

Resolution No. 09-10-20/109-14

Resolution on Payments for Official Travel of Otero County Commissioners

Whereas, N.M.S.A. 1978, § 4-38-18 (1876) provides that the Board of County Commissioners has the power to represent the County and to manage the interest of the County;

Whereas, N.M.S.A. 1978, § 4-38-16 (1876) proves that the Board of County Commissioners has the power to examine and settle all accounts of the receipts and expenses of the county, and to examine and settle, and allow all accounts chargeable against the county; and

Whereas, N.M.S.A. 1978 § 4-45-3 (1876) allows a Board of County Commissioners to disapprove any account or to require such evidence of the truth and propriety of accounts as they may think proper;

Now, therefore, be it enacted by the Board of County Commissioners of Otero County, New Mexico, that:

1. As used in this resolution, the term “payments for travel” shall include all payments or reimbursements for mileage, per diems, hotels, meals, airplane tickets, railroad tickets, taxi fares, parking fees, and any other costs incurred in the course of traveling on official business.
2. This resolution is to supplement the travel policy adopted by the Board of County Commissioners in Resolution 09-10/20/109-11 and County Commissioners shall continue to be subject to the requirements of Resolution 09-10/20/109-11.
3. Requests for payments for travel submitted by a County Commissioner shall be submitted in the same manner as requests by any other elected official or employee would be submitted under Resolution 09-10/20/109-11.
4. In addition to the information required by Resolution 09-10/20/109-11, a County Commissioner shall disclose with a request for travel payment an itinerary of the trip.

5. The Finance Director shall review requests for payments for travel submitted by a County Commissioner for compliance with (1) Resolution 09-10/20/109-11, (2) this resolution, (3) the New Mexico Statutes Annotated, and (4) the New Mexico Administrative Code.
6. If the request for travel payments submitted by a County Commissioner is complete and appears to comply with the items in paragraph 5, the Finance Director shall place the request for payment on the agenda of a meeting of the Board of County Commissioners for its approval.
7. Each request for travel payments shall be (1) listed on the agenda of a meeting of the Board of County Commissioners as a separate item and (2) listed on the regular agenda and not the consent agenda.
8. If a request for travel payments submitted by a County Commissioner is deficient, the Finance Director shall return a copy of the request to the County Commissioner with a written statement of the deficiencies and invite the County Commissioner to remedy them. If the County Commissioner then remedies the deficiencies, then the Finance Director shall then place the request on the agenda as described above.
9. No payments for travel shall be made to a County Commissioner by Otero County until the Board of County Commissioners has approved the request.
10. Neither the County Manager, the Finance Director, nor any other county employee may approve or pay any request for payments for travel submitted by a County Commissioner until the Board of County Commissioners has at a public meeting approved that request by a roll call vote.

Adopted September 10th, 2020.

THE BOARD OF COUNTY COMMISSIONERS OF
OTERO COUNTY, NEW MEXICO

Gerald Matherly, Chairman

Lori Bies, Vice-chairwoman

Coy Griffin, Commissioner

Attest:

Robyn Holmes, County Clerk