



City of Rio Communities Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, April 25, 2022 3:00 PM
Agenda

Please silence all electronic devices.

ATTENTION: We encourage you to participate in the Workshop from the comfort and safety of your own home by entering the following link: @ <https://www.facebook.com/riocommunities>

Call to Order

Attendees

Presentations/Proclamations

Agenda Items

- 1. Accounts payable report** (Finance Officer)
- 2. Grant Writer Contract** (Manager/Council)
- 3. MOA Rio Communities Sheriff** (Manager/Council)
- 4. Fee(s) Workgroup** (Manager/Council)

Public Comment: The Council will take public comments in written format. These should be emailed to admin@riocommunities.net through 2:00 PM on Monday, April 25, 2022. These comments will be distributed to all Councilors for review. ***If you wish to speak during the public comment session***, the Council will allow each member of the public to three (3) minutes to address the Council.

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

Manager Report

5. **a) Universal Waste**
b) Library Soft Opening
c) Public works and Janitor employee(s)

Council General Discussion & Future Agenda Items

Adjourn

Thank you - Joshua Ramsell - Mayor of Rio Communities

Council may be attending the Public Taskforce meeting held virtual in Rio Communities NM on April 26 starting 6:00 pm, the Economic Development Priorities Meeting held virtual in Rio Communities NM on May 4 starting 6:00 pm a possible quorum may be in attendance.

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



Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 11000 - General Operating Fund					
Department: 1001 - Governing Body					
Card Service Center	INV0003166	04/19/2022	Councilor Apodaca registration	11000-1001-57050	250.00
Card Service Center	INV0003166	04/19/2022	Councilor Gordon registration	11000-1001-57050	250.00
Arthur L. Apodaca	INV0003184	04/20/2022	Travel Reimbursment 4/6/2022	11000-1001-53010	295.00
Lawrence R. Gordon Jr.	INV0003185	04/20/2022	Travel Reimbursment 4/6/2022	11000-1001-53010	295.00
Department 1001 - Governing Body Total:					1,090.00
Department: 1009 - Municipal Court					
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	11000-1009-56040	4.79
Department 1009 - Municipal Court Total:					4.79
Department: 2001 - Manager					
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	11000-2001-56040	8.41
Amazon Business	17H6-FMYG-4F3Q	04/20/2022	name plate - Marty	11000-2001-56020	37.47
Department 2001 - Manager Total:					45.88
Department: 2002 - General Administration					
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	11000-2002-56040	41.00
Wells Fargo Financial Leasing	5019645091	04/18/2022	Dell Server Lease	11000-2002-57130	2,497.73
Sharp Electronics Corporation	9003751064	04/18/2022	Copies for City Hall	11000-2002-57090	313.49
Card Service Center	04266	04/19/2022	Water	11000-2002-56999	9.16
Card Service Center	04714	04/19/2022	Water	11000-2002-56999	19.50
TLC Plumbing & Utility Commer...	159209	04/19/2022	Yearly HVAC Maintenance - City	11000-2002-55999	1,307.20
Wells Fargo Financial Leasing	5019773899	04/19/2022	Sharp Copier Lease	11000-2002-57130	138.42
Card Service Center	INV0003168	04/19/2022	extra security on City issue emai..	11000-2002-56010	3,340.65
Card Service Center	INV0003169	04/19/2022	Microsoft 365 business Professi...	11000-2002-56010	201.71
Card Service Center	INV0003172	04/19/2022	Go Daddy Email Plus	11000-2002-56010	88.18
Card Service Center	INV0003173	04/19/2022	Go Daddy Email Plus Renewal	11000-2002-56010	3,314.47
Department 2002 - General Administration Total:					11,271.51
Department: 2004 - Finance/Budget/Accounting					
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	11000-2004-56040	25.22
Amazon Business	1M6H-P7JQ-VV3Y	04/18/2022	Various Office Supplies	11000-2004-56020	39.82
Amazon Business	1MTJ-G317-VN13	04/18/2022	Various Office Supplies	11000-2004-56020	471.43
Card Service Center	INV0003171	04/19/2022	Notary Exam - Renee Adams	11000-2004-57050	30.00
Card Service Center	INV0003177	04/19/2022	Surety Bond Renewal-Angela Va...	11000-2004-57071	185.00
Card Service Center	INV0003178	04/19/2022	Postage	11000-2004-57080	9.52
Amazon Business	17H6-FMYG-4F3Q	04/20/2022	name plate - Renee	11000-2004-56020	12.49
Amazon Business	17H6-FMYG-4F3Q	04/20/2022	name plate - Angela	11000-2004-56020	12.49
Department 2004 - Finance/Budget/Accounting Total:					785.97
Department: 2008 - Municipal Clerk					
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	11000-2008-56040	25.72
Amazon Business	17H6-FMYG-4F3Q	04/20/2022	name plate - Lisa	11000-2008-56020	23.13
Amazon Business	17H6-FMYG-4F3Q	04/20/2022	name plate - Cheyenne	11000-2008-56020	12.49
Amazon Business	17H6-FMYG-4F3Q	04/20/2022	wite-out correction tape - clerks..	11000-2008-56020	18.31
Department 2008 - Municipal Clerk Total:					79.65
Department: 2014 - Economic Development					
HDR Engineering, Inc.	1200423287	04/18/2022	Economic Development Techni...	11000-2014-55030	2,235.50
Palmetto LLC	INV0003158	04/18/2022	Economic Development Services	11000-2014-55030	1,543.50
Department 2014 - Economic Development Total:					3,779.00
Department: 3001 - Law Enforcement					
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	11000-3001-56040	8.41
Department 3001 - Law Enforcement Total:					8.41
Department: 5101 - Public Works					
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	11000-5101-56040	8.41

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Home Depot	674286869	04/18/2022	Items for Public Works	11000-5101-56030	163.61
Home Depot	67764904	04/18/2022	Items for Public Works	11000-5101-56030	17.30
Home Depot	678245234	04/18/2022	Items for Public Works	11000-5101-56030	24.69
Garcia & Sons Security	9127	04/19/2022	P.W. Pad locks. gates and Conn...	11000-5101-56040	326.80
Card Service Center	INV0003174	04/19/2022	Car Wash PW	11000-5101-54040	21.73
Card Service Center	INV0003175	04/19/2022	Fuel PW	11000-5101-56120	48.83
Department 5101 - Public Works Total:					611.37
Department: 5104 - Highways and Streets					
APIC	12204	04/18/2022	Repair street lights	11000-5104-55030	11,128.96
Department 5104 - Highways and Streets Total:					11,128.96
Fund 11000 - General Operating Fund Total:					28,805.54
Fund: 20100 - Corrections					
Department: 0001 - No Department					
Administrative Office of the Cou... March 2022		04/19/2022	March 2022 AOC Fees	20100-0001-21040	54.00
Municipal Court Judicial Educat... March 2022		04/19/2022	March 2022 JEC Fees	20100-0001-21045	27.00
Department 0001 - No Department Total:					81.00
Fund 20100 - Corrections Total:					81.00
Fund: 20200 - Environmental					
Department: 5009 - Environmental					
Universal Waste Systems, Inc.	0001478779	04/18/2022	Dumpster Service - Clean-Up Da...	20200-5009-55999	363.80
Department 5009 - Environmental Total:					363.80
Fund 20200 - Environmental Total:					363.80
Fund: 20900 - Fire Protection					
Department: 3002 - Fire Protection					
411 Equipment, LLC	0001836	04/18/2022	Towing for unit T17	20900-3002-54040	525.00
Sharp Electronics Corporation	13234463	04/18/2022	Equipment for Voice Over IP (V...	20900-3002-56040	13.04
Napa Auto Parts	455686	04/18/2022	supplies	20900-3002-54060	272.46
Comcast Business	INV0003160	04/18/2022	Telecommunications	20900-3002-57160	259.75
TLC Plumbing & Utility Commer...	159247	04/19/2022	Yearly HVAC Maintenance - Fire...	20900-3002-55999	677.70
Sharp Electronics Corporation	9003768053	04/19/2022	Copies for Fire Department	20900-3002-57090	1.77
Card Service Center	INV0003179	04/19/2022	Oil & Antifreeze	20900-3002-56121	35.71
TLC Plumbing & Utility Commer...	SM3956601	04/19/2022	Repair HVAC Units - Fire Depar...	20900-3002-54050	116.51
Department 3002 - Fire Protection Total:					1,901.94
Fund 20900 - Fire Protection Total:					1,901.94
Fund: 29700 - County EMS GRT					
Department: 2002 - General Administration					
Stericycle Inc.	INV0003181	04/19/2022	Pharmaceutical Waste Disposal	29700-2002-55999	1,239.13
Department 2002 - General Administration Total:					1,239.13
Fund 29700 - County EMS GRT Total:					1,239.13
Fund: 30300 - State Legislative Appropriation Project					
Department: 2002 - General Administration					
HDR Engineering, Inc.	1200423296	04/18/2022	Task 6 - CIP & Opinion of Probab...	30300-2002-55030	10,235.00
HDR Engineering, Inc.	1200423296	04/18/2022	Task 5 - Streetlight Safety Plan ...	30300-2002-55030	6,612.00
HDR Engineering, Inc.	1200423296	04/18/2022	Task 1 - Project Administration ...	30300-2002-55030	3,119.90
HDR Engineering, Inc.	1200423296	04/18/2022	Task 4 - Develop Lighting Guide...	30300-2002-55030	1,116.15
Sharp Electronics Corporation	13257972	04/19/2022	Computer/Monitor	30300-2002-58020	1,385.48
Amazon Business	1C64-KLPF-CD1F	04/19/2022	Items for Maker Space	30300-2002-56040	382.21
Card Service Center	INV0003170	04/19/2022	Items for Maker Space	30300-2002-56040	388.61
Amazon Business	1P6C-RDGX-CXV9	04/20/2022	Items for Maker Space	30300-2002-56040	4,927.50
Department 2002 - General Administration Total:					28,166.85
Fund 30300 - State Legislative Appropriation Project Total:					28,166.85
Fund: 39900 - Other Capital Projects					
Department: 2002 - General Administration					
HDR Engineering, Inc.	1200423296	04/18/2022	Task 6 - CIP & Opinion of Probab...	39900-2002-55030	3,634.00
HDR Engineering, Inc.	1200423296	04/18/2022	NM GRT	39900-2002-55030	1,946.47
Quill	24510797	04/18/2022	desk for new deputy clerk	39900-2002-56040	1,217.99

Accounts Payable Approval Report

Item 1.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Home Depot	676901879	04/18/2022	First Phase - City Hall Remodel	39900-2002-58010	152.00
Card Service Center	INV0003176	04/19/2022	LED Lights for City Hall	39900-2002-54010	720.00
Department 2002 - General Administration Total:					7,670.46
Fund 39900 - Other Capital Projects Total:					7,670.46
Grand Total:					68,228.72

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	28,805.54
20100 - Corrections	81.00
20200 - Environmental	363.80
20900 - Fire Protection	1,901.94
29700 - County EMS GRT	1,239.13
30300 - State Legislative Appropriation Project	28,166.85
39900 - Other Capital Projects	7,670.46
Grand Total:	68,228.72

Account Summary

Account Number	Account Name	Expense Amount
11000-1001-53010	Travel - Elected Officials	590.00
11000-1001-57050	Employee Training	500.00
11000-1009-56040	Supplies-Furniture/Fixture...	4.79
11000-2001-56020	Supplies - General Office	37.47
11000-2001-56040	Supplies-Furniture/Fixture...	8.41
11000-2002-55999	Contract - Other Services	1,307.20
11000-2002-56010	Software	6,945.01
11000-2002-56040	Supplies-Furniture/Fixture...	41.00
11000-2002-56999	Supplies - Other	28.66
11000-2002-57090	Printing/Publishing/Advert..	313.49
11000-2002-57130	Rent of Equipment/Machi...	2,636.15
11000-2004-56020	Supplies - General Office	536.23
11000-2004-56040	Supplies-Furniture/Fixture...	25.22
11000-2004-57050	Employee Training	30.00
11000-2004-57071	Surety Bonding	185.00
11000-2004-57080	Postage	9.52
11000-2008-56020	Supplies - General Office	53.93
11000-2008-56040	Supplies-Furniture/Fixture...	25.72
11000-2014-55030	Contract - Professional Se...	3,779.00
11000-3001-56040	Supplies-Furniture/Fixture...	8.41
11000-5101-54040	Maintenance & Repairs - ...	21.73
11000-5101-56030	Supplies - Field Supplies	205.60
11000-5101-56040	Supplies-Furniture/Fixture...	335.21
11000-5101-56120	Supplies - Vehicle Fuel	48.83
11000-5104-55030	Contract - Professional Se...	11,128.96
20100-0001-21040	Admin Office of Courts Pa...	54.00
20100-0001-21045	Judicial Education Payable	27.00
20200-5009-55999	Contract - Other Services	363.80
20900-3002-54040	Maintenance & Repairs - ...	525.00
20900-3002-54050	Maintenance & Repair - F...	116.51
20900-3002-54060	Maintenance Supplies	272.46
20900-3002-55999	Contract - Other Services	677.70
20900-3002-56040	Supplies-Furniture/Fixture...	13.04
20900-3002-56121	Supplies - Vehicle Lubrica...	35.71
20900-3002-57090	Printing/Publishing/Advert..	1.77
20900-3002-57160	Telecommunications	259.75
29700-2002-55999	Contract - Other Services	1,239.13
30300-2002-55030	Contract - Professional Se...	21,083.05
30300-2002-56040	Supplies-Furniture/Fixture...	5,698.32
30300-2002-58020	Equipment & Machinery	1,385.48
39900-2002-54010	Maintenance & Repairs - ...	720.00
39900-2002-55030	Contract - Professional Se...	5,580.47
39900-2002-56040	Supplies-Furniture/Fixture...	1,217.99
39900-2002-58010	Buildings & Structures	152.00
Grand Total:	68,228.72	

Project Account Summary

Project Account Key	Expense Amount
None	68,228.72
Grand Total:	<u>68,228.72</u>

Authorization Signatures

MAYOR & COUNCILORS

JOSHUA RAMSELL, MAYOR

MARGARET "PEGGY" GUTJAHR, MAYOR PRO-TEM

LAWRENCE GORDON, COUNCILOR

ARTHUR APODACA, COUNCILOR

JIM WINTERS, COUNCILOR

ATTEST:

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK



INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN THE COUNTY OF VALENCIA AND THE CITY OF RIO COMMUNITIES FOR LAW ENFORCEMENT PROTECTION

THIS INTERGOVERNMENTAL SERVICES AGREEMENT (“Agreement”) is made by and between the County of Valencia (“County”) and the City of Rio Communities (“City”).

RECITALS

WHEREAS, NMSA 1978, Section 3-12-4 (1963) requires a municipality to maintain a “police officer” and NMSA 1978, Section 3-13-2 (1988) sets forth the duties of that municipal police officer(s); and,

WHEREAS, the County of Valencia, encompassing the City of Rio Communities, maintains and is served by a Sheriff’s Office commanded by a duly elected Sheriff who exercises those powers and duties set forth by NMSA 1978, Section 4-41-1 *et seq.*; and,

WHEREAS, the City does not have the funding capacity to staff and operate a municipal police department; and,

WHEREAS, it is in the best interest of the citizens of the City, who are also citizens of the County, for the City to contract with the County to fulfill the duties of municipal police officer; and,

WHEREAS, the Sheriff is willing to serve in the capacity of municipal police officer and the parties understand that regardless of this arrangement the Sheriff will continue to enforce State Law within the City pursuant to NMSA 1978, Section 4-42-2 (1864); and,

WHEREAS, pursuant to the New Mexico Procurement Code, Section 13-1-98A and Section 13-1-135 NMSA 1978, public agencies consisting of the City of Rio Communities, the Valencia County Sheriff’s Office, and the Valencia County Commission (fiscal agent) desire to enter into an Agreement whereby the Valencia County Sheriff’s Office will provide law enforcement protection and services to the City by and through the Valencia County Sheriff’s office.

IT IS THEREFORE AGREED as follows:

1. Purpose of Agreement. The purpose of this Agreement is for the Valencia County Sheriff's Office to provide law enforcement protection and services to the City.
2. Duties of the County. The Valencia County Sheriff's Office shall provide the following law enforcement services to the City:
 - a. Assign one full time deputy ("assigned deputy"), who will be a certified law enforcement officer, to provide standard law enforcement services for the municipality of Rio Communities as set forth by NMSA 1978, Section 3-13-2 (1978). The Sheriff will have the sole discretion of selecting the assigned deputy.
 - b. The assigned deputy shall be commissioned by the City of Rio Communities as Municipal Officer and will enforce municipal ordinances. The City of Rio Communities Municipal Court shall have jurisdiction for traffic violations and municipal ordinance citations issued by assigned deputy.
 - c. The assigned deputy will provide written documentation of criminal activities within the City limits, and will attend regularly scheduled City Council meetings as requested by the Mayor.
 - d. The assigned deputy will wear standard Sheriff's Office uniforms and comply with the County Personnel Policy, any Collective Bargaining Agreement and the Sheriff's Office policies and procedures. The City will have no authority to discipline the assigned deputy.
 - e. The assigned deputy will be responsive to requests for duty from the City however untimely requests will be subject to the Sheriff's Office chain of command including duty supervisor.
 - f. The Sheriff's Office will provide the assigned deputy standard equipment, fuel and a patrol vehicle with Rio Communities patrol identifier.
 - g. The Sheriff is not obligated by virtue of this Agreement to administer directed patrols, specific traffic enforcement, enforce municipal ordinances or provide a 24 hour presence in the City beyond the assigned deputy.
 - h. The Sheriff may, at the request of the Mayor of Rio Communities by email, assign additional Deputy (s) to attend special events. Rio Communities will pay the County the sum of \$36.00 per hour per Deputy (time and ½ pay for each Deputy as well as a reasonable administrative fee cover equipment/fuel) per assignment.
 - i. The County will invoice exact charges for any overtime, training and travel incurred by the assigned deputy.
 - j. The County will invoice the City for any overtime incurred for required detective or SWAT call outs.

3. Duties of the City.
 - a. The City shall pay to the County \$150,000.00 per Deputy annually for the services set forth above excluding those items to be specifically billed. (\$120,000.00 for the assigned deputy \$30,000.00 for coverage outside of the assigned deputy's duty time).
 - b. The City shall make the \$150,000.00 payment by lump sum no later than September 30th of any fiscal year any late payment shall bear interest at 1.5%.
 - c. The City shall pay any invoices for overtime, training, travel or overtime incurred for detective or SWAT call outs within 30 days of receipt.
 - d. In accordance with the Law Enforcement Protection Fund ("LEPF") Act—as described within New Mexico Statutes Annotated Section 29-13-1 through 29-13-9—Certain payments by the City to the County may be made with LEPF funds.
4. City Prisoners. Any persons imprisoned for violation of City Ordinances are to be considered City prisoners.
5. Administration. Administration of this Agreement shall be the sole responsibility of the Valencia County Sheriff.
6. Liability.
 - a. No Party shall be responsible for liability, beyond the obligation to provide insurance coverage, incurred as a result of any other Party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act.
 - b. This Agreement shall not create or confer on any other person or entity any right or benefit, substantive or procedural, enforceable at law or otherwise, against any party or their officers, directors, officials, employees, agents, representatives, contractors, subcontractors, consultants or advisors.
 - c. All employees or contractors engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the County's supervision and control and said County shall be solely responsible for the conduct and performance of these individuals.
7. Third Party Beneficiary. This Agreement shall not create or confer on any other person or entity any right or benefit, substantive or procedural, enforceable at law or otherwise, against any party or their officers, directors, officials, employees, agents, representatives, contractors, subcontractors, consultants or advisors.

8. Property. No property shall be acquired as a result of this Agreement, which does not involve the disposition, division, or distribution of any property. The disposition of records generated by performance of this Agreement shall be decided by the parties upon termination.
9. Term of Agreement. The term of this Agreement shall commence July 01, 2020 and terminate on June 30, 2023.
10. Termination of Agreement. Notwithstanding section 9 above, this Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least 6 months prior to the intended date of termination.
11. Conflict with Continuation of Services Agreement. This agreement supersedes all previous agreements relating to the Valencia County Sheriff's Office.
12. Approval. The parties agree that this Intergovernmental Services Agreement is subject to approval of the Governing Bodies of both the City and the County and the Valencia County Sheriff.
13. Receipts. There shall be strict accountability by the parties of all funds disbursed, received, and expended under the terms of this Agreement.

COUNTY OF VALENCIA

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

BOARD OF COUNTY COMMISSIONERS

Gerard Sais, ~~Jhonathan Aragon~~, Chair
District I

Jhonathan Aragon, Vice -Chair
District V ~~II~~

Troy Richardson ~~Gerard Saiz~~, Commissioner
Commissioner
District II ~~I~~

David Hyder,
District III

Joseph Bizzel ~~Charles D. Eaton~~, Commissioner
District IV

VALENCIA COUNTY SHERIFF

Denise Vigil, Sheriff

Date

ATTEST BY:

Mike Milam ~~Peggy Carabajal~~, County Clerk

Date: _____

THE CITY OF RIO COMMUNITIES

PASSED, APPROVED, AND ADOPTED this ~~28th~~ day of April 2020, in a Regular Business Meeting session of the City of Rio Communities, Valencia County, New Mexico.

City of Rio Communities Governing Body

Joshua Ramsell,
Mayor

Margaret ~~(Peggy)~~ R Gutjahr,
Mayor Pro-tem

~~Bill Brown~~, Arthur Apodaca
Councilor

~~Joshua Ramsell~~, Lawrence R Gordon
Councilor

Jimmie Winters,
Councilor

ATTEST:

Elizabeth (~~Lisa~~) F.Adair,
Municipal Clerk

DRAFT