



City of Rio Communities Amended Agenda - Council Workshop
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Monday, October 25, 2021 3:00 PM
Agenda

Please silence all electronic devices.

ATTENTION: As a public health precaution due to COVID-19 (coronavirus) and in an effort to curb the spread of COVID-19 by practicing social distancing and limiting public gatherings, we will be limited to in-person attendance by the City Council, Administrative Staff, and credentialed members of the press. 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:

Agenda topics:

1. **Accounts payable report** (Finance Officer)
2. **Job Description - Accounting Specialist/Procurement Officer** (Manager/Finance Officer)
3. **Finance Clerk (to hire)** (Manager/Finance Officer)
4. **Fire Command Vehicle** (Manager/Fire Department)
5. **State of the City** (Council/Manager)
6. **Prepare nuisance abatement agreements**

Public Comment: The Council will take public comments on ***this meeting's specific agenda items***.

These should be in written form via email through 2:00 PM on Monday October 25, 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, 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.

Manager Report

- a) **Electronic Sign**
- b) **Electricity Cost**

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

By Fund

Item 1.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 11000 - General Operating Fund					
Department: 1009 - Municipal Court					
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Postage- City Departments	11000-1009-57080	32.30
Department 1009 - Municipal Court Total:					32.30
Department: 2002 - General Administration					
TLC Plumbing & Utility Commer...	153983	10/18/2021	Yearly HVAC Maintenance - City	11000-2002-55999	1,307.20
Wells Fargo Financial Leasing	5017112893	10/18/2021	Dell Server Lease	11000-2002-57130	2,497.73
Sharp Electronics Corporation	9003498340	10/21/2021	Copies for City Hall	11000-2002-57090	181.88
Card Service Center	INV0002820	10/21/2021	GoToMeeting Subscription	11000-2002-56010	10.79
Card Service Center	INV0002820	10/21/2021	Water for City Hall	11000-2002-56999	27.46
Card Service Center	INV0002820	10/21/2021	Janitorial Supplies	11000-2002-56999	27.30
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Service Call - Set Up Postage M...	11000-2002-55999	99.00
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Postage- City Departments	11000-2002-57080	86.13
Department 2002 - General Administration Total:					4,237.49
Department: 2004 - Finance/Budget/Accounting					
Amazon Business	13VW-RMRD-CDGW	10/18/2021	Office Supplies - Finance Dept	11000-2004-56020	268.97
Amazon Business	1WHP-D433-3YLP	10/18/2021	Office Supplies - Finance Dept	11000-2004-56020	148.39
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Postage- City Departments	11000-2004-57080	21.54
Department 2004 - Finance/Budget/Accounting Total:					438.90
Department: 2008 - Municipal Clerk					
International Institute of Mun. C...	211110	10/18/2021	IIMC Membership - Elizabeth A...	11000-2008-57150	175.00
Albuquerque Publishing Co.	INV0002816	10/18/2021	job posting for assistant clerk	11000-2008-57090	104.04
Card Service Center	INV0002820	10/21/2021	Email/Office Subscriptions	11000-2008-56010	186.20
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Postage- City Departments	11000-2008-57080	47.38
Department 2008 - Municipal Clerk Total:					512.62
Department: 2014 - Economic Development					
Card Service Center	INV0002820	10/21/2021	Postage for P&Z Plot Split	11000-2014-57080	95.94
Department 2014 - Economic Development Total:					95.94
Department: 3001 - Law Enforcement					
Card Service Center	INV0002819	10/21/2021	Business Card - Ricardo Qzquier...	11000-3001-56020	29.54
Card Service Center	INV0002820	10/21/2021	Email/Office Subscriptions	11000-3001-56010	186.20
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Postage- City Departments	11000-3001-57080	64.61
Department 3001 - Law Enforcement Total:					280.35
Department: 4004 - Library					
Card Service Center	INV0002820	10/21/2021	Email/Office Subscriptions	11000-4004-56010	1,117.20
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Postage- City Departments	11000-4004-57080	28.00
Department 4004 - Library Total:					1,145.20
Department: 5101 - Public Works					
Card Service Center	INV0002819	10/21/2021	Business Cards - Gordon Reeves...	11000-5101-56020	36.50
Card Service Center	INV0002820	10/21/2021	Email/Office Subscriptions	11000-5101-56010	186.17
Department 5101 - Public Works Total:					222.67
Fund 11000 - General Operating Fund Total:					6,965.47
Fund: 20900 - Fire Protection					
Department: 3002 - Fire Protection					
Woodlands Hardware	007171/1	10/18/2021	supplies	20900-3002-54060	7.52
ABC Door Company	10008100	10/18/2021	Door Repair	20900-3002-54010	328.48
ABC Door Company	10045700	10/18/2021	Door Repair	20900-3002-54010	119.70
TLC Plumbing & Utility Commer...	154014	10/18/2021	Yearly HVAC Maintenance - Fire...	20900-3002-55999	677.70
Code 3 Service	211110	10/18/2021	Fire Chief Two Way Radio	20900-3002-56040	1,602.21
Boundtree Medical	84238937	10/18/2021	Medical supplies For Med units	20900-3002-56070	23.85
Sharp Electronics Corporation	9003516138	10/18/2021	Copies for Fire Department	20900-3002-57090	4.21

Accounts Payable Approval Report

Item 1.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Comcast Business	INV0002815	10/18/2021	Telecommunications	20900-3002-57160	231.06
Century Link	INV0002817	10/18/2021	Fire Substation Phone Charges	20900-3002-57160	69.87
Card Service Center	INV0002819	10/21/2021	Business Cards - Christopher Bo...	20900-3002-56020	22.99
Card Service Center	INV0002820	10/21/2021	Email/Office Subscriptions	20900-3002-56010	186.20
Pitney Bowes	Statement Date October 7, 2021	10/21/2021	Postage- City Departments	20900-3002-57080	21.54
Department 3002 - Fire Protection Total:					3,295.33
Fund 20900 - Fire Protection Total:					3,295.33
Fund: 29700 - County EMS GRT					
Department: 2002 - General Administration					
TLC Uniforms	242302	10/18/2021	shirts and uniforms	29700-2002-56110	541.91
Card Service Center	INV0002820	10/21/2021	Email/Office Subscriptions	29700-2002-56010	372.40
Department 2002 - General Administration Total:					914.31
Fund 29700 - County EMS GRT Total:					914.31
Grand Total:					11,175.11

Report Summary

Fund Summary

Fund	Expense Amount
11000 - General Operating Fund	6,965.47
20900 - Fire Protection	3,295.33
29700 - County EMS GRT	914.31
Grand Total:	11,175.11

Account Summary

Account Number	Account Name	Expense Amount
11000-1009-57080	Postage	32.30
11000-2002-55999	Contract - Other Services	1,406.20
11000-2002-56010	Software	10.79
11000-2002-56999	Supplies - Other	54.76
11000-2002-57080	Postage	86.13
11000-2002-57090	Printing/Publishing/Advert..	181.88
11000-2002-57130	Rent of Equipment/Machi...	2,497.73
11000-2004-56020	Supplies - General Office	417.36
11000-2004-57080	Postage	21.54
11000-2008-56010	Software	186.20
11000-2008-57080	Postage	47.38
11000-2008-57090	Printing/Publishing/Advert..	104.04
11000-2008-57150	Subscriptions & Dues	175.00
11000-2014-57080	Postage	95.94
11000-3001-56010	Software	186.20
11000-3001-56020	Supplies - General Office	29.54
11000-3001-57080	Postage	64.61
11000-4004-56010	Software	1,117.20
11000-4004-57080	Postage	28.00
11000-5101-56010	Software	186.17
11000-5101-56020	Supplies - General Office	36.50
20900-3002-54010	Maintenance & Repairs - ...	448.18
20900-3002-54060	Maintenance Supplies	7.52
20900-3002-55999	Contract - Other Services	677.70
20900-3002-56010	Software	186.20
20900-3002-56020	Supplies - General Office	22.99
20900-3002-56040	Supplies-Furniture/Fixture...	1,602.21
20900-3002-56070	Supplies - Medical	23.85
20900-3002-57080	Postage	21.54
20900-3002-57090	Printing/Publishing/Advert..	4.21
20900-3002-57160	Telecommunications	300.93
29700-2002-56010	Software	372.40
29700-2002-56110	Supplies - Uniforms/Linen	541.91
Grand Total:		11,175.11

Project Account Summary

Project Account Key	Expense Amount
None	11,175.11
Grand Total:	11,175.11

Authorization Signatures

MAYOR & COUNCILORS

MARK GWINN, MAYOR

JOSHUA RAMSELL, MAYOR PRO-TEM/COUNCILOR

ROBERT CHAVEZ, COUNCILOR

MARGARET "PEGGY" GUTJAHR, COUNCILOR

JIM WINTERS, COUNCILOR

ATTEST:

ELIZABETH "LISA" ADAIR, MUNICIPAL CLERK



CITY OF RIO COMMUNITIES

JOB DESCRIPTION

Position: Accounting Specialist/Chief Procurement Officer

Status: Non-Exempt

Class Characteristics:

The Accounting Specialist/Chief Procurement Officer is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Accounting Specialist/Chief Procurement Officer must comply with the Financial Administration Act, Generally Accepted Accounting Principles and Municipal Policies and Procedures.

The Accounting Specialist/Chief Procurement Officer reports to the Finance Officer/Treasurer and is responsible for providing financial, administrative, and clerical services. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff is paid in a timely and appropriate manner and that vendor and suppliers are paid within established time limits. The chief procurement officer processes purchasing requests for equipment, materials, supplies, capital goods, and services. The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

This position will back-up the Finance Officer/Treasurer and Finance Clerk.

Typical Functions:

1. Without restricting the general nature and scope of the work, the following are illustrative examples of work that will be expected of this position.
 - Process purchase requisitions/orders within purchasing authority
 - Invite, assess, and award/recommend supplier tenders, bids, quote, and proposals.
 - Establish and negotiate contract terms and conditions, and maintain supplier relationships
 - Prepare and maintain purchasing records, reports, and price lists
 - Work with all departments to determine procurement needs, quality, and delivery requirements
 - Assist in the development of specifications for equipment, materials, and services to be purchased
 - Administer contract performance, including delivery, receipt, warranty, damages, and insurance



- Reconcile or resolve value discrepancies.
- Comply with and maintain knowledge of applicable rules, legislation, regulations, standards and best practices
- Address staffing resource needs
- Develop and maintain constructive and cooperative working relationships with colleagues and management
- Ensure that correspondence and inquiries received by the City procurement department is handled in a timely manner;
- Maintains a backup of computer records
- Adhere to the highest standards of customer service in dealing with the public and coworkers;
- May be required to assist in the process of the annual financial audit;
- Assists the preparation of financial statements, trial balance, revenue ledgers and expense reports.
- Assists the preparation of quarterly financial reports in compliance with all statutory requirements.
- Assists with annual budget preparation and implementation.
- Assists bank reconciliation activities including monthly adjustments, non-sufficient funds, void checks, and check reconciliation.
- Assists with the processing of quarterly Department of Labor reports, 941 quarterly reports, W-2's, and 1099's.
- Assists with fixed assets including maintaining accurate records, calculating annual depreciation and accumulated depreciation, and deleting obsolete items.
- Assists with the preparation of reports at month, quarter and year-end for department heads, council and auditor.
- Assists in department orders for the purchase of supplies.
- Maintains a backup of computer records
- Assists with payroll information preparation and payroll records;
- Assists in the process of preparation, collection, accounting and reporting of grant and other intergovernmental funding;
- Must have team building skills;
- Other duties as required or assigned.

2. Provide administrative support in order to ensure effective and efficient office operations

- Monitor all orders of office supplies
- Prepare purchase orders
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

- Must have High school diploma or equivalent.
- Two years of finance/bookkeeping experience.
- Must have Chief Procurement Officer Certification or get certification within 3 months
- Thorough knowledge of administration and bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.



- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Confidentiality concerning financial and employee files.
- An equivalent combination of education and experience.

Skills:

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
 - ✓ team building skills
 - ✓ analytical and problem-solving skills
 - ✓ decision making skills
 - ✓ effective verbal and listening communications skills
 - ✓ attention to detail and high level of accuracy
- bookkeeping skills
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting spreadsheet and word-processing programs, and e-mail at a highly proficient level
- Stress management skills
- Time management skills

Supervision:

Duties are performed under the direct day to day supervision and administration of the Finance Officer/Treasurer. Independence of action is stressed in general performance of duties. The Accounting Specialist/Chief Procurement Officer serves at the pleasure of the Finance Officer/Treasurer and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demands:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen, background check and be bondable.

Compensation Type:

Hourly position, paid every two weeks.

Exemption Status:

Non-Exempt at will employee.

Salary:



Starting wage or salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Accounting Specialist/Chief Procurement Officer shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date



CITY OF RIO COMMUNITIES

JOB DESCRIPTION

Position: Finance Clerk

Status: Non-Exempt

Characteristics:

The Finance Clerk is responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and Municipal Policies and Procedures.

The Finance Clerk reports to the Finance Officer/Treasurer and is responsible for providing financial, administrative, and clerical services. This position involves advanced, specialized clerical work in the payment of accounts and in support of the administration of the financial affairs of the City. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date and that vendors and suppliers are paid within established time limits.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

This position will back-up the Finance Officer/Treasurer and Accounting Specialist.

Typical Functions:

1. Without restricting the general nature and scope of the work, the following are illustrative examples of work that will be expected of this position.
 - Receive and verify invoices and purchase orders for goods and services
 - Verify that transactions comply with financial policies and procedures
 - Prepare, verify and process invoices
 - Prepare batches of invoices for date entry
 - Prepare data entry invoices for payment
 - Prepare and process the biweekly check run
 - Record all checks
 - Prepare vendor check for mailing
 - Prepare manual checks as and when required
 - Maintain listing of accounts receivable and payable
 - Assists with reconciliations
 - Review invoices for accuracy
 - Maintains updated vendor files and file numbers



- Prints Biweekly Approval Report for Council Meeting
 - Assists Finance Officer/Treasurer and Finance Clerk with procurement and purchase orders
 - Attend related continuing education
- 2.** Provide administrative support in order to ensure effective and efficient office operations
- Monitor and order office supplies
 - Assists with preparation of purchase orders
 - Maintains a filing system for all financial documents
 - Ensure the confidentiality and security of all financial and employee files
 - *All other duties as assigned*

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

- Must have a High school diploma or equivalent.
- Must have two (2) years of finance/bookkeeping experience.
- Thorough knowledge of administration and bookkeeping procedures.
- Must have strong computer skills (Microsoft Office Suite, especially Excel)
- Must have experience using fund accounting software
- Knowledge of accounts payable and accounts receivable.
- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Must have or be willing to obtain Chief Procurement Officer (CPO) certification
- Must have or be willing and able to become a Notary Public
- Must maintain confidentiality concerning financial and employee files.
- Prefer a degree in a related field or a combination of related education and experience.

Skills:

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
 - ✓ team building skills
 - ✓ analytical and problem-solving skills
 - ✓ decision making skills
 - ✓ effective verbal and listening communications skills
 - ✓ attention to detail and high level of accuracy
- Bookkeeping skills
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting software and spreadsheets, word-processing programs, and e-mail at a highly proficient level



- Stress management skills
- Time management skills

Supervision:

Duties are performed under the direct day to day supervision and administration of the Finance Officer/Treasurer. Independence of action is stressed in general performance of duties. The Finance Clerk serves at the pleasure of the Finance Officer/Treasurer and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demands:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen and background check. Qualified candidates have to be bondable at a minimum amount of \$50,000 and must have a good credit score. Must be able to become a Notary Public (study and pass testing and applicable background check requirements). This position must have or be able to get Chief Procurement Officer (CPO) Certification and ongoing recertification within one year of hire. Rio Communities will finance and support these efforts.

Compensation Type:

Hourly position, paid every two weeks.

Exemption Status:

Non-Exempt at will employee.

Salary:

Starting wage or salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Finance Clerk shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.



Print Employee Name

Employee Signature

Date

City of Rio Communities

Finance Clerk

Salary Range: \$25,480.00 - \$32,760.00 \$14.00/hr - \$18.00/hr

Reoccurring Costs

Salary	\$	32,760.00
Fica - Social Security	\$	2,031.12
Fica - Medicare	\$	475.02
Retirement	\$	2,506.14
Health Benefits	\$	15,216.00
Life Benefits	\$	53.04
Dental Benefits	\$	930.60
Vision Benefits	\$	159.96
Unemployment Compensation	\$	124.49
Worker's Compensation Prem	\$	500.00
Grand Total	\$	54,756.37

One Time Expenses

Desk/Chair	\$	1,300.00
Office Equipment (Computer, etc)	\$	1,850.00
Office Supplies	\$	300.00
Grand Total	\$	3,450.00