



# AGENDA

Village of Los Ranchos de Albuquerque  
Board of Trustees Regular Meeting  
Warren J. Gray Chambers  
6718 Rio Grande Blvd. NW, Los Ranchos, NM 87107  
Wednesday, January 17, 2024; 7:00 pm  
Streamed on [www.losranchosnm.gov](http://www.losranchosnm.gov)

MAYOR

Joe Craig

ACTING ADMINISTRATOR

Joshua O'Halloran

CLERK

Danielle Sedillo-Molina

TRUSTEES

Gilbert Benavides

Jennifer Kueffer

George Radnovich

Frank Reinow

TREASURER

Will Fisher

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF THE AGENDA**

5. **ORGANIZATIONAL MEETING OF THE GOVERNING BODY**

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A. Discussion and Approval of Resolution 2024-01-01; Establishing the Governing Body Meetings and Public Notice Requirements as Required by The New Mexico Open Meetings Act; NMSA 1978, Chapter 10, Article 15.

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B. Pursuant To §3-12-3 (1) NMSA 1978; The Governing Body of a Municipality shall elect one of its members to act as Mayor Pro Tem in the absence of the Mayor; nomination and approval.

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C. Pursuant To §3-11-5 (A) NMSA 1978; The Mayor shall submit for confirmation by the Governing Body, the names of persons who shall fill the Appointive Offices of the Municipality.

- a) Village Treasurer, Will Fisher
- b) Village Clerk, Danielle Sedillo-Molina
- c) Village Planning and Zoning Director, Maida Rubin
- d) Village Administrator, Vacant

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D. Pursuant To §3-11-5 (A) NMSA1978; The Mayor shall submit for confirmation by the Governing Body the names of persons who shall be employed by the Municipality.

- a) Derrick Aldridge, Maintenance Worker II
- b) Sabrina Apodaca, Administrative Assistant, Agri-Nature Center
- c) Michelle Austin, Administrative Assistant, Planning & Zoning Dept.
- d) Maxine Baca, Court Clerk, (PT)
- e) Ramona Carrillo, Maintenance Worker I
- f) Mark Garcia, Maintenance Worker II
- g) Keen Heinzelman, Facilities Maintenance Manager
- h) Amelia Hinojos, Receptionist/Assistant to the Mayor and Administrator
- i) Eric McClune, Maintenance Worker I

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- j) Joshua O'Halloran, Agricultural Program Manager
- k) Thomas Sanchez, Code Enforcement Officer (PT)
- l) Tammy Silva, Chief Financial Officer
- m) Dominic Tomba, Animal Control/Animal Husbandry Program Manager
- E. Discussion and Approval: In accordance with the Village of Los Ranchos 2013 Codified Ordinances Chapter 9; §9.2.2 Planning and Zoning Commission. (A) MEMBERSHIP: The Commission shall consist of seven (7) members who shall be appointed by the Mayor with the advice and consent of the members of the Governing Body.  
*Planning & Zoning Commissioners for calendar year 2024 (January-December):*
  - a) Gwenn Baldwin\*\*
  - b) Connie Barrow \*\*
  - c) John Edward \*\*
  - d) Mary Homan\*\*
  - e) Dru Tagliapietra

(\*\* Current Commissioner)

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**6. GENERAL PUBLIC COMMENT**

General public comment will be taken on items NOT listed on the agenda; speakers will be allowed three (3) minutes. No action can occur on these items.

The opportunity to comment during the meeting on specific agenda items is at the discretion of the presiding officer and must be germane to the item of business. Individuals will be given two (2) minutes and will be called upon at the appropriate time. (It is advisable to sign up for comment by 12:00 noon Wednesday, January 17, 2024, or prior to the meeting commencing at 7:00pm. Sign-up sheets will be available the day of the meeting). To register to comment, please email: [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov)

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**7. APPROVAL OF THE MINUTES**

- A. Minutes; December 13, 2023; Regular Meeting
- B. Minutes; December 18, 2023; Special Meeting

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**8. DEPARTMENTAL REPORTS**

- a. Administrator's Report
- b. Agri-Nature Center Manager's Report
- c. Planning and Zoning Director's Report
- d. Project Manager's Report
- e. Public Safety Report

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**9. FINANCIAL BUSINESS**

- A. Discussion and Approval of the December 2023 Cash Report
- B. Discussion and Approval of Resolution No. 2024-01-02; A Resolution Approving a Budget Adjustment (Bar); Recommending budget revisions related to the Fire Protection fund (209) for the Village of Los Ranchos de Albuquerque.

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**10. PUBLIC HEARINGS**

- A. **LL 23-04** A request by The Ivy, LLC, dba The Ivy Tea Room, 3537 Plano Vista Rd. NE, Rio Rancho, NM, 87114, for a Restaurant Beer & Wine License with on-premises consumption with patio service. The business is located at 8830 4<sup>th</sup> St. NW, Los Ranchos de Albuquerque, NM, in the C-1 Zone of the Fourth Street Character Area, and is legally known as Lot A, The Magical Tea Land, Being a Replat of Tract 102A1,

MRGCD Map No. 24, in projected Section 16, Township 11 North, Range 3 East, N.M.P.M., Town of Alameda Grant, Village of Los Ranchos de Albuquerque, Bernalillo County, New Mexico, as recorded in the Office of the Bernalillo County Clerk on November 8, 2019. The property contains 0.5356 acres more or less.

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**11. NEW BUSINESS**

- A. Discussion and Approval of Resolution No. 2024-01-03; A Resolution to Designate a Village Representative to Communicate to and with the Village’s Legal Counsel the Village of Los Ranchos de Albuquerque’s position and direction on outstanding and potential litigation.

**12. TRUSTEE INFORMAL DISCUSSION**

Roundtable discussion is informal; the Board of Trustees will take no official vote or other official action.

**13. ADJOURNMENT**

I certify that notice of the public Meeting has been given in compliance with the Open Meetings Act, NMSA 1978 Sections 10-15-1 through 10-15-4 and the Open Meetings Resolution 2023-01-01.

I certify that this agenda was posted on: 11 January 2024

  
\_\_\_\_\_  
Danielle Sedillo-Molina, Clerk

**ATTENTION PERSONS ATTENDING THE BOARD OF TRUSTEE MEETING:**

By entering the Village Chambers you consent to photography, audio recording, video recording and use for inclusion on the Village website and broadcasted on YouTube.

***Residents who are unable to attend the meeting in person, will have the ability to participate via Zoom Video Conferencing and must have their camera turned on.***

Zoom Link:

[https://us06web.zoom.us/j/82230354951?pwd=ynMZD\\_Xt\\_8Z-WW5H29CXiQ27X066Bw.YeXuj8Rd2U7LduHv](https://us06web.zoom.us/j/82230354951?pwd=ynMZD_Xt_8Z-WW5H29CXiQ27X066Bw.YeXuj8Rd2U7LduHv)

Passcode: 506327

A final agenda will be posted 72 hours prior to the meeting. A copy of the agenda may be obtained at Village Hall, 6718 Rio Grande Blvd NW, during regular business hours; 8:00am-5:00pm or on the Village website: [www.losranchosnm.gov](http://www.losranchosnm.gov)

Please check the Village website <https://www.losranchosnm.gov/boardoftrusteesmeetings> for changes to the meeting schedule.

***If you are an individual with a disability who needs a reader, amplifier, remote microphone, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at (505) 344-6582 at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Clerk at (505) 344-6582 if a special format is needed.***



PUBLIC NOTICE  
VILLAGE OF LOS RANCHOS  
DE ALBUQUERQUE  
REGULAR MEETING OF THE  
BOARD OF TRUSTEES

The public is hereby notified that the Village of Los Ranchos Board of Trustees will conduct their Regular Meeting on Wednesday, January 17, 2024, beginning at 7:00pm.

The Regular Meeting will be held at the Warren J. Gray Chambers, Village Hall, 6718 Rio Grande Blvd., NW, Los Ranchos, NM 87107. Individuals will also be given the opportunity to participate via Zoom, visit <https://www.losranchosnm.gov/boardoftrusteesmeetings> for agenda, link, and guidance.

General public comment will be taken on items NOT listed on the agenda; speakers will be allowed three (3) minutes. The opportunity to comment during the meeting on specific agenda items is at the discretion of the presiding officer and must be germane to the item of business. Individuals will be given two (2) minutes and will be called upon at the appropriate time. It is advisable to sign up for public comment by 12:00 noon Wednesday, January 17, 2024, or prior to the meeting commencing at 7:00pm.

Please email: [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov). Sign up sheets will be available the day of the meeting.

A copy of the final agenda will be made available seventy-two (72) hours prior to the meeting and may be obtained at Village Hall located at 6718 Rio Grande Blvd NW, Los Ranchos de Albuquerque, NM 87107, or can be located on the Village website at: [www.losranchosnm.gov](http://www.losranchosnm.gov).

If you are an individual with a disability who is in need of a reader, amplifier, remote microphone, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at (505) 344-6582 if a special format is needed.

s/Danielle Sedillo-Molina  
Village Clerk

Journal: January 7, 2024



Village of Los Ranchos de Albuquerque

## **Board of Trustees Instructions for participating in the Regular Meeting in person and remotely**

Wednesday, January 17, 2024; 7:00 pm

Streamed on [www.losranchosnm.gov](http://www.losranchosnm.gov)

Please click the link below to join the webinar:

[https://us06web.zoom.us/j/82230354951?pwd=ynMZD\\_Xt\\_8Z-WW5H29CXiQ27X066Bw.YeXui8Rd2U7LduHv](https://us06web.zoom.us/j/82230354951?pwd=ynMZD_Xt_8Z-WW5H29CXiQ27X066Bw.YeXui8Rd2U7LduHv)

Passcode: 506327

### **INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT DURING THE MEETING:**

Individuals wishing to provide public comment at the meeting may do so in person or via the Zoom Video Conferencing platform.

- General Public Comment is allowed on an item ***NOT*** already listed on the agenda; participants will be given three (3) minutes. **No action can be taken. (It is advisable to sign up by 12:00 noon January 17, 2024, but no later than 7:00 pm the day of the meeting, and prior to the meeting commencing).**
- The opportunity to comment during the meeting on specific agenda items is at the discretion of the presiding officer and must be germane to the item of business. Individuals will be given two (2) minutes and will be called upon at the appropriate time. **(It is advisable to sign up by 12:00 noon Wednesday, January 17, 2024, but no later than 7:00pm the day of the meeting, and prior to the meeting commencing).** Sign-up sheets will be available the day of the meeting.
- Public hearings (quasi-judicial and/or legislative) the public will be allowed two (2) minutes to speak. **(It is advisable to sign up as early as possible, but no later than 7:00 pm the day of the meeting, and prior to the meeting commencing).**
- Public comments are not taken on procedural items; *Minutes, Departmental Reports, Financial Business, Trustee Informal Discussion, etc.*

To register to comment, please email: Danielle Sedillo-Molina, at [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov) with the following information:

- The item of business you wish to speak on
- Your first and last name
- Your complete address
- Phone number you will call from (if applicable)
- Camera mode must be on when participating remotely.

**Decorum:** Staff has the right to remove individuals from the meeting for poor etiquette, excessive noise, or any other behavior deemed a nuisance.

***Please Note:*** The Village of Los Ranchos is providing the ability for the public to participate in hybrid meetings. As with any application, digital service, or software, the opportunity for failure can occur, therefore, the Village is *not* responsible for the inability to connect to the meeting, either by the Zoom meeting link or viewing via livestream.

The meeting video and audio is recorded and will be available online after the meeting on the Village website: <https://www.losranchosnm.gov/boardoftrusteesmeetings>

**5. ORGANIZATIONAL MEETING OF THE GOVERNING BODY**

- A. Discussion and Approval of Resolution 2024-01-01; Establishing the Governing Body Meetings and Public Notice Requirements as Required by The New Mexico Open Meetings Act; NMSA 1978, Chapter 10, Article 15.

**STATE OF NEW MEXICO  
VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
RESOLUTION NO. 2024-01-01**

**A RESOLUTION CONCERNING BOARD OF TRUSTEES MEETINGS AND  
PUBLIC NOTICE REQUIREMENTS**

**WHEREAS**, the Village of Los Ranchos de Albuquerque Board of Trustees convened in a regular meeting on January 17, 2024, at 7:00 p.m. as required per law; and

**WHEREAS**, Section 10-15-1 (B), of the Open Meetings Act (NMSA 1978, sections 10-15-1 to 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, including the development of policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times. All persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. Reasonable efforts shall be made to accommodate the use of audio and video recording devices; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of formulating public policy, including the development of policy, rules, regulations or ordinances, discussing public business occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1 (D) of the Open Meetings Act requires the Board of Trustees of the Village of Los Ranchos de Albuquerque to determine annually what constitutes reasonable notice of public meetings;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Los Ranchos de Albuquerque, that:

**1. PLACE**

All meetings of the Board of Trustees shall be held at the Warren J. Gray Hall located at 6718 Rio Grande Blvd NW, Los Ranchos, NM 87107, at 7:00 /6:00 p.m. In certain circumstances, meetings may be held through a Video Conferencing platform. The Governing Body will make every effort to consider any public health emergency or conditions with guidance provided by local or state public health

orders when scheduling meetings; date, location and time will be stated in the public meeting notice.

## **2. REGULAR MEETINGS**

Unless otherwise canceled or rescheduled as provided below, Regular Meetings shall be held on the **second/ third** Wednesday of each month. If the meeting day is a holiday, the meeting will take place on the following Wednesday. The agenda will be available to the public at least seventy-two (72) hours prior to a public meeting from the Village Clerk, whose office is located at 6718 Rio Grande Blvd NW, Los Ranchos, NM 87107. Regular Meetings may be cancelled or rescheduled by the Mayor or a majority of the Board of Trustees, for good cause. In the event a Regular Meeting is cancelled or rescheduled, Notice of Cancellation or Rescheduling shall be provided in the same manner as notice for the Regular Meeting would have been provided.

## **3. SPECIAL MEETINGS**

Special Meetings may be called by the Mayor or a majority of the members of the Board of Trustees upon three (3) day's notice. The agenda shall be available to the public at least seventy-two (72) hours prior to any Special Meeting.

## **4. EMERGENCY MEETINGS**

Emergency Meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. "Emergency" refers to unforeseen circumstances that, if not addressed immediately by the Board of Trustees, are likely to result in injury or damage to persons or property or substantial financial loss to the public body.

Emergency Meetings may be called by the Mayor or a majority of the members of the Board of Trustees upon twenty-four (24) hour's notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting. Within ten (10) days of taking action on an emergency matter, the public body shall report to the attorney general's office the action taken and the circumstances creating the emergency; provided that the requirement to report to the attorney general is waived upon the declaration of a state or national emergency.



**5. TELEPHONE CONFERENCE/REMOTE PARTICIPATION**

A member of the Board of Trustees may participate in a meeting by means of a conference telephone or other communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone or other communications equipment can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the Governing Body who speaks during the meeting.

**6. NOTICE FOR REGULAR MEETINGS**

For the purposes of Regular Meetings described in paragraph two (2) of this resolution, per NMSA 3-1-2.J.; “publish” shall mean posting in six (6) public places within the municipality, posting requirements are met if notice of the date, time, place and agenda are posted in the following six (6) places: the outside bulletin boards at Village Hall and Hartnett Park, the Village’s website; [www.losranchosnm.gov](http://www.losranchosnm.gov), Office of the Clerk, Agri-Nature Center, 4920 Rio Grande Blvd NW and the Old Village Hall building, 920 Green Valley Road NW. The Village Clerk shall mail, facsimile, or email copies of the notice to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation, that have provided a written request to the Village for such notice of public meetings.

**7. NOTICE FOR SPECIAL AND EMERGENCY MEETINGS**

For the purposes of Regular Meetings described in paragraph two (2) of this resolution, per NMSA 3-1-2.J.; “publish” shall mean posting in six (6) public places within the municipality, posting requirements are met if notice of the date, time, place and agenda are posted in the following six (6) places: the outside bulletin boards at Village Hall and Hartnett Park, the Village’s website; [www.losranchosnm.gov](http://www.losranchosnm.gov), office of the Clerk, Agri-Nature Center, 4920 Rio Grande Blvd NW and the Old Village Hall building, 920 Green Valley Road NW. The Village Clerk shall mail, facsimile, or email copies of the notice to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation, that have provided a written request to the Village for such notice of public meetings.

- A. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a

reader, amplifier, remote microphone, qualified sign language interpreter; or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at (505) 344-6582 **five (5)** days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at (505) 344-6582 if a special format is needed.

## **8. CLOSED MEETINGS**

The Board of Trustees may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meetings requirement under Section 10-15-1(H) of the Open Meetings Act. If any meeting is closed pursuant to the exclusions contained in Subsection H of the Open Meetings Act, the following shall apply:

- A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Trustees taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
- B. If a closed meeting is called when the Board of Trustees is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed is given to the members of the Board of Trustees and to the general public.
- C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state that the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure. This statement shall be approved by the Board of Trustees as part of the minutes prepared under paragraph nine (9).

Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Trustees in an open public meeting.

**9. MEETING MINUTES**

Minutes of open meetings of the Board of Trustees shall be a concise, accurate statement of the subject matter discussed and does not have to be verbatim. Minutes shall include the following minimum information: (a) the date, time and place of the meeting, (b) the names of all members of the Governing Body in attendance and a list of those members absent (c) a statement of what proposals were considered; and (d) a record of any decisions made by the Governing Body and of how each member voted.

A. A draft copy of the minutes is required to be prepared within ten (10) working days of the meeting. Draft copies of minutes must be available for public inspection and should clearly indicate on the draft that they are not the official minutes and are subject to review and approval by the Governing Body. Minutes do not become official until approved by the public body at the next meeting of a quorum.

If any provision or clause of this resolution is held invalid, such invalidity shall not affect the other provisions or clauses and this and the provisions and clauses of this resolution are declared to be severable.

**Resolution No. 2023-01-01 is hereby rescinded.**

**PASSED, APPROVED, AND ADOPTED** by the Village of Los Ranchos de Albuquerque Board of Trustees this 17<sup>th</sup> day of January 2024.

[SEAL]

APPROVED:

\_\_\_\_\_  
Joe Craig, Mayor

ATTEST:

\_\_\_\_\_  
Danielle Sedillo-Molina, Clerk

**5. ORGANIZATIONAL MEETING OF THE GOVERNING BODY**

- B. Pursuant To §3-12-3 (1) NMSA 1978; The Governing Body of a Municipality shall elect one of its members to act as Mayor Pro Tem in the absence of the Mayor; nomination and approval.

**5. ORGANIZATIONAL MEETING OF THE GOVERNING BODY**

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## **5. ORGANIZATIONAL MEETING OF THE GOVERNING BODY**

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  - b) Sabrina Apodaca, Administrative Assistant, Agri-Nature Center
  - c) Michelle Austin, Administrative Assistant, Planning & Zoning Dept.
  - d) Maxine Baca, Court Clerk, (PT)
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  - h) Amelia Hinojos, Receptionist/Assistant to the Mayor and Administrator
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  - j) Joshua O'Halloran, Agricultural Program Manager
  - k) Thomas Sanchez, Code Enforcement Officer (PT)
  - l) Tammy Silva, Chief Financial Officer
  - m) Dominic Tomba, Animal Control/Animal Husbandry Program Manager

**5. ORGANIZATIONAL MEETING OF THE GOVERNING BODY**

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*Planning & Zoning Commissioners for calendar year 2024 (January-December):*

- a) Gwenn Baldwin\*\*
- b) Connie Barrow \*\*
- c) John Edward \*\*
- d) Mary Homan\*\*
- e) Dru Tagliapietra

*(\*\* Current Commissioner)*

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*Planning & Zoning Commissioners for calendar year 2024 (January-December):*

e) Dru Tagliapietra



Dru Tagliapietra  
312 Nuevo Hacienda Lane NW  
Los Ranchos de Albuquerque, NM 87107  
505-977-1174  
[dru.taglia@comcast.net](mailto:dru.taglia@comcast.net)

5 January 2024

Mayor & Trustees,

I am writing to express my interest in the Planning & Zoning Commissioner position at the Village of Los Ranchos de Albuquerque. I am confident in my ability to contribute to the long-term vision of the Village, ensuring that planning and zoning decisions align with the community's goals and aspirations, along with the 2035 Master Plan. I firmly believe that I possess the ability to significantly contribute to the community's ongoing development and success. By considering various perspectives and long-term impacts, I look forward to working with the community and making decisions that shape the future developments of Los Ranchos de Albuquerque.

Thank you for considering my application. I look forward to the opportunity to discuss how my capabilities align with the goals and values of the Village of Los Ranchos de Albuquerque. Please find my attached resume for your review.

Sincerely,

A handwritten signature in black ink that reads "Dru Tagliapietra". The signature is written in a cursive, flowing style.

Dru Tagliapietra

5 January 2024

Dru Tagliapietra  
312 Nuevo Hacienda Lane NW  
Los Ranchos de Albuquerque, NM 87107

To Whom It May Concern,

In May 2012, I relocated to the Village of Los Ranchos after discovering my ideal home. Throughout my career, I have held diverse positions and volunteered extensively. My work experience includes dental assisting and department management at a major retail store.

My most fulfilling job was with an erosion control company called Maccaferri USA, a subsidiary of Maccaferri SpA, Italy. I was responsible for inside sales, office management, and inventory management in this role. During my time there, I gained extensive knowledge about bridges, highways, embankment construction, erosion control, and prevention.

I have been actively involved in various volunteering positions besides my career. Before 2010, I was married to an Air Force officer and had organized several functions with up to 700 attendees. I volunteered for the American Red Cross and planned several successful fundraising events. During my stay in Germany, I managed travel arrangements for the Officer's Club, which included organizing transportation, booking hotels, and arranging local tours across Germany, Belgium, Austria, Switzerland, and Russia. After relocating back to the United States, I helped my husband manage a vineyard consisting of 350 plants. My responsibilities included planting, trimming, harvesting, and winemaking.

I was the Secretary and Treasurer for the Italian American Association in Rio Rancho, positions I held for eight years. Currently, I serve as the Secretary of the Rio Grande Mustang Club.

After relocating to Los Ranchos, I became HOA President and head of the Architectural Control Committee for Rincones de Los Ranchos HOA. I hold both positions, overseeing various tasks such as managing landscape, road, and gate maintenance for Rincones de Los Ranchos. One of my key responsibilities is to ensure that the covenants and by-laws of the HOA are enforced. Additionally, I maintain the directory for the residents of our HOA.

Sincerely,



Dru Tagliapietra

**6. GENERAL PUBLIC COMMENT**

General public comment will be taken on items NOT listed on the agenda; speakers will be allowed three (3) minutes. *No action can occur on these items.*

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Individuals will be given two (2) minutes and will be called upon at the appropriate time.

*(It is advisable to sign up for comment by **12:00 noon Wednesday, January 17, 2024, or prior to the meeting commencing at 7:00pm.** Sign-up sheets will be available the day of the meeting). To register to comment, please email: [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov)*

**7. APPROVAL OF THE MINUTES**

A. Minutes; December 13, 2023; Regular Meeting

1 **VILLAGE OF LOS RANCHOS DE ALBUQUERQUE**  
2 **BOARD OF TRUSTEES REGULAR MEETING**  
3 **Warren J. Gray Chambers**  
4 **6718 Rio Grande Blvd. NW, Los Ranchos, NM 87107**  
5 **Streamed on [www.losranchosnm.gov](http://www.losranchosnm.gov) and Zoom Video Conferencing**  
6 **Wednesday, December 13, 2023; 5:00 p.m.**

7  
8 **Present:**

|  |   |
|--|---|
| 9 Donald T. Lopez, Mayor                 | Joshua O'Halloran, Acting Administrator   |
| 10 Sandra Pacheco, Mayor Pro Tem/Trustee | Danielle Sedillo-Molina, Clerk            |
| 11 Gilbert Benavides, Trustee            | Tammy Silva, Chief Financial Officer      |
| 12 George Radnovich, Trustee             | Maida Rubin, Planning and Zoning Director |
|  | Nann Winter, Attorney                     |
| 14 Excused-Will Fisher, Treasurer        |   |

15  
16  
17 Prior to the meeting Mayor Lopez stated:  
18 *If you wish to speak or comment on certain items on the agenda, you should sign up*  
19 *prior to this meeting, sign-up sheets at the entrance. This will be your last opportunity to sign up,*  
20 *we will then pick up the sign-up sheets and only those individuals who have signed up will be*  
21 *allowed to speak.*

22  
23 **1. CALL TO ORDER**

24  
25 **Mayor Lopez called the meeting to order at 5:00 p.m.**

26  
27 Mayor Lopez announced: This meeting is streamed on the Village website, the  
28 public can also participate via Zoom, instructions and overall public participation  
29 guidance for commenting is listed on the website and on page six of the meeting  
30 packet. The Village of Los Ranchos is providing the ability for the public to  
31 participate in hybrid meetings, as with any application, digital service, or  
32 software, the opportunity for failure can occur, therefore, the Village is not  
33 responsible for the inability to connect to the meeting, either by the Zoom  
34 meeting link or viewing via livestream. The meeting video and audio is recorded  
35 and will be available online after the meeting on the Village website.

36  
37 Mayor Lopez further announced: As required by New Mexico Statute Annotated,  
38 1978 Section 10–15 – 1(J) of the New Mexico Meetings Act, that the matter  
39 discussed in the Closed Session last night was limited to as specified in the  
40 notice. Pursuant to NMSA, 1978, section 10–15 –1 (8), (7) Attorney-client  
41 privileged and confidential discussion regarding ending litigation as follows,  
42 Friends of Los Ranchos v. Village of Los Ranchos case number, CV 2023–  
43 0302347, CV – 2022–05403, D – 202 – CV – 20 23–07688 and D – 202 CV –  
44 202306441 and the Friends of Los Ranchos v. Village and Guadalupe Chavez  
45 LLC case number CV 2022–07453

47 **2. ROLL CALL**  
48 **Mayor Pro Tem/Trustee Pacheco-present**  
49 **Trustee Benavides-present**  
50 **Trustee Radnovich-present**  
51

52 **3. PLEDGE OF ALLEGIANCE**  
53

54 **4. APPROVAL OF THE AGENDA**  
55 **Mayor Lopez asked to approve or amend the agenda.**  
56

57 **MOVED: Trustee Benavides**  
58 **SECONDED: Trustee Pacheco**  
59

60 **ROLL CALL VOTE: Trustee Pacheco-Yes**  
61 **Trustee Benavides-Yes**  
62 **Trustee Radnovich-Yes**  
63

64 **CARRIED: Motion Passed 3-0**  
65

66 **5. PUBLIC HEARINGS**

67 A. Discussion and Approval of **LL 23-03** A request by Still Spirits, LLC, of 120  
68 Marble Ave. NW, Albuquerque, NM, 87102, for approval of a Craft Distiller Liquor  
69 License with on-premises consumption with patio service for the property located  
70 at 7201 4<sup>th</sup> St. NW, Los Ranchos de Albuquerque, NM, 87107, (NW corner of 4<sup>th</sup>  
71 Street & Roehl Road) within the C-1 Zone of the Fourth Street Character Area,  
72 and legally known as Subdivision Plat of Lots 1-7 Zia View, Projected Section 21,  
73 T 11 N, R 3 E, N.M.P.M., Village of Los Ranchos de Albuquerque, Bernalillo  
74 County, NM. The property contains 0.5227 acres in area, more or less.

75 Mayor Lopez requested the Trustees state if there was any conflict of interest  
76 regarding the item or any ex parte communication.  
77

78 **COI/EX PARTE DISCLOSURE: Trustee Pacheco-No**  
79 **Trustee Benavides-No**  
80 **Trustee Radnovich-No**  
81 **Mayor Lopez-No**  
82

83 Attorney Winter swore in the members of the public in attendance who wished to  
84 address the governing body.  
85

86 Planning and Zoning Director Rubin presented LL 23-03 for approval of a craft  
87 distillery liquor license on behalf of Still Spirits, LLC and stated that it was an on-  
88 premises consumption application in accordance with the NM Alcohol and  
89 Gaming regulations and in accordance with the Los Ranchos de Albuquerque  
90 zoning ordinances and master plan.  
91

92 Zachary Hulme, 2926 Camile Lane NW Owner/Manager of Still Spirits, LLC  
93 Addressed the governing body and stated that it would be a small tasting room  
94 and would not have the large crowds as in other establishments, and that it  
95 would fit well within the small community setting.

96  
97 Public Comments:

98 Dru Tagliapietra, 312 Nuevo Hacienda NW-oppose  
99 Tom Donelan-6668 Edgewood Drive NW-in favor  
100 Gwyneth Parker, 538 Chamiso Lane-in favor  
101 Glenn Fellows, 530 Chamiso Lane NW-in favor  
102 Nick Parker, 538 Chamiso Lane NW-in favor  
103 Nancy Nangeroni, 7315 Guadalupe Trail NW-otherwise  
104 Gordene McKenzie, 7315 Guadalupe Trail NW-otherwise  
105

106 Mr. Hulme, addressed the governing body, answered questions presented to him  
107 and listened to the public regarding comments or questions.

108  
109 **Mayor Lopez closed the floor for comments.**

110  
111 **Mayor Lopez asked for a motion to approve LL 23-03.**

112  
113 **MOVED: Trustee Radnovich**  
114 **SECONDED: Trustee Benavides**

115  
116 Discussion:

117  
118 Trustee Pacheco had a question regarding the number of employees and hours  
119 of operation.

120  
121 Mr. Hulme stated that there would be two in the week and three to four during the  
122 weekend and that peak hours would be between 5pm to 9pm.

123  
124 Trustee Benavides asked if parking requirements were met.

125  
126 Director Rubin stated that there are shared parking agreements as supported by  
127 the zoning code, and the forthcoming site plan.

128  
129 Trustee Radnovich inquired about the hours of operation.

130  
131 **AMENDED MOTION: Trustee Radnovich amended his motion to add**  
132 **the condition of no amplified sound after 10pm.**

133 **SECONDED: Trustee Benavides**

134  
135 **ROLL CALL VOTE: Trustee Pacheco-Yes**  
136 **Trustee Benavides-Yes**

137  
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181

**Trustee Radnovich-Yes  
Motion Passed 3-0**

**CARRIED:**

B. Discussion and Approval to Adopt Ordinance No. 298; An Ordinance Amending the 2013 Codified Ordinances of the Village of Los Ranchos de Albuquerque, Chapter 2, Article 1, Administration/Officers, Adding Section 9, Runoff Election for Mayor, § 2.1.9 – An Amendment Opting Pursuant to Article VII Section 5 of the New Mexico Constitution, and Section 1-22-16 NMSA 1978 to Hold a Top-Two Runoff Election for Mayor Commencing with the Next Election Cycle.

Attorney Winter presented the Ordinance regarding a runoff election commencing with the new election cycle and noted that there are two other jurisdictions that currently have it in place. She further stated, in the event that no candidate receives 50% of the vote, it is not effective retroactively and would not apply to any race between now and the next mayor’s race contemplated in four years. Attorney Winter also stated that two other jurisdictions, neither small nor similar in size, utilized rank choice voting.

**Mayor Lopez asked for a motion to approve the adoption of Ordinance No. 298.**

**MOVED:**

**Trustee Pacheco**

**SECONDED:**

**Trustee Benavides**

**Public Comments:**

- Dru Tagliapietra, 312 Nuevo Hacienda NW-oppose
- Tom Donelan, 6668 Edgewood Drive NW-oppose
- David Gutzler, 629 El Paraiso Road NW-oppose
- David Montoya, 517 Pueblo Solano NW -not present
- Nancy Nangeroni, 7315 Guadalupe Trail NW-oppose
- Gordene McKenzie, 7315 Guadalupe Trail NW-oppose

**Mayor closed the floor for comments.**

**Discussion:**

Trustee Benavides stated it is important to do this, I have no problem with rank choice voting, are we rushing it? Perhaps, but let me tell you why it is important, to do nothing now and to do nothing in the next administration would not be the right thing. It brings it to the forefront of the attention of everyone. It will have to be revisited; it puts us all on notice.

Trustee Radnovich agrees with the approach to modify the election rules, as 35% of voters is a small amount and not the majority. He clarified that the Attorney



182 was not speaking in opposition to rank choice voting that there were two other  
183 municipalities, which are Las Cruces and Santa Fe. He stated that he discussed  
184 rank choice voting with two councilors from Santa Fe who agreed it was doing  
185 well and agrees that the discussion should be had regarding rank choice, as  
186 opposed to a Special Election.

187  
188 **ROLL CALL VOTE:**            **Trustee Pacheco-Yes**  
189    **Trustee Benavides-Yes**  
190    **Trustee Radnovich-No**  
191 **CARRIED:**                        **Motion Passed 2-1**

192  
193 C. Discussion and Approval of CDSP 23-01; A request by Chavez Guadalupe,  
194 LLC for a Conservation Development Standards Permit as allowed by §9.2.27.  
195 The request is for a residential development in the A-1 Zone in the Guadalupe  
196 Trail Character Area. The property is located at 6535 Guadalupe Trail NW and is  
197 legally described as a tract of land situated within the Elena Gallegos Grant,  
198 projected Section 29, Township 11 North, Range 3 East, New Mexico Principal  
199 Meridian, within M.R.G.C.D. Map No. 29, being all of Tracts 36-A-1-E-2, 36-A-2-  
200 E-2, 36-A-3-E-2, 36-A-1-F, 36-A-2-F, 36-A-3-F, 35-A-2-A and 62-8-2-B,  
201 M.R.G.C.D. MAP NO. 29. The property contains 9.2682 acres more or less.

202  
203 **Mayor Lopez requested the Trustees state if there was any conflict of**  
204 **interest regarding this item of business.**

205  
206 **COI/EX PARTE DISCLOSURE:** **Trustee Pacheco-No**  
207    **Trustee Benavides-No**  
208    **Trustee Radnovich-No**  
209    **Mayor Lopez-No**

210  
211 Director Rubin presented the Conservation Development Standards Permit 23-01  
212 and stated that the applicant is requesting approval of a Conservation  
213 Development Standards Permit on a 9.268-acre project site. The request  
214 includes 16 residential lots, three tracts for vehicular access to the site, and three  
215 tracts comprising the conservation area, which include a community garden,  
216 open space, and a wildlife viewing area. The project proposes 16 residential lots,  
217 ranging from 0.3 to 0.43 acres, with an average lot size of 0.35 acres. There  
218 would be 2.45 acres of dedicated land for agriculture and conservation (30.17%  
219 of the net acreage, above the 30% required). The application received the  
220 required Pilot Project approval from the Board of Trustees on November 9, 2022,  
221 under case #PP 22-01. This allows the applicant to submit applications for a  
222 Conservation Development Standards Permit, Site Development Plan, and Major  
223 Subdivision under §9.2.27 Conservation Development Standards Permit (CDP).

224  
225 On August 8, 2023, the Village of Los Ranchos Planning and Zoning  
226 Commission voted 5-1 to grant the request for review and recommendation of a

227 Conservation Development Standards Permit for the project, under case #CDSP  
228 23-01, to the Board of Trustees.

229  
230 Director Rubin indicated that in addition to this item on the agenda for this  
231 request the conservation development standards permit, the following two items:  
232 the site development plan and the subdivision for this project were all related.  
233 She further provided background information as followed: staff developed the  
234 conservation development pilot project regulations and application process as  
235 guided by the 2035 Master Plan. In the plan, cluster housing or conservation  
236 development was included as an alternate form of residential development based  
237 on public input received, as shown in the plan's appendix. This form of residential  
238 development was noted to be able to achieve multiple goals of the Village: to  
239 attract and retain both younger and older residents with smaller homes on  
240 smaller lots with less land to manage, and to preserve agriculture and contiguous  
241 open space. After adoption of the Master Plan, staff presented key questions for  
242 the ordinance to the Board at their July 14, 2021, meeting, drafts of the ordinance  
243 were on the Board agenda in November 2021, January 2022, and February  
244 2022, and it was adopted under Ordinance No. 284 on March 9, 2022.

245  
246 Excerpts from that ordinance are included in this report as relevant code  
247 language. The ordinance allows conservation development under pilot projects,  
248 intended to test the concept, figure out what design guidelines work, and in the  
249 future potentially adopt an ordinance allowing widespread use. A conservation  
250 development has two key components: open space preservation and a density  
251 bonus to help incentivize that preservation. Conservation development can  
252 preserve larger, contiguous open space areas or agricultural land than traditional  
253 residential development by allowing houses to be built on smaller lots, typically  
254 grouped together, with the remaining land dedicated separately. She continued  
255 that there currently was a moratorium for applications with that type of  
256 development while text amendments are being proposed, and that the purpose of  
257 the application was to ensure that the requirements of section §9.2.27 are met.

258  
259 Director Rubin provided her report within the agenda packet for any questions  
260 and stated that there was one omission to the report which was, the Planning  
261 Commission added a condition of approval and is included in the Notice of  
262 Decision for the Planning Commission Hearing. Item E. of the Notice of Decision,  
263 which read, any dedication of open space must be perpetual with adequate  
264 funding maintained for the perpetual operation and maintenance of such open  
265 space, applicant is encouraged to consider legal alternatives to effectuate this  
266 condition, such as the villages afforded the opportunity to monitor, audit and  
267 provide oversight over the applicants commitment in this regard, including  
268 without limitation funding, commitments, and covenants that run with the land.  
269 She recommended to the governing body that it be included as a condition of  
270 approval, as it should be noted with the following related items and that the  
271 department does recommend approval.

272 John Salazar, 4641 Los Poblanos Circle, Representative, Chavez Guadalupe  
273 LLC

274 The application complies with all the ordinance requirements for a conservation  
275 development standards permit. The planning department report to the Village  
276 Planning Commission was favorable. The Village Planning Commission found  
277 there to be compliance and recommended approval to this board. The applicant  
278 is willing to accept all the conditions that have been proposed, including that  
279 additional condition suggested by the Planning Commission. Chavez Guadalupe  
280 supports the recommendation and asks that the board, the Village Trustees  
281 approves the application.

282  
283 Public Comments:

284 Bonnie Kelly, 6900 Rio Grande Blvd NW-oppose  
285 Joe Craig, 505 Calle del Pajarito NW-oppose  
286 Nancy Nangeroni, 7315 Guadalupe Trail NW-oppose  
287 Gordene McKenzie, 7315 Guadalupe Trail NW-oppose  
288 Jane Selverstone, 620 El Paraiso Road NW-oppose  
289 Tom Donelan, 6668 Edgewood Drive NW-oppose  
290 David Gutzler, 620 El Paraiso Road NW-oppose  
291 Michelle Smiley, 623 El Paraiso Road NW-not present  
292 Emilie Sederholm, 617 El Paraiso Road NW-oppose

293  
294 **Mayor Lopez asked for a motion for the Approval of CDSP 23-01.**

295  
296 **MOVED: Trustee Pacheco**  
297 **SECONDED: Trustee Benavides**

298  
299 Discussion:

300  
301 Trustee Pacheco emphasized that this has been a topic of discussion since the  
302 2035 Master Plan Committee which was during 2017 through 2018 and has  
303 continued since and is not a new item. She further stated that there has been  
304 community involvement along the process and that the number of houses has  
305 been trimmed and that the organization has worked hard with the community to  
306 reach a resolution to move forward. She confirmed with Director Rubin if that  
307 application had reached compliance, Director Rubin verified in the affirmative.

308  
309 Trustee Benavides concurred that his understanding through the process of  
310 litigation and the details provided within the application was whether all  
311 requirements were met with compliance. He inquired with Director Rubin and  
312 Attorney Winter if section §9.3.3 regarding the Business License was applicable  
313 to the circumstance.

314 Attorney Winter clarified that the application had been approved in 2022 and  
315 stated that the Friends of Los Ranchos appealed the decision and cited seven to  
316 eight reasons why the application should not be approved, and on October 12,

317 2023, the District Court rejected the appeal and found that the approval was in  
318 compliance with the regulations and ordinances.

319  
320 Director Rubin explained that requirements in §9.3.3 apply to ZRP's and approval  
321 for anyone continue with application for a building permit with Bernalillo County  
322 and apply for a business license with the Village, she determined that  
323 construction phase has not yet commenced, therefore does not apply currently.

324  
325 Trustee Benavides agreed with Trustee Pacheco and stated that in November  
326 2022 when it was first presented that the former attorney for Friends of Los  
327 Ranchos agreed with the project. He further continued that the Citizen Advisory  
328 Committee was currently discussing the project and that there was still  
329 opportunity to participate and stay informed.

330  
331 Trustee Radnovich asked Director Rubin to clarify if the acequia located west  
332 was a part of the property or a part of the right-of-way.

333  
334 Director Rubin stated that the acequia was to remain and that the water rights not  
335 to be severed. Scott Schiabor (agent) addressed the governing body and stated  
336 that it belonged to a separate parcel of land which may belong to a public body,  
337 like the Middle Rio Grande Conservancy District.

338  
339 Trustee Radnovich confirmed with Mr. Schiabor that Chavez Guadalupe does not  
340 have any control over the trees along the acequia and if the trees near the  
341 Kaplan or Altman homes would be preserved, and further if the casitas were  
342 adobe.

343  
344 Mr. Schiabor supported that they would make the effort to preserve them, though  
345 once the lot is sold it may vary, and agreed that they would be adobe casitas.  
346 Trustee Radnovich inquired whether casitas could be disallowed.

347  
348 Director Rubin responded that it could be indicated as a condition, however that  
349 any new proposed casita would have to through the conditional use process, with  
350 the routine notice to neighbors and if there should be any objection it would be  
351 routed to the Planning Commission, presumably could be conditioned but is a  
352 separate question. She concluded that they would however need to abide by the  
353 floor area ratio by tallying up to the total of 70,000 square feet. Trustee  
354 Radnovich stated that in his professional experience, covenants were not legally  
355 binding or that many did not take action if so.

356  
357 Trustee Radnovich proposed a condition for more defined landscaping and  
358 management requirements that considers the current habitat versus the  
359 agriculture and that the acequia water (used by Altman) be used on the open  
360 space for the development prior to construction to ensure that the two-and-a-half  
361 (2.5) acres are in fact sufficient for wildlife if handled appropriately.

362 Mr. Salazar addressed the governing body and stated that he understood that  
363 covenants are not always enforced, though that they were binding and are  
364 considered a declaration place on property and anyone who were to take title to  
365 a lot as covenanted is subject, and could be enforced by the Homeowner's  
366 Association or anyone else living in the subdivision because they would all be  
367 contracted amongst one another, along with the maintenance agreement for  
368 open space, as the Village can enforce as well.

369  
370 Trustee Radnovich stated that he wanted to capture as much as possible from  
371 the constituency to include in his proposed condition. Director Rubin ascertained  
372 that the covenant document was still in draft form.

373  
374 **Mayor closed the floor for comments.**

375  
376 **AMENDED MOTION:** Trustee Pacheco amended her motion to add  
377 the conditions as recommended by the Planning  
378 Commission

379 **SECONDED:** Trustee Benavides amended his motion to add the  
380 conditions as recommended by the Planning  
381 Commission

382  
383 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
384 Trustee Benavides-Yes  
385 Trustee Radnovich-No

386 **CARRIED:** Motion Passed 2-1

387  
388 **Mayor Lopez requested recess.**

389 **Mayor Lopez reconvened the meeting at 6:57 pm.**

390  
391 D. Discussion and Approval of SDP 23-05; A request by Chavez Guadalupe, LLC  
392 for a Preliminary Site Development Plan as allowed in §9.2.27. The request is for  
393 a residential development in the A-1 Zone in the Guadalupe Trail Character Area.  
394 The property is located at 6535 Guadalupe Trail NW and is legally described as a  
395 tract of land situated within the Elena Gallegos Grant, projected Section 29,  
396 Township 11 North, Range 3 East, New Mexico Principal Meridian, within  
397 M.R.G.C.D. Map No. 29, being all of Tracts 36-A-1-E-2, 36-A-2-E-2, 36-A-3-E-2,  
398 36- A-1-F, 36-A-2-F, 36-A-3-F, 35-A-2-A and 62-8-2-B, M.R.G.C.D. MAP NO. 29.  
399 The property contains 9.2682 acres more or less.

400  
401 **Mayor Lopez requested the Trustees state if there was any conflict of**  
402 **interest regarding the item or any ex parte communication.**

403  
404 **COI/EX PARTE DISCLOSURE:** Trustee Pacheco-No  
405 Trustee Benavides-No conflict of interest;  
406 Yes, ex parte communication with Mayor

407 **Elect Craig**  
408 **Trustee Radnovich-No**  
409 **Mayor Lopez-No**  
410

411 Director Rubin presented the Site Development Plan 23-05 as allowed under  
412 §9.2.27, the background information was discussed in the previous item. The  
413 SDP 23-05 differs in that it reviews all of the elements as to how they will be  
414 situated and includes permissive and conditional uses, area regulations, and  
415 roadway standards, all duplicative to the previous item.  
416

417 Mr. Salazar supported and agreed with the recommendation of the Planning and  
418 Zoning Department.  
419

420 Public Comments:

421 Bonnie Kelly, 6900 Rio Grande Blvd NW-deferred  
422 Joe Craig, 505 Calle del Pajarito NW-opposed  
423 Nancy Nangeroni, 7315 Guadalupe Trail NW-opposed  
424 Gordene McKenzie, 7315 Guadalupe Trail NW-deferred  
425 Jane Selverstone, 620 El Paraiso Road NW-deferred  
426 Tom Donelan, 6668 Edgewood Drive NW-opposed  
427 Michelle Smiley, 623 El Paraiso Road NW-not present  
428 Emelie Sederholm, 617 El Paraiso Road NW-not present  
429 Marcia Smiley, 623 El Paraiso Road NW-opposed (Attorney Winter swore Ms.  
430 Smiley in prior to her addressing the governing body)  
431 Diana Clark, 601 El Paraiso Road NW-opposed (Attorney Winter swore Ms.  
432 Clark in prior to her addressing the governing body)  
433

434 Mr. Salazar reiterated that the business license requirement did not yet apply as  
435 it is currently for land use approval, and further addressed if any of the  
436 stipulations would continue to apply in one hundred (100) years and the purpose  
437 of convenience was for the record of the land, and that there are terms and  
438 provisions for extensions which would apply.  
439

440 **Mayor Lopez asked for a motion for the Approval of SDP 23-05.**  
441

442 **AMENDED MOTION: Trustee Pacheco which includes**  
443 **the conditions as recommended by the Planning**  
444 **Commission**

445 **SECONDED: Trustee Benavides which includes the**  
446 **conditions as recommended by the Planning**  
447 **Commission**  
448

449 Discussion:

450  
451 Trustee Benavides expressed that it was no concern to him whether native or

452 non-native plants were a requirement, that it should be up to the property owner,  
453 and asked for clarification if it was a preliminary or final application.

454  
455 Director Rubin responded that the preliminary application is vetted through the  
456 Planning Commission and the final application is then escalated to the full  
457 governing body for approval.

458  
459 Director Rubin acknowledged the error in language.

460  
461 Clerk Danielle Sedillo-Molina indicated that the information was received with  
462 that language from the Planning and Zoning Department.

463  
464 Mayor Lopez noted that the Site Development Plan was noticed as preliminary  
465 and was of the opinion that is what could be voted on.

466  
467 Mr. Salazar stated that they would accept that the approval would have to be  
468 preliminary.

469  
470 Trustee Benavides stated that the language regarding the covenants should be  
471 reconsidered. Mr. Salazar stated the Village could enforce the maintenance  
472 agreement shared with the developer, and that the covenants regarded the land  
473 which would be private.

474  
475 Trustee Radnovich reiterated his request and proposal for the conditions just as  
476 discussed in the previous item.

477  
478 Scott Schiabor (agent) stated the Planning Commission approved the plan with  
479 two entrances.

480  
481 Trustee Radnovich included an additional condition that the second entrance be  
482 utilized for fire access only and closed the majority of the time.

483  
484 **Mayor closed the floor for comments.**

485  
486 **ROLL CALL VOTE:** Trustee Pacheco-Yes without additional  
487 conditions  
488 Trustee Benavides-Yes  
489 Trustee Radnovich-No due to lack of additional  
490 conditions, though agreed applicant met  
491 compliance

492 **CARRIED:** Motion Passed 2-1

493  
494  
495 E. Discussion and Approval of S 23-05; A request by Chavez Guadalupe, LLC for  
496 a Preliminary Plat for a Major Subdivision as allowed in §9.2.27. The request is

497 for a residential development in the A-1 Zone in the Guadalupe Trail Character  
498 Area. The property is located at 6535 Guadalupe Trail NW and is legally  
499 described as a tract of land situated within the Elena Gallegos Grant, projected  
500 Section 29, Township 11 North, Range 3 East, New Mexico Principal Meridian,  
501 within M.R.G.C.D. Map No. 29, being all of Tracts 36-A-1-E-2, 36-A-2-E-2, 36-A-  
502 3-E-2, 36- A-1-F, 36-A-2-F, 36-A-3-F, 35-A-2-A and 62-8-2-B, M.R.G.C.D. MAP  
503 NO. 29. The property contains 9.2682 acres more or less.

504  
505 **Mayor Lopez requested the Trustees state if there was any conflict of**  
506 **interest regarding the item or any ex parte communication.**

507  
508 **COI/EX PARTE DISCLOSURE:** **Trustee Pacheco-No**  
509 **Trustee Benavides-No conflict of**  
510 **interest; Yes, ex parte**  
511 **communication with Mayor Elect**  
512 **Craig**  
513 **Trustee Radnovich-No**  
514 **Mayor Lopez-No**

515  
516 Director Rubin recommended S 23-05 for approval and cited that this item too  
517 has the same case history as the previous two items on the agenda, and that  
518 there were no supplementary requirements from the Planning Commission and  
519 provided her report. She concluded that the Planning Department was making  
520 the recommendation for approval.

521  
522 Mr. Salazar reiterated that the application was in compliance as approved by  
523 the Planning and Zoning Commission.

524  
525 **Mayor Lopez requested a two-minute recess to inquire with counsel.**  
526 **Mayor Lopez reconvened at 7:29pm.**

527  
528 Public Comments:  
529 Bonnie Kelly, 6900 Rio Grande Blvd NW-deferred  
530 Joe Craig, 505 Calle del Pajarito NW-opposed  
531 Nancy Nangeroni, 7315 Guadalupe Trail NW-opposed  
532 Gordene McKenzie, 7315 Guadalupe Trail NW-deferred  
533 Jane Selverstone, 620 El Paraiso Road NW-not present  
534 Tom Donelan, 6668 Edgewood Drive NW-opposed  
535 Michelle Smiley, 623 El Paraiso Road NW-not present  
536 Jennifer Kueffer, 722 Mullen Road-opposed  
537 Emilie Sederholm, 617 El Paraiso Road NW-not present  
538 Marcia Smiley, 623 El Paraiso Road NW-opposed

539  
540 Mr. Salazar again stated that the application was in compliance as approved  
541 by the Planning and Zoning Commission and expressed that Ms. Kueffer and



542 Mr. Craig, as newly elected officials would not be able to discuss these items  
543 should they be deferred as it would be considered a conflict of interest due to  
544 their public opposition in the open meeting and litigation.  
545

546 **Mayor Lopez asked for a motion for the Approval of S 23-05.**  
547

548 **MOTION:** Trustee Radnovich with the conditions of a  
549 landscape plan, habitat and/or agricultural  
550 orientation for open space be submitted,  
551 connection to acequia for the open space be  
552 required and the management plan be more  
553 specific in care and guarantees and that the trees  
554 within the property be saved.

555 Discussion:

556  
557 Trustee Benavides reflected that he did not understand how a landscape plan for  
558 agriculture could be required as the seeds planted over the course of the next  
559 five years.  
560

561 Director Rubin stated that the Site Plan and the previous approval addresses the  
562 uses on the site plan and not the subdivision and if that were to be readdressed,  
563 the Site Plan would also require reapproval.  
564

565 **SECONDED:** None  
566

567 **NEW MOTION:** Trustee Pacheco which includes  
568 the conditions as recommended by the Planning  
569 Commission

570 **SECONDED:** Trustee Benavides would like to amend the  
571 motion to incorporate the covenants into the  
572 maintenance plan that remains with the Village so  
573 that it may be enforceable  
574

575 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
576 Trustee Benavides-Yes  
577 Trustee Radnovich-No due to lack of additional  
578 conditions, though agreed applicant met  
579 compliance

580 **CARRIED:** Motion Passed 2-1  
581

582  
583 **6. NEW BUSINESS**

584 A. Discussion and Approval of Resolution No. 2023-12-02; A Resolution  
585 Approving a Fourth Amendment to the Residential and Commercial Solid Waste  
586 and Recycling Collection Services License between the Village of Los Ranchos

587 de Albuquerque, New Mexico and Waste Management of New Mexico, Inc. to  
588 address a Recycling Processing Fee. (Correction to Resolution No. 2023-10-02)  
589

590 Attorney Winter noted that the correction was made to reflect a fourth  
591 amendment and that the item has been heard previously.  
592

**Mayor Lopez asked for a motion to approve Resolution No. 2023-12-02.**

593  
594  
595 **MOVED:** Trustee Benavides  
596 **SECONDED:** Trustee Radnovich

597  
598 Discussion:

599  
600 Trustee Radnovich asked for Waste Management Dan Darnell to address the  
601 governing body.  
602

603 Mr. Darnell stated that he would like to address that Waste Management allowed  
604 purveyors of large waste containers in the Village. The only change presented  
605 was moving from amendment three to amendment four, revisions to the contract  
606 will be up for renegotiation in the coming year.  
607

608 *(No one from the public signed up to speak)*  
609

610 **Mayor Lopez closed the floor for comments.**

611  
612 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
613 Trustee Benavides-Yes  
614 Trustee Radnovich-Yes  
615 **CARRIED:** Motion Passed 3-0  
616

617  
618 B. Discussion and Approval to advertise and begin the Request for Proposals  
619 (RFP) process in January 2024 for Legal Services. The Village of Los Ranchos  
620 will be requesting sealed proposals from qualified law firms for legal services to  
621 oversee and assist in managing all Village related legal matters, ensuring  
622 maximum protection of legal rights and continued operation consistent with  
623 federal, state and local laws.  
624

625 Acting Administrator Joshua O'Halloran stated that at the October 9, 2019, Board  
626 of Trustees meeting the Mayor, on behalf of the Village, allowed him to enter into  
627 contract with Stelzner, Winter, Warburton, Flores, Sanchez & Dawes , P.A. which  
628 was executed for a four-year term. On October 16, 2023, due to ongoing legal  
629 services and current pending litigation, the contract was extended through June

630 30, 2024. He was seeking approval to advertise and begin the RFP process for  
631 legal services in January 2024.

632 **Mayor Lopez asked for a motion to approve the advertisement and begin**  
633 **the Request for Proposals (RFP) process in January 2024 for Legal**  
634 **Services.**

635  
636 **MOVED:** Trustee Benavides  
637 **SECONDED:** Trustee Radnovich

638  
639 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
640 Trustee Benavides-Yes  
641 Trustee Radnovich-Yes

642 **CARRIED:** Motion Passed 3-0  
643

644 C. Discussion and Approval to advertise and begin the Request for Proposals  
645 (RFP) process in January 2024 for Planning and Engineering Services for the  
646 Middle Rio Grande Levee Improvements.

647  
648 Mr. Charles Thomas, 5301 Hayes NW, Albuquerque, Consultant  
649 Addressed the governing body stating the request is to begin the process of  
650 advertising the RFP for firms to submit proposals for improvements within the  
651 area. This project is funded in part through a federal grant from FEMA as  
652 executed on September 8, 2022. The goal is to do assessment and data  
653 collection, a thorough site inspection for design improvements, without  
654 connecting back to the existing tiebacks. Also reviewing all the historical  
655 maintenance records, and reports which will be provided by MRGCD and Army  
656 Corp of Engineers to do the analysis evaluation to assess the current erosion,  
657 stability and potential failure and evaluate the current condition of components,  
658 and also determine any current deficiencies. The next step will be design and  
659 recommendations.

660  
661 **Mayor Lopez asked for a motion for approval to advertise and begin the**  
662 **RFP process in January 2024 for Planning and Engineering Services for the**  
663 **Middle Rio Grande Levee Improvements.**

664  
665 **MOVED:** Trustee Radnovich  
666 **SECONDED:** Trustee Benavides

667 Discussion:  
668

669  
670 Trustee Benavides inquired whether Corrales would also be doing the same. Mr.  
671 Thomas deferred to Mayor Lopez. Mayor Lopez stated that it met standards and  
672 was built in 1996. Mr. Thomas stated that compaction standards were of  
673 concern.

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**ROLL CALL VOTE:**           Trustee Pacheco-Yes  
Trustee Benavides-Yes  
Trustee Radnovich-Yes  
**CARRIED:**                   Motion Passed 3-0

D. Discussion and Approval of Resolution No. 2023-12-03; A Resolution extending the Moratorium on Pilot Project and Conservation Development Standards Permit Applications.

Director Rubin stated that the Citizens Advisory Committee has been working on the proposed edits, however additional time will be needed and an extension of the moratorium until June 30, 2024, will be necessary.

**Mayor Lopez asked for a motion to approve Resolution No. 2023-12-03.**

**MOVED:**                       Trustee Benavides  
**SECONDED:**               Trustee Radnovich

Public Comments:  
Nancy Nangeroni, 7315 Guadalupe Trail NW-otherwise  
Gordene McKenzie, 7315 Guadalupe Trail NW-deferred

Discussion:

Trustee Pacheco asked Director Rubin for the history.

Director Rubin stated that it began in September 2022 with a public meeting. The public requested more input and items such as reduction in density and height requirements in the C-1 Zone and similar edits to the V-C Zone, and the Conservation Development Pilot. Citizens Advisory Board was then created, which now meets every two weeks.

Clerk Sedillo-Molina stated that this will now be the fifth Resolution extending the moratorium.

Trustee Benavides asked if anyone has expressed interest in wanting to do a pilot project?

Director Rubin replied that she is aware of one individual.

**ROLL CALL VOTE:**           Trustee Pacheco-No  
Trustee Benavides-Yes  
Trustee Radnovich-Yes  
**CARRIED:**                   Motion Passed 2-1

719 E. Discussion and Approval of accepting Amendments to the Memorandum of  
720 Understanding (MOU) with the Bernalillo County Fire Department.

721  
722 Deputy Fire Chief Greg Perez addressed the governing body, the MOU is  
723 provided within agenda packet.

724  
725 **Mayor Lopez asked for a motion to approve Amendments to the**  
726 **Memorandum of Understanding (MOU) with the Bernalillo County Fire**  
727 **Department.**

728  
729  
730 **MOVED: Trustee Pacheco**

731  
732 Trustee Radnovich inquired about the annual \$2.2 million County cost to operate.  
733 Deputy Fire Chief Perez responded in the affirmative and reported that Bernalillo  
734 County recently entered into agreement with Sandia Pueblo, which is at the rate  
735 of \$2.2M and the Village is at \$1.2M less. They will soon be relocating to a new  
736 station near Sandia Prep which will be a full-ladder company.

737  
738 Chief Financial Officer Tammy Silva informed that when she joined the Village,  
739 she recognized that there had not been an annual 3% increase to maintain the  
740 budget adequately.

741  
742 **SECONDED: Trustee Benavides**

743  
744 **ROLL CALL VOTE: Trustee Pacheco-Yes**  
745 **Trustee Benavides-Yes**  
746 **Trustee Radnovich-Yes**

747 **CARRIED: Motion Passed 3-0**

748  
749  
750 F. Discussion and Approval: In accordance with the Village of Los Ranchos 2013  
751 Codified Ordinances Chapter 9; §9.2.2 Planning and Zoning Commission. (A)  
752 MEMBERSHIP: The Commission shall consist of seven (7) members who shall  
753 be appointed by the Mayor with the advice and consent of the members of the  
754 Governing Body.

755 Planning & Zoning Commissioners for 2023/2024:  
756 a. John Edward  
757 b. Gwenn Baldwin

758  
759 **Mayor Lopez asked for a motion for confirmation.**

760  
761 **MOVED: Trustee Radnovich**

762 **SECONDED: Trustee Benavides**

763

764 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
765 Trustee Benavides-Yes  
766 Trustee Radnovich-Yes  
767 **CARRIED:** Motion Passed 3-0  
768

769 **7. APPROVAL OF MINUTES**

770 A. Minutes; October 11, 2023; Regular Meeting  
771

772 **Mayor Lopez asked for a motion to approve the minutes.**  
773

774 **MOVED:** Trustee Benavides  
775 **SECONDED:** Trustee Pacheco  
776

777 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
778 Trustee Benavides-Yes  
779 Trustee Radnovich-Yes

780 **CARRIED:** Motion Passed 3-0  
781

782 **8. FINANCIAL BUSINESS**

783 A. Discussion and Approval of the October 2023 Cash Report.  
784

785 CFO Silva presented the Cash Report for the month ending October 31, 2023.  
786

787 Cash Report for the month of October 31, 2023.

788 Ending cash balance on October 31, 2023 is \$11,563,732.14 which is an increase of  
789 \$837,237.68 for this month. YTD deficiency of revenues over expenditures is  
790 \$(674,809.32).  
791

792 **Mayor Lopez excused himself from the meeting momentarily.**

793 **Trustee Pacheco requested a five-minute recess.**

794 **Mayor Lopez reconvened at 8:40pm.**  
795

796 **Unusual or Significant Items**

797 The Village received \$525,000.00 reimbursement from the State of New Mexico for a  
798 capital appropriation to acquire open space.  
799

800 The Village paid Affordable Services \$4,351.46, check #3213, for work on Bauer  
801 Property for claim #2024031304.  
802

803 The Village paid Arbor Valley Nursery \$7,825.00, check #3215, for tree for the PDN  
804 Infrastructure project on the Paseo Del Norte open space property.  
805

806 The Village paid Bernalillo County \$120,199.97, check #3100, for quarter 2 of EMS &  
807 Fire Services per our IGA agreement with the county.  
808

809 The Village paid Bernalillo County Planning \$17,500.00, check #3177, for clerical  
810 services, record storage, maintenance, and CE services.

811 The Village paid Brennon William \$6,795.00, check #3181, as a contractor for P&Z  
812 consulting services for September 2023.

813  
814 The Village paid DML Inc. \$26,290.95, check #3186, for new surface on the pickleball  
815 courts at Old Village Hall.

816  
817 The village paid Franken Construction \$28,071.25, check #3188 for work on the Agri-  
818 Nature center driveway project.

819  
820 The Village paid JR & Sons Fence Company \$10,300.15, check #3116 for fence project  
821 completion at Old Village Hall.

822  
823 The Village paid Power Ford \$40,608.00, check #3200, for purchase of new Ag truck.

824  
825 **Mayor Lopez asked for a motion to approve the October 2023 Cash Report.**

826  
827 **MOVED: Trustee Radnovich**  
828 **SECONDED: Trustee Benavides**

829  
830 Discussion:

831  
832 Trustee Pacheco requested information regarding the Bauer Property as to  
833 where it is located. CFO Silva stated that it is near Edgewood Park at Edgewood  
834 and Osuna.

835  
836 Clerk Sedillo-Molina provided background, indicating that the expense were due  
837 to an oversight of not closing both flood channels from the ditch after watering  
838 the park, which resulted in a flood at the homeowner's property. The Village had  
839 the responsibility of making the property whole which resulted in a Tort Claim and  
840 the remediation of the property. The claim was submitted to the NM Self  
841 Insurer's Fund.

842  
843 Trustee Pacheco expressed the GRT revenue looked steady.

844  
845 Trustee Radnovich asked about the payment to Brennon Williams if he could be  
846 brought on as a full-time employee. Director Rubin confirmed that he was an  
847 asset and an incredible help, though was retired under PERA which has some  
848 stipulations.

849  
850 **Mayor Lopez closed the floor for comments.**

851  
852 **ROLL CALL VOTE: Trustee Pacheco-Yes**  
853 **Trustee Benavides-Yes**  
854 **Trustee Radnovich-Yes**  
855 **CARRIED: Motion Passed 3-0**

856

857 B. Discussion and Approval of the November 2023 Cash Report.  
858  
859 Cash Report for the month of November 30, 2023. Ending cash balance on  
860 November 30, 2023 is \$11,796,466.76 which is an increase of \$232,734.62 for  
861 this month. YTD deficiency of revenues over expenditures is \$(442,074.70).  
862 Unusual or Significant Items the Village did not have an unusual expenditures for  
863 November 2023.

864  
865 **Mayor Lopez asked for a motion to approve the November 2023 Cash**  
866 **Report.**

867  
868 **MOVED: Trustee Benavides**  
869 **SECONDED: Trustee Radnovich**

870  
871 Discussion:

872  
873 Trustee Radnovich asked if CFO Silva could clarify the amount on page 310  
874 under Current YTD Budget.

875  
876 CFO Silva responded that she would have to provide an answer later to ensure  
877 accuracy.

878  
879 **ROLL CALL VOTE: Trustee Pacheco-Yes**  
880 **Trustee Benavides-Yes**  
881 **Trustee Radnovich-Yes**  
882 **CARRIED: Motion Passed 3-0**

883  
884 Mayor Lopez asked CFO Silva to address the submittal of the Audit.

885  
886 CFO Silva stated that the deadline was upcoming on Friday, though it had  
887 already been submitted to the Office of the State Auditor. She further stated that  
888 at the Exit Conference, the Auditor's stated that the Village is financially sound  
889 for an entity of this size and have been good stewards of the public funds, which  
890 results in a higher cash balance.

891  
892 C. Discussion and Approval of Resolution No. 2023-12-01; A Resolution  
893 Approving a Budget Adjustment Request; FY 2023/2024; Recommending mid-  
894 year budget revisions related to the General Fund (101).

895  
896 CFO Silva addressed the governing body, that she was requesting an increase of  
897 \$2,000 for Bank services, she also stated that there was not a sweep account at  
898 the beginning of the FY, and one bank account with no fees. Although after  
899 learning from the bank representative about the potential yield from the sweep  
900 account, could amount up to \$15,000 monthly with the cash balance and \$500 in  
901 fees. The second line for the insurance deductible at the Bauer property as



902 discussed earlier. The third line regarding the Utilities, with these BAR's pertain  
903 to maintenance, utilities and speedbumps for a landscaping contract at the 5100  
904 Rio Grande property recently purchased. The fourth line for the General Admin  
905 which is in the amount of \$23,000 toward the backup generator at the Village  
906 Hall. Fifth is for the Edible Trails which is for a grant that has a match  
907 requirement of \$50,000. Final item is for Animal Control street cat hub program in  
908 the amount of \$4,000, which helps with the sterilization.

909  
910 **Mayor Lopez asked for a motion to approve Resolution No. 2023-12-01.**

911  
912 **MOVED:** Trustee Radnovich  
913 **SECONDED:** Trustee Benavides

914  
915 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
916 Trustee Benavides-Yes  
917 Trustee Radnovich-Yes

918 **CARRIED:** Motion Passed 3-0  
919

920  
921 D. Discussion and Approval of Resolution No. 2023-12-04; A Resolution  
922 Approving a Budget Adjustment Request; FY 2023/2024; Recommending mid-  
923 year budget revisions related to the American Rescue Plan Act Fund (260).  
924

925 CFO Silva stated that it is for the American Rescue Plan Action Fund and that  
926 the amount description is incorrect, though the account numbers are correct and  
927 pertain to the general ledger account for Building and Structure maintenance. It is  
928 to increase Public Safety at the Agri-Nature Center.  
929

930 **Mayor Lopez asked for a motion to approve Resolution No. 2023-12-04**

931  
932 **MOVED:** Trustee Benavides  
933 **SECONDED:** Trustee Pacheco

934  
935 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
936 Trustee Benavides-Yes  
937 Trustee Radnovich-Yes

938 **CARRIED:** Motion Passed 3-0  
939

940 Trustee Pacheco inquired what needed to be secured at the Agri-Nature Center.

941  
942 Acting Administrator O'Halloran responded that there were cracks in the windows  
943 amongst other items that needed repair, as well as security cameras.  
944  
945  
946

947 **9. DEPARTMENTAL REPORTS**

- 948 a. Mayor's Report
- 949 b. Administrator's Report
- 950 c. Agri-Nature Center Manager's Report
- 951 d. Planning & Zoning Director's Report
- 952 e. Project Manager's Report
- 953 f. Public Safety Liaison's Report
- 954 g. Attorney's Report

955  
956 Trustee Pacheco took the opportunity to express her gratitude toward Mayor  
957 Lopez for his 32 years of service as Trustee and Mayor as it was their last  
958 meeting. She further asked about the signage at the Agri-Nature Center.

959  
960 Acting Administrator O'Halloran responded that it was part of the Edible Trails  
961 grant from the outdoor recreation division where they would like to connect a trail  
962 from the Los Poblanos open space to Rio Grande Blvd to include the appropriate  
963 as it meanders through the attractions and highlights the lavender, vineyard and  
964 so on.

965  
966 Trustee Benavides emphasized that he wanted to thank the staff for their efforts  
967 and the comprehensive reports they have provided for the Board of Trustees  
968 meetings. He also wished Mayor Lopez well and further expressed that they  
969 didn't always agree, though considered him an honorable person. He also  
970 appreciated that he led with his family in mind as a young boy who grew up in the  
971 north valley.

972  
973 Trustee Radnovich commented that the signage project was at 65% completion  
974 and thought that the residents would have some weigh in prior to that point.

975  
976 Project Manager Maria Rinaldi stated that the 60% design complete means  
977 they've come up with a very generous number of potential elements and designs.  
978 As soon as the administration change takes place we will be meeting with Mayor-  
979 Elect and setting a series of public meetings on all of the projects.

980  
981 Attorney Winter commented that Stelzner prevailed in a motion earlier in the  
982 afternoon and will be consolidating two of the Friends of Los Ranchos cases  
983 which meant that they were down to three litigations. Chappell Law Firm sent a  
984 letter on December 11, proposing a contract at the request of the Mayor-Elect,  
985 indicating a compensation at \$325 an hour. He is not interested in handling  
986 litigation but rather be independent counsel to handle the FOLR litigation.  
987 Attorney Winter also stated that her firm submitted an amended contract for  
988 consideration to Mr. O'Halloran. Also commented on a 13-page legal opinion  
989 from the New Mexico Ethics Commission which will be posted to the Village  
990 website.

991

992 **10. GENERAL PUBLIC COMMENT**

993 General public comment will be taken on items NOT listed on the agenda;  
994 speakers will be allowed three (3) minutes. No action can occur on these items.

995 Jeff Phillips, 605 Schulte Road NW

996 Wanted to introduce himself or reintroduce himself as the Volunteer Emergency  
997 Manager and former Chair of Planning Commission and expressed his thanks to  
998 Mayor Lopez and Trustee Pacheco for their service.

999 Joe Craig, 505 Calle del Pajarito

1000 Requested Melania (Maida) to clarify what the word preliminary meant regarding SDP  
1001 23-05 for the record. He thanked Mayor Lopez for his service of 32 years and Trustee  
1002 Pacheco for her service.

1003  
1004 Nancy Nangeroni, 7315 Guadalupe Trail

1005 After consideration she felt it was necessary to thank Mayor Lopez and Trustee  
1006 Pacheco for their service regardless of not always being able to see eye to eye.

1007  
1008 Gordene McKenzie, 7315 Guadalupe Trail NW

1009 Passed

1010  
1011 Tom Donelan, 6668 Edgewood Place NW

1012 As a former finance officer for the Village, recalls fondly that time, continued to thank  
1013 Mayor Lopez and Trustee Pacheco also as a Planning Commissioner. He expressed  
1014 that most of their efforts were vastly undercompensated. He acknowledged Edgewood  
1015 Park and his concerns.

1016  
1017 David Montoya, 517 Pueblo Solano NW

1018 Not present

1019  
1020 JT Michelson, 5001 Rio Grande Blvd NW

1021 Wanted to express his gratitude to Mayor and the Trustees for all their years and for  
1022 listening to all of the varying opinions.

1023  
1024 Jennifer Kueffer, 722 Mullen Road

1025 Expressed thanks to Mayor for his service and commitment to time. To Trustee  
1026 Pacheco much thanks, and to the remaining Trustees and staff, she looks forward to  
1027 working with everyone.

1028  
1029 Loretta Smith, 536 Chavez Road NW

1030 Not present

1031  
1032 Frank Reinrow, 1144 Ortega Road NW

1033 He stated that democracy could be difficult but that the ability to disagree was needed.  
1034 He continued to express his thanks and looked forward to serving and working with  
1035 everyone.

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**11. TRUSTEE INFORMAL DISCUSSION**

Roundtable discussion is informal; the Board of Trustees will take no official vote or other official action.

**Trustee Pacheco**

- Commented on the time she served for two (2) years as a Planning Commissioner and four (4) years as a Trustee and does not leave with any regrets and felt she was prepared and thoroughly examined the items before her. She also thanked staff and hoped that the incoming body be fair. She also thanked Attorney Winter and wished everyone Happy Holidays.

**Trustee Benavides**

- Over time has become attuned to following the Ordinance and facts presented and doesn't always like the decisions he has had to make and cannot be selective but rather neutral. He recalled about learning when the Village became incorporated, and it was to help mitigate the trailer parks which were rural. He concluded that he looks forward to working with the incoming Trustees and Mayor. He thanked Trustee Pacheco for taking him under her wing.

**Trustee Radnovich**

- He thanked Mayor for his service and stated that he always respected his opinions and knows that he kept things fair. He continued by thanking Trustee Pacheco for advising him in the beginning and also to Attorney Winter for her service.

**Mayor Lopez**

- Mayor concluded that it has been the honor of his lifetime to serve as a longtime Trustee and Mayor Pro Tem, and a two-term Mayor. He declared that he treasures the time he spent with late Mayor Harry Stowers who showed him the ropes along with his support for late Mayor Abraham and serving as his Mayor Pro Tem for 14 years, and to later become his successor. He concluded by stating he looks forward to the future and wished everyone Happy Holidays.

**12. ADJOURNMENT**

**Motion to Adjourn-Trustee Benavides  
Second-Trustee Pacheco  
Motion passed unanimously**

1084  
1085  
1086  
1087  
1088  
1089  
1090

**Mayor Lopez adjourned the meeting at 9:35 p.m.**

Unofficial minutes submitted by

*Danielle Sedillo-Molina*

Danielle Sedillo-Molina, Clerk

DRAFT

**7. APPROVAL OF THE MINUTES**

B. Minutes; December 18, 2023; Special Meeting

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**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
BOARD OF TRUSTEES SPECIAL MEETING  
Warren J. Gray Chambers  
6718 Rio Grande Blvd. NW, Los Ranchos, NM 87107  
Streamed on [www.losranchosnm.gov](http://www.losranchosnm.gov) and Zoom Video Conferencing  
Monday, December 18, 2023; 5:00 p.m.**

**Present:**

|                                       |   |
|---------------------------------------|---|
| Donald T. Lopez, Mayor                | Joshua O'Halloran, Acting Administrator |
| Sandra Pacheco, Mayor Pro Tem/Trustee | Danielle Sedillo-Molina, Clerk          |
| Gilbert Benavides, Trustee            | Nann Winter, Attorney                   |
| George Radnovich, Trustee             |   |

---

Prior to the meeting Mayor Lopez stated:  
*If you wish to speak or comment on certain items on the agenda, you should sign up prior to this meeting, sign-up sheets at the entrance. This will be your last opportunity to sign up, we will then pick up the sign-up sheets and only those individuals who have signed up will be allowed to speak.*

**1. CALL TO ORDER**

**Mayor Lopez called the meeting to order at 5:00 p.m.**

Mayor Lopez announced: This meeting is streamed on the Village website, and with any application, digital service, or software, the opportunity for failure can occur, therefore, the Village is not responsible for the inability to connect to the meeting, by viewing via livestream. The meeting video and audio is recorded and will be available online after the meeting on the Village website.

**2. ROLL CALL**

**Mayor Pro Tem/Trustee Pacheco-present  
Trustee Benavides-present  
Trustee Radnovich-present**

**PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF THE AGENDA**

**Mayor Lopez asked to approve or amend the agenda.**

**MOVED: Trustee Pacheco  
SECONDED: Trustee Benavides**

**ROLL CALL VOTE: Trustee Pacheco-Yes  
Trustee Benavides-Yes  
Trustee Radnovich-Yes**

47 **CARRIED:** Motion Passed 3-0

48  
49 **4. NEW BUSINESS**

50 A. Discussion and Approval of Resolution No. 2023-12-05; A Resolution  
51 designating a Village Representative to communicate to and with the Village's  
52 Legal Counsel the Village of Los Ranchos de Albuquerque's position and  
53 direction on outstanding and potential litigation involving the Friends of Los  
54 Ranchos and Joe Craig; recommending retention of special litigation counsel for  
55 such litigation.

56  
57 Attorney Winter addressed the governing body that after a recent legal  
58 development, Mr. Beck, attorney for Mr. Craig, reached out to her the following  
59 day of the election on November 8, 2023. She emphasized that the conversation  
60 was vital as Mr. Craig is to take office as Mayor on January 1, 2024. Mr. Beck  
61 used the term "mea culpa", raising concerns during the ongoing appeal, and the  
62 potential litigation that may arise due to Mr. Craig's planned admissions. This led  
63 to discussions on government conduct, and despite the conversation not being  
64 documented, Mr. Beck filed a court pleading two days later, revealing key details.

65  
66 In the court filing, Mr. Beck disclosed that Mr. Craig, set to be the future chief  
67 executive of the Village, would take over litigation strategy within 60 days. The  
68 filing also highlighted Mr. Craig's election as mayor, his deposition, and the  
69 alignment of incoming trustees with Mr. Craig's platform. This prompted a closer  
70 examination, resulting in her submission of queries to the state Ethics  
71 Commission.

72  
73 The Ethics Commission responded on December 12, 2023, stating that Mr. Craig  
74 may face conflicts of interest due to his role as mayor and president of a  
75 nonprofit. They cited provisions of the governmental conduct act, emphasizing  
76 disclosure requirements and limitations on using public office for personal gain.

77  
78 She advised again that it is in the best interest for the Village to hire independent  
79 counsel for the litigation involving Mr. Craig. Mr. Craig submitted documents,  
80 including an agreement to transfer his interests in the litigation, raising questions  
81 about the case's future direction as the court has not yet reached a conclusion.

82  
83 She confirmed that regardless of any recent information from Mr. Craig, it does  
84 not alter her underlying concerns as addressed in the resolution.

85  
86 **Mayor Lopez asked for a motion to approve Resolution No. 2023-12-05.**

87  
88 **MOVED:** Trustee Pacheco  
89 **SECONDED:** Trustee Benavides



92 Public Comments:

93 Joe Craig, 505 Calle del Pajarito NW-opposed  
94 Tom Donelan, 6668 Edgewood Drive NW-opposed  
95 Marcia Adams, 1008 Acequia Trail-opposed  
96 David Montoya, 8831 4<sup>th</sup> Street-opposed  
97 Hank Kelly, 6900 Rio Grande Blvd. NW-opposed  
98 Nancy Nangeroni, 7315 Guadalupe Trail NW-opposed  
99 Gordene McKenzie, 7315 Guadalupe Trail NW-opposed  
100 Michael Bryce, 6610 Las Placitas Court NW-opposed

101 Discussion:

102  
103  
104 Trustee Pacheco addressed her concerns regarding the damaging costs the  
105 Village may sustain.

106  
107 Attorney Winter affirmed there would certainly be potential costs to the Village  
108 due to Mr. Craig's indication of a "mea culpa" plea regarding the OMA or anti-  
109 donation clause allegations. The \$58 million project involving Bernalillo County  
110 Mortgage and Finance Authority, and breaches could result in litigations,  
111 damages, and counterclaims. Pleading guilty to violations may lead to breach of  
112 the development agreement, exposing the Village to significant financial and  
113 legal consequences, including potential loss of the back end of the development  
114 project. Attorney Winter stated she took Mr. Craig's counsel's indication  
115 seriously, prompting a query to the Ethics Commission and gave immediate  
116 notification to the Board of Trustees.

117  
118 Trustee Benavides echoed similar concerns as Trustee Pacheco and understood  
119 that ultimately pleading guilty would not remedy future pending litigation.

120  
121 Attorney Winter assessed that it would result in an invitation for Palindrome to  
122 also file an additional lawsuit.

123  
124 Trustee Benavides emphasized his role in representing both the public and the  
125 Village as an institution and maintaining being a neutral party. His focus on the  
126 current resolution is noted, urging the listening public to consider a broader  
127 perspective beyond solely the resolution's details. Trustee Benavides  
128 emphasized both his and Mr. Craig's (as Mayor) fiduciary duty to the Village.

129  
130 Trustee Radnovich cited that materials were issued during the campaign trail  
131 from Mr. Craig raised several red flags for him and felt it would compromise the  
132 Village, with the implications made of terminating the project entirely. He inquired  
133 if there were additional legal aspects beyond finances.

134  
135 Attorney Winter addressed that the current legal situation involves Joe Craig  
136 versus the Village, with financial interests and obligations, where he must

137 disclose potential conflicts. She emphasized restrictions on acquiring and using  
138 confidential information, addressing concerns raised by staff.  
139

140 Attorney Winter clarified that the resolution and accompanying documents cover  
141 both Palindrome and Chavez Guadalupe LLC and acknowledged the public  
142 comments against the project made by Mr. Craig and potential recusals for any  
143 other officials who spoke against it. She continued that Mr. Craig's potential  
144 appointment and the uncertainty in the court actions make it currently Joe Craig  
145 versus the Village. While there is a financial interest, the Ethics Commission  
146 emphasizes the need for disclosure of actual and potential conflicts, preventing  
147 abuse of office and cited NMSA § 10-16-6 prohibits disclosing or using  
148 confidential information acquired as Mayor, addressing concerns about  
149 accessing Village staff's emails. She concluded that the resolution aims to protect  
150 the governing body, not to enforce the governmental conduct act. The governing  
151 body has the power of quo warranto to remove a Mayor for violations of conduct.  
152 The purpose of the resolution is to establish Trustee Benavides as the  
153 responsible party, on behalf of the Village, to handle litigation matters.  
154

155 Trustee Radnovich expressed concerns about the resolution and its potential  
156 impact, and inquired if the resolution could be removed by the Mayor-elect.  
157

158 Attorney Winter responded that it would be the prerogative of the next  
159 administration and require Trustee approval.  
160

161 **Mayor Lopez closed the floor for comments.**

162  
163 **ROLL CALL VOTE:** Trustee Pacheco-Yes  
164 Trustee Benavides-Yes  
165 Trustee Radnovich-No  
166 **CARRIED:** Motion Passed 2-1  
167

168  
169 **5. ADJOURNMENT**  
170

171 **Motion to Adjourn-Trustee Benavides**  
172 **Second-Trustee Pacheco**  
173 **Motion passed unanimously**  
174 **Mayor Lopez adjourned the meeting at 6:12 p.m.**  
175

176  
177 Unofficial minutes submitted by

178  
179   
180 \_\_\_\_\_  
181 Danielle Sedillo-Molina, Clerk

**8. DEPARTMENTAL REPORTS**

- a. Administrator's Report
- b. Agri-Nature Center Manager's Report
- c. Planning and Zoning Director's Report
- d. Project Manager's Report
- e. Public Safety Report



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## DEPARTMENTAL REPORT

Joshua O'Halloran  
Administrator's Report  
January 2024

### ***Roads/Facilities:***

Pedestrian Crosswalks on Chavez Road: Pedestrian crosswalks on Chavez Road are now completed and signage has also been installed.

### ***Parks:***

Edgewood Park: The Village of Los Ranchos selected Accent Landscape Contractor's bid to construct the park at Edgewood. A Notice to Proceed was issued and the contractor now has 120 days to complete the project from the start date of January 15, 2024.

### ***Agri-Nature Center:***

- Roadway Project—The Village has secured \$500,000 in cost overrun funds from the State to finish the roadway at the ANC. This money expires at the end of the fiscal year so the project will begin soon!
- The Agri-Nature Center received a Specialty Crop Grant from the USDA to purchase some kitchen equipment and do some renovations on the indoor kitchen.
- The Agri-Nature Center received a grant from the National Fish and Wildlife Federation to complete the outdoor plaza and raised bed area in front of the buildings at the ag center. This will provide a raised bed area that will be handicap accessible and more usable for senior citizens.

### ***Del Norte Open Space:***

East Side Irrigation--Jacobco Sanchez has begun adding an irrigation ditch that goes down the middle of the East field to facilitate more efficient irrigation. This ditch will have three check valves to build pressure and 26 irrigation gates on the North and South side of the ditch.

### ***Old Village Hall:***

The Village recently received a Quality of Life grant from the state of NM to renovate Old Village Hall. This grant is for \$1.25 million and will allow the village to turn Old Village Hall into a nice meeting space for the community.

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***Edible NM:***

The Village has entered into an agreement with Edible NM to host an event on June 8<sup>th</sup>. This event will be a “burrito smackdown” and chefs from around the state will come to compete in this food competition. It will take place at Hartnett Park.

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## DEPARTMENTAL REPORT

Joshua O'Halloran  
Agri-Nature Center  
January 2024

Master Plan 2035 Agriculture 3.1.1 Objectives

- **Support Small-Scale, Sustainable Agriculture**

- Joshua attended an agricultural educators meeting in collaboration with the county, city, extension office, Ciudad Soil and Water Conservation District, and the Indian Pueblo Cultural Center to talk about ag education collaboration for the coming year.

- The ag center was awarded a National Fish and Wildlife grant to complete the outdoor plaza and raised bed area in front of the warehouse and classroom. This will allow for more handicap access to raised beds and an area for the farm camp students to work in.

- **Support Agricultural Economic Development**

- The ag center is hosting our third annual matanza on February 24<sup>th</sup>. We are in the planning stages of recruiting vendors, musicians, and chefs for the event and promoting it to the community.

- The ag center was recently awarded a Specialty Crop Grant from the USDA to provide equipment for the indoor kitchen and to upgrade the kitchen area. This will allow for more workshops and farm to table dinners.

- **Support The Coordination Of Landowners, Businesses, And Farmers**

- The ag center is hosting a Land Link workshop with Wes Medlock who is the NMSU Extension Specialist from Farmington. He is working to revitalize these efforts statewide to link land owners with farmers in the state.

- The ag center staff held their quarterly Ag Committee meeting where land owners, farmers, and community members shared their thoughts on the Matanza, the usage of the Anderson Fields, and the grants for the pollinator garden and edible trail.

- **Support forage cultivation for wildlife**

- Geese and cranes continue to use the fields at the ag center and Del Norte Open Space for forage over the winter.

- The ag center is seeding cover crops on the community garden area so that they are covered during the winter and will provide forage for wildlife.

- **Investigate Feasibility And Applicability For New Ag Techniques And Technology**

- Year five of the AgriFutures Program features the research team that will be focusing on grants and research opportunities to leverage the Anderson Fields in promoting new techniques and or regenerative ag.

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- The ag center is collaborating on a grant with NMSU and Oklahoma State University to be a test site to trial new varieties of hops for the Southwest.
  - **Pursue A Multigenerational Approach To Ag**
  - Joshua and Dominic are teaching a class every week at Los Ranchos Elementary in the afternoon. They teach about soil, cover crops, livestock, and other agricultural topics.
  - Year five of the AgriFutures Program features the education team that will focus on independent learning along the edible trail for kids and adults of all ages.
    - **Provide Ag Information To Residents And Current And Potential Farmers.**
    - Joshua attended an agricultural educators meeting in collaboration with the county, city, extension office, Ciudad Soil and Water Conservation District, and the Indian Pueblo Cultural Center to talk about ag education collaboration for the coming year.
    - Joshua is working with Dekker Perich Sabatini Landscape Design company on the design for the edible trail that will go through the Agri-Nature Center. This trail will include educational signs to inform residents on what is growing in each field and the importance of each crop.
      - **Promote Water Conservation In Ag**
      - The Ag Center is using drip irrigation on the hops, community garden, vineyard, lavender, and raised beds. Some of it is surface drip and some is sub-surface drip. Surface water is now dried up for the season so all waterings are being done with drip irrigation at the farm as well as rain and snowfall.
      - **Support Animal Husbandry**
      - All of the chickens at the Ag Center are now producing eggs, and the Ag Center is selling the eggs to people who visit the Ag Center.
      - Lambing season has begun and we currently have 3 new baby lambs at the ag center.
      - A pig was recently donated to the ag center for use before the matanza for a butchering demonstration.

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## DEPARTMENTAL REPORT

Maida Rubin, AICP, CFM  
Planning & Zoning  
January 2024

The Planning and Zoning Department had a busy and productive year. Staff fielded a wide range of development-related requests, from meeting with residents to discuss potential projects all the way to facilitating major subdivision applications that came before the Board of Trustees for approval.

Michelle Austin, Administrative Assistant, processed a variety of day-to-day applications throughout the year, including parcel permits, commercial signs, solar, fences/walls, and zone review permits for new construction. She is the first person most members of the public interact with when calling the department or coming in in person, and as such she answers a lot of planning and zoning related questions. Ms. Austin also provided a great deal of assistance last year in assembling the agenda and meeting packets for Planning and Zoning Commission meetings, handled meeting logistics, composed meeting minutes, and assisted with legal notices.

Thomas Sanchez, Code Enforcement Officer, responded to residents' inquiries and reports of code violations in the Village. The goal of code enforcement is compliance, therefore much of Thomas' time was spent discussing code violation issues with residents and working with them to try find resolution before the case escalates to court. Thomas assisted the Village by investigating complaints, red-tagging construction performed without a permit, and notifying realtors to obtain parcel permits.

In 2023, the Department welcomed Brennon Williams, Planning and Zoning Consultant, to the team to assist with the Department's workload. He has been processing administrative applications, responding to daily inquiries, and assisting with Planning and Zoning Commission meetings and case review,

Maida Rubin, Planning and Zoning Director, oversaw the daily operations of the Department and facilitated development applications at Planning and Zoning and Board of Trustee meetings. In 2023, she staffed the Citizens Advisory Committee, which proposed text amendments to the C-1 Zone and worked on proposed edits to Ordinance 284: Conservation Development Pilot Projects. She led two public meetings to gather input on the proposed edits

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in 2023. Ms. Rubin also staffed multiple Mid-Region Council of Governments committees and participated in the Mid Rio Grande Stormwater Quality Team.

## 2023 in Numbers

| Building Permits              | Valuation      | Number of Permits |
|-------------------------------|----------------|-------------------|
| Commercial                    | 4430663.96     | 11                |
| Signs (no. of permits issued) | 617.41         | 7                 |
| Residential Construction, New | \$5,369,974.47 | 31                |
| Residential Alterations       | 78214.99       | 1                 |
| Interior Remodel              | 1301638.12     | 7                 |
| Reroof                        | \$2,200.00     | 22                |
| Pools                         | 1550.47        | 6                 |
| Fence                         | 520            | 12                |
| Demolition                    | 27379          | 3                 |
| Cell Tower Updates            | \$200.00       | 2                 |
| Solar                         | \$38,108.84    | 41                |

Note: Valuation is the value of the construction per square foot multiplied by rates passed by Resolution 2012-1-2.

|                        |     |
|------------------------|-----|
| Realtor Parcel Permits | 35  |
| Film Permits           | 1   |
| New Businesses         | 28  |
| Business Renewals      | 150 |

| P&Z Department/Planning Commission-Approved Applications |    |
|--|----|
| Bed & Breakfast  | 2  |
| Conditional Use  | 3  |
| Home Occupation  | 14 |
| Major Subdivision  | 2  |
| Minor Subdivision – Preliminary Plat                     | 1  |
| Site Development Plan                                    | 3  |
| Variance   | 6  |
| Zone Map Amendment                                       |    |
| Zoning Certification Letter                              | 3  |

### Code Enforcement Actions

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|   |     |
|---|-----|
| Red Tags (building without permit)                    | 7   |
| 1st Notice of Violation Letter                        | 47  |
| 2nd Notice of Violation Letter                        | 12  |
| 3rd Notice of Violation Letter                        | 0   |
| Final notice of Violation Letter                      | 1   |
| Follow Up (sent letter, prior to follow-up date)      | 16  |
| Investigation (per complaint, no violation confirmed) | 156 |
| Closed  | 54  |
| Court   | 5   |



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## **DEPARTMENTAL REPORT**

María G. Rinaldi  
Capital Projects Manager  
January 2024

### **Fourth Street Revitalization:**

#### **Phase 2A-2C Pueblo Solano to Village limits**

##### **Final Engineering**

NMDOT TPF fund \$750,000 /balance of Phase 1 \$234,115.90-paid per above.  
BHI contract fee of \$1,078,857. Contract period – May 1, 2023 -August 30, 2024

- 90% design review will be held with Mayor Craig on January 16<sup>th</sup>.. The formal 90% review and public information meeting will be scheduled after that review.
- The utility phase continues with all utilities to be receiving 90% plans after the final design review.
- We continue to coordinate with Bernalillo County and Wilson Engineering on logical termination of their bike lane into our project area.
- We are in the Right-of-Way (ROW) Phase continues with the exploration of additional potential acquisitions for drainage/dual use properties in the Phase 2A termii. We are experiencing difficulty contacting property owners of other potential acquisitions resulting in the a delay of completeing the ROW map for submittal to NMDOT for approval to begin the acquisition process.
- Lease negotiations are underway for a project office in the former Wells Fargo building at the intersection of 4<sup>th</sup> and Ranchitos.
- Preparing legislative package for appropriation request.

The engineer's (REVISE) estimate for Phase **2A-Pueblo Solano to Ranchitos is \$10,798,754.17** The engineer's construction cost estimate (not yet revised) for Phases 2A-2C/**Pueblo Solano to Village limit is \$27,700,500.00.**

#### **Funding secured for construction and ROW \$8,809,864.00**

- Federal Covid Relief Funds \$1,000,000.00 (ROW)
- NMDOT TPF 2022 funds awarded \$1,425,000.00 (Design/ROW/Construction)

- 2021 Legislative Appropriation \$250,000.00(Construction)
- 2022 Legislative Appropriation \$400,000.00(Construction)
- 2023 Legislative Appropriation \$500,000.00 (ROW and Construct) Awaiting grant agreement.
- 2026-2027 Transportation Improvement Plan (TIP) \$6,624,373 Construction

**Pending applications/requests for construction funding**

- Anticipating further coordination with the NMDOT for change in funding scenario to allow all funding sources to match with Federal Funds in the TIP.

**Additional 4<sup>th</sup> Street Project costs**

- Parking lot and monument signage. Marrow Reardon Wilkinson Miller (MRWM-retainer services agreement) \$17,679.43 for construction documents /construction oversight of signage 65% design review is complete. A public input meeting for final design with several design alternatives is pending and will be scheduled after review with Mayor Craig.
- Project Cost Benefit Analysis to be completed as required by a federal stimulus funding application. We are soliciting cost estimates.

**Agri-Nature Center Improvements:**

**Funding in place:**

- 2020 Legislative Appropriation in the amount of \$212,000.00(includes \$2,120.00 for Art in Public Places)
- 2022 Legislative Appropriation \$75,000.00 (specific to outdoor classroom)
- 2023 Cost Overruns Funding \$500,000 (specific to Phase 2 roadway improvements)

**Entrance and Roadway Improvement Project**

- Franken Construction has completed Phase 1 at the contracted cost of \$385,412.00. This project is accepted/final payment made/closed pending audit.
- A Request for Quotes (RFQ) under a State Price Agreement for Construction is in development for the expenditure of a recently awarded \$500,000 for completing the paving/handicapped parking improvements-Phase 2. This project must be completed in May and the project must be closed out by June 30<sup>th</sup>, 2024.

**Outdoor Classroom/Plaza \$175,000.00 (2022 appropriations)/balance of 2020**

- A task order for design services was issued in the amount of \$21,795.60 under the retainer services agreement to MRWM Landscape Architects in consultation with Insite Works.
- Franken Construction has completed the project at the contracted cost of \$189,275.00. This project is accepted/final payment made/closed pending audit.

**Roadway Improvement Project FY23-24** (NMDOT COOP funding) **\$603,690.00** The Village has been awarded \$350,000.00 /VLR \$253,690.25)

- Environmental and cultural review certification process have begun.
- Repave areas will be milled to maintain road at existing grade.

Roads improvements include:

Repave (pulverize, subgrade prep., asphalt):

El Paraiso Rd  
Guadalupe Trail-Chavez to Tyler  
Charles Place  
Ortega Rd east of 4<sup>th</sup> Street

Crack seal:

Los Poblanos Place  
Los Poblanos Ct  
Chavez Rd-west of Rio Grande Blvd  
Los Ranchos Rd  
Vineyard Rd  
Rio Grande Ln, Pl, and Ct.

**Chavez Road Multiuse Trail Project: total funded \$2,054,139.00- (VLR \$299,083) Preliminary Engineering/ROW Survey/ROW Acquisition (if necessary).**

The Village has entered into a Professional Services Agreement with Parametrix in the amount of \$347,349.54 with a completion date of July 31, 2025.

- Existing Conditions assessment complete; A review of existing conditions will be held with Mayor Craig on January 16<sup>th</sup>.
  - o Survey control set completed
  - o Design topographic survey completed
  - o ROW research and base mapping completed
- The sub-surface utility engineering (SUE) and environmental work underway.
- There is now adequate information to determine preliminary scope alternatives and a public information meeting will be scheduled at the review with Mayor Craig on January 16<sup>th</sup>.

The goal of the project is to provide a trail that improves the safety of all users in a manner that respects the culture, environment, and quality of life of the Village. Public input will be solicited throughout the survey and ROW phase to ensure that the goal of the project is met.

**Comprehensive Transportation Analysis.**

The Village has entered into a Professional Services Agreement with Parametrix in partnership with MRCOG in the amount of \$70,007.40.

- Assessment of hypothetical development scenarios continues.
- Assembly of and comparison of future year traffic volumes for analysis continues.

- The review and summarization of comments received from community surveys continues, and additional surveys are being scheduled at area businesses.
- The Intersection analysis of El Pueblo Road and 2<sup>nd</sup> Street is complete

**Other:**

- Continue monitoring/responding to requests for information/reporting on State website for legislative appropriations, including State of New Mexico Capital Projects Monitoring System, NMDOT reporting, and TIP project reporting.
- Continue meeting/corresponding with NMDOT for 4<sup>th</sup> St. funding opportunities.
- Assisting in construction project management activities of Edgewood Park.



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## **DEPARTMENTAL REPORT**

Fred Radosevich  
Public Safety Report  
January 2024

### **Meetings**

- Contact with Village Staff to include, Mayor, Maria, Keen, Thomas, and Dominic weekly throughout the month.
- Weekly contact with BCSO, Village Staff Meetings
- BCSO North Valley Commander, Lieutenant
- Chief Perez, BCFD-Intergovernmental Agreement
- Flock Safety-Technology equipment, Parametrix- Transportation Analysis
- Meeting with Mayor-elect, New Trustees
- BOT Meeting (Virtual) and BOT Special Meeting

### **Citizen Issues**

- None this month

### **Other**

- Bernalillo County Fire Department Grants
- Thomas code issues throughout the Village, Tascosa, Schulte
- P and Z, Code Enforcement, Animal Control and Court Clerk meeting

Bernalillo County Sheriff's Office

### ***November calls-504***

- 9-alarm calls, 3-auto theft, 4-auto burglaries, 7- burglaries, 11-crashes, 27-disturbances, 28-suspicious persons/vehicles, 85-traffic stops, 2- vandalism, 104-welfare checks
- Traffic stops-85; 22-4<sup>th</sup> street, 11-N.4<sup>th</sup> street area, 33-Rio Grande, 9-Paseo Del Norte, 10-Other roads

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**9. FINANCIAL BUSINESS**

A. Discussion and Approval of the December 2023 Cash Report



## **Village of Los Ranchos de Albuquerque Cash Report Summary**

Cash Report for the month of December 31, 2023.

Ending cash balance at December 31, 2023 is \$12,111,963.74 which is an increase of \$315,496.98 for this month.

YTD deficiency of revenues over expenditures is \$(109,096.85).

### Unusual or Significant Items

The Village paid Bohannon Huston \$86,996.02, check #3410 for 4<sup>th</sup> Street Phase 2 professional services through 12/1/23.

The Village paid Chalmers Ford \$45,617.00, check #3370 for the purchase of a new maintenance truck.

The Village paid Deere & Company \$22,945.50, checks #3374 and 3414 for a new side-by-side for the ag center to replace stole gator and the purchase of 3 tractor implements for maintenance use.

The Village paid Franken Construction \$68,338.68, checks #3352 and 3417 for work on Ag center outdoor classroom.

The Village paid Parametrix \$10,598.45, check 3423 for VLR Transportation study and Chavez multi-use trail professional services through 10/28/23.

The Village paid Stelzner, Winter, Warburton...\$17,145.65, check # 3429, for general counsel services for November 2023.

The Village had 3 payroll periods in December, this resulted in higher-than-normal payroll, PERA, VOYA, 941 and CRS-1 tax expenses.

**Village of Los Ranchos de Albuquerque**  
**Cash Balance Summary by Fund**  
**for the Fiscal Year Ending June 30, 2024**  
**as of Cash Report for December 31, 2023**

|                                       | <i>Beginning Cash<br/>Balance</i> | <i>Excess/(Deficiency)</i> | <i>Ending Cash<br/>Balance</i> | <i>Encumbered</i>       | <i>Discretionary</i> |       |
|---------------------------------------|-----------------------------------|----------------------------|--------------------------------|-------------------------|----------------------|-------|
| 101 General Fund                      | 7,941,329.98                      | 789,188.57                 | \$ 8,730,518.55                | \$ 8,577,102.57         | 153,415.98           | Note: |
| 201 Correction                        | 900.00                            | -                          | \$ 900.00                      | \$900.00                |                      | N/A   |
| 206 Emergency Medical Service Fund    | -                                 | -                          | \$ -                           | \$0.00                  |                      |       |
| 209 Fire Protection Fund              | -                                 | 125,790.00                 | \$ 125,790.00                  | \$125,790.00            |                      |       |
| 211 Law Enforcement Protection Fund   | 9,050.21                          | 85,061.35                  | \$ 94,111.56                   | \$94,111.56             |                      |       |
| 216 Municipal Street Fund             | 735,716.33                        | 291,452.82                 | \$ 1,027,169.15                | \$1,027,169.15          |                      |       |
| 260 American Rescue Act Fund          | 931,348.44                        | (66,582.36)                | \$ 864,766.08                  | \$864,766.08            |                      |       |
| 280 Cannabis Regulation Act Fund      | 6,162.09                          | 3,627.60                   | 9,789.69                       | \$9,789.69              |                      |       |
| 299 Special - Other Funds             | 101,876.67                        | (37,528.45)                | \$ 64,348.22                   | \$64,348.22             |                      |       |
| 309 FEMA Fund                         | -                                 | -                          | \$ -                           | \$ -                    |                      |       |
| 311 Capital Project Infrastructure    | 431,211.07                        | 85,669.35                  | \$ 516,880.42                  | \$516,880.42            |                      |       |
| 312 Capital Project Buildings         | (320,109.50)                      | 245,278.87                 | \$ (74,830.63)                 | (\$74,830.63)           |                      |       |
| 380 Purchase Real Property Reserve Fu | 1,456,122.56                      | (1,408,263.58)             | \$ 47,858.98                   | \$ 47,858.98            |                      |       |
| 399 Capital Project - Other           | 31,111.81                         | -                          | \$ 31,111.81                   | \$31,111.81             |                      |       |
| 401 General Obligation Bonds          | 18,009.28                         | (222,791.02)               | \$ (204,781.74)                | (\$204,781.74)          |                      |       |
| 410 General Obligation Bonds Reserve  | 833,310.79                        | -                          | \$ 833,310.79                  | \$833,310.79            |                      |       |
| 505 Agri-Nature Center Farm Camps     | 45,020.86                         | -                          | \$ 45,020.86                   | \$45,020.86             |                      |       |
|                                       | <b>12,221,060.59</b>              | (109,096.85)               | \$ 12,111,963.74               | <b>\$ 11,958,547.76</b> | <b>\$ 153,415.98</b> |       |

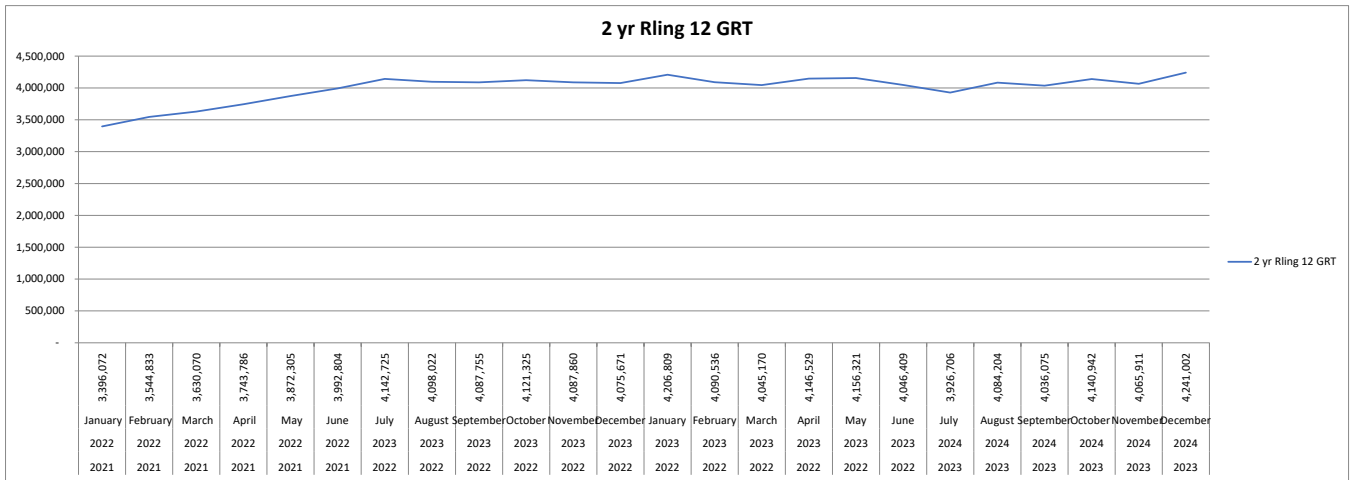
**REVENUE INFORMATION FOR DECEMBER 31, 2023**

|                      |                  |
|----------------------|------------------|
| <b>TOTAL GRT</b>     | <b>\$504,320</b> |
| <b>FRANCHISE TAX</b> | <b>17,112</b>    |
| <b>OTHER GENERAL</b> |                  |
| <b>FUND REVENUE</b>  | <b>71,549</b>    |

**SUPPLEMENTAL GRT REVENUE INFO**

**GRT TABLE & 2 YEAR ROLLING GRAPH**

| FISCAL YEAR     | 2018             | 2019             | 2020             | 2021             | 2022             | 2023             | 2024             | Comparison to PY  | % increase (decrease) |
|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-----------------------|
| July            | 248,989          | 244,102          | 268,491          | 198,574          | 221,244          | 274,849          | 302,788          | 27,939            | 10%                   |
| Aug             | 297,034          | 234,018          | 287,587          | 210,182          | 371,165          | 295,577          | 453,075          | 157,498           | 53%                   |
| Sep             | 227,545          | 263,179          | 236,548          | 234,079          | 326,462          | 338,909          | 290,779          | -48,130           | -14%                  |
| Oct             | 238,364          | 241,668          | 265,810          | 264,249          | 316,195          | 334,219          | 439,086          | 104,867           | 31%                   |
| Nov             | 253,128          | 262,685          | 269,725          | 242,159          | 349,765          | 405,337          | 330,306          | -75,031           | -19%                  |
| Dec             | 231,247          | 259,982          | 360,233          | 273,053          | 316,300          | 329,229          | 504,320          | 175,091           | 53%                   |
| Jan             | 238,844          | 238,501          | 255,996          | 222,988          | 304,111          | 259,601          |                  | -259,601          | -100%                 |
| Feb             | 261,886          | 283,258          | 270,706          | 286,488          | 435,248          | 371,550          |                  | -371,550          | -100%                 |
| Mar             | 218,811          | 222,158          | 244,867          | 233,738          | 318,975          | 301,198          |                  | -301,198          | -100%                 |
| Apr             | 208,454          | 235,540          | 217,390          | 159,893          | 273,610          | 305,080          |                  | -305,080          | -100%                 |
| May             | 217,363          | 270,852          | 228,155          | 246,450          | 374,969          | 284,323          |                  | -284,323          | -100%                 |
| June            | 245,163          | 233,127          | 157,968          | 264,261          | 384,761          | 398,895          |                  | -398,895          | -100%                 |
| <b>FY TOTAL</b> | <b>2,886,828</b> | <b>2,989,070</b> | <b>3,063,476</b> | <b>2,836,114</b> | <b>3,992,805</b> | <b>3,898,767</b> | <b>2,320,355</b> | <b>-1,578,412</b> | <b>-2%</b>            |



**Village of Los Ranchos de Albuquerque**  
**Statement of Revenues and Expenditures**  
From 7/1/2023 Through 12/31/2023

| Account No.  | Current Period     |                       |                      | Year - to -Date           |                          |                       |                   |
|--|--------------------|-----------------------|----------------------|---------------------------|--------------------------|-----------------------|-------------------|
|  | Current PTD Budget | Cash Basis PTD Actual | Current PTD Variance | 2023/2024 Original Budget | 2023/2024 Revised Budget | Cash Basis YTD Actual | % of Total Budget |
| <b>101 - General Fund</b>  |                    |                       |                      |                           |                          |                       |                   |
| <b>Summary of General Fund Revenues and Expenses</b>                     |                    |                       |                      |                           |                          |                       |                   |
| Beginning cash and cash equivalents                                      | 6,759,964.23       | 8,577,102.57          | 1,817,138            | 7,941,329.98              | 7,941,329.98             | 7,941,329.98          |                   |
| Revenues   |                    |                       |                      |                           |                          |                       |                   |
| General Fund Revenues  | 379,329.21         | 517,262.25            | 137,933              | 4,551,950.54              | 4,551,950.54             | 2,510,716.52          | 55.16%            |
| Expenditures   |                    |                       |                      |                           |                          |                       |                   |
| Executive Legislative  | 19,412.33          | 28,549.38             | (9,137)              | 232,947.99                | 232,947.99               | 125,063.55            | 53.69%            |
| Judicial   | 1,000.14           | 1,170.94              | (171)                | 12,001.73                 | 12,001.73                | 3,870.50              | 32.25%            |
| Financial Administration   | 15,935.33          | 18,210.63             | (2,275)              | 191,223.98                | 191,223.98               | 80,988.64             | 42.35%            |
| Planning and Zoning  | 40,790.18          | 33,036.95             | 7,753                | 406,982.15                | 406,982.15               | 146,328.95            | 35.95%            |
| General Administration   | 73,995.30          | 74,650.64             | (655)                | 887,943.62                | 887,943.62               | 530,919.19            | 59.79%            |
| Police   | 1,923.33           | 2,659.08              | (736)                | 23,080.00                 | 23,080.00                | 13,980.30             | 60.57%            |
| Public Facilities  | 55,263.13          | 70,052.27             | (14,789)             | 663,157.56                | 663,157.56               | 298,123.06            | 44.96%            |
| Agricultural Enterprises   | 26,787.98          | 30,223.77             | (3,436)              | 326,455.70                | 326,455.70               | 117,329.86            | 35.94%            |
| Fire   | 120,200.00         | 0.00                  | 120,200              | 480,800.00                | 480,800.00               | 240,399.94            | 50.00%            |
| Total Fund Expenditures  | 355,307.73         | 258,553.66            | 96,754               | 3,224,592.73              | 3,224,592.73             | 1,557,003.99          | 48.29%            |
| Excess/(deficiency) of revenues over expenditures                        | 24,021.48          | 258,708.59            | 234,687              | 1,327,357.81              | 1,327,357.81             | 953,712.53            | 71.85%            |
| Capital Expenditures   |                    |                       |                      |                           |                          |                       |                   |
| Capital Buildings & Structures   | 48010 15,916.67    | 0.00                  | 15,917               | 191,000.00                | 191,000.00               | 0.00                  | 0.00%             |
| Capital equipment & machinery  | 48020 1,000.00     | 105,292.61            | (104,293)            | 12,000.00                 | 12,000.00                | 130,161.76            | 1084.68%          |
| Capital Roadways, Bridges, & Culverts                                    | 48080 3,750.00     | 0.00                  | 3,750                | 45,000.00                 | 45,000.00                | 28,071.25             | 62.38%            |
| Capital Improvements Other   | 48900 7,750.00     | 0.00                  | 7,750                | 93,000.00                 | 93,000.00                | 26,290.95             | 28.27%            |
| Total Capital Expenditures   | 28,416.67          | 105,292.61            | (76,876)             | 341,000.00                | 341,000.00               | 184,523.96            | 54.11%            |
| Other financing sources (uses)   |                    |                       |                      |                           |                          |                       |                   |
| Agricultural Committee Special Fund                                      | 52001 0.00         | 0.00                  | 0                    | (50,000.00)               | (50,000.00)              | 0.00                  | 0.00%             |
| Purchase Real Property Reserve Fund                                      | 52001 0.00         | 0.00                  | 0                    | (750,000.00)              | (750,000.00)             | 0.00                  | 0.00%             |
| Law Enforcement Protection Fund  | 52001 0.00         | 0.00                  | 0                    | (25,000.00)               | (25,000.00)              | 0.00                  | 0.00%             |
| Municipal Street Fund  | 52001 0.00         | 0.00                  | 0                    | (500,000.00)              | (500,000.00)             | 0.00                  | 0.00%             |
| General Obligatoin Bonds Reserve   | 52001 0.00         | 0.00                  | 0                    | (300,000.00)              | (300,000.00)             | 0.00                  | 0.00%             |
| FEMA Grant Fund  | 52001 0.00         | 0.00                  | 0                    | (29,780.50)               | (29,780.50)              | 0.00                  | 0.00%             |
| Farm Camps   | 51001 0.00         | 0.00                  | 0                    | 20,000.00                 | 20,000.00                | 20,000.00             | 100.00%           |
| Total other financing sources (uses)                                     | 0.00               | 0.00                  | 0                    | (1,634,780.50)            | (1,634,780.50)           | 20,000.00             | -1.22%            |
| Excess/(deficiency) after capital expenditures & other financing sources | (4,395.18)         | 153,415.98            | 157,811              | (648,422.69)              | (648,422.69)             | 789,188.57            | -121.71%          |
| Ending cash and cash equivalents   | 6,755,569.05       | 8,730,518.55          | 1,974,950            | 7,292,907.29              | 7,292,907.29             | 8,730,518.55          |                   |

**Village of Los Ranchos de Albuquerque**  
**Statement of Revenues and Expenditures**  
From 7/1/2023 Through 12/31/2023

| Account No.                                       | Current Period        |                       |                      | Year - to -Date           |                          |                       |                   |
|---|-----------------------|-----------------------|----------------------|---------------------------|--------------------------|-----------------------|-------------------|
|   | Current PTD Budget    | Cash Basis PTD Actual | Current PTD Variance | 2023/2024 Original Budget | 2023/2024 Revised Budget | Cash Basis YTD Actual | % of Total Budget |
| <b>260 - American Rescue Act</b>                  |                       |                       |                      |                           |                          |                       |                   |
| <b>9260 - American Rescue Act</b>                 |                       |                       |                      |                           |                          |                       |                   |
| Beginning cash and cash equivalents               | <b>(767,654.84)</b>   | <b>864,902.16</b>     | <b>1,632,557</b>     | <b>931,348.44</b>         | <b>931,348.44</b>        | <b>931,348.44</b>     |                   |
| Revenues  |                       |                       |                      |                           |                          |                       |                   |
| American Rescue Act Distribution                  | 37700 0.00            | 0.00                  | <b>0</b>             | 0.00                      | 0.00                     | 0.00                  | 0%                |
| Total Fund Revenue                                | <b>0.00</b>           | <b>0.00</b>           | <b>0</b>             | <b>0.00</b>               | <b>0.00</b>              | <b>0.00</b>           | <b>0%</b>         |
| Expenditures                                      |                       |                       |                      |                           |                          |                       |                   |
| Maint-Building & Structure                        | 44010 0.00            | 0.00                  | 0                    | 0.00                      | 25,000.00                | 3,089.66              | 12%               |
| Maint-Grounds/Roadways                            | 44030 10,833.33       | 0.00                  | 10,833               | 50,000.00                 | 130,000.00               | 38,622.79             | 30%               |
| Prof. Service-Computer Support                    | 45150 0.00            | 0.00                  | 0                    | 0.00                      | 0.00                     | 3,500.00              | 0%                |
| Contract Svc- Public Safety                       | 45904 4,166.67        | 136.08                | 4,031                | 50,000.00                 | 50,000.00                | 769.04                | 2%                |
| Supplies  | 46010 461.25          | 0.00                  | 461                  | 25,000.00                 | 70,600.00                | 999.90                | 1%                |
| Capital-Equipment & Machinery                     | 48020 27,083.33       | 0.00                  | 27,083               | 325,000.00                | 325,000.00               | 13,026.80             | 4%                |
| Capital-Other Capital Purchase                    | 48900 350,000.00      | 0.00                  | 350,000              | 75,000.00                 | 775,000.00               | 6,574.17              | 1%                |
| Total Fund Expenditures                           | <b>392,544.58</b>     | <b>136.08</b>         | <b>392,409</b>       | <b>525,000.00</b>         | <b>1,375,600.00</b>      | <b>66,582.36</b>      | <b>5%</b>         |
| Excess/(deficiency) of revenues over expenditures | <b>(392,544.58)</b>   | <b>(136.08)</b>       | <b>392,408.50</b>    | <b>(525,000.00)</b>       | <b>(1,375,600.00)</b>    | <b>(66,582.36)</b>    | <b>5%</b>         |
| Ending cash and cash equivalents                  | <b>(1,160,199.42)</b> | <b>864,766.08</b>     | <b>2,024,965.50</b>  | <b>406,348.44</b>         | <b>(444,251.56)</b>      | <b>864,766.08</b>     |                   |

**Village of Los Ranchos de Albuquerque**  
**Statement of Revenues and Expenditures**  
From 7/1/2023 Through 12/31/2023

| Account No.  | Current Period        |                       |                      | Year - to -Date           |                          |                       |                   |
|--|-----------------------|-----------------------|----------------------|---------------------------|--------------------------|-----------------------|-------------------|
|  | Current PTD Budget    | Cash Basis PTD Actual | Current PTD Variance | 2023/2024 Original Budget | 2023/2024 Revised Budget | Cash Basis YTD Actual | % of Total Budget |
| <b>Summary of Revenues and Expenditures</b>              |                       |                       |                      |                           |                          |                       |                   |
| Beginning cash and cash equivalents                      | <b>4,757,926.07</b>   | <b>11,762,234.12</b>  | <b>7,004,308</b>     | <b>12,238,541.46</b>      | <b>12,238,541.46</b>     | <b>12,221,060.59</b>  |                   |
| <b>Revenues</b>  |                       |                       |                      |                           |                          |                       |                   |
| General Fund   | 379,329.21            | 517,262.25            | 137,933              | 4,551,950.54              | 4,551,950.54             | 2,510,716.52          | 55.16%            |
| Correction   | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| Emergency Medical Service Fund                           | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| Fire Protection Fund                                     | 79,813.00             | 125,790.00            | 45,977               | 159,626.00                | 180,636.00               | 209,356.00            | 115.90%           |
| Law Enforcement Fund                                     | 7,916.67              | 0.00                  | (7,917)              | 95,000.00                 | 95,000.00                | 95,000.00             | 100.00%           |
| Municipal Street Fund                                    | 52,696.92             | 78,126.13             | 25,429               | 632,363.01                | 632,363.01               | 364,531.44            | 57.65%            |
| American Rescue Act Fund                                 | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| Cannabis Excise Tax                                      | 0.00                  | 357.69                | 358                  | 2,400.00                  | 2,400.00                 | 3,627.60              | 151%              |
| Special - Other Funds                                    | 550.00                | 150.00                | (400)                | 41,100.00                 | 68,600.00                | 15,994.55             | 23.32%            |
| Federal Emergency Management Act Fund                    | 0.00                  | 0.00                  | 0                    | 405,341.00                | 405,341.00               | 0.00                  | 0.00%             |
| Capital Project Infrastructure                           | 619,630.67            | 22,804.27             | (596,826)            | 1,121,568.00              | 1,646,568.00             | 797,656.30            | 48.44%            |
| Capital Project Buildings                                | 0.00                  | 63,713.54             | 63,714               | 75,000.00                 | 275,000.00               | 404,022.53            | 146.92%           |
| Purchase Real Property Reserve Fund                      | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| Capital Project - Other                                  | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| General Obligation Bonds                                 | 25,169.67             | 83,267.44             | 58,098               | 302,036.02                | 302,036.02               | 95,814.23             | 31.72%            |
| General Obligation Bonds Reserve Fund                    | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| Agri-Nature Center Farm Camps                            | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| <b>Total Revenues</b>                                    | <b>1,165,106.13</b>   | <b>891,471.32</b>     | <b>(273,635)</b>     | <b>7,386,384.57</b>       | <b>8,159,894.57</b>      | <b>4,496,719.17</b>   | <b>55.11%</b>     |
| <b>Expenditures</b>                                      |                       |                       |                      |                           |                          |                       |                   |
| General Fund   | 383,724.39            | 363,846.27            | 19,878               | 3,565,592.73              | 3,565,592.73             | 1,741,527.95          | 48.84%            |
| Correction   | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| Emergency Medical Service Fund                           | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
| Fire Protection Fund                                     | 79,813.00             | 0.00                  | 79,813               | 159,626.00                | 180,636.00               | 83,566.00             | 46.26%            |
| Law Enforcement Protection Fund                          | 8,670.85              | 0.00                  | 8,671                | 104,050.21                | 104,050.21               | 9,938.65              | 9.55%             |
| Municipal Street Fund                                    | 32,215.25             | 5,192.14              | 27,023               | 640,273.00                | 640,273.00               | 73,078.62             | 11.41%            |
| American Rescue Act Fund                                 | 392,544.58            | 136.08                | 392,409              | 525,000.00                | 1,375,600.00             | 66,582.36             | 4.84%             |
| Cannabis Tax   | 250.00                | 0.00                  | 250                  | 1,000.00                  | 1,000.00                 | 0.00                  | 0%                |
| Cannabis Excise Tax                                      | 7,550.67              | 6,457.50              | 1,093                | 118,108.00                | 145,608.00               | 53,523.00             | 36.76%            |
| Federal Emergency Management Act Fund                    | 0.00                  | 0.00                  | 0                    | 435,122.00                | 435,122.00               | 0.00                  | 0.00%             |
| Capital Project Infrastructure                           | 679,005.67            | 95,423.92             | 583,582              | 2,055,722.00              | 2,580,722.00             | 711,986.95            | 27.59%            |
| Capital Project Buildings                                | 0.00                  | 70,685.79             | (70,686)             | 75,000.00                 | 275,000.00               | 158,743.66            | 57.72%            |
| Purchase Real Property Reserve Fund                      | 1,456,122.56          | 0.00                  | 1,456,123            | 1,456,122.56              | 1,456,122.56             | 1,408,263.58          | 96.71%            |
| Capital Project - Other                                  | 31,111.81             | 0.00                  | 31,112               | 31,111.81                 | 31,111.81                | 0.00                  | 0.00%             |
| General Obligation Bonds                                 | 0.00                  | 0.00                  | 0                    | 678,679.00                | 678,679.00               | 318,605.25            | 46.94%            |
| Agri-Nature Center Farm Camps                            | 0.00                  | 0.00                  | 0                    | 25,021.00                 | 25,021.00                | 0.00                  | 0.00%             |
| <b>Total Expenditures</b>                                | <b>3,071,008.78</b>   | <b>541,741.70</b>     | <b>2,529,267</b>     | <b>9,870,428.31</b>       | <b>11,494,538.31</b>     | <b>4,625,816.02</b>   | <b>40.24%</b>     |
| Excess/(deficiency) of revenues over expenditures        | <b>(1,905,902.65)</b> | <b>349,729.62</b>     | <b>(2,802,902)</b>   | <b>(2,484,043.74)</b>     | <b>(3,334,643.74)</b>    | <b>(129,096.85)</b>   | <b>3.87%</b>      |
| <b>Other financing sources (uses)</b>                    |                       |                       |                      |                           |                          |                       |                   |
| Operating transfers in                                   | 0.00                  | 0.00                  | 0                    | 721,642.00                | 721,642.00               | 20,000.00             | 2.77%             |
| Operating transfers out                                  | 0.00                  | 0.00                  | 0                    | (718,358.00)              | (718,358.00)             | 0.00                  | 0.00%             |
| Reversion  | 0.00                  | 0.00                  | 0                    | 0.00                      | 0.00                     | 0.00                  | 0.00%             |
|  | <b>0.00</b>           | <b>0.00</b>           | <b>0</b>             | <b>3,284.00</b>           | <b>3,284.00</b>          | <b>20,000.00</b>      | <b>609.01%</b>    |
| Excess/(deficiency) after other financing sources (uses) | <b>(1,905,902.65)</b> | <b>349,729.62</b>     | <b>(2,802,902)</b>   | <b>(2,480,759.74)</b>     | <b>(3,331,359.74)</b>    | <b>(109,096.85)</b>   | <b>3.27%</b>      |
| Ending cash and cash equivalents                         | <b>2,852,023.42</b>   | <b>12,111,963.74</b>  | <b>9,259,940</b>     | <b>9,757,781.72</b>       | <b>8,907,181.72</b>      | <b>12,111,963.74</b>  |                   |

**Ending cash and cash equivalents**  
**\$12,111,963.74**

## Village of Los Ranchos de Albuquerque

Check/Voucher Register

From 12/1/2023 Through 12/31/2023

| <u>Payee</u>                        | <u>Check Date</u> | <u>Check Number</u> | <u>Check Amount</u> | <u>Transaction Description</u>                       |
|-------------------------------------|-------------------|---------------------|---------------------|--|
| Albuquerque Bernalillo County       | 12/7/2023         | 3363                | 2,402.84            | Monthly water bills                                  |
| Total Albuquerque Bernalillo County |                   |                     | <u>2,402.84</u>     |  |
| AMAFCA                              | 12/7/2023         | 3364                | 300.00              | FY 2024 CMC Participation                            |
| Total AMAFCA                        |                   |                     | <u>300.00</u>       |  |
| Amazon Capital Services Inc.        | 12/20/2023        | 3408                | 766.36              | Amazon invoices for supplies                         |
| Total Amazon Capital Services Inc.  |                   |                     | <u>766.36</u>       |  |
| Andrea Harrell                      | 12/1/2023         | 3344                | 125.00              | Shearing services                                    |
| Total Andrea Harrell                |                   |                     | <u>125.00</u>       |  |
| AutoZone, Inc.                      | 12/7/2023         | 3365                | 110.60              | Motor oil  |
| AutoZone, Inc.                      | 12/20/2023        | 3409                | 31.34               | Tire sealant   |
| Total AutoZone, Inc.                |                   |                     | <u>141.94</u>       |  |
| Bank of ABQ Merchant SVCS           | 12/4/2023         | Merch Fees_1123     | 103.60              | BOK Merchant fees for November 2023                  |
| Total Bank of ABQ Merchant SVCS     |                   |                     | <u>103.60</u>       |  |
| BEN BOOTHE                          | 12/7/2023         | 3368                | 2,800.00            | Appraisal of 8747 4th Street (AKA Millers Feed)      |
| Total BEN BOOTHE                    |                   |                     | <u>2,800.00</u>     |  |
| Bernalillo County                   | 12/7/2023         | 3366                | 136.08              | SO-Service to Village October 2023                   |
| Total Bernalillo County             |                   |                     | <u>136.08</u>       |  |
| Bohannan Huston                     | 12/20/2023        | 3410                | 310.77              | G&D Review 1109 El Alhambra Cir.                     |
| Bohannan Huston                     | 12/20/2023        | 3410                | 653.82              | G&D Review 6930 Rio Grande Blvd                      |
| Bohannan Huston                     | 12/20/2023        | 3410                | 86,996.02           | Professional services through 12/1/23 4th St Phase 2 |
| Total Bohannan Huston               |                   |                     | <u>87,960.61</u>    |  |
| BOK Financial                       | 12/20/2023        | 3411                | 3,625.31            | November 2023 CC purchases                           |
| Total BOK Financial                 |                   |                     | <u>3,625.31</u>     |  |
| Brennon Williams                    | 12/7/2023         | 3369                | 6,705.00            | November 2023 Acting P&Z Staff contract              |
| Total Brennon Williams              |                   |                     | <u>6,705.00</u>     |  |
| Chalmers Ford                       | 12/7/2023         | 3370                | 45,617.00           | 2023 Ford F-150 VIN# 1FTFX1E82PKF77721               |
| Total Chalmers Ford                 |                   |                     | <u>45,617.00</u>    |  |
| Christian's Automotive, Inc.        | 12/20/2023        | 3412                | 742.42              | Work on F-250  |
| Total Christian's Automotive, Inc.  |                   |                     | <u>742.42</u>       |  |
| City of Albuquerque HR Div.         | 12/7/2023         | 3371                | 8,908.04            | December health insurance premiums                   |
| Total City of Albuquerque HR Div.   |                   |                     | <u>8,908.04</u>     |  |
| Collins Company                     | 12/1/2023         | 3347                | 884.00              | Tennis nets and straps                               |
| Total Collins Company               |                   |                     | <u>884.00</u>       |  |
| Comcast                             | 12/7/2023         | 3372                | 93.33               | Comcast at Ag center                                 |
| Comcast                             | 12/1/2023         | 3348                | 121.37              | Comcast for 5100 Rio Grande Blvd                     |
| Comcast                             | 12/20/2023        | 3413                | 215.00              | Comcast for ag center                                |
| Comcast                             | 12/1/2023         | 3348                | 381.35              | Comcast for Village Hall                             |
| Total Comcast                       |                   |                     | <u>811.05</u>       |  |
| Cooperative Educational Svcs        | 12/1/2023         | 3345                | 63,713.54           | Playground Equipment Edgewood park                   |
| Total Cooperative Educational Svcs  |                   |                     | <u>63,713.54</u>    |  |
| Daniel Gerry                        | 12/20/2023        | 3419                | 1,008.98            | AgriFutures Consulting Services 9/8/23-12/4/23       |
| Total Daniel Gerry                  |                   |                     | <u>1,008.98</u>     |  |
| De Lage Landen                      | 12/20/2023        | 3136381018          | 469.25              | ACH payment of invoice 81565029                      |
| De Lage Landen                      | 12/1/2023         | 3362                | 186.68              | Property tax on rented equipment                     |
| Total De Lage Landen                |                   |                     | <u>655.93</u>       |  |

## Village of Los Ranchos de Albuquerque

Check/Voucher Register

From 12/1/2023 Through 12/31/2023

| <u>Payee</u>                         | <u>Check Date</u> | <u>heck Number</u> | <u>Check Amo</u> | <u>Transaction Description</u>                              |
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| Deere & Company                      | 12/7/2023         | 3374               | 7,818.16         | 3 tractor implements: box & angle grader & post hole digger |
| Deere & Company                      | 12/20/2023        | 3414               | 15,127.34        | Gator #HPX615E  |
| Total Deere & Company                |                   |                    | <u>22,945.50</u> |   |
| Dekker, Perich, Sabatini             | 12/20/2023        | 3415               | 3,228.75         | 10/1/23-10/31/23 Professional services on Edible Trail      |
| Dekker, Perich, Sabatini             | 12/20/2023        | 3415               | 3,228.75         | 11/1/23-11/30/23 Professional services on Edible Trail      |
| Total Dekker, Perich, Sabatini       |                   |                    | <u>6,457.50</u>  |   |
| Delta Dental of New Mexico           | 12/20/2023        | 3416               | 564.35           | Dental insurance premium                                    |
| Delta Dental of New Mexico           | 12/1/2023         | 3350               | 564.35           | Dental insurance premium for Dec 2023                       |
| Total Delta Dental of New Mexico     |                   |                    | <u>1,128.70</u>  |   |
| Desert Greens Equipment, Inc.        | 12/7/2023         | 3375               | 28.15            | Tax for invoice 77641 inadvertently left off payment        |
| Total Desert Greens Equipment, Inc.  |                   |                    | <u>28.15</u>     |   |
| Facility Solutions Group             | 12/7/2023         | 3376               | 346.24           | String light replacement on 4th street                      |
| Total Facility Solutions Group       |                   |                    | <u>346.24</u>    |   |
| Flyers Energy LLC                    | 12/1/2023         | 3351               | 70.79            | Fuel  |
| Total Flyers Energy LLC              |                   |                    | <u>70.79</u>     |   |
| Frank's Supply Company, Inc.         | 12/7/2023         | 3377               | 1,170.00         | Rental of Boom lift   |
| Total Frank's Supply Company, Inc.   |                   |                    | <u>1,170.00</u>  |   |
| Franken Construction Company         | 12/1/2023         | 3352               | 39,765.65        | Final invoice on outdoor classroom at Ag center             |
| Franken Construction Company         | 12/20/2023        | 3417               | 28,573.03        | Pay App 3 for Ag Outdoor Classroom                          |
| Total Franken Construction Company   |                   |                    | <u>68,338.68</u> |   |
| Fred K Radosevich                    | 12/7/2023         | 3381               | 2,659.08         | Billing for November 2023                                   |
| Total Fred K Radosevich              |                   |                    | <u>2,659.08</u>  |   |
| Gaiser Planning LLC                  | 12/20/2023        | 3418               | 2,528.67         | P&Z Consulting work   |
| Total Gaiser Planning LLC            |                   |                    | <u>2,528.67</u>  |   |
| Heads Up Landscape Contractors       | 12/7/2023         | 3386               | 1,412.58         | December 2023 Monthly landscape contract 4th street         |
| Total Heads Up Landscape Contractors |                   |                    | <u>1,412.58</u>  |   |
| HM Life Ins                          | 12/7/2023         | 3373               | 57.56            | December Vision insurance premium                           |
| Total HM Life Ins                    |                   |                    | <u>57.56</u>     |   |
| Home Depot Credit Services           | 12/7/2023         | 3378               | 9.92             | AC supplies   |
| Home Depot Credit Services           | 12/20/2023        | 3420               | 51.74            | AC supplies   |
| Home Depot Credit Services           | 12/1/2023         | 3353               | 72.96            | Ag supplies   |
| Home Depot Credit Services           | 12/7/2023         | 3378               | 298.00           | Furniture for ag center                                     |
| Home Depot Credit Services           | 12/1/2023         | 3353               | 293.97           | Holiday maintenance supplies                                |
| Home Depot Credit Services           | 12/7/2023         | 3378               | 470.52           | Maintenance supplies  |
| Home Depot Credit Services           | 12/1/2023         | 3353               | 40.88            | Maintenance tools   |
| Total Home Depot Credit Services     |                   |                    | <u>1,237.99</u>  |   |
| Internal Revenue Service             | 12/1/2023         | 91369836           | 8,924.55         | 941 payment for payroll paid on 12/1/23                     |
| Internal Revenue Service             | 12/15/2023        | 80685138           | 8,883.53         | 941 payment for payroll paid on 12/15/23                    |
| Internal Revenue Service             | 12/29/2023        | 73562566           | 7,611.97         | 941 payment for payroll paid on 12/29/23                    |
| Total Internal Revenue Service       |                   |                    | <u>25,420.05</u> |   |
| International Protective             | 12/19/2023        | ASDQBND            | 680.64           | IPS Past Due invoice #81326 Monthly                         |
| International Protective             | 12/19/2023        | ASDGPD91           | 680.64           | IPS Past Due invoice #81327 Monthly                         |
| International Protective             | 12/19/2023        | ASDGOXR9           | 1,393.44         | IPS Past Due invoice #81477 Tech add on                     |
| International Protective             | 12/19/2023        | ASDGPIHX           | 680.64           | IPS Past Due invoice #83031 Monthly                         |
| International Protective             | 12/20/2023        | 3421               | 680.64           | Monthly alarm monitoring for 5100 Rio Grande Blvd           |
| International Protective             | 12/20/2023        | 3421               | 198.30           | Monthly alarm monitoring for Ag Center                      |
| Total International Protective       |                   |                    | <u>4,314.30</u>  |   |
| Maria G Castillo-Rinaldi             | 12/7/2023         | 3382               | 2,865.93         | Professional Servcies & Project Management November 2023    |
| Maria G Castillo-Rinaldi             | 12/7/2023         | 3382               | 1,154.93         | Professional services & Project Management October 2023     |
| Total Maria G Castillo-Rinaldi       |                   |                    | <u>4,020.86</u>  |   |



## Village of Los Ranchos de Albuquerque

Check/Voucher Register

From 12/1/2023 Through 12/31/2023

| <u>Payee</u>                         | <u>Check Date</u> | <u>Check Number</u> | <u>Check Amount</u> | <u>Transaction Description</u>                             |
|--------------------------------------|-------------------|---------------------|---------------------|--|
| Mutual of Omaha Insurance Comp       | 12/7/2023         | 3379                | 40.15               | Mutual of Omaha December Elective: Short Term Dis and Life |
| Total Mutual of Omaha Insurance Comp |                   |                     | <u>40.15</u>        |  |
| myIT                                 | 12/19/2023        | ASDGGC9L            | 800.00              | Facilitation of BOT meeting 12/18/23                       |
| myIT                                 | 12/7/2023         | ASCL9V8V            | 6,565.00            | Monthly server hosting December 2023                       |
| Total myIT                           |                   |                     | <u>7,365.00</u>     |  |
| New Mexico Gas Company               | 12/20/2023        | 3422                | 415.30              | Monthly gas bills  |
| Total New Mexico Gas Company         |                   |                     | <u>415.30</u>       |  |
| New Mexico Government Law LLC        | 12/7/2023         | 3380                | 882.53              | Represenatation for Mayor VLR                              |
| Total New Mexico Government Law LLC  |                   |                     | <u>882.53</u>       |  |
| NM State Treasurer-PERA              | 12/29/2023        | 3543                | 78.48               | Additional PERA for payroll on 12/29/23                    |
| NM State Treasurer-PERA              | 12/1/2023         | 3342                | 8,225.68            | Municipal plan #2 for payroll paid on 12/1/23              |
| NM State Treasurer-PERA              | 12/15/2023        | 3406                | 8,171.93            | Municipal plan #2 for payroll paid on 12/15/23             |
| NM State Treasurer-PERA              | 12/29/2023        | 3453                | 7,129.22            | Municipal plan #2 for payroll paid on 12/29/23             |
| Total NM State Treasurer-PERA        |                   |                     | <u>23,605.31</u>    |  |
| PARAMETRIX                           | 12/20/2023        | 3423                | 5,406.31            | Chavez multi-use trail Prof Servies through 10/28/23       |
| PARAMETRIX                           | 12/20/2023        | 3423                | 5,192.14            | VLR Transportation Study prof services through 10/28/23    |
| Total PARAMETRIX                     |                   |                     | <u>10,598.45</u>    |  |
| PETROGLYPH CONSULTING, LL            | 12/20/2023        | 3424                | 941.72              | FEMA Levee consulting                                      |
| Total PETROGLYPH CONSULTING, LLC     |                   |                     | <u>941.72</u>       |  |
| Petty Cash                           | 12/1/2023         | 3356                | 97.47               | Replenish petty cash                                       |
| Total Petty Cash                     |                   |                     | <u>97.47</u>        |  |
| Pland Collaborative                  | 12/1/2023         | 3354                | 3,021.59            | 4th Street Signage   |
| Total Pland Collaborative            |                   |                     | <u>3,021.59</u>     |  |
| PNM                                  | 12/20/2023        | 3426                | 2,612.68            | Monthly electric bills                                     |
| Total PNM                            |                   |                     | <u>2,612.68</u>     |  |
| Road Safe Traffic Systems            | 12/20/2023        | 3427                | 59.48               | Pickle ball signs  |
| Total Road Safe Traffic Systems      |                   |                     | <u>59.48</u>        |  |
| Sandia Office Supply                 | 12/1/2023         | 3357                | 329.19              | Supplies   |
| Sandia Office Supply                 | 12/20/2023        | 3428                | 868.74              | Supplies   |
| Total Sandia Office Supply           |                   |                     | <u>1,197.93</u>     |  |
| Southern Tire Mart, LLC              | 12/1/2023         | 3358                | 181.70              | fix flat on John Deere Tractor                             |
| Total Southern Tire Mart, LLC        |                   |                     | <u>181.70</u>       |  |
| Sprinkler Irrigation Supply Co       | 12/7/2023         | 3383                | 10.09               | Irrigation supplies  |
| Total Sprinkler Irrigation Supply Co |                   |                     | <u>10.09</u>        |  |
| Starline Printing                    | 12/7/2023         | 3384                | 7,292.85            | Village Vision Job No. J025977                             |
| Total Starline Printing              |                   |                     | <u>7,292.85</u>     |  |
| Stelzner, Winter, Warburton          | 12/20/2023        | 3429                | 17,145.65           | General Counsel Services November 2023                     |
| Total Stelzner, Winter, Warburton    |                   |                     | <u>17,145.65</u>    |  |
| Street Cat Hub Inc.                  | 12/1/2023         | 3359                | 2,805.00            | 17 altered cats  |
| Street Cat Hub Inc.                  | 12/20/2023        | 3430                | 495.00              | November Street Cat Hub services                           |
| Total Street Cat Hub Inc.            |                   |                     | <u>3,300.00</u>     |  |
| Taxation & Revenue                   | 12/27/2023        | 3455                | 3,515.22            | December CRS-1 (WWT)                                       |
| Total Taxation & Revenue             |                   |                     | <u>3,515.22</u>     |  |
| TLC Plumbing & Utility               | 12/20/2023        | 3431                | 397.75              | Tennis court men's bathroom service                        |
| Total TLC Plumbing & Utility         |                   |                     | <u>397.75</u>       |  |

**Village of Los Ranchos de Albuquerque**

Check/Voucher Register

From 12/1/2023 Through 12/31/2023

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|---|-------------------|---------------------|---------------------|---|
| US Postal Service                       | 12/1/2023         | 3360                | 310.00              | Marketing Mail fee for Village Vision Meter 466             |
| US Postal Service                       | 12/1/2023         | 3360                | 2,000.00            | Replenish postage meter 466 for Village Vision bulk mailout |
| Total US Postal Service                 |                   |                     | <u>2,310.00</u>     |   |
| Verizon Wireless                        | 12/1/2023         | 3361                | 918.98              | Verizon bill for govt issued phones                         |
| Total Verizon Wireless                  |                   |                     | <u>918.98</u>       |   |
| VMR HOLDING LLC                         | 12/7/2023         | 3385                | 991.48              | December 2023 monthly ground maintenance @ 5100 Rio Grande  |
| Total VMR HOLDING LLC                   |                   |                     | <u>991.48</u>       |   |
| Voya Holdings, Inc.                     | 12/15/2023        | 3407                | 500.00              | Deferred compensation for payroll paid 12/15/23             |
| Voya Holdings, Inc.                     | 12/1/2023         | 3343                | 500.00              | Deferred compensation for payroll paid on 12/1/23           |
| Voya Holdings, Inc.                     | 12/29/2023        | 3454                | 100.00              | Deferred compensation for payroll paid on 12/29/23          |
| Total Voya Holdings, Inc.               |                   |                     | <u>1,100.00</u>     |   |
| Report Total                            |                   |                     | <u>457,545.68</u>   |   |
| Payroll                                 | 12/1/2023         |                     | 28,673.45           |   |
| Payroll                                 | 12/15/2023        |                     | 28,697.58           |   |
| Payroll                                 | 12/29/2023        |                     | 26,824.99           |   |
| Report Total                            |                   |                     | <u>541,741.70</u>   |   |
| Cash Report Expenditures for 12/31/2023 |                   |                     | <u>541,741.70</u>   |   |

## Village of Los Ranchos de Albuquerque Cash Report Summary

Check Register for the month of December 2023.

Ending cash balance at December XX, 2023 is \$12,111,963.74.

### Unusual or Significant Items

The Village paid Bohannon Huston \$86,996.02, check #3410 for 4<sup>th</sup> Street Phase 2 professional services through 12/1/23.

The Village paid Chalmers Ford \$45,617.00, check #3370 for the purchase of a new maintenance truck.

The Village paid Deere & Company \$22,945.50, checks #3374 and 3414 for a new side-by-side for the ag center to replace stole gator and the purchase of 3 tractor implements for maintenance use.

The Village paid Franken Construction \$68,338.68, checks #3352 and 3417 for work on Ag center outdoor classroom.

The Village paid Parametrix \$10,598.45, check 3423 for VLR Transportation study and Chavez multi-use trail professional services through 10/28/23.

The Village paid Stelzner, Winter, Warburton...\$17,145.65, check # 3429, for general counsel services for November 2023.

The Village had 3 payroll periods in December, this resulted in higher than normal payroll, PERA, VOYA, 941 and CRS-1 tax expenses.

**Village of Los Ranchos de Albuquerque**

Check/Voucher Register

From 12/1/2023 Through 12/31/2023

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|-------------------------------------|-------------------|---------------------|---------------------|--|
| Albuquerque Bernalillo County       | 12/7/2023         | 3363                | 2,402.84            | Monthly water bills                                  |
| Total Albuquerque Bernalillo County |                   |                     | <u>2,402.84</u>     |  |
| AMAFCA                              | 12/7/2023         | 3364                | 300.00              | FY 2024 CMC Participation                            |
| Total AMAFCA                        |                   |                     | <u>300.00</u>       |  |
| Amazon Capital Services Inc.        | 12/20/2023        | 3408                | 766.36              | Amazon invoices for supplies                         |
| Total Amazon Capital Services Inc.  |                   |                     | <u>766.36</u>       |  |
| Andrea Harrell                      | 12/1/2023         | 3344                | 125.00              | Shearing services                                    |
| Total Andrea Harrell                |                   |                     | <u>125.00</u>       |  |
| AutoZone, Inc.                      | 12/7/2023         | 3365                | 110.60              | Motor oil  |
| AutoZone, Inc.                      | 12/20/2023        | 3409                | 31.34               | Tire sealant   |
| Total AutoZone, Inc.                |                   |                     | <u>141.94</u>       |  |
| Bank of ABQ Merchant SVCS           | 12/4/2023         | Merch Fees_1123     | 103.60              | BOK Merchant fees for November 2023                  |
| Total Bank of ABQ Merchant SVCS     |                   |                     | <u>103.60</u>       |  |
| BEN BOOTHE                          | 12/7/2023         | 3368                | 2,800.00            | Appraisal of 8747 4th Street (AKA Millers Feed)      |
| Total BEN BOOTHE                    |                   |                     | <u>2,800.00</u>     |  |
| Bernalillo County                   | 12/7/2023         | 3366                | 136.08              | SO-Service to Village October 2023                   |
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| Bohannan Huston                     | 12/20/2023        | 3410                | 86,996.02           | Professional services through 12/1/23 4th St Phase 2 |
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| Brennon Williams                    | 12/7/2023         | 3369                | 6,705.00            | November 2023 Acting P&Z Staff contract              |
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| Chalmers Ford                       | 12/7/2023         | 3370                | 45,617.00           | 2023 Ford F-150 VIN# 1FTFX1E82PKF77721               |
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| Christian's Automotive, Inc.        | 12/20/2023        | 3412                | 742.42              | Work on F-250  |
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| City of Albuquerque HR Div.         | 12/7/2023         | 3371                | 8,908.04            | December health insurance premiums                   |
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| Comcast                             | 12/1/2023         | 3348                | 121.37              | Comcast for 5100 Rio Grande Blvd                     |
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| Frank's Supply Company, Inc.         | 12/7/2023         | 3377               | 1,170.00         | Rental of Boom lift   |
| Total Frank's Supply Company, Inc.   |                   |                    | <u>1,170.00</u>  |   |
| Franken Construction Company         | 12/1/2023         | 3352               | 39,765.65        | Final invoice on outdoor classroom at Ag center             |
| Franken Construction Company         | 12/20/2023        | 3417               | 28,573.03        | Pay App 3 for Ag Outdoor Classroom                          |
| Total Franken Construction Company   |                   |                    | <u>68,338.68</u> |   |
| Fred K Radosevich                    | 12/7/2023         | 3381               | 2,659.08         | Billing for November 2023                                   |
| Total Fred K Radosevich              |                   |                    | <u>2,659.08</u>  |   |
| Gaiser Planning LLC                  | 12/20/2023        | 3418               | 2,528.67         | P&Z Consulting work   |
| Total Gaiser Planning LLC            |                   |                    | <u>2,528.67</u>  |   |
| Heads Up Landscape Contractors       | 12/7/2023         | 3386               | 1,412.58         | December 2023 Monthly landscape contract 4th street         |
| Total Heads Up Landscape Contractors |                   |                    | <u>1,412.58</u>  |   |
| HM Life Ins                          | 12/7/2023         | 3373               | 57.56            | December Vision insurance premium                           |
| Total HM Life Ins                    |                   |                    | <u>57.56</u>     |   |
| Home Depot Credit Services           | 12/7/2023         | 3378               | 9.92             | AC supplies   |
| Home Depot Credit Services           | 12/20/2023        | 3420               | 51.74            | AC supplies   |
| Home Depot Credit Services           | 12/1/2023         | 3353               | 72.96            | Ag supplies   |
| Home Depot Credit Services           | 12/7/2023         | 3378               | 298.00           | Furniture for ag center                                     |
| Home Depot Credit Services           | 12/1/2023         | 3353               | 293.97           | Holiday maintenance supplies                                |
| Home Depot Credit Services           | 12/7/2023         | 3378               | 470.52           | Maintenance supplies  |
| Home Depot Credit Services           | 12/1/2023         | 3353               | 40.88            | Maintenance tools   |
| Total Home Depot Credit Services     |                   |                    | <u>1,237.99</u>  |   |
| Internal Revenue Service             | 12/1/2023         | 91369836           | 8,924.55         | 941 payment for payroll paid on 12/1/23                     |
| Internal Revenue Service             | 12/15/2023        | 80685138           | 8,883.53         | 941 payment for payroll paid on 12/15/23                    |
| Internal Revenue Service             | 12/29/2023        | 73562566           | 7,611.97         | 941 payment for payroll paid on 12/29/23                    |
| Total Internal Revenue Service       |                   |                    | <u>25,420.05</u> |   |
| International Protective             | 12/19/2023        | ASDQBND            | 680.64           | IPS Past Due invoice #81326 Monthly                         |
| International Protective             | 12/19/2023        | ASDGPD91           | 680.64           | IPS Past Due invoice #81327 Monthly                         |
| International Protective             | 12/19/2023        | ASDGOXR9           | 1,393.44         | IPS Past Due invoice #81477 Tech add on                     |
| International Protective             | 12/19/2023        | ASDGPIHX           | 680.64           | IPS Past Due invoice #83031 Monthly                         |
| International Protective             | 12/20/2023        | 3421               | 680.64           | Monthly alarm monitoring for 5100 Rio Grande Blvd           |
| International Protective             | 12/20/2023        | 3421               | 198.30           | Monthly alarm monitoring for Ag Center                      |
| Total International Protective       |                   |                    | <u>4,314.30</u>  |   |
| Maria G Castillo-Rinaldi             | 12/7/2023         | 3382               | 2,865.93         | Professional Servcies & Project Management November 2023    |
| Maria G Castillo-Rinaldi             | 12/7/2023         | 3382               | 1,154.93         | Professional services & Project Management October 2023     |
| Total Maria G Castillo-Rinaldi       |                   |                    | <u>4,020.86</u>  |   |

## Village of Los Ranchos de Albuquerque

Check/Voucher Register

From 12/1/2023 Through 12/31/2023

| <u>Payee</u>                         | <u>Check Date</u> | <u>Check Number</u> | <u>Check Amou</u> | <u>Transaction Description</u>                             |
|--------------------------------------|-------------------|---------------------|-------------------|--|
| Mutual of Omaha Insurance Comp       | 12/7/2023         | 3379                | 40.15             | Mutual of Omaha December Elective: Short Term Dis and Life |
| Total Mutual of Omaha Insurance Comp |                   |                     | <u>40.15</u>      |  |
| myIT                                 | 12/19/2023        | ASDGGC9L            | 800.00            | Facilitation of BOT meeting 12/18/23                       |
| myIT                                 | 12/7/2023         | ASCL9V8V            | 6,565.00          | Monthly server hosting December 2023                       |
| Total myIT                           |                   |                     | <u>7,365.00</u>   |  |
| New Mexico Gas Company               | 12/20/2023        | 3422                | 415.30            | Monthly gas bills  |
| Total New Mexico Gas Company         |                   |                     | <u>415.30</u>     |  |
| New Mexico Government Law LLC        | 12/7/2023         | 3380                | 882.53            | Represenatation for Mayor VLR                              |
| Total New Mexico Government Law LLC  |                   |                     | <u>882.53</u>     |  |
| NM State Treasurer-PERA              | 12/29/2023        | 3543                | 78.48             | Additional PERA for payroll on 12/29/23                    |
| NM State Treasurer-PERA              | 12/1/2023         | 3342                | 8,225.68          | Municipal plan #2 for payroll paid on 12/1/23              |
| NM State Treasurer-PERA              | 12/15/2023        | 3406                | 8,171.93          | Municipal plan #2 for payroll paid on 12/15/23             |
| NM State Treasurer-PERA              | 12/29/2023        | 3453                | 7,129.22          | Municipal plan #2 for payroll paid on 12/29/23             |
| Total NM State Treasurer-PERA        |                   |                     | <u>23,605.31</u>  |  |
| PARAMETRIX                           | 12/20/2023        | 3423                | 5,406.31          | Chavez multi-use trail Prof Servies through 10/28/23       |
| PARAMETRIX                           | 12/20/2023        | 3423                | 5,192.14          | VLR Transportation Study prof services through 10/28/23    |
| Total PARAMETRIX                     |                   |                     | <u>10,598.45</u>  |  |
| PETROGLYPH CONSULTING, LL            | 12/20/2023        | 3424                | 941.72            | FEMA Levee consulting                                      |
| Total PETROGLYPH CONSULTING, LLC     |                   |                     | <u>941.72</u>     |  |
| Petty Cash                           | 12/1/2023         | 3356                | 97.47             | Replenish petty cash                                       |
| Total Petty Cash                     |                   |                     | <u>97.47</u>      |  |
| Pland Collaborative                  | 12/1/2023         | 3354                | 3,021.59          | 4th Street Signage   |
| Total Pland Collaborative            |                   |                     | <u>3,021.59</u>   |  |
| PNM                                  | 12/20/2023        | 3426                | 2,612.68          | Monthly electric bills                                     |
| Total PNM                            |                   |                     | <u>2,612.68</u>   |  |
| Road Safe Traffic Systems            | 12/20/2023        | 3427                | 59.48             | Pickle ball signs  |
| Total Road Safe Traffic Systems      |                   |                     | <u>59.48</u>      |  |
| Sandia Office Supply                 | 12/1/2023         | 3357                | 329.19            | Supplies   |
| Sandia Office Supply                 | 12/20/2023        | 3428                | 868.74            | Supplies   |
| Total Sandia Office Supply           |                   |                     | <u>1,197.93</u>   |  |
| Southern Tire Mart, LLC              | 12/1/2023         | 3358                | 181.70            | fix flat on John Deere Tractor                             |
| Total Southern Tire Mart, LLC        |                   |                     | <u>181.70</u>     |  |
| Sprinkler Irrigation Supply Co       | 12/7/2023         | 3383                | 10.09             | Irrigation supplies  |
| Total Sprinkler Irrigation Supply Co |                   |                     | <u>10.09</u>      |  |
| Starline Printing                    | 12/7/2023         | 3384                | 7,292.85          | Village Vision Job No. J025977                             |
| Total Starline Printing              |                   |                     | <u>7,292.85</u>   |  |
| Stelzner, Winter, Warburton          | 12/20/2023        | 3429                | 17,145.65         | General Counsel Services November 2023                     |
| Total Stelzner, Winter, Warburton    |                   |                     | <u>17,145.65</u>  |  |
| Street Cat Hub Inc.                  | 12/1/2023         | 3359                | 2,805.00          | 17 altered cats  |
| Street Cat Hub Inc.                  | 12/20/2023        | 3430                | 495.00            | November Street Cat Hub services                           |
| Total Street Cat Hub Inc.            |                   |                     | <u>3,300.00</u>   |  |
| Taxation & Revenue                   | 12/27/2023        | 3455                | 3,515.22          | December CRS-1 (WWT)                                       |
| Total Taxation & Revenue             |                   |                     | <u>3,515.22</u>   |  |
| TLC Plumbing & Utility               | 12/20/2023        | 3431                | 397.75            | Tennis court men's bathroom service                        |
| Total TLC Plumbing & Utility         |                   |                     | <u>397.75</u>     |  |

**Village of Los Ranchos de Albuquerque**

Check/Voucher Register

From 12/1/2023 Through 12/31/2023

| <u>Payee</u>                            | <u>Check Date</u> | <u>Check Number</u> | <u>Check Amount</u> | <u>Transaction Description</u>                              |
|---|-------------------|---------------------|---------------------|---|
| US Postal Service                       | 12/1/2023         | 3360                | 310.00              | Marketing Mail fee for Village Vision Meter 466             |
| US Postal Service                       | 12/1/2023         | 3360                | 2,000.00            | Replenish postage meter 466 for Village Vision bulk mailout |
| Total US Postal Service                 |                   |                     | <u>2,310.00</u>     |   |
| Verizon Wireless                        | 12/1/2023         | 3361                | 918.98              | Verizon bill for govt issued phones                         |
| Total Verizon Wireless                  |                   |                     | <u>918.98</u>       |   |
| VMR HOLDING LLC                         | 12/7/2023         | 3385                | 991.48              | December 2023 monthly ground maintenance @ 5100 Rio Grande  |
| Total VMR HOLDING LLC                   |                   |                     | <u>991.48</u>       |   |
| Voya Holdings, Inc.                     | 12/15/2023        | 3407                | 500.00              | Deferred compensation for payroll paid 12/15/23             |
| Voya Holdings, Inc.                     | 12/1/2023         | 3343                | 500.00              | Deferred compensation for payroll paid on 12/1/23           |
| Voya Holdings, Inc.                     | 12/29/2023        | 3454                | 100.00              | Deferred compensation for payroll paid on 12/29/23          |
| Total Voya Holdings, Inc.               |                   |                     | <u>1,100.00</u>     |   |
| Report Total                            |                   |                     | <u>457,545.68</u>   |   |
| Payroll                                 | 12/1/2023         |                     | 28,673.45           |   |
| Payroll                                 | 12/15/2023        |                     | 28,697.58           |   |
| Payroll                                 | 12/29/2023        |                     | <u>26,824.99</u>    |   |
| Report Total                            |                   |                     | <u>541,741.70</u>   |   |
| Cash Report Expenditures for 12/31/2023 |                   |                     | <u>541,741.70</u>   |   |

PROPOSED

**9. FINANCIAL BUSINESS**

B. Discussion and Approval of Resolution No. 2024-01-02; A Resolution Approving a Budget Adjustment (Bar); Recommending budget revisions related to the Fire Protection fund (209) for the Village of Los Ranchos de Albuquerque.



**STATE OF NEW MEXICO**  
**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE**  
RESOLUTION NO. 2024-01-02  
BUDGET ADJUSTMENT REQUEST; FY 2023/2024

**WHEREAS**, the Governing Body in and for the Village of Los Ranchos de Albuquerque, State of New Mexico, developed a budget for fiscal year 2023/2024; and

**WHEREAS**, after a complete review and analysis of fiscal year 2023/2024 year-to-date and projected revenues and expenditures, management is recommending budget revisions related to the Fire Protection fund (209) for the Village of Los Ranchos de Albuquerque; and

**WHEREAS**, the budget revisions are necessary, and funds are available from the appropriate sources; and

**WHEREAS**, after approval from the Department of Finance and Administration, Local Government Division, the recommended action shall be taken, and all necessary adjustments shall be made; and

**WHEREAS**, at a regular meeting of the Board of Trustees of the Village of Los Ranchos de Albuquerque, held on January 17, 2024, the recommended revisions to the budget were discussed.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Governing Body of the Village of Los Ranchos de Albuquerque, State of New Mexico, that the 2023/2024 Fiscal Year Budget is revised as reflected in the "*Schedule of Budget Adjustments for Fiscal Year Ending June 30, 2024*" attached to this resolution.

**PASSED, APPROVED, AND ADOPTED** by the Village of Los Ranchos de Albuquerque Board of Trustees this 17<sup>th</sup> day of January 2024.

{SEAL}

APPROVED:

\_\_\_\_\_  
Joe Craig, Mayor

ATTEST:

\_\_\_\_\_  
Danielle Sedillo-Molina, Clerk

**Village of Los Ranchos de Albuquerque**  
**Schedule of Budget Adjustments for Fiscal Year Ending June 30, 2024**  
**Resolution 2024-01-02**

| <i>Account Description</i>   | <i>Account</i> | <i>Fund</i> | <i>Dept</i> | <i>Original Budget</i> | <i>Increase</i> | <i>Decrease</i> | <i>Revised Budget</i> |
|--|----------------|-------------|-------------|------------------------|-----------------|-----------------|-----------------------|
| State grant - Fire Allotment   | 37120          | 209         | 9209        | 167,131.00             | 125,790.00      | 0.00            | 292,921.00            |
| IGA for Fire Protection & EMS Services   | 45928          | 209         | 9209        | 167,131.00             | 125,790.00      | 0.00            | 292,921.00            |
| <p>1) An adjustment to this line item to increase the budget is necessary to have the full amount awarded to us from the state budgeted for FY24. The Village will received an additional \$125,790.00 in December 2023 for Structural Fire Grant.</p> |                |             |             |                        |                 |                 |                       |

**10. PUBLIC HEARINGS**

- A. **LL 23-04** A request by The Ivy, LLC, dba The Ivy Tea Room, 3537 Plano Vista Rd. NE, Rio Rancho, NM, 87114, for a Restaurant Beer & Wine License with on-premises consumption with patio service. The business is located at 8830 4<sup>th</sup> St. NW, Los Ranchos de Albuquerque, NM, in the C-1 Zone of the Fourth Street Character Area, and is legally known as Lot A, The Magical Tea Land, Being a Replat of Tract 102A1, MRGCD Map No. 24, in projected Section 16, Township 11 North, Range 3 East, N.M.P.M., Town of Alameda Grant, Village of Los Ranchos de Albuquerque, Bernalillo County, New Mexico, as recorded in the Office of the Bernalillo County Clerk on November 8, 2019. The property contains 0.5356 acres more or less.



PUBLIC NOTICE  
 Board of Trustees Regular  
 Meeting  
 January 17, 2024; 7:00pm  
 VILLAGE OF LOS  
 RANCHOS, NM

NOTICE IS HEREBY GIVEN THAT the Village of Los Ranchos de Albuquerque Board of Trustees will consider the following item at a Public Hearing during their Regular Meeting on Wednesday, January 17, 2024, at 7:00 PM at the Warren J. Gray Hall, 6718 Rio Grande Blvd NW.

The application may be viewed at the Village Hall at the above address from 8:00 AM to 5:00 PM weekdays, please contact the Village Clerk at [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov) to schedule a time or request a copy of the application. Questions regarding the application can be directed to Brennon Williams at (505) 344-6582.

If you would like to submit written comments, the deadline for submission for inclusion in the Board packet, is Tuesday, January 2, 2024, by 5:00pm. If you wish to provide verbal testimony, it is advisable to sign up by noon the day of the hearing or prior to the start of the meeting, testimony is limited to two (2) minutes. Please provide your name and address to [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov).

LL 23-04 A request by The Ivy, LLC, dba The Ivy Tea Room, 3537 Plano Vista Rd. NE, Rio Rancho, NM, 87114, for a Restaurant Beer & Wine License with on-premises consumption with patio service. The business is located at 8630 4th St. NW, Los Ranchos de Albuquerque, NM, in the C-1 Zone of the Fourth Street Character Area, and is legally known as Lot A, The Magical Tea Land, Being a Replat of Tract 102A1, MRGCD Map No. 24, in projected Section 16, Township 11 North, Range 3 East, N.M. P.M., Town of Alameda Grant, Village of Los Ranchos de Albuquerque, Bernalillo County, New Mexico, as recorded in the Office of the Bernalillo County Clerk on November 8, 2019. The property contains 0.5356 acres more or less.

If you are an individual with a disability who is in need of a reader, amplifier, remote microphone, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at (505) 344-6582 if a special format is needed.

s/Danielle Sedillo-Molina  
 Village Clerk  
 1st Notice of Publication





PUBLIC NOTICE  
Board of Trustees Regular  
Meeting  
January 17, 2024; 7:00pm  
VILLAGE OF LOS  
RANCHOS, NM

NOTICE IS HEREBY GIVEN THAT the Village of Los Ranchos de Albuquerque Board of Trustees will consider the following item at a Public Hearing during their Regular Meeting on Wednesday, January 17, 2024, at 7:00 PM at the Warren J. Gray Hall, 6718 Rio Grande Blvd NW.

The application may be viewed at the Village Hall at the above address from 8:00 AM to 5:00 PM weekdays, please contact the Village Clerk at [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov) to schedule a time or request a copy of the application. Questions regarding the application can be directed to Brennon Williams at (505) 344-6582.

If you would like to submit written comments, the deadline for submission for inclusion in the Board packet, is \*\*Tuesday, January 9, 2024, by 5:00pm\*\*. If you wish to provide verbal testimony, it is advisable to sign up by noon the day of the hearing or prior to the start of the meeting, testimony is limited to two (2) minutes. Please provide your name and address to [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov).

LL 23-04 A request by The Ivy, LLC, dba The Ivy Tea Room, 3537 Plano Vista Rd. NE, Rio Rancho, NM, 87114, for a Restaurant Beer & Wine License with on-premises consumption with patio service. The business is located at 8630 4th St. NW, Los Ranchos de Albuquerque, NM, in the C-1 Zone of the Fourth Street Character Area, and is legally known as Lot A, The Magical Tea Land, Being a Replat of Tract 102A1, MRGCD Map No. 24, in projected Section 16, Township 11 North, Range 3 East, N.M. P.M., Town of Alameda Grant, Village of Los Ranchos de Albuquerque, Bernalillo County, New Mexico, as recorded in the Office of the Bernalillo County Clerk on November 8, 2019. The property contains 0.5356 acres more or less.

If you are an individual with a disability who is in need of a reader, amplifier, remote microphone, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at (505) 344-6582 if a special format is needed.

s/Danielle Sedillo-Molina  
Village Clerk

Journal: December 31, 2023

# BOARD OF TRUSTEES PLANNING REPORT

Village of Los Ranchos • 6718 Rio Grande Blvd. • (505) 344-6582 Fax 344-8978

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**DATE ISSUED:** January 5, 2024

**REPORT NO.** PZ-24-02  
LL 23-04  
Restaurant Beer & Wine  
Liquor License With On-  
Premises Consumption

**ATTENTION:** Village of Los Ranchos Board of Trustees

**SUBJECT:** A request by The Ivy, LLC, dba The Ivy Tea Room, for 8830 4<sup>th</sup> St. NW, Los Ranchos de Albuquerque, NM, for a Restaurant Beer & Wine Liquor License following Conditional Preliminary Approval from the NM Regulation & Licensing Department. The property is located in the C-1 Zone in the Fourth Street Character Area. The request is for approval of the liquor license for the subject property in accordance with state laws and the 2013 Codified Ordinances of the Village of Los Ranchos §9.2.12.

**APPLICANT:** The Ivy, LLC

**LOCATION AND PROPERTY DESCRIPTION:**

The property is located at 8830 4<sup>th</sup> St. NW and is legally known as Lot A, The Magical Tea Land, Being a Replat of Tract 102A1, MRGCD Map No. 24, in projected Section 16, Township 11 North, Range 3 East, N.M.P.M., Town of Alameda Grant, Village of Los Ranchos de Albuquerque, Bernalillo County, New Mexico, as recorded in the Office of the Bernalillo County Clerk on November 8, 2019. The property contains 0.5356 acres more or less.

**SURROUNDING AREA:**

North – Ortega Road, C-1  
East – Unincorporated area; Bernalillo County, R-1  
South – C-1  
West – Fourth Street, C-1

**PROJECT:**

The applicant intends to operate a restaurant offering beer and wine service for on-premises consumption in accordance with NM Alcohol and Gaming Division regulations.

The property is zoned C-1. §9.2.12(B) C-1 Retail Commercial Zone, 2013 Codified Ordinances of Los Ranchos de Albuquerque. The C-1 Zone lists Food and Alcohol Service as a permissive use, with the following timeframe restrictions:

|  |          |
|--|----------|
| <b>Food and alcohol service (as qualified below)</b> | <b>P</b> |
| Alcohol sales between 12:00 am and 2:00 am           | C        |
| Alcohol sales between 2:00 am and 8:00 am            | X        |

**ANALYSIS:**

A distance waiver is not required for the proposed licensed premises as the closest distance to a church or school is beyond 300 feet. This request is consistent with the 2035 Master Plan, as cited below.

**Village of Los Ranchos 2035 Master Plan**

**9.1 Economic Development Goal**

**9.1.1 Objectives:**

- Support the business community and create a business climate in which businesses can flourish
- Focus commercial activities along the Fourth Street Corridor while recognizing and supporting commercial activities throughout the Village

**9.1.2 Policy B:** Strongly support Village businesses, both current and potential.

**RECOMMENDATIONS AND FINDINGS:**

The Department recommends **approval** of LL 23-04, a Restaurant Beer & Wine with On-Premises Consumption Liquor License in the C-1 Zone in the Fourth Street Character Area, with the following findings:

**Findings:**

1. The application is consistent with the goals and objectives of the 2035 Master Plan.
2. The property is zoned C-1: Retail Commercial. Alcohol service is a permissive use in the C-1 Zone except between 12:00 am and 8:00 am.
3. A distance waiver is not required for the proposed licensed premises as the closest distance to a church or school is beyond 300 feet as of the time of this application.

The request for LL 23-04 was publicly noticed per 2013 Codified Ordinances of the Village of Los Ranchos §9.2.25(F). Public notice requirements have been met by publication in the *Albuquerque Journal* on December 17, 2023, and December 31, 2023. A sign was posted on the property by January 2, 2024, and notification was sent by first class mail to property owners within 300 feet of the subject property on December 20, 2023.



Maida Rubin, AICP, CFM  
Director, Planning and Zoning

Date: 01/05/2024

**Attachments:**

Alcohol and Gaming Division Conditional Preliminary Approval  
Zone Map  
Ortho Map





November 14, 2023

By USPS Certified Mail No.: 7022 1670 0002 1180 5464

Village of Los Ranchos De Albuquerque  
Attn: Danielle Sedillo-Molina, Village Clerk  
6718 Rio Grande Blvd. NW  
Los Ranchos De Albuquerque, NM 87107

7022 1670 0002 1180 5464

Lic. No. /Appl. No.:       Application No. None assigned  
Name of Applicant:       The Ivy, LLC  
Doing Business As:       The Ivy Tea Room  
Proposed Location:       8830 4<sup>th</sup> St. NW, Los Ranchos, NM 87114

The Director of the Alcoholic Beverage Control Division (ABC) has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

**Notice of the Public Hearing** required by the Liquor Control Act **shall be given by the governing body by publishing a notice** of the date, time, and place of the hearing **twice during the 30 days prior to the hearing** in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

While the law states that “within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer”, we recognize the potential for conflict between the requirement for publication of 30-day notice and the 45-day hearing requirement.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

- 1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
- 2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and



regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;

ABC has no preference in the option you choose.

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

**THE APPLICANT IS SEEKING A RESTAURANT A LIQUOR LICENSE WITH ON-PREMISES CONSUMPTION AND PATIO SERVICE.**

**Within thirty (30) days** after the Public Hearing, the governing body shall notify ABC of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,

*Tammy M. Sandoval*

**Tammy M. Sandoval**

Admin Law Judge | Hearing Officer

NM Regulation & Licensing Department

Alcoholic Beverage Control Division

Phone: (505) 476-4548 | Email: [Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov)

**Enclosures:**

1. Original Page 1 of the Application (*must be signed and returned w/notices of publication*)
2. Copy of Page 2 of the Application
3. Copy of the Zoning Statement





**NMRLD**  
NEW MEXICO  
REGULATION &  
LICENSING DEPARTMENT

**RECEIVED**

STATE OF NEW MEXICO  
MICHELLE LUJAN GRISHAM, GOVERNOR  
Linda M. Trujillo, Superintendent  
Andrew Vallejos, Director

SEP 23 2023

ALCOHOL & GAMING DIVISION

**Restaurant Liquor License Application | \$200.00 Application Fee, non-refundable**

ABC USE ONLY: Application Fee \$200.00 Received on: 9.26.23 Receipt No. \_\_\_\_\_  
License Fee \$ \_\_\_\_\_ Received on: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Application Number: \_\_\_\_\_ Local Option District: \_\_\_\_\_

**TYPE of APPLICATION:** *Check appropriate box*

- Restaurant A | Beer & Wine only | License Fee, pro-rated, due at final: \$1,050.00
- Restaurant B | Beer, Wine & Spirits | License Fee, pro-rated, due at final: \$10,000.00

**Applicant is:**  Individual  Limited Liability Company  Corporation  Partnership (General/Limited)

Applicant /Company Name: The Ivy LLC

D/B/A Name: The Ivy Tea Room

Email: (required) ivytearoomllc@gmail.com Business Phone No: 505-388-8691

Mailing Address: 3537 Plano Vista Rd. NE, Rio Rancho NM 87124

Physical location, if different: 8830 4th street NW, Los Ranchos, NM 87114

County: Bernalillo (Include Street number / Hwy number / State Road, City, State, and Zip Code)

Are alcoholic beverages currently being dispensed at the proposed location?  Yes  No If Yes, License #/Type: 31574

As defined in §60-3A-3. V. "Restaurant", means an establishment having a New Mexico resident as a proprietor or manager ... as a place where food is prepared and served primarily for on-premises consumption to the general public in consideration of payment and that has a dining room, a kitchen and the employees necessary for preparing, cooking and serving food; ... does not include establishments as defined in rules promulgated by the director serving only hamburgers, sandwiches, salads and other fast foods;

I qualify as a "Restaurant"?  Yes  No

Is food service the primary source of revenue and accounts for 60% or more of the total gross receipts at current licensed premises?  Yes  No

Is Food Service Permit current?  Yes, attached  No

I have attached photos of the Dining Room and Kitchen and included a copy of the Menu.  Yes  No

Days and Hours of Operation? W/TH/F 11-8 p.m. Sat/Sun 11-8:30 p.m.

I understand that a restaurant license requires that the establishment is not a bar-like setting and the hours for sales and/or service of alcoholic beverages are only from 7:00am to 11:00pm or until food sale and service ceases, whichever is earlier?  Yes  No

Contact Person: Andrea Gonzales Phone #: 505-553-3322 Email: ivytearoomllc@gmail.com  
bluebirdem@outlook.com



Application No. \_\_\_\_\_

You must sign before a Notary Public.

I, (print name) Andrea Gonzales, as (Title) Owner  
being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director may refuse to issue or renew the license or may cause the license to be revoked at any time.

Signature of Applicant: Andrea Gonzales Date: 9-24-23

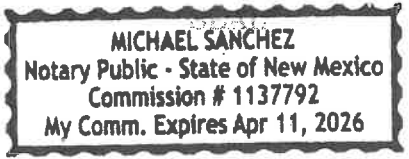
Notary Public Use Only: (State of New Mexico, County of Sandoval)

SUBSCRIBED AND SWORN TO before me this 26<sup>th</sup> day of September, 2023

By Affiant: Andrea Gonzales

Notary Public: [Signature]

My Commission Expires on: 4/11/2026



**Local Option District Use Only:**

Local Governing Body of \_\_\_\_\_ City, County, Town, Village

Public Hearing held on \_\_\_\_\_, 20\_\_\_\_ Decision:  Approved  Disapproved

Signature of Official: \_\_\_\_\_ Title: \_\_\_\_\_

**ABC USE ONLY:**

APPROVED  DISAPPROVED, \_\_\_\_\_

Done this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED BY DIRECTOR: \_\_\_\_\_

ASSIGNED LICENSE NO. \_\_\_\_\_ EXPIRES ON: \_\_\_\_\_

Reviewed, with copy sent to Licensee via  Email,  Fax,  1<sup>st</sup> class mail

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

Premises Location, Ownership, and Description | NMSA §60-6B-10 | Page 2

1. The land and building which is proposed to be the licensed premises is: (check one)

Owned by Applicant, copy of deed/document attached

Leased by Applicant, copy of lease/document attached

Other (provide details): \_\_\_\_\_

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s): Flower and Conviction LLC

B. Date and Term of Lease: 9/1/23 to 10/31/23 temporarily until purchased

3. Premises location is Zoned (example C-1, see Zoning Statement): C-1

Zoning Statement attached,  Yes  No Must be obtained from the Local Government, listing the proposed location by address, Type of Zone, state whether alcoholic beverages are allowed at proposed location, and if applicable, whether packaged sales, patio service and/or manufacturing is allowable. If there is no zoning in the proposed location, attach Statement from the local government, indicating there is no zoning.

4. Distance\* from nearest Church: (Property line of church to closest point of licensed premises—shortest distance)

Name of Church: Alameda Bible Church Miles/feet: .6 miles

Address/location of Church: 220 El Pueblo Rd. NW, Albuquerque, NM 87114

5. Distance\* from nearest School: (Property line of school to closest point of licensed premises—shortest distance)

Name of School: North Valley Academy Miles/feet: .7 miles

Address/location of School: 7939 4th street NW, Los Ranchos, NM 87114

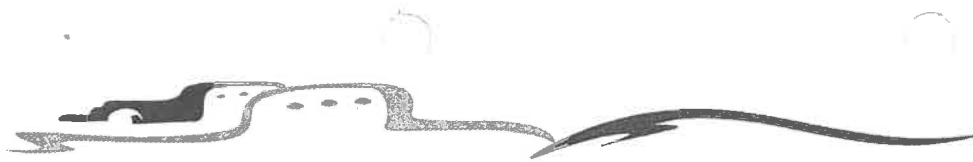
6. Attach Detailed Floor Plan, must include the Total Square Footage of premises; List nearest cross street; Show which direction is North; Show each level (floor) where alcoholic beverages will be sold or consumed, exterior walls, doors, and interior walls; Patio Area with type of barrier used; Highlight Bonded Areas. The floor plan should be no larger than 8½ x 11 inches and must be labeled with designated areas highlighted, which will reflect the proposed Licensed Premises.

7. Type of Operation:  Hotel  Lounge  Package Grocery  Racetrack  
 Restaurant  Craft Distiller  Small Brewer  Winery  Wholesaler

Other (specify): \_\_\_\_\_

\*NOTE: If the distance is beyond 300 feet, but less than 400 feet, and the Applicant does not admit that the location is within 300 feet and requests a waiver from the LOD, a Registered Engineer or Licensed Surveyor must complete a Survey Certificate showing the exact distance.





Village of  
**Los Ranchos de Albuquerque**

SETTLED C. 1661 ... INCORPORATED 1958

**MAYOR**  
DONALD T. LOPEZ

**ADMINISTRATOR**  
ANN SIMON

-----  
**TRUSTEES**  
SANDRA PACHECO  
MAYOR PRO TEM  
GILBERT BENAVIDES  
ALLEN LEWIS  
GEORGE RADNOVICH

September 7, 2023

Andrea Gonzales  
Ivy Tea Room  
8830 4<sup>th</sup> St. NW  
Albuquerque, New Mexico 87114

**RE: Zoning Certification 8830 4<sup>th</sup> St. NW – Application for Restaurant (Beer & Wine) Liquor License for Ivy Tea Room**

To Whom It May Concern:

This zoning certification letter is for the property at 8830 4<sup>th</sup> St. NW, the location of Ivy Tea Room.

**Property Location and Legal Description**

The subject property is located at 8830 4<sup>th</sup> St. NW, Los Ranchos, NM, 87114, and is legally known as Lot A, The Magical Tea Land, Being a Replat of Tract 102A1, MRGCD Map No. 24, in projected section 16, T. 11 N., R. 3 E., N.M.P.M., Town of Alameda Grant, Village of Los Ranchos de Albuquerque, Bernalillo County, New Mexico, as filed in the Office of the Bernalillo County Clerk on November 8, 2019. The property contains 0.5356 acres more or less.

I hereby certify that the property is zoned C-1 (Retail Commercial) in the Village of Los Ranchos de Albuquerque.

**§ 9.2.12 C-1 RETAIL COMMERCIAL ZONE**

**(B) USES.** Properties within the C-1 Commercial Retail Zone are required to conform to the Use Table below. Uses designated as "Permissive" may be denied if the proposed use is deemed by the Village to be a nuisance or injurious to adjacent property, the neighborhood, or the Village of Los Ranchos. Pas\$0828\*!

| Use Table  |   |
|--|---|
| <b>Key:</b>  |   |
| Permissive Uses  | P |
| Conditional Uses   | C |
| Prohibited Uses  | X |
| All uses must comply with ordinances and regulations for permits and development as required by the Village Codified Ordinances. |   |

6718 Rio Grande Blvd. NW Los Ranchos, New Mexico 87107  
Office: 505.344.6582 Fax: 505.344.8978 [www.losranchosnm.gov](http://www.losranchosnm.gov)

What's Happening in Los Ranchos? [twitter.com/LosRanchosdeABQ](https://twitter.com/LosRanchosdeABQ)

RECEIVED

SEP 23 2023

|  |          |
|--|----------|
| <b>Food and alcohol service (as qualified below)</b> | <b>P</b> |
| Alcohol sales between 12:00 am and 2:00 am           | <b>C</b> |
| Alcohol sales between 2:00 am and 8:00 am            | <b>X</b> |

So long as alcohol sales do not occur between 12:00 am to 8:00 am, they are permissible in the C-1 zone. Alcohol sales between 12:00 am and 2:00 am are allowed through approval of a conditional use permit, and alcohol sales between 2:00 am and 8:00 am are prohibited except through Variance.

This zoning allows for the stated use of Restaurant Beer and Wine sales to be located at 8830 Fourth Street NW, Los Ranchos de Albuquerque, New Mexico.



If you have any questions or need further information, please call (505) 344-6582 or email [bwilliams@losranchosnm.gov](mailto:bwilliams@losranchosnm.gov).

Sincerely,



Ann Simon  
 Village Administrator  
 Acting Director, Planning and Zoning Department

6718 Rio Grande Blvd. NW Los Ranchos, New Mexico 87107  
 Office: 505.344.6582 Fax: 505.344.8978 [www.losranchosnm.gov](http://www.losranchosnm.gov)

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REC-111-111-111  
 SEP 20 2023

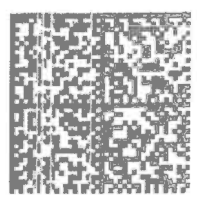
ALCOHOL & GAMING

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.  
**CERTIFIED MAIL**

STATE OF NEW MEXICO  
**REGULATION and LICENSING DEPART**  
**ALCOHOL AND GAMING DIVISION**  
P.O. Box 25101  
Santa Fe, New Mexico 87504-5101



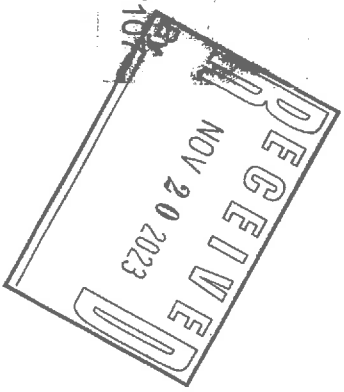
7022 1670 0002 1180 5454



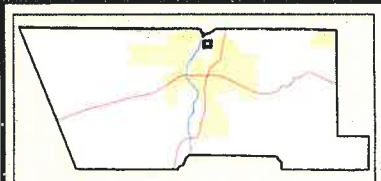
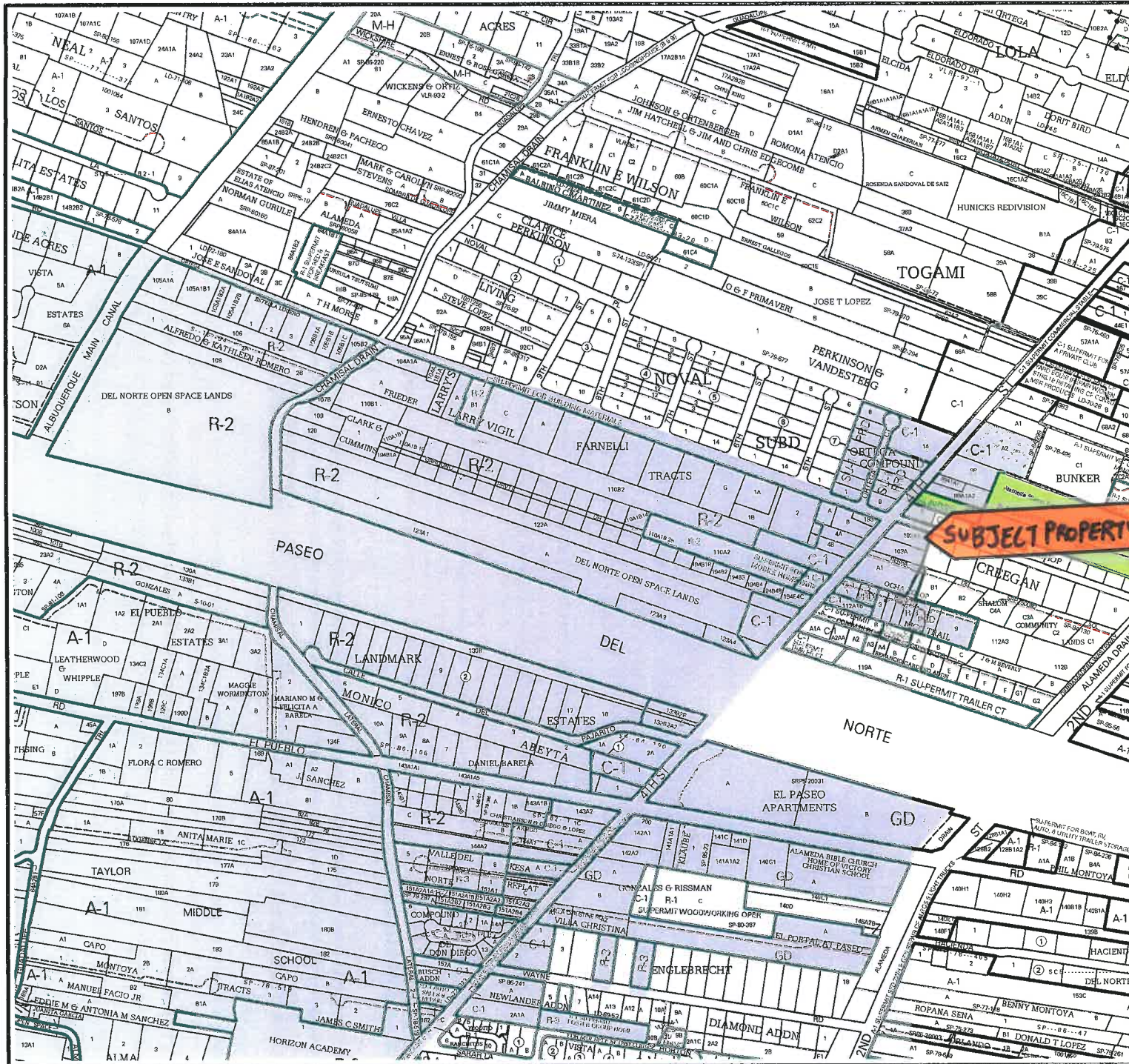
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US POSTAGE

Village of Los Ranchos  
Danielle Sedillo-Molina, Village Clerk  
6718 Rio Grande Blvd. NW  
Los Ranchos de Albuquerque, NM 87107

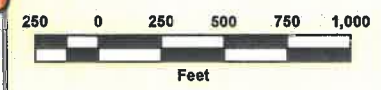






LEGAL DESCRIPTION  
 T11N  
 R3E  
 SEC 16

UNIFORM PROPERTY CODE  
 1-015-064



Map amended through July 2014



PUBLIC WORKS DIVISION  
 GIS PROGRAM

This information is for reference only. Bernalillo County assumes no liability for errors associated with the use of these data. Users are solely responsible for confirming data accuracy when necessary. Source data are from Bernalillo County and the City of Albuquerque. For current information visit [www.bermco.gov/gis-program](http://www.bermco.gov/gis-program).

**C-15-Z**



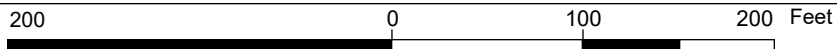
# 8830 Fourth Street



## Legend

- Bernalillo County Parcels
- Municipal Limits**
- Corrales
- Edgewood
- Los Ranchos
- Rio Rancho
- Tijeras
- UNINCORPORATED

## Notes



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
10/25/2019 © City of Albuquerque

1: 1,200

The City of Albuquerque ("City") provides the data on this website as a service to the public. The City makes no warranty, representation, or guaranty as to the content, accuracy, timeliness, or completeness of any of the data provided at this website. Please visit <http://www.cabq.gov/abq-data/abq-data-disclaimer-1> for more information.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

**From:** [Danielle Sedillo-Molina](#)  
**To:** ["tammy.sandoval@rld.nm.gov"](mailto:tammy.sandoval@rld.nm.gov)  
**Subject:** Request for Extension  
**Date:** Wednesday, November 29, 2023 10:29:11 AM  
**Attachments:** [image001.png](#)  
[Request for Extension Ivy Tea, LLC.pdf](#)

---

Good Morning,

Please see attached request for extension re: Ivy Tea, LLC.

Let me know if you have any questions.

*Sincerely,*  
*Danielle Sedillo-Molina, CMC*  
*Clerk/Chief Procurement Officer/HR*  
*Village of Los Ranchos*  
*6718 Rio Grande Blvd NW*  
*Los Ranchos, NM 87107*  
*(Office) 505-344-6582*  
*(Cell) 505-977-1764*  
*dmolina@losranchosnm.gov*



**From:** [Danielle Sedillo-Molina](#)  
**To:** "[Sandoval, Tammy, RLD](#)"  
**Subject:** RE: [EXTERNAL] Request for Extension  
**Date:** Tuesday, December 5, 2023 2:26:48 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Thank you, I appreciate the assistance.

Danielle Sedillo-Molina, CMC  
Clerk/Chief Procurement Officer/HR  
Village of Los Ranchos  
6718 Rio Grande Blvd NW  
Los Ranchos, NM 87107  
(Office) 505-344-6582  
(Cell) 505-977-1764  
[dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov)



---

**From:** Sandoval, Tammy, RLD <[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov)>  
**Sent:** Monday, December 4, 2023 8:55 AM  
**To:** Danielle Sedillo-Molina <[dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov)>  
**Subject:** FW: [EXTERNAL] Request for Extension

Your request has been granted, see below.  
Thank you



**Tammy M. Sandoval | Admin Law Judge/Hearing Officer**

Alcoholic Beverage Control Division  
PO Box 25101 | Santa Fe, NM 87504

[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov) | [www.rld.nm.gov/abc](http://www.rld.nm.gov/abc)  
(505) 476-4548

SERVICE | DEDICATION | INTEGRITY

---

**From:** Lopez, Debra, RLD <[Debra.Lopez@rld.nm.gov](mailto:Debra.Lopez@rld.nm.gov)>  
**Sent:** Friday, December 1, 2023 4:47 PM

**To:** Sandoval, Tammy, RLD <[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov)>

**Subject:** Re: [EXTERNAL] Request for Extension

The request for extension as outlined below is hereby granted. Thank you for all that you do.

On Dec 1, 2023, at 11:54 AM, Sandoval, Tammy, RLD <[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov)> wrote:

Please see the request for extension from LOD below.

Thank you

<[image001.png](#)>

**Tammy M. Sandoval | Admin Law Judge/Hearing Officer**

Alcoholic Beverage Control Division

PO Box 25101 | Santa Fe, NM 87504

[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov) | [www.rld.nm.gov/abc](http://www.rld.nm.gov/abc)

(505) 476-4548

SERVICE | DEDICATION | INTEGRITY

---

**From:** Danielle Sedillo-Molina <[dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov)>

**Sent:** Wednesday, November 29, 2023 2:36 PM

**To:** Sandoval, Tammy, RLD <[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov)>

**Subject:** Re: [EXTERNAL] Request for Extension

Hi Tammy,

I am at a conference this afternoon through Friday, but I believe all the information you are seeking is in the letter I sent as an attachment. The exception is providing the 1st date of publication because I am waiting on NMRLD's approval for the extension.

If granted, the 1st publication date will be December 17th (30 + days).

Thank you,

Danielle Sedillo-Molina

On Nov 29, 2023, at 2:13 PM, Sandoval, Tammy, RLD <[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov)> wrote:

Good afternoon, Danielle,

Please provide the following information:

1. The date the Application was received;
2. The first date of publication of the Notice of Public Hearing;  
and
3. How many additional days you are requesting.

Thank you

[<image002.png>](#)

**Tammy M. Sandoval | Admin Law Judge/Hearing Officer**

Alcoholic Beverage Control Division

PO Box 25101 | Santa Fe, NM 87504

[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov) | [www.rld.nm.gov/abc](http://www.rld.nm.gov/abc)

(505) 476-4548

SERVICE | DEDICATION | INTEGRITY

---

**From:** Danielle Sedillo-Molina <[dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov)>

**Sent:** Wednesday, November 29, 2023 10:29 AM

**To:** Sandoval, Tammy, RLD <[Tammy.Sandoval@rld.nm.gov](mailto:Tammy.Sandoval@rld.nm.gov)>

**Subject:** [EXTERNAL] Request for Extension

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

Good Morning,

Please see attached request for extension re: Ivy Tea, LLC.

Let me know if you have any questions.

Sincerely,  
Danielle Sedillo-Molina, CMC  
Clerk/Chief Procurement Officer/HR  
Village of Los Ranchos  
6718 Rio Grande Blvd NW  
Los Ranchos, NM 87107  
(Office) 505-344-6582  
(Cell) 505-977-1764  
[dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov)



**MAYOR**  
DONALD T. LOPEZ

**ACTING  
ADMINISTRATOR**  
JOSHUA  
O'HALLORAN

**TRUSTEES**  
SANDRA PACHECO  
MAYOR PRO TEM  
GILBERT BENAVIDES  
GEORGE RADNOVICH

November 29, 2023

State of New Mexico Regulation and Licensing Department  
Alcoholic Beverage Control Division  
Attn: Tammy M. Sandoval, Admin Law Judge/Hearing Officer  
PO Box 25101  
Santa Fe, New Mexico 87504

Re: The Ivy, LLC

Ms. Sandoval,

On November 20, 2023, the Village of Los Ranchos received an Application for The Ivy, LLC, dba: The Ivy Tea Room, The applicant is seeking a Restaurant Liquor License with on-premises consumption and patio service.

The Village is requesting an extension of the forty-five (45) day Public Hearing Rule in order to also remain compliant with the New Mexico Alcoholic Beverage Control Division thirty (30) day notice of publication requirement. The first notice must be published at least thirty (30) days before the hearing, the next regularly scheduled Board of Trustees Meeting will be held on December 13, 2023, which does not allow sufficient time to meet the thirty (30) day publication.

The Village is requesting additional time to hold the public hearing and requests that you grant the extension to the Board of Trustees Regular Meeting on Wednesday, January 17, 2024.

If you have any questions, please do not hesitate to contact me at (505) 344-6582 or [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov).

Sincerely,

Danielle Sedillo-Molina  
Village Clerk

Enclosures: Application Packet (8 pages)

6718 Rio Grande Blvd. NW Los Ranchos, New Mexico 87107  
Office: 505.344.6582 Fax: 505.344.8978 [www.losranchosnm.gov](http://www.losranchosnm.gov)

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**MAYOR**  
DONALD T. LOPEZ

**ADMINISTRATOR**  
ACTING-JOSHUA  
O'HALLORAN

— ••• —  
**TRUSTEES**  
SANDRA PACHECO  
MAYOR PRO TEM  
GILBERT BENAVIDES  
GEORGE RADNOVICH

December 11, 2023

*Certified Mail No. 7019 2280 0000 7584 5297*

The Ivy, LLC  
dba: The Ivy Tea Room  
Andrea Gonzales  
3537 Plano Vista Road NE  
Rio Rancho, NM 87124

Ms. Gonzales,

On November 20, 2023, the Village of Los Ranchos de Albuquerque received an application for The Ivy, LLC, dba: The Ivy Tea Room from the New Mexico Regulation and Licensing Department (NMRLD), Alcoholic Beverage Control Division (ABC), for a *Restaurant Liquor License with on-premises consumption and patio service*.

The proposed site is located at 8830 4<sup>th</sup> Street NW, Los Ranchos, NM 87114.

In order to meet the Liquor Control Act, notice of public hearing must be published twice during the thirty (30) days prior to a hearing, (with the first notice being published at least thirty (30) days before the hearing can be conducted). The December 13, 2023, Board of Trustees meeting will *NOT* meet those requirements. Therefore, the Public Hearing of the Governing Body to approve the application will be held:

DATE OF HEARING: **WEDNESDAY, JANUARY 17, 2024 AT 7:00 PM**  
LOCATION OF HEARING: **WARREN J. GRAY HALL, VILLAGE CHAMBERS  
6718 RIO GRANDE BLVD., NW  
LOS RANCHOS, NEW MEXICO 87107**

It is imperative that you or a representative are present for the Public Hearing. If you need additional information or have any questions, please do not hesitate to contact me at (505) 344-6582 or by email at [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov).

Sincerely,

Danielle Sedillo-Molina, CMC  
Municipal Clerk

6718 Rio Grande Blvd. NW Los Ranchos, New Mexico 87107  
Office: 505.344.6582 Fax: 505.344.8978 [www.losranchosnm.gov](http://www.losranchosnm.gov)

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**11. NEW BUSINESS**

- A. Discussion and Approval of Resolution No. 2024-01-03; A Resolution to Designate a Village Representative to Communicate to and with the Village's Legal Counsel the Village of Los Ranchos de Albuquerque's position and Direction on outstanding and potential litigation.

**STATE OF NEW MEXICO  
VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
RESOLUTION NO. 2024-01-03**

A RESOLUTION TO DESIGNATE A VILLAGE REPRESENTATIVE TO COMMUNICATE TO AND WITH THE VILLAGE'S LEGAL COUNSEL THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE'S POSITION AND DIRECTION ON OUTSTANDING AND POTENTIAL LITIGATION

**WHEREAS**, the factual "**WHEREAS**" statements in Resolution No. 2023-12-05 are currently deemed to be inaccurate and it is believed to be in the best interest of the Village for resolution of cases Case Nos. D-202-CV-2023-07688, D-202-CV-2022-05403, D-202-CV-2023-02347, and D-202-CV-2023-06441; ("Litigation") if independent counsel is retained to represent the Village and further that a more impartial representative of the Board of Trustees be designated as the Village representative to communicate and coordinate the independent counsel, and,

**WHEREAS**, it is believed that the following is more appropriate and beneficial for the ongoing administration of the Village.

**It is therefore resolved:**

1. **Resolution No. 2023-12-05**, is hereby rescinded in its entirety.
2. Independent legal counsel to represent the Village in the Litigation shall be retained as quickly as can reasonably accomplished in compliance with the New Mexico Procurement Code and in accordance with the Village Chief Procurement Officer's procedures.
3. Trustee Frank Reinow is hereby designated as the member of the Board of Trustees to be the primary contact individual and Village representative to coordinate with the independent legal counsel. Trustee Reinow shall provide periodic reports on the litigation as may be deemed appropriate by the Board of Trustees.
4. The Mayor and all Members of the Board of Trustees are bound by the Governmental Conduct Act. The Mayor and each of the Trustees must seek to strictly comply with the requirements of the Governmental Conduct Act and in the event of any uncertainty should seek clarification regarding voting and any anticipated conduct or action.
5. The Village Attorney is authorized to seek clarification of the Governmental Conduct Act, from the State Ethics Commission if requested by the Mayor or any Trustee.

**PASSED, APPROVED AND ADOPTED** by the Village of Los Ranchos de Albuquerque Board of Trustees this 17<sup>th</sup> day of January 2024.

{SEAL}

APPROVED:

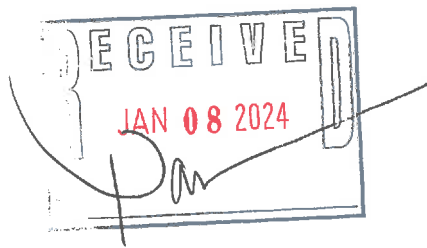
---

Joe Craig, Mayor

ATTEST:

---

Danielle Sedillo-Molina, Clerk



Jan 8, 2024

Dear Mayor Craig, Attorney Chappell, Clerk Danielle Sedillo-Molina:

I understand Mr. Chappell is now general counsel. This letter is my request that the Village comply with the following as required by the Ethics Commission Letter, Resolution No. 2023-12-05 and Mr. Chappell's Professional Services Agreement:

1. Per the Resolution and in order to avoid the cost of litigating the two new lawsuits filed against the Mayor and Trustee Keuffer, both the Mayor and the Trustee should recuse themselves from participation in all matters in which they have stated public opposition to Village-approved projects. These recusals will not only save thousands of Village dollars but also avoid potential appeals in the future.
2. Per the Resolution and Mr. Chappell's contract, Mr. Chappell should not participate in the selection process of outside independent litigation counsel regarding the suits initiated by Joe Craig or Friends of Los Ranchos. That authority was expressly prohibited as stated in section 1 of his contract with the Village and delegated to Trustee Benavides in the Resolution No. 2023-12-05.
3. Per Mr. Chappell's contract, he should have no involvement, including conversations with the Mayor as it concerns suits initiated by Joe Craig or Friends of Los Ranchos. It is my understanding that Mr. Chappell in his former capacity as Village counsel, reviewed and approved the Village Center Zone Code in 2016 and 2018, which makes him a witness in those cases.
4. Per the Resolution and the State Procurement Code, Clerk Sedillo-Molina should develop a list of qualified legal counsel for the Village's possible retention in the pending litigations initiated by Joe Craig and FOLR and forward that to me.
5. I recommend the Village immediately engage in meditation of the pending litigations initiated by Joe Craig and FOLR with the following goals:
  - a) Dismissal of all law suits;
  - b) Amendment of the development agreement with Palindrome to accommodate more transparency as it concerns future phases;
  - c) Facilitate adequate parking;
  - d) Engage the community in future designs;
  - e) Ascertain Mr. Craig's and FOLR's debt obligations to the Peifer law firm without "pleading guilty" or using Village funds to pay that obligation.

Sincerely,

Gilbert Benavides, Trustee for the Village of Los Ranchos