



**City of Rio Communities Council Workshop**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, December 13, 2021 11:00 AM**  
**Agenda**

*Please silence all electronic devices.*

**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**

## **Attendees**

**Presentation: Joanie Griffin - Sunny505 - Results Producing Marketing, Public Relations and Advertising**

1.

## **Agenda discussion topics**

2. **Accounts payable report** (Finance Officer)
- 3. Canceling the 12/27/2021 Workshop and Regular Business meeting** (Council/Manager)
4. **Resolution 2021- XX - 2022 Official Holiday** (Clerk/Manager)
5. **2022 City Cleanup Dates** (Manager/Council)
6. **Resolution 2021 - XX 503 Hermosa Property** (Manager/Council)

**Public Comment:** The Council will take public comments in written form emailed to [admin@riocommunities.net](mailto:admin@riocommunities.net) through 9:00 AM on Monday, December 13, 2021. 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**

### **a) Special Legislative Report**

7.

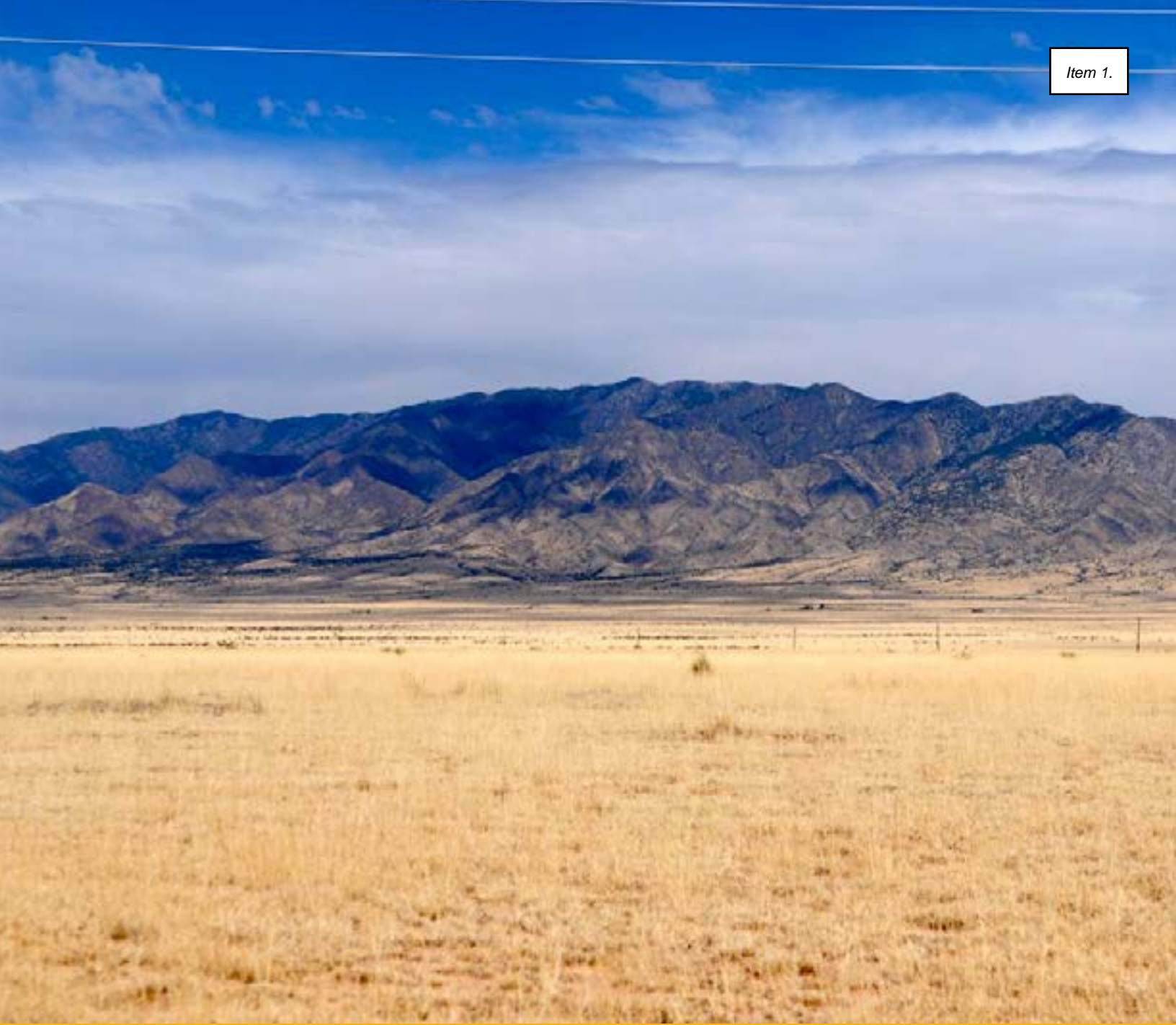
## **Council General Discussion & Future Agenda Items**

## **Adjourn**

***Thank you - Joshua Ramsell Mayor Pro-Tem of Rio Communities***

**Council may be attending the Swearing in of the Newly Elected Officials for the City of Rio Communities held at the City Council Chambers, Rio Communities NM on December 29, 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.



Proposal for Rio Communities  
Economic Development Support Proposal  
Submitted by

**SUNNY505**

119 Dartmouth S.E.  
Albuquerque, NM 87106

# Why Sunny505?

We are women-owned and culturally diverse. As the state's second largest communications firm, we lead through change, and break boundaries to craft extraordinary experiences. We are strategists, socialites, storytellers, artists, creative technologists and producers. Our brand promise is to produce creative solutions that are true to you, easy to love, and impossible to ignore. We exist to solve challenges. Our approach is that every day is a chance to do our best work for our clients. And client-agency communications are key; we do it every step of the way.

Sunny505 is deeply connected to marketing trends and best practices. We are active members in the American Advertising Federation, the American Marketing Association, the Public Relations Society of America and the Transatlantic Advertising Network.

What We Will Provide:

- Unique & Compelling Messaging
- The Right Strategy
- Innovative Tactics
- A Team with a Proven Track Record

We are known for the results we produce in partnership with our clients.

The Sunny505 tagline—

RISE—Says what you can expect.

Results

Ignite

Strategy

Exceed Expectations

Because we specialize in communication for municipalities, we bring compelling messaging, innovative strategy and tactics that measurably move the needle. We've been doing it for New Mexico municipalities including the City of Albuquerque and the Village of Los Lunas for more than 30 years, and we always produce results.

What that means for the Rio Communities is:

- Effectively reaching the target audiences
- Communicating across all modalities including traditional media, new media and social media
- Regular and reliable reporting of results

# Comprehensive Services Offered



## ACCOUNT SUPERVISION

- Strategic planning
- Market research
- Communications plan development



## ART & MEDIA SERVICES

- Graphic design
- Copywriting, illustration and collateral development
- Design and production of out-of-home advertising
- Concept and production supervision of broadcast advertising
- Media analysis
- Media plans & buys for every type of vehicle, post buy analysis
- Brand Development
- Corporate identification package
- Internal & external publications



## PUBLIC RELATIONS

- Message development
- Media relations
- Issues/crisis management
- Community relations
- Media training



## INTERACTIVE MULTIMEDIA SERVICES

- Website design and layout
- Web page development
- Online research & database development
- Email communications
- Electronic newsletters
- Social media



## PUBLIC AFFAIRS

- Grassroots campaigns
- Public awareness campaigns
- Feature articles for consumer/trade publications
- Coalition building
- Stakeholder outreach, mapping, engagement



## Proposed Scope of Work

### Website

Your website is the port of entry for economic development prospects – whether that be businesses seeking to move to Rio Communities or people wanting to relocate and/or retire. The current site is a governmental site, which of course, is needed. The community page has some good information but isn't compelling. We recommend either developing a separate stand-alone economic development website or substantially updating the existing site with great videography and photography and more information on why move to Rio Communities for both businesses and individuals.

### Video/Photo Shoot

There is nothing more effective than video to tell the story of a place. Instead of a view of the mountains, let's show people enjoying the mountains. Instead of talking about the small-town charm, let's have some residents tell us why they love living in Rio Communities. Instead of talking about how business friendly Rio Communities is, let's have business owners talk about why they choose to have their business in Rio Communities. We recommend hosting a two-day video shoot (timing likely spring when everything is blooming). Our team will coordinate with the City team to find models and spokespeople. We will shoot and have plenty of running footage and photography that will be used on the website, in newsletters, for tradeshow

See samples of our finished products at: <https://vimeo.com/showcase/7974719>.



### Public Relations/Earned Media

The single most effective way to get known is with news stories and articles. Our team works with local, regional and national media every day. We will work with your team to uncover compelling news hooks, write news releases, send those releases, follow up with key reporters and provide detailed reports on our results. The key news story links will be further promoted on the City website and in future newsletters.

Here are some links to news stories we've gotten placed on behalf of our clients:

[https://markets.financialcontent.com/townhall/news/read/40058010/global-telecommunications\\_company\\_signs\\_lease\\_at\\_spaceport\\_america](https://markets.financialcontent.com/townhall/news/read/40058010/global-telecommunications_company_signs_lease_at_spaceport_america)

<https://www.abqjournal.com/2430756/boost-employee-retention-with-this-nocost-benefit.html>

<https://www.abqjournal.com/2432698/hot-commodity-hatch-vaulted-new-mexico-chile-to-the-national-stage.html>

### Electronic Newsletters

A great way to promote the City is with an electronic newsletter. We recommend sending one at least quarterly and more frequently as there is news to announce. A prominent Newsletter Button needs to be added to every page of the website so that we can start to build a database. Other people we will include in the database are media in the key markets we intend to reach, prospective businesses and people we meet at trade shows. The newsletter is a great way to share videos, news stories and successes. Our team will write, design, send and report back on results with each newsletter.



### Trade Shows

Key trade shows in the region will be a great way to meet both prospective businesses and prospective residents. Our team will develop a video loop that can be shown at trade shows, a trade show display booth and promotional products for dissemination.

### Targeted Advertising

If the budget allows, it makes sense to place print ads in key publications targeting site selectors for economic development and retirees with digital ads for relocating. Our team will handle the design and placement of ads and make recommendations on the most cost-effective options for the City.

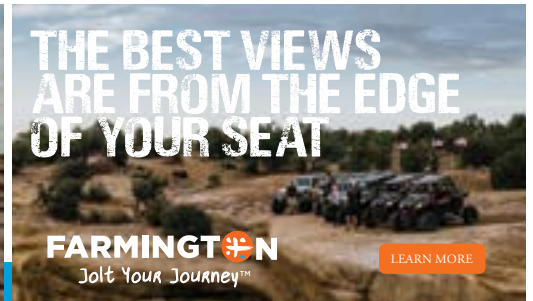


# Proposed Investment

Website Redevelopment .....	\$5,000
Two-Day Video/Photo Shoot.....	\$5,000
Editing Videos into 1:00 – 2:00 clips .....	\$3,000
Public Relations.....	\$2,500 per news release (recommend at least quarterly)
Electronic Newsletter .....	\$1,500 for initial template \$1,000 per newsletter thereafter
Paid Advertising & Trade Show Booth .....	TBD
Graphic Design .....	\$105/hour
Cost of Ads .....	TBD
Spider Banners are approximately.....	\$300
Stock Photos .....	\$500
Landing Page Build.....	\$1,000

# Samples

Farmington Convention and Visitors Bureau Print and Website



OUTDOOR



CULTURE



FAMILY



## Carlsbad Print and Digital



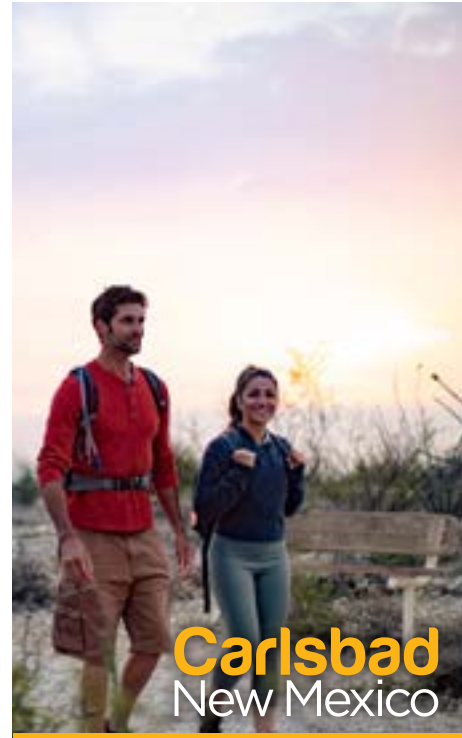
**Carlsbad**  
New Mexico

We love it here, you will too!

In Carlsbad, New Mexico we are proud of our world-class arts, culture, sports, and entertainment. Our picturesque town is famous for its tree-lined streets, public parks, unrivaled recreation areas, and friendly ambiance.

There is so much to do and see. The question is, what will you find?

**Pride of the Pecos | Carlsbadnmtrue.com**  
Funded in part by the city of Carlsbad Lodgers Tax



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**Carlsbad**  
New Mexico  
PRIDE OF THE PECOS

**CARLSBAD MUSEUM  
& ART CENTER**

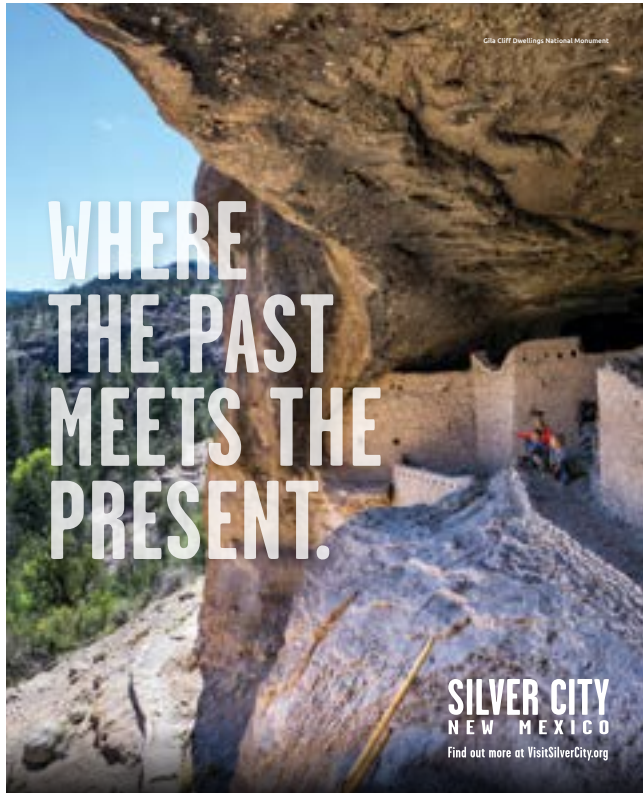


Sunny505.com

Las Cruces Print and Digital



Town of Silver City Print Ads



Team Sunny505

Recognized as Company of the Year by  
The Albuquerque Business First – 2019





# Biographies of Key Staff



Joanie Griffin  
CEO

With over 30 years of experience in the communications and marketing field, Joanie knows the importance of creating a memorable and lasting brand for an organization. As the CEO and founder of Sunny505, she has evolved as the media world has changed in order to meet the needs of her clients. When Joanie isn't at the forefront of marketing and advertising through building effective communications plans, you'll find her at the front of the pack, whether she's cycling on pavement or gravel. Her enthusiasm for getting the most out of everything she does professionally or personally is hard to ignore, and her positivity influences those around her.



Dezaree Vega-Garcia  
President

Climbing from intern (2002) to partner (2009) to now Sunny505 President (2015), Dezaree has developed an extensive knowledge in marketing, advertising and public relations. She has the ability to turn complex projects into strategic, smart marketing plans for an array of clients across industries. When she isn't managing the day-to-day aspects of the agency, Dezaree likes to travel to new places or revisit favorite destinations. She also has a sweet spot for rescue animals and has offered many a forever home over the years.



David Hayduk  
Senior Strategist

Dave knows branding. His strategic approach continues to help countless companies hone their messaging and creative direction. Having managed all aspects of the advertising business, his range of expertise expands to marketing and public relations as he helps guide clients in developing the right brand attributes. The founder of HK Advertising, Dave is an active golfer, mountain biker and hiker who loves New Mexico's many outdoor offerings for his active life.

Sunny505 is a full-service, integrated communications firm. Our staff is a diverse group of marketing professionals.

# Biographies of Key Staff



Vera Hayduk  
Senior Strategist

Vera has a one or a thousand things to share about helping a client gain share of voice. Over her 20+ year career in advertising, marketing and account service, she has helped hundreds of clients including managing over 80 accounts while working for Hutton Broadcasting. As Senior Strategist for Sunny505, Vera provides expert insight in all areas of marketing, traditional and digital advertising, and media planning/buying. When she's not helping gain share of voice for her clients, you'll probably find her hiking and biking with the Sangre de Christos or the Organ Mountains in the background plus spending time with the grandchildren.



Jamie Dickerman  
VP Of Public Relations

With a penchant for words and the ability to craft compelling stories, Jamie has grown from an Account Executive to now Vice President of Public Relations for Sunny505. She works with a variety of government, business, tourism and non-profit accounts to manage both public relations and social media efforts. Her experience as a grant writer, Press Secretary for a U.S. Congressman, and Communications Director for a political party in New Mexico lends a level of expertise to the clients of Sunny505. When she's not providing day-to-day account management and public relations strategy, Jamie has a passion for writing novels, adventuring outdoors with her dogs and enjoying live music.



Jerry Matthews  
Senior Account Manager

Jerry has a bit of a split personality. Over his 25+ year career, he has worked for advertising agencies, media outlets, a startup and in-house on both account and creative development. As Senior Account Manager for Sunny505, his multiple roles include managing the day-to-day affairs for agency clients, developing brand voice and creative messaging, assisting in public relations efforts, and overseeing both TV and radio productions. A storyteller, he is passionate about finding that unique "nugget" whether it's for a global brand or a local Mom-and-Pop. His other passions include cooking, craft cocktails, and performing on various stages that have included Carnegie Hall, the Sydney Opera House, the Lensic Theater, and the National Hispanic Cultural Center.

As a team, we are known for extraordinary creativity, cost-effective solutions and always delivering products on time and on or below budget. Most importantly, throughout the duration of campaigns, our focus remains fixed on only one thing—trackable results.

# Biographies of Key Staff



**Keith Breitbach**  
Senior Communications  
Strategist

Keith understands winning. He's helped many local, state and federal political candidates win their races from his time as a political media consultant. Politics aside, Keith brings a great deal of experience in creative direction, account management and production to his role as Senior Communications Strategist for Sunny505. With his experience working on luxury hospitality brands including Four Seasons Resorts, Hyatt Hotels and the Maui Visitor Channel, it's not surprising that when he's not working, Keith enjoys travel especially to warm climates.



**Barbara Rudolf**  
Creative Director

Barbara's work experience is as varied as her life. She started her career working on a variety of premiere brands in New York City. After years in the city, she moved on to jungle life in Costa Rica—running her own marketing company for international tourism clients. She brings a unique approach and vast knowledge to her role as Creative Director for Sunny505. Today she offers overall branding direction, corporate identification packages, and traditional and online advertising design to help our clients' core mission shine in the public eye. Outside of work, she has a green thumb—growing a variety of vegetables, flowers, and grapes in her home garden. She is known to spend weekends gathering mushrooms in New Mexico's mountains.



**David Dabney**  
Director of Digital Solutions

Dave is an advertising savant. With a long history of involvement in almost every segment of the industry, he has worked as a packaging designer, design director, and production manager. As Director of Digital Solutions, Dave applies his design aesthetic to the technical chops he's picked up to design websites for Sunny505 clients. When he's not in front of his computer screen, you'll probably find him on another screen uncovering obscure, funny articles or unusual documentaries.

We are a team of creative minds, who think outside the box and create unique strategy to achieve and exceed each client's specific goals.

# Biographies of Key Staff



DeAnn Sena O'Connor  
Director of  
User Experience

DeAnn is a pro at all things advertising and marketing. During her time as the Art Director for Central New Mexico Community College and Lead Designer at Santa Fe Community College, DeAnn has honed her skills at art and creative direction, videography, web design and branding. As Director of User Experience, DeAnn provides direction and creative solutions for some of Sunny505's biggest clients. DeAnn is a native Santa Fean and when she's not working on projects, you can find her enjoying after school sports and outdoor activities with her two daughters and husband.



Shannon Carey-Wyman  
Associate  
Creative Director

The word "creative" in Shannon's title at Sunny505 is just part of what she brings to the team. As Associate Creative Director, she develops high-impact creative campaign solutions including multi-channel designs, logos, illustrations, and TV productions that bring clients' stories to life. With a keen and discerning eye for determining target audiences and developing creative concepts to resonate with those audiences, Shannon has added competitive value and even garnered awards for several clients' creative productions. Shannon also takes a creative approach to life outside of work. Whether it's playing soccer or volleyball or hiking the trails in New Mexico in search of antlers, she knows what it takes to make the most of whatever she's involved with.



Angelo Mitchell  
Lead Graphic Designer,  
Photographer

Angelo views life through a different lens. As Lead Graphic Designer for Sunny505, he has designed a variety of campaigns in print advertising, out-of-home, brochures, posters and digital advertising. Angelo is also the man behind the camera as a photographer and videographer for our clients. His work includes documentaries and commercials. Previously he worked for AmeriCorps in their cultural technology program with State museums and with the New Mexico Department of Tourism. His passion behind the lens continues outside of the office where you'll find him documenting his explorations at local eateries and nightlife that he shares through social media channels. He can also be found at the local dog park with his two Huskies.

# Biographies of Key Staff



Taylor Reed  
Marketing Specialist

Taylor received her bachelor's degree in Business of Art and Design from Ringling College of Art and Design. She comes from a background in Digital Advertising, Client Services, Campaign Management, and Creative Strategy. Some of her expertise include multi-channel media planning, developing organizational structure and curating comprehensive data analysis. Prior to joining Sunny505, Reed was in Campaign Management at Meow Wolf and Client Success Management at MNTN (formerly SteelHouse).



Brandon Carroll  
Marketing Assistant

Brandon's degree is in Journalism and Mass Communication at the University of New Mexico with a focus in Strategic Communication. Brandon is the 2021 recipient of the Sunny505 award, the largest scholarship in UNM's Journalism Department. Additionally, he received the 2021 American Advertising Federation scholarship. Brandon has also worked as a Marketing Assistant for UNM's Health Sciences Center and interned as a journalist for the Rio Rancho Observer. As a student, he led the rebranding efforts for UNM's Strategic Communication Accelerated Online Program and interned for a Washington, DC think tank, the Center for Strategic and International Studies.





Rio Communities, NM

# Accounts Payable Approval Report

By Fund

Item 2.

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...	INV0002849	11/12/2021	DENTAL	11000-0001-22055	235.92
GSD - Administrative Services D...	INV0002850	11/12/2021	DISABILITY	11000-0001-22075	4.94
Globe Life & Accident Insurance...	INV0002851	11/12/2021	GLOBE LIFE INSURANCE	11000-0001-22080	146.00
GSD - Administrative Services D...	INV0002852	11/12/2021	HEALTH	11000-0001-22050	3,613.29
GSD - Administrative Services D...	INV0002853	11/12/2021	VISION	11000-0001-22060	37.57
GSD - Administrative Services D...	INV0002870	11/26/2021	ADMIN FEE	11000-0001-22050	8.22
GSD - Administrative Services D...	INV0002871	11/26/2021	DENTAL	11000-0001-22055	235.92
GSD - Administrative Services D...	INV0002872	11/26/2021	DISABILITY	11000-0001-22075	9.88
Globe Life & Accident Insurance...	INV0002873	11/26/2021	GLOBE LIFE INSURANCE	11000-0001-22080	110.00
GSD - Administrative Services D...	INV0002874	11/26/2021	HEALTH	11000-0001-22050	3,613.29
GSD - Administrative Services D...	INV0002875	11/26/2021	BASIC LIFE	11000-0001-22070	26.52
GSD - Administrative Services D...	INV0002876	11/26/2021	VISION	11000-0001-22060	41.15
<b>Department 0001 - No Department Total:</b>					<b>8,082.70</b>
<b>Department: 1009 - Municipal Court</b>					
Tyler Technologies	025-358942	12/09/2021	Incode - Court Training	11000-1009-57050	2,729.48
<b>Department 1009 - Municipal Court Total:</b>					<b>2,729.48</b>
<b>Department: 2001 - Manager</b>					
Verizon Wireless	9893263507	11/30/2021	Telecommunications-Phones	11000-2001-57160	52.01
ICMA Membership Renewals	INV0002885	11/30/2021	ICMA Annual Dues-Martin Moo...	11000-2001-57150	697.00
WEX Bank	76442935	12/07/2021	Fuel - City Manager	11000-2001-56120	46.74
<b>Department 2001 - Manager Total:</b>					<b>795.75</b>
<b>Department: 2002 - General Administration</b>					
Sharp Electronics Corporation	12995658	11/30/2021	Wireless Access Points - City Hall	11000-2002-56040	2,200.00
Sharp Electronics Corporation	12995659	11/30/2021	Installation & Configuration - W...	11000-2002-55030	1,320.00
Home Depot	654288141	11/30/2021	Items for City Hall	11000-2002-54010	115.48
Gilbert Garcia & Sons Security	9070	11/30/2021	Padlocks for Electrical Boxes	11000-2002-56999	52.00
NM Water Service Company	INV0002903	12/13/2021	Water	11000-2002-57173	250.21
NM Gas Co	INV0002890	12/17/2021	Natural Gas	11000-2002-57171	662.14
Comcast Business	INV0002905	12/18/2021	Telecommunications	11000-2002-57160	420.44
PNM	INV0002915	12/20/2021	Electricity	11000-2002-57170	421.03
<b>Department 2002 - General Administration Total:</b>					<b>5,441.30</b>
<b>Department: 2004 - Finance/Budget/Accounting</b>					
Verizon Wireless	9893263507	11/30/2021	Telecommunications - Phones	11000-2004-57160	182.81
Quill	20910311	12/09/2021	Desk for Finance Clerk	11000-2004-56040	1,159.99
News-Bulletin	I0001530691-1104	12/09/2021	VCNB ad for Finance Clerk	11000-2004-57090	81.17
<b>Department 2004 - Finance/Budget/Accounting Total:</b>					<b>1,423.97</b>
<b>Department: 2008 - Municipal Clerk</b>					
Verizon Wireless	9893263507	11/30/2021	Telecommunications - Phones	11000-2008-57160	144.03
Quest Diagnostics	INV0002907	11/30/2021	pre-employment testing Cheye...	11000-2008-55999	30.50
Elizabeth F. Adair	INV0002919	12/09/2021	Travel Reimb. 11/17/21 - 11/19...	11000-2008-53030	111.66
<b>Department 2008 - Municipal Clerk Total:</b>					<b>286.19</b>
<b>Department: 2012 - Planning &amp; Zoning</b>					
Thomas S. Adair	INV0002886	11/30/2021	Data Entry for Animal Survey	11000-2012-55999	300.00
<b>Department 2012 - Planning &amp; Zoning Total:</b>					<b>300.00</b>
<b>Department: 2014 - Economic Development</b>					
UKUU Creative	210	11/30/2021	EDC Social Media & Website Ma...	11000-2014-55999	161.81
<b>Department 2014 - Economic Development Total:</b>					<b>161.81</b>



# Accounts Payable Approval Report

Item 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Department: 3001 - Law Enforcement</b>					
Verizon Wireless	9893263507	11/30/2021	Telecommunications - Phones	11000-3001-57160	81.31
<b>Department 3001 - Law Enforcement Total:</b>					<b>81.31</b>
<b>Department: 3005 - Dispatch/E911</b>					
Village of Los Lunas	437	12/09/2021	E-911 Dispatch Services	11000-3005-55999	7,741.50
<b>Department 3005 - Dispatch/E911 Total:</b>					<b>7,741.50</b>
<b>Department: 5101 - Public Works</b>					
Verizon Wireless	9893263507	11/30/2021	Telecommunications - Phones	11000-5101-57160	94.95
Joseph Moya	INV0002889	11/30/2021	Blanket ed PO Weed Control	11000-5101-55030	375.00
WEX Bank	76442935	12/07/2021	Fuel - Public Works	11000-5101-56120	216.83
Ralph T. Barnes	2036	12/09/2021	Skilled Labor	11000-5101-55999	1,350.00
<b>Department 5101 - Public Works Total:</b>					<b>2,036.78</b>
<b>Department: 5104 - Highways and Streets</b>					
Woodlands Hardware	007455/1	11/30/2021	Supplies for Street Lights	11000-5104-54060	31.62
PNM	INV0002892	12/17/2021	Electricity	11000-5104-57170	78.86
PNM	INV0002893	12/17/2021	Electricity	11000-5104-57170	46.12
PNM	INV0002908	12/20/2021	Electricity	11000-5104-57170	39.78
PNM	INV0002909	12/20/2021	Electricity	11000-5104-57170	142.48
PNM	INV0002910	12/20/2021	Electricity	11000-5104-57170	148.22
PNM	INV0002911	12/20/2021	Electricity	11000-5104-57170	71.47
PNM	INV0002912	12/20/2021	Electricity	11000-5104-57170	110.12
<b>Department 5104 - Highways and Streets Total:</b>					<b>668.67</b>
<b>Fund 11000 - General Operating Fund Total:</b>					<b>29,749.46</b>
<b>Fund: 20200 - Environmental</b>					
<b>Department: 5009 - Environmental</b>					
Universal Waste Systems, Inc.	0001284655	11/30/2021	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>					
Carpet Warehouse, Inc.	009782	11/30/2021	Carpet in Fire Admin offices in C...	20900-3002-54010	1,684.26
Quill	20912050	11/30/2021	Desk	20900-3002-56040	1,159.99
Home Depot	653373795	11/30/2021	Fire Admin Office Upgrade	20900-3002-54010	613.34
Sharp Electronics Corporation	9003557404	11/30/2021	Copies for Fire Department	20900-3002-57090	3.39
Verizon Wireless	9893263507	11/30/2021	Telecommunications - Phone	20900-3002-57160	138.90
Century Link	INV0002887	11/30/2021	Fire Substation Phone Charges	20900-3002-57160	69.87
L.N. Curtis & Sons	INV541665	11/30/2021	PR for SCBA fill	20900-3002-54020	1,768.13
WEX Bank	76442935	12/07/2021	Fuel - Fire Department	20900-3002-56120	587.94
NM Self Insurers' Fund	INV0002917	12/09/2021	Freightliner Insurance	20900-3002-57070	76.94
NM Water Service Company	INV0002904	12/13/2021	Water	20900-3002-57173	128.86
NM Gas Co	INV0002891	12/17/2021	Natural Gas	20900-3002-57171	186.76
PNM	INV0002913	12/20/2021	Electricity	20900-3002-57170	695.17
PNM	INV0002914	12/20/2021	Electricity	20900-3002-57170	194.02
<b>Department 3002 - Fire Protection Total:</b>					<b>7,307.57</b>
<b>Fund 20900 - Fire Protection Total:</b>					<b>7,307.57</b>
<b>Fund: 21600 - Municipal Street</b>					
<b>Department: 5002 - Municipal Streets</b>					
Universal Constructors, Inc.	9106-A	11/30/2021	Pothole Repair	21600-5002-55999	18,898.63
<b>Department 5002 - Municipal Streets Total:</b>					<b>18,898.63</b>
<b>Fund 21600 - Municipal Street Total:</b>					<b>18,898.63</b>
<b>Fund: 29700 - County EMS GRT</b>					
<b>Department: 2002 - General Administration</b>					
GSD - Administrative Services D...	INV0002850	11/12/2021	DISABILITY - Kendal Good	29700-2002-52070	4.94
GSD - Administrative Services D...	INV0002853	11/12/2021	VISION - Kendal Good	29700-2002-52060	3.56
GSD - Administrative Services D...	INV0002875	11/26/2021	BASIC LIFE - Kendal Good - Oct ...	29700-2002-52040	8.84
Verizon Wireless	9893263507	11/30/2021	Telecommunications - Phone	29700-2002-57160	168.47

## Accounts Payable Approval Report

Item 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX Bank	76442935	12/07/2021	Fuel - EMS	29700-2002-56120	283.18
Department 2002 - General Administration Total:					468.99
Fund 29700 - County EMS GRT Total:					468.99
Fund: 30400 - Road/Street Projects					
Department: 0001 - No Department					
New Mexico Department of Tra...	INV0002918	12/09/2021	Reimb. L300260	30400-0001-47050	1,869.15
Department 0001 - No Department Total:					1,869.15
Fund 30400 - Road/Street Projects Total:					1,869.15
Fund: 39900 - Other Capital Projects					
Department: 2002 - General Administration					
Green Light Depot	g1197621	11/29/2021	Led street lights over bridge	39900-2002-58040	1,196.65
Universal Constructors, Inc.	9106-B	11/30/2021	Asphalt Curb & Patch - Electric S...	39900-2002-58040	1,079.38
HEI, Inc	SRVCE007203	11/30/2021	Electrical Work for Electric Sign	39900-2002-55030	18,122.29
HEI, Inc	SRVCE007203	11/30/2021	Extra 1 1/4" PVC to Bore	39900-2002-55030	2,072.40
Department 2002 - General Administration Total:					22,470.72
Fund 39900 - Other Capital Projects Total:					22,470.72
Grand Total:					81,128.32

## Report Summary

## Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	29,749.46
20200 - Environmental	363.80
20900 - Fire Protection	7,307.57
21600 - Municipal Street	18,898.63
29700 - County EMS GRT	468.99
30400 - Road/Street Projects	1,869.15
39900 - Other Capital Projects	22,470.72
<b>Grand Total:</b>	<b>81,128.32</b>

## Account Summary

Account Number	Account Name	Expense Amount
11000-0001-22050	Healthcare Insurance Pay...	7,234.80
11000-0001-22055	Dental Insurance Payable	471.84
11000-0001-22060	Vision Insurance Payable	78.72
11000-0001-22070	Life Insurance Payable	26.52
11000-0001-22075	Disability Payable	14.82
11000-0001-22080	Miscellaneous Employee ...	256.00
11000-1009-57050	Employee Training	2,729.48
11000-2001-56120	Supplies - Vehicle Fuel	46.74
11000-2001-57150	Subscriptions & Dues	697.00
11000-2001-57160	Telecommunications	52.01
11000-2002-54010	Maintenance & Repairs - ...	115.48
11000-2002-55030	Contract - Professional Se...	1,320.00
11000-2002-56040	Supplies-Furniture/Fixture...	2,200.00
11000-2002-56999	Supplies - Other	52.00
11000-2002-57160	Telecommunications	420.44
11000-2002-57170	Utilities - Electricity	421.03
11000-2002-57171	Utilities - Natural Gas	662.14
11000-2002-57173	Utilities - Water	250.21
11000-2004-56040	Supplies-Furniture/Fixture...	1,159.99
11000-2004-57090	Printing/Publishing/Advert..	81.17
11000-2004-57160	Telecommunications	182.81
11000-2008-53030	Travel - Employees	111.66
11000-2008-55999	Contract - Other Services	30.50
11000-2008-57160	Telecommunications	144.03
11000-2012-55999	Contract - Other Services	300.00
11000-2014-55999	Contract - Other Services	161.81
11000-3001-57160	Telecommunications	81.31
11000-3005-55999	Contract - Other Services	7,741.50
11000-5101-55030	Contract - Professional Se...	375.00
11000-5101-55999	Contract - Other Services	1,350.00
11000-5101-56120	Supplies - Vehicle Fuel	216.83
11000-5101-57160	Telecommunications	94.95
11000-5104-54060	Maintenance Supplies	31.62
11000-5104-57170	Utilities - Electricity	637.05
20200-5009-55999	Contract - Other Services	363.80
20900-3002-54010	Maintenance & Repairs - ...	2,297.60
20900-3002-54020	Maintenance & Repairs - ...	1,768.13
20900-3002-56040	Supplies-Furniture/Fixture...	1,159.99
20900-3002-56120	Supplies - Vehicle Fuel	587.94
20900-3002-57070	Insurance - General Liabili...	76.94
20900-3002-57090	Printing/Publishing/Advert..	3.39
20900-3002-57160	Telecommunications	208.77
20900-3002-57170	Utilities - Electricity	889.19
20900-3002-57171	Utilities - Natural Gas	186.76
20900-3002-57173	Utilities - Water	128.86
21600-5002-55999	Contract - Other Services	18,898.63

**Account Summary**

Account Number	Account Name	Expense Amount
29700-2002-52040	Life Insurance Premiums	8.84
29700-2002-52060	Vision Insurance Medical ...	3.56
29700-2002-52070	Disability Insurance Premi...	4.94
29700-2002-56120	Supplies - Vehicle Fuel	283.18
29700-2002-57160	Telecommunications	168.47
30400-0001-47050	State - Co-op (DOT)	1,869.15
39900-2002-55030	Contract - Professional Se...	20,194.69
39900-2002-58040	Infrastructure	2,276.03
<b>Grand Total:</b>		<b>81,128.32</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	81,128.32
<b>Grand Total:</b>	<b>81,128.32</b>

## Authorization Signatures

### MAYOR & COUNCILORS

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MARK GWINN, MAYOR

---

JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

---

ROBERT CHAVEZ, COUNCILOR

---

MARGARET "PEGGY" GUTJAHR, COUNCILOR

---

JIM WINTERS, COUNCILOR

ATTEST:

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ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK

STATE OF NEW MEXICO  
CITY OF RIO COMMUNITIES  
RESOLUTION 2021- xx

Item 4.

Official Holidays

**WHEREAS,** The Governing Body in and for the City of Rio Communities, State of New Mexico is duly authorized; and

**WHEREAS,** The Governing Body has adopted in the Personnel Policy Manual Ordinance #2016-43 adopted April 2015, Revised February 2016, Section 11.3 That all full-time and qualified part-time employees of the City are eligible for the legal holidays as adopted annually by resolution.

**WHEREAS,** the attached Addendum A is the official Federal Holidays as approved by the United States Government.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the governing body of the City of Rio Communities, State of New Mexico, hereby approves the official Federal Holidays for the 2022 year.

**PASSED, APPROVED AND ADOPTED THIS XX DAY OF DECEMBER 2021 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

**City of Rio Communities Governing Body**

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Mark Gwinn,  
Mayor

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Joshua Ramsell,  
Mayor Pro-tem

---

Robert Chavez,  
Councilor

---

Margaret "Peggy" Gutjahr,  
Councilor

---

Jimmie Winters,  
Councilor

ATTEST:

---

Elizabeth F. Adair,  
Municipal Clerk



**CITY OF RIO COMMUNITIES**

360 Rio Communities Blvd  
Rio Communities, NM 87002  
505-861-6803  
[www.riocommunities.net](http://www.riocommunities.net)



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**2022 OFFICIAL HOLIDAYS**  
**Addendum A to Resolution 2021-XX Official Holidays**

<b>New Year's Day</b> (Observed)	Thursday, December 30
<b>Martin Luther King, Jr. Birthday</b> (Observed)	Monday, January 17
<b>President's Day</b>	Monday, February 21
<b>Memorial Day</b>	Monday, May 30
<b>Juneteenth</b> (Observed)	Monday, June 20
<b>Independence Day</b>	Monday, July 4
<b>Labor Day</b>	Monday, September 5
<b>Indigenous Peoples' Day</b>	Monday, October 10
<b>Veterans' Day</b> (Observed)	Thursday, November 10
<b>Thanksgiving Day</b>	Thursday, November 24
<b>Christmas Day</b> (Observed)	Monday, December 26

Rio Communities City Cleanup Dates  
For 2022  
Third Saturday of the Month

January 15, 2022

February 19, 2022

March 19, 2022

April 16, 2022

May 21, 2022

June 18, 2022

July 16, 2022

August 20, 2022

September 17, 2022

October 15, 2022

November 19, 2022

**STATE OF NEW MEXICO  
CITY OF RIO COMMUNITIES  
RESOLUTION 2021- xx**

The City Council of the City of Rio Communities (“City”), upon the report and recommendation of the City’s Code Compliance Officer, does hereby find and determine:

1. That a dangerous building located at 503 Vista Hermosa St., Rio Communities, New Mexico (hereinafter “Subject Property”) has burned down and has accumulated weeds, rubbish, wreckage, and debris.
2. That the burnt down building, wreckage, and debris located within the Subject Property is a menace to the public comfort, health, safety, and wellness of the City of Rio Communities and its citizens.
3. That the City has contacted the Subject Property’s owner, Elizabeth Lujan (“Property Owner”), who has agreed to pay the City—in the amount of \$200.00 per month until full reasonable payment has been recovered by the City—to remove the burnt down building, wreckage, and debris located within the Subject Property. Should the Property Owner fail to make the agreed upon payments, the cost of such removal shall constitute a lien against the Subject Property that shall be subject to foreclosure in the manner provided by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES:**

- A. The City will remove such ruins, rubbish, wreckage, or debris within the Subject Property at the cost and expense of the Property Owner—in the amount of \$200.00 per month until full reasonable payment has been recovered by the City. Should the Property Owner fail to make the agreed upon payments, the cost of such removal shall constitute a lien against the Subject Property that shall be subject to foreclosure in the manner provided by law.
- B. Should the Property Owner object to the City’s removal of such burnt down building, rubbish, wreckage or debris within the Subject Property, the Property Owner shall file a written objection within ten (10) days of the positing and publishing of this resolution to the City Clerk requesting a hearing upon this resolution before the City Council of the City of Rio Communities.

- C. If the Property Owner or his/her agents in charge of the Subject Property file a written objection with the City Council within the time frame described above, the City shall fix a date for hearing upon this resolution and all objections thereto presented by the Subject Property Owner or his/her agents and at such hearing shall determine if the resolution should be enforced or rescinded.
- D. The City's Compliance Officer is hereby directed to serve a copy of this resolution upon the owners, occupants, or agents in charge of the Subject Property. In the event the owners, occupants, or agents in charge of the Subject Property cannot be served personally within the municipality, the City's Compliance Officer shall post a copy of this resolution upon the premise of the Subject Property and publish a copy of this resolution one time in a newspaper of general circulation in the City of Rio Communities.

**PASSED, APPROVED AND ADOPTED THIS XX DAY OF DECEMBER 2021 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

**City of Rio Communities Governing Body**

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Mark Gwinn,  
Mayor

---

Joshua Ramsell,  
Mayor Pro-tem

---

Robert Chavez,  
Councilor

---

Margaret "Peggy" Gutjahr,  
Councilor

---

Jimmie Winters,  
Councilor

ATTEST:

---

Elizabeth F. Adair,  
Municipal Clerk