



## City of Rio Communities Council Regular Business Meeting

City Council Chambers - 360 Rio Communities Blvd

Rio Communities, NM 87002

Monday, March 23, 2026 6:00 PM

### Agenda

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**

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

**Council – Michael Melendez, Thomas Nelson, Matthew Marquez**

#### Call to Order

#### Pledge of Allegiance

#### Roll Call

#### Approval of Agenda

#### Consent Agenda

1. **Approval of Minutes February 23, 2026 Regular Business Meeting and March 9, 2026 Regular Business Meeting.**
2. **Approval of Accounts Payable**

**Public Comment:** 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.

#### Manager Report

3. **Attorney Transition**
4. **Local Option GRT for Economic Development.**
5. **LEADS Grant.**
6. **Maverick Update.**
- 7 **Upcoming proposals to City Council**
  - a) **Uniform Traffic Code Fees and Fines**
  - b) **Municipal Code Update.**
  - c) **Lexipol**
8. **Update on Road Projects.**
9. **IPRA and Burn Permit Fees**
10. **Joint Meeting with Planning and Zoning Commission.**

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.

## Action Items

11. Discussion, Consideration, and Decision – Declare State of Emergency due to Severe Drought and High Fire Risk.
12. Discussion, Consideration, and Decision – Appointment of Ronald McCormick for Planning and Zoning.
13. Discussion, Consideration, and Decision – Approval of Fiscal Year 2026-2027 Budget Calendar.
14. Discussion, Consideration, and Decision – Approval to Lease for Exclusive Retail use to Dough Daddy's Delights, 639 Sq Feet of Space inside the City Complex Building Located at 360 Rio Communities Blvd.
15. Discussion, Consideration, and Decision – Approval to Replace Four (4) Light Poles and Lights on or Near Highway 304 Using Insurance Payments and Budgeted Funds.

**Executive Session - for the discussion of the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8)**

- \* Motion and roll call vote to go into close session
- \* Motion and roll call vote to go back into the regular business meeting session
- \* Welcome everyone back and statement by the Mayor:

## Council Discussion

### Adjourn

Please join us from the comfort and safety of your own home by entering the following link: @  
<http://www.youtube.com/@CityofRioCommunities>



**City of Rio Communities Council Regular Business Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday February 23, 2026, 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Mayor - Joshua Ramsell**  
**Mayor Pro Tem - Lawrence R. Gordon**  
**Council – Michael Melendez, Thomas Nelson, Matthew Marquez**

**Call to Order**

Mayor Ramsell called the meeting to order at 6:08pm

**Pledge of Allegiance**

Councilor Gordon led the pledge of allegiance.

**Roll Call**

**Governing Body**

Mayor Joshua Ramsell  
Councilor Matthew Marquez  
Councilor Lawrence Gordon  
Councilor Thomas Nelson  
Councilor Michael Melendez

**Staff**

Manager Dr. Martin Moore  
City Attorney Randall Van Vleck  
Municipal Clerk Jennifer Gauna

**Approval of Agenda**

**Motion made by Councilor Marquez to approve agenda. Seconded by Councilor Nelson.**

Voting Yea:

Councilor Marquez  
Councilor Nelson  
Councilor Gordon  
Councilor Melendez

Motion Passed with a 4-0 Vote

**Consent Agenda**

**Motion made by Councilor Marquez to approve consent agenda with corrections stated. Seconded by Councilor Nelson.**

Voting Yea:

Councilor Melendez  
Councilor Marquez  
Councilor Nelson  
Councilor Gordon

Motion passed with a 4-0 vote

**Public Comment**

No public comment at this time.

**Manager Report**

**Upcoming VALEO Meeting**

**Upcoming Public Hearing for Simple Replat.**

**Codification Through Muni Code Started.**

**Action Items**

**Discussion, Consideration, and Decision – Approval of 2026 on Call Hourly Rates for HDR Engineering and Approval of Don Diego Road Reconstruction Construction Related Services for HRD Engineering.**

**Motion made by Councilor Gordon to approve 2026 on Call Hourly Rates for HDR Engineering and Approval of Don Diego Road Reconstruction Construction Related Services for HRD Engineering. Seconded by Councilor Melendez.**

Voting Yea:

Councilor Melendez

Councilor Marquez

Councilor Nelson

Councilor Gordon

Motion passed with a 4-0 vote

**Discussion, Consideration, and Decision – Appointments to Boards and Committees; Rio Metro Board, Mid-Rio Grande Council of Governments, Transportation Program Technical Group, Transportation Coordinating Committee, Transportation Board, Water Board, Greater Valencia County Chambers of Commerce.**

**Motion made by Councilor Gordon to approve Appointments to Boards and Committees; Rio Metro Board Councilor Nelson as Primary and Alternate Councilor Melendez, Mid-Rio Grande Council of Governments Primary Mayor Ramsell and Alternate Councilor Gordon and City Manager Dr. Moore, Transportation Program Technical Group Primary Councilor Marquez and Alternate Councilor Nelson, Transportation Coordinating Committee Primary Councilor Marquez and Alternate Councilor Nelson, Transportation Board Primary Councilor Marquez and Alternate Councilor Nelson and City Manager Dr. Moore, Water Board Primary Councilor Melendez and Alternate Councilor Nelson, Greater Valencia County Chambers Primary Councilor Gordon and Alternate Councilor Marquez. Seconded by Councilor Marquez.**

Voting Yea:

Councilor Melendez

Councilor Marquez

Councilor Nelson

Councilor Gordon

Motion passed with a 4-0 vote

**Discussion, Consideration, and Decision – Appointment to Committees; Albuquerque Regional Economic Alliance Public Sector Advisory Council and Economic Development Professional Advisory Council.**

**Motion made by Councilor Nelson to approve Appointment to Committees; Albuquerque Regional Economic Alliance Public Sector Advisory Council, Primary Councilor Gordon and Alternate Councilor Melendez and Economic Development Professional Advisory Council Primary Councilor Nelson and Alternate Mayor Ramsell. Seconded by Councilor Marquez.**

Voting Yea:

Councilor Melendez

Councilor Marquez

Councilor Nelson

Councilor Gordon

Motion passed with a 4-0 vote

**Discussion, Consideration, and Decision – Appointment to Board of Directors of Valencia Regional Emergency Communications Center (VRECC).**

**Motion made by Councilor Nelson to approve Appointment to Board of Directors of Valencia Regional Emergency Communications Center (VRECC) Councilor Gordon and Adrew Tabet. Seconded by Councilor Gordon.**

Voting Yea:

Councilor Melendez

Councilor Marquez

Councilor Nelson

Councilor Gordon

Motion passed with a 4-0 vote

**Executive Session - For the purpose of the discussion of the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8) and Pursuant to §10-15-1(H)(7) and subject to attorney-client privilege, for the limited purpose of discussing threatened or pending litigation**

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

**Motion made by Councilor Nelson to go into close session. Seconded by Councilor Gordon.**

Voting Yea:

Councilor Melendez

Councilor Marquez

Councilor Nelson

Councilor Gordon

Motion passed with a 4-0 vote

**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 session. Seconded by Councilor Gordon.**

Voting Yea:

Councilor Melendez

Councilor Marquez

Councilor Nelson

Councilor Gordon

Motion passed with a 4-0 vote

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

Mayor Ramsell Stated that on Monday February 23, 2026, City of Rio Communities City Council did hold an Executive Session - - For the purpose of the discussion of the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8) and Pursuant to §10-15-1(H)(7) and subject to attorney-client privilege, for the limited purpose of discussing threatened or pending litigation. No Action was taken and no other items were discussed at this time.

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

Voting Yea:

Councilor Melendez

Councilor Marquez

Councilor Nelson

Councilor Gordon

Motion passed with a 4-0 vote.

**Council Discussion**

**Our Next Scheduled meeting will be March 9, 2026, at 6:00pm**

**Adjourn**

Motion made by Councilor Nelson to Adjourn. Seconded by councilor Gordon Motion carried out at 7:39pm

Respectfully submitted,

---

Jennifer Gauna Municipal clerk  
(Taken and Transcribed by Patricia McCloskey, Deputy Clerk)

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

Approved:

---

Joshua Ramsell,  
Mayor

---

Lawrence R. Gordon,  
Mayor Pro-tem/Councilor

---

Michael Melendez,  
Councilor

---

Thomas Nelson,  
Councilor

---

Matthew Marquez,  
Councilor



Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 11000 - General Operating Fund</b>					
Comcast Business	\$521.75	03/17/2026	Code/Fire/EMS Telecommun	11000-3002-57160	521.75
Comcast Business	\$627.68-CH	03/17/2026	City Hall Telecommunication	11000-2002-57160	627.68
NM Water Service Company	0152646516-D	03/17/2026	CH Water Utilities	11000-2002-57173	357.87
PNM	11806730	03/17/2026	Streetlights-Electricity-Utiliti	11000-5104-57170	38.35
NM Water Service Company	1549097118-D	03/17/2026	CH Water Utilities	11000-2002-57173	49.26
Sharp Electronics Corporatio	9225697829	03/17/2026	Finance Department Copies	11000-2004-57090	301.20
NM Water Service Company	9378476233-D	03/17/2026	CH Water Utilities	11000-2002-57173	49.26
Woodlands Hardware	INV#0191861	03/17/2026	Various Supplies	11000-5101-56030	20.98
Woodlands Hardware	INV#0192301	03/17/2026	Various Supplies	11000-5101-56030	100.54
R&R Fleet Services	INV#1006285/1006286	03/17/2026	Oil Changes for Unit 02 & Fo	11000-3001-54040	142.78
Occupational Health Centers	INV#18965623	03/17/2026	Wyn Sanchez-New Employee	11000-4004-55999	102.24
Occupational Health Centers	INV#18980380	03/17/2026	Carlos Gonzales	11000-5101-55999	102.24
Occupational Health Centers	INV#18980380	03/17/2026	Zachariah Hendrick	11000-5101-55999	102.24
Occupational Health Centers	INV#18980380	03/17/2026	Justin Price	11000-5101-55999	102.24
NM Local Government Law	INV#4034	03/17/2026	Legal Services -FY 2024-2025	11000-2002-55020	4,203.83
Sharp Electronics Corporatio	INV#41225431	03/17/2026	Police Department Copies	11000-3001-57090	606.67
Sharp Electronics Corporatio	INV#41464197	03/17/2026	Police Department Copies	11000-3001-57090	187.01
Wells Fargo Financial Leasing	INV#5037936330	03/17/2026	CH Server Lease	11000-2002-57130	174.48
Napa Auto Parts	INV#576200	03/17/2026	Blanket PO for Parts	11000-5101-54040	144.49
Sharp Electronics Corporatio	INV#9005697828 \$86.28	03/17/2026	Library Copies	11000-4004-57090	86.28
Sharp Electronics Corporatio	INV#9005705576	03/17/2026	CH & FD VOIP	11000-2002-55030	782.88
Valencia County Fiscal Office	INV#AC2026-39	03/17/2026	FY24-25 Animal Control	11000-3004-55999	1,083.20
DBC Waters LLC	TICKET#1084582	03/17/2026	Bottled Water Delivery SVS	11000-2002-56060	15.55
<b>Fund 11000 - General Operating Fund Total:</b>					<b>9,903.02</b>
<b>Fund: 20200 - Environmental</b>					
Universal Waste Systems, Inc	INV#0004500310	03/17/2026	Clean Up Day Dumpster SVS	20200-5009-55999	1,065.86
<b>Fund 20200 - Environmental Total:</b>					<b>1,065.86</b>
<b>Fund: 20600 - Emergency Medical Services</b>					
Boundtree Medical	INV# 86127660	03/17/2026	med supplies	20600-3003-56070	1,644.24
Linde Gas & Equipment Inc.	INV#53964880,54488766	03/17/2026	medical oxygen. Blanket P.O	20600-3003-56999	373.79
NM EMS Academy - UNM	INV#56817133	03/17/2026	ce refresher	20600-3003-57050	580.00
NM EMS Academy - UNM	INV#56919152	03/17/2026	Edward Hobbs Emt Course	20600-3003-56100	2,030.00
<b>Fund 20600 - Emergency Medical Services Total:</b>					<b>4,628.03</b>
<b>Fund: 20900 - Fire Protection</b>					
NM Water Service Company	3889605549-C	03/17/2026	FD Water Utilities	20900-3002-57173	87.04
LN Curtis	INV#1044351-A	03/17/2026	annual maintenance	20900-3002-54020	146.00
BRADY COMPANIES LLC	INV#11402896	03/17/2026	tolitries	20900-3002-56050	216.63
Sharp Electronics Corporatio	INV#15079839	03/17/2026	75" AQUOS Boards w/cart an	20900-3002-54050	15,207.98
Sharp Electronics Corporatio	INV#15080262	03/17/2026	FD Copier/Printer	20900-3002-56040	9,288.80
Amazon Business	INV#1MPJV9NCR9F/17NC9	03/17/2026	Wireless HDMI Transmitter a	20900-3002-58030	203.97
Amazon Business	INV#1MPJV9NCR9F/17NC9	03/17/2026	MT-ViKI HDMI Splitter 1 in 4	20900-3002-58030	16.99
Amazon Business	INV#1MPJV9NCR9F/17NC9	03/17/2026	24 Vibrant Chalk Markers for	20900-3002-58030	20.89
Amazon Business	INV#1MPJV9NCR9F/17NC9	03/17/2026	TLC 65 Inch Class QM6K TV	20900-3002-58030	536.98
Amazon Business	INV#1MPJV9NCR9F/17NC9	03/17/2026	Safety Glasses	20900-3002-58030	47.38
Amazon Business	INV#1MPJV9NCR9F/17NC9	03/17/2026	Highwings 8K Fiber Optic HD	20900-3002-58030	93.08
Sharp Electronics Corporatio	INV#9005676497	03/17/2026	Fire Department Copies	20900-3002-57090	104.66
Sharp Electronics Corporatio	INV#9005676947	03/17/2026	Fire Department Copies	20900-3002-57090	104.66
Sharp Electronics Corporatio	INV#9005704203	03/17/2026	Fire Department Copies	20900-3002-57090	5.70
Rentokil North America Inc.	INV#92900348	03/17/2026	Fire Department	20900-3002-55030	177.88
Rentokil North America Inc.	INV#92900439	03/17/2026	Fire Department	20900-3002-55030	177.49
<b>Fund 20900 - Fire Protection Total:</b>					<b>26,436.13</b>

Expense Approval Register

Packet: APPKT01841 - AP 3.17.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 21100 - Law Enforcement Protection</b>					
WOLFCOM Enterprises	INV#S1-00013184	03/17/2026	QTY 6 Body Cams/Docking St	21100-3001-54050	17,690.00
<b>Fund 21100 - Law Enforcement Protection Total:</b>					<b>17,690.00</b>
<b>Fund: 29700 - County EMS GRT</b>					
Craig Independent Tire Co.	TRANS #167794	03/17/2026	TIRE FOR MED1	29700-3003-54040	321.48
<b>Fund 29700 - County EMS GRT Total:</b>					<b>321.48</b>
<b>Fund: 30400 - Road/Street Projects</b>					
HDR Engineering, Inc.	INV#1200779471	03/17/2026	Damon street reconstruction	30400-2002-55030	1,839.71
HDR Engineering, Inc.	INV#1200779476	03/17/2026	Don Diego road Reconstructi	30400-2002-55030	275.57
<b>Fund 30400 - Road/Street Projects Total:</b>					<b>2,115.28</b>
<b>Fund: 39900 - Other Capital Projects</b>					
HDR Engineering, Inc.	INV#1200806832	03/17/2026	On-Call Engineering	39900-2002-55030	5,381.43
<b>Fund 39900 - Other Capital Projects Total:</b>					<b>5,381.43</b>
<b>Grand Total:</b>					<b>67,541.23</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
11000 - General Operating Fund	9,903.02
20200 - Environmental	1,065.86
20600 - Emergency Medical Services	4,628.03
20900 - Fire Protection	26,436.13
21100 - Law Enforcement Protection	17,690.00
29700 - County EMS GRT	321.48
30400 - Road/Street Projects	2,115.28
39900 - Other Capital Projects	5,381.43
<b>Grand Total:</b>	<b>67,541.23</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
11000-2002-55020	Contract - Attorney Fees	4,203.83
11000-2002-55030	Contract - Professional S	782.88
11000-2002-56060	Supplies - Kitchen	15.55
11000-2002-57130	Rent of Equipment/Mac	174.48
11000-2002-57160	Telecommunications	627.68
11000-2002-57173	Utilities - Water	456.39
11000-2004-57090	Printing/Publishing/Adv	301.20
11000-3001-54040	Maintenance & Repairs -	142.78
11000-3001-57090	Printing/Publishing/Adv	793.68
11000-3002-57160	Telecommunications	521.75
11000-3004-55999	Contract - Other Service	1,083.20
11000-4004-55999	Contract - Other Service	102.24
11000-4004-57090	Printing/Publishing/Adv	86.28
11000-5101-54040	Maintenance & Repairs -	144.49
11000-5101-55999	Contract - Other Service	306.72
11000-5101-56030	Supplies - Field Supplies	121.52
11000-5104-57170	Utilities - Electricity	38.35
20200-5009-55999	Contract - Other Service	1,065.86
20600-3003-56070	Supplies - Medical	1,644.24
20600-3003-56100	Supplies - Training	2,030.00
20600-3003-56999	Supplies - Other	373.79
20600-3003-57050	Employee Training	580.00
20900-3002-54020	Maintenance & Repairs -	146.00
20900-3002-54050	Maintenance & Repair -	15,207.98
20900-3002-55030	Contract - Professional S	355.37
20900-3002-56040	Supplies-Furniture/Fixtu	9,288.80
20900-3002-56050	Supplies - Janitorial/Mai	216.63
20900-3002-57090	Printing/Publishing/Adv	215.02
20900-3002-57173	Utilities - Water	87.04
20900-3002-58030	Furniture & Fixtures	919.29
21100-3001-54050	Maintenance & Repair -	17,690.00
29700-3003-54040	Maintenance & Repairs -	321.48
30400-2002-55030	Contract - Professional S	2,115.28
39900-2002-55030	Contract - Professional S	5,381.43
<b>Grand Total:</b>	<b>67,541.23</b>	

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	67,541.23
<b>Grand Total:</b>	<b>67,541.23</b>

# Authorization Signatures

## MAYOR & COUNCILORS

---

JOSHUA RAMSELL, MAYOR

---

LAWRENCE GORDON, COUNCILOR

---

MICHAEL MELENDEZ, COUNCILOR

---

MATTHEW MARQUEZ, COUNCILOR

---

THOMAS NELSON, COUNCILOR

ATTEST:

---

MUNICIPAL CLERK

RESOLUTION 2026-06

DECLARING A SEVERE DROUGHT AND WILDFIRE CONDITIONS  
EMERGENCY IN RIO COMMUNITIES, THE CITY OF RIO COMMUNITIES

WHEREAS, according to the United States Drought Monitor, the City of Rio Communities is currently experiencing severe drought conditions, with above average temperatures and below average precipitation; and

WHEREAS, current and projected drought conditions will continue to negatively affect soil moisture, resulting in drier than normal vegetative conditions amidst higher than normal temperatures; and

WHEREAS, The City of Rio Communities is susceptible to numerous natural disasters associated with drought, including severe wildfire. In recent months, fire danger has increased throughout the State due to warmer temperatures, lower humidity, high winds, and an abundance of dry, fine fuels; and

WHEREAS, the City of Rio Communities Fire Department has already experienced spring wildfires in both the Manzano Mountains and the Rio Grande Bosque; and

WHEREAS, extraordinary measures may be necessary to protect public health, ensure public safety and well-being, and provide for the economic stability of the City of Rio Communities.

NOW, THEREFORE BE IT RESOLVED, that the City of Rio Communities hereby declares a state of emergency for severe drought and fire conditions within its boundaries, and encourages the State of New Mexico to consider actions to mitigate the impacts of severe drought and wildfire conditions in the City of Rio Communities.

**PASSED, APPROVED AND ADOPTED THIS 23<sup>rd</sup> DAY OF MARCH 2026 BY THE GOVERNING  
BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

---

Joshua Ramsell, Mayor

---

Lawrence Gordon, Mayor pro-tem

---

Matthew Marquez, Councilor

---

Michael Melendez, Councilor

---

Thomas Nelson, Councilor

ATTEST:

---

Jennifer Gauna, Municipal Clerk

## EDUCATION

12/1999

UNM | Albuquerque NM, US  
BBA: Finance

## SKILLS

- Annual budget development
- Time management
- Effective communication
- Operations management
- Schedule management
- Conflict resolution
- Financial reporting
- Managing multiple projects
- Business plan assessment
- Training manuals and processes
- Staff supervision

# RONALD MCCORMICK

## Planning and Zoning Commission



Rio Communities, NM 87002

## PROFESSIONAL SUMMARY

Skilled in operations management and financial reporting, with experience in staff supervision and annual budget development. Proven ability to manage multiple projects and improve productivity through effective communication and business plan assessment. Ready to leverage expertise in planning and zoning to support and drive success in the Planning and Zoning Commission.

## EXPERIENCE

04/2015 - 06/2019

**Business Administrator**  
IDOC | IDOC, Decatur, IL

- Interacted with customers via phone or email providing information on products and services offered.
- Utilized computer software programs such as Microsoft Office Suite and Adobe Photoshop.
- Created reports and presentations for upper management.
- Assisted in budgeting processes and financial forecasting activities.
- Developed and implemented office procedures to improve productivity.
- Supervised administrative staff and provided training and orientation to new staff.
- Planned, administered and controlled budgets for contracts, equipment and supplies.
- Controlled a \$22,000,000 budget

10/2012 - 04/2015

**Accounting Supervisor**  
IDOC | IDOC, Lincoln, IL

- Monitored cash flow activities including payments made and received from various vendors and customers.
- Coordinated month-end close processes including accruals, amortizations, allocations.
- Performed monthly variance analysis to identify discrepancies between budgeted and actual costs.

02/2009 - 10/2012

**Accountant**  
IEPA | IEPA, Springfield, IL

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Performed reconciliations between bank accounts and internal ledgers.
- Calculated and documented payroll data for processing.

- Reconciled financial discrepancies by collecting and analyzing account information.
- Owned balance sheet accounts, researching and clearing outstanding transactions.
- Engaged in filing, recording, compiling and transmitting financial records.
- Inspected cash on hand and notes receivable and payable to confirm accuracy of records.

03/2006 - 09/2007

**Construction Accountant**

**Brinkotter Plumbing and Heating** | Brinkotter Plumbing and Heating, Decatur, IL

- Maintained records of all construction jobs including budgeting, job costing, billing and collections activities.
- Reviewed change orders associated with construction projects for accuracy before submitting them for approval.
- Monitored progress billings on all contracts ensuring proper coding of expenses in order to maximize revenue recognition opportunities.
- Managed accounts receivable process ensuring timely collection of outstanding balances due from clients.
- Generated various reports detailing current job costs compared against budgeted amounts as well as aging reports for accounts receivable and payables related to construction jobs.
- Tracked material purchases from suppliers against purchase orders issued by the company's purchasing department.
- Managed accounts receivable and accounts payable, assisting with transactional-level tasks.

05/2005 - 06/2006

**Construction Accountant**

**Johnson & Johnson Roofing** | Johnson & Johnson Roofing, Decatur, IL

- Developed and implemented accounting policies and procedures related to construction projects to ensure compliance with GAAP standards.
- Reviewed change orders associated with construction projects for accuracy before submitting them for approval.
- Implemented internal control systems to ensure accuracy of data entry into accounting system.
- Tracked material purchases from suppliers against purchase orders issued by the company's purchasing department.
- Monitored progress billings on all contracts ensuring proper coding of expenses in order to maximize revenue recognition opportunities.
- Reviewed contracts for changes in scope of work or payment terms prior to processing invoices for payment.
- Coordinated cash flow activities including payments to vendors and suppliers for materials used on projects.
- Prepared monthly journal entries, reconciled accounts and generated account analysis for construction projects.
- Generated various reports detailing current job costs compared against budgeted amounts as well as aging reports for accounts receivable and payables related to construction jobs.
- Managed accounts receivable process ensuring timely collection of outstanding balances due from clients.
- Prepared accounting information, producing financial statements in accordance with accounting principles.

**REFERENCES**

References available upon request

<b>City of Rio Communities Budget Calendar</b>		
<b>Task</b>	<b>Deadline/Meeting Date</b>	<b>Responsibility</b>
1. Set up budget format for each fund, department, division and account.	March 31, 2026	Finance Department
2. Compare total actual expenditures from previous fiscal year to establish total expenditures and revenue for current fiscal year.	March 31, 2026	Finance Department
3. Prepare instructions for elected officials & department heads. Indicate any guidelines that should be considered, such as estimated gasoline increases, telephone, postage, etc.	April 3, 2026	Finance Department
4. Complete instructions, appropriate budget page and appropriate analysis of expenditures.	April 3, 2026	Finance Department
5. Complete or update estimates for this year and budget requests for next year.	April 10, 2026	Elected Officials & Department Heads
6. Review departmental requests and update revenue estimates and proposed adjustments.	April 17, 2026	County/City Manager & Finance Department
7. Send budget proposals to Governing Body.	April 20, 2026	Finance Department
8. Hold workshops with elected officials, department heads, and have hearings for public input.	April 20, April 27, and May 4, 2026	Governing Body
9. Budget Hearing	May 11, 2026	Finance Department
10. Finalize budget and submit to governing body for review. Estimate ending cash balance as of June 30 and reflect on recap of budget.	May 14, 2026	Finance Department
11. Review recommended budget and approve.	May 18, 2026	Governing Body
12. Prepare budget for submission to DFA/LGD.	May 31, 2026	Finance Department
13. Tentative budget approval granted and loaded into accounting system	July 9, 2026	DFA/LGD
14. Final budget approval	July 13, 2026	Governing Body/Manager
15. Budget resolutions	July 13, 2026	Finance Department/Governing Body
16. Submit final budget to DFA	July 31, 2026	DFA/LGD
17. Load final budget adjustment into accounting system.	September 3, 2026	Finance Department



**3800 Vassar Dr NE**  
**Albuquerque, New Mexico 87107**  
**Phone (505) 880-1819**  
**Fax (505) 837-1516**

---

Dr. Martin Moore  
City Manager  
Rio Communities

August 19, 2025  
Proposal G25010  
REV.5

Dr. Moore:

Please review the following quote to replace four poles and lights located along HWY 304.  
These poles are located at the following locations.

**1. HWY 304 pole 187**

Pole, Base & Arm	\$5,044.00
Fixtures	\$ 385.00
Bucket Truck	\$ 250.00
Labor to install 20.4 Hrs. @\$100	\$2,040.00
HWY 304 pole 187 total	\$7,684.00

**2. HWY 304 pole 185**

Pole, Base & Arm	\$5,044.00
Fixtures	\$ 385.00
Bucket Truck	\$ 250.00
Labor to install 20.4 Hrs. @\$100	\$2,040.00
HWY 304 pole 185 total	\$7,684.00

**3. HWY 304 pole 205**

Pole, Base & Arm	\$5,044.00
Fixtures	\$ 385.00
Bucket Truck	\$ 250.00
Labor to install 20.4 Hrs @\$100	\$2,040.00
HWY 304 pole 205 total	\$7,684.00

**4. HWY 304 pole 23**

Pole, Base & Arm	\$5,044.00
Fixtures	\$ 385.00
Bucket Truck	\$ 250.00
Labor to install 20.4 Hrs. @\$100	\$2,040.00
HWY 304 pole 23 total	\$7,684.00

All poles will be replaced with new pole and 12' arm along with new fixture. One pole base has the bolts completely sheared off and will need to be completely replaced. The cost to remove and replace the pole base will be \$14,000 due to



**3800 Vassar Dr NE**  
**Albuquerque, New Mexico 87107**  
**Phone (505) 880-1819**  
**Fax (505) 837-1516**

the fact that it will have to be excavated completely as to save the conductors between the other poles and these bases are 6 foot deep.

**Cost to replace the four poles and arms as listed above will be** \$30,736.00  
 Tax on labor only at 8.3% \$ 677.28  
**TOTAL \$31,413.28**

**Cost to replace the pole base for pole 187 on Hwy 304**

1. Excavate existing base		
16 Hrs. Labor \$1,600.00	Equipment \$1,300.00	<b>\$2,900.00</b>
2. Crane to remove base		
6 Hrs. Labor \$250.00	Equipment 1,250.00	<b>\$3,050.00</b>
3. Disposal of old base		
90 miles Rt \$275.00	Dump Fee \$75.00	<b>\$400.00</b>
4. Form and pour new 30"X 6' Base		
Labor 1,800.00	Material \$4,550.00	<b>\$6,350.00</b>
5. Remove and reroute electrical		
16 Hrs. Labor \$1,600.00	Material \$600.00	<b>\$2,200.00</b>
6. Replace and compact excavation		
6.7 Hrs. Labor \$670.00	Equipment \$1,000.00	<b>\$1,670.00</b>
		\$16,570.00
	Tax \$	491.36
	<b>TOTAL</b>	<b>\$17,061.36</b>

**PROJECT TOTAL \$48,474.64**

**\*\*This cost excludes cost for traffic control that may be incurred.**

Again, thank you, Please feel free to contact me with any questions you may have. I can be reached at 505-980-9402.

Sincerely  
 Will Humbard  
 President  
 HEI INC.