Town of Edgewood

Agenda

Regular Meeting

Tuesday, February 7, 2023 @ 6:30 PM

Townhall of Edgewood Commission Chambers - 171A State Rd. 344

This meeting will be in person; however, we welcome members of the public to listen in and participate by joining online at: https://www.edgewood-nm.gov/government/council_agendas_minutes_audio.php. The meeting will also be live streamed on the Town of Edgewood Facebook Page at: https://www.facebook.com/TownOfEdgewoodNM.

If you are an individual with a disability who needs a reader; amplifier; qualified sign language interpreter; or any other form of auxiliary aid or service to attend or participate in the hearing or meeting; please contact the Clerk at the Town Offices located at 171 A State Rd. 344 at least three (3) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the Town Clerk at (505) 286-4518 or by e-mail at clerk@edgewood-nm.gov if a summary or other type of accessible format is needed. The complete Commission packet may be viewed on the web, visit https://www.edgewood-nm.gov/index.php and click on Government, then Agendas and Minutes.

Page

I. WELCOME, INTRODUCTION, & ROLL CALL

A. Invocation

B. Pledge of Allegiance

C. NM Flag Salute
"I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures."

II. AGENDA APPROVAL

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. CONSENT AGENDA

A. Approve/Amend/Disapprove Minutes

i. January 3rd, 2023 — 5 - 25
Minutes 1.3.2023 (1)
Approved Pedestrian Bridge packet for NMDOT[22985]

ii. January 17, 2023 — 26 - 42
1.17.23 Minutes

V. MATTERS FROM THE COMMISSIONERS

A. Audrey Jaramillo, Mayor

B. Jerry Powers, Mayor Pro Tem

C. Phil Anaya

D. Ken Brennan

E. Sterling Donner

VI. MATTERS FROM THE CLERK

VII. MATTERS FROM THE TREASURER

VIII. MATTER FROM THE CHIEF OF POLICE

IX. MATTERS FROM THE TOWN MANAGER

X. DISCUSSION AND ACTION ITEMS

A. Operation According to Commissioner/Manager Form of Government.

B. Revisions to Town Stationary to conform to Commission-Manager Principles 43
Stationary Edits

C. Chief's Commendation of Officer James Walker 44 - 46
J. Walker CC[32112]
J. Walker CC

D. MOU State Plan of Operation, the State of New Mexico and Edgewood Police Department. 47 - 70
2022 November Application with Instructions
FINAL SPO Addendum 08152022
NM SPO 2022

E. MOU Between Children, Youth, and Families Department (CYFD) and Edgewood Police Department. 71 - 75
LEPMOUTemplate_Contact_05022022 (1)

F. Library Policies January 2023. 76 - 91
1.30.23 DraftLibraryPolicies Jan2023

G. Resolution 2023-002 BAR #2. 92 - 117
BAR #2 Res 2023-002 02-07-2023
BAR #2 Res 2023-002 02-07-2023
BAR #2 Res 2023-002 02-07-2023-Documentation

H. CDM Smith Update on Wastewater Treatment Plant Technical Memo.

I. Task Order for Water Quality Treatment Preliminary Engineering Report (PER).

J. Task Order to Update Wastewater Treatment PER.

K. Appointment of Shelly Hutchinson for Planning and Zoning Commission. 118 - 119
Shelly Hutchinson

L. Appointment of Patty O'Brien and Ernie Salcido to the Animal Welfare Advisory Board. 120 - 121
Ernie Salcido Animal Welfare Advisory Committe
Patty O'Brien

M. Approval of ARPA Spending for Emergency Operations, Water Quality, Wastewater, and IT/software. 122 - 130
Jaramillo ARPA Guidance

N. Resolution 2023-001 Town of Edgewood Open Meetings Resolution. 131 - 133
Open Meetings RESOLUTION 2023 Draft Redline

O. Resolution 2023-003 Operating Resolution. 134 - 145
Operating Resolution 2023-003

P. Procurement List. 146 - 162
PO Encumbrance Report - 07012022_01262023

Q. Procure construction for Church Street

R. Procure construction for ECHO Ridge.

S. Meetings on Regional Emergency Communication Center (RECC) JPA.

T. Meetings on City of Albuquerque (COA) Land available.

U. Water Quality and Church Street SAP Reauthorizations. 163
capital_outlay_reauth_form SUBMITTED

V. Memorial Day/Purple Heart Ceremony

W. Road Improvements of Horton RD from Venus RD to Frost RD.

X. Rescind Notice of Intent to Acquire Epcor's Edgewood Water System. 164 - 165
Notice of Intent to Acquire Epcor's Edgewood Water System

Y. Bi-weekly Pay Date Change from Wednesday to Friday beginning March 10th, 2023. 166
Finance Department

Z. State of the Town Address.

XI. PUBLIC COMMENTS

XII. PUBLIC HEARING

A. Ordinance 2022-01 Procurement. 167 - 183
Procurement Ordinance Proposed 2023

XIII. FUTURE MEETINGS

A. State of the Town Address- February 21st, 2023

B. Regular Commission Meeting February 21, 2023 @ 6:30 PM Commissioner Chambers

XIV. CLOSED SESSION

A. As per motion and roll call vote pursuant to NMSA 1978,: Section 10-15-1(H)(7) for confidential discussion pertaining to threatened or pending litigation in which the public body is or may become a participant, specifically, Attorney options regarding Moriarty-Edgewood School District (MESD) Town Hall Lease, Moriarty-Edgewood School District (MESD) D-101-CV-2022-01955 ,

Campbell v. Abraham D-101-CV-2021-02024, and McGill et. al. v. John Bassett et. al A-1-CA-39388.

XV. ADJOURN

Town of Edgewood
Minutes
Commission Regular Meeting
Tuesday, January 3, 2023 @ 6:30 pm
Town Hall Commission Chambers - 171A State Rd 344

I. WELCOME, INTRODUCTION, & ROLL CALL

Mayor Jaramillo called the meeting to order at 6:35 pm and welcomed everyone. She led the invocation, pledge, and salute.

All Commissioners were present.

II. AGENDA APPROVAL

Commissioner Anaya moved to approve the agenda.
Commissioner Powers seconded.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

III. PUBLIC COMMENTS ON AGENDA ITEMS

A. *Cheryl Huppertz*, 49 E. Hill Ranch Rd., Addressed the minutes from Dec. 20th, correct Huppertz spelling. The Treasurer said the submitted budget to the state is different than what was approved, BARs, GO bond, transfers in/out need to add to minutes. She questioned the financial report showing some items were not paid and oversight.

Mayor Jaramillo shared she would be recommending having the minutes pulled for work. [From oversight] you see a new team here now that are handling the budget much better.

Former MESD Superintendent Tom Sullivan, said he noticed the rules have changed from the previous meeting. He shared that twice he has read brief prepared remarks and Commissioners addressed him. He apologized for his poor theater behavior at the last meeting. He told the Commission do not change your rules because of my behavior, just change them to improve your processes or because they are necessary not because he abused something. Because some board members engaged in the same behavior to MESD colleges but as elected officials they can't always hear good news. He said Mr. Anaya insinuated that he still worked for the school district and was going to dig into things. He said it was established in 1907 and he didn't know how they

muddled along for so many years. He read an HR letter from the MESD Personnel stating that he no longer worked for the school district since 6-29-2018. [Handed out letter from Amanda Encinias].

Mayor Jaramillo requested Mr. Sullivan to limit his comments to agenda items at this time.

Mr. Sullivan said it should be because of the last comments he presented at the last meeting and a transcript if you recall. You can't always hear happy news, Ms. Jaramillo.

Mr. Sullivan apologized to Mr. Powers as he was correct that there is a different law regarding Historical Landmarks. Availing yourself of the statute does not waive a wand and there is a process and he read correspondence from NM Historic Preservation Division, and he is offering his services for unresolved issues.

Commissioner Powers clarified the statute the Town utilized.

Mayor Jaramillo asked if he had other comments.

Mr. Sullivan said yes, people have said the school has been an obsession of hers since 2006. The District was bleeding and out of control. He said he would be back.

Former Councilor Linda Holle, said the minutes quality is horrible and gave examples and missing. They need to be reviewed and edited better and seems to be done with dictation. Is the Lodger's Tax board still in existence and meeting?

Mayor Jaramillo confirmed they are.

She asked if they have recommended what is in the packet.

Mayor Jaramillo said they have not met to her knowledge; Admin in the first half of the year was trying to coordinate a meeting but they were not successful in getting that meeting. She shared that we ran governing body approval of Lodger's Tax by legal and others. The Lodger's Tax Board does need to meet.

Mrs. Holle asked if she should wait until Commissioner Powers returned because she didn't know we were taking a break here.

Mayor Jaramillo answered that Commissioners have the right to take a break as they wish. She said Mrs. Holle could wait if she wanted and bring it up again during the other section of Public Comment.

Commissioner Powers returned and *Former Councilor Holle* continued. She asked for the Lodger Tax award that is in consideration, is Linda Burke still employed by the Town?

Mayor Jaramillo answered she is not at this time.

She asked about the date 2022-2023 on the application if we would be paying for services rendered in the past.

Mayor Jaramillo answered that as Former Councilor Holle is probably aware in government we do not pay until funds are encumbered and services are rendered; we do not back pay, so it would be anything that has budget going forward.

She said it looked confusing and wanted to know the status of the Animal Control Department? The December 20th minutes said Advisory Board was taking care the shelter of as of December 1st and asked for help and Mike Ring may return to Animal Control.

Commissioner Powers answered that the volunteers are doing a great job and the animals are getting healthy and socialized and we have hired an Animal Control Officer. We have a posting open for an Animal Care Tech we approved at the last meeting. He thanked everyone for the enormous improvement.

Mayor Jaramillo said animals are being adopted now and it is functioning well now.

IV. CONSENT AGENDA

A. Approve/Amend/Disapprove Minutes

i. December 20th, 2022

Mayor Jaramillo recommended pulling the minutes for amendment.

Commissioner Anaya made a motion to approve the consent agenda with pulling the minutes for further review.

Mayor Jaramillo said it would actually be a motion to disapprove the consent agenda since the minutes were the only item. Commissioner Anaya agreed.

Mayor Jaramillo moved to Disapprove the Consent Agenda and pull the December 20th minutes for amendment.
Commissioner Filandro Anaya seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

V. MATTERS FROM THE COMMISSIONERS

A. Audrey Jaramillo, Mayor

Hopes everyone's holidays went very well. Happy New Year. She looks forward to an awesome 2023.

B. Jerry Powers, Mayor Pro Tem

He appreciates the Chief and Town Manager and all the help with the Animal Control.

C. Phil Anaya

He has a concern about the way the meeting is starting off with, as far as public comments. And the way that the public is addressing the Commission. We won an election, fair and square, and beyond that, he does not appreciate being accused of manipulating the minutes. He doesn't know where the chairperson of this [lodger's tax] committee is at, but it is time to let this Commission do its job. We had a council the last 20 years, and it did a fantastic job, until the last few years when all the issues came up. It was not me that was here, but this needs to stop, and you do have the right to speak but you need to be careful who you accuse. He has lived in Moriarty and in Edgewood and he am the only one that has. He has been here longer than Mr. Sullivan. This is his Town, and he is very proud of it. He is tired of the childish games that are going on right now. This is 2023 and it is time to move on. Stop the pettiness and let this body go on to make this a better town for all of us. Stop degrading the work this body and these employees are doing; we are trying to dig out and have done a good job of it. Please be courteous and kind and do what our Lord Jesus Christ would do and not what Satan is doing. Don't make him repeat this comment.

D. Ken Brennan

Happy New Year, I hope everyone had a good holiday. My appreciation to the staff, within the past 4 months and have had a lot of work to do and more to be done. We have gotten a lot accomplished in 2022 such as the sewer plant. Many have full time jobs as well. He looks forward to the projects in 2023 and clean-up of the records.

E. Sterling Donner

Happy New Year and hope no one has caught the cold that has been going around he had. Thanked everyone for the support this year; he could not do this without you guys and without your opinions. He looks forward to 2023 and not living in the past.

VI. MATTERS FROM THE CLERK

Happy New Year to everyone; Planning & Zoning is issuing Business Licenses; we do have a module in Encode to utilize; we are digitizing records with IT; did post Animal Care Tech internally; working on Personnel Policy. Thank you to the Commission for their patience. Encode can do timesheets and leave and catch up into the virtual world; working on PERA contributions.

VII. MATTERS FROM THE TREASURER

Could not attend, under the weather.

VIII. MATTER FROM THE CHIEF OF POLICE

Happy New Year, Thank you Commissioners this is the first time that I have had a Commission

involved in day to day operations. Thank you for all your help and you always answer and call me back, which is odd but appreciated.

We have an ACO starting Jan. 17th, he has been doing the job in Santa Fe County and has gone through a rigorous interview process. As soon as we have the Animal Care Tech, we will invite everyone out.

He has received quotes for the mobile EOC as an alternative to an EOC center. We can use for events. We did fix the fire suppression system, which has been out for years. ESPG came and fixed it in a day, and fixed the municipal courts, which is linked.

We will be bringing a reorganization chart for the PD, with more oversight of the patrol officers.

IX. MATTERS FROM THE TOWN MANAGER

Manager Jerrett Perry started off with a story, which goes back to yesterday afternoon, he was coming up from the south through Chilili, when he was by the Manzanos and Sandias, where he could reflect about working with Commissioners who are passionate about Edgewood; you don't find that too often. There was a storm coming and in the middle was a beautiful glow of sunshine and that is where he was headed and that was here. It is not the critique that matters but those that are doing the work and you are certainly doing that, Commissioners. He is here by choice with an amazing group of people. He had a staff meeting and what a brilliant group of people with solutions. He is excited to come to work, which hasn't been in while. We didn't just have a meeting, we had solutions. I am very excited about the direction we are heading. We have people who are doing the work for the sanctity of the Citizens. It is to protect the sanctity of the Town of Edgewood to ensure success for the future. We won't let the critiques dictate our future. He clarified that only two Commissioners were at the Staff meeting and no decisions were being made.

Commissioner Powers recognized his fostering a great team spirit and inspiring for solutions and looking forward to 2023. He knows the school board is not happy and they will be back, but he went through the petition and there are over 500 signatures. So, if we have to upset a few people he is happy to do that. That is part of serving the Town of Edgewood.

X. DISCUSSION AND ACTION ITEMS

i. Open Meetings Act Resolution 2023-001.

Commissioner Anaya moved Approve the Resolution No. 2023-001 Town of Edgewood Open Meetings.

Commissioner Kenneth Brennan seconded the motion.

Commissioner Donner asked for special meetings to be a majority of the governing body.

Mayor Jaramillo stated she didn't recommend that as it would limit calling a meeting. She stated there is a statute we were going to check into on the wording for calling a meeting.

Commissioner Powers said that was mayor council.

Mayor Jaramillo clarified what was proposed at the time was to add Manager but that is a governing body function as Superintendents and Managers do not call meetings. Her concern is that if a majority is required, a minority won't be able to call a meeting.

Commissioner Anaya said the statute said that.
Mayor Jaramillo said you don't have the Town Manager; we can remove Mayor; we need to have one or two able to call for a meeting.
Commissioner Donner said special meetings should only have agenda items for the purpose of why the meeting was called so they don't take so much time.
Mayor Jaramillo pointed out we have the resolution that any Commissioner can add any item to the agenda.
Commissioner Donner said it was not fair to employees to take this time.
Commissioner Jaramillo asked if we should have to have one Commissioner convince one other to have a meeting. The minority can be one.
Commissioner Powers said we should stay away from special meetings but there is so much going on.
Commissioner Jaramillo added that earlier this year a former Councilor asked about the number of meetings (at the time was budget). It all depends on the level of work you want to get done and in the time frame you want to get it done in. If you want to move at a snail's pace, then just have two meetings a month but a lot of things will not be able to move forward. Emergency meetings are hard to meet the criteria, they are true acts of God.
Commissioner Powers said it is consistent with allowing one Commissioner to add an agenda item to allow one Commissioner to call a meeting.
Commissioner Jaramillo added it is frustrating being in the minority and not being able to call a meeting but recognizes in the future and in some other places in the state, this could be abused.
Commissioner Powers added the school board launched a lawsuit [Commissioner Jaramillo then on the MESD Board of Education] she was not aware of and it is important to prevent that. We can be sparing because not all of us are retired.
Commissioner Brennan other Commissioners may want to pile on agenda items so could we add that special meetings are limited to what the Commissioner who called the meeting want on it.
Mayor Jaramillo recalled Judge Ellenwood's 2021 Order to the Town to allow governing body members to add items to the agenda, which was based on our resolution. She said we could change the resolutions; she doesn't think we are prohibited from that.
Commissioner Powers asked for clarification.
Commissioners Jaramillo and Donner clarified the request.
Commissioner Powers said there are some things which cannot be anticipated.
Commissioner Donner said grants are known ahead of time and things can be planned.
Commissioner Jaramillo reiterated it also depends on the pace you wish to go.
Commissioner Powers said we can head in that direction and revisit this. It is nice to get a lot of things done.

Manager Perry says we need to get away from special meetings so we can work our jobs more efficiently. Unfortunately, there were issues that required meetings in the last 6 months, but he recommends Criteria to call special meetings.

Commissioner Powers we only recently got certain positions filled.
Commissioner Donner said it is hard for staff to do their jobs.

Mayor Jaramillo entertained a motion for any changes.

Commissioner Powers moved for a change in paragraph 3 for any Commissioner may call a meeting.

Mayor Jaramillo asked for a second on this change. Commissioner Anaya preferred a friendly amendment.

Commissioners Anaya and Brennan accepted Commissioner Power's friendly amendment.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

ii. Appointment of Roger Holden as a Part Time Employee

Commissioner Powers moved Appointment Roger Holden as a part time employee.
Commissioner Brennan seconded the motion.

Commissioner Anaya asked why we had to appoint.
Mayor Jaramillo answered that the Personnel Policy states the Mayor can appoint temporary employees with the approval of the Commission.
Commissioner Powers clarified this was not a position the Commission already created.
Mayor Jaramillo said he is a wealth of knowledge for the Town and we are coming into the Legislative Session and we are moving forward on the pedestrian bridge project.

Manager Perry said Mr. Holden would report to him, not to Parks and Rec.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

iii. Appointment of Mike Ring as Temporary Animal Control Officer.

Commissioner Powers said Mr. Ring does not want an officer position; he would like to do a management consulting for the Shelter. Recommendation from Commissioner Powers is to do this on a purchase order.
Mayor Jaramillo recognized the historical knowledge Mr. Ring has as well and training the new people would be good.
Manager Perry said they would need to stay under $3k limit.
Commissioner Powers said it could be between $3k-$20k without Commission approval.
Commissioner Jaramillo asked about the time frame and amount needed would probably be less than $3k.
Manager Perry said an ACO would start on the 17th.
Chief Jimenez said it would be good for maybe 3 weeks.
Commissioner Powers agreed we need this for training.
Mayor Jaramillo reminded we cannot break up purchase orders for the same scope of work, training.
Manager Perry reminded that between $3k-$20k we have to obtain 3 quotes.
Commissioners Donner and Brennan said this was confusing and clarified the appointment was not happening.
Commissioner Donner said he preferred staying under $3k.

Mayor Jaramillo clarified this is an operational decision by the Town Manager and Chief of Police and we would leave it in their capable hands; no vote was necessary.

iv. Appointment of Commissioner Sterling Donner, Mayor Audrey Jaramillo and Tom Torres for Economic Development Advisory Board

Commissioner Anaya asked about committee membership.
Commissioners Donner and Jaramillo confirmed it was 7 Citizens, 2 Commissions, and the Town Manager or appointee.

Commissioner Filandro Anaya moved Appointment of Tom Torrez on the Economic Advisory Board and Commissioners Sterling and Audrey Jaramillo.
Commissioner Jerry Powers seconded the motion.

Mayor Jaramillo welcomed Mr. Torres up who shared his valuable experience; he has been a Citizen of Edgewood for 28 years.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

v. Planning for 2023 State of the Town Address.

The Commission discussed this and determined input would go through the Town Manager who would send an outline and Commissioners could choose what topics they may want to speak on for areas they have been involved with.

vi. Setting the Date for the 2023 State of the Town Address

Commissioner Jerry Powers moved to set the date as February 21st, 2023, for the 2022 State of the Town Address and make this a round robin presentation.
Commissioner Kenneth Brennan seconded the motion.

Commissioner Donner would like to have open comment for the public to ask questions.
Commissioner Powers agreed.
Commissioner Brennan said we could have Public Comment at the end of the meeting.

Manager Perry said he has what he needs.
Mayor Jaramillo said we have a round robin at least twice a month here.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

vii. Letter Authorizing the Increase in the Town of Edgewood's Match for the Pedestrian Bridge.

Parks & Recreation Manager Wiltbank presented information on this increase (around $60k), which may end up being less since this is just an estimate.

Commissioner Powers moved to approve the letter authorizing the increase in the Town of Edgewood's match for the pedestrian bridge.
Commissioner Anaya seconded the motion.

Mayor Jaramillo said without the letter in the packet and with the specificity on the agenda, we should not approve this without seeing it.
Mayor Jaramillo stated we are being extra transparent on this, as the project is already approved, and the signatories already have authority to sign this.

The Commission paused this item and moved forward and returned to this after Agenda item X. xii.

The Commission reviewed the letter handed out from the Clerk. It is the same except the match increased.
Commissioner Jaramillo said it really is a million dollar bridge ~ we had the Million Dollar Mayor; now we have the Million Dollar Bridge.
Parks & Recreation Manager Wiltbank shared DOT wants this done and found funding for the increase.

Commissioners Powers and Anaya accepted a friendly amendment for extension until Sept. 2023.

Commissioner Filandro Anaya	*Aye*
Commissioner Jerry Powers	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*

The Motion Carried 5 to 0.

Commissioner Donner requested this letter be added to the next packet.

viii. Memorandums of Understanding for the NMED Appropriation SAP 22-G2417-STB.

Commissioner Jerry Powers moved Approve the MOU with NMED Appropriation SAP 22-G2417-STB. Commissioner Filandro Anaya seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

ix. Legal Shield Presentation.

Manager Perry said this item was in error and should be removed.

x. Use of $10,000.00 Lodger's Tax for the Edgewood Chamber of Commerce dba Greater East Mountain Chamber of Commerce for Promotional Use.

Commissioner Jerry Powers moved Approve the use of $10,000 Lodger's Tax for the Edgewood Chamber of Commerce dba Greater East Mountain Chamber of Commerce for Promotional Use. Commissioner Filandro Anaya seconded the motion.

Mayor Jaramillo reiterated this was on the agenda last time but did not list it was for lodger's tax; this is a grant on reimbursement basis.
Commissioner Donner clarified use and the request was $13,500 but vote is for flat $10k.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

xi. Use of $1,000 Lodgers Tax and $500 General Funds for advertising on East Mountain Radio 102.1FM and 1080AM.

Mayor Jaramillo invited Ludella from East Mountain Radio this evening and there will be 2 weeks free with the commitment for future weeks. This is for events and is flexible.
Commissioners Brennan, Donner, and Anaya clarified amount, use, and timing.

Commissioner Anaya motioned to approve the use of $1,000 Lodger's Tax for advertising on East Mountain Radio 102.1FM and 1080AM.
Commissioner Donner seconded.

Commissioner Brennan added friendly amendment for $500 General Funds.
Commissioners Donner and Anaya accepted the friendly amendment.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

xii. Call for Public Hearing on Procurement Ordinance 2022-01.

Commissioner Jaramillo stated there are changes that need to be made to this ordinance for emergency purchases per our Emergency Manager, we have been operating under this for a year and there will be recommendations from our Administrators. It will need to be advertised for 14 days.
Commissioner Anaya asked for a redline.
Mayor Jaramillo said we will have a redline in the packet and go over suggested changes at the meeting.

Commissioner Donner moved For public hearing on Procurement Ordinance 2022-01 for the first meeting in February, the 7th.
Commissioner Powers seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

The Commission returned back to agenda item X. vii. since the Clerk had passed out the relevant letter.

xiii. MESD Notice of Lease Increase on Edgewood Town Hall and Library.

Mayor Jaramillo read from the Notice of Rent Increase from MESD.
Mayor Pro Tem Powers added comments; he has never experienced a 10-fold increase in rent. This appears to be retaliation for us saving a taxpayer building. We spent $600k on this building. We are just trying to do what the People of Edgewood want. We have recourse on this.
Commissioner Brennan at those rates we could build a new Town Hall and we could move into Old Town Hall.
Mayor Jaramillo said we do have Old Town Hall available depending on what we decide later in the agenda.

Mayor Jaramillo opened the floor with no objection from the Commission for anyone with public comment on this agenda item only.

Former MESD Superintendent Tom Sullivan, said he did not know the content of that [MESD rent increase] letter said. He said he has been insinuated of lying before.

Commissioner Anaya said he doesn't want anyone accusing anyone of anything.
Mayor Jaramillo reminded Mr. Sullivan to keep his comments to this item.
Mr. Sullivan said he brought a piece of floor from a historic building in Moriarty he recommended to demolish, and Audrey voted on.
Mayor Jaramillo said she keeps her version in her living room.
Mr. Sullivan didn't know the content of the letter, but it sounds like things are out of hand and there are needs for a mediator. We can go over what has gone wrong and it is someone in this room's fault.
Mayor Jaramillo redirected him to the item, the lease on Town Hall and the Library. We have at least one other public comment.
Mr. Sullivan I am very sorry that it has come to that, and this is related to the building on the agenda on the 24th. I think mediation is a great option and it is not too late.
Mayor Jaramillo thanked him for the suggestion, and she found value in that.

Former Councilor Sherry Abraham 41 Morper Lane, wanted to discuss this rent increase on two levels. As an ex-realtor, there are laws for how much rent can be raised and that probably needs to be looked into. This is exorbitant and another unprovoked attack from MESD. She was on the governing body when they agreed to use this building, so we could save on what we were paying the previous landlord for office space and the library. She does not see any advantage to Edgewood to continue having any relationship with MESD at all. This has been a tragedy, that *says* they appreciate us and want to educate our children and they want our tax dollars and then bleed us like a leech.

Lewis Abraham 41 Morper Lane, Mayor and Commissioners, thank you for the many hours of service you have spent to tread water and clean up the past administration and moving up 2022.

Mayor Jaramillo reminded him this was limited to comments on this agenda item only at the moment.

There were no other comments on this item.

XI. PUBLIC COMMENTS

A. *Mr. Abraham* continued that the majority of the previous administration from 2016 - 2021, a placard should be placed with the disgrace of the previous Mayor that he was removed. We had a previous councilor and nonresident attack our Commission. The MESD has failed teaching our children.

Cheryl Huppertz back to the minutes, I think having all these meetings is hard on the Clerk, not sure if a Commissioner is involved, this is not a personal attack. Mr. Sensanbaugher, she doesn't know what happened to him, but at the Sept. 20th meeting he gave a long brief about visiting the DOT and that there was more money in the

grant to take care of Church St. She mentioned it last time, but she is pleading with you to finish Church St. She also found out that we have 3 million in ARPA money; why can't we use this for Appaloosa and Edgewood 7. She is sad about the raise of rent, she is sad about the disagreement with the school district and she does think this would be good to go through a mediator outside of court.

XII. FUTURE MEETINGS

i. Regular Commission Meeting January 17th, 2023 @ 6:30 PM, Town of Edgewood Commission Chambers

ii. Regular Commission Meeting February 7th, 2023 @ 6:30pm, Town of Edgewood Commission Chambers

iii. MESD Appeal Hearing January 24th, 2023 @ 5:30pm, Town of Edgewood Commission Chambers

XIII. CLOSED SESSION

i. As per motion and roll call vote pursuant to NMSA 1978,: Section 10-15-1(H)(2), for confidential discussion on the hiring, promotion, demotion, dismissal, assignment, or resignation of a public employee, or the investigation or consideration of complaints or charges against a public employee. Specifically, Animal Control.

ii. Section 10-15-1(H)(8), for confidential discussion of the purchase, acquisition or disposal of real property or water rights, specifically, accepting donation, leasing, or purchasing. Specifically, Public Notice of Old Town Hall 1911 U.S. Rt. 66, Edgewood, NM 87015.

iii. As per motion and roll call vote pursuant to NMSA 1978,: Section 10-15-1(H)(7) for confidential discussion pertaining to threatened or pending litigation in which the public body is or may become a participant, specifically, MESD regarding the Edgewood Elementary School.

Commissioner Brennan moved move to go into closed executive session.
Commissioner Powers seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

The Commission went into Executive Session at 8:56 pm.

Commissioner Brennan moved to come back into open session.
Commissioner Donner seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

The Commission returned to Open Session at 10:12 pm.

Mayor Jaramillo affirmed only the items on the agenda were discussed and no decisions were made in closed session.

All Commissioners so affirmed.

XIV. DISCUSSION AND ACTION ITEMS

i. Action Regarding Closed Session Items specified above.

Commissioner Powers moved to advertise for proposals to lease Old Town Hall with criteria set by the Town Manager.
Commissioner Anaya seconded.

Mayor Jaramillo said that from the experience of the Treasurer and others, the Commission should set the criteria for price and guidelines and the Town Manager can ensure it gets posted to the public.

Commissioner Powers revised his motion to advertise for proposals to lease Old Town Hall at $10.50 per square foot annually, on a triple net lease with consideration to be given to someone who would make improvements necessary for the use they contemplate, and to be limited to food or beverage service.

Commissioner Donner seconded.

Commissioner Powers added one more criteria that consideration will also be given to those willing to incorporate the Old Town Hall into the name of the establishment for the purpose of preserving the historic value of that building that makes it recognized in the public domain and he recommends adding a brass plaque on it noting it is the Historic Old Town Hall.

Mayor Jaramillo clarified they would be given preference for that.

Commissioner Donner accepted the additions to the motion.

Commissioner Jaramillo would like to set a dollar amount annually, so that it is a flat rate, $22,000/year or $10.50 per square foot. Based on community what they want, open up to educational and maybe medical services. Mental health services.
Commissioner Powers said the community really wants more food and beverage services. He hasn't heard request for medical.
Commissioner Jaramillo added perhaps mental health services or higher education.
Commissioner Powers said he has heard higher education; we could add that.
Commissioner Brennan clarified it would be the responsibility of the lessee to make any interior changes as needed but leave the outside of the building.
Commissioner Powers said yes, to maintain the character of the outside.

Commissioners Donner and Powers accepted Commissioner Jaramillo's friendly amendment to add higher education to the criteria.

Mayor Jaramillo indicated we should post in regular places we would post RFPs, website, etc. for the same time as RFPs, two weeks minimum.

Manager Perry confirmed he had all he needed to do this.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

Commissioner Powers moved to task the Town Attorney to defend the Town legally against the outrageous rent increase we received on Town Hall from MESD and to take whatever legal action necessary to do that.
Commissioner Anaya seconded the motion.

Commissioner Jaramillo requested on the next agenda to have this in Closed Session to hear from the attorney on options.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*

Commissioner Jerry Powers *Aye*

The Motion Carried 5 to 0.

XV. ADJOURN

Commissioner Filandro Anaya moved to adjourn.
Commissioner Brennan seconded the motion.

Mayor Jaramillo adjourned the meeting at 10:23 pm.

PASSED, APPROVED and ADOPTED this 17th day of January 2023.

_____
Audrey J. Jaramillo, CMO, Mayor

ATTEST:

_____
Nina McCracken, Clerk-Treasurer

APPROVED ON JANUARY 3RD, 2023

TOWN OF EDGEWOOD
171A State Rd. 344
P.O. Box 3610
Edgewood, NM 87015
Phone: (505) 286-4518 Fax (505) 286-4519
www.edgewood-nm.gov

January 3, 2023

Sharon R. Cruz
Tribal/Local Public Agency Coordinator; North Region Design
1120 Cerrillos Road,
PO Box 1149 Santa Fe, NM 87504

Subject; Pedestrian Bridge Project CN5101330;
Request for Time Extension and Town Matching Funds Source

Ms. Cruz,

The Town of Edgewood requests a time extension to 30 September 2023 for the construction of the Edgewood Bachelor Draw Pedestrian Bridge Project CN5101330 in Edgewood, NM.

Project Description:
The project is located near NM 344 on the Bachelor Draw in the Town of Edgewood, New Mexico. The project includes the construction, rehabilitation and placement of an existing pedestrian bridge over the draw. The bridge will be connected to the existing trail system. Attached you will find a revised ARF, construction estimate and schedule.

Request for Time Extension:
1-The only bid we received was significantly exceeded the engineers estimate and was rejected.
2-Additional funds have been recently secured from NMDOT and New Mexico State Legislature. These funds exceed the revised estimate for construction of the bridge and allow us to proceed with an RFP.

Town Matching Funds Source:
The source for town matching funds of $115,598 is the Capital Outlay Fund A22-G3000.

Thank you for your consideration in this matter. Should your office require any further information or assistance please contact me or Roger Holden.

Sincerely,

_____
Jerrett Perry
Town Manager

Audrey J. Jaramillo, CMO, CPA, CFE, JM
Mayor

Jerry Powers
Mayor Pro Tem

Filandro R. Anaya
Kenneth Brennan
Sterling Donner
Audrey Jaramillo
Jerry Powers
Town Commissioners

Jerrett Perry
Acting Town Manager

Nina R. McCracken
Clerk

Michael Steininger
Treasurer

Roger P. Jimenez,
Chief of Police

William H. White
Municipal Judge

Form No. A-1343
Rev 2/19
POD

New Mexico Department of Transportation
AGREEMENT REQUEST FORM (ARF)

AGENDA ITEM #A.i.

Control No. CN-5101330 New Agreement _____

Amendment 4

Tribal/Local Public Agency (T/LPA) Town of Edgewood

Address PO Box 3610, Edgewood NM 87015

Contact Person Ben Wiltbank Title Parks and Recreation Manager

Phone 505-401-4615 Email bwiltbank@edgewood-nm.gov

T/LPA DUNS Number: UEI# DSKCQBKAZCT8

Who Executes agreement at T/LPA (Mayor, Governor, Chairman): Jerrett Perry, Town Manager

Termini/ Project Description will be pulled directly from STIP database.

STIP YEAR (Const.) FY 2023 **PROPOSED WORK /PHASE (PER STIP)**

FUNDING SOURCE	CONSTRUCTION	CONSTRUCTION MANAGEMENT
Federal Funds	$ 738,362.00	$ 13,500.00
State Funds	$ 240,000.00	$ 4,388.00
Local Match	$ 115,598.00	$ 2,112.00
Soft Match	$	$
Other	$	$ 20,050.00
TOTAL AMOUNT OF CONSTRUCTION AGREEMENT	$ 1,093,957.00	

Anticipated Begin Date Fy 2021 Anticipated End Date FY 2023

What month will this project be ready to authorize Federal Funds? February 2023

You must also submit a estimated graphical project timeline (e.g., Microsoft Project, Primavera, Critical Path or Gantt chart) that provides the projected completion dates for applicable certifications for construction, right of way and design phases.

Additional Information: _____

T/LPA Authorized Signature _____ Date _____

Region T/LPA Authorized Signature _____ Date _____

District T/LPA Authorized Signature _____ Date _____

CLE T/LPA Authorized Signature _____ Date _____

By signing this Agreement Request Form, representatives are certifying the Project End Date for the requested project is true and accurate based on project scope. The Project End Date will be entered into FMIS as mandated per 2 CFR 200.309.

A project agreement **WILL NOT** be processed until this ARF is received and has all signatures.

T/LPA must submit completed Agreement Request Form and estimated project timeline to your T/LPA Region Coordinator for review.

Bachelor Draw Pedestrian Bridge

Town of Edgewood, NM

12/19/2022

LINE ITEM	SUMMARY OF QUANTITIES									COST ESTIMATE	
				TRAIL		BRIDGE		PROJECT TOTAL		UNIT COST	TOTAL COST
	NUMBER	DESCRIPTION	UNIT	EST	FINAL	EST	FINAL	EST	FINAL		
1	201000	CLEARING AND GRUBBING	L.S.	1				1		$4,500.00	$4,500.00
2	203000	UNCLASSIFIED EXCAVATION	C.Y.	6				6		$250.00	$1,500.00
3	203100	BORROW	C.Y.	270				270		$104.00	$28,080.00
4	207000	SUBGRADE PREPARATION	S.Y.	290				290		$12.00	$3,480.00
5	210002	MAJOR STRUCTURE EXCAVATION	C.Y.			40		40		$100.00	$4,000.00
6	210003	MAJOR STRUCTURE BACKFILL	C.Y.			26		26		$140.00	$3,640.00
7	303900	CRUSHER FINES	C.Y.	49				49		$140.00	$6,860.00
8	502036	DRILLED SHAFT FOUNDATION 36"D	LIN. FT.			52		52		$1,500.00	$78,000.00
9	502600	OBSTRUCTION REMOVAL	LIN. FT.			2		2		$1,000.00	$2,000.00
10	511000	STRUCTURAL CONCRETE CLASS A	C.Y.			13		13		$1,250.00	$16,250.00
11	511300	SUBSTRUCTURE CONCRETE CLASS A	C.Y.			36		36		$1,250.00	$45,000.00
12	540060	REINFORCING BARS GRADE 60	LB			8760		8760		$5.00	$43,800.00
13	540160	EPOXY COATED REINFORCING BARS GRADE 60	LB			1180		1180		$6.00	$7,080.00
14	541100	STRUCTURAL STEEL FOR STEEL BRIDGES	LB			10150		10150		$8.00	$81,200.00
15	541405	PEDESTRIAN BRIDGE (REHABILITATION)	L.S.			1		1		$85,000.00	$85,000.00
16	541406	METAL RAILING, PEDESTRIAN (OFF BRIDGE)	LIN. FT.			56		56		$300.00	$16,800.00
17	546000	RECOATING STRUCTURES	S.F.			2705		2705		$10.00	$27,050.00
18	546206	SP 6 COMMERCIAL BLAST CLEANING	L.S.			1		1		$50,000.00	$50,000.00
19	547000	SAFETY AND ENVIRONMENTAL REQUIREMENTS	L.S.			1		1		$15,000.00	$15,000.00
20	548001	COATING OF CONCRETE - STAIN	S.F.			855		855		$4.00	$3,420.00
21	560000	ELASTOMERIC BEARING PAD	EACH			4		4		$2,500.00	$10,000.00
22	621000	MOBILIZATION	L.S.	1				1		$60,000.00	$60,000.00
23	632000	CLASS A SEEDING	AC	0.6				0.6		$20,000.00	$12,000.00
24	667500	BOLLARD	EACH	2				2		$950.00	$1,900.00
25	701000	PANEL SIGNS	S.F.	5				5		$50.00	$250.00
26	701100	STEEL/BASE POSTS FOR ALUMINUM PANEL SIGNS	LIN.FT.	25				25		$30.00	$750.00
27	801000	CONSTRUCTION STAKING BY THE CONTRACTOR	L.S.	1				1		$10,000.00	$10,000.00
28	906000	CONTRACTOR TESTING ALLOWANCE (QC)	L.S.	1				1		$20,000.00	$20,000.00
29	XXXXX	BIDDING, CONST. INSPECTION, AND MAT. TESTING (QA)	L.S.	1				1		$167,950.00	$167,950.00
30	XXXXX	CONSTRUCTION MANAGEMENT	L.S.	1				1		$20,050.00	$20,050.00
31	XXXXX	ADMINISTRATIVE FEE, TOWN OF EDGEWOOD	L.S.	1				1		$5,000.00	$17,079.00

SUBTOTAL	$842,639.00
15% CONTINGENCY, (Excl. Line 30)	$123,388.35
SUBTOTAL	$966,027.35
GRT on SUBTOTAL (8.0625%)	$77,885.96
GRAND TOTAL	**$1,043,913.31**

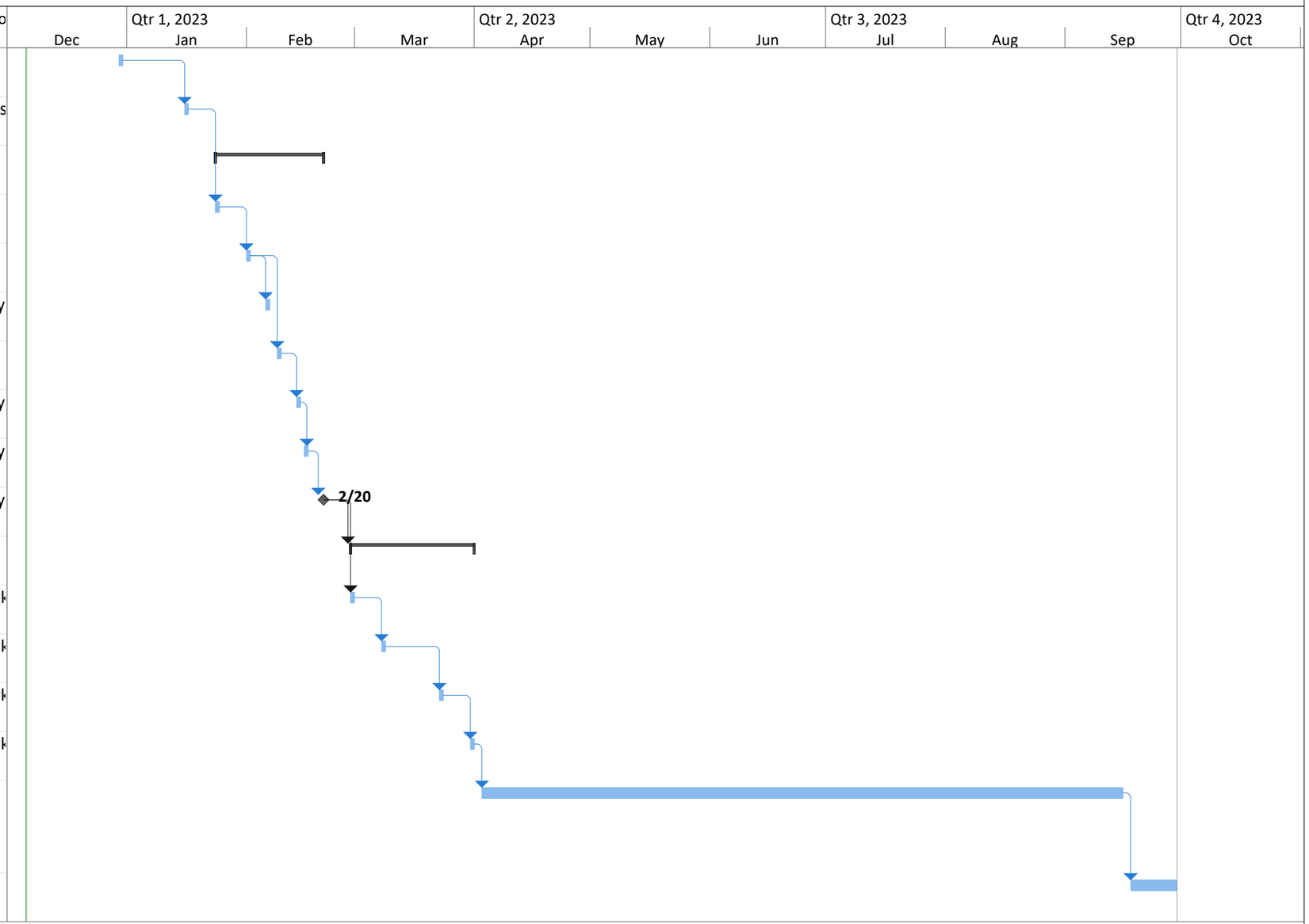
Preliminary Construction Schedule
Bohannan Huston, Inc.

Project: Bachelor Draw Pedestrian Bridge

Owner: Town of Edgewood, NM

Tue 12/6/22

ID	Task Name	Durati	Start	Finish	Predecesso
1	Project Manual Updates	1 day	Fri 12/30/22	Fri 12/30/22	
2	Contract Documents Approvals	1 day	Mon 1/16/23	Mon 1/16/23	1FS+2 wks
3	**Bidding**	**20 da**	**Tue 1/24/23**	**Mon 2/20/23**	
4	Bid Advertisement	1 day	Tue 1/24/23	Tue 1/24/23	2FS+1 wk
5	Bid Advertisement	1 day	Wed 2/1/23	Wed 2/1/23	4FS+1 wk
6	Pre-Bid Meeting	1 day	Mon 2/6/23	Mon 2/6/23	5FS+2 day
7	Bid Advertisement	1 day	Thu 2/9/23	Thu 2/9/23	5FS+1 wk
8	Last Day for Bidders Questio	1 day	Tue 2/14/23	Tue 2/14/23	7FS+2 day
9	Final Addendum	1 day	Thu 2/16/23	Thu 2/16/23	8FS+1 day
10	Bid Opening	0 wks	Mon 2/20/23	Mon 2/20/23	9FS+2 day
11	**Contracting**	**24 da**	**Tue 2/28/23**	**Fri 3/31/23**	**10**
12	Recommendation of Award	1 day	Tue 2/28/23	Tue 2/28/23	10FS+1 wk
13	Notice of Award	1 day	Wed 3/8/23	Wed 3/8/23	12FS+1 wk
14	Preconstruction Meeting	1 day	Thu 3/23/23	Thu 3/23/23	13FS+2 wk
15	Notice to Proceed	1 day	Fri 3/31/23	Fri 3/31/23	14FS+1 wk
16	Substantial Completion (Includes Certicate Of Occupancy)	6 mons	Mon 4/3/23	Fri 9/15/23	15
17	Final Completion	2 wks	Mon 9/18/23	Fri 9/29/23	16



Town of Edgewood

Regular Meeting **Minutes**

Tuesday, January 17, 2023, 6:30

The Town of Edgewood Commission met in regular session on Tuesday, January 17, 2023, at 6:30 in the Townhall of Edgewood Commission Chambers - 171A State Rd. 344.

I. WELCOME, INTRODUCTION, & ROLL CALL

Mayor Jaramillo called the meeting to order at 6:32 pm and welcomed everyone. Commissioner Donner gave the invocation, led the pledge and salute.

Roll Call:
Present: Commissioner Filandro Anaya, Commissioner Kenneth Brennan, Commissioner Sterling Donner, Commissioner Audrey Jaramillo, and Commissioner Jerry Powers
Absent:

A. Invocation

B. Pledge of Allegiance

C. NM Flag Salute

"I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures."

II. AGENDA APPROVAL

A. **Commissioner Anaya Motioned to Approve Agenda. Commissioner Brennan Seconds.**
All aye

III. PUBLIC COMMENTS ON AGENDA ITEMS

A. *Former Superintendent Tom Sullivan,* December 20th Minutes and Item IV A II and XII I, I have a letter and I think it answers questions that may have been posed by Commissioner Powers, if I read the minutes from December 20th meeting correctly. It is addressed to both Mayor Jaramillo and Moriarty Board President Armijo. I have a copy for the Commissioners and Mayor if I may hand them out. [handed out letter via Chief Jimenez to Commission and MESD Board President Armijo, also mailed a copy]. Mr. Sullivan read letter to Commission. [letter attached to minutes]. and here is what I sent to Mr. Rodriguez.

Mayor Jaramillo, Mr. Sullivan we are able to read through this ourselves, so I do not think it is necessary for you to read this out loud. I ask that you leave time for the other public comments. Do you have anything other than this particular letter?

Mr. Tom Sullivan, Well this is important and it's for the public record, it's an attachment.

*Mayor Jarmillo,*We have it here, that you handed it out, I think all of us Commissioners can go ahead and read it on their own accord. I appreciate your comments from earlier and if you have general comments, you can come back up at the end.

Mr. Tom Sullivan, So you are not going to let me read the letter that I submitted to the Public Ed Department relative to this matter?

Mayor Jaramillo, What I am saying is I don't that it is necessary. because we all have it here.

Mr. Tom Sullivan, Will it be entered into the public record? Cause I did send it in as a formal letter to the Commission.

Mayor Jaramillo, We can do that.

Mr. Tom Sullivan, I want it done. Will it be done?

Clerk McCracken, That is fine, I can attach it to the minutes. I can just upload the letters. If that works?

Mayor Jaramillo, That is fine with me. Any objections from the Commission?

Mr. Tom Sullivan, I think I know why you would prefer that it not be included but I want to know if it will be included.

Mayor Jarmillo, I think you are wrong on that. We can be added in and anything else you would like to comment on as far as the agenda items?

Mr. Tom Sullivan, I would be willing to stay later if it meant I was allowed to read this later.

Mayor Jarmillo, Again, I really don't think it is necessary. I think it would be great if we could allow the others..

Mr. Tom Sullivan, Can you make that decision, or can I read this later if I decide too?

Mayor Jaramillo, I'm just asking if you could allow others to make their...

Mr. Tom Sullivan, gladly, gladly, I'm just asking if I could read this later.

Mayor Jaramillo, Ok Commissioners what would you like to do?

Commissioner Brennan, If he wants to wait until the end of the meeting and read it.

Mr. Tom Sullivan, I will wait until the end of the meeting to read this letter.

Letter from Sullivan (1)

B. *Bob Burger,* Emergency Management JPA, I also provided you a copy of some information that has to do with some concerns. I reviewed the JPA document and if you were to stay with that document there are some things that need to be done. May 29th, of this year, their mitigation plan for Santa Fe County expires and they have to renew it every 5 years. From our standpoint I already have a mitigation plan that has been drafted up for the Town of Edgewood. There are some problems with it that I have worked with the State, DHSM. I sent them the draft copy, and they have the lady from FEMA coming in. I wrote a mitigation plan, and we could use the one I wrote and separate from Santa Fe County. Joceyln Padilla reviews mitigation plans, and she sent me the checklist toolkit and I will need to add in, before we go to final review and approval. Once that is done it goes to the State and then send it to FEMA and then we are golden. The Fire Department stuff, if you have to go into negotiation with them there are some liabilities that need to be talked about too. They don't have a hazmat tech situation and we don't know their response time criteria is for EMS, medical response for the whole incorporated area. They have some communication issues. The Police Chief apparently has communications with them and that's what we are paying for, but we need communications for our EOC and I don't want them jacking up prices. Since we are, I can clear this up fairly clearly, the Commission and Town Manager are the authority for jurisdiction as far as Emergency Management goes. That makes a big difference on what we do and don't do.I provided a pretty good document here for you to look at and how you would like to proceed. I am trying to make sure our litigation plan is a win. Any questions?
One other thing the only person on the negotiation table for the JPA is the Police Chief and we are allowed one other person. Makes it very lopsided and we are not fairly represented.

Commissioner Powers, I would like to be the second person if there is some opportunity to do that to negotiate.

Mayor Jaramillo, I guess that would depend on what's drafted.

C. *Mark Campbell,* 16 Blanco Dr. Regarding use of Commission Chamber and City Clerk. [Clerk McCracken read letter into minutes]
Letter from Mark Campbell

IV. CONSENT AGENDA

A. Approve/Amend/Disapprove Minutes

i. October 11, 2022

ii. December 20, 2022

iii. January 3, 2023

B. Department and Advisory Board Reports

i. Police

ii. Animal Control

Dana Striker- Animal Control Board Chair- We've adopted 4 dogs, they were spayed neutered. Another is being adopted in a few days. Dakota just got spayed today, Pearl tomorrow, Bandit was neutered today. We have received positive feedback from the town. 4H group is coming for a tour, Chandler Houstin, APD, scheduled that. Cattery is looking great. James [Saylers] our new ACO is being sworn in tomorrow. New animal tech coming on board. Adoption and cattery were painted and getting a mural in the adoption room. Tony was adopted and made remarkable progress. He is in a good home now. We are posting the animals on the social media sites. We are working on a few issues but doing well and still needing volunteers. We have kennel cleaners, dog walkers, cattery cleaners. Thank you to Roger and James [Sgt. Walker] for their help.

Commissioner Anaya- I have one question, since you are painting the cattery, are the cages in?

Dana Striker- They are in.

Commissioner Anaya, When did they come in?

Dana Striker- About a month ago. They are all set up and ready for kittens.

Commissioner Powers, you have all done a great job, you, the Chief, Sgt. Walker and all the people on the Advisory Board. It's been since December 1st that the former ACOs resigned, and it has been a major reorganization. The place looks completely different and looks like a medical facility. The work you have done with transformation of the dogs, the work you have done to socialize the animals and their health, and the adoption rates have shown it.

iii. Municipal Court

iv. Roads

v. Library

vi. Parks and Recreation

vii. Maintenance

viii. Wasterwater

ix. IT Technology

x. Planning & Zoning

Thank you NMDOT about the litter on I40. Spent 5 weeks out on I40 and took #bags of trash each day. We did send an email thanking them for their response. It is important for the community to know this.

xi. Finance

Commissioner Kenneth Brennan moved to approve A. October 11, 2022. (i) and December 20th, 2022 (ii), exclude January 3rd, 2023 (iii).
Commissioner Jerry Powers seconded the motion.

Commissioner Kenneth Brennan	*Aye*
Commissioner Jerry Powers	*Aye*
Commissioner Filandro Anaya	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*

The Motion Carried 5 to 0.

V. MATTERS FROM THE COMMISSIONERS

A. Audrey Jaramillo, Mayor

i. When we get to the future meetings, if we want to have the State of the Town Address, that we may want to do a special meeting instead of the 2nd meeting in February.
We had a great meeting with the engineers to discuss the Wastewater Treatment Plant. There was a technical memo that was completed. We will be requesting the Commission to approve a PER for analysis for the Water Treatment and Water Quality Improvements, we will get that on to the next agenda Nina. As well, for animal control, we have 2 community members willing to serve for Animal Welfare Advisory board, appointment on next agenda. They have been recommended by the advisory board.

B. Jerry Powers, Mayor Pro Tem

i. Had asked for the Town Hall to be on agenda but will discuss under future meetings. There has been so much going on. We are making good progress on several items; Water Quality plant, we had a meeting and the sewer plant has been a constant challenge, but it is coming along. The goal there is to have it as a redundant seamless system. Redundance wasn't built into the design. We are making some good progress there.

C. Phil Anaya

i. I had a meeting this weekend with Commissioner Bustamante from SFC. We talked for a good two hours, she wanted to be here tonight but opted out after

the weather started changing. She'd like to come to a future meeting that does not conflict with hers. Her goals align with ours for Edgewood and wants to make sure we have the proper infrastructure. and hopefully will be able to help us out with the entire county in the future.

D. Ken Brennan

i. The 13th is the monthly NCRTD meeting, we had our audit and went fairly well, and issues were resolved. We talked about the 20-year plan. Reiterated the growth of Edgewood 20+ in the next few years. Would like to set up a bus and work with metro transit from Edgewood to Albuquerque.
RTD is building a new facility in Taos, won't be as big as Espanola, everyone will be experiencing it, now with cost of inflation will be 30% more. Everything that has been planned is much more expensive. RTD meetings are held the 1st Friday of the month (minus this last one). It is streamed online.

E. Sterling Donner

i. We have picked a company to do our new website and would like to ask the commission to set up a workshop for a day that works for all of us and the dept. heads for feedback on what we'd like to see on the website. They are a local website designer, work with other municipalities and around the country.
Last thing LEDA, I will bring the existing LEDA ordinances to a future meeting with updates and redlines to get passed. I met with our local rep, we are able to go after our own grants and do not need a facilitator. I will bring an updated version.

VI. MATTERS FROM THE CLERK

A. Thanked all the staff and Commission, this is the easiest agenda to get done. Everyone had had their stuff in, in a timely manner and made life much easier. Thanked Commissioner Brennan for asking about the bus from Edgewood to Albuquerque. Town Hall staff had received a call from a gentleman asking if he could get a ride to Albuquerque for an appointments. After discussion we realized this may be a need for our older citizens.
The City of Albuquerque sent an email that open enrollment will begin around May. The Clerk will be going to a meeting to regarding benefits and open enrollment. The Town is currently not enrolled in all benefits and are being reviewed. Requests for more information on some benefits so employees have complete access. Rebecca has reviewed all books for resolutions, ordinances, and board meetings/agendas so we can close out 2022.

VII. MATTERS FROM THE TREASURER

A. Treasurer Steininger on Zoom. No answer.

VIII. MATTER FROM THE CHIEF OF POLICE

A. Tonight, we have 4 or 5 testing for our police officer (interview panel) hopefully we get some candidates for our academy.

Page 216 of 187

We are shopping around for our Mobile EOC.
We would like to give a shout out to the Sonya, from Moriarty, Marshall's Office.

IX. MATTERS FROM THE TOWN MANAGER

A. We've had a great two weeks. We had a great staff meeting this morning, we have such a high volume of operations we don't know when we end or beginning. Kudos to the Commission. Producing a great environment to work in.
Department head meeting, asked staff what is the one thing, if you haven't read the book its being focused on one item, Can not say enough about Josh Jantz, he's proud of the work. They are still out there working hard and finished the first phase of Kennedy and Paradise, and are working together as a team. Getting a lot of complaints regarding 344, but that is the county and we have been in contact.
P&Z with Brad Hill and his information, he will be planning and developing the 5 year comp plan. If any more then 2 comm. want to go please let me know. Saturday 9am-1pm.
WasteWater- We had an outstanding meeting with our Operator and we have had two crisis out there. Its time to zero in on this project. This is the precourser to the follow up.
Maintenace, will be working on the liter. its the one thing extra and focusing on 344. Its importnant that we maintain it and possibly get our community involved.
Clerk-deep delve into our benefits that we are accurate and efficent. Minute reconciliation and working togehter to meet the standard.
Business and Finance- Holly will be focusing on the 1st quater reconciliation. There will be a deep dive.
Buiness Regristation is a hot topic and how we can steam line the process. We are living in the dark ages to a certain degree, to make it easier on our constiuantes.
Will harp on, is an online payment system and need to zero in on this and align this with our Incode.
-Donner- with the new website it will integrate with Incode
We had a meeting with Steady Network this week, we did have a good meeting. 1.5 - 2 hour meeting and sending the results to me and you will see what you are paying for.
Meeting with Mr. Vernal on Thursday, and we are close to finishing the pay study.
Projects- I have spoke to each commissioner, building the infrastructure. We are to the point that we are able to pull the trigger, but the ones that we had to get reauthorized we are there and ready. Troubleshooting process, we have the money, now we need to react.
Personnel Policy is on the list and we need to zero in on this.
State of the Town address outline emailed out and was sent. If anything is need please let me know.

X. DISCUSSION AND ACTION ITEMS

A. Legal Shield Benefit
Pamphlet handed out, presentation via Zoom
*Chief Jimenez opened presentation. Angelina Quintana, Legal Shield.

$41.90/month Legal and ID Theft... Can get down to $25.90/month. Current Clients: Bernalillo County, City of Albuquerque, Rio Arriba.

Commissioner Audrey Jaramillo moved To add to budget sessions
Friendly admentment Powers
Commissioner Filandro Anaya seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

B. Budget Adjustment Request: Planning and Zoning $2000.00 to Purchase a Plotter.

Commissioner Filandro Anaya moved to approve Budget adjustment
Commissioner Sterling Donner seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

C. Findings of Facts and Conclusion of Law: Los Pinones II, Ltd Partnership

Commissioner Jerry Powers moved Approve Los Pinones II
Commissioner Filandro Anaya seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Jerry Powers	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*

The Motion Carried 5 to 0.

D. Findings of Facts and Conclusion of Law: Stone Mountain Estates

Commissioner Jerry Powers moved Approve
Commissioner Kenneth Brennan seconded the motion.

Commissioner Kenneth Brennan	*Aye*
Commissioner Jerry Powers	*Aye*
Commissioner Filandro Anaya	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*

The Motion Carried 5 to 0.

E. Discussion on Two City of Albuquerque Open Spaces ($1,750 and $1,800 per acre) for trails and trail access.

Hold off until next meeting.

F. Safety and Risk Company for the Town of Edgewood; Downey & Company, NMSIF

Continue with the NMSIF.

G. MOU Marshall's Office

Commissioner Sterling Donner moved Approve MOU
Commissioner Jerry Powers seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

H. Draft Policies for utilizing LEADS with Santa Fe County

Commissioner Sterling Donner moved Approve draft policies with the edits from SFC to TOE and other changes the Chief needs
Commissioner Filandro Anaya seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

Page 349 of 187

The Motion Carried 5 to 0.

I. Approval of Change Order #6: Edgewood Wastewater Treatment Plant Improvements.

Commissioner Jerry Powers moved Approve Change order 6
Commissioner Filandro Anaya seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Jerry Powers	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*

The Motion Carried 5 to 0.

J. Approval of Change Order #7 Platform Screen

Commissioner Jerry Powers moved Approve change 7
Commissioner Filandro Anaya seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Jerry Powers	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*

The Motion Carried 5 to 0.

K. Incode 9 Migration to Incode 10

Commissioner Filandro Anaya moved Approve Incode 10 for 23/24 Fiscal Implementation Jan. 2024.
Commissioner Sterling Donner seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

L. Town of Edgewood Commission Chambers User Policies and Procedures.

Commissioner Jerry Powers moved to approve the draft of the user policy procedures with some changes,
Under C. strike out warranty deed
Item #5- fees paid during office hours the day before
Key issue be strike out, staff or security must be present.
B 1 and 2- strike

seconded the motion.

The Motion Carried

XI. PUBLIC COMMENTS

A. *Former Superintendent Tom Sullivan*- You've made this campus an important historical matter and what I said earlier you have involved me via Resolution 2022-014, so there for the record and accuracy are extremely important and I hope to you too. So, I did send this email to Deputy Council Aaron Rodriguez [read Mr. Rodriguez's letter]
I gotta say the last conversation about facility use is kind of funny. It proves that there hasn't been much demand for it. You can't figure out how much of the community needs it or the staff to oversee it.

Commissioner Powers- Like the pre-k that was kicked out?

Commissioner Jaramillo- The Chamber of Commerce?

Commissioner Donner- The basketball courts that was utilized by the church.

Commissioner Powers, The Jr. Police Academy

Commissioner Anaya- We had voting in there too.

Mr. Tom Sullivan- As I've said in the past when I get to leave, I found comments in the public records, one was how do we have a citizen, which I have resurrected my land search with Mr. Seagers to address all of that.
Letter from Sullivan (2)

XII. FUTURE MEETINGS

A. MESD Appeal Hearing January 24th, 2023 @ 5:30pm, Town of Edgewood Commission Chambers

B. Regular Commission Meeting February 7th, 2023 @ 6:30pm, Town of Edgewood Commission Chambers

C. Regular Commission Meeting February 21st, 2023 @ 6:30pm, Town of Edgewood Commission Chambers

D. State of the Town Address- February 21st, 2023, in Agenda.

E. Website Workshop- February 3rd, 2023, 11am-1pm

XIII. CLOSED SESSION

A. As per motion and roll call vote pursuant to NMSA 1978,:10-15-1(H)(8) meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body; Specifically, Right of Way or Access to Public Lands, South Mountain Property.

B. As per motion and roll call vote pursuant to NMSA 1978,: Section 10-15-1(H)(7) for confidential discussion pertaining to threatened or pending litigation in which the public body is or may become a participant, specifically, Attorney options regarding MESD Lease, MESD and Bassett Case

Commissioner Jerry Powers moved move to closed session at 9:09pm
Commissioner Kenneth Brennan seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

Commissioner Kenneth Brennan moved to come back into session at 9:52pm
Commissioner Jerry Powers seconded the motion.

Commissioner Filandro Anaya	*Aye*
Commissioner Kenneth Brennan	*Aye*
Commissioner Sterling Donner	*Aye*
Commissioner Audrey Jaramillo	*Aye*
Commissioner Jerry Powers	*Aye*

The Motion Carried 5 to 0.

C. I so affirm that only the items on the agenda were discussed and no decision were made in executive session.

all affirm.

XIV. DISCUSSION AND ACTION ITEMS

Action Regarding Closed Session Items Specified Above.

XV. ADJOURN

Commissioner Brennan motions, Commissioner Anaya seconds.

ATTEST:

Audrey J. Jaramillo, CMO, Mayor

Nina McCracken, Clerk

800 Kiva SE
Albuq. NM ,87123
Jan. 17, 2023

President Armijo and Mayor Jaramillo,

I was surprised upon initially learning that the Edgewood Elementary School campus had once again become a point of contention between certain factions of the Edgewood community and the Moriarty Edgewood School District nearly a decade after the decision to cease using the structures for student instruction.

I believe I expressed disappointment in that fact in my comments before your respective governing bodies in November.
I attempted to establish some personal credibility-perhaps clumsily-with new leaders and reassure them those previous decisions had not been made without exploring every conceivable alternative; that the District truly had the authority it had exercised; and perhaps correct whatever incorrect information might have been put forth regarding funding in prepared statements before the MESD Board and Town of Edgewood Commissioners.
But my interest has deepened as I've learned of pending litigation, and I now want to be even more sure my previous involvement with these matters is portrayed accurately.

Resolution 2022 -14, adopted at a Special Meeting of the Edgewood Town Commission on June 28th, 2022 and entered into the Town of Edgewood's historical record, most certainly appears to personally identify me in the second "Whereas" statement . And I wish to know if this is a document that is now being used in the current litigation in some way.

Several suggestions of unkept "promises" within that statement seem to be the drivers of the document and, frankly, I am offended upon a more close reading.

Exactly what efforts and achievements of then MESD Supt and staff have been discounted by the Town Commissioners from 2013-2018 to lead them to conclude that "Promises" had been unkept?
I strongly believe that reports in Board minutes, local news clippings, day planners and other records would tell a different story.

An additional irony worth noting is 2 votes to adopt this Resolution apparently came from Commissioners who collectively tout 20 years of prior service on this very MESD School Board, so those two know full well that it takes 3 votes of Board members on any Posted Agenda Item to obligate a School District – not a Superintendent 's "promise"- to do anything!

However, this former Superintendent offers to be a presenter at a joint Work Session of your respective governing bodies to address any item on Resolution 2022-14 within my power, correct misconceptions, and, ideally, clear my reputation on a date mutually agreeable to you both.
Exactly what promises were allegedly made that were not kept by that Supt. prior to his retirement from the MESD District on June 29, 2018?

I have already offered my services as a trained mediator at a previous Town Commission Meeting in an effort to find a more amicable solution to this dispute. That offer stands as well.

Please also be informed that I have recently filed an Inspection of Public Records Act request in an attempt to learn how this Resolution 2022-14 was initiated, developed and ultimately adopted.

If I am the only personally identifiable individual in a document of potentially historical significance now, other than those names required on the signature page, I want to know more about the document and be confident in its accuracy.

This is not the first time since I have become involved in this matter that I have felt the need to express concern about the accuracy of language in the official public record relative to this matter already.

I have recently contacted the Public Education Dept.General Counsel's Office to strenuously object to the Mayor's contention that the "State was opposed all the way" regarding the District's original school closure decision in 2013.
That is simply not true. (See attached email to PED Atty. Aaron Rodriguez)

Respectfully,

Tom Sullivan, former MESD Supt.

1/17/2023

Good evening commissioners

My name is Mark Campbell and I live at 16 Blanco Dr. Here in Edgewood

I have questions regarding use of City Hall facilities in specifically the council chambers and Library.

You have presented tonight what appears to be a contract for use of the council chambers what about the Library meeting room.

My question is what has the policy been regarding commissioner use prior to this contract? And what will it be now?

Has the council chambers cambers been open to the public before or is it specifically for city meetings?

Has there ever been one of you that have used/or booked to these Chambers for personal use? Or the Library meeting room after hours.

Thank you for your transparency.

Please be aware that Mr. Powers, Book this room for personal used Sunday Night the 15th this use was questioned before the meeting. Then moved to the library meeting room for that same night.

Thank you

P.S Library use hours Tuesday, Wednesday, Friday until 6pm

- POLICY SHOULD IN CLUDE HOURS

Dear Mr. Rodriguez,
Sec. Steinhaus encouraged me to share my concerns on this particular matter with you directly to perhaps avoid the PED/State being again entangled in a legal controversy over this same structure-Edgewood Elementary School- as this topic either has or will likely reach your desk anyway.
I am worried that inaccurate -i.e. potentially conflicting- historical records of two public entities will reference the same unfortunate dispute between the PED and the Moriarty Edgewood School District back in early 2014.(see attached excerpted Transcripted Notes from Town of Edgewood Commission Mtg. on Dec. 2,2022)
Mayor Audrey Jaramillo, then an MESD Board member, left the full Board no choice but to sue the PED briefly-about a month in March 2014.
I can assure you that the reasons behind the unfortunate 3 month delay in approval of the total MESD Reorganization Plan From Jan. would likely be of even further embarrassment to the PED leadership at that time ,not to the District.
I believe even a cursory review of that file by your staff will confirm that to claim the "state opposed it all the way as well," is simply not true.
And I will personally object strenuously. to any such characterization of that lawsuit's outcome.
I am copying Atty. Tony Ortiz as a courtesy, since he has had to recuse himself, as he is currently counsel to both entities.
My current concern is that any such similar contention of prior State support for somehow formally "preserving" or saving this structure is now being used in the arguments before the courts as the Town has tied up the District decision making processes again via rather complex, convoluted maneuvers.
If any of the Town's arguments have been predicated on this false narrative, not only should PED know, I would hope you would consider interceding to correct the record.
I have also attempted to intervene in a more positive way myself by offering to be on a citizens' review panel should the process actually get that far.
Hoping for a response,
Tom Sullivan,
Retired MESD Supt.

Town Commissioners
Filandro R. Anaya
Kenneth Brennan
Sterling Donner
Audrey Jaramillo *(Mayor)*
Jerry Powers *(Mayor Pro Tem)*

Jerrett Perry
Town Manager

Nina McCracken
Clerk-Treasurer

Roger Jimenez,
Chief of Police

William H. White
Municipal Judge

TOWN OF EDGEWOOD POLICE DEPARTMENT

WOULD LIKE TO RECOGNIZE

OFFICER JAMES WALKER

JANUARY 25, 2023

CHIEF'S COMMENDATION

IN RECOGNITION OF YOUR DEDICATION TO THE TOWN OF EDGEWOOD AND THE EDGEWOOD POLICE DEPARTMENT.

_____

ROGER P. JIMENEZ
CHIEF OF POLICE

KENNETH BRENNAN
COMMISSIONER

Sgt j walker

glory jampetero <nuglory2@gmail.com>

Fri 1/20/2023 9:26 AM

To: Roger Jimenez <rjimenez@edgewood-nm.gov>

I would like to compliment Sgt James Walker currently acting ACO for the Animal Shelter. His handling of the Ms Julie Voss issue was going above the call of duty. I got a surrender form to the woman's neighbor so Ms Voss could sign and surrender her dogs as she was unable to care for them. When Sgt Walker went to pickup the dogs he then took the extra steps to have medical personnel there to take the lady to where she could receive medical care. Apparently she was no longer coherent.

The neighbor had been trying since December to get help for Ms Voss but was not successful. Sgt Walker is a real credit to your department.

I just wanted to let you know his actions went above and beyond in my opinion.

Glory Jampetero

Law Enforcement Support Office (LESO)
Instructions for completing an Application for Participation/Authorized Screeners Letter

SECTION 1
(**Indicates a required field)*

The LESO will only accept applications from the State Coordinators office. DO NOT send directly to the LESO.

ORI number:** Enter the law enforcement Originating Agency Identifier (ORI) number assigned to the agency. If the agency does not have a law enforcement ORI, please contact your State Coordinator. Law enforcement ORI numbers consist of 9 alpha/numeric characters (Ex. ME0010100). Positions 1 and 2 are alphabetical characters representing the state or country the agency is located (Ex. ***ME0010100).
Note-The LESO Program coordinates with DLA Office of Inspector General (OIG) for ORI number validation against the Federal Bureau of Investigation's National Crime Information Center (NCIC) data base.

***Agency name:** Enter official agency name.

***Physical address:** Enter physical address of your agency.

***NCIC P.O. box or other address:** If National Crime and Information Center (NCIC) has a P.O. box listed for the agency address, or address is different than agency physical address (i.e. the NCIC terminal location) enter it in this section.

***City:** Enter City name.

***State:** Enter two-digit state abbreviation.

***Zip code:** Enter zip code of agency address.

***Email address:** Enter agency email address (Email address is used for automated system notifications).

***Phone number:** Enter main agency phone number.

***Full-time & part-time officers:** An agency must have at least one full-time law enforcement officer to enroll in the LESO Program. Only full-time and part-time officers may receive property. Non-compensated officers are not authorized to receive property.

Full-time: The number of full-time compensated officers with arrest and apprehension authority employed when at full strength/manning.
Part-time: The number of part-time compensated officers with arrest and apprehension authority employed when at full strength/manning.

Note-Both boxes MUST be filled in. If agency does not have part-time officers, enter "N/A", "0" or line through the empty space (Ex. --------). This is ONLY acceptable in the part-time officer field.

***Reutilization, Transfer and Donation (RTD) Screener:** Individual(s) authorized to search for equipment (on behalf of the agency) that may become available to law enforcement via the LESO Program. RTD Screeners must be employees of the agency. Contractors may not conduct screening on behalf of the agency. Agencies must identify at least 1 RTD Screener.

***Official Title/Rank:** Ex. Chief, Sheriff, Investigator, Captain, Armorer, Pilot.

***First name:** Enter full first name as shown on a valid US driver's license. Initials are not acceptable.

***Last name:** Enter last name as shown on a valid US driver's license.

***Email:** Enter the RTD Screener's email address. Each user must have unique email address. Generic emails are not authorized (i.e., PDChief@pd.com).

***Phone number:** Enter the RTD Screener's phone number.

Point of Contact (POC): Enter "Aircraft", "Small Arms" or "Vehicle" for the RTD Screener if designated as such by the agency. Enter "N/A" if not applicable.
Note-Identify the number of RTD Screeners deemed necessary by the agency. Fill in empty fields with "XXXXX", black-out the field, or line through. If more than 4 RTD Screeners are necessary, submit an additional application form marked with "1 of 2", "2 of 2", etc. in the lower or upper right corner.

SECTION 2: Reserved for Law Enforcement Agency Use Only
(**Indicates a required field)*

The LESO will only accept applications from the State Coordinators office. DO NOT send directly to the LESO.

***Certification statement:** This box must be checked prior to submission to the State Coordinator. Checking this box certifies your agency:

1) meets the definition of a law enforcement agency as defined by the LESO Program,
2) information contained on the application form is accurate,
3) agrees to update the application form if changes are made to the Chief Law Enforcement Officer (CLEO), agency address or RTD Screeners,
4) agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s),
5) agency has a signed copy of the SPO and any SPO Addendum(s) on file

Note-Agencies not meeting the definition of "Law Enforcement Agency" (as indicated on the application form) are unauthorized to participate in the LESO Program. Unauthorized participants include non-governmental entities such as private railroad police, private security, private academies, correctional departments/prisons, security police at private schools or colleges. Fire departments, by definition, are ineligible to participate.

***Select the statement that best applies to the individual signing Section #2 (CHECK ONLY ONE BOX):**

1. The CLEO is signing the application.

OR

2. An "Acting CLEO", "Interim CLEO" or other person with signature authority granted to their official position at the agency is signing the application.
****If this box is checked, please provide appropriate documentation (i.e., current department policy, agency memorandum or other suitable documentation that provides such signature authority to the individual holding that official position).*

***Title:** Provide official title (ex. Sheriff, Chief).
***Printed name:** Enter full name as indicated on a valid US driver's license. Initials are not acceptable.
***Signature:** Applications must be signed by the CLEO. Digital signatures are acceptable.
***Date:** Enter date of signature. Applications must be submitted to the LESO within 30 days of both the CLEO and the State Coordinators office signatures.

SECTION 3: Reserved for State Coordinators Office Use Only
(**Indicates a required field)*

The LESO will only accept applications from the State Coordinators office. DO NOT send directly to the LESO.

***Printed name:** Enter full name as indicated on a valid US driver's license. Initials are not acceptable.
***Signature:** Applications must be signed by an authorized State Coordinator or State Point of Contact. Digital signatures are acceptable.
***Date:** Enter date of signature. Applications must be submitted to the LESO within 30 days of both the CLEO and the State Coordinators office signatures.

DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

AGENDA ITEM #X.D.

CLEAR FORM

Law Enforcement Support Office (LESO)
Application for Participation / Authorized Screeners Letter

(This form is for State/Local Law Enforcement Agencies (LEA) only)

***Indicates Required Fields*

SECTION 1:

*Agency Name: | Originating Agency Identifier (ORI) #: (if applicable)

*Agency Physical Address: | *City:

*State: | *Zip Code: | *NCIC P.O. Box or Address (if different than above i.e., terminal location)

*Phone #: | *Email: | Note: Email is needed for automated system notifications.

Agency MUST have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field MUST be filled in: N/A, 0 or - is acceptable. *Full-time: | *Part-time:

RTD Screener - RTD Screeners MUST be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency MUST have at least 1 RTD Screener. Enter "XXXXX" or "N/A" into all screener fields not used.

*#1	*Official Title / Rank	*First Name	*Last Name
	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#2	*Official Title / Rank	*First Name	*Last Name
	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#3	*Official Title / Rank	*First Name	*Last Name
	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#4	*Official Title / Rank	*First Name	*Last Name
	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#5	*Official Title / Rank	*First Name	*Last Name
	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#6	*Official Title / Rank	*First Name	*Last Name
	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#7	*Official Title / Rank	*First Name	*Last Name
	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)

SECTION 2:

RESERVED FOR LAW ENFORCEMENT AGENCY USE ONLY

Law Enforcement Agency/Activity - The LESO Program defines this as a Governmental agency/activity whose primary function is the enforcement of applicable Federal, State and Local laws and whose compensated Law Enforcement officers have the powers of arrest and apprehension.

* ☐ I certify that my agency meets the definition of a "Law Enforcement Agency/Activity" as described above. I certify that all information contained in this application is valid and accurate. I understand that I must provide my State Coordinator an application to update my agency participant information if the following information changes: a) Chief Law Enforcement Official (CLEO) changes, b) Agency physical address changes, c) RTD Screener additions/deletions, d) that my agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s) and e) that my agency has a signed copy of the SPO and any SPO Addendum(s) on file.

*(Check only one):

☐ I am signing this document as the CLEO of this law enforcement agency.

☐ In my official position or as Acting/Interim, I am authorized to sign documents on behalf of the CLEO for this agency. If checked, please provide appropriate documentation (i.e., current department policy, agency memorandum or other suitable documentation that provides such signature authority to the individual holding that official position).

By signing this application, I certify that my Agency will comply with U.S. Code 2576a for all controlled property, which states; With the authorization of the relevant local governing body or authority, that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property. I certify under penalty of perjury that the foregoing is true and correct. Making a false statement may result in judicial actions or prosecution under 18 USC § 1001.

*TITLE	*PRINTED FIRST NAME:	*PRINTED LAST NAME:

*EMAIL	*SIGNATURE	*DATE

SECTION 3:

RESERVED FOR STATE COORDINATORS OFFICE USE ONLY

By signing this application, I certify that as the State Coordinator/State Point of Contact, I have determined that: a) the agency meets the definition of a "Law Enforcement Agency/Activity" as described in Section 2, b) that all information contained in this application is valid and accurate, c) that the LEA is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s)and d) that the LEA has a signed copy of the SPO and any SPO Addendum(s) on file.

*PRINTED NAME FIRST & LAST	*SIGNATURE	*DATE

SECTION 4:

RESERVED FOR LESO USE ONLY

NOTICE FOR DLA DISPOSITION SERVICES PERSONNEL: Regulatory guidance outlining Screener Identification and Authorization must be accomplished in accordance with DOD 4160.21-M, Volume 3, Enclosure 5, Section 3 (k). In accordance with the aforementioned reference, the LESO Program authorizes the individuals identified in Section 1 of this form to screen excess property at your facilities as authorized participants in the LESO Program. This authorized screener letter supersedes all previously issued screener letters for this Law Enforcement Agency/Activity and is valid only on or after the date signed by authorized LESO signatory. Only two individuals authorized to screen per visit; however, additional personnel may assist receiving material previously screened and approved for transfer.

*This agency is authorized to screen items via the LESO Program under authorized Agency DODAAC:

LESO Notes:

*Screener letter is valid one year from this date. Note: After one year from the LESO signatory date, the screener letter is no longer valid. LEAs may request a new screener letter through their SC/SPOC.	*SIGNATURE

DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

GPL August 15, 2022

MEMORANDUM FOR LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM PARTICIPATING LAW ENFORCEMENT AGENCY (LEA)

SUBJECT: Addendum to LESO Program State Plan of Operation (SPO)

This addendum amends the existing State Plan of Operation (dated February 2021) between the State and Law Enforcement Agency (LEA) and is herein referred to as the SPO Addendum. The SPO Addendum implements requirements found within Presidential Executive Order (EO) 14074 (Section 12), signed on May 25, 2022. In accordance with current SPO-Paragraph 17, notice is being provided of a unilateral change to the SPO. Unless an LEA takes immediate action to terminate the current SPO, the modifications or amendments will become binding.

1) ROLES AND RESPONSIBILITIES The State Shall:

a) Ensure each LESO Program participating Law Enforcement Agency (LEA) has signed the LESO-approved SPO Addendum no later than January 1, 2023. The SPO Addendum will be signed by the Chief Law Enforcement Official (CLEO) (or assigned designee) and the current State Coordinator (SC) (or authorized State Point of Contact [SPOC]).

b) Provide LESO with a comprehensive list of LEAs who do not sign the SPO Addendum by January 1, 2023. LESO will restrict the LEA to ensure LEA may not request or receive "controlled" property as defined within this addendum.

2) MODIFICATION TO DEFINITION OF "CONTROLLED" PROPERTY This SPO Addendum adds the below items to the "controlled" property definitions currently found in the 2021 SPO. These items are added pursuant to EO 14074 which reestablishes EO 13688. In 2017, the Law Enforcement Equipment Working Group (established by EO 13688), further added, deleted and refined the definitions of "controlled" items in their annual equipment list review. Provisions within the 2021 MOA applicable to "controlled" property apply to the items listed below (regardless of DEMIL and/or DEMIL Integrity Code). Title and ownership of the "controlled" property listed below remains with the DoD in perpetuity and will not be relinquished to the LEA (regardless of DEMIL and/or Integrity Code). The LESO retains final authority to determine what items qualify as "controlled" property. The below items listed in Section 1.2 of Law Enforcement Equipment Working Group (LEEWG) Recommendations (as modified in 2017), will be managed and issued as controlled property unless other restrictions or conditions are noted:

a) *Manned Aircraft, Fixed Wing:* Powered aircraft with a crew aboard, such as airplanes, that use a fixed wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).

b) *Manned Aircraft Rotary Wing:* Powered aircraft with a crew aboard, such as helicopters, that use a rotary wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).

c) *Unmanned Aerial Vehicles*: A remotely piloted powered aircraft without a crew onboard. (Note: These items are not currently issued in the LESO Program).

d) *Armored Vehicles, Wheeled***:** Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier (APC). These vehicles are sometimes used by law enforcement personnel involved in dangerous operating conditions, including active shooter or similar high-threat situations. These vehicles often have weapon-firing ports. (Note: These vehicles were previously considered controlled due to DEMIL code and are now prohibited unless certification requirements in Section 3 are met).

e) *Tactical Vehicles, Wheeled*: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached. These vehicles are sometimes used by law enforcement in rough terrain or inclement weather for search and rescue operations, as well as other law enforcement functions. This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs. (Note 1: This is LEEWG modified definition from 2017. Note 2: All tactical vehicles will now be considered controlled, and title will not pass. Note 3: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

f) *Command and Control Vehicles:* Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident. Command and control vehicles provide a variety of capabilities to incident Commander, including, but not limited to, the provision for enhanced communications and other situational awareness capabilities. Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category does not include SUVs and is not intended for other types of vehicles that could serve as a command-and-control center. (Note 1: This is the LEEWG modified definition from 2017. Note 2: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

g) *Specialized Firearms and Ammunition Under .50-Caliber (excludes firearms and ammunition designed for regularly assigned duties) and less lethal launchers*: Weapons and corresponding ammunition for specialized operations or assignment. This includes launchers specifically designed and built to launch less lethal projectiles. This excludes weapons such as service issued handguns, rifles or shotguns that are issued or approved by the agency to be used by all sworn officers/deputies during the course of regularly assigned duties. (Note 1: This is the LEEWG modified definition from 2017. Note 2: The LESO Program only issues weapons under .50 caliber that are designed for regularly assigned duties).

h) *Explosives and Pyrotechnics*: Includes "flash bangs" as well as explosive breaching tools often used by special operations units. (Note: These items were previously prohibited in the LESO Program and are now specifically prohibited in EO 14074).

i) *Breaching Apparatus*: Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive. This category does not include dual purpose tools such as a sledgehammer or bolt cutter. (Note: This is the LEEWG modified definition from 2017).

j) *Riot/Crowd Control Batons:* Non-expandable of greater length (more than 24 inches) than service-issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge, electronic or "stun" capabilities. (Note: This is the LEEWG modified definition from 2017).

k) *Riot Helmets:* Helmets designed to protect the wearer's face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face. (Note 1: The LEEWG removed these items from the controlled list in 2017. Note 2: LESO does not issue Kevlar helmets based on DoD policy).

l) *Riot/Crowd Control Shields:* Shields intended to protect wielders from their head to their knees in crowd control situations. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well. (Note: This is the LEEWG modified definition from 2017).

3) PROHIBITED ITEMS THAT MAY BE ISSUED FOR LIMITED PURPOSES EO 14074 lists the below items as "prohibited" for issue under the LESO Program; however identifies specific authorized uses for these "prohibited" items if requested, utilized and annually certified as being used only in authorized manners. When utilized in an authorized manner (as indicated in the below example descriptions), the items are categorized as "controlled" property.

a) *Long Range Acoustic Devices (LRAD) that do not have commercial application*- LRADs are capable of directing sound over great distances at extreme volume in more geographical precision than an ordinary speaker. Certain LRAD capabilities which are aimed at dispersing individuals or groups as a kinetic use-of-force shall not be used. Examples of LRAD capabilities that shall not be used include (but are not limited to) attention commanding alert tones, powerful warning tones and/or deterrent tones.

i) *Authorized uses*- LRADs may only be utilized as a public address system for commercial purposes. Any other use is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with LRADs must certify that the LRAD is utilized exclusively as a public address system for commercial purposes. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify the LRAD is being used in an authorized manner must return LRAD(s) to DLA Disposition Services.

b) *Vehicles that do not have commercial application*- This includes all tracked and armored vehicles, such as a Mine-Resistant Ambush Protected (MRAP), Armored Personnel Carrier (APC), or Armored HMMWV. (Note: This category excludes vehicles with commercial application, such as pick-up trucks, non-armored HMMWVs, 2.5-ton trucks, 5-ton trucks, or SUVs. The LESO Program identifies/defines vehicles with "commercial application" as items with a DEMIL Code of "A" or DEMIL "Q" (with an Integrity Code of 6) that may be sold to the general public under DoD sales programs).

i) *Authorized uses*- EO 14074 allows limited transfer of vehicles that do not have commercial application if the LEA certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. Any other use of these vehicles is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with these vehicles must certify that the vehicle(s) is utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify that the vehicle(s) use is exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief must return vehicle(s) to DLA Disposition Services.

4) ACQUIRING (OR RETAINING) CONTROLLED PROPERTY The State shall:

a) Review, verify and only submit to LESO for approval, requests for controlled property by LEAs who have current SPO and SPO Addendum on file with the state.

b) Ensure LEAs return controlled property to DLA Disposition Services if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

c) Ensure that prior to requesting/acquiring any controlled property, the LEAs:

i) Provide written or electronic notification to the local community of its intent to request controlled property. The notification must be translated into appropriate languages to inform individuals with limited English proficiency. The LESO Program would *recommend* that LEAs provide a notice of intent to request controlled property to the local community on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that <u>may</u> be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.

ii) Provide written or electronic notification to the city council or appropriate local Civilian Governing Body (CGB) of its intent to request controlled property and allow "reasonable opportunity to review" (normally 30-days). The LESO Program would *recommend* that LEAs provide a notice of intent to the CGB on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that <u>may</u> be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published. Requests for controlled property must comport with all applicable approval requirements of the CGB.

(1) The above requirement includes elected Sheriff's who also shall notify their CGB or city or county government within their jurisdiction.

(2) In cases of disagreement between requesting LEAs and CGB, the Governor appointed LESO Program State Coordinator (SC) will obtain an advisory opinion from the States Attorney General's Office on whether CGBs are authorized by state law to deny the request.

iii) *Campus LEAs operating in Institutions of Higher Education (IHE)*- LEAs operating in IHEs otherwise referred to as "Campus Police" or "Campus LEAs" must also adhere to the requirements identified below:

(1) Obtain the IHE Board of Governors (or an equivalent body) *explicit approval* for the acquisition of controlled property. Such approval must be evidenced in the Campus LEAs request submitted to the LESO Program. Silence or inaction by the Campus LEAs Board of Governors does not constitute evidence of approval, and the "reasonable opportunity to review" (normally 30-days) standard does not apply to Campus LEA applications.

(2) Certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

(3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).

5) REGIONAL SHARING AGREEMENTS LESO Program participants who are part of a regional sharing agreement must also adhere to the following requirements. LEAs shall:

a) Provide information regarding the size of the region, including the number and size of the LEA with access to the requested controlled property and the estimated population served.

b) Ensure any controlled property providing support in a regional sharing agreement is utilized in accordance with the LESO Program SPO and this SPO Addendum.

c) Ensure that only LESO Program participants within the regional sharing agreement utilize the controlled property. Agencies/activities who are not LESO Program participants may not utilize or direct the use of controlled property obtained via the LESO Program.

d) Obtain SC/SPOC approval to temporarily conditionally loan property to another LESO Program participant within the regional sharing agreement (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

i) The LESO Program participant with controlled property on their inventory must certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan:

(1) Has adopted requisite protocols (in Section 6 below) or will adopt those protocols <u>before</u> their personnel use the controlled property,

(2) Have provided requisite training (in Section 7 below) or will provide that training <u>before</u> their personnel use the controlled property, and

(3)Will adhere to the information collection and retention requirements (in Section 8 below).

ii) The LEA conditionally loaning the controlled property will remain accountable to the LESO Program to ensure the above provisions are met.

6) POLICIES/PROCEDURES LEAs must establish policies/procedures that are consistent with the standards listed below, in order to request or maintain controlled property. LEAs must:

a) Adopt and comply with general policing standards.

i) *Community Policing*- LEA policies/procedures should reflect the concept that trust and mutual respect between police and the communities they serve are critical to public safety. Community policing fosters relationships between law enforcement and the local community which promotes public confidence in LEAs therefore increasing LEA ability to investigate crimes and keep the peace.

ii) *Constitutional Policing*- LEA policies/procedures must emphasize that all police work should be carried out in a manner consistent with the requirements of the U.S. Constitution and federal law. Policies/procedures must include First, Fourth, and Fourteenth Amendment principles in law enforcement activity, as well as compliance with Federal and State civil rights laws. LEA certified law enforcement officers receive training on the rights embodied by such Constitutional Amendments and how these amendments inform policing policies/procedures.

iii) *Community Input and Impact*- LEA policies/procedures must identify mechanisms that LEAs will use to engage the communities they serve to inform them and seek their input about LEAs actions, role in, and relationships with the community. LEAs should make particular efforts to seek the input of communities where controlled property is likely to be used so as to mitigate the effect that such use may have on public confidence in the police. This could be achieved through the LEAs regular interactions with the public through community forums, town halls, or meetings with the Chief, or community outreach divisions.

b) Adopt and comply with controlled property standards.

i) *Appropriate Use of Controlled Property*- LEA policies/procedures must define appropriate use of controlled property; officers who are authorized to use controlled property must be trained on these policies/procedures. LEAs should examine scenarios in which controlled property will likely be deployed, the decision-making processes that will determine whether controlled property is used, and the potential that both use and misuse of controlled property could create fear and distrust in the community. Policies/procedures should consider whether measures can be taken to mitigate that effect (i.e., keep armored vehicles at a staging area until needed) and any alternatives to the use of such property and tactics to minimize negative effects on the community, while preserving officer safety.

ii) *Supervision of Use*- LEA policies/procedures must specify appropriate supervision of personnel operating or utilizing controlled property. Supervision must be tailored to the type of controlled property being used and the nature of the engagement or operation during which the property will be used. Policies/procedures must describe when a supervisor of appropriate authority is required to be present and actively overseeing the property being used.

iii) *Effectiveness Evaluation*- LEA policies/procedures must articulate that the LEA will regularly monitor and evaluate the effectiveness and value of controlled property to determine whether continued deployment and use is warranted on operational, tactical, and technical grounds. LEAs should routinely review after-action reports and analyze any data on, for example, how often controlled property is used or whether controlled property is used more frequently in certain law enforcement operations or in particular locations or neighborhoods.

iv) *Auditing and Accountability*- LEA must establish policies/procedures that are designed to prevent misuse, unauthorized use and/or loss of controlled property. LEA will hold personnel accountable to agree and comply with State, local, Tribal and Federal controlled property use policies/procedures.

v) *Transparency and Notice*- LEA policies/procedures must articulate that LEA will engage the community regarding controlled property, policies/procedures governing its use, and review of "significant incidents" (as defined in Section 8), with the understanding that there are reasonable limitations on disclosures of certain information and law enforcement sensitive operations and procedures.

c) Must adopt and comply with record-keeping requirements for controlled property.

i) Upon LESO request, LEAs must provide a copy of the general policing standards and specific controlled property standards that were adopted, to include any related policies/procedures.

ii) *Record-Keeping Requirement*- LEAs must retain comprehensive training records, either in the personnel file of the officer who was trained or by the LEAs training division or equivalent entity, for a period of at least three (3) years, and must provide a copy of these records, upon LESO request.

7) TRAINING LEAs that request or have acquired controlled property via the LESO Program must establish written policies/procedures for controlled property use, and all personnel who are authorized to use the controlled property will be trained on these policies/procedures. LEAs must:

a) Provide annual training on general policing standards to personnel who may use the controlled property.

b) Provide annual training on property standards to personnel who may use the controlled property.

c) Provide controlled property operational and technical training to personnel and ensure personnel are proficient prior to using controlled property.

d) Provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training. LEA personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.

8) DOCUMENTATION REQUIRED FOR "SIGNIFICANT INCIDENTS" LEAs must collect and retain the information (described below) when any law enforcement activity involves a "Significant Incident" which requires (or results in) the use of controlled property on the LEAs inventory. A "Significant Incident" is defined as any law enforcement operation or action that involves: 1) a violent encounter among civilians or between civilians and the police, 2) a use-of-force that causes death or serious bodily injury, 3) a demonstration or other public exercise of First Amendment rights, or 4) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed. LEAs must:

a) Collect and retain documentation for controlled property used in a "Significant Incident" for a minimum of three (3) years after the incident has occurred. The LEA must provide documentation to LESO upon request.

i) Documentation should also be made available to the community the LEA serves in accordance with applicable policies/procedures with exemptions made concerning the disclosure of any sensitive information.

b) No new report or format is required for "Significant Incident" reports so long as information is easily accessible and organized. The required information may already exist in a police report, operations plan, officer daily log, incident report, after-action report or described in a use-of-force report. If required information (annotated below) is contained in a pre-existing reports, the LEA must simply ensure that the report includes information that controlled property was used. Required information is listed below:

i) Name and quantity of controlled property used, including relevant details such as make/model/serial number of controlled property used.

ii) Description of the LEA action/operation involving the controlled property.

iii) Identification of LEA personnel who used and directed the use of the controlled property.

iv) Identify or describe civilians who were the subject or target of LEA action/operation. For large crowds or multiple persons, the LEA must provide general description of the civilians (i.e., a crowd of approximately 250 people).

v) Result of the action/operation in which controlled property was used (i.e., arrests, citations, injuries or fatalities, use-of-force, victim extraction, or property damage).

9) ANNUAL CERTIFICATIONS By signing the SPO Addendum, the LEA agrees to the below certification statements. In addition, the LEA must annually certify compliance with the below certification statements during the Annual LESO Program Inventory. LEAs must:

a) Certify they have authorization from their CGB to participate in the LESO Program.

b) Certify they have provided their CGB and local community a comprehensive list of controlled property that may be requested through the LESO Program.

i) Notification may be made electronically or in writing and must be translated into appropriate languages to inform individuals with limited English proficiency. It is recommended this notification be done on an annual basis.

ii) If controlled property is not identified in the comprehensive list provided to the CGB and local community, an updated notification to CGB and local community must be made. The CGB and local community will be afforded 30-days to review what additional items are being requested.

c) Certify the request for controlled property comports/complies with all applicable approval requirements of the CGB.

d) Certify they have adopted and comply with controlled property standards (i.e., appropriate use, supervision of use, effectiveness evaluation, auditing/accountability of use, transparency/notice of use, and record-keeping requirements.

e) Certify they have provided annual training to personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the United States and de-escalation of force.

f) *(LEAs with LRADs*) Certify that the LRAD is utilized exclusively as a public address system for commercial purposes.

g) Certify that controlled property vehicle(s) are utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.

h) Certify that controlled property requiring a license (or other authorization), is only utilized by personnel who hold license (or other authorization) to operate such property.

i) Certify that controlled property will be returned to DLA Disposition Services when no longer needed.

j) Certify that they are abiding by the current LESO Program SPO and SPO Addendum, and maintain a signed copy of these documents on file.

k) Certify the Application for Participation on-file with LESO Program is current and accurately reflects the number of officers in the agency when fully staffed. (Note: If Application for Participation is not accurate, LEA must provide an updated Application for Participation to State Coordinators Office).

l) Certify they are compliant with LESO Program allocation limits. (Note: Property allocation limits are based on the number of officers at an LEA when fully staffed).

m) Certify that they agree to return the controlled property if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

n) *Campus LEAs (as described in Section 4)* must also certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

o) *Program participants who are part of a regional sharing agreement (as described in Section 5)*, must also certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan: 1) Have adopted requisite protocols in (as described in Section 6) or will adopt those protocols before their personnel use the controlled property, 2) Have provided requisite training (as described in Section 7) or will provide that training before their personnel use the controlled property, and 3) Will adhere to the information collection and retention requirements (as described in Section 8).

10) SAVINGS CLAUSE/INTERPRETATION Nothing in this SPO Addendum shall be construed to impair or otherwise affect the requirements under the existing SPO between the State and LEA (dated February 2021), unless expressly amended herein. To the extent there is a disagreement concerning the interpretation of this SPO Addendum or the extent this SPO Addendum affects requirements under the existing SPO, the disagreement shall be resolved at the exclusive discretion of the LESO Program.

11) AGREEMENTS OF PARTIES By signing this SPO Addendum, the State and LEA acknowledges and accepts these changes. The SPO Addendum must be signed by LEAs no later than January 1, 2023 to remain eligible for LESO Program participation. The changes contained in this SPO Addendum are acknowledged and accepted by the following:

Governor-appointed State Coordinator State of _____

Title (Print): _____

Name (Print): _____

Signature (Sign): _____ Date MM/DD/YYYY): _____

Law Enforcement Agency Name: _____

Chief Law Enforcement Official (CLEO) Title (Print): _____

Name (Print): _____

Signature (Sign): _____ Date MM/DD/YYYY): _____

State Plan of Operation (SPO) between:

the State of New Mexico and the

(State/United States Territory)



Law Enforcement Agency (LEA)

1) PURPOSE This State Plan of Operation (SPO) is entered into between the State/United States (U.S.) Territory and Law Enforcement Agency (as identified above), to set forth the terms and conditions which will be binding on the parties with respect to Department of Defense (DoD) excess personal property conditionally transferred pursuant to 10 USC § 2576a, in order to promote the efficient, expeditious transfer of property and to ensure accountability of the same.

2) AUTHORITY The Secretary of Defense (SECDEF) is authorized by 10 USC § 2576a to transfer to Federal and State Law Enforcement Agencies (LEAs), personal property that is excess to the needs of the DoD, including small arms and ammunition, that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with preferences for counter-drug/counter-terrorism, disaster-related emergency preparedness or border security activities, under such terms prescribed by the Secretary. The SECDEF has delegated program management authority to the DLA. The DLA Disp Svcs LESO administers the program in accordance with (IAW) 10 USC § 2576a, 10 USC § 280, DoDM 4160.21 and DLAI 4140.11. The DLA defines "law enforcement activities" as activities performed by governmental agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

3) GENERAL TERMS AND CONDITIONS "DoD excess personal property" also known as "items", "equipment", "program property", or "property". "DLA Disposition Services Law Enforcement Support Office" also known as "1033 Program", "LESO Program", "the program", or "LESO". "State or U.S. Territory" also known as "the State", "State Coordinator (SC)", "State Point of Contact (SPOC)", or "SC/SPOC". "Law Enforcement Activities" also known as "agencies in law enforcement activities", "Law Enforcement Agency (LEA)", "program participant", or "State/LEA".

a) Property made available under this agreement is not for personal use and is for the use of authorized program participants only. All requests for property shall be based on bona fide law enforcement requirements. Authorized participants who receive property from the program will not loan, donate, or otherwise provide property to other groups or entities (i.e., public works, county garage, schools, etc.) that are not otherwise authorized to participate in the program. Property will not be obtained by program participants for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. To receive such property, on an annual basis the LEA shall certify that they have:

i) Obtained authorization of the relevant local governing body authority (i.e., city council, mayor, etc.).

ii) Adopted publicly available protocols for the appropriate use of controlled property, the supervision, and the evaluation of the effectiveness of such use, including auditing and accountability policies.

iii) Annual training in place and provides it to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the U.S. and de-escalation of force.

b) All costs associated with the transportation, turn-in, transfer, repair, maintenance, insurance, disposal, repossession or other expenses related to property are the sole responsibility of the State/LEA. The State/LEA shall also be responsible to reimburse the U.S Government (USG) for costs incurred in retrieving and/or repossessing property impermissibly transferred by the State/LEA to unauthorized participants.

c) The State/LEA will maintain and enforce regulations designed to impose adequate security and accountability measures for controlled property to mitigate the risk of loss or theft of property. Program participants shall implement controls to ensure property made available under this agreement is used for official law enforcement use only. The State/LEA shall take appropriate administrative and/or disciplinary action against individuals that violate provisions of the Memorandum of Agreement (MOA) between the Federal Government and the State/U.S. Territory and/or this SPO, including unauthorized use of property.

d) All property transferred to the State/LEA via the program is on an as-is, where-is basis.

e) LESO reserves the right to recall property issued to a State/LEA at any time.

f) General use of definitions/terms:

i) Demilitarization (DEMIL code)-a code assigned to DoD property that indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items which do not require DEMIL but may require Trade Security Controls (TSC). Program participants are not authorized to conduct physical demilitarization of property.

ii) "Controlled property"-items with a DEMIL code of B, C, D, E, F, G, and Q (with an Integrity Code of "3". Title and ownership of controlled property remains with the DoD in perpetuity and will not be relinquished to the State/LEA. When a State/LEA no longer has a legitimate law enforcement use for controlled property, they shall notify the LESO and the property will be transferred to another program participating State/LEA (via standard transfer process) or returned to DLA Disp Svcs for disposition.

iii) "Non-controlled" property"-items with a DEMIL code of A or Q (with an Integrity Code of "6"). These items are conditionally transferred to the State/LEA and will remain on State/LEA accountable inventory for one year from the ship date. However, after one year from the ship date, DLA will relinquish ownership and title for the property to the State/LEA without issuance of further documentation. During this one year period, the State/LEA remains responsible for the accountability and physical control of the property and the LESO retains the right to recall the property. Participants should return any property in this one year period that becomes excess to their needs or they otherwise determine is not serviceable.

(1) The LEA receives title and ownership of DEMIL "A" and "Q6" property as governmental entities. Title and ownership of this property does not pass from DoD to any private individual or State/LEA official in their private capacity. Such property shall be maintained and ultimately disposed of IAW provisions in State and local laws that govern public property.

(2) Sales/gifting of DEMIL"A" and "Q6" property after one year from the ship date inconsistent with State/local law may constitute grounds to deny future participation in the program.

(3) After one year from ship date, DEMIL "A" and "Q6" property may be transferred, cannibalized for usable parts, sold, donated, or scrapped.

(4) Once the property is no longer on the LEA accountable inventory, the property is no longer subject to the annual physical inventory requirements and will not be inventoried during a LESO Program Compliance Review (PCR).

g) All physical transfers of property require LESO approval. Program participants will not physically transfer property until the LESO approval process is complete. Program participants may request their SC/SPOC approval to temporarily conditionally loan property to another program participant (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

h) The program may authorize digital signatures on required program documentation.

i) The State/LEA is not required to maintain insurance on controlled property, aircraft or other property with special handling requirements that remain titled to DoD. However, the State/LEA will be advised that if they elect to carry insurance and the insured property is on the program inventory at the time of loss or damage, the recipient will submit a check made payable to DLA for insurance proceeds received in excess of their actual costs of acquiring and rehabilitating the property prior to its loss, damage, or destruction.

4) STATE PLAN OF OPERATION The State shall:

a) Assist in training LEAs with enrollment, property requests, transfers, turn-ins, and disposal procedures.

b) Adhere to the requirements outlined in the MOA between the Federal Government and the State/U.S. Territory and ensure MOA amendments or modifications are incorporated into this SPO and program participants are notified and acknowledge responsibility to comply with changes.

c) Submit a SPO to LESO that shall address procedures for determining LEA eligibility, allocation, equitable distribution of property, accountability, inventory, training, and education, State-level internal PCRs, export control requirements, procedures for turn-in, transfer, and disposal and other responsibilities concerning property.

d) Enter into written agreement with each LEA, via the LESO-approved SPO, to ensure program participants acknowledge the terms, conditions, and limitations applicable to property. This SPO must be signed by the current Chief Law Enforcement Official (CLEO) (or designee) and the current SC/SPOC.

e) Provide program participants the following information:

i) The LESO Program State POCs:

State Coordinator (SC): James Bass

State Point of Contact (SPOC): James Bass

State Point of Contact (SPOC): Kelly J. Hamilton

State Point of Contact (SPOC): N/A

ii) SC/SPOC Facility Information:

Physical Mailing Address: P.O. Box 27111; Santa FE, NM 87502

Email: LESO.DHSEM@state.nm.us

Phone Number: (505) 476-0868

Website: https://www.nmdhsem.org/homeland-security/

Hours of Operation: 0800-1700

iii) Funding to administer the LESO Program at the State-level is provided via: General Fund Appropriation.

5) PROPERTY ACCOUNTING SYSTEM The State will maintain access to Federal Excess Property Management Information System (FEPMIS) (or current property accounting system), to ensure LEAs maintain property books, to include, but not limited to, transfers, turn-ins, and disposal requests from an LEA or to generate these requests at the State-level and forward all approvals to the LESO for action. The State will:

a) Conduct quarterly reconciliations of State property records.

b) Ensure at least one person per LEA maintains access to the property accounting system. Users may be "active" or "inactive" in the system, so long as they are registered. Ensure registered users are employees of the State/LEA.

c) Ensure LEAs receive and account for property in the property accounting system within 30 days.

6) LESO WEBSITE The State shall access the LESO website for timely and accurate guidance, information, and links concerning the program and ensure that all relevant information is passed to the program participants.

7) ANNUAL TRAINING 10 USC § 280 provides that the SECDEF, in cooperation with the U.S. Attorney General, shall conduct an annual briefing of law enforcement personnel of each State (including law enforcement personnel of the political subdivisions of each State). Individuals who wish to attend are responsible for funding their own travel expenses. The briefing will include information on training, technical support, equipment, and facilities that are available to civilian law enforcement personnel from the DoD. The state shall provide program participants training material as discussed during the annual LESO training which includes information on property management best practices to include (but not limited to) searching for property, accounting for property on inventory, transfer and turn-in of property when it is no longer needed or serviceable.

8) ENROLLMENT The LESO shall establish and implement program eligibility criteria IAW 10 USC § 2576a, DLA Instructions and Manuals and this SPO and retains final approval/disapproval authority for application packages forwarded by the State. Non-governmental law enforcement entities such as private railroad police, private security, private academies, correctional departments, prisons, or security police at private schools/colleges are not eligible to participate. Fire departments (by definition) are not eligible to participate and should be referred to the DLA Fire Fighter program administered by USDA. Law enforcement agencies requesting program participation shall have at least one full-time law enforcement officer. Program property may only be issued to full-time/part-time law enforcement officers. Non-compensated reserve officers are not authorized to receive property. State law enforcement training facilities/ academies may be authorized to participate in the program given their primary function is the training of bona fide State/local law enforcement officers. Law enforcement training facilities/academies will be reviewed on a case-by-case basis. The State shall:

a) Validate the authenticity of state/LEAs that are applying for program participation. Only submit to the LESO those application packages that the SC/SPOC recommends/certifies are government agencies whose primary function is the enforcement of applicable federal, State, and local laws and whose compensated officers have the powers of arrest and apprehension. If the State forwards an unauthorized participant application package, this may result in a formal suspension of the State.

b) Have sole discretion to disapprove state/LEA application packages in their State. The SC/SPOC should provide notification to the LESO when application packages are disapproved at the State-level.

c) Ensure that screeners listed in the application package are employees of the LEA. A screener may only screen property for two LEAs. Contractors may not conduct screening on behalf of a LEA.

d) Make recommendation on what constitutes a "full-time" or "part-time" law enforcement officer.

e) Ensure LEAs update their account information annually, or as needed. This may require the LEA to submit an updated application package. An updated application package shall be submitted for (but is not limited to) the following: a change in CLEO, the addition or removal of a screener, a change in the LEA physical address or contact information, etc.

f) Provide the LEA a comprehensive program overview once approved by the LESO for enrollment. The overview will be done within 90-days of a LEA being approved to participate.

9) PROPERTY ALLOCATION

a) The LESO shall:

i) Upon receipt of a SC/SPOC validated request for property through the RTD website, will review and give preference to requisitions indicating that the requested property will be used in the counter-drug, counter-terrorism, disaster-related emergency preparedness, or border security activities of the requesting LEA. Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference.

ii) Require additional justification for small arms, aircraft, ammunition, and vehicles and to the greatest extent possible, ensure fair and equitable distribution of property based on current LEA inventory and justification for property.

iii) Reserve the right to determine and/or adjust allocation limits, to include the type, quantity and location of property allocated to the State/LEA. Generally, no more than one item (per part-time/full-time officer) will be allocated. Quantity exceptions may be granted by the LESO on a case-by-case basis based on the justification provided by the LEA. Currently, the following allocation limits apply:

(1) Robots: one (of each type) for every ten officers (full-time/part-time).

(2) High Mobility Multipurpose Wheeled Vehicle (HMMWV)/Up-Armored HMMWV (UAH): one vehicle for every three officers (full-time/part-time).

(3) Mine Resistant Ambush Protected (MRAP) / Armored Vehicles: two vehicles per LEA.

(4) Small arms: one (of each type) per officer (full-time/part-time).

(a) LESO may authorize over allocations of small arms in preparation for inevitable scenarios, i.e. training, equipment downtime (damage, routine maintenance, inspections) or other law enforcement needs. The chart below is the standard for small arms acceptable over-allocations:

Small Arms Acceptable Over-Allocations	
# of Officers	**# by type**
1-10	2 or less
11-25	3 or less
26-100	5 or less
101-299	8 or less
300 or more	10 or less

(b) In instances where small arm allocation amounts exceed the "acceptable over-allocation" levels, the LESO will coordinate with States to verify accuracy of the officer count. If small arm allocation is still beyond acceptable levels, LESO may authorize one of the following: 1) an exception to policy, 2) a transfer, or 3) a turn-in.

b) The State shall:

i) Assist the LEA in the use of electronic screening of property via the RTD website and shall access the RTD website a minimum of once daily (Monday-Friday) to review and process LEA requests for property. Property justifications shall be validated to ensure they meet the intent of 10 USC § 2576a as suitable for use by agencies in law enforcement activities. Prior to approving a request or transfer, review the LEAs property allocation report to prevent over allocation.

ii) Upon receipt of a valid LEA request for property, provide a recommendation to the LESO on the preference to be given to those requisitions for property that will be used in counter-drug, counter-terrorism, disaster-related emergency preparedness or border security activities of the recipient agency. Requests for vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. The State shall consider the fair and equitable distribution of property based on current LEA inventory and LEA justifications for property. The State shall ensure the type and quantity of property being requested by LEAs is reasonable and justifiable given the number of officers (full-time/part-time) and prior requisitions for similar items they have received (both controlled and non-controlled property). Generally, no more than one of any item per officer (full-time/part-time) will be allocated.

10) PROPERTY MANAGEMENT Certain controlled equipment shall have a documented chain of custody (i.e. an acceptable ECR), including a signature of the recipient. Controlled property requiring an ECR: small arms (including parts and accessories), aircraft, vehicles, optics, and robots. It is encouraged to utilize ECRs for all controlled property. LEAs may request cannibalization on aircraft or vehicles. Cannibalization requests shall be submitted to the State for review. Cannibalization must be approved by the LESO prior to any cannibalization actions. The cannibalized end item shall be returned to DLA Disp Svcs within the timeframes determined by the LESO.

a) Aircraft-Aircraft will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be reported to the LESO at the end of their useful life. All aircraft are considered controlled property, regardless of DEMIL code. Aircraft that are no longer needed or serviceable shall be reported to the General Services Administration (GSA) for final disposition by the LESO Program Aircraft Specialist.

b) Vehicles-Program participants that request vehicles used for disaster-related emergency preparedness, such as high-water rescue vehicles, should receive the highest preference. Vehicles will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and vehicles that are considered controlled property will be returned to DLA Disp Svcs at the end of their useful life. DLA Disp Svcs Field Activity/Site will identify qualifying DEMIL A or Q6 vehicles and may issue (upon LEA request) a Standard Form (SF) SF-97 to the LEA upon physical transfer of the vehicle. The LEA may modify the vehicle during the one year conditional transfer period.

c) Ammunition-LESO will support the U.S. Army (USA), in allocating ammunition to program participants. Ammunition obtained via the program will be for training use only. At the time of request, the LEA will certify in writing that the ammunition will be used for training use/purposes only. The USA will issue approved transfers directly to the State/LEA. The State/LEA is responsible for funding all packing, crating, handling, and shipping costs for ammunition. The LEA will make reimbursements directly to the USA. Ammunition will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. Ammunition obtained via the program shall not be sold. Ammunition will be treated as a consumable item and not tracked in any DLA inventory system or inspected during PCRs. LESO shall track and maintain necessary records of ammunition that has been transferred to LEAs and will post all requests, approvals, and denials on the LESO public website.

d) Small arms:

i) Small arms will not be obtained by LEAs for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and shall be returned to DLA Disp Svcs at the end of their useful life. Cannibalization of small arms is not authorized.

ii) Temporary modifications to small arms are authorized; permanent modifications to small arms are not authorized (i.e. drilling holes in the lower receiver of a small arm). In cases of temporary modifications, all parts are to be retained and accounted for in a secured location under the original serial number for the small arm until final disposition is determined. If the modified small arm is transferred to another LEA, all parts will accompany the small arm to the receiving LEA.

iii) Small arms will be issued utilizing an acceptable ECR which obtains certain information about the property being issued to include (but is not limited to) the signature of the law enforcement officer who is accepting responsibility for the small arm(s), the serial number of the small arm, the date in which the law enforcement officer took possession of the small arm, etc.

iv) Small arms that are not carried on an officer's person or in the officer's immediate physical vicinity will be secured using "two levels of physical security". Two levels of physical security meaning two distinct lockable barriers, each specifically designed to render a small arm inaccessible and unusable to unauthorized persons. Lockable barriers meeting this description may be either manual or electronic.

v) Program participants no longer requiring program small arm(s) shall request authorization to transfer the small arm to another participating LEA or request authorization to turn-in/return the small arm. Transfers and turn-in requests shall receive final approval from the LESO; small arms will not physically move until the LESO provides official notification that the approval process is complete. When turning-in small arms to Anniston Army Depot, the LEA shall follow LESO turn-in guidance.

vi) Local destruction (DEMIL) of small arms is not authorized.

vii) Lost, Stolen or Destroyed (LSD) small arms:

(1) Program participants with multiple instances of LSD small arms in a five-year window will be assessed by DLA Disp Svcs to determine if a systemic problem exists IAW DLAI 4140.11.

(2) DLA OIG investigations may be initiated if small arms are improperly disposed of or become LSD while in program inventory. The State/LEA may be required to reimburse DLA the fair market value of the small arms when negligence, willful misconduct, or a violation of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO is confirmed at the conclusion of the Financial Liability Investigation of Property Loss (FLIPL).

(a) Reimbursement will be within 60-days of the completion of the FLIPL.

(b) Title will never transfer to the recipient regardless of the status of the small arm.

(c) Payments due to DLA Disp Svcs, based upon the findings of the FLIPL, may be paid by one of three methods: 1) credit card via pay.gov, 2) cashier/ business check, or 3) wire transfer.

(3) In instances of LSD small arm recovery, DoD retains title in perpetuity and the small arm shall be immediately relinquished/surrendered back to the program.

11) PROGRAM COMPLIANCE REVIEWS (PCR)

a) The LESO shall:

i) Conduct PCRs to ensure that the SC/SPOC, and all LEAs within a State are compliant with the terms and conditions of the program as required by 10 USC § 2576a, the MOA between the Federal Government and the State/U.S. Territory and/or this SPO and any DLA Instructions and manuals regarding the program. PCRs are conducted to ensure property accountability, program compliance, and program eligibility.

ii) Conduct PCRs for participating States every 2 years, providing training to the State/LEA as needed.

iii) Reserve the right to conduct no notice PCRs, or require an annual review, or similar inspection, on a more frequent basis for any State/LEA.

iv) Intend to physically inventory 100% of property selected for review at each LEA during a PCR. The use of ECRs in lieu of physical inspection is discouraged during PCRs. Extensive use of the ECR (without prior coordination with LESO) may result in a non-compliance finding during the PCR.

v) Intend to review as much property as possible during a PCR.

(1) The goal is to review 20% of a State's overall small arms inventory.

(2) The goal for inventory selections (at LEAs selected for review) is 15% of an LEAs general property to include non-controlled property (DEMIL code A and Q6).

vi) Select LEAs not visited during the last three regularly scheduled PCR cycles (as applicable).

vii) Recommend corrective actions (which may include suspending a State/LEA from program participation) for findings of non-compliance identified during a PCR.

(1) The LESO shall issue corrective actions (with suspense dates) to the State, which will identify what is needed to rectify the identified deficiencies within the State/LEA.

(2) If the State/LEA fails to correct identified deficiencies within the LESO suspense dates, the LESO may move to restrict, suspend, or terminate the State/LEA from program participation.

(3) States found non-compliant for a PCR will be suspended for a minimum of 60-days and will not be reinstated until the State successfully passes a LESO-conducted PCR.

viii) Ensure the State/LEA understand that property shall be transferred to a participating agency with SC/SPOC and LESO approval or returned to DLA Disp Svcs when no longer needed or serviceable.

b) The State shall:

i) Assist the LESO as required, prior to, during and upon completion of the PCR.

ii) Assist in the coordination of the PCR daily schedule of events and forward the schedule to LEAs that have been selected for review.

iii) Contact LEAs that have been selected for the PCR via phone, email or in person to ensure they are aware of the schedule and are prepared for the PCR.

iv) Receive inventory selections from the LESO and forward them to the selected LEAs. The State shall ensure the LEA physically gathers the selected property in a central location (to the greatest extent possible) which will allow the LESO to physically inventory the property efficiently during the PCR.

v) Coordinate the use of any ECR with the LESO prior to the PCR.

vi) Ensure LEAs understand property shall be transferred to a participating agency with SC and LESO approval or returned to DLA Disp Svcs when deemed no longer needed or serviceable.

vii) Conduct State-level (internal) PCRs of participating LEAs to ensure property accountability, program compliance and program eligibility utilizing a PCR checklist provided by the LESO, or equivalent (for uniformity purposes).

(1) Ensure a State-level (internal) PCR of at least 8% of LEAs with program inventory is completed annually (3% of which will be focused on program participants with no controlled property). Results of the State-level (internal) PCR will be kept on-file with the State. Documentation shall be provided to the LESO for each LEA that received a State-level PCR.

(2) The State-level (internal) PCR will include, at minimum:

(a) A review of the dually-signed SPO, ensuring it is uploaded to the property accounting system.

(b) A review of the LEA application package to confirm authenticity and eligibility of the LEA.

(c) An inventory of property selected for review at each LEA.

(d) A review of each selected LEA files for any of the following which may include turn-in/transfer DD Form 1348-1A, ECR, small arm documentation, FLIPL documents, exception to policy letters, approved cannibalization requests, or other pertinent documentation as required.

(3) Request that the LESO restrict, suspend or terminate an LEA based on findings during State-level internal PCR or due to non-compliance with terms of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.

(4) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to a LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the State/LEA to the LESO. The SC may suspend or terminate a State/LEA participation in the program at any time for non-compliance.

12) ANNUAL PHYSICAL INVENTORY Each State/LEA is required to conduct an annual physical inventory of all property on the active property book and provide certification in the property accounting system. DEMIL "A" and "Q6" property records will not be closed during the annual physical inventory period.
In the State of New Mexico, the annual physical inventory and certification in the property accounting system process starts on July 1st and must be completed by September 30th. The State shall:

a) Provide training to LEAs to properly conduct the annual physical inventory and complete the certification of property in the property accounting system.

b) Ensure an approved and current SPO is uploaded in the property accounting system for each LEA.

c) Validate the annual physical inventory certifications submitted by LEAs.

d) Adhere to annual physical inventory certification requirements as identified by the LESO. Physical inventories and certification statements will be maintained on file IAW the DLA records schedule.

e) Annually certify property is utilized and is within allocation limits IAW the MOA between the Federal Government and the State/U.S. Territory and this SPO .

f) Recommend suspension of program participants who fail to complete or submit the certified annual physical inventory.

13) REPORTING LOST, STOLEN, OR DESTROYED (LSD) PROPERTY Any property identified as LSD on a LEA current inventory, shall be reported to the State/LESO. A FLIPL (aka the DD Form 200) shall be submitted to the State/LESO for LSD property. Program participants agree to cooperate with investigations into LSD property by any federal, state, or local investigative body and, when requested, assist with recovery of LSD property.

a) LSD controlled property shall be reported to the State/LESO within 24-hours. Program participants may be required to provide their SC/SPOC additional documentation which may include (but is not limited to): 1) Comprehensive police report, 2) NCIC report/entry, and 3) Contact information for the Civilian Governing Body (CGB) over the LEA involved, to include: Title, Name, Email, and mailing address.

b) LSD property with a DEMIL code of "A" and "Q6" shall be reported to the State/LESO within 7-days.

14) RESTRICTION, SUSPENSION OR TERMINATION Program participants are required to abide by the terms and conditions of the MOA between the Federal Government and the State/U.S. Territory and this SPO in order to maintain active program participation status. If a State/LEA fails to comply with any term or condition of the MOA, SPO, DLA Instruction or Manual, federal statute or regulation, the State/LEA may be suspended, terminated, or placed on restricted status. Restriction, suspension, or termination notifications will be in writing and will identify remedial measures required for reinstatement (if applicable). *Suspension*-A specified period in which an entire State/LEA is prohibited from requesting or receiving additional property through the program. Additional requirements may be implemented, to include the State/LEA requirement to return specifically identified controlled property. Suspensions will be for a minimum of 60-days. *Termination*-The removal of a State/LEA from program participation. The terminated State/LEA shall transfer or turn-in all controlled property previously received through the program at the expense of the State/LEA involved. *Restricted Status*-A specified period in which a State/LEA is restricted from receiving an item or commodity due to isolated issues with the identified item or commodity. Restricted status may also include restricting a State/LEA from all controlled property.

a) State termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.

b) LEA termination-The SC/SPOC will coordinate with LESO to identify a realistic timeframe to complete the transfer or turn-in of all property. The LESO retains final authority to determine timeframe requirements.

c) In the event of a termination, the State/LEA will make every attempt to transfer the property of the terminated State/LEA to an authorized State/LEA, as applicable, prior to requesting a turn-in of the property to DLA Disp Svcs. In cases that require a repossession or turn-in of property, the State/LEA will bear all expenses related to the repossession, turn-in or transfer of property to DLA Disp Svcs.

d) The State shall:

i) Suspend LEAs for a minimum of 60-days in all situations relating to the suspected or actual abuse of property or requirements and/or repeated non-compliance related to the terms and conditions of this SPO. Suspension may lead to termination. The State shall also issue corrective action guidance to the LEA with

suspense dates to rectify issues and/or discrepancies that caused the restriction, suspension, or termination. The State shall require the LEA to submit results on completed police investigations and/or reports on LSD property to include the LEA CAP. The LESO retains final discretion on reinstatement requests. Reinstatement to full participation from a restriction, suspension or termination is not automatic.

ii) Initiate corrective action to rectify suspensions or terminations of the LEA for non-compliance to the terms and conditions of the program. The State shall also make contact (until resolved) with suspended LEAs to ensure corrective actions are rectified within required timeframes provided by the LESO.

iii) Require the LEA to complete and submit results on completed police investigations or reports regarding LSD property. The State will submit all documentation to LESO upon receipt.

iv) Provide documentation to LESO when actionable items are rectified for the State/LEA.

v) Request that the LESO suspend or terminate an LEA based upon their findings during State-level internal PCR or due to non-compliance with any term of this SPO, DLA Instruction/Manual or any statute or regulation regarding the program.

vi) Notify the LESO and initiate an investigation into any questionable activity or action involving property issued to an LEA that comes to the attention of the State and is otherwise within the authority of the Governor/State to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on restriction, suspension, or termination of the LEA to the LESO. The SC may revoke or terminate concurrence for LEA participation in the program at any time.

vii) Provide written request to the LESO for reinstatement of an LEA for full participation status at the conclusion of a restriction or suspension period. Written verification shall be provided that the SC/SPOC has validated the LEA CAP.

15) RECORDS MANAGEMENT The LESO, SC/SPOC, and LEAs participating in the program will maintain program records IAW the DLA records schedule. Records for property acquired through the program have retention controls based on the DEMIL code. Property records will be filed, retained, and destroyed IAW DLA records schedule. Records may include, but are not limited to: DD Form 1348-1A for transfers, turn-ins, requisitions, Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Forms 5 and 10.

16) TRADE SECURITY CONTROL (TSC) and COMPLIANCE WITH EXPORT CONTROL REGULATIONS Items transferred to program participants, including DEMIL A and Q (with an Integrity Code of 6) property, may be subject to export control restrictions. Program participants shall comply with U.S. export control laws and regulations if they contemplate further transfers of any property. Once title transfers, LEAs should consult with the Department of State (DoS) and Department of Commerce (DoC) export control regulators about the type of export controls that may apply to items, regardless of DEMIL code. Program participants may request a formal Commodity Classification from the DoC, Bureau of Industry and Security (BIS), or submit a general correspondence request to the DoS, Directorate of Defense Trade Controls. Information on managing exports of CCL items can be found at the U.S. DoC Bureau of Industry and Security website. Program participants shall notify all subsequent purchasers or transferees, in writing, of their responsibility to comply with U.S. export control laws and regulations.

17) NOTICES Any notices, communications, or correspondence related to this SPO shall be provided by email, the U.S. Postal Service (USPS), express service, or facsimile to the appropriate DLA office. The LESO may (from time to time) make unilateral modifications or amendments to the provisions of the MOA between the Federal Government and the State/U.S. Territory and/or this SPO. Notice of these changes will be provided to the State in writing. Unless the State takes immediate action to terminate the MOA between the Federal Government and the State/U.S. Territory and/or this SPO, such modifications or amendments will become binding. In such cases, reasonable opportunity will (insofar as practicable) be afforded the State/LEA to conform to changes affecting their operations.

18) ANTI-DISCRIMINATION By signing or accepting property, the State/LEA pledges agreement to comply with provisions of the national policies prohibiting discrimination: 1) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) as implemented by DoD regulations 32 CR Part 195, 2)On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq) as implemented by Department of Health and Human Services regulations in 45 CFR Part 90 and 3) On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, P.L. 93-516 (29 USC 794), as implemented by Department of Justice (DoJ) regulations in 28 CFR Part 41 and DoD regulations at 32 CFR Part 56. These elements are the minimum essential ingredients for establishment of a satisfactory business agreement between the State and the DoD.

19) INDEMNIFICATION CLAUSE The State/LEA is required to maintain adequate liability insurance to cover damages or injuries to persons or property relating to the use of property issued under the program. Self-insurance by the State/LEA is considered acceptable. The USG assumes no liability for damages or injuries to any person(s) or property arising from the use of property issued under the program. It is recognized that State and local law generally limit or preclude the State/LEA from agreeing to open ended indemnity provisions. However, to the extent permitted by State and local laws, the State/LEA shall indemnify and hold the USG harmless from any and all actions, claims, debts, demands, judgments, liabilities, cost, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of, or damage to property and injuries, illness or disabilities to, or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including States, local and interstate bodies, in any manner caused by or contributed to by the State/LEA, its agents, servants, employees, or any person subject to its control while the property is in the possession of, used by, or subject to the control of the State/LEA, its agents, servants, or employees after the property has been removed from USG control.

20) TERMINATION This SPO may be terminated by either party, provided the other party receives a thirty (30) day notice (in writing) or as otherwise stipulated by Public Law. The undersigned SC hereby agrees to comply with all provisions set forth herein and acknowledges that any violation of the terms and conditions of this SPO may be grounds for immediate termination and possible legal consequences, to include pursuit of criminal prosecution if so warranted.

21) AGREEMENT OF PARTIES The parties below agree to enter this agreement as of the last date below:

Governor-appointed SC/SPOC, State of: New Mexico

Full Name (Print): James Bass

Signature (Sign): _____ Date (MM/DD/YYYY):_____

Chief Law Enforcement Official (CLEO) (or designee): _____

Title (Print): _____

Full Name (Print): _____

Signature (Sign): _____Date (MM/DD/YYYY): _____

This page has been read and is understood by both parties to this SPO _____/_____

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
AND
AGENCY NAME

THIS MEMORANDUM OF UNDERSTANDING ("Memorandum") is made by and between The Children, Youth and Families Department ("CYFD") and AGENCY NAME, (ACRONYM).

RECITALS:

WHEREAS, CYFD maintains the Family-Automated Client Tracking System (FACTS) Protective Service and Juvenile Justice Services Division databases, which contain case management information relating to active and historical CYFD cases, clients and investigations;

WHEREAS, ACRONYM has requested access to FACTS Protective Service and Juvenile Justice Services Division databases;

WHEREAS, ACRONYM is authorized under the provisions of §§32A-2-32C(6) and 32A-4-33B(7) NMSA 1978 to be granted access to otherwise confidential CYFD records and information;

WHEREAS, ACRONYM requests such information so that ACRONYM law enforcement officers will have access to the FACTS Protective Service and Juvenile Justice Services Division databases for investigative purposes;

WHEREAS, the purpose of this Memorandum is to allow ACRONYM access to the information contained in these databases in order to enhance officers' ability to respond, react and make operational decisions regarding law enforcement events and investigations;

WHEREAS, the confidentiality provisions codified in Sections 32A-2-32 and 32A-4-33 generally prohibit the disclosure of information subject to certain exceptions;

NOW, THEREFORE, IT IS AGREED as follows:

I. TERM OF MEMORANDUM

This Memorandum shall take effect upon signature by the authorized representatives of CYFD and ACRONYM, and shall remain in effect until the sooner of July 1, 2025, or being terminated by CYFD or ACRONYM, upon fourteen days written notice pursuant to Paragraph V herein.

II. DEFINITIONS AND ABBREVIATIONS

"Disclose" or "disclosure" means the release of information, with or without the consent of the individuals or employing party to whom the information pertains. Disclosure includes all forms of electronic methods for the transmittal of information and may be in any media or by any means mutually agreeable to the parties.

III. REQUIRED TASKS UNDER THE MEMORANDUM

a) Joint Responsibilities

1. CYFD and shall comply with the provisions of this Memorandum in all respects. Nothing in this Memorandum may be construed to allow any signatory to this Memorandum to maintain, use, disclose or share protected information in a manner not allowed by state law or CYFD regulation.

2. CYFD and ACRONYM shall identify at least one authorized representative from their respective agencies who shall be responsible for processing and responding to information requests from the other party.

b) Responsibilities of CYFD

1. CYFD will provide access to ACRONYM to the forementioned CYFD databases. Use of the aforementioned CYFD databases is solely for investigative purposes. CYFD, in consultation with ACRONYM, will provide procedures by which information from said database may be disseminated to officers investigating an incident.

2. CYFD will assist ACRONYM in developing procedures and systems to ensure confidential information that is processed, stored, and/or transmitted under the provisions of this Memorandum will be maintained in a secure manner to prevent further disclosure of the information, including the interception, diversion, duplication, or other unauthorized access to said information.

3. CYFD will assist ACRONYM in developing procedures and systems to ensure all information obtained pursuant to this Memorandum is kept in secured facilities and media and that access to such records is restricted to ACRONYM personnel who are authorized to have access to said information to fulfill the purposes of this Memorandum.

4. CYFD agrees not to disclose any information generated or retrieved by ACRONYM for the purpose of a ACRONYM investigation in response to a public records request made under NMSA 1978. §§ 14-2-1 *et. seq*, or pursuant to a request for disclosure in a criminal or civil proceeding without first consulting with ACRONYM regarding objections as to confidentiality or privilege that ACRONYM may have prior to releasing the public records.

c) Responsibilities of AGENCY NAME

1. ACRONYM agrees not to share or re-disclose information received under this Memorandum with any other entity, organization or individual, except as permitted pursuant to Sections 32A-2-32 and 32A-4-33.

2. ACRONYM agrees not to copy, reproduce or transmit information obtained pursuant to this Memorandum except as necessary to fulfill the purpose of this Memorandum or as permitted pursuant to Sections 32A-2-32 and 32A-4-33. Storage of all information must be by secure electronic systems and/or networks. All copies of information obtained pursuant to this Memorandum of any type including any modifications or additions to such information from any source, are subject to the provisions of this Memorandum in the same manner as the original information.

3. The ability to access or maintain information under this Memorandum shall not under any circumstances transfer from or be assigned to any other individual, institution, organization or entity.

4. ACRONYM agrees that procedures and systems will be established to ensure that all confidential information processed, stored, and/or transmitted under the provisions of this Memorandum shall be maintained in a secure manner that prevents further disclosure of the information, including the interception, diversion, duplication, or other unauthorized access to said information.

5. ACRONYM agrees to establish procedures and systems to ensure all information obtained pursuant to this Memorandum is kept in secured facilities and media and that access to such records is restricted to ACRONYM personnel who are authorized to have access to said information to fulfill the purposes of this Memorandum.

6. ACRONYM shall inform CYFD when any employee with access to the portal ceases employment with ACRONYM within in 24 hours to allow CYFD to terminate their access.

7. ACRONYM shall inform CYFD of incidents of breach of the security of any information received from CYFD pursuant to this Memorandum.

8. ACRONYM agrees not to disclose any information obtained from CYFD pursuant to this Memorandum in response to a public records request made under Sections 14-2-1 *et. seq*, without consulting with CYFD regarding objections as to confidentiality and privilege CYFD may have prior to releasing the public records.

9. ACRONYM agrees that access to information will be restricted to authorized employees who require the information for investigative purposes in furtherance of their official duties.

IV. SCOPE OF MEMORANDUM

This Memorandum incorporates all the understandings between CYFD and ACRONYM concerning the subject matter hereof. No prior Memorandum, verbal representations, or understandings shall be valid or enforceable unless embodied in this Memorandum.

V. TERMINATION OF MEMORANDUM

This Memorandum may be terminated by CYFD or ACRONYM, upon written notice delivered to the other not less than fourteen (14) days prior to the intended termination date. By such termination notice, neither CYFD nor ACRONYM, shall negate obligations already incurred or required to be performed prior to the effective date of termination.

CYFD or ACRONYM, may suspend or terminate this memorandum upon learning of any violations of the terms of this MOU, or suspend this MOU until such time as it has been determined that the actions have been remedied or corrected. This Memorandum shall terminate automatically on July 1, 2025, unless extended by a written agreement.

IV. LIABILITY

Each party shall be solely liable for its own acts or failure to act in accordance with this MOU and will be solely responsible for the actions of its own officers, agents and employees within the strict limits of the New Mexico Tort Claims Act, NMSA 1978, §§ 41-4-1 *et seq*. Nothing in this MOU shall be construed to alter any rights or protections of the Parties under the New Mexico Tort Claims Act.

IN WITNESS WHEREOF, the parties have caused this Memorandum to be executed on the year and date indicated, with the effective date being the most recent signature.

CHILDREN YOUTH & FAMILIES DEPARTMENT

_____ _____
Barbara Vigil Date
Cabinet Secretary or Designee

Reviewed as to legal form and sufficiency
New Mexico Children Youth & Families Department, Office of General Counsel

_____ _____
Alisa C. Lauer Date
Chief General Counsel or Designee

_____ _____
TITLE Date
AGENCY

_____ _____
Reviewed as to legal form and sufficiency Date
Office of Legal Affairs

Edgewood Community Library

Policies

As reviewed and approved by the Library Advisory Board and Town of Edgewood Commission - Quarter 3 FY 2023

Library Operations Manager, Rachel Martinez

Quarter 3 FY23

EDGEWOOD COMMUNITY LIBRARY

171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

CONTENTS

Activities Room 2
Cell Phones 5
Checking Out Materials 5
Collection Development 5
Community Information Board 8
Community Service 9
Public Access Devices & Internet Use Policy 9
Food/Drinks 11
Library Member Accounts 12
Lost/Damaged Materials 13
Overdue Materials 13
Privacy & Confidentiality 14
Unattended Minors 14

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

ACTIVITIES ROOM

Approved January 2023

A. Philosophy

The library serves as friendly commons, offering programs and services to facilitate community engagement as well as the free exchange of knowledge and ideas. To encourage this, the Activities Room may be reserved by members of the local community when not in use by the library. The Activities Room is available for use, within the guidelines and priorities of this policy, by all groups regardless of the beliefs or affiliations of any group or its individual members.

B. Disclaimer

The booking of a group, and the content of its subsequent meeting, does not constitute an endorsement of, or any opinion about, the philosophy of such group by the library or municipality.

C. Advertising and Publicity

The library only promotes library sponsored or co-sponsored programs. The library shall not be identified or implied as a sponsor. The name, phone number, or address of the library may not be used as the contact information or headquarters of an organization. The library will not supply or distribute any materials promoting meetings. Meeting announcements may *only* be displayed on the *Community Information Board* with its corresponding policy found on page 8.

D. Priorities

The Activities Room is primarily intended for library use and for programs sponsored and co-sponsored by the library, taking priority over all other reservations. The library reserves the right to deny or cancel any reservation or meeting-in-progress due to:

1. An emergency or unsafe circumstance
2. Unexpected delay/closure
3. A conflict with a library or municipal sponsored function
4. Failure to follow Activities Room Policy and Rules

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

E. Restrictions

1. As a noncommercial, governmental service, the library reserves the right to determine if the sole or primary purpose of a meeting is for the commercial promotion or sale of any product or service and to prohibit meetings determined to be primarily for this reason.
2. Group activities may not interfere with the conduct of library business or safety and must abide by library policies. The library reserves the right to enforce fire codes, safety/emergency protocol, and noise limitations. Open aisles must be maintained and exits/windows may not be blocked. Activities of a vigorous nature (ex: aerobic exercise, gymnastics classes, open flames, gambling, etc.) are not permitted. Attendance may not exceed the posted capacity. Activities involving the use of any firearms, live ammunition, or hazardous substances are not permitted. The Activities Room may not be used for purposes prohibited by municipal, county, state, or federal law.
3. Failure to abide by the Activities Room Policy and Rules may result in loss or suspension of privilege to reserve and use the Activities Room and may also result in the termination of meetings (scheduled or in-progress) and immediate removal of such group from the library.
4. Only library administration/municipality may grant exceptions to the Activities Room Policy and Rules or deny Activities Room privileges because of violations of the policy and/or rules.

F. Fees

There are no fees associated with reserving or using the Activities Room. However, the library and municipality reserve the right to bring an action for contribution and/or indemnification for claims that might result from the negligence or other wrongful conduct of any person, including the person or organization using the Activities Room.

G. Rules

1. Reservations may be made with a Librarian in-person, by email (edgewoodcommunitylibrary@gmail.com), or by phone (505-281-0138) and are scheduled on a first-come, first-serve basis. Requests will be acted upon within 3 business days.
2. The individual submitting the reservation request must:
    - Be at least 18 years old.
    - Be present during the entire meeting/activity.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

- Assume responsibility for the Activities Room setup/takedown, orderly conduct, proper use, and condition.
- Provide accurate reservation details and current contact information.
- Acknowledge having read and agree to the Library's Activities Room Policy and Rules prior to using the Activities Room

3. The Activities Room may be reserved only during the posted hours of operation. The Library Activities Room is available 15 minutes after the library opens and must be vacated 15 minutes before the library closes. Please make sure to include set up and take down time when making requests. Exceptions can only be made by the Library Operations Manager for after-hours bookings.
4. The Activities Room may be reserved up to six(6) months in advance. No more than 1 meeting per week per individual, group, or organization may be scheduled at a time without approval from the Library Operations Manager.
5. Notification of cancellation must be given at least 1 hour prior to the reservation time. If the reserving party does not show 15 minutes past the reservation time, the Activity Room booking will be cancelled and used for other purposes.
6. No funds of any kind, nor admission fees may be solicited or collected. Sales of products or services are prohibited.
7. Display materials must be contained to the Activities Room, may only be of a temporary nature, and may not be affixed to any surface/wall.
8. Only light, nonalcoholic refreshments may be served and consumed in the Activities Room. Any trash generated must be disposed of in the dumpster behind the library.
9. Smoking is not permitted in the library.
10. Access to or use of any library cabinets, closets, supplies, or equipment is strictly prohibited. Groups must furnish their own supplies and equipment, are responsible for their own property, and may not store any items in the library.
11. The Activities Room must be left in the same condition as when a group arrived.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

CELL PHONES

Approved January 2023

The only quiet area in the library is the computer room, therefore, we ask any Computer Room users to silence all devices and take phone calls elsewhere in the library.

CHECKING OUT MATERIALS

Approved January 2023

A. Check Out Quantity

1. 10 materials per member account.

B. Check Out Period

- **3 weeks for:** Books, Audiobooks, DVDs, Special Collection Items
- **2 weeks for:** New Acquisitions
- **1 week for:** Museum Passes
- **1 day/in library use only for:** Graphing calculators and tablets.

COLLECTION DEVELOPMENT

Approved for July 2022-June 2027

A. Community Needs & Services

1. Provide a collection of materials in a variety of formats to meet the cultural, educational, informational, and recreational needs of the community without discrimination based on age, gender, race, ethnic background, religion, education, political beliefs or occupation.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

2. Offer the community a collection that incorporates a wide range of genres on a broad array of topics, materials that reflect current trends and popular titles, and items that help support lifelong learning for both personal enjoyment and enlightenment.

B. Current Collection

1. Approximately 36,000 holdings.
    - 52% in purchased and shared e-content
        - Library joined New Mexico Library to Go eBook consortium, with OverDrive as the lending platform, in April 2020
        - 47 other public, tribal, and school library branches with similar legal service area populations participate in the consortium. This gives library patrons access to materials purchased by any library participating in the consortium rather than just materials purchased by the Edgewood Community Library.
    - 42% in print materials (books)
    - 6% in media (DVD, audiobooks)
    - Less than 1% in special holdings (museum passes, learning backpacks, read-along kits)
2. Other e-content
    - Early learning stations with access to interactive educational applications
    - Access to NM State Library databases via El Portal from Library's catalog
    - E-content from Project Gutenberg and LibriVox incorporated into Library's online catalog for download.
3. 17,420 average circulations per year (calculated over the past 10 years).
4. $19,250 in acquisitions budget for FY23.
    - State Grants in Aid and GO Bond funds are also used to supplement acquisitions.

C. Responsibilities

1. Collection development selections, deselections, maintenance, and budget allocations ultimately rest with the Library Operations Manager who operates within the framework of requirements determined by the Library Advisory Board, Town of Edgewood, and State of New Mexico.
2. The Library Operations Manager may delegate collection development tasks to qualified staff where necessary.

D. Selection Considerations

1. Timeliness

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

2. Value to collection and the community
3. Accuracy
4. Credibility (of author and publisher)
5. Format and clarity of presentation (size, illustrations, binding, indices, etc.)
6. Readability (for its intended audience)
7. Balance within the collection (equal number of materials on opposing views)
8. Community suggestions
9. Favorable reviews (Booklist, Library Journal, Kirkus, NY Times, Horn Book, USA Today, Amazon.com, etc.)
10. Budget
11. Appearance
12. Physical condition
13. Library Shelf Space

E. Maintenance

1. Weeding or deselecting items from the library collection, employing the CREW method, and subsequent inventory will be completed, at minimum, every even-numbered year.
    - CREW Method https://www.tsl.texas.gov/ld/pubs/crew/index.html
2. Any deselected materials will be given to the Edgewood Community Library Friends for their book sale fundraisers, placed on a "Free Books" Cart in the library, donated to other libraries, or disposed of if items are in unusable condition.

F. Gifts

The Edgewood Community Library is pleased to accept gifts on behalf of the Edgewood Community Library Friends (ECLF), a nonprofit library partner, if no restriction or expectation is placed upon their use.

1. The Library Operations Manager (LOM) will determine gift acceptance based on the same selection criteria as items acquired with library funds. The LOM or designee will determine gift use or subsequent disposal. The library reserves the right to discard any gifts that do not meet selection consideration criteria.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

2. Library staff and volunteers may provide receipts for gifts on behalf of the ECLF. Library staff and volunteers may state the nature of a gift but are not authorized to establish the monetary value of any gift.
3. Any gifts selected by the LOM will be donated to the ECLF or processed into the library collection.
4. The ECLF will use any remaining gifts for book sale fundraisers in support of the library.
5. All proceeds from ECLF fundraisers will be deposited into the ECLF bank account and used to support unfunded library activities as needed.

G. Censorship

Censorship ultimately rests with an individual; patrons are free to reject those library materials that they themselves do not approve of. Censorship also rests with the parent or legal guardian of a minor; parents/legal guardians are responsible for restricting their child's access to library resources. Therefore, an individual may not exercise this right of censorship to restrict the freedom of others to read, view, or hear. The library subscribes to and deeply values the principles embodied in the Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and the Library Code of Ethics and does not discard or remove materials without due process.

1. **Library Bill of Rights** http://www.ala.org/advocacy/intfreedom/librarybill
2. **Freedom to Read** http://www.ala.org/advocacy/intfreedom/freedomreadstatement
3. **Freedom to View** http://www.ala.org/advocacy/intfreedom/freedomviewstatement
4. **Library Code of Ethics** http://www.ala.org/tools/ethics

H. Reconsideration of Materials

Library patrons may make a request for reconsideration of materials to be added or removed from the collection through the following process:

1. Request a Reconsideration of Materials Form at the library circulation desk.
2. Fill out the form and return it to the circulation desk and/or mail it to the library.
3. The Library Advisory Board will review the request during its next regularly scheduled meeting.
4. A written response will be sent to the requesting patron.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

The Edgewood Community Library recognizes its role as a source of community information. In this capacity, the Library supports the free flow of information and exchange of ideas by providing a Community Information Board. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials (flyers, posters, brochures, etc.) within the Library's facilities. Please be aware the Library does not advocate or endorse the viewpoints of any posting, assumes no responsibility for the preservation of notices, and reserves the right to remove any posted item.

A. Types of postings allowed:
    1. Forthcoming educational, cultural, or charitable activities for the benefit of local residents
    2. Flyers, brochures, or announcements sponsored by a local organization/group/agency
    3. Flyers, brochures, or announcements sponsored by a federal/state/local government agency pertaining to services provided to its citizens

B. All postings must be:
    1. Previewed by library staff
    2. Dated
    3. Posted for no more than a month
    4. Placed so as not to obscure other notices
    5. Posted on the magnetic board designated "Community Information"
    6. The only copy for that posting

COMMUNITY SERVICE

Approved January 2023

The Edgewood Community Library is always happy to accept extra help from community service volunteers. In order to maintain library safety and security, the library will only *consider* potential community service workers who need to satisfy required community service hours for their educational institution.

Community service workers are responsible for maintaining any records of their hours served with the library. Acceptance and dismissal will be at the Library Operations Manager's discretion.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

PUBLIC ACCESS DEVICES & INTERNET USE POLICY

Approved January 2023

The Edgewood Community Library strives to protect the public's right to information through free access to informational, educational, and recreational materials via public access devices, software programs, and the Internet. To promote equality, courtesy, and safety, the Library maintains usage guidelines and standards. Please be advised, patrons using the Library's Internet connection and public access devices do so at their own risk.

If patrons need assistance using the library's public access devices or Internet connection and time allows, staff will be happy to help to the best of their ability. Extended explanations, in-depth training, and specific software assistance are not available; however, staff can provide resources and direction to extended trainings.

A. Content & Filtering

1. The Internet is a global entity without content restrictions. The Library does not censor access to information; users may encounter information they find controversial or offensive.
2. The Library is not responsible for the accuracy, completeness, usefulness, or security of information found on or accessed from the Internet.
3. Filtering software will not be used in the Computer Room or with the WiFi network as:
    - Filters may block sites that are informative and useful.
    - The Library operates in accordance with American Library Association's policies supporting unlimited access to information.
    - The First Amendment forbids government agencies from restricting information to the public based on viewpoint or content.

B. Public Access Devices in Children's & Youth Areas

1. All public access devices located in the Children's/Youth Areas are filtered and may ***only*** be utilized by underage patrons and their parents/caregivers.

C. Catalog Stations

1. **The "Look it Up" computer stations near the library circulation desk are only to be used for browsing the library's catalog.**

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

D. Privacy

1. The Library does not monitor nor guarantee privacy regarding personal information entered, accessed, or downloaded using public access devices and Internet connection. Users are responsible for erasing personal content or securely closing out of personal browsing windows on public access devices.

E. Rules

1. Accessing or displaying sexually explicit or pornographic material using personal devices, the Library's public access devices or Internet connection on Library premises in the presence of a minor is strictly prohibited.
2. Food and beverages (other than bottled water) may not be consumed while using public access devices.
3. The Computer Room is the only quiet area in the library; therefore users must silence all personal devices and take phone calls elsewhere in the library.
4. Downloading programs and/or executable files on library public access devices is prohibited.
5. Altering settings, software, network connections, or storing personal data on public access devices is prohibited.
6. Printing and copying costs 15¢ per page.
7. Parents/caregivers, not library staff, are responsible for communicating and monitoring their child's access and activity.

F. Consequences of Violation

1. Policy violations may suspend a patron's Library privileges.
2. Accessing or displaying sexually explicit or pornographic material using personal devices, the Library's public access devices or Internet connection on Library premises to exploit or solicit a minor will result in immediate loss of these privileges and law enforcement will be notified.
    - Exposing minors to sexually explicit material is a violation of the New Mexico State Statute 1978, Chapter 30, Article 37.
3. Deliberate damage to and tampering with library equipment, software, systems, networks, security protections, etc. will result in immediate suspension of library privileges and notification of law enforcement.

FOOD/DRINKS

Approved January 2023

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

Food and beverages (other than bottled water) may not be consumed in the Computer Room or carpeted areas of the library.

LIBRARY MEMBER ACCOUNTS

Approved January 2023

A. Registration

1. Upon registration, patrons must provide one current proof of residency in the East Mountain/Estancia Valley Area. The following acceptable proofs of residency must show an East Mountain/Estancia Valley Area address:
   - Valid driver's license or ID
   - Utility bill
   - Phone bill
   - Voter's ID
   - Rental agreement
   - Vehicle registration
   - Vehicle insurance
   - Bank statement
   - Checkbook
   - Concealed carry permit
   - Any other proof of residency deemed appropriate by the Library Operations Manager
2. Children 17 and younger must have parental/guardian permission to receive a member account.

B. Inactive Member Accounts

1. Member accounts with 5 years or more of inactivity will be removed from the library database and corresponding registration forms shredded.

C. Annual Renewal

1. To ensure that library records stay up-to-date and accurate, every member account comes up for renewal annually from the date it was issued or last renewed. During library card renewal, patrons will be asked to verify/update their library records.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

D. Library Card Transactions

1. Library cards are required for all transactions, whether in-person, by phone, or online.
2. Parents may utilize their underage child's library card for library transactions on their child's behalf.
3. Due to confidentiality of library records, an adult may not use another adult's library card for library transactions unless given express permission by the library card holder.

E. Replacement Cards

1. All patrons must pay a fee of $1.00 to replace a lost card.
2. Adult patrons (18+ yrs.) may receive a replacement card when they provide photo proof of identification (driver's license, passport, work ID, school ID).
3. Underage patrons (17yrs. or younger), who do not possess a photo proof of identification, may receive a replacement card only when a parent/guardian accompanies them.

LOST/DAMAGED MATERIALS

Approved January 2023

1. Library materials not returned within 60 days of their due date are considered lost. Library materials returned with significant evidence of neglect or abuse (i.e., stained, ripped, defaced, missing pages, etc.) are considered damaged.
2. Lost/damaged materials must be either:
   - ***paid for*** if purchased with ***public funding*** (i.e., monies from State Grants in Aid, Town of Edgewood, GO Bonds)
   - ***replaced with a comparable copy*** (approved by Librarian) if the material was ***donated.***
3. The Library Operations Manager will make the final decision as to whether a book is to be replaced or not, depending on the circumstances of each occasion.

OVERDUE MATERIALS

Approved January 2023

A. When a Material is Considered Overdue

1. A material is considered overdue one day after its due date.

B. Patron Privileges

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

1. Until all overdue materials are returned, located, or paid for, patrons and their immediate family members are restricted from:
    - Renewing materials
    - Reserving materials
    - Checking out materials
    - Inter-library loan requests

PRIVACY & CONFIDENTIALITY

Approved January 2023

The library affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship. The library seeks to protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted.

Additionally, all formal and informal records identifying the names of library users will remain confidential. Library staff and volunteers shall be instructed that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff and volunteers will resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Any threats or unauthorized demands concerning such records shall be reported to the appropriate legal officer.

UNATTENDED MINORS

Approved January 2023

Young patrons are always welcome in the library, and we care deeply about their safety and welfare, especially since the library operates as a public space for the community. However, the responsibility for a child's wellbeing and behavior, while on library grounds, ultimately rests with the parent or responsible caregiver and not with library staff.

EDGEWOOD COMMUNITY LIBRARY
171B NM-344 • PO Box 3610 • Edgewood, NM 87015 • 505.281.0138 • www.edgewood-nm.gov

A. Children Under 10 Years Old

1. Children under the age of 10 must always be accompanied by a parent or responsible caregiver.

B. Children 10-17 Years Old

1. Children aged 10 or older may use the library on their own, provided they are able to use the library independently and without close supervision.
    - Unaccompanied children must have suitable contact information should an emergency or unexpected library closure occur.

C. Parent/Caregiver Responsibilities

1. Parents or caregivers are responsible for ensuring appropriate behavior of their child.
2. Parents or caregivers must make clear to their child their own rules and expectations regarding use of library materials and public access devices.
    - Library staff do not limit access to or monitor library material/public access device usage for any library patron.

D. Library Staff Responsibilities

1. Library staff may notify parents/responsible caregivers, law enforcement, or child protective service authorities if:
    - A minor is habitually left unattended for extended periods of time.
    - A minor is deemed to be at risk of coming to harm (ex. not picked up when library closes, exhibiting unsafe or disruptive behavior).
2. Library staff may ask disruptive patrons and/or their family to leave the library premises after appropriate warning.
    - Young patrons are subject to the same consequences as adult library users.

E. Unattended Adults in Children's/Youth Areas

1. Adults who are unaccompanied by a child or children in the Children's/Youth Areas may be questioned by library staff and may be asked to relocate to another area of the library.
    - The Children's/Youth Areas are reserved for children, their parents or responsible caregivers, and adults retrieving materials for academic purposes (ex. teachers, college students taking children's literature classes).

TOWN OF EDGEWOOD
BUDGET ADJUSTMENT RESOLUTION NO. 2023-002, BAR #2
FY 2022-2023

WHEREAS, the Governing Body for the Town of Edgewood, has authority for establishing, monitoring, and adjusting the Town's budget; and

WHEREAS, the official meeting for review of said documents was duly advertised in compliance with the State Open Meetings Act; and

WHEREAS, the Governing Body met in regular session on **February 7, 2023,** and proposes to make certain budget: transfer(s), increase(s), or decrease(s) and

WHEREAS, periodic budget adjustments are required to allow for: correct beginning cash balances; new or adjustments to inter-fund transfers; budget increases and decreases to revenues or expenditures; and to correct amounts when required; and

WHEREAS, said budget was adjusted based on need and through cooperation with all user departments, elected officials, and other department supervisors, the budget adjustment(s) and the associated line item(s) with amount(s) **as summarized on the attached *Schedule of Budget Adjustments*** is essential; and

WHEREAS, it is the majority opinion of this Governing Body the adjusted budget meets the requirements as currently determined.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Governing Body for the Town of Edgewood, State of New Mexico, hereby adopts the budget adjustment hereinabove described and attached and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

PASSED, ADOPTED and APPROVED, this _____ day of _____, 2023.

Attest:

_____ **_____**
Nina R. McCracken, Clerk **Audrey J. Jaramillo, Mayor**

(seal)

Department of Finance and Administration
Local Government Division
Financial Management Bureau
SCHEDULE OF BUDGET ADJUSTMENTS

REVISED 12/08/06

For Local Government Division use only:

ENTITY NAME: Town of Edgewood
FISCAL YEAR: FY2022-2023, BAR #2

(A) ENTITY RESOULUTION NUMBER	(B) LPB ACCOUNT	(B) DFA ACCOUNT	(C) REVENUE EXPENDITURE TRANSFER (TO or FROM)	(D) APPROVED BUDGET	(E) ADJUSTMENT	(F) ADJUSTED BUDGET	(G) PURPOSE
2023-002	106 to 100	11000 to 11000	Close Wells Fargo CD Fund to General Operating Fund				Net Similar Funds Together and Close Unnecessary Fund
	107 to 100	11000 to 11000	Close Bank of the West CD Fund to General Operating Fund				Net Similar Funds Together and Close Unnecessary Fund
	314 to 401	40100 to 40100	Close GO Bond Series 2014 Fund to 2014 GO Bond Edgewood 4				Net Similar Funds Together and Close Unnecessary Fund
	315 to 317	40100 to 40100	Close NMFA Loan 5 Program Funds to NMFA Edgewood 5				Net Similar Funds Together and Close Unnecessary Fund
	316 to 317	40100 to 40100	Close NMFA 5 Reserve Funds to NMFA Edgewood 5				Net Similar Funds Together and Close Unnecessary Fund
	405 to 406	40100 to 40100	Close PW DS Reserve Fund to NMFA Edgewood 3				Net Similar Funds Together and Close Unnecessary Fund
	217	217000	Close Recreation Fund	$0	$0	$0	Close Inactive Fund
	213	299000	Close Library Fund	$0	$0	$0	Close Inactive Fund
	299	299000	Close Police SP Rev Fund	$0	$0	$0	Close Inactive Fund
	N/A	11000-0001-44270	Impact Fees	($41,500)	$41,500	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-0001-47398	Other State Dist (Grants)	$1,165,000	($535,450)	$629,550	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-1009-52100	Worker's Comp Prem	($37)	$37	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-1009-52110	Worker's Comp Fee	$74	($37)	$37	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2002-57800	GRT Admin Fee	$410,000	($205,000)	$205,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2004-52100	Workers' Comp Prem	$149,925	($99,925)	$50,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2004-52110	Workers' Comp Fee	$150	($75)	$75	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2004-55999	Contract-Other Services	$118,616	($16,887)	$101,729	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-51020	Salaries-Full Time	($161,616)	$323,232	$161,616	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-51060	Salaries-Overtime	($8,453)	$16,906	$8,453	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52010	FICA-Regular	($10,555)	$21,110	$10,555	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52011	FICA-Medicare	($2,470)	$4,940	$2,470	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52020	Retirement	($20,165)	$40,330	$20,165	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52021	Retiree Health Care	($3,255)	$6,510	$3,255	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52030	Health & Medical Prem	($71,136)	$142,272	$71,136	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52040	Life Insurance Prem	($462)	$924	$462	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52090	Unemployment Comp	($1,411)	$2,822	$1,411	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-52100	Worker's Comp Prem	($37)	$74	$37	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-53030	Travel-Employees	($400)	$800	$400	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-54040	Maint & Rep-Vehicles	($40,000)	$80,000	$40,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-54999	Other Maintenance	($32,000)	$64,000	$32,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-55030	Contract-Professional Svc	($500)	$1,000	$500	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-56020	Supplies-General Office	($500)	$1,000	$500	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-56040	Supplies-Furn/Fix/Equip	($1,000)	$2,000	$1,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-56110	Supplies-Uniforms	($1,600)	$3,200	$1,600	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-56120	Supplies-Vehicle Fuel	($4,970)	$9,940	$4,970	Correct for Unknown Double Posting Error in LGBMS

ATTEST: _____ (Date) _____ (Date)

Nina R. McCracken, Clerk **Audrey J. Jaramillo, Mayor**

Department of Finance and Administration
Local Government Division
Financial Management Bureau
SCHEDULE OF BUDGET ADJUSTMENTS

REVISED 12/08/06

For Local Government Division use only:

ENTITY NAME: Town of Edgewood
FISCAL YEAR: FY2022-2023, BAR #2

(A) ENTITY RESOULUTION NUMBER	(B) LPB ACCOUNT	(B) DFA ACCOUNT	(C) REVENUE EXPENDITURE TRANSFER (TO or FROM)	(D) APPROVED BUDGET	(E) ADJUSTMENT	(F) ADJUSTED BUDGET	(G) PURPOSE
2023-002	N/A	11000-2006-56999	Supplies-Other	($5,000)	$10,000	$5,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-57050	Employee Training	($300)	$600	$300	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-57070	Insurance-Prop & Liab	($3,500)	$7,000	$3,500	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-57160	Telecommunications	($1,450)	$2,900	$1,450	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2006-58020	Equipment & Machinery	($13,000)	$26,000	$13,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2012-52100	Worker's Comp Prem	($19)	$19	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-2012-52110	Worker's Comp Fee	$38	($19)	$19	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-3001-52100	Worker's Comp Prem	$38,367	$1,266	$39,633	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-3001-52110	Worker's Comp Fee	$1,266	($1,266)	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-3001-56999	Supplies-Other	$37,402	($14,926)	$22,476	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-3004-52100	Worker's Comp Prem	($30)	$30	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-3004-52110	Worker's Comp Fee	$60	($30)	$30	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-3004-57999	Other Operating Costs	$9,000	($3,000)	$6,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-4003-52100	Worker's Comp Prem	($10)	$10	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-4003-52110	Worker's Comp Fee	$20	($10)	$10	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-4004-52100	Worker's Comp Prem	($12)	$12	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-4004-52110	Worker's Comp Fee	$24	($12)	$12	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-5104-51020	Salaries-Full Time	$323,232	($323,232)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-51060	Salaries-Overtime	$16,906	($16,906)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52010	FICA-Regular	$21,110	($21,110)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52011	FICA-Medicare	$4,940	($4,940)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52020	Retirement	$40,330	($40,330)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52021	Retiree Health Care	$6,510	($6,510)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52030	Health & Medical Prem	$142,272	($142,272)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52040	Life Insurance Prem	$924	($924)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52090	Unemployment Comp	$2,822	($2,822)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-52110	Worker's Comp Fee	$74	($74)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-53030	Travel-Employees	$800	($800)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-54040	Maint & Rep-Vehicles	$80,000	($80,000)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-54999	Other Maintenance	$64,000	($64,000)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-55030	Contract-Professional Svc	$1,000	($1,000)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-56020	Supplies-General Office	$1,000	($1,000)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-56040	Supplies-Furn/Fix/Equip	$2,000	($2,000)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-56120	Supplies-Vehicle Fuel	$9,940	($9,940)	$0	Department Not Needed. Department is Actually Maintenance.
						$0	

ATTEST: _____
Nina R. McCracken, Clerk **(Date)**

_____ **(Date)**
Audrey J. Jaramillo, Mayor

Department of Finance and Administration
Local Government Division
Financial Management Bureau
SCHEDULE OF BUDGET ADJUSTMENTS

REVISED 12/08/06

For Local Government Division use only:

ENTITY NAME: Town of Edgewood
FISCAL YEAR: FY2022-2023, BAR #2

(A) ENTITY RESOULUTION NUMBER	(B) LPB ACCOUNT	(B) DFA ACCOUNT	(C) REVENUE EXPENDITURE TRANSFER (TO or FROM)	(D) APPROVED BUDGET	(E) ADJUSTMENT	(F) ADJUSTED BUDGET	(G) PURPOSE
2023-002	N/A	11000-5104-56999	Supplies-Other	$13,200	($13,200)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-57050	Employee Training	$600	($600)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-57070	Insurance-Prop & Liab	$7,000	($7,000)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-57160	Telecommunications	$2,900	($2,900)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-5104-58020	Equipment & Machinery	$26,000	($26,000)	$0	Department Not Needed. Department is Actually Maintenance.
	N/A	11000-0001-61100	Transfers In	$15,026	($7,513)	$7,513	Correct for Unknown Double Posting Error in LGBMS
	N/A	21600-5002-52100	Worker's Comp Prem	($65)	$65	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	21600-5002-52110	Worker's Comp Fee	$130	($65)	$65	Correct for Unknown Double Posting Error in LGBMS
	N/A	39900-0001-42401	GRT-Shared Muni	$0	$413,203	$413,203	Correct for Unknown Double Posting Error in LGBMS
	N/A	39900-0001-42900	Other State Shared Taxes	$826,406	($826,406)	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	39900-0001-47399	Other State Distributions	$3,947,584	($1,973,792)	$1,973,792	Correct for Unknown Double Posting Error in LGBMS
	N/A	39900-2002-57999	Other Operating Costs	$266,000	($133,000)	$133,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	39900-2002-58999	Other Capital Purchases	$4,492,964	($2,246,482)	$2,246,482	Correct for Unknown Double Posting Error in LGBMS
	N/A	39900-0001-61100	Transfers In	$585,380	($292,690)	$292,690	Correct for Unknown Double Posting Error in LGBMS
	N/A	39900-0001-61200	Transfers Out	($600,406)	$300,203	($300,203)	Correct for Unknown Double Posting Error in LGBMS
	N/A	40100-0001-41500	Property Tax-Current	$547,732	($273,866)	$273,866	Correct for Unknown Double Posting Error in LGBMS
	N/A	40100-2002-59010	Debt Service Principal	$340,000	($170,000)	$170,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	40100-2002-59020	Debt Service Interest	$194,336	($97,168)	$97,168	Correct for Unknown Double Posting Error in LGBMS
	N/A	50300-6005-52100	Worker's Comp Prem	($19)	$19	$0	Correct for Unknown Double Posting Error in LGBMS
	N/A	50300-6005-52110	Worker's Comp Fee	$38	($19)	$19	Correct for Unknown Double Posting Error in LGBMS
	N/A	50300-6005-58030	Furniture & Fixtures	$20,000	($10,000)	$10,000	Correct for Unknown Double Posting Error in LGBMS
	N/A	79900-0001-46900	Miscellaneous-Other	$83,000	($41,500)	$41,500	Correct for Unknown Double Posting Error in LGBMS
	N/A	79900-2002-57999	Other Operating Costs	$83,000	($41,500)	$41,500	Correct for Unknown Double Posting Error in LGBMS
	N/A	11000-4003-53030	Travel-Employees	$5,000	($3,000)	$2,000	Correct Expense Account Classifications
	N/A	11000-4003-56120	Supplies-Vehicle Fuel	$0	$3,000	$3,000	Correct Expense Account Classifications
	N/A	11000-4004-55020	Contract-Attorney Fees	$1,050	($1,000)	$50	Correct Expense Account Classifications
	N/A	11000-4004-55030	Contract-Prof Services	$0	$1,000	$1,000	Correct Expense Account Classifications
	N/A	21600-0001-41250	GRT-Muni Local Tax	$466,297	($466,297)	$0	Revenue is Property Tax not Gross Receipts Tax
	N/A	21600-0001-46900	Miscellaneous-Other	$0	$466,297	$466,297	Revenue is Property Tax not Gross Receipts Tax
	100-401-45020	11000-1001-55020	Contract-Attorney Fees	$3,000	$60,000	$63,000	Increase Expense Budget
	228-329-36013	21200-0001-47120	State-Law Enforce Approp	$0	$150,000	$150,000	New Law Enforcement Retention & Recruitment Grant
	218-300-37520	28000-0001-42700	Cannabis Excise Tax	$0	$68,000	$68,000	New Cannabis Excise Tax Revenue
	218-400-47115	28000-2002-57999	TRD Admin Fees	$0	$2,100	$2,100	New TRD Admin Fee on Cannabis Excise Tax
	100-402-42080	N/A	Workers' Comp Fee	$50,075	($50,000)	$75	Workers' Compensation Premium in Another Account

ATTEST: _____

Nina R. McCracken, Clerk **(Date)**

(Date) **Audrey J. Jaramillo, Mayor**

Town of Edgewood
DFA Funds to City Funds Crosswalk
As of July 1, 2022

DFA Fund #s	Edgewood Fund #s
11000 General Operating Fund	100 Operating Fund
	106 Wells Fargo CD Fund Close to Fund 100
	107 Bank of the West CD Fund Close to Fund 100
	700 Cell Tower Escrow Fund
	701 Reliant Land Services
20100 Corrections	201 Correction Fund
21100 Law Enforcement Protection	211 Law Enforcement Fund
21200 Law Enforcement Recruit/Reten	228 Law Enforcement Rec & Ret
21400 Lodgers' Tax	210 Lodgers Tax
21600 Municipal Street	216 Municipal Street Fund
21700 Recreation	217 Recreation Fund Closed Inactive
26000 American Rescue Plan Act	260 American Rescue Plan
28000 Cannabis Regulation Act	218 Cannabis Regulation Act
29900 Other Special Revenue	213 Library Fund Closed Inactive
	224 Capital Replacement Fund
	225 Animal Shelter Fund
	226 Veterans Memorial Fund
	227 Buy a Brick/Playground
	229 Terminal Leave Fund
	299 Police SP Revenue Fund Closed Inactive
39900 Other Capital Projects	311 Capital Improvements Fund
	399 Capital Projects Fund
40100 GO Bond Debt Service	314 GO Bond Series 2014 Close to Fund 401
	315 NMFA Loan 5 Program Funds Close to Fund 317
	316 NMFA 5 Reserve Funds Close to Fund 317
	317 NMFA Edgewood 5
	401 2014 GO Bond Edgewood 4
	405 PW DS Reserve Fund Close to Fund 406
	406 NMFA Edgewood 3
50300 Wastewater/Sewer Enterprise	503 Wastewater Fund
79900 Other Trust & Agency	600 Impact Fee Escrow Fund

Fund closed in July 2022 New Fund Required by DFA in FY2023

State of New Mexico
Local Government Budget Management System (LGBMS)

Year-to-Date Actuals - Fiscal Year 2022-2023 - FY2023 Q2
Edgewood (Town) - Entity
Detail Report Sorted by Fund and Department

Printed from LGBMS on 2023-01-27 10:32:37

11000 General Operating Fund

10000 Assets

0001 No Department

10100 Cash Assets	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash	4,003,492.00	0.00	4,003,492.00	4,003,492.00	0.00	100.00
10103 Investments	259,342.00	0.00	259,342.00	263,592.66	(4,250.66)	101.64
10104 State Required Reserve	489,250.33	48,302.16	537,552.49	186,063.18	351,489.31	34.61
10100 Totals	**4,752,084.33**	**48,302.16**	**4,800,386.49**	**4,453,147.84**	**347,238.65**	**92.77**
0001 Totals	**4,752,084.33**	**48,302.16**	**4,800,386.49**	**4,453,147.84**	**347,238.65**	**92.77**
10000 Assets Totals	**4,752,084.33**	**48,302.16**	**4,800,386.49**	**4,453,147.84**	**347,238.65**	**92.77**

20000 Liabilities

0001 No Department

21000 Payables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
21001 Payables	0.00	0.00	0.00	1,023,332.95	(1,023,332.95)	inf
21000 Totals	**0.00**	**0.00**	**0.00**	**1,023,332.95**	**(1,023,332.95)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**1,023,332.95**	**(1,023,332.95)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**1,023,332.95**	**(1,023,332.95)**	**inf**

40000 Revenues

0001 No Department

41000 Taxes Local Effort	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
41250 Gross Receipts Tax - Municipal Local Option General	3,189,544.00	0.00	3,189,544.00 ✓	1,741,709.66	1,447,834.34	54.61
41258 Gross Receipts Tax - Municipal Hold Harmless	0.00	0.00	0.00	322,813.27	(322,813.27)	inf
41259 CMP - Compensating Tax	0.00	0.00	0.00 ✓	41,105.81	(41,105.81)	inf
41260 ITG - Interstate Telecom Gross Receipts	0.00	0.00	0.00 ✓	697.47	(697.47)	inf
41000 Totals	**3,189,544.00**	**0.00**	**3,189,544.00**	**2,106,326.21**	**1,083,217.79**	**66.04**

42000 Taxes State Shared	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
42401 GRT Shared - Municipal Equivalent Distribution	2,833,999.00	0.00	2,833,999.00 ✓	1,620,141.02	1,213,857.98	57.17
42600 Motor Vehicle Excise Tax	17,220.00	0.00	17,220.00 ✓	10,335.15	6,884.85	60.02
42000 Totals	**2,851,219.00**	**0.00**	**2,851,219.00**	**1,630,476.17**	**1,220,742.83**	**57.19**

43000 Licenses and Permits	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
43100 Animal Licenses	2,440.00	0.00	2,440.00 ✓	0.00	2,440.00	0.00
43300 Building Permit	7,500.00	0.00	7,500.00 ✓	0.00	7,500.00	0.00
43400 Business Licenses/Registration	9,000.00	0.00	9,000.00 ✓	0.00	9,000.00	0.00
43600 Subdivision Permits	650.00	0.00	650.00 ✓	0.00	650.00	0.00
43800 Zoning Permits	400.00	0.00	400.00 ✓	0.00	400.00	0.00
43900 Other Licenses and Permits	2,700.00	0.00	2,700.00 ✓	0.00	2,700.00	0.00
43000 Totals	**22,690.00**	**0.00**	**22,690.00**	**0.00**	**22,690.00**	**0.00**

44000 Charges for Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
44030 Animal Pound Fees	10,976.00	0.00	10,976.00 ✓	0.00	10,976.00	0.00
44150 Printing & Copying	3,442.00	0.00	3,442.00 ✓	0.00	3,442.00	0.00
44180 Recreation Fees	1,400.00	0.00	1,400.00 ✓	0.00	1,400.00	0.00
44190 Rental Fees	4,000.00	0.00	4,000.00 ✓	0.00	4,000.00	0.00
44270 Impact Fees	41,500.00	(83,000.00)	(41,500.00) ✓	0.00	(41,500.00)	0.00
44000 Totals	**61,318.00**	**(83,000.00)**	**(21,682.00)**	**0.00**	**(21,682.00)**	**0.00**

45000 Fines & Forfeits	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**

45020 Court Fines	31,000.00	0.00	31,000.00 ✓	0.00	31,000.00	0.00
45990 Other Fines and Forfeits	10,106.00	0.00	10,106.00 ✓	0.00	10,106.00	0.00
45000 Totals	**41,106.00**	**0.00**	**41,106.00**	**0.00**	**41,106.00**	**0.00**
46000 Miscellaneous Revenues	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
46010 Contributions/Donations	7,400.00	0.00	7,400.00 ✓	0.00	7,400.00	0.00
46020 Insurance Recoveries	5,000.00	0.00	5,000.00 ✓	0.00	5,000.00	0.00
46060 Reimbursements/Refunds	12,600.00	0.00	12,600.00 ✓	0.00	12,600.00	0.00
46900 Miscellaneous - Other	7,340.00	0.00	7,340.00 ✓	0.00	7,340.00	0.00
46000 Totals	**32,340.00**	**0.00**	**32,340.00**	**0.00**	**32,340.00**	**0.00**
47000 Intergovernmental Grants (Distributions)	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
47140 Small Cities Assistance (TRD)	90,000.00	0.00	90,000.00 ✓	(1) 0.00	90,000.00	0.00
47398 Other State Distributions (operational)	94,100.00	1,070,900.00	1,165,000.00 629,550	0.00	1,165,000.00	0.00
47000 Totals	**184,100.00**	**1,070,900.00**	**1,255,000.00**	**0.00**	**1,255,000.00**	**0.00**
0001 Totals	**6,382,317.00**	**987,900.00**	**7,370,217.00**	**3,736,802.38**	**3,633,414.62**	**50.70**
40000 Revenues Totals	**6,382,317.00**	**987,900.00**	**7,370,217.00**	**3,736,802.38**	**3,633,414.62**	**50.70**

50000 Expenditures

1001 Governing Body

51000 Salary & Wages (FTE required)	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51010 Salaries - Elected Officials	31,200.00	0.00	31,200.00 ✓	14,584.74	16,615.26	46.75
51000 Totals	**31,200.00**	**0.00**	**31,200.00**	**14,584.74**	**16,615.26**	**46.75**
52000 Employee Benefits	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular	1,934.00	0.00	1,934.00 ✓	295.13	1,638.87	15.26
52011 FICA - Medicare	452.00	0.00	452.00 ✓	69.06	382.94	15.28
52020 Retirement	2,621.00	0.00	2,621.00 ✓	578.03	2,042.97	22.05
52021 Retiree Health Care	432.00	0.00	432.00 ✓	211.63	220.37	48.99
52030 Health and Medical Premiums	35,568.00	0.00	35,568.00 ✓	26,266.16	9,301.84	73.85
52040 Life Insurance Premiums	109.00	0.00	109.00 ✓	0.00	109.00	0.00
52000 Totals	**41,116.00**	**0.00**	**41,116.00**	**27,420.01**	**13,695.99**	**66.69**
53000 Travel Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53010 Travel - Elected Officials	5,000.00	0.00	5,000.00 ✓	684.50	4,315.50	13.69
53000 Totals	**5,000.00**	**0.00**	**5,000.00**	**684.50**	**4,315.50**	**13.69**
55000 Contractual Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55020 Contract - Attorney Fees	3,000.00	0.00	3,000.00 ✓	1,150.77	1,849.23	38.36
55000 Totals	**3,000.00**	**0.00**	**3,000.00**	**1,150.77**	**1,849.23**	**38.36**
56000 Supplies	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)	1,000.00	0.00	1,000.00 ✓	0.00	1,000.00	0.00
56000 Totals	**1,000.00**	**0.00**	**1,000.00**	**0.00**	**1,000.00**	**0.00**
57000 Operating Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training	3,000.00	0.00	3,000.00 ✓	300.00	2,700.00	10.00
57160 Telecommunications	1,400.00	0.00	1,400.00 ✓	961.66	438.34	68.69
57000 Totals	**4,400.00**	**0.00**	**4,400.00**	**1,261.66**	**3,138.34**	**28.67**
1001 Totals	**85,716.00**	**0.00**	**85,716.00**	**45,101.68**	**40,614.32**	**52.62**

1009 Municipal Court

51000 Salary & Wages (FTE required)	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51010 Salaries - Elected Officials	12,000.00	0.00	12,000.00 ✓	6,000.00	6,000.00	50.00
51020 Salaries - Full-Time Positions	75,213.00	0.00	75,213.00 ✓	34,122.60	41,090.40	45.37
51040 Salaries - Part-Time Positions	2,000.00	0.00	2,000.00 ✓	575.00	1,425.00	28.75
51000 Totals	**89,213.00**	**0.00**	**89,213.00**	**40,697.60**	**48,515.40**	**45.62**
52000 Employee Benefits	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular	5,495.00	0.00	5,495.00 ✓	952.49	4,542.51	17.33
52011 FICA - Medicare	1,285.00	0.00	1,285.00 ✓	222.76	1,062.24	17.34
52020 Retirement	6,300.00	0.00	6,300.00 ✓	1,310.25	4,989.75	20.80
52021 Retiree Health Care	1,005.00	0.00	1,005.00 ✓	504.81	500.19	50.23

52030 Health and Medical Premiums	958.00	0.00	958.00		3,736.84	(2,778.84)	390.07
52040 Life Insurance Premiums	305.00	0.00	305.00		0.00	305.00	0.00
52090 Unemployment Compensation	933.00	0.00	933.00		66.11	866.89	7.09
52100 Workers' Compensation Premium	37.00	(74.00)	(37.00)		0.00	(37.00)	0.00
52110 Workers' Compensation Employer's Fee	0.00	74.00	74.00		6.90	67.10	9.32
52000 Totals	**16,318.00**	**0.00**	**16,318.00**		**6,800.16**	**9,517.84**	**41.67**
53000 Travel Costs	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
53030 Travel - Employees	2,500.00	0.00	2,500.00		0.00	2,500.00	0.00
53000 Totals	**2,500.00**	**0.00**	**2,500.00**		**0.00**	**2,500.00**	**0.00**
54000 Purchased Property Services	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure	2,000.00	0.00	2,000.00		0.00	2,000.00	0.00
54020 Maintenance & Repairs - Contracts	1,628.00	0.00	1,628.00		2,966.52	(1,338.52)	182.22
54000 Totals	**3,628.00**	**0.00**	**3,628.00**		**2,966.52**	**661.48**	**81.77**
55000 Contractual Services	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
55020 Contract - Attorney Fees	10,000.00	0.00	10,000.00		0.00	10,000.00	0.00
55030 Contract - Professional Services	200.00	0.00	200.00		0.00	200.00	0.00
55000 Totals	**10,200.00**	**0.00**	**10,200.00**		**0.00**	**10,200.00**	**0.00**
56000 Supplies	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office	2,000.00	0.00	2,000.00		16.54	1,983.46	0.83
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)	2,000.00	0.00	2,000.00		0.00	2,000.00	0.00
56000 Totals	**4,000.00**	**0.00**	**4,000.00**		**16.54**	**3,983.46**	**0.41**
57000 Operating Costs	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
57050 Employee Training	6,000.00	0.00	6,000.00		0.00	6,000.00	0.00
57070 Insurance - General Liability/Property	6,000.00	0.00	6,000.00		0.00	6,000.00	0.00
57150 Subscriptions & Dues	600.00	0.00	600.00		120.00	480.00	20.00
57170 Utilities - Electricity	6,500.00	0.00	6,500.00		345.24	6,154.76	5.31
57999 Other Operating Costs	15,900.00	0.00	15,900.00		1,763.50	14,136.50	11.09
57000 Totals	**35,000.00**	**0.00**	**35,000.00**		**2,228.74**	**32,771.26**	**6.37**
1009 Totals	**160,859.00**	**0.00**	**160,859.00**		**52,709.56**	**108,149.44**	**32.77**
2002 General Administration							
57000 Operating Costs	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
57800 GRT Administrative Fee	0.00	410,000.00	410,000.00	205000	1,201.52	408,798.48	0.29
57000 Totals	**0.00**	**410,000.00**	**410,000.00**		**1,201.52**	**408,798.48**	**0.29**
2002 Totals	**0.00**	**410,000.00**	**410,000.00**		**1,201.52**	**408,798.48**	**0.29**
2004 Finance/Budget/Accounting							
51000 Salary & Wages (FTE required)	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions	490,450.00	0.00	490,450.00		192,649.43	297,800.57	39.28
51060 Salaries - Overtime	23,691.00	0.00	23,691.00		8,060.22	15,630.78	34.02
51000 Totals	**514,141.00**	**0.00**	**514,141.00**		**200,709.65**	**313,431.35**	**39.04**
52000 Employee Benefits	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
52010 FICA - Regular	30,410.00	0.00	30,410.00		5,651.68	24,758.32	18.58
52011 FICA - Medicare	7,115.00	0.00	7,115.00		1,321.74	5,793.26	18.58
52020 Retirement	60,400.00	0.00	60,400.00		7,413.16	52,986.84	12.27
52021 Retiree Health Care	9,645.00	0.00	9,645.00		3,188.19	6,456.81	33.06
52030 Health and Medical Premiums	106,185.00	0.00	106,185.00		28,867.75	77,317.25	27.19
52040 Life Insurance Premiums	1,750.00	0.00	1,750.00		0.00	1,750.00	0.00
52090 Unemployment Compensation	2,000.00	0.00	2,000.00		218.12	1,781.88	10.91
52100 Workers' Compensation Premium	50,075.00	99,850.00	149,925.00	50,000	0.00	149,925.00	0.00
52110 Workers' Compensation Employer's Fee	0.00	150.00	150.00	75	6.90	143.10	4.60
52000 Totals	**267,580.00**	**100,000.00**	**367,580.00**		**46,667.54**	**320,912.46**	**12.70**
53000 Travel Costs	**Original**	**Adjustments**	**Adjusted**		**YTD**	**Balance**	**% Realized**
53030 Travel - Employees	5,550.00	0.00	5,550.00		3,459.80	2,090.20	62.34
53000 Totals	**5,550.00**	**0.00**	**5,550.00**		**3,459.80**	**2,090.20**	**62.34**

54000 Purchased Property Services		Original	Adjustments	Adjusted	YTD	Balance	% Realized
54010 Maintenance & Repairs - Building/Structure		12,000.00	0.00	12,000.00	2,506.69	9,493.31	20.89
54020 Maintenance & Repairs - Contracts		5,000.00	0.00	5,000.00	479.64	4,520.36	9.59
54040 Maintenance & Repairs - Vehicles		1,100.00	0.00	1,100.00	30.84	1,069.16	2.80
	54000 Totals	**18,100.00**	**0.00**	**18,100.00**	**3,017.17**	**15,082.83**	**16.67**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55010 Contract - Audit		23,000.00	0.00	23,000.00	0.00	23,000.00	0.00
55020 Contract - Attorney Fees		25,000.00	0.00	25,000.00	43,755.97	(18,755.97)	175.02
55030 Contract - Professional Services		28,867.00	0.00	28,867.00	75,349.45	(46,482.45)	261.02
55999 Contract - Other Services		84,842.00	33,774.00	118,616.00	167,516.55	(48,900.55)	141.23
	55000 Totals	**161,709.00**	**33,774.00**	**195,483.00**	**286,621.97**	**(91,138.97)**	**146.62**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		13,000.00	0.00	13,000.00	2,400.54	10,599.46	18.47
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)		12,000.00	0.00	12,000.00	0.00	12,000.00	0.00
56120 Supplies - Vehicle Fuel		1,450.00	0.00	1,450.00	(249.31)	1,699.31	(17.19)
56999 Supplies - Other		600.00	0.00	600.00	383.47	216.53	63.91
	56000 Totals	**27,050.00**	**0.00**	**27,050.00**	**2,534.70**	**24,515.30**	**9.37**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training		5,000.00	0.00	5,000.00	624.19	4,375.81	12.48
57070 Insurance - General Liability/Property		59,430.00	0.00	59,430.00	145,750.05	(86,320.05)	245.25
57080 Postage		6,420.00	0.00	6,420.00	684.99	5,735.01	10.67
57090 Printing/Publishing/Advertising		1,500.00	0.00	1,500.00	4,181.29	(2,681.29)	278.75
57130 Rent of Equipment/Machinery		2,500.00	0.00	2,500.00	1,089.86	1,410.14	43.59
57140 Rent of Land/Building		21,887.00	0.00	21,887.00	0.00	21,887.00	0.00
57150 Subscriptions & Dues		15,068.00	0.00	15,068.00	16,890.22	(1,822.22)	112.09
57160 Telecommunications		16,535.00	0.00	16,535.00	7,068.55	9,466.45	42.75
57170 Utilities - Electricity		15,000.00	0.00	15,000.00	6,849.67	8,150.33	45.66
57999 Other Operating Costs		299,900.00	0.00	299,900.00	81,320.99	218,579.01	27.12
	57000 Totals	**443,240.00**	**0.00**	**443,240.00**	**264,459.81**	**178,780.19**	**59.67**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58030 Furniture & Fixtures		10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
	58000 Totals	**10,000.00**	**0.00**	**10,000.00**	**0.00**	**10,000.00**	**0.00**
	2004 Totals	**1,447,370.00**	**133,774.00**	**1,581,144.00**	**807,470.64**	**773,673.36**	**51.07**

2006 Operations & Maintenance

51000 Salary & Wages (FTE required)		Original	Adjustments	Adjusted	YTD	Balance	% Realized
51020 Salaries - Full-Time Positions		161,616.00	(323,232.00)	(161,616.00)	74,321.47	(235,937.47)	(45.99)
51060 Salaries - Overtime		8,453.00	(16,906.00)	(8,453.00)	1,040.29	(9,493.29)	(12.31)
	51000 Totals	**170,069.00**	**(340,138.00)**	**(170,069.00)**	**75,361.76**	**(245,430.76)**	**(44.31)**
52000 Employee Benefits		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular		10,555.00	(21,110.00)	(10,555.00)	1,826.92	(12,381.92)	(17.31)
52011 FICA - Medicare		2,470.00	(4,940.00)	(2,470.00)	427.26	(2,897.26)	(17.30)
52020 Retirement		20,165.00	(40,330.00)	(20,165.00)	4,538.25	(24,703.25)	(22.51)
52021 Retiree Health Care		3,255.00	(6,510.00)	(3,255.00)	1,469.79	(4,724.79)	(45.15)
52030 Health and Medical Premiums		71,136.00	(142,272.00)	(71,136.00)	25,717.00	(96,853.00)	(36.15)
52040 Life Insurance Premiums		462.00	(924.00)	(462.00)	0.00	(462.00)	0.00
52090 Unemployment Compensation		1,411.00	(2,822.00)	(1,411.00)	122.75	(1,533.75)	(8.70)
52100 Workers' Compensation Premium		37.00	(74.00)	(37.00)	9.20	(46.20)	(24.86)
	52000 Totals	**109,491.00**	**(218,982.00)**	**(109,491.00)**	**34,111.17**	**(143,602.17)**	**(31.15)**
53000 Travel Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees		400.00	(800.00)	(400.00)	0.00	(400.00)	0.00
	53000 Totals	**400.00**	**(800.00)**	**(400.00)**	**0.00**	**(400.00)**	**0.00**
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54040 Maintenance & Repairs - Vehicles		40,000.00	(80,000.00)	(40,000.00)	1,113.67	(41,113.67)	(2.78)

54999 Other Maintenance		32,000.00	(64,000.00)	(32,000.00)	2,929.38	(34,929.38)	(9.15)
	54000 Totals	**72,000.00**	**(144,000.00)**	**(72,000.00)**	**4,043.05**	**(76,043.05)**	**(5.62)**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55030 Contract - Professional Services		500.00	(1,000.00)	(500.00)	189.10	(689.10)	(37.82)
	55000 Totals	**500.00**	**(1,000.00)**	**(500.00)**	**189.10**	**(689.10)**	**(37.82)**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		500.00	(1,000.00)	(500.00)	8.00	(508.00)	(1.60)
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)		1,000.00	(2,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
56110 Supplies - Uniforms/Linen		1,600.00	(3,200.00)	(1,600.00)	2,020.16	(3,620.16)	(126.26)
56120 Supplies - Vehicle Fuel		4,970.00	(9,940.00)	(4,970.00)	1,254.10	(6,224.10)	(25.23)
56999 Supplies - Other		5,000.00	(10,000.00)	(5,000.00)	2,695.65	(7,695.65)	(53.91)
	56000 Totals	**13,070.00**	**(26,140.00)**	**(13,070.00)**	**5,977.91**	**(19,047.91)**	**(45.74)**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training		300.00	(600.00)	(300.00)	300.00	(600.00)	(100.00)
57070 Insurance - General Liability/Property		3,500.00	(7,000.00)	(3,500.00)	0.00	(3,500.00)	0.00
57160 Telecommunications		1,450.00	(2,900.00)	(1,450.00)	912.87	(2,362.87)	(62.96)
	57000 Totals	**5,250.00**	**(10,500.00)**	**(5,250.00)**	**1,212.87**	**(6,462.87)**	**(23.10)**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58020 Equipment & Machinery		13,000.00	(26,000.00)	(13,000.00)	516.57	(13,516.57)	(3.97)
	58000 Totals	**13,000.00**	**(26,000.00)**	**(13,000.00)**	**516.57**	**(13,516.57)**	**(3.97)**
	2006 Totals	**383,780.00**	**(767,560.00)**	**(383,780.00)**	**121,412.43**	**(505,192.43)**	**(31.64)**

2012 Planning & Zoning

51000 Salary & Wages (FTE required)		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions		123,123.00	0.00	123,123.00	56,906.53	66,216.47	46.22
51060 Salaries - Overtime		9,115.00	0.00	9,115.00	701.31	8,413.69	7.69
	51000 Totals	**132,238.00**	**0.00**	**132,238.00**	**57,607.84**	**74,630.16**	**43.56**
52000 Employee Benefits		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular		7,635.00	0.00	7,635.00	1,314.88	6,320.12	17.22
52011 FICA - Medicare		1,790.00	0.00	1,790.00	307.50	1,482.50	17.18
52020 Retirement		14,290.00	0.00	14,290.00	3,003.94	11,286.06	21.02
52021 Retiree Health Care		2,285.00	0.00	2,285.00	1,140.21	1,144.79	49.90
52030 Health and Medical Premiums		35,568.00	0.00	35,568.00	8,505.13	27,062.87	23.91
52040 Life Insurance Premiums		430.00	0.00	430.00	0.00	430.00	0.00
52090 Unemployment Compensation		400.00	0.00	400.00	64.41	335.59	16.10
52100 Workers' Compensation Premium		19.00	(38.00)	(19.00)	0.00	(19.00)	0.00
52110 Workers' Compensation Employer's Fee		0.00	38.00	38.00	2.30	35.70	6.05
	52000 Totals	**62,417.00**	**0.00**	**62,417.00**	**14,338.37**	**48,078.63**	**22.97**
53000 Travel Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees		2,200.00	0.00	2,200.00	94.27	2,105.73	4.29
	53000 Totals	**2,200.00**	**0.00**	**2,200.00**	**94.27**	**2,105.73**	**4.29**
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54040 Maintenance & Repairs - Vehicles		1,200.00	0.00	1,200.00	0.00	1,200.00	0.00
	54000 Totals	**1,200.00**	**0.00**	**1,200.00**	**0.00**	**1,200.00**	**0.00**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55020 Contract - Attorney Fees		25,000.00	0.00	25,000.00	4,908.22	20,091.78	19.63
55030 Contract - Professional Services		10,000.00	0.00	10,000.00	12,075.86	(2,075.86)	120.76
55999 Contract - Other Services		10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
	55000 Totals	**45,000.00**	**0.00**	**45,000.00**	**16,984.08**	**28,015.92**	**37.74**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		1,600.00	0.00	1,600.00	431.14	1,168.86	26.95
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)		5,500.00	0.00	5,500.00	0.00	5,500.00	0.00
56120 Supplies - Vehicle Fuel		2,000.00	0.00	2,000.00	202.14	1,797.86	10.11
56999 Supplies - Other		500.00	0.00	500.00	0.00	500.00	0.00

	56000 Totals	**9,600.00**	**0.00**	**9,600.00**	**633.28**	**8,966.72**	**6.60**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training		3,000.00	0.00	3,000.00 ✓	768.92	2,231.08	25.63
57090 Printing/Publishing/Advertising		1,000.00	0.00	1,000.00 ✓	511.30	488.70	51.13
57150 Subscriptions & Dues		1,400.00	0.00	1,400.00 ✓	35.00	1,365.00	2.50
57160 Telecommunications		1,500.00	0.00	1,500.00 ✓	1,563.01	(63.01)	104.20
57999 Other Operating Costs		50,000.00	0.00	50,000.00 ✓	0.00	50,000.00	0.00
	57000 Totals	**56,900.00**	**0.00**	**56,900.00**	**2,878.23**	**54,021.77**	**5.06**
	2012 Totals	**309,555.00**	**0.00**	**309,555.00**	**92,536.07**	**217,018.93**	**29.89**
3001 Law Enforcement							
51000 Salary & Wages (FTE required)		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions		953,770.00	0.00	953,770.00 ✓	428,347.32	525,422.68	44.91
51060 Salaries - Overtime		149,162.00	0.00	149,162.00 ✓	64,963.48	84,198.52	43.55
	51000 Totals	**1,102,932.00**	**0.00**	**1,102,932.00**	**493,310.80**	**609,621.20**	**44.73**
52000 Employee Benefits		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular		69,340.00	0.00	69,340.00 ✓	10,862.83	58,477.17	15.67
52011 FICA - Medicare		16,270.00	0.00	16,270.00 ✓	2,540.50	13,729.50	15.61
52020 Retirement		267,740.00	0.00	267,740.00 ✓	47,180.19	220,559.81	17.62
52021 Retiree Health Care		25,165.00	0.00	25,165.00 ✓	10,506.92	14,658.08	41.75
52030 Health and Medical Premiums		197,250.00	0.00	197,250.00 ✓	94,668.17	102,581.83	47.99
52040 Life Insurance Premiums		2,952.00	0.00	2,952.00 ✓	0.00	2,952.00	0.00
52090 Unemployment Compensation		3,150.00	0.00	3,150.00 ✓	508.94	2,641.06	16.16
52100 Workers' Compensation Premium		39,633.00	(1,266.00)	38,367.00 39,633	0.00	38,367.00	0.00
52110 Workers' Compensation Employer's Fee		0.00	1,266.00	1,266.00 ✓	23.00	1,243.00	1.82
	52000 Totals	**621,500.00**	**0.00**	**621,500.00**	**166,290.55**	**455,209.45**	**26.76**
53000 Travel Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees		2,250.00	0.00	2,250.00 ✓	0.00	2,250.00	0.00
	53000 Totals	**2,250.00**	**0.00**	**2,250.00**	**0.00**	**2,250.00**	**0.00**
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure		11,000.00	0.00	11,000.00 ✓	813.21	10,186.79	7.39
54020 Maintenance & Repairs - Contracts		3,000.00	0.00	3,000.00 ✓	256.71	2,743.29	8.56
54040 Maintenance & Repairs - Vehicles		15,000.00	0.00	15,000.00 ✓	71,219.86	(56,219.86)	474.80
54050 Maintenance & Repair - Furniture/Fixtures/Equipment		1,250.00	0.00	1,250.00 ✓	525.92	724.08	42.07
54999 Other Maintenance		4,000.00	0.00	4,000.00 ✓	0.00	4,000.00	0.00
	54000 Totals	**34,250.00**	**0.00**	**34,250.00**	**72,815.70**	**(38,565.70)**	**212.60**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55020 Contract - Attorney Fees		4,500.00	0.00	4,500.00 ✓	0.00	4,500.00	0.00
55030 Contract - Professional Services		3,500.00	0.00	3,500.00 ✓	3,824.48	(324.48)	109.27
55999 Contract - Other Services		25,936.00	0.00	25,936.00 ✓	29,422.43	(3,486.43)	113.44
	55000 Totals	**33,936.00**	**0.00**	**33,936.00**	**33,246.91**	**689.09**	**97.97**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		4,000.00	0.00	4,000.00 ✓	403.88	3,596.12	10.10
56090 Supplies - Safety		2,000.00	0.00	2,000.00 ✓	0.00	2,000.00	0.00
56110 Supplies - Uniforms/Linen		19,380.00	0.00	19,380.00 ✓	5,791.76	13,588.24	29.89
56120 Supplies - Vehicle Fuel		60,770.00	0.00	60,770.00 ✓	18,232.08	42,537.92	30.00
56122 Supplies - Vehicle Tires		2,500.00	0.00	2,500.00 ✓	10,279.55 (3)	(7,779.55)	411.18
56999 Supplies - Other		7,550.00	29,852.00	37,402.00 22,476	13,440.39	23,961.61	35.93
	56000 Totals	**96,200.00**	**29,852.00**	**126,052.00**	**48,147.66**	**77,904.34**	**38.20**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57030 Communication Costs		90,000.00	0.00	90,000.00 ✓	1,664.52	88,335.48	1.85
57050 Employee Training		7,300.00	0.00	7,300.00 ✓	679.00	6,621.00	9.30
57090 Printing/Publishing/Advertising		2,000.00	0.00	2,000.00 ✓	819.50	1,180.50	40.98
57150 Subscriptions & Dues		1,500.00	0.00	1,500.00 ✓	680.82	819.18	45.39

57160 Telecommunications		14,000.00	0.00	14,000.00	5,219.76	8,780.24	37.28
57170 Utilities - Electricity		18,000.00	0.00	18,000.00	9,570.32	8,429.68	53.17
57999 Other Operating Costs		57,622.00	0.00	57,622.00	1,347.29	56,274.71	2.34
	57000 Totals	**190,422.00**	**0.00**	**190,422.00**	**19,981.21**	**170,440.79**	**10.49**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58020 Equipment & Machinery		31,371.00	0.00	31,371.00	0.00	31,371.00	0.00
58080 Vehicles		93,688.00	0.00	93,688.00	55,934.45	37,753.55	59.70
	58000 Totals	**125,059.00**	**0.00**	**125,059.00**	**55,934.45**	**69,124.55**	**44.73**
	3001 Totals	**2,206,549.00**	**29,852.00**	**2,236,401.00**	**889,727.28**	**1,346,673.72**	**39.78**
3002 Fire Protection							
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55999 Contract - Other Services		564,000.00	0.00	564,000.00	0.00	564,000.00	0.00
	55000 Totals	**564,000.00**	**0.00**	**564,000.00**	**0.00**	**564,000.00**	**0.00**
	3002 Totals	**564,000.00**	**0.00**	**564,000.00**	**0.00**	**564,000.00**	**0.00**
3004 Animal Control							
51000 Salary & Wages (FTE required)		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions		83,200.00	0.00	83,200.00	41,585.00	41,615.00	49.98
51040 Salaries - Part-Time Positions		27,275.00	0.00	27,275.00	0.00	27,275.00	0.00
51060 Salaries - Overtime		8,736.00	0.00	8,736.00	3,425.00	5,311.00	39.21
	51000 Totals	**119,211.00**	**0.00**	**119,211.00**	**45,010.00**	**74,201.00**	**37.76**
52000 Employee Benefits		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular		7,370.00	0.00	7,370.00	963.44	6,406.56	13.07
52011 FICA - Medicare		1,725.00	0.00	1,725.00	225.32	1,499.68	13.06
52020 Retirement		13,845.00	0.00	13,845.00	2,186.08	11,658.92	15.79
52021 Retiree Health Care		2,210.00	0.00	2,210.00	805.60	1,404.40	36.45
52030 Health and Medical Premiums		53,352.00	0.00	53,352.00	22,944.28	30,407.72	43.01
52040 Life Insurance Premiums		400.00	0.00	400.00	0.00	400.00	0.00
52090 Unemployment Compensation		400.00	0.00	400.00	79.34	320.66	19.84
52100 Workers' Compensation Premium		30.00	(60.00)	(30.00)	0.00	(30.00)	0.00
52110 Workers' Compensation Employer's Fee		0.00	60.00	60.00	4.60	55.40	7.67
	52000 Totals	**79,332.00**	**0.00**	**79,332.00**	**27,208.66**	**52,123.34**	**34.30**
53000 Travel Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees		1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
	53000 Totals	**1,000.00**	**0.00**	**1,000.00**	**0.00**	**1,000.00**	**0.00**
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure		1,000.00	0.00	1,000.00	156.74	843.26	15.67
54020 Maintenance & Repairs - Contracts		1,200.00	0.00	1,200.00	150.91	1,049.09	12.58
54040 Maintenance & Repairs - Vehicles		1,200.00	0.00	1,200.00	0.00	1,200.00	0.00
	54000 Totals	**3,400.00**	**0.00**	**3,400.00**	**307.65**	**3,092.35**	**9.05**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55020 Contract - Attorney Fees		1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
55030 Contract - Professional Services		15,000.00	0.00	15,000.00	6,997.57	8,002.43	46.65
55999 Contract - Other Services		500.00	0.00	500.00	0.00	500.00	0.00
	55000 Totals	**16,500.00**	**0.00**	**16,500.00**	**6,997.57**	**9,502.43**	**42.41**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		1,200.00	0.00	1,200.00	0.00	1,200.00	0.00
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)		500.00	0.00	500.00	0.00	500.00	0.00
56090 Supplies - Safety		200.00	0.00	200.00	0.00	200.00	0.00
56110 Supplies - Uniforms/Linen		3,500.00	0.00	3,500.00	1,150.00	2,350.00	32.86
56120 Supplies - Vehicle Fuel		3,500.00	0.00	3,500.00	310.79	3,189.21	8.88
56999 Supplies - Other		8,500.00	0.00	8,500.00	5,247.25	3,252.75	61.73
	56000 Totals	**17,400.00**	**0.00**	**17,400.00**	**6,708.04**	**10,691.96**	**38.55**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**

57050 Employee Training		1,500.00	0.00	1,500.00 ✓	425.00	1,075.00	28.33
57130 Rent of Equipment/Machinery		100.00	0.00	100.00 ✓	234.58	(134.58)	234.58
57150 Subscriptions & Dues		100.00	0.00	100.00 ✓	150.00	(50.00)	150.00
57160 Telecommunications		1,500.00	0.00	1,500.00 ✓	828.64	671.36	55.24
57170 Utilities - Electricity		7,500.00	0.00	7,500.00 ✓	2,902.37	4,597.63	38.70
57999 Other Operating Costs		3,000.00	6,000.00	9,000.00 6,000	621.70	8,378.30	6.91
	57000 Totals	**13,700.00**	**6,000.00**	**19,700.00**	**5,162.29**	**14,537.71**	**26.20**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58030 Furniture & Fixtures		18,380.00	0.00	18,380.00 ✓	0.00	18,380.00	0.00
58080 Vehicles		43,500.00	0.00	43,500.00 ✓	0.00	43,500.00	0.00
	58000 Totals	**61,880.00**	**0.00**	**61,880.00**	**0.00**	**61,880.00**	**0.00**
	3004 Totals	**312,423.00**	**6,000.00**	**318,423.00**	**91,394.21**	**227,028.79**	**28.70**

4003 Parks & Recreation

51000 Salary & Wages (FTE required)		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions		47,924.00	0.00	47,924.00 ✓	33,624.05	14,299.95	70.16
51060 Salaries - Overtime		4,793.00	0.00	4,793.00 ✓	94.35	4,698.65	1.97
	51000 Totals	**52,717.00**	**0.00**	**52,717.00**	**33,718.40**	**18,998.60**	**63.96**
52000 Employee Benefits		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular		3,269.00	0.00	3,269.00 ✓	867.19	2,401.81	26.53
52011 FICA - Medicare		765.00	0.00	765.00 ✓	202.82	562.18	26.51
52020 Retirement		5,493.00	0.00	5,493.00 ✓	1,074.57	4,418.43	19.56
52021 Retiree Health Care		959.00	0.00	959.00 ✓	353.52	605.48	36.86
52030 Health and Medical Premiums		16,022.00	0.00	16,022.00 ✓	0.00	16,022.00	0.00
52040 Life Insurance Premiums		185.00	0.00	185.00 ✓	0.00	185.00	0.00
52090 Unemployment Compensation		565.00	0.00	565.00 ✓	30.30	534.70	5.36
52100 Workers' Compensation Premium		10.00	(20.00)	(10.00) ø	0.00	(10.00)	0.00
52110 Workers' Compensation Employer's Fee		0.00	20.00	20.00 10	2.30	17.70	11.50
	52000 Totals	**27,268.00**	**0.00**	**27,268.00**	**2,530.70**	**24,737.30**	**9.28**
53000 Travel Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees		5,000.00	0.00	5,000.00 2,000	0.00	5,000.00	0.00
	53000 Totals	**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**0.00**
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure		7,000.00	0.00	7,000.00 ✓	0.00	7,000.00	0.00
54030 Maintenance & Repairs - Grounds/Roadways		9,000.00	0.00	9,000.00 ✓	333.68	8,666.32	3.71
54999 Other Maintenance		500.00	0.00	500.00 ✓	0.00	500.00	0.00
	54000 Totals	**16,500.00**	**0.00**	**16,500.00**	**333.68**	**16,166.32**	**2.02**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55020 Contract - Attorney Fees		1,000.00	0.00	1,000.00 ✓	0.00	1,000.00	0.00
	55000 Totals	**1,000.00**	**0.00**	**1,000.00**	**0.00**	**1,000.00**	**0.00**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		3,100.00	0.00	3,100.00 ✓	380.00	2,720.00	12.26
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)		5,000.00	0.00	5,000.00 ✓	0.00	5,000.00	0.00
56999 Supplies - Other 56120 FUEL 3,000		20,500.00	0.00	20,500.00 ✓	16,944.47	3,555.53	82.66
	56000 Totals	**28,600.00**	**0.00**	**28,600.00**	**17,324.47**	**11,275.53**	**60.58**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training		1,000.00	0.00	1,000.00 ✓	0.00	1,000.00	0.00
57130 Rent of Equipment/Machinery		2,000.00	0.00	2,000.00 ✓	0.00	2,000.00	0.00
57150 Subscriptions & Dues		1,000.00	0.00	1,000.00 ✓	150.00	850.00	15.00
57160 Telecommunications		800.00	0.00	800.00 ✓	106.92	693.08	13.37
57170 Utilities - Electricity		20,000.00	0.00	20,000.00 ✓	6,449.42	13,550.58	32.25
57999 Other Operating Costs		3,000.00	0.00	3,000.00 ✓	105.00	2,895.00	3.50
	57000 Totals	**27,800.00**	**0.00**	**27,800.00**	**6,811.34**	**20,988.66**	**24.50**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**

58040 Infrastructure		2,000.00	0.00	2,000.00 ✓	0.00	2,000.00	0.00
58050 Land Acquisition		3,000.00	0.00	3,000.00 ✓	0.00	3,000.00	0.00
	58000 Totals	**5,000.00**	**0.00**	**5,000.00**	**0.00**	**5,000.00**	**0.00**
	4003 Totals	**163,885.00**	**0.00**	**163,885.00**	**60,718.59**	**103,166.41**	**37.05**
4004 Library							
51000 Salary & Wages (FTE required)		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions		87,459.00	0.00	87,459.00 ✓	42,794.15	44,664.85	48.93
51060 Salaries - Overtime		2,187.00	0.00	2,187.00 ✓	417.00	1,770.00	19.07
	51000 Totals	**89,646.00**	**0.00**	**89,646.00**	**43,211.15**	**46,434.85**	**48.20**
52000 Employee Benefits		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular		5,558.00	0.00	5,558.00 ✓	952.06	4,605.94	17.13
52011 FICA - Medicare		1,300.00	0.00	1,300.00 ✓	222.67	1,077.33	17.13
52020 Retirement		10,959.00	0.00	10,959.00 ✓	2,349.51	8,609.49	21.44
52021 Retiree Health Care		1,750.00	0.00	1,750.00 ✓	848.30	901.70	48.47
52030 Health and Medical Premiums		35,568.00	0.00	35,568.00 ✓	15,117.52	20,450.48	42.50
52040 Life Insurance Premiums		192.00	0.00	192.00 ✓	0.00	192.00	0.00
52090 Unemployment Compensation		134.00	0.00	134.00 ✓	74.62	59.38	55.69
52100 Workers' Compensation Premium		12.00	(24.00)	(12.00) Ø	0.00	(12.00)	0.00
52110 Workers' Compensation Employer's Fee		0.00	24.00	24.00 12	4.60	19.40	19.17
	52000 Totals	**55,473.00**	**0.00**	**55,473.00**	**19,569.28**	**35,903.72**	**35.28**
53000 Travel Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees		600.00	0.00	600.00 ✓	136.43	463.57	22.74
	53000 Totals	**600.00**	**0.00**	**600.00**	**136.43**	**463.57**	**22.74**
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure		1,500.00	0.00	1,500.00 ✓	21.54	1,478.46	1.44
54020 Maintenance & Repairs - Contracts		1,600.00	0.00	1,600.00 ✓	0.00	1,600.00	0.00
	54000 Totals	**3,100.00**	**0.00**	**3,100.00**	**21.54**	**3,078.46**	**0.69**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55020 Contract - Attorney Fees 45030 PROF SERV 1000		1,050.00	0.00	1,050.00 50	189.10	860.90	18.01
	55000 Totals	**1,050.00**	**0.00**	**1,050.00**	**189.10**	**860.90**	**18.01**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		5,000.00	0.00	5,000.00 ✓	69.32	4,930.68	1.39
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)		5,000.00	0.00	5,000.00 ✓	0.00	5,000.00	0.00
56999 Supplies - Other		4,200.00	0.00	4,200.00 ✓	536.67	3,663.33	12.78
	56000 Totals	**14,200.00**	**0.00**	**14,200.00**	**605.99**	**13,594.01**	**4.27**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training		500.00	0.00	500.00 ✓	0.00	500.00	0.00
57090 Printing/Publishing/Advertising		300.00	0.00	300.00 ✓	0.00	300.00	0.00
57140 Rent of Land/Building		5,000.00	0.00	5,000.00 ✓	0.00	5,000.00	0.00
57150 Subscriptions & Dues		1,300.00	0.00	1,300.00 ✓	50.00	1,250.00	3.85
57160 Telecommunications		3,200.00	0.00	3,200.00 ✓	1,214.12	1,985.88	37.94
57170 Utilities - Electricity		11,000.00	0.00	11,000.00 ✓	216.16	10,783.84	1.97
57999 Other Operating Costs		20,753.00	0.00	20,753.00 ✓ (5)	3,005.45	17,747.55	14.48
	57000 Totals	**42,053.00**	**0.00**	**42,053.00**	**4,485.73**	**37,567.27**	**10.67**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58030 Furniture & Fixtures		1,750.00	0.00	1,750.00 ✓	0.00	1,750.00	0.00
58070 Library/Museum Acquisition		19,250.00	0.00	19,250.00 ✓	0.00	19,250.00	0.00
	58000 Totals	**21,000.00**	**0.00**	**21,000.00**	**0.00**	**21,000.00**	**0.00**
	4004 Totals	**227,122.00**	**0.00**	**227,122.00**	**68,219.22**	**158,902.78**	**30.04**
4007 Community Centers							
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure		1,000.00	0.00	1,000.00 ✓	0.00	1,000.00	0.00
54020 Maintenance & Repairs - Contracts		2,520.00	0.00	2,520.00 ✓	0.00	2,520.00	0.00

54060 Maintenance Supplies		500.00	0.00	500.00	0.00	500.00	0.00
	54000 Totals	**4,020.00**	**0.00**	**4,020.00**	**0.00**	**4,020.00**	**0.00**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57130 Rent of Equipment/Machinery		1,650.00	0.00	1,650.00	809.22	840.78	49.04
57160 Telecommunications		520.00	0.00	520.00	159.80	360.20	30.73
57170 Utilities - Electricity		3,555.00	0.00	3,555.00	1,297.97	2,257.03	36.51
	57000 Totals	**5,725.00**	**0.00**	**5,725.00**	**2,266.99**	**3,458.01**	**39.60**
	4007 Totals	**9,745.00**	**0.00**	**9,745.00**	**2,266.99**	**7,478.01**	**23.26**
5104 Highways and Streets							
51000 Salary & Wages (FTE required)		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions		0.00	323,232.00	323,232.00	0.00	323,232.00	0.00
51060 Salaries - Overtime		0.00	16,906.00	16,906.00	0.00	16,906.00	0.00
	51000 Totals	**0.00**	**340,138.00**	**340,138.00**	**0.00**	**340,138.00**	**0.00**
52000 Employee Benefits		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular		0.00	21,110.00	21,110.00	0.00	21,110.00	0.00
52011 FICA - Medicare		0.00	4,940.00	4,940.00	0.00	4,940.00	0.00
52020 Retirement		0.00	40,330.00	40,330.00	0.00	40,330.00	0.00
52021 Retiree Health Care		0.00	6,510.00	6,510.00	0.00	6,510.00	0.00
52030 Health and Medical Premiums		0.00	142,272.00	142,272.00	0.00	142,272.00	0.00
52040 Life Insurance Premiums		0.00	924.00	924.00	0.00	924.00	0.00
52090 Unemployment Compensation		0.00	2,822.00	2,822.00	0.00	2,822.00	0.00
52100 Workers' Compensation Premium		0.00	0.00	0.00	0.00	0.00	nan
52110 Workers' Compensation Employer's Fee		0.00	74.00	74.00	0.00	74.00	0.00
	52000 Totals	**0.00**	**218,982.00**	**218,982.00**	**0.00**	**218,982.00**	**0.00**
53000 Travel Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees		0.00	800.00	800.00	0.00	800.00	0.00
	53000 Totals	**0.00**	**800.00**	**800.00**	**0.00**	**800.00**	**0.00**
54000 Purchased Property Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54040 Maintenance & Repairs - Vehicles		0.00	80,000.00	80,000.00	0.00	80,000.00	0.00
54999 Other Maintenance		0.00	64,000.00	64,000.00	0.00	64,000.00	0.00
	54000 Totals	**0.00**	**144,000.00**	**144,000.00**	**0.00**	**144,000.00**	**0.00**
55000 Contractual Services		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55030 Contract - Professional Services		0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
	55000 Totals	**0.00**	**1,000.00**	**1,000.00**	**0.00**	**1,000.00**	**0.00**
56000 Supplies		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office		0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)		0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
56120 Supplies - Vehicle Fuel		0.00	9,940.00	9,940.00	0.00	9,940.00	0.00
56999 Supplies - Other		0.00	13,200.00	13,200.00	0.00	13,200.00	0.00
	56000 Totals	**0.00**	**26,140.00**	**26,140.00**	**0.00**	**26,140.00**	**0.00**
57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training		0.00	600.00	600.00	0.00	600.00	0.00
57070 Insurance - General Liability/Property		0.00	7,000.00	7,000.00	0.00	7,000.00	0.00
57160 Telecommunications		0.00	2,900.00	2,900.00	0.00	2,900.00	0.00
	57000 Totals	**0.00**	**10,500.00**	**10,500.00**	**0.00**	**10,500.00**	**0.00**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58020 Equipment & Machinery		0.00	26,000.00	26,000.00	0.00	26,000.00	0.00
	58000 Totals	**0.00**	**26,000.00**	**26,000.00**	**0.00**	**26,000.00**	**0.00**
	5104 Totals	**0.00**	**767,560.00**	**767,560.00**	**0.00**	**767,560.00**	**0.00**
	50000 Expenditures Totals	**5,871,004.00**	**579,626.00**	**6,450,630.00**	**2,232,758.19**	**4,217,871.81**	**34.61**
60000 Other Financing Sources							
0001 No Department							
61000 Transfers		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**

61100 Transfers In	0.00	15,026.00	15,026.00	7,513	0.00	15,026.00	0.00
61200 Transfers Out	(589,949.00)	0.00	(589,949.00) ✓		(131,825.22)	(458,123.78)	22.35
61000 Totals	**(589,949.00)**	**15,026.00**	**(574,923.00)**		**(131,825.22)**	**(443,097.78)**	**22.93**
0001 Totals	**(589,949.00)**	**15,026.00**	**(574,923.00)**		**(131,825.22)**	**(443,097.78)**	**22.93**
60000 Other Financing Sources Totals	**(589,949.00)**	**15,026.00**	**(574,923.00)**		**(131,825.22)**	**(443,097.78)**	**22.93**

20100 Corrections

10000 Assets

0001 No Department

10100 Cash Assets	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash	138,607.00	0.00	138,607.00	138,607.00	0.00	100.00
10100 Totals	**138,607.00**	**0.00**	**138,607.00**	**138,607.00**	**0.00**	**100.00**
0001 Totals	**138,607.00**	**0.00**	**138,607.00**	**138,607.00**	**0.00**	**100.00**
10000 Assets Totals	**138,607.00**	**0.00**	**138,607.00**	**138,607.00**	**0.00**	**100.00**

20000 Liabilities

0001 No Department

21000 Payables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
21001 Payables	0.00	0.00	0.00	0.54	(0.54)	inf
21000 Totals	**0.00**	**0.00**	**0.00**	**0.54**	**(0.54)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**0.54**	**(0.54)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**0.54**	**(0.54)**	**inf**

40000 Revenues

0001 No Department

45000 Fines & Forfeits	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
45010 Correction Fees	11,357.00	0.00	11,357.00 ✓	0.00	11,357.00	0.00
45000 Totals	**11,357.00**	**0.00**	**11,357.00**	**0.00**	**11,357.00**	**0.00**
0001 Totals	**11,357.00**	**0.00**	**11,357.00**	**0.00**	**11,357.00**	**0.00**
40000 Revenues Totals	**11,357.00**	**0.00**	**11,357.00**	**0.00**	**11,357.00**	**0.00**

50000 Expenditures

8003 General Corrections

57000 Operating Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57010 Care of Prisoners	11,357.00	0.00	11,357.00 ✓	0.00	11,357.00	0.00
57000 Totals	**11,357.00**	**0.00**	**11,357.00**	**0.00**	**11,357.00**	**0.00**
8003 Totals	**11,357.00**	**0.00**	**11,357.00**	**0.00**	**11,357.00**	**0.00**
50000 Expenditures Totals	**11,357.00**	**0.00**	**11,357.00**	**0.00**	**11,357.00**	**0.00**

21100 Law Enforcement Protection

10000 Assets

0001 No Department

10100 Cash Assets	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash	2.00	0.00	2.00	2.00	0.00	100.00
10100 Totals	**2.00**	**0.00**	**2.00**	**2.00**	**0.00**	**100.00**

12000 Receivables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
12001 Receivables	0.00	0.00	0.00	0.00	0.00	nan
12000 Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**nan**
0001 Totals	**2.00**	**0.00**	**2.00**	**2.00**	**0.00**	**100.00**
10000 Assets Totals	**2.00**	**0.00**	**2.00**	**2.00**	**0.00**	**100.00**

20000 Liabilities

0001 No Department

21000 Payables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
21001 Payables	0.00	0.00	0.00	2.00	(2.00)	inf
21000 Totals	**0.00**	**0.00**	**0.00**	**2.00**	**(2.00)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**2.00**	**(2.00)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**2.00**	**(2.00)**	**inf**

40000 Revenues

0001 No Department

47000 Intergovernmental Grants (Distributions)	Original	Adjustments	Adjusted	YTD	Balance	% Realized
47110 State - Law Enforcement Protection (DFA)	57,000.00	0.00	57,000.00 ✓	54,120.12	2,879.88	94.95
47000 Totals	**57,000.00**	**0.00**	**57,000.00**	**54,120.12**	**2,879.88**	**94.95**
0001 Totals	**57,000.00**	**0.00**	**57,000.00**	**54,120.12**	**2,879.88**	**94.95**
40000 Revenues Totals	**57,000.00**	**0.00**	**57,000.00**	**54,120.12**	**2,879.88**	**94.95**

50000 Expenditures

3001 Law Enforcement

57000 Operating Costs	Original	Adjustments	Adjusted	YTD	Balance	% Realized
57999 Other Operating Costs	57,000.00	0.00	57,000.00 ✓	0.00	57,000.00	0.00
57000 Totals	**57,000.00**	**0.00**	**57,000.00**	**0.00**	**57,000.00**	**0.00**
3001 Totals	**57,000.00**	**0.00**	**57,000.00**	**0.00**	**57,000.00**	**0.00**
50000 Expenditures Totals	**57,000.00**	**0.00**	**57,000.00**	**0.00**	**57,000.00**	**0.00**

21200 Law Enforcement Recruitment/Retention

40000 Revenues

0001 No Department

47000 Intergovernmental Grants (Distributions)	Original	Adjustments	Adjusted	YTD (150,000)	Balance	% Realized
47120 State - Law Enforcement Appropriation	0.00	0.00	0.00	150,000.00	(150,000.00)	inf
47000 Totals	**0.00**	**0.00**	**0.00**	**150,000.00**	**(150,000.00)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**150,000.00**	**(150,000.00)**	**inf**
40000 Revenues Totals	**0.00**	**0.00**	**0.00**	**150,000.00**	**(150,000.00)**	**inf**

21400 Lodgers' Tax

10000 Assets

0001 No Department

10100 Cash Assets	Original	Adjustments	Adjusted	YTD	Balance	% Realized
10101 Unrestricted Cash	96,608.00	0.00	96,608.00	96,608.00	0.00	100.00
10100 Totals	**96,608.00**	**0.00**	**96,608.00**	**96,608.00**	**0.00**	**100.00**
0001 Totals	**96,608.00**	**0.00**	**96,608.00**	**96,608.00**	**0.00**	**100.00**
10000 Assets Totals	**96,608.00**	**0.00**	**96,608.00**	**96,608.00**	**0.00**	**100.00**

20000 Liabilities

0001 No Department

21000 Payables	Original	Adjustments	Adjusted	YTD	Balance	% Realized
21001 Payables	0.00	0.00	0.00	2.25	(2.25)	inf
21000 Totals	**0.00**	**0.00**	**0.00**	**2.25**	**(2.25)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**2.25**	**(2.25)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**2.25**	**(2.25)**	**inf**

40000 Revenues

0001 No Department

41000 Taxes Local Effort	Original	Adjustments	Adjusted	YTD	Balance	% Realized
41300 Lodgers' Tax	53,000.00	0.00	53,000.00 ✓	0.00	53,000.00	0.00
41000 Totals	**53,000.00**	**0.00**	**53,000.00**	**0.00**	**53,000.00**	**0.00**
0001 Totals	**53,000.00**	**0.00**	**53,000.00**	**0.00**	**53,000.00**	**0.00**
40000 Revenues Totals	**53,000.00**	**0.00**	**53,000.00**	**0.00**	**53,000.00**	**0.00**

50000 Expenditures

2002 General Administration

57000 Operating Costs	Original	Adjustments	Adjusted	YTD	Balance	% Realized
57999 Other Operating Costs	53,000.00	0.00	53,000.00 ✓	5,818.55	47,181.45	10.98
57000 Totals	**53,000.00**	**0.00**	**53,000.00**	**5,818.55**	**47,181.45**	**10.98**
2002 Totals	**53,000.00**	**0.00**	**53,000.00**	**5,818.55**	**47,181.45**	**10.98**
50000 Expenditures Totals	**53,000.00**	**0.00**	**53,000.00**	**5,818.55**	**47,181.45**	**10.98**

21600 Municipal Street

10000 Assets

0001 No Department

10100 Cash Assets	Original	Adjustments	Adjusted	YTD	Balance	% Realized
10101 Unrestricted Cash	1.00	0.00	1.00	1.00	0.00	100.00
10100 Totals	**1.00**	**0.00**	**1.00**	**1.00**	**0.00**	**100.00**
12000 Receivables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
12001 Receivables	0.00	0.00	0.00	98,741.46	(98,741.46)	inf
12000 Totals	**0.00**	**0.00**	**0.00**	**98,741.46**	**(98,741.46)**	**inf**
0001 Totals	**1.00**	**0.00**	**1.00**	**98,742.46**	**(98,741.46)**	**9,874,246.00**
10000 Assets Totals	**1.00**	**0.00**	**1.00**	**98,742.46**	**(98,741.46)**	**9,874,246.00**

40000 Revenues

0001 No Department

41000 Taxes Local Effort PROPERTY TAX	Original	Adjustments	Adjusted	YTD	Balance	% Realized
41250 Gross Receipts Tax - Municipal Local Option General	466,297.00	0.00	466,297.00 ✓	0.00	466,297.00	0.00
41000 Totals	**466,297.00**	**0.00**	**466,297.00**	**0.00**	**466,297.00**	**0.00**
42000 Taxes State Shared	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
42300 Gas Tax for General Purposes	150,908.00	0.00	150,908.00 ✓	53,517.10	97,390.90	35.46
42000 Totals	**150,908.00**	**0.00**	**150,908.00**	**53,517.10**	**97,390.90**	**35.46**
46000 Miscellaneous Revenues	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
46900 Miscellaneous - Other	0.00	0.00	0.00 466,297	105,378.64	(105,378.64)	inf
46000 Totals	**0.00**	**0.00**	**0.00**	**105,378.64**	**(105,378.64)**	**inf**
0001 Totals	**617,205.00**	**0.00**	**617,205.00**	**158,895.74**	**458,309.26**	**25.74**
40000 Revenues Totals	**617,205.00**	**0.00**	**617,205.00**	**158,895.74**	**458,309.26**	**25.74**

50000 Expenditures

5002 Municipal Streets

51000 Salary & Wages (FTE required)	Original	Adjustments	Adjusted	YTD	Balance	% Realized
51020 Salaries - Full-Time Positions	344,155.00	0.00	344,155.00 ✓	144,032.72	200,122.28	41.85
51060 Salaries - Overtime	17,210.00	0.00	17,210.00 ✓	1,952.37	15,257.63	11.34
51000 Totals	**361,365.00**	**0.00**	**361,365.00**	**145,985.09**	**215,379.91**	**40.40**
52000 Employee Benefits	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular	22,405.00	0.00	22,405.00 ✓	3,308.89	19,096.11	14.77
52011 FICA - Medicare	5,240.00	0.00	5,240.00 ✓	773.85	4,466.15	14.77
52020 Retirement	43,123.00	0.00	43,123.00 ✓	8,043.57	35,079.43	18.65
52021 Retiree Health Care	6,885.00	0.00	6,885.00 ✓	2,868.58	4,016.42	41.66
52030 Health and Medical Premiums	103,561.00	0.00	103,561.00 ✓	33,897.23	69,663.77	32.73
52040 Life Insurance Premiums	1,008.00	0.00	1,008.00 ✓	0.00	1,008.00	0.00
52090 Unemployment Compensation	3,079.00	0.00	3,079.00 ✓	304.78	2,774.22	9.90
52100 Workers' Compensation Premium	65.00	(130.00)	(65.00)	0.00	(65.00)	0.00
52110 Workers' Compensation Employer's Fee	0.00	130.00	130.00 65	13.80	116.20	10.62
52000 Totals	**185,366.00**	**0.00**	**185,366.00**	**49,210.70**	**136,155.30**	**26.55**
53000 Travel Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees	100.00	0.00	100.00 ✓	0.00	100.00	0.00
53000 Totals	**100.00**	**0.00**	**100.00**	**0.00**	**100.00**	**0.00**
54000 Purchased Property Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure	300.00	0.00	300.00 ✓	1,404.00	(1,104.00)	468.00
54020 Maintenance & Repairs - Contracts	700.00	0.00	700.00 ✓	1,476.33	(776.33)	210.90
54030 Maintenance & Repairs - Grounds/Roadways	250,000.00	0.00	250,000.00 ✓	3,433.65	246,566.35	1.37
54999 Other Maintenance	10,000.00	0.00	10,000.00 ✓	7,946.74	2,053.26	79.47
54000 Totals	**261,000.00**	**0.00**	**261,000.00**	**14,260.72**	**246,739.28**	**5.46**
55000 Contractual Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55030 Contract - Professional Services	500.00	0.00	500.00 ✓	4,338.26	(3,838.26)	867.65
55000 Totals	**500.00**	**0.00**	**500.00**	**4,338.26**	**(3,838.26)**	**867.65**
56000 Supplies	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office	1,000.00	0.00	1,000.00 ✓	102.68	897.32	10.27
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)	250.00	0.00	250.00 ✓	0.00	250.00	0.00

56090 Supplies - Safety	750.00	0.00	750.00 ✓	0.00	750.00	0.00
56110 Supplies - Uniforms/Linen	2,200.00	0.00	2,200.00 ✓	2,343.19	(143.19)	106.51
56120 Supplies - Vehicle Fuel	50,000.00	0.00	50,000.00 ✓	25,084.60	24,915.40	50.17
56999 Supplies - Other	10,000.00	0.00	10,000.00 ✓	770.00	9,230.00	7.70
56000 Totals	**64,200.00**	**0.00**	**64,200.00**	**28,300.47**	**35,899.53**	**44.08**
57000 Operating Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training	300.00	0.00	300.00 ✓	0.00	300.00	0.00
57130 Rent of Equipment/Machinery	15,000.00	0.00	15,000.00 ✓	481.98	14,518.02	3.21
57160 Telecommunications	3,000.00	0.00	3,000.00 ✓	1,842.13	1,157.87	61.40
57170 Utilities - Electricity	45,000.00	0.00	45,000.00 ✓	10,091.52	34,908.48	22.43
57000 Totals	**63,300.00**	**0.00**	**63,300.00**	**12,415.63**	**50,884.37**	**19.61**
58000 Capital Purchases	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58100 Street Lighting/Traffic Signals/Signs	5,000.00	0.00	5,000.00 ✓	3,127.33	1,872.67	62.55
58000 Totals	**5,000.00**	**0.00**	**5,000.00**	**3,127.33**	**1,872.67**	**62.55**
5002 Totals	**940,831.00**	**0.00**	**940,831.00**	**257,638.20**	**683,192.80**	**27.38**
50000 Expenditures Totals	**940,831.00**	**0.00**	**940,831.00**	**257,638.20**	**683,192.80**	**27.38**

60000 Other Financing Sources

0001 No Department

61000 Transfers	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
61100 Transfers In	323,626.00	0.00	323,626.00 ✓	0.00	323,626.00	0.00
61000 Totals	**323,626.00**	**0.00**	**323,626.00**	**0.00**	**323,626.00**	**0.00**
0001 Totals	**323,626.00**	**0.00**	**323,626.00**	**0.00**	**323,626.00**	**0.00**
60000 Other Financing Sources Totals	**323,626.00**	**0.00**	**323,626.00**	**0.00**	**323,626.00**	**0.00**

21700 Recreation

10000 Assets

0001 No Department

10100 Cash Assets	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash	5,600.00	0.00	5,600.00	5,600.00	0.00	100.00
10100 Totals	**5,600.00**	**0.00**	**5,600.00**	**5,600.00**	**0.00**	**100.00**
12000 Receivables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
12001 Receivables	0.00	0.00	0.00	0.00	0.00	nan
12000 Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**nan**
0001 Totals	**5,600.00**	**0.00**	**5,600.00**	**5,600.00**	**0.00**	**100.00**
10000 Assets Totals	**5,600.00**	**0.00**	**5,600.00**	**5,600.00**	**0.00**	**100.00**

20000 Liabilities

0001 No Department

21000 Payables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
21001 Payables	0.00	0.00	0.00	5,600.00	(5,600.00)	inf
21000 Totals	**0.00**	**0.00**	**0.00**	**5,600.00**	**(5,600.00)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**5,600.00**	**(5,600.00)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**5,600.00**	**(5,600.00)**	**inf**

26000 American Rescue Plan Act

10000 Assets

0001 No Department

10100 Cash Assets	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash	756,535.00	0.00	756,535.00	756,535.00	0.00	100.00
10100 Totals	**756,535.00**	**0.00**	**756,535.00**	**756,535.00**	**0.00**	**100.00**
0001 Totals	**756,535.00**	**0.00**	**756,535.00**	**756,535.00**	**0.00**	**100.00**
10000 Assets Totals	**756,535.00**	**0.00**	**756,535.00**	**756,535.00**	**0.00**	**100.00**

20000 Liabilities

0001 No Department

21000 Payables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
21001 Payables	0.00	0.00	0.00	0.50	(0.50)	inf

21000 Totals	**0.00**	**0.00**	**0.00**	**0.50**	**(0.50)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**0.50**	**(0.50)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**0.50**	**(0.50)**	**inf**

40000 Revenues

0001 No Department

47000 Intergovernmental Grants (Distributions)	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
47700 Federal - LG Abatement	756,535.00	0.00	756,535.00 ✓	756,534.50	0.50	100.00
47000 Totals	**756,535.00**	**0.00**	**756,535.00**	**756,534.50**	**0.50**	**100.00**
0001 Totals	**756,535.00**	**0.00**	**756,535.00**	**756,534.50**	**0.50**	**100.00**
40000 Revenues Totals	**756,535.00**	**0.00**	**756,535.00**	**756,534.50**	**0.50**	**100.00**

28000 Cannabis Regulation Act

40000 Revenues

0001 No Department

41000 Taxes Local Effort	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
42700 Cannabis Excise Tax	0.00	0.00	0.00 ✓ 68,000	33,562.81	(33,562.81)	inf
41000 Totals	**0.00**	**0.00**	**0.00**	**33,562.81**	**(33,562.81)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**33,562.81**	**(33,562.81)**	**inf**
40000 Revenues Totals	**0.00**	**0.00**	**0.00**	**33,562.81**	**(33,562.81)**	**inf**

50000 Expenditures

2002 General Administration

57000 Operating Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57999 Other Operating Costs	0.00	0.00	0.00 ✓ 2,100	1,006.90	(1,006.90)	inf
57000 Totals	**0.00**	**0.00**	**0.00**	**1,006.90**	**(1,006.90)**	**inf**
2002 Totals	**0.00**	**0.00**	**0.00**	**1,006.90**	**(1,006.90)**	**inf**
50000 Expenditures Totals	**0.00**	**0.00**	**0.00**	**1,006.90**	**(1,006.90)**	**inf**

29900 Other Special Revenue

10000 Assets

0001 No Department

10100 Cash Assets	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash	117,879.00	0.00	117,879.00	117,879.00	0.00	100.00
10100 Totals	**117,879.00**	**0.00**	**117,879.00**	**117,879.00**	**0.00**	**100.00**

12000 Receivables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
12001 Receivables	0.00	0.00	0.00	5,597.30	(5,597.30)	inf
12000 Totals	**0.00**	**0.00**	**0.00**	**5,597.30**	**(5,597.30)**	**inf**
0001 Totals	**117,879.00**	**0.00**	**117,879.00**	**123,476.30**	**(5,597.30)**	**104.75**
10000 Assets Totals	**117,879.00**	**0.00**	**117,879.00**	**123,476.30**	**(5,597.30)**	**104.75**

20000 Liabilities

0001 No Department

21000 Payables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
21001 Payables	0.00	0.00	0.00	0.00	0.00	nan
21000 Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**nan**
0001 Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**nan**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**nan**

40000 Revenues

0001 No Department

46000 Miscellaneous Revenues	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
46010 Contributions/Donations	0.00	2,000.00	2,000.00 1,000	0.00	2,000.00	0.00
46000 Totals	**0.00**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.00**
0001 Totals	**0.00**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.00**
40000 Revenues Totals	**0.00**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.00**

50000 Expenditures

2002 General Administration

55000 Contractual Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**

55999 Contract - Other Services		0.00	0.00	0.00	0.00	0.00	nan
	55000 Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**nan**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58010 Buildings & Structures		0.00	2,000.00	2,000.00 1,000	0.00	2,000.00	0.00
	58000 Totals	**0.00**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.00**
	2002 Totals	**0.00**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.00**
	50000 Expenditures Totals	**0.00**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.00**

39900 Other Capital Projects

10000 Assets

0001 No Department

10100 Cash Assets		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash		1,971,530.00	0.00	1,971,530.00	1,971,530.00	0.00	100.00
	10100 Totals	**1,971,530.00**	**0.00**	**1,971,530.00**	**1,971,530.00**	**0.00**	**100.00**
12000 Receivables		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
12001 Receivables		0.00	0.00	0.00	1,156,830.40	(1,156,830.40)	inf
	12000 Totals	**0.00**	**0.00**	**0.00**	**1,156,830.40**	**(1,156,830.40)**	**inf**
	0001 Totals	**1,971,530.00**	**0.00**	**1,971,530.00**	**3,128,360.40**	**(1,156,830.40)**	**158.68**
	10000 Assets Totals	**1,971,530.00**	**0.00**	**1,971,530.00**	**3,128,360.40**	**(1,156,830.40)**	**158.68**

40000 Revenues

0001 No Department

42000 Taxes State Shared		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
42401 GRT Shared - Municipal Equivalent Distribution		0.00	0.00	0.00 413,203	1,579.99	(1,579.99)	inf
42900 Other State Shared Taxes		0.00	826,406.00	826,406.00	0.00	826,406.00	0.00
	42000 Totals	**0.00**	**826,406.00**	**826,406.00**	**1,579.99**	**824,826.01**	**0.19**
47000 Intergovernmental Grants (Distributions)		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
47399 Other State Distributions (restricted)		0.00	3,947,584.00	3,947,584.00 1973.792	0.00	3,947,584.00	0.00
	47000 Totals	**0.00**	**3,947,584.00**	**3,947,584.00**	**0.00**	**3,947,584.00**	**0.00**
	0001 Totals	**0.00**	**4,773,990.00**	**4,773,990.00**	**1,579.99**	**4,772,410.01**	**0.03**
	40000 Revenues Totals	**0.00**	**4,773,990.00**	**4,773,990.00**	**1,579.99**	**4,772,410.01**	**0.03**

50000 Expenditures

2002 General Administration

57000 Operating Costs		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57999 Other Operating Costs		0.00	266,000.00	266,000.00 133,000	90.40	265,909.60	0.03
	57000 Totals	**0.00**	**266,000.00**	**266,000.00**	**90.40**	**265,909.60**	**0.03**
58000 Capital Purchases		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58999 Other Capital Purchases		0.00	4,492,964.00	4,492,964.00 2,246,482	1,231,281.79	3,261,682.21	27.40
	58000 Totals	**0.00**	**4,492,964.00**	**4,492,964.00**	**1,231,281.79**	**3,261,682.21**	**27.40**
	2002 Totals	**0.00**	**4,758,964.00**	**4,758,964.00**	**1,231,372.19**	**3,527,591.81**	**25.87**
	50000 Expenditures Totals	**0.00**	**4,758,964.00**	**4,758,964.00**	**1,231,372.19**	**3,527,591.81**	**25.87**

60000 Other Financing Sources

0001 No Department

61000 Transfers		**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
61100 Transfers In		0.00	585,380.00	585,380.00 292,690	0.00	585,380.00	0.00
61200 Transfers Out		0.00	(600,406.00)	(600,406.00) <300,203>	0.00	(600,406.00)	0.00
	61000 Totals	**0.00**	**(15,026.00)**	**(15,026.00)**	**0.00**	**(15,026.00)**	**0.00**
	0001 Totals	**0.00**	**(15,026.00)**	**(15,026.00)**	**0.00**	**(15,026.00)**	**0.00**
	60000 Other Financing Sources Totals	**0.00**	**(15,026.00)**	**(15,026.00)**	**0.00**	**(15,026.00)**	**0.00**

40100 General Obligation Bond Debt Service

10000 Assets

0001 No Department

10100 Cash Assets	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
10101 Unrestricted Cash	269,291.00	0.00	269,291.00	269,291.00	0.00	100.00
10103 Investments	0.00	0.00	0.00	993,075.74	(993,075.74)	inf

10100 Totals	**269,291.00**	**0.00**	**269,291.00**	**1,262,366.74**	**(993,075.74)**	**468.77**
0001 Totals	**269,291.00**	**0.00**	**269,291.00**	**1,262,366.74**	**(993,075.74)**	**468.77**
10000 Assets Totals	**269,291.00**	**0.00**	**269,291.00**	**1,262,366.74**	**(993,075.74)**	**468.77**

20000 Liabilities

0001 No Department

21000 Payables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
21001 Payables	0.00	0.00	0.00	48,179.01	(48,179.01)	inf
21000 Totals	**0.00**	**0.00**	**0.00**	**48,179.01**	**(48,179.01)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**48,179.01**	**(48,179.01)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**48,179.01**	**(48,179.01)**	**inf**

40000 Revenues

0001 No Department

41000 Taxes Local Effort	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
41500 Property Tax - Current	0.00	547,732.00	547,732.00	64,408.57	483,323.43	11.76
41000 Totals	**0.00**	**547,732.00**	**547,732.00**	**64,408.57**	**483,323.43**	**11.76**

46000 Miscellaneous Revenues	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
46030 Interest Income	0.00	0.00	0.00	4,385.93	(4,385.93)	inf
46000 Totals	**0.00**	**0.00**	**0.00**	**4,385.93**	**(4,385.93)**	**inf**
0001 Totals	**0.00**	**547,732.00**	**547,732.00**	**68,794.50**	**478,937.50**	**12.56**
40000 Revenues Totals	**0.00**	**547,732.00**	**547,732.00**	**68,794.50**	**478,937.50**	**12.56**

50000 Expenditures

2002 General Administration

59000 Debt Service	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
59010 Debt Service - Principal Payments	0.00	340,000.00	340,000.00	175,000.00	165,000.00	51.47
59020 Debt Service - Interest Payments	0.00	194,336.00	194,336.00	97,036.35	97,299.65	49.93
59050 Commitments and Other Fees	0.00	0.00	0.00	1,102.79	(1,102.79)	inf
59000 Totals	**0.00**	**534,336.00**	**534,336.00**	**273,139.14**	**261,196.86**	**51.12**
2002 Totals	**0.00**	**534,336.00**	**534,336.00**	**273,139.14**	**261,196.86**	**51.12**
50000 Expenditures Totals	**0.00**	**534,336.00**	**534,336.00**	**273,139.14**	**261,196.86**	**51.12**

60000 Other Financing Sources

0001 No Department

61000 Transfers	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
61100 Transfers In	0.00	0.00	0.00	131,825.22	(131,825.22)	inf
61000 Totals	**0.00**	**0.00**	**0.00**	**131,825.22**	**(131,825.22)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**131,825.22**	**(131,825.22)**	**inf**
60000 Other Financing Sources Totals	**0.00**	**0.00**	**0.00**	**131,825.22**	**(131,825.22)**	**inf**

50300 Wastewater/Sewer Enterprise

10000 Assets

0001 No Department

12000 Receivables	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
12001 Receivables	0.00	0.00	0.00	77,424.61	(77,424.61)	inf
12000 Totals	**0.00**	**0.00**	**0.00**	**77,424.61**	**(77,424.61)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**77,424.61**	**(77,424.61)**	**inf**
10000 Assets Totals	**0.00**	**0.00**	**0.00**	**77,424.61**	**(77,424.61)**	**inf**

40000 Revenues

0001 No Department

41000 Taxes Local Effort	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
41253 Gross Receipts Tax - Municipal Environmental	133,681.00	0.00	133,681.00	152.00	133,529.00	0.11
41000 Totals	**133,681.00**	**0.00**	**133,681.00**	**152.00**	**133,529.00**	**0.11**

44000 Charges for Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
44230 Utility Service Fees	46,387.00	0.00	46,387.00	21,240.35	25,146.65	45.79
44240 Utility Connection Fees	22,250.00	0.00	22,250.00	198.06	22,051.94	0.89
44000 Totals	**68,637.00**	**0.00**	**68,637.00**	**21,438.41**	**47,198.59**	**31.23**

0001 Totals	**202,318.00**	**0.00**	**202,318.00**	**21,590.41**	**180,727.59**	**10.67**
40000 Revenues Totals	**202,318.00**	**0.00**	**202,318.00**	**21,590.41**	**180,727.59**	**10.67**

50000 Expenditures

6005 Wastewater Utility/Authority

51000 Salary & Wages (FTE required)	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
51020 Salaries - Full-Time Positions	106,381.00	0.00	106,381.00 ✓	23,567.27	82,813.73	22.15
51060 Salaries - Overtime	10,003.00	0.00	10,003.00 ✓	5,230.59	4,772.41	52.29
51000 Totals	**116,384.00**	**0.00**	**116,384.00**	**28,797.86**	**87,586.14**	**24.74**
52000 Employee Benefits	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
52010 FICA - Regular	7,256.00	0.00	7,256.00 ✓	587.70	6,668.30	8.10
52011 FICA - Medicare	1,697.00	0.00	1,697.00 ✓	137.45	1,559.55	8.10
52020 Retirement	11,463.00	0.00	11,463.00 ✓	1,089.88	10,373.12	9.51
52021 Retiree Health Care	2,001.00	0.00	2,001.00 ✓	460.16	1,540.84	23.00
52030 Health and Medical Premiums	25,218.00	0.00	25,218.00 ✓	7,829.65	17,388.35	31.05
52040 Life Insurance Premiums	386.00	0.00	386.00 ✓	0.00	386.00	0.00
52090 Unemployment Compensation	1,253.00	0.00	1,253.00 ✓	36.13	1,216.87	2.88
52100 Workers' Compensation Premium	19.00	(38.00)	(19.00) ✓	0.00	(19.00)	0.00
52110 Workers' Compensation Employer's Fee	0.00	38.00	38.00 19	2.30	35.70	6.05
52000 Totals	**49,293.00**	**0.00**	**49,293.00**	**10,143.27**	**39,149.73**	**20.58**
53000 Travel Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
53030 Travel - Employees	1,500.00	0.00	1,500.00 ✓	0.00	1,500.00	0.00
53000 Totals	**1,500.00**	**0.00**	**1,500.00**	**0.00**	**1,500.00**	**0.00**
54000 Purchased Property Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
54010 Maintenance & Repairs - Building/Structure	1,000.00	0.00	1,000.00 ✓	0.00	1,000.00	0.00
54020 Maintenance & Repairs - Contracts	1,500.00	0.00	1,500.00 ✓	250.17	1,249.83	16.68
54050 Maintenance & Repair - Furniture/Fixtures/Equipment	30,000.00	0.00	30,000.00 ✓	11,227.18	18,772.82	37.42
54000 Totals	**32,500.00**	**0.00**	**32,500.00**	**11,477.35**	**21,022.65**	**35.31**
55000 Contractual Services	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
55999 Contract - Other Services	30,000.00	0.00	30,000.00 ✓	12,039.99	17,960.01	40.13
55000 Totals	**30,000.00**	**0.00**	**30,000.00**	**12,039.99**	**17,960.01**	**40.13**
56000 Supplies	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
56020 Supplies - General Office	1,000.00	0.00	1,000.00 ✓	52.99	947.01	5.30
56040 Supplies - Furniture/Fixtures/Equipment (Non-Capital)	500.00	0.00	500.00 ✓	0.00	500.00	0.00
56110 Supplies - Uniforms/Linen	1,900.00	0.00	1,900.00 ✓	85.00	1,815.00	4.47
56120 Supplies - Vehicle Fuel	2,000.00	0.00	2,000.00 ✓	1,384.13	615.87	69.21
56999 Supplies - Other	57,586.00	0.00	57,586.00 ✓	3,689.81	53,896.19	6.41
56000 Totals	**62,986.00**	**0.00**	**62,986.00**	**5,211.93**	**57,774.07**	**8.27**
57000 Operating Costs	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
57050 Employee Training	2,000.00	0.00	2,000.00 ✓	0.00	2,000.00	0.00
57070 Insurance - General Liability/Property	5,000.00	0.00	5,000.00 ✓	0.00	5,000.00	0.00
57090 Printing/Publishing/Advertising	200.00	0.00	200.00 ✓	0.00	200.00	0.00
57160 Telecommunications	2,700.00	0.00	2,700.00 ✓	862.43	1,837.57	31.94
57170 Utilities - Electricity	53,000.00	0.00	53,000.00 ✓	18,044.29	34,955.71	34.05
57999 Other Operating Costs	80,078.00	0.00	80,078.00 ✓	(6) 12,437.90	67,640.10	15.53
57000 Totals	**142,978.00**	**0.00**	**142,978.00**	**31,344.62**	**111,633.38**	**21.92**
58000 Capital Purchases	**Original**	**Adjustments**	**Adjusted**	**YTD**	**Balance**	**% Realized**
58010 Buildings & Structures	23,000.00	0.00	23,000.00 ✓	0.00	23,000.00	0.00
58030 Furniture & Fixtures	0.00	20,000.00	20,000.00 10,000	0.00	20,000.00	0.00
58000 Totals	**23,000.00**	**20,000.00**	**43,000.00**	**0.00**	**43,000.00**	**0.00**
6005 Totals	**458,641.00**	**20,000.00**	**478,641.00**	**99,015.02**	**379,625.98**	**20.69**
50000 Expenditures Totals	**458,641.00**	**20,000.00**	**478,641.00**	**99,015.02**	**379,625.98**	**20.69**

60000 Other Financing Sources

0001 No Department

61000 Transfers	Original	Adjustments	Adjusted	YTD	Balance	% Realized
61100 Transfers In	266,323.00	0.00	266,323.00 ✓	0.00	266,323.00	0.00
61000 Totals	**266,323.00**	**0.00**	**266,323.00**	**0.00**	**266,323.00**	**0.00**
0001 Totals	**266,323.00**	**0.00**	**266,323.00**	**0.00**	**266,323.00**	**0.00**
60000 Other Financing Sources Totals	**266,323.00**	**0.00**	**266,323.00**	**0.00**	**266,323.00**	**0.00**

79900 Other Trust & Agency

10000 Assets

0001 No Department

10100 Cash Assets	Original	Adjustments	Adjusted	YTD	Balance	% Realized
10101 Unrestricted Cash	37,443.00	0.00	37,443.00	37,443.00	0.00	100.00
10103 Investments	0.00	0.00	0.00	33,875.38	(33,875.38)	inf
10100 Totals	**37,443.00**	**0.00**	**37,443.00**	**71,318.38**	**(33,875.38)**	**190.47**
0001 Totals	**37,443.00**	**0.00**	**37,443.00**	**71,318.38**	**(33,875.38)**	**190.47**
10000 Assets Totals	**37,443.00**	**0.00**	**37,443.00**	**71,318.38**	**(33,875.38)**	**190.47**

20000 Liabilities

0001 No Department

21000 Payables	Original	Adjustments	Adjusted	YTD	Balance	% Realized
21001 Payables	0.00	0.00	0.00	44,316.94	(44,316.94)	inf
21000 Totals	**0.00**	**0.00**	**0.00**	**44,316.94**	**(44,316.94)**	**inf**
0001 Totals	**0.00**	**0.00**	**0.00**	**44,316.94**	**(44,316.94)**	**inf**
20000 Liabilities Totals	**0.00**	**0.00**	**0.00**	**44,316.94**	**(44,316.94)**	**inf**

40000 Revenues

0001 No Department

46000 Miscellaneous Revenues	Original	Adjustments	Adjusted	YTD	Balance	% Realized
46900 Miscellaneous - Other	0.00	83,000.00	83,000.00 41,500	6,873.94	76,126.06	8.28
46000 Totals	**0.00**	**83,000.00**	**83,000.00**	**6,873.94**	**76,126.06**	**8.28**
0001 Totals	**0.00**	**83,000.00**	**83,000.00**	**6,873.94**	**76,126.06**	**8.28**
40000 Revenues Totals	**0.00**	**83,000.00**	**83,000.00**	**6,873.94**	**76,126.06**	**8.28**

50000 Expenditures

2002 General Administration

57000 Operating Costs	Original	Adjustments	Adjusted	YTD	Balance	% Realized
57999 Other Operating Costs	0.00	83,000.00	83,000.00 41,500	0.00	83,000.00	0.00
57000 Totals	**0.00**	**83,000.00**	**83,000.00**	**0.00**	**83,000.00**	**0.00**
2002 Totals	**0.00**	**83,000.00**	**83,000.00**	**0.00**	**83,000.00**	**0.00**
50000 Expenditures Totals	**0.00**	**83,000.00**	**83,000.00**	**0.00**	**83,000.00**	**0.00**

ALL FUNDS	Original	Adjustments	Adjusted	YTD	Balance	% Realized
10000 Assets	8,145,580.33	48,302.16	8,193,882.49	10,212,188.73	(2,018,306.24)	124.63
20000 Liabilities	0.00	0.00	0.00	1,121,434.19	(1,121,434.19)	inf
40000 Revenues	8,079,732.00	6,394,622.00	14,474,354.00	4,988,754.39	9,485,599.61	34.47
50000 Expenditures	7,391,833.00	5,977,926.00	13,369,759.00	4,100,748.19	9,269,010.81	30.67
60000 Other Financing Sources	0.00	0.00	0.00	0.00	0.00	nan

Brad Hill

From: Shelly Hutchinson <shellzstudio505@gmail.com>
Sent: Monday, January 23, 2023 12:24 PM
To: Brad Hill
Subject: Planning & Zoning

Follow Up Flag: Follow up
Flag Status: Flagged

Brad,

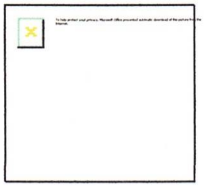
I am writing this email to request consideration for the Planning & Zoning available seat.

I have a 27 year background in Architecture to include design and space planning and currently own my own business in Edgewood related to the same. I believe my experience would be of great assistance to the Town of Edgewood and I would be happy to help.

Thank you for your consideration,

--

Shelly Hutchinson
(505) 228-7118 Cell



Shelly Hutchinson

GENERAL MANAGER
PROJECT MANAGER
SPACE PLANNING
INTERIOR | EXTERIOR DESIGN



(505) 228-7118 shellzstudio505@gmail.com linkedin.com/in/shelly-hutchinson-a5062a86 www.shellzstudio.com

A driven, open minded, creative and successful Designer with a strong sense of dedication and commitment, and over 26 years of progressive experience in Design and Project Management from beginning to end of projects of all sizes. Tenacious in building new business, securing customer loyalty and forging strong relationships with co-workers and business partners.

AREAS OF EXPERTISE

Design	Administration
Management	Leadership
Project Planning	Procurement
Research	Problem Solving
Teamwork	Maintain Deadlines
Prototypes	Presentations
Color Boards	Decision Making
Space Planning	Collaboration
Attention to detail	Ability to work independently
Highly motivated	Contract Negotiations/Review

EDUCATION

Associate of Applied Science
December 1996
Architectural Engineering Drafting Technology

Albuquerque Technical Vocational Institute (CNM)
With Honors

PROFESSIONAL DEVELOPMENT

Annual attendee of the HD Expo in Las Vegas, NV
(Hospitality Industry Products & Design)

COMPUTER LITERACY

Microsoft Word
Microsoft Power Point
Microsoft Excel
Microsoft Publisher
Microsoft Project

Quickbooks
Payclock Time Manager
AIA Contract Documents
Adobe Acrobat

ACAD
Procore
Bluebeam familiarity

OTHER INFORMATION

Date of birth: July 14, 1970

Residence: Edgewood, NM

FEBRUARY 2022 | CURRENT

OWNER | DESIGN AND SPACE PLANNING

SHELLZ STUDIO
Edgewood, NM

Interior / Exterior planning and purchasing for projects for Commercial applications.

APRIL 2019 | SEPTEMBER 2020

PROJECT MANAGER | Interior Design services provided as well

PUEBLO OF SANDIA
Albuquerque, NM

Oversee daily tasks in regard to Project Management to include representing the Owner in regards to budget, timelines, costs/invoices while coordinating with outside vendors. This included procurement for Owner items and daily Construction site visits to ensure quality control, time management, contracts, budget, milestones and preparing reports to the Governor for weekly updates. Based on my previous background, I was able to provide the Pueblo of Sandia with Interior Design Services to update facilities in both Construction and Design. This was also helpful to incorporate experience with past business partners.

- The Pueblo of Sandia is a Tribal Government that Owns and Operates several of their own properties including but not limited to a destination 228 room 4 diamond Resort & 210,000 SF Casino
- Review and negotiate all change orders and value engineering options
- Weekly on-site inspections and reports
- Procured FF&E as Owner's Rep including bidding, receiving and storage
- POC as Owner's Rep for all Contractor's and Vendors
- Presentations for meetings for Tribal Council review and approvals including coordination of these meetings for Contractor's and Vendor's
- Reviewed/coordinated warranty items and issues between Owner / Contractor
- Communicate/coordinate with Department Executives for project programming and turnovers
- Worked with Facilities to complete projects, identify materials and maintain budgets

JUNE 1997 | MARCH 2019

GENERAL MANAGER | PROJECT MANAGER | INTERIOR DESIGN

RBA ARCHITECTURE, PC
Albuquerque, NM

Twenty-two years of participating in the growth of a small Architectural firm in regards to projects of all sizes. Oversee daily tasks as well as Project Management for a leading innovator in Architectural Design and Planning with under 10 employees and annual revenues exceeding $1 million. Duties also include customer relationship development, contract negotiations and Interior Design and project management including coordination with Contractors, Mechanical, Electrical and Plumbing Engineers.

Ernie Salcido
Edgewood, NM 87015
(505) 480-9235
Ernie.salcido@yahoo.com

Edgewood Town Commissioners
171 State Rd. 344
Edgewood, NM 87015

Dear Edgewood Town Commissioners,

I am interested in becoming a part of the Animal Welfare Advisory Committee.

I have been a resident of Edgewood NM for approximately 30 years. I retired from the Albuquerque Police Department. During those years of service, I worked in many different divisions to include 10 years in the Horse Mounted Patrol Unit, and several different Special Investigations Units. After retirement I worked as a Federal Investigator for the Office of Personnel Management (OPM). I am currently working as a contractor for the Department of Homeland Security (DHS).

When Walking in Circles Ranch started, I was on the Board of Directors and also volunteered rescuing and training horses. I have raised and trained my own dogs and horses. I also trained horses for the Albuquerque Police Mounted Unit and US Border Patrol (Deming Sector).

Due to my love and appreciation for all animals, I would like an opportunity to be a member of the Animal Welfare Advisory Committee. Please feel free to contact me at 505-480-9235.

Thank you.

Sincerely,
Ernie Salcido

Dear Tim,

January 17, 2023

I am sending in my request to be on the Animal Advisory Welfare Board. I have become very interested in doing this after volunteering at the Edgewood Animal Shelter and seeing all the precious dogs there, just waiting for a home.

I have been around dogs and cats all my life, they have always be considered part of my family. My son raises and trains dogs, and I have helped him with several different breeds of dogs, but mostly Malinois who he raises from puppies to full-grown security dogs. I currently have 2 dogs and 2 cats of my own and care for a horse, zebra, donkey and a cow on my property. I feed and water them daily and make sure they have a clean environment and plenty of exercise.

My dogs are my best friends and constant companions. I would love to have an impact for all the animals that come into the shelter, to give them every opportunity to be with a family that will care for and enjoy them in the same way I do my dogs.

Best regards,
Patty

2.7. May recipients use funds for general economic development?

Generally, no. General economic development – activities that do not respond to negative economic impacts of the pandemic but rather seek to more generally enhance the jurisdiction's business climate – would generally not be eligible under this eligible use category.

2.14. Can funds be used for investments in affordable housing?

Yes. Under the final rule, "Development, repair, and operation of affordable housing and services or programs to increase long-term housing security" is an enumerated eligible use to respond to impacts of the pandemic on households and communities. Treasury continues to strongly encourage the use of SLFRF for affordable housing and has updated this FAQ to promote clarity and administrability in the use of these funds.

Affordable housing projects must be responsive and proportional to the harm identified. This standard may be met by affordable housing development projects—which may involve large expenditures and capital investments—if the developments increase the supply of long-term affordable housing for households that experienced associated pandemic impacts under the final rule.

SOUTH COMPLEX EES (PENDING THE WIN-WIN)

2.21. Can SLFRF funds be used to support public school facility improvements, upgrades, and new construction – such as those that make buildings more energy efficient, increase their use of renewable energy, address capacity constraints, and respond to health and safety concerns?

Yes. There are numerous ways in which SLFRF funds may be used to support public school facility improvements and upgrades.

First, as part of the public health and negative economic impacts (PH-NEI) eligible use category, SLFRF funds may be used address educational disparities in disproportionately impacted communities,[3] which may include funding improvements or new construction of schools and other educational facilities or equipment. Recipients may consider energy efficiency improvements as part of their facility investments, and may also use funds for pre-project development costs, such as assessment of building conditions, energy audits, feasibility studies, HVAC commissioning and testing, and lead testing, that are tied to or reasonably expected to lead to an eligible investment in school facilities to address educational disparities in disproportionately impacted communities. Recipients should review and comply with the requirements applicable to capital expenditures under the public health and negative economic impacts eligible use category as outlined in the final rule.[4]

Second, as part of the PH-NEI eligible use category, recipients may use funds for adaptations to schools for the purpose of mitigating the spread of COVID-19, including for ventilation improvements. Similar to the above, recipients should ensure compliance with the capital expenditure requirements for the eligible use category.

Third, as part of the water and sewer infrastructure eligible use category, recipients may invest in certain projects to support lead remediation, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities. Recipients can also invest in certain green water infrastructure projects. Eligible water and sewer projects are generally aligned with those allowable under the EPA's Drinking Water and Clean Water State Revolving Funds, and Treasury has added additional eligible projects as part of the final rule. Recipients should review and comply with the specific requirements provided for in the water and sewer infrastructure eligible use category as outlined in the final rule.

Fourth, as part of the revenue loss eligible use category, which is the broadest eligible use category that is capped by either the $10 million standard allowance (up to a recipient's award size) or a recipient's calculated revenue loss, recipients may use SLFRF funds on government services. These government services include any service traditionally provided by a government unless Treasury has stated otherwise. Eligible government services that may be covered under the revenue loss eligible use category include maintenance, improvement, or new construction of public school facilities, including those that address over-crowding and capacity constraints, support energy efficiency, and respond to health and safety concerns, among other purposes.

Under the SLFRF program, recipients must obligate all funds by December 31, 2024 and expend funds by December 31, 2026. Recipients may transfer funds to other entities, including local educational agencies, to carry out as a subrecipient an eligible use of funds by the recipient, as long as they comply with program requirements. Recipients should note that the Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the SLFRF program, except for certain SLFRF-funded construction projects undertaken by the District of Columbia. The National Environmental Policy Act (NEPA) does not apply to Treasury's administration of the SLFRF program, although projects supported with SLFRF funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

SECTION 16 (OTHER FUNDING SOURCES)

2.22. Would investments in improving outdoor spaces (e.g., parks) be an eligible use of funds as a response to the public health emergency and/or its negative economic impacts?

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses; several are highlighted below, though there may be other ways that a specific investment in outdoor spaces would meet eligible use criteria.

First, in recognition of the disproportionate negative economic impacts on certain communities and populations, the final rule includes enumerated eligible uses in disproportionately impacted communities for developing neighborhood features that

promote improved health and safety outcomes, such as parks, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, and other projects to revitalize public spaces.

Second, recipients may provide assistance to disproportionately impacted small businesses. The final rule included rehabilitation of commercial properties, storefront improvements, and façade improvements as enumerated eligible assistance to these small businesses.

Third, recipients can assist small businesses, nonprofits, or other entities to create or enhance outdoor spaces to mitigate the spread of COVID-19 (e.g., restaurant patios).

Recipients pursuing many of these uses should also note the eligibility standards for capital expenditures in the final rule, which are summarized on pages 30-31 of the Overview of the Final Rule.

FLEXIBILITY WITHIN GUIDELINES

4.1. How do I know if a specific use is eligible?

The best way to begin evaluation of whether a specific use is an eligible use of SLFRF funds is to consider which of the four eligible use categories the use may fall into.

As a reminder, there are four eligible use categories, ordered below from the broadest and most flexible to the most specific. The Overview of the Final Rule serves as a summary of the major provisions of each category.

- Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue loss due to the pandemic. (pages 9-11 of the Overview)

- Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector. (pages 12-34 of the Overview)

- Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors. (pages 35-36 of the Overview)

- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet. (pages 37-40 of the Overview)

DOES NOT APPEAR ROADS WOULD BE ELIGIBLE (REVENUE LOSS AND PANDEMIC RELATED PUBLIC HEALTH NEED REQUIREMENTS)

Water, sewer, and broadband infrastructure eligible use category

To assess whether a use falls under the water, sewer, and broadband infrastructure category, recipients can consult p. 37-40 of the Overview, and refer to the FAQs in section 6.

Recipients should also note the restrictions on use, which are applicable across all eligible use categories, and summarized on p. 41-42 of the Overview.

When assessing whether a specific use is eligible, recipients are not required to submit planned expenditures for prior approval by Treasury, and Treasury is not pre-approving proposed expenditures or calculations of revenue loss. Recipients should review the final rule and the Overview of the Final Rule, and consult with counsel as needed, to evaluate whether a particular expenditure is an eligible use of funds.

4.2. May recipients use funds to invest in traditional infrastructure projects other than water, sewer, and broadband projects (e.g. roads, bridges)?

As discussed in FAQ #3.2, recipients have broad flexibility to use revenue loss funds to provide government services, which generally include any service traditionally provided by a government. These services may include, but are not limited to, maintenance of

infrastructure or pay-go spending for building of new infrastructure, including roads.

Under the public health and negative economic impacts eligible use category, a general infrastructure project typically would not be considered an eligible response unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing).

U.S. DEPARTMENT OF THE TREASURY

SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service* traditionally provided by a government**, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.

NOT REQUIRED TO OBTAIN PRE-APPROVAL

4.4. Are governments required to submit proposed expenditures to Treasury for approval?

No. Recipients are not required to submit planned expenditures for prior approval by Treasury. Recipients are subject to the requirements and guidelines for eligible uses contained in the final rule. For more information on compliance and reporting, please see the SLFRF Compliance and Reporting Guidance.

MOBILE EMERGENCY OPERATIONS CENTER, COMMUNICATIONS, OUTREACH (OTHER FUNDING SOURCES)

EOC EQUIPMENT, SITES, FACILITIES (EES CAMPUS)

U.S. DEPARTMENT OF THE TREASURY

RESPONDING TO THE PUBLIC HEALTH EMERGENCY

While the country has made tremendous progress in the fight against COVID-19, including a historic vaccination campaign, the disease still poses a grave threat to Americans' health and the economy. Providing state, local, and Tribal governments the resources needed to fight the COVID-19 pandemic is a core goal of the Coronavirus State and Local Fiscal Recovery Funds, as well as addressing the other ways that the pandemic has impacted public health. Treasury has identified several public health impacts of the pandemic and enumerated uses of funds to respond to impacted populations.

- **COVID-19 mitigation and prevention.** The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the general public or to small businesses, nonprofits, and impacted industries in general. Enumerated eligible uses include:

  - ✓ Vaccination programs, including vaccine incentives and vaccine sites
  - ✓ Testing programs, equipment and sites
  - ✓ Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
  - ✓ Public communication efforts
  - ✓ Public health data systems
  - ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances
  - ✓ Medical and PPE/protective supplies
  - ✓ Support for isolation or quarantine
  - ✓ Ventilation system installation and improvement
  - ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety
  - ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
  - ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
  - ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
  - ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
  - ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity
  - ✓ Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
  - ✓ Public telemedicine capabilities for COVID-19 related treatment

IT SOFTWARE, EQUIPMENT, PUBLIC ACCESS

Effective Service Delivery

SLFRF funding may be used to improve the efficacy of public health and economic programs through tools like program evaluation, data, and outreach, as well as to address administrative needs caused or exacerbated by the pandemic. Eligible uses include:

- **Supporting program evaluation, data, and outreach through:**

- ✓ Program evaluation and evidence resources
- ✓ Data analysis resources to gather, assess, share, and use data
- ✓ Technology infrastructure to improve access to and the user experience of government IT systems, as well as technology improvements to increase public access and delivery of government programs and services
- ✓ Community outreach and engagement activities
- ✓ Capacity building resources to support using data and evidence, including hiring staff, consultants, or technical assistance support

- **Addressing administrative needs, including:**
  - ✓ Administrative costs for programs responding to the public health emergency and its economic impacts, including non-SLFRF and non-federally funded programs
  - ✓ Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data and case management systems)

WATER QUALITY TREATMENT, PLANTS, IMPROVEMENTS, STORAGE

WASTEWATER TREATMENT

6.1. What types of water and sewer projects are eligible uses of funds?

Eligible water and sewer projects are outlined on pages 37-38 of the Overview of the Final Rule. Under the interim final rule, SLFRF funds could be used to fund projects that would be eligible under EPA's Clean Water State Revolving Fund or Drinking Water State Revolving Fund. With broadened eligibility under the final rule, SLFRF funds may also be used to fund additional types of projects — such as additional stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs — beyond the CWSRF and DWSRF, if they are found to be "necessary" according to the definition provided in the final rule and outlined on page 38 of the Overview.

6.2. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?

Per FAQ #4.6, SLFRF funds available for the provision of government services, up to the amount of the recipient's reduction in revenue due to the public health emergency (the revenue loss eligible use category), may be used to meet the non-federal cost-share or matching requirements of other federal programs, including the CWSRF and DWSRF programs administered by the EPA. Per FAQ #4.9, loans funded under the revenue loss eligible use category may be deemed expended at the point of disbursement. Thus, recipients using SLFRF funds available under revenue loss for non-federal matching requirements for the DWSRF or CWSRF may consider funds expended at the point the recipient makes the deposit into the State Revolving Funds. Recipients using SLFRF funds available under revenue loss should log projects under expenditure category 6.2.

As further noted in FAQ #4.6, SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. Recipients using funds under the eligible use category for water and sewer infrastructure may not use funds as a state match for the CWSRF and DWSRF.

See FAQ #4.4. Generally, recipients are not required to submit planned expenditures for prior approval by Treasury and recipients are subject to the requirements and guidelines for eligible uses contained in the final rule.

While recipients must ensure that water and sewer infrastructure projects pursued are eligible under the final rule, recipients are not required to obtain project pre-approval from Treasury or any other federal agency when using SLFRF funds for necessary water and sewer infrastructure projects unless otherwise required by federal law. For projects that are being pursued under the eligibility categories provided through the DWSRF or CWSRF programs, project eligibilities are based on federal project categories and definitions for the programs and not on each state's eligibility or definitions. While reference in the final rule to the DWSRF, CWSRF, or other federal water programs is provided to assist recipients in understanding the types of water and sewer infrastructure projects eligible to be funded with SLFRF, recipients do not need to apply for funding from the applicable state programs or through any federal water program. Similarly, besides eligible project categories, the final rule does not incorporate other program requirements or guidance that attach to the DWSRF, CWSRF, or other federal water programs. However, as noted above, recipients should be aware of other federal or state laws or regulations that may apply to construction projects or water and sewer projects, independent of SLFRF funding conditions, and that may require preapproval from another federal or state agency.

6.11. May funds be used to support energy or electrification infrastructure that would be used to power new water treatmentplants and wastewater systems?

The EPA's Overview of Clean Water State Revolving Fund Eligibilities describes eligible energy-related projects. This includes a "[p]ro rata share of capital costs of offsite clean energy facilities that provide power to a treatment works." Thus, SLFRF funds may be used to finance the generation and delivery of clean power to a wastewater system or a water treatment plant on a pro-rata basis. If the wastewater system or water treatment plant is the sole user of the clean energy, the full cost would be considered an eligible use of funds. If the clean energy provider provides power to other entities, only the proportionate share used by the water treatment plant or wastewater system would be an eligible use of funds.

6.10. May recipients use funds for pre-project development for eligible water, sewer, and broadband projects?

Yes. To determine whether funds can be used on pre-project development for an eligible water or sewer project, recipients should consult whether the pre-project development use or cost is eligible under the Drinking Water and Clean Water State Revolving Funds (DWSRF and CWSRF, respectively). Generally, the CWSRF and DWSRF often allow for pre-project development costs that are tied to an eligible project, as well as those that are reasonably expected to lead to a project. For example, the DWSRF allows for planning and evaluations uses, as well as numerous pre-project development costs, including costs associated with obtaining project authorization, planning and design, and project start-up like training and warranty for equipment. Likewise, the CWSRF allows for broad pre-project development, including planning and assessment activities, such as cost and effectiveness analyses, water/energy audits and conservation plans, and capital improvement plans.

Similarly, pre-project development uses and costs for broadband projects should be tied to an eligible broadband project or reasonably expected to lead to such a project. For example, pre-project costs associated with planning and engineering for an eligible broadband infrastructure build-out is considered an eligible use of funds, as well as technical assistance and evaluations that would reasonably be expected to lead to commencement of an eligible project (e.g., broadband mapping for the purposes of finding an eligible area for investment).

All funds must be obligated by recipients within the statutory period between March 3, 2021 and December 31, 2024, and expended to cover such obligations by December 31, 2026.

U.S. DEPARTMENT OF THE TREASURY

Water & Sewer Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in water and sewer infrastructure. State, local, and Tribal governments have a tremendous need to address the consequences of deferred maintenance in drinking water systems and removal, management, and treatment of sewage and stormwater, along with additional resiliency measures needed to adapt to climate change.

Recipients may undertake the eligible projects below:

PROJECTS ELIGIBLE UNDER EPA'S CLEAN WATER STATE REVOLVING FUND (CWSRF)

Eligible projects under the CWSRF, and the final rule, include:

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the CWA
- ✓ Watershed projects meeting the criteria set forth in the CWA
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

Treasury encourages recipients to review the EPA handbook for the CWSRF for a full list of eligibilities.

PROJECTS ELIGIBLE UNDER EPA'S DRINKING WATER STATE REVOLVING FUND (DWSRF)

Eligible drinking water projects under the DWSRF, and the final rule, include:

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems
- ✓ New community water systems

6.13. May recipients use funds for road repairs and upgrades that occur in connection with an eligible water or sewer project?

Yes, recipients may use SLFRF funds for road repairs and upgrades directly related to an eligible water or sewer project. For example, a recipient could use funds to repair or re-pave a road following eligible sewer repair work beneath it. However, use of funds for general infrastructure projects is subject to the limitations described in FAQ #8.1. Water and sewer infrastructure projects are often a single component of a broader transportation infrastructure project, for example, the implementation of stormwater infrastructure to meet Clean Water Act established water quality standards. In this example, the components of the infrastructure project that interact directly with the stormwater infrastructure project may be funded by SLFRF funds.

RULES ON CAPITAL PROJECTS, THRESHOLDS, JUSTIFICATIONS

If a project has total capital expenditures of	and the use is enumerated by Treasury as eligible, then	and the use is beyond those enumerated by Treasury as eligible, then
Less than $1 million	No Written Justification required	No Written Justification required
Greater than or equal to $1 million, but less than $10 million	Written Justification required but recipients are not required to submit as part of regular reporting to Treasury	Written Justification required and recipients must submit as part of regular reporting to Treasury
$10 million or more	Written Justification required and recipients must submit as part of regular reporting to Treasury	

THE FEDERAL GOVERNMENT RECOMMENDS MAKING EFFICIENT USE OF EXISTING PUBLIC FACILITIES

Where relevant, recipients should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.

RESOLUTION 2023-~~001~~____
TOWN OF EDGEWOOD
OPEN MEETINGS RESOLUTION

A RESOLUTION ESTABLISHING RULES OF PROCEDURE FOR TRANSACTION OF ALL MATTERS PRESENTED TO THE COMMISSION OF THE TOWN OF EDGEWOOD PRESENTING DETAILED RULES OF CONDUCT THEREOF, ESTABLISHING POLICY AND PROCEDURE WITH REFERENCE TO NOTICE OF GENERAL, SPECIAL, AND EMERGENCY MEETINGS OF THE MUNICIPAL COMMISSION.

WHEREAS,

2023___ ~~2-02-~~Open Meetings Act Resolution will replace Open Meetings Resolution ~~2022-002~~2023-001; and

WHEREAS,
the Edgewood Governing Body met in regular session in the Commission Chambers located at 171-A State Road 344 Edgewood, NM 87015 on this ~~3rd day of January~~7th day of February 2023 at 6:30 pm; and

WHEREAS,
section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, Council, Commission, Administrative Adjudicatory body or other policy making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking action with the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS,
any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation for formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS,

Section 10-15-1(D) of the Open Meetings Act requires the Commission to determine annually what constitutes reasonable notice of its public meeting.

NOW, THEREFORE, BE IT RESOLVED by the Commission that:

1) All meetings shall be held at the Town of Edgewood Commission Chambers located at 171-A State Road 344, Edgewood, NM 87015 at 6:30 pm or as indicated in the meeting notice.

2) Unless otherwise specified, regular meetings shall be held on the ~~1st and 3rd~~ 2nd and 4th Tuesday of each month beginning in February 2023~~2~~. The agenda will be available at least seventy-two (72) hours prior to the scheduled meeting, posted at the following locations:

~~I. Smith's Grocery - 2B Highway 344~~
~~II.~~I. Mr. Gas - #1 Highway 344
~~III.~~II. Edgewood Community Center - 27 E. Frontage Road
~~IV.~~III. Mail and Copy Business Center - 2 Marietta Court
~~V.~~IV. Town Hall Office - 171A New Mexico 344
~~VI.~~V. Town Website (www.edgewood-nm.gov)
~~VII.~~VI. Town Electronic Sign - (corner of NM 344 and I-40)

3) Special meetings may be called by ~~the Mayor or a majority of the~~ any Commissioner ~~members~~ upon seventy-two (72) hours' notice. The notice for all special meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

4) Emergency meetings will be called only under the unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens, acts of God, or to protect the public body from substantial financial loss. The Mayor and Commission will avoid emergency meetings whenever possible. The notice for all emergency meetings shall be given as soon as practicable and shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5) For the purposes of regular meetings described in paragraph two (2) of this resolution, notice required is met if the notice of the date, time, place, and the manner in which a copy of the agenda may be obtained is posted at the same locations listed in 2) above. Copies of the written notice shall also be emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

6) For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place, and agenda is posted at the same locations listed in 2) above:

   Copies of the notice shall also be emailed to those broadcast stations licensed by the Federal Communications Commission and newspaper of general circulation that have made a written request for notice of public meetings.

7) In addition to the information specified above, all notices shall include the following language: if an individual with a disability is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Town of Edgewood five (5) days prior to the Commission meeting or as soon as possible at 505-286-4518. Public documents, including the agenda and minutes can be provided in various accessible formats.

8) When it is otherwise difficult or impossible for the Commission members to attend a meeting in person, the Commission members may participate in the meeting by means of conference telephone or other similar communications equipment, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public

attending the meeting are able to hear any member of the Governing Body who speaks during the meeting.

9) The ~~Mayor or~~ Commission may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section10-15-1 (H) of the Open Meetings Act, and only upon a majority vote of the Commission.

   a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Commission taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

   b) If a decision to hold a closed meeting is made when the Commission is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of the law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

   c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited to those specified in the motion or notice for closure.

   d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Commission in an open public meeting.

PASSED, APPROVED, and ADOPTED by the Governing Body this ~~3rd day of January~~7th day of February 2023.

_____

Audrey J. Jaramillo, ~~CMO,~~ Mayor

ATTEST:

_____

Nina R. McCracken, Clerk

TOWN OF
EDGEWOOD
GOVERNING BODY
OPERATING RESOLUTION NO: 2023 ~~21-003010-12~~

An Annual Resolution Providing for Rules Governing the Operation and Conduct of Meetings of the Governing Body of the Town of Edgewood

WHEREAS, Section 3-14-11-12-3 of the NM Statutes provides, in part that "The governing body of a municipality having a Commission/Manager form of government shall: ...hold meetings at least twice a month. Meetings shall be open to the public and the official records of the meetings shall be open to inspection at all times; and

WHEREAS, the Governing Body recognizes the need for rules of procedure for the efficient and effective conduct of meetings of the Governing Body of the Town of Edgewood;

NOW THEREFORE, be it resolved that the following rules are established for the transaction of business before the Governing Body this ~~3rd th day of January 20227th~~ day of February 2023:

Formatted: Font: 10.5 pt, Superscript

A. Definitions .

For purposes of this Resolution, the terms set forth below shall be defined as follows:

1) **"Chair"** means the Mayor, the Mayor Pro Tem or any other member of the Governing Body lawfully charged with conducting a meeting of the Governing Body.
2) **"Clerk ~~/ Treasurer"~~** means the Town employee serving as Clerk~~/Treasurer~~ for the Town of Edgewood.
3) **"Deputy Clerk"** means the Town employee serving as Deputy Clerk for the Town of Edgewood.
4) **"Treasurer"** means the Town employee serving as Treasurer for the Town of Edgewood.
4)5) **"Commissioner** means any duly elected or appointed member of the Town Commission of Edgewood.
6) **"Governing Body"** includes ~~the~~ all Commissioners~~uncil Members and which includes~~including the Commissioner appointed as ~~the~~ ceremonial Mayor.
5)7) **"Mayor"** means the Commissioner elected by the other commissioners to preside over meetings as Chair.. ~~The Mayor has the right to vote on any issue.~~ The Mayor/Commissioner serves as the ~~legal head and the~~ ceremonial head of the municipality. ~~The Mayor is also principal spokesperson and policy leader.~~ The Mayor does not hire, fire, or supervise ~~administrative~~ municipal employees. ~~but does present executive level appointments and appointments for Boards and Commissions and representation on outside entities for Commission approval.~~ Per 3-14-10 NMSA 1978, the Mayor has all powers and duties of a commissioner, including the right to vote upon all questions considered by the commission. The Mayor is the official head of the municipality for all ceremonial purposes, for the purpose of civil process and for military purposes. During his absence or disability, his duties shall be performed by another member of the commission, appointed by

Formatted: Font color: Custom Color(RGB(42,45,47))
Formatted: Font color: Custom Color(RGB(42,45,47))
Formatted: Body Text, Indent: Left: 0.69", Hanging: 0.25", Right: 0", Space Before: 2.6 pt, Line spacing: single, Tab stops: Not at 0.84"

a majority of the commission and designated as mayor pro tem.

6)8) **"Mayor Pro Tem"** means the Commissionerchosen by the Commission to perform duties of the Mayor, in the Mayor's absence.

7)9) **"Quasi-Judicial Public Hearing"** means any Public Hearing required under State Law to be held by the Governing Body to adjudicate individual rights or responsibilities, including specifically but not limited to, zoning decisions, appeals fro m zoning decisions, subdivision plat approvals, or personnel matters, provided that this does not include matters related to approval of proposed contracts, agreements, or purchases by the Governing Body.

8)10) **"Speaker"** means any person who is recognized by the Chair to speak at a meeting,whether a Commission Member, the Clerk, /the Treasurer, the Town Manager, the Town Attorney, an employee, staff member, committee member or other person associated with Town government, or a member of the public.

9)11) **"Town Attorney"** means the attorney hired by the Commission to provide legal counsel.

B. Meetings.

As provided for in Section 10-15-1 of the New Mexico Open Meetings Act, all regular, special, and emergency meetings will be held as follows:

1) **Regular Meetings** are held on the second and fourth Tuesday of each month, at the Town of Edgewood Commission Chambers, Edgewood Town Hall 171A State Road 344 at 6:30 pm.

2) Special Meetings and Emergency Meetings may be called by ~~the Mayor or by a~~ Majorityany member of the Commission for a time and date certain at a location fully accessible to the public in the Town of Edgewood.

Formatted: List Paragraph, Indent: Left: 0.94", First line: 0", Right: 0", Space Before: 0 pt, Line spacing: Exactly 11.05 pt, Tab stops: 0.94", Left

Meeting Notices of regular and special meetings of the Commission shall specify the date, time, location, and subject matter of the meeting.

a. Where notice requirements are not otherwise specified by Ordinance, notices of regular meetings are posted a minimum of three (3) calendar days in advance of the meeting date and in accordance with the Open Meetings Act of the New Mexico Statutes.
b. Where notice requirements are not otherwise specified by Ordinance, notice of special meetings are posted a minimum of three (3) calendar days in advance of the meeting date and in accordance with the Open Meetings Act of the New Mexico Statutes .
c. Notices for regular and special meetings are posted at the following places within the Town of Edgewood:

1. Municipal Offices	171A State Road
~~2. Smith's Food & Drug Center~~	~~344 2B State Road~~
	171B State Road
~~3.~~2. Edgewood Community Library	344
4. ~~3.~~Mr. Gas Mart	# 1 State Road 344
~~5.~~4. Edgewood Community Center	27 E. Frontage
	Road 2 Marietta
~~6.~~5. Mail & Copy Business Center	Court
~~7.~~6. Town of Edgewood Website	http://www.edgewood-nm.gov/
	Eastbound 1-40 on-ramp
~~8.~~7. Electronic sign at Chili Hills	

Formatted: Font color: Custom Color(RGB(38,38,42))

Formatted: Font color: Custom Color(RGB(38,38,42))

Formatted: Normal, No bullets or numbering

a. **Minutes** are prepared using notes, electronic recordings or other media recordings taken at the meetings. The minutes include the following: the date, time and place of the meeting; the names of the Governing Body in attendance and those absent; the names of Town Staff present; the agenda items; the substance of matters discussed; names of citizens who address the Governing Body and substance of their comments; and a record of any decisions and votes taken which show how each member voted. The minutes are not intended to be a verbatim transcript of the meeting proceedings. Draft minutes shall be prepared within ten working days after the meeting. Meeting minutes can be found on the Town website under Agendas and Minutes.

c. **Conduct of Meetings:** Robert's Rules of Order, newly revised, is hereby adopted for the governance of the Governing Body only, in cases no t otherwise provided for in these rules.

D. **Distribution of Materials to Governing Body:** Agenda and other written materials assembled for distribution to the Governing Body shall be provided electronically via Town e-mail and copies placed in the cabinet provided for that purpose outside the Municipal Offices. It is the responsibility of each member of the Governing Body to check his/her name slot periodically, to remove materials for preparation in advance of meetings.

1) Draft Agendas will be provided to the Commissioners one week before each meeting, to allow for suggestions and changes by the Commissioners before the Agenda is posted within 72 hours of the meetings.

~~1~~2) All written material needed for preparation for discussion and/or decision-making by the Governing Body shall be distributed at least three (3) working days prior to regular or special meetings, except in unusual circumstances.

E. **Electronic Devices:** All electronic devices shall be silenced for the duration of public meetings. This information shall be included in all agendas published by the Town of Edgewood. As a courtesy to the public, a reminder will be given at the beginning of all town meetings.

1) Members of the Governing Body and Town Staff shall refrain from using electronic devices for personal communications during the meeting with the exception of monitoring for notification of emergencies. If a member of the Governing Body or Town Staff receives such notification while a meeting is in session, that person shall immediately notify the presiding officer who will call a brief recess for the purpose of excusing that person from further participation in the meeting and facilitating an orderly departure.

2) Members of the Governing Body and Town Staff who use electronic devices for the private exchange of information pertaining to an agenda item while a meeting is in session are deemed to be in violation of the Open Meetings Act, and subject to disciplinary action as outlined in this Resolution .

~~3~~1) Nothing in this section shall prohibit the arrangements necessary to allow for participation of a Town Official by telephone or electronic device provided that all present at the meeting can hear the Speaker who is participating by telephone, and the person on the phone can also hear what is said by the other Speakers.

~~4~~2) Recording devices used by the public will be required to be turned off, if they interfere with the quality of the sound of the meeting.

F. **Provision of Rules Governing the Conduct of Meetings Generally.**

1) The provisions of this Resolution shall be applied with common sense in order to affect the purpose of this Resolution. The policy of the Town of Edgewood is that meetings of the Governing Body shall be conducted in a professional and courteous manner without personal attacks.
2) Commission Members are expected to be personally present at all meetings of the Governing Body of the Town of Edgewood. In the event it is otherwise difficult or impossible for the Commission Member to attend the meeting in person, Commission Members may participate in meetings of the Governing Body by means of a conference telephone, or electronic device, or other similar communications equipment, provided that the requirements of the Open Meetings Act, NMSA (1978), § 10-15-1, et seq. are met.
3) The agenda for meetings of the Governing Body shall be set as provided by Resolution No. 2004-07. Each Commissioner has the right to add Agenda items for Discussion and/or Action, provided that each Commissioner shall only add items for themselves, not for other Commissioners and shall provide any supporting documentation needed for that item for the meeting packet.~~.~~
4) The Chair shall have the primary authority and responsibility to determine whether discussion at a meeting of the Governing Body is proceeding properly within the scope of items set forth in the agenda for that meeting.

5) Any person wishing to participate as a Speaker at a meeting of the Governing Body shall first ask to be recognized by the Chair.
6) The Chair shall have authority to determine the order in which Speakers shall be recognized and determine when discussion on a matter appears to have concluded, subject to the other provisions of this Resolution.
7) Should the Chair determine that any Speaker is or will be addressing matters that are not properly within the scope of items set forth in the agenda, or is otherwise in violation of this Resolution, the Chair is authorized to declare the Speaker out of order.
8) Should the Chair determine that any discussion addresses matters that are not properly within the scope of items set forth in the agenda, has concluded, or is otherwise in violation of this Resolution, the Chair is authorized to declare further discussion on said subject out of order.
9) Any Speaker who is determined to be out of order by the Chair shall cease speaking immediately upon said determination. If any discussion is determined by the Chair to be out of order, said discussion shall immediately cease.
10) A Commission Member other than the Chair may seek to allow a Speaker to resume speaking or to reopen a discussion after the Chair has ruled the Speaker or discussion is out of order by making a motion to reopen discussion. The Speaker may resume speaking or discussion may be resumed if said motion is seconded and a majority of the quorum present vote in favor of the motion.
11) Multiple motions to reopen discussion are not favored. Upon denial of a motion to reopen discussion, discussion may be reopened (a) at a subsequent meeting where the matter at issue is properly included on the agenda, and (b) upon a showing by a Commission Member that additional facts or circumstances exist to justify reopening discussion. After a Commission Member has explained the grounds to reopen discussion under this subsection, the Governing Body shall vote whether to reopen discussion or to table the agenda item. A majority of the quorum present shall determine whether to reopen discussion under this subsection.
12) A Commission Member, the Town Manager, the Clerk,/Treasurer, Deputy Clerk, or the Town Attorney may seek a determination that a Speaker or discussion is out of order by bringing the matter to the attention of the Chair by raising a Point of Order. The Chair shall then determine whether the Point of Order is well taken or not well taken and shall determine whether a Speaker is out of order.
13) The Chair shall recognize any Commission Member who wishes to speak, unless under the circumstances said Commission Member's speech would be out of order under or otherwise in violation of this Resolution.
14) If the Clerk,,/Treasurer, the Town Attorney, an employee, staff member, committee member or other person associated with Town government asks to be recognized on a matter involving that individual's area of special knowledge or expertise, or work on behalf of the Town, that person shall be recognized, unless the Chair determines that the proposed Speaker would be out of order under or otherwise in violation of this Resolution.
15) Members of the general public who ask to speak shall be recognized to speak during appropriate portions of a meeting of the Governing Body for specific lengths of time as set out below. This includes specifically (a) individuals who have been invited to present information to the Governing Body with regards to particular agenda items, *five* minutes (b) members of the public during public comment segments of the

agenda, two minutes, and (c) members of the public during public comment segments of the agenda may yield their two minutes to another speaker, and (d) members of the public at hearings on a proposed ordinance after a motion is properly made and seconded by the Governing Body to approve said ordinance and prior to the vote on said proposed ordinance, five minutes.

16) Notwithstanding the provisions of subsection 14, the Chair retains authority to determine that a member of the public who wishes to participate as a Speaker is out of order or otherwise in violation of this Resolution. The provisions of subsection 14 do not apply to Quasi-judicial public hearings, which shall be governed as provided by Section H below.

17) If a member of the Governing Body wishes to hear from a member of the Public seated in the audience, the Mayor will ask the remainder of the Governing Body whether they wish to hear from the individual. If there is a majority vote, the member of the Public will not be heard from.

18) In any procedural matter not otherwise covered by this Resolution, the most current edition of Robert's Rules of Order shall apply, provided such rules will be interpreted in a commonsense fashion to affect the purpose of this Resolution.

G. Provision of Rules Governing Motions by Commission Members.

1) When an agenda item contains a provision for action to be taken by the Governing Body, it shall be the prerogative of Commission members to make proper motions for action related to that agenda item. Motions framed in the positive, so that an affirmative vote will serve to approve a proposed action. A motion to deny an action is also considered a positive motion.
2) For ~~each~~ most action items on the Agenda, the first utterance from a Commissioner will be the statement of a motion, enabling the discussion to stay focused on the action to be decided. In some cases, discussion may be allowed before a motion is made at the discretion of the Chair or by vote of the Governing Body..
3) ~~Unless specifically provided otherwise by State law, Town ordinance, or this Resolution, the Mayor shall refrain from making a motion as the Chair. When the Mayor is not authorized to make a motion directly, the Mayor may request as the Chair that some other Commission member place a motion on an action item before the Governing Body.~~ Upon the Chair"s determination that reasonable discussion has completed on a pending motion, and in the absence of a proper motion to reopen discussion, the Chair shall call for a vote. A proper motion to reopen discussion shall be decided before any additional discussion or action takes place.
4) A motion on an action item may be withdrawn by the Commission member who made the motion at any time before it is seconded. After it has been seconded a motion may be withdrawn with the consent of a majority of the quorum present. There is no need to obtain the floor to second the motion.
5) During the time that a motion has been made and seconded is pending, no other motion shall be recognized by the Chair, other than a motion to amend the pending motion or a motion to reopen discussion as provided in subsection 2.
6) Friendly amendments to a pending motion shall be allowed upon the consent of the Commission member who made the motion and said consent shall constitute a seconding of the motion as amended thereby.
7) Other amendments to a pending motion shall be allowed if seconded and if a majority of the quorum present affirmatively votes to allow the amendment. Such an affirmative vote shall have no effect other than to amend the motion on the floor

and shall not constitute a vote to approve either the original motion or the amended motion.

8) Whenever the Governing Body has voted upon a matter listed in the agenda, it shall be presumed that further discussion by a Speaker regarding that matter is out of order, Provided, however, that this provision shall not limit the prerogative of a Commission member to propose an alternative motion unless upon Motion by the Chair, a majority of the quorum present determine said alternative motion to be out of order.
9) The ~~Presiding Officer~~Chair (Mayor or Mayor Pro Tem) controls access to the floor. It is Out of Order to speak unless granted the floor except for:except for 1) Point of Order and 2) Certain Privileged Motions.
10) Traditionally, the person making the motion initiates discussion/debate on the matter at hand. Debate/discussion musts be confined to the Question before the Body.
~~11)~~ Debate should be addressed to the ~~Presiding Officer~~Chair and not to the members. One member should not interrogate another member or person speaking from the public except through the Chair.
~~12)~~11) The ~~Presiding Officer~~Chair (or the Governing Body) may set reasonable time limits in debate,. Time may be extended or limited upon a majority vote of the Body.
~~13)~~12) It is the right of every member who notices a breach of the rules to insist on their enforcement thereby calling upon the Chair for a ruling and enforcement.

Formatted: Left, Indent: Left: 0.9", Right: 0.28", Space Before: 0 pt, Line spacing: Multiple 1.05 li, No bullets or numbering, Tab stops: 0.91", Left + Not at 0.88"

H. Provision of Rules Governing the Conduct of Quasi-Judicial Public Hearings.

1) When a matter comes before the Governing Body for determination that, under State Law, is to be determined by the Governing Body acting in a quasi-judicial capacity, only Commission Members, the Town Attorney, or witnesses who are determined by the Chair to have testimony relevant to the matter under consideration shall be qualified to participate as Speakers in that matter.
2) The Rules of Evidence shall not apply to the conduct of such hearings, provided that the Governing Body shall base its decision on evidence that constitutes adequate factual grounds to support its decision under applicable law. Comments by Speakers who are properly determined to be out of order shall not be relied upon as grounds upon which the Governing Body bases its decision.
3) All witnesses shall be required to take an oath as provided by law.
4) The Chair shall be responsible for the general conduct of proceedings on matters to be heard under this Section, provided that in the Chair's discretion, the Town Attorney may provide advice to the Chair regarding the procedures to be followed.
5) If a party to the matter at issue is represented by an attorney at the meeting, the attorney of that party may conduct a direct examination of any witness presenting testimony in support of the party's position, provided that the Chair retains the authority to exercise reasonable control over the manner, extent, and subject of such questioning and testimony so long as the party is reasonably able to place into evidence the facts necessary to support its position.
6) If a party is not represented by an attorney, a witness who wishes to present testimony on behalf of that party shall be allowed to present in narrative form the facts which, to the witness' personal knowledge, support that party's position. Provided, however, that the Chair retains authority to exercise reasonable control over such testimony.

7) Following the completion of direct testimony by any witness as provided above, Commission Members or, at the Chair's discretion, the Town Attorney shall be allowed to ask such additional questions as may be reasonably necessary to allow the Governing Body to reach its decision. Provided, however, that the Chair retains authority to exercise reasonable control over such questioning and testimony.
8) Following questioning by the Commission members and/or the Town Attorney, any other party who has a legally cognizable interest in the matter shall be allowed to ask questions of the witness. An attorney representing the cross-examining party may conduct such questioning on behalf of the cross-examining party. Provided, however, that the Chair retains authority to exercise reasonable control over such questioning and testimony.
9) Following any questioning by the party, the party's attorney, Commission Members, the Town Attorney, and another party or that party's attorney, further questions will be allowed only upon a determination by the Chair that such questions are reasonably necessary to allow for a full and fair determination of the matter at hand.
10) In addition to testimony, a party with a legally cognizable interest in a matter to be determined shall be allowed to present other evidence, including maps, plans, photographs, or other physical evidence that may reasonably aid the Governing Body in making a full and fair determination of the matter at hand. Provided, however, that the Chair retains authority to exercise reasonable control over the presentati on of such evidence.
11) The Chair may require a party wishing to present physical evidence to provide testimony sufficient to establish that the evidence is genuine and relates to the matter to be determined. A Commission Member or the Town Attorney may, by point of order, request the Chair to require the presentation of such foundational evidence.
12) After a party with a legally cognizable interest in the matter to be determined has completed the presentation of evidence in support of its position, any other party with a legally cognizable interest in said matter shall be allowed to present its evidence. The Chair shall determine the order of the parties presenting evidence.
13) Rebuttal evidence shall be allowed upon request of a party if it is determined by the Chair that said evidence is necessary to a full and fair determination of the matter at issue.
14) After the presentation of all evidence to be presented upon the matter to be determined under this Section, any party having a legally cognizable interest in the outcome of the hearing, or that party's attorney, shall be allowed to make a closing statement. At the Chair's discretion, the Town Attorney may also present a summary of the facts and law in evidence before the Governing Body in order to aid it in reaching a full and fair determination of the matter at issue. The Chair retains authority to exercise reasonable control over closing statements.
15) Upon the presentation of all evidence and closing statements, the matter shall be decided in a manner consistent with the Open Meetings Act. If the Governing Body engages in further public discussion prior to voting on the matter at hand, the Chair shall not recognize members of the public as competent Speakers in such discussion.
16) Provisions of Sections F and G above that are not inconsistent with the provisions of Section H shall also apply to quasi-judicial public hearings, including specifically (a)

the obligation of speakers to comply with a determination by the Chair that they are out of order, (b) the prerogative of Commissioners Members or the Town Attorney to raise a point of order, and (c) provisions regarding the making of motions. A Commission Member other than the Chair may seek to override a determination made by the Chair pursuant to Section H of this Resolution.

I. **Site Visits:** Whenever the Governing Body takes up an appeal of a decision by the Planning & Zoning Commission, it may vote to conduct properly noticed meetings for the purpose of site visits. The objective of the site visit is to provide the Governing Body with a geographic orientation. Members of the public may attend; however, no public testimony, substantive discussion of the issues, or exchange of evidence will be allowed. Visual observations by the Governing Body illustrate the evidence introduced by the parties in the hearing but are not evidence themselves. Independent evidence introduced by a party is required to support any finding.

1) A site visit may be placed on the agenda at the request of a member of the Governing Body.
2) Whenever possible, a site visit should be scheduled to take place on the same day as the regular meeting during which the matter appears on the agenda.
3) Prior to the site visit, a regular or special meeting of the Governing Body shall be called to order, at the place and time as advertised on the agenda.
4) If a site visit is approved by vote of the Governing Body, the meeting will be adjourned for that purpose after the Mayor or Mayor Pro Temrn reviews the procedure for site visits.
5) The Governing Body will conduct all site visits as a group; no member of the Governing Body acting apart from the entire group shall enter a property in order to conduct a site visit.
6) The merits of the application are not to be discussed while traveling to and from a site visit; ideally each member of the Governing Body will travel to the site individually.
7) Members of the Governing Body shall not engage in conversation with the press, members of the public, the applicant(s), or their represent ative(s).
8) Upon completion of the site visit, the Governing Body shall return to the location of the meeting and reconvene.
9) The merits of the application are to be discussed only after the Governing Body has reconvened the public meeting in the customary meeting place announced on the agenda.
10) Following a confirmation that no deliberations of the merits of the application took place and no votes were taken, the meeting will continue onto other agenda items or adjourned if the sole reason for the meeting was to conduct the site visit.

J. **Conduct of Closed Meetings.**

1) When a meeting is closed pursuant to the Open Meetings Act, no discussion shall take place during the Closed Session other than regarding the matter or matters identified in the motion to go into Closed Session.
2) No vote shall take place during Closed Session unless otherwise authorized by the

Open Meetings Act, except that the Governing Body may take a procedural vote to reopen discussion should the Chair determine that a speaker or discussion in the Closed Session is out of order.

3) If a procedural motion takes place in Closed Session, the fact that a motion occurred in Closed Session shall be reported to the public when the Governing Body resumes Open Session and the motion and roll-call vote therein shall be recorded in the minutes of the Governing Body. The obligation to report the occurrence of a procedural motion occurring during Closed Session shall not include an obligation to report details regarding the discussion that, under the Open Meetings Act, were properly allowed to take place in Closed Session.
4) Participants in a Closed Session must be physically or electronically present and comprise a quorum of the Governing Body.
5) In order to enter into a Closed Session at an open meeting, a majority of a quorum of the Governing Body shall approve a motion to enter into a Closed Session, which motion shall identify the authority for closure under the Open Meetings Act and state the subject to be discussed with reasonable specificity; the vote shall take place in an open meeting and the vote of each member of the Governing Body shall be recorded in the minutes.
6) When the Closed Session is completed and upon reconvening of the open meeting, a statement shall be made affirming that the matters discussed in the Closed Session were limited to those stated in the motion to close, which statement shall be approved by the Governing Body as part of the minutes.
7) The agenda for a regular, special, or emergency meeting that contains an agenda item where a Closed Session will be called for shall identify the authority for closure under the Open Meetings Act and state the subject to be discussed with reasonable specificity. The agenda item shall be reviewed by the Town Attorney prior to posting the agenda for compliance with the provisions of the Open Meetings Act with respect to the closure.

K. Enforcement and Penalties

1) Should any Speaker violate the provisions of this Resolution, said Speaker shall be subject to public reprimand upon a majority vote of the Commission. Said reprimand shall be recorded in the minutes of the Governing Body.
2) Should a commissioned law enforcement officer be present at a meeting of the Governing Body, the Chair is authorized to request that said officer act as the Sergeant at Arms in cases where it appears to the Chair that assistance is required to restore order. A Sergeant at arms Arms is authorized to use lawfull force to remove a Speaker from a meeting if the Speaker refuses to comply with a lawful directive of the Sergeant at Arms. The Sergeant at Arms must understand and agree the directive is in compliance with the law.
3) If a Commission member violates this Resolution in such a manner or with such frequency that said violation or violations constitute a violation of the Town's Code of Ethics or of State Law, the Governing Body may take appropriate action in addition

to or instead of issuing a public reprimand. Such action may include but is not limited to, referring the matter to a Hearing Officer as pr ovided by the Ethics Code.

4) Nothing herein shall constitute a waiver of any other remedies as may be provided by law for misconduct occurring during a meeting of the Governing Body, including contractual remedies or remedies provided by the Personnel Ordinance.

This Resolution repeals and replaces in its entirety Resolution ~~20201-022~~2022-03

PASSED, APPROVED and ADOPTED THIS 7th DAY of ~~JANUARYUNE 20202022~~February 2023.

Formatted: Font: 10.5 pt, Bold, Underline

Formatted: Font: Bold

Audrey Jaramillo, Mayor

ATTEST:

Nina McCracken, Clerk

FUND # : 100 OPERATING FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	===== ACCOUNT NAME =====	PO NO#	ISSUE DATE	VENDOR	== VENDOR NAME ==	== ITEM DESCRIPTION ==	AMOUNT OUTSTANDING
100 401-47040	Conferences/Training	22-380	8/16/2022	0169	New Mexico Municip	Mayor, Ken, Sterling	900.00
		22-524	1/20/2023	0185	NM Municipal Leagu	Filandro Anaya	120.00
		22-524	1/20/2023	0185	NM Municipal Leagu	Kenneth Brennan	120.00
		22-524	1/20/2023	0185	NM Municipal Leagu	Sterling Donner	120.00
		22-524	1/20/2023	0185	NM Municipal Leagu	Jerry Powers	120.00
		22-524	1/20/2023	0185	NM Municipal Leagu	Audrey Jaramillo	120.00
						** TOTAL **	1,500.00
100 402-43010	Mileage Reimbursement	22-528	1/19/2023	0932	Holly Massey	Mileage	62.50
						** TOTAL **	62.50
100 402-44042	Computer Maintenance/Rep	22-443	11/23/2022	0341	Wells Fargo Card S	Wireless Transmitter	74.99
		22-444	11/23/2022	1893	Walmart Supercente	Jimcom HD 1080P	157.00
						** TOTAL **	231.99
100 402-45030	Professional Services	22-510	1/09/2023	1941	LL Burke - Project	State of the Town	3,000.00
						** TOTAL **	3,000.00
100 402-45900	Other Contractual Servic	22-352	7/13/2022	0560	New Mexico Waste S	8 dumpsters	3,629.50
		22-359	8/01/2022	0560	New Mexico Waste S	Dumpster Rental	3,400.00
		22-411	10/06/2022	2017	LSC Surveys, LLC	Survey S63 T10	2,700.00
		22-448	12/05/2022	0647	Tyler Technologies	2022 W-2 and 1099s	4,750.00
		22-461	10/20/2022	2036	Monday.com	Yearly Subsription	4,000.00
		22-516	1/13/2023	2049	Document Technolog	3 Town Hall Printers	632.84
						** TOTAL **	19,112.34
100 402-46010	Office Supplies	22-418	10/31/2022	0198	Office Depot	Office Depot	615.52
		22-456	12/06/2022	2035	New Mexico State A	Furniture (list)	1,040.00
		22-466	12/13/2022	2009	ODP Business Solut	Office Supplies	700.00
		22-476	12/15/2022	0720	Amazon	SSD	99.98
		22-476	12/15/2022	0720	Amazon	USB-A 3.0 SuperSpeed	31.99
		22-476	12/15/2022	0720	Amazon	USB C to HDMI Multip	35.98
		22-477	12/15/2022	0359	WALMART COMMUNITY	Office Supplies	129.00
		22-480	12/19/2022	0720	Amazon		3,000.00
		22-481	12/20/2022	0398	SAM'S CLUB/SYNCHRO	Chair	139.98
		22-481	12/20/2022	0398	SAM'S CLUB/SYNCHRO	monitor	549.80
		22-482	12/20/2022	0239	Southwest Rubber S	Town manager	32.06
		22-482	12/20/2022	0239	Southwest Rubber S	Clerk name plates	35.14
		22-482	12/20/2022	0239	Southwest Rubber S	Finance Office	70.28
		22-482	12/20/2022	0239	Southwest Rubber S	IT Admisitrator	17.57

FUND # : 100 OPERATING FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING
(CONTINUED)							
100 402-46010	Office Supplies	22-484	12/20/2022	0198	Office Depot		60.48
		22-485	12/20/2022	0198	Office Depot		60.48
		22-485	12/20/2022	0198	Office Depot		272.99
		22-502	1/05/2023	0720	Amazon	LV mount bracket	6.99
		22-502	1/05/2023	0720	Amazon	14 AWG wire	21.99
		22-502	1/05/2023	0720	Amazon	Brush wall plate	7.49
		22-502	1/05/2023	0720	Amazon	Pyle 8 Ch mic sys	618.32
		22-502	1/05/2023	0720	Amazon	aa bat storage cont.	12.99
		22-502	1/05/2023	0720	Amazon	Rechargeable bat 16p	45.66
		22-502	1/05/2023	0720	Amazon	16 bay charger	29.99
		22-502	1/05/2023	0720	Amazon	3.5 audio adapter	8.92
		22-502	1/05/2023	0720	Amazon	3.5 to RCA cable	14.38
		22-502	1/05/2023	0720	Amazon	spkr wire wall plate	26.98
		22-502	1/05/2023	0720	Amazon	DP to HDMI	33.57
		22-502	1/05/2023	0720	Amazon	USB c hub	28.78
		22-502	1/05/2023	0720	Amazon	USB active ext 16.4'	31.99
		22-502	1/05/2023	0720	Amazon	ssd 500gb	119.98
		22-503	1/05/2023	1893	Walmart Supercente	Jimcom USB camera	149.00
		22-504	1/06/2023	0359	WALMART COMMUNITY	Surge Protectors	40.00
		22-505	1/06/2023	2009	ODP Business Solut	Offcie Supplies	1,500.00
		22-525	1/20/2023	0720	Amazon	cables	191.19
						** TOTAL **	9,779.47
100 402-46020	Non-Cap. Equip. Furn. Fi	22-350	7/13/2022	1823	SHI International	Estefanie Muller	356.20
						** TOTAL **	356.20
100 402-46902	DFA YOUTH PROGRAMS	22-521	1/18/2023	1518	4imprint, Inc.	10065942	952.00
		22-521	1/18/2023	1518	4imprint, Inc.	10077855	266.56
						** TOTAL **	1,218.56
100 402-47040	Conferences/Training	22-376	8/16/2022	0169	New Mexico Municip	Scott Sensanbaugher	300.00
		22-486	12/20/2022	0720	Amazon		22.90
		22-506	1/09/2023	0647	Tyler Technologies	Tyler University	1,500.00
		22-508	1/10/2023	0341	Wells Fargo Card S	Lunch	56.16
		22-524	1/20/2023	0185	NM Municipal Leagu	Jerrett Perry	120.00
		22-530	1/23/2023	0647	Tyler Technologies	Connect 2023 Confere	2,198.00
						** TOTAL **	4,197.06
100 402-47080	Printing & Publications	22-356	7/25/2022	0226	Santa Fe New Mexic	Public Hearing - ICIP	406.72
		22-381	8/16/2022	0226	Santa Fe New Mexic	P Hearing	480.36

FUND # : 100 OPERATING FUND STATUS: ALL
G/L RANGE : ALL VENDOR RANGE: ALL
ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N
REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING
(CONTINUED)							
100 402-47080	Printing & Publications	22-394	8/26/2022	0226	Santa Fe New Mexic	PH 9-20-22	1,078.78
		22-397	8/29/2022	0226	Santa Fe New Mexic	Public Hearing 9-22-22	1,272.13
		22-400	9/06/2022	0226	Santa Fe New Mexic	Notice of Public Hearin	421.99
		22-405	9/23/2022	0226	Santa Fe New Mexic	AD for Public Hearing	127.59
		22-409	9/30/2022	0226	Santa Fe New Mexic	Public Hearing 10.4.22	76.79
		22-412	10/14/2022	0226	Santa Fe New Mexic	Ad for Zoning Ordinance	79.83
		22-415	10/21/2022	0226	Santa Fe New Mexic	Legal # 90422	95.53
		22-416	10/21/2022	0226	Santa Fe New Mexic	Legal #90414	90.44
		22-417	10/31/2022	0226	Santa Fe New Mexic	AD ID 41749	91.96
		22-491	12/23/2022	0009	Albuquerque Publis	AD For P&Z	109.69
						** TOTAL **	4,331.81
100 402-47120	Equipment Rental	22-387	8/19/2022	0560	New Mexico Waste S	Dumpsters	4,250.00
		22-410	10/06/2022	0560	New Mexico Waste S	Dumpster DAy	2,550.00
						** TOTAL **	6,800.00
100 402-47211	Other Operating Costs	22-438	11/21/2022	2031	Learn New Mexico L	Strategic Training	12,688.00
						** TOTAL **	12,688.00
100 402-48030	Furniture & Fixtures	22-354	7/18/2022	1997	Timberline Trading	Parking Light Poles	300.00
						** TOTAL **	300.00
100 403-44010	Maintenance Building/Str	22-479	12/15/2022	2042	American Fire Prot	Fire System Repair	650.00
						** TOTAL **	650.00
100 404-44010	Maintenance Building/Str	22-479	12/15/2022	2042	American Fire Prot	First System Repair	650.00
						** TOTAL **	650.00
100 404-45030	Professional Services	22-372	8/10/2022	1686	NM Board of Veteri	AC Shelter License	250.00
						** TOTAL **	250.00
100 404-46010	Office Supplies	22-413	10/17/2022	0198	Office Depot	Offic Supplies	77.05
						** TOTAL **	77.05
100 404-46011	Shelter Supplies	22-370	8/08/2022	0010	Albuquerque Tents	Woodstock tents	4,272.79
		22-377	8/06/2022	0079	Estancia Valley Se	Porta Potties for Woofs	234.59

FUND # : 100 OPERATING FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING	
(CONTINUED)								
100 404-46011	Shelter Supplies	22-527	1/23/2023	0359	WALMART COMMUNITY	Supplies	150.00	
						** TOTAL **	4,657.38	
100 404-46900	Other Supplies	22-349	7/08/2022	1790	The Emblem Authori	Patches for AC	277.00	
		22-488	12/22/2022	0532	Animal Care Equipm	Shelter Supplies	609.95	
						** TOTAL **	886.95	
100 404-47213	Woofstock/PetCo Grant	22-402	9/12/2022	2010	IMS Intertainment	DJ services Woofstock	300.00	
						** TOTAL **	300.00	
100 404-48030	Furniture & Fixtures	22-432	11/17/2022	1911	TriStar Metals, In	Cat Condo	17,700.00	R
						** TOTAL **	17,700.00	
100 404-48070	CO Vehicles	22-357	7/25/2022	1886	Phil Long Ford of	New AC Truck	34,945.00	
						** TOTAL **	34,945.00	
100 405-44040	Maintenance/Repair Vehic	22-423	11/03/2022	0427	Rich Ford Sales	R/O 6844224/1	129.95	
		22-519	1/18/2023	0359	WALMART COMMUNITY	tires for pd	676.00	
						** TOTAL **	805.95	
100 405-44043	Vehicle Maint/Tires	22-374	8/12/2022	0216	Redburn Tire Compa	Tires for unit	746.24	
						** TOTAL **	746.24	
100 405-45900	Other Contractual Servic	22-373	8/10/2022	1671	Axon Enterprises I	Axon 2 Payment	23,581.80	
						** TOTAL **	23,581.80	
100 405-46010	Office Supplies	22-347	7/07/2022	0198	Office Depot	Office supplies	650.72	
		22-367	8/03/2022	0198	Office Depot	Office Depot order	202.73	
		22-393	8/26/2022	0198	Office Depot	Office supplies order	239.91	
		22-413	10/17/2022	0198	Office Depot	Offic Supplies	51.63	
		22-460	12/08/2022	2009	ODP Business Solut	Office Supplies	900.00	
		22-470	12/14/2022	0748	Dell Business Cred	Dell Latitude 5520	6,486.80	
		22-470	12/14/2022	0748	Dell Business Cred	Desktops	3,238.47	
		22-482	12/20/2022	0239	Southwest Rubber S	Cheif name plates	37.14	
						** TOTAL **	11,807.40	

FUND # : 100 OPERATING FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	===== ACCOUNT NAME =====	PO NO#	ISSUE DATE	VENDOR	== VENDOR NAME ==	== ITEM DESCRIPTION ==	AMOUNT OUTSTANDING
100 405-46011	Field Supplies	22-355	7/19/2022	1999	ABQ Guns Albuquerq	SW LE M&P	7,735.00
		22-392	8/26/2022	1876	Evident, Inc	Evidence Supplies	327.75
		22-398	9/02/2022	1671	Axon Enterprises I	Taser	6,264.60
		22-403	9/13/2022	0558	Kaufman's West LLC	Duty Mag Pouch	528.00
						** TOTAL **	14,855.35
100 405-46040	Uniforms	22-436	11/18/2022	2028	Integristy Firearm	Quote for gun items	189.85
						** TOTAL **	189.85
100 405-46900	Other Supplies	22-445	11/23/2022	2032	Louis Carlos	Employee Background	500.00
		22-500	1/04/2023	2009	ODP Business Solut	Supplys	354.00
						** TOTAL **	854.00
100 405-47040	Conferences/Training	22-358	8/01/2022	1931	Police Records & I	Redacting state specifi	159.00
		22-369	8/08/2022	1595	Grant Writing USA	Grant Writing	455.00
						** TOTAL **	614.00
100 405-48020	Equipment &machinery/Com	22-344	7/01/2022	1519	CODE 3 SERVICE, LL	Pyramid Vehicle Repeate	23,568.19
		22-465	12/13/2022	1158	Advanced Communica	Kenwood NX-5700 VHF	2,209.60
		22-465	12/13/2022	1158	Advanced Communica	144-174 MHz 3 dB Bas	162.00
		22-480	12/19/2022	0720	Amazon		2,000.00
						** TOTAL **	27,939.79
100 405-48070	C.O Vehicles	22-447	12/02/2022	2034	MELLOY DODGE	2022 Dodge Durango	37,826.00
						** TOTAL **	37,826.00
100 407-46013	Promotions/Events	22-343	7/01/2022	1729	Swank Motion Pictu	Movie Night 7.8.22	465.00
		22-353	7/14/2022	1729	Swank Motion Pictu	Spiderman No Way Home	465.00
						** TOTAL **	930.00
100 407-47211	Other Operating Costs	22-459	12/08/2022	2035	New Mexico State A	Light Set	1,500.00
		22-512	1/11/2023	2048	My Parking Sign .	Echo Ridge Sign	45.00
						** TOTAL **	1,545.00
100 408-44040	Maintenance/Repair Vehic	22-449	12/05/2022	1980	Desert Greens Equi	Service Labor	267.00
		22-450	12/05/2022	1980	Desert Greens Equi	JDC - Mower Deck	1,919.42
		22-451	12/05/2022	1980	Desert Greens Equi	JDC - Mower Blade	56.61

FUND # : 100 OPERATING FUND STATUS: ALL
G/L RANGE : ALL VENDOR RANGE: ALL
ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N
REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING
(CONTINUED)							
100 408-44040	Maintenance/Repair Vehic	22-452	12/05/2022	1980	Desert Greens Equi	JDC - Spindle	369.11
		22-453	12/05/2022	1980	Desert Greens Equi	Shop Supplies	21.36
		22-463	12/12/2022	0156	Napa Auto & Truck	Filters	625.00
						** TOTAL **	3,258.50
100 408-44900	Maintenance Other	22-494	1/03/2023	0359	WALMART COMMUNITY	Janitorial Supplies	100.00
		22-495	1/03/2023	1373	Home Depot Credit	Supplies	300.00
						** TOTAL **	400.00
100 408-46010	Office Supplies	22-482	12/20/2022	0239	Southwest Rubber S	Ben Wiltbank Plates	17.57
		22-504	1/06/2023	0359	WALMART COMMUNITY	hand soap	60.00
		22-505	1/06/2023	2009	ODP Business Solut	Calender	20.00
						** TOTAL **	97.57
100 408-46040	Uniforms	22-391	8/24/2022	0999	Boot Barn	Carhartt Shirts	629.87
		22-489	12/22/2022	1118	Tractor Supply Cre	Shirts	500.00
		22-490	12/22/2022	1861	Michaela Allen Han	Maintance shirts	90.00
		22-511	1/11/2023	0999	Boot Barn	Safety Boots	150.00
						** TOTAL **	1,369.87
100 408-47040	Conferences/Training	22-379	8/16/2022	0169	New Mexico Municip	Ben Wiltband	300.00
						** TOTAL **	300.00
100 408-48070	C.O. Vehicles	22-390	8/24/2022	0427	Rich Ford Sales	2009 Ford Explorer	800.96
		22-520	1/18/2023	1336	CHALMERS FORD	Truck for Maintaince	29,000.00
						** TOTAL **	29,800.96
100 409-44040	Maintenance/Repair Vehic	22-419	11/01/2022	0427	Rich Ford Sales	Change bulbs	143.18
		22-434	11/18/2022	0427	Rich Ford Sales	Brakes	1,473.24
						** TOTAL **	1,616.42
100 409-44900	Other Maintenance	22-433	11/18/2022	0427	Rich Ford Sales	Tires	918.96
						** TOTAL **	918.96
100 409-45900	Other Contractual Servic	22-516	1/13/2023	2049	Document Technolog	Wide Format Printer	210.02
						** TOTAL **	210.02

FUND # : 100 OPERATING FUND STATUS: ALL
G/L RANGE : ALL VENDOR RANGE: ALL
ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N
REPORTED THRU: CURRENT BALANCES

DETAILED REPORT

G/L ACCOUNT	===== ACCOUNT NAME =====	PO NO#	ISSUE DATE	VENDOR	== VENDOR NAME ==	== ITEM DESCRIPTION ==	AMOUNT OUTSTANDING
100 409-46010	Office Supplies	22-517	1/17/2023	2049	Document Technolog	Wide Printer Paper	1,000.00
						** TOTAL **	1,000.00
100 409-47040	Conferences/Training	22-378	8/16/2022	0169	New Mexico Municip	Brad Hill	300.00
						** TOTAL **	300.00
100 409-47080	Printing & Publications	22-395	8/26/2022	0226	Santa Fe New Mexic	Public Hearing 9-8-22	1,419.44
						** TOTAL **	1,419.44
100 409-47211	Other Operating Costs	22-388	8/19/2022	0226	Santa Fe New Mexic	Resolution 2022-21	724.29
						** TOTAL **	724.29
100 410-46010	Office Supplies	22-440	11/22/2022	0198	Office Depot	Ofiice Supplies	1,991.49
						** TOTAL **	1,991.49
100 410-46020	Non-Cap.Equip.Furn.Fixtu	22-442	11/23/2022	0341	Wells Fargo Card S	Computer Upgrades	455.22
		22-478	12/15/2022	1865	Design Print Banne	Library Outdoor Signage	165.68
		22-514	1/13/2023	1910	Advanced Sign LLC	Library Outdoor Signage	165.68
						** TOTAL **	786.58
100 410-46900	Other Supplies	22-414	10/19/2022	0738	Oriental Trading C	Trunk Or Treat Supplies	74.84
						** TOTAL **	74.84
100 410-47040	Conferences/Training	22-401	9/07/2022	0869	New Mexico Library	NMLA Dues and Confrence	320.00
						** TOTAL **	320.00
100 410-48060	Library Acquisition	22-364	8/03/2022	1006	INGRAM LIBRARY SER	Book Order	1,048.75
						** TOTAL **	1,048.75
100 410-48061	State Lib.Grant Purchase	22-414	10/19/2022	0738	Oriental Trading C	Trunk Or Treat Supplies	213.32
		22-442	11/23/2022	0341	Wells Fargo Card S	Event Supplies	158.23
						** TOTAL **	371.55
100 410-48070	Library Grants	22-389	8/24/2022	0341	Wells Fargo Card S	Learning Backpacks	1,310.42
		22-404	9/16/2022	0738	Oriental Trading C	Programming Supplies	829.16

FUND # : 100 OPERATING FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	===== ACCOUNT NAME =====	PO NO#	ISSUE DATE	VENDOR	== VENDOR NAME ==	== ITEM DESCRIPTION ==	AMOUNT OUTSTANDING
(CONTINUED)							
100 410-48070	Library Grants	22-406	9/27/2022	1829	OverDrive, Inc.	Ebooks and Audiobooks	2,766.13
		22-407	9/28/2022	1006	INGRAM LIBRARY SER	Book Order	2,717.75
		22-478	12/15/2022	1865	Design Print Banne	Library Outdoor Signage	1,457.36
		22-514	1/13/2023	1910	Advanced Sign LLC	Library Outdoor Signage	1,457.36
						** TOTAL **	10,538.18

FUND # : 211 LAW ENFORCEMENT FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

DETAILED REPORT

G/L ACCOUNT	===== ACCOUNT NAME =====	PO NO#	ISSUE DATE	VENDOR	== VENDOR NAME ==	== ITEM DESCRIPTION ==	AMOUNT OUTSTANDING
211 116-10000	Law Enforcement Fund-Pro	22-501	1/05/2023	2047	G2 Electric Soluti	Labor	500.00
		22-501	1/05/2023	2047	G2 Electric Soluti	200 amp pannel surge	425.00
						** TOTAL **	925.00
211 316-37130	LEPF Grant	22-384	8/17/2022	1999	ABQ Guns Albuquerq	Holosun	2,879.88
						** TOTAL **	2,879.88
211 416-47211	Other Operating Costs	22-513	1/12/2023	ANGELA	Angel Armor LLC	01-23196-01	11,696.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00232	1,929.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00233	643.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00234	4,956.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00235	6,372.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-23040-01	4,536.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-23166-01	678.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00447-01	236.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-0029	906.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00231	538.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00230	538.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00373-01	658.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00372-01	770.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00379-01	1,036.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00378.01	980.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00374-01	222.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00375-01	490.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00376-01	490.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00380-01	490.00
		22-513	1/12/2023	ANGELA	Angel Armor LLC	01-00450-01	1,032.00
						** TOTAL **	39,196.00

FUND # : 216 MUNICIPAL STREET FUND STATUS: ALL
G/L RANGE : ALL VENDOR RANGE: ALL
ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N
REPORTED THRU: CURRENT BALANCES

DETAILED REPORT

G/L ACCOUNT	===== ACCOUNT NAME =====	PO NO#	ISSUE DATE	VENDOR	== VENDOR NAME ==	== ITEM DESCRIPTION ==	AMOUNT OUTSTANDING
216 408-44010	Maintenance Building/Str	22-425	11/09/2022	0146	Moriarty Concrete	Horton RD	1,175.70
		22-426	11/09/2022	0146	Moriarty Concrete	Base Course for roads	11,790.00
						** TOTAL **	12,965.70
216 408-44030	Maintenance Grounds	22-475	12/15/2022	1342	NEW MEXICO SALT &	rock & salt	5,450.00
		22-515	1/13/2023	0216	Redburn Tire Compa	Roadgrader Tires	9,259.44
		22-515	1/13/2023	0216	Redburn Tire Compa	O-Ring	131.70
						** TOTAL **	14,841.14
216 408-46010	Office Supplies	22-505	1/06/2023	2009	ODP Business Solut	clip board, calendar	60.00
						** TOTAL **	60.00
216 408-46040	Uniforms	22-360	8/03/2022	0999	Boot Barn	Boots-	150.00
		22-361	8/03/2022	0999	Boot Barn	Boots - Matthew Valenci	150.00
		22-362	8/03/2022	0999	Boot Barn	Boots - Arturo Sandoval	150.00
		22-363	8/03/2022	0999	Boot Barn	Boots - Marcos Moya	150.00
		22-365	8/03/2022	0999	Boot Barn	Boots - Joshua Jantz	150.00
		22-366	8/03/2022	0999	Boot Barn	Boots - Joshua Reyes	150.00
						** TOTAL **	900.00

FUND # : 217 RECREATION FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING
217 407-47211	Other Operating Costs	22-518	1/18/2023	0409	Fastsigns	signs for echo ridge	204.00
						** TOTAL **	204.00

FUND # : 260 AMERICAN RESCUE PLAN STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	===== ACCOUNT NAME =====	PO NO#	ISSUE DATE	VENDOR	== VENDOR NAME ==	== ITEM DESCRIPTION ==	AMOUNT OUTSTANDING
260 205-46010	Office Supplies	22-472	12/14/2022	2038	Best Buy	Televisions	1,259.97
		22-472	12/14/2022	2038	Best Buy	Wall Mount	89.97
						** TOTAL **	1,349.94

FUND # : 503 WASTEWATER FUND STATUS: ALL
G/L RANGE : ALL VENDOR RANGE: ALL
ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N
REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING
503 419-43030	Gas & Oil	22-526	12/21/2022	0932	Holly Massey	Fuel for WW pickup	30.00
						** TOTAL **	30.00
503 419-44041	Equipment - Maint/Repair	22-375	8/12/2022	1203	CUMMINS	Battery and Charger	2,618.13
		22-382	8/17/2022	2008	Do Right Drilling,	pump service call	375.00
		22-382	8/17/2022	2008	Do Right Drilling,	sales tax labor	26.72
		22-383	8/17/2022	0305	TP Pump and Pipe C	Parts	3,784.00
		22-386	8/19/2022	0305	TP Pump and Pipe C	Labor	900.00
		22-457	12/06/2022	1893	Walmart Supercente	Tire Replacement	3,000.00
		22-457	12/06/2022	1893	Walmart Supercente	Oil Changes	200.00
		22-523	1/19/2023	2026	Universal Blower P	Silencer L=15	1,665.20
		22-523	1/19/2023	2026	Universal Blower P	Silencer S=15 L=15	1,720.40
		22-523	1/19/2023	2026	Universal Blower P	Flex Joints	570.40
		22-523	1/19/2023	2026	Universal Blower P	Coupling	1,047.42
		22-523	1/19/2023	2026	Universal Blower P	Air Guage	32.13
						** TOTAL **	15,939.40
503 419-44900	Maintenance/Repair Well	22-396	8/29/2022	2008	Do Right Drilling,	Drill Well	9,814.35
		22-427	11/11/2022	1263	James,Cooke,&Hobso	Sutorbilt 6L-GRS	12,396.00
		22-437	11/21/2022	2026	Universal Blower P	silencer L=15	1,665.20
		22-437	11/21/2022	2026	Universal Blower P	silencer S=15 L=15	1,720.40
		22-437	11/21/2022	2026	Universal Blower P	6x6 flex joint	570.40
		22-437	11/21/2022	2026	Universal Blower P	drive coupling	1,047.42
		22-437	11/21/2022	2026	Universal Blower P	G/DSutorbilt Blower	9,437.00
		22-437	11/21/2022	2026	Universal Blower P	pressure guage	32.13
						** TOTAL **	36,682.90
503 419-46010	Office Supplies	22-408	9/30/2022	2009	ODP Business Solut	trash bags	65.38
		22-408	9/30/2022	2009	ODP Business Solut	odor neutralizer	52.89
		22-408	9/30/2022	2009	ODP Business Solut	AA bateries	8.61
		22-408	9/30/2022	2009	ODP Business Solut	AAA bateries	10.59
		22-408	9/30/2022	2009	ODP Business Solut	c bateries	10.91
		22-408	9/30/2022	2009	ODP Business Solut	paper towels	58.72
		22-408	9/30/2022	2009	ODP Business Solut	printer ink	105.99
		22-408	9/30/2022	2009	ODP Business Solut	binder clips	1.28
		22-408	9/30/2022	2009	ODP Business Solut	wireless speaker	33.99
						** TOTAL **	348.36
503 419-46013	Supplies	22-348	7/07/2022	0956	SPEC	polymer w/ frieght	1,300.00
		22-351	7/13/2022	1144	DPC INDUSTRIES, IN	Sodium Hypochlorite	662.40
		22-351	7/13/2022	1144	DPC INDUSTRIES, IN	drum deposit	180.00

FUND # : 503 WASTEWATER FUND STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING	
(CONTINUED)								
503 419-46013	Supplies	22-351	7/13/2022	1144	DPC INDUSTRIES, IN	drum cleaning fee	30.00	
		22-351	7/13/2022	1144	DPC INDUSTRIES, IN	Hydrochloric acid	761.12	
		22-351	7/13/2022	1144	DPC INDUSTRIES, IN	6% fuel surcharge de	85.41	
		22-399	9/06/2022	1144	DPC INDUSTRIES, IN	Sodium Hypochlorite	883.20	
		22-399	9/06/2022	1144	DPC INDUSTRIES, IN	drum deposit	240.00	
		22-399	9/06/2022	1144	DPC INDUSTRIES, IN	drum cleaning fee	40.00	
		22-399	9/06/2022	1144	DPC INDUSTRIES, IN	Hydrochloric acid	817.92	
		22-399	9/06/2022	1144	DPC INDUSTRIES, IN	6% fuel surcharge	102.06	
		22-420	11/02/2022	1144	DPC INDUSTRIES, IN	drum deposit	240.00	R
		22-420	11/02/2022	1144	DPC INDUSTRIES, IN	6% fuel surcharge	105.66	R
		22-497	1/03/2023	1144	DPC INDUSTRIES, IN	Sodium Hypochlorite	943.20	
		22-497	1/03/2023	1144	DPC INDUSTRIES, IN	Drum Deposit	240.00	
		22-497	1/03/2023	1144	DPC INDUSTRIES, IN	Drum Cleaning fee	40.00	
		22-497	1/03/2023	1144	DPC INDUSTRIES, IN	Hydrochloric Acid	1,226.88	
		22-497	1/03/2023	1144	DPC INDUSTRIES, IN	fuel delivery charge	130.20	
						** TOTAL **	8,028.05	
503 419-46999	Maintenance Supplies	22-498	1/03/2023	1189	WISCO SUPPLY, INC	PD AEON Grease	164.76	
		22-522	1/19/2023	1618	DO Supply Inc	PowerFlex 700	11,584.00	
		22-522	1/19/2023	1618	DO Supply Inc	Shipping	220.00	
		22-529	1/23/2023	1203	CUMMINS	Generator Part	100.00	
						** TOTAL **	12,068.76	

FUND # : ALL STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

REPORT TOTALS

FUND: 100 OPERATING FUND			
	DEPT: 01	Legislative	1,500.00
	DEPT: 02	Finance/Administration	62,077.93
	DEPT: 03	Judicial	650.00
	DEPT: 04	Animal Control	59,466.38
	DEPT: 05	Police	119,220.38
	DEPT: 07	Parks & Recreation	2,475.00
	DEPT: 08	Maintenance	35,226.90
	DEPT: 09	Planning & Zoning	6,189.13
	DEPT: 10	Library	15,131.39
		** FUND TOTAL **	301,937.11
FUND: 211 LAW ENFORCEMENT FUND			
	DEPT:	NON-DEPARTMENT	3,804.88
	DEPT: 16	LAW ENFORCEMENT PROTECTIO	39,196.00
		** FUND TOTAL **	43,000.88
FUND: 216 MUNICIPAL STREET FUND			
	DEPT: 08	MUNICIPAL STREETS	28,766.84
		** FUND TOTAL **	28,766.84
FUND: 217 RECREATION FUND			
	DEPT: 07	PARKS & RECREATION	204.00
		** FUND TOTAL **	204.00
FUND: 260 AMERICAN RESCUE PLAN			
	DEPT: 05	INVALID DEPT	1,349.94
		** FUND TOTAL **	1,349.94
FUND: 503 WASTEWATER FUND			
	DEPT: 19	Ww Collection Line	73,097.47
		** FUND TOTAL **	73,097.47
		** GRAND TOTAL **	448,356.24

FUND # : ALL STATUS: ALL

G/L RANGE : ALL VENDOR RANGE: ALL

ISSUE DATE: 7/01/2022 - 1/26/2023 DEPT BREAK: N

REPORTED THRU: CURRENT BALANCES

AGENDA ITEM #X.P.

REPORT TOTALS

GL WARNINGS

**** NOTE: PARTIAL REPORT SELECTED. PO'S NOT VERIFIED AGAINST GENERAL LEDGER.

SELECTION CRITERIA

AGENDA ITEM #X.P.

REPORT OPTIONS

REPORTED THRU: CURRENT BALANCES
REPORT TYPE: DETAIL
BREAK BY DEPT: NO

STATUS: OUTSTANDING
RECEIVED
PARTIAL

FUND : ALL
G/L RANGE : ALL
ISSUE DATE: 7/01/2022 - 1/26/2023
VENDOR RANGE: ALL

**** END OF REPORT ****

LEGISLATIVE COUNCIL SERVICE
56TH LEGISLATURE – FIRST SESSION - 2023
CAPITAL OUTLAY REAUTHORIZATION REQUEST FORM (6/8/22)

Legislative Sponsor: Senator Gregg Schmedes

Sponsor's Signature: _____

Project Contact: Jerrett Perry Phone: 505-269-9139 Email: jperry@edgewood-nm.gov

Please provide the following information about the appropriation being reauthorized:

(If you need assistance, the Department of Finance and Administration offers a link to search capital project appropriations at: http://www.nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx.)

1. **DFA appropriation identification number (Appr ID)**: SAP 22-G2417-STB
2. **Current balance on this appropriation:** $1,150,000
3. **Are any binding contracts in place for this appropriation?** Yes
4. **How many times has this appropriation been reauthorized?** -0-
5. **What was the original purpose of this appropriation?**

   to acquire rights of way and easements for and to plan, design, construct, equip and furnish a water treatment facility in Edgewood in Santa Fe county
6. **What is the change to the purpose or the language of the appropriation that you are requesting? ***

   To evaluate alternatives and provide recommendations for improving drinking water quality, supply, storage, and transmission in Edgewood; to identify and acquire rights of way, easements and water rights for the recommended project; to plan, design, and construct the recommended project for improving water quality, supply, storage and transmission for the Town of Edgewood
7. **Does the time of expenditure need to be extended?** Yes ___ No X
8. **Does the agency receiving the appropriation need to be changed?** Yes ___ No X

   If yes, what is the new receiving agency? _____
9. Enter **original citation**: Laws (year) 2022, Chapter 53, Section 22, Subsection 116
10. Enter any **reauthorizing** citations: Laws (year)_____, Chapter_____, Section_____, Subsection_____
    Laws (year)_____, Chapter_____, Section_____, Subsection_____
11. **Entity requesting reauthorization:** Town of Edgewood
12. **Entity to receive funding** for this project (only the state and political subdivisions of the state are eligible to receive funding): Town of Edgewood
13. **Entity that will own the asset** upon completion Town of Edgewood

If changing the purpose of the appropriation, refer to the documentation requirements posted here: www.nmlegis.gov/Legislation/BillFinder/Capital_Outlay

Albuquerque Office
500 Marquette Ave., NW Suite 700
Albuquerque, NM 87102
(505) 242-2228 Telephone
(505) 242-1106 Facsimile
www.roblesrael.com

Santa Fe Office
130 Grant Ave., Suite 203
Santa Fe, NM 87501
(505) 242-2228 Telephone
(505) 242-1106 Facsimile
www.roblesrael.com

ROBLES | RAEL | ANAYA

Luis Robles
Marcus J. Rael Jr.
Christina E. Anaya
Douglas E. Gardner
*Charles Rennick
**David A. Roman
Taylor S. Rahn
Nick S. Autio
Jordon P. George
Lance D. Hough
Brian S. Colón, *Of Counsel*
Robert M. White, *Of Counsel*
Randy M. Autio, *Of Counsel*

*Also admitted in Texas
**Also admitted in Washington, D.C.

May 17, 2018

VIA U.S. CERTIFIED MAIL

Attn: Tom Torres
Operations Manager
Epcor Water (USA) Inc.
38 Cactus Rd
Edgewood, NM 87015

Attn: Daniel Bailet
VP Business Development
Epcor Water (USA) Inc.
2355 W. Pinnacle Peak Rd, Ste 300
Phoenix, AZ 85027

Epcor Water (USA) Inc.
c/o C T Corporation System
206 S Coronado Ave.
Espanola, NM 87532

Re: Notice of Intent to Acquire Epcor's Edgewood Water System

Dear Mr. Torres, Mr. Bailet and Registered Agent:

This firm represents the Town of Edgewood ("Town"). The purpose of this letter is to formally express the Town's intent to purchase or begin condemnation proceedings to acquire the Epcor Edgewood Water System ("System").

As you may recall, the Town met with representatives of Epcor to discuss a potential purchase of the System. The Town has expressed an interest in acquiring the System in order to provide its residents more efficient, safe and healthy water and sewer utility services. Representatives of the Town contacted Epcor in hopes that it would be open to a purchase of the System. However, after a brief meeting, it appeared that Epcor was not interested in negotiating a sale of the system to the Town.

If Epcor is unwilling to consider a sale after an appraisal and offer for fair market value, the Town intends to acquire the System through condemnation proceedings. Because Federal financial

assistance may be involved, you may be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended.

The Town must first conduct an appraisal of the System to determine its Fair Market value. In order to properly appraise the System, the Town will need your cooperation in evaluating the value of the System, including but not limited to the real property, water wells, water rights, plant facility, distribution lines, and the business.

Accordingly, the Town would like to coordinate with Epcor, a review of records and any necessary onsite inspections. Please contact us at your earliest convenience to arrange the necessary steps to evaluate the fair market value of the System.

Please contact me to begin the evaluation process by June 11, 2018. Thank you in advance for your attention to this matter. If you have any questions or concerns, please let me know.

Sincerely,

Randy M. Autio, Esq.

RMA/ldh
Enclosures: None
cc: Mayor John Bassett
Juan Torres, Town Clerk-Treasurer

Memo

To: Town of Edgewood Commissioners

From: Finance Department HM

RE: Pay date change request

February 1, 2023

During the December 20, 2022, commission meeting there was discussion in regards to changing the pay date. The Finance Department formally requests the pay date be changed from Wednesdays to Fridays. Payroll periods will remain the same. The first pay date change will be March 10, 2023 for the February 20, 2023 – March 5, 2023

Town of Edgewood

Procurement Ordinance

ORDINANCE NO. 20232-01 - ____

AN ORDINANCE ADOPTING PROCUREMENT PROCEDURES AND SIGNATURE AUTHORITY FOR THE TOWN OF EDGEWOOD, NEW MEXICO SUPERSCEDING ORDINANCE 2018-0052022-01

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF EDGEWOOD, NEW MEXICO, AS FOLLOWS:

SECTION 1. TITLE
This ordinance may be cited as the "Procurement Ordinance".

SECTION 2. LEGAL FRAMEWORK

The Town of Edgewood (hereinafter, the "Town") adheres to the State of New Mexico Procurement Code (NMSA 1978 Sections 13-1-28 through 13-1-199) which strictly governs the purchasing policies of governmental agencies. Any conflict between the Procurement code and this Ordinance shall be resolved in favor of the Procurement Code. Purchases involving the expenditure of federal funds must be conducted in accordance with the mandatory applicable federal laws and regulations. Such laws and regulations will supersede the NM State Procurement Code where the Procurement code is inconsistent with the Federal laws and regulations. The Town also adheres to the procurement regulations of the Governmental Conduct Act (NMSA 1978 Chapter 10, Article 16) and the New Mexico Administrative Code. To the extent any other law contains requirements concerning procurement applicable to The Town of Edgewood, this policy shall be interpreted consistently with those requirements, and if it cannot be interpreted consistently with those requirements, the requirements of law will prevail. For any procurement funded in part or in fully by grants from the State of New Mexico, the Federal Government or other funding sources, the solicitation documents and contracts must conform to the terms and requirements of the grant agreement.

No political or other invidious prejudicial considerations governs the award of Town contracts or orders: rather every purchase is made in the Town's best interest efficiently obtaining high quality goods, construction and services in a timely manner while providing qualified vendors a fair opportunity to compete. Consistent with the Procurement Code, it is the objective of the Town of Edgewood to procure the necessary supplies, equipment and services at the lowest cost consistent with the quality and timeliness needed to meet departmental requirements and the principle that the taxpayer receives the maximum value for each dollar expended.

On or before January 1 of each year, and every time a Cchief Pprocurement Oofficer (CPO) is hired, the Town of Edgewood shall provide to the State Purchasing Agent the name of the Town's Procurement OfficerCPO. It is the responsibility of the Procurement OfficerCPO to administer, make determinations

and approve all procurement for the Town of Edgewood. (NMSA 1978 13-1-18.1 and 13-1-95.2). Any procurement not authorized and approved by the ~~Procurement Officer~~CPO shall be considered a violation of this policy.

It is unlawful for any employee or official of the Town of Edgewood, to participate directly or indirectly in Town procurement when the employee knows that the employee or any member of the employee's immediate family (spouse, parents, children or siblings) has a financial interest in the business seeking or obtaining a contract. Full disclosure of real or potential conflicts of interest shall be a guiding principle for determining appropriate conduct. At all times, reasonable efforts shall be made to avoid undue influence and abuse of office in public service. Any public officer or employee shall use the powers and resources of public office only to advance the public interest and not to obtain personal benefits or pursue private interests. "Public officer or employee" means any elected or appointed official or employee of the Town who receives compensation in the form of salary or is eligible for per diem or mileage. Public officers and employees shall conduct themselves in a manner that justifies the confidence placed in them by the People, at all times maintaining the integrity and discharging ethically the high responsibilities of public service. In the event that a Town employee or official becomes aware of any conflict or ethical issue~~described in this paragraph~~, such employee or official shall immediately notify their supervisor and the Town's legal counsel.

Persons knowingly and/or willfully violating the State Procurement Code, State Statutes, or this policy may be subjected to a fourth degree felony if the transaction involves more than $50,000, a misdemeanor if the transaction is $50,000 or less as per New Mexico Statutes. In addition, employees violating this policy, State Statutes, or the State Procurement Code may be subject to disciplinary action up to and including termination of employment by the Town.

SECTION 3. POLICY

The application of the principles of integrity, transparency, accountability, fairness, and efficiency to all decision making on public investments and purchases will prevent corruption and maximize the economic, financial, social, environmental and public benefits of public procurement. As public buyers, representatives of the taxpaying people of Edgewood, expending public funds, the Town of Edgewood fully supports these principles.

The Town of Edgewood welcomes the opportunity to do business with interested vendors willing to supply quality goods and services at competitive prices, meet deadlines, and become an integral partner dedicated to serving the citizens of the Town of Edgewood. Whenever possible, it is the preference of the Town of Edgewood to procure goods and services locally. The overall procurement objective of the Town of Edgewood is to obtain quality goods and services at the lowest cost from qualified, responsive, and responsible vendors while ensuring that all purchases are made in accordance with local, state and federal laws, regulations and ordinances; are open, fair, and competitive; and are obtained at the best value maximizing the use of public funds.

This Purchasing Policy was prepared with the sincere hope that it will be helpful to all vendors engaged in selling supplies, materials, equipment and/or services and who would like to do business with the Town of Edgewood. This Policy is also intended to serve as a guide for Town Officials and employees who participate in the procurement process on behalf of the Town of Edgewood.

SECTION 4. PURCHASING POLICY - PROCUREMENT METHODS

All formal and informal solicitations for goods, services or construction shall include a uniform, detailed scope of work or set of specifications including a timeline if applicable, detailing the requirements of the procurement. For Town procurement, a purchase order must be generated and (when applicable) issued to the vendor in which the construction, tangible goods or services are being provided.

A. Informal Procurement Procedure

The Town follows an Informal Procurement Procedure as permitted by the Procurement Code in the following situations listed below. The Chief Procurement Officer has the authority to recommend any procurement of $20,000~~.00~~ or less.

(1) Small Purchases

Small purchases, used when the Town is procuring construction, tangible goods, or services valued at less than $60,000 or professional services (other than landscape architects and surveyors) valued at less than $60,000. For landscape architects and surveyor services, the small purchase informal procedure is used for services valued at less than $10,000. For all small purchases, except for extremely small purchases ($3,000 or less, see below), every effort shall be made to obtain three (3) quotations for the procurement of construction, tangible goods or services sought. Each solicitation should describe the scope of work in sufficient detail and any applicable timeline or deadline. It is strongly recommended that the three (3) quotations be obtained from local small businesses when possible. If fewer than three responsible quotes are obtainable in this manner, the purchase may be made at the best obtainable price and/or in the best interests of the Town and a memo shall be written to the Town's ~~Procurement Officer~~CPO describing the steps taken to obtain the quotes and determine the qualifications of the vendors and price. Such memo shall be retained as part of the procurement file. Awards for construction, tangible goods, or services shall be made only to the lowest responsible bidder and awards for professional services shall be made to the responsible offeror or offerors whose proposal is most advantageous to the Town of Edgewood.

a.) Up to $500~~3,000~~ - Extremely Small Purchases

Services, construction, or items of tangible personal property a value not exceeding $3,000 may be procured by notice being given to the ~~Procurement Officer~~CPO prior to the purchase being made and the receipt evidencing the purchase being given to the ~~Procurement Officer~~CPO as soon as practicable and purchase from a vendor being based upon the best obtainable price (and/or in the best interests of the Town). The Town employee making the purchase should have sufficient knowledge or make reasonable efforts to assure that the goods are being purchased at the lowest reasonably available price.

b.) $~~3,05~~00.01 - $20,000

The Town shall make a reasonable effort to obtain three (3) written quotes for the purchase of construction, goods, or services. All quotes should be based on the description of the scope of work provided by the Town and must be written down and placed in the internal notes section on the requisition process. If three (3) written quotes cannot be obtained, the Town ~~Procurement Officer~~CPO shall document the reasons and include such document in the procurement file.

The CPO shall report monthly to the Governing Body~~Commission~~ with the financial report the procurements awarded for the previous month, including procurement methods such as utilizing New Mexico's Cooperative Educational Services (CES) and s~~S~~tatewide contract awards.

c.) $20,000.01 - $60,000

Insofar as it is practical for small purchases of services, construction or items of tangible personal property having a value exceeding twenty thousand dollars but not exceeding sixty thousand dollars, a minimum of three (3) written quotes on company letterhead must be obtained based on the description of the scope of work provided by the Town. The written quotations must be attached to the purchase order and invoice for inclusion in the voucher.

d.) Professional Services up to $60,000 (or Landscape Architect or Surveyor Services up to $10,000)

The Town shall obtain reasonable number of responses for the procurement of professional services based on the same scope of work and taking into consideration such factors as the respondents' qualifications, experience, references, and price. If fewer than three (3) qualified responses are obtainable using the procurement set forth above, the procurement may be made, and a memo shall be written to the Town ~~Procurement Officer~~CPO describing the steps taken to obtain the responses. Such memo shall be retained as part of the procurement file.

B. Formal Procurement Procedure

(1) All formal procurements greater than $20,000 shall be authorized by the Town of Edgewood Governing Body prior to obtaining quotes or issuing any request or invitation to bid, utilizing cooperative procurement entities, statewide contracts, or other legal procurement method as outlined below. Once the Town of Edgewood Ggoverning Bbody has authorized the procurement, the ~~Procurement Officer~~CPO shall be responsible for the procurement process. All awards and contracts must be approved by the Governing Body prior to execution.

(2) Invitation for Bids (IFB) – The formal bid procedure is followed when the services, construction or items of tangible personal property to be purchased are valued at sixty thousand dollars ($60,000) or more. This method requires a formal advertisement, sealed bid, public opening and in many cases proof of insurance, licensing, contractor registration, bid bonds, payment and performance bonding. All requirements and specifications for bids must be set forth in the IFB and/or accompanying bid documents. The Town is statutorily required to select the lowest responsive bid (that is the lowest bid meeting all requirements and specifications) submitted by a responsible bidder. (NMSA 1978 Section 13-1-108)

(3) Requests for Proposals (RFP) – The formal proposal procedure is followed when the Town is soliciting professional services with a value exceeding sixty thousand dollars ($60,000) excluding applicable state and local gross receipts taxes, except for the services of landscape architects or surveyors which require the formal proposal process when the professional services being procured have a value exceeding ten thousand dollars ($10,000), excluding applicable state and local gross receipt taxes. These methods require formal advertisement, a sealed proposal and in many cases, proof of insurance and bonding. All evaluation factors to be used in selecting a proposal must be stated in the RFP. The Town will select the responsible respondent whose proposal is most advantageous to the Town, using the evaluation factors stated in the RFP. (NMSA 1978 Section 13-1-117) For the formal procurement of professional services ("qualifications based proposals"), price shall be determined by formal negotiations related to the scope of work. (NMSA 1978 Section 13-1-112.C, 13-1-120.)

(4) Obtaining Information for Formal Bids and Proposals- Specific information pertaining to our requests for information (RFIs), invitations for bids (IFBs), requests for proposals (RFPs) and awards is available publicly and upon request. The Town works diligently to ensure vendors have equal access to this information. This information is available on the Town website and at Town Hall. The Town accomplishes this by:

a.) Availability on Town Website and at Town Hall

The information is posted on our website http://www.townofEdgewood.org/bids.htm. Vendors may download RFIs, IFBs, and RFPs directly from this website. The RFI, IFB, and RFP information can be obtained at the front desk of Town Hall. Some bid packets may require payment of a deposit related to the actual, direct cost of furnishing copies. If bidding documents require shipping, the respondent must prepay the cost of shipping with certified funds or provide a Fed-X or UPS account number. Costs

associated with shipping are not refundable. The deposit shall be refunded if the documents for bids are returned in a usable condition within the time limits specified in the documents for bid. (NMSA 1978 Section 13-1-104 D)

To download an RFI, IFB or RFP, go to our website, select the bid or proposal that interests you, and download it.

At times, only portions of a proposal/bid may be posted on our website due to technical or document size constraints, in which case, a copy may be obtained at Town Hall.

b.) You may obtain copies of open RFIs, IFBs, and RFPs by visiting our offices during normal business hours. If you wish to be notified of a particular solicitation, please send your information to the ~~Procurement Officer~~CPO and you will be contacted when the RFI, IFB, or RFP solicitation is advertised.

(5) Legal Advertising

The Town advertises formal IFBs valued at greater than $60,000 for construction, tangible goods and services, and RFPs expected to cost more than $60,000 for professional services and services of landscape architects or surveyors exceeding $10,000 at least ten (10) calendar days before the date set for opening of the bids or proposals in the legal section of a newspaper of general circulation in the area in which the Town of Edgewood is located, or may use any other legally sufficient notice procedure.

(6) Selection Committee

~~1.~~After the ~~governing body~~Governing Body authorizes issuance of an RFP, the ~~Mayor,~~ Town Manager~~,~~ or designee will then formulate recommendations for ~~Commission~~ Governing Body approval regarding the appointment of the Selection Committee.

~~2.~~The Selection Committee will be composed of at least 5 members.

~~3.~~The 5 members will consist of (2) two members of the Governing Body (2) two members of staff and (1) one member at large.

~~4.~~The member at large can be a member of an established Town Committee, a representative of the Chamber of Commerce, or another appropriate member of the community. This individual normally shall, but need not in all cases, be a resident of the municipality.

~~5.~~The ~~Mayor,~~ Town Manager~~,~~ or designee will recommend to the ~~Commission~~ Governing Body the appointment of the Selection Committee.

~~6.~~Committee members will be contacted regarding their appointment and availability to review the RFP.

~~7.~~Once Proposals are received, the ~~Clerk/Treasurer~~CPO will distribute copies of the proposals to each member of the Selection Committee with a proposed review calendar and any other pertinent material/information.

~~8.~~The Committee will review the Proposals. Each member is to rate and rank the proposals before meeting with the Committee. The Committee will then meet and discuss each proposal and reach a consensus on the rating and ranking that will be submitted to the Governing Body for recommendation. The Committee will determine if a need exists to interview top ranked offerors prior to submitting a recommendation to the Governing Body.

~~9.~~If interviews are to be conducted, the Committee will determine a time and place for the interviews and notify the offerors to be interviewed.

~~10.~~ The Committee will return all material/information, such as Proposals and rating and ranking sheets, to the ~~Clerk/Treasurer~~CPO and provide its recommendations to the Governing Body.

~~11.~~ The Governing Body will duly consider the recommendations of the Selection Committee during a meeting of said body held in accordance with the Open Meetings Act.

(6) Submittal of Bids and Proposals

All bids and proposals submitted pursuant to formal IFB or RFP must be in sealed containers and received by the Town no later than the deadline time and date specified in the IFB or RFP (or an amendment to either). It is the bidders' responsibility to ensure timely delivery and that any bids submitted are sealed and identifiable prior to delivery to the Town. To be considered responsive, a bid or proposal must meet all material requirements and specifications set forth in the IFB or RFP. The sealed bid may be placed in either an envelope or a box and must bear the official Bid or Proposal number, Title of Bid and the official Bid due time and date clearly marked on the cover of the Bid Document. If a bid is hand-delivered, it is the bidder's sole responsibility to ensure that a bid is time stamped and physically deposited with the Town prior to the date and time specified on the cover page of the IFB or RFP. Bids received via U.S. Mail or other express mail services will be time stamped by the Town as they are received. The official "Bid Due Time" for all bids and proposals is Mountain Standard Time or Mountain Daylight time, as applicable. Failure to submit a timely and complete bid or proposal will result in rejection of the bid or proposal. The Town may waive technical irregularities in the form of a bid or proposal that do not alter the price, quality or quantity of the services, construction or items of personal property bid or offered. (NMSA 1978 Section 13-1-132)

(7) Town's Right to Cancel a Procurement and Reject Bids or Proposals

The Town has the right under the Procurement Code to cancel any invitation for bids (IFB) or request for proposals (RFP), or to reject any or all bids or proposals, when it is in the best interest of the Town to do so. In such event, the Town must issue a written determination stating the reasons for the cancellation or rejection and the written determination must become a part of the procurement file. (NMSA 1978 Section 13-1-131.) If, prior to execution of a valid contract, the Town determines that a solicitation or a proposed award is in violation of law, the solicitation or proposal shall be cancelled. (NMSA 1978 Section 13-1-181.)

(8) Bid and Proposal Opening

Bid opening times are listed on the cover page of the IFB. The bidders and the public are invited, but not required, to attend the formal bid opening. Prices are read aloud at the bid opening. No decision is made relative to an award of a contract or purchase order at the bid opening.

Proposals submitted in response to an RFP are not publicly opened and no pricing or other information will be revealed until after the evaluation has been completed and an award has been made and approved by the Governing Body.

(9) Award Policy-Criteria for Award

With respect to an IFB, the award will be made to the lowest, responsive, responsible, qualified bidder that meets the specifications and other requirements of the solicitation. (NMSA 1978 Section 13- 1- 108) The ~~Procurement Officer~~CPO shall make the final recommendation for the award. (NMSA 1978 Section 13-1-95.2) All awards and contracts must be approved by the Governing Body prior to execution.

With respect to RFP, the award shall be made to the responsible respondent whose proposal is most advantageous to the Town taking into consideration the evaluation factors set forth in the request for proposals (See NMSA 1978 Section 13-1-117). The ~~Procurement Officer~~CPO shall make the final recommendation for the award. (See NMSA 1978 Section 13-1-95.2) In the case of qualifications-based proposals, which include but are not limited to engineers, architects, surveyors and landscape architects, price shall be determined by formal negotiations related to scope of work. (NMSA 1978 Section 13-1-112C)

Once the recommendation for final award has been determined, the ~~Procurement Officer~~CPO shall notify the ~~governing body~~Governing Body at the next meeting forward.

The Town will notify the successful bidder(s) in writing. It is the responsibility of the bidder to inquire about the award of INFORMAL bids or proposals.

(10) Post Award

After analysis and award, all successful bids and tabulation sheets are kept by the CPO and the Town Clerk ~~Treasurer~~. After an award, the documents are available for inspection, subject to the Inspection of

Public Records Act (see below). Bid tabs are available on the web page shortly after bid opening, or you may make an appointment with the Town Clerk ~~Treasurer~~ to review bid results.

Bids or Proposals received at any time AFTER the date/time deadline set forth on the cover will NOT be considered and will be returned unopened.

(11) Protests

Any Bidder or Respondent who is aggrieved in connection with a solicitation or award of a contract may file a written protest with the Town Clerk ~~Treasurer~~, P.O. Box 3610, Edgewood, NM 87015 outlining the reason and merit for protest. The protest shall be submitted in writing fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest. (NMSA 1978 Section 13-1-172)

This is a formal process. The protestor must submit with the written protest any pertinent documentation and a description of relevant facts to support the claim. Once the protest is received an Acknowledgement of Receipt letter will be sent to the protestor. The Clerk ~~Treasurer~~ will then collect data and conduct an investigation. As part of the investigation the Clerk ~~Treasurer~~ may request additional information from the protestor or other sources. A protestor's failure to respond in a timely and adequate manner to the Clerk ~~Treasurer~~'s request for additional information may result in denial of the protest. Based on the investigation a determination will be made and sent to the protestor informing him or her of the reasons for the determination. The determination shall inform the protestor of the reasons for the determination and of the protestor's right to judicial review under NMSA 13-1-183. (NMSA 1978 Section 13-1-175)

C. Sole Source Purchases (NMSA 1978 Section 13-1-126)

Sole Source Purchases require a written determination issued by the ~~Procurement Officer~~CPO with advice from the Town's legal counsel if needed, that there is only one source for the required goods, construction, or services. Before any determination will be issued, the department requesting the determination must submit a justification form to the ~~Procurement Officer~~CPO for review. Sole source purchases are not encouraged by the Town of Edgewood because pricing and terms and conditions are difficult or impossible to negotiate. No open market exists to validate that pricing and conditions are reasonable. At least thirty (30) days before a sole source contract is awarded, the Town's ~~Procurement Officer~~CPO or designee shall post notice of the intent to award a sole source contract on the Town's web site as well as the State's Sunshine Portal. The notice shall identify at a minimum: (1) the parties to the proposed contract; (2) the nature and quantity of the service, construction or item of tangible personal property being contracted for; and (3) the contract amount.

Any qualified potential contractor who was not awarded a sole source contract may file a written protest with the Town Clerk ~~Treasurer~~, P.O. Box 3610, Edgewood, NM 87015 outlining the reason and merit for protest. The protest shall be submitted in writing within fifteen (15) calendar days of the notice of intent to award a contract being posted. Any Sole Source Purchase will be published in accordance with law (NMSA 1978 Section 13-1-128).

D. Emergency Procurements

The Town ~~Procurement Officer~~CPO may make emergency procurements, consulting with the Town's Emergency Manager as necessary, when public health, welfare, safety or property is threatened as may arise from floods, fires, epidemics, riots, acts of terrorism, equipment failure and similar events, requiring procurement under emergency conditions; providing that emergency procurements shall be made with such competition as is practicable under the circumstances. Purchase or lease of heavy road equipment is not included (NMSA 1978 Section 13-1-127-A-B-C-D-E). Any Emergency Purchase will be published in accordance with law (NMSA 1978 Section 13-1-128).

E. Utilizing Other Existing Contracts

The Town may contract for services, professional services, construction, or items of tangible personal property without the use of competitive sealed bids or competitive sealed proposals as follows (NMSA 1978 Section 13-1-129):

(1) At a price equal to or less than the contractor's current federal supply contract (GSA), providing the contractor has indicated in writing a willingness to extend the contract's pricing, terms and conditions to the state agency and the purchase order adequately identifies the contract relied upon; or

(2) With a business which has a current price agreement with the state purchasing agent or a central purchasing office for the item, services, or construction meeting the same standards and specifications as the items to be procured, as long as the total quantity purchased does not exceed the quantity which may be purchased under the applicable price agreement, and the purchase order adequately identifies the prices agreement relied upon.

(3) Notwithstanding the foregoing, whenever possible, every effort must be attempted to receive competitive bids.

F. Cooperative Procurement

The Town may either participate in, sponsor or administer a cooperative procurement agreement for the procurement of any services, construction or items of tangible personal property with any other state agency, local public body or external procurement unit in accordance with an agreement entered into and approved by the governing authority of each agency, public body or external procurement unit. (NMSA 1978 Section 13-1-135).

SECTION 5. PURCHASE ORDERS AND CONTRACTS

A. Purchase Orders (POs)

POs are issued solely by the ~~Procurement Officer~~CPO. POs are required for any purchases with a value of $3,000~~.00~~ or more. In the event the value of a purchase is less than $3,000~~.00~~, notice shall be given to the ~~Procurement Officer~~CPO prior to the purchase being made and the receipt evidencing the purchase shall be given to the ~~Procurement Officer~~CPO as soon as practicable. An official purchase order consists of an authorized signature or facsimile signature and purchase order number. All purchase orders should clearly specify what types of goods or services are being obtained. A PO number, when required, should be obtained by the vendor prior to conducting business with the Town. Vendors are cautioned to not sell materials, equipment and/or services without an official purchase order or purchase order number. Failure to obtain a PO number prior to delivery of goods or services could result in non-payment. Vendors should also identify the department and request the identity and departmental phone number of the person(s) purchasing for the Town. Questionable purchases should be referred to the Town ~~Procurement Officer~~CPO immediately at 505-286-4518.

Prior to issuance of PO, vendors conducting business with the Town of Edgewood must complete a W- 9 Form (Request for Taxpayer Identification Number and Certification). Any vendor requesting a tax-~~-~~exempt certificate (Nontaxable Transaction Certificate) from the Town must provide their State of New Mexico Combined Reporting System (CRS) identification number to the ~~Clerk~~ Treasurer.

B. Entering Into a Written Contract

Once the ~~Procurement Officer~~CPO has made the determination for the award (see NMSA 1978 Section 13- 1- 95.2), has presented the recommendation to the Governing Body and obtained approval by roll call vote to proceed with a vendor, and before work commences or goods delivered, the Town of Edgewood and the Contractor must enter into a written contract signed by both parties. Once approved by the Governing Body, the ~~Mayor,~~ Town Manager, or a designee may sign the contract on behalf of the Town of Edgewood (NMSA 1978 Section 13-1-100). Written permission from the ~~Mayor or Town Manager~~Governing Body granting a designee authority to sign a contract shall be included with the procurement file and/or attached to the contract. The Clerk ~~Treasurer~~ shall attest to any signed contract. A purchase order must also be issued by the Town and accepted by the contractor. Contracts shall be based on the Town's contract templates except where special circumstances justify using a different form. All contracts must state that bribes, gratuities and kickbacks violate the criminal laws of New Mexico.

All contracts shall specify, either in the body or an attachment the detailed scope of work and the basis on which payment is to be calculated (hourly rate, price per unit, price per job, etc.). All contracts shall also state that the performance of the Town's obligation is contingent upon sufficient appropriations, availability of funds and legal authority. In addition, all contracts shall contain other standard clauses including but not limited to requirement that records be maintained for a minimum of three (3) years (or longer if required by funding agencies or law); a non-discrimination clause; and a statement that the contractor has no conflict of interest with respect to the contract or its performance. Before the Town

executes any contract, the contractor must provide a completed and signed campaign contribution disclosure form. (NMSA 1978 Section 13-1-191.1)

No services, construction, or furnishing of goods is permitted before a written contract is signed by ~~the Mayor~~a designated Commissioner, Town Manager or ~~a~~ designee and the Contractor or after the contract terminates. Working without a contract may result in non-payment for such work.

(1) Contract Modifications, Construction Contracts, Change Orders and Field Orders

a.) Amendment – after a written contract is entered into, only a written instrument signed by all parties involved may modify it.

b.) Change Order – A form of contract amendment for construction contracts that usually adds or deletes tasks or quantities of work and/or addresses changes in work that were not foreseen. Change orders are limited to the amount of money needed to make the changes required or requested by the Town. A change order shall describe changes in the work, time and/or compensation, and may require as appropriate, attachments of revised contract documents describing the change(s) and a full accounting of the adjustment to the contract sum and the contract time.

c.) Field Order – is a directive issued by the project manager to the contractor for immediate action to be taken, the field order shall include costs and quantities and be made a part of the change order.

d.) Any change order, or other amendment to a contract that has been previously approved by the Town Governing Body, must be approved by both the Town ~~Procurement Officer~~CPO and ~~Mayor~~ Treasurer or Town Manager provided the amount of the change order or contract amendment is not greater than $20,000, and that sufficient monies are appropriated in the budget to accommodate the change order or amendment.

e.) Any change order or amendment greater than $20,000 will require the specific approval of the Town's Governing Body. If it is determined that an emergency or urgent situation exists that such delays will cause damage, increases in cost, or loss of construction time and it is in the best interest of the Town of Edgewood, a determination may be issued by both The Town ~~Procurement Officer~~CPO and ~~Mayor~~ Treasurer or Town Manager with detailed documentation which supports the determination and signed by the Town ~~Procurement Officer~~CPO, ~~Mayor~~ Treasurer or Town Manager and the Project Manager/Department Head that the contract modification or change order over $20,000 may be issued, subject to Town Governing Body approval at the earliest date possible after the issuance.

(2) Cost or Pricing Data for Change Orders or Contract Modifications (NMSA 1978 Section 13-1-140 through 144)

For construction contracts, the contractor shall submit costs or pricing data prior to the execution of any change order or contract modification regardless of whether or not the pricing data was required in connection with the initial award of the contract if the change order or modification involves aggregate increases or decreases expected to exceed $20,000.

Any change order or amendment that will exceed the amount in the appropriated budget will require the specific approval of the Town Governing Body, regardless of the amount of the change order or amendment.

C. Insurance

The Town of Edgewood may require vendors to obtain certain amounts and types of insurance coverage for goods, construction or services. Insurance coverage such as worker's compensation, auto liability, general liability, and in some cases, builders' risk or professional liability may also be required prior to conducting business within the Town. For further information regarding insurance requirements, please contact the ~~Clerk~~ Treasurer.

D. Payment Procedure

After delivery of goods, construction or services ordered, the vendor must prepare and submit an invoice to the requesting department specified on the PO. The Town's payment terms are Net 30. Any questions should be directed to the Town of Edgewood, ~~Clerk~~ Treasurer, P.O. Box 3610, Edgewood, NM 87015.

No payment may be made on any purchase of goods, construction or services unless the goods, construction or services have been received and meet specifications and requirements. (NMSA 1978 Section 13-1-158.A). (Prepayment is not permitted except for types of goods and services excluded from the Procurement Code pursuant to NMSA 13-1-98.)

When goods, construction or services are received by the Town and an invoice for them is received, the Town will inspect the goods, construction, or services in light of the relevant requirements and specifications. Within thirty (30) days after receiving an invoice for goods, construction or services received, if the goods, services, or construction are found acceptable and the invoice correct, the Town shall pay the invoice. If the goods, construction or services are found unacceptable the Town shall, within thirty (30) days of receiving an invoice for them, issue a written notice of partial or complete rejection with letter of exception explaining what action the contractor must take to cure the deficiencies. The T~~t~~own shall pay the vendor within thirty (30) days of receiving adequate, approved, properly invoiced goods, construction, or service. The Town may extend payment beyond the 30-day period provided herein if unforeseen circumstances prevent timely payment, in which case, within 30 days after receiving an invoice for goods, construction or services received, the Town shall provide a written explanation to the contractor, stating also when payment can be expected. A provision to the

effect of this paragraph shall be included in formal IFB and RFP and in contracts awarded pursuant to solicitations by the Town. (NMSA 1978 Section 13- 1-158.)

For projects lasting more than a month, the contractor shall invoice the Town monthly or at such other intervals as the parties agree.

EXCEPT AS OTHERWISE PROVIDED HEREIN, PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES AND ALL CORRESPONDENCE

E. Prevailing Wages (Public Works Projects)

Every contract or project in excess of sixty thousand dollars ($60,000) that the Town of Edgewood is a party to for construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works, or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, which shall be based upon the wages that will be determined by the director of the Labor Relations Division of the Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of similar nature in the state or locality, and every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent payment computed at wage rates not less than those stated in the minimum wage rates issued for the project. The specific wage and fringe benefits required to be paid to these categories of workers will be set forth in the IFB document. (NMSA 1978 Section 13-4-11)

F. Federally Funded Construction Projects

If a public construction project is funded or assisted by the federal government and the project or contract is over $2,000, pursuant to the Davis-Bacon Act, federal prevailing wage and fringe benefits must be paid to mechanics and laborers. See https://www.dol.gov/whd/govcontracts/dbra.htm.

G. Registration Of Construction Contractors And Subcontractors Pursuant To Public Works Minimum Wage Act

In order to submit a bid valued at more than sixty thousand dollars ($60,000) in order to respond to a RFP or to be considered for award of any portion of a public works project greater than ($60,000) for a public works project that is subject to the Public Works Minimum Wage Act (NMSA 1978 Section 13-4-10) a contractor, serving as a prime contractor or not, shall be registered with the Labor Relations Division of the New Mexico Department of Workforce Solutions pursuant to 13-4-13.1. The registration number and copy of the official "Certificate of Public Works Registration" are required when submitting either a bid or proposal valued at over $60,000 on a public works project. Failure of a bidder whose bid exceeds $60,000 to obtain a Public Works Minimum Wage Act registration from the Labor Relations

Division of the Department of Workforce Solutions will result in mandatory rejection of the bid. (NMSA 13-4-13.1A)

SECTION 6. INSPECTION OF PUBLIC DOCUMENTS

Pursuant to the inspection of Public Records Act, NMSA 1978 Section 14-2-1, everyone has the right to inspect Town of Edgewood public records including those records that reside with the Clerk ~~Treasurer~~. Requests should be made in writing to the Town Clerk ~~Treasurer~~, P.O. Box 3610, Edgewood, NM 87015 using the Town's inspection of public records request form available on the Town's web site~~,~~ ~~http://www.edgewood-nm.gov/2494/Request-for-Proposals-RFPS~~ or by calling (505) 286-4518. Bids are not available for inspection until public bid opening. Proposals are not available for inspection until after contract award. (NMSA 1978 Section 13-1-116) Other restrictions on availability of documents may apply pursuant to the Inspection of Public Records Act. (NMSA 1978 Section 14-2-1).

SECTION 7. AMENDMENT PROCEDURE

The Town Governing Body may, from time to time, amend or modify this Ordinance after Public Hearing, due notice of which shall be given as required by law.

SECTION 8. CORRECTIONS

The Town Clerk~~/Treasurer~~ and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 9. SEVERABILITY OF PROVISIONS

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance, it being the intent of the Governing Body to enact each section, subsection, sentence, clause or phrase of this Ordinance separately and independently of each other section, subsection, sentence, clause or phrase.

PASSED, APPROVED, and ADOPTED this ~~5th~~ 7th day of ~~April~~ February ~~2022~~2023.

_____

Audrey J. Jaramillo, CMO, CPA, CFE, JM
Mayor

ATTEST:

_____

~~Estefanie Muller~~Nina McCracken
Clerk~~/Treasurer~~