



**City of Rio Communities Council Workshop**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Monday, September 13, 2021 3:00 PM**  
**Agenda**

*Please silence all electronic devices.*

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

## Call to Order

### Present

**Public Comment:** The Council will take public comments on *this meeting's specific agenda items*. These should be in written form via email or faxed through 2:00 PM on Monday, September 13, 2021. Hard copies can be faxed to 505-861-6804 or emailed to admin@riocommunities.net. These comments will be distributed to all Councilors for review. ***If you wish to speak during the public comment session***, The Council will allow each member of the public to three (3) minutes to address the Council. Both the public and Council will follow rules of decorum. Give your name and where you live. The public will direct comments to the City Council. Comment(s) will not be disruptive or derogatory.

### Discussion Items

- 1. Accounts payable report** (Finance Officer)
- 2. Resolution 2021 - XX Travel Policy** (Finance Officer)
- 3. Resignation of Councilor William "Bill" Brown** (Council)
- 4. Appointment of City Councilor** (Council)
- 5. Enhancing Law Enforcement** (Manager/Council)
- 6. Professional Service of Economic Development** (Manager/Council)
- 7. Use of Rescue Plan Funds** (Manager/Finance Officer/Council)

### Manager Report

### Council General Discussion & Future Agenda Items

### Adjourn

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

**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.



Rio Communities, NM

# Accounts Payable Approval Report Item 1. By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Fund: 11000 - General Operating Fund</b>				
<b>Department: 1001 - Governing Body</b>				
NM Self Insurers' Fund	220	09/09/2021	Public Officials Errors & Omiss...	1,898.14
<b>Department 1001 - Governing Body Total:</b>				<b>1,898.14</b>
<b>Department: 1009 - Municipal Court</b>				
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
<b>Department 1009 - Municipal Court Total:</b>				<b>182.27</b>
<b>Department: 2001 - Manager</b>				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	644.00
<b>Department 2001 - Manager Total:</b>				<b>644.00</b>
<b>Department: 2002 - General Administration</b>				
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
<b>Department 2002 - General Administration Total:</b>				<b>29,669.06</b>
<b>Department: 2004 - Finance/Budget/Accounting</b>				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
<b>Department 2004 - Finance/Budget/Accounting Total:</b>				<b>525.00</b>
<b>Department: 2008 - Municipal Clerk</b>				
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
<b>Department 2008 - Municipal Clerk Total:</b>				<b>753.07</b>
<b>Department: 2014 - Economic Development</b>				
UKUU Creative	186	09/07/2021	EDC Social Media & Website Ma..	161.81
<b>Department 2014 - Economic Development Total:</b>				<b>161.81</b>
<b>Department: 3001 - Law Enforcement</b>				
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
<b>Department 3001 - Law Enforcement Total:</b>				<b>930.64</b>
<b>Department: 3002 - Fire Protection</b>				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
<b>Department 3002 - Fire Protection Total:</b>				<b>525.00</b>

**Accounts Payable Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Department: 3004 - Animal Control</b>				
Valencia County Fiscal Office	AC2022-05	09/09/2021	Animal Control	1,865.00
				<b>Department 3004 - Animal Control Total:</b>
				<b>1,865.00</b>
<b>Department: 3005 - Dispatch/E911</b>				
Village of Los Lunas	369	09/07/2021	E-911 Dispatch Services	7,741.50
				<b>Department 3005 - Dispatch/E911 Total:</b>
				<b>7,741.50</b>
<b>Department: 3101 - Emergency Services/Disasters</b>				
HDR Engineering, Inc.	1200370907	09/07/2021	Engineering Assessment of City ...	16,367.33
				<b>Department 3101 - Emergency Services/Disasters Total:</b>
				<b>16,367.33</b>
<b>Department: 5101 - Public Works</b>				
Woodlands Hardware	006805/1	08/26/2021	Balnket 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
				<b>Department 5101 - Public Works Total:</b>
				<b>4,077.87</b>
<b>Department: 5104 - Highways and Streets</b>				
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
				<b>Department 5104 - Highways and Streets Total:</b>
				<b>2,277.46</b>
				<b>Fund 11000 - General Operating Fund Total:</b>
				<b>67,618.15</b>
<b>Fund: 20200 - Environmental</b>				
<b>Department: 5009 - Environmental</b>				
Universal Waste Systems, Inc.	0001166110	09/09/2021	Dumpster Service - Clean-Up Da...	363.80
				<b>Department 5009 - Environmental Total:</b>
				<b>363.80</b>
				<b>Fund 20200 - Environmental Total:</b>
				<b>363.80</b>
<b>Fund: 20900 - Fire Protection</b>				
<b>Department: 3002 - Fire Protection</b>				
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
				<b>Department 3002 - Fire Protection Total:</b>
				<b>23,298.43</b>
				<b>Fund 20900 - Fire Protection Total:</b>
				<b>23,298.43</b>
<b>Fund: 21600 - Municipal Street</b>				
<b>Department: 5002 - Municipal Streets</b>				
Universal Constructors, Inc.	9050	09/13/2021	Tax	396.24
Universal Constructors, Inc.	9050	09/13/2021	place a asphalt curb	4,992.00
				<b>Department 5002 - Municipal Streets Total:</b>
				<b>5,388.24</b>
				<b>Fund 21600 - Municipal Street Total:</b>
				<b>5,388.24</b>

Accounts Payable Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Fund: 29700 - County EMS GRT</b>				
<b>Department: 2002 - General Administration</b>				
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
<b>Department 2002 - General Administration Total:</b>				<b>3,771.07</b>
<b>Fund 29700 - County EMS GRT Total:</b>				<b>3,771.07</b>
<b>Fund: 30400 - Road/Street Projects</b>				
<b>Department: 2002 - General Administration</b>				
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
<b>Department 2002 - General Administration Total:</b>				<b>5,120.12</b>
<b>Fund 30400 - Road/Street Projects Total:</b>				<b>5,120.12</b>
<b>Grand Total:</b>				<b>105,559.81</b>

## 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
<b>Grand Total:</b>	<b>105,559.81</b>

## 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	
	<b>Grand Total:</b>	<u>105,559.81</u>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	105,559.81
	<b>Grand Total:</b> <u>105,559.81</u>

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 1.

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Fund: 11000 - General Operating Fund</b>				
<b>Department: 1001 - Governing Body</b>				
NM Self Insurers' Fund	220	09/09/2021	Public Officials Errors & Omiss...	1,898.14
<b>Department 1001 - Governing Body Total:</b>				<b>1,898.14</b>
<b>Department: 1009 - Municipal Court</b>				
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
<b>Department 1009 - Municipal Court Total:</b>				<b>182.27</b>
<b>Department: 2001 - Manager</b>				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	644.00
<b>Department 2001 - Manager Total:</b>				<b>644.00</b>
<b>Department: 2002 - General Administration</b>				
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
<b>Department 2002 - General Administration Total:</b>				<b>11,649.25</b>
<b>Department: 2004 - Finance/Budget/Accounting</b>				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
<b>Department 2004 - Finance/Budget/Accounting Total:</b>				<b>525.00</b>
<b>Department: 2008 - Municipal Clerk</b>				
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
<b>Department 2008 - Municipal Clerk Total:</b>				<b>753.07</b>
<b>Department: 2014 - Economic Development</b>				
UKUU Creative	186	09/07/2021	EDC Social Media & Website Ma...	161.81
<b>Department 2014 - Economic Development Total:</b>				<b>161.81</b>
<b>Department: 3001 - Law Enforcement</b>				
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
<b>Department 3001 - Law Enforcement Total:</b>				<b>889.24</b>
<b>Department: 3002 - Fire Protection</b>				
NM Self Insurers' Fund	432	09/09/2021	Workers Compensation	525.00
<b>Department 3002 - Fire Protection Total:</b>				<b>525.00</b>
<b>Department: 3004 - Animal Control</b>				
Valencia County Fiscal Office	AC2022-05	09/09/2021	Animal Control	1,865.00
<b>Department 3004 - Animal Control Total:</b>				<b>1,865.00</b>
<b>Department: 3005 - Dispatch/E911</b>				
Village of Los Lunas	369	09/07/2021	E-911 Dispatch Services	7,741.50
<b>Department 3005 - Dispatch/E911 Total:</b>				<b>7,741.50</b>



**Accounts Payable Approval Report**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
<b>Department: 3101 - Emergency Services/Disasters</b>				
HDR Engineering, Inc.	1200370907	09/07/2021	Engineering Assessment of City ...	16,367.33
<b>Department 3101 - Emergency Services/Disasters Total:</b>				<b>16,367.33</b>
 <b>Department: 5101 - Public Works</b>				
Woodlands Hardware	006805/1	08/26/2021	Balnket 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
<b>Department 5101 - Public Works Total:</b>				<b>4,031.27</b>
 <b>Department: 5104 - Highways and Streets</b>				
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
<b>Department 5104 - Highways and Streets Total:</b>				<b>1,815.48</b>
<b>Fund 11000 - General Operating Fund Total:</b>				<b>49,048.36</b>
 <b>Fund: 20200 - Environmental</b>				
<b>Department: 5009 - Environmental</b>				
Universal Waste Systems, Inc.	0001166110	09/09/2021	Dumpster Service - Clean-Up Da...	363.80
<b>Department 5009 - Environmental Total:</b>				<b>363.80</b>
<b>Fund 20200 - Environmental Total:</b>				<b>363.80</b>
 <b>Fund: 20900 - Fire Protection</b>				
<b>Department: 3002 - Fire Protection</b>				
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
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NM Gas Co	INV0002736	09/17/2021	Natural Gas	53.99
PNM	INV0002724	09/20/2021	Electricity	281.25
<b>Department 3002 - Fire Protection Total:</b>				<b>22,511.11</b>
<b>Fund 20900 - Fire Protection Total:</b>				<b>22,511.11</b>
 <b>Fund: 29700 - County EMS GRT</b>				
<b>Department: 2002 - General Administration</b>				
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
<b>Department 2002 - General Administration Total:</b>				<b>3,735.65</b>
<b>Fund 29700 - County EMS GRT Total:</b>				<b>3,735.65</b>
 <b>Fund: 30400 - Road/Street Projects</b>				
<b>Department: 2002 - General Administration</b>				
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
<b>Department 2002 - General Administration Total:</b>				<b>5,120.12</b>
<b>Fund 30400 - Road/Street Projects Total:</b>				<b>5,120.12</b>
<b>Grand Total:</b>				<b>80,779.04</b>

## 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
<b>Grand Total:</b>	<b>80,779.04</b>

### 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
<b>Grand Total:</b>	<b>80,779.04</b>	

### Project Account Summary

Project Account Key	Expense Amount
**None**	80,779.04
<b>Grand Total:</b>	<b>80,779.04</b>

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



## 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

**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 REIMBURSMENT.**

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 \$ -

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

Rental Car	_____
Airfare	_____
Parking	_____
Registration	_____
Tips	_____
Other	_____
<b>Total Costs</b>	<b>\$ -</b>

**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**

Approvals	Signatures	Date
Department Head	_____	_____
Treasurer	_____	_____
City Manager	_____	_____

**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 _____	_____
<b>Total Costs</b>	\$ -

**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**

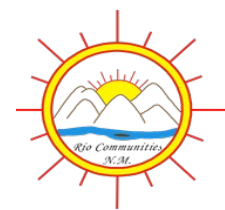
Approvals	Signatures	Date
Department Head	_____	_____
Finance Director	_____	_____
City Manager	_____	_____

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? \_\_\_\_\_

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

\_\_\_\_\_ 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 2.

**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	_____	<b>PCARD NOT AUTHORIZED</b>	
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**

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:

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 13<sup>th</sup> 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 ona 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**