electric company to do the boring for the line to the sign. He then explained internally we will make sure there is decorative type of deterrent around the base. He then explained the total cost came in under \$60,000, coming in around \$55,000, and we are scheduling the construction.

b) Electricity Cost

- Manager Dr. Moore said he has been trying to keep an account on the cost of electrical usage, within our building, the fire department, and the streetlights. He then said we know cost are up, the plan is to have the public works director changing regular lighting to LED lights, is getting cost to replace AC units that are not energy efficient, we are also looking into the cost of insulation of the roof of City Hall, and is speaking with Power of NM who is investigating how the streetlights are metered or if we are charged by number of lights and once we get that answer we can figure out how to cut those costs.
- Manager Dr. Moore said he would like to verify which tow Council members will be a part of the public safety task force as Councilor Gutjahr and Councilor Chavez for now and then be considered as a public member. The discussion continued.

Council General Discussion & Future Agenda Items

- Councilor Winters said in light of this meeting, and the fact that we are maturing as a city, he would like for the city to look at CDBG grants, as a considerable source of revenue, and asked if we can handle something like that based on our population as well as the number of staff.
- Manager Dr. Moore said if we get the finance clerk, we could handle it.
- Councilor Chavez said he has been looking forward to the electrical sign and asked if there will be space to sell space on the sign.
- Municipal Clerk Adair said that would not be allowed.
- City Manager Dr. Moore said we are looking into LEDA and what the city is allowed to generate revenue.

- Councilor Winters said if we have place below, we can go to a Chamber of Commerce, or nonprofit, we might be able to place that below. The discussion continued.
- Councilor Gutjahr said regarding the budget conference in November and asked if they were registered to attend and began a discussion.
- Councilor Gutjahr said a resident who is taking care of some land on Horizon Vista is asking if she could possibly buy that land. It was determined the City owns the land and a discussion began.
- Manager Dr. Moore mentioned he got a cost for a lawyer to draft the ordinances and it would cost about \$7,0000 and began a discussion.
- Mayor Pro tem Ramsell no comments.

Adjourn

- The City Council workshop was adjourned at 4:33 pm.

Respectfully submitted,

 Elizabeth (Lisa) Adair, Municipal Clerk
 (Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

 Mark Gwinn,
 Mayor

 Joshua Ramsell,
 Mayor Pro-tem/Councilor

 Robert Chavez,
 Councilor

 Margaret (Peggy) Gutjahr,
 Councilor

 Jim Winters,
 Councilor



City of Rio Communities Amended Agenda - Council Regular Business Meeting

City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002

Monday, October 25, 2021 6:00 PM

Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Joshua Ramsell called to order the regular business meeting at 6:04 pm.

Pledge of Allegiance

- Councilor Gutjahr led the Pledge of Allegiance.

Roll Call

- PRESENT: Mayor Pro Tem Joshua Ramsell, Councilor Robert Chavez, Councilor Peggy Gutjahr, Councilor Jim Winters.
Present: City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, and Valencia County News-Bulletin Editor Clara Garcia.

Approval of Agenda

- Motion made by Councilor Gutjahr to approve the agenda as presented. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote the agenda for the regular business meeting was approved as presented.

Approval of Minutes for the City Council Workshop and Regular Business Meeting Minutes (October 12, 2021)

- Motion made by Councilor Chavez to approve the minutes as the dates stated. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote the minutes for the workshop and city council regular business meeting was approved as written.

Public Comment

- No public comments.
- Manager Dr. Moore explained there was a public comment at the workshop, and he is doing the follow-up with the gentleman who had made the comment.

Manager Report

a) Electronic Sign

- Manager Dr. Moore said the procurement for the sign is complete, a separate company that will help to install and run the electricity to the site, and we will be putting in an underground conduit via boring, and we are in the prescheduling for the installation.

b) Electricity Cost

- Manager Dr. Moore explained we are doing things to reduce the cost of the city's electric bill and explained we are looking at the replacing lights and putting in LEDs, redoing the insulation on the ductwork, and we are working with PNM with billing of streetlights to be consistent and also add the LED lights that are being installed.

- Manager Dr. Moore explained there will be a meeting with the public task force soon and we will be posting notice of quorum regarding that meeting. He then said it was good to have a business forum last week and had a decent turn around for the first one we had, and we got good feedback on that.

Approval of Accounts Payable

- Motion made by Councilor Winters to approve the bills as stated. Seconded by Councilor Gutjahr. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote accounts payable was approved for payment.

Job Description - Accounting Specialist/Procurement Officer

- Manager Dr. Moore explained that the current Finance Clerk job duties and then explained that the job description will match what she is actually doing and there was change in salary.
- Motion made by Councilor Gutjahr to approve the job description for the Accounting Specialist/Procurement Officer. Seconded by Councilor Chavez. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote the job description for an accounting specialist/procurement officer was approved.

Finance Clerk (to hire)

- Manager Dr. Moore explained our grants are coming as fast as we get them completed, we just received three new ones. He then explained to be able to keep up with the amount of work those grants generate we are asking you to hire a new position to be timely in our reports and closeouts.
- Councilor Gutjahr explained in the past we have looked at this position before, then we didn't have the funds to hire someone, but now it seems we are able to.
- Councilor Winters said with a large amount of grants that we have, we are in that point in our growth, we are definitely needs to get more help. The discussion continued.
- Motion made by Councilor Winters to move forward with the hiring of a Finance Clerk. Seconded by Councilor Chavez. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote Council approved the moving forward of hiring a finance clerk.

Fire Command Vehicle

- Acting Fire Chief Tabet said he is coming to Council because the fire department is retiring two units and are wanting to replace them with one new 2021 Ford Explorer. He then explained the Explorer is on State contract, it is much better on fuel, and is four-wheel drive so we are able to go anywhere in the district, and with the chip shortage we would have to wait up to two years to be able to purchase something else. He then said the funds will be coming from EMS/fire GRT's.
- Councilor Winters said this is something we have wanted to do for a long time, we need to start replacing these 20-year-old vehicles, especially because of how they are used, and feels this is a good move.
- Motion made by Councilor Gutjahr to approve of buying the fire command vehicle as described. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote, Council approved to purchase the Fire Command vehicle.

State of the City

- Manager Dr. Moore explained that we have done a snapshot of the State of the City's finances and hope this will answer some questions for the public.

- Councilor Gutjahr said this has been a conversation that we have had for a while as to how to get this information out according to what is in the comprehensive plan and feels this is an excellent way to get this information. She then said she appreciates the graphics that shows the growth of finances visually.
- Councilor Chavez said it is amazing to see how far the City has come in this short time, in money grants and what is being done. He then said it is important for the public to see what the City is doing, and he appreciated the report.
- Councilor Winters said communicate has never been our strong suite, it has always been tough to get this out to all demographics in every way we know how to get it to ensure everyone gets it began a discussion.
- Motion made by Councilor Chavez to approve the State of the City Document as presented. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote Council approved the State of the City Document as presented.

Prepare a nuisance abatement agreement

- Manager Dr. Moore said this currently ties into a current abatement ordinance, we are coming to you looking at one or more individuals to come into the City with an agreement for us to be able to clean up their properties, have made payment arrangements for the cost of cleanup, a clause to place liens on the properties if the payments are not made, legal council said this is going to be fine. He then explained it would be better to work with the property owners and come up with a solution, than punish them and accomplish nothing, and he would like to see Council move forward on this issue.
- Councilor Gutjahr said this is giving the City Manager permission to move forward with the cleanup of these properties under the ordinance and began a discussion.
- Councilor Chavez said this is great for the community to see that we are helping the individuals that are living next door to these properties and serve as a warning to those that have not been made accountable.
- Councilor Winters said he read recently and article from the City of Albuquerque, all the methods they have tried, this is the most successful method, if you work with folks, you get further.
- Mayor Pro tem Ramsell said this is good way to deal with problem properties.
- Councilor Gutjahr said this speaks about our concerns on crime, that we are cleaning up areas that are attracting crime.
- Councilor Gutjahr moved to approve to prepare nuisance abatement agreements.
- Clerk Adair asked for the motion to be amended because the City Manager should be the one to prepare the nuisance abatement agreement.
- Motion made by Councilor Gutjahr to amend her initial motion to direct the City Manager to prepare the nuisance abatement agreement. Seconded by Councilor Chavez. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote, Council approved the motion to allow City Manager to prepare nuisance abatement agreement.

Council Discussion

- Councilor Chavez had no comments.
- Councilor Gutjahr had no comments.

- Councilor Winters said now the thieves are back to stealing copper and wondered if we should move forward to secure the lines on the poles.
- Manager Dr. Moore said that is an important enough issue that we should do that in a timely manner.
- Councilor Chavez said he was wondering why the church put huge lights out and have them on all night and he realized it was because of that issue.
- Mayor Pro tem Ramsell mentioned moving the Thanksgiving meeting on November 22 as well as the meeting on December 27.
- Councilor Winters said we owe the Moose a thank you letter for hosting the business forum.

Executive Session - For the purpose Fire Chief Position pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters and for the discussion of the purchase, addition or disposal of real property or

- **Motion and roll call vote to go into close session**
 - Motion made by Councilor Chavez with a roll call vote to go into executive session regarding NMSA 10-15-1(H)(8) and NMSA 10-15-1(H)(2). Seconded by Councilor Gutjahr. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote Council went into executive session at 6:35 pm.
- **Motion and roll call vote to go back into the regular business meeting session**
 - Motion made by Councilor Gutjahr with a roll call vote to back into the regular business meeting session. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote Council went back into the regular business meeting session at 7:22 pm.
- **Welcome everyone back and statement by the Mayor Pro-tem**
 - Mayor Pro tem Ramsell welcome everyone back and then stated: The Governing Body of the City of Rio Communities, New Mexico, hereby states that on October 25, 2021 a Closed Executive Session was held and the matters discussed were the purpose of the Fire Chief position pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters and for 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) as posted on the agenda.

Mayor Pro-tem recommendation regarding the Fire Chief position pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters and for 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)

- Mayor Pro tem Ramsell recommended accepting of the resignation letter of the Fire Chief.
- Motion made by Councilor Gutjahr to accept the resignation of the Fire Chief. Seconded by Councilor Winters. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote the resignation letter of Christopher Bortz was accepted.
- Motion made by Councilor Gutjahr to recommend Dr. Moore to reengage the Mercer Group in selection of the Fire Chief. Seconded by Councilor Chavez. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Gutjahr, Councilor Winters. With a 4-0 vote, the motion to reengage the Mercer Group in selection of the Fire Chief was approved.
- Mayor Pro tem Ramsell stated there was no action for the land.

Adjourn

- Councilor Winters moved to adjourn. The motion was second by Councilor Gutjahr. With a 4-0 vote the City Council regular business meeting was adjourned at 7:25 pm.

Respectfully submitted,

 Elizabeth (Lisa) Adair, Municipal Clerk
 (Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

 Mark Gwinn,
 Mayor

 Joshua Ramsell,
 Mayor Pro-tem/Councilor

 Robert Chavez,
 Councilor

 Margaret (Peggy) Gutjahr,
 Councilor

 Jim Winters,
 Councilor

EDC October report- Invite to attend November 10 meeting and field trip

All four EDC commissioners were present for 3 or more hours at the Prime Time Expo held at the Embassy Suites on October 13 from 8 to 1:30. We completed a power point presentation on Rio Communities that ran continuously at the booth we shared with Pecos Homes. Dan Akers of Pecos Homes, Garth Tallman and Ralph Mims were also present. Commissioners handed out Rio Communities flyers, and Pecos Homes handed out information on their home sites in Rio Communities.

Recommendation for future expos in ABQ: Have a map showing relationship of Rio Communities to ABQ on a large posterboard. Vendors have only a few seconds with attendees and creating visibility for the city's location would help.

October 20th presentation by Danielle Casey of ABQ Economic Development was cancelled at the last minute due to a Covid-Delta outbreak at City Hall. Instead a virtual meeting was held at 10 am at the regular scheduled time. The cancelled presentation was rescheduled to December 13 at 10 am in the morning. The council and commissioners also planned for the business luncheon to be held on October 21st at the Moose Lodge. As MC I appreciated the help in logistics for masks, and in setting up the agenda for the meeting. FYI: Kenneth Knoll of Invest New Mexico has volunteered to host the next luncheon which will be January 13th at the Moose Lodge.

We had 19 people present at luncheon: 3 from Rio Communities, 4 from ABQ and Los Lunas, 5 from industrial park, with 2 counsellors and City Manager plus all 4 EDC commissioners in attendance. Tentative plan for United Way's Valencia Partnership to present in January with student and employer videos if possible.

I was not able to attend the October 27th EDC meeting. I understand the other commissioners were able to meet. The agenda was to review the Expo, October 20 meeting, and the luncheon, and plan for November 10 meeting.

ATTENTION – INVITATION FOR CITY COUNCIL TO ATTEND NOVEMBER 10 MEETING AND FIELD TRIP

The November 10th meeting for EDC will include some business for the commission and a presentation by Allison Martin of the Valencia Soil and Water Conservation District. She will talk about Whitfield programs and land and how we might work together to develop the Rio Abajo property which is just south of Rio Communities and off Rio Grande Stables Road, this is the last road going west off of highway 304 before the industrial park. After adjourning our meeting, **we will meet at the City Hall parking lot at approximately 11 am and car caravan to the Rio Abajo site.** The council, mayor (CONGRADULATIONS to Josh and new council members) city manager and staff and public are invited to come. **Bring a lunch and be prepared to walk into the cottonwood bosque.**

Request: Certify Michelle Borgogna and another candidate for commission. Frank Logan's term ends in December.



CITY OF RIO COMMUNITIES

Office of Planning and Zoning Commission

360 Rio Communities Blvd.
 PO Box 565
 Rio Communities, NM 87002
 505-861-6803
www.riocommunities.net

OCTOBER 2021 MONTHLY REPORT TO CITY COUNCIL

October 29, 2021

1. At the October 7th P&Z meeting, the Commission moved to temporarily recess the regularly scheduled meeting to hear publicly, a request to subdivide a 52-acre private parcel (ref: Playa Estates bulk land plat, parcel 18, tracts 18-A and 18-B). Both the surveyor of record, David Tibbetts and land agent Elsie Giron were present to submit their case for subdivision. The Commission found no issues of concern, voted unanimously to approve the request and forward to City Council for their review.
2. Action item to amend hearing process (see Section 14-1-2: Zoning and Map Amendments) has been tabled until January 2022, pending city attorney's draft amendment submission.
3. 200 animal surveys were returned, but the results have yet to be tabulated. In an effort to be more efficient, rather than having five P&Z members independently chart the responses and then consolidate onto one spreadsheet, Dr. Moore proposed Secretary Adair perform the task of collecting and tabulating the responses. Presently, a purchase order for this work is pending.
4. Section 14-1-2 (Zoning and Map Amendments) is being reviewed by the city attorney in an effort to streamline the amendment process. Once P&Z has received the new draft, the Commission shall review and make recommendations to City Council.
5. It's been suggested that the Zoning Grid¹ as developed by Councilman Winters be incorporated into the Comprehensive Plan. This review is on-going as is a thorough review of the Comprehensive Plan. .
6. Concerning the review of the Comprehensive Plan, as it is six years old, P&Z is requesting City Council provide suggestions and feedback as to the specific direction the Council thinks the Comprehensive Plan should take.

¹ The matrix is a comprehensive alphabetical listing of potential businesses that allows prospective owners to determine "at-a-glance" if their business is permitted or requires a conditional or special use permit in relation to a specific zone.

7. Discussion continues on sectioning City into distinct neighborhoods. Commissioner Thompson is POC for this project.
8. Mr. Garth Tallman, who is presently developing a “retirement community” geared towards “active seniors” made a presentation to the Commission. Among the more pertinent items discussed was whether or not this retirement community be gated.
9. Excessive energy consumption for the in-door cultivation of cannabis is still an open item for discussion. Secretary Adair is preparing a draft addendum that will address this issue.

From: [Bobby Caldwell](#)
To: [Lisa Adair](#)
Subject: Library Board Monthly Report
Date: Wednesday, November 3, 2021 8:34:59 PM

City of Rio Communities Library Board Monthly Report
City Council Chambers
360 Rio Communities Blvd
Rio Communities, NM 87002

Month of October, 2021

Oct. 13, Meeting

Chair Caldwell called the meeting to order at 6:06pm and Secretary Tabet-Chavez led the pledge of allegiance,

Present: Chair Bobby Caldwell, Vice Chair Merita Wilson, Secretary Lisa Tabet-Chavez, Member, Deborah Benavidez, Member, Lisa LaManna, and Member Rita White. Also present: City Manager Dr. Marty Moore and Municipal Clerk Lisa Adair.

Items that were discussed and considered were-

A wish list for the library

Library goals

Who may use the library

Patron responsibilities and conduct

Services of the library

Volunteers and Friends of the Library

Material selection and collection development policy

There were no public comments.

Meeting was adjourned at 7:37pm

Library Board Chair
Bobby Caldwell

The agenda and minutes for September 22, 2021 were approved 6-0.

Municipal Clerk Department Report November 08, 2021**For the month of October**

- Met with City Manager & UWS on a solution to the delinquent accounts
- Met with City Manager, Judge Chavez, Code Enforcer on Court procedures on code compliance
- Attended and took notes for the library board/transcribed by Amy
- Attended Department head meeting
- Met with Allen from Municode along with Library Board Secretary Lisa Tabet-Chavez to go over the process of minute taking
- We (Amy and I) helped the election committee prepare the election room for early voting and election day
- Held interviews for the Assistant Clerk position (Deputy Clerk, City Manager and Myself attended)
- Made an offer for the Assistant Clerk position, waiting on all paperwork to come back
- Hoping the individual will start end of November
- UWS quarterly report is attached to my report

Universal Waste Systems of New Mexico
 5520 Broadway Blvd SE
 Albuquerque, New Mexico 87105
 Phone (505) 377-8833
 www.uwsnm.com



October 21, 2021

City of Rio Communities
 360 Rio Communities Blvd.
 Rio Communities, NM 87002

Re: Quarterly Report; 3rd Quarter 2021

Dear Mrs. Adair,

Universal Waste Systems of New Mexico is pleased to present our quarterly report to the City of Rio Communities for solid waste collection and disposal services for the third quarter of 2021.

The following information includes a summary of pertinent service information:

FRANCHISE FEES COLLECTED – 3rd Quarter 2021

Total:	\$4,226.13
Residential:	\$3,721.54
Commercial:	\$ 366.60
Roll Off:	\$ 137.99

RESIDENTIAL ACCOUNTS as of September 30, 2021: 2,025

Active:	1,932
Credit Hold:	58
Vacant:	35

COMMERCIAL SITES: 40

DISCOUNTS

Total:	484 - 24% of active residential accounts
Senior Citizen (10%):	400
Low Income 1 (15%):	10
Low Income 2 (10%):	5
Veterans' (10%):	69

RECYCLING

112 recycling subscriptions

ADDITIONAL CARTS

388 additional carts utilized

BULKY ITEM COLLECTIONS

Total:	49
July:	14
August:	23
September:	12

DRIVER NOTES

Total:	502
Container Not Out:	499
Container Blocked:	3

Thank you so much for the opportunity to provide comprehensive solid waste services to the residents and businesses in Rio Communities. Please don't hesitate to contact me should you have any questions.

Best regards,



Rheganne Vaughn
Governmental Affairs and Contract Compliance

Finance Department
October 2021 Department Report

- Accounts Payable
- Reconciliation of bank accounts
- Biweekly Payroll / Payroll Reporting & Taxes
- Submitted Items to auditors
- Monthly grant management
- Closed out completed grants
- Attended meetings with City Manager and employees on planning on current and incoming grants
- Attended meetings with City Manager discussing finances
- I am working on cross training Angela on bank reconciliation, payroll, quarterly reports, etc.
- Setting up new employees in payroll system
- Created job descriptions for Accounting Specialist/CPO and Finance Clerk
- Quarterly Report
- Budget Adjustment
- Completed procurement on electric sign

Public Works Dept.
Gordon Reeves / Director

Pavement Rehabilitation.
Gordon Reeves / Project Manager

Code Enforcement Dept.
Gordon Reeves/ Officer

Reports- October, 2021

Public Works

1. **Potholes:** \$45% of identified potholes completed.
2. **Fencing: Property pins have been located for the new City property next to the fire station.**
The next step is a price quote from PNM for a power line to property corners for lighting along the new fence line.
3. **Energy Conservation Upgrades:** Quotes are being obtained to replace the three old HVAC units above the Phase One upgrade area and the new city council chambers on the south side of city hall.
4. **Looking into resizing Gutter;** City Hall, Quote and Requisition in progress for the work.
5. **LED street light upgrade on Highway 47:** The order for 70 new LED street lights on Highway 47 is here. Installation of the new LED lights is tentatively next Thursday (subject to change).
6. **New Electronic Message Board (electrical work):** The city held a preconstruction meeting on Nov 4, 2021, with all trades involved with the project.
 - a. **H Electric** will start their work inside city hall on Nov. 8, 2021
 - b. **Boring Co** will start their work Nov 15th take one Day to complete.
 - c. **Sequence of events** Message Board delivery, the install of boards, powering up boards, move in of large landscape boulders and rock, six-inch extruded curd.

Working / Project Managing

1. **The Fire Administration offices are being renovated in preparation for the next ISO inspection and audit.** The expected completion of carpet installation and other renovations is the November 22, 2021.
2. **Asbestos Abatement in the old city council chambers is completed.**
3. **Code Enforcement:** I am handling major compliance issues for the City Manager.

This is my report.
Gordon Reeves

Municipal Court

- For the month of October
- 0 violation(s) were filed
- Court Clerk Adair had Incode training on setting up the Rio Communities NM: Current State Process Review & Configuration
- Court Clerk Adair training with Incode on Offenses, Control Center, Case Management Center
- Court Clerk Adair and Deputy Clerk Lopez had Incode training on Payments, End of Day Payment Processes (Cashiering)
- Court Clerk Adair had Incode training on - Calendar Day and Calendar Docket (Court)



Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 11000 - General Operating Fund					
Department: 0001 - No Department					
GSD - Administrative Services D...	INV0002762	10/01/2021	DENTAL	11000-0001-22055	235.92
GSD - Administrative Services D...	INV0002763	10/01/2021	DISABILITY	11000-0001-22075	4.94
GSD - Administrative Services D...	INV0002764	10/01/2021	HEALTH	11000-0001-22050	3,613.29
GSD - Administrative Services D...	INV0002765	10/01/2021	VISION	11000-0001-22060	37.57
Globe Life & Accident Insurance...	INV0002767	10/01/2021	GLOBE LIFE INSURANCE	11000-0001-22080	54.00
Globe Life & Accident Insurance...	INV0002768	10/01/2021	GLOBE LIFE INSURANCE	11000-0001-22080	56.00
Globe Life & Accident Insurance...	INV0002769	10/01/2021	GLOBE LIFE INSURANCE	11000-0001-22080	36.00
GSD - Administrative Services D...	INV0002803	10/15/2021	ADMIN FEE	11000-0001-22050	8.22
GSD - Administrative Services D...	INV0002804	10/15/2021	DENTAL	11000-0001-22055	235.92
GSD - Administrative Services D...	INV0002805	10/15/2021	DISABILITY	11000-0001-22075	4.94
Globe Life & Accident Insurance...	INV0002806	10/15/2021	GLOBE LIFE INSURANCE	11000-0001-22080	146.00
GSD - Administrative Services D...	INV0002807	10/15/2021	HEALTH	11000-0001-22050	3,613.29
GSD - Administrative Services D...	INV0002808	10/15/2021	BASIC LIFE	11000-0001-22070	26.52
GSD - Administrative Services D...	INV0002809	10/15/2021	VISION	11000-0001-22060	37.57
Department 0001 - No Department Total:					8,110.18
Department: 1009 - Municipal Court					
Tyler Technologies	025-355103	11/01/2021	Incode - Court Training	11000-1009-57050	909.83
Department 1009 - Municipal Court Total:					909.83
Department: 2001 - Manager					
Verizon Wireless	9891051166	11/01/2021	Telecommunications-Phones	11000-2001-57160	42.01
Department 2001 - Manager Total:					42.01
Department: 2002 - General Administration					
Robles, Rael, & Anaya	10242	05/03/2021	February 2021	11000-2002-55020	1,833.88
Robles, Rael, & Anaya	11006	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	1,833.88
Robles, Rael, & Anaya	11007	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	420.71
Robles, Rael, & Anaya	11199	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	1,833.88
Robles, Rael, & Anaya	11200	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	1,367.32
Wells Fargo Financial Leasing	5017261381	10/28/2021	Sharp Copier Lease	11000-2002-57130	138.42
Stanley Steemer of Albuquerque	979723	10/28/2021	PO not to exceed \$2000 Fog Sp...	11000-2002-55999	1,884.65
NM Water Service Company	INV0002842	11/01/2021	Water	11000-2002-57173	412.05
Tyler Technologies	025-354864	11/04/2021	Incode Yearly Maint Fees	11000-2002-56010	2,033.46
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	landscape clipboard - general of...	11000-2002-56020	14.89
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	tall kitchen trash bags - general ...	11000-2002-56050	73.23
Pitney Bowes	3314581740	11/04/2021	Postage Machine Lease	11000-2002-57130	169.44
Tyler Business Forms	64382	11/04/2021	W-2 6 Part EZ Pack	11000-2002-56020	154.02
Tyler Business Forms	64382	11/04/2021	1099-NEC 4 Part EZ Pack	11000-2002-56020	163.60
Southwest Abatement, Inc.	6993 SAI	11/04/2021	Abatement of Rooms in City Hall	11000-2002-54010	5,642.00
NM Gas Co	INV0002829	11/16/2021	Natural Gas	11000-2002-57171	208.41
Comcast Business	INV0002845	11/18/2021	Telecommunications	11000-2002-57160	420.44
Department 2002 - General Administration Total:					18,604.28
Department: 2004 - Finance/Budget/Accounting					
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-2004-57160	182.81
Amazon Business	19X4-N46X-WLTF	11/04/2021	Brigade 600 Series Lateral Legal...	11000-2004-56040	670.14
Department 2004 - Finance/Budget/Accounting Total:					852.95
Department: 2008 - Municipal Clerk					
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-2008-57160	144.03
International Institute of Mun. C.	INV0002833	11/01/2021	Additional Full Membership to I...	11000-2008-57150	115.00
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	10 Pack 4GB Flash Drive	11000-2008-56020	23.99
Department 2008 - Municipal Clerk Total:					283.02

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 3001 - Law Enforcement					
WEX Bank	75537925	11/01/2021	Fuel - Code Enforcement	11000-3001-56120	51.86
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-3001-57160	81.31
Department 3001 - Law Enforcement Total:					133.17
Department: 3002 - Fire Protection					
Amazon Business	1NM9-3CW4-3G46	11/01/2021	Glow Sticks - Halloween (Fire D...	11000-3002-56999	78.37
Department 3002 - Fire Protection Total:					78.37
Department: 3004 - Animal Control					
Valencia County Fiscal Office	INV0002832	11/01/2021	Animal Control-SEPTEMBER 20...	11000-3004-55999	827.00
Department 3004 - Animal Control Total:					827.00
Department: 4004 - Library					
Book Systems, Inc.	126574	10/28/2021	OPAC Snapshot Subscription Se...	11000-4004-56010	395.00
Book Systems, Inc.	126574	10/28/2021	Dumb Barcodes	11000-4004-56020	145.00
Book Systems, Inc.	126574	10/28/2021	Patron Card	11000-4004-56020	280.00
Book Systems, Inc.	126574	10/28/2021	On-line Training	11000-4004-57050	595.00
Department 4004 - Library Total:					1,415.00
Department: 5101 - Public Works					
Woodlands Hardware	007249/1	11/01/2021	Balnket PO-Supplies	11000-5101-54060	66.26
Woodlands Hardware	007257/1	11/01/2021	Balnket PO-Supplies	11000-5101-54060	22.62
WEX Bank	75537925	11/01/2021	Fuel - Public Works	11000-5101-56120	237.88
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-5101-57160	92.04
Home Depot	648572790	11/04/2021	Items for Public Works	11000-5101-56030	49.14
Department 5101 - Public Works Total:					467.94
Department: 5104 - Highways and Streets					
PNM	INV0002827	11/17/2021	Electricity	11000-5104-57170	50.19
PNM	INV0002828	11/17/2021	Electricity	11000-5104-57170	83.49
PNM	INV0002835	11/18/2021	Electricity	11000-5104-57170	111.35
PNM	INV0002836	11/18/2021	Electricity	11000-5104-57170	39.78
PNM	INV0002837	11/18/2021	Electricity	11000-5104-57170	153.41
PNM	INV0002838	11/18/2021	Electricity	11000-5104-57170	104.24
PNM	INV0002839	11/18/2021	Electricity	11000-5104-57170	150.41
PNM	INV0002841	11/18/2021	Electricity	11000-5104-57170	355.48
Department 5104 - Highways and Streets Total:					1,048.35
Fund 11000 - General Operating Fund Total:					32,772.10
Fund: 20900 - Fire Protection					
Department: 3002 - Fire Protection					
Quill	20096650	10/28/2021	Document Organizer	20900-3002-56020	59.99
Woodlands Hardware	007109/1	11/01/2021	Blanket PO-Supplies	20900-3002-54060	9.04
Woodlands Hardware	007226/1	11/01/2021	Blanket PO-Supplies	20900-3002-54060	29.37
411 Equipment, LLC	1620	11/01/2021	work on 1-4	20900-3002-54040	8,138.06
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	2 - HP Dock 120W with HDMI a...	20900-3002-56020	324.99
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	Asurion B28 4 year laptan prote...	20900-3002-56020	212.99
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	magnetic erase project planner ...	20900-3002-56020	223.00
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	Brother Inkjet Printer	20900-3002-56040	397.00
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	HP 15.6 Touch HD laptop	20900-3002-56040	1,099.00
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	P-Touch tape 1/2" thick	20900-3002-56020	9.78
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	P-Touch tape 3/8" thick	20900-3002-56020	9.49
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	dry erase marker set	20900-3002-56020	9.34
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	(letter size) hanging folders 3 in...	20900-3002-56020	19.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	3 (Legal size) press board file fo...	20900-3002-56020	128.70
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	Brother P-Touch Label	20900-3002-56020	59.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	legal size hanging folder 2" thick	20900-3002-56020	26.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	seagate ultra touch external ha...	20900-3002-56020	84.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	2 (10 pack amazon basics press...	20900-3002-56020	27.98
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	2 - HP Dock 120W with HDMI a...	20900-3002-56020	508.00
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	magnetic dry erase board	20900-3002-56020	33.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	17.3 laptop bag	20900-3002-56020	36.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	4 - HDMI cable	20900-3002-56020	39.88

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	brother single pack - black ink	20900-3002-56020	55.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	Brother 3-pack super high yield ...	20900-3002-56020	64.49
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	logitech wireless keyboard and...	20900-3002-56020	69.99
Quill	20103409	11/01/2021	Laptop Riser	20900-3002-56020	38.99
WEX Bank	75537925	11/01/2021	Fuel - Fire Department	20900-3002-56120	510.51
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phone	20900-3002-57160	290.36
NM Water Service Company	INV0002843	11/01/2021	Water	20900-3002-57173	72.97
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	Tripp lite backup batter - Fire Ch..	20900-3002-56020	48.00
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	2 - 27" Asus monitor - Fire Chief	20900-3002-56040	319.98
NM Gas Co	INV0002830	11/16/2021	Natural Gas	20900-3002-57171	68.22
PNM	INV0002834	11/18/2021	Electricity	20900-3002-57170	201.57
PNM	INV0002840	11/18/2021	Electricity	20900-3002-57170	910.91
Department 3002 - Fire Protection Total:					14,141.53
Fund 20900 - Fire Protection Total:					14,141.53
Fund: 21600 - Municipal Street					
Department: 5002 - Municipal Streets					
Universal Constructors, Inc.	9086	11/01/2021	Blanket PO for potholes	21600-5002-54030	10,503.71
Department 5002 - Municipal Streets Total:					10,503.71
Fund 21600 - Municipal Street Total:					10,503.71
Fund: 29700 - County EMS GRT					
Department: 2002 - General Administration					
WEX Bank	75537925	11/01/2021	Fuel - EMS	29700-2002-56120	147.67
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phone	29700-2002-57160	168.47
Department 2002 - General Administration Total:					316.14
Fund 29700 - County EMS GRT Total:					316.14
Fund: 30400 - Road/Street Projects					
Department: 0001 - No Department					
New Mexico Department of Tra...	INV0002844	11/03/2021	Reimburse Grant #D18398 - Co...	30400-0001-47050	157,692.26
Department 0001 - No Department Total:					157,692.26
Fund 30400 - Road/Street Projects Total:					157,692.26
Fund: 39900 - Other Capital Projects					
Department: 2002 - General Administration					
Green Light Depot	g419127	10/28/2021	LED Light upgrade Hwy 47 street..	39900-2002-58100	11,966.67
Department 2002 - General Administration Total:					11,966.67
Fund 39900 - Other Capital Projects Total:					11,966.67
Grand Total:					227,392.41

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	32,772.10
20900 - Fire Protection	14,141.53
21600 - Municipal Street	10,503.71
29700 - County EMS GRT	316.14
30400 - Road/Street Projects	157,692.26
39900 - Other Capital Projects	11,966.67
Grand Total:	227,392.41

Account Summary

Account Number	Account Name	Expense Amount
11000-0001-22050	Healthcare Insurance Pay...	7,234.80
11000-0001-22055	Dental Insurance Payable	471.84
11000-0001-22060	Vision Insurance Payable	75.14
11000-0001-22070	Life Insurance Payable	26.52
11000-0001-22075	Disability Payable	9.88
11000-0001-22080	Miscellaneous Employee ...	292.00
11000-1009-57050	Employee Training	909.83
11000-2001-57160	Telecommunications	42.01
11000-2002-54010	Maintenance & Repairs - ...	5,642.00
11000-2002-55020	Contract - Attorney Fees	7,289.67
11000-2002-55999	Contract - Other Services	1,884.65
11000-2002-56010	Software	2,033.46
11000-2002-56020	Supplies - General Office	332.51
11000-2002-56050	Supplies - Janitorial/Main...	73.23
11000-2002-57130	Rent of Equipment/Machi...	307.86
11000-2002-57160	Telecommunications	420.44
11000-2002-57171	Utilities - Natural Gas	208.41
11000-2002-57173	Utilities - Water	412.05
11000-2004-56040	Supplies-Furniture/Fixture...	670.14
11000-2004-57160	Telecommunications	182.81
11000-2008-56020	Supplies - General Office	23.99
11000-2008-57150	Subscriptions & Dues	115.00
11000-2008-57160	Telecommunications	144.03
11000-3001-56120	Supplies - Vehicle Fuel	51.86
11000-3001-57160	Telecommunications	81.31
11000-3002-56999	Supplies - Other	78.37
11000-3004-55999	Contract - Other Services	827.00
11000-4004-56010	Software	395.00
11000-4004-56020	Supplies - General Office	425.00
11000-4004-57050	Employee Training	595.00
11000-5101-54060	Maintenance Supplies	88.88
11000-5101-56030	Supplies - Field Supplies	49.14
11000-5101-56120	Supplies - Vehicle Fuel	237.88
11000-5101-57160	Telecommunications	92.04
11000-5104-57170	Utilities - Electricity	1,048.35
20900-3002-54040	Maintenance & Repairs - ...	8,138.06
20900-3002-54060	Maintenance Supplies	38.41
20900-3002-56020	Supplies - General Office	2,094.54
20900-3002-56040	Supplies-Furniture/Fixture...	1,815.98
20900-3002-56120	Supplies - Vehicle Fuel	510.51
20900-3002-57160	Telecommunications	290.36
20900-3002-57170	Utilities - Electricity	1,112.48
20900-3002-57171	Utilities - Natural Gas	68.22
20900-3002-57173	Utilities - Water	72.97
21600-5002-54030	Maintenance & Repairs - ...	10,503.71
29700-2002-56120	Supplies - Vehicle Fuel	147.67
29700-2002-57160	Telecommunications	168.47

Account Summary

Account Number	Account Name	Expense Amount
30400-0001-47050	State - Co-op (DOT)	157,692.26
39900-2002-58100	Street Lighting/Traffic Sig...	11,966.67
	Grand Total:	227,392.41

Project Account Summary

Project Account Key	Expense Amount	
None	227,392.41	
	Grand Total:	227,392.41

Authorization Signatures

MAYOR & COUNCILORS

MARK GWINN, MAYOR

JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

ROBERT CHAVEZ, COUNCILOR

MARGARET "PEGGY" GUTJAHR, COUNCILOR

JIM WINTERS, COUNCILOR

ATTEST:

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK



Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 11000 - General Operating Fund					
Department: 0001 - No Department					
GSD - Administrative Services D...	INV0002762	10/01/2021	DENTAL	11000-0001-22055	235.92
GSD - Administrative Services D...	INV0002763	10/01/2021	DISABILITY	11000-0001-22075	4.94
GSD - Administrative Services D...	INV0002764	10/01/2021	HEALTH	11000-0001-22050	3,613.29
GSD - Administrative Services D...	INV0002765	10/01/2021	VISION	11000-0001-22060	37.57
Globe Life & Accident Insurance...	INV0002767	10/01/2021	GLOBE LIFE INSURANCE	11000-0001-22080	54.00
Globe Life & Accident Insurance...	INV0002768	10/01/2021	GLOBE LIFE INSURANCE	11000-0001-22080	56.00
Globe Life & Accident Insurance...	INV0002769	10/01/2021	GLOBE LIFE INSURANCE	11000-0001-22080	36.00
GSD - Administrative Services D...	INV0002803	10/15/2021	ADMIN FEE	11000-0001-22050	8.22
GSD - Administrative Services D...	INV0002804	10/15/2021	DENTAL	11000-0001-22055	235.92
GSD - Administrative Services D...	INV0002805	10/15/2021	DISABILITY	11000-0001-22075	4.94
Globe Life & Accident Insurance...	INV0002806	10/15/2021	GLOBE LIFE INSURANCE	11000-0001-22080	146.00
GSD - Administrative Services D...	INV0002807	10/15/2021	HEALTH	11000-0001-22050	3,613.29
GSD - Administrative Services D...	INV0002808	10/15/2021	BASIC LIFE	11000-0001-22070	26.52
GSD - Administrative Services D...	INV0002809	10/15/2021	VISION	11000-0001-22060	37.57
Department 0001 - No Department Total:					8,110.18
Department: 1009 - Municipal Court					
Tyler Technologies	025-355103	11/01/2021	Incode - Court Training	11000-1009-57050	909.83
Department 1009 - Municipal Court Total:					909.83
Department: 2001 - Manager					
Verizon Wireless	9891051166	11/01/2021	Telecommunications-Phones	11000-2001-57160	42.01
Department 2001 - Manager Total:					42.01
Department: 2002 - General Administration					
Robles, Rael, & Anaya	10242	05/03/2021	February 2021	11000-2002-55020	1,833.88
Robles, Rael, & Anaya	11006	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	1,833.88
Robles, Rael, & Anaya	11007	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	420.71
Robles, Rael, & Anaya	11199	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	1,833.88
Robles, Rael, & Anaya	11200	10/28/2021	Attorney Fees - FY 2022	11000-2002-55020	1,367.32
Wells Fargo Financial Leasing	5017261381	10/28/2021	Sharp Copier Lease	11000-2002-57130	138.42
Stanley Steemer of Albuquerque	979723	10/28/2021	PO not to exceed \$2000 Fog Sp...	11000-2002-55999	1,884.65
NM Water Service Company	INV0002842	11/01/2021	Water	11000-2002-57173	412.05
Tyler Technologies	025-354864	11/04/2021	Incode Yearly Maint Fees	11000-2002-56010	2,033.46
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	landscape clipboard - general of...	11000-2002-56020	14.89
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	tall kitchen trash bags - general ...	11000-2002-56050	73.23
Pitney Bowes	3314581740	11/04/2021	Postage Machine Lease	11000-2002-57130	169.44
Tyler Business Forms	64382	11/04/2021	1099-NEC 4 Part EZ Pack	11000-2002-56020	163.60
Tyler Business Forms	64382	11/04/2021	W-2 6 Part EZ Pack	11000-2002-56020	154.02
Southwest Abatement, Inc.	6993 SAI	11/04/2021	Abatement of Rooms in City Hall	11000-2002-54010	5,642.00
Home Depot	648838555	11/08/2021	Items for City Hall	11000-2002-54010	29.96
Home Depot	649646269	11/08/2021	Items for City Hall	11000-2002-54010	420.07
Sharp Electronics Corporation	9003540730	11/08/2021	Copies for City Hall	11000-2002-57090	214.65
NM Gas Co	INV0002829	11/16/2021	Natural Gas	11000-2002-57171	208.41
Comcast Business	INV0002845	11/18/2021	Telecommunications	11000-2002-57160	420.44
Department 2002 - General Administration Total:					19,268.96
Department: 2004 - Finance/Budget/Accounting					
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-2004-57160	182.81
Amazon Business	19X4-N46X-WLTF	11/04/2021	Brigade 600 Series Lateral Legal...	11000-2004-56040	670.14
Department 2004 - Finance/Budget/Accounting Total:					852.95
Department: 2008 - Municipal Clerk					
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-2008-57160	144.03
International Institute of Mun. C..	INV0002833	11/01/2021	Additional Full Membership to l...	11000-2008-57150	115.00

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	10 Pack 4GB Flash Drive	11000-2008-56020	23.99
Department 2008 - Municipal Clerk Total:					283.02
Department: 3001 - Law Enforcement					
WEX Bank	75537925	11/01/2021	Fuel - Code Enforcement	11000-3001-56120	51.86
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-3001-57160	81.31
Department 3001 - Law Enforcement Total:					133.17
Department: 3002 - Fire Protection					
Amazon Business	1NM9-3CW4-3G46	11/01/2021	Glow Sticks - Halloween (Fire D...	11000-3002-56999	78.37
Department 3002 - Fire Protection Total:					78.37
Department: 3004 - Animal Control					
Valencia County Fiscal Office	INV0002832	11/01/2021	Animal Control-SEPTEMBER 20...	11000-3004-55999	827.00
Department 3004 - Animal Control Total:					827.00
Department: 4004 - Library					
Book Systems, Inc.	126574	10/28/2021	OPAC Snapshot Subscription Se...	11000-4004-56010	395.00
Book Systems, Inc.	126574	10/28/2021	Dumb Barcodes	11000-4004-56020	145.00
Book Systems, Inc.	126574	10/28/2021	Patron Card	11000-4004-56020	280.00
Book Systems, Inc.	126574	10/28/2021	On-line Training	11000-4004-57050	595.00
Department 4004 - Library Total:					1,415.00
Department: 5101 - Public Works					
Woodlands Hardware	007249/1	11/01/2021	Balnket PO-Supplies	11000-5101-54060	66.26
Woodlands Hardware	007257/1	11/01/2021	Balnket PO-Supplies	11000-5101-54060	22.62
WEX Bank	75537925	11/01/2021	Fuel - Public Works	11000-5101-56120	237.88
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phones	11000-5101-57160	92.04
Home Depot	648572790	11/04/2021	Items for Public Works	11000-5101-56030	49.14
Ralph T. Barnes	2035	11/08/2021	Skilled Labor Oct 2021	11000-5101-55999	1,062.50
Department 5101 - Public Works Total:					1,530.44
Department: 5104 - Highways and Streets					
PNM	INV0002827	11/17/2021	Electricity	11000-5104-57170	50.19
PNM	INV0002828	11/17/2021	Electricity	11000-5104-57170	83.49
PNM	INV0002835	11/18/2021	Electricity	11000-5104-57170	111.35
PNM	INV0002836	11/18/2021	Electricity	11000-5104-57170	39.78
PNM	INV0002837	11/18/2021	Electricity	11000-5104-57170	153.41
PNM	INV0002838	11/18/2021	Electricity	11000-5104-57170	104.24
PNM	INV0002839	11/18/2021	Electricity	11000-5104-57170	150.41
PNM	INV0002841	11/18/2021	Electricity	11000-5104-57170	355.48
Department 5104 - Highways and Streets Total:					1,048.35
Fund 11000 - General Operating Fund Total:					34,499.28
Fund: 20900 - Fire Protection					
Department: 3002 - Fire Protection					
Quill	20096650	10/28/2021	Document Organizer	20900-3002-56020	59.99
Woodlands Hardware	007109/1	11/01/2021	Blanket PO-Supplies	20900-3002-54060	9.04
Woodlands Hardware	007226/1	11/01/2021	Blanket PO-Supplies	20900-3002-54060	29.37
411 Equipment, LLC	1620	11/01/2021	work on 1-4	20900-3002-54040	8,138.06
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	2 - HP Dock 120W with HDMI a...	20900-3002-56020	324.99
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	magnetic erase project planner ...	20900-3002-56020	223.00
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	Asurion B28 4 year laption prote...	20900-3002-56020	212.99
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	HP 15.6 Touch HD laptop	20900-3002-56040	1,099.00
Amazon Business	1DVQ-CFHH-NTY7	11/01/2021	Brother Inkjet Printer	20900-3002-56040	397.00
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	(letter size) hanging folders 3 in...	20900-3002-56020	19.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	P-Touch tape 3/8" thick	20900-3002-56020	9.49
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	dry erase marker set	20900-3002-56020	9.34
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	P-Touch tape 1/2" thick	20900-3002-56020	9.78
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	3 (Legal size) press board file fo...	20900-3002-56020	128.70
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	brother single pack - black ink	20900-3002-56020	55.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	legal size hanging folder 2" thick	20900-3002-56020	26.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	logitech wireless keyboard and...	20900-3002-56020	69.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	2 - HP Dock 120W with HDMI a...	20900-3002-56020	508.00
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	seagate ultra touch external ha...	20900-3002-56020	84.99

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	2 (10 pack amazon basics press...	20900-3002-56020	27.98
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	Brother 3-pack super high yield ...	20900-3002-56020	64.49
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	magnetic dry erase board	20900-3002-56020	33.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	17.3 laptop bag	20900-3002-56020	36.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	Brother P-Touch Label	20900-3002-56020	59.99
Amazon Business	1XJ6-WF4Q-YNXM	11/01/2021	4 - HDMI cable	20900-3002-56020	39.88
Quill	20103409	11/01/2021	Laptop Riser	20900-3002-56020	38.99
WEX Bank	75537925	11/01/2021	Fuel - Fire Department	20900-3002-56120	510.51
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phone	20900-3002-57160	290.36
NM Water Service Company	INV0002843	11/01/2021	Water	20900-3002-57173	72.97
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	Tripp lite backup batter - Fire Ch..	20900-3002-56020	48.00
Amazon Business	1-JPH-7KR6-7HN9	11/04/2021	2 - 27" Asus monitor - Fire Chief	20900-3002-56040	319.98
Comcast Business	INV0002848	11/08/2021	Telecommunications	20900-3002-57160	231.06
Ortega and Son's Propane Servi...	Tank Rental 11.2.21	11/08/2021	Tank Rental - Tierra Grande	20900-3002-57172	60.00
NM Gas Co	INV0002830	11/16/2021	Natural Gas	20900-3002-57171	68.22
PNM	INV0002834	11/18/2021	Electricity	20900-3002-57170	201.57
PNM	INV0002840	11/18/2021	Electricity	20900-3002-57170	910.91
Department 3002 - Fire Protection Total:					14,432.59
Fund 20900 - Fire Protection Total:					14,432.59
Fund: 21600 - Municipal Street					
Department: 5002 - Municipal Streets					
Universal Constructors, Inc.	9086	11/01/2021	Blanket PO for potholes	21600-5002-54030	10,503.71
Department 5002 - Municipal Streets Total:					10,503.71
Fund 21600 - Municipal Street Total:					10,503.71
Fund: 29600 - County Fire Excise GRT					
Department: 3002 - Fire Protection					
Gilbert Garcia & Sons Security	9508	11/08/2021	Rekey fire Admin and Fire House	29600-3002-54010	162.50
Department 3002 - Fire Protection Total:					162.50
Fund 29600 - County Fire Excise GRT Total:					162.50
Fund: 29700 - County EMS GRT					
Department: 2002 - General Administration					
WEX Bank	75537925	11/01/2021	Fuel - EMS	29700-2002-56120	147.67
Verizon Wireless	9891051166	11/01/2021	Telecommunications - Phone	29700-2002-57160	168.47
Department 2002 - General Administration Total:					316.14
Fund 29700 - County EMS GRT Total:					316.14
Fund: 30400 - Road/Street Projects					
Department: 0001 - No Department					
New Mexico Department of Tra...	INV0002844	11/03/2021	Reimburse Grant #D18398 - Co...	30400-0001-47050	157,692.26
Department 0001 - No Department Total:					157,692.26
Fund 30400 - Road/Street Projects Total:					157,692.26
Fund: 39900 - Other Capital Projects					
Department: 2002 - General Administration					
Green Light Depot	g419127	10/28/2021	LED Light upgrade Hwy 47 street..	39900-2002-58100	11,966.67
Sharp Electronics Corporation	12964812	11/08/2021	Data Cabling - Ethernet Drops f...	39900-2002-58040	10,213.75
Department 2002 - General Administration Total:					22,180.42
Fund 39900 - Other Capital Projects Total:					22,180.42
Grand Total:					239,786.90

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	34,499.28
20900 - Fire Protection	14,432.59
21600 - Municipal Street	10,503.71
29600 - County Fire Excise GRT	162.50
29700 - County EMS GRT	316.14
30400 - Road/Street Projects	157,692.26
39900 - Other Capital Projects	22,180.42
Grand Total:	239,786.90

Account Summary

Account Number	Account Name	Expense Amount
11000-0001-22050	Healthcare Insurance Pay...	7,234.80
11000-0001-22055	Dental Insurance Payable	471.84
11000-0001-22060	Vision Insurance Payable	75.14
11000-0001-22070	Life Insurance Payable	26.52
11000-0001-22075	Disability Payable	9.88
11000-0001-22080	Miscellaneous Employee ...	292.00
11000-1009-57050	Employee Training	909.83
11000-2001-57160	Telecommunications	42.01
11000-2002-54010	Maintenance & Repairs - ...	6,092.03
11000-2002-55020	Contract - Attorney Fees	7,289.67
11000-2002-55999	Contract - Other Services	1,884.65
11000-2002-56010	Software	2,033.46
11000-2002-56020	Supplies - General Office	332.51
11000-2002-56050	Supplies - Janitorial/Main...	73.23
11000-2002-57090	Printing/Publishing/Advert..	214.65
11000-2002-57130	Rent of Equipment/Machi...	307.86
11000-2002-57160	Telecommunications	420.44
11000-2002-57171	Utilities - Natural Gas	208.41
11000-2002-57173	Utilities - Water	412.05
11000-2004-56040	Supplies-Furniture/Fixture...	670.14
11000-2004-57160	Telecommunications	182.81
11000-2008-56020	Supplies - General Office	23.99
11000-2008-57150	Subscriptions & Dues	115.00
11000-2008-57160	Telecommunications	144.03
11000-3001-56120	Supplies - Vehicle Fuel	51.86
11000-3001-57160	Telecommunications	81.31
11000-3002-56999	Supplies - Other	78.37
11000-3004-55999	Contract - Other Services	827.00
11000-4004-56010	Software	395.00
11000-4004-56020	Supplies - General Office	425.00
11000-4004-57050	Employee Training	595.00
11000-5101-54060	Maintenance Supplies	88.88
11000-5101-55999	Contract - Other Services	1,062.50
11000-5101-56030	Supplies - Field Supplies	49.14
11000-5101-56120	Supplies - Vehicle Fuel	237.88
11000-5101-57160	Telecommunications	92.04
11000-5104-57170	Utilities - Electricity	1,048.35
20900-3002-54040	Maintenance & Repairs - ...	8,138.06
20900-3002-54060	Maintenance Supplies	38.41
20900-3002-56020	Supplies - General Office	2,094.54
20900-3002-56040	Supplies-Furniture/Fixture...	1,815.98
20900-3002-56120	Supplies - Vehicle Fuel	510.51
20900-3002-57160	Telecommunications	521.42
20900-3002-57170	Utilities - Electricity	1,112.48
20900-3002-57171	Utilities - Natural Gas	68.22
20900-3002-57172	Utilities - Propane/Butane	60.00

Account Summary

Account Number	Account Name	Expense Amount
20900-3002-57173	Utilities - Water	72.97
21600-5002-54030	Maintenance & Repairs - ...	10,503.71
29600-3002-54010	Maintenance & Repairs - ...	162.50
29700-2002-56120	Supplies - Vehicle Fuel	147.67
29700-2002-57160	Telecommunications	168.47
30400-0001-47050	State - Co-op (DOT)	157,692.26
39900-2002-58040	Infrastructure	10,213.75
39900-2002-58100	Street Lighting/Traffic Sig...	11,966.67
	Grand Total:	239,786.90

Project Account Summary

Project Account Key	Expense Amount
None	239,786.90
Grand Total:	239,786.90

Authorization Signatures

MAYOR & COUNCILORS

MARK GWINN, MAYOR

JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

ROBERT CHAVEZ, COUNCILOR

MARGARET "PEGGY" GUTJAHR, COUNCILOR

JIM WINTERS, COUNCILOR

ATTEST:

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK