



**City of Rio Communities Council Regular Business Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Tuesday, May 27, 2025 6:00 PM**  
**Agenda**

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**

**Mayor Pro Tem - Lawrence R. Gordon**

**Council - Arthur Apodaca, Thomas Nelson, Matthew Marquez**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Approval of Consent Agenda**

- 1. Approval of Minutes Special Business Meeting April 21, 2025, Special Business Meeting May 5, 2025 and Regular Business Meeting May 12, 2025**
- 2. Approval of Accounts Payable**

**Public Comment:** The Council will take public comments in written format. These should be emailed to admin@riocommunities.net through 4:45 PM on Tuesday, May 27, 2025. 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.

The Council will not take action or engage in discussion regarding the comments made or received, but when appropriate the matters raised may be referred to staff or others for further review. Both the public and Council will follow rules of decorum. Derogatory Comments or matters under litigation will not be allowed and any person or persons addressing the Council are liable for their own statements, not the Council. Statements are limited to a maximum of 3 minutes duration. Please give your name and where you live for the record.

**Manager Report**

**Action Items**

- 3. Discussion, Consideration, Decision – Resolution 2025-\_\_\_: Approval of Records Retention and Disposition Schedule and as amended periodically by the State of New Mexico**
- 4. Discussion, Consideration, Decision – Resolution 2025-\_\_\_: Approval of Election Resolution for Regular Local Election**
- 5. Discussion, Consideration, Decision – Purchase Agreement Contract between the City of Rio Communities and Albuquerque Asphalt, Inc. for Goodman Ave, Reconstruction Project**
- 6. Discussion, Consideration, Decision – Resolution 2025-\_\_\_: Amendment to Resolution 2025-009 to cause in affect a 60-Day Burn Ban within the City of Rio Communities**
- 7. Discussion, Consideration, Decision – Resolution 2025-\_\_\_: Approval of Grant Management Policy for the City of Rio Communities**
- 8. Discussion – Veteran’s Day Celebration**
- 9. Discussion – Spring Fest Hosted by the City of Rio Communities**

**Council Discussion**

- Executive Session - For Resignation of Municipal Clerk – Treasure and Appointment of Acting Municipal Clerk pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters**
  - \* Motion and roll call vote to go into closed session**
  - \* Motion and roll call vote to go back into the regular business meeting session**
  - \* Welcome everyone back and statement by the Mayor:**

**Action Items**

- 10. Discussion, Consideration, Decision – Appointment of Acting Municipal Clerk effective June 07, 2025**
- 11. Discussion, Consideration, Decision – Retain the Services of Beasley, Mitchell & CO., LLP. not to Exceed \$45,000 Emergency Procurement**

**Adjourn**

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 Special Business Meeting

City Council Chambers - 360 Rio Communities Blvd

Rio Communities, NM 87002

Monday, April 21, 2025 5:00 PM

### Minutes

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**

**Mayor Pro Tem - Lawrence R. Gordon**

**Council - Arthur Apodaca, Thomas Nelson, Matthew Marquez**

#### Call to Order

Mayor Ramsell called the meeting to order at 5:05 pm.

#### Pledge of Allegiance

Councilor Marquez led the pledge of allegiance.

#### Roll Call

##### Governing Body

Mayor Joshua Ramsell

Councilor Lawrence Gordon

Councilor Thomas Nelson

Councilor Art Apodaca

Councilor Matthew Marquez

##### Staff

Manager Dr. Martin Moore

Deputy Clerk Lalena Aragon

Clerk-Treasurer Roy Hubbard

#### Approval of Agenda

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

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote.

#### Discussion, Consideration, and Decision - Resolution 2025-14 Annual Budget Adjustment for the Clean & Beautiful Grant

City Manager Dr. Moore explained this is a housekeeping thing and stated that Department of Finance Authorities wants to know where the city is with this grant.

Motion made by Councilor Nelson to approve resolution 2025-14 annual budget adjustment for the clean and beautiful grant. Seconded by Councilor Marquez.

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote.

### **Discussion, Consideration, and Decision - Resolution 2025-15 BAR #5 for Clean & Beautiful Grant**

City Manager Dr. Moore stated this a housekeeping issue to follow up with the grant and recommend approval.

Motion made by Councilor Nelson, Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote.

### **Discussion - Budget Revenue for Fiscal Year 2025-2026**

City Manager Dr. Moore explained the budget and went over a presentation. He explained the factors of staff and stated that every year it is challenging to balance the budget and went over to the U.S Bureau of Labor Statistics. He stated this is an estimate before tariffs and stated that it is looking at 2.2 percent in adjustment in cost. He stated that if the Council wants to budget for higher that is fine, or the city can keep an eye on it and see what we need to change. He went over the projected general fund budget with the 2.2% inflation. He stated what you are seeing is current staffing issues and talked about the step-down grants and explained that the fire department step down grant the legislation took it from a 3-year grant to a 2 year and explained that possibly there will be some money for recruitment and stated that they haven't heard if there will be any more recruitment grants for law enforcement. Dr. Moore went over the Police department and fire department expenses. He explained that the city will be looking at \$500,000 for the police department to get 2 new staff members. He continued to go over the expense with expansion and expense with no expansion. He talked about the revenue with a 5% conservative and stated that there is reserve money, and the city can't touch that money. He stated the revenue total is about \$1,714,550.00.

Councilor Nelson asked about the Veterans tax exemption.

City Manager Dr. Moore stated the governor vetoed the veterans tax exempt. He went over the gross receipts the city has received and stated that April was a little higher than last year and that March was a little bit lower.

Councilor Marquez asked if the city is tracking the road construction and if it is projecting the new Mavrick.

City Manager Dr. Moore stated that they are tracking the road construction, and he is not projecting them in the budget at this time, especially with the Maverik due to not hearing anything about when construction is going to begin. He continued to explain the 455 reports. He stated he could provide council with what if and suggested that they don't project the budget with that and explained that if it does go though then the council can adjust the budget. Dr. Moore continued to explain capital outlay projects that were approved for Public works and public safety. He pointed out the small cities assistance and stated that it was 20k higher than projected and it is unknown what it will be next year. He went over the desired additions that came from department heads and stated that even with a 5 or 10 percent there is a 1,197,338.23 gap and stated that the legislation did pass the police recruitment and retention, and the city will be applying for those funds and if they are granted this gap will change.

He talked about the projected current level of expenses and stated that the regional dispatch center will go up in cost due to the numbers of calls they have received in the city and talked about the health insurance and stated that the staff will get 20% on health care with this expense there is a 372,338.23 gap.

Councilor Gordon asked if the city could look into the increase in health care, so it won't affect the staff as much.

City Manager Dr. Moore explained they are looking into that. He went over the spending and stated we can reduce the spending by freezing vacant positions, freezing discretionary travel, implement conservation measures electric, water, fuel, supplies, reduce capital spending to grants only, reduce consulting contracts to grant funded or essential need only, reduce staffing levels. He went over ways to increase revenue and went over obtaining new no match grants, obtain additional recruitment grant funds for vacant positions, increase GRT by .25 at mid-year (referendum is required), increase property taxes and stated that the city is 4.5 and the maximum is 7.5, auction excess capital assets (furniture, equipment, vehicles, ect).

Councilor Apodaca stated that the council needs to talk about and move forward to increase property taxes, especially with police and medical services.

Councilor Gordon asked if the city did raise the property taxes what would that do.

City Manager Dr. Moore stated that it would level out the gap.

Councilor Marquez stated that there needs to be adjustments, it is just how fast the city wants to make them.

### **Adjourn**

Motion made by Councilor Nelson to adjourn. Seconded by Councilor Gordon. Motion carried at 6:21pm

Respectfully submitted,

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Roy Hubbard, Municipal Clerk-Treasurer  
(Taken and Transcribed by Lalena Aragon, Deputy Clerk)

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

Approved:

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Joshua Ramsell,  
Mayor

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Lawrence R. Gordon,  
Mayor Pro-tem/Councilor

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Arthur Apodaca,  
Councilor

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Thomas Nelson,  
Councilor

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Matthew Marquez,  
Councilor



## City of Rio Communities Council Special Business Meeting

City Council Chambers - 360 Rio Communities Blvd

Rio Communities, NM 87002

Monday, May 05, 2025 5:00 PM

### Minutes

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**

**Mayor Pro Tem - Lawrence R. Gordon**

**Council - Arthur Apodaca, Thomas Nelson, Matthew Marquez**

#### Call to Order

Mayor Ramsell called the meeting to order at 5:00pm

#### Pledge of Allegiance

Councilor Nelson led the pledge of allegiance

#### Roll Call

##### Governing Body

Mayor Joshua Ramsell

Councilor Lawrence Gordon

Councilor Arthur Apodaca

Councilor Thomas Nelson

Councilor Matthew Marquez

##### Staff

Manager Dr. Martin Moore

Deputy Clerk Lalena Aragon

Municipal Clerk – Treasurer Roy Hubbard

City Attorney Randy Van Vleck

Fire Chief Andrew Tabet

#### Approval of Agenda

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

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote.

#### **Discussion, Consideration, and Decision - City of Rio Communities Applications to Intervene in Case # 25-00035-UT before the New Mexico Public Regulation Commission Regarding New Mexico Water Service Company Application**

Cynthia Apodaca General Manager New Mexico Water Authority

Mrs. Apodaca stated that she encourages Council to become a official party to the proceedings and explained that this will give them the opportunity to review all documents and data and will automatically get updates and information relevant to the hearing and an opportunity to provide input into the decision-making process. She stated that two weeks ago they filed the full application to update their sewer collection fees and explained that they are only for properties that have never had sewer connection, and the fees are to make sure that new development pays for their own cost to hook up to the wastewater system and existing customers are not burdened with the cost. She stated the last time it was raised was 23 years ago in 2002 and the plan has reached compacity. She explained the increase is due to current connection cost and dwelling compacity for new development and NM



water will not receive any money and if the new developers don't pay this fee it will have to be paid by existing customers or NM water will not be able to accommodate new developments.

Councilor Marquez asked about the increase and stated that with this increase it will kill the city. He then stated that he is under the impression that there are enough hook ups for 500 homes.

Councilor Nelson stated that there were 21 new homes in Rio Communities last year and there are 100s of homes that will stop development with this increase.

Councilor Apodaca stated that she had mentioned that there may be a way for the city to work with them and tried to get some funding with grants.

Mrs. Apodaca stated that what she heard from Dr. Moore, that the city has grant writers and is willing to look into that idea.

City Manager Dr. Moore asked if the increase would affect the Maverik development.

Mrs. Apodaca stated that Mavrik already has a sewer connection it may need to be updated.

Mayor Ramsell asked after the rates are raised, will the rates stay the same in the future.

Mrs. Apodaca stated that they will do the study on the Rio Communities plant and then see what needs to be updated or replaced.

City Manager Dr. Moore recommended approval of this agenda item.

Motion made by Councilor Nelson to approve City of Rio Communities Applications to Intervene in Case # 25-00035-UT before the New Mexico Public Regulation Commission Regarding New Mexico Water Service Company Application. Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote.

#### **Discussion - Budget Review for Fiscal Year 2025-2026**

City Manager Dr. Moore explained that there is still a gap between expense and revenue. He explained that general corrections and stated that there is little money there. He talked about the environmental fund and stated that this is from the clean and beautiful grant and next fiscal year this will change. He then went over Emergency Medical Services.

Fire Chief Tabet stated that this is a grant that is applied for yearly, and this is the first year that they have seen this much money and this isn't a guaranteed amount.

City Manager Dr. Moore went over the fire protection fund.

Fire Chief Tabet stated that the fire department has submitted the application, and they have up the ISO rating and should know in the next couple of weeks what they will receive.

Councilor Marquez asked why under other maintenance and repairs there is zero and other years it was 8,000.

Fire Chief Tabet explained that it may change, or it may not, he explained that in previous years it was up to 20,000, it just depends on what maintenance needs to be done.

City Manager Dr. Moore went over the Law Enforcement protection fund and explained this is with 2 officers.

City Manager Dr. Moore went over the law enforcement funds. He then went over Municipal Street and stated that it would come close to 18,000.

Councilor Marquez asked if there was a plan for the bypass road.

City Manager Dr. Moore explained that there is a plan, and they are aware of the cost, and it will be factored into the budget. He then stated as far as the American rescue plan, and we are done with that plan. He went over the Bill Brown fund. He went over the Fire Excise tax and stated where the stipend money comes out of.

Chief Tabet stated that they are talking with the Valencia county fire chief to see if this money can be used for salaries.

City Manager Dr. Moore explained the EMS GRT and explained that this is used to pay salaries and if we don't spend it down, we will have to give it back.

Fire Chief Tabet stated that as of now it pays two salaries, and we are hoping to get one more out of this.

City Manager Dr. Moore went over to the Wildland fire fund and recommended keeping it at 40,000. he stated that this can be used for salaries, and it may have to help the city out with the salaries. He then went over the State Legislative Appropriations, he then went over the Road/Street projects and stated that Don Diego has not been added in this. He explained that the New Mexico Municipal League has offered some assistance in grant writing and stated that there is an area of grants that the city has not pursued those are areas of grant making foundations.

Councilor Marquez asked for the match amount for the Don Diego road.

City Manager Moore stated 5% and continued to go over the general administration fund and explained how the money is spread out. He went back to the general funds and stated that there are a couple of areas that he will look at to take some cost off the general funds and stated that he did restore travel for elected officials and other departments and stated that he wanted to point out in law enforcement that the non-salary portion that can come out of that he explained the fire department they are looking at the EMS GRT and pull some cost out of the general fund and explained by taking some out it would give us half the chiefs salary and also looking at the library and stated that they will not be able to get a little bit out there. He explained that there is no money he can take out of that. He talked about looking at non-essential employees and working on getting a cost of living raise and also some compensation for employees.

### **Council Discussion**

Councilor Apodaca stated that one thing he wanted to talk about in the budget was the historical part of city hall.

City Manager Dr. Moore stated we have some art in public places, and we can use money for that, and we also have some legislative money we can use for that,

Councilor Nelson talked about the new equipment for public works when they are going to start using it and stated that it is rotting sitting there. He asked if there are any special use permits for business manufacturing and stated they are mining dirt. He then talked about the bypass road and asked who is bonding it and stated that the city of Belen bonded that road.



City Manager Dr. Moore explained if they did it is because the LEDA funds the \$6.6 million for construction were passed through there it is tied to the industrial revenue bond to pay the cost of construction.

Councilor Gordon thanked Dr. Moore. Municipal Tresure and Chiefs for working on the budget.

Councilor Marquez asked to receive all information on the agenda in the packet so they can review it beforehand. He thanked the fire and police department for doing a great job and thanked the staff for working hard every day.

Mayor Ramsell thanked Councilor Gordon for the chess club and stated that the residents really enjoy it.

**Executive Session - For the purpose of Police Chief Employment Contract pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters**

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

Montion and roll call vote made by Councilor Nelson to go into executive session for the matters stated by the Mayor. Seconded by Councilor Gordon

Voting Yea:

Councilor Gordon  
Councilor Apodaca  
Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote at 6:52pm

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

Motion made by Councilor Nelson to go back into the regular business meeting, Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon  
Councilor Apodaca  
Councilor Nelson  
Councilor Marquez

Motion passed with a 4-0 vote at 7:14pm

**Welcome everyone back and statement by the Mayor:**

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

Voting Yea:

Councilor Gordon  
Councilor Apodaca  
Councilor Nelson  
Councilor Marquez

Motion passed with a 4-0 vote

**Discussion, Consideration, Decision – Police Chief Employment Contract**

Police Chief Contract 87k 7k match from law enforcement protection fund 3-year term chief is an at will employee.

Motion made by Councilor Marquez to approve the Police Chiefs Employment 3-year contract to \$87,000 with a \$7,000 match from the law enforcement protection fund. Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote

**Adjourn**

Motion made by Councilor Gordon to adjourn. Seconded by Councilor Nelson motion carried at 7:17pm.

Respectfully submitted,

\_\_\_\_\_  
Roy Hubbard, Municipal Clerk-Treasurer  
(Taken and Transcribed by Lalena Aragon, Deputy Clerk)

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

Approved:

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

\_\_\_\_\_  
Lawrence R. Gordon,  
Mayor Pro-tem/Councilor

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Arthur Apodaca,  
Councilor

\_\_\_\_\_  
Thomas Nelson,  
Councilor

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Matthew Marquez,  
Councilor



## City of Rio Communities Council Regular Business Meeting

City Council Chambers - 360 Rio Communities Blvd

Rio Communities, NM 87002

Monday, May 12, 2025 6:00 PM

### Minutes

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**

**Mayor Pro Tem - Lawrence R. Gordon**

**Council - Arthur Apodaca, Thomas Nelson, Matthew Marquez**

#### **Call to Order**

Mayor Ramsell called the meeting to order at 6:02 pm

#### **Pledge of Allegiance**

Councilor Gordon led the pledge of allegiance

#### **Roll Call**

##### **Governing Body**

Mayor Joshua Ramsell

Councilor Lawrence Gordon

Councilor Arthur Apodaca

Councilor Thomas Nelson

Councilor Matthew Marquez

##### **Staff**

Manager Dr. Martin Moore

Deputy Clerk Lalena Aragon

Municipal Clerk – Treasurer Roy Hubbard

City Attorney Randy Van Vleck

Fire Chief Andrew Tabet

#### **Approval of Agenda**

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

#### **Voting Yea:**

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Approval of Consent Agenda

Motion passed with a 4-0 vote.

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

#### **Voting Yea:**

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote.

#### **Approval of Consent Agenda**

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

Voting Yea:  
Councilor Gordon  
Councilor Apodaca  
Councilor Nelson  
Councilor Marquez

Motion passed with a 4-0 vote.

**Public Comment:**

No public comment.

**Manager Report**

**Interim Budget FY 2025-2026 Recommendations**

City Manager Dr. Moore stated that health care for employees will increase 20% a month and that was something they had been waiting for on the budget and he stated that the employers' share has also increased 9.15 to 9.65. He then went over unrestricted cash and stated there is some money to help with the cost to help employees with the increase on health care. He stated that he has added the request from the council on the budget. He stated that between now and the final budget there may be some minor changes on the gas tax. He explained that the final budget is due June 30<sup>th</sup> and explained that that interim budget is so the state will allow the city to continue to operate and stated that the next business meeting will be on Tuesday due to Monday being Memorial day and they will have the final third quarter report. He talked about fire recruitment and stated that the state has changed the code. He explained the changes by the legislator and stated that they are going to pay 75% instead of 50% and in year 3 the amount is zero.

Councilor Marquez stated that on the Law enforcement there were some changes.

City Manager Dr. Moore explained that there was an overage in the law enforcement recruitment fund and they had to go back and change it. He then explained with the police chief's contract that it had to be counted for and that they also added overtime for the police chief.

Councilor Marquez stated that Vehicle maintenance and other things have been zeroed out.

City Manager Dr. Moore explained that the money came out of the law enforcement protection fund and that is why it was zeroed out.

**Public Hearing - For the purpose of – City of Rio Communities Interim Budget for Fiscal Year 2025 - 2026**

**Motion and roll call vote to recess Regular Business Meeting session and to go into Public Hearing**

Motion with a roll call made by Council Gordon to go into a public hearing for the City of Rio Communities Interim Budget for Fiscal Year 2025-2026. Seconded by Councilor Marquez.

Voting Yea:  
Councilor Gordon  
Councilor Apodaca  
Councilor Nelson  
Councilor Marquez

Motion passed with a 4-0 vote at 6:28pm.

City Manager Dr. Moore explained how the interim budget works and stated that there can be changes to the final budget but to do that the city has to show the revenue the city is bringing in order for the state to approve it. He stated that he needs direction on the 10,000 for the spring fiesta and the increase in health care. He then stated that the police chief salary has not been added.

Councilor Apodaca asked what the total would be for the health increase would be.

Clerk - Treasurer Hubbard - stated it will be \$304,086 for the 20% increase for the full 12 months.

City Manager Dr. Moore explained it comes out of all funds.

Councilor Marquez asked if they wanted to keep the fiesta funds at \$10,000k or lower it.

Councilor Nelson stated to keep it at \$10,000.

City Manager Dr. Moore stated we have the months of May and June to see if we can come up with some cost-of-living wages for the employees.

Mayor Ramsell asked what the Goodman and Damon Ave. match was.

City Manager Dr. Moore stated for Goodman and Damon is a 25% match. He explained after the match grant \$175,000 there is \$83,000 to deal with increase in cost with tariffs.

Councilor Marquez asked if the city is ready to utilize the grants that expires in December.

Mayor Ramsell asked if the Don Diego Match has changed.

City Manager Dr. Moore stated that it has not changed and that it will expire in 2027.

City Manager Dr. Moore stated if the Council wants to include the differential for health insurance in the interim budget.

Clerk - Treasurer Hubbard stated the total cost will be \$304,543.20 for health premiums. He stated that he could break it down and have it at the next meeting.

#### **Motion and roll call vote to go back into Regular Business Meeting session**

Motion with a roll call vote made by Councilor Nelson to go back into regular business meeting session.  
Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote at 6:50pm.

#### **Discussion, Consideration, Decision – Purchase Agreement Contract between the City of Rio Communities and Albuquerque Asphalt, Inc. for the Goodman Ave. Reconstruction Project**

City Manager Dr. Moore recommended to table this until the next business meeting.

Motion made by Councilor Nelson to table this agenda item until the next regular business meeting.  
Seconded by Councilor Marquez.

Voting Yea:

Councilor Gordon  
Councilor Apodaca  
Councilor Nelson  
Councilor Marquez

Motion passed with a 4-0 vote

**Discussion, Consideration, Decision – City of Rio Communities Interim Budget for Fiscal Year 2025-2026**

Motion made by Councilor Marquez to approve the City of Rio Communities interim budget for the fiscal year 2025-2026. Seconded by Councilor Gordon.

Voting Yea:

Councilor Gordon  
Councilor Apodaca  
Councilor Nelson  
Councilor Marquez

Motion passed with a 4-0 vote

**Discussion, Consideration, Decision – Approval of Out of State travel for Fire Chief Tabet and Capt. Good to tour the Braun ambulance factory in Fort Wayne Indiana at the end of May 2025, at no Cost to the City of Rio Communities**

Fire Chief Tabet stated that this trip is to look at an ambulance and they will pay for us to see the ambulance before we spend the amount they are asking, they will pay for everything.

Motion made by Councilor Nelson to approve the out of state travel for Fire Chief and Capt. Good to tour the Braun ambulance factory in Fort Wayne Indiana at the end of May 2025, at no cost to the city. Seconded by Councilor Apodaca.

Voting Yea:

Councilor Gordon  
Councilor Apodaca  
Councilor Nelson  
Councilor Marquez

Motion passed with a 4-0 vote

**Council Discussion**

Councilor Marquez asked about the mining of the dirt that is going on south of the city and if the city has received any permits.

City Manager Dr. Moore stated if they are moving dirt on site due to the road construction they do not need a permit.

Councilor Nelson stated that they are not taking off the same plat of land as the bypass road.

Councilor Marquez asked for the Bill Brown fund total amount. He then asked about Judge candidates for City and asked if there were any new candidates.

City Manager Dr. Moore stated the city has received one resume for Judge and he will get the amount of the Bill Brown fund to Council.

Councilor Marquez talked about the police department policies and procedures and stated with Lexipol it will take up to a year.

City Manager Dr. Moore explained how Lexipol works and policies and procedures and stated that they could adopt sections of this at a time. He also explained that the City has its own policies and procedures that all City employees must follow.

Councilor Marquez asked for interim policies and procedures to have something in place.

City Manager Dr. Moore explained that they do follow the personal manual, and they also have to follow state police, and he is recommending a good policy direction.

Mayor Ramsell stated that they have procedures from the Municipal League as well.

Councilor Marquez stated that there are a few things that need to be reviewed

City Manager Dr. Moore explained that the police department are city employees, and they have to follow the personal manual the city has.

Councilor Marquez asked about the EDC website and stated it has been wiped out. He then asked about the Belen High School graduation. He promoted the Spring Festival and talked about all the fun things that are going to be happening on May 31, 2025, from 9:00am – 5:00pm.

Councilor Nelson congratulated Seargent Rodriquez.

Councilor Apodaca the same congratulated Seargent Rodriquez.

Mayor thanked both departments for being at the event in Rio Rancho and congratulated Seargent Rodriquez.

**Executive Session - For Complaints against the Police Chief pursuant to NMSA 10-15-1(H)(2) - Limited Personnel Matters**

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

Motion with roll call vote made by Councilor Gordon to go into closed session. Seconded by Councilor Apodaca

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote at 7:15pm



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

Motion made by Councilor Gordon to go back into the regular business meeting session. Seconded by Councilor Nelson.

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote at 7:58pm

**Welcome everyone back and statement by the Mayor:**

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

Voting Yea:

Councilor Gordon

Councilor Apodaca

Councilor Nelson

Councilor Marquez

Motion passed with a 4-0 vote

**Adjourn**

Motion made by Councilor Nelson to adjourn. Seconded by Councilor Gordon. Motion carried a 7:79pm.

Respectfully submitted,

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Roy Hubbard, Municipal Clerk – Treasurer  
(Taken and Transcribed by Lalena Aragon, Deputy Clerk)

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

Approved:

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Joshua Ramsell,  
Mayor

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Lawrence R. Gordon,  
Mayor Pro-tem/Councilor

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Arthur Apodaca,  
Councilor

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Thomas Nelson,  
Councilor

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Matthew Marquez,  
Councilor



Rio Communities, NM

# Expense Approval Register

Packet: APPKT01510 - AP 2025.05.27

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 11000 - General Operating Fund</b>					
Woodlands Hardware	016493/1	05/21/2025	Various Supplies	11000-5101-56030	68.72
Maloy Mobile Storage Inc.	0334502-IN	05/21/2025	40' Storage Container Serial#...	11000-5101-55999	243.68
Maloy Mobile Storage Inc.	0334788-IN	05/21/2025	40' Storage Container Serial#...	11000-5101-55999	243.68
Sharp Electronics Corporation	14807645	05/21/2025	Dell server warranty ext for S...	11000-2002-56010	1,340.62
New Mexico Department of ...	20240980	05/21/2025	Training Online for Jose Rodr...	11000-3001-57050	65.00
NM Local Government Law	2885	05/21/2025	Legal Services -FY 2024-2025	11000-2002-55020	4,658.01
TLC Uniforms	291434	05/21/2025	QTY 2 Vest Undercover Travel..	11000-3001-56110	195.94
Sharp Electronics Corporation	39185946	05/21/2025	Finance Department Copies	11000-2004-57090	201.81
Sharp Electronics Corporation	39185947	05/21/2025	C#800608808 Police Dept. Pr...	11000-3001-57130	23.41
Wells Fargo Financial Leasing	5034266532	05/21/2025	CH Server Lease	11000-2002-57130	174.48
Rentokil North America Inc.	77508402	05/21/2025	City Hall	11000-2002-55030	198.63
Sharp Electronics Corporation	9005337396	05/21/2025	Library Copies	11000-4004-57090	83.77
Sharp Electronics Corporation	9005337397	05/21/2025	City Hall Copies	11000-2002-57090	300.97
Valencia County Fiscal Office	AC2025-45	05/21/2025	FY24-25 Animal Control	11000-3004-55999	1,669.55
<b>Fund 11000 - General Operating Fund Total:</b>					<b>9,468.27</b>
<b>Fund: 20900 - Fire Protection</b>					
UniqueFleet, LLC.	25178	05/21/2025	Fire Fleet maintenance	20900-3002-54040	4,425.74
UniqueFleet, LLC.	25179	05/21/2025	Fire Fleet maintenance	20900-3002-54040	832.95
UniqueFleet, LLC.	25231	05/21/2025	Fire Fleet maintenance	20900-3002-54040	659.32
UniqueFleet, LLC.	25235	05/21/2025	Fire Fleet maintenance	20900-3002-54040	1,615.02
UniqueFleet, LLC.	25236	05/21/2025	Fire Fleet maintenance	20900-3002-54040	1,438.06
UniqueFleet, LLC.	25237	05/21/2025	Fire Fleet maintenance	20900-3002-54040	1,757.22
UniqueFleet, LLC.	25254	05/21/2025	Fire Fleet maintenance	20900-3002-54040	130.22
Andy's Boot Shop	5.14.25 2100.00	05/21/2025	boots.	20900-3002-56090	2,100.00
Napa Auto Parts	548636	05/21/2025	truck maintenance open po	20900-3002-54040	135.34
Napa Auto Parts	548716	05/21/2025	truck maintenance open po	20900-3002-54040	16.97
Napa Auto Parts	550839	05/21/2025	truck maintenance open po	20900-3002-54040	57.41
Rentokil North America Inc.	77508500	05/21/2025	Fire Department	20900-3002-55030	158.44
Boundtree Medical	85766609	05/21/2025	med supplies	20900-3002-56070	612.90
Boundtree Medical	85766610	05/21/2025	med supplies	20900-3002-56070	56.41
Sharp Electronics Corporation	9005331829	05/21/2025	Fire Department Copies	20900-3002-57090	25.52
MES Service Company, LLC	IN2255560	05/21/2025	structural fire uniforms	20900-3002-56090	135.00
LN Curtis	INV949717	05/21/2025	gaskets	20900-3002-56030	34.00
<b>Fund 20900 - Fire Protection Total:</b>					<b>14,190.52</b>
<b>Grand Total:</b>					<b>23,658.79</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
11000 - General Operating Fund	9,468.27
20900 - Fire Protection	<u>14,190.52</u>
<b>Grand Total:</b>	<b>23,658.79</b>

**Account Summary**

Account Number	Account Name	Expense Amount
11000-2002-55020	Contract - Attorney Fees	4,658.01
11000-2002-55030	Contract - Professional S...	198.63
11000-2002-56010	Software	1,340.62
11000-2002-57090	Printing/Publishing/Adve..	300.97
11000-2002-57130	Rent of Equipment/Mach..	174.48
11000-2004-57090	Printing/Publishing/Adve..	201.81
11000-3001-56110	Supplies - Uniforms/Linen	195.94
11000-3001-57050	Employee Training	65.00
11000-3001-57130	Rent of Equipment/Mach..	23.41
11000-3004-55999	Contract - Other Services	1,669.55
11000-4004-57090	Printing/Publishing/Adve..	83.77
11000-5101-55999	Contract - Other Services	487.36
11000-5101-56030	Supplies - Field Supplies	68.72
20900-3002-54040	Maintenance & Repairs - ...	11,068.25
20900-3002-55030	Contract - Professional S...	158.44
20900-3002-56030	Supplies - Field Supplies	34.00
20900-3002-56070	Supplies - Medical	669.31
20900-3002-56090	Supplies - Safety	2,235.00
20900-3002-57090	Printing/Publishing/Adve..	25.52
Grand Total:		23,658.79

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	<u>23,658.79</u>
<b>Grand Total:</b>	<b>23,658.79</b>

Authorization Signatures

MAYOR & COUNCILORS

\_\_\_\_\_  
JOSHUA RAMSELL, MAYOR

\_\_\_\_\_  
LAWRENCE GORDAN, COUNCILOR

\_\_\_\_\_  
ARTHUR APODACA, COUNCILOR

\_\_\_\_\_  
MATTHEW MARQUEZ, COUNCILOR

\_\_\_\_\_  
THOMAS NELSON, COUNCILOR

ATTEST:

\_\_\_\_\_  
ROY HUBBARD, MUNICIPAL CLERK-TREASURER

**STATE OF NEW MEXICO  
CITY OF RIO COMMUNITIES  
RESOLUTION NUMBER: 2025-\_\_**

**RESOLUTION ADOPTING MUNICIPAL RECORDS RETENTION POLICY and EMAIL  
RETENTION GUIDELINES**

**WHEREAS**, the Governing Body recognizes that a records information management and retention policy is essential to the proper maintenance, storage, and destruction of all records used, created, received, maintained or held by the City of Rio Communities; and

**WHEREAS**, previous schedules prepared by the NM State Records and Archives Division and utilized by municipalities have been repealed by NM State Records and Archives; requiring the development of a "New Mexico Municipal Records Retention Schedule" as prepared by the NM Municipal Clerks and Finance Officers Association; and

**WHEREAS**, this policy will reduce requirements for storage space, ensure consistency in disposition and handling, reduce chances of reckless disposal, and ensure compliance with the State of New Mexico retention requirements.

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

**SECTION 1:** Municipal records will be held in accordance with the New Mexico Municipal Records Retention Schedule, as attached hereto. Such schedule may be updated from time to time by the Municipal Clerk to reflect any federal, state, or local changes in retention requirements.

**SECTION 2:** Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the Municipal Clerk.

**SECTION 3:** Electronic messages (E-mail) shall be held in accordance with the email retention guidelines attached hereto.

**SECTION 4:** All previous retention schedules and email policies are hereby rescinded.

**PASSED, APPROVED AND ADOPTED THIS 27th DAY OF MAY 2025 BY THE GOVERNING BODY  
OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

APPROVED:

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Joshua Ramsell, Mayor

ATTEST:

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Roy Hubbard, Municipal Clerk-Treasurer



## **E-mail Retention Guidelines**

### **1. What are the retention requirements for E-Mail?**

E-mail communications relating to municipal business are part of the Municipality's records and shall be retained depending upon the nature of the document, consistent with the retention requirements for that type of document. E-mail may include public records or transitory information. Only those e-mail classified as public records in the Public Records Act, or the Municipality's adopted records retention schedules, must be retained based on established retention periods published therein. The content of e-mail may vary considerably; therefore, each e-mail shall be evaluated to determine if it meets the definition of a public record.

### **2. Which E-mail constitute public records?**

E-mail and attachments identified as public records shall be retained and stored for as long as required under the appropriate retention period provided in the Municipality's adopted records retention schedules. E-mail that are public records include but are not limited to:

- A. Policies and directives;
- B. Correspondence or memoranda that contain final directives, determinations, instructions or guidance regarding public business;
- C. Minutes of the Governing Body or Boards and Commissions, advisory groups, ad-hoc committees or work groups developing programs;
- D. Messages that authorize, establish or complete a business transaction; or
- E. Final reports or recommendations such as to the Governing Body or Boards and Commissions or produced by task forces or study groups.

### **3. Which E-mail are NOT public records?**

Non-record and transitory e-mail do not set policy, provide directives, establish guidelines or procedures nor do they certify transactions; they may be destroyed at the discretion of the user. Non-record and transitory e-mail include but are not limited to:

- A. Duplicate copies of messages sent to multiple people;
- B. Personal messages and announcements not related to official City business;
- C. Preliminary drafts of letters, reports and memoranda;
- D. Messages considered brainstorming or preliminary thought processes in nature, reflecting the exchange of ideas preliminary to the development of a final decision or position of the City;
- E. Transmittal e-mail that do not add substantive information to the attachment(s) being transmitted;
- F. Copies of documents distributed for convenience or reference;
- G. Announcements of social events, such as retirement parties;
- H. Spam (unsolicited, commercial E-mail); and
- I. Messages to or from E-mail distributions lists (listserv) not directly related to City business.

### **4. Other Considerations**

- A. E-mail should be filed in a manner that enhances accessibility and assists in records management and retention.
- B. The attachment an e-mail contains falls under records management, not the e-mail which transmits it unless the body of the email adds substantive information to the attachment.

## Records Destruction Guidelines

A municipality must have the authority to destroy records before an actual destruction can take place. The authority is granted by the adoption of the "Uniform Municipal Records Retention Schedule" by the governing body.

### Steps to Conducting a Records Destruction:

1. Notify all departments that a destruction will take place. Request a list of all records eligible for destruction by a cut-off date. A common cut-off date is June 30<sup>th</sup>, the end of a fiscal year.
2. Make arrangements for the eligible records to be delivered to your records holding area.
3. Review each department's list to insure that all records being recommended are eligible for destruction. Compile a master list of all eligible records,
4. Submit your master list to your city attorney for review, to ensure that records needed for any legal matters are not being recommended for destruction.
5. Review your master list for any potential historical records. If you have established a municipal archives, the list may be reviewed by the director/manager of that archives.
6. Once the list has been reviewed by legal and historical, you may submit the remaining entries to the governing body. Place an action item on a meeting agenda: Annual Records Destruction – permission to destroy records. This action requires only a simple motion to be adopted.
7. Once the governing body has given their approval to destroy the records, schedule the actual destruction.

Legal destruction methods in New Mexico include:

- Witnessed burial (at a landfill)
- Shredding
- Destruction by a certified/bonded recycler

Which method you select will depend on the quantity of records to be destroyed, staff time available and/or funding available. Unless the quantity of records to be destroyed is quite small, it is rarely cost or time-effective to do the shredding in-house. Most office shredders are not robust enough to handle a larger volume of records.

If you are considering destruction by a certified/bonded recycler, to get an estimate, you will need to provide the total number of boxes (cubic foot boxes) and whether you must have the destruction done on-site, or if you will allow the company to simply pick the records up. You may have to remove any three-ring binders - but check with your vendor. There may also be a "deadhead" charge to get the truck to your location. To help reduce costs, contact your local bank and find out who does their records destruction and when their pickup is scheduled. Contact that company and see if you can piggy-back on the bank's records destruction, and perhaps save a little money (at least the deadhead costs).

8. Once the destruction has been completed, prepare a Certificate of Destruction with an attached list of the records that were destroyed and the date of the destruction. File this certificate as a permanent record in the minute book.
9. Report back to the governing body with the total number of boxes (cubic feet) of records destroyed. It's often easier to convert the number of cubic feet to "four-drawer filing cabinets" to provide a visual as to the amount of space that has been saved/recouped. It is also good to recognize the departments that participated in your records destruction.

Remember: the destruction of records without the approval of the governing body may be considered "tampering with public record", and is a fourth degree felony (§ 30-26-1).

**City of Rio Communities**  
**ELECTION RESOLUTION**  
Resolution No. 2025-\_\_\_\_

**WHEREAS**, the Governing Body of the City of Rio Communities, New Mexico has opted into the Local Election Act, Article I, Section 1-22-3 of NMSA 1978; and

**WHEREAS**, the Governing Body of the City of Rio Communities wishes to convey the correct and complete election information to the Valencia County Clerk as required by 1-22-4(A)

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

- A. A regular local election is to be held on Tuesday November 4, 2025. Polls will open at 7:00am and close at 7:00pm; and
- B. At the regular local election, persons shall be elected to fill the following municipal elective offices:
  - 1. ONE Mayor (4 year-term)
  - 2. ONE Councilor (4 year-term)
  - 3. ONE Councilor (4 year-term)
  - 4. ONE Municipal Judge (4 year-term)
- C. All Declarations of Candidacy shall be filed in the Office of the Valencia County Clerk on August 26, 2025, between 9:00am and 5:00pm
- D. All Declarations of Candidacy for write-in candidates shall be filed on the Office of the Valencia County Clerk on September 2, 2025, between the hours of 9:00am and 5:00pm.
- E. The casting votes by qualified municipal electors shall be recorded on paper ballots to be counted by electronic vote tabulators.

**Adopted and approved this 27th day of May 2025.**

**City of Rio Communities Governing Body**

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Joshua Ramsell,  
Mayor

ATTEST:

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Roy Hubbard,  
Municipal Clerk-Treasurer

(To be published in accordance with 3-8-26A NMSA 1978.)

cc: County Clerk  
Secretary of State

**CIUDAD DE RIO COMMUNITIES**  
**RESOLUCIÓN ELECTORAL**  
**Resolución Núm. 2025-\_\_**

**CONSIDERANDO QUE**, el Órgano de Gobierno de la Ciudad de Rio Communities, Nuevo México, ha optado por participar en la Ley de Elecciones Locales, Artículo I, Sección 1-22-3 de NMSA 1978; y

**CONSIDERANDO QUE**, el Órgano de Gobierno de la Ciudad de Rio Communities desea transmitir la información electoral correcta y completa a la Secretaria del Condado de Valencia según lo exige la Sección 1-22-4(A) NMSA 1978;

**POR LO TANTO, SE RESUELVE POR EL ÓRGANO DE GOBIERNO DE LA CIUDAD DE RIO COMMUNITIES, ESTADO DE NUEVO MÉXICO, QUE:**

A. Se llevará a cabo una Elección Local Regular el día martes, 4 de noviembre de 2025. Las urnas abrirán a las 7:00 a.m. y cerrarán a las 7:00 p.m.

B. En la Elección Local Regular, se elegirá a las siguientes personas para ocupar cargos municipales electivos:

1. UN (1) Alcalde (Plazo de 4 años)
2. UN (1) Concejal (Plazo de 4 años)
3. UN (1) Concejal (Plazo de 4 años)
4. UN (1) Juez Municipal (Plazo de 4 años)

C. Todas las Declaraciones de Candidatura deberán presentarse en la Oficina del Secretario del Condado de Valencia el día 26 de agosto de 2025, entre las 9:00 a.m. y las 5:00 p.m.

D. Todas las Declaraciones de Candidatura para candidatos por escrito deberán presentarse en la Oficina del Secretario del Condado de Valencia el día 2 de septiembre de 2025, entre las 9:00 a.m. y las 5:00 p.m.

E. Los votos emitidos por los electores municipales calificados se registrarán en boletas de papel y se contarán mediante tabuladores electrónicos de votos.

**Adoptado y aprobado este 27 de mayo de 2025.**

## ÓRGANO DE GOBIERNO DE LA CIUDAD DE RIO COMMUNITIES

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Joshua Ramsell, Alcalde

DA FE:

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Roy Hubbard, Secretario-Tesorero Municipal

(Para ser publicado de acuerdo con la Sección 3-8-26(A) NMSA 1978.)

cc:

- Secretario del Condado
- Secretaria de Estado



**STATE OF NEW MEXICO  
CITY OF RIO COMMUNITIES  
RESOLUTION 2025-\_\_\_\_  
(Amending Resolution 2025-009)  
60-Day Burn Ban  
(OUTDOOR BURN BAN)**

- WHEREAS,** Drought combined with high wind conditions have caused the fire season to begin in March 2025; and
- WHEREAS,** The National Weather Service (NWS) forecasts temperatures in New Mexico to continue to range from above-to-well-above average temperatures; and drought conditions in New Mexico to persist; and
- WHEREAS,** Continued heavy fuel loading, low humidity, high heat, and winds increase the danger of wildland, brush, and grass fires, posing an extremely high fire risk in and around the City of Rio Communities; and
- WHEREAS,** These fires would threaten homes and structures, putting the health and safety of our residents at risk.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Governing Body of the City of Rio Communities declares an exceptional drought condition exists in our municipality and high fire risk hazards represent a significant and immediate threat to the safety, health, and welfare to the residents of Rio Communities; and,

**THEREFORE,**

Any type of outdoor burning, including but not limited to the use of fire pits, open flame stoves, chainsaws without spark arrestors, landscape burning, campfires, and other open flame sources is hereby prohibited within the City of Rio Communities for an additional 60 days.

**PASSED, APPROVED AND ADOPTED THIS 27th DAY OF MAY 2025 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

**City of Rio Communities Governing Body**

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Joshua Ramsell  
Mayor

**ATTEST:**

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Roy Hubbard  
Municipal Clerk-Treasurer

**STATE OF NEW MEXICO  
CITY OF RIO COMMUNITIES  
RESOLUTION NUMBER: 2025-\_\_\_\_**

**RESOLUTION ADOPTING GRANT MANAGEMENT INTERNAL CONTROL POLICY**

**WHEREAS**, the Governing Body has determined that there is a need for a Grant Management Internal Control Policy to ensure effective and compliant grant management in accordance with federal, state and local laws.

**WHEREAS**, the Governing Body agrees that the grant management internal policy applies to all departments, employees, and stakeholders involved in the grant lifecycle.

**NOW, THEREBY, BE IT RESOLVED** by the Governing Body of the City of Rio Communities that the Grant Management Internal Control Policy attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that this policy shall apply to all City officials, appointees, employees, volunteers, and independent contractors.

**PASSED, APPROVED AND ADOPTED THIS 27th DAY OF MAY 2025 BY THE GOVERNING BODY  
OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Roy Hubbard, Municipal Clerk-Treasurer

## City of Rio Communities

### Grant Management Internal Control Policy

Effective Date: PENDING

Approved By: PENDING

Policy Owner: Municipal Clerk-Treasurer / Finance Department

#### 1. Purpose

This policy establishes a framework for internal control over the grant lifecycle to ensure effective and compliant grant management in accordance with federal, state, and local laws, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance – 2 CFR Part 200).

#### 2. Scope

This policy applies to all departments, employees, and stakeholders involved in any aspect of the grant lifecycle—programmatic, financial, procurement, reporting, or compliance—across the City of Rio Communities.

#### 3. Policy Components

##### I. Control Environment

- - Grant-related decisions shall be made across the entity to ensure consistency and strategic alignment.
- - Department heads must designate qualified staff for grant responsibilities and ensure they are trained and capable.
- - Staff shall be given the appropriate authority and accountability to fulfill their grant-related tasks.
- - Staff performance and accountability will be regularly evaluated.
- - Cross-functional teams may be created in larger departments to promote integrated grants management.

##### II. Risk Assessment

- - Conduct and document regular risk assessments of the City's grant-related operations.
- - Use internal control questionnaires to guide the assessment process.
- - Assess each grant program's risk level (high, medium, low) to inform control activities.
- - Evaluate cost/benefit before implementing new control activities.
- - Consider fraud risk in all grant-related operations.
- - Monitor regulatory, technological, personnel, and operational changes that may impact grants.

### **III. Control Activities**

- - Maintain written, current policies and procedures for all grant-related activities.
- - Create schedules for periodic updates to policies and procedures.
- - Ensure staff follow federal, state, and local regulations, including Uniform Guidance requirements.
- - Implement controls to verify the accuracy and reliability of third-party data (e.g., subrecipients, contractors).
- - Develop, document, and maintain IT controls and ensure annual reviews of these policies.
- - Comply with applicable standards for financial management systems.
- - Use financial systems to meet grant compliance and reporting requirements.
- - Follow procurement standards, including use of debarment lists when selecting contractors.

### **IV. Information and Communication**

- - Clearly document the City's responsibilities under each grant and make this information available to stakeholders.
- - Track and distinguish grants by source (federal, state, local, private).
- - Maintain records of each grant's duration, reporting deadlines, and administrative requirements.
- - Include all grant conditions in communication with contractors and partners.
- - Ensure grant-related data is accessible to internal departments and decision-makers.
- - Maintain open communication with grantors, auditors, and subrecipients to foster compliance and clarity.
- - Establish regular collaboration with financial and program auditors to ensure accurate reporting and audit readiness.

### **V. Monitoring**

- - Implement ongoing (daily/weekly) and periodic (quarterly/annual) monitoring of programmatic and financial grant compliance.
- - Conduct an annual review of the risk assessment process.
- - Communicate all identified deficiencies to senior management and elected officials.
- - Establish corrective action plans that clearly identify responsible parties, timelines, and steps for resolution.

### **4. Responsibilities**

- Department Heads: Ensure staff compliance with policy and assign knowledgeable grant personnel.
- Finance/Grants Staff: Oversee execution of policy, maintain documentation, and ensure compliance with all requirements.
- Clerk-Treasurer: Serve as the centralized authority for policy enforcement and communication with external agencies.

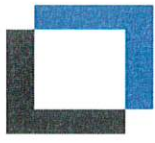
#### 5. Review Cycle

This policy shall be reviewed at least once every three years, or sooner if significant changes occur in laws, guidance, or grant activities.



City of Rio Communities

Request for Quote  
Accounting Services



# Beasley, Mitchell & Co.

Certified Public Accountants

May 22, 2025

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

Re: Request for Quote

Dear Dr. Martin Moore,

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

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

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

Very truly yours,

Dahlia Garcia, CPA  
Partner





## **TEAM QUALIFICATIONS AND EXPERIENCE**

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

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

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

Staff Assigned to the City:

- Brad Beasley, CPA, CGMA, Leading Partner
- Dahlia Garcia, CPA, Audit & Assurance Partner
- Itza Sosa, CPA, MAcc, Audit & Assurance Senior
- Lizeth Martinez, Client Accounting Services Manager
- Viviana Solis, Client Accounting Services Specialist

**Qualifications found on next page**

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

## TEAM QUALIFICATIONS AND EXPERIENCE (CONTINUED)

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



#### **Qualifications**

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

### **Dahlia Garcia, CPA, Audit & Assurance Partner**



#### **Qualifications**

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

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



#### **Qualifications**

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

## TEAM QUALIFICATIONS AND EXPERIENCE (CONTINUED)

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### **Lizeth Martinez, CAS Manager**



#### **Qualifications**

Lizeth (Liz) Martinez, Client Accounting Services (CAS) Manager, joined Beasley, Mitchell & Co. as a CAS Manager in 2024. Liz graduated with a Bachelor of Business Administration and Accounting from New Mexico State University in 2018. Liz comes to us with over eight years of experience in accounting and as a controller. She currently holds a manager position in the CAS department, where she oversees multiple clients and staff who process payroll and accounting services and prepare financials for BMC clients. Liz's experience and tasks include QuickBooks, payroll, tax accounting functions, and extensive experience in various computer software.

### **Viviana Solis, CAS Specialist**



#### **Qualifications**

Viviana has over ten years of experience improving operational efficiency and ensuring financial health for non-profit and for-profit organizations. Her background includes experience in month-end close processes, financial reporting, budget development, audit preparation and grants management. She is a graduate of New Mexico State University.



## PROPOSED FEES

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ESTIMATED FEE SCHEDULE FYE 2024 FOR 5 MONTHS			
	Estimated Hours	Frequency	Cost
Bank Reconciliation	65	Monthly	\$ 10,400
Quarterlies	60	Quarterly	9,600
Budget Assistance	25	Annually	4,000
Other	50	\$160/Hourly	8,000
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Sub-Total	200		32,000
Tax			2,760
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<b>Total</b>	200		<b>\$ 34,760</b>

These proposed fees are for the five month period covering June 1, 2025, to October 31, 2025.

We bill based on hourly rates, which will be capped at \$160 and \$45,000 total for the listed services above.

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



The City of Rio Communities  
360 Rio Communities Blvd.  
Rio Communities, NM 87002  
(505) 861-6803

## EMERGENCY PROCUREMENT

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety, or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. **Name of Agency:** City of Rio Communities

**Agency Chief Procurement Officer:** Dr. Martin Moore PH.D

**Telephone Number:** 505-861-6803

II. **Name of Contractor:** Beasley, Mitchell & Co., LLP.

**Address of Contractor:** PO Box 550, 509 S. Main St. Suite A, Las Cruces, NM 88001

**Amount of prospective contract:** \$45,000.00 plus NMGR

**Term of prospective contract:** June 1, 2025 – October 31, 2025

III. **Please thoroughly list the services (scope of work), services or items of tangible personal property of the contract:** Due to loss of City staffing in the Finance and Purchasing Departments, the City of Rio Communities will need to expand the service offered by the Contractor: Beasley, Mitchell & Co., LLP in the areas of Accounting, Payroll, Financial Statement, Financial System Support, DFA Quarterly Reporting, Budgeting, Internal Controls, Procurement, Audit Services, and other Financial and Procurement issues as specify.

IV. **Provide an explanation for the justification of the procurement including a description of the practicable competition utilized.** The extension of the agreement is requested as any other procurement method, including obtaining additional quotes, would take too long and putting the City in the position of not being able of recording transactions, to include paying City contractors, vendors, and employees; bookkeeping and payroll service; compiled financial statements; managing the accounting system; monitor internal controls; tax preparation services; budget assistance; audit services as required by

City and the State of New Mexico; and other financial services as needed. This will give the City the time to issue an RFP for Financial Services and to fill open positions and train new staff in the finance and procurement areas of the Finance Department. The contractor is currently providing these services, and it would take 6 to 12 month to train a new provider to understand and operate the City's financial and procurement systems.

Certified by:

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

\_\_\_\_\_  
Agency Chief Procurement Officer

Agency Approval by:

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

\_\_\_\_\_  
Mayor or Designee