



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, September 12, 2022 3:00 PM
Agenda

Please silence all electronic devices.

Call to Order
Attendees

Presentation: AREA (Albuquerque Reginal Economic Alliance)

Agenda Items

- [1.](#) **Accounts payable report** (Finance Department)
- [2.](#) **Resolution 2022 - XX Travel Policy** (Manager/Finance Officer)
- [3.](#) **Resolution 2022 - BAR #1** (Manager/Finance Officer)
- [4.](#) **Continuation of Services - Valencia County - Animal Control** (Manager/Council)
5. **Renewal of Membership to MRCOG** (Manager/Council)
6. **Adding Chief Tabet to VRECC board - replacing Mayor Pro Tem Gutjahr** (Manager/Council)
- [7.](#) **Resolution 2022 - XX Dangerous property (407 Horner)** (Manager/Code Enforcement/Fire Chief)
8. **Authorizing payment of Wildland Fire Deployment** (Manager/Fire Chief)
9. **Building of Parks** (Manager/Council)
10. **Schedule of Council Retreat & topics – Discussion**

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, September 12, 2022. These comments will be distributed to all Councilors for review. ***If you wish to speak during the public comment session***, the Council will allow each member of the public to three (3) minutes to address the Council. Both the public and Council will follow rules of decorum. Give your name and where you live. The public will direct comments to the City Council. Comment(s) will not be disruptive or derogatory.

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

Manager Report

- a) Update on RFP - Legal Services
- b) City wide cleanup
- c) Pothole update

Council General Discussion & Future Agenda Items

Adjourn

Thank you – Joshua Ramsell – Mayor of Rio Communities

Council may be attending the The Grand Opening of the Valencia County Business Incubator held at 360 Rio Communities Blvd., Rio Communities NM 87002 on September 10, 2022 from 10 am – 2 pm and the Public Taskforce meeting held virtual in Rio Communities NM on September 20 starting 6:00 pm; a possible quorum may be in attendance.

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

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.



Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 11000 - General Operating Fund					
Department: 0001 - No Department					
GSD - Administrative Services D...	INV0003423	08/05/2022	DENTAL	11000-0001-22055	332.87
GSD - Administrative Services D...	INV0003424	08/05/2022	DISABILITY	11000-0001-22075	24.70
Globe Life & Accident Insurance...	INV0003425	08/05/2022	GLOBE LIFE INSURANCE	11000-0001-22080	56.00
GSD - Administrative Services D...	INV0003426	08/05/2022	HEALTH	11000-0001-22050	5,278.90
GSD - Administrative Services D...	INV0003427	08/05/2022	VISION	11000-0001-22060	58.14
GSD - Administrative Services D...	INV0003467	08/19/2022	ADMIN FEE	11000-0001-22050	12.33
GSD - Administrative Services D...	INV0003468	08/19/2022	DENTAL	11000-0001-22055	332.87
GSD - Administrative Services D...	INV0003469	08/19/2022	DISABILITY	11000-0001-22075	24.70
Globe Life & Accident Insurance...	INV0003470	08/19/2022	GLOBE LIFE INSURANCE	11000-0001-22080	56.00
GSD - Administrative Services D...	INV0003471	08/19/2022	HEALTH	11000-0001-22050	5,278.90
GSD - Administrative Services D...	INV0003472	08/19/2022	BASIC LIFE	11000-0001-22070	44.20
GSD - Administrative Services D...	INV0003473	08/19/2022	VISION	11000-0001-22060	58.14
Department 0001 - No Department Total:					11,557.75
Department: 1009 - Municipal Court					
Amazon Business	1qmm-w6t1-g1xf	09/07/2022	keyboard and mouse combo for...	11000-1009-56040	64.99
Amazon Business	1qmm-w6t1-g1xf	09/07/2022	Court Clerk PC&Keyboard	11000-1009-56040	840.51
Quest Diagnostics	INV0003525	09/07/2022	Pre-Employment drug testing - L...	11000-1009-55999	33.50
Department 1009 - Municipal Court Total:					939.00
Department: 2001 - Manager					
Amazon Business	13NJ-DRYM-19TK	08/29/2022	Office supplies for Manager/Ass...	11000-2001-56020	295.18
Verizon Wireless	INV0003515	08/30/2022	CM Telecommunications	11000-2001-57160	143.39
Department 2001 - Manager Total:					438.57
Department: 2002 - General Administration					
Amazon Business	11W3-1YHL-43GW	08/29/2022	Conference Room Suppllies	11000-2002-56020	183.54
Wells Fargo Financial Leasing	5021409776	08/29/2022	Clerks Office Copier	11000-2002-57130	138.08
Home Depot	701299604	08/29/2022	Blanket PO for materials maint...	11000-2002-54010	132.87
Home Depot	701322562	08/29/2022	Blanket PO for materials maint...	11000-2002-54010	127.61
Home Depot	701744815	08/29/2022	Blanket PO for materials maint...	11000-2002-54010	137.86
Woodlands Hardware	009122/1	09/07/2022	CH Supplies	11000-2002-54060	42.14
Woodlands Hardware	009207/1	09/07/2022	CH Supplies	11000-2002-54060	14.98
Woodlands Hardware	009208/1	09/07/2022	CH Supplies	11000-2002-54060	44.14
Woodlands Hardware	009211/1	09/07/2022	CH Supplies	11000-2002-54060	12.75
Tyler Technologies	025-392383	09/07/2022	Core Fin, Personel Mmgt, Cashi...	11000-2002-56010	567.98
Tyler Technologies	025-392791	09/07/2022	Core Fin, Personel Mmgt, Cashi...	11000-2002-56010	340.79
Robles, Rael, & Anaya	INV0003522	09/07/2022	Attorney Fees August	11000-2002-55020	3,860.14
NM Gas Co	INV0003523	09/07/2022	Natural Gas	11000-2002-57171	73.85
PNM	INV0003535	09/07/2022	CH Electricity	11000-2002-57170	875.06
NM Water Service Company	INV0003536	09/07/2022	CH Water	11000-2002-57173	138.00
Comcast Business	INV0003539	09/07/2022	CH Telecommunications	11000-2002-57160	492.35
WEX Bank	83499499	09/08/2022	Admin Fees	11000-2002-57999	6.00
Bank of America, N.A.	INV0003548	09/08/2022	Fed Ex Shipping Fee	11000-2002-57999	163.00
Department 2002 - General Administration Total:					7,351.14
Department: 2004 - Finance/Budget/Accounting					
Amazon Business	1KXJ-YK1P-W4XD	08/29/2022	Finance Office Supplies	11000-2004-56020	275.65
Amazon Business	1L1N-JD14-37KC	08/29/2022	Finance Office Supplies	11000-2004-56020	6.23
Verizon Wireless	INV0003515	08/30/2022	Finance Telecommunications	11000-2004-57160	180.07
Amazon Business	1133-6FF7-DP36	09/07/2022	Finance Office Supplies	11000-2004-56020	26.45
Stamp Smith Inc.	196675	09/07/2022	Stephanie Elaine Finch - Notary ...	11000-2004-56020	35.55
Amazon Business	1j3r-kjyy-dfvp	09/07/2022	Finance Office Supplies	11000-2004-56020	98.86
Department 2004 - Finance/Budget/Accounting Total:					622.81

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Department: 2008 - Municipal Clerk					
Quest Diagnostics	INV0003526	09/07/2022	Pre-employment drug screening..	11000-2008-55999	33.50
Bank of America, N.A.	INV0003547	09/08/2022	security upgrde to email for La...	11000-2008-57160	33.98
Bank of America, N.A.	INV0003547	09/08/2022	email upgrde for Lalena Aragon	11000-2008-57160	34.02
Elizabeth F. Adair	INV0003562	09/08/2022	Travel NMMML	11000-2008-53030	46.48
Department 2008 - Municipal Clerk Total:					147.98
Department: 3001 - Law Enforcement					
Bank of America, N.A.	INV0003546	09/08/2022	email upgrde for Greg Gallegos	11000-3001-57160	37.80
Department 3001 - Law Enforcement Total:					37.80
Department: 3002 - Fire Protection					
Verizon Wireless	INV0003515	08/30/2022	CE Telecommunications	11000-3002-57160	115.83
WEX Bank	83499499	09/08/2022	CE Fuel	11000-3002-56120	229.66
Bank of America, N.A.	INV0003551	09/08/2022	Andrew Good - Travel Wildland ...	11000-3002-53030	1,261.44
Bank of America, N.A.	INV0003552	09/08/2022	Andrew Good - Travel Wildland ...	11000-3002-53030	125.64
Bank of America, N.A.	INV0003553	09/08/2022	Andrew Good - Travel Wildland ...	11000-3002-53030	207.77
Bank of America, N.A.	INV0003554	09/08/2022	Andrew Good - Travel Wildland ...	11000-3002-53030	105.12
Bank of America, N.A.	INV0003555	09/08/2022	Andrew Good - Travel Wildland ...	11000-3002-53030	209.91
Bank of America, N.A.	INV0003558	09/08/2022	Andrew Good - Travel Wildland ...	11000-3002-53030	163.99
Andrew Tabet	INV0003561	09/08/2022	Travel Advance Taos	11000-3002-57050	88.00
Greg Gallegos	INV0003565	09/08/2022	Travel Advance Taos	11000-3002-57050	88.00
Kaylee Dons	INV0003566	09/08/2022	Travel Advance Taos	11000-3002-57050	88.00
Department 3002 - Fire Protection Total:					2,683.36
Department: 3004 - Animal Control					
Valencia County Fiscal Office	September 2022	09/08/2022	Animal Control July 22	11000-3004-55999	2,383.30
Department 3004 - Animal Control Total:					2,383.30
Department: 3005 - Dispatch/E911					
Village of Los Lunas	700	09/07/2022	E-911 Services- Quarterly	11000-3005-55999	7,741.50
Department 3005 - Dispatch/E911 Total:					7,741.50
Department: 4004 - Library					
Amazon Business	14JJ-MRHF-LQP9	08/29/2022	Library Books	11000-4004-58070	22.05
Amazon Business	11g6-6qjt-7ctc	09/08/2022	Library Books	11000-4004-58070	15.55
Department 4004 - Library Total:					37.60
Department: 5101 - Public Works					
Verizon Wireless	INV0003515	08/30/2022	PW Telecommunicationns	11000-5101-57160	371.15
Ahern Rentals Inc.	25301171-001	09/01/2022	Rentals for City Clean Up	11000-5101-57130	574.10
Woodlands Hardware	008767/1	09/07/2022	PW Supplies	11000-5101-56999	11.04
Woodlands Hardware	009130/1	09/07/2022	PW Supplies	11000-5101-56999	219.58
Woodlands Hardware	009160/1	09/07/2022	PW Supplies	11000-5101-56999	52.16
Woodlands Hardware	009193/1	09/07/2022	PW Supplies	11000-5101-56999	6.08
Woodlands Hardware	009202/1	09/07/2022	PW Supplies	11000-5101-56999	415.51
Woodlands Hardware	009215/1	09/07/2022	PW Supplies	11000-5101-56999	15.98
Woodlands Hardware	009237/1	09/07/2022	PW Supplies	11000-5101-56999	5.82
Quest Diagnostics	INV0003527	09/07/2022	Pre-Employment drug testing D...	11000-5101-55999	33.50
Bank of America, N.A.	INV0003550	09/08/2022	Brush Hog- cutter blades and ro...	11000-5101-54050	378.14
Department 5101 - Public Works Total:					2,083.06
Department: 5104 - Highways and Streets					
Tabet Lumber Co, Inc.	32610	08/29/2022	Asphalt Patch for Potholes	11000-5104-54030	2,135.70
PNM	INV0003516	09/01/2022	SL Electricity	11000-5104-57170	60.41
PNM	INV0003517	09/01/2022	SL Electricity	11000-5104-57170	45.68
PNM	INV0003529	09/07/2022	SL Electricity	11000-5104-57170	177.17
PNM	INV0003530	09/07/2022	SL Electricity	11000-5104-57170	102.91
PNM	INV0003531	09/07/2022	SL Electricity	11000-5104-57170	38.80
PNM	INV0003532	09/07/2022	SL Electricity	11000-5104-57170	372.79
PNM	INV0003534	09/07/2022	SL Electricity	11000-5104-57170	447.22
Department 5104 - Highways and Streets Total:					3,380.68
Fund 11000 - General Operating Fund Total:					39,404.55

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 20900 - Fire Protection					
Department: 3002 - Fire Protection					
Craig Independent Tire Co.	7360438	08/29/2022	Tires for Engine 1-4	20900-3002-56122	6,782.21
Verizon Wireless	INV0003515	08/30/2022	FD Telecommunications	20900-3002-57160	154.52
Dova Inc	4163	09/01/2022	FD Vehicle Detail	20900-3002-54040	250.00
Dova Inc	4168	09/01/2022	Pumper 1	20900-3002-54040	625.00
Dova Inc	4200	09/01/2022	FD Vehicle Detail	20900-3002-54040	350.00
Dova Inc	4204	09/01/2022	July Pumper 1	20900-3002-54040	625.00
Woodlands Hardware	009037/1	09/07/2022	FD Supplies	20900-3002-54060	55.21
Woodlands Hardware	009141/1	09/07/2022	FD Supplies	20900-3002-54060	162.44
Woodlands Hardware	009223/1	09/07/2022	FD Supplies	20900-3002-54060	46.55
Woodlands Hardware	009225/1	09/07/2022	FD Supplies	20900-3002-54060	9.92
NM Gas Co	INV0003524	09/07/2022	Natural Gas	20900-3002-57171	47.21
PNM	INV0003528	09/07/2022	FD Electricity	20900-3002-57170	1,112.42
PNM	INV0003533	09/07/2022	FD Electricity	20900-3002-57170	190.07
Comcast Business	INV0003540	09/07/2022	FD Telecommunications	20900-3002-57160	260.01
TLC Uniforms	252020	09/08/2022	Uniforms for Fire Department	20900-3002-56110	386.99
TLC Uniforms	252276	09/08/2022	Uniforms for Fire Department	20900-3002-56110	265.45
TLC Uniforms	252277	09/08/2022	Uniforms for Fire Department	20900-3002-56110	67.98
WEX Bank	83499499	09/08/2022	FD Fuel	20900-3002-56120	97.47
WEX Bank	83499499	09/08/2022	FD - Vehicle Lubricants/Fluids	20900-3002-56121	5.72
Bank of America, N.A.	INV0003556	09/08/2022	blanket PO for Books for class	20900-3002-56100	62.50
Bank of America, N.A.	INV0003557	09/08/2022	Room for 2022 NMFSC	20900-3002-53030	658.45
Andrew Tabet	INV0003560	09/08/2022	Travel Advance NMML	20900-3002-53030	33.00
Greg Gallegos	INV0003564	09/08/2022	Expense Reimbursement Ratch...	20900-3002-56030	23.47
Greg Gallegos	INV0003564	09/08/2022	Expense Reimbursement Tie D...	20900-3002-56030	21.51
TLC Plumbing & Utility Commer... sm54290301		09/08/2022	Fire Dept. C.F. Motor HVAC unit...	20900-3002-54050	1,205.92
Department 3002 - Fire Protection Total:					13,499.02
Fund 20900 - Fire Protection Total:					13,499.02
Fund: 29700 - County EMS GRT					
Department: 2002 - General Administration					
Boundtree Medical	84651923	08/29/2022	Medical Supplies	29700-2002-56070	10.58
Boundtree Medical	84661807	08/29/2022	Medical Supplies	29700-2002-56070	5.29
Stericycle Inc.	3006148407	08/30/2022	Biohazard Waste Pickup	29700-2002-55999	244.32
Verizon Wireless	INV0003515	08/30/2022	EMS Telecommunications	29700-2002-57160	249.92
Department 2002 - General Administration Total:					510.11
Fund 29700 - County EMS GRT Total:					510.11
Fund: 29800 - Wildland Fire					
Department: 2002 - General Administration					
Bank of America, N.A.	INV0003549	09/08/2022	Hotel for Greg Gallegos - Calf C...	29800-2002-53030	1,985.62
Greg Gallegos	INV0003563	09/08/2022	Calf Canyon Mop Up	29800-2002-53030	128.00
Greg Gallegos	INV0003564	09/08/2022	Expense Reimbursement Fuel	29800-2002-56120	65.60
Department 2002 - General Administration Total:					2,179.22
Fund 29800 - Wildland Fire Total:					2,179.22
Fund: 30300 - State Legislative Appropriation Project					
Department: 2002 - General Administration					
Sharp Electronics Corporation	13515681	09/08/2022	Library Tech Grant	30300-2002-58020	444.73
Sharp Electronics Corporation	13515681	09/08/2022	Printer	30300-2002-58020	235.27
Sharp Electronics Corporation	135186596	09/08/2022	Computer/Monitor	30300-2002-58020	22.83
Department 2002 - General Administration Total:					702.83
Fund 30300 - State Legislative Appropriation Project Total:					702.83
Fund: 39900 - Other Capital Projects					
Department: 2002 - General Administration					
Larry Cearley	103	09/07/2022	Professional Services 8/5-9/5 7...	39900-2002-55030	3,822.64
Department 2002 - General Administration Total:					3,822.64
Fund 39900 - Other Capital Projects Total:					3,822.64
Grand Total:					60,118.37

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	39,404.55
20900 - Fire Protection	13,499.02
29700 - County EMS GRT	510.11
29800 - Wildland Fire	2,179.22
30300 - State Legislative Appropriation Project	702.83
39900 - Other Capital Projects	3,822.64
Grand Total:	60,118.37

Account Summary

Account Number	Account Name	Expense Amount
11000-0001-22050	Healthcare Insurance Pay...	10,570.13
11000-0001-22055	Dental Insurance Payable	665.74
11000-0001-22060	Vision Insurance Payable	116.28
11000-0001-22070	Life Insurance Payable	44.20
11000-0001-22075	Disability Payable	49.40
11000-0001-22080	Miscellaneous Employee ...	112.00
11000-1009-55999	Contract - Other Services	33.50
11000-1009-56040	Supplies-Furniture/Fixture...	905.50
11000-2001-56020	Supplies - General Office	295.18
11000-2001-57160	Telecommunications	143.39
11000-2002-54010	Maintenance & Repairs - ...	398.34
11000-2002-54060	Maintenance Supplies	114.01
11000-2002-55020	Contract - Attorney Fees	3,860.14
11000-2002-56010	Software	908.77
11000-2002-56020	Supplies - General Office	183.54
11000-2002-57130	Rent of Equipment/Machi...	138.08
11000-2002-57160	Telecommunications	492.35
11000-2002-57170	Utilities - Electricity	875.06
11000-2002-57171	Utilities - Natural Gas	73.85
11000-2002-57173	Utilities - Water	138.00
11000-2002-57999	Other Operating Costs	169.00
11000-2004-56020	Supplies - General Office	442.74
11000-2004-57160	Telecommunications	180.07
11000-2008-53030	Travel - Employees	46.48
11000-2008-55999	Contract - Other Services	33.50
11000-2008-57160	Telecommunications	68.00
11000-3001-57160	Telecommunications	37.80
11000-3002-53030	Travel - Employees	2,073.87
11000-3002-56120	Supplies - Vehicle Fuel	229.66
11000-3002-57050	Employee Training	264.00
11000-3002-57160	Telecommunications	115.83
11000-3004-55999	Contract - Other Services	2,383.30
11000-3005-55999	Contract - Other Services	7,741.50
11000-4004-58070	Library/Museum Acquisiti...	37.60
11000-5101-54050	Maintenance & Repair - F...	378.14
11000-5101-55999	Contract - Other Services	33.50
11000-5101-56999	Supplies - Other	726.17
11000-5101-57130	Rent of Equipment/Machi...	574.10
11000-5101-57160	Telecommunications	371.15
11000-5104-54030	Maintenance & Repairs - ...	2,135.70
11000-5104-57170	Utilities - Electricity	1,244.98
20900-3002-53030	Travel - Employees	691.45
20900-3002-54040	Maintenance & Repairs - ...	1,850.00
20900-3002-54050	Maintenance & Repair - F...	1,205.92
20900-3002-54060	Maintenance Supplies	274.12
20900-3002-56030	Supplies - Field Supplies	44.98
20900-3002-56100	Supplies - Training	62.50

Account Summary

Account Number	Account Name	Expense Amount
20900-3002-56110	Supplies - Uniforms/Linen	720.42
20900-3002-56120	Supplies - Vehicle Fuel	97.47
20900-3002-56121	Supplies - Vehicle Lubrica...	5.72
20900-3002-56122	Supplies - Vehicle Tires	6,782.21
20900-3002-57160	Telecommunications	414.53
20900-3002-57170	Utilities - Electricity	1,302.49
20900-3002-57171	Utilities - Natural Gas	47.21
29700-2002-55999	Contract - Other Services	244.32
29700-2002-56070	Supplies - Medical	15.87
29700-2002-57160	Telecommunications	249.92
29800-2002-53030	Travel - Employees	2,113.62
29800-2002-56120	Supplies - Vehicle Fuel	65.60
30300-2002-58020	Equipment & Machinery	702.83
39900-2002-55030	Contract - Professional Se...	3,822.64
	Grand Total:	60,118.37

Project Account Summary

Project Account Key	Expense Amount
None	60,118.37
	Grand Total:
	60,118.37

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

STATE OF NEW MEXICO
CITY OF RIO COMMUNITIES

RESOLUTION NUMBER: 2022 - XX

A RESOLUTION ADOPTING A TRAVEL POLICY RELATING TO THE REIMBURSEMENT AND TRAVEL FOR PER DIEM AND MILEAGE EXPENSES FOR PUBLIC OFFICERS AND EMPLOYEES OF THE CITY WHILE ON OFFICIAL CITY BUSINESS

WHEREAS, the state Per Diem and Mileage Act (§§10-8-1 to 10-8-8 NMSA 1978) and the state Administrative Code (2.42.2 NMAC) governs the reimbursement for travel of all public officers and employees of local public bodies; and

WHEREAS, the state Per Diem and Mileage Act authorizes the City to adopt, by resolution, regulations relating to the Per Diem and Mileage act including reducing or eliminating per diem and mileage reimbursement (§10-8-8B NMSA 1978).

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Rio Communities adopts this policy for public officers and employees for mileage and per diem reimbursement, such as travel expenses, attending meetings, or travel advance.

PASSED, APPROVED AND ADOPTED THIS 12th DAY OF SEPTEMBER 2022 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.

City of Rio Communities Governing Body

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



TRAVEL POLICY

Section 1. PURPOSE.

The purpose of this policy is to establish guidelines and set allowable rates for compensation of travel expenses and to provide guidance when traveling for the purpose of conducting official City business.

Section 2. DEFINITIONS.

- A. **Board or Committee Meeting** means the formal convening of public officers who comprise a board, advisory board, commission or committee even if no further business can take place because of the lack of a quorum.
- B. **Designated Post of Duty** means the address of a public officer or employee's assignment as determined by the City.
- C. **Employee** means any person who is in the employment of the City whose salary is paid either completely or partially from public money but does not include jurors or jury commissioners.
- D. **Home** means 1) for per diem purposes, the area within a 35-mile radius of the place of legal residence as defined in §1-1-7 NMSA 1978, and 2) for mileage purposes, the place of legal residence as defined in §1-1-7 NMSA 1978.
- E. **Mileage** and Per Diem Rates means the rate that is paid to a public officer or employee as compensation for travel expenses incurred while conducting official City business away from home or away from their designated post of duty within the state or out of state.
- F. **Non-salaried Public Officer** means a public officer serving as a member of a board, advisory board, committee or commission who is not entitled to compensation, but is entitled to payment of per diem rates and mileage.

- G. Out of State** means beyond the exterior boundaries of the state of New Mexico.
- H. Official City Business** means business directly associated with City government and duties directly related to primary functions of City government and responsibilities.
- I. Public officer** means every elected or appointed officer of the City, including but not limited to all board, advisory board, committee and commission members elected or appointed to a special or advisory board, committee or commission specifically authorized by law or City ordinance, resolution or approved action of the Governing Body (hereinafter "Board"). "Special" boards, committees or commissions are those adopted by City ordinance, while "advisory" boards, committees or commissions are those adopted by resolution or motion of the Board and typically are temporary or ad hoc in nature.
- J. Travel** means, for per diem purposes, being on official business away from home as defined in "Home" above and at least 35 miles from the designated post of duty of the public officer or employee.
- K. Travel Voucher** means a payment voucher submitted for the purpose of claiming reimbursement for travel expenditures.

Section 3. REQUESTS FOR TRAVEL.

- A.** Requests for in state travel, except as otherwise noted, by an officer or employee shall be approved by the City Manager. The Treasurer or City Manager shall review all travel requests for budgetary sufficiency. The officer or employee shall make the request for travel prior to the anticipated dates of travel for all travel, except in a case deemed to be an emergency as determined by the City Manager. In such case, the City Manager shall determine if the travel is to be approved or await approval of the Council, if applicable. All travel requests that require Council approval must be submitted with an "Agenda Request Form" in sufficient time for the Council to consider the request at the next regularly scheduled Council meeting. Submitting a travel request late for timely Council action will not constitute an emergency.
- B.** The request for travel - see SC Travel Request and Voucher form, Attachment A - shall include all necessary information, such as the traveler's name, the purpose of the requested travel, the dates and destination of travel and appropriate brochures or other information detailing the travel. The form shall be filled out to show the anticipated cost for travel, registration fees, cost of mode of transportation and other relevant information.

Section 4. ALLOWABLE MILEAGE COMPENSATION.

- A. City vehicles shall be utilized whenever possible to conduct official business. If, due to special circumstances, a City vehicle is not available for use in conducting City business, the City Manager may approve the use of a personal vehicle. Necessary information regarding the personal vehicle is to be filled in on the CRC Travel Request and Voucher form where indicated on the form. Actual mileage traveled will be reimbursed pursuant to the Traveler certifying the beginning and ending odometer reading as true and correct.
- B. Travel by City or personal vehicle shall be made via the shortest and safest route possible. If mileage submitted for reimbursement appears excessive, for in state travel -- a mileage chart of the official state map published by the NM Department of Transportation or internet mileage calculator shall be used as estimated mileage reimbursement and for out of state travel the most recent edition of the Rand-McNally road atlas or internet mileage calculator shall be used as estimated mileage reimbursement.. Gasoline receipts are not a reimbursable item and under no circumstances shall an officer or employee fuel a personal vehicle with City fuel in lieu of mileage compensation.

Section 5. PER DIEM RATES PRORATION.

- A. **Applicability.** Per diem rates shall be paid to public officers and employees only in accordance with the provisions of this section. Per diem rates shall be paid without regard to whether expenses are actually incurred. Where lodging and/or meals are provided or paid for by the City or another entity, the public officer or employee is entitled to reimbursement only for actual expenses under Section 6 of this policy (2.42.2.9 NMAC).
- B. **Per diem rate computation:** Except as provided in Subsections C through G of this Section, per diem rates for travel by public officers and employees shall be computed as follows:
 - 1. **Partial day per diem rate:** Public officers or employees who occasionally and irregularly travel shall be reimbursed for travel which does not require overnight lodging, but extends beyond a normal workday as follows:
 - a. for less than 2 hours of travel beyond normal workday, **none;**
 - b. for 2 hours, but less than 6 hours beyond the normal workday, **\$20.00;**
 - c. for 6 six hours, but less than 12 hours beyond the normal workday, **\$42.00;**
 - d. for 12 hours or more beyond the normal workday, **\$59.00;**

- e. "Occasionally and irregularly" means not on a regular basis and infrequently as determined by the City Manager.
 - f. "Normal workday" means 8 hours within a nine-hour period for all public officers and employees both salaried and non-salaried, regardless of the officers' or employees' regular work schedule.
2. **Overnight travel:** Regardless of the number of hours traveled, travel for public officers and employees where overnight lodging is required shall be reimbursed as follows:
 - a. in state areas, **\$155.00;**
 - b. in state special areas, **\$202.00;**
 - c. out of state areas, **\$155.00;**
 - d. or actual lodging and meal expenses under 2.42.2.9 NMAC.
 3. **Return from overnight travel:** On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departed. Divide the number of hours traveled by 24. The hours remaining constitute the partial day, which shall be reimbursed as follows:
 - a. for less than 2 hours, **none;**
 - b. for 2 hours, but less than 6 hours, **\$20.00;**
 - c. for 6 hours or more, but less than 12 hours, **\$42.00;**
 - d. for 12 hours or more, **\$59.00.**
 4. **Special area designations:** For all officers and employees, the in state special area shall be Santa Fe.
- C. **Board, commission and committee members:** Non-salaried public officers may receive per diem as follows:
1. **Board, Commission and committee meetings:** The only non-salaried public officers' eligible for per diem for attending meetings are as follows:
 - a. City Council Members
 - b. Planning and Zoning Members
 - c. Economic Development Members
 2. **Municipal non-salaried public officers:** Non-salaried public officers of Municipalities may elect to receive either:
 - a. **\$45.00** if the officer physically attends the board or committee meeting for less than four hours or the officer attends a virtual meeting of any duration during a single calendar day.
 - b. **\$95.00** if the officer physically attends the board or committee meeting for four hours or more during a single calendar day.

- c. per diem rates in accordance with subsection B of this Section, provided that the city council meeting is held outside of the municipal boundaries.
3. **Other official meetings:** Non-salaried public officers may receive per diem rates for travel on official business that does not constitute a board, advisory board, committee or commission meeting only in accordance with Subsection B of this section, when approved in advance as set forth in Section 3 A.
 4. **Members serving in dual capacities:** Non-salaried public officers who also serve as public officers or employees of state agencies or local public bodies may receive mileage or per diem rates from only one public entity for any travel or meeting attended. Furthermore, non-salaried public officers who are also public officers or employees may not receive per diem rates for attending meetings held in the place of their home or at their designated posts of duty unless they are on leave from their positions as public officers or employees.
- D. **Temporary assignment:** Public officers and employees may be reassigned temporarily to another duty station.
1. **Routine reassignment:** Public officers and employees subject to periodic reassignment of duty stations or districts as a normal requirement of their employment will not be eligible for per diem rates after the time of arrival at the new duty station or district.
- E. **Travel for educational purposes:** A public officer or employee shall not be reimbursed for more than 30 calendar days of per diem in any fiscal year for attending educational or training programs unless approval has been obtained from the Council.
- F. **Per diem in conjunction with other leave:** While traveling, if a public officer or employee takes sick, annual or authorized leave without pay for more than four hours of the normal work day, per diem shall not be allowed for that day unless authorized in writing by the Elected Official/Department Head and the City Manager.
- G. **Illness or emergency:** Elected officials with approval of the City Manager may grant permission, in writing, to pay per diem rates and travel reimbursement to an employee or public officer who becomes ill or is notified of a family emergency while traveling on official business and must either remain away from home or discontinue the official business to return home.

Section 6. REIMBURSEMENT OF ACTUAL EXPENSES IN LIEU OF PER DIEM RATES.

- A. **Applicability:** Upon written request of a public officer or an employee, the Board or the City Manager as applicable pursuant to the requirements of Section 3 A may grant written approval for a public officer or employee of the City to be reimbursed actual expenses in lieu of the per diem rate where overnight travel is required.
- B. **Overnight travel:** For overnight travel for public officers and employees where overnight lodging is required, the public officer or employee will be reimbursed as follows:
1. **Actual reimbursement for lodging:** A public officer or an employee may elect to be reimbursed actual expenses for lodging not exceeding the single occupancy room charge (including tax) in lieu of the per diem rate set forth in this Section. Whenever possible, public officers and employees should stay in hotels, which offer government rates. Public officers or employees who incur lodging expenses in excess of \$215.00 per night must obtain the signature of the City Manager on the travel voucher prior to requesting reimbursement and on the encumbering document at the time of encumbering the expenditure.
 2. **Actual reimbursement for meals:** Actual expenses for meals are limited by this policy and §10-8-4(K)(2) NMSA 1978 to a maximum of \$59.00 for in-state travel and \$59.00 for out-of-state travel for a 24-hour period.
 3. **Receipts required:** The public officer or employee must submit receipts for the actual meal and lodging expenses incurred. Under circumstances where the loss of receipts would create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the elected official. The affidavit shall be in a form approved by the City Manager.
- C. **Return from overnight travel:** On the last day of travel when overnight lodging is no longer required, partial day reimbursement shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departed on the travel. Divide the total number of hours traveled by 24. The hours remaining constitute the partial day, which shall be reimbursed as follows:
1. for less than 2 hours, **none**;
 2. or 2 hours but less than 6 hours, **\$20.00**;
 3. for 6 hours or more, but less than 12 hours, **\$42.00**;
 4. for 12 hours or more, **\$59.00**;

5. no reimbursement for actual expenses will be granted in lieu of partial day per diem rates.

Section 7. TRAVEL ADVANCES.

- A. **Authorizations:** Upon written request accompanied by a travel voucher, the Board or City Manager, as appropriate may approve a public officer's or employee's request to be advanced up to 80 percent of per diem rates and mileage cost or for the actual cost of lodging and meals pursuant to Sections 5 and 6 and for other travel expenses that may be reimbursed under Section 8. Requests for travel advances shall not be submitted to the Business Manager more than two weeks prior to travel unless, by processing the request earlier, significant savings can be realized for travel by common carrier or for registration fees for seminars and conferences.
- B. **Travel period:** A travel advance may be authorized for public officers and employees who travel continually throughout the month. Payment shall be made only upon vouchers submitted with attached authorization for each travel period. Where a travel advance is made for the public officer or employee shall remit, within 5 working days of the return from the trip, a refund of any excess advance payment to the City. The City shall deposit the refund and reduce the disbursement recorded when the money was advanced. Monthly advances will not be authorized under this policy.
- C. **City records:** The Treasurer or his/her designee is responsible for maintaining records of travel advances authorized by the City.
 1. **Employee ledgers:** The City shall keep individual employee ledgers for travel advances. The ledger shall include the following information to provide an adequate audit trail: employee name, travel voucher number, fiscal year, date of travel advance, date of destination, per diem advance, per diem earned, and additional per diem or refund due.
 2. **Year-end closing:** The City shall review all travel advances prior to the end of the fiscal year and collect or pay all outstanding amounts, if possible. Any receivables or payables outstanding at year-end must be recorded on the books and records of the City.

Section 8. MILEAGE-PRIVATE CONVEYANCE.

- A. **Applicability:** Mileage accrued in the use of a private conveyance shall be paid only in accordance with the provisions of this Section.

- B. **Rate:** Public officers and employees of the City shall be reimbursed for mileage accrued in the use of a private automobile or aircraft in the discharge of official duties as follows:
1. privately owned automobile, 100% of the Internal Revenue Service standard mileage rate set January 1 of the prior year, for each mile traveled in a privately owned vehicle as per NMSA 10-8-4 D.
 2. privately owned airplane, eighty-eight (\$0.88) per nautical mile.
- C. **Privately owned automobile:** For conveyance in the discharge of official duties by privately owned automobile, mileage accrued shall be reimbursed at the rate set forth in this section as follows:
1. pursuant to the mileage chart of the official state map published by the state department of transportation for distances in New Mexico or the most recent edition of the Rand-McNally road atlas for distances outside of New Mexico or an internet mileage calculator; or
 2. pursuant to actual mileage if the beginning and ending odometer reading is certified as true and correct by the traveler; and
 3. the destination is not included on the official state map or on the Rand-McNally road atlas, or,
 4. at the destination(s) of the public officer or employee, the public officer or employee was required to use the private conveyance in performance of official duties.
- D. **Privately owned airplane:** Mileage accrued in the use of a privately owned airplane shall be reimbursed at the rate set forth in this Section as follows:
1. pursuant to the New Mexico aeronautical chart published by the state department of transportation, aviation division, for distances in New Mexico and other states' air maps for distances outside of New Mexico; or
 2. pursuant to actual air mileage if certification is provided by the pilot, or a beginning and ending reading of actual mileage if the reading is certified as true and correct by the traveler, and the destination is not included on an air map.
- E. **Reimbursement limit for out of state travel:** Total mileage reimbursement for out of state travel by privately owned automobile or privately owned airplane shall not exceed the total coach class commercial airfare that would have been reimbursed those traveling had they traveled by common carrier.
- F. **Additional mileage provision:** Mileage accrued while on official business shall be reimbursed for travel on official business. An elected official with approval of the City Manager may authorize by memorandum reimbursement for mileage from a point of origin farther from the destination than the designated post of duty in

appropriate circumstances. The memorandum must accompany the payment voucher. If official business is transacted while commuting from home to post of duty or from post of duty to home, mileage shall not be paid for the number of miles between post of duty and home. Odometer readings showing additional miles accrued for official business must be provided to the department for payment.

Section 9. REIMBURSEMENT FOR OTHER EXPENSES.

Public officers and employees may be reimbursed for certain actual expenses in addition to per diem rates.

- A. **Receipts not required:** Public officers and employees may be reimbursed without receipts for the following expenses in an amount of \$6.00 per day not to exceed a total of \$30.00 per trip:
1. taxi or other transportation fares at the destination of the traveler;
 2. gratuities as allowed by the agency head or designee; and
 3. parking fees
 4. If more than \$6.00 per day or \$30.00 per trip is claimed, the entire amount of the reimbursement claim must be accompanied by receipts.
- B. **Receipts required:** Public officers and employees may be reimbursed for the following expenses provided that receipts for all such expenses are attached to the reimbursement voucher:
1. actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical;
 2. rental cars or charter aircraft, provided less expensive public transportation is not available or appropriate;
 3. registration fees for educational programs or conferences, provided, if the fee includes lodging or meals, then no per diem rates shall be paid and only actual expenses paid by the officer or employee and not included in the fee shall be reimbursed within the limits of Section 6 of this policy (2.42.2.9 NMAC); and
 4. professional fees or dues that are beneficial to the agency's operations or mission.
 5. Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the

signature of the elected official or the City Manager. See Attachment C for a sample affidavit.

Section 10. NON-REIMBURSEABLE EXPENSES.

The following items are not eligible for reimbursement under this policy:

1. Alcoholic beverages or tobacco;
2. Personal items/expenses not associated with conducting official City business, and includes, but is not limited to: prescription or non-prescription items, souvenirs, room service,
3. Entertainment expenses;
4. Valet or preferred parking;
5. Travel expenses incurred prior or beyond the dates of approved travel or conference dates; and
6. Any expenses incurred by family members or guests traveling with the public officer or employee.

Section 11. CONDUCT WHILE TRAVELING ON OFFICIAL CITY BUSINESS.

Any public officer or employee shall conduct themselves in the highest professional manner while conducting official City business at all times both on and off duty.

Section 12. SAME DAY TRAVEL. (*Within 120 miles from actual post of duty*)

Same day travel will be required of all public officers and employees to and from destinations within 120 miles of City Hall or the public officers or employees actual post of duty. Overnight travel will not be considered to areas within 120 miles if the actual required time to conduct official City business does not extend beyond one workday.

Section 13. ELECTED OFFICIAL PROHIBITION ON TRAVEL.

Pursuant to §10-8-5 F NMSA 1978, no reimbursement for out-of-state travel shall be made to any elected public officer, if after the last day to do so that officer has not filed a declaration of candidacy for reelection to his currently held office or has been defeated for reelection to his currently held office in a primary election or any general election. Further §10-8-5 G NMSA 1978 states, subsection F of this section does not apply to any elected public officer who is ineligible to succeed himself after serving his term of office.

Section 14. AMENDMENTS TO POLICY, CONFLICTS WITH OTHER POLICIES.

- A. All other City of Rio Communities Resolutions and/or Policies relating to Travel which are in conflict with the above provisions, are hereby repealed by the adoption of this Resolution
- B. Any changes to this policy shall be made by a duly adopted resolution of the City Council.
- C. If or when there are two or more policies conflict regarding travel procedures or dealing with the subject matter contained in this policy, the more stringent policy shall govern.



City of Rio Communities

360 Rio Communities Blvd
Rio Communities, NM 87002
P 505-861-6803 F 505-861-6804

Travel Request Form Item 2.

Name: _____

Travel Departure Point (Where did you begin your trip?): Rio Communities, NM

Destination: _____

Date of Departure: _____ Date of Return: _____

Department: _____

Contact (Name and Email): _____

Fund 0 Dept 0 Account 0 Total Estimate: _____

*If multiple funds note under special instruction or attach a memo providing how the travel should be distributed.

Provide the reason for the trip and demonstrate that the travel is necessary

Prepayments (Payments to be made prior to travel)

Pre-paid by Traveler (provide receipt)
Registration (provide invoice)

Vendor Name _____

Airfare Paid by City
Advance up to 80% of Approved Travel Less Prepayments and reimbursements

City Purchasing Card (Original Receipts must be submitted to Purchasing. A copy should be included with the travel.)

Airfare
Registration
Hotel
Ground Transportation/Parking

Additional Information (Check if applicable)

Hotel (actual amount will be claimed)

City Travel

City Per Diem Rate \$ 59.00 per day
City Milage Rate \$ 0.56 per mile

Page Totals

\$ -

The requestor and approving authorities certify that the above constitutes City of Rio Communities business related Travel.

Request Approvals

Requestor Date
Supervisor Date
City Manager Date
Finance Dept. Signature/Initials



City of Rio Communities

360 Rio Communities Blvd
Rio Communities, NM 87002
P 505-861-6803 F 505-861-6804

Travel Reimburse

Item 2.

Voucher

Name: _____

Travel Departure Point (Where did you begin your trip?): _____

Destination: _____

Date of Departure: _____ Date of Return: _____

Time of Departure: _____ Time of Return: _____

Department: _____

Contact (Name and Email): _____

Fund _____ Dept _____ Acct _____

*If multiple indexes note under special instruction or attach a memo providing how the travel should be distributed.
Mark the end box after the amount if City P-Card was used for the travel payment. If Village P-Card was used, original receipts must be submitted to Purchasing. A copy should be included with the travel.

City P-Card

City Per Diem Days _____ Hours _____ Rate Per Day _____

Hotel (less any personal/other services such as movies, room services, etc) _____

Plane Personal Purchase City Purchase
 Private _____ @ \$0.88 per air mile _____

Auto Official _____ N/A
 Private State _____ @ \$0.56 per mile
 Private local at destination _____ @ \$0.56 per mile
Odometer: _____ Ending _____

Other Transportation: (specify) _____
 Taxi Shuttle Car Rental Fuel

Registration Prepaid Paid by Traveler _____

Miscellaneous: (list) _____

Total Cost _____

Subtract Prepayment(s), City P-Card Payments & Advances _____

Total amount to be reimbursed _____

Special Instructions

Remit To

I hereby certify that the above travel has been completed for the stated purpose; that the above itemized account is just and true in all respects, and that the amount claimed is due and payable.

Request Approvals

Requestor _____

Date _____

Supervisor _____

Date _____

City Manager _____

Date _____

Finance Dept.
Signature/Initials:

Travel Estimation Calculation Sheet					
Department Use Only					
	Start Date				
	End Date				
Per Diem					
		Rate	Days		
	State	\$ 55.00			\$ -
	Hotel (actual)				
	Airfare				
Mileage					
		Rate	Mileage		
	Official				
	Private	0.560	-		-
	Private local at destination	\$ 0.560	-		-
Transportation					
	Taxi				\$ -
	Shuttle				\$ -
	Car Rental				\$ -
	Fuel				\$ -
	Registration				\$ -
Miscellaneous					
	Internet				\$ -
	Parking				\$ -
	Misc.				\$ -
	Total Estimated Cost				\$ -
	Total the amounts paid by City				\$ -
	Total of any prepayments being reimbursed				
	Travel Balance				\$ -
	Advance if Requested at 80% of Travel Paid				\$ -

UNRECEIPTED COST STATEMENT

(Attachment for Travel)

Item 2.

Today's Date: 9/6/2022

Name: 0

Banner ID: 0

Destination: 0

Date of Departure: 01/00/00

Date of Return 1/0/1900

UNRECEIPTED COST (If you do not have a receipt for an expense please give the following information. REQUIRES Approval):

Vendor and/or purpose	Amount	Why there is no Receipt?
	<i>\$0.00</i>	

By my signature below, I certify that all information given above is true and allowable in accordance with the City Travel Procedure.

Traveler's Signature → _____

Supervisor Signature → _____

City Manager Signature → _____

Travel Information

NOTE: The information provided above is meant as a quick guide to the travel procedures and is not a replacement for Travel Policy and Procedures. When in doubt, refer to the Official City Travel Policy and Procedures.

Per diem	IN STATE, except selected cities:	\$ 155.00
	Selected New Mexico cities:	
	Albuquerque, Los Alamos, Taos:	\$ 155.00
	Santa Fe:	\$ 202.00
	OUT-OF-STATE, except selected cities	\$ 155.00
	Selected cities outside the Continental United States Or the metropolitan areas of:	
	Houston, TX:	\$ 155.00
	Las Vegas, NV; Dallas:	\$ 155.00
	St Louis, Miami, Los Angeles, San Diego, Denver:	\$ 155.00
	Minneapolis/St Paul, Philadelphia:	\$ 155.00
	Baltimore, Seattle	\$ 180.00
	Washington, D.C.; Chicago; San Francisco; Boston; New York City:	\$ 200.00
Actual Per Diem:	For High Expense cities and International	actual
	Amount of hotel & tax	(attach receipt)*
	Meals for a 24 hour period (High Expense Cities)	\$ 59.00
	Meals for a 24 hour period (International)	\$ 59.00

Prorated partial day over 24 hours

2 hours up to 6 hours	\$ 20.00
6 hours up to 12 hours	\$ 42.00
12 hour up to 24 hours	\$ 59.00

Transportation:	Plane Fare and/or Rail Fare	(attach receipt)*
	Use of private car @ 100% of federal rate Odometer reading required for over the allowable miles	
	Use of rental car & fuel, taxi, shuttle	(attach receipt)*
	Toll, etc.	(attach receipt)*

Registration:	Prepaid by City	(Attach invoice with Travel Request form)
	Prepaid by Traveler	(Attach registration form and receipt)*
	If registration fees include meals then deduct from the statement:	

For Most (except for Santa Fe, Anchorage, Fairbanks and Hawaii)	In Santa Fe, Anchorage, Fairbanks and Hawaii, then use the following special rates:
Breakfast	\$ 20.00
Lunch	\$ 42.00
Dinner	\$ 59.00

If registration fees include lodging, then deduct from the statement the amount of the daily per diem less the daily cost for meals for each night of lodging.

MISCELLANEOUS EXPENSES:	Parking	(attach receipt)*
	Business phone calls (no personal calls)	(proper phone receipt)*

*** Receipts must be attached to reimbursement vouchers**

NOTE: The information provided above is meant as a quick guide to the travel procedures and is not a replacement for Travel Policy and Procedures. When in doubt, refer to the Official City of Rio Communities Travel Policy and Procedures.

STATE OF NEW MEXICO
CITY OF RIO COMMUNITIES
RESOLUTION 2022 - XX

ANNUAL BUDGET AMENDMENT #01
(FISCAL YEAR ENDING JUNE 30, 2023)

WHEREAS, the Governing Board in and for the City of Rio Communities, State of New Mexico has developed a budget for fiscal year 2023, and

WHEREAS, said budget was developed upon need and through cooperation with all user departments, elected officials and other department supervisors, and

WHEREAS, the official meetings for the review of said documents were duly advertised in compliance with the State Open Meetings Act, and

THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the City of Rio Communities, State of New Mexico hereby approves the following adjustments attached herein.

PASSED, APPROVED AND ADOPTED THIS 12th DAY OF SEPTEMBER 2022 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.

City of Rio Communities Governing Body

Joshua Ramsell,
Mayor

Margaret R. Gutjahr,
Councilor Mayor Pro tem

Arthur Apodaca,
Councilor

Lawrence R. Gordon ,
Councilor

Jimmie Winters
Councilor

ATTEST

Elizabeth F. Adair,
Municipal Clerk



Rio Communities, NM

Budget Adjustment Register

Item 3.

Adjustment Detail

Packet: GLPKT00970 - BAR #1 FY 2023

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000023	FY 2022-2023 FINAL	BAR #1 FY 2023	9/12/2022

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
11000-0001-41500 September: 273,567.00	Property Tax - Current	Reduce Property Tax Income	-518,178.00	273,567.00	-244,611.00
11000-3001-51020 September: -35,000.00	Salaries - Full-Time Positions	Reduce Police Chief Salary - 6 months	70,000.00	-35,000.00	35,000.00
11000-3001-52010 September: -2,152.00	FICA - Regular	Reduce for Police Chief	4,340.00	-2,152.00	2,188.00
11000-3001-52011 September: -507.00	FICA - Medicare	Reduce for Police Chief	1,015.00	-507.00	508.00
11000-3001-52020 September: -3,900.00	Retirement	Reduce for Police Chief	7,805.00	-3,900.00	3,905.00
11000-3001-52030 September: -11,412.00	Health and Medical Premiums	Reduce for Police Chief	15,222.00	-11,412.00	3,810.00
11000-3001-52040 September: -40.00	Life Insurance Premiums	Reduce for Police Chief	55.00	-40.00	15.00
11000-3001-52050 September: -698.00	Dental Insurance Premiums	Reduce for Police Chief	931.00	-698.00	233.00
11000-3001-52060 September: -120.00	Vision Insurance Medical Premi...	Reduce for Police Chief	160.00	-120.00	40.00
11000-3001-52110 September: -10.00	Workers' Compensation Employe...	Reduce for Police Chief	20.00	-10.00	10.00
11000-3001-52120 September: -1,110.00	Workers' Compensation (Self Ins...	Reduce for Police Chief	2,220.00	-1,110.00	1,110.00
11000-3002-51050 September: -31,200.00	Salaries - Temporary Positions	Reduce Code Enforcement	62,400.00	-31,200.00	31,200.00
11000-3002-52010 September: -1,901.00	FICA - Regular	Reduce Code Enforcement	6,039.00	-1,901.00	4,138.00
11000-3002-52011 September: -455.00	FICA - Medicare	Reduce Code Enforcement	1,415.00	-455.00	960.00
11000-3002-52090 September: -175.00	Unemployment Compensation	Reduce Code Enforcement	300.00	-175.00	125.00
11000-3002-52110 September: -25.00	Workers' Compensation Employe...	Reduce Code Enforcement	50.00	-25.00	25.00
11000-3002-52120 September: -2,521.00	Workers' Compensation (Self Ins...	Reduce Code Enforcement	3,721.00	-2,521.00	1,200.00
11000-4004-51040 September: -18,200.00	Salaries - Part-Time Positions	Cut Librarian Position	18,200.00	-18,200.00	0.00
11000-4004-52010 September: -1,130.00	FICA - Regular	Cut Librarian Position	1,130.00	-1,130.00	0.00
11000-4004-52011 September: -265.00	FICA - Medicare	Cut Librarian Position	265.00	-265.00	0.00
11000-4004-52020 September: -1,485.00	Retirement	Cut Librarian Position	1,485.00	-1,485.00	0.00
11000-4004-52090	Unemployment Compensation	Cut Librarian Position	61.00	-61.00	0.00

Budget Adjustment Register

September:	-61.00					
11000-4004-52110		Workers' Compensation Employe...	Cut Librarian Position	10.00	-10.00	0.00
September:	-10.00					
11000-4004-52120		Workers' Compensation (Self Ins...	Cut Librarian Position	25.00	-25.00	0.00
September:	-25.00					
11000-4004-53030		Travel - Employees	Cut Librarian Position	1,000.00	-1,000.00	0.00
September:	-1,000.00					
11000-4004-57050		Employee Training	Cut Librarian Position	500.00	-500.00	0.00
September:	-500.00					
11000-9999-61200		Transfers Out	Reduce Capital Projects	714,066.00	-159,665.00	554,401.00
September:	-159,665.00					
39900-2002-58010		Buildings & Structures	Reduce Capital Projects	200,000.00	-79,665.00	120,335.00
September:	-79,665.00					
39900-2002-58020		Equipment & Machinery	Reduce Capital Projects	125,000.00	-25,000.00	100,000.00
September:	-25,000.00					
39900-2002-58030		Furniture & Fixtures	Reduce Capital Projects	75,000.00	-25,000.00	50,000.00
September:	-25,000.00					
39900-2002-58090		Roadways/Bridges	Reduce Capital Projects	30,000.00	-15,000.00	15,000.00
September:	-15,000.00					
39900-2002-58100		Street Lighting/Traffic Signals/Si...	Reduce Capital Projects	30,000.00	-15,000.00	15,000.00
September:	-15,000.00					
39900-9999-61100		Transfers In	Reduce Capital Projects	-640,000.00	159,665.00	-480,335.00
September:	159,665.00					

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
FY 2022-2023 FINAL	FY 2022-2023 FINAL	11000-0001-41500	Property Tax - Current	-518,178.00	273,567.00	-244,611.00
		11000-3001-51020	Salaries - Full-Time Positions	70,000.00	-35,000.00	35,000.00
		11000-3001-52010	FICA - Regular	4,340.00	-2,152.00	2,188.00
		11000-3001-52011	FICA - Medicare	1,015.00	-507.00	508.00
		11000-3001-52020	Retirement	7,805.00	-3,900.00	3,905.00
		11000-3001-52030	Health and Medical Premiums	15,222.00	-11,412.00	3,810.00
		11000-3001-52040	Life Insurance Premiums	55.00	-40.00	15.00
		11000-3001-52050	Dental Insurance Premiums	931.00	-698.00	233.00
		11000-3001-52060	Vision Insurance Medical Premiums	160.00	-120.00	40.00
		11000-3001-52110	Workers' Compensation Employer's ...	20.00	-10.00	10.00
		11000-3001-52120	Workers' Compensation (Self Insure...	2,220.00	-1,110.00	1,110.00
		11000-3002-51050	Salaries - Temporary Positions	62,400.00	-31,200.00	31,200.00
		11000-3002-52010	FICA - Regular	6,039.00	-1,901.00	4,138.00
		11000-3002-52011	FICA - Medicare	1,415.00	-455.00	960.00
		11000-3002-52090	Unemployment Compensation	300.00	-175.00	125.00
		11000-3002-52110	Workers' Compensation Employer's ...	50.00	-25.00	25.00
		11000-3002-52120	Workers' Compensation (Self Insure...	3,721.00	-2,521.00	1,200.00
		11000-4004-51040	Salaries - Part-Time Positions	18,200.00	-18,200.00	0.00
		11000-4004-52010	FICA - Regular	1,130.00	-1,130.00	0.00
		11000-4004-52011	FICA - Medicare	265.00	-265.00	0.00
		11000-4004-52020	Retirement	1,485.00	-1,485.00	0.00
		11000-4004-52090	Unemployment Compensation	61.00	-61.00	0.00
		11000-4004-52110	Workers' Compensation Employer's ...	10.00	-10.00	0.00
		11000-4004-52120	Workers' Compensation (Self Insure...	25.00	-25.00	0.00
		11000-4004-53030	Travel - Employees	1,000.00	-1,000.00	0.00
		11000-4004-57050	Employee Training	500.00	-500.00	0.00
		11000-9999-61200	Transfers Out	714,066.00	-159,665.00	554,401.00
		39900-2002-58010	Buildings & Structures	200,000.00	-79,665.00	120,335.00
		39900-2002-58020	Equipment & Machinery	125,000.00	-25,000.00	100,000.00
		39900-2002-58030	Furniture & Fixtures	75,000.00	-25,000.00	50,000.00
		39900-2002-58090	Roadways/Bridges	30,000.00	-15,000.00	15,000.00
		39900-2002-58100	Street Lighting/Traffic Signals/Signs	30,000.00	-15,000.00	15,000.00
		39900-9999-61100	Transfers In	-640,000.00	159,665.00	-480,335.00
			FY 2022-2023 FINAL Total:	214,257.00	0.00	214,257.00
			Grand Total:	214,257.00	0.00	214,257.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code: FY 2022-2023 FINAL - FY 2022-2023 FINAL Fiscal: 2022-2023			
11000	394,257.00	0.00	394,257.00
39900	-180,000.00	0.00	-180,000.00
Budget Code FY 2022-2023 FINAL Total:	214,257.00	0.00	214,257.00
Grand Total:	214,257.00	0.00	214,257.00



**AGREEMENT
BETWEEN VALENCIA COUNTY
AND THE CITY OF RIO COMMUNITIES**

**FOR THE PURPOSE OF PROVIDING HOUSING AND CARE FOR ANIMALS
ORIGINATING FROM THE JURISDICTION OF THE CITY OF RIO COMMUNITIES**

THIS AGREEMENT is made and entered by and between the Board of County Commissioners of Valencia County, hereinafter referred to as the "County", and City of Rio Communities, hereinafter referred to as the "Municipality," political subdivisions of the State of New Mexico.

RECITALS

WHEREAS, NMSA 1978, Section 3-18-1 (1972) provides that municipalities, and also counties pursuant to NMSA 1978, Section 4-37-1 (1995), have the power to "protect generally the property of its municipality and its inhabitants" and to "preserve peace and order." and;

WHEREAS, NMSA 1978, Section 4-38-18 (1876) provides that the Board of County Commissioners has the power to represent the county and have the care of the county property and the management of the interest of the county in all cases where no other provision is made by law; and,

WHEREAS, the City of Rio Communities incorporation was officially recognized by the Board of County Commissioners of Valencia County on January 18, 2013 after an election wherein the residents of the area approved incorporation pursuant to NMSA 1978, Section 3-2-1 et seq; and,

WHEREAS, Rio Communities is completely within the boundaries of the County of Valencia, however, after incorporation the County of Valencia no longer has jurisdiction to provide services in the incorporated area; and,

WHEREAS, NMSA 1978, Section 77-1-12 (2009) provides that, "[e]ach municipality and each county shall make provision by ordinance for the seizure and disposition of dogs and cats running at large and not kept or claimed by any person on the person's premises; provided, however, that the ordinance does not conflict with the provisions of Chapter 77, Article 1B NMSA 1978.;" and,

WHEREAS, stray dogs, cats and other animals running at large in the Municipality pose a danger to the health safety and welfare of its citizens & the Municipality currently does not have a animal control sheltering services; and,

WHEREAS, the County of Valencia employees and equips an animal control officers and operates a kennel to house said animals; and,

WHEREAS, the Municipality does not have animal control officers or a facility to house stray dogs, cats and other animals running at large in the Municipality; and,

WHEREAS, the County Animal Control Center is a facility which is able to house a limited number of additional animals in return for a charge to cover the costs of housing and disposing of the animals; and,

WHEREAS, the Municipality desires to engage the County to provide certain services to the Municipality regarding the housing of impounded Municipality animals at the County Animal Control Center, and the County is willing to provide the service.

NOW THEREFORE the parties hereby agree as follows:

1. **SCOPE OF SERVICES & FEES.** The County agrees to provide the following services and facilities to the Municipality:
 - a. **Housing.** The County will provide housing, food and water for animals if the animals are: (i) seized or received from the Municipality (including by the County providing animal control services within the Municipality) or (ii) surrendered by citizens of the Municipality. Residents of the Municipality are those individuals whose primary residences are physically located within the Municipality corporate limits as said corporate limits are shown and depicted on the most recent Planning and Zoning Atlas adopted by the Municipality Council. Employees or agents of the Municipality shall not leave an injured or sick animal at the shelter afterhours. Any animal requiring any type of care for an injury or medical condition shall be examined, treated and medication prescribed by a licensed veterinarian prior to being dropped off at the shelter. The Shelter has the exclusive right to elect not to accept animals if they are sick or injured. The animals described herein shall be referred to in this Agreement as “Municipality Animals” or “Municipal Animals”.
 - b. **Location.** The County will house the Municipality Animals at the County Animal Control Center at 1209 Highway 314, in Los Lunas, NM.
 - c. **Animal Control.** The County shall respond to animal control calls for the Municipality within the city limits when manpower available. Such responses shall be deemed to be under the authority of the Municipality.
 - d. **Owner Pickup.** In order for an animal owner to pick up a municipal animal in the County’s custody per this agreement the owner shall pay the \$50 per day fee incurred. The charges must be paid in full by the owner to the Municipality **before** they can pick up their animal from the County. The receipt will be signed by the City Manager **or** by Municipal Clerk only. The Municipality will call Animal Control before each pick-up to get the charges that need to be paid. The charges need to be ready daily. The animal owner must turn in this Receipt to the County Animal Control with “Paid in Full” or **they cannot pick it up.**

- e. Unclaimed Animal. The Municipality will be charged \$50.00 per day per animal picked up or dropped off from the Municipality. There will be a maximum of \$150.00 (3 days) charge to the Municipality for every municipal animal from within the Municipal limits on a regular stray hold. If the animal isn't claimed by the owner after 3 days the animal will become the property of the County and the Municipality won't be charged for adoption or euthanasia. The daily charge of \$50 per day per animal for protective custody is calculated from Midnight to Midnight and will not be prorated (Ie. one minute after midnight and the Municipality will be responsible for the entire \$50.00 fee of the next day). This fee will be charged to Municipality and payed to Valencia County. The Municipality will only be charge for animals picked up within the City limits.
 - f. Veterinary Fees.
The Municipality, or the owner if applicable, will be responsible for all veterinary care charges for an animal before the animal become the property of the County.
 - g. Animal Control Services Charge. The County will charge the rate of \$35 per hour worked providing animal control services per Animal Control Officer (time and ½ pay for each Officer as well as a reasonable administrative fee to cover equipment/fuel).
 - h. Court Ordered or Protective Custody Holds. Custody hold animals will be held until released by an authorized Municipal official or Judge. There will be no limit on how many days the animals are held and \$50.00 per day per animal will be charged until the hold is released.
 - i. Law & Procedures. The Municipality will be held, fed, treated, released (reclaimed or adopted), euthanized and disposed of in accordance with the requirements of New Mexico law, the Valencia County Animal Control Ordinance and County procedures, including the County Animal Control Standard Operating Procedures.
 - j. County Forms. The County shall provide forms required for impoundment, quarantine, animal euthanasia and disposal of Municipality Animals without additional charge.
 - k. No Sale of the Municipal Animals for Research. No Municipality Animals held at the Center will be sold or given to any individual or entity to be used for biomedical research.
 - l. Title to Municipality Animals. Upon the expiration of the impoundment period or protective custody period for Municipality Animals, unless the Municipality notifies the County to the contrary regarding a specific Municipality Animal, the Municipality Animal shall be the property of the County. Thereafter, the County shall apply the County Animal Control Ordinance and County Procedures when deciding to either allow the animal to be adopted or to euthanize the animal. If a Municipality Animal dies or is required to be euthanized while in the custody of the County, the County is authorized to dispose of the remains whether or not it belongs to the County or Municipality.
2. TERM. This Agreement will become effective upon approval both parties and shall continue unless terminated pursuant to section 3 *infra*.
 3. TERMINATION. This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

- 4. NOTICES. All notices and other communications under this Agreement shall be in writing and shall be deemed duly given (i) when delivered personally or by prepaid overnight courier, with a record of receipt, (ii) the third day after mailing if mailed by certified mail, return receipt requested, (iii) the day of transmission, if sent by facsimile or telecopy during regular business hours or the day after transmission, if sent after regular business hours, provided that, in either event, the completed transmission is electronically verified, or (iv) the day of transmission, if sent electronically, if there is proof of receipt on the day of transmission or the first day thereafter on which receipt can be verified, to the Parties at the following addresses, telecopy numbers, or e-mail addresses (or to such other address, telecopy number, or e-mail address as a Party may have specified by notice given to the other Party pursuant to this provision):

If to Valencia County: Office of the County Manager
 P.O. Box 1119
 444 Luna Avenue
 Los Lunas, NM 87031
 Fax: (505) 866-3355

If to Municipality: Office of the City Manager
 360 Rio Communities Blvd
 Rio Communities, NM 87002

- 5. LIABILITY. Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation requirements applicable to the performance of this Agreement. The County and the Municipality shall be liable for their own actions according to this Agreement subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, *et. seq.*, NMSA 1978, as amended. Neither party shall be responsible for liability incurred as a result of the other party’s acts or omissions in connection with this Agreement. Any liability incurred by the County and/or the Municipality in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, *et. seq.*, NMSA 1978 as amended.
- 6. EMPLOYEES. Neither party’s employees will be considered employees of the other party for any purpose, including, but not limited to, worker’s compensation, insurance, nor any other benefits afforded to employees of the other party. Personnel will not receive any compensation from the other for their participation under this Agreement. Neither party has any express or implied authority to assume or create any obligation or responsibility on behalf of or in the name of the other party.
- 7. MISCELLANEOUS.
 - a. Assurances. Consistent with the terms and conditions hereof, each Party will execute and deliver such certificates and other documents and take such other action as any other Party may reasonably require in order to carry out the Agreement and the transactions contemplated hereby.
 - b. Severability. If any provision of the Agreement becomes or is found to be illegal or unenforceable for any reason, such provision may be modified to the extent

necessary to make this Agreement legal and enforceable. If such provision cannot be so modified, it shall be severed from the Agreement and the remainder of the Agreement shall remain in full force and effect.

- c. Amendment. The Agreement may be amended if, in the opinion of the Parties, an amendment would be desirable to advance the purpose of the Agreement. However, the Agreement shall not be altered, changed, or amended except by an instrument in writing executed by the Parties.
- d. Assignment. The Agreement or any of the rights, duties, or obligations of the Parties hereunder, shall not be assigned by either Party without the express written consent and approval of the other Party.
- e. Attorney’s Fees. In the event this Agreement results in dispute, mediation, litigation, or settlement, the prevailing party of such action shall NOT be entitled to an award of attorneys' fees and court costs.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of signature by the Secretary of the Department of Finance and Administration, or his designee, as set forth below.

VALENCIA COUNTY, a political subdivision of the State of New Mexico.

PASSED, APPROVED, AND ADOPTED this ____ day of _____ 2022, in regular session of the Valencia County Commission, Valencia County, New Mexico.

BOARD OF COUNTY COMMISSIONERS

Gerard Sais, Chair
District I

Jhonathan Aragon, Vice -Chair
District V

Troy Richardson Commissioner
District II

David Hyder, Commissioner
District III

Joseph Bizzel Commissioner
District IV

ATTEST BY:

Mike Milam, County Clerk

PASSED, APPROVED AND ADOPTED THIS 12th DAY OF SEPTEMBER 2022 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.

City of Rio Communities Governing Body

Joshua Ramsell,
Mayor

Margaret R. Gutjahr,
Councilor Mayor Pro tem

Arthur Apodaca, Councilor

Lawrence R. Gordon,
Councilor

Jimmie Winters
Councilor

ATTEST

Elizabeth F. Adair,
Municipal Clerk

**STATE OF NEW MEXICO
CITY OF RIO COMMUNITIES
RESOLUTION 2022 - XX**

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

1. That a dangerous building located at 407 Horner ST., Rio Communities, New Mexico (hereinafter “Subject Property”) has excessive debris, refuse, trash, and other items that constitute a safety and health hazard.
2. That the safety and health and debris located within the Subject Property is a menace to the public comfort, health, safety, and wellness of the City of Rio Communities and its citizens.

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

- A. The City will remove such ruins, rubbish, wreckage, or debris within the Subject Property at the cost and expense of the Property Owner. The cost of such removal shall be payable in full. Failure to pay within 30 days of billing shall result in a lien against the Subject Property that shall be subject to foreclosure in the manner provided by law.
- B. Should the Property Owner object to the City’s removal of such burnt down building, rubbish, wreckage or debris within the Subject Property, the Property Owner shall file a written objection within ten (10) days of the posting and publishing of this resolution to the City Clerk requesting a hearing upon this resolution before the City Council of the City of Rio Communities.
- C. If the Property Owner or his/her agents in charge of the Subject Property file a written objection with the City Council within the time frame described above, the City shall fix a date for hearing upon this resolution and all objections thereto presented by the Subject Property Owner or his/her agents and at such hearing shall determine if the resolution should be enforced or rescinded.
- D. The City’s Compliance Officer is hereby directed to serve a copy of this resolution upon the owners, occupants, or agents in charge of the Subject Property. In the event the owners, occupants, or agents in charge of the Subject Property cannot be served personally within the municipality, the City’s Compliance Officer shall post a copy of this resolution upon the premise of the Subject Property and publish a copy of this resolution one time in a newspaper of general circulation in the City of Rio Communities.

PASSED, APPROVED AND ADOPTED THIS 12th DAY OF SEPTEMBER 2022 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.

City of Rio Communities Governing Body

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