



**City of Rio Communities Council Regular Business Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, November 22, 2021 6:00 PM**  
**Amended 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 & Regular Business Meeting (November 8, 2021)**

**Presentations**

**2. Cyndi Sluder - presentation of Bill Brown Beneficiary Bequeath to the City**

**Jill Sweeney from Sherman & Howard - presentation on Bonding/Economic Development Tools**

**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 22, 2021 to [admin@riocommunities.net](mailto: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**

**3. a) Federal Infrastructure Funds**

**b) Streetlights & Potholes update**

**Action Items**

**4. Discussion, Consideration, and Decision – Approval of Accounts Payable**

**5. Discussion, Consideration, and Decision – City Slogan**

**6. Discussion, Consideration, and Decision - City Wide Street Light Proposal**

**7. Discussion, Consideration, and Decision – Business License Fee for 2022**

**8. Discussion, Consideration, and Decision – Mercer Group Proposal**

**Council Discussion**

**Executive Session**

- **For the purpose of 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), for the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2) and pending litigation pursuant to NMSA 10-15-1(H)(7) – AC Disposal v. City of Rio Communities**
  - **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 Pro-tem:** *The Governing Body of the City of Rio Communities, New Mexico, hereby states that on November 22, 2021 a Closed Executive Session was held and the matters discussed were the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H), for the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2) and pending litigation pursuant to NMSA 10-15-1(H)(7) – AC Disposal v. City of Rio Communities as posted on the agenda*

**Action Items**

- **Consideration & Decision – Mayor Pro-tem recommendation regarding the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8), for the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2) and pending litigation pursuant to NMSA 10-15-1(H)(7) – AC Disposal v. City of Rio Communities**

**Adjourn**

**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, November 08, 2021 3:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Mayor Pro tem Joshua Ramsell called to order the meeting at 3:06 pm.

**Attendance**

- PRESENT: Mayor Pro-Tem Joshua Ramsell, Councilor Robert Chavez, (virtual) Councilor Peggy Gutjahr, Councilor Jim Winters.
- Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, (virtual) Finance Officer Stephanie Finch and (virtual) Finance Clerk Angela Valadez.

**Accounts payable report**

- Finance Officer Finch went over accounts payable any items over \$500.00: GSD Administrative Services for the combined cost of dental, vision, and health insurance in the amount of \$7,818.18; Robles, Rael, and Anaya for attorney fees for February of 2021 and fiscal year 2022 with a combined amount of \$6,868.96; Stanley Steamer for the cleaning of City Hall in the amount of \$1,884.65; Tyler Technology for Incode yearly maintenance in the amount of \$2,033.46; Southwest Abatement for the abatement of certain rooms of City Hall in the amount of \$5,642.00; Amazon Business for a lateral legal size filing cabinet for the finance department in the amount of \$670.14; Valencia County Fiscal Office for animal control in the amount of 827.00; Book Systems of on-line training for the library in the amount of \$595.00; Ralph T. Barnes for skilled labor in October 2021 in the amount of \$1,062.50; 411 Equipment for work on vehicle 1-4 in the amount of \$8,138.06; Amazon Business for HD laptop for fire chief in the amount of \$1,099.00; Amazon Business for 2 laptop docking station and cords in the amount of \$508.00; WEX Bank for fuel for fire department vehicles in the amount of \$510.51; PNM for electricity for the Fire Department in the amount of \$910.91; Universal Constructors for a blanket PO for pot hole repair in the amount of \$10,503.71; New Mexico Department of Transportation for grant reimbursement in the amount of \$157,692.26; Green Light Depot for LED light upgrades for Hwy 47 streetlights in the amount of \$11,966.67; Sharp Electronics Corporation for adding data cabling and ethernet drops for City Hall in the amount of \$10,213.750.
- Councilor Chavez asked what the charge for dumb bar codes are for the library.
- Municipal Clerk Adair explained they are the bar codes that go onto the library books.
- Councilor Gutjahr asked about the amount of attorney fees.
- Finance Officer Finch explained one charge is the monthly fee and the fees were for items unrelated to our monthly contract.
- Manager Dr. Moore said regarding the City general operating fund, we are spending \$34,499 for the general operating costs.

### **Agenda items for the December 9, 2021 special workshop with P&Z**

- Manager Dr. Moore stated a letter has been provided by Planning and Zoning and they are requesting the direction Council would like them to take regarding overall strategic direction for community development priorities, he then explained one of those might include having a taskforce to work on re-writing the comprehensive plan to move us into the future.
- Councilor Chavez said it might be a good idea, but he believes meeting a meeting would be beneficial.
- Councilor Winters said he feels we are going backwards; he wants to know what the public thinks and with the first comprehensive plan, we did a series of public hearings, the public did a very good job on telling us what they want. He explained he does not feel comfortable Council to be directing this because it should be up to the people, and we should be having public hearings and then working on updating the comprehensive plan after that input.
- Councilor Gutjahr said we actually did a survey with very pointed questions to the public and we used that to form our comprehensive plan and feels it is key the majority of the community feels we are going in the way they are asking for it to go. The discussion continued.
- Manager Dr. Moore stated more Planning and Zoning Commissioners are needed and if there are no objections from Council, we will begin the application process and continued the discussion.
- Councilor Gutjahr asked about criteria for a planning and zoning applicants.
- Municipal Clerk Adair explained it is a similar process to what we did with the Library Board.
- Councilor Winters asked what projects they are currently working on and are they any projects they would like to work on.
- Municipal Clerk Adair said that could be an agenda item.

### **Personnel Policy - Attorney proposal**

- Manager Dr. Moore explained that the attorney came with a proposal not to exceed \$7,000 with time and materials, these individuals develop personnel policy and explained what other cities the attorney have done work for.

### **Swearing in Ceremony for the newly elected officials (December 29th)**

- Council agreed December 29th would be fine to have the newly elected officials sworn in.

### **Public Comment**

- Tommy West said the 2015 plan is a great plan and suggested just put it in an order that make sense and how we spend our money. He said he would like to see economic development and knows we need to spend money to be able to do that; he is a property owner, does not see things changing if the City just talks about everything instead of doing something. He said three minutes in front of the Council is fair, he does not understand why they need to have everything on the agenda, Planning and Zoning might need to create some ordinances to make out town more attractive through Code Enforcement, because no one is going to come here if it looks awful. He then said he feels it is difficult to speak with Council and so do a lot of people, we need to get the fire chief and code enforcer hired and working hard.
- Mayor Pro Tem Ramsell said we are beginning to have public forums for the purpose of allowing the public to come before us without time restrictions to tell us their concerns and ideas, for us to be able to get answers and continued the discussion.

- Tommy West said we need to protect property value and explained there are some meetings happening with the Sheriff's department and a senator and he would like to speak to the Manager about that a later date.
- Ralph Mimms - Economic Development Consultant for Rio Communities explained we need to change the narrative of where we are at, we have to let the outside know we are our own City and why we are distinctive. He explained having a tagline is importance and pitched a tagline to council of "spectacular views, endless opportunities." A discussion began.

## Manager Report

### a) City Hall Phase 1 Design (update)

- Manager Dr. Moore said regarding City Hall Phase 1 renovation: the architects plan to come in November to show us where the new walls will be, and we are working on a plan on moving people around while we are renovating.

### b) Hwy 47 lights (update)

- Manager Dr. Moore said we have streetlights here in City Hall and starting next week we should have them installed.
- Manager Dr. Moore said the work on the electronic sign and boring underneath the parking lot will begin very soon.
- Got with HDR, getting a proposal on how to do lighting City-wide, we are dealing with a minimum wage increase and the problem it is creating getting public works employees, and asked Council to consider an increase of wages for public works. He then explained he is talking to workforce solutions to get us some more people to help at a lower cost.
- Manager Dr. Moore explained that we have 16 grants totaling about \$4 million and need an extra person to keep up with all the paperwork. He continued to explain the capital improvement projects this year have tripled the amount of money we have been requesting and we need someone to be able to keep up with that paperwork. He then said we are hiring an assistant clerk so the Deputy Clerk can help with the library and get it opened to the public until we can hire a library director.
- Manager Dr. Moore then explained pothole repair is waiting on quotes and there will be some street signs and stop signs that need to be replaced. He then said the fire department and public works plan on picking up tires.
- Councilor Gutjahr stated the business section of the Albuquerque Journal has articles on why people are not going back to work nation-wide and the problems that is causing. She then said when you are fortunate enough to apply for grants and gets them, it is so important to have pristine management of the grants.

## Council General Discussion & Future Agenda Items

- Councilor Chavez said we were neglected by the County for 20 years and with infrastructure grants, the City could really get a lot done.
- Councilor Gutjahr said we have never been clear on the purpose of public comment, public comments are supposed to be regarding what is on the agenda, but perhaps we can discuss guidelines regarding what topics can be discussed as well as the length of the comment. She then said the public should realize forums are a better way for Council to speak with the public without the confines of a Council meetings and began a discussion.
- Councilor Winters had no comments.

- Mayor Pro tem Ramsell had no comments.

**Adjourn**

The City Council workshop was adjourned at 3:54 pm.

Respectfully submitted,

\_\_\_\_\_  
 Elizabeth (Lisa) Adair, Municipal Clerk  
 (Taken and 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 Council Regular Business Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
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**Monday, November 08, 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 6:00 pm.

**Pledge of Allegiance**

- Councilor Chavez led the Pledge of Allegiance.

**Roll Call**

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

**Approval of Agenda**

- Motion made by Councilor Chavez 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 was approved as presented.

**Approval of Minutes for the City Council Workshop and Regular Business Meeting Minutes - October 27, 2021**

- Motion made by Councilor Chavez to approve the minutes of October 27<sup>th</sup>, 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 regular business meeting for October 27, 2021 were approved as written.

**Public Comment**

- Tommy Westmorland who lives on Godard explained one of his neighbors was out cleaning and asked about the code enforcer resignation and began a discussion.
- Tommy Westland said he looked on how the taxes were paid, explained that after 4 years of not paying them the property could potentially be sold. He then mentioned the Valle Del Sol property, should be declared an EPA disaster with the amount of trash, and noticed the home had new doors and it was locked up and it appears it is going through foreclosure. He was asked about the budgets for the salary on the Code Enforcer & City Manager.
- Municipal Clerk Adair said those salaries were included in the budget.
- Tommy Westland continued the discussion regarding the budgeted money for the City Manager and the Code Enforcer, explained the public is upset with the Planning and Zoning survey, and are wanting to have code enforcement clean up the code enforcer, and he is personally going to look through the lawsuit with AC Disposal and the probates for the problem areas.
- Michael Scales from Nash St. would like to setup a meeting with City Manager would like to have a closed-door meeting regarding some major miscommunications and have not been able to get a meeting and rested to have a closed-door meeting with City Council at their discretion, to present my complaints and findings over the misconduct over the fire department.

- Kuan Tikkun who lives on Maddox said she is coming to the Council to appoint more commissioners for the Economic development, there is one application, would like to see that person and others appointed soon.
- Mayor Pro tem Ramsell explained the process of appointing commissioner and asked if there were other applicants.
- Kuan Tikkun explained they are losing a commissioner and are concerned there will no longer be a quorum and continued the discussion.

### **Manager Report**

- Manager Dr. Moore explained we have ordered 70 LED lights for 47 and are working with an electrician to get them installed and explained where the lights will be placed. He then explained the additional work to be done in relation for the electronic sign, boring underneath. we are working on proposal with the engineers for city-wide streetlight plan, working on our grants, three have been completed, three more have been added, and we have requested another quote for additional pothole repair.
- Manager Dr. Moore said talking with our public works director that he has experience with working in code enforcement, abatement of the nuisance property and is working on the paperwork for those, and the goal is to have an updated and possible solution to present to Council at the meeting on 22nd of November.

### **Commissioner and Board Reports**

#### **Economic Development**

- Councilor winters said regarding Economic Development, there was a request from someone for the location of the City and he gave them the brochure with a nice map.
- Kuan said you have about 3 - 7 seconds with people, and if we had a large map that people could see where we are, it would help.
- Ralph Mimms explained he will extract some of the information on the brochure and put together an economic brochure that is quick and to the point to show people and continued the discussion.

#### **Planning and Zoning**

- See agenda packet

#### **Library Board**

- See agenda packet

### **Department Reports**

#### **Municipal Clerk Department**

- See agenda packet

#### **Finance Department**

- See agenda packet

#### **Public Works Department**

- See agenda packet

#### **Municipal Court Department**

- See agenda packet

### **Approval of Accounts Payable**

- Motion made by Councilor Chavez for the approval of the accounts payable report for this evening. Seconded by Councilor Gutjahr. Voting Yea: Mayor Pro Tem Ramsell, Councilor Chavez, Councilor Winters. With a 4-0 vote accounts payable was approved for payment.

**Swearing in Ceremony for the newly elected officials (December 29th)**

- Mayor Pro tem Ramsell explained the swearing in ceremony for the newly elected officials will be setup on December 29th at 6:00 pm.

**Council Discussion**

- Councilor Chavez had no comments.
- Councilor Gutjahr congratulated the winners of the election and thanked all that ran, thanks to the pastor of Abundant Life Church for hosting the public forum for the candidates
- Councilor Winters answered the question regarding the tax structure, VIA is in the process of folding their operation and within a short period of time and began a discussion.
- Mayor Pro tem Ramsell explained the County has a process that collecting the back taxes regarding to budgets or salaries if it is not spent it does not get carried over that money sits there but not an additional amount is put into that position. He then explained Economic development is now recruiting and Ralph Mimms is focusing on bringing in business next year.

**Adjourn**

Councilor Chavez moved to adjourn. The motion was second by Councilor Winter. With a 4-vote the City Council regular business meeting was adjourned at 6:35.

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



**From:** [Martin Moore](#)  
**To:** [Lisa Adair](#)  
**Cc:** [Joshua Ramsell](#)  
**Subject:** FW: Tourism-Related Infrastructure  
**Date:** Wednesday, November 17, 2021 9:24:37 AM  
**Attachments:** [Outlook-17x11a.png](#)

Please include a copy of this email in the city council packet.

Marty

**From:** Payton Showalter <[pshowalter@mrcog-nm.gov](mailto:pshowalter@mrcog-nm.gov)>  
**Sent:** Wednesday, November 17, 2021 8:17 AM  
**To:** Martin Moore <[mmoore@riocommunities.net](mailto:mmoore@riocommunities.net)>  
**Subject:** Re: Tourism-Related Infrastructure

Good morning,

Last year, the New Mexico Department of Tourism was able to work with the Governor's Office to secure **\$2.7M in capital outlay funding** for nine tourism-related infrastructure projects statewide. They are working on finalizing their state-wide list of tourism-related infrastructure projects in hopes of again receiving funding in the upcoming legislative session. We are working to assist them with completing their list for the Mid-Region of New Mexico for this coming fiscal year. Can you please review the information below and update the missing information in the highlighted fields?

Status	ICIP	Rank	Project Title	Entity	COG	Category	Total Cost	Amount not yet funded	Amount requested for FY 23	Phased	Project Description
Priority; waiting for new ICIP number	29938	5	Parks and Open Space Assessment Plan	Rio Communities	Mid Region	Bike/Pedestrian/Equestrian	\$ 860,000	\$ 860,000		Yes	Plan, design, and construct the Rio Communities Parks and Open Spaces Assessment Plan.

Thank you for your help!

**Payton Showalter** (she/her)  
 Regional Planner  
 Mid-Region Council of Governments  
[pshowalter@mrcog-nm.gov](mailto:pshowalter@mrcog-nm.gov)  
 (505) 724-3657



**From:** Payton Showalter  
**Sent:** Thursday, September 30, 2021 1:35 PM  
**To:** Bianca Borg <[Bborg@mrcog-nm.gov](mailto:Bborg@mrcog-nm.gov)>  
**Subject:** Tourism-Related Infrastructure

Good afternoon,

The New Mexico Department of Tourism is in the process of updating their statewide tourism-related infrastructure list. They want to ensure that this list accurately demonstrates the needs of the communities in the Mid-Region.

Last year the New Mexico Department of Tourism worked with the Governor's Office to secure **\$2.7M in capital outlay funding** for nine tourism-related infrastructure projects statewide. NMTD needs an updated list of tourism-related infrastructure projects that are currently on the ICIP for funding and are a priority for the requesting entity in FY23.

The list of projects attached are those that were proposed or moving forward as of last year. **Please update this list to reflect your community's current ICIP.**

If your community is not on this list, but has a priority tourism-related infrastructure project, please add the project information to the spreadsheet. NMTD will then recommend the funding of tourism infrastructure projects to the Governor's Office and the Legislature from this list.

**Please send any updates to me by Wednesday October 6<sup>th</sup>.**

Thank you!

**Payton Showalter** (she/her)  
 Regional Planner  
 Mid-Region Council of Governments  
[pshowalter@mrcog-nm.gov](mailto:pshowalter@mrcog-nm.gov)  
 (505) 724-3657





Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Fund: 11000 - General Operating Fund</b>				
<b>Department: 2001 - Manager</b>				
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	ball point pen w/stylus tip - Mar...	19.95
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	tape dispenser w/6 refills - Mar...	13.53
<b>Department 2001 - Manager Total:</b>				<b>33.48</b>
<b>Department: 2002 - General Administration</b>				
Ray's Fire Extinguishers	12431	11/10/2021	Fire Extinguishers Recharge - Ci...	657.70
Haloed Solutions , LLC.	0354	11/16/2021	IT Services for Council Meetings	150.00
Robles, Rael, & Anaya	11223	11/16/2021	Attorney Fees - FY 2022	2,850.60
Card Service Center	INV0002860	11/16/2021	Flyer Press - State of the City Ma..	1,956.15
Card Service Center	INV0002862	11/16/2021	GoToMeeting Subscription	363.10
Card Service Center	INV0002863	11/16/2021	Office Supplies	34.13
Woodlands Hardware	007363/1	11/17/2021	Blanket PO-Supplies	29.51
Woodlands Hardware	007397/1	11/17/2021	Blanket PO-Supplies	9.61
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	Blank business card stock	19.99
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	face mask 50 pc	39.74
Wells Fargo Financial Leasing	501725528	11/17/2021	Dell Server Lease	2,497.73
Rentokil North America Inc.	9369995	11/17/2021	Pest Control	144.79
<b>Department 2002 - General Administration Total:</b>				<b>8,753.05</b>
<b>Department: 2004 - Finance/Budget/Accounting</b>				
Card Service Center	INV0002861	11/16/2021	Budget Conference - Stephanie...	50.00
Amazon Business	1RJ4-7TJF-XMRW	11/17/2021	Office Equipment/Supplies - Fin...	204.43
Amazon Business	1RJ4-7TJF-XMRW	11/17/2021	Office Equipment/Supplies - Fin...	1,891.99
Department of Public Safety	INV0002869	11/18/2021	Background Check - Finance Cle...	15.00
<b>Department 2004 - Finance/Budget/Accounting Total:</b>				<b>2,161.42</b>
<b>Department: 2008 - Municipal Clerk</b>				
Card Service Center	INV0002859	11/16/2021	Clerk Training for Lisa & Amy	300.00
Amazon Business	191K-FXY3-9Y9X	11/17/2021	letter openers - Lisa	13.99
Amazon Business	1DDY-M99N-YPK3	11/17/2021	sign here arrow points - clerk off..	26.65
Amazon Business	1G4J-3RXD-QQXY	11/17/2021	lenovo laptop - Lisa	879.00
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	scotch tape rolls - clerk office x 3	32.97
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	keyboard wrist rest pad and mo...	16.98
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	sharpie gel pen - Clerk Office	13.49
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	sharpie s-gel pens - clerk office	12.99
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	sharpie s-gel pens - Clerk Office	9.75
Amazon Business	1HRN-3NRL-363F	11/17/2021	ASUS eye care monitor - Amy	208.67
Amazon Business	1HRN-3NRL-6FNR	11/17/2021	2 drawer mesh file cart - clerk o...	100.99
Amazon Business	1PML-VPHD-M4QF	11/17/2021	HP all-in-one computer - Amy	719.00
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	cable HDMI for Amy	8.90
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	letter opener for Amy	6.83
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	Wireless Keyboard Mouse Com...	34.99
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	desktop tape dispenser - Lisa	12.90
<b>Department 2008 - Municipal Clerk Total:</b>				<b>2,398.10</b>
<b>Department: 2014 - Economic Development</b>				
Palmetto LLC	1	11/17/2021	Economic Development Services	1,122.55
UKUU Creative	200	11/17/2021	EDC Social Media & Website Ma..	161.81
<b>Department 2014 - Economic Development Total:</b>				<b>1,284.36</b>
<b>Department: 3101 - Emergency Services/Disasters</b>				
Paul Davis Restoration of NM, L...	21-0524 R	11/16/2021	Repair to City Hall - Flood Dama...	15,517.15
<b>Department 3101 - Emergency Services/Disasters Total:</b>				<b>15,517.15</b>

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Department: 5101 - Public Works</b>				
Home Depot	651485625	11/17/2021	Items for Public Works	172.79
<b>Department 5101 - Public Works Total:</b>				<b>172.79</b>
<b>Fund 11000 - General Operating Fund Total:</b>				<b>30,320.35</b>
<b>Fund: 20100 - Corrections</b>				
<b>Department: 0001 - No Department</b>				
New Mexico Judicial Education ...	INV0002865	11/17/2021	AUGUST 2021	6.00
Administrative Office of the Cou...	INV0002866	11/17/2021	SEPTEMBER 2021	6.00
New Mexico Judicial Education ...	INV0002867	11/17/2021	SEPTEMBER 2021	3.00
Administrative Office of the Cou...	INV0002868	11/17/2021	AUGUST 2021	12.00
<b>Department 0001 - No Department Total:</b>				<b>27.00</b>
<b>Fund 20100 - Corrections Total:</b>				<b>27.00</b>
<b>Fund: 20200 - Environmental</b>				
<b>Department: 5009 - Environmental</b>				
Universal Waste Systems, Inc.	0001252788	11/17/2021	Dumpster Service - Clean-Up Da...	363.80
<b>Department 5009 - Environmental Total:</b>				<b>363.80</b>
<b>Fund 20200 - Environmental Total:</b>				<b>363.80</b>
<b>Fund: 20900 - Fire Protection</b>				
<b>Department: 3002 - Fire Protection</b>				
Boundtree Medical	84285786	11/17/2021	Medical supplies For Med units	393.92
Rentokil North America Inc.	9370189	11/17/2021	Pest Control	115.49
Rentokil North America Inc.	9370414	11/17/2021	Pest Control	114.36
<b>Department 3002 - Fire Protection Total:</b>				<b>623.77</b>
<b>Fund 20900 - Fire Protection Total:</b>				<b>623.77</b>
<b>Fund: 29700 - County EMS GRT</b>				
<b>Department: 2002 - General Administration</b>				
Chalmers Ford, Inc.	678287	11/10/2021	EMS/Fire command	38,793.00
<b>Department 2002 - General Administration Total:</b>				<b>38,793.00</b>
<b>Fund 29700 - County EMS GRT Total:</b>				<b>38,793.00</b>
<b>Fund: 30400 - Road/Street Projects</b>				
<b>Department: 2002 - General Administration</b>				
GM Emulsion, LLC	INV0002858	11/10/2021	Pavement Improvements of City..	157,507.80
<b>Department 2002 - General Administration Total:</b>				<b>157,507.80</b>
<b>Fund 30400 - Road/Street Projects Total:</b>				<b>157,507.80</b>
<b>Grand Total:</b>				<b>227,635.72</b>

## Report Summary

### Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	30,320.35
20100 - Corrections	27.00
20200 - Environmental	363.80
20900 - Fire Protection	623.77
29700 - County EMS GRT	38,793.00
30400 - Road/Street Projects	157,507.80
<b>Grand Total:</b>	<b>227,635.72</b>

### Account Summary

Account Number	Account Name	Expense Amount
11000-2001-56020	Supplies - General Office	33.48
11000-2002-54050	Maintenance & Repair - F...	657.70
11000-2002-54060	Maintenance Supplies	39.12
11000-2002-55020	Contract - Attorney Fees	2,850.60
11000-2002-55030	Contract - Professional Se...	294.79
11000-2002-56010	Software	363.10
11000-2002-56020	Supplies - General Office	59.73
11000-2002-56999	Supplies - Other	34.13
11000-2002-57090	Printing/Publishing/Advert..	1,956.15
11000-2002-57130	Rent of Equipment/Machi...	2,497.73
11000-2004-55999	Contract - Other Services	15.00
11000-2004-56020	Supplies - General Office	204.43
11000-2004-56040	Supplies-Furniture/Fixture...	1,891.99
11000-2004-57050	Employee Training	50.00
11000-2008-56020	Supplies - General Office	291.43
11000-2008-56040	Supplies-Furniture/Fixture...	1,806.67
11000-2008-57050	Employee Training	300.00
11000-2014-55030	Contract - Professional Se...	1,122.55
11000-2014-55999	Contract - Other Services	161.81
11000-3101-54010	Maintenance & Repairs - ...	15,517.15
11000-5101-56030	Supplies - Field Supplies	172.79
20100-0001-21040	Admin Office of Courts Pa...	18.00
20100-0001-21045	Judicial Education Payable	9.00
20200-5009-55999	Contract - Other Services	363.80
20900-3002-55030	Contract - Professional Se...	229.85
20900-3002-56070	Supplies - Medical	393.92
29700-2002-58080	Vehicles	38,793.00
30400-2002-58090	Roadways/Bridges	157,507.80
<b>Grand Total:</b>	<b>227,635.72</b>	

### Project Account Summary

Project Account Key	Expense Amount
**None**	227,635.72
<b>Grand Total:</b>	<b>227,635.72</b>

**Authorization Signatures**

**MAYOR & COUNCILORS**

---

MARK GWINN, MAYOR

---

JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

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ROBERT CHAVEZ, COUNCILOR

---

MARGARET "PEGGY" GUTJAHR, COUNCILOR

---

JIM WINTERS, COUNCILOR

ATTEST:

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ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK



Rio Communities, NM

# Accounts Payable Approval Report

Item 4.

## By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 11000 - General Operating Fund</b>					
<b>Department: 2001 - Manager</b>					
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	ball point pen w/stylus tip - Mar...	11000-2001-56020	19.95
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	tape dispenser w/6 refills - Mar...	11000-2001-56020	13.53
<b>Department 2001 - Manager Total:</b>					<b>33.48</b>
<b>Department: 2002 - General Administration</b>					
Ray's Fire Extinguishers	12431	11/10/2021	Fire Extinguishers Recharge - Ci...	11000-2002-54050	657.70
Haloed Solutions , LLC.	0354	11/16/2021	IT Services for Council Meetings	11000-2002-55030	150.00
Robles, Rael, & Anaya	11223	11/16/2021	Attorney Fees - FY 2022	11000-2002-55020	2,850.60
Card Service Center	INV0002860	11/16/2021	Flyer Press - State of the City Ma...	11000-2002-57090	1,956.15
Card Service Center	INV0002862	11/16/2021	GoToMeeting Subscription	11000-2002-56010	363.10
Card Service Center	INV0002863	11/16/2021	Office Supplies	11000-2002-56999	34.13
Woodlands Hardware	007363/1	11/17/2021	Blanket PO-Supplies	11000-2002-54060	29.51
Woodlands Hardware	007397/1	11/17/2021	Blanket PO-Supplies	11000-2002-54060	9.61
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	Blank business card stock	11000-2002-56020	19.99
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	face mask 50 pc	11000-2002-56020	39.74
Wells Fargo Financial Leasing	501725528	11/17/2021	Dell Server Lease	11000-2002-57130	2,497.73
Wells Fargo Financial Leasing	5017655170	11/17/2021	Sharp Copier Lease	11000-2002-57130	276.84
Rentokil North America Inc.	9369995	11/17/2021	Pest Control	11000-2002-55030	144.79
<b>Department 2002 - General Administration Total:</b>					<b>9,029.89</b>
<b>Department: 2004 - Finance/Budget/Accounting</b>					
Card Service Center	INV0002861	11/16/2021	Budget Conference - Stephanie...	11000-2004-57050	50.00
Amazon Business	1RJ4-7TJF-XMRW	11/17/2021	Office Equipment/Supplies - Fin...	11000-2004-56020	204.43
Amazon Business	1RJ4-7TJF-XMRW	11/17/2021	Office Equipment/Supplies - Fin...	11000-2004-56040	1,891.99
Department of Public Safety	INV0002869	11/18/2021	Background Check - Finance Cle...	11000-2004-55999	15.00
<b>Department 2004 - Finance/Budget/Accounting Total:</b>					<b>2,161.42</b>
<b>Department: 2008 - Municipal Clerk</b>					
Card Service Center	INV0002859	11/16/2021	Clerk Training for Lisa & Amy	11000-2008-57050	300.00
Amazon Business	191K-FXY3-9Y9X	11/17/2021	letter openers - Lisa	11000-2008-56020	13.99
Amazon Business	1DDY-M99N-YPK3	11/17/2021	sign here arrow points - clerk off...	11000-2008-56020	26.65
Amazon Business	1G4J-3RXD-QQXY	11/17/2021	lenovo laptop - Lisa	11000-2008-56040	879.00
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	scotch tape rolls - clerk office x 3	11000-2008-56020	32.97
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	keyboard wrist rest pad and mo...	11000-2008-56020	16.98
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	sharpie gel pen - Clerk Office	11000-2008-56020	13.49
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	sharpie s-gel pens - Clerk Office	11000-2008-56020	9.75
Amazon Business	1HRF-QYN3-9FQR	11/17/2021	sharpie s-gel pens - clerk office	11000-2008-56020	12.99
Amazon Business	1HRN-3NRL-363F	11/17/2021	ASUS eye care monitor - Amy	11000-2008-56040	208.67
Amazon Business	1HRN-3NRL-6FNR	11/17/2021	2 drawer mesh file cart - clerk o...	11000-2008-56020	100.99
Amazon Business	1PML-VPHD-M4QF	11/17/2021	HP all-in-one computer - Amy	11000-2008-56040	719.00
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	Wireless Keyboard Mouse Com...	11000-2008-56020	34.99
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	cable HDMI for Amy	11000-2008-56020	8.90
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	letter opener for Amy	11000-2008-56020	6.83
Amazon Business	1QQ1-CXFN-9T1X	11/17/2021	desktop tape dispenser - Lisa	11000-2008-56020	12.90
<b>Department 2008 - Municipal Clerk Total:</b>					<b>2,398.10</b>
<b>Department: 2014 - Economic Development</b>					
Palmetto LLC	1	11/17/2021	Economic Development Services	11000-2014-55030	1,122.55
UKUU Creative	200	11/17/2021	EDC Social Media & Website Ma...	11000-2014-55999	161.81
<b>Department 2014 - Economic Development Total:</b>					<b>1,284.36</b>
<b>Department: 3101 - Emergency Services/Disasters</b>					
Paul Davis Restoration of NM, I...	21-0524 R	11/16/2021	Repair to City Hall - Flood Dama...	11000-3101-54010	15,517.15
Dova Inc	3527	11/17/2021	Blanket PO Vehicle Detail /Tahoe	11000-3101-55999	45.00

**Accounts Payable Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Dova Inc	3529	11/17/2021	Blanket PO Vehicle Detail/Ford ...	11000-3101-55999	45.00
<b>Department 3101 - Emergency Services/Disasters Total:</b>					<b>15,607.15</b>
<b>Department: 5101 - Public Works</b>					
Home Depot	3511 00097 80263	11/17/2021	Items for Public Works	11000-5101-56030	149.58
Home Depot	651485625	11/17/2021	Items for Public Works	11000-5101-56030	172.79
<b>Department 5101 - Public Works Total:</b>					<b>322.37</b>
<b>Fund 11000 - General Operating Fund Total:</b>					<b>30,836.77</b>
<b>Fund: 20100 - Corrections</b>					
<b>Department: 0001 - No Department</b>					
New Mexico Judicial Education ...	INV0002865	11/17/2021	AUGUST 2021	20100-0001-21045	6.00
Administrative Office of the Cou...	INV0002866	11/17/2021	SEPTEMBER 2021	20100-0001-21040	6.00
New Mexico Judicial Education ...	INV0002867	11/17/2021	SEPTEMBER 2021	20100-0001-21045	3.00
Administrative Office of the Cou...	INV0002868	11/17/2021	AUGUST 2021	20100-0001-21040	12.00
<b>Department 0001 - No Department Total:</b>					<b>27.00</b>
<b>Fund 20100 - Corrections Total:</b>					<b>27.00</b>
<b>Fund: 20200 - Environmental</b>					
<b>Department: 5009 - Environmental</b>					
Universal Waste Systems, Inc.	0001252788	11/17/2021	Dumpster Service - Clean-Up Da...	20200-5009-55999	363.80
<b>Department 5009 - Environmental Total:</b>					<b>363.80</b>
<b>Fund 20200 - Environmental Total:</b>					<b>363.80</b>
<b>Fund: 20900 - Fire Protection</b>					
<b>Department: 3002 - Fire Protection</b>					
Woodlands Hardware	007408/1	11/17/2021	supplies	20900-3002-54060	27.84
Boundtree Medical	84285786	11/17/2021	Medical supplies For Med units	20900-3002-56070	393.92
Rentokil North America Inc.	9370189	11/17/2021	Pest Control	20900-3002-55030	115.49
Rentokil North America Inc.	9370414	11/17/2021	Pest Control	20900-3002-55030	114.36
<b>Department 3002 - Fire Protection Total:</b>					<b>651.61</b>
<b>Fund 20900 - Fire Protection Total:</b>					<b>651.61</b>
<b>Fund: 29700 - County EMS GRT</b>					
<b>Department: 2002 - General Administration</b>					
Chalmers Ford, Inc.	678287	11/10/2021	EMS/Fire command	29700-2002-58080	38,793.00
<b>Department 2002 - General Administration Total:</b>					<b>38,793.00</b>
<b>Fund 29700 - County EMS GRT Total:</b>					<b>38,793.00</b>
<b>Fund: 30400 - Road/Street Projects</b>					
<b>Department: 2002 - General Administration</b>					
GM Emulsion, LLC	INV0002858	11/10/2021	Pavement Improvements of City..	30400-2002-58090	157,507.80
<b>Department 2002 - General Administration Total:</b>					<b>157,507.80</b>
<b>Fund 30400 - Road/Street Projects Total:</b>					<b>157,507.80</b>
<b>Grand Total:</b>					<b>228,179.98</b>

## Report Summary

### Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	30,836.77
20100 - Corrections	27.00
20200 - Environmental	363.80
20900 - Fire Protection	651.61
29700 - County EMS GRT	38,793.00
30400 - Road/Street Projects	157,507.80
<b>Grand Total:</b>	<b>228,179.98</b>

### Account Summary

Account Number	Account Name	Expense Amount
11000-2001-56020	Supplies - General Office	33.48
11000-2002-54050	Maintenance & Repair - F...	657.70
11000-2002-54060	Maintenance Supplies	39.12
11000-2002-55020	Contract - Attorney Fees	2,850.60
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11000-2002-57090	Printing/Publishing/Advert..	1,956.15
11000-2002-57130	Rent of Equipment/Machi...	2,774.57
11000-2004-55999	Contract - Other Services	15.00
11000-2004-56020	Supplies - General Office	204.43
11000-2004-56040	Supplies-Furniture/Fixture...	1,891.99
11000-2004-57050	Employee Training	50.00
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11000-2008-56040	Supplies-Furniture/Fixture...	1,806.67
11000-2008-57050	Employee Training	300.00
11000-2014-55030	Contract - Professional Se...	1,122.55
11000-2014-55999	Contract - Other Services	161.81
11000-3101-54010	Maintenance & Repairs - ...	15,517.15
11000-3101-55999	Contract - Other Services	90.00
11000-5101-56030	Supplies - Field Supplies	322.37
20100-0001-21040	Admin Office of Courts Pa...	18.00
20100-0001-21045	Judicial Education Payable	9.00
20200-5009-55999	Contract - Other Services	363.80
20900-3002-54060	Maintenance Supplies	27.84
20900-3002-55030	Contract - Professional Se...	229.85
20900-3002-56070	Supplies - Medical	393.92
29700-2002-58080	Vehicles	38,793.00
30400-2002-58090	Roadways/Bridges	157,507.80
<b>Grand Total:</b>	<b>228,179.98</b>	

### Project Account Summary

Project Account Key	Expense Amount
**None**	228,179.98
<b>Grand Total:</b>	<b>228,179.98</b>



Authorization Signatures

MAYOR & COUNCILORS

---

MARK GWINN, MAYOR

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JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

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ROBERT CHAVEZ, COUNCILOR

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MARGARET "PEGGY" GUTJAHR, COUNCILOR

---

JIM WINTERS, COUNCILOR

ATTEST:

---

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK



# The Mercer Group, Inc.

Consultants to Management

2062 State Road 75  
Vadito, New Mexico 87579

November 12, 2021

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

## **RE: Revised Proposal for Recruitment Services – Fire Chief**

Dear Mr. Moore:

As you have requested, the Mercer Group, Inc. is submitting this proposal to assist the City of Rio Communities in the search process for the vacant position of Fire Chief. Unfortunately, the finalists who were selected in the previous search have declined an offer of employment for personal reasons. As a result, we are submitting a revised search for your consideration.

We understand that the City of Rio Communities would prefer an expedited search process. This search would seek qualified candidates, and encourage them to apply for the position of Fire Chief.

The Mercer Group proposes the following venues as part of the recruitment process:

- A. **Direct mail** to current Fire Chiefs and Assistant Chiefs in New Mexico. The direct mail would include a letter inviting them to apply for the position, and a copy of the recruitment profile describing the job description requirements.
- B. A job recruiting announcement will be prepared and posted in “**Linked-In**” targeting Fire Chiefs, and Assistant Chiefs. Focus of the recruitment will be New Mexico and the surrounding states.
- C. A job recruiting announcement will be prepared and posted in “**Careers in Government**” targeting Fire Chiefs and Assistant Chiefs. Focus of the recruitment will be New Mexico and the surrounding states.
- D. A job recruiting announcement will be prepared and posted in the “**International Association of Fire Chiefs**”. Focus of the recruitment will be New Mexico and the surrounding states.
- E. A job recruiting announcement will be prepared and posted in the “**Albuquerque Journal and the Valencia County News Bulletin**”. Focus of the recruitment will be in New Mexico.
- F. The recruitment profile and job description will be submitted to all Mercer Group associates in the eight states currently served by the Mercer Group. The associates will be asked to search their recruitment files and identify any potential candidates for the position.

The Mercer Group proposes the following timeline:

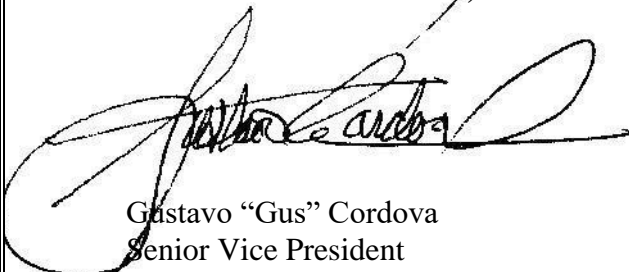
- A. By November 15, 2021 The Mercer Group will submit a recruitment proposal to the City Manager for his review.
- B. By November 19, 2021 a meeting will be scheduled between the City Manager and the Mercer Group to finalize the proposal. If accepted, a Notice to Proceed will be issued.
- C. Due to the up-front costs associated with advertising in the recruitment venues as described in the previous page, the Mercer Group will submit an initial invoice of 1/3<sup>rd</sup> of the contract price to Rio Communities to cover the advertising costs.
- D. By November 30, 2021 the Mercer Group will have completed the job postings in all of venues as described in the previous page. In addition, the Mercer Group would have prepared and completed the "Direct Mailing" to current Fire Chiefs and Assistant Fire Chiefs in New Mexico.
- E. The job posting will include the following statement: "*Open until filled*". This allows the City of Rio Communities to fill the position earlier once qualified candidates have applied and selected for the position. The Mercer Group anticipates advertising for the position for a period not to exceed 30 days. However, if the initial screening of qualified candidates results in a short list prior to the 30 days, the Mercer Group will submit a list of those candidates to the City Manager for preliminary interviews.
- F. Should the preliminary interviews result in the selection of a finalist; the City Manager will present his recommendation to the Selection Committee for their consideration.
- G. Once a finalist is selected and approved by the City Manager and his Selection Committee, the Mercer Group will undertake a "Background Check", and submit the same to the City Manager. As previously agreed, the City may at its option, submit a request to the Department of Public Safety for any information regarding the character of the finalist.

I will personally manage this search with professional support from our firm, The Mercer Group. In order to broaden our impact, we are able also to call upon other Mercer Group associates for leads and nominations.

Once you agree with our proposal, we can finalize the work plan, the schedule, and timeline based upon your needs. In our proposal, we have made several assumptions regarding the facilitation process. Rest assured that we can make appropriate changes you deem necessary so that we tailor the facilitation to the specific needs of the City of Rio Communities.

Thank you for the opportunity to respond to this important proposal. It would be our pleasure to work with you. This proposal is valid for thirty (30) days from the date of receipt by the City. Please call me at (575) 587-2873 or (575) 779-5044 if you have any questions.

Sincerely,  
**THE MERCER GROUP, INC.**



Gustavo "Gus" Cordova  
 Senior Vice President

Enclosure: Job Description



**FIRE CHIEF**

The City of Rio Communities, New Mexico is recruiting for a Fire Chief who will be responsible for the operation and maintenance of its Fire Department. This position serves at the pleasure of the Mayor and Council.

This is an exempt, full time position, and reports to the City Manager. Preferably, we are looking for a professional with at least three to five years' experience in the management, supervision, of an organization with comparable responsibilities is preferred. Knowledge in supervising a volunteer fire department, and working with the State Fire Marshalls office is highly desired.

The starting salary for this position is \$60,000.00, DOQ. Excellent fringe benefits package. The position will remain open until filled. This is an expedited recruitment, and may close earlier, thus you are encouraged to apply as soon as possible.

Qualified applicants must submit a letter of interest, current detailed resume, list of professional references, and a completed application form. The application form is available online on the City website: <https://www.riocommunities.net>

Please submit your information as soon as possible by email to:

**Mercer Group Inc.**

**Gustavo "Gus" Córdova, ICMA-CM**

**Senior Vice President**

email [themerccergroupinc@gmail.com](mailto:themerccergroupinc@gmail.com)

**PROPOSED FEE . . . . . \$7,500.00, plus GRT**

**BILLING.** It is our standard practice to bill for work performed and direct costs incurred as each phase is completed. The first invoice will be submitted after the job announcement is posted to cover the advertising costs in the professional venues described in our proposal, and the final invoice is submitted after the finalists have been selected.

Each invoice will be payable upon receipt by the City within 15 working days, and checks mailed to  
Diane R. Córdova  
Finance Officer  
The Mercer Group  
2062 State Road 75  
Vadito, New Mexico 87579

A W-9 Form has been previously provided to the City of Rio Communities.