

P. O. Box 728  
800 Central Avenue  
Bayard, New Mexico 88023

# City of Bayard

Phone 575 - 537-3327  
Fax 575 - 537-5271  
cityofbayard@cityofbayardnm.com

## RESOLUTION 23-2022

### CITY OF BAYARD

#### A RESOLUTION ADOPTION OF OPERATIONAL CREDIT CARD PROCESSING AND ELECTRONIC TRANSFERS

WHEREAS, the N.M.S.A 1978, Section 3-12-3(A)(7) (1965, as amended 1967) authorizes the governing body of a municipality to "adopt rules and regulations necessary to effect the powers granted municipalities".

WHEREAS, the Bayard City Council finds that the Policies and Procedures Manual is a necessary complement to the City ordinances codified in the Bayard Code of Ordinances, as amended, and the development of this Manual shall result in a consistent application of the City Ordinances and a more efficient municipal government better equipped to serve the public.

Whereas, N.M.S.A. 1978, Section 6-10-1.2 (2011) authorizes a local governing body to accept payment by credit card or other electronic means, and authorizes the municipality to charge a uniform convenience fee to cover costs imposed by financial institutions, but only upon the review and approval of the New Mexico Board of Finance.

NOW, THEREFORE, BE IT RESOLVED by the Bayard City Council as follows:

1. The Bayard City Council authorizes Bayard to accept electronic payments and specifies procedures on the terms and conditions of accepting payments by credit card or other electronic transfer.
2. Accepting payments by credit card or other electronic transfer enhances the efficiency of conducting business by the City of Bayard, and is consistent with the now accepted practice by the private business sector to manage transactions electronically.
3. The State Board of Finance has approved the following policies:
  - a. Employee Benefits enrollment/Changes Policy
  - b. Payments for Municipal Services
  - c. Vendor Paymentsas being consistent with the Finance Board's rules on the terms and conditions of a state agency accepting payments by credit card or electronic transfer.
4. It is in the best interests of the City of Bayard and for the convenience to its customers to economically and efficiently collect funds through electronic transfer, charging a minimal convenience fee to the customer for this service.

**PASSED, APPROVED, AND ADOPTED THIS 12<sup>TH</sup> DAY OF SEPTEMBER, 2022**, by the Governing Body of the City of Bayard, Grant County, New Mexico.

ATTEST:

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Chon S. Fierro  
Mayor

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Kristina Ortiz, MMC  
Clerk Treasurer

## **EMPLOYEE BENEFITS ENROLLMENT/CHANGES POLICY**

### **New Employees**

The Payroll Clerk shall present to all new employees a set of printed employee benefit forms within the standard new employee information packet. Benefit change requests shall be requested in person by employee; with the PAYROLL CLERK. All forms for benefit enrollment/changes shall be returned by the EMPLOYEE - to the PAYROLL CLERK. The payroll clerk shall not receive any benefit enrollment/change requests by telephone, mail, or e-mail; these must be completed in person between the payroll clerk and employee.

### **Direct Deposit - Payroll**

In order to establish employee direct deposit all employees must fill out the City of Bayard Direct Deposit information sheet, and SHALL submit either a voided check or a verification letter from their financial institution that certifies the employee bank account number and bank routing number. Direct deposits shall not begin until all documents are provided to the payroll clerk. Employee check voucher stubs will be available for pick-up at the city hall by the employee each payday.

### **Medical/Retirement Benefits**

Employees SHALL provide to the payroll clerk employee benefit forms in original form; copies shall not be accepted. The payroll clerk shall process benefit enrollment and change forms as required by the benefit provider.

Benefit providers may at times require that employee enrollment or change requests be transmitted electronically by e-mail. The payroll clerk SHALL verify the provider e-mail address and SHALL use the Bayard e-mail encryption for the transmission of such documents.

Employee enrollment forms/change requests SHALL not be accepted if received by any non-employee individual, e-mail, fax, or mail.

### **Applicability**

This policy applies to all staff within the City Hall Administration. Payroll clerk means the employee serving in the capacity of payroll clerk or in the absence of the payroll clerk. Failure to abide by this policy shall be grounds for disciplinary action.

This policy is effective immediately as of August 25, 2022.

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Kristina Ortiz, MMC  
Clerk-Treasurer

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Employee Name

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Employee Signature

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Date

## **PAYMENTS FOR MUNICIPAL SERVICES**

### New Accounts

Individuals wishing to establish utility services with the City of Bayard must present themselves at city hall. City Hall staff shall provide the individual with a utility enrollment packet. The utility enrollment packet must be filled out/submitted by the primary account holder to city hall staff. The primary account holder shall present a valid ID (copy will be made by staff), to verify the identity of the individual. A water meter deposit shall be collected by cash, money order, cashier's check, or credit card. No checks shall be accepted.

**Credit Card** – If the water meter deposit is collected by credit card, the card name must match the individuals name on the ID presented. If names do not match, credit card payment will not be accepted.

### Utility/Municipal Service Payments

Miscellaneous service payments shall only be accepted by cash, money order, cashier's check or credit card. The card name must match the individuals name on the ID presented. If names do not match, credit card payment will not be accepted.

Credit card payments SHALL only be made in person; and SHALL not be made over the phone, e-mail, fax, or mail.

### Utility Account Payments

Utility account payments can be made by check, money order, cashier's check, credit card, or ACH.

**Credit Card** – the card name must match the individuals name on the ID presented or the name on the utility account. If names do not match, credit card payment will not be accepted.

Credit card payments SHALL only be made in person; and SHALL not be made over the phone, e-mail, fax, or mail. Credit card payments may be made online on the utility payment portal.

**ACH** – The primary account holder may request to have payments made by ACH. The primary account holder SHALL enroll for the service in person at city hall on the designated forms and must provide a valid ID, and voided check or a verification letter from their financial institution that certifies the bank account number and bank routing number. The bank account name SHALL match the primary utility account holder's name.

This policy may be updated from time to time to match the operating conditions of the city.

### Applicability

This policy applies to all staff within the City Hall Administration. Failure to abide by this policy shall be grounds for disciplinary action. Additional municipal departments shall be added as necessary.

This policy is effective immediately as of August 25, 2022.

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Kristina Ortiz, MMC  
Clerk-Treasurer

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Employee Name

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Employee Signature

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Date

## **VENDOR PAYMENTS**

The City of Bayard conducts business with various types of vendors and service providers. In order to maintain efficient operating procedures for timely payments the city may utilize various methods of payments – check, ACH, web-based on-line portals, or credit card.

Vendor Enrollment/Registration with City – All vendors or service providers with the city must provide a W-9 form prior to initiating payments for goods or services. Vendors without a current W-9 shall be updated as soon as practical. Payments of any type will not be completed until all accounts payable processes have been completed.

CHECK – Paper checks may be issued for any vendor that has not requested payment by other methods.

ACH – Vendors requesting to receive payment by ACH must submit in writing by mail, a letter requesting the payment method change, and voided check or a verification letter from their financial institution that certifies the bank account number and bank routing number. The bank account name SHALL match the vendor's name. City staff shall verify by telephone call to the vendor that the request for change is valid. Staff must utilize alternate methods of verifying the telephone number used to make contact; and shall not refer to the telephone number(s) listed in the request for change documentation.

WEB-BASED ON-LINE PAYMENT PORTAL – city staff may elect to make vendor payments by online portal systems. Payments shall be issued using an ACH form. Electronic payment information shall be entered as Account #: 9999999999 Routing #: 999999999 in the Abila system. All ACH forms shall be signed by the staff member initiating the online payment. The date the payment was made shall also be noted on the ACH form.

CREDIT CARD – Credit card payments for goods or services shall only be made for purchases in which the vendor will not establish payment terms with the city. The purchase amount will indicate which employee shall initiate the credit card payment. Bank of America is the servicer of the city credit cards. Payments to Bank of America are made utilizing the on-line banking portal.

### Applicability

This policy applies to all staff within the City Hall Administration. Failure to abide by this policy shall be grounds for disciplinary action. This policy may be updated from time to time to match the operating conditions of the city.

This policy is effective immediately as of August 25, 2022.

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Kristina Ortiz, MMC  
Clerk-Treasurer

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Employee Name

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Employee Signature

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Date