



City of Rio Communities Council Regular Business Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, September 13, 2021 6:00 PM
Agenda

Please silence all electronic devices.

Mayor - Mark Gwinn

Mayor Pro Tem - Joshua Ramsell

Council - Bill Brown, Margaret "Peggy" Gutjahr, Jim Winters

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 City Council Regular Business Meeting from the comfort and safety of your own home by entering the following link: @

<https://www.facebook.com/riocommunities>

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

1. City Council Workshop and Regular Business Meeting Minutes (August 23, 2021)

Swearing in of Code Enforcement Officer

Public Comment: The Council will take public comments on *this meeting's specific agenda items*. These should be in written form via email through 4:45 PM on Monday September 13, 2021 to admin@riocommunities.net. These comments will be distributed to all Councilors for review. *If you wish to speak during the public comment session in person:* The Council will allow each member of the public three (3) minutes to address the Council. Both the public and Council will follow rules of decorum. Give your name and where you live. The public will direct comments to the City Council. Comment(s) will not be disruptive or derogatory.

Manager Report

a) Enhancing Law Enforcement

Commissioner and Board Reports

2. Economic Development Report
Planning and Zoning
Library Board

Department Reports

3. Municipal Clerk Department
Finance Department
Code Enforcement Department
Public Works Department
Fire Department
Municipal Court Department

Action Items

4. Discussion, Consideration, and Decision – Approval of Accounts Payable
5. Discussion, Consideration, and Decision – Resolution 2021 - XX Travel Policy
6. Discussion, Consideration, and Decision – Resignation of Councilor William "Bill" Brown
7. Discussion, Consideration, and Decision – Appointment of City Councilor

Council Discussion

Executive Session- For the purpose of limited personnel matters – Interim Fire Chief pursuant to NMSA 10-15-1(H)(2) and for the discussion of the purchase, addition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8) NMSA 10-15-1(H)(8)

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

Action Items - Consideration & Decision – Mayor Pro tem recommendation regarding Interim Fire Chief and of the purchase, addition or disposal of real property or water rights by the public body

Adjourn

We will be streaming live on Facebook Live @ <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.



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd

Rio Communities, NM 87002
Monday, August 23, 2021 3:00 PM

Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Joshua Ramsell called the workshop to order at 3:06 pm.

Present:

- Mayor Pro tem Joshua Ramsell, (virtual) Councilor Bill Brown, Councilor Peggy Gutjahr and Councilor Jim Winters.
- City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, (virtual) Finance Officer Stephanie Finch and (virtual) Finance Clerk Angela Valadez.

Accounts payable report

- Finance Officer Finch gave a report of accounts payable items over \$500: Tyler Technologies for Incode training for licenses and permitting in the amount of \$852.96 and \$1,194.15; Wells Fargo Financial Leasing for the leasing of the Dell Server Lease in the amount of \$2,497.73; The NM Municipal League for dues in the amount of \$1,075.00; Universal Constructors, Inc for street cleaning after the flooding in the amount of \$8,332.66; Green Acres Lawn Sprinkler for a blanket PO for weed control on City properties; Universal Waste Systems for dumpster service on clean-up day in the amount of \$783.56; Boundtree Medical for medical supplies for medical units in the amounts of \$2,803.77 and \$698.44; Four charges for Universal Constructors, Inc. in the amount of \$83,806.99 for NM GRT, mobilization charges, traffic control and pavement surface restoration.
- Councilor Gutjahr asked if any of the cost for flood cleanup with Universal Constructors will be reimbursed.
- Manager Dr. Moore explained that he has talked with the State, we are expecting reimbursement, but we do not know how much, we are still waiting for paperwork.

Ordinance 2021-xx Article 1 Cannabis Regulating, Production, Manufacturing, Retailing and Other Related Activities

- Manager Dr. Moore explained there has not been any objections to anything in this ordinance but if there is, we can ask to schedule another meeting with Council. He then explained that we might have to refine it later and are looking to amend the zoning code in regard to the number of public hearings, so all ordinances read the same.
- Councilor Gutjahr asked if Council should approve this, can it be amended later.
- Manager Dr. Moore said yes.
- Councilor Brown said that he believes it is solid and will be a good start for September.

Ordinance 2021-xx Chapter 11 Article 6: Nuisance Abatement & Article 7 Dangerous Buildings

- Manager Dr. Moore there are 2 pieces to this, our typical ordinance that deals with nuisances, and currently, the one we have, is too restricting and is causing issues, and we need to make it better, clean it up and make it clear and fair, but giving our officers the ability to have residents reasonably comply. He then explained the dangerous building/structure abatement portion of the ordinance. The discussion continued.
- Mayor Pro tem Ramsell said there is a due processes for the owner of the dangerous building.
- Councilor Brown said he would like to believe that the abatement of dangerous buildings is a part of the nuisance ordinance and explained the ordinance needs to be able to take down the burned buildings; there is no standalone abatement ordinance, it has to be better than a run of the mill nuisance ordinance. He then said it needs to be able to take care of these dangerous buildings and make the owners responsible. He then stated as soon as it is available, he will be first to petition to post the signs from the code enforcer with a timeframe in which the buildings must come down.
- Councilor Gutjahr explained the process is spelled out in 11-7-1.
- Councilor Winters said when writing an ordinance, specific detail makes it easier for the Code Enforcer to enforce, but harder to litigate. He then explained he is concerned that it might get to the point where it is not worth it for the Code Enforcer to write it up.
- Councilor Brown said we have liability to protect the public and continued the discussion.

Resolution 2021-xx ICIP (Infrastructure Capital Improvement Plan)

- Manager Dr. Moore explained that we went from 8 - 12 projects, we have more that we used to, but the State is working on funding and if it is not on our list, it won't be funded. He continued to explain we have storm water at the top because it is a problem the whole county is getting ready to discuss and the fact that we have a drainage master plan in place already, puts us in a good position. He then discussed acquisition of property was added to the park wording so that we could go after grants and funding. He continued the discussion and was appreciative that one of Council's goals was to request enough money to complete a project.
- Councilor Gutjahr said when you look at the project summary, under phases, some of the project have phases and others don't and asked why there is a difference between projects.
- Clerk Adair explained that we will be filling in the details before it is submitted, they will all be phased and continued the discussion.

Junior Appropriation Bill

- Finance Officer Finch explained if you see the Junior library bill, she then stated we have a big facility with plenty of room for the public if we had the money to get it prepared and asked if we can use that money to get the recreational side of the building ready for the public. She then explained the higher ups are taking into consideration that we are a newer City and don't have established spaces and we are waiting to see what they say and began a discussion.
- Councilor Gutjahr asked to be reminded of what was in the language of the Junior bill and began a discussion.

- Finance Officer Finch said it is \$75,000 Seventy-five thousand dollars (\$75,000) for community and youth programs for Rio Communities; funds unexpended by June 30th, 2022 will be reverted to the State of New Mexico's general fund.
- Councilor Brown said to having funds huge amounts of money to upgrade the building we are eligible to artwork funding, at the library specifically and that is free money.

2021 Annual Conference Voting Delegate and Alternate

- Manager Dr. Moore explained that at this point and time their program is in person and the latest report is everything will be in person, explained there might be an issue with voting delegates that cannot attend in person, and began a discussion.
- Mayor Pro tem Ramsell said he has asked the City Manager to be the delegate and the Clerk to be the alternate and they have agreed. The discussion continued.

Manager Report

- Manager Dr. Moore explained the situation with storm water drainage, we have been trying hard communication line open with the golf course, and we are looking forward to making progress. He then said the accidental swimming pool is drying up and hopes that will help with the debris; had a preconstruction meeting on the roads for the chip and seal portions and intersections, the costs on that will have to be reviewed; we have a number of potholes that happened because of the storm water flooding and are putting together an estimate for damages of approximately \$520,000; and are waiting to see how they write the project worksheets; there is a meeting on September 8th regarding the flood water and how to pay for a lot of these repairs; tonight our compliance officer will be here for a formal introduction; he then said we will need to adjust our budget to accommodate his salary.
- Councilor Gutjahr asked the code enforcer will have to be sworn in.
- Clerk Adair said he will be sworn in three weeks from now, he will be registered with the league, and we will order a shield for him as well.
- Councilor Winters said we have had experience with paying someone with no experience and it cost us more in the long run, it is worth the extra cost to have someone with experience.

Council General Discussion & Future Agenda Items

- Councilor Brown had no report.
Councilor Gutjahr asked what Council's role with the library board will be.
- Manager Dr. Moore said the purpose of the meeting will be for them to nominate officers and we will turn it over to them once they have established officers.
- A discussion began regarding board members and term lengths.
- Councilor Gutjahr said there has been a lot of dialogs on next door regarding parks and I am finding there are so many residents that are not receiving e-blasts. She then said it would be a good idea to send something out on next-door to have residents send us their email so that we can send them e-blasts and began a discussion.
- Councilor Gutjahr asked if the park plan is on the website and where is it.
- Manager Dr. Moore said we can do a follow up on that and continued the discussion.
- Councilor Gutjahr explained VIA is being dissolved and further explained if they will be closing, we could acknowledge them in some way. She then said she has a list of all the things VIA has done for the City.

- Councilor Winters said we have had 4 leaks on Brown and every single leak has overflowed the pond on the golf course and thinks that points to a problem that needs to be fixed by the water company.
- Councilor Winters asked if we are planning on putting up fencing or gates on Maddox and Western.
- Manager Dr. Moore said our poles are temporary, but we are planning on a permanent solution with utility access, and this is a good time to point out that there has been a lot of work the past month that will help us out in the long run and thanked Council.
- Councilor Gutjahr asked where we are on the sign.
- Manager Dr. Moore explained we have quotes coming in, dealing with the electrical for the sign and then the sign itself and we are thinking we will have everything ready for Council in September.
- Councilor Gutjahr said when we finished the building on the outside, we were supposed to have a plaque stating when it was finished, who did the work and who the mayor and Council was at that point and asked what happened to that. She then said to right next to us there is an old sign that needs to be updated and that location might be good for that plaque.
- Mayor Pro tem Ramsell asked if we had any word from DOT regarding mowing.
- Manager Dr. Moore said he heard they are on their way, but we do not have a date. He then explained the City is working on our weeds and have hired a bigger company so that we can just get it finished.
- Mayor Pro tem Ramsell asked if there were any updates on the MyCivic app.
- Clerk Adair explained we are waiting to hire the public works because we would have no one to send the work orders to. She explained it is up but not active, but once it is we will advertise that to the public. The discussion continued.
- Councilor Gutjahr asked where we are on the public works hiring and the EMT's.
- Manager Dr. Moore explained the EMT's are ready to start by Mid-September and public works interviews will be scheduled next week.
- City Clerk said we cancelled the combined meeting with Planning and Zoning because of the special meeting regarding cannabis, and they would like to know if it is going to be rescheduled or if it will be pushed back to next quarter.
- Council decided to schedule the meeting for next quarter on December 9th.

Adjourn

The City Council workshop was adjourned at 4:19 pm.

Respectfully submitted,

Elizabeth (Lisa) Adair, Municipal Clerk
(Taken and Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

Mark Gwinn,
Mayor

Joshua Ramsell,
Mayor Pro-tem/Councilor

Bill Brown,
Councilor

Margaret (Peggy) Gutjahr,
Councilor

Jim Winters,
Councilor



City of Rio Communities Council Regular Business Meeting

City Council Chambers - 360 Rio Communities Blvd

Rio Communities, NM 87002

Monday, August 23, 2021 6:00 PM

Minutes

Please silence all electronic devices.

Call to Order

- Mayor Pro tem Joshua Ramsell called to order the regular business meeting at 6:01 pm.

Pledge of Allegiance

- Councilor Gutjahr led the Pledge of Allegiance

Roll Call

- Mayor Pro Tem Joshua Ramsell, (virtual) Councilor Bill Brown, Councilor Peggy Gutjahr and Councilor Jim Winters.
- City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Lisa Adair, City Attorney Chris DeFillippo, and Valencia County News-Bulletin Julie

Approval of Agenda

- Motion made by Councilor Winters to approve the agenda as presented. Seconded by Councilor Gutjahr. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote the agenda was approved as presented.

Approval of Minutes for the Special Workshop With Economic Development Commission

Minutes for 7/28/2021; Special Workshop With Planning and Zoning Commission Minutes for 7/29/2021 and Workshop & City Council Business Meeting Minutes for 8/9/2021

- Motion made by Councilor Gutjahr to approve the minutes for the Special Workshop With Economic Development Commission Minutes for 7/28/2021; Special Workshop With Planning and Zoning Commission Minutes for 7/29/2021 and Workshop & City Council Business Meeting Minutes for 8/9/2021. Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote the minutes for the special workshop of 7/28/2021, the special workshop of 7/29/2021 and the workshop and special business meeting of 8/9/2021 were approved as written.

Public Hearing

- **Motion and roll call vote to recess Regular Business Meeting session and to go into Public Hearing**
 - Motion made by Councilor Gutjahr with a roll call vote to recess the regular business meeting session and to go into the public hearing. Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. with a 4-0 vote With a 4-0 vote Council went into a public hearing at 6:06 pm.
- **Consideration of of the proposed:**
 - **Ordinance 2021-xx Chapter 11 Article 6: Nuisance Abatement & Article 7 Dangerous Buildings**

- Heather Cary from 104 McKnight Place said she has no issue with article 7 but she felt the nuisance ordinance is very vague, not explaining the accumulation of vehicles or the animal noise issues and was concerned that because there were not specifics it was too broad. She then said she has a petition regarding the ordinance
- Tommy Westmorlane said not here for or against the ordinance but is against the 2 houses and if this ordinance makes it easier, more power to ya. We have been through 2 City Managers and three different code enforcers who couldn't get rid of them. As far as the nuisance, she is right about it being vague but that will be up to the Code Enforcer to enforce. He is not for or against the ordinance, but he wants this place cleaned up, and if making it more specific helps, he is for that. He doesn't care what height the weeds can be in the ordinance, but that one needs to be enforced. He knows that we are trying to clarify what you can do legally and to do it right, and that is good, it needs to be done right so there is no recourse against you, you have to do it right. He is not here to say yay or nay but hopes good comes out of it. He said he feels we will pass it but hopes that more good comes out of it than bad, people are leery when a city starts making so many rules, I used to write ordinances for a little town, I was a mayor. I know that you can pack a book of ordinances and we couldn't enforce 99 percent of them because we couldn't enforce because we couldn't afford to enforce them. But I want the City to make rules it can enforce, that the ordinance won't take too much money, too much time, don't have the staff to enforce it. This should make us come together. He came to live here for police, EMS, and fire and if the ordinance makes those things easier, he is all for it.
- Attorney Chris DeFillippo stated the new ordinance that has been drafted, and it is great that you folks are discussing the ordinance, it is important to discuss this sort of thing to come up with something that everyone can agree on. The first statements that were made were that the ordinance was vague that the reason the ordinance is vague that it allows for a variety of things to be enforced; obviously, not everything is going to be enforced and that is an opportunity for the Code Enforcer to utilize it in a way that we have discussed and that is in a way to clean up large portions. For example, weeds: if you have a weed ordinance that describes what specific types of weeds that can be enforced and which cannot, it limits the City in that specific sense. I will give you an example of the City of Santa Fe. They used to have a very in depth weed ordinance that used to be about 45 pages long, giving description of what type of weed could be enforced and what that did was make the list get longer and longer and longer, because folks would say hey this weed was not described in here, therefore you can't enforce it. The courts agreed, said nope, okay, and ultimately what they ended up doing was scrapping it and creating something similar to the ordinance we currently have which is defined by broad terms, which then can go before the court, and you can argue either side. The citizen can say this is a flower I purposely planted and give the opportunity to make those statements, and if the code enforcer has a disagreement about what that means, it allows both sides to make a statement. In addition, it allows the neighbors to have that opportunity. But again, it is up to the code enforcer. Regarding vehicles, accumulation of vehicles not in working condition. That

includes, it can include one vehicle and the reason that it can include one vehicle is because, for example, a resident has a non-working vehicle that is in parts in front of it's house for three and a half years and the ordinance states three vehicles and there is only one vehicle, there is no way to enforce that, simply because it is just parts of a single vehicle that's in front of the house. So, that is kind of the reasons for leaving this in a broader language rather than being specific, it allows for broader enforcement of things that can potentially be an issue, not necessarily be an issue, but can be an issue. This ordinance is broken down into two aspects: the first is nuisances, which is the first section and the second is dilapidated buildings. And reason those were drafted into two separate sections is because dilapidated/dangerous buildings are of further health concerns to a municipality. What I mean by that is when you have a building that is not structurally sound and children, for example, get into that building, it is something the City should be able to take care of, and have the right to take care of under the State statutes that are provided for city powers, and those are cited within our statute. The first aspect are more general nuisances and as you can see in there, there is plenty of opportunity for a citizen who does not agree with the code enforcer's assessment of that nuisance to bring that before the Council as something they can say was not a fair reason for this nuisance to be cited. And as an example, a citizen can say, no, I planted these flowers, I think of them as not weeds, we had a disagreement, they can bring it before the Council and the Council can have the opportunity to, and again, hear the comments from both sides, are these weeds or are these not weeds. That goes for any aspect of this ordinance, and I think this is a good description and am willing to answer any questions, should there be any, in front of the Council.

- Dago from 5 Avendia (inaudible) asked why is it okay, why it is concerning what is on the property, it is our property.
- Attorney Chris DeFillippo explained the well being of the community and the public as a whole, protecting property value. The definition of public health is a broad definition, but it is the well being of the community as a whole, and I understand your disagreement of that on personal property, but personal property within a municipality can be regulated to protect the health, safety and wellness of others. The municipality has an opportunity, a duty rather than an opportunity to protect. Again, your neighbor's ability to have health and safety, such as keeping mice from their property.
- Dago said this is a perception.
- Attorney Chris DeFillippo said he does not agree that it is a perception (inaudible).
- Dick Irvine from 607 Western Drive said 605, right next to me is abandoned. We have lived here about four months and it has been abandoned the whole time. It is trashed, trashed. There is trash in the entry way, there is trash in the back yard and trash in the easement. The building itself, the carport, instead of being separate from the rafters, the building is under the rafters, cracks in the building, (inaudible). I don't feel my property value will ever increase when you have that right next door. So that is what I wondered when he was talking about abandoned buildings, and to what extent does that apply.

- Attorney DeFillippo stated that is why the ordinance is in a broader nature, rather than a more restrictive nature; this provides the City to potentially have that property fall under these descriptions as abandoned. As we stated in the second statement that was provided, that this was provided by the Municipality to address the concerns you have. Again, I don't know that property, that would be the Code Enforcers determination on if they want to put a notice on the property, that sort of thing, then you could move forward with the process described.
 - Dick Irvine said there is a note on the door that says it is abandoned. Evidently, it might be from taxes, there is a lock box on it (inaudible) in and out. One guy comes in every once in a while, and look around and clean up a little, but I don't who I have to address to get it cleaned up.
 - Mayor Pro tem Ramsell said this would be under the code enforcer.
 - Manager Dr. Moore said we hired a new enforcer and during my report tonight, I am going to have a brief introduction of the code enforcer we have hired, and let the community know that we have one, he has passed the background check, and he is hired. So, we will take that information that that you've got and follow through with it. (inaudible).
 - Dick Irvine said it would be nice if the Council or whoever, would go out and see it, you can see it from the front without even looking in the back. Thank you.
 - Heather said about the weeds in Santa Fe, she actually liked the multiple choices. I have a friend that was asked to removed her asparagus that she grows for herself to and it grows this high because of the roots, so I think too much of it is up for interpretation, I know you want the broader version so it is easier to prosecute but I have had people sign a petition because it is too broad and you will be able to prosecute things that are truly not in this ordinance.
 - Loedi Silva from 309 Ricodo said her neighbors to the west to us are addressing the same ordinance that is has this broadness to it, weeds and parking and other things that are broad, but when I attended City Council they said they have to write up everything because that is how it states it, so we cannot say this is a tumble weed or this is an asparagus plant, it is over 12" high, we have to take it out, and so their hands are tied and they are looking at this ordinance that is in question in Belen because of that, the broadness of it, they are required to write up everything because if not it is favoritism to my neighbor around the corner who is growing asparagus and they are writing me up for a tumble weed. So this is just a comment that I feel I do understand the broadness of it but Belen is having to re-evaluate something they passed two years ago, basically since their code enforcements hands are tied, there is nothing they can do, or they have to write up everyone and address everything, even if it is a special circumstance.
 - Councilor Brown said he still believes the nuisance abatement ordinance should not be combined with the dangerous buildings, as it currently does, the co-mingling of two nuisances with dangerous structures is rather restrictive.
- **Ordinance 2021-xx Article 1 Cannabis Regulating, Production, Manufacturing, Retailing and Other Related Activities**

- Councilor Gutjahr explained Chief Gonzales said when doing a cannabis ordinance, to please not accept any candidates who are hash oil extract, they would need fire department approval because we need to use the fire codes, this process is explosions and he said we need to consider this and add it to the ordinance.
- Councilor Winters said they also need to get a business license and that is included in the license, a fire inspection of that property. The State would give the final approval.
- Councilor Brown said the Cannabis ordinance is very well written and it satisfies our mandate to regulate within the boundaries in which we are responsible.
- **ICIP (Infrastructure Capital Improvement Plan)**
 - Councilor Brown said the ICIP is balanced request for assistance for immediate and future assistance.
- **Motion and roll call vote to go back into Regular Business Meeting session**
 - Motion made by Councilor Gutjahr with a roll call vote to go back into the regular business meeting session. Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote Council went back into the regular business session at 6:30 pm.

Discussion, Consideration, and Decision - Ordinance 2021-xx Article 1 Cannabis Regulating, Production, Manufacturing, Retailing and Other Related Activities

- Councilor Winters explained that we were given a very short time period to pass the ordinance and have covered as many areas as we can. We have done our best to protect the residential areas, only 2 areas that cannabis can be sold or manufactured or tested are in zones C-2 and C-3, and fire inspectors would be able to come in and do inspections. We did the best we could with only 2 - 3 weeks to have one in place in time, we will most likely have to make changes in the future as we grow and learn, but if we don't have anything in place the by September 1, those are the rules they abide by.
- Motion made by Councilor Gutjahr to pass ordinance 2021 Article 1 Cannabis regulating, production, manufacturing, retailing and other related activities. Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote Ordinance 2021-80 Article 1 Cannabis Regulating, Production, Manufacturing, Retailing and other Related Activities was passed, approved, and signed.

Discussion, Consideration, and Decision – Ordinance 2021-xx Chapter 11 Article 6: Nuisance Abatement & Article 7 Dangerous Buildings

- Councilor Gutjahr said this has been in planning and zoning before Council for a long time, trying to make sure what we pass we can enforce, and I appreciate the comments tonight, but what has happened in the past is our Code Enforcer will talk to the person in violation and address the issue and why it is an issue, so it is not someone randomly going about doing that; I know that we have had a lot of conversation about it and we have gone back and forth how we can look at it without getting into every little piece of it.

- Councilor Brown said he still believes that nuisance ordinance to be apart of the abatement ordinance and this will be something I believe would be wise to address in the future.
- Councilor Winters said this has been the toughest, simply because with this ordinance there are two sides of the story, keep in mind if the code enforcer goes to court, keep in mind our attorney would probably be there, and if it is contested in another court our attorney would be there as well, so he tends to lean towards an ordinance our attorney can defend in court.
- Mayor Pro tem Ramsell said it has been quite a while, with several drafts, lots of work between P&Z, Council and the attorney and asked for the pleasure of the Council.
- Motion made by Councilor Gutjahr to pass Ordinance 2021 Chapter 11 article 6 nuisance abatement & article 7 dangerous buildings. Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Mayor Pro tem Ramsell, Councilor Winters Voting Nay: Councilor Brown. With a 3-0 vote Ordinance 2021-81 Chapter 11 Article 6: Nuisance Abatement & Article 7 Dangerous Buildings was passed, approved, and signed.

Discussion, Consideration, and Decision – Resolution 2021-xx ICIP (Infrastructure Capital Improvement Plan)

- Councilor Gutjahr explained capital outlay: we submit to the State Legislature a list of projects the City needs to complete and it is up to the legislatures to decided what they will fund, and have asked for funds to be allocated Storm water and drainage, to it to finish off City Hall, the library is almost completely done, but we want to finish City Hall for recreation and fire suppression, parks and open spaces, there is a park plan and a committee, public safety equipment, pavement reconstruction, roadway beautification, roadways, trails paths and sidewalk, streetlights, fire department complex, public works equipment, and emergency system county wide. She then thanked the legislatures who have funded our projects so far.
- Councilor Brown said for the benefit of our residence we apply for grants, described by the Councilor and once they are approved and we receive the money, the City does do a match of a certain percentage to achieve a whole lot of improvement with a truly limited staff, we try to maximize every dollar.
- Councilor Winters explained that years ago, a group of people from Panning & Zoning began the process to get a master drainage plan, we were finally able to get one done, and now that we have that plan, we were able to ask for funding for drainage projects and have been awarded one. We also started working on a parks plan and now we were awarded \$200,000 towards parks; f you do not have a plan and ask for money you aren't going to get it.
- Motion made by Councilor Gutjahr to pass Resolution 2021 ICIP (Infrastructure Capital Improvement Plan). Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote Resolution 2021-20 ICIP (infrastructure capital improvement plan) was passed, approved, and signed.

Public Comment

- Lorraine Chavez from 510 Hermosa said there are 2 house that have been burnt for 7 years and we have been trying to get them down for 7 years, what do we have to do to get them taken down. They are real danger to anyone that lives there, there are mice and snakes, and it is dangerous, and our property value, it doesn't help our property value.
- Ray Vigil from 508 Hermosa said the 2 house that have been burnt, I have called Santa Fe, I have called the County, I called here, nothing was every done, the houses were sold from one person to another, and we have other problems with the houses across the street, Saturday I was cutting weeds, the sheriff passed by, nobody passes by for months, they just set up their speed gun and don't come into the neighborhood. (inaudible) Now weed business, the new law comes into effect. There are piles of junk, (inaudible) there are cars trash, you name it, I would like to know if the people have licenses to work on the their vehicles in the street, park everywhere, and the last thing I am going to say is I don't smoke pot but the law says an adult can have 6 plants in their yard so the situation there is it causes crime.
- Manager Dr. Moore explained said it has been a frustrating process to get a compliance officer because it is a thankless job. The ordinance in relationship to the burned buildings, we have created this ordinance to help with that, we did not have a good process before; the key to taking care of these problem places is a lot of follow through. From this point forward we will be working actively and will be working with the new code enforcer.
- Marcia Torres Martinez from Loma Verde said she lives next door to the goat lady, has 15 goats on their property, I have counted up to 30 goats, baby goats, big goats, goats are very noisy, that is way too many goats, I need it controlled; if they get out they jump on me, they jump on my vehicles, I have rats, I have snakes, I have things getting into my place. Things need to be controlled, just the smells alone. I worry for my mom's health and safety. I have had the cops called because my dogs barked and goats you can't muzzles, you can't do anything about the goats. Something needs to be done about livestock.
- Tommy Westmorland said I have chicken next door. Like I said I have been a mayor before and you can enforce any community standard that is put on the books, the problem he has for the New City Manager, to me, if we don't cleanup after ourselves how can we expect someone else to clean up, we need to get the City workers, public works, whatever you want to call it, and clean it up. I hope code enforcer does not step across the yard to look for violations, that for me (inaudible), the solution, we have to find the money to clean the city up and explained how he cleans up his property, he is so disappointed and wanted to ask this too, if we have renters here most have a contract and in the lease it usually said, you keep the property clean, but there has to be a way to get that property owner involved in this process, so I will make this little comment, it doesn't make any sense to have messy city areas and you are going after the public, (inaudible) good luck, if I think you are right I will say so, and if I feel you are wrong you can be sure I will say so.

Manager Report

- Manager Dr. Moore said we have 3 different companies that we had contracted to do the brush work, but only one showed up to do some work on the expressway, we are trying to get some other options to get the city cleaned, we are looking at buying equipment or hiring a landscaping company to get the weeds under control; we are starting to get some street work done; he had a good conversation with the plan director trying to get some

volunteers, how many roll offs it is going to take to get the tires and mattresses cleaned up; he has presented to Council to have a State of the City report to update the residents, we know there is a lot to do, particularly before winter hits because of fire danger. He then said we kept a promise on #304 we got the lights fixed, promised to get the library, library is almost done, our budget is in good shape, we are following through with items we have promised our residents. He then said we are working together with the under sheriff to get you reports on what kind of enforcement is happening.

- Manager Dr. Moore then introduced our new code enforcer.
- Ricardo Yzquierdo stated if you do file a complaint, he will insure you that he will look into it and began a discussion.

Discussion, Consideration, and Decision – Approval of Accounts Payable

- Mayor Pro tem Ramsell explained Council had an extensive discussion at the workshop and asked if there were any comments from Council.
- Councilor Gutjahr said they are up on the website before the meeting and when they have been approved as well as minutes, but the only highlights were the cost of cleanup after the storm, and we are waiting to see if the insurance will cover any of the cost. She then said the other costs were standard costs and she encouraged the public to look at then and call City Hall if there are questions.
- Mayor Pro tem Ramsell explained that we have an a charge for over \$83,000 for Universal Constructors for road work and that was part of a NMDOT Grant.
- Motion made by Councilor Winters to pay bills as quoted. Seconded by Councilor Gutjahr. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote accounts payable was approved to be paid.

Discussion, Consideration, and Decision – 2021 Annual Conference Voting Delegate and Alternate

- Manager Dr. Moore explained that the NMML has requested that each community provide a voting delegate and we have been working with them and the state to get projects finished and currently, we have 14 grant programs on the books. The Municipal League is looking for a voting delegate and an alternate, the league will be meeting in person this year.
- Motion made by Councilor Winters to have Dr. Moore as the delegate and Mrs. Adair to be the alternate. Seconded by Councilor Gutjahr. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote Council approved the voting delegate and alternate for the 2021 annual conference.

Council Discussion

- Councilor Brown asked for the current status on traffic calming on Hillandale.
- Manager Dr. Moore said he is looking into double striping and is looking to place signage and will be getting together with public works to make sure those go up.
- Councilor Gutjahr addressed to Ray Vigil and said with the nuisance ordinance will help to take care of the homes that have been burned. She then said for information said we are trying to get more information to the newsletter and asked if to give the City Clerk your

- email to help get information to you faster and explained the sign for the message board for the City is in a 2-stage process, the electrical first and then an electronic sign installed.
- Councilor Winters asked how many got an animal questioner from the City, a few had not received it, the public made a few comments, and he then said we are trying to figure out animal questions with the public's opinions considered and encouraged people to speak up on the ordinances review. The discussion continued.
 - Mayor Pro tem Ramsell had no report.

Executive Session - For the purpose of Executive Session for the purpose regarding the discussion of the purchase, acquisition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8), City Manager contract and on the contract for the hiring of the Fire Chief & limited personnel matters. NM Section 10-15-1 (H)(2) and possible pending litigation 10-15-1 (H)(7) as a City Matter.

- Attorney DeFilippo asked Council for a change to the executive session to include possible threatening or pending litigation 10-15-1 (H)(7) be included as well as a City Matter.

Motion and roll call vote to go into close session

- Motion made by Councilor Gutjahr with a roll call vote to go into close session for the purpose of executive session for the purpose regarding the discussion of the purchase, acquisition or disposal of real property or water rights by the public body pursuant to NMSA 10-15-1(H)(8), City Manager contract and on the contract for the hiring of the Fire Chief & limited personnel matters. NM Section 10-15-1 (H)(2) and possible pending litigation 10-15-1 (H)(7) be included as well as a City Matter. Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote Council went into executive session at 7:29 pm.

Motion and roll call vote to go back into the regular business meeting session

- Motion made by Councilor Gutjahr with a roll call vote to go back into the regular business meeting session. Seconded by Councilor Brown. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote Council went back into the regular business meeting session at 8:20 pm.

Welcome everyone back and statement by the Mayor Pro-tem

- Mayor Pro-tem Ramsell welcomed everyone back and then stated the Governing Body of the City of Rio Communities, New Mexico, hereby states that on August 23, 2021 a Closed Executive Session was held and the matters discussed were the purpose regarding the discussion of the purchase, acquisition or disposal of real property or water rights by the public body, City Manager contract and on the contract for the hiring of the Fire Chief & limited personnel matters and pending litigation as posted on the agenda.

Consideration & Decision – Mayor Pro-tem recommendation regarding the purchase, acquisition or disposal of real property or water rights by the public body, City Manager contract and on the contract for the hiring of the Fire Chief & limited personnel matters NM Section 10-15-1 (H)(2) and possible pending litigation 10-15-1 (H)(7).

- Mayor Pro tem Ramsell recommended extending the housing allowance for City Manger Dr. Moore for six more months per section 20, the first amendment of his employment contract.
- Councilor Gutjahr moved to approve the recommendation that was made by the Mayor Pro tem. Seconded by Councilor Winters. Voting Yea: Councilor Gutjahr, Councilor Brown, Mayor Pro tem Ramsell, Councilor Winters. With a 4-0 vote the motion to extend housing allowance for City Manager Dr. Martin by six months was approved. No other actions were taken.

Adjourn

- Councilor Winters moved to adjourn. The motion was second by Councilor Gutjahr. With a 4-0 vote the City Council regular business meeting was adjourned at 8:22 pm.

Respectfully submitted,

Elizabeth (Lisa) Adair, Municipal Clerk
(Transcribed by Amy L. Lopez, Deputy Clerk)

Date: _____

Approved:

Mark Gwinn,
Mayor

Joshua Ramsell,
Mayor Pro-tem/Councilor

Bill Brown,
Councilor

Margaret (Peggy) Gutjahr,
Councilor

Jim Winters,
Councilor



CITY OF RIO COMMUNITIES

Office of Planning and Zoning Commission

360 Rio Communities Blvd.
PO Box 565
Rio Communities, NM 87002
505-861-6803
www.riocommunities.net

Item 2.

AUGUST 2012 MONTHLY REPORT TO CITY COUNCIL

September 8, 2021

1. On August 15, Ms. Kathryn Reese, the recent owner of a 10-acre undeveloped parcel located south of Nancy Lopez Dr., and west of state Highway 47 queried this commission on the necessary procedures to subdivide her property. Essentially, she asked this commission whether she could create an access road from her property to Highway 47. City Manager Dr. Moore is working with Ms. Reese on the subdivision process.
2. Commission voted unanimously to approve "Official Notification of Decision" (Case #: 2021-01) in the matter of Jaylynn Rael, who had requested a variance to the location of her horse shelter. Her petition was denied.
3. Commission is reviewing the quick reference matrix for commercial properties developed by Councilperson Winters. The matrix is a comprehensive alphabetical listing of possible businesses that allows prospective owners to determine "at-a-glance" if their business is permitted or requires a conditional or special use permit in relation to zones. This review is an on-going process.
4. Still on the agenda... a thorough review of the City's Comprehensive (Master) Plan.
5. Discussion continues on sectioning City into distinct neighborhoods. Commissioner Thompson is POC for this project.
6. Though the Council has adopted a preliminary Cannabis Ordinance (as a place holder), the Commission recommends research into the lawfulness of regulating energy consumption in cultivating cannabis¹. As FYI... growing cannabis in-doors requires inordinate amounts of electricity in the form of specialty lighting and HVAC requirements. And, as most electricity is fossil-fuel based, in an effort to curb climate change, regulating energy use is prudent.

¹ According to the Northwest Power and Conservation Council (NPCC), indoor commercial cannabis production (also known as a cannabis grow room) can consume 2,000 to 3,000 kilowatt hours (kWh) of energy per pound of product. Contrast this with the US Energy Information Administration (EIA) estimate that the typical residential home consumes 877 kWh per month. Illinois is leading the way in regulating energy consumption. See Illinois HB1438, Cannabis and Regulation and Tax Act.

Municipal Clerk Department Report September 13, 2021**For the month of August**

- Amy and I had Incode training on permits and licenses
- Continued training with Municode to set up the library board meetings agenda and minutes
- Virtual training for the ICIP
- Attended Department Head & Staff meetings with City Manager/Department Heads & all employees
- Attended the P&Z training on Roberts rules of order
- helped at the dumpster day
- Amy & I attended the 1st Library Board meeting
- Training with Municode and the library board secretary on how to setup their agenda
- Amy & I attended the 1st Library Board meeting
- Attended the annual conference for the NMML in person

Finance Department
August 2021 Department Report

- Accounts Payable
- Reconciliation of bank accounts
- Biweekly Payroll / Payroll Reporting & Taxes
- Preparing for Audit
- Worked on end of year adjustments
- Auditors onsite the week of 8/2/21 – 8/5/21
- Angela and I attended City Street Repair kick-off meeting with GM Emulsion
- Attended Department Head & Staff meetings with City Manager/Department Heads & all employees
- Angela received 3 quotes for the electric sign
- Angela and I met with 4 electricians, getting quotes for the electric sign
- Angela got all the paperwork filled out and turned in to United Business Bank to change our bank accounts to 100% FDIC Insured and interest bearing.
- Angela attend the NMML Annual Conference in person
- I ordered a Ford Escape for the City Manager
- Monthly grant management
- Worked on planning for incoming grant agreements
- I am working on cross training Angela on bank reconciliation, payroll, quarterly reports, etc.

Public Works Dept.
Gordon Reeves / Director

Pavement Rehabilitation
Gordon Reeves / Project Manager

Reports; Aug,2021

Public Works

1. **The library is essentially complete** with minor Exit sign wiring and cosmetic cleanup of wire conduits remaining.
2. **Interviews** for public works vacancies to be conducted this week.
3. **Potholes:** Locations have been identified for repair, By Longitude and Latitude. We are currently awaiting state approval on funding.
 - a. **Roads:** Country Club Lane replacement completed. New six inch asphalt yet to be installed, weather.
 - b. **New road contract;** Chip seal. All the roads pertaining to this contract has been chipped and broomed at this point, Oiling them will commence in September
4. **Weed mowing Contractor** is completing clean up in key locations such as Manzano Expressway, Highway 304, and main city streets.
5. Installed more temporary fence with no trespassing signs in alleys near the golf course.
6. Located property pins for new perimeter fencing along city property next to the fire station.
7. **Worked with TLC to validate** HVAC roof system repairs.
8. **Repaired** the electrical connection to Highway 304 street lights.
9. **Preparing plans for Rio Communities Blvd** (Hwy 47) street light fixture up-grade (72 Fixtures). As a result, public Works could have up to 102 reconditioned halogen street light fixtures available for city street light improvements
10. **City Hall Roof:** Recondition all roof drain canals, have TLC do a review on all HVAC units, recondition metal duct work if necessary and any other trade work prior to future new roof system.
11. **Next road work project.** Analyze all road cuts & penetrations prior to new grant requests for repair and chip seal.

Public Works Dept.
Gordon Reeves / Director

Pavement Rehabilitation
Gordon Reeves / Project Manager

Working / Project Managing

1. **Large room with the Server;** preparing the large room for Court clerks & city clerks temporary office for them to move in before the library is opened.
2. **Country Club Lane R&R road:** Still working in the new six -inch asphalt curb to be placed
3. **Compliance officer Vehicle:** The Ford Crown Vic is cleaned up, decals are on the vehicle, safety systems checked, and the odometer is repaired.
4. **Deputy Sheriff:** Constant communication with the Sheriff's Department reporting hot areas of speeding, abandoned vehicles, and identifying break ins.

This is my report.
Gordon Reeves



Rio Communities, NM

Accounts Payable Approval Report

By Fund

Item 4.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 11000 - General Operating Fund				
Department: 1001 - Governing Body				
NM Self Insurers' Fund	220	09/09/2021	Public Officials Errors & Omiss...	1,898.14
Department 1001 - Governing Body Total:				1,898.14
Department: 1009 - Municipal Court				
Amazon Business	1TW6-YDT9-69NJ	08/30/2021	2 Drawer Mesh File Cart in Black	112.43
Amazon Business	1TW6-YDT9-69NJ	08/30/2021	Pendaflex Hanging File Folders 3..	69.84
Department 1009 - Municipal Court Total:				182.27
Department: 2001 - Manager				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	644.00
Department 2001 - Manager Total:				644.00
Department: 2002 - General Administration				
Robles, Rael, & Anaya	10880	08/30/2021	Attorney Fees - FY 2022	1,833.88
Robles, Rael, & Anaya	10881	08/30/2021	Attorney Fees - FY 2022	317.15
Mid-Regional Council of Gover...	22-033	08/30/2021	MR.COG	2,585.00
Ralph T. Barnes	2034	09/07/2021	Not to exceed \$2500 Skilled la...	1,187.50
NM Water Service Company	INV0002738	09/08/2021	Water	333.70
NM Self Insurers' Fund	220	09/09/2021	General Liability	2,434.50
NM Self Insurers' Fund	323	09/09/2021	Property Insurance	2,488.79
Wells Fargo Financial Leasing	5016615909	09/13/2021	Dell Server Lease	2,497.73
SJT Group LLC	8717	09/13/2021	FY 2020-2021 Financial Audit	15,102.50
Sharp Electronics Corporation	9003454244	09/13/2021	Copies for City Hall	269.57
News-Bulletin	INV0002740	09/13/2021	Firefighter - EMT job posting	150.01
NM Gas Co	INV0002735	09/17/2021	Natural Gas	47.74
Comcast Business	INV0002716	09/18/2021	Telecommunications	420.99
Department 2002 - General Administration Total:				29,669.06
Department: 2004 - Finance/Budget/Accounting				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 2004 - Finance/Budget/Accounting Total:				525.00
Department: 2008 - Municipal Clerk				
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	file jackets, flat	19.99
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	Clear Sheet Protector	27.70
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	Pressboard folder with fastener...	37.98
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	DMD Countertop Business Card...	55.37
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	Pressboard file folder with faste...	56.08
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	file jacket expansion pocket	30.95
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 2008 - Municipal Clerk Total:				753.07
Department: 2014 - Economic Development				
UKUU Creative	186	09/07/2021	EDC Social Media & Website Ma..	161.81
Department 2014 - Economic Development Total:				161.81
Department: 3001 - Law Enforcement				
Quest Diagnostics	9194407401	09/08/2021	pre-employment drug screening..	33.50
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	330.74
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
WEX Bank	73690944	09/13/2021	Fuel - Code Enforcement	41.40
Department 3001 - Law Enforcement Total:				930.64
Department: 3002 - Fire Protection				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 3002 - Fire Protection Total:				525.00

Accounts Payable Approval Report

Item 4.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 3004 - Animal Control				
Valencia County Fiscal Office	AC2022-05	09/09/2021	Animal Control	1,865.00
Department 3004 - Animal Control Total:				1,865.00
Department: 3005 - Dispatch/E911				
Village of Los Lunas	369	09/07/2021	E-911 Dispatch Services	7,741.50
Department 3005 - Dispatch/E911 Total:				7,741.50
Department: 3101 - Emergency Services/Disasters				
HDR Engineering, Inc.	1200370907	09/07/2021	Engineering Assessment of City ...	16,367.33
Department 3101 - Emergency Services/Disasters Total:				16,367.33
Department: 5101 - Public Works				
Woodlands Hardware	006805/1	08/26/2021	Balnknet PO-Supplies-Chip Brush...	9.71
Home Depot	635841810	08/31/2021	Items for Public Works-	170.55
Ralph T. Barnes	2043	09/09/2021	Blanket PO not to exceed 100 H...	2,500.00
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	424.59
Rio Communities Service Station	3956	09/09/2021	Blanket PO, Mechanical repairs ...	401.42
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
WEX Bank	73690944	09/13/2021	Fuel - Public Works	46.60
Department 5101 - Public Works Total:				4,077.87
Department: 5104 - Highways and Streets				
APE Electric	3787	09/13/2021	Blanket PO Electrical repairs	461.98
PNM	INV0002727	09/17/2021	Electricity	76.93
PNM	INV0002726	09/20/2021	Electricity	150.98
PNM	INV0002728	09/20/2021	Electricity	51.70
PNM	INV0002729	09/20/2021	Electricity	39.42
PNM	INV0002730	09/20/2021	Electricity	117.44
PNM	INV0002732	09/20/2021	Electricity	798.66
PNM	INV0002733	09/20/2021	Electricity	461.80
PNM	INV0002734	09/20/2021	Electricity	118.55
Department 5104 - Highways and Streets Total:				2,277.46
Fund 11000 - General Operating Fund Total:				67,618.15
Fund: 20200 - Environmental				
Department: 5009 - Environmental				
Universal Waste Systems, Inc.	0001166110	09/09/2021	Dumpster Service - Clean-Up Da...	363.80
Department 5009 - Environmental Total:				363.80
Fund 20200 - Environmental Total:				363.80
Fund: 20900 - Fire Protection				
Department: 3002 - Fire Protection				
PNM	INV0002725	08/20/2021	Electricity	1,359.82
NM Water Service Company	INV0002737	09/08/2021	Water	62.13
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	8,902.53
NM Self Insurers' Fund	282	09/09/2021	Volunteer Firefighter Insurance	3,300.00
NM Self Insurers' Fund	323	09/09/2021	Property Insurance	8,295.21
Boundtree Medical	84189516	09/09/2021	Medical supplies For Med units	24.98
Comcast Business	INV0002739	09/09/2021	Telecommunications	231.20
WEX Bank	73690944	09/13/2021	Fuel - Fire Department	787.32
NM Gas Co	INV0002736	09/17/2021	Natural Gas	53.99
PNM	INV0002724	09/20/2021	Electricity	281.25
Department 3002 - Fire Protection Total:				23,298.43
Fund 20900 - Fire Protection Total:				23,298.43
Fund: 21600 - Municipal Street				
Department: 5002 - Municipal Streets				
Universal Constructors, Inc.	9050	09/13/2021	Tax	396.24
Universal Constructors, Inc.	9050	09/13/2021	place a asphalt curb	4,992.00
Department 5002 - Municipal Streets Total:				5,388.24
Fund 21600 - Municipal Street Total:				5,388.24

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 29700 - County EMS GRT				
Department: 2002 - General Administration				
Quest Diagnostics	1914407401	09/08/2021	Pre-employment drug screening..	37.75
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	3,697.90
WEX Bank	73690944	09/13/2021	Fuel - EMS	35.42
Department 2002 - General Administration Total:				3,771.07
Fund 29700 - County EMS GRT Total:				3,771.07
Fund: 30400 - Road/Street Projects				
Department: 2002 - General Administration				
Universal Constructors, Inc.	9048-A	09/07/2021	NM GRT	376.52
Universal Constructors, Inc.	9048-A	09/07/2021	Subgrade Preparation	4,743.60
Department 2002 - General Administration Total:				5,120.12
Fund 30400 - Road/Street Projects Total:				5,120.12
Grand Total:				105,559.81

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	67,618.15
20200 - Environmental	363.80
20900 - Fire Protection	23,298.43
21600 - Municipal Street	5,388.24
29700 - County EMS GRT	3,771.07
30400 - Road/Street Projects	5,120.12
Grand Total:	105,559.81

Account Summary

Account Number	Account Name	Expense Amount
11000-1001-57070	Insurance - General Liabili...	1,898.14
11000-1009-56020	Supplies - General Office	182.27
11000-2001-52120	Workers' Compensation (...)	644.00
11000-2002-55010	Contract - Audit	15,102.50
11000-2002-55020	Contract - Attorney Fees	2,151.03
11000-2002-55999	Contract - Other Services	1,187.50
11000-2002-57070	Insurance - General Liabili...	4,923.29
11000-2002-57090	Printing/Publishing/Advert..	419.58
11000-2002-57130	Rent of Equipment/Machi...	2,497.73
11000-2002-57150	Subscriptions & Dues	2,585.00
11000-2002-57160	Telecommunications	420.99
11000-2002-57171	Utilities - Natural Gas	47.74
11000-2002-57173	Utilities - Water	333.70
11000-2004-52120	Workers' Compensation (...)	525.00
11000-2008-52120	Workers' Compensation (...)	525.00
11000-2008-56020	Supplies - General Office	228.07
11000-2014-55999	Contract - Other Services	161.81
11000-3001-52120	Workers' Compensation (...)	525.00
11000-3001-55999	Contract - Other Services	33.50
11000-3001-56120	Supplies - Vehicle Fuel	41.40
11000-3001-57070	Insurance - General Liabili...	330.74
11000-3002-52120	Workers' Compensation (...)	525.00
11000-3004-55999	Contract - Other Services	1,865.00
11000-3005-55999	Contract - Other Services	7,741.50
11000-3101-55030	Contract - Professional Se...	16,367.33
11000-5101-52120	Workers' Compensation (...)	525.00
11000-5101-54040	Maintenance & Repairs - ...	401.42
11000-5101-54060	Maintenance Supplies	9.71
11000-5101-55999	Contract - Other Services	2,500.00
11000-5101-56030	Supplies - Field Supplies	170.55
11000-5101-56120	Supplies - Vehicle Fuel	46.60
11000-5101-57070	Insurance - General Liabili...	424.59
11000-5104-55999	Contract - Other Services	461.98
11000-5104-57170	Utilities - Electricity	1,815.48
20200-5009-55999	Contract - Other Services	363.80
20900-3002-56070	Supplies - Medical	24.98
20900-3002-56120	Supplies - Vehicle Fuel	787.32
20900-3002-57070	Insurance - General Liabili...	20,497.74
20900-3002-57160	Telecommunications	231.20
20900-3002-57170	Utilities - Electricity	1,641.07
20900-3002-57171	Utilities - Natural Gas	53.99
20900-3002-57173	Utilities - Water	62.13
21600-5002-55999	Contract - Other Services	5,388.24
29700-2002-55999	Contract - Other Services	37.75
29700-2002-56120	Supplies - Vehicle Fuel	35.42
29700-2002-57070	Insurance - General Liabili...	3,697.90
30400-2002-58090	Roadways/Bridges	5,120.12

Account Summary

Account Number	Account Name	Expense Amount
30400-2002-58090	Roadways/Bridges	
	Grand Total:	105,559.81

Project Account Summary

Project Account Key	Expense Amount
None	105,559.81
	Grand Total:
	105,559.81

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



Rio Communities, NM

Accounts Payable Approval Report

By Fund

Item 4.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 11000 - General Operating Fund				
Department: 1001 - Governing Body				
NM Self Insurers' Fund	220	09/09/2021	Public Officials Errors & Omiss...	1,898.14
Department 1001 - Governing Body Total:				1,898.14
Department: 1009 - Municipal Court				
Amazon Business	1TW6-YDT9-69NJ	08/30/2021	2 Drawer Mesh File Cart in Black	112.43
Amazon Business	1TW6-YDT9-69NJ	08/30/2021	Pendaflex Hanging File Folders 3..	69.84
Department 1009 - Municipal Court Total:				182.27
Department: 2001 - Manager				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	644.00
Department 2001 - Manager Total:				644.00
Department: 2002 - General Administration				
Robles, Rael, & Anaya	10880	08/30/2021	Attorney Fees - FY 2022	1,833.88
Robles, Rael, & Anaya	10881	08/30/2021	Attorney Fees - FY 2022	317.15
Mid-Regional Council of Gover...	22-033	08/30/2021	MR.COG	2,585.00
Ralph T. Barnes	2034	09/07/2021	Not to exceed \$2500 Skilled la...	1,187.50
NM Water Service Company	INV0002738	09/08/2021	Water	333.70
NM Self Insurers' Fund	220	09/09/2021	General Liability	2,434.50
NM Self Insurers' Fund	323	09/09/2021	Property Insurance	2,488.79
NM Gas Co	INV0002735	09/17/2021	Natural Gas	47.74
Comcast Business	INV0002716	09/18/2021	Telecommunications	420.99
Department 2002 - General Administration Total:				11,649.25
Department: 2004 - Finance/Budget/Accounting				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 2004 - Finance/Budget/Accounting Total:				525.00
Department: 2008 - Municipal Clerk				
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	file jackets, flat	19.99
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	Clear Sheet Protector	27.70
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	file jacket expansion pocket	30.95
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	Pressboard folder with fastener...	37.98
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	DMD Countertop Business Card...	55.37
Amazon Business	1JTQ-X1X4-NKR3	08/26/2021	Pressboard file folder with faste...	56.08
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 2008 - Municipal Clerk Total:				753.07
Department: 2014 - Economic Development				
UKUU Creative	186	09/07/2021	EDC Social Media & Website Ma...	161.81
Department 2014 - Economic Development Total:				161.81
Department: 3001 - Law Enforcement				
Quest Diagnostics	9194407401	09/08/2021	pre-employment drug screening..	33.50
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	330.74
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 3001 - Law Enforcement Total:				889.24
Department: 3002 - Fire Protection				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 3002 - Fire Protection Total:				525.00
Department: 3004 - Animal Control				
Valencia County Fiscal Office	AC2022-05	09/09/2021	Animal Control	1,865.00
Department 3004 - Animal Control Total:				1,865.00
Department: 3005 - Dispatch/E911				
Village of Los Lunas	369	09/07/2021	E-911 Dispatch Services	7,741.50
Department 3005 - Dispatch/E911 Total:				7,741.50

Accounts Payable Approval Report

Item 4.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 3101 - Emergency Services/Disasters				
HDR Engineering, Inc.	1200370907	09/07/2021	Engineering Assessment of City ...	16,367.33
Department 3101 - Emergency Services/Disasters Total:				16,367.33
Department: 5101 - Public Works				
Woodlands Hardware	006805/1	08/26/2021	Balnknet PO-Supplies-Chip Brush...	9.71
Home Depot	635841810	08/31/2021	Items for Public Works-	170.55
Ralph T. Barnes	2043	09/09/2021	Blanket PO not to exceed 100 H...	2,500.00
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	424.59
Rio Communities Service Station	3956	09/09/2021	Blanket PO, Mechanical repairs ...	401.42
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
Department 5101 - Public Works Total:				4,031.27
Department: 5104 - Highways and Streets				
PNM	INV0002727	09/17/2021	Electricity	76.93
PNM	INV0002726	09/20/2021	Electricity	150.98
PNM	INV0002728	09/20/2021	Electricity	51.70
PNM	INV0002729	09/20/2021	Electricity	39.42
PNM	INV0002730	09/20/2021	Electricity	117.44
PNM	INV0002732	09/20/2021	Electricity	798.66
PNM	INV0002733	09/20/2021	Electricity	461.80
PNM	INV0002734	09/20/2021	Electricity	118.55
Department 5104 - Highways and Streets Total:				1,815.48
Fund 11000 - General Operating Fund Total:				49,048.36
Fund: 20200 - Environmental				
Department: 5009 - Environmental				
Universal Waste Systems, Inc.	0001166110	09/09/2021	Dumpster Service - Clean-Up Da...	363.80
Department 5009 - Environmental Total:				363.80
Fund 20200 - Environmental Total:				363.80
Fund: 20900 - Fire Protection				
Department: 3002 - Fire Protection				
PNM	INV0002725	08/20/2021	Electricity	1,359.82
NM Water Service Company	INV0002737	09/08/2021	Water	62.13
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	8,902.53
NM Self Insurers' Fund	282	09/09/2021	Volunteer Firefighter Insurance	3,300.00
NM Self Insurers' Fund	323	09/09/2021	Property Insurance	8,295.21
Boundtree Medical	84189516	09/09/2021	Medical supplies For Med units	24.98
Comcast Business	INV0002739	09/09/2021	Telecommunications	231.20
NM Gas Co	INV0002736	09/17/2021	Natural Gas	53.99
PNM	INV0002724	09/20/2021	Electricity	281.25
Department 3002 - Fire Protection Total:				22,511.11
Fund 20900 - Fire Protection Total:				22,511.11
Fund: 29700 - County EMS GRT				
Department: 2002 - General Administration				
Quest Diagnostics	1914407401	09/08/2021	Pre-employment drug screening..	37.75
NM Self Insurers' Fund	220	09/09/2021	Automobile Insurance	3,697.90
Department 2002 - General Administration Total:				3,735.65
Fund 29700 - County EMS GRT Total:				3,735.65
Fund: 30400 - Road/Street Projects				
Department: 2002 - General Administration				
Universal Constructors, Inc.	9048-A	09/07/2021	NM GRT	376.52
Universal Constructors, Inc.	9048-A	09/07/2021	Subgrade Preparation	4,743.60
Department 2002 - General Administration Total:				5,120.12
Fund 30400 - Road/Street Projects Total:				5,120.12
Grand Total:				80,779.04

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	49,048.36
20200 - Environmental	363.80
20900 - Fire Protection	22,511.11
29700 - County EMS GRT	3,735.65
30400 - Road/Street Projects	5,120.12
Grand Total:	80,779.04

Account Summary

Account Number	Account Name	Expense Amount
11000-1001-57070	Insurance - General Liabili...	1,898.14
11000-1009-56020	Supplies - General Office	182.27
11000-2001-52120	Workers' Compensation (...)	644.00
11000-2002-55020	Contract - Attorney Fees	2,151.03
11000-2002-55999	Contract - Other Services	1,187.50
11000-2002-57070	Insurance - General Liabili...	4,923.29
11000-2002-57150	Subscriptions & Dues	2,585.00
11000-2002-57160	Telecommunications	420.99
11000-2002-57171	Utilities - Natural Gas	47.74
11000-2002-57173	Utilities - Water	333.70
11000-2004-52120	Workers' Compensation (...)	525.00
11000-2008-52120	Workers' Compensation (...)	525.00
11000-2008-56020	Supplies - General Office	228.07
11000-2014-55999	Contract - Other Services	161.81
11000-3001-52120	Workers' Compensation (...)	525.00
11000-3001-55999	Contract - Other Services	33.50
11000-3001-57070	Insurance - General Liabili...	330.74
11000-3002-52120	Workers' Compensation (...)	525.00
11000-3004-55999	Contract - Other Services	1,865.00
11000-3005-55999	Contract - Other Services	7,741.50
11000-3101-55030	Contract - Professional Se...	16,367.33
11000-5101-52120	Workers' Compensation (...)	525.00
11000-5101-54040	Maintenance & Repairs - ...	401.42
11000-5101-54060	Maintenance Supplies	9.71
11000-5101-55999	Contract - Other Services	2,500.00
11000-5101-56030	Supplies - Field Supplies	170.55
11000-5101-57070	Insurance - General Liabili...	424.59
11000-5104-57170	Utilities - Electricity	1,815.48
20200-5009-55999	Contract - Other Services	363.80
20900-3002-56070	Supplies - Medical	24.98
20900-3002-57070	Insurance - General Liabili...	20,497.74
20900-3002-57160	Telecommunications	231.20
20900-3002-57170	Utilities - Electricity	1,641.07
20900-3002-57171	Utilities - Natural Gas	53.99
20900-3002-57173	Utilities - Water	62.13
29700-2002-55999	Contract - Other Services	37.75
29700-2002-57070	Insurance - General Liabili...	3,697.90
30400-2002-58090	Roadways/Bridges	5,120.12
Grand Total:		80,779.04

Project Account Summary

Project Account Key	Expense Amount
None	80,779.04
Grand Total:	80,779.04

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

STATE OF NEW MEXICO
CITY OF RIO COMMUNITIES

RESOLUTION NUMBER: 2021 - 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 13th DAY OF SEPTEMBER 2021 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.

City of Rio Communities Governing Body

Mark Gwinn, Mayor

Joshua Ramsell, Mayor Pro-tem

Bill Brown, Councilor

Margaret (Peggy) Gutjahr, Councilor

Jimmie Winters, Councilor

ATTEST:

Elizabeth F. Adair, Municipal Clerk

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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. **Council, Commission or Board Meeting** means the formal convening of public officers who comprise a Council, advisory Council, commission or boards 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 Council, advisory Council, board 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 Council, advisory Council, board, and commission members elected or appointed to a special or advisory Council, board or commission specifically authorized by law or City ordinance, resolution, or approved action of the Governing Body (hereinafter "Council"). "Special" Councils, boards or commissions are those adopted by City ordinance, while "advisory" Councils,

boards or commissions are those adopted by resolution or motion of the Council 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. **In State Travel.** Requests for in state travel, except as otherwise noted, by an officer or employee shall be approved by the City Manager. The Fiscal Officer 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.
- B. **Out of State Travel.** All out of state travel requests require Council approval and 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.
- C. **Request for Travel.** The request for travel - see CRC 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, **\$12.00**;
 - c. for 6 six hours, but less than 12 hours beyond the normal workday, **\$20.00**;
 - d. for 12 hours or more beyond the normal workday, **\$30.00**;
 - 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, **\$85.00**;
 - b. in state special areas, **\$135.00**;
 - c. out of state areas, **\$115.00**;
 - 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, **\$12.00**;
 - c. for 6 hours or more, but less than 12 hours, **\$20.00**;
 - d. for 12 hours or more, **\$30.00**.
 - 4. **Special area designations:** For all officers and employees, the in state special area shall be Santa Fe.
- C. **Council, commission and committee members:** Non-salaried public officers may receive per diem as follows:
- 1. **Council, Commission and Board 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
 - d. Library Board
 - 2. **Municipal non-salaried public officers:** Non-salaried public officers of Municipalities may elect to receive either:
 - a. \$95.00 per meeting day for attending each Council, commission, or board meeting; or
 - b. per diem rates in accordance with subsection B of this Section, provided that the Council, commission, or board 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 Council, advisory Council, commission, or board 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 Council 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 \$30.00 for in-state travel and \$45.00 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, **\$12.00**;
 3. for 6 hours or more, but less than 12 hours, **\$20.00**;
 4. for 12 hours or more, **\$30.00**;
 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 Council 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 previous year, for each mile traveled in a privately owned vehicle. This rate will be automatically adjusted on July 1 of each fiscal year.
 - 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
 - a. the destination is not included on the official state map or on the Rand-McNally road atlas, or,
 - b. 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;
 3. parking fees, preferred, valet or other special parking, other than handicapped, will not be considered for reimbursement; and
 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 in conflict regarding travel procedures or dealing with the subject matter contained in this policy, the more stringent policy shall govern.

ATTACHMENT A



CITY OF RIO COMMUNITIES TRAVEL PROCESS

Version 08/15/2021

All City of Rio Communities staff and elected officials must fill out a "Travel Request Form" prior to any travel. Travel means being on official business away from your designated post of duty.

Travel Request Deadlines: Travel Requests should be turned in prior to any travel and AT LEAST 10 days before the conference/training occurs to allow the Accounts Payable Office time to process advance payments.

Travel Forms- all forms are on the City of Rio Communities website and can be found using the link below:

<https://www.riocommunities.net/finance/page/finance-department>

- **Travel Request/Final Voucher Form** (Paper Forms -used for travel requests and reimbursements)
- **Mileage Reimbursement Form** (Paper Form-personal vehicle mileage within State)

Different Types of Travel Explained:

1. **Per Diem:** Is issued to out of City travelers that are not turning in receipts at a set per diem rate.
 - a. **Prior to Departure:** Traveler submits a completed **Per Diem- Travel Request Form**, map, & agenda. This is paid out using the limits set in the City of Rio Communities Travel Policy. Finance Dept. issues a set 80% advance, **if requested**.*
 - b. **Upon Return:** Traveler submits a completed **Per Diem-Final Travel Voucher Form**, updates departure and return dates and time, and attaches proof of attendance. Using limits set in City of Rio Communities Travel Policy, Finance Department issues reimbursement deducting any advance from final total cost.
2. **Actuals:** Is issued to out of City travelers that are turning in itemized receipts.
 - a. **Prior to Departure:** Traveler submits a completed **Actual-Travel Request Form**, map, agenda, & hotel booking receipt, any estimated cost docs. This is reimbursed by using the hotel booking receipt, and other estimated costs docs & the actual reimbursement limits set in the City of Rio Communities Travel Policy. Finance Dept. issues an 80% advance, **if requested**.*
 - b. **Upon Return:** Traveler submits **Actual-Final Travel Voucher Form**, and all itemized receipts along with evidence of attendance. (You don't have to turn in agenda and map again unless destination has changed from the request). Using limits set in City of Rio Communities Travel Policy, Finance Dept. issues final reimbursement deducting any advance from final total cost.
 - c. If you lose any itemized receipts, please complete **Affidavit Lost Itemized Receipt Form**.

***REQUEST FORM AND FINAL TRAVEL FORMS ARE LINKED. BE SURE TO SAVE EACH FILE SEPERATELY SO YOU DON'T HAVE TO RE-ENTER THE INFO EACH TIME YOU FINALIZE YOUR TRAVEL.**

Mileage: The current mileage rate is .56/mile. Mileage is issued to in-City travelers that are using their personal vehicle for City business. Traveler logs the odometer readings as required in the Mileage Reimbursement Form and turns them in with department head signature to the Procurement Office for reimbursement. *mileage requested outside of City limits must be requested via the Travel Form.**

Vehicle Use Statement must be completed and submitted with travel form when a personal vehicle is being used in place of an employer provided vehicle.

P-Cards use: Used for Actual Travel only (i.e. hotel, parking, registration).

P-card cannot be used for meals.

MUST BRING IN PROOF OF ATTENDANCE FOR FINAL REIMBURSEMENT: Please bring in official certificate of completion, copy or picture of sign in sheet, official name tag, official email from agency verifying attendance (i.e., agenda, handouts, conference materials, hotel receipt, etc are not acceptable). This requirement is part of our accounting internal control procedures. **Please turn in Final Travel paperwork within 7 days of your return.**

CITY OF RIO COMMUNITIES PER DIEM-TRAVEL REQUEST

Version 08/15/2021

Item 5.

ALL REQUESTS MUST BE SUBMITTED (AND COMPLETED CORRECTLY) AT LEAST 10 DAYS PRIOR TO TRAVEL IF REQUESTING AN ADVANCE.

INCORRECTLY COMPLETED REQUEST MAY BE RETURNED AFFECTING THE ISSUANCE OF PAYMENT.

MAKE SURE TO "SAVE AS" A COPY OF YOUR REQUEST FORMS FOR USE IN FINALS. AND BE SURE TO USE THE SAME FILE FOR FINAL REIMBURSEMENT.

Traveler		
Destination		
Justification		
GL Account		
	Will you be traveling in state (Answer Y or N)?	
	Will you be traveling to Santa Fe (Answer Y or N)?	
	Are you requesting an Advance (Answer Y or N)?	
	Is a Government Vehicle Available to you (Answer Y or N)?	(if N, please provide Vehicle Use Statement)



Departure

Date & Time of Departure

	Date	
	Time	
Do you depart before the start of the normal workday (answer Y or N) ? (i.e. 8 AM)		
How many hours earlier?		
Traveling To (location/site):	Include your agenda or meeting notice	
	Miles from worksite:	
Will you be using a City-owned vehicle? (answer Y or N)	Y	

Return

Date & Time of Return

	Date	
	Time	
Does your return occur after the end of the normal workday (answer Y or N)? (i.e. 5 PM)		
How many hours later?		
Returning From:	Include mileage chart or map printout	Click Here for Map
	Miles to worksite:	

If your actual return date and time differs from your anticipated, please file a corrected request upon your return.

Mileage

	0 miles at	0.560 per mile	\$ -
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TOTAL OTHER EXPENSES: MUST PROVIDE ITEMIZED RECEIPTS IF MORE THAN \$6/DAY OR \$30 PER TRIP.

Rental Car	
Airfare	
Parking	
Registration	
Tips	
Other	
Total Costs	\$ -

Per Diem

Total Travel and business time	0 hours	0 hours beyond work day
Does this qualify for overnight travel?	Y	0 24 hour periods

Partial Day

Partial day per diem when travel extends beyond the normal workday and no overnight lodging is required that day.

Less than 2 hours	\$ -	
2 but less than 6 hours	\$ 18.00	
6 but less than 12 hours	\$ 40.00	
12 or more hours	\$ 55.00	\$ -

Overnight Travel

In state	\$ 151.00	\$ -
Special Areas (Santa Fe only)	\$ 194.00	\$ -
Out of State	\$ 151.00	\$ -

Partial Day following a 24-hour period where lodging is not required

Hours beyond 24-hour period	0	
Less than 2 hours	\$ -	
2 but less than 6 hours	\$ 18.00	
6 but less than 12 hours	\$ 40.00	
12 or more hours	\$ 55.00	\$ -

Total Cost of Travel

Amount of Advance \$ -

Traveler Certification: I certify that the above travel was necessary and proper City business and the amounts claimed are just and true in all aspects.

- ☐ Agenda, meeting details or other documentation regarding travel purpose is attached.
- ☐ Map Quest, Google Map or other mileage determination printout is attached.

Signature _____ Date _____

Approvals

Signatures

Date

Department Head

Treasurer

City Manager

CITY OF RIO COMMUNITIES PER DIEM-FINAL TRAVEL VOUCHER

Version 08/15/2021

Item 5.

INCORRECTLY COMPLETED VOUCHERS MAY BE RETURNED AFFECTING THE ISSUANCE OF PAYMENT.



Traveler		
Destination		
Justification		
Budget/Line Item		
	Will you be traveling in state (Answer Y or N)?	
	Will you be traveling to Santa Fe (Answer Y or N)?	
	Is a Government Vehicle Available to you (Answer Y or N)?	(if N, please provide Vehicle Use Statement)

Departure

Date & Time of Departure

	Date	
	Time	
	Do you depart before the start of the normal workday (answer Y or N) ? (i.e. 8 AM)	
	How many hours earlier?	
Traveling To (location/site):	Include your agenda or meeting notice	
	Miles from worksite:	
	Will you be using a City-owned vehicle? (answer Y or N)	

Return

Date & Time of Return

	Date	
	Time	
	Does your return occur after the end of the normal workday (answer Y or N)? (i.e. 5 PM)	
	How many hours later?	
Returning From:	Include mileage chart or map printout	Click Here for Map
	Miles to worksite:	

If your actual return date and time differs from your anticipated, please file a corrected request upon your return.

Mileage

	0 miles at	0.560 per mile	\$ -
--	------------	----------------	------

TOTAL OTHER EXPENSES: MUST PROVIDE ITEMIZED RECEIPTS IF MORE THAN \$6/DAY OR \$30 PER TRIP.

Rental Car	
Airfare	
Parking	
Registration	
Tips	
Other	
Total Costs	\$ -

Per Diem

Total Travel and business time	0 hours	0 hours beyond work day
Does this qualify for overnight travel?	Y	0 24 hour periods

Partial Day

Partial day per diem when travel extends beyond the normal workday and no overnight lodging is required that day.

Less than 2 hours	\$ -	
2 but less than 6 hours	\$ 18.00	
6 but less than 12 hours	\$ 40.00	
12 or more hours	\$ 55.00	\$ -

Overnight Travel

In state	\$ 151.00	\$ -
Special Areas (Santa Fe only)	\$ 194.00	\$ -
Out of State	\$ 151.00	\$ -

Partial Day following a 24-hour period where lodging is not required

Hours beyond 24-hour period	0	
Less than 2 hours	\$ -	
2 but less than 6 hours	\$ 18.00	
6 but less than 12 hours	\$ 40.00	
12 or more hours	\$ 55.00	\$ -

Total Cost of Travel

Amount of Advance	\$ -
Final Total Reimbursement	\$ -

Traveler Certification: I certify that the above travel was necessary and proper City business and the amounts claimed are just and true in all aspects.

- ☐ Agenda, meeting details or other documentation regarding travel purpose is attached.
- ☐ Map Quest, Google Map or other mileage determination printout is attached.

Signature _____ Date _____

Approvals

Signatures

Date

Department Head _____

Finance Director _____

City Manager _____

CITY OF RIO COMMUNITIES ACTUAL-TRAVEL REQUEST

Version 8/1

ALL REQUESTS MUST BE SUBMITTED (AND COMPLETED CORRECTLY) AT LEAST 10 DAYS PRIOR TO TRAVEL IF REQUESTING AN ADVANCE.

INCORRECTLY COMPLETED REQUEST MAY BE RETURNED AFFECTING THE ISSUANCE OF PAYMENT.

MAKE SURE TO "SAVE AS" A COPY OF YOUR REQUEST FORMS FOR USE IN FINALS. AND BE SURE TO USE THE SAME FILE FOR FINAL REIMBURSEMENT.

Traveler	
Destination	
Justification	
Budget/Line Item	



Will you be traveling in state (Answer Y or N)?	
Will you be traveling to Santa Fe (Answer Y or N)?	
Are you requesting an Advance (Answer Y or N)?	
Is a Government Vehicle Available to you (Answer Y or N)?	

(if N, please provide Vehicle Use Statement)

Departure

Date & Time of Departure

Date	
Time	
Do you depart before the start of the normal workday (answer Y or N) ? (i.e. 8 AM)	
How many hours earlier?	
Travleing To (location/site): Include your agenda or meeting notice	
Miles from worksite:	
Will you be using a City-owned vehicle? (answer Y or N)	

Return

Date & Time of Return

Date	
Time	
Does your return occur after the end of the normal workday (answer Y or N)? (i.e. 5 PM)	
How many hours later?	
Returning From: Include mileage chart or map printout Click Here for Map	
Miles to worksite:	

If your actual return date and time differs from your anticipated, please file a corrected request upon your return.

Total All Expenses

Hotel		PCARD?	
Meals	\$ -	PCARD NOT AUTHORIZED	
Rental Car		PCARD?	
Airfare		PCARD?	
Parking		PCARD?	
Registration		PCARD?	
Tips			
Total Costs	\$ -		

Actual expenses limited by policy & receipts are REQUIRED (\$55 a day for in/out-of-state meals, \$215/day lodging).

Mileage

0	miles at	0.560 per mile	\$ -
---	----------	----------------	------

Total Cost of Travel

Amount of Advance \$ -

Traveler Certification: I certify that the above travel was necessary and proper City business and the amounts claimed are just and true in all aspects.

- ☐ Agenda, meeting details or other documentation regarding travel purpose is attached.
- ☐ Map Quest, Google Map or other mileage determination printout is attached.

Signature _____

Date _____

Approvals

Signatures

Date

Department Head

Finance Director

City Manager

CITY OR RIO COMMUNITIES ACTUAL-FINAL TRAVEL VOUCHER

Version 7/1/202

Item 5.

INCORRECTLY COMPLETED VOUCHERS MAY BE RETURNED AFFECTING THE ISSUANCE OF PAYMENT.



Traveler _____
 Destination _____
 Justification _____
 Budget/Line Item _____

Will you be traveling in state (Answer Y or N)? _____
 Will you be traveling to Santa Fe (Answer Y or N)? _____
 Is a Government Vehicle Available to you (Answer Y or N)? _____

(if N, please provide Vehicle Use Statement)

Departure

Date & Time of Departure

Date _____
 Time _____

Do you depart before the start of the normal workday (answer Y or N) ? (i.e. 8 AM)

How many hours earlier?

Traveling To (location/site): **Include your agenda or meeting notice**

Miles from worksite: _____

Will you be using a City-owned vehicle? (answer Y or N) _____

Return

Date & Time of Return

Date _____
 Time _____

Does your return occur after the end of the normal workday (answer Y or N)? (i.e. 5 PM)

How many hours later?

Returning From: **Include mileage chart or map printout**[Click Here for Map](#)

Miles to worksite: _____

If your actual return date and time differs from your anticipated, please file a corrected request upon your return.

Total All Expenses

Hotel	_____	PCARD?	_____
Meals	_____	PCARD NOT AUTHORIZED	_____
Rental Car	_____	PCARD?	_____
Airfare	_____	PCARD?	_____
Parking	_____	PCARD?	_____
Registration	_____	PCARD?	_____
Tips	_____		
Total Costs	\$ -		

Actual expenses limited by policy & receipts are REQUIRED (\$55 a day for in/out-of-state meals, \$215/day lodging).

Mileage

_____ miles at 0.560 per mile \$ -

Total Travel and business time _____ hours _____ hours beyond work day
 Does this qualify for overnight travel? _____ 24 hour periods

Partial Day following a 24-hour period where lodging is not required

Hours beyond 24-hour period _____
 Less than 2 hours \$ -
 2 but less than 6 hours \$ 18.00
 6 but less than 12 hours \$ 40.00
 12 or more hours \$ 55.00 \$ -

Total Cost of Travel

Amount of Advance \$ -
 Final Total Reimbursement \$ -

Traveler Certification: I certify that the above travel was necessary and proper City business and the amounts claimed are just and true in all aspects.

- ☐ Agenda, meeting details or other documentation regarding travel purpose is attached.
☐ Map Quest, Google Map or other mileage determination printout is attached.

Signature _____ Date _____

Approvals

Signatures

Date

Department Head

Finance Director

City Manager

CITY OF RIO COMMUNITIES VEHICLE USE STATEMENT

ONLY COMPLETE STATEMENT IF YOU ANSWERED "N" TO USE OF GOVERNMENT VEHICLE ON BUSINESS TRAVEL.

TRAVELER:

BRIEFLY DESCRIBE CIRCUMSTANCES WHERE A GOVERNMENT VEHICLE WAS NOT AVAILABLE TO EMPLOYEE REQUESTING TRAVEL:

Should Administration determine the above statement to be false, mileage reimbursement rate will be adjusted to the rate consistent with employer vehicle availability.

Department Head Signature

Date

STATE OF NEW MEXICO)

) ss.

ty OF SOCORRO)

**AFFIDAVIT FOR LOST ITEMIZED PURCHASE RECEIPT**

I, NAME, being first duly sworn upon my oath, subject to the penalty of perjury, depose and state the following:

1. I am over the age of 18 years.

2. I a POSITION at the City of Rio Communities DEPARTMENT department.

3. On or aroun DATE/TIME I purchased DESCRIPTION OF PURCHASE
 for PURPOSE OF PURCHASE
 with my personal credit card, from VENDOR NAME for \$ AMOUNT

4. I misplaced the itemized receipt and am unable to get a duplicate.

5. I did not purchase alcohol, entertainment, or valet/preferred parking from the merchant in this transaction.

6. I did not purchase personal items/expenses not associated with City business

7. I did not purchase items/expenses incurred by family members or guests.

8. I did not purchase items/expenses prior to or beyond my dates of travel.

9. The purpose of this affidavit is to supplement the purchasing record in lieu of the itemized receipt.

10. FURTHER, AFFIANT SAYETH NOT.

 Signature

bscribed and sworn to before me by NAME on this ____ day of _____, _____.

 NOTARY PUBLIC

My Commission Expires:



CITY OF RIO COMMUNITIES

360 Rio Communities Blvd.
PO Box 565
Rio Communities, NM 87002
505-861-6803
www.riocommunities.net



Item 6.

To: Joshua Ramsel, Mayor pro tem, City of Rio Communities
Copy: PhD Marty Moore CMO, City Manager, City of Rio Communities
Lisa Adair CMO, City Clerk, City of Rio Communities

From: William R. "Bill" Brown CMO, City Council, City of Rio Communities

Subject: Letter of resignation from the City of Rio Communities City Council

Please accept my letter of resignation as City Councilman, effective noon, September 12, 2021. I take my responsibilities as Councilman very seriously but due to personal reasons find it increasingly difficult to serve at a level of performance acceptable to me.

I feel proud to have served our community as your Councilman for the past 5.5 years and honored to represent our residents. This has been an exciting time, as our local government has transitioned from fledgling infancy providing bare necessities, to a position of expanded public safety and resident amenities. That's the good news!

The better news is that our city is now fully positioned to provide more services and improved amenities in the very near future. As if a nurtured desert plant, Rio Communities is poised to blossom! I will truly miss being part of and contributing to the process of our City being ever more responsive to the needs of our residents.

I am proud, pleased and blessed to have served to the best of my ability,

Bill Brown