



## City of Rio Communities Council Regular Business Meeting

City Council Chambers - 360 Rio Communities Blvd

Rio Communities, NM 87002

Monday, March 14, 2022 6:00 PM

### Agenda

Please silence all electronic devices.

**Mayor - Joshua Ramsell**

**Mayor Pro Tem - Margaret "Peggy" Gutjahr**

**Council - Arthur "Art" Apodaca, Lawrence R. Gordon, Jim Winters**

**ATTENTION:** In an effort to curb the spread of COVID-19 by practicing social distancing and limiting public gatherings, 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. Minutes for the City Council Workshop & Regular Business Meeting (2/28/2022)

#### Swearing in of Melanie Good (Planning and Zoning Commissioner)

**Public Comment:** The Council will take public comments in written format. These should be emailed to [admin@riocommunities.net](mailto:admin@riocommunities.net) through 4:45 PM on Monday, March 14, 2022. These comments will be distributed to all Councilors for review. *If you wish to speak during the public comment session*, the Council will allow each member of the public to 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

2. a) Update on NM 47/Rio Communities Blvd streetlights  
b) Update on City Cleanup

#### 3. Municipal Court Department

#### Action Items

4. **Presentation: by the SJT Group FY 2021 Financial Audit**  
**Discussion, Consideration, and Decision – Acceptance of the FY 2021 Financial Audit**
5. **Discussion, Consideration, and Decision – Approval of Accounts Payable**
6. **Discussion, Consideration, and Decision – Resolution 2022 - NMDOT Cooperative Agreement/application**
7. **Discussion, Consideration, and Decision – Resolution 2022 - NMDOT Municipal Arterial Program**
8. **Discussion, Consideration, and Decision – Expenditure of Bill Brown Memorial Funds**
9. **Discussion, Consideration, and Decision – Selling of City equipment**
10. **Discussion, Consideration, and Decision – Authorization to hire an Emergency Medical Service Coordinator for the City of Rio Communities Fire Department**
11. **Discussion, Consideration, and Decision – Salary Wage Range & Job Description of the Emergency Medical Service Coordinator**
12. **Discussion, Consideration, and Decision – Appointment/Re-appointment of P&Z member(s)**

#### Council Discussion

**Executive Session - For the purpose of contract negotiations for the City Manager 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)**

- **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:** The Governing Body of the City of Rio Communities, New Mexico, hereby states that on March 14, 2022 a Closed Executive Session was held and the matters discussed the contract negotiations for the City Manager and for the discussion of the purchase, addition or disposal of real property or water rights by the public body as posted on the agenda

**Action Items - Consideration & Decision – Mayor recommendation regarding the contract negotiations for the City Manager and for the discussion of the purchase, addition or disposal of real property or water rights by the public body**

#### Adjourn

**Council may be attending the Valencia County public hearing/special meeting on March 16 held in Los Lunas starting 5:00 pm, the Economic Development Priorities Meeting held virtual in Rio Communities NM on March 16 starting 6:00 pm, a tour of businesses in the Industrial park located at 7 Industrial Park Ln., Belen, NM on March 17 starting at 1:00 pm and the Public Taskforce meeting held in Rio Communities NM on March 22 starting 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, February 28, 2022 3:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Mayor Joshua Ramsell called to order the workshop at 3:00 pm.

**Attendees**

- PRESENT: Mayor Joshua Ramsell, Mayor Pro tem Peggy Gutjahr, Councilor Arthur Apodaca, Councilor Lawrence Gordon, Councilor Jim Winters. Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, Finance Officer Stephanie Finance, Accounting Specialist Angela Valadez, Finance Clerk Renee Adams and P&Z Secretary Scott Adair.

**Accounts payable report**

- Finance Officer Finch went over everything over \$500.00; Wells Fargo in the amount of \$2,497.73; 4 accounts to Robles, Rael & Anaya in the amount of \$12,878.13; HD Supply in the amount of \$718.99; Ralph T. Barnes in the amount of \$1,020.00; Green Light Depot in the amount of \$2,087.88; Artesia Fire Equipment in the amount of \$1,206.25; Able & Willies One Stop Shop in the amount of \$3,307.00; 6 accounts to Newegg Business in the amount of \$12,395.87; Amazon Business in the amount of \$6,866.86; 3 accounts to HDR in the amount of \$4,344.50; Quill in the amount of \$2,399.74; 2 accounts to Home Depot in the amount of \$2,913.86; 2 accounts to Oriental Trading Company in the amount of \$1,619.28; Amazon Business in the amount of \$999.00; Green Light Depot in the amount of \$4,799.40.
- Councilor Gutjahr asked about what months these amounts to Robles were purchased.
- Finance Officer Finch explained what the charges for Robles where and stated the months where for January and February and continued with the discussion.
- Manager Dr. Moore explained they did get it approved by the State to start spending the grant money for the Maker Space and it will be reimbursed.
- Finance Officer Finch further explained that the office supplies for the Assistant to the City Manager was purchased with the first phase of the City Hall remodel.

**Animal Survey from P&Z**

- Manager Dr. Moore explained that we received about 200 surveys back and began a discussion on what was in the survey and what the community would not like to see in the community and what they would like to see.
- Secretary Adair explained that the one item was human treatment, such as housing for the animals and proper care and second was if you were going to have restrictions, we need to enforce it.
- Manager Dr. Moore explained that there were strong feelings on both sides.
- Councilor Apodaca asked for large animals such as horses and larger lots that are on the east side of the city, are those lots grandfathered in.
- Manager Dr. Moore said if there are covenant written that is a civil matter as in written in the deed and said what zoning restrictions are as to house and animals but are not restricted as long as there is proper zoning in place and continued the discussion.

- Councilor Apodaca asked when the city was first developed was there a neighbor association or different covenants that affected this.
- Councilor Winters explained what he has seen it says ‘other than dogs and cats’ and what kind you can have as well as how big.
- Councilor Gutjahr said there was discussions with VIA regarding some of these issues. She then said what she saw interesting was the grandfathered in part of the survey was even from both sides.
- Mayor Ramsell said what is interesting is people are very concerned about these animals overall and how it affects the property value.
- Manager Dr. Moore said his understanding we have an existing noncomplying nuisance and gave examples such as, where there are 2 horses on a property or a building not in zoning ordinance then they would have to remove a horse but not add another or the building would have to come down but not be replaced.
- Councilor Gordon said if the animal is replaced how would you prove it wasn’t the existing animal, if say the horse dies and you get the same looking horse.
- Manager Dr. Moore started a conversation regarding ordinances and ask planning and zoning to look at the problem areas in town and come up with a solution on what can take place as far as animals and buildings.
- Councilor Gordon suggested coming up with an ordinance that can include our undeveloped land for livestock animals.
- Manager Dr. Moore said that he recommends addressing that at a later time and focus on what issues we have now. He also said we have citizens who called and stated they did not response due to the government does not have the right to tell us what we can and cannot do with our animals.
- Secretary Adair asked can we legally restrict from pets being just cats and dogs to larger animals and also approval of the neighboring committee.
- Councilor Winters said all major cities do well the first part they do but not the second part, this started a discussion.
- Municipal Clerk Adair suggested having registration for animals like we do for dogs.
- Councilor Gordon said he thinks that would be a good idea because it gives them an idea of how many are in the community.
- Secretary Adair asked what are we trying to achieve if the animal ordinance is encouraged and began a discussion
- Mayor Ramsell said the biggest complaint is the smell, the flies and stated some residents have complained about the noise from the goats but haven’t heard anything about cows.
- Councilor Winters said there are about some cows and continued the discussion.
- Secretary Adair said this is a safety and health issue.
- Councilor Gutjahr said what does it mean for people who have chickens.
- Councilor Winters said he’s not sure due to most cities are big on chickens.
- Municipal Clerk Adair asked if there is a certain lot size to have chickens on the property.
- Councilor Apodaca stated this is a safety issues due to a child not knowing the dangers of approaching a horse and the horse can harm the child.
- Councilor Winters said they have been fighting this for almost 8 years and continued the discussion.

- Manager Dr. Moore said the best visual is to look at Roswell as they have livestock on the outskirts of the town and in town they do not.
- Councilor Winter said lot sizes should be a focus, the discussion continued.
- Municipal Clerk Adair asked about putting this as next special workshop agenda item.
- Council decided to name it as Animal Welfare for next special workshop.

#### **Agenda items for the March 10, 2022 special workshop with P&Z**

- Council said they would like to see the Animal Welfare, as well as the Comprehensive Plan for the Special Workshop on March 10<sup>th</sup>.

#### **Public Safety Task Force**

##### **a) Taskforce meeting and b) Community Meeting**

- Manager Dr. Moore said the next meeting is on March 8<sup>th</sup> with that being said we are coming along great and hope to have some resolutions done and began a discussion on the path. The goal right now is May and that meeting we will be bringing finds and draft of what is coming out of the meetings. Before the main presentation we will be bringing up to you the budget.
- Manager Dr. Moore stated that the next item on the meeting is code enforcement and trying to recall if we have domestic violence as well as a discussion. He said he's been talking to the Sheriff's office, and they are very pleased on what we have been doing.
- Municipal Clerk Adair suggested that they inform the public that the Task Force Committees are not a meeting but a committee due to confusion.
- Councilor Gutjahr asked how can we let the public know.
- Municipal Clerk Adair stated that since we put out that there might be a possible quorum, we should state it's a committee meeting, this started a discussion.
- Manager Dr. Moore explained when COVID came into play and meetings had to be closed to the public and they looked into what kind of mechanisms we use to have the public listen and comment and if they want to be sent a link they can.
- Councilor Gutjahr asked about Facebook live, that the Clerk and Mayor are keeping an eye on the comments asked on Facebook and sometimes there are questions on the live, but as of right now they have access to Facebook as well as a link and can send in there concerns a head of the meeting to the Clerk and continued a discussion.

#### **Public Comment**

- Municipal Clerk Adair said there was one comment on Facebook from John Thompson saying Happy Birthday Art Apodaca.
- Manager Dr. Moore read into the minutes from Tommy Westmoreland; The speed limit sign on Manzano Parkway has been replaced and looks great; The missing electrical plate on the turn signal pedestal has been repaired (47&Monzano); The Tillery building is open on the northside. Looks like someone is going in and out. Does anyone know if the building is being demolished or renovated?
- Manager Dr. Moore said he has been in contact with the property owner and cannot speak about the specifics.
- Manager Dr. Moore continued with the list of questions from Tommy Westmoreland; Since we have received new signs have we begun replacing old ones, ones missing or unreadable?
- Manager Dr. Moore stated yes, we have replaced about 12 signs including stop signs as well and have been making sure to get things done.



- Councilor Apodaca asked does this include the signs that are on backordered due to supply issues.
- Manager Dr. Moore stated he wasn't sure about how many have come in knows they are being replaced.
- Manager Dr. Moore continued with the list of questions from Tommy Westmoreland; I noticed the small, decommissioned brush truck has returned to the fire department. I saw last week that the council has authorized up to 60 thousand dollars for a public works vehicle. I am wondering if the small red decommissioned fire truck could be re-purposed. My reasoning is that it has waterproof compartments already and the center of the bed is a flat surface. If the engine is still in pretty good shape, we could spend a lot less than \$60,000 to fix it. It sits at the firehall and seems to be moving from place to place for days and weeks at a time. I agree the old suburban probably needs to go to U-pull-it.
- Manager Dr. Moore said short answer we have a F-550 and are in talks with the Fire Department due to size and low miles of vehicle. He then said he has been looking around outside state contracting to try and find something but have yet to find a vehicle due to the chip issue. He went on to talk about the public works truck and how he has been trying to look for an SUV as well.
- Councilor Gutjahr said when they talked about the brush truck, was it going to be used for something else.
- Manager Dr. Moore said the Fire Department said they wanted something to be able to push snow, this started a discussion.
- Manager Dr. Moore continued with the list from Tommy Westmoreland; Do we have a time frame for fire chief candidates to be brought to council?
- Manager Dr. Moore stated we are waiting for one more individual and then the final round of interviews will happen.
- Manager Dr. Moore continued with the list from Tommy Westmoreland; It is my understanding that there were 9 sites being considered for a city park. At the last P&Z meeting I heard a small snippet concerning the development of 2 acres for a park at or near Houston Street, next to La Merced School. Is our plan to select one of the 9 proposed sites or wait for the developer to build or set aside one in a future development?
- Manager Dr. Moore stated this has not been brought up in front of Council.
- Manager Dr. Moore continued with the list from Tommy Westmoreland; Both of the old parks need to be mowed and cleaned up. The fences are falling down, and cables are either broken or missing. These folks want to sell at a very high price. One would think they'd want it to look better. Did they receive a letter from the city as the rest of us?
- Manager Dr. Moore said his short answer is if someone has an address in Rio Communities then they would have received the letter.

### **Manager Report**

- Manager Dr. Moore stated regarding our sign board I got an email from our Finance Director stating the Finance Department and Clerk Office will have a training on the electric sign and hope to have it up either March 8<sup>th</sup> or March 9<sup>th</sup>.
- Manager Dr. Moore stated on Hwy 47, they have contacted an electrician who have come out to inspect them and they are working on a plan for repair.

- Manager Dr. Moore said we have two road grants and will be discussing them at the next Council meeting.
- Councilor Gordon asked about the code enforcer.
- Manager Dr. Moore explained that the Assistant to the City Manager will be standing in and the fire department said they can assist if need be.
- Councilor Gordon asked if they have written a summons.
- Manager Dr. Moore said yes.
- Councilor Apodaca asked if there were a set amount of hours, they are focusing on code enforcement.
- Manager Dr. Moore said this is an issue by issue because we are targeting the big-ticket items first.

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

- Councilor Winters had no report.
- Councilor Gordon had no report.
- Councilor Gutjahr asked about the code enforcement letter that went out to everyone is there a systematic on how we are following up on these letters.
- Manager Dr. Moore explained what has been happening and told Council they do not have systematic way but there is a system they are going to start using and if the public does not want to help then they will be sent to court.
- Councilor Apodaca asked for a follow up for the boards we have signed up to be part of, is there someone I need to contact to be part of the board.
- Manager Dr. Moore said he will find out and follow up with details.
- Mayor Ramsell said something to consider is moving to one workshop per month. He then stated that we no longer for the approval of the agenda and the minutes will no longer need a role call vote, now we can just say yes or no and move forward.
- Councilor Gordon asked about the hole.
- Manager Dr. Moore explained that HDR had the hydrologist from Phoenix down and agreed on the work and there is now a division of labor, but with the GEO technical study, replacement of fill, etc. can be used with the homeland security fund.
- Councilor Apodaca asked about the couple of individuals showed interest on joining P&Z and EDC, is there a deadline for applicants.
- Mayor Ramsell stated they are thinking about extending P&Z to 7 members and with EDC we are still trying to figure out how we wanted to go about that.
- Councilor Gutjahr asked when would we actually have the conversation to having 1 or 2 workshops a month.
- Mayor Ramsell said possibly after December, we hope maybe post budget and have that on the agenda.
- Councilor Gutjahr said if maybe having a consent agenda which would be one vote on the item.
- Municipal Clerk Adair said that we talked about e signatures and by having this signing the minutes would be faster but would need your signatures in person for ordinances and resolutions.
- Councilor Apodaca said he wanted to say thank you everyone for the birthday wishes and he is proud and honored to be part Council.

**Adjourn**

- The workshop was adjourned at 4:24 pm.

Respectfully submitted,

\_\_\_\_\_  
Elizabeth (Lisa) Adair, Municipal Clerk  
(Transcribed by Cheyenne Sullivan, Assistant Clerk)

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

Approved:

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

\_\_\_\_\_  
Margaret "Peggy" Gutjahr,  
Mayor Pro-tem/Councilor

\_\_\_\_\_  
Arthur "Art" Apodaca,  
Councilor

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

\_\_\_\_\_  
Jim Winters,  
Councilor



**City of Rio Communities Council Regular Business Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, February 28, 2022 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

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

**Pledge of Allegiance**

- Councilor Gutjahr led the Pledge of Allegiance.

**Roll Call**

- PRESENT: Mayor Joshua Ramsell, Mayor Pro tem Peggy Gutjahr, Councilor Arthur Apodaca, Councilor Lawrence Gordon, Councilor Jim Winters.  
 Present: City Manager Dr. Matin Moore, Municipal Clerk Elizabeth Adair, and Valencia County News-Bulletin Editor Clara Garcia.

**Approval of Agenda**

- Mayor Ramsell asked for amendments to the agenda on action number 4 to re-appoint members for P&Z to be moved to our next meeting, and another change will be for the executive session removing the Pro tem and would update it to recommendation by Mayor.
- Motion made by Councilor Winters to approve the agenda as amended. Seconded by Mayor Pro tem Gutjahr. With a 4-0 vote the agenda for the regular business meeting was approved as amended.

**Approval of Minutes Minutes for the City Council Workshop & Regular Business Meeting (02/14/2022)**

- Motion made by Mayor Pro tem Gutjahr to approve the minutes for City Council Workshop and for Regular Business Meeting for February 14<sup>th</sup>, 2022. Seconded by Councilor Winters. With a 4-0 vote the minutes for the workshop and regular business meeting held on February 14, 2022 were approved as written.

**Public Comment**

- No public comments.

**Manager Report**

- Manager Dr. Moore stated the Legislature has completed their session, we are hopeful to get at least a million dollars in grants. The Legislatures have been supporting various projects. He then said that the federal grant was somewhere around a billion dollars will be going to different agencies and the Municipal League has hired a grant writer but would like cities to hire someone to help as well. He further explained the road grant and how we have someone already looking into plans and then talked about the demolition plan and how there are 38 key points, but the engineers have only picked 10 so far and will be giving us a templet for us to expand in the future. He stated he is very pleased on how this plan is going, then went on about how City hall is moving the remodel along.
- Manager Dr. Moore said the budget process has started at the staff level and invited Council to come and ask questions about any budget information they have.

### **Approval of Accounts Payable**

- Councilor Gutjahr said these are posted on our website. She then said there is a large amount spent about \$37k and it's listed as maker space its from the grant we received last year from our Representative McQueen and to let the public know that this is all reimbursement though the City.
- Manager Dr. Moore said he had a chance to do a tour of the new workforce training center at Valencia Campus they are also making a makers space and I did give them an idea of future collaboration with us.
- Motion made by Mayor Pro tem Gutjahr to approve the accounts payable as stated. Seconded by Councilor Apodaca. Voting Yea: Mayor Pro tem Gutjahr, Councilor Apodaca, Councilor Gordon, Councilor Winters. With a 4-0 vote accounts payable was approved for payments.

### **Re-appointment of P&Z member(s)**

- Council amended agenda to move this item to next Meeting.

### **Appointment of Planning and Zoning member(s)**

- Mayor Ramsell stated we have Ms. Melanie Good and is available for questions if anyone would like to ask.
- Councilor Gutjahr said she has known Melanie for a long time and its been wonderful working with her and she is a delight.
- Mayor Ramsell said she has quite of extensive experience in education but has been a member of our community for quite some time, she very involved in the County issues related to our community and is very interested in helping.
- Councilor Winters said it has been a long goal to educate our public about issues with planning and zoning.
- Councilor Gordon thanked her for coming into P&Z and all the ideas are there.
- Councilor Apodaca said I don't know you, but your resume is outstanding.
- Motion made by Mayor Pro tem Gutjahr to appoint Melonie Good to the Planning and Zoning Commission. Seconded by Councilor Gordon. Voting Yea: Mayor Pro tem Gutjahr, Councilor Apodaca, Councilor Gordon, Councilor Winters. With a 4-0 vote Melanie Good was appointed to the Planning and Zoning Commission.
- Manager Dr. Moore said the next P&Z meeting is this Thursday March 3<sup>rd</sup> and starts at 5:30pm.

### **Council Discussion**

- Manager Dr. Moore gave a brief updated on COVID all our employees are successfully released from protocol and we are going to start opening City Hall next week to the public.
- Councilor Apodaca has no report.
- Councilor Gutjahr has no report.
- Councilor Gordon said on February 22, he had a zoom meeting with African American Chamber of Commerce, and it went good, Ralph Mims went as well. He further said they did a lot of talking about the City and there are talks about setting another meeting.
- Councilor Winters has no report
- Mayor Ramsell has no report

**Executive Session - For the purpose of the annual Performance Evaluation of the City Manager, the Municipal Clerk, the Finance Officer/Treasurer and the Public Works Director pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters**

- **Motion and roll call vote to go into close session**
  - Motion made by Mayor Pro tem Gutjahr with a roll call vote to go for the purpose of the annual Performance Evaluation of the City Manager, the Municipal Clerk, the Finance Officer/Treasurer and the Public Works Director pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters, Seconded by Councilor Gordon. Voting Yea: Mayor Pro tem Gutjahr, Councilor Apodaca, Councilor Gordon, Councilor Winters. With a 4-0 vote Council went into close session at 6:23 pm.
- **Motion and roll call vote to go back into the regular business meeting session**
  - Motion made by Mayor Pro tem Gutjahr with a roll call vote to go back into the regular business meeting session. Seconded by Councilor Gordon. Voting Yea: Mayor Pro tem Gutjahr, Councilor Apodaca, Councilor Gordon, Councilor Winters. With a 4-0 vote Council went back into the regular business meeting session at 8:36 PM.
- **Welcome everyone back and statement by the Mayor:**
  - The Governing Body of the City of Rio Communities, New Mexico, hereby states that on February 28, 2022 a Closed Executive Session was held and the matters discussed were for the purpose on the annual Performance Evaluation of City Manager, the Municipal Clerk, the Finance Officer/Treasurer and the Public Works Director pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters.

**Action Items - Consideration & Decision – Mayor recommendation regarding the annual Performance Evaluation of the City Manager, the Municipal Clerk, the Finance Officer/Treasurer and the Public Works Director pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters**

- Mayor Ramsell recommend continuing employment with Dr. Moore, and the department heads.
- Motion made by Mayor Pro tem Gutjahr to approve the recommendation by Mayor regarding the annual Performance Evaluation of the City Manager, The Municipal Clerk, Finance Officer/Treasurer and Public Works Director and continue their employment. Seconded by Councilor Winters. Voting Yea: Mayor Pro tem Gutjahr, Councilor Apodaca, Councilor Gordon, Councilor Winters. With a 4-0 vote recommendation has been approved.

**Adjourn**

- Councilor Winters moved to adjourn. The motion was second by Councilor Apodaca. With a 4-vote the City Council regular business meeting was adjourned at 8:38 pm.

Respectfully submitted,

\_\_\_\_\_  
Elizabeth (Lisa) Adair, Municipal Clerk  
(Transcribed by Cheyenne Sullivan, Assistant Clerk)

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

Approved:

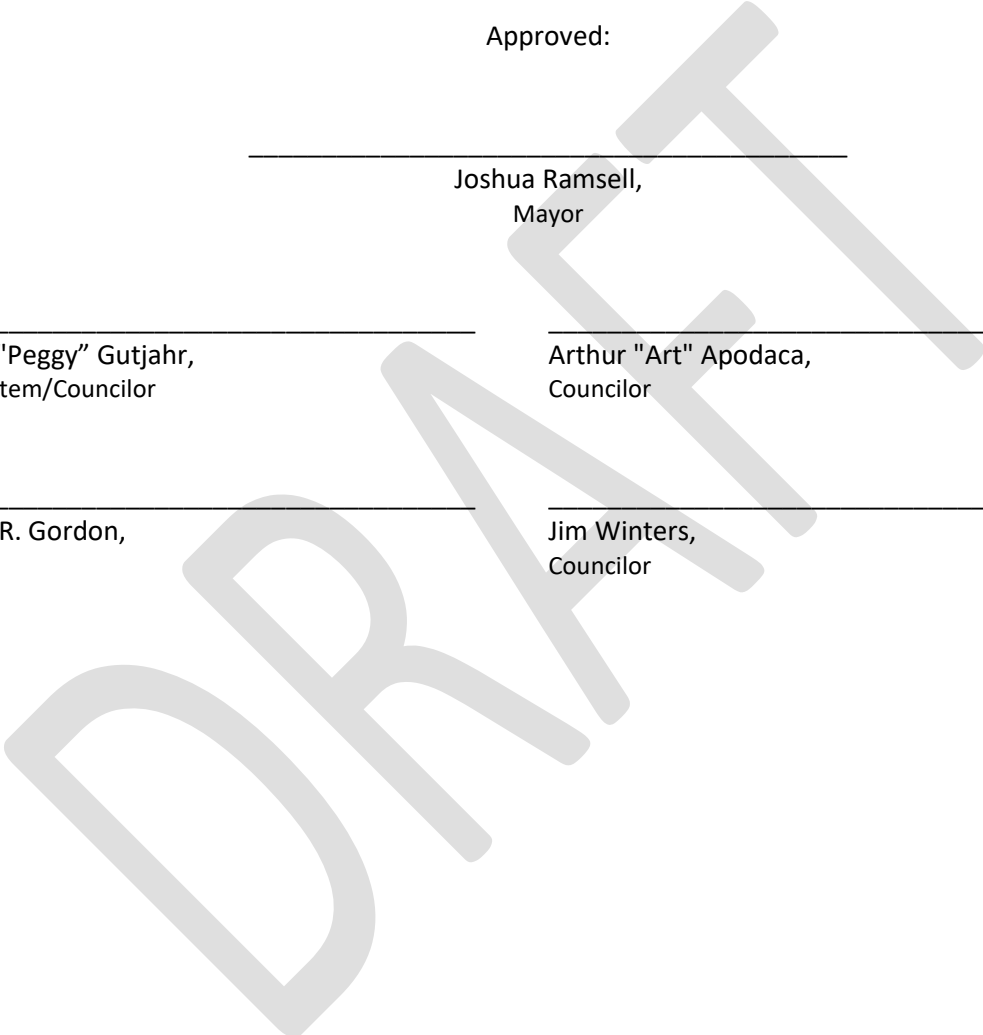
\_\_\_\_\_  
Joshua Ramsell,  
Mayor

\_\_\_\_\_  
Margaret "Peggy" Gutjahr,  
Mayor Pro-tem/Councilor

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Arthur "Art" Apodaca,  
Councilor

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Lawrence R. Gordon,  
Councilor

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Jim Winters,  
Councilor





### **Municipal Court**

- For the month of February:
- 8 violation(s) were filed
- Amounts collected: Correction fees \$20; Court Automation fees \$6; Judicial Education fees \$3; Court Fines of \$36 giving a total of \$65 were collected in the courts



Rio Communities, NM

# Accounts Payable Approval Report

By Fund

Item 5.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 11000 - General Operating Fund</b>					
<b>Department: 0001 - No Department</b>					
GSD - Administrative Services D...	INV0003015	02/18/2022	ADMIN FEE	11000-0001-22050	9.59
GSD - Administrative Services D...	INV0003016	02/18/2022	DENTAL	11000-0001-22055	284.39
GSD - Administrative Services D...	INV0003017	02/18/2022	DISABILITY	11000-0001-22075	14.82
Globe Life & Accident Insurance...	INV0003018	02/18/2022	GLOBE LIFE INSURANCE	11000-0001-22080	110.00
GSD - Administrative Services D...	INV0003019	02/18/2022	HEALTH	11000-0001-22050	4,405.79
GSD - Administrative Services D...	INV0003020	02/18/2022	BASIC LIFE	11000-0001-22070	35.36
GSD - Administrative Services D...	INV0003021	02/18/2022	VISION	11000-0001-22060	49.48
NM TAXATION & REVENUE DEPT	INV0003024	02/18/2022	STATE TAX WITHHELD	11000-0001-22100	456.16
<b>Department 0001 - No Department Total:</b>					<b>5,365.59</b>
<b>Department: 2001 - Manager</b>					
Albuquerque Publishing Co.	10518797	03/07/2022	Ad in VCNB - Assistant to the Ci...	11000-2001-57090	102.83
Verizon Wireless	9899988019	03/09/2022	Telecommunications-Phones	11000-2001-57160	51.97
<b>Department 2001 - Manager Total:</b>					<b>154.80</b>
<b>Department: 2002 - General Administration</b>					
NM Gas Co	INV0003055	02/28/2022	Natural Gas	11000-2002-57171	1,806.60
Woodlands Hardware	008057/1	03/07/2022	Blanket PO-Supplies	11000-2002-54060	34.02
Rentokil North America Inc.	88348738	03/07/2022	Pest Control	11000-2002-55030	144.70
Sharp Electronics Corporation	9003689155	03/07/2022	Detect & Respond Management	11000-2002-55030	285.00
Sharp Electronics Corporation	9003693628	03/07/2022	Desktop Management	11000-2002-55030	435.30
Comcast Business	INV0003056	03/07/2022	Telecommunications	11000-2002-57160	492.16
NM Water Service Company	INV0003057	03/07/2022	Water	11000-2002-57173	243.20
PNM	INV0003069	03/07/2022	Electricity	11000-2002-57170	460.43
PNM	INV0003070	03/07/2022	Electricity	11000-2002-57170	99.35
Sharp Electronics Corporation	9003710514	03/09/2022	Copies for City Hall	11000-2002-57090	181.88
SJT Group LLC	9067	03/09/2022	FY 2020-2021 Financial Audit	11000-2002-55010	6,984.91
Pitney Bowes	INV0003076	03/09/2022	Postage Machine Lease	11000-2002-57130	301.50
Pitney Bowes	1020239341	03/10/2022	Ink for Postage Machine	11000-2002-56020	161.48
Flyer Press LLC	13939	03/10/2022	Blueprints	11000-2002-57090	18.00
<b>Department 2002 - General Administration Total:</b>					<b>11,648.53</b>
<b>Department: 2004 - Finance/Budget/Accounting</b>					
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phones	11000-2004-57160	80.17
Stephanie Finch	INV0003072	03/09/2022	NMPPA Conference	11000-2004-53030	309.56
Renee Adams	INV0003073	03/09/2022	NMPPA Conference	11000-2004-53030	225.00
Angela Valadez	INV0003074	03/09/2022	NMPPA Conference	11000-2004-53030	183.00
<b>Department 2004 - Finance/Budget/Accounting Total:</b>					<b>797.73</b>
<b>Department: 2008 - Municipal Clerk</b>					
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phones	11000-2008-57160	40.01
<b>Department 2008 - Municipal Clerk Total:</b>					<b>40.01</b>
<b>Department: 3001 - Law Enforcement</b>					
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phones	11000-3001-57160	30.01
<b>Department 3001 - Law Enforcement Total:</b>					<b>30.01</b>
<b>Department: 3004 - Animal Control</b>					
Valencia County Fiscal Office	AC2022-35	03/07/2022	Animal Control	11000-3004-55999	1,654.50
<b>Department 3004 - Animal Control Total:</b>					<b>1,654.50</b>
<b>Department: 5101 - Public Works</b>					
HD Supply White Cap	50018048787	03/07/2022	Power blower fish wire system	11000-5101-56040	349.99
WEX Bank	79124611	03/09/2022	Fuel - Public Works	11000-5101-56120	140.35
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phones	11000-5101-57160	92.02
Adrienne Dawes	001	03/10/2022	Contract Services for Public Wo...	11000-5101-55999	324.00
James Head	002	03/10/2022	Contract labor	11000-5101-55999	465.00

**Accounts Payable Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Ralph T. Barnes	2039	03/10/2022	Skilled Labor	11000-5101-55999	720.00
				<b>Department 5101 - Public Works Total:</b>	<b>2,091.36</b>
<b>Department: 5104 - Highways and Streets</b>					
PNM	INV0003063	03/07/2022	Electricity	11000-5104-57170	187.03
PNM	INV0003064	03/07/2022	Electricity	11000-5104-57170	176.73
PNM	INV0003065	03/07/2022	Electricity	11000-5104-57170	38.74
PNM	INV0003066	03/07/2022	Electricity	11000-5104-57170	105.94
PNM	INV0003067	03/07/2022	Electricity	11000-5104-57170	76.40
PNM	INV0003068	03/07/2022	Electricity	11000-5104-57170	47.15
				<b>Department 5104 - Highways and Streets Total:</b>	<b>631.99</b>
				<b>Fund 11000 - General Operating Fund Total:</b>	<b>22,414.52</b>
<b>Fund: 20200 - Environmental</b>					
<b>Department: 5009 - Environmental</b>					
Universal Waste Systems, Inc.	110874-0001408953	03/07/2022	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: 20600 - Emergency Medical Services</b>					
<b>Department: 3003 - Emergency Services/Ambulance</b>					
Boundtree Medical	84342854	03/08/2022	bound tree med supplies	20600-3003-56070	679.99
Boundtree Medical	84344541	03/08/2022	bound tree med supplies	20600-3003-56070	524.73
				<b>Department 3003 - Emergency Services/Ambulance Total:</b>	<b>1,204.72</b>
				<b>Fund 20600 - Emergency Medical Services Total:</b>	<b>1,204.72</b>
<b>Fund: 20900 - Fire Protection</b>					
<b>Department: 3002 - Fire Protection</b>					
Amazon Business	1WCj-XKKW-TQ1I	02/28/2022	Office Chairs - Fire Chief & Asst....	20900-3002-56040	595.98
NM Gas Co	INV0003055	02/28/2022	Natural Gas	20900-3002-57171	1,312.57
Target Solutions Learning LLC	INV43054	02/28/2022	Training management for public...	20900-3002-57050	1,485.00
Target Solutions Learning LLC	INV43054	02/28/2022	Annual maintenance of Vector ...	20900-3002-57050	395.00
Ortega and Son's Propane Servi...	038074	03/07/2022	Propane - FD Substation	20900-3002-57172	511.50
UniqueFleet, LLC.	20763	03/07/2022	PM and DOT for all UNITS	20900-3002-56121	4,174.63
UniqueFleet, LLC.	20766	03/07/2022	PMs for all units	20900-3002-54040	3,299.26
Artesia Fire Equipment Inc.	77247	03/07/2022	foam	20900-3002-56030	2,624.00
NM Water Service Company	INV0003057	03/07/2022	Water	20900-3002-57173	64.16
PNM	INV0003060	03/07/2022	Electricity	20900-3002-57170	956.88
PNM	INV0003062	03/07/2022	Electricity	20900-3002-57170	143.41
WEX Bank	79124611	03/09/2022	Fuel - Fire Department	20900-3002-56120	1,492.60
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phone	20900-3002-57160	74.40
Napa Auto Parts	451979	03/10/2022	supplies	20900-3002-54060	35.98
Boundtree Medical	84437767	03/10/2022	Medical supplies For Med units	20900-3002-56070	47.96
				<b>Department 3002 - Fire Protection Total:</b>	<b>17,213.33</b>
				<b>Fund 20900 - Fire Protection Total:</b>	<b>17,213.33</b>
<b>Fund: 29700 - County EMS GRT</b>					
<b>Department: 2002 - General Administration</b>					
Amazon Business	1WCj-XKKW-TQ1I	02/28/2022	All in One Computers for EMT's	29700-2002-56040	1,499.98
eSchedule	5303	02/28/2022	eSchedule Monthly Application...	29700-2002-57150	2,268.00
UniqueFleet, LLC.	20764	03/07/2022	Vehicle Maint - 2020 Ford Trans...	29700-2002-54040	441.01
UniqueFleet, LLC.	20765	03/07/2022	Repair & Maint - 2020 Ford Tra...	29700-2002-54040	441.01
UNM EMS Academy	INV0003071	03/08/2022	Kalee Dons EMT Basic Class	29700-2002-57050	975.00
UNM EMS Academy	ss5648379	03/08/2022	Greg Gallegos EMT Basic Traini...	29700-2002-57050	975.00
WEX Bank	79124611	03/09/2022	Fuel - EMS	29700-2002-56120	224.79
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phone	29700-2002-57160	2,302.58
				<b>Department 2002 - General Administration Total:</b>	<b>9,127.37</b>
				<b>Fund 29700 - County EMS GRT Total:</b>	<b>9,127.37</b>

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 30300 - State Legislative Appropriation Project</b>					
<b>Department: 2002 - General Administration</b>					
Oriental Trading Company	715044303-04	02/28/2022	Items for Maker Space	30300-2002-56040	610.35
<b>Department 2002 - General Administration Total:</b>					<b>610.35</b>
<b>Fund 30300 - State Legislative Appropriation Project Total:</b>					<b>610.35</b>
<b>Fund: 39900 - Other Capital Projects</b>					
<b>Department: 2002 - General Administration</b>					
Amazon Business	14X3-JGX6-6PKR	02/28/2022	Office Chairs - Conference Room..	39900-2002-58030	2,354.85
Home Depot	670340645	03/07/2022	First Phase - City Hall Remodel	39900-2002-58010	358.46
Quill	23354600	03/10/2022	U Shaped Desk w/ Pedestal & H...	39900-2002-56040	871.99
Quill	23354600	03/10/2022	2 Drawer Lateral File Cabinet	39900-2002-56040	201.99
J & B Automotive Inc	JB62880	03/10/2022	16ft goose neck dump trailer	39900-2002-58020	14,909.00
<b>Department 2002 - General Administration Total:</b>					<b>18,696.29</b>
<b>Fund 39900 - Other Capital Projects Total:</b>					<b>18,696.29</b>
<b>Grand Total:</b>					<b>69,630.38</b>

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	22,414.52
20200 - Environmental	363.80
20600 - Emergency Medical Services	1,204.72
20900 - Fire Protection	17,213.33
29700 - County EMS GRT	9,127.37
30300 - State Legislative Appropriation Project	610.35
39900 - Other Capital Projects	18,696.29
<b>Grand Total:</b>	<b>69,630.38</b>

Account Summary

Account Number	Account Name	Expense Amount
11000-0001-22050	Healthcare Insurance Pay...	4,415.38
11000-0001-22055	Dental Insurance Payable	284.39
11000-0001-22060	Vision Insurance Payable	49.48
11000-0001-22070	Life Insurance Payable	35.36
11000-0001-22075	Disability Payable	14.82
11000-0001-22080	Miscellaneous Employee ...	110.00
11000-0001-22100	State Income Tax Withheld	456.16
11000-2001-57090	Printing/Publishing/Advert..	102.83
11000-2001-57160	Telecommunications	51.97
11000-2002-54060	Maintenance Supplies	34.02
11000-2002-55010	Contract - Audit	6,984.91
11000-2002-55030	Contract - Professional Se...	865.00
11000-2002-56020	Supplies - General Office	161.48
11000-2002-57090	Printing/Publishing/Advert..	199.88
11000-2002-57130	Rent of Equipment/Machi...	301.50
11000-2002-57160	Telecommunications	492.16
11000-2002-57170	Utilities - Electricity	559.78
11000-2002-57171	Utilities - Natural Gas	1,806.60
11000-2002-57173	Utilities - Water	243.20
11000-2004-53030	Travel - Employees	717.56
11000-2004-57160	Telecommunications	80.17
11000-2008-57160	Telecommunications	40.01
11000-3001-57160	Telecommunications	30.01
11000-3004-55999	Contract - Other Services	1,654.50
11000-5101-55999	Contract - Other Services	1,509.00
11000-5101-56040	Supplies-Furniture/Fixture...	349.99
11000-5101-56120	Supplies - Vehicle Fuel	140.35
11000-5101-57160	Telecommunications	92.02
11000-5104-57170	Utilities - Electricity	631.99
20200-5009-55999	Contract - Other Services	363.80
20600-3003-56070	Supplies - Medical	1,204.72
20900-3002-54040	Maintenance & Repairs - ...	3,299.26
20900-3002-54060	Maintenance Supplies	35.98
20900-3002-56030	Supplies - Field Supplies	2,624.00
20900-3002-56040	Supplies-Furniture/Fixture...	595.98
20900-3002-56070	Supplies - Medical	47.96
20900-3002-56120	Supplies - Vehicle Fuel	1,492.60
20900-3002-56121	Supplies - Vehicle Lubrica...	4,174.63
20900-3002-57050	Employee Training	1,880.00
20900-3002-57160	Telecommunications	74.40
20900-3002-57170	Utilities - Electricity	1,100.29
20900-3002-57171	Utilities - Natural Gas	1,312.57
20900-3002-57172	Utilities - Propane/Butane	511.50
20900-3002-57173	Utilities - Water	64.16
29700-2002-54040	Maintenance & Repairs - ...	882.02
29700-2002-56040	Supplies-Furniture/Fixture...	1,499.98

**Account Summary**

Account Number	Account Name	Expense Amount
29700-2002-56120	Supplies - Vehicle Fuel	224.79
29700-2002-57050	Employee Training	1,950.00
29700-2002-57150	Subscriptions & Dues	2,268.00
29700-2002-57160	Telecommunications	2,302.58
30300-2002-56040	Supplies-Furniture/Fixture...	610.35
39900-2002-56040	Supplies-Furniture/Fixture...	1,073.98
39900-2002-58010	Buildings & Structures	358.46
39900-2002-58020	Equipment & Machinery	14,909.00
39900-2002-58030	Furniture & Fixtures	2,354.85
	<b>Grand Total:</b>	<b>69,630.38</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	69,630.38
<b>Grand Total:</b>	<b>69,630.38</b>

**Authorization Signatures**

**MAYOR & COUNCILORS**

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JOSHUA RAMSELL, MAYOR

---

MARGARET "PEGGY" GUTJAHR, MAYOR PRO-TEM

---

LAWRENCE GORDON, COUNCILOR

---

ARTHUR APODACA, COUNCILOR

---

JIM WINTERS, COUNCILOR

ATTEST:

---

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK





## CITY OF RIO COMMUNITIES

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

March 14, 2022

Peter J. Kubiak  
LGRF Coordinator  
7500 Pan American Freeway NE  
PO Box 91750  
Albuquerque NM 87199

RE: 2022-2023 Cooperative Agreement Program Project Proposal

The City of Rio Communities is pleased to present the following application for funding under the Cooperative Agreement Program for 2022-2023. This proposal was prepared by HDR Engineering who conducted the requisite site inspection and performed a thorough analysis of road use and conditions.

Following are aerial photographs and a street view that depict the specific project location, in this instance— a single project— Don Diego is one of the streets that is at the top of the priority list for removal and replacing approximately 1,130 ft of existing roadway pavement. Additionally, Resolution 2022-XX is included that certifies full acceptance of this single project by our governing body.

As Mayor, I hereby certify that the enclosed proposed scope of work is necessary for the public good and their convenience and is integral to the economic development of our community.

If you have questions or concerns, please contact me at 505-861-6803.

Thank-you in advance for your assistance in our efforts to improve our community.

Sincerely,

Joshua Ramsell  
Mayor of Rio Communities

**State of New Mexico  
City of Rio Communities  
Resolution 2022 - xx  
NMDOT Cooperative Agreement Program**

**Whereas,** the governing body in and for the City of Rio Communities, State of New Mexico, requests participation in the Cooperative Agreement Program; has approved the location, scope preliminary cost estimate of the work in the attached document, and;

**Whereas,** the scope of work contained herein has been reviewed by the City Council as being vital to the public good and their convenience, and;

**Whereas,** The City of Rio Communities is responding to invitation from the New Mexico Highway and Transportation Department, District Three, Albuquerque, New Mexico, to participate in the 2022-2023 Cooperative Agreement Funding Program by submitting the following project proposal, and;

**Whereas,** The City of Rio Communities has agreed to provide matching funds at a rate of twenty-five percent (25%) of the total cost of the project.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Governing Body of the City of Rio Communities, State of New Mexico, hereby authorizes the submission of an application to the New Mexico State Highway and Transportation Department and does hereby commit to the funding of such projects as specified in the application.

**PASSED, APPROVED AND ADOPTED THIS 14<sup>th</sup> DAY OF MARCH 2022 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

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

\_\_\_\_\_  
Margaret R. Gutjahr, Mayor Pro-tem

\_\_\_\_\_  
Arthur Apodaca, Councilor

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

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

ATTEST:

---

Elizabeth F. Adair, Municipal Clerk

DRAFT



# 2022-2023 Road Paving Improvements

NMDOT Cooperative Agreement Program

March 15, 2022

**City of Rio Communities  
360 Rio Communities Blvd.  
Rio Communities, NM 87002  
505-861-6803**

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### Vicinity Map



## Scope of Work

Don Diego Road is one of the streets that is at the top of the priority list for immediate repair. The city intends to remove and replace approximately 1,130 ft of existing roadway pavement from Dulcinea Lane (BOP) to Guapo Road (EOP). Due to the high severity and extent of distress in the pavement, the road will require full reconstruction. The profile of the road will not be changed, and the existing curb and gutter will be protected in place. There are no apparent drainage structures nor other obstructions within the project limits.



## Project Preliminary Cost Estimate

### ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST ESTIMATE Rio Communities: Don Diego Rd Reconstruction

CATEGORY: ROADWAY

NMDOT ITEM NO.	SHORT DESCRIPTION	UNIT	ESTIMATE QUANTITY	ESTIMATE UNIT PRICE	ESTIMATE AMOUNT
203000	UNCLASSIFIED EXCAVATION	C.Y.	850	\$11.40	\$9,690.00
207000	SUBGRADE PREPARATION	S.Y.	3,800	\$2.50	\$9,500.00
303000	BASE COURSE	TON	1,200	\$30.00	\$36,000.00
407000	ASPHALT MATERIAL FOR TACK COAT	TON	2	\$565.00	\$847.50
408100	PRIME COAT MATERIAL	TON	7	\$620.00	\$4,340.00
416117	MINOR PAVEMENT WMA SP-IV	TON	870	\$100.00	\$87,000.00
601110	REMOVAL OF SURFACING	S.Y.	3,800	\$8.50	\$32,300.00
621000	MOBILIZATION	LS	1	\$18,000.00	\$18,000.00
SUBTOTAL:					\$197,677.50
CONTINGENCY (30.0%):					\$59,303.25
SUBTOTAL WITH CONTINGENCY:					\$256,980.75
NMGR TAX @ 7.9375%:					\$20,397.85
<b>ROADWAY SUBTOTAL:</b>					<b><u>\$277,378.60</u></b>

CATEGORY: CONSTRUCTION ENGINEERING

NMDOT ITEM NO.	SHORT DESCRIPTION	UNIT	ESTIMATE QUANTITY	ESTIMATE UNIT PRICE	ESTIMATE AMOUNT
603281	SWPPP PLAN PREPARATION AND MAINTENANCE	LS	1	\$2,000.00	\$2,000.00
618000	TRAFFIC CONTROL MANAGEMENT	LS	1	\$8,000.00	\$8,000.00
801000	CONSTRUCTION STAKING BY THE CONTRACTOR	LS	1	\$2,000.00	\$2,000.00
802000	POST CONSTRUCTION PLANS	LS	1	\$2,000.00	\$2,000.00
SUBTOTAL:					\$14,000.00
CONTINGENCY (30.0%):					\$4,200.00
SUBTOTAL WITH CONTINGENCY:					\$18,200.00
NMGR TAX @ 7.9375%:					\$1,444.63
<b>CONSTRUCTION ENGINEERING SUBTOTAL:</b>					<b><u>\$19,644.63</u></b>

COST ESTIMATE SUMMARY

SHORT DESCRIPTION	SUBTOTAL AMOUNT	CONTINGENCY 30%	GR TAX 7.938%	TOTAL AMOUNT
ROADWAY	\$197,677.50	\$59,303.25	\$20,397.85	\$277,378.60
CONSTRUCTION ENGINEERING	\$14,000.00	\$4,200.00	\$1,444.63	\$19,644.63
ENGINEERING SERVICES (10% OF CONSTRUCTION COSTS)	\$27,518.08	\$8,255.42	\$2,839.52	\$38,613.02
GEOTECHNICAL REPORT	\$8,000.00	\$2,400.00	\$825.50	\$11,225.50
CONSTRUCTION OBSERVATION	\$5,000.00	\$1,500.00	\$515.94	\$7,015.94
<b>TOTAL =</b>	<b>\$252,195.58</b>	<b>\$75,658.67</b>	<b>\$26,023.43</b>	<b>\$353,877.68</b>

### Project Justification

A site review was performed to assess the severity and extent of material and structural distress in the existing pavement. After a careful evaluation, it was determined that the existing pavement has reached its life span and it needs immediate replacement.



Figure 1: Subgrade exposure



Figure 2: Excessive cracking and subgrade exposure





Figure 3: Alligator cracking



Figure 4: Alligator cracking and subgrade failure

## Project Certification

## Letter of Intent



**State of New Mexico  
City of Rio Communities  
Resolution 2022 - xx  
NMDOT Cooperative Agreement Program**

**Whereas,** the governing body in and for the City of Rio Communities, State of New Mexico, requests participation in the Municipal Arterial Project (MAP); has approved the location, scope preliminary cost estimate of the work in the attached document, and;

**Whereas,** the scope of work contained herein has been reviewed by the City Council as being vital to the public good and their convenience, and;

**Whereas,** The City of Rio Communities is responding to invitation from the New Mexico Department of Transportation Department, POD State Grant Managers, Albuquerque, New Mexico, to participate in the 2022-2023 Cooperative application for Municipal Arterial Project (MAP) Funding Program by submitting the following project proposal, and;

**Whereas,** The City of Rio Communities has agreed to provide matching funds at a rate of twenty-five percent (25%) of the total cost of the project.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Governing Body of the City of Rio Communities, State of New Mexico, hereby authorizes the submission of an application to the New Mexico Department of Transportation Department and does hereby commit to the funding of such projects as specified in the application.

**PASSED, APPROVED AND ADOPTED THIS 14<sup>th</sup> DAY OF MARCH 2022 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

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

\_\_\_\_\_  
Margaret R. Gutjahr, Mayor Pro-tem

\_\_\_\_\_  
Arthur Apodaca, Councilor

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

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

ATTEST:

\_\_\_\_\_  
Elizabeth F. Adair, Municipal Clerk



# New Mexico Department of Transportation Municipal Arterial Program (MAP) Application

Horner/Hillandale Reconstruction Project

Fiscal Year 2022-2023

**City of Rio Communities  
360 Rio Communities Blvd.  
Rio Communities, NM 87002  
505-861-6803**

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**City of Rio Communities**

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

March 15, 2022

Clarissa Martinez  
POD State Grant Managers  
New Mexico Department of Transportation  
PO Box 1149  
Santa Fe, NM 87504

Re: 2022-2023 Application for Municipal Arterial Project (MAP) funding

Dear Ms. Martinez,

The City of Rio Communities respectfully submits this application for Municipal Arterial Project (MAP) funding for the Project Development of the Horner Street and Hillandale Avenue Reconstruction Project. This project fulfills the general criteria as major local streets that provide access to state routes NM 47 and NM 309. This request is for the engineering and design of the specified route.

The request package includes the following:

1. Map of Project Limits
2. Current and 20-year projected traffic volumes
3. Pavement Design Criteria
4. Typical Section
5. Major Intersection and Traffic Signal Analysis
6. Drainage Reports
7. Preliminary Cost Estimate

Thank you in advance for your time and consideration. Please feel free to contact me at 505-861-6803 should you have any questions or require additional information.

Sincerely,

Joshua Ramsell,  
Mayor of Rio Communities

### Project Limits

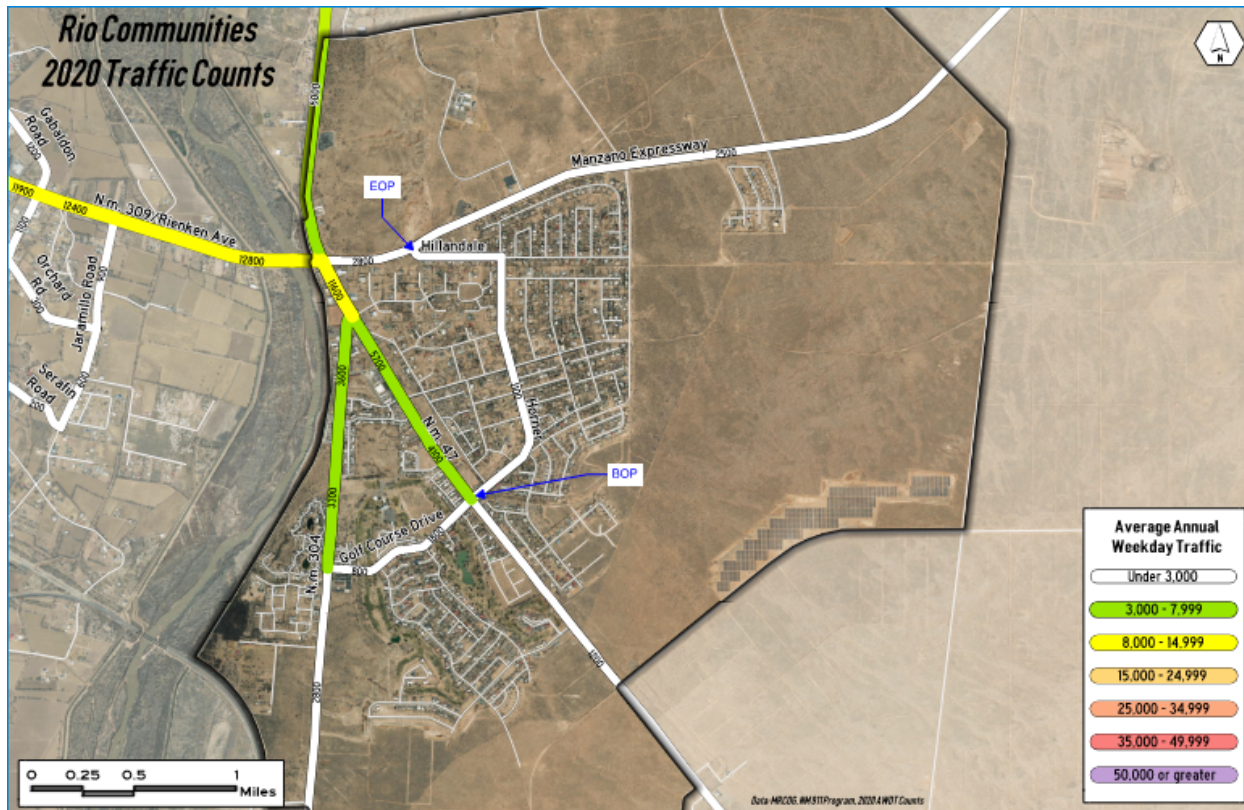


The project limits begin at the intersection of NM 47 and Horner Street at the south termini, and end at the intersection of NM 309/Manzano Expressway and Hillandale Avenue at the north termini.



### Traffic Volumes

The 2020 traffic volumes are shown in the map below. Since the area around Horner Street/Hillandale Avenue project limits is fully built out little to no traffic volume increase is expected, but this will be discussed and verified during the project development process.



### Pavement Design

A geotechnical investigation will be conducted for this roadway project to determine existing pavement thicknesses. A site review will also be performed to assess the severity and extent of material and structural distress in the existing pavement. Based on visual survey of the pavement, the city expects the pavement to require reconstruction, but this will be confirmed with data from the geotechnical investigation and detailed field survey so that appropriate and cost-effective pavement design recommendations can be provided.







### Typical Section

The roadway typical sections for this project will be evaluated based on traffic capacity, safety concerns, ADA requirements, right-of-way requirements and construction costs. The typical section is expected to retain the same lane widths, and existing concrete curb and gutter will remain in place unless localized repairs are required to facilitate proper drainage. Replacement of bituminous curb and gutter may be more extensive since it has more environmental and structural damage as compared to the concrete curb and gutter.



## Major Intersection and Traffic Signal Analysis

The level of effort and detail for Major Intersection and Traffic Signal Analyses will be scoped in coordination with the NMDOT District 3 Traffic Engineer. Based on this coordination, a recommended level of study will be developed for the intersections of NM 47/Horner Street and NM 309 (Manzano Expressway)/Hillandale Avenue which are the BOP and EOP.

Intersections along Horner Street and Hillandale Avenue are stop-controlled and will not be further analyzed for signal warrants.

Goodman Avenue, Damon Street and Avenida del Fuego are other entry points into the subdivision area and may be reviewed to determine if any traffic volume redistribution to Horner Street/Hillandale will occur with the proposed improvements.

## Drainage Reports

In existing conditions stormwater primarily sheet flows off the pavement and is dispersed into roadside ditches or swales. The exceptions include areas where there is 3-in embankment curb and ribbon curb which collects roadway runoff and disperses it to downstream outfalls. Offsite flows are generally allowed to pass through the alignment either as shallow overland flow or through at grade crossings. Near the BOP and EOP of the project limits there are existing culverts which convey additional offsite flow beneath the alignment. The flow rate at these two crossings will be as identified in the previous ADMP developed by HDR. No additional offsite analysis will be conducted for these features. It is anticipated that drainage for the improvements will maintain these characteristics and conditions. The proposed roadway improvements are not expected to alter the existing drainage patterns and it is assumed no additional curb and gutter will be included in the proposed improvements.

Drainage for the roadway alignment improvements will primarily be conveyed in parallel drainage ditches along the edges of the road along with similar segments of conveyance features such as the noted 3-in embankment curb and ribbon curb as documented in the existing conditions assessment and ADMP. It is recommended that all drainage structures crossing Horner Street or Hillandale Avenue be inspected during the project design and development process to determine if any appropriate treatments or replacement (in kind) is recommended. The installation of any new structures should not disturb historic drainage patterns. Hydrology and runoff calculations will be completed in accordance with NMDOT drainage criteria. In addition, the Rio Communities Drainage Master Plan will be reviewed to see if opportunities exist to design and construct any recommended improvements.

The following reference documents will be used to prepare the Drainage Report.  
NMDOT Drainage Manual, July 2018.  
Drainage Design Criteria for NMDOT Projects, fourth Revision, June 2007.



Preliminary Cost Estimate

<b>Horner / Hillandale Reconstruction</b>	
ENGINEERING SERVICES	\$274,636.01
Contingency (25%)	\$68,659.00
<b>TOTAL PROPOSED COST NOT TO EXCEED (Excluding NMGR Tax)</b>	<b>\$343,295.01</b>
NMGR Tax (7.875%)	\$27,034.48
<b>TOTAL PROPOSED COST NOT TO EXCEED (Including NMGR Tax)</b>	<b>\$370,329.49</b>

**Resolution**

### Project Data Sheet

Street(s): Horner St./Hillandale Ave.  
 From: NM 47  
 To: NM 309/Manzano Expressway  
 Length: 1.5 miles

<b>Project Data</b>		
	<b>Existing</b>	<b>Proposed</b>
Number of Lanes	2	2
Lane Width	12-14 feet	14 feet
Median Width	N/A	N/A
Total Width (Edge of pavement to edge of pavement)	24-28 feet	28 feet
Curbing	LIMITED LOCATIONS	TO BE DETERMINED
Surfacing	PMBP	PMBP
Right-of-Way (ROW)	VARIES	VARIES
Drainage System	SURFACE	SURFACE

<b>FUNDING</b>		
Source	MAP Request	MAP %
Grant	\$277,747.12	75%
Local Match	\$92,582.37	25%

## **Emergency Medical Services Coordinator**

### **Job Description**

The Director of EMS oversees the daily activities of the EMS operations in the City of Rio Communities Fire, Rescue, and EMS Department, establishes organizational goals, and directs all assigned EMS personnel in coordination with Fire Chief and the Assistant Chief. The EMS Director will also function as a field medic.

### **GENERAL JOB RESPONSIBILITIES:**

Assists with planning, organizing, coordinating and evaluation of the delivery of emergency medical services by the City of Rio Communities, including, but not limited to emergency and non-emergency medical transports.

Manages fleet maintenance.

Perform scheduling and ensure that ALS standards of a Paramedic and EMT are met.

Coordinates with all EMS field personnel, to ensure appropriate delivery of EMS services and response time requirements.

Acquires and maintains working knowledge of City, County, State, and Federal laws, regulations, and City medical protocols dealing with the delivery of pre-hospital emergency and non-emergency medical services. Attains and maintains any required licenses/certifications and ensures all employees attain and maintain required licenses/certifications.

Ensures compliance with all New Mexico Department of Health laws, rules and regulations related to EMS care in New Mexico.

Must file reports and grant requests on time and as required to receive funding as directed.

Assists with the preparation and administration of the annual EMS department budget.

Assists with the preparation and administration of EMS operations, responsible for all EMS medical supplies ordering for highest efficiency and placing medical equipment in service.

Supervises the effective operation, utilization, and maintenance of medical equipment and medical supply inventory to keep equipment well maintained and focus on loss prevention.

Ensures all patient care reports and supporting documentation are complete and delivered in a timely manner. Ensures that all documentation is transmitted to the third-party billing department in a timely manner.

Ensure run reports and any subsequent billing matters are filed/addressed within one week of EMS response or request.

Other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

Perform and function as an on-shift field Paramedic filling regular and required shifts. This position also serves as field personnel and fills regular shifts in the schedule.

This is a physically demanding position requiring individuals to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, see and complete repetitive motions. Individuals may be required to exert force and may be required to hold constant force or pressure.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to effectively manage all functions of the department including staff scheduling.

Ability to perform duties effectively.

Ability to communicate verbally via telephone and radio equipment.

Ability to interpret written, oral, and diagnostic forms of instructions.

Ability to use good judgment and remain calm in high-stress situations.

Ability to work effectively in an environment with loud noises and flashing lights.

Ability to function efficiently throughout an entire work shift.

Ability to calculate weight and volume ratios and read small print, both under life threatening time constraints.

Ability to read and understand English language manuals and road maps.

Ability to accurately discern street signs and address numbers.

Ability to interview patient, family members and bystanders.

Ability to document, in writing, all relevant information in prescribed format considering legal ramifications of such.

Ability to converse in English with coworkers and hospital staff as to status of patient.

Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital.

Ability to work in low light, confined spaces and other dangerous environments is required.

Oversees maintenance and operations of Emergency & Non-Emergency Medical Operations.

Coordinates with all Field Personnel to ensure appropriate delivery of all EMS services in the City of Rio Communities and Fire District boundaries.

Ensures the maintenance of all applicable reports, equipment & EMS vehicle records.

Responsible for the development, formulation, modification, and implementation of department policies, standards, regulations, and general operating guidelines and procedures associated with improvement of EMS delivery.

Responsible for the distribution and inventory control of approved drugs (including controlled substances), medical supplies, and equipment pertaining to EMS operations and issues supplies and equipment to crews as needed.

Observes work performance of EMT's and Paramedics, evaluates work performance, monitors compliance with city policies, guidelines and EMS Department policies and procedures, and initiates personnel actions as needed, including hiring, discipline, and dismissal.

Inspects transport and medical rescue vehicles, and associated equipment for compliance with safety and sanitary policies and schedules vehicles for preventative maintenance.

Act as a liaison and maintain a strong, positive relationship between the City and area EMS, Fire Department providers and area medical facilities.

Serve as an advocate of the health system with local, regional, and state EMS agencies

Facilitate EMS performance improvement and quality review by working with the city's EMS medical director.

Use, type and utilize office computers, data terminals and computer programs in providing patient services, preparing reports, record keeping, document preparation and other matters.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of National EMS Scope of Practice, EMS education and training methods, EMS vehicles and medical equipment, team building, time management, supervision.

Maintain EMT-Paramedic Certification and display proficiency in knowledge and skills for same.

Knowledge of pertinent Federal, State, and local Laws, Rules, and Regulations

Prepare clear, concise, and complete oral and written reports.

Interpret and follow laws, city and department policies, codes, and regulations.

Establish and maintain cooperative working relationships with area public safety agencies and medical facilities.

Effectively command personnel and coordinate emergency incidents.

Skill in performing hands on duties and emergency medical procedures.

Must possess the ability to encourage and motivate positively all field personnel to uphold the highest respect for patients, health care providers, EMS uniform, EMS vehicles and City resources.

Must possess good manual dexterity, with ability to perform all tasks related to highest quality patient care.



Ability to read and research papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedia. Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ability to do math to perform patient care, reports, budgets, and material duties.

**EDUCATION AND EXPERIENCE:**

Minimum of 2 years of emergency response experience is required with progressive responsibility in personnel and program management preferred.

Must have experience in dealing with fleet maintenance.

Associates degree in EMS or higher related field preferred: Certified transcript may be required

**REQUIRED/PREFERED CERTIFICATIONS:**

High school diploma or general education degree (GED).

Must possess a minimum valid class EMS transport driver's license and be insurable with the City's insurance carrier.

Current New Mexico Licensed or Certified Intermediate Emergency Medical Technician Required; Certified Paramedic and Fire I Highly Preferred.

***\*All required certifications and licenses must be kept current throughout employment.***

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Must be able to assist, lift and transport patients.

Work is typically performed in both office and field settings. Frequent driving and walking. Frequent night and weekend duties are necessary.

Frequent exposure to physical stress and hazardous substance is required.

Regular contact with field personnel, medical vendors, maintenance vendors and medical facilities.

**BENEFITS INCLUDE:**

Competitive pay, paid vacation, sick time, and holidays, TMRS retirement, paid health, dental and vision insurance. All uniforms and equipment furnished.

**CONDITIONS OF EMPLOYMENT:**

Successful candidates must undergo pre-employment drug screen, background check and motor vehicle record check. A pre-employment physical may be required.

Must be willing to work shift work, holidays, weekends, and scheduled overtime. Must be able to perform the duties of a Paramedic.