



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, March 14, 2022 2:00 PM
Updated - Agenda

Please silence all electronic devices.

ATTENTION: In an effort to curb the spread of COVID-19 by practicing social distancing and limiting public gatherings, we encourage you to participate in the Workshop from the comfort and safety of your own home by entering the following link: @ <https://www.facebook.com/riocommunities>

Call to Order

Attendees

Presentations/Proclamations

1. **Medical Facilities - Presenter MCA-VC**

Agenda Items

2. **Strategic Priorities for the City** (Manager/Council)
3. **Budget 101 discussion** (Manager/Finance Officer)
4. **Revenue discussion** (Manager/Finance Officer)
5. **Accounts payable report** (Finance Officer/Treasure)
6. **Resolution 2022 - NMDOT Co-op Agreement/application** (Manager)
7. **Resolution 2022 - NMDOT Municipal Arterial Program (MAP)** (Manager)
8. **Expenditure of Bill Brown Memorial Funds** (Manager/Public works director)
9. **Selling of City equipment** (Manager)
10. **Authorization to hire an Emergency Medical Service Coordinator for the City of Rio Communities Fire Department –** (Manager/Council)
11. **Salary Wage Range & Job Description of the Emergency Medical Service Coordinator** (Manager/Council)

Public Comment: The Council will take public comments in written format. These should be emailed to admin@riocommunities.net through 2:00 PM on Monday, March 14. These comments will be distributed to all Councilors for review. ***If you wish to speak during the public comment session,*** the Council will allow each member of the public to **three (3) minutes** to address the Council. Both the public and Council will follow rules of decorum. Give your name and where you live. The public will direct comments to the City Council. Comment(s) will not be disruptive or derogatory.

Manager Report

12. a) **Update on NM 47/Rio Communities Blvd streetlights**
b) **Update on City Cleanup**
c) **Discussion to retain Grant writing services**

Council Discussion & Future Agenda Items

Adjourn

Thank you - Joshua Ramsell - Mayor of Rio Communities

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

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT CITY HALL, 360 RIO COMMUNITIES BLVD, RIO COMMUNITIES, NM 87002. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AND OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE MUNICIPAL CLERK AT 505-861-6803 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

BUDGET 101

City of Rio Communities



UNRESTRICTED & RESTRICTED FUNDS

- Unrestricted Funds – There are no restrictions on the money. Funds can be spent for any lawful purpose. Money cannot be used for a purpose in violation of state law, such as the anti-donation clause, etc.
- Restricted Funds – The funding source providing the money has put certain conditions on the use of the money.

FUNDS

- 11000 General Fund (Unrestricted)
 - Major revenues that support this fund:
 - Property Tax
 - Franchise Tax
 - Gross Receipts Tax – Local Option
 - Gross Receipts Tax - Infrastructure
 - Gross Receipts Tax – State Share
 - Motor Vehicle Excise Tax
 - Small Cities Assistance

FUNDS

- 11000 General Fund Departments (Unrestricted)
 - Governing Body
 - Municipal Court
 - City Manger
 - General Administration
 - Finance & Administration
 - Municipal Clerk
 - Planning & Zoning
 - Economic Development
 - Public Safety/Code Enforcement
 - Fire Protection
 - Animal Control
 - Dispatch/E911
 - Emergency Services/Disasters
 - Parks & Recreation
 - Library
 - Public Works
 - Municipal Streets
- The General Fund is responsible for keeping all of the departments listed to the left afloat.
- Think of the General Fund as the parent company funding 17 smaller companies.

FUNDS

- **20100 Corrections Fund (Restricted)**
 - This fund is used to pay for the care of prisoners
 - \$20.00 from each citation paid or other monetary judgements ordered from the court support this fund
- **20200 Environmental Gross Receipts Tax (Restricted)**
 - Environmental GRT is collected and deposited into this fund
 - These monies can be used for solid waste items, such as dumpster days
- **20600 Emergency Medical Services (Restricted)**
 - Grant money that has to be applied for each year from the NM Department of Health
 - Monies can be used to purchase items for EMS.
 - Monies cannot be used to pay wages for EMT's
- **20900 Fire Protection Fund (Restricted)**
 - A yearly distribution of Fire Protection funds is received from the State Fire Marshall's Office
 - These monies can be used to cover the costs of the operation of the Fire Department, such as utilities, fire trucks, upgrades to the Fire Department, etc.
 - These monies cannot be used to pay wages of fire fighters

FUNDS

- **2100 Law Enforcement Protection Fund (Restricted)**
 - A yearly distribution of Law Enforcement Protection Funds (LEPF) is received yearly from the State Department of Finance & Administration
 - These monies can be used to purchase equipment, uniforms, squad vehicles, training, etc., for police officers
 - These monies cannot be used for salaries of police officers
- **21600 Municipal Street Fund (Restricted)**
 - A two-cent gas tax that is collected by NM Taxation & Revenue Department from gas stations in our city.
 - Monies can only be used for street repair of municipal streets
 - Monies cannot be used to pay for streetlights

FUNDS

- 26000 American Recovery Plan Act Fund (Restricted)
 - Received monies from Federal Government
 - Can be used only to help with the Covid Crisis
- 29500 Bill Brown Memorial Fund (Restricted)
 - Monies received from Councilor Bill Brown
 - Can only be used for Parks & Trails and Public Works
- 29600 Fire Excise GRT Fund(Restricted)
 - Funds received from Valencia County
 - Can only be used to pay stipends for Volunteer Fire Fighters

FUNDS

- **29700 EMS GRT Fund (Restricted)**
 - Funds received from Valencia County
 - Can be used for anything EMS, including salaries for EMT's
- **29800 Wildland Fire Fund (Restricted)**
 - Revenues received from reimbursement of fighting wildland fires
 - Can be used for Fire Department needs
- **30300 State Legislative Appropriation Fund (Restricted)**
 - Revenues received from State Legislative Appropriations upon reimbursement
 - Monies are used specifically for what State Legislators give the money for
- **30400 Road/Street Projects Fund (Restricted)**
 - Revenues are received from NMDOT grants
 - Monies are used specifically for what grant agreement states it to be used for

FUNDS

- **39000 Capital Projects Fund (Restricted)**
 - When a capital project does not fall under a State Legislative Appropriation or a NMDOT grant, this fund is used for big ticket purchases or projects
 - Funding normally comes from General Fund carryover monies
 - Such projects can be: Annexation, purchase of vehicles/equipment, fencing projects, etc.
- **40400 NMFA Loan Debt Service (Restricted)**
 - This fund is used to track debt service with the New Mexico Finance Authority
 - Monies exist in an account with NMFA, but the city must keep it on the books.
 - Money is transferred into this fund to cover payments for debt service.

Funds	
Fund Number	Fund Name
11000	General Operating Fund
20100	Corrections Fund
20200	Environmental Fund
20600	Emergency Medical Services
20900	Fire Protection Fund
21100	Law Enforcement Protection Fund
21600	Municipal Street Fund
26000	American Recovery Plan Act
29500	Bill Brown Memorial Fund
29600	Fire Excise GRT Fund
29700	EMS GRT Fund
29800	Wildland Fire Fund
29900	Other Special Revenue
30300	State Legislative Appropriation Project
30400	Road/Street Projects
39900	Other Capital Projects
40400	NMFA Loan Debt Service

Departments	
Department Number	Department Name
1001	Governing Body
1009	Municipal Court
2001	Manager
2002	General Administration
2004	Finance
2007	Elections
2008	Municipal Clerk
2012	Planning & Zoning
2014	Economic Development Commission
3001	Law Enforcement
3002	Fire Protection
3003	Emergency Services/Ambulance
3004	Animal Control
3005	Dispatch/E911
3101	Emergency Services/Disasters
4003	Parks & Recreation
4004	Library
5009	Environmental
5101	Public Works
5104	Highways/Streets
8003	General Corrections



GRT History & Possible Increase –

Disclaimer: This was a presentation from 2021. For educational purposes only

City of Rio Communities

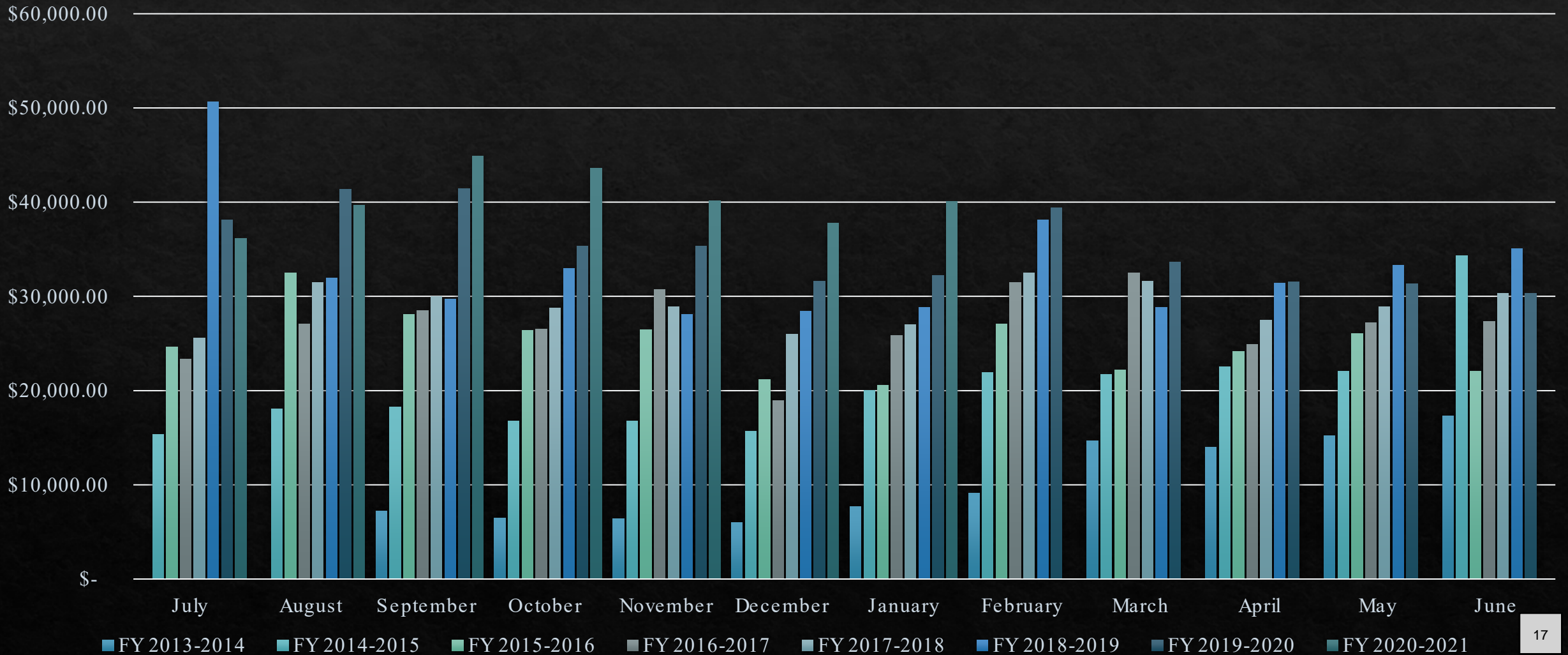
Types of Local GRT

Types	Cap Amount	Amount Currently Enacted	Amount Available to Enact	How Enactment Happens	Deadline to Enact
601 Municipal GRT Without Referendum	2.05000%	1.1875%	0.862500%	Enacted by Governing Body	March 31, 2021
602 Municipal GRT With Referendum	.45000%	0.00000%	.45000%	Vote from Public	

Special Notes

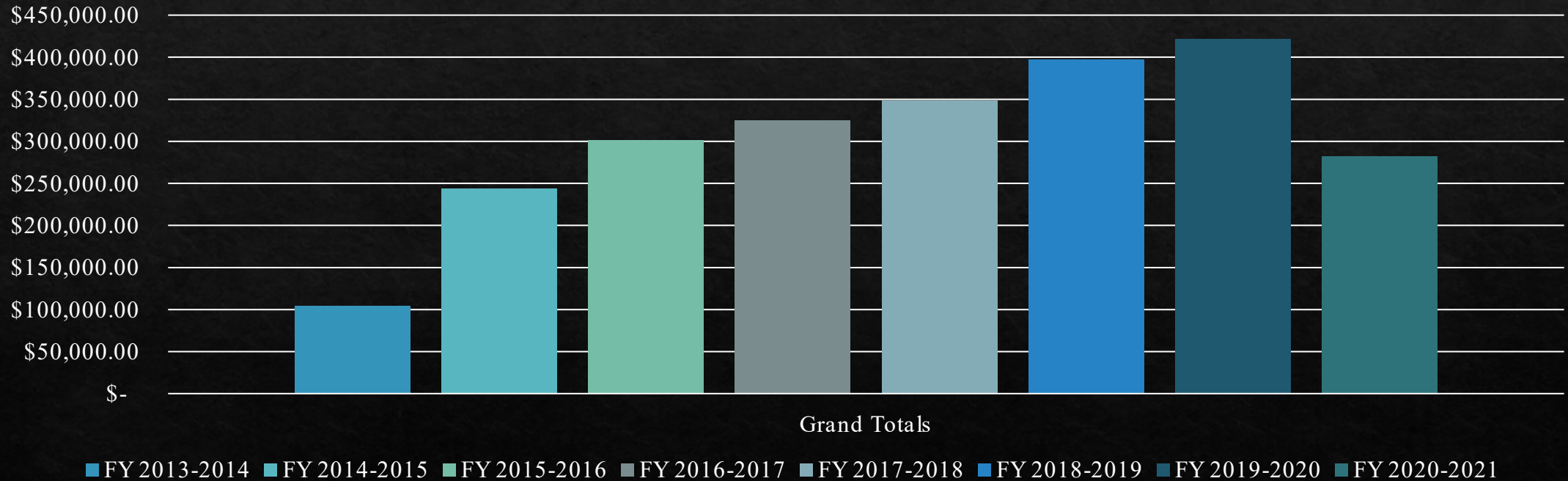
- Subsidy for internet sales based on population was enacted in September 2019
- Cares Act Subsidy was enacted in September 2020
- In August 2021 the two fundings listed above will dry up. This is \$8,560 a month extra revenue

Historical GRT by Month



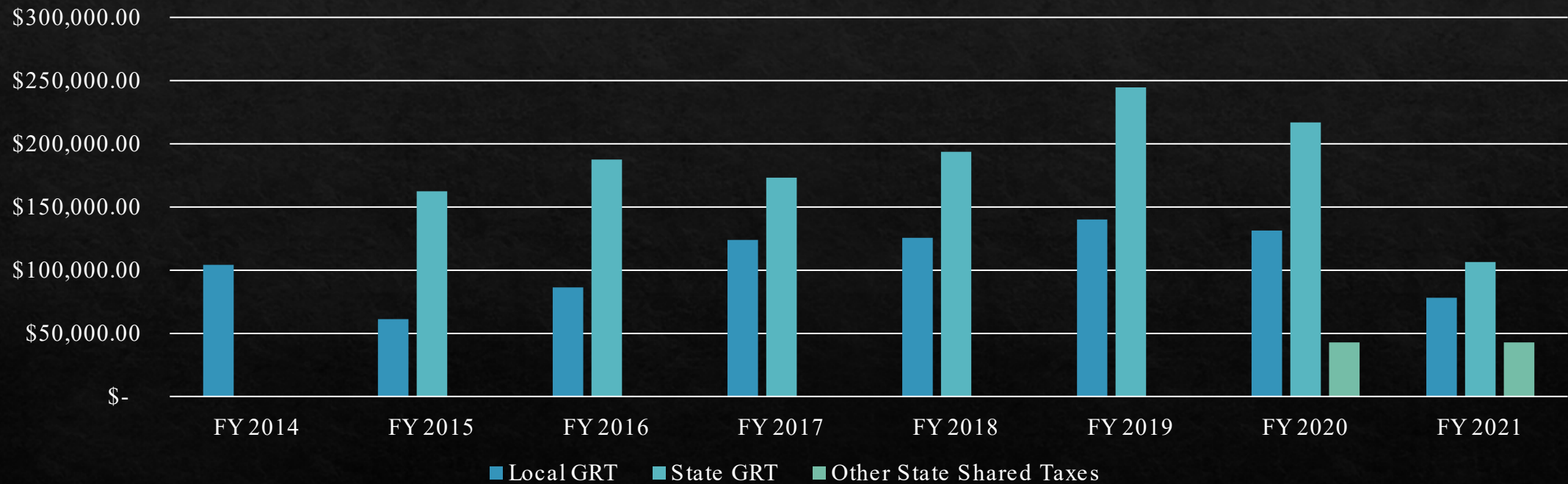
Historical GRT by Year

GRT by Fiscal Year



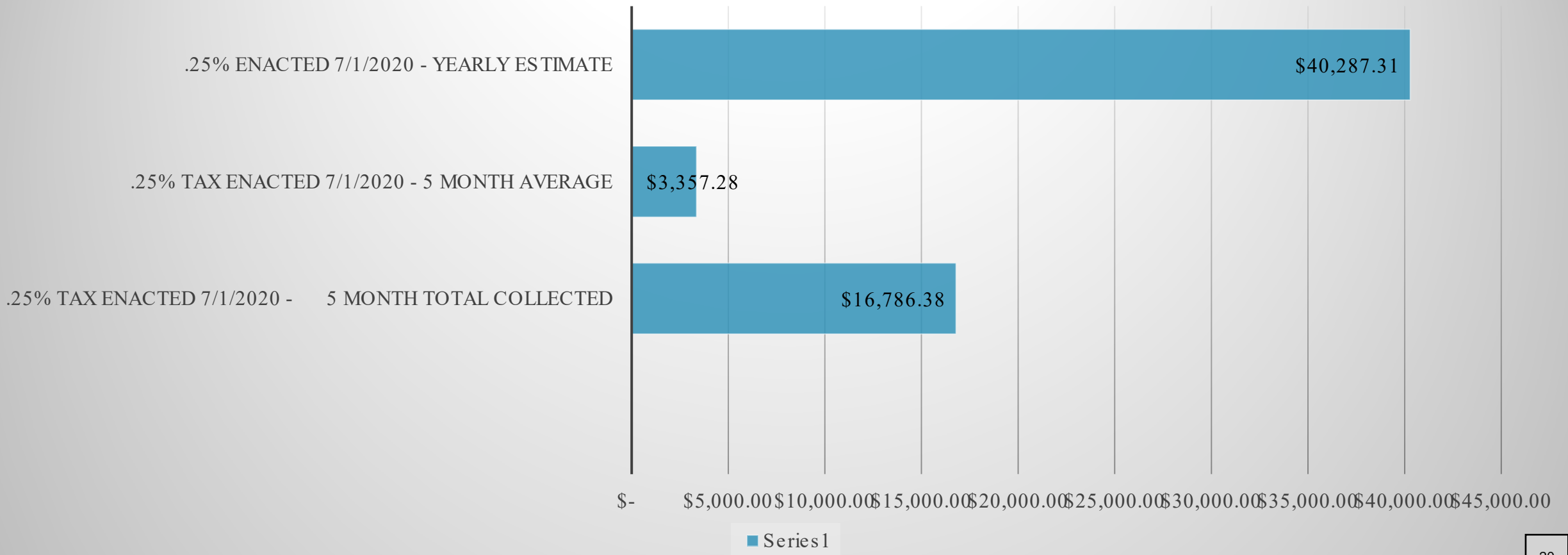
Historical GRT Breakdown by Type

Historical GRT Breakdown by Type



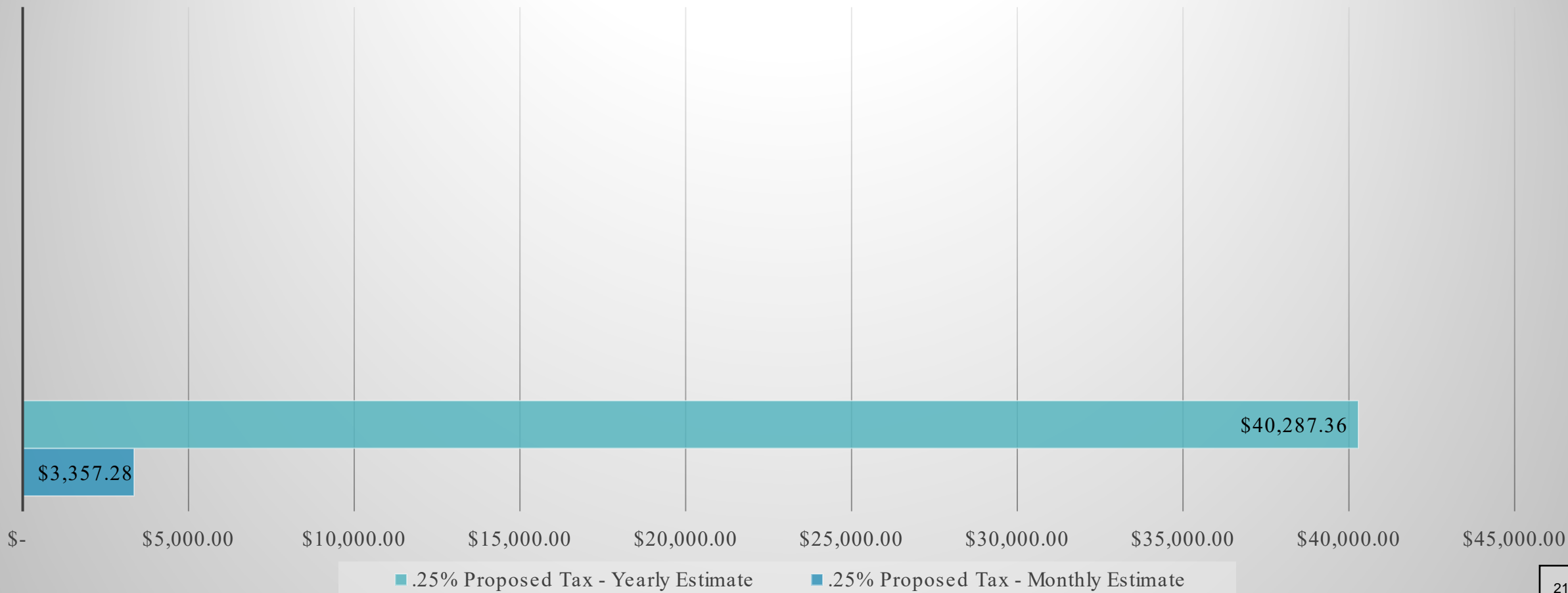
.25% Tax Enacted 7/1/2020 Data (5 Months)

.25% Tax Enacted 7/1/2020 Data (5 Months)



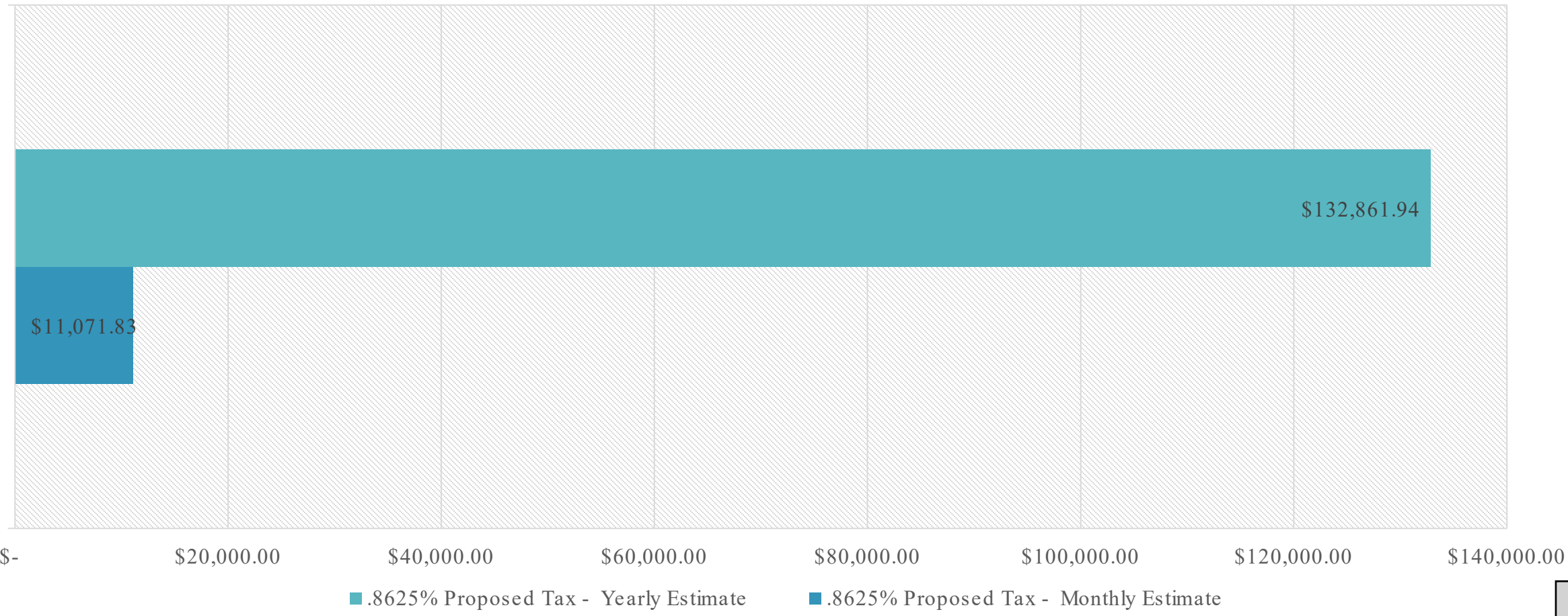
.25% Proposed Tax Increase Data

.25% Proposed Tax Increase



.8625% Proposed Tax Increase Data

.8625% Proposed Tax Increase Data



City of Rio
Communities

Property Tax

Disclaimer: This is a presentation from last year
(2021)

Property Tax Information

Mills Allotted to Municipalities	Residential/Non-Residential Mills Enacted	Total Mills Available
7.65	2.75/2.75	4.9

1 Mill = \$1 per \$1,000 of Assessed Value
Assessed Value is 1/3 of Market Value

Tax Valuations

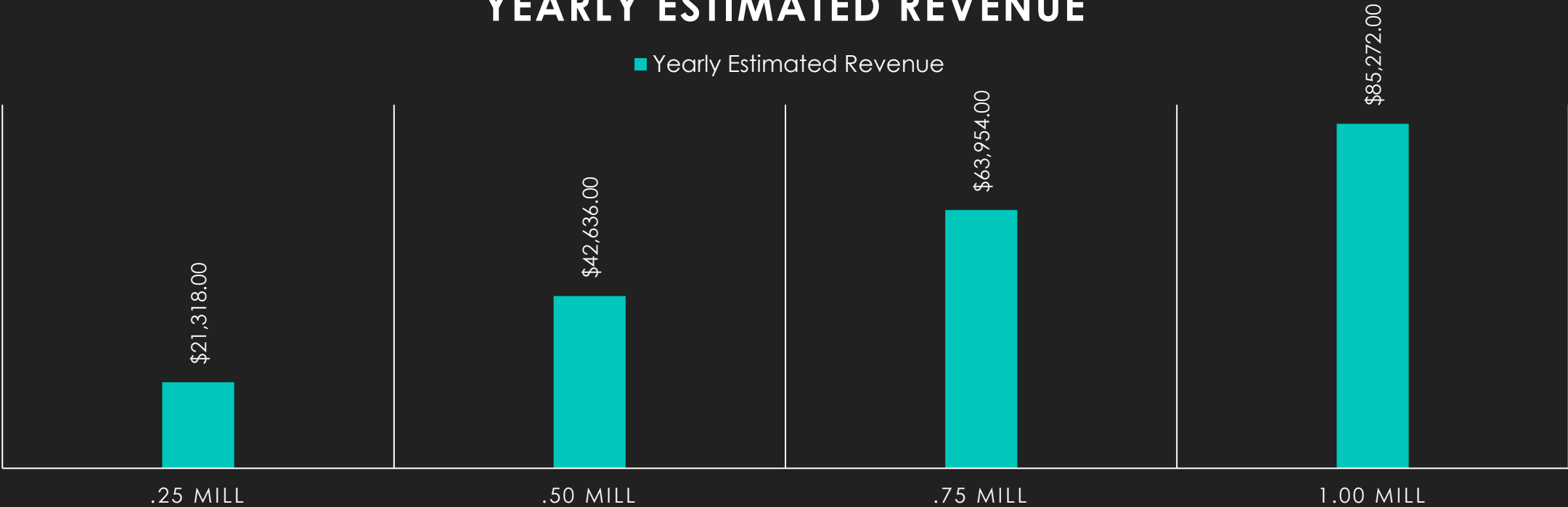
Tax Year	Residential	Non-Residential
2019	\$77,215,202	\$11,240,345
2020	\$78,359,949	\$10,827,260

Valencia County 3-year average (2017, 2018, 2019) collection rate is 95.61%

Yearly Revenue Based on Mill Increase

YEARLY ESTIMATED REVENUE

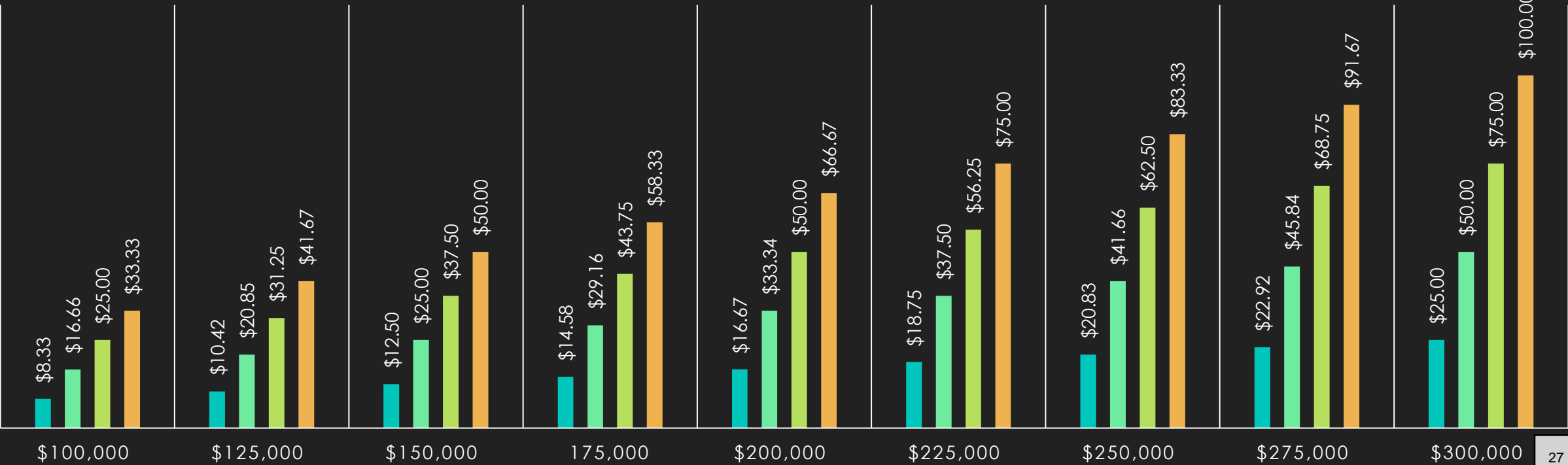
■ Yearly Estimated Revenue



Cost to Residents Based on Mill Increase

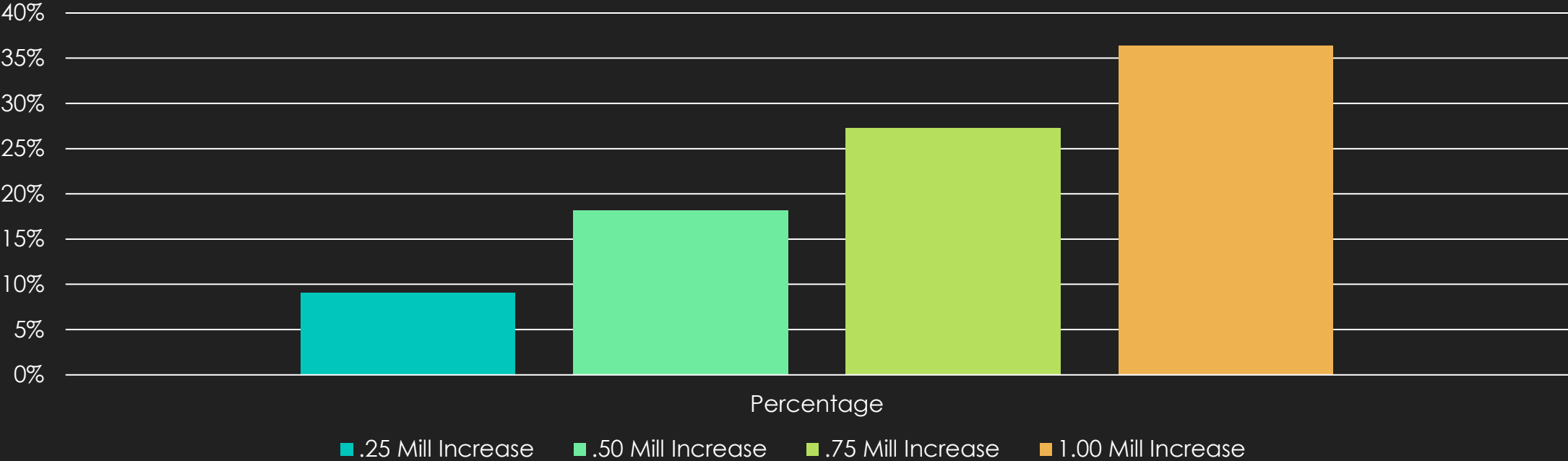
INCREASE OF MILLS – MARKET VALUE (1/3 TAXABLE ASSESSMENT)

■ .25 Mill ■ .50 Mill ■ .75 Mill ■ 1.00 Mill



Percentage of Mill Increase

Chart Title



PROPERTY TAX REVENUE ESTIMATE FORM
(ESTIMATED OPERATIONAL REVENUE - FOR BUDGET PLANNING PURPOSES ONLY)
SEE INSTRUCTIONS TAB BEFORE COMPLETING THIS FORM

TAX YEAR: 2020

ENTITY NAME: Rio Communities Note: Counties have a suffix of "CO"

Option 1 - Tax Year 2019 Calculation: _____ Option 2 - Tax Year 2020 Calculation: _____
*****All blue shaded areas must be completed*****

1 Prior Year Operational Rates:

Residential	0.003
Non-Residential	0.003

Residential	2.750
Non-Residential	2.750

2 Current Imposed Operational Rate:

Applies to Residential & Non-Residential:

2022

3A Enter Imposed Operational Rate Being Proposed for Current Tax Year:

(Enter newly imposed rate. If no change, will default to rate from 2 above):

3B Change to Current Imposed Rate:

3A minus 2

4 Defaults to most currently available inflation factor. However, user can enter more current inflation factor in blue box, if known:

Inflation Factor:

Inflation Factor:
 (enter to the 4th decimal, for example, enter 4.92% as 0.0492)

5 Defaults to most currently available property tax collection rate. However, user can enter more current collection rate in blue box, if known:

Property Tax Collection Rate:

Property Tax Collection Rate:
 (enter 97.50% as 97.50)

6 Property valuation data:

	Current/Actual Certified Valuation Data	Enter Most Current/Projected Valuation Data
RESIDENTIAL	TOTAL	Assessor's Values Only
Previous Year Base	\$77,436,505	\$78,359,949
Current Year Net New Valuation	\$33,388	
Current Year Valuation Maintenance	(\$302,382)	
Total Current Year Valuation	\$77,167,511	\$78,359,949

	Current/Actual Certified Valuation Data	Enter Most Current/Projected Valuation Data	TOTALS
NON-RESIDENTIAL (includes state assessed)	TOTAL	Assessor's Values Only	State Assessed Values
Previous Year Base	\$10,123,166	\$10,827,260	\$10,827,260
Current Year Net New Valuation	\$1,102,869		\$0
Current Year Valuation Maintenance	(\$220,808)		\$0
Total Current Year Valuation	\$11,005,227	\$10,827,260	\$0

RESULTS:

1) The "estimated" property tax operational revenue, based on the data entered in STEPS I through VI is:
 "Estimated" Property Tax Operational Revenue: **RESIDENTIAL** **TOTAL "Estimated" Revenue**
 "Estimated" Property Tax Operational Revenue: **NON-RESIDENTIAL**
 Change in Revenue Due to Change to Current Imposed Rate (see 3B)*
 *(revenue increase/decrease generated by addition to/reduction to imposed rate)

2) Compare the "estimated" property tax operational revenue from "1" above to the budgeted property tax operational revenue from the Entity's budget:

Enter Entity's Budgeted Revenue (Enter property tax revenue from the Entity's current fiscal year's budget.)
Difference Between "Estimated" & Budgeted

3) The "estimated" property tax revenue should be used for budget planning purposes only, as the official certified property tax rates are not available until early September. Below are the "estimated" operational rates based on the information entered in STEPS I through VI:

RESIDENTIAL Operational Rate

NON-RESIDENTIAL Operational Rate

THE "ESTIMATED" PROPERTY TAX REVENUE CALCULATION:

"Estimated" property tax revenue for RESIDENTIAL property:			"Estimated" property tax revenue for NON-RESIDENTIAL property:		
(A)	Calculation of Prior Year Property Tax Effort:		(A)	Calculation of Prior Year Property Tax Effort:	
	Prior Year Rate Divided by 1000	0.002750		Prior Year Rate Divided by 1000	0.002750
X	Total Prior Year Base Valuation	\$78,359,949	X	Total Prior Year Base Valuation	\$10,827,260
=	Prior Year Property Tax Effort	\$215,490	=	Prior Year Property Tax Effort	\$29,775
(B)	Calculation of Growth Factor "G":		(B)	Calculation of Growth Factor "G":	
	Total Previous Year Base	\$78,359,949		Total Previous Year Base	\$10,827,260
+	Total Current Year Net New Valuation	\$0	+	Total Current Year Net New Valuation	\$0
=	Base + New	\$78,359,949	=	Base + New	\$10,827,260
/	Total Previous Year Base	\$78,359,949	/	Total Previous Year Base	\$10,827,260
=	Growth Attributed to New Construction	1.000000	=	Growth Attributed to New Construction	1.000000
+	Inflation Factor	0.0329	+	Inflation Factor	0.0329
=	Construction Growth + Inflation Factor	1.032900	=	Construction Growth + Inflation Factor	1.032900
=	Growth Factor "G"	1.032900	=	Growth Factor "G"	1.032900
	"G" will at least be equal to inflation factor.			"G" will at least be equal to inflation factor.	
(C)	Calculation of Yield Control Rate:		(C)	Calculation of Yield Control Rate:	
	Prior Year Property Tax Effort (A)	\$215,490		Prior Year Property Tax Effort (A)	\$29,775
X	Growth Factor "G"	1.032900	X	Growth Factor "G"	1.032900
=	Current Year Property Tax Effort	\$222,579	=	Current Year Property Tax Effort	\$30,755
/	Total Current Year Valuation	\$78,359,949	/	Total Current Year Valuation	\$10,827,260
=	Yield Control (YC) Computed Rate	0.002840	=	Yield Control (YC) Computed Rate	0.002840
(D)	Calculation of Current Year Rate:		(D)	Calculation of Current Year Rate:	
	Current Imposed Oper. Rate	2.750		Current Imposed Oper. Rate	2.750
Versus	YC Computed Rate X 1,000	2.840	Versus	YC Computed Rate X 1,000	2.840
=	Current Year Rate (lower rate)	2.750	=	Current Year Rate (lower rate)	2.750
+	Newly Imposed Additional Rate by Governing Body	0.250	+	Newly Imposed Additional Rate	0.250
=	Current Year Rate	3.000	=	Current Year Rate	3.000
(E.1)	Calculation of Estimated Current Year Property Tax Revenue:		(E.1)	Calculation of Estimated Current Year Property Tax Revenue:	
	Current Year Rate (lower rate)	2.750		Current Year Rate (lower rate)	2.750
X	Total Current Year Valuation Div by 1000	\$78,360	X	Total Current Year Valuation Div by 1000	\$10,827
=	Estimated Revenue @ 100% Collection	\$215,490	=	Estimated Revenue @ 100% Collection	\$29,775
X	County Property Tax Collection Rate	95.61%	X	County Property Tax Collection Rate	95.61%
=	PT Revenue Based on Existing Rate	\$206,030	=	PT Revenue Based on Existing Rate	\$28,468
(E.2)	Calculation of Additional Property Tax Revenue:		(E.2)	Calculation of Additional Property Tax Revenue:	
	Newly Imposed Additional Rate by Governing Body	0.250		Newly Imposed Additional Rate	0.250
X	Total Current Year Valuation Div by 1000	\$78,360	X	Total Current Year Valuation Div by 1000	\$10,827
=	Estimated Revenue @ 100% Collection	\$19,590	=	Estimated Revenue @ 100% Collection	\$2,707
X	County Property Tax Collection Rate	95.61%	X	County Property Tax Collection Rate	95.61%
=	PT Revenue Based on Additional Rate	\$18,730	=	PT Revenue Based on Additional Rate	\$2,588
(E.3)	Estimated Property Tax Rev. w/Incr.	\$224,760	(E.3)	Estimated Property Tax Rev. w/Incr.	\$31,056
(E.4)	Calculation of Property Tax Revenue as a Result of a Reduction to the Imposed Rate by Governing Body:		(E.4)	Calculation of Property Tax Revenue as a Result of a Reduction to the Imposed Rate by Governing Body:	
	Reduction to Imposed Rate by Governing Body	0.000		Reduction to Imposed Rate by Governing Body	0.000
X	Total Current Year Valuation Div by 1000	\$78,360	X	Total Current Year Valuation Div by 1000	\$10,827
=	Estimated Revenue @ 100% Collection	\$0	=	Estimated Revenue @ 100% Collection	\$0
X	County Property Tax Collection Rate	95.61%	X	County Property Tax Collection Rate	95.61%
=	PT Revenue Based on Reduction	\$0	=	PT Revenue Based on Reduction	\$0
(E.5)	Estimated Property Tax Rev. After Reduction	\$206,030	(E.5)	Estimated Property Tax Rev. After Reduction	\$28,468

The analysis below is optional. Please contact LGD for assistance in completing this section.

COST TO TAX PAYER

Instructions: Enter the net value of property and the rates below (items in yellow). Rates are cumulative, for example, "County" rate includes operational, debt and other special levies imposed by county. Refer to instructions tab for more detailed instructions.

Total Net Value of Property: **\$200,000**

Total Net Value of Property: **\$300,000**

RESIDENTIAL
Taxable Value (1/3 of Total Net Value) **\$66,667**

NON-RESIDENTIAL
Taxable Value (1/3 of Total Net Value) **\$100,000**

TAX YEAR	Distribution	Current Tax Rate	Tax Amount
2020	State	1.360	\$90.67
	County	7.843	\$522.87
	Municipal	2.750	\$183.33
	School	21.830	\$1,455.33
	College	2.837	\$189.13
	Hospital	0.000	\$0.00
	Flood Control	0.000	\$0.00
	Other Special District	0.000	\$0.00
	A TOTAL TAX BILL	36.620	\$2,441.33

TAX YEAR	Distribution	Current Tax Rate	Tax Amount
2020	State	1.360	\$136.00
	County	12.554	\$1,255.40
	Municipal	2.750	\$275.00
	School	26.775	\$2,677.50
	College	2.850	\$285.00
	Hospital	0.000	\$0.00
	Flood Control	0.000	\$0.00
	Other Special District	0.000	\$0.00
	A TOTAL TAX BILL	46.289	\$4,628.90

TAX YEAR	Distribution	Current Tax Rate	Tax Amount
2021	State	1.360	\$90.67
	County	7.843	\$522.87
	Municipal	3.000	\$200.00
	School	21.830	\$1,455.33
	College	2.837	\$189.13
	Hospital	0.000	\$0.00
	Flood Control	0.000	\$0.00
	Other Special District	0.000	\$0.00
	B TOTAL TAX BILL	36.870	\$2,458.00

TAX YEAR	Distribution	Current Tax Rate	Tax Amount
2021	State	1.360	\$136.00
	County	12.554	\$1,255.40
	Municipal	3.000	\$300.00
	School	26.775	\$2,677.50
	College	2.850	\$285.00
	Hospital	0.000	\$0.00
	Flood Control	0.000	\$0.00
	Other Special District	0.000	\$0.00
	B TOTAL TAX BILL	46.539	\$4,653.90

Total Increase to Taxpayer (B - A) \$16.67

Increase to Taxpayer (B - A) \$25.00

Increase to Taxpayer attributable to Entity only **\$0.00**

Increase to Taxpayer attributable to Entity only **\$0.00**

(Enter your entity name under "Entity" above and change formula if necessary to compare your entity's prior year's tax amount to the current year's tax amount).



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

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Ralph T. Barnes	2039	03/10/2022	Skilled Labor	11000-5101-55999	720.00
				Department 5101 - Public Works Total:	2,091.36
Department: 5104 - Highways and Streets					
PNM	INV0003063	03/07/2022	Electricity	11000-5104-57170	187.03
PNM	INV0003064	03/07/2022	Electricity	11000-5104-57170	176.73
PNM	INV0003065	03/07/2022	Electricity	11000-5104-57170	38.74
PNM	INV0003066	03/07/2022	Electricity	11000-5104-57170	105.94
PNM	INV0003067	03/07/2022	Electricity	11000-5104-57170	76.40
PNM	INV0003068	03/07/2022	Electricity	11000-5104-57170	47.15
				Department 5104 - Highways and Streets Total:	631.99
				Fund 11000 - General Operating Fund Total:	22,414.52
Fund: 20200 - Environmental					
Department: 5009 - Environmental					
Universal Waste Systems, Inc.	110874-0001408953	03/07/2022	Dumpster Service - Clean-Up Da...	20200-5009-55999	363.80
				Department 5009 - Environmental Total:	363.80
				Fund 20200 - Environmental Total:	363.80
Fund: 20600 - Emergency Medical Services					
Department: 3003 - Emergency Services/Ambulance					
Boundtree Medical	84342854	03/08/2022	bound tree med supplies	20600-3003-56070	679.99
Boundtree Medical	84344541	03/08/2022	bound tree med supplies	20600-3003-56070	524.73
				Department 3003 - Emergency Services/Ambulance Total:	1,204.72
				Fund 20600 - Emergency Medical Services Total:	1,204.72
Fund: 20900 - Fire Protection					
Department: 3002 - Fire Protection					
Amazon Business	1WCj-XKKW-TQ1I	02/28/2022	Office Chairs - Fire Chief & Asst....	20900-3002-56040	595.98
NM Gas Co	INV0003055	02/28/2022	Natural Gas	20900-3002-57171	1,312.57
Target Solutions Learning LLC	INV43054	02/28/2022	Training management for public...	20900-3002-57050	1,485.00
Target Solutions Learning LLC	INV43054	02/28/2022	Annual maintenance of Vector ...	20900-3002-57050	395.00
Ortega and Son's Propane Servi...	038074	03/07/2022	Propane - FD Substation	20900-3002-57172	511.50
UniqueFleet, LLC.	20763	03/07/2022	PM and DOT for all UNITS	20900-3002-56121	4,174.63
UniqueFleet, LLC.	20766	03/07/2022	PMs for all units	20900-3002-54040	3,299.26
Artesia Fire Equipment Inc.	77247	03/07/2022	foam	20900-3002-56030	2,624.00
NM Water Service Company	INV0003057	03/07/2022	Water	20900-3002-57173	64.16
PNM	INV0003060	03/07/2022	Electricity	20900-3002-57170	956.88
PNM	INV0003062	03/07/2022	Electricity	20900-3002-57170	143.41
WEX Bank	79124611	03/09/2022	Fuel - Fire Department	20900-3002-56120	1,492.60
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phone	20900-3002-57160	74.40
Napa Auto Parts	451979	03/10/2022	supplies	20900-3002-54060	35.98
Boundtree Medical	84437767	03/10/2022	Medical supplies For Med units	20900-3002-56070	47.96
				Department 3002 - Fire Protection Total:	17,213.33
				Fund 20900 - Fire Protection Total:	17,213.33
Fund: 29700 - County EMS GRT					
Department: 2002 - General Administration					
Amazon Business	1WCj-XKKW-TQ1I	02/28/2022	All in One Computers for EMT's	29700-2002-56040	1,499.98
eSchedule	5303	02/28/2022	eSchedule Monthly Application...	29700-2002-57150	2,268.00
UniqueFleet, LLC.	20764	03/07/2022	Vehicle Maint - 2020 Ford Trans...	29700-2002-54040	441.01
UniqueFleet, LLC.	20765	03/07/2022	Repair & Maint - 2020 Ford Tra...	29700-2002-54040	441.01
UNM EMS Academy	INV0003071	03/08/2022	Kalee Dons EMT Basic Class	29700-2002-57050	975.00
UNM EMS Academy	ss5648379	03/08/2022	Greg Gallegos EMT Basic Traini...	29700-2002-57050	975.00
WEX Bank	79124611	03/09/2022	Fuel - EMS	29700-2002-56120	224.79
Verizon Wireless	9899988019	03/09/2022	Telecommunications - Phone	29700-2002-57160	2,302.58
				Department 2002 - General Administration Total:	9,127.37
				Fund 29700 - County EMS GRT Total:	9,127.37

Accounts Payable Approval Report

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

Report Summary

Fund Summary

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

Account Summary

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

Account Summary

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

Project Account Summary

Project Account Key	Expense Amount
None	69,630.38
Grand Total:	69,630.38

Authorization Signatures

MAYOR & COUNCILORS

JOSHUA RAMSELL, MAYOR

MARGARET "PEGGY" GUTJAHR, MAYOR PRO-TEM

LAWRENCE GORDON, COUNCILOR

ARTHUR APODACA, COUNCILOR

JIM WINTERS, COUNCILOR

ATTEST:

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK



CITY OF RIO COMMUNITIES

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

March 14, 2022

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

RE: 2022-2023 Cooperative Agreement Program Project Proposal

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

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

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

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

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

Sincerely,

Joshua Ramsell
Mayor of Rio Communities

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

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

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

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

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

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

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

Joshua Ramsell, Mayor

Margaret R. Gutjahr, Mayor Pro-tem

Arthur Apodaca, Councilor

Lawrence R. Gordon, Councilor

Jimmie Winters, Councilor

ATTEST:

Elizabeth F. Adair, Municipal Clerk

DRAFT



2022-2023 Road Paving Improvements

NMDOT Cooperative Agreement Program

March 15, 2022

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

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Vicinity Map



Scope of Work

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

Project Preliminary Cost Estimate

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

CATEGORY: ROADWAY

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

CATEGORY: CONSTRUCTION ENGINEERING

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

COST ESTIMATE SUMMARY

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

Project Justification

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



Figure 1: Subgrade exposure



Figure 2: Excessive cracking and subgrade exposure



Figure 3: Alligator cracking



Figure 4: Alligator cracking and subgrade failure

Project Certification

Letter of Intent

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

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

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

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

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

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

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

Joshua Ramsell, Mayor

Margaret R. Gutjahr, Mayor Pro-tem

Arthur Apodaca, Councilor

Lawrence R. Gordon, Councilor

Jimmie Winters, Councilor

ATTEST:

Elizabeth F. Adair, Municipal Clerk



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

Horner/Hillandale Reconstruction Project

Fiscal Year 2022-2023

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

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City of Rio Communities

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

March 15, 2022

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

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

Dear Ms. Martinez,

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

The request package includes the following:

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

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

Sincerely,

Joshua Ramsell,
Mayor of Rio Communities

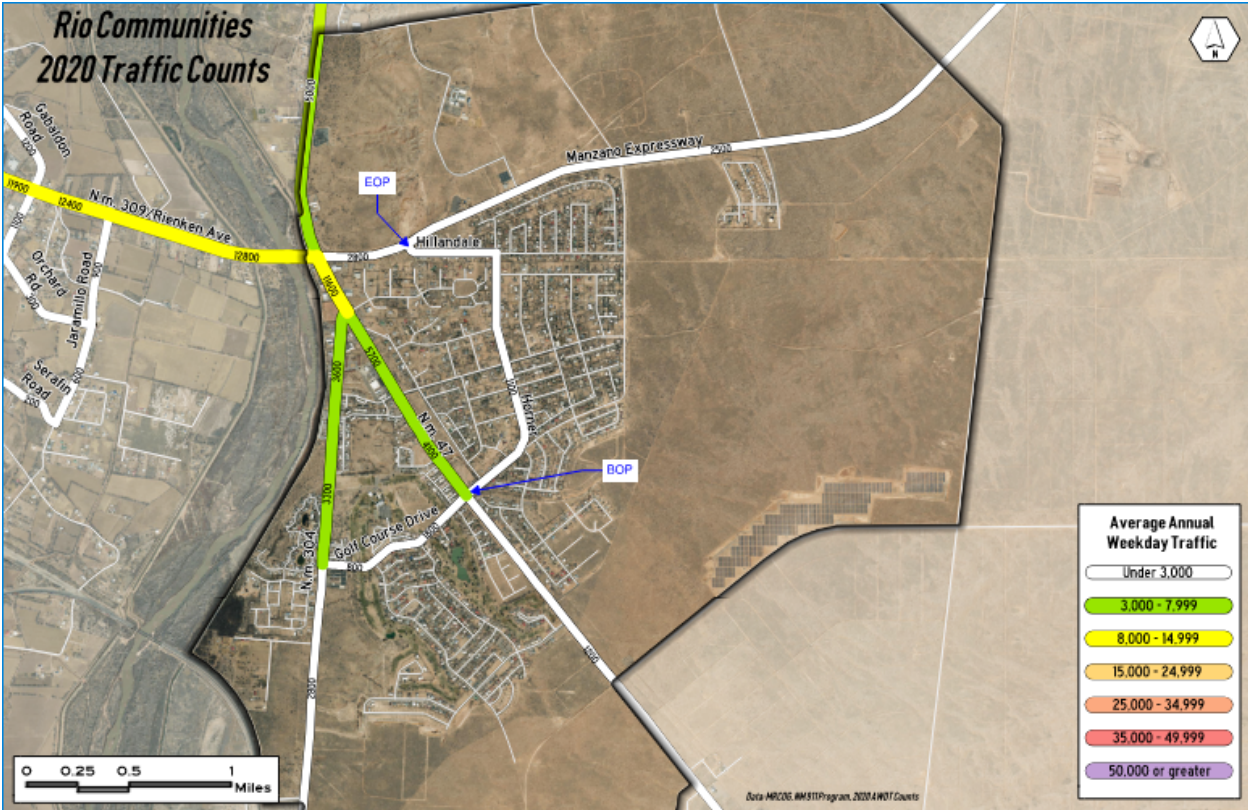
Project Limits



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

Traffic Volumes

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



Pavement Design

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





Typical Section

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

Major Intersection and Traffic Signal Analysis

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

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

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

Drainage Reports

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

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

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



Preliminary Cost Estimate

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

Resolution

Project Data Sheet

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

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

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

Emergency Medical Services Coordinator

Job Description

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

GENERAL JOB RESPONSIBILITIES:

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

Manages fleet maintenance.

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

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

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

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

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

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

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

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

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

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

Other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

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

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

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

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

Ability to perform duties effectively.

Ability to communicate verbally via telephone and radio equipment.

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

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

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

Ability to function efficiently throughout an entire work shift.

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

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

Ability to accurately discern street signs and address numbers.

Ability to interview patient, family members and bystanders.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

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

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

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

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

Effectively command personnel and coordinate emergency incidents.

Skill in performing hands on duties and emergency medical procedures.

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

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

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

EDUCATION AND EXPERIENCE:

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

Must have experience in dealing with fleet maintenance.

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

REQUIRED/PREFERED CERTIFICATIONS:

High school diploma or general education degree (GED).

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

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

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

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Must be able to assist, lift and transport patients.

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

Frequent exposure to physical stress and hazardous substance is required.

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

BENEFITS INCLUDE:

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

CONDITIONS OF EMPLOYMENT:

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

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