



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, September 27, 2021 3:00 PM
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 are requiring **MASKS** to be worn while in the meeting. 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>

Public Comment: The Council will take public comments on *this meeting's specific agenda items*. These should be in written form via email or faxed through 2:00 PM on Monday, September 27, 2021. Hard copies can be faxed to 505-861-6804 or emailed to admin@riocommunities.net. These comments will be distributed to all Councilors for review. ***If you wish to speak during the public comment session***, please contact the clerk for a link. 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.

Call to Order

Present

- 1. Accounts payable report (Finance Officer)**
- 2. Consideration to Cancel/Move 10/11/2021 Workshop and Council Meeting (Manager/Council)**
- 3. Agenda items for special workshop with the Economic Development Commission (Manager/Council)**
- 4. Hiring of temporary (4) individuals for City Cleanup (Manager/Council)**
- 5. Department of Homeland Security Emergency Management (DHSEM) - Disaster Assistance Program PW #1 (Manager/Council)**
- 6. Department of Homeland Security Emergency Management (DHSEM) - Disaster Assistance Program PW #2 (Manager/Council)**
- 7. Department of Homeland Security Emergency Management (DHSEM) - Disaster Assistance Program PW #3 (Manager/Council)**
- 8. Automatic Assistance Agreement for Fire Protection with Belen Fire Department (Manager/Council)**

Manager Report

- a) Professional Service Contract for Economic Development**
- b) Electrical Sign**
- c) Hwy 47 Streetlights**
- d) Fencing of the City' New Property**

Council General Discussion & Future Agenda Items

Adjourn

Thank you - Joshua Ramsell - Mayor Pro-Tem of Rio Communities

Council may be attending the business forum held at the Tierra Del Sol Golf Club, Rio Communities NM on September 28, 2021 at 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.



Rio Communities, NM

Accounts Payable Approval Report

By Fund

Item 1.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 11000 - General Operating Fund				
Department: 1001 - Governing Body				
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
Department 1001 - Governing Body Total:				280.00
Department: 2001 - Manager				
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
GSD - Administrative Services D...	INV0002760	09/22/2021	GSD Dues-Health Insurance M....	827.38
Martin D. Moore	INV0002761	09/23/2021	NMML Conference M.Moore	82.88
Department 2001 - Manager Total:				1,190.26
Department: 2002 - General Administration				
Wells Fargo Financial Leasing	5016789648	09/22/2021	Sharp Copier Lease	138.42
Card Service Center	INV0002759	09/22/2021	GoToMeeting Subscription	10.79
Department 2002 - General Administration Total:				149.21
Department: 2004 - Finance/Budget/Accounting				
Angela Valadez	INV0002753	09/22/2021	NMML Conference-Travel	103.44
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
Card Service Center	INV0002759	09/22/2021	Parking - Annual Conference	10.00
Department 2004 - Finance/Budget/Accounting Total:				393.44
Department: 2008 - Municipal Clerk				
Elizabeth F. Adair	INV0002752	09/22/2021	NMML Conference-travel	95.77
Card Service Center	INV0002756	09/22/2021	NMML 2021 Annual Conference...	280.00
Card Service Center	INV0002758	09/22/2021	Annual Conference - Hotel/Park...	405.09
Department 2008 - Municipal Clerk Total:				780.86
Department: 3001 - Law Enforcement				
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Keyboard/Mouse Combo	24.99
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Stapler	13.59
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Tape Dispenser & Tape	13.53
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Desk Organizer	11.69
Amazon Business	19XQ-11X7-QFYH	09/22/2021	Docking Station	98.01
Amazon Business	19XQ-11X7-QFYH	09/22/2021	ASUS Monitor	159.00
Amazon Business	19XQ-11X7-QFYH	09/22/2021	HP Laptop	1,169.00
Amazon Business	1YG3-YKLH-Y3K9	09/22/2021	Mouse Pad	9.30
Card Service Center	INV0002757	09/22/2021	upgrade Rick Yzquierdo email	33.93
Department 3001 - Law Enforcement Total:				1,533.04
Department: 5101 - Public Works				
Home Depot	639245869	09/22/2021	Items for Public Works	149.00
Joseph Moya	INV0002755	09/22/2021	Blanket ed PO Weed Control	1,762.50
Department 5101 - Public Works Total:				1,911.50
Fund 11000 - General Operating Fund Total:				6,238.31
Fund: 20900 - Fire Protection				
Department: 3002 - Fire Protection				
Able & Willies One Stop Shop, L...	1017	09/22/2021	shirts and uniforms	932.50
Rentokil North America Inc.	8961403	09/22/2021	Pest Control-108 RC Blvd	115.89
Rentokil North America Inc.	8961631	09/22/2021	Pest Control-Substation	115.89
Sharp Electronics Corporation	9003473345	09/22/2021	Copies for Fire Department	2.94
Century Link	INV0002754	09/22/2021	Fire Substation Phone Charges	140.42
TLC Plumbing & Utility Commer...	SM53506601	09/22/2021	Yearly HVAC Maintenance - Fire...	213.59
Department 3002 - Fire Protection Total:				1,521.23
Fund 20900 - Fire Protection Total:				1,521.23

Accounts Payable Approval Report

Item 1.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 29700 - County EMS GRT				
Department: 2002 - General Administration				
TLC Uniforms	241809	09/22/2021	shirts and uniforms	639.41
TLC Uniforms	241814	09/22/2021	shirts and uniforms	17.98
Department 2002 - General Administration Total:				657.39
Fund 29700 - County EMS GRT Total:				657.39
Fund: 30400 - Road/Street Projects				
Department: 2002 - General Administration				
Universal Constructors, Inc.	9048	09/22/2021	NM GRT	223.04
Universal Constructors, Inc.	9048	09/22/2021	Retro-Reflectorized Painted Ma...	700.00
Universal Constructors, Inc.	9048	09/22/2021	Traffic Control	750.00
Universal Constructors, Inc.	9048	09/22/2021	Retro-Reflectorized Painted Ma...	1,360.00
Department 2002 - General Administration Total:				3,033.04
Fund 30400 - Road/Street Projects Total:				3,033.04
Grand Total:				11,449.97

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	6,238.31
20900 - Fire Protection	1,521.23
29700 - County EMS GRT	657.39
30400 - Road/Street Projects	3,033.04
Grand Total:	11,449.97

Account Summary

Account Number	Account Name	Expense Amount
11000-1001-57050	Employee Training	280.00
11000-2001-52030	Health and Medical Premi...	827.38
11000-2001-53030	Travel - Employees	82.88
11000-2001-57050	Employee Training	280.00
11000-2002-56010	Software	10.79
11000-2002-57130	Rent of Equipment/Machi...	138.42
11000-2004-53030	Travel - Employees	113.44
11000-2004-57050	Employee Training	280.00
11000-2008-53030	Travel - Employees	500.86
11000-2008-57050	Employee Training	280.00
11000-3001-56020	Supplies - General Office	171.11
11000-3001-56040	Supplies-Furniture/Fixture...	1,328.00
11000-3001-57160	Telecommunications	33.93
11000-5101-55030	Contract - Professional Se...	1,762.50
11000-5101-56030	Supplies - Field Supplies	149.00
20900-3002-55030	Contract - Professional Se...	231.78
20900-3002-55999	Contract - Other Services	213.59
20900-3002-56110	Supplies - Uniforms/Linen	932.50
20900-3002-57090	Printing/Publishing/Advert..	2.94
20900-3002-57160	Telecommunications	140.42
29700-2002-56110	Supplies - Uniforms/Linen	657.39
30400-2002-58090	Roadways/Bridges	3,033.04
Grand Total:		11,449.97

Project Account Summary

Project Account Key	Expense Amount
None	11,449.97
Grand Total:	11,449.97

Authorization Signatures

MAYOR & COUNCILORS

MARK GWINN, MAYOR

JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

BILL BROWN, COUNCILOR

MARGARET "PEGGY" GUTJAHR, COUNCILOR

JIM WINTERS, COUNCILOR

ATTEST:

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK

EDC request to be placed on the Council workshop Agenda October 20, 2021

1. Danielle Casey, ABQ.org President, Strategic Plan presentation
ABQ.jobs site
Zoom for the community demo
2. Strategic planning for City- strategic planning date
3. Strategic planning for EDC
4. October 13 expo update
5. General discussion



DHSEM
New Mexico
DISASTER ASSISTANCE PROGRAM
PROJECT WORKSHEET

EXECUTIVE ORDER: 2021-040 **PW #:** 1
Version:
Category: E

APPLICANT INFORMATION	City of Rio Communities 360 Rio Communities Blvd Rio Communities, NM 87002	Vendor ID Number
ADDRESS		
POINT OF CONTACT	"Marty" Martin Moore	mmoore@riocommunities.net

PROJECT DATA

LOCATION: 360 Rio Communities BLVD.

GPS: 34.6557,-106.73196

DAMAGE DESCRIPTION & DIMENSIONS

On July 6, 2021 Rio Communities sustained damages due to flooding from the storm that had torrential down pour of rain in a couple minutes. The City Hall sustained damages throughout the building. Damages due to the rain and flooding include ceiling damages, floor damage like carpet and floor tile.

SCOPE OF WORK

Insurance deductible for the damages on City Hall. Insurance is covering the cost of replacing the interior installation, ceiling tiles, the leaks in the roof and replacing the carpet and floor tile. Water extraction from City Hall done by wet vacuums, dehumidifiers and fans throughout the facility.

NOTES

Total project cost	\$16,500.00
State Share Reimbursement 75%	\$13,000.00
Local Share 25%	\$6,000.00
Eligible Reimbursement	

Applicant will provide cost documentation to support all known final costs.
 Applicant will notify the DHSEM Recovery Unit when all work is complete and ready to inspect.
 Applicant is responsible for obtaining any and all permits required by law or ordinance.
 Applicant will abide by the provisions of the State Purchasing Code.

SIGNATURES

Applicant: _____

Date: _____

 NM DHSEM
 Recovery Unit Manager _____

Date: _____

 NM DHSEM
 Grants Unit Manager _____

Date: _____



DHSEM
New Mexico
DISASTER ASSISTANCE PROGRAM
PROJECT WORKSHEET

EXECUTIVE ORDER:	2021-040	PW #:	2
		Version:	
		Category:	C

APPLICANT INFORMATION ADDRESS	City of Rio Communities 360 Rio Communities Blvd Rio Communities, NM 87002	Vendor ID Number	
POINT OF CONTACT	"Marty" Martin Moore		mmoore@riocommunities.net

PROJECT DATA	
LOCATION:	Rio Communities
DAMAGE DESCRIPTION & DIMENSIONS	
Site 1	34.3859,-106.4401 to 34.3802,-106.4351- Several Drainage ditches along Avenida Del Fuego remove silt and erosen (420LF), culvert clogged with silt.
Site 2	34.62674,-106.73223- Damage to road and culvert on Charmartin Ave.
Site 3	34.3942,-106.4337- Ditch filled with sediment and asphalt damage due to erosen long the shoulder
Site 4	34.3853,-106.4331- damage to the shoulder and asphalt
Scope of Work	
Site 1	Rebuild ditch (420 LF) replace asphalt along the ditch (920 LF), Replace asphalt surface on both sides of the road. (800 SF- 2 Ft wide) clean/remove sediment culverts along Avenida Del Fuego.
Site 2	Remove debris and silt in the ditches and unclog culverts, replace concrete run-down structure including backfill (560 Sq FT). Replace culvert (36 dia.) connected to concrete structure (65 LF). Replace roadway asphalt surface at the intersection of San Lucas Ave and Chamartin Ave (2,450 Sq Ft) Replace existing curb and gutter (75 LF)
Site 3	Rebuild ditch (200 LF) =, Replace the edge of road with asphalt (200 LF, 2 ft wide for 100 SLF).
Site 4	Replace road asphalt surface and edge (1,180 SF)
NOTES	

	Total project cost	\$400,000.00	
	State Share Reimbursement 75%	\$300,000.00	
	Local Share 25%	\$100,000.00	
	Eligible Reimbursement		
<p style="text-align: center;">Applicant will provide cost documentation to support all known final costs. Applicant will notify the DHSEM Recovery Unit when all work is complete and ready to inspect. Applicant is responsible for obtaining any and all permits required by law or ordinance. Applicant will abide by the provisions of the State Purchasing Code.</p>			

SIGNATURES			
	Applicant: _____	Date: _____	
	NM DHSEM Recovery Unit Manager _____	Date: _____	
	NM DHSEM Grants Unit Manager _____	Date: _____	



DHSEM
New Mexico
DISASTER ASSISTANCE PROGRAM
PROJECT WORKSHEET

EXECUTIVE ORDER: 2021-040

PW #: 3
Version:
Category: A

APPLICANT INFORMATION	City of Rio Communities 360 Rio Communities Blvd Rio Communities, NM 87002	Vendor ID Number
ADDRESS		
POINT OF CONTACT	"Marty" Martin Moore	mmoore@riocommunities.net

PROJECT DATA

LOCATION: Rio Communities, NM

GPS: 34.64566, -106.73203

DAMAGE DESCRIPTION & DIMENSIONS

Removed debris from roads for safety of the public

SCOPE OF WORK

Hired a contractor to help remove debris from roadways for public safety. As well paid volunteer fire fighters to help with clearing the roads

NOTES

Total project cost	\$65,000.00
State Share Reimbursement 75%	\$48,750.00
Local Share 25%	\$16,250.00
Eligible Reimbursement	

Applicant will provide cost documentation to support all known final costs.
 Applicant will notify the DHSEM Recovery Unit when all work is complete and ready to inspect.
 Applicant is responsible for obtaining any and all permits required by law or ordinance.
 Applicant will abide by the provisions of the State Purchasing Code.

SIGNATURES

Applicant: _____

Date: _____

NM DHSEM
Recovery Unit Manager _____

Date: _____

NM DHSEM
Grants Unit Manager _____

Date: _____

AUTOMATIC ASSISTANCE AGREEMENT FOR FIRE PROTECTION
BETWEEN
THE CITY OF BELEN FIRE DEPARTMENT AND
THE CITY OF RIO COMMUNITIES FIRE DEPARTMENT

THIS AUTOMATIC ASSISTANCE AGREEMENT FOR FIRE PROTECTION (hereinafter referred to "Agreement") is entered into this ____ day of _____, 2021 and among the CITY OF BELEN FIRE DEPARTMENT (hereinafter referred to as Belen") and the CITY OF RIO COMMUNITIES FIRE DEPARTMENT (hereinafter referred to as "Rio Communities").

WITNESSED:

WHEREAS, the Belen and Rio Communities Fire Department's maintain fire suppression and emergency medical resources that are capable of responding within each respective fire district to provide equipment and personnel support to combat the effect of wildland and structural fires and emergency medical services; and

WHEREAS, the Belen and Rio Communities Fire Departments have provided mutual assistance to each other in extinguishing fire and preserving life and property in their respective jurisdiction and such assistance has been beneficial to both agencies; and, WHEREAS, it is the desire of the parties to render aid, when necessary, as set forth in this

Agreement. NOW, THEREFORE, IT IS MUTUALLY AGREED BY AND AMONG THE PARTIES AS FOLLOWS:

- A. Subject to the availability of personnel and equipment, the incorporated fire district of Belen, New Mexico and the incorporated fire district of Rio Communities, New Mexico shall render Automatic/Mutual Aid to each other in emergency responses and preserving life and property. Such assistance shall be at the consideration and basis for this Agreement. "Automatic Aid" refers to assistance, which shall be dispatched automatically by a responding party within the party's jurisdiction without request, as agreed upon and programmed by the Valencia Regional Emergency Communications Center (VRECC). "Mutual Assistance" refers to assistance requested by the agencies on an as needed basis.
- B. Neither party to this Agreement shall be entitled to any reimbursement or compensation for all or any part of the costs incurred by such party in providing either Automatic Aid or Mutual Aid in emergency responses and preserving life and property, except negotiated by the parties for particular assignments or courses in advance of the performance of such services, and which shall be submitted by addendum in accordance with Paragraph L. This does not include cost recovery, as allowed by law, available by the responding organization from a responsible third party.

- C. Any service performed in accordance with this Agreement by any officer, employee, or volunteer of either party shall constitute service rendered in the line of duty in such office, employment, or volunteer service.
- D. Belen and Rio Communities each agree to use its best efforts to protect the other's personnel and equipment, provided pursuant to this Agreement, during the periods of civil disturbance. In the event such protections are deemed inadequate by the Fire Chiefs, either party may refuse to provide personnel and equipment until the situation is remedied, even though aid personnel and equipment may have been previously committed.
- E. Automatic Aid responses for fire suppression will be made by personnel and equipment described in the current policies and procedures covering such responses. These policies and procedures shall be approved by each Fire Chief and reviewed for modification at a minimum of once per year. The equipment list shall be provided to the VRECC for resource information.
- F. During all responses, both parties will follow the National Incident Management System (NIMS) and Incident Command System (ICS) during all phases of operation.
- G. The Rio Communities Fire Department may use water, at no cost, from the City of Belen Water System utilizing fire hydrants within the city of Belen so long as water usage is reported to the Belen Fire Chief within 24-hours of the incident. This water usage is for record keeping within the City of Belen Water Department.
- H. Any dispatch of personnel and equipment pursuant to this Agreement is subject to the following conditions:
 - 1. A request for Automatic Aid or Mutual Aid hereunder shall be made by a chief officer or senior firefighter of either department and include a statement of the amount and type of personnel and equipment requested and shall specifically state the amount and type of personnel and equipment to be provided, if any based on the availability, shall be determined by a representative of the responding organization.
 - 2. The responding organization shall report to the Incident Commander of the requesting organization at the location to which the personnel and equipment are dispatched. Therefore, orders shall follow under the unified command structure.
 - 3. A responding department shall be released by the requesting department when the services of the responding department are no longer required or

when the responding department is needed within the fire district for which it normally provides fire protection services.

4. Upon release from the incident, the officer in charge from the responding department will properly document that organization's role in regard to the incident and forward this documentation to the requesting party when required.
- I. As between the parties, each party will solely be responsible for liability arising from personnel injury or damage to a person's property caused by its employee's or agents. The liability of either party shall be subject in all cases to the immunities and limitations of the Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, and any amendments thereto.
- J. Either party's employees or volunteers will be considered employees or volunteers for any purpose, including, but not limited to, worker's compensation, insurance, nor any other benefits. afforded to employees or volunteers 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 an obligation or responsibility on behalf of or in the name of the other party.
- K. This Agreement is effective upon the date first written above and shall be in force for a period of five (5) years thereafter, unless sooner by a change of administration or terminated by either party upon thirty (30) days prior with written notice to the other party.
- L. This Agreement supersedes all previous contracts between the Belen Fire Department and Rio Communities Fire Department for Automatic Aid in fire protection and may be amended by a written instrument executed by the parties hereto.
- M. Any request for service or other action not specifically covered under this Agreement must be by a written addendum negotiated by the parties and signed by the Belen Fire Chief and Belen City Manager and Rio Communities Fire Chief and Rio Communities City Manager.
- N. The Fire Chief's may establish, alter, or amend operational guidelines between the respective departments in conformity with this Agreement by written protocol. The changes to the operating and procedural guidelines shall be effective when accepted in writing and both Fire Chiefs.

The undersigned parties, acting as authorized representatives of the City of Belen Fire Department and City of Rio Communities Fire Department hereby express their respective organizations full understanding and acceptance of the mutual obligations and commitments set forth in this Agreement.

CITY OF BELEN

CITY OF RIO COMMUNITIES

Nathan Godfrey, Fire Chief

Andrew Tabet, Interim Fire chief

Jerah R. Cordova, Mayor

Joshua Ramsell, Mayor Pro tem

Attested by:

Dorothy Flores, City Clerk

Elizabeth (Lisa) Adair, Municipal Clerk

Date: _____

Date: _____

